

Fee Summary Report



Last Modified on 09/27/2023 11:01 am EDT

The **Fee Summary** report displays fees posted during a specified time frame, along with any payments made against them or credits applied to them, and their current unpaid amount. Choose either a detailed report or a summarized version. See the status of your fees in one report!

Get to this report from the **Transactions** menu > **Transaction Reports** > **Fee Summary**.

- ★ Evaluate your current fees including Fee Amt, Paid Amt (including credits), and Unpaid Amt.
- ★ View Accounts Receivable by Category 1 and/or specified Transaction Type.
- ★ Analyze your fees based on the **transaction date on the fee (accrual accounting)** vs. the date of the payment (**cash accounting**); Jackrabbit revenue reports are based on the payment date.
- ★ Flexible **Multi-Location** reporting shows all fees or limits the results to families from certain locations or fees from certain locations.



Save this as a frequently used report! Click the **Heart** icon  next to a report name, the heart will change to red  and the report will be listed under the *Reports menu* > **My Reports** for quick and easy access!

Search Criteria

Use the Search Criteria to narrow the report results to only the fees you want to work with. You can select a specific family or class.

Report: Fee Summary

← RETURN ✓ SUBMIT

Search Criteria 🔍 Favorites 📌 Save Favorites ✕ Refresh ?

Do you want to limit the report to certain locations?

No, show me all transactions
 Limit results to families from certain locations
 Limit results to fees from certain locations

Transaction Date from through

All fees or unpaid fees only? All fees
 Unpaid fees only

Category 1
Art
Ballet
Birthday Party
Charitable Donations

Transaction Type
Adjustment (Debit)
Annual Membership (Debit)
Booster Fee (Debit)
Card Punched (Debit)

Subtype
Apr
Aug
Dec
Feb

Session

Select Family/Acct 🔍 Clear

Select Class 🔍 Clear

The criteria selected here will return all fees, both paid and unpaid, that were posted to families from all locations for the dates selected.

Search for a specific family or class here.

Display Settings

The Fee Summary report can be run to show details of every fee for each Category 1 and Transaction Type or as a summary of fees for each Category 1 and Transaction Type.

Select your output from several options including PDF (default), Excel, and HTML. An optional Subheading can be added in this section.

Display Settings

What type of report do you need?

Detail that shows every fee for each Category 1 and Transaction Type
 Summary of fees for each Category 1 and Transaction Type

Subheading

Report Format PDF
Excel
HTML
Word
Text
Tiff

Optional subheading.

Report Results

Sample Fee Summary Report with the Display Setting of Details

Fee Summary Report

September 1 through September 15

Cat1	Fee Date	Family/Acct	Trans Type	Note	Fee Amt	Paid Amt	Unpaid Amt
Art							
	9/1/23	McMurphy	Tuition Fee	September	75.00	75.00	0.00
	9/1/23	Prowl	Tuition Fee	September	75.00	0.00	75.00
	9/1/23	Quincey	Tuition Fee	September	75.00	75.00	0.00
	9/1/23	Skinner	Tuition Fee	September	75.00	75.00	0.00
			Tuition Fee Subtotal:		300.00	225.00	75.00
			Art Subtotal:		300.00	225.00	75.00

Sample Fee Summary Report with the Display Setting of Summary

Fee Summary Report

September 1 through September 15

Cat1	Fee Amt	Paid Amt	Unpaid Amt
Art			
	Tuition Fee Subtotal:	300.00	225.00
		75.00	
	Art Subtotal:	300.00	225.00
		75.00	
Ballet			
	Tuition Fee Subtotal:	4,258.50	3,318.50
		940.00	
	Ballet Subtotal:	4,258.50	3,318.50
		940.00	
Cheer			
	Tuition Fee Subtotal:	4,296.25	2,947.50
		1,348.75	
	Cheer Subtotal:	4,296.25	2,947.50
		1,348.75	