## Fee Summary Report

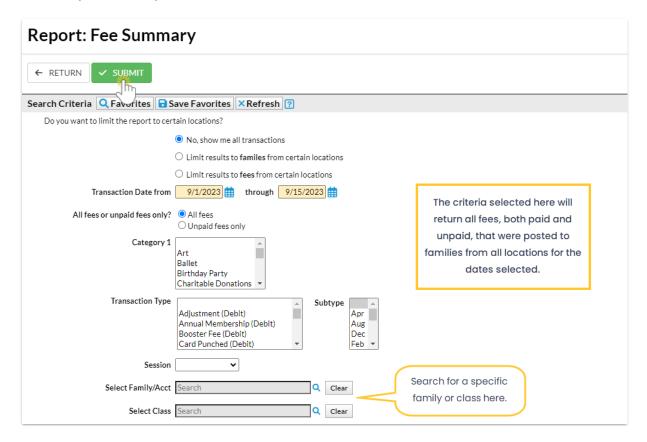
The **Fee Summary** report displays fees posted during a specified time frame, along with any payments made against them or credits applied to them, and their current unpaid amount. Choose either a detailed report or a summarized version. See the status of your fees in one report!

Get to this report from the **Transactions** menu > **Transaction Reports** > **Fee Summary**.

- x Evaluate your current fees including Fee Amt, Paid Amt (including credits), and Unpaid Amt.
- View Accounts Receivable by 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 shows all fees or limits the results to families from certain locations or fees from certain locations.

#### Search Criteria

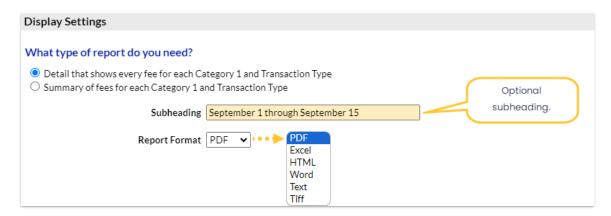
Use the Search Criteria to narrow the report results to only the fees you want to work with. You can select a specific family or class.



#### **Display Settings**

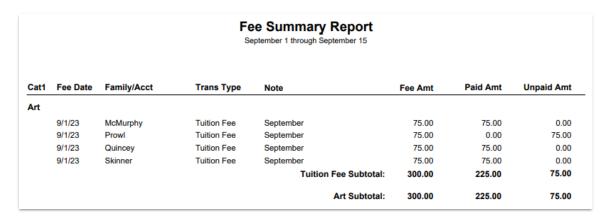
The Fee Summary report can be run to show details of every fee for each Category 1 and Transaction Type or as a summary of fees for each Category 1 and Transaction Type.

Select your output from several options including PDF (default), Excel, and HTML. An optional Subheading can be added in this section.



### **Report Results**

Sample Fee Summary Report with the Display Setting of Details



Sample Fee Summary Report with the Display Setting of Summary

# Fee Summary Report September 1 through September 15

Cat1		Fee Amt	Paid Amt	Unpaid Amt
Art				
	Tuition Fee Subtotal:	300.00	225.00	75.00
	Art Subtotal:	300.00	225.00	75.00
Ballet				
	Tuition Fee Subtotal:	4,258.50	3,318.50	940.00
	Ballet Subtotal:	4,258.50	3,318.50	940.00
Cheer				
	Tuition Fee Subtotal:	4,296.25	2,947.50	1,348.75
	Cheer Subtotal:	4,296.25	2,947.50	1,348.75