

# Aged Accounts Details Report

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The **Aged Accounts Details** report provides you with a list of aged unpaid fees, by family, using the filters ([Search Criteria](#)) you select. Fees age from their transaction date and display in number of days owing.

You can find this report in the *Reports* menu. Go to **Reports > Transactions/Financials Reports > Aged Accounts Details (Aged Fees)**.

- ★ Create a detailed listing of aged unpaid fees by family, including balances. Accountants refer to this as an aged Accounts Receivable report.
- ★ Use the *Fee Date from and through* Search Criteria to generate a listing of aged unpaid fees that were posted during a specified time period.
- ★ Streamline collections with the ability to filter for overdue fees and email the families directly from the report results!



If you use this report frequently, make it a [Favorite Report](#) for quick and easy access!

## Business Scenario

You would like to see how many families have overdue fee balances (> 90 days) and send them a past due email reminder.

To create this report, select the following Search Criteria: *Age of fees in days: > 90 Days*.

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## Search Criteria

You can filter your list of families using any or all of the Search Criteria and Jackrabbit will compile a report of families who meet ALL of the criteria chosen.

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Search Criteria

This report displays unpaid fees based on search criteria below.

### Family Search Criteria

Do you want to show all families or only those with unpaid fees?

Show all families  
 Only show families with unpaid fees

Family Location

Family Status

Age of fees in days

Balance from  through

ePayment Method  ePayment Schedule

Enrolled in Class Category 1  Class Session

Select Family

### Transaction Search Criteria

Fee Date from   through

Transaction Type   
 Annual Membership (Debit)  
 Birthday Party (Debit)  
 Booster Fee (Debit)

Subtype   
 August  
 December  
 Drop-in

Session

Fee Amount from  through




*Always be sure a family's payments have been properly applied to fees. Fees that do not have a payment linked to them will be included in this report because they are still considered unpaid. See [Fee Linking Explained](#) for more information.*

## Report Results

The report results can be further customized with the ability to show or hide columns of information, sort columns, or modify column width.

## Aged Accounts Details

← RETURN    EMAIL 

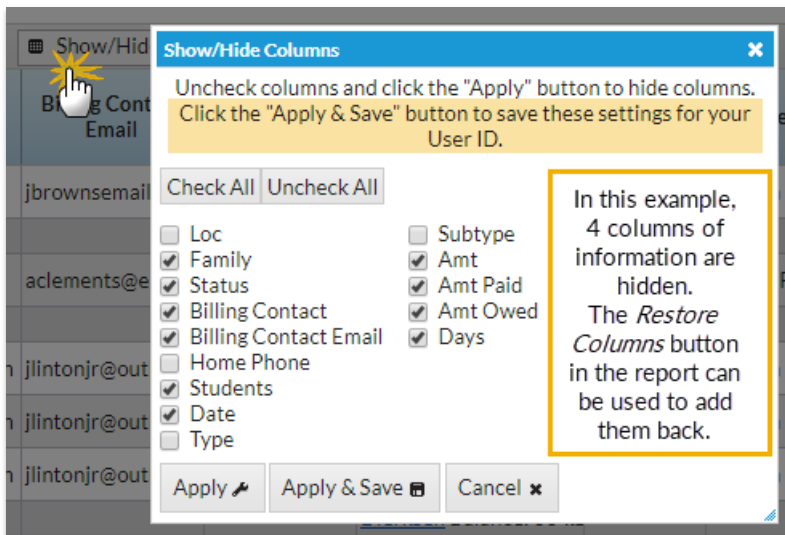
Show Family Balance and Totals  
 Show Fees with a Future Date

View 1 - 20 of 20    Print    Export    Refresh    4 columns hidden    Show/Hide Columns    Restore Columns

Family	Status	Billing Contact	Billing Contact Email	Students	Date	Amt	Amt Paid	Amt Owed	Days	Email All <input checked="" type="checkbox"/>	
<a href="#">Brown</a>	Active	Janice Brown	jbrowns@mail.com	Samantha, Leslie	6/1/2019	150.00	0.00	150.00	114	<input checked="" type="checkbox"/>	
						Brown Balance: 635.00		150.00	0.00	150.00	
<a href="#">Clements</a>	Active	Alane Clements	aclements@mail.com	Jennifer	5/1/2019	250.00	0.00	250.00	145	<input checked="" type="checkbox"/>	
						Clements Balance: 446.88		250.00	0.00	250.00	
<a href="#">Dierksen</a>	Active	Marlene Dierksen	jlintonjr@outlook.com	Amanda, Sarah, David, Dylan	6/1/2019	64.12	0.00	64.12	114	<input checked="" type="checkbox"/>	

Customize your report by selecting which columns of information to display.

- Email directly from the report results. Use the checkbox in the *Email All* column to select the contacts you would like to email. Click the **Email** button to open the Jackrabbit email editor and select an email template or create a new email message. A history of this email is kept in the *Family* record, *Misc* tab > *View Sent Emails* for 365 days.
- Click the **Show/Hide Columns** button, to select which columns of information you want displayed.



- Select **Apply** to have these selections applied to only the report you are currently viewing.
- Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.