Paid Fees Report

Last Modified on 02/03/2021 12:26 pm EST

The **Paid Fees** report displays <u>revenue</u> 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 that were 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

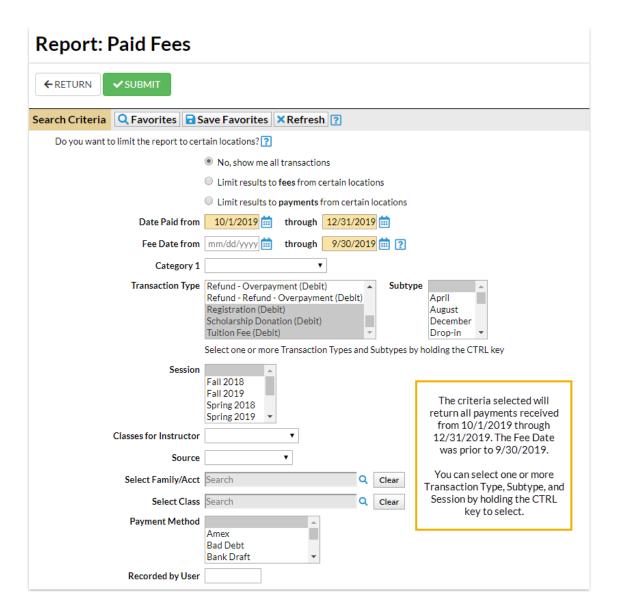
Your accountant has asked you to prepare your annual tax information for 2019. Any payments posted on or after January 1, 2020 for fees posted in 2019 should be adjusted. Run the Paid Fees report using the search criteria *Date Paid from* 1/1/2020 *through* blank and *Fee Date from* blank *through* 12/31/2019.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



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



Display Settings

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

- Subheading (add a subheading)
- Show Refunds
- Show Charitable Donations
- Show Transaction Details
- Report format (select the report format from the drop-down list)



Set the Display Setting *Show detail* to Yes to provide payment dates, fee dates and family names. This can be particularly helpful in locating uncategorized revenue.

The Report Results

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	Cash .50	81.00		81.0
	12/5/19	Brown	7/1/19	Tuition Fee	July, Family Fee	Check	150.00		150.0
					Tuiti	on Fee Subtota	al:	0.00	231.0
						Dance Tota	0.00	231.0	
Gymn	astics								
	10/15/19	Ager	7/1/19	Tuition Fee	July, Prorated=21.25	Cash	63.75		54.0
	11/15/19	Ager	7/1/19	Tuition Fee	July, Prorated=21.25	Check	63.75		9.7
					Tuition Fee Subtotal:			0.00	63.7
					Gymnastics Total:			0.00	63.7
		# of Items: 4 Total:						0.00	294.7