

# Lesson #14 - Financial Reports

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## Accounting and Jackrabbit - An Overview





Jackrabbit uses cash accounting for the purpose of reporting (recognizing) revenue, while still allowing you to track your Accounts Receivable.

- ★ Fees such as tuition fees, registration fees, etc. are posted to your family's accounts, but are not reported as revenue in Jackrabbit until those amounts are paid.
  - ★ Family account balances increase when fees are posted (debit transactions) and decrease when payments are received (credit transactions) or account credits are posted (credit transactions) .
  - ★ A listing of all family balances is easily created using one of Jackrabbit's Accounts Receivable reports.
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## Cash Accounting vs. Accrual Accounting

In accounting, the two most common forms of recording financial transactions are using cash accounting or accrual accounting. The difference between the two approaches is all about timing.

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Cash Accounting	VS	Accrual Accounting
 <p>Revenue is recognized when payment is received and expenses are recorded when payment is made; money changes hands.</p>	?	 <p>Revenue is recognized when it is earned and expenses are recorded when they are incurred; money doesn't always change hands.</p>
<p>Simple</p> <p>Accurate picture of cash flow</p> <p>Tax benefits</p>		<p>Easy financial forecasting</p> <p>Accurate picture of true profit</p> <p>Compliant with GAAP</p>
<p>Less accurate</p> <p>Less insight into long term trends</p> <p>Not compliant with GAAP</p>		<p>Complex</p> <p>Less accurate short term view</p> <p>Subject to more rules and regulations</p>

## Jackrabbit's Role in Your Business Accounting

Jackrabbit is a class management and Accounts Receivable program. Expenses are not tracked in Jackrabbit; this is done in your accounting program, e.g., QuickBooks.

Using the financial reports offered in Jackrabbit, or the [QuickBooks integration](#), your revenue must be entered into your accounting system to give you the full financial picture.



Adjustments may be necessary if you use accrual accounting outside of Jackrabbit.

## Reports

Jackrabbit offers great flexibility in reporting with over 100 reports for families, students, classes,

staff, enrollment, financial information, and more!

These reports come in a few different formats.

Some reports are built to display in different output formats including PDF, Excel, and Word.

- These reports are customized using display settings. Select Excel or Word as the output format and use those programs to make any further customizations.
- Examples: [Deposit Slip](#) and [Paid Fees](#)

Learn more about [Report Output Formats](#).

Deposit Slip				
1/1/2021 - 6/30/2021				
Item #	Date	Chk#	Account(Billing Contact)	Amount
<b>Pmt Method: Cash</b>				
1	1/28/2021		Meza (Raymundo Meza)	165.00
				<b>Sub-total:</b> 165.00
				<b>Cash total:</b> 165.00
<b>Pmt Method: Check</b>				
2	5/11/2021	421	Ager (Holly Ager)	251.29
3	3/17/2021	1234	Bowden (Karsen Bowden)	65.00
4	3/16/2021	1234	Walker (Stephanie Walker)	48.38
				<b>Sub-total:</b> 364.67
				<b>Check total:</b> 364.67
<b>Pmt Method: MC</b>				
5	5/14/2021		Ager (Holly Ager)	150.50
				<b>Sub-total:</b> 150.50
				<b>MC total:</b> 150.50
<b>Pmt Method: Visa</b>				
6	5/14/2021		Ager (Holly Ager)	150.50
7	5/21/2021		Ager (Holly Ager)	194.50
				<b>Sub-total:</b> 345.00
				<b>Visa total:</b> 345.00
<b>Refunds Total:</b> 0.00			<b>Net Total:</b> 1,025.17	
				<b># of Items:</b> 7

There are many reports that display your data in a **Table** format. This format is gradually being updated to the Grid format (below).

- Tables are customized through sorting, showing or hiding columns, and more.
- Examples: [Family Balance Summary](#) and [Email Listing Report](#)

Learn more about [Working with Reports - Table Style](#).

Family Balance Summary				
← RETURN		EMAIL		
View 1 - 12 of 12    Print    Export    Refresh    5 columns hidden    Show/Hide Columns    Save Columns    Restore Columns				
Family/Account	Billing Email	Balance	Balance As Of Today	Email All
Bowden	kbowden@email.com	227.05	227.05	<input type="checkbox"/>
Newman	pnnewman@email.com	0.00	0.00	<input type="checkbox"/>
Owens	dowers@email.com	0.00	0.00	<input type="checkbox"/>
Reimer	reimers@email.com	50.00	50.00	<input type="checkbox"/>
Shields	rshields@email.com	0.00	0.00	<input type="checkbox"/>
Turner	swalker@email.com	0.00	0.00	<input type="checkbox"/>
Unser	csmith@email.com	0.00	0.00	<input type="checkbox"/>
Verdejo	mverdejo@email.com	0.00	0.00	<input type="checkbox"/>
Walker	swalker@email.com	0.00	0.00	<input type="checkbox"/>
Wallace	wallacevw@email.com	850.00	850.00	<input type="checkbox"/>
Xanders	lxanders@email.com	0.00	0.00	<input type="checkbox"/>
Zackmann	szackmann@email.com	531.88	531.88	<input type="checkbox"/>
		<b>1,658.93</b>	<b>1,658.93</b>	<input type="checkbox"/>

New Jackrabbit reports are being created in a **Grid** format. Reports in table format will be gradually moved to grid format. The grids are robust and allow you to do much more with your data!

- Grids are customized by grouping your data, arranging the order of the columns, filtering for specific information, and more.
- Examples: [Student Detail Report](#) and [Staff Certifications](#)

Learn more about [Working with Reports - Grid Style](#)

**Student Detail**

← RETURN

Showing 61 of 61 Students [HELP WITH GRIDS](#)

Drag a column header and drop it here to group by that column

	FIRST NAME	LAST NAME	BIRTH DATE	FAMILY NAME	CONTACT	ADDRESS
<input type="checkbox"/>	Olivia	Unger	Jan 17, 2004	Unger	Carol Smith	1158 Agnes Crescent
<input type="checkbox"/>	Livy	Wallace	Jan 18, 1985	Wallace	Livy Wallace	420 Fieldstone Crescent
<input type="checkbox"/>	Samantha	Brown	Feb 17, 2010	Brown	Janice Brown	3866 McFarlane Crescent
<input type="checkbox"/>	Sam	Campbell	Feb 17, 2012	Campbell	Katherine Campbell	6647 Georgia Street
<input type="checkbox"/>	Caroline	Clements	Feb 17, 2002	Clements	Alane Clements	1809 Santa Monica Commons
<input type="checkbox"/>	Angel	Wheeler	Mar 1, 2010	Wheeler	Carol Wheeler	1234 Main Street

Items per page

All reports can be accessed from the **Reports** (menu), which offers many options for finding reports. Customize your Reports menu by marking your most frequently used reports as *My Reports*. Learn more about [The Reports Menu](#).

For each option in the Main Menu (blue menu bar), you can use a link to access the related reports. For example, go to the **Staff** (menu) > **Staff Reports** to go to the *Staff* tab of the *Staff Reports* section.



Included with top-tier subscriptions, the Business Intelligence Dashboard (BID) is the ultimate report! You can upgrade and gain access to the BID for a nominal monthly fee. Learn how to [Streamline Data with the Business Intelligence Dashboard](#).

[Expand/Collapse All](#)

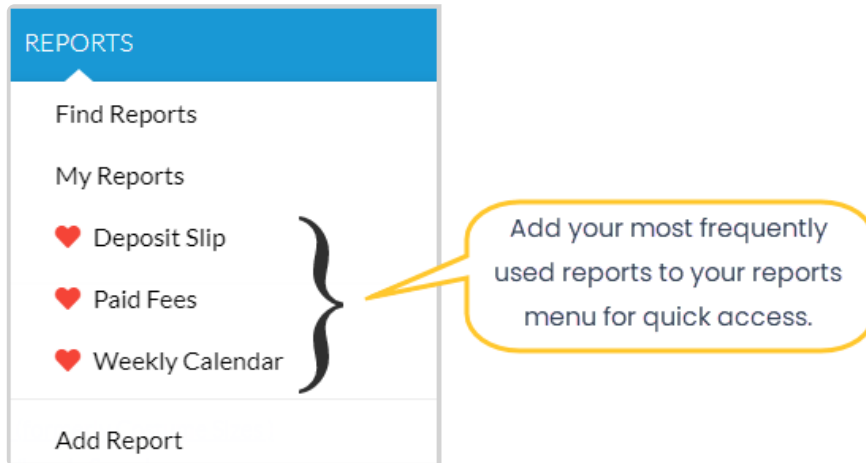
[Click Here to Learn about the Various Reports](#)

[Frequently Asked Questions](#)

## The Reports Menu

Jackrabbit offers great flexibility in reporting with over 100 reports for families, students, classes,

staff, enrollment, financial information, and more. All reports can be accessed from the *Reports* menu.



There are a few different ways for you to navigate through the reports to find the one you are looking for:

<ul style="list-style-type: none"><li>• <b>Report Categories &amp; Tabs</b></li></ul>	Reports are organized into categories based on the area of Jackrabbit they relate to.
<ul style="list-style-type: none"><li>• <b>Find Reports</b></li></ul>	Search by keyword to locate your report.
<ul style="list-style-type: none"><li>• <b>My Reports</b></li></ul>	Customize your Reports menu to create quick and easy access to your most frequently used reports.

**Expand/Collapse All**

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▢ [Report Categories & Tabs](#)

▢ [Find Reports](#)

▢ [My Reports](#) ♥

## Work with Reports - Table Style

Many [reports in Jackrabbit](#) return results that are formatted in a table style.

## Family Balance Summary

[← RETURN](#)[EMAIL](#)

View 1 - 10 of 10

[Print](#)[Export](#)[Refresh](#)[Show/Hide Columns](#)[Save Columns](#)

Family/Account	Billing Email	Balance	Balance As Of Today	Email All <input type="checkbox"/>
<a href="#">Aames</a>	<a href="mailto:tsmith@email.com">tsmith@email.com</a>	1,215.45	1,215.45	<input type="checkbox"/>
<a href="#">Ager</a>	<a href="mailto:hollyager41@gmail.com">hollyager41@gmail.com</a>	3,163.18	3,163.18	<input type="checkbox"/>
<a href="#">Brown</a>	<a href="mailto:gbarrett@email.com">gbarrett@email.com</a>	463.66	463.66	<input type="checkbox"/>
<a href="#">Carter</a>	<a href="mailto:gcarter@maile.com">gcarter@maile.com</a>	417.30	417.30	<input type="checkbox"/>
<a href="#">Evans</a>	<a href="mailto:audrey@email.com">audrey@email.com</a>	0.00	0.00	<input type="checkbox"/>
<a href="#">Gunnar</a>	<a href="mailto:dgunnar@email.com">dgunnar@email.com</a>	272.85	272.85	<input type="checkbox"/>
<a href="#">Kent</a>	<a href="mailto:rkent@email.com">rkent@email.com</a>	962.99	962.99	<input type="checkbox"/>
<a href="#">Newfield</a>	<a href="mailto:wnewfield@email.com">wnewfield@email.com</a>	295.59	295.59	<input type="checkbox"/>
<a href="#">Reed</a>	<a href="mailto:kreed@email.com">kreed@email.com</a>	918.86	918.86	<input type="checkbox"/>
<a href="#">Strand</a>	<a href="mailto:vstrand@email.com">vstrand@email.com</a>	521.62	521.62	<input type="checkbox"/>
		<b>1,658.93</b>	<b>1,658.93</b>	<input type="checkbox"/>

[Expand/Collapse All](#)

- Use Search Fields to Locate Information in Reports
- Sort Your Report Data Using Column Headers
- Button Options in Reports
- Show/Hide Columns



The table format is gradually being updated to a new, more powerful grid format. All new reports in Jackrabbit will be created using the [grid format](#).

## Work with the Information in Grids

Throughout Jackrabbit, you will see grids, which are sometimes referred to as tables. These grids display the data you have entered into Jackrabbit; they are incredibly robust - allowing you to group, sort, filter for specific information, and more. **Note: the features available in each grid throughout Jackrabbit may vary.**

## Sample Grid

**Staff Certifications** 7 [MANAGE CERTIFICATIONS](#)

[← RETURN](#)

ALL STAFF CERTIFICATIONS Type: REQUIRED Names: 3 Items Names: CPR, First Aid, CPR - Infant/Child

Showing 7 of 16 Staff Certifications [HELP WITH GRIDS](#) 8

[Export to Excel](#)

↑ NAME 2

	NAME	TYPE	FIRST NAME	LAST NAME	EMAIL	STAFF STATUS	CERT STATUS	CERTIF
Name: CPR								
<input type="checkbox"/>	CPR	REQUIRED	Stephanie	Andrews	standrews@gmail.com	Active	OVERDUE	Nov 1, 2
<input type="checkbox"/>	CPR	REQUIRED	Dianne	Harris	dharris@il.com	Active	EXPIRED	Aug 15,
<input type="checkbox"/>	CPR	REQUIRED	Dianne	Harris	dilinh@gmail.com	Active	CURRENT	Dec 4, 2
<input type="checkbox"/>	CPR	REQUIRED	John	Linton	jlintonjr@outlook.com	Active	OVERDUE	Dec 2, 2
Name: First Aid								
<input type="checkbox"/>	First Aid	REQUIRED	Stephanie	Andrews	standrews@gmail.com	Active	INCOMPLETE	

1 items per page 9

1	Breadcrumbs display the currently selected filters.
2	Drag and drop a column header into the grouping bar to group results.
3	Click a row menu to open action options for that row.
4	Page number displays up to 250 items per page.
5	When a column filter is applied, the column menu is highlighted in blue.
6	Column menu offers options to sort, display, and filter the data within the column (options in this menu vary depending on the grid).
7	Manage Certifications opens the Drop-down List Editor to edit (for the Certifications page only).
8	Adjust columns, Send Message, Refresh Grid, Add New icon (action icons available will vary between grids), More (varies by grid).

9 Slider shows more columns in the grid.

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**Expand/Collapse  
All**

- ▢ [Group Your Data](#)
- ▢ [Sort and Filter Data in the Grid](#)
- ▢ [Take Action](#)
- ▢ [Data Visuals](#)



When you are working with the [All Families](#), [All Students](#), or [All Classes](#) grids, you can save all of your grid customizations as a favorite that you can make your default view. Learn how to [Save & Load Your Favorite View](#).

## Favorites - Save your Report Criteria Selections

Saving the criteria for reports is a huge time saver and is available in most Jackrabbit reports. We refer to them as **Favorites** and they are used to store regularly used search criteria and display settings for reports. Favorites allow you to quickly recall your selections; there is no need for you to select the same criteria every time you run the report.

Favorites also contribute to your reporting accuracy and ensure consistent reporting. When you save your criteria selections as a Favorite you can create your reports quickly and with confidence, knowing that the same data is being pulled into the report each time it's run.

Create and name multiple Favorites with any combination of criteria and settings. A Favorite can be *Public* (shared with all User IDs) or *Private* (only available to the User ID that created the Favorite).

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**Expand/Collapse  
All**

- ▢ [Create a Favorite](#)



- Use a Saved Favorite
- Modify a Saved Favorite
- Delete a Saved Favorite

## Report Output Formats

Many Jackrabbit reports can be viewed/saved in different output formats. If the report criteria/display page has a **Report Format** field, you can choose from several formats.

### Report: Deposit Slip

Search Criteria

Location   
EDU  
SUP

Type

Subtype

Payment Method   
Bad Debt  
Bank Draft

Date from  through

Recorded by User

#### Display Settings

Subheading

Show family name

Show total by family

Show each Transaction

Show Refunds

Show Notes

Report format   
PDF  
Excel  
HTML  
Word  
Text  
Tiff

PDF

*Portable Document Format* is the standard for the exchange of documents across different formats. When a document is saved as a PDF file, it is converted to PDF, it looks the same way it would if you printed it. A PDF viewer, such as Adobe Reader, is required to view a PDF file.

## Excel

*Excel* files are spreadsheet files and are generally used with Microsoft Excel.

## HTML

*Hypertext Mark-up Language* is the standard language used to create web pages.

## RTF

*Rich Text Format* is a document file format used by Microsoft products, such as Word and Office.

## Text

*Text Files* generally are pure text with very little formatting. Files saved as .txt files can generally be read by any program that is capable of reading text.

## Tiff

*Tagged Image Format Files* is most often used with graphic, image, and desktop publishing programs but can be used on any operating system.

# Financial Reports - An Overview

Financial Reports are found by pointing to the *Transactions (menu) > Transactions Reports*. There are several reports, all of which display the information differently based on a variety of search criteria (filters) and display settings available.

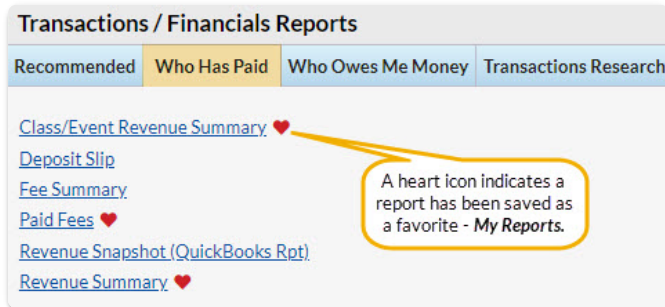
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## Revenue Reports (Who Has Paid)

This group of reports provides you with information related to fees that have been paid.

- ★ The **Class/Event Revenue Summary** report is used to gauge income associated with a specific class or event.
- ★ The **Deposit Slip** report is perfect for daily reconciliation.

- ★ The **Fee Summary** report allows you to see the current status of fees in a selected Category 1 or with a specific Transaction Type.
- ★ The **Paid Fees** report is helpful for finding uncategorized revenue or to view taxes paid for the selected date range.
- ★ The **Revenue Snapshot (QuickBooks Rpt)** is beneficial, even without QuickBooks, to see revenue by payment method and Category 1.
- ★ The **Revenue Summary** report will show the discounts given within a date range.



## Accounts Receivable/Collection Reports (Who Owes Me Money)

This group of reports provides you with information for families who have fees that have not been paid.

- The **Aged Accounts Details (Aged Fees)** report is a traditional accounts receivable report.
- The **Aged Accounts Summary** can be used to email families with an outstanding balance.
- The **Family Balance Summary** helps you supply your accountant with month or year-end balances for each family.
- The **Fee Summary Report** allows you to see the current status of fees in a selected Category 1 or with a specific Transaction Type.



## Maintain Accurate Revenue Reports

A clear understanding of how to record revenue is critical for your business. Before you can verify your revenue reports are accurate, you should make sure you are comfortable with Jackrabbit concepts. These are the foundation to understanding and maintaining accurate revenue records in Jackrabbit.

- **Linking fees and payments**
- **Unapplied and applied payments**

- [Category 1](#)

**Revenue reporting** should be a priority to ensure all of your family accounts are accurate. You can complete revenue checks and balances daily, weekly, or monthly - there is no rule! However, you should add this task to your regular routine. Check out some methods our customers have found helpful in keeping current revenue records.

## Find Unlinked Transactions

For consistency, choose a day of the week or month and add a recurring reminder to your calendar. On this day, run a [Search Transactions](#) report to check for transactions that need to be linked. The report allows you to find payments that have not been linked (applied to a fee), keeping the revenue from being placed in the wrong revenue bucket. When you find these, link them so your revenue reports are accurate.

You may find payments that do not have a fee to apply to. Not to worry! This means the family has a credit and you will be able to apply the payment after a fee is posted.

If you have not used this search before, you may have old transactions that require clean up. Try searching with a date range that spans the length of your time with Jackrabbit. **Start with the oldest transactions and clean those up first.** Once you are current, make sure to do this regularly (daily, weekly, or monthly).

## Benefits of Keeping Your Revenue Clean

If you make revenue checks and balances a priority, you can ensure these benefits for your business:

- Reporting is accurate.
- Forecast future income with your revenue reports.
- Analyze revenue reports to show the growth of your organization.
- Collecting unpaid fees will be easier for you when your families can easily see which fees are unpaid through the Parent Portal.

When looking at a family's page, you don't want to see transactions that are pink (*unpaid fees*) AND green (*unapplied credits*). This means you have some linking to do! Just pink OR just green is fine.

After you become familiar with transaction linking, you will be able to quickly spot transactions that need clean up.

## REVENUE REPORTS:

Below are articles on Jackrabbit's revenue reports -*Class / Event Revenue Summary Report, Deposit Slip Report, Payment Method Summary Report, Fee Summary Report, Paid Fees Report, Revenue Snapshot Report, and Revenue Summary Report.*

# Class/Event Revenue Summary Report

The **Class/Event Revenue Summary** report displays all revenue based on filters (Search Criteria) you select that is associated with a Class/Event such as Tuition Fees, Costume Fees, Competition Fees, Taxes, etc.

Get to this report from the **Transactions** menu > **Transaction Reports** > **Class/Event Revenue Summary**.

- ★ View average revenue per student.
- ★ Determine which classes were most profitable and which ones had a lower average revenue.
- ★ Format the report to show one line per Category 1 (Cat1) per class/event, or as a summary with one line per class/event.

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## Search Criteria

Use the Search Criteria to narrow the report results:

- If you have multiple locations in Jackrabbit, you have the option to look at revenue based on the location on the family's record and/or the location where the class or event is held using the *Class/Event Location* criteria.
- Look at class/event revenue for a specific *Class Session*, selected *Category 1*, or use *Select Class* to review revenue for a particular class.
- Review payments received on a single date or for a range of dates. The date criteria are required fields.

### Report: Class/Event Revenue Summary

← RETURN  

Search Criteria            

This report displays all revenue associated with a Class/Event such as Tuition Fees, Costume Fees, Competition Fees etc. Fixed Fee revenue is listed on the last row as **No Class/Event** because there is no class associated on Tuition Fees.

Payment Location:   
DVD  
EDU

Class/Event Location:   
DVD  
EDU

Class Session:

Category 1:

Select Class:

Date Paid from:   through:

This date criteria will pull revenue paid during the Summer months.



Leaving a criteria selection blank is the same as saying "all".

## Display Settings

Use the Display Settings to format your report:

- Calculate the enrollment as of a specific date or over a range of dates where the count is the highest number of students that were enrolled during that time. The enrollment criteria are required fields.
- Choose whether you want to see a separate line for revenue by Category 1 for each class/event (*Detail*) or you prefer to see only one line for all revenue in the class/event (*Summary*).
- You can opt to include any refunds issued for payments related to class/event fees or omit them.
- Sort the report either by Class, then Category 1, or by Category 1, then by Class.

**Display Settings**

Enrollment (as of) from\* 7/1/2023 through\* 8/31/2023

Report Type Summary

Include Refunds Yes

Sort by Class, Category 1

When looking at enrollment for a date range, the count will be the number of students during that time frame.

## Report Results

The report results can be further customized with the ability to show or hide columns of information, sort columns, or modify column width. **Note:** Depending on the width of the report, reduce the size/scale of the report so all the columns print.

- The **Avg Revenue Per Student** is calculated as the revenue for the date range chosen divided by the enrollment for the selected time frame. Revenue displayed per student does not include discounts.
- Use the **Class/Event** link to quickly navigate to the class or event record.
- Click **Adjust columns > Squeeze grid** to view the entire grid on the page.
- Click the **Refresh Grid** (icon) to update results in the grid.
- Click the **More** (icon) to print or export the data to Excel.

## Class/Event Revenue Summary

← RETURN

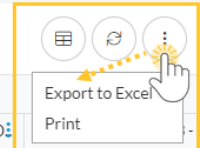
ALL RECORDS >

Showing 11 of 11 Records [HELP WITH GRIDS](#)

All Category 1, Category 2, etc. classes display in separate columns. This lets you filter revenue by class levels.

Drag a column header and drop it here to group by that column

LOCATION	CLASS/EVENT	CATEGORY 1	CATEGORY 2	SESSION	DAYS	ENROLLMENT	AVG REVENUE PER STUD	
CCD	Ballet L1 - Mon 7pm	Dance	Beginner	Summer 2023	M	6	11.33	68.00
CCD	Ballet L1 - Tues 6pm	Dance	Beginner	Summer 2023	Tu	5	7.90	39.50
DVD	Cheer Essentials - Thurs 6:30pm	Cheer	Intermediate	Summer 2023	Th	8	148.75	1190.00
DVD	Cheer Ready - Fri 6pm	Cheer	Beginner	Summer 2023	F	5	90.00	450.00
CCD	Dolphins - Mon 4pm	Swim		Summer 2023	M	1	337.50	337.50
CCD	Guppies - Mon 4:15pm	Swim		Summer 2023	M	1	337.50	337.50
CCD	Hip Hop L1 - Wed 7pm	Dance	Beginner	Summer 2023	W	6	19.75	118.50
CCD	Minnows - Mon 3:30pm	Swim		Summer 2023	M	1	292.50	292.50
DVD	Tumbling L1 - Mon 6pm	Gymnastics	Beginner	Summer 2023	M	5	148.50	742.50



Jackrabbit grids are very powerful and allow you to customize your layout, search, and filter your results. Refer to [Work with Grids in Jackrabbit](#) for more details on how easy and flexible these grids are to work with.

## Deposit Slip Report

The **Deposit Slip** is like your go-to cheat sheet for tracking all incoming payments, neatly sorted by how people pay.

Get to this report from the **Reports** menu > **Find Reports** > **Transactions/Financials** (left menu) > **Recommended** tab.

- ★ Reconcile your bank accounts using this report with easy cross-referencing for ePayments.
- ★ Generate a deposit slip to include with your bank deposits for cash and check payments.
- ★ Run the report by Jackrabbit User to settle your cash drawer each shift.

**Expand/Collapse All**

📄 Search Criteria

📄 Display Settings

## Report Results

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# Payment Method Summary Report

The **Payment Method Summary** report organizes revenue by *Payment Method* for a specified date or date range and can be found under the *Transactions (menu) > Transaction Reports*.

- ★ Analyze revenue by Payment Method for each Category 1.
  - ★ Reconcile payments received for the day.
  - ★ Review refunds processed on a certain day or during a specified time period.
- 

## Search Criteria

Use the Search Criteria to narrow down results to the payments you want to work with.

### Payment Method Summary

← RETURN    ✓ SUBMIT

Search Criteria    🔍 Favorites    📌 Save Favorites    ✕ Refresh ?

Run Payment Method Summary Report using search criteria below.

Location: ALL  
JET-Cheer  
JET-Dance  
JET-Dojo

Date From: 4/18/2019 📅 Date Through: 4/18/2019 📅

The criteria selected will return all revenue paid on 4/18/19.

## Display Settings

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

- Show Refunds
- Show Category 1 Sub-totals
- Report Output Format

## Report Results

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<b>Payment Method Summary</b>	
From: 4/18/2019	Through: 4/18/2019
<b>Payment Method</b>	<b>Amount</b>
MC	100.00
<b>Total:</b>	<b>100.00</b>



The Payment Method Summary report is a summary version of the Deposit Slip. If you need more details for reconciliation, try using the [Deposit Slip](#).

## 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**.

- ★ 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)** versus 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.

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## 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.

# Report: Fee Summary

← RETURN  SUBMIT

Search Criteria  Favorites  Save Favorites  Refresh

Do you want to limit the report to certain locations?

- No, show me all transactions
- Limit results to families from certain locations
- Limit results to fees from certain locations

Transaction Date from  through

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

Category 1   
Ballet  
Birthday Party  
Charitable Donations

Transaction Type   
Annual Membership (Debit)  
Booster Fee (Debit)  
Card Punched (Debit)

Subtype   
Aug  
Dec  
Feb

Session

Select Family/Acct

Select Class

The criteria selected here will return all fees, both paid and unpaid, that were posted to families from all locations for the dates selected.

Search for a specific family or class here.

## 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.

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   
Excel  
HTML  
Word  
Text  
Tiff

Optional subheading.

## Report Results

Sample Fee Summary Report with the Display Setting of Details

## Fee Summary Report

September 1 through September 15

Cat1	Fee Date	Family/Acct	Trans Type	Note	Fee Amt	Paid Amt	Unpaid Amt
<b>Art</b>							
	9/1/23	McMurphy	Tuition Fee	September	75.00	75.00	0.00
	9/1/23	Prowl	Tuition Fee	September	75.00	0.00	75.00
	9/1/23	Quincey	Tuition Fee	September	75.00	75.00	0.00
	9/1/23	Skinner	Tuition Fee	September	75.00	75.00	0.00
			<b>Tuition Fee Subtotal:</b>		<b>300.00</b>	<b>225.00</b>	<b>75.00</b>
			<b>Art Subtotal:</b>		<b>300.00</b>	<b>225.00</b>	<b>75.00</b>

### Sample Fee Summary Report with the Display Setting of Summary

Cat1	Fee Amt	Paid Amt	Unpaid Amt
<b>Art</b>			
	<b>Tuition Fee Subtotal:</b>	<b>300.00</b>	<b>225.00</b>
	<b>Art Subtotal:</b>	<b>300.00</b>	<b>225.00</b>
<b>Ballet</b>			
	<b>Tuition Fee Subtotal:</b>	<b>4,258.50</b>	<b>3,318.50</b>
	<b>Ballet Subtotal:</b>	<b>4,258.50</b>	<b>3,318.50</b>
<b>Cheer</b>			
	<b>Tuition Fee Subtotal:</b>	<b>4,296.25</b>	<b>2,947.50</b>
	<b>Cheer Subtotal:</b>	<b>4,296.25</b>	<b>2,947.50</b>

## Paid Fees Report

The **Paid Fees** report displays revenue 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.

Get to this report by going to the **Transactions** menu > **Transaction Reports** > **Paid Fees**.

- ★ 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.



Use this report to determine the amount of tax collected during the year or for a specific period. Run the report, and the total tax collected for the timeframe selected will be displayed in the report. When partial fees are paid, the tax displayed will adjust for the amount paid.

---

**Expand/Collapse  
All**

▢ Search Criteria

▢ Display Settings

▢ Report Results

---

## Revenue Snapshot Report

The **Revenue Snapshot** report displays revenue by both *Payment Method* and *Category 1*. The report can be found under the *Transactions (menu) > Transaction Reports*.

- ★ Backup journal entries were created using Jackrabbit's integration with QuickBooks.
  - ★ Analyze each day's revenue by Payment Method and Category 1 with ease.
  - ★ View revenue subtotals for each Category 1 for the specified date or date range.
- 

### Search Criteria

Use the Search Criteria to narrow results down to the payments you want to work with.

### Revenue Snapshot

---

Search Criteria

This report, formerly called the QuickBooks Report, will create a daily total of fees paid by **Payment Method and Category 1**. To export data to a QuickBooks IIF file, use [Transactions > QuickBooks Export](#).

Location      (Select one or more by holding the CTRL key)

Date Paid from   through

The criteria selected will return all revenue received on 7/5/2021.

### Display Settings

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

- Subheading
- Show Refunds
- Show Notes

- Report format

## The Report Results

Revenue Snapshot						
7/5/2021 - 7/5/2021						
Date	Location	Payment Method			Amount	
07/05/2021	E-Cheer	MC			103.75	
07/05/2021	E-Dance	Discover			110.00	
					<b>Daily Payment Method Subtotal</b>	<b>213.75</b>
	Category	Type	Pmt Mthd	Amount	Amount	
07/05/2021	E-Cheer	Cheer	Tuition Fee	MC	-33.75	
07/05/2021	E-Cheer	Cheer			Subtotal:	-33.75
07/05/2021	E-Music	Music Lessons	Tuition Fee	Discover	-110.00	
07/05/2021	E-Music	Music Lessons			Subtotal:	-110.00
07/05/2021	E-Swim	Swim	Tuition Fee	MC	-70.00	
07/05/2021	E-Swim	Swim			Subtotal:	-70.00
					<b>Daily Revenue Subtotal</b>	<b>-213.75</b>
					<b>Report Subtotal</b>	<b>213.75</b>
					<b>Report Total</b>	<b>213.75</b>

Do you use QuickBooks? Check out our [QuickBooks](#) Help section for more information on Jackrabbit's Integration.

## Revenue Summary Report

The **Revenue Summary** report displays revenue organized by Category 1, 2, and 3.

Access the report from the Reports menu > Find Reports using a Keyword Search of "revenue."

- ★ View and assess revenue by Class/Event Location.
- ★ Compare revenue collected with related enrollments.
- ★ Analyze discounts given over a specified date range.

**Expand/Collapse  
All**

🔍 Search Criteria

▢ [Display Settings](#)

▢ [Report Results](#)

---

## Revenue Reconciliation Reports

Jackrabbit's Revenue Reconciliation reports are an indispensable tool when you have **multiple Business Locations** in your system!

You can find these reports under the *Transactions* menu. Go to **Transactions (menu) > Transaction Reports > Revenue Reconciliation Reports**.

- ★ Reconcile revenue between where payments were received and where revenue was earned.
- ★ Analyze revenue by Family or by Business Location using four report options: **Reconciliation Summary**, **Location Summary**, **Revenue by Location**, and **Revenue by Family**.



When you have a single Business Location in your system, the only report option available is the **Revenue by Family**; the other three options relate to multiple Location revenue reconciliations.

---

Using the following example, we'll step through each of the four report options:

- An organization has two Locations, Location 1 and Location 2. The physical locations are very close to each other, and many families have students taking classes at both.
  - Each Location is managed by a different business partner, and revenue is routed to separate bank accounts based on the Location of the family making the payment.
  - The Family Location for the Hallman Family and the Snyder Family is **Location 1**.
  - The Snyder Family has a student taking one class at Location 1 (\$120); they made a payment of **\$120** for the February tuition, and it was deposited into the **Location 1** bank account.
  - The Hallman Family has a student taking one class at Location 2 (\$60); they made a payment of **\$60** for the February tuition, and it was deposited into the **Location 1** bank account.
  - The Paid Fees Detail report for all Locations reflects both payments and total revenue of **\$180**.
-

Date:		1/31/2023 5:24:15 PM		Paid Fees Detail			Page 1		
1/31/2023 - 1/31/2023									
Cat1	Pmt Date	Family/Acct	Fee Date	Trans Type	Note	Pmt Method	Fee Amt	Tax	Pmt Amt
<b>Music Lessons</b>									
	1/31/23	Hallman	1/1/23	Tuition Fee	February	Visa	60.00		60.00
	1/31/23	Snyder	1/1/23	Tuition Fee	February	Visa	120.00		120.00
<b>Tuition Fee Subtotal:</b>								0.00	180.00
<b>Music Lessons Total:</b>								0.00	180.00
<b># of Items:</b>			2		<b>Total Revenue:</b>			0.00	180.00

[Expand/Collapse All](#)

- [Reconciliation Summary](#)
- [Location Summary](#)
- [Revenue by Location](#)
- [Revenue by Family](#)

## ACCOUNTS RECEIVABLE / COLLECTION REPORTS:

Below are articles on Jackrabbit's accounts receivable/collection reports -*Aged Accounts (Summary) Report, Aged Accounts (Details) Report, Family Balance Summary Report, and Statements/Invoices.*

### Aged Accounts Summary Report

The **Aged Accounts Summary** report provides a breakdown of unpaid fees by family. The unpaid fees are divided into various buckets: 0-30 days old, 31-60 days old, 61-90 days old, and older than 90 days. This report is known as an Aged Accounts Receivable report in the accounting industry.

This report can be found under the **Transactions** menu > **Transaction Reports**. In addition, the report can also be accessed from the [Aged Accounts on the Executive Dashboard](#)

- ★ Evaluate the health of your Accounts Receivable.
- ★ Expedite collection efforts with the ability to email families directly from the report results.
- ★ Create a listing of all **Problem Accounts** and the details of their outstanding fees.

# Search Criteria

### Aged Accounts Summary

← RETURN

Search Criteria

This report displays aged accounts information (30, 60, and 90 days past due) for each family.

Do you want to show all families or only those with unpaid fees?

Show all families  
 Only show families with unpaid fees

Location   
 Days Outstanding   
 Status   
 ePayment Method   
 Problem Account   
 Balance from  through

*Select Only show families with unpaid fees for this report.*



As a default, this report is created with the *Balance from* defaulted to \$1. If you have many families who regularly maintain a credit balance, for example, if they often make prepayments, you will want to change it to -\$5,000, so those families will be included in the report.

# Report Results

The report results will list any family with a balance owing greater than \$1. You can use the last column to select all the families and click the **Email** button to send a reminder email directly from the report.

### Aged Accounts Summary

← RETURN

View 1 - 16 of 16    **10 columns hidden**

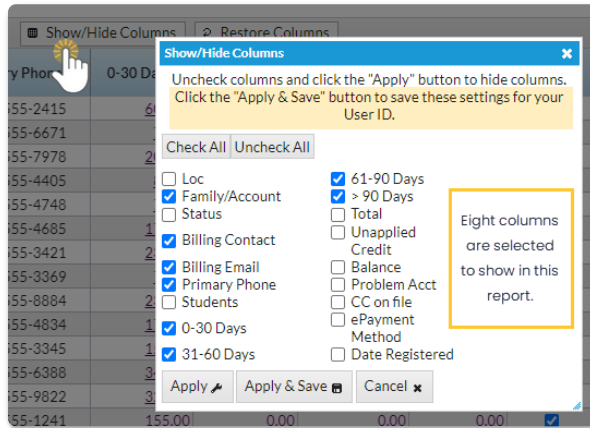
*Customize your report by showing or hiding columns of information.*

Family/Account	Billing Contact	Billing Email	Primary Phone	0-30 Days	31-60 Days	61-90 Days	> 90 Days	Email All
<a href="#">Ager</a>	Holly Ager	<a href="mailto:hollyager41@gmail.com">hollyager41@gmail.com</a>	(704) 555-2415	606.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Campbell</a>	Katherine Campbell	<a href="mailto:kcampbell@email.com">kcampbell@email.com</a>	(704) 555-6671	70.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Fontaine</a>	Angela Fontaine	<a href="mailto:jlintonjr@outlook.com">jlintonjr@outlook.com</a>	(704) 555-7978	207.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Fornos</a>	Adele Fornos	<a href="mailto:sandibunnytest@gmail.com">sandibunnytest@gmail.com</a>	(704) 555-4405	85.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Golding</a>	Sara Golding	<a href="mailto:sgolding@email.com">sgolding@email.com</a>	(704) 555-4748	75.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Harding</a>	Lee Harding	<a href="mailto:lharding@email.com">lharding@email.com</a>	(704) 555-4685	170.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Jacobs</a>	Jane Jacobs	<a href="mailto:jjacobs@email.com">jjacobs@email.com</a>	(704) 555-3421	233.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Newman</a>	Patricia Newman	<a href="mailto:pnewman@email.com">pnewman@email.com</a>	(704) 555-3369	75.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Reimer</a>	Ruby Reimer	<a href="mailto:reimers@email.com">reimers@email.com</a>	(704) 555-8884	235.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Rose</a>	Barbara Rose	<a href="mailto:shewritesdocs@gmail.com">shewritesdocs@gmail.com</a>	(704) 555-4834	170.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Smith</a>	Tory Smith	<a href="mailto:tsmith@email.com">tsmith@email.com</a>	(704) 555-3345	158.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Spencer</a>	Kara Spencer	<a href="mailto:kspencer@email.com">kspencer@email.com</a>	(704) 555-6388	340.00	340.00	318.75	85.00	<input checked="" type="checkbox"/>
<a href="#">Turner</a>	Sheryl Turner	<a href="mailto:swalker@email.com">swalker@email.com</a>	(704) 555-9822	325.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Wallace</a>	Livy Wallace	<a href="mailto:wallacelivy@gmail.com">wallacelivy@gmail.com</a>	(704) 555-1241	155.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>

- The **Show/Hide Columns** button allows you to customize your report by selecting which



information to display.



- Select **Apply** to have these selections applied to only the report you are currently viewing.
- Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.
- Use **Restore Columns** to view all available columns.
- Use the links in the aging columns to see the fee details that make up the total.

Family/Account	Billing Contact	Billing Email	Primary Phone	0-30 Days	31-60 Days	61-90 Days	> 90 Days	Email All
<a href="#">Ager</a>	Holly Ager	<a href="mailto:hollyager41@gmail.com">hollyager41@gmail.com</a>	(704) 555-2415	606.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Campbell</a>	Katherine Campbell	<a href="mailto:kcampbell@email.com">kcampbell@email.com</a>	(704) 555-6671	70.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Fontaine</a>	Angela Fontaine	<a href="mailto:lintonir@outlook.com">lintonir@outlook.com</a>	(704) 555-7978	207.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Fornos</a>	Adele Fornos	<a href="mailto:sandibunnytest@gmail.com">sandibunnytest@gmail.com</a>	(704) 555-4405	85.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Golding</a>	Sara Golding	<a href="mailto:sgolding@email.com">sgolding@email.com</a>	(704) 555-4748	75.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Harding</a>	Lee Harding	<a href="mailto:lharding@email.com">lharding@email.com</a>	(704) 555-4685	170.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Jacobs</a>	Jane Jacobs	<a href="mailto:jjacobs@email.com">jjacobs@email.com</a>	(704) 555-3421	233.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Newman</a>	Patricia Newman	<a href="mailto:pnewman@email.com">pnewman@email.com</a>	(704) 555-3369	75.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Reimer</a>	Ruby Reimer	<a href="mailto:reimers@email.com">reimers@email.com</a>	(704) 555-8884	235.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Rose</a>	Barbara Rose	<a href="mailto:shewritesdocs@gmail.com">shewritesdocs@gmail.com</a>	(704) 555-4834	170.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Smith</a>	Tory Smith	<a href="mailto:tsmith@email.com">tsmith@email.com</a>	(704) 555-3345	158.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Spencer</a>	Kara Spencer	<a href="mailto:kspencer@email.com">kspencer@email.com</a>	(704) 555-6388	340.00	340.00	318.75	85.00	<input checked="" type="checkbox"/>
<a href="#">Turner</a>	Sheryl Turner	<a href="mailto:swalker@email.com">swalker@email.com</a>	(704) 555-9822	325.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Wallace</a>	Livy Wallace	<a href="mailto:wailacelivy@gmail.com">wailacelivy@gmail.com</a>	(704) 555-1241	155.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>

## Aged Accounts Details Report

The **Aged Accounts Details** report provides you with a list of aged unpaid fees by family using the filters ([Search Criteria](#)) you select. Fees age from their transaction date and are listed by the number of days owing.

Get to this report by going to the **Families** menu > **Family Reports**.

- ★ Create a detailed listing of aged unpaid fees by family, including balances. Accountants refer to this as an Aged Accounts Receivable report.
- ★ Generate a report of aged unpaid fees that were posted during a specified time period.
- ★ Streamline collections by filtering for overdue fees and email the families directly from the report results!

## Search Criteria

You can filter your list of families using any or all the Search Criteria, and Jackrabbit will compile a report of families who meet ALL of the criteria selected. For this example, we will filter for families with unpaid fees older than 90 days.

Search Criteria

This report displays unpaid fees based on search criteria below.

**Family Search Criteria**

Do you want to show all families or only those with unpaid fees?

Show all families  
 Only show families with unpaid fees

Family Location

Family Status

Age of fees in days

Balance from  through

ePayment Method  ePayment Schedule

Enrolled in Class Category 1  Class Session

Select Family

**Transaction Search Criteria**

Fee Date from  through

Transaction Type   
Annual Membership (Debit)  
Birthday Party (Debit)  
Booster Fee (Debit)

Subtype   
August  
December  
Drop-in

Session

Fee Amount from  through



Always be sure a family's payments have been properly applied to fees. Fees that do not have a payment linked to them will be included in this report because they are still considered unpaid. See [Fee Linking Explained](#) for more information.

## Report Results

Review the results and use the checkbox in the last column to select the families to email. Click the *Email* button to quickly generate an email to all or the selected students in the report.

- Use the active links in the report to go to the Family record.
- **Show/Hide** the columns as needed. In this example, 4 columns are hidden.
- Report results can be customized with the ability to sort columns, and modify column width.

### Aged Accounts Details

← RETURN    EMAIL

Show Family Balance and Totals  
 Show Fees with a Future Date

View 1 - 50 of 50    Print    Export    Refresh    4 columns hidden    Show/Hide Columns    Restore Columns

Family	Status	Billing Contact	Billing Contact Email	Students	Date	Amt	Amt Paid	Amt Owed	Days	Email All
<a href="#">Johnson</a>	Active	Barbara Ashton	bappegate@email.com	Toni	5/1/2023	163.13	0.00	163.13	135	<input checked="" type="checkbox"/>
<a href="#">Johnson</a>	Active	Barbara Ashton	bappegate@email.com	Toni	6/1/2023	163.13	0.00	163.13	104	<input checked="" type="checkbox"/>
<a href="#">Johnson</a> Balance: 779.38						326.26	0.00	326.26		
<a href="#">Maclaughlin</a>	Active	Tracey Maclaughlin	traceymac47@email.com	Alli	5/1/2023	163.13	0.00	163.13	135	<input checked="" type="checkbox"/>
<a href="#">Maclaughlin</a>	Active	Tracey Maclaughlin	traceymac47@email.com	Alli	6/1/2023	163.13	0.00	163.13	104	<input checked="" type="checkbox"/>
<a href="#">Maclaughlin</a> Balance: 779.38						326.26	0.00	326.26		
<a href="#">Vosika</a>	Active	Trisha Vosika	tvosika@example.com	Kara	12/27/2022	15.00	0.00	15.00	260	<input checked="" type="checkbox"/>
<a href="#">Vosika</a>	Active	Trisha Vosika	tvosika@example.com	Kara	2/9/2023	100.00	0.00	100.00	216	<input checked="" type="checkbox"/>
<a href="#">Vosika</a> Balance: 315.00						115.00	0.00	115.00		

Use this button to Show/Hide Columns in the report.

Click the top checkbox to select all to email.



A history of emails sent from this report is kept in the Family record, Misc tab > View Sent Emails for 365 days.

## Family Balance Summary Report

The **Family Balance Summary** report provides you with a list of families with basic information and account balances based on filters (Search Criteria) you select.

You can find this report under the **Families** menu > **Family Reports** > **Family Balance Summary**.

- ★ Customize your report to list family balances as of the current date (default setting) or for a historical date.
- ★ Determine inactive families that have balances due.
- ★ Send an email to all, or only some, of the families directly from the report results.

## Search Criteria

You can filter your list of families using any or all the Search Criteria, and Jackrabbit will compile a report of families who meet ALL of the criteria selected. For this example, we will filter for Inactive families.

## Family Balance Summary

Search Family Balances using search criteria below.

Location:

Family/Acct Status:

As Of Date:

## Report Results

Review the results and use the checkbox in the last column to select the families to email. Click the *Email* button to quickly generate an email to all or the selected students in the report.

- Use the active links in the report to go to the Family record.
- **Show/Hide** the columns as needed. In this example, 1 column is hidden.
- Report results can be customized with the ability to sort columns, and modify column width.

### Family Balance Summary

Use this button to **Show/Hide Columns** in the report.
 Click the top checkbox to select all to email.

View 1 - 17 of 17

Family/Account	Status	Billing Contact	Billing Email	Primary Phone	Students	Balance	Balance As Of Today	Email All <input checked="" type="checkbox"/>
<a href="#">Avery</a>	Inactive	Laura Avery	<a href="mailto:lavery@myemail.com">lavery@myemail.com</a>	704-555-1111	Lila	212.50	212.50	<input checked="" type="checkbox"/>
<a href="#">Brown</a>	Inactive	Janice Brown	<a href="mailto:jbrowsemail@email.com">jbrowsemail@email.com</a>	(704) 555-1313	Samantha, Leslie	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Campbell</a>	Inactive	Katherine Campbell	<a href="mailto:kcampbell@email.com">kcampbell@email.com</a>	(704) 555-6671	Lena, Sam	30.00	30.00	<input checked="" type="checkbox"/>
<a href="#">Cozy</a>	Inactive	Sara Cozy	<a href="mailto:saralaprezioso@yahoo.com">saralaprezioso@yahoo.com</a>	(916) 945-1223	Sophia	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Evans</a>	Inactive	Taylor Evans	<a href="mailto:tayevans@email.com">tayevans@email.com</a>	(704) 555-5478	Shawna, Gina	30.00	30.00	<input checked="" type="checkbox"/>
<a href="#">Holland</a>	Inactive	Kate Holland	<a href="mailto:kholland@email.com">kholland@email.com</a>	704-336-1111	Alexa	0.00	0.00	<input checked="" type="checkbox"/>
<a href="#">Hunter</a>	Inactive	Jolie Hunter	<a href="mailto:jhunter@email.com">jhunter@email.com</a>	(704) 555-1248	Jackson	230.00	230.00	<input checked="" type="checkbox"/>

**Note:** There are two *Balance* columns: *Balance* and *Balance As Of (date)*. The *Balance* column is **not** date-dependent and is the current balance. The *Balance As Of (date)* column **is** date-sensitive and will vary depending on the search criteria you enter. In this example, **no Balance As Of (date)** was entered, and both columns show the same amount.



A history of emails sent from this report is kept in the *Family* record, *Misc* tab > *View Sent Emails* for 365 days.

## Email Multiple Statements / Invoices

Use this report to customize statements and email them to multiple families at once. This may include using the Search Criteria to generate statements by **Enrollment Status** and by Category 1, 2, or 3 as needed.

**Note:** Select one or more Categories, Students, Transaction Types, and Sub-types by holding down the CTRL key.

1. Go to the **Families** menu > **Family Reports** > **Statements - Email**.
2. Use the *Family/Account Search Criteria* to select the families whose statements you want to email. If you leave all the criteria blank (with *Enroll Status = Currently Enrolled*), you will get a complete list of enrolled families. You can narrow down the selection:
  - o Select Single Family Account with the option to select one or more students when you check off *Email Statement by Student(s)* and select the students from the drop-down list.
  - o Select Families Enrolled in Class (search for a specific class).
  - o Select Families Enrolled with Instructor (select an instructor from the drop-down list).
3. Use *Transaction Search* to narrow down the types and dates of transactions you want to appear on the statement.
4. Use the *Format Options* section to create the 'look' of the statement by selecting which family and transaction information to include. Logo, header, and footer settings are also customized here.
  - o If you regularly use the same Statement Header and/or Footer, you can create defaults in *Gear (icon) > Settings > General > Statements (left menu)*. If you need to change the default for one set of statements only, you can edit the header/footer while on the *Statements - Email* screen.
5. Define reply and blind-copy email addresses in the *Email Information* section of the *Format Options*. A *Reply To Address* is required. An email subject and header can also be added here.
6. Click the **Preview Email Statements List** button (top left). This is a preview only. No emails are sent until you click *Send Emails*.
7. Review the statement list. Note that families/accounts that have no *home* email address listed under the contact that has *Billing Contact=Yes* will display but with no checkbox to send.
  - o Click the **View** link to review specific statements.
  - o Click the **Delete** link to delete a specific statement.
  - o Determine which statements to email by either selecting **Check All Rows** or checking specific family/account **checkboxes**.

### Email Statements

← Return
✓ Send Emails
Print

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**Email Settings**  
 Subject:  
 From: cb@jackrabbittech.com  
 BCC:

Preview Email Statement List

[Check All Rows](#)

[Uncheck All Rows](#)

#	Acct/Family Name	Status	Statement Balance	Current Balance	Send?	To Email	
1	Holly Ager	Active	530.50	530.50	<input type="checkbox"/>	hollyager41@gmail.com	<a href="#">View</a> <a href="#">Delete</a>
2	Karsen Bowden	Active	265.00	265.00	<input type="checkbox"/>	kbowden@email.com	<a href="#">View</a> <a href="#">Delete</a>
3	Janice Brown	Active	95.00	95.00	<input type="checkbox"/>	jbrownsemail@email.com	<a href="#">View</a> <a href="#">Delete</a>
4	Katherine Campbell	Active	200.71	200.71	<input type="checkbox"/>	kcampbell@email.com	<a href="#">View</a> <a href="#">Delete</a>
5	Alane Clements	Active	261.25	261.25	<input type="checkbox"/>	aclements@email.com	<a href="#">View</a> <a href="#">Delete</a>

8. Click **Send Emails** to email the statements.

- When email statements have been completed, a pop-up window will indicate *Finished. Sent x email(s)*. Click **OK**.

Create Favorites for frequently used statement settings. See [Favorites - Save Your Report Criteria Selections](#) for instructions.

### Sample Email Statement

**STATEMENT**

From:  
 Main  
 9820 Northcross Ct  
 Huntersville, NC 28078  
 www.jackrabbittech.com  
 (704) 895-4034  
 Tax ID: 16-9999999

For:  
 Tara Agar  
 234 Eldridge Lane  
 Huntersville, NC 28078

**Sample Email Statement**

[Click here to log into your Customer Portal!](#)

**Statement of Account**

**Account Summary**

Previous Balance as of September 29, 2023	-50.00
Fees	150.00
Payments/Credits	- 50.00
<b>Balance as of November 28, 2023</b>	<b>50.00</b>
<b>Current Balance</b>	<b>50.00</b>

Transaction Summary September 29, 2023 - November 28, 2023

Date	Type	Payment Method	Student	Class/Event	Orig Amt	Discount	Amount	Balance
09/29/23	Previous Balance							-50.00
10/01/23	Tuition Fee		Whitney Agar	Guitar - Hannah - Wed - 3pm	50.00		50.00	.00
10/28/23	Payment	Visa					-50.00	-50.00
11/01/23	Tuition Fee		Whitney Agar	Guitar - Hannah - Wed - 3pm	50.00		50.00	.00
12/01/23	Tuition Fee		Whitney Agar	Guitar - Hannah - Wed - 3pm	50.00		50.00	50.00

*Balance Due Upon Receipt*

## Print Multiple Statements / Invoices

Use this report to generate statements to fit your organization's needs. This may include using the Search Criteria to print statements by **Enrollment Status** and by Category 1, 2, or 3 as needed.

**Note:** Select one or more Categories, Students, Transaction Types, and Sub-types by holding down the CTRL key.

1. Go to the **Families** menu > **Family Reports** > **Statements-Print**.
2. Use the *Family/Account Search Criteria* to select the families whose statements you want to print. If you leave all the criteria blank, you will generate a report with statements for all currently enrolled families, or you can narrow down the selection:

- o Select a specific Family/Account with the option to select individual or multiple students when you check off *Print Statement by Student(s)* and select the students from the drop-down list.
  - o Select Families Enrolled in Class (search for a specific class).
  - o Select Families Enrolled with Instructor (select an instructor from the drop-down list).
3. Use the *Transaction Search* section to narrow down the types and dates of transactions you want to be displayed on the statement.
  4. Use the *Format Options* section to create the 'look' of the statement by selecting which family and transaction information to include. The logo, header, and footer settings are also customized here.
 


**Tip:** If you regularly use the same Statement Header and /or Footer, you can create defaults in the *Gear icon > Settings > General > Statements (left menu)*. If you need to change the default for one set of statements only, you can edit the header/footer while on the *Statements - Print* screen.
  5. Click **Submit**.
    - o Statements will be created based on the settings you've chosen and opened in PDF format so that they can be printed on 8 1/2 x 11 paper.
    - o Printed statements fit into a #10 window (business size) envelope for mailing.

**Statement**

**Huntersville**  
123 W. Main  
Huntersville, NC 264555 1

www.jackrabbittech.com  
Phone: (704) 555-1232  
Tax ID: 16-9999999

Barbara Applegate  
9883 Annabelle Lane 2  
Huntersville, NC 28078


3

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**Family/Acct** Applegate

### Statement of Account

Account Summary	
Previous Balance as of September 29, 2023	0.00
<b>Fees</b>	<b>250.00</b>
<b>Payments/Credits</b>	<b>-125.00</b>
<b>Balance as of November 28, 2023</b>	<b>125.00</b>

To opt **NOT** to display this account summary, set the format option for **Show Account Summary to No.**

Transaction Summary September 29, 2023 - November 28, 2023

Date	Type	Payment Method	Student	Class/Event	Orig Amt	Disc	Amt	Balance
09/29/23	Previous Balance							0.00
10/01/23	Tuition Fee	Check 1091	Toni Applegate	Karate - Beg - Th	100.00		100.00	100.00
10/01/23	Tuition Fee	Check 1091	Toni Applegate	Karate - Adv - M	25.00		25.00	125.00
10/27/23	Payment	Check 1091					-125.00	0.00
11/01/23	Tuition Fee		Toni Applegate	Karate - Beg - Th	100.00		100.00	100.00
11/01/23	Tuition Fee		Toni Applegate	Karate - Adv - M	25.00		25.00	125.00

*Balance Due Upon Receipt*

1	Return address is set by going to the <i>Gear menu &gt; Account &gt; My Account &gt; Organizational Details</i> .
2	The family email address is taken from the contact who has <b>Billing Contact</b> set to Yes.
3	Organization logo can be added from the <i>Gear menu &gt; Settings &gt; General &gt; Organization Logo (left menu)</i> .

**Expand/Collapse All**

## ☐ Frequently Asked Questions



**Time Saver!** Save your settings for frequently used statement settings. See [Favorites - Save your Report Criteria Selections](#) for instructions.

## Print or Email Individual Statements / Invoices

To print or email a single statement for a specific family/account, click the **Statement** button in the family's record. Click either Printed Statement (PDF) or Email Statement in the *Pick Statement Type* pop-up box.

The family name will be pre-filled with either option.

- If you clicked **Printed Statement (PDF)**, follow Steps 3-5 in the [Print Multiple Statements/Invoices](#) article. If you want to select one or more students in a family, check off **Print Statement by Student(s)** and select the students from the drop-down list.
- If you clicked **Email Statement**, follow steps 3 - 8 in the [Email Multiple Statements/Invoices](#) article. If you want to select one or more students in a family, check off **Email Statement by Student(s)** and select the students from the drop-down list.

## QUIZ - Lesson #14 - Financial Reports

When you have worked through all of the articles outlined in the lesson, select the **Take the Quiz**



button to be taken to the Lesson #14 Quiz where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent. The quiz includes Review questions.

## Quiz #14 - Financial Reports



Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
11	14	12	11	9

[Return to Supervisors and Managers Menu to continue to next lesson](#)

[Click here to provide feedback for this lesson](#)

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