# 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!

From the Reports menu > Transactions / Financials, the Fee Summary report can be found under the Recommended and Who Owes Me Money tabs.

- Evaluate the current state of your fees including Fee Amt, Paid Amt (including credits), and Unpaid Amt.
- ★ View Accounts Receivable by selected Category 1 and/or specified

  Transaction Type.
- Analyze your fees based on the date of the transaction vs the date of the payment; Jackrabbit Revenue reports are based on the payment date.

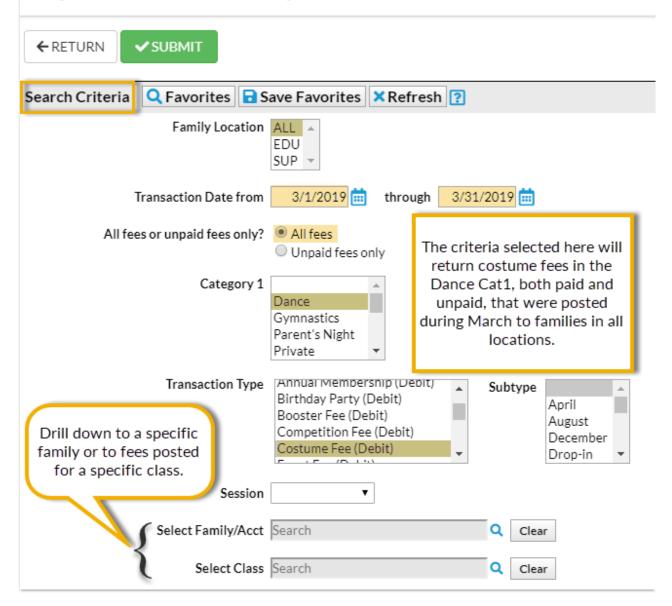
### **Business Scenario**

Do you want to hold back costumes from students who have not yet paid the Costume Fee? Run the Fee Summary report using the search criteria *All fees or unpaid fees only?* = **Unpaid fees only** and select **Costume Fee (Debit)** from the *Transaction Type* criteria. This will provide you with a listing of all unpaid costume fees.

### Search Criteria

Use the Search Criteria to narrow the report results to only the fees you want to work with.

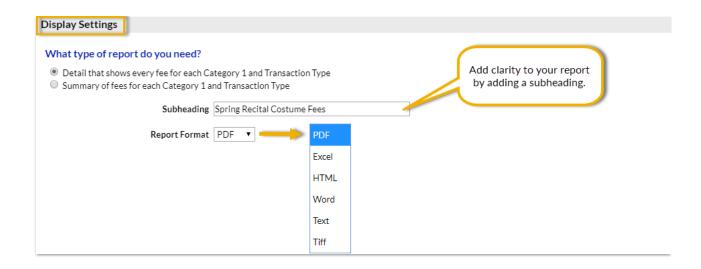
# Report: Fee Summary



### **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.



## The Report Results

