

Reports

Last Modified on 01/24/2024 11:29 am EST

Jackrabbit offers great flexibility in reporting with over 100 reports for families, students, classes, staff, enrollment, financial information, and more!

These reports come in a few different formats.

Some reports are built to display in different output formats including PDF, Excel, and Word.

- These reports are customized using display settings. Select Excel or Word as the output format and use those programs to make any further customizations.
- Examples: [Deposit Slip](#) and [Paid Fees](#)

Learn more about [Report Output Formats](#).

Deposit Slip				
1/1/2021 - 6/30/2021				
Item #	Date	Chk#	Account(Billing Contact)	Amount
Pmt Method: Cash				
1	1/28/2021		Meza (Raymundo Meza)	165.00
			Sub-total:	165.00
			Cash total:	165.00
Pmt Method: Check				
2	5/11/2021	421	Ager (Holly Ager)	251.29
3	3/17/2021	1234	Bowden (Karsen Bowden)	65.00
4	3/16/2021	1234	Walker (Stephanie Walker)	48.38
			Sub-total:	364.67
			Check total:	364.67
Pmt Method: MC				
5	5/14/2021		Ager (Holly Ager)	150.50
			Sub-total:	150.50
			MC total:	150.50
Pmt Method: Visa				
6	5/14/2021		Ager (Holly Ager)	150.50
7	5/21/2021		Ager (Holly Ager)	194.50
			Sub-total:	345.00
			Visa total:	345.00
Refunds Total: 0.00				Net Total: 1,025.17
				# of Items: 7

There are many reports that display your data in a **Table** format. This format is gradually being updated to the Grid format (below).

- Tables are customized through sorting, showing or hiding columns, and more.
- Examples: [Family Balance Summary](#) and [Email Listing Report](#)

Learn more about [Working with Reports - Table Style](#).

Family Balance Summary

Family Balance Summary				
View 1 - 12 of 12				
Family/Account	Billing Email	Balance	Balance As Of Today	Email All
Bowden	kbowden@email.com	227.05	227.05	<input type="checkbox"/>
Newman	pnewman@email.com	0.00	0.00	<input type="checkbox"/>
Owers	dowers@email.com	0.00	0.00	<input type="checkbox"/>
Reimer	reimers@email.com	50.00	50.00	<input type="checkbox"/>
Shields	rshields@email.com	0.00	0.00	<input type="checkbox"/>
Turner	swalker@email.com	0.00	0.00	<input type="checkbox"/>
Unear	csmith@email.com	0.00	0.00	<input type="checkbox"/>
Verdejo	mverdejo@email.com	0.00	0.00	<input type="checkbox"/>
Walker	swalker@email.com	0.00	0.00	<input type="checkbox"/>
Wallace	wallacelvy@email.com	850.00	850.00	<input type="checkbox"/>
Xanders	lxanders@email.com	0.00	0.00	<input type="checkbox"/>
Zackmann	szackmann@email.com	531.88	531.88	<input type="checkbox"/>
		1,658.93	1,658.93	<input type="checkbox"/>

New Jackrabbit reports are being created in a **Grid** format. Reports in table format will be gradually moved to grid format. The grids are robust and allow you to do much more with your data!

- Grids are customized by grouping your data, arranging the order of the columns, filtering for specific information, and more.
- Examples: [Student Detail Report](#) and [Staff Certifications](#)

Learn more about [Working with Reports - Grid Style](#)

Student Detail

← RETURN

Showing 61 of 61 Students [HELP WITH GRIDS](#)

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	FIRST NAME	LAST NAME	BIRTH DATE	FAMILY NAME	CONTACT	ADDRESS
<input type="checkbox"/>	Olivia	Unger	Jan 17, 2004	Unger	Carol Smith	1158 Agnes Crescent
<input type="checkbox"/>	Livy	Wallace	Jan 18, 1985	Wallace	Livy Wallace	420 Fieldstone Crescent
<input type="checkbox"/>	Samantha	Brown	Feb 17, 2010	Brown	Janice Brown	3866 McFarlane Crescent
<input type="checkbox"/>	Sam	Campbell	Feb 17, 2012	Campbell	Katherine Campbell	6647 Georgia Street
<input type="checkbox"/>	Caroline	Clements	Feb 17, 2002	Clements	Alane Clements	1809 Santa Monica Commons
<input type="checkbox"/>	Angel	Wheeler	Mar 1, 2010	Wheeler	Carol Wheeler	1234 Main Street

« 1 2 » 50 Items per page

All reports can be accessed from the **Reports** (menu), which offers many options for finding reports. Customize your Reports menu by marking your most frequently used reports as *My Reports*. Learn more about [The Reports Menu](#).

For each option in the Main Menu (blue menu bar), you can use a link to access the related reports. For example, go to the **Staff** (menu) > **Staff Reports** to go to the *Staff* tab of the *Staff Reports* section.



Included with top-tier subscriptions, the Business Intelligence Dashboard (BID) is the ultimate report! You can upgrade and gain access to the BID for a nominal monthly fee. Learn how to [Streamline Data with the Business Intelligence Dashboard](#)

[Expand/Collapse All](#)

📄 [Click Here to Learn about the Various Reports](#)

📄 [Frequently Asked Questions](#)