

Fee Summary Report

Last Modified on 08/15/2019 9:16 am EDT

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

← RETURN

✓ SUBMIT

Search Criteria



Favorites



Save Favorites



Refresh



Family Location **ALL**
EDU
SUP

Transaction Date from **3/1/2019** through **3/31/2019**

All fees or unpaid fees only?
 All fees
 Unpaid fees only

Category 1
Dance
Gymnastics
Parent's Night
Private

The criteria selected here will return costume fees in the Dance Cat1, both paid and unpaid, that were posted during March to families in all locations.

Transaction Type
Annual Membership (Debit)
Birthday Party (Debit)
Booster Fee (Debit)
Competition Fee (Debit)
Costume Fee (Debit)
Subtype
April
August
December
Drop-in

Drill down to a specific family or to fees posted for a specific class.

Session

Select Family/Acct Search Clear

Select Class Search Clear

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.

Display Settings

What type of report do you need?

- Detail that shows every fee for each Category 1 and Transaction Type
- Summary of fees for each Category 1 and Transaction Type

Subheading

Report Format 

- PDF
- Excel
- HTML
- Word
- Text
- Tiff

Add clarity to your report by adding a subheading.

The Report Results

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Spring Recital Costume Fees

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Optional subheading

Cat1	Fee Date	Family/Acct	Trans Type	Note	Fee Amt	Paid Amt	Unpaid Amt
Dance							
	3/1/19	Ager	Costume Fee	Spring recital costume	30.00	0.00	30.00
	3/1/19	Andrews	Costume Fee	Spring recital costume	50.00	30.00	20.00
	3/1/19	Garcia	Costume Fee	Spring recital costume	50.00	50.00	0.00
Costume Fee Subtotal:					130.00	80.00	50.00
Dance Subtotal:					130.00	80.00	50.00
# Fees	3			Total:	130.00	80.00	50.00

[Detail Format \(PDF\)](#)

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Spring Recital Costume Fees

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Cat1	Fee Amt	Paid Amt	Unpaid Amt			
Dance						
Costume Fee Subtotal:	130.00	80.00	50.00			
Dance Subtotal:	130.00	80.00	50.00			
# Fees	3		Total:	130.00	80.00	50.00

[Summary Format \(PDF\)](#)

