

# Fee Summary Report

Last Modified on 11/03/2020 12:34 am EST

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) > Find Reports > 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 **transaction date on the fee (accrual accounting)** vs the date of the payment (**cash accounting**); Jackrabbit revenue reports are based on the payment date.
- ★ Flexible **Multi-Location** reporting - show all fees or limit the results to families from certain locations or fees from certain locations.

## 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.

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## Search Criteria

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

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## 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.

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

Transaction Type

Annual Membership (Debit)  
Birthday Party (Debit)  
Booster Fee (Debit)  
Competition Fee (Debit)  
Costume Fee (Debit)  
Drop-in

Subtype

April  
August  
December  
Drop-in

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

Spring Recital Costume Fees

Add clarity to your report by adding a subheading.

Report Format

PDF

➡

PDF

Excel  
HTML  
Word  
Text  
Tiff

## Report Results

Date: 4/30/2019 3:40:18 PM

## Fee Summary Report

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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## Fee Summary Report

Spring Recital Costume Fees

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

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