Fee Summary Report

Last Modified on 11/03/2020 12:35 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 > Transactions / Financials, the Fee Summary report can be found under the Recommended and Who Owes Me Money tabs.

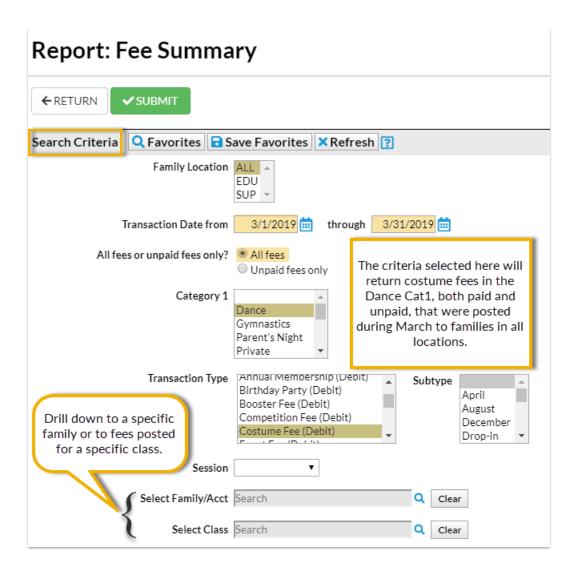
- realizate the current state of your fees including Fee Amt, Paid Amt (including credits), and Unpaid Amt.
- ★ View Accounts Receivable by selected Category 1 and/or specified Transaction Type.
- Analyze your fees based on the transaction date on the fee (accrual accounting) vs the date of the payment (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.

Search Criteria

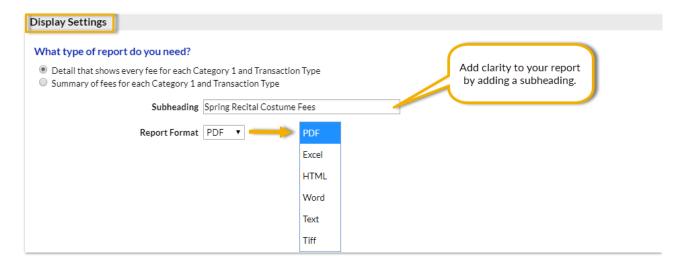
Use the Search Criteria to narrow the report results to only the fees you want to work with.



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

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

Fee Summary Report

3/1/2019 - 3/31/2019

Spring Recital Costume Fees

Optional subheading Page 1

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	s 3	<u> </u>		Total:	130.00	80.00	50.00

Detail Format (PDF)

Date: 4/30/2019 3:41:25 PM **Fee Summary Report**

Page 1 Spring Recital Costume Fees

3/1/2019 - 3/31/2019

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

Summary Format (PDF)