



Precision in Practice:

MAXIMIZING ACCURACY WITH TRANSACTION CODES AND DUE DATES

In the bustling world of studio management, every detail counts. From scheduling classes to tracking payments, maintaining accuracy is essential for smooth operations and satisfied clients. One powerful tool at your disposal is the strategic utilization of transaction codes and due dates within your Studio Pro software.

In this extended help article, we'll explore why transaction codes and due dates are essential for enhancing the accuracy of your studio's reports. We'll delve into how these features can streamline your administrative tasks and ensure that no deadlines are missed. Furthermore, we'll provide step-by-step guidance on how to effectively use and set up transaction codes and due dates within your Studio Pro software.

Join us as we optimize your studio's efficiency and accuracy, empowering you to focus more on what you love—teaching.

What are Transaction Codes and Due Dates?



Transaction Codes:

are the names of the various types of fees charged by your studio to accounts. When creating a credit or debit on a student's account, you can assign transaction codes to group similar transactions together.

Transaction codes will enable you to easily keep track of which items have been paid and which ones are still outstanding.



Due Dates:

the date the parent should make a payment. The system will also apply payments to charges according to the debit transactions' due date.

Adding and Setting up Transaction Codes

You have the capability to generate and assign transaction codes corresponding to various debits billed to your clients.

You will first want to create your transaction codes in the system by going to

[More](#) > [Settings](#) > [Transaction Codes & Types](#) > [Add New Transaction Code](#).

After generating your transaction codes, you can proceed to allocate them to your debits. These codes can either be preset or assigned during the debit posting process. It is essential to assign a transaction code to all debit transactions to ensure accurate reporting on payments made, outstanding amounts, and the details of debits and credits recorded.





Examples of Transaction Codes:

- Registration Fee
- Tuition
- Performance Fee
- Supplies
- Trial Class
- Events
- Late Fee

Help Articles:

- [What are transaction codes?](#)
- [What are due dates and why are they important?](#)
- [Understanding Transaction Codes & Due Dates Video Tutorial](#)
- [Understanding Payment Icons Video Tutorial](#)
- [Splitting Payments Video Tutorial](#)

Payment Icons:

-  Paid
-  Marked as Paid
-  Unpaid
-  Due Today

Below is a list of where you are able to set your transaction codes for preset debit transactions:

Registration Fees

[More](#) > [Online Registration](#)

Drop-Ins

[More](#) > [Settings](#)
> [iPad Class Manager](#)

Point of Sale

[More](#) > [Settings](#) > [Point of Sale](#)
> [Settings](#)

Appointments & Private Lessons

[More](#) > [Appointments & Private Lessons](#)
> [Select the Service](#)

Online Store

[Magic](#) > [Products & Services](#) > [Items Actions](#) > [Online Store Settings](#)

Punch Cards

[More](#) > [Settings](#) > [Portal Settings](#) > [Options](#)

Below is a list of when posting fees you are able to select the transaction code:

- Posting Tuition to Accounts
- Specific Student Transaction Journals
- Students > select Students > Student Actions > Add a fee to selected Students
- Post Costume Fees
- Specific Class Transactions
- Classes > select Classes > Class Actions > Add a fee to selected Classes

Setting Due Dates

Preset Due Dates

- Registration Fees- [Magic](#) > [Online Registration](#) > [Settings](#) tab
- Trial Classes- [Magic](#) > [Online Registration](#) > [Trial](#) tab
- Drop-ins- [Magic](#) > [Online Registration](#) > [Drop-ins](#) tab
- Online Store Bill to My Account- [Magic](#) > [Product & Services](#) > [Items Actions](#) > [Online Store Settings](#)
- Point of Sale Bill to My Account- [More](#) > [Point of Sale](#) > [Settings](#)
- Bill to My Account Appointments & Private Lessons- [More](#) > [Appointment & Private Lessons](#) > [Appointment Actions](#)

For fees that you post in real time you are able to select the blue hyperlink that says [Due Date/Late Fees](#) to set up due dates when posting those charges.