Paid Fees Report

Last Modified on 08/20/2019 4:37 pm EDT

The **Paid Fees** report displays revenue by *Category 1* with a breakdown by *Transaction Type* for a specific day or time period. This report can be viewed as a summary or in detail.

From the *Reports* menu > *Transactions / Financials*, the Paid Fees report can be found under the *Recommended* tab.

- ⭐ Adjust payments received after the cut-off date for a revenue period, e.g., month end or year end.
- ⭐ Locate uncategorized or improperly categorized payments.
- ⭐ Report on taxes paid within a specified date range.

Business Scenario

Your accountant has asked you to prepare your annual tax information for 2019. Any payments posted on or after January 1, 2020 for fees posted in 2019 should be adjusted. Run the Paid Fees report using the search criteria *Date Paid from* **1/1/2020** *through* **blank** and *Fee Date from* **blank** *through* **12/31/2019**. This will provide you with a list of adjustments that should be made to your 2019 revenue.

Search Criteria

Use the Search Criteria to narrow results down to the payments you want to work with.

QUICK tip! Leaving a field blank is the same as saying "all".

Report: Paid Fees

← 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 **fees** from certain locations
- ○ Limit results to **payments** from certain locations

Date Paid from `10/1/2019` 📅 through `12/31/2019` 📅

Fee Date from `mm/dd/yyyy` 📅 through `9/30/2019` 📅 ❓

Category 1 [▼]

Transaction Type
```
Refund - Overpayment (Debit)
Refund - Refund - Overpayment (Debit)
Registration (Debit)
Scholarship Donation (Debit)
Tuition Fee (Debit)
```

Subtype
```
April
August
December
Drop-in
```

Select one or more Transaction Types and Subtypes by holding the CTRL key

Session
```
Fall 2018
Fall 2019
Spring 2018
Spring 2019
```

> The criteria selected will return all payments received from 10/1/2019 through 12/31/2019. The Fee Date was prior to 9/30/2019.
>
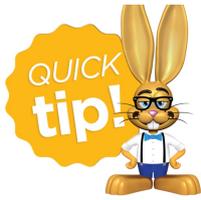> You can select one or more Transaction Type, Subtype, and Session by holding the CTRL key to select.

Classes for Instructor [▼]

Source [▼]

Select Family/Acct [Search] 🔍 [Clear]

Select Class [Search] 🔍 [Clear]

Payment Method
```
Amex
Bad Debt
Bank Draft
```

Recorded by User [ ]

Display Settings

Before submitting for results, you can adjust the following settings:

- Subheading (add a subheading)
- Show Refunds
- Show detail
- Report format

The Report Results

Paid Fees Detail

10/1/2019 - 12/31/2019

Cat1	Pmt Date	Family/Acct	Fee Date	Trans Type	Note	Pmt Method	Fee Amt	Tax	Pmt Amt
Dance									
	10/15/19	Ager	7/1/19	Tuition Fee	July, Multi-Student Disc=3.38, Base Fee=67.50	Cash	81.00		81.00
	12/5/19	Brown	7/1/19	Tuition Fee	July, Family Fee	Check	150.00		150.00
					Tuition Fee Subtotal:			0.00	231.00
					Dance Total:			0.00	231.00
Gymnastics									
	10/15/19	Ager	7/1/19	Tuition Fee	July, Prorated=21.25	Cash	63.75		54.00
	11/15/19	Ager	7/1/19	Tuition Fee	July, Prorated=21.25	Check	63.75		9.75
					Tuition Fee Subtotal:			0.00	63.75
					Gymnastics Total:			0.00	63.75
	# of Items:	4			**Total:**			0.00	294.75