

# Paid Fees Report

Last Modified on 03/18/2024 7:08 pm EDT

The **Paid Fees** report displays revenue by *Category 1* with a breakdown by *Transaction Type* for a specific day or time period. This report can be viewed as a summary or in detail.

Get to this report by going to the **Transactions** menu > **Transaction Reports** > **Paid Fees**.

Adjust payments that were received after the cut-off date for a revenue period, e.g., month-end or year-end.

Locate uncategorized or improperly categorized payments.

Report on taxes paid within a specified date range.

Use this report to determine the amount of tax collected during the year or for a specific period. Run the report, and the total tax collected for the timeframe selected will be displayed in the report. When partial fees are paid, the tax displayed will adjust for the amount paid.

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**Expand/Collapse  
All**

## Select Search Criteria

Use the Search Criteria to narrow results down to the payments you want to work with. Leaving a field blank is the same as saying "all".

## Choose Display Settings

Before submitting for results, you can adjust the following settings:

- *Subheading* (add an optional subheading to display at the top of your report)
- *Show Refunds*
- *Show Charitable Donations*
- *Show Transaction Details* (set to Yes to provide payment dates, fee dates, and family names. This is very helpful in locating uncategorized revenue).
- *Report format* (select the report format from PDF, Excel, HTML, Word, Text, Tiff)

## Work with Report Results

These results do not show Transaction Details. This report lists the fee summary by *Category 1* for the

date range selected in the [Search Criteria](#) above.

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Jackrabbit Pay™ Users may have a slightly different experience, e.g., an additional step or a different field label. Additional information may also be provided or required for [PayPath](#) and [Surcharging](#) Users. If you need assistance, contact our dedicated ePayments Team directly at [payinfo@jackrabbittech.com](mailto:payinfo@jackrabbittech.com).

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