Your Guide to Year-End Reporting

As the year comes to a close, it's the perfect time to reflect, plan, and prepare for what's ahead. That's why we created this Year-End Reporting Guide—to walk you through some of the Jackrabbit reports that make wrapping up the year easier. From evaluating your financial health to simplifying tax preparation and uncovering key enrollment trends, these reports provide the insights you need to end the year with confidence and start the next one strong.

We've included some things to consider to spark your thinking as you plan for the future. Let's dive in and get you ready for success!

Things to Consider

Do you need to generate end-of-year enrollment reporting?

- Enrollment reports help you analyze trends, identify growth opportunities, and make informed decisions about class offerings, staffing, and revenue projections for the new year.

Should you adjust class offerings so you can fill more spots and add in-demand classes?

- Identify successful classes that drive maximum revenue through key insights found in Enrollment reports.

Are you considering adjusting your tuition fees to cover business expenses?

- Revenue reports help you determine if you have met your fiscal goals for the year.

Cash or accrual accounting? Who knows?

- Jackrabbit uses cash accounting revenue reporting. If you use accrual accounting, you will have to make some adjustments. Learn more about **Accounting and Jackrabbit**.

Did you collect charitable donations throughout the year using the Store feature?

- Run a Revenue Summary report to see the total charitable donations you collected. Learn more about **Accepting Charitable Donations in Jackrabbit** and additional reporting options.

Once you've answered the questions above, it's time to put your plans into action with Jackrabbit's reporting tools!

Don't miss out! Download this **End of Year Checklist** to wrap up your year with ease.

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Plan Ahead

Run reports on a regular basis and take action with the results.

Use the blue links to learn more about related topics. The links will open in a new tab or window.

Revenue Checks & Balances	To **Maintain Accurate Revenue Reports**, make it a routine to perform these tasks:
	
	• **Find Unapplied Credits and Apply to Fees** to categorize payments on revenue reports and minimize errors when collecting fees from families.
	• Review bank and credit card statements and check the transactions posted to family accounts to look for incorrect amounts, missing fees, or fraudulent transactions.
	• Use these reporting tools to track transactions:
	   ◦ **Search Transactions**
	   ◦ **Tuition Not Posted Report**
	• **Reconcile ePayments**, and bank checks with bank statements.

Email Families with Amount Due	Run the **Aged Account Details** report and email families with balances so you can receive payment before the end of the year. Alternatively, use **Search Transactions** to find specific unpaid fees, such as costume (apparel) or event fees. Contact families about the amount due using the Send a Message icon on the results page. For any accounts you cannot collect before the end of the year, identify the aged accounts for write-off purposes to make taxes less complicated. Learn how to **Write off an Uncollectible Family Account (Bad Debt).**
Archive Classes	When Classes have ended and all tuition has been posted, we recommend archiving classes. Classes may be **archived individually**, or if you use Sessions, Jackrabbit makes it easy to **Transition to a New Session of Classes!**

For businesses using the accrual method of accounting, refer to **Convert Cash Accounting Records to Accrual at Period End**.

Run & Review Revenue Reporting

These revenue reports give you a clear overview of posted fees, payments by Category, and any outstanding balances from customers.

Use the blue links to learn more about related topics. The links will open in a new tab or window.

Fee Summary Report	This report displays fees posted within a specific date range, along with any payments or credits applied, regardless of payment date. It also highlights outstanding balances and can be viewed as a summary or in more detail.

Paid Fees Report	Revenue by Category 1 is displayed, with a breakdown by transaction type for a specific date range. The report can be viewed as a summary or in more detail.
Revenue Summary Report	This report organizes revenue by Category 1, 2, and 3, helping you identify which categories are generating the most revenue. It's a great tool for comparison, and when accepting charitable donations in Jackrabbit, it can also track family donations to ensure the correct amount is sent to the charity.
Aged Accounts Details Report	Aged (overdue) fees are displayed by family based on the search criteria you select. The report shows fees aged from their transaction date, along with the number of days they have been outstanding.
Deposit Slip Report	Revenue is organized by payment method for a specific day or date range. You can use the Payment Type and Payment Method to identify non-monetary credits.

Run & Review Enrollment Reporting

Use these enrollment reports to identify your most successful classes. If some classes aren't as popular, the drop history can reveal areas that may need adjustments or changes. Also, remember to check your waitlists—this could be a sign that it's time to add more classes!

Use the blue links to learn more about related topics. The links will open in a new tab or window.

Enrollment Detail Report	This report helps identify areas of growth or decline in your program, tracks the number of students actively enrolled as of a specific date or date range, and analyzes retention by instructor. It can be viewed as a summary or in more detail.

Student Attendance Report	Get an overview of attendance and enrollment in your classes. The report is most beneficial when you use the Staff Portal for tracking attendance.
Drop History Report	This report displays students who have dropped, transferred, or completed classes.
Search Waitlists Report	Use the information in this report to determine the need for additional classes, student transfers, and more. It's perfect for maximizing class sizes to improve efficiency and revenue.

After running your enrollment reports, consider moving inactive families who haven't been active for over 18 months to the **Lead File**. This keeps your data current and could reduce monthly fees, as families in the Lead File don't count toward your Jackrabbit subscription.

We've also compiled these additional resources to help supercharge your year-end preparations!

Jackrabbit Blog Posts

Annual Reporting Guide

Understanding End of Year Reporting Responsibilities as a Youth Activity Business Owner

Financial Reporting Roadmap for Your New Season

On-Demand Webinar Series

Identify Frequently Dropped Classes with the Enrollment Detail Report

Accurate Student Enrollment Made Easy with Jackrabbit Class

Grow Class Enrollment with the Help of Jackrabbit's Enrollment Detail Report

Compare Annual Student Enrollment with Jackrabbit's Enrollment Detail Report

Manage Trial Enrollments with Jackrabbit Enrollment Detail Report

Contact us if you have questions about any information included in this Guide to Year-End Reporting. Click on the question mark   in Jackrabbit to request assistance, or **click here** to book a call with one of our Support Specialists.