

Fee Summary Report

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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)** versus 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 a frequently used report for quick and easy access! Click the **Heart** icon next to a report name to change the heart to red and add the report to your Reports menu > **My Reports**.

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.

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.

Report Results

[Sample Fee Summary Report with the Display Setting of Details](#)

[Sample Fee Summary Report with the Display Setting of Summary](#)

