Lesson #14 - Financial Reports

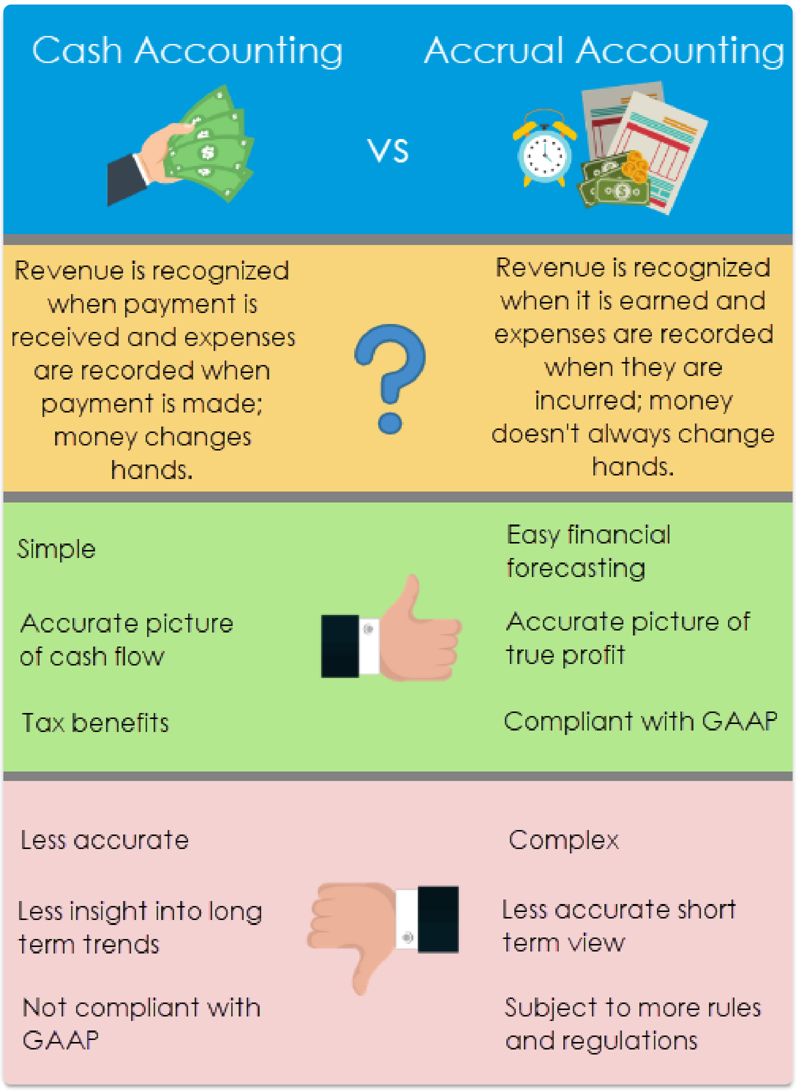
Accounting in Jackrabbit - An Overview

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.

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.



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

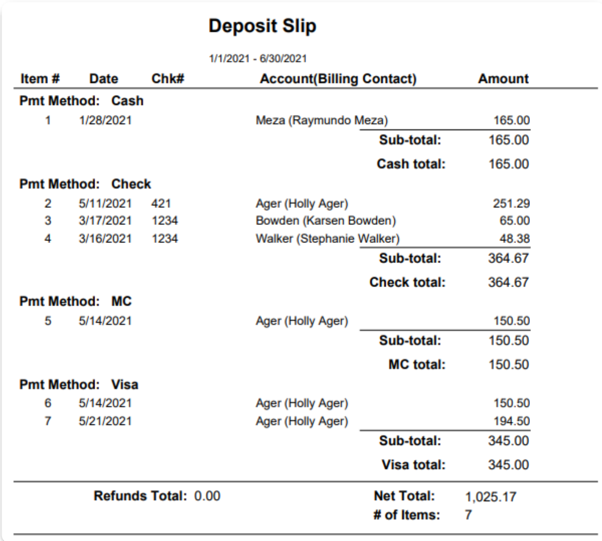
Jackrabbit offers great flexibility in reporting with over 100 reports for families, students, classes, staff, enrollment, financial information, and more!

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

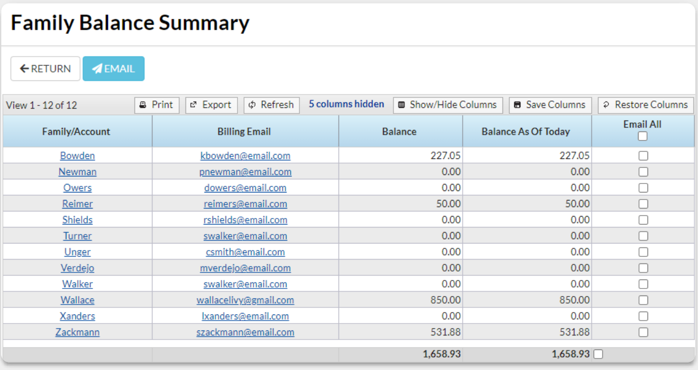
1/1/2021 - 6/30/2021

Item #	Date	Chk#	Account(Billing Contact)	Amount
Pmt Method: Cash				
1	1/28/2021		Meza (Raymundo Meza)	165.00
			Sub-total:	165.00
			Cash total:	165.00
Pmt Method: Check				
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
			Sub-total:	364.67
			Check total:	364.67
Pmt Method: MC				
5	5/14/2021		Ager (Holly Ager)	150.50
			Sub-total:	150.50
			MC total:	150.50
Pmt Method: Visa				
6	5/14/2021		Ager (Holly Ager)	150.50
7	5/21/2021		Ager (Holly Ager)	194.50
			Sub-total:	345.00
			Visa total:	345.00
	Refunds Total: 0.00		**Net Total:**	1,025.17
			# of Items:	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

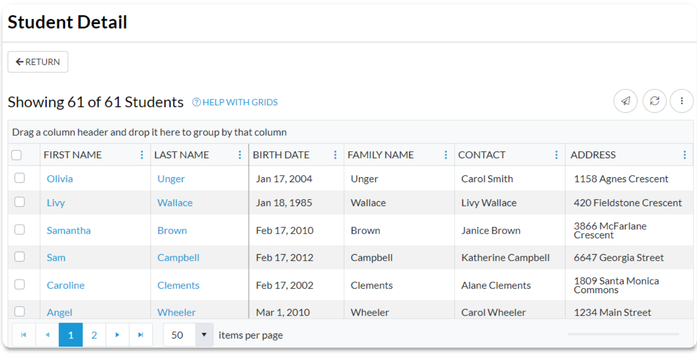
View 1 - 12 of 12 | Print | Export | Refresh | 5 columns hidden | Show/Hide Columns | Save Columns | Restore Columns

Family/Account	Billing Email	Balance	Balance As Of Today	Email All
Bowden	kbowden@email.com	227.05	227.05	
Newman	pnewman@email.com	0.00	0.00	
Owers	dowers@email.com	0.00	0.00	
Reimer	reimers@email.com	50.00	50.00	
Shields	rshields@email.com	0.00	0.00	
Turner	swalker@email.com	0.00	0.00	
Unger	csmith@email.com	0.00	0.00	
Verdejo	mverdejo@email.com	0.00	0.00	
Walker	swalker@email.com	0.00	0.00	
Wallace	wallacelivy@gmail.com	850.00	850.00	
Xanders	lxanders@email.com	0.00	0.00	
Zackmann	szackmann@email.com	531.88	531.88	
		1,658.93	1,658.93	

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**



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**.

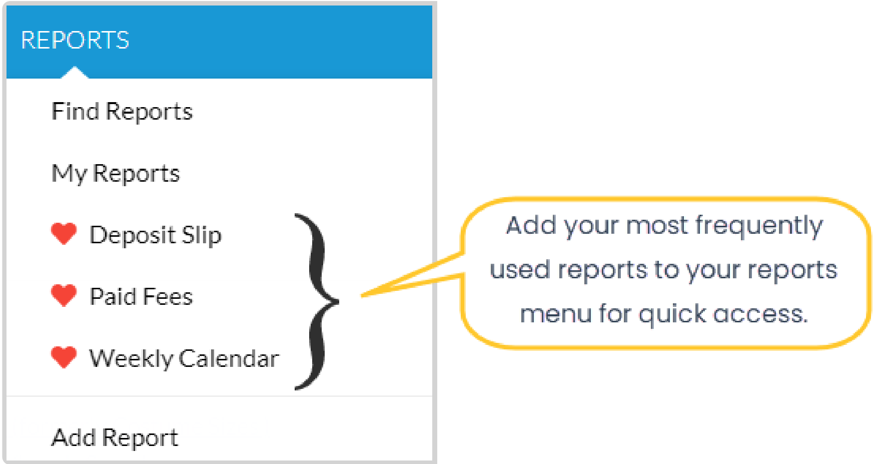
Click Here to Learn about the Various Reports

Expand/Collapse All

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:

• **Report Categories & Tabs**	Reports are organized into categories based on the area of Jackrabbit they relate to.
• **Find Reports**	Search by keyword to locate your report.
• **My Reports**	Customize your Reports menu to create quick and easy access to your most frequently used reports.

Expand/Collapse All

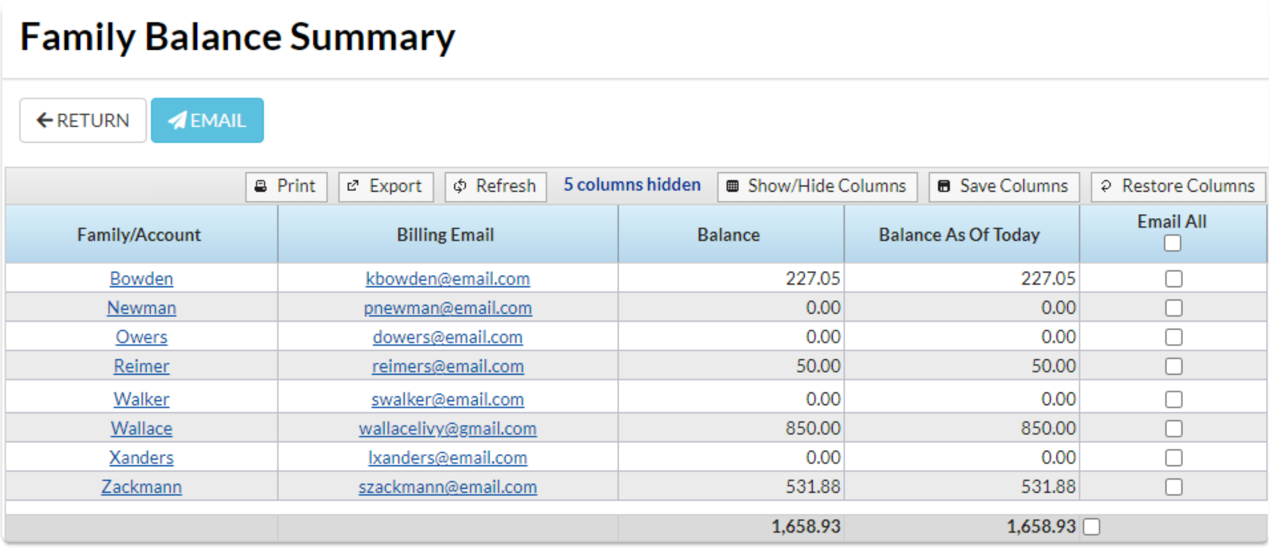
Report Categories & Tabs

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

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	
Newman	pnewman@email.com	0.00	0.00	
Owers	dowers@email.com	0.00	0.00	
Reimer	reimers@email.com	50.00	50.00	
Walker	swalker@email.com	0.00	0.00	
Wallace	wallacelivy@gmail.com	850.00	850.00	
Xanders	lxanders@email.com	0.00	0.00	
Zackmann	szackmann@email.com	531.88	531.88	
		1,658.93	1,658.93	

These tables can be customized by sorting, showing or hiding columns, and more. Many of the tables offer column search fields allowing you to quickly locate the information you're looking for.

Expand/Collapse All

Use Search Fields to Locate Information in Reports

Sort Your Report Data Using Column Headers

Button Options in Reports

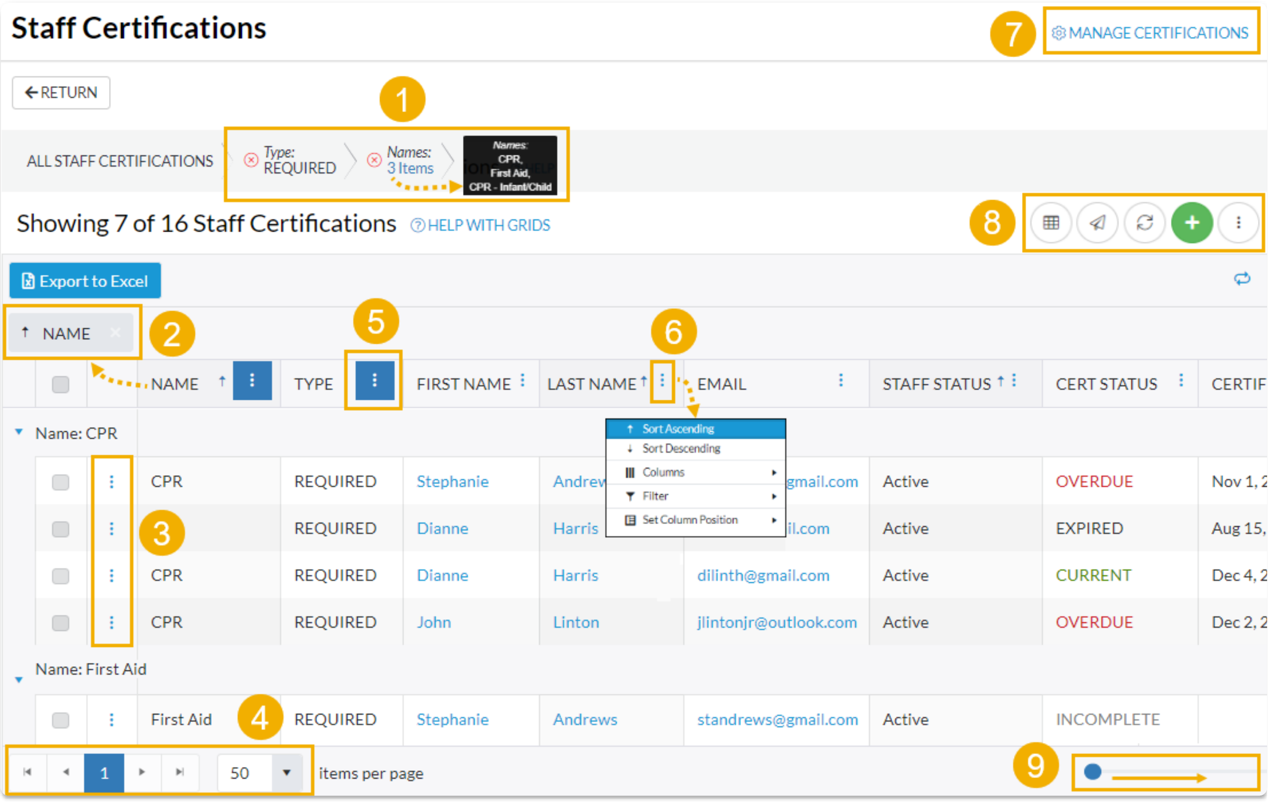
Show/Hide Columns

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 Reports - Grid Style

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



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.

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).

Create a Favorite

Use a Saved Favorite

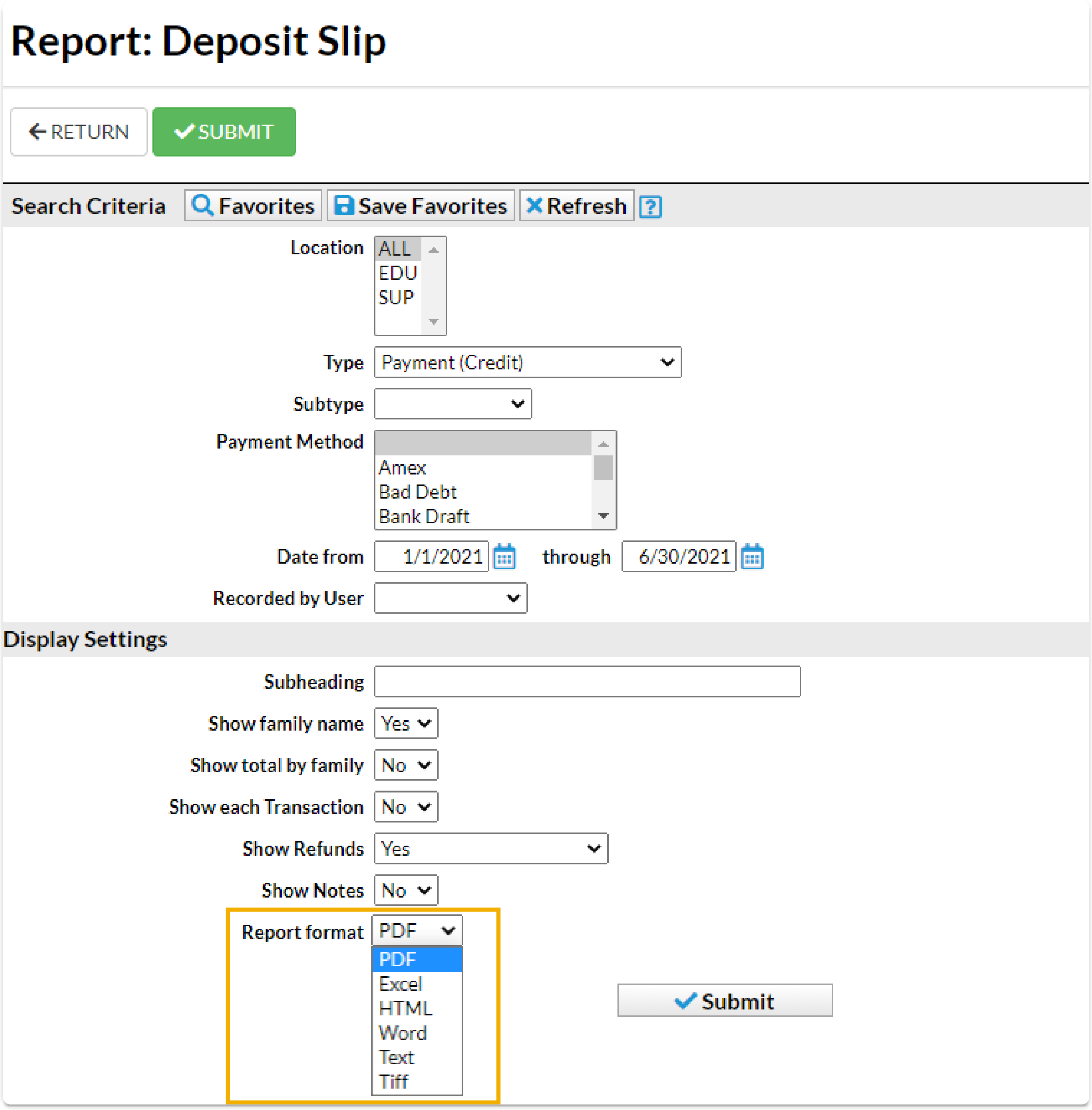
Modify a Saved Favorite

Delete a Saved Favorite

Expand/Collapse All

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.



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.

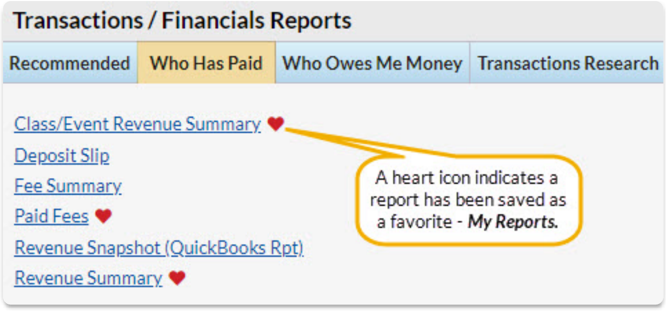
Financial Reports - An Overview

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.

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.

Maintaining 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 your database.

- **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.

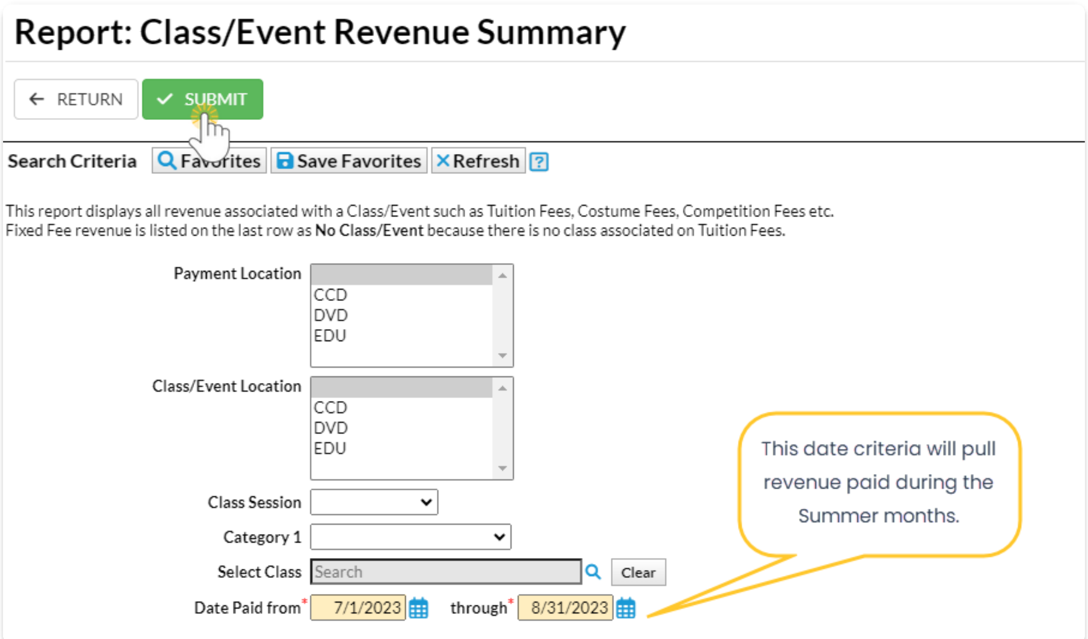
Get to this report from the **Transactions** menu > **Transaction Reports** > **Class/Event Revenue Summary**.

- 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.

Search Criteria

Use the Search Criteria to narrow the report results:

- If you have multiple locations in your database, 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.

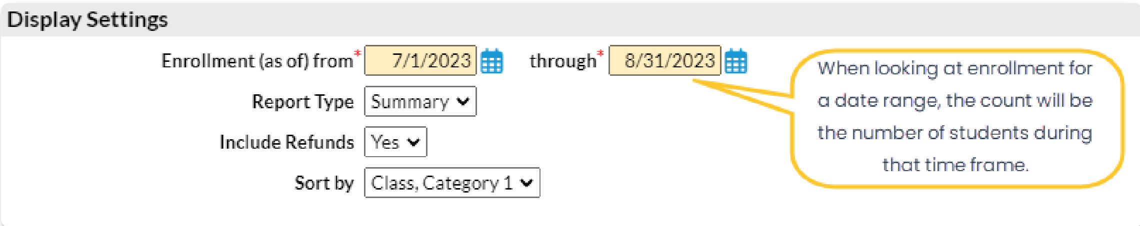


Leaving a criteria selection blank is the same as saying "all".

Display Settings

Use the Display Settings to format your report:

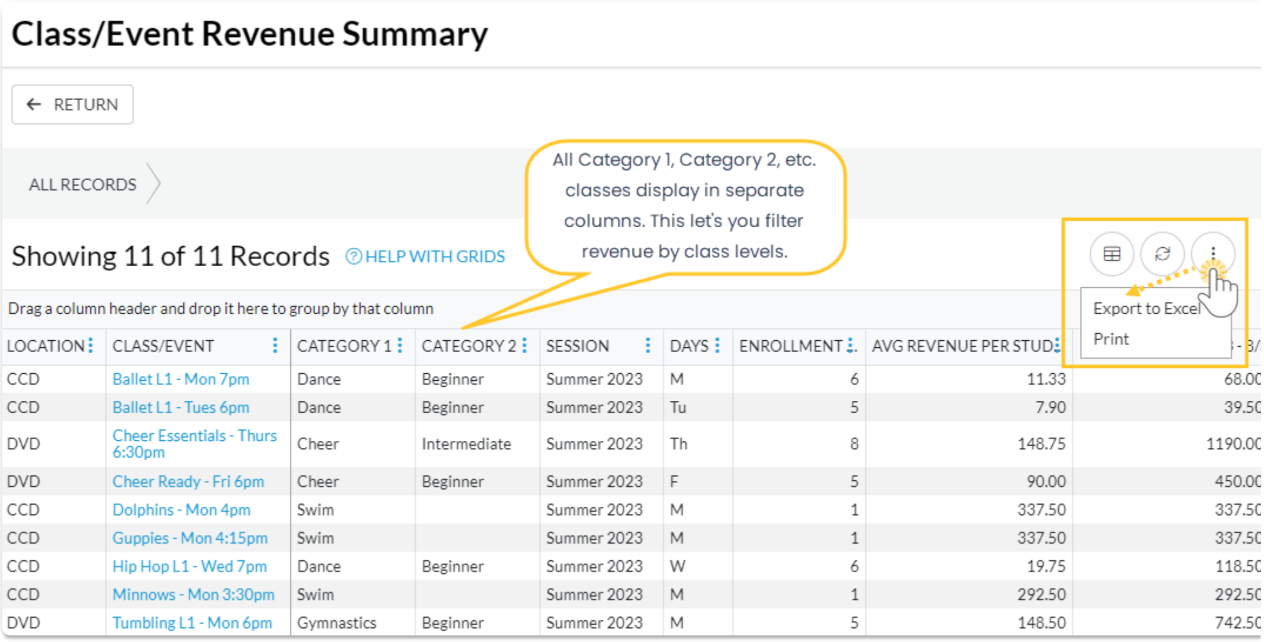
- Calculate the enrollment as of a specific date or over a range of dates where the count is the highest number of students that were enrolled during that time. The enrollment criteria are required fields.
- Choose whether you want to see a separate line for revenue by Category 1 for each class/event (*Detail*) or you prefer to see only one line for all revenue in the class/event *$ummary*).
- 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.



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.



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.

Select Search Criteria

Expand/Collapse All

Choose Display Settings

Work with Report Results

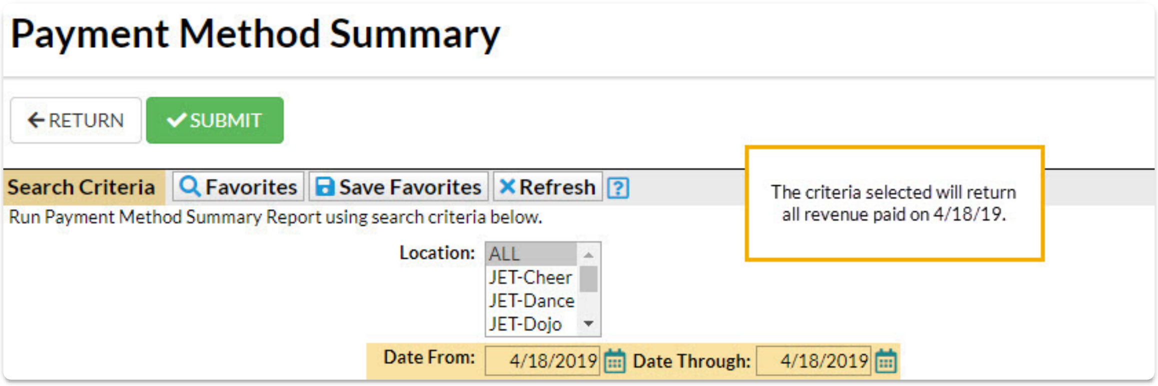
Payment Method Summary Report

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.



Display Settings

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

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

Report Results

Payment Method Summary

From: 4/18/2019 Through: 4/18/2019

Payment Method		Amount
MC		100.00
	Total:	**100.00**

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

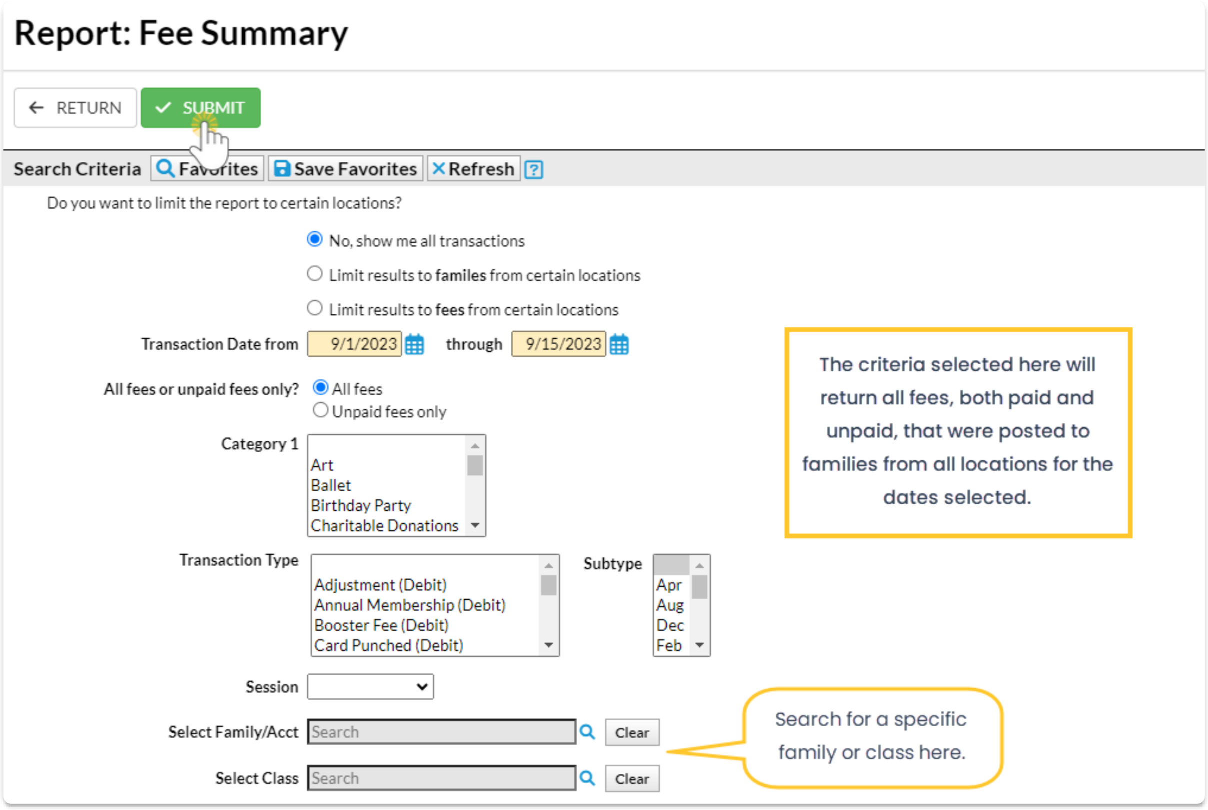
The **Fee Summary** report displays fees posted during a specified time frame, along with any payments made against them or credits applied to them, and their current unpaid amount. Choose either a detailed report or a summarized version. See the status of your fees in one report!

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**) 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

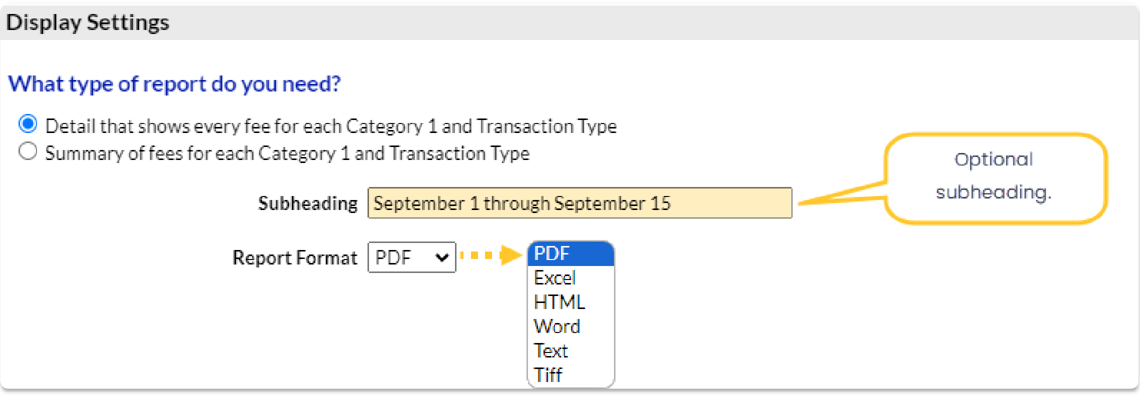
Use the Search Criteria to narrow the report results to only the fees you want to work with. You can select a specific family or class.



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

Fee Summary Report
September 1 through September 15

Cat1	Fee Date	Family/Acct	Trans Type	Note	Fee Amt	Paid Amt	Unpaid Amt
Art							
	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
				Tuition Fee Subtotal:	**300.00**	**225.00**	**75.00**
				Art Subtotal:	**300.00**	**225.00**	**75.00**

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**

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.

Select Search Criteria

Choose Display Settings

Work with Report Results

Expand/Collapse All

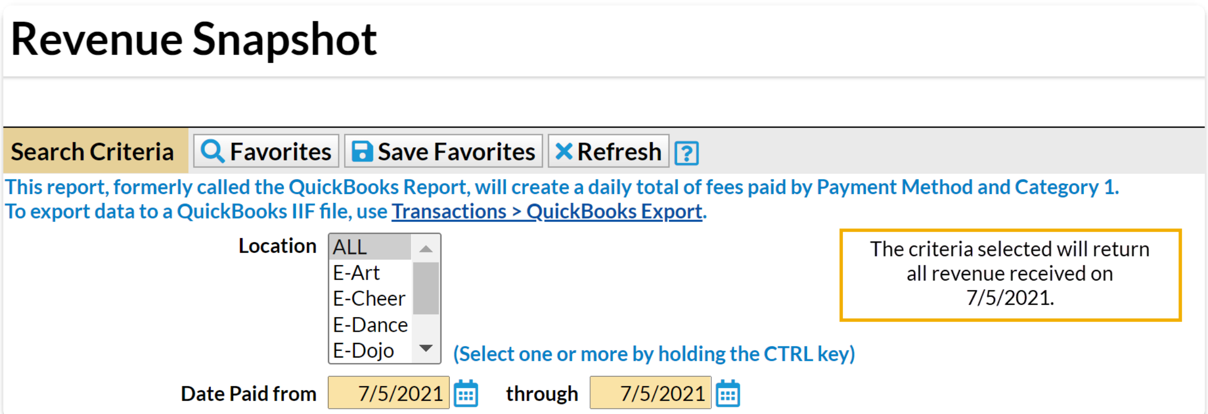
Revenue Snapshot Report

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.



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
			Daily Payment Method Subtotal			**213.75**
		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
			Daily Revenue Subtotal			**-213.75**
			Report Subtotal			**213.75**
			Report Total			**213.75**

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.

From the *Transactions (menu)* > *Transaction Reports*, the Revenue Summary report can be found under the *All* or *Recommended tab*.

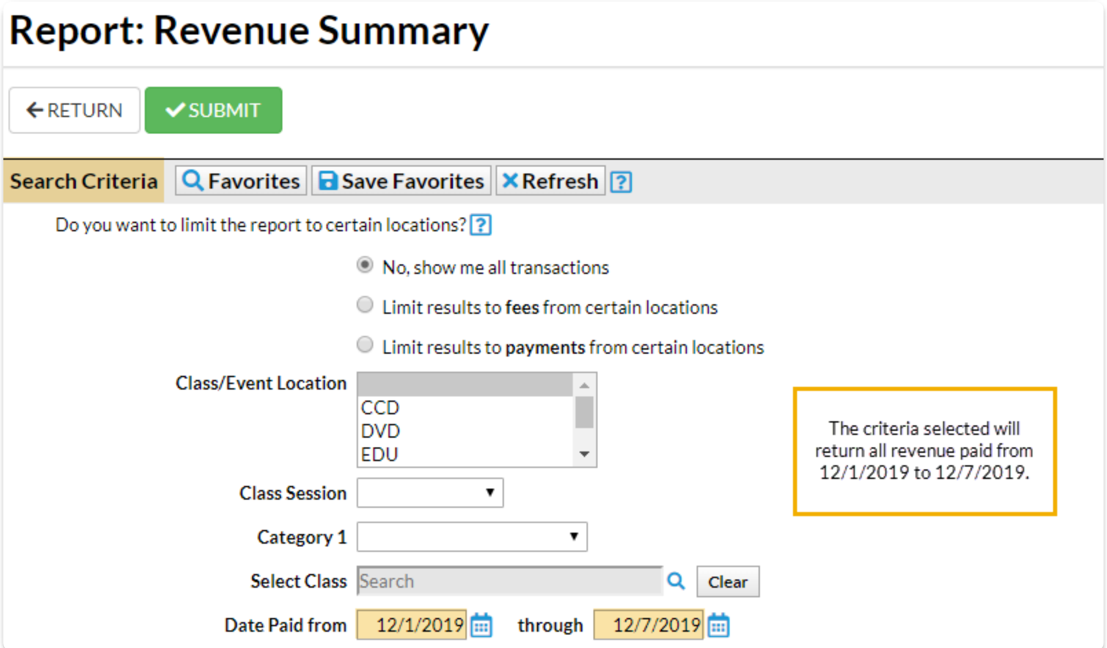
⭐ View and assess revenue by Class/Event Location.

⭐ Compare revenue collected with related enrollments.

⭐ Analyze discounts given over a specified date range.

Search Criteria

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



Display Settings

Before submitting for results, you can adjust the*Display Settings*:

- Add a Subheading
- Show Refunds
- Report format

Report Results

Revenue Summary

12/1/2019 - 12/7/2019

Cat1	Cat2	Cat3	Class/Event	Enrollment	Discount	Amount
Dance						
			--No Class/Event Name--	0	0.00	150.00
			Class in Concord	1	0.00	100.00
			Class in Davidson	2	0.00	150.00
			Cat3 Subtotal:	3	0.00	400.00
		Cat2 Subtotal:		3	0.00	400.00
	Dance Subtotal:			**3**	**0.00**	**400.00**
			Totals:	**3**	**0.00**	**400.00**
					Revenue*:	**400.00**

*Due to Partial Payments applied to fees, Revenue for time period selected may not total Original Amount.

Revenue Reconciliation Reports

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

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 database, 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
Music Lessons									
	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
						Tuition Fee Subtotal:		0.00	180.00
						Music Lessons Total:		**0.00**	**180.00**
	# of Items:	2				**Total Revenue:**		**0.00**	**180.00**

Reconciliation Summary

Expand/Collapse All

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.*

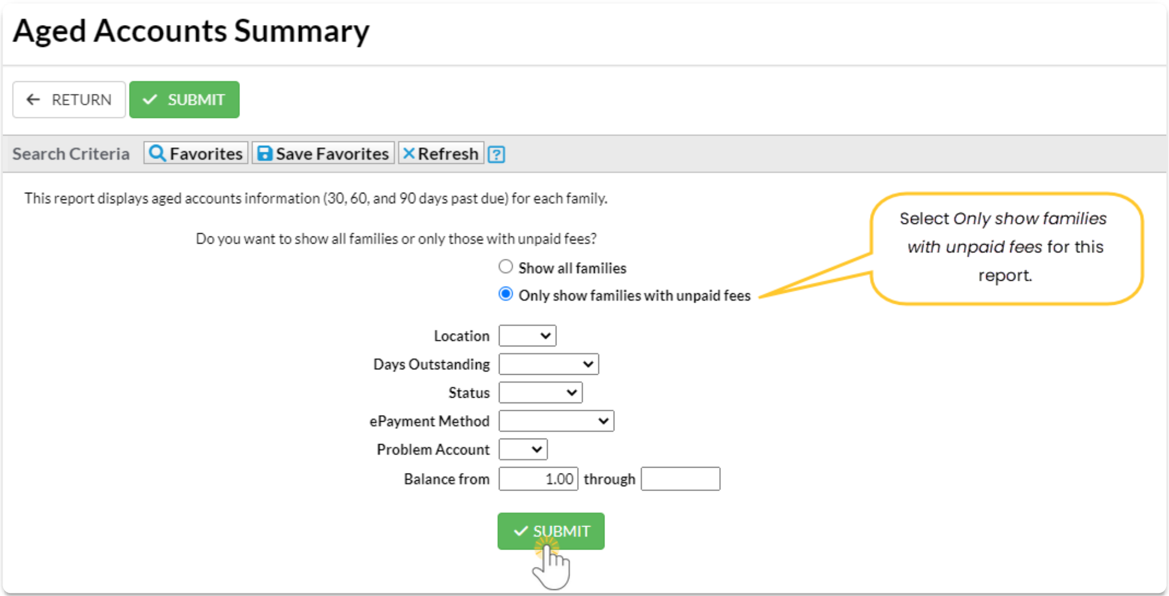
Aged Accounts Summary Report

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.

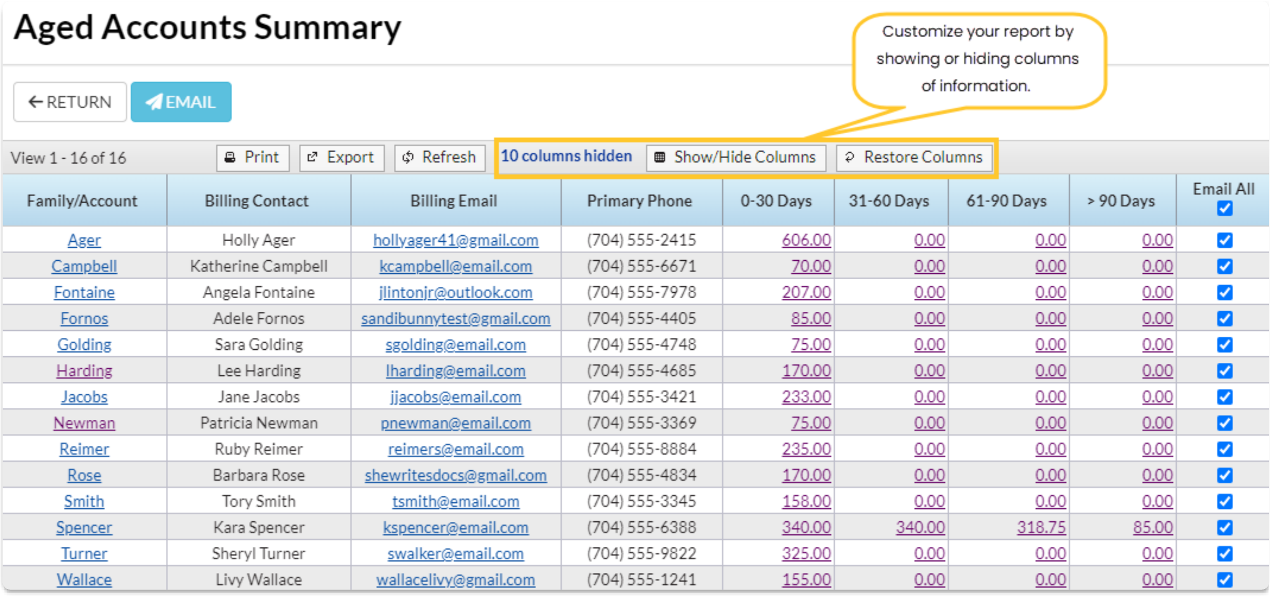
Select Search Criteria



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.

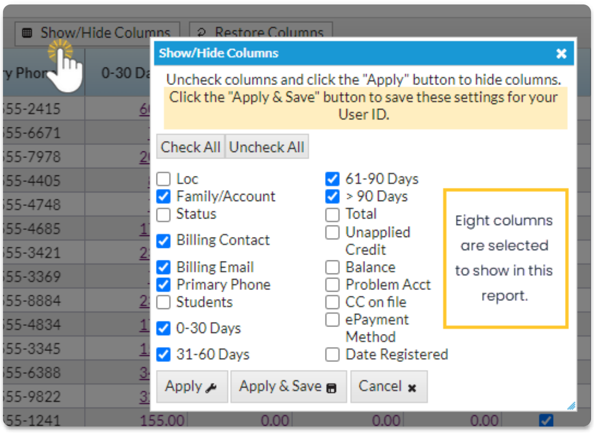
Work with Report Results

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.

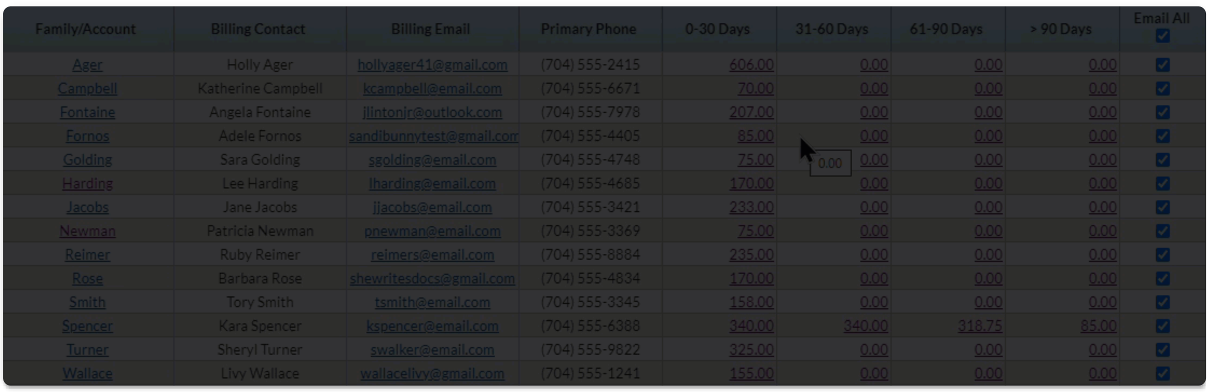


Family/Account	Billing Contact	Billing Email	Primary Phone	0-30 Days	31-60 Days	61-90 Days	> 90 Days	Email All
Ager	Holly Ager	hollyager41@gmail.com	(704) 555-2415	606.00	0.00	0.00	0.00	☑
Campbell	Katherine Campbell	kcampbell@email.com	(704) 555-6671	70.00	0.00	0.00	0.00	☑
Fontaine	Angela Fontaine	jlintonjr@outlook.com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

- 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
Ager	Holly Ager	hollyager41@gmail.com	(704) 555-2415	606.00	0.00	0.00	0.00	☑
Campbell	Katherine Campbell	kcampbell@email.com	(704) 555-6671	70.00	0.00	0.00	0.00	☑
Fontaine	Angela Fontaine	jlintonjr@outlook.com	(704) 555-7978	207.00	0.00	0.00	0.00	☑
Fornos	Adele Fornos	sandibunnytest@gmail.com	(704) 555-4405	85.00	0.00	0.00	0.00	☑
Golding	Sara Golding	sgolding@email.com	(704) 555-4748	75.00	0.00	0.00	0.00	☑
Harding	Lee Harding	lharding@email.com	(704) 555-4685	170.00	0.00	0.00	0.00	☑
Jacobs	Jane Jacobs	jjacobs@email.com	(704) 555-3421	233.00	0.00	0.00	0.00	☑
Newman	Patricia Newman	pnewman@email.com	(704) 555-3369	75.00	0.00	0.00	0.00	☑
Reimer	Ruby Reimer	reimers@email.com	(704) 555-8884	235.00	0.00	0.00	0.00	☑
Rose	Barbara Rose	shewritesdocs@gmail.com	(704) 555-4834	170.00	0.00	0.00	0.00	☑
Smith	Tory Smith	tsmith@email.com	(704) 555-3345	158.00	0.00	0.00	0.00	☑
Spencer	Kara Spencer	kspencer@email.com	(704) 555-6388	340.00	340.00	318.75	85.00	☑
Turner	Sheryl Turner	swalker@email.com	(704) 555-9822	325.00	0.00	0.00	0.00	☑
Wallace	Livy Wallace	wallacelivy@gmail.com	(704) 555-1241	155.00	0.00	0.00	0.00	☑

Aged Accounts Details Report

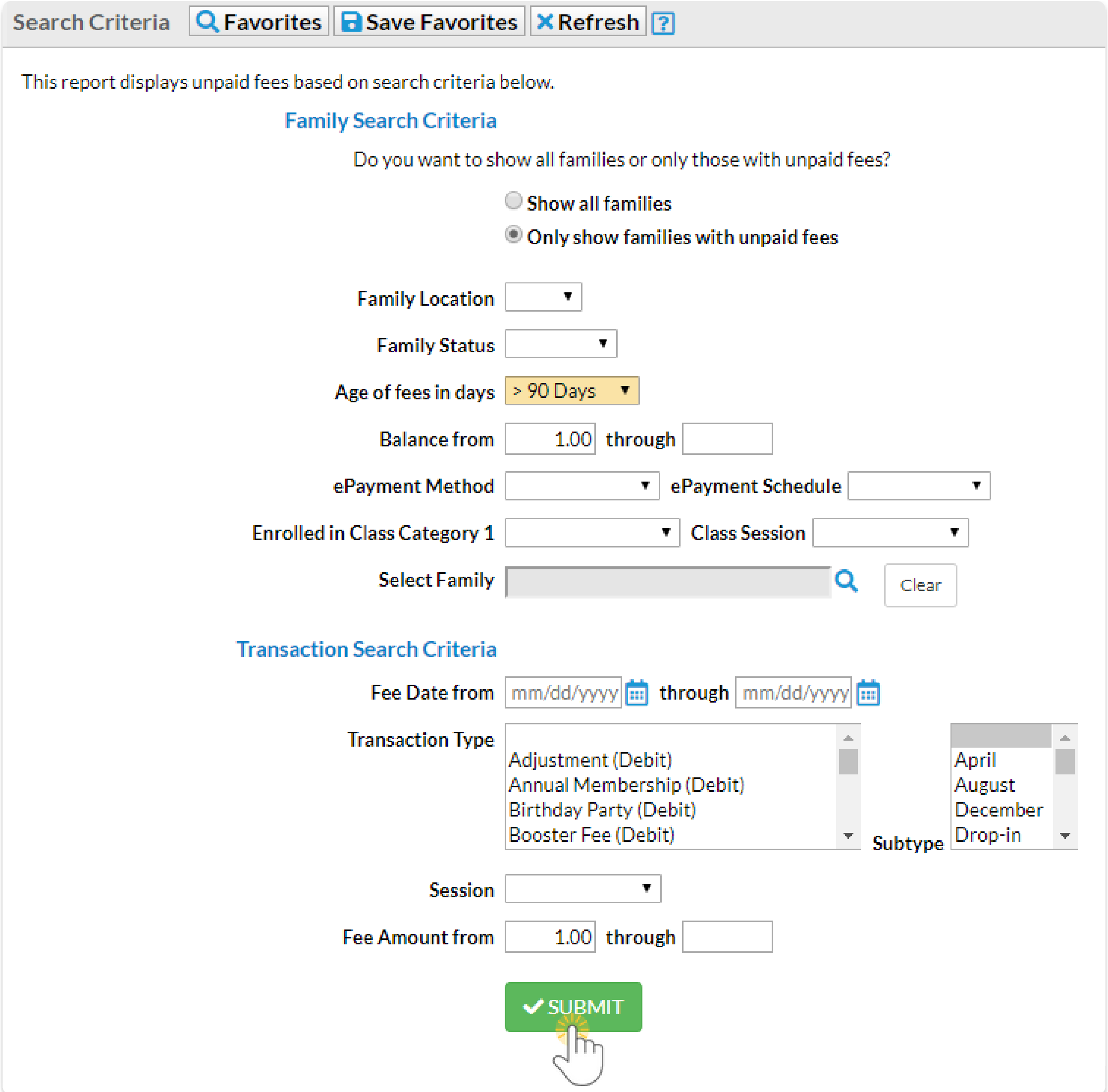
The **Aged Accounts Details** report provides you with a list of aged unpaid fees by family using the filters (Search Criteria) you select. Fees age from their transaction date and are listed by the number of days owing.

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.

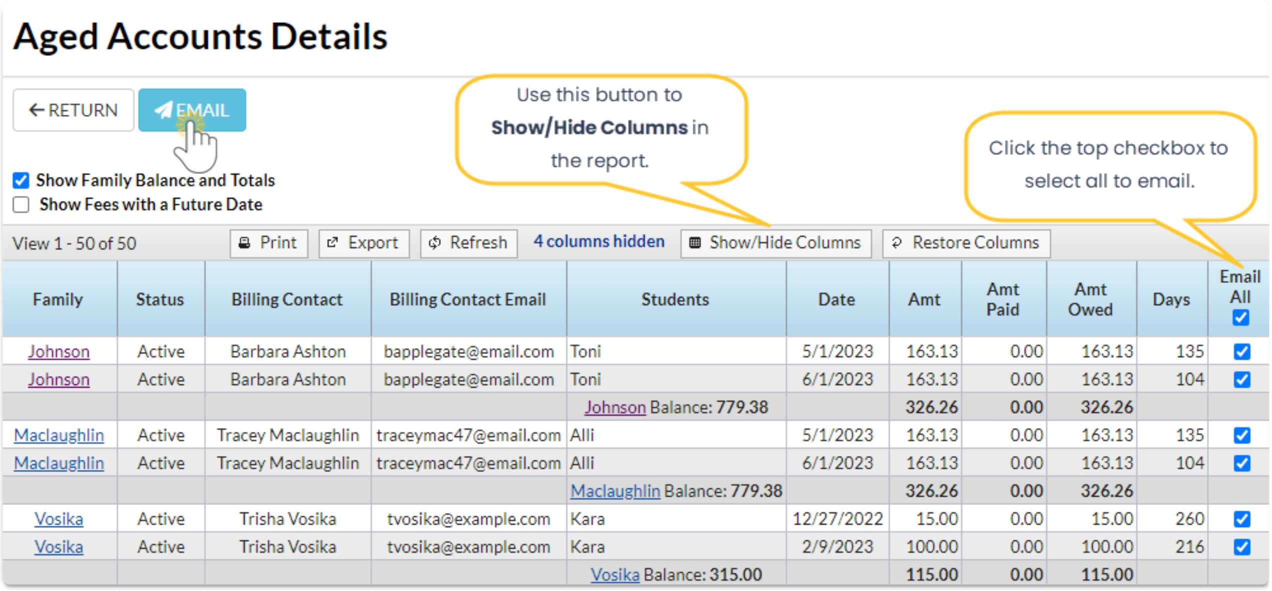


Always be sure a family's payments have been properly applied to fees. Fees that do not have a payment linked to them will be included in this report because they are still considered unpaid. See **Fee Linking Explained** for more information.

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.



Family	Status	Billing Contact	Billing Contact Email	Students	Date	Amt	Amt Paid	Amt Owed	Days	Email All
Johnson	Active	Barbara Ashton	bapplegate@email.com	Toni	5/1/2023	163.13	0.00	163.13	135	☑
Johnson	Active	Barbara Ashton	bapplegate@email.com	Toni	6/1/2023	163.13	0.00	163.13	104	☑
				Johnson Balance: 779.38		326.26	0.00	326.26		
Maclaughlin	Active	Tracey Maclaughlin	traceymac47@email.com	Alli	5/1/2023	163.13	0.00	163.13	135	☑
Maclaughlin	Active	Tracey Maclaughlin	traceymac47@email.com	Alli	6/1/2023	163.13	0.00	163.13	104	☑
				Maclaughlin Balance: 779.38		326.26	0.00	326.26		
Vosika	Active	Trisha Vosika	tvosika@example.com	Kara	12/27/2022	15.00	0.00	15.00	260	☑
Vosika	Active	Trisha Vosika	tvosika@example.com	Kara	2/9/2023	100.00	0.00	100.00	216	☑
				Vosika Balance: 315.00		115.00	0.00	115.00		

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

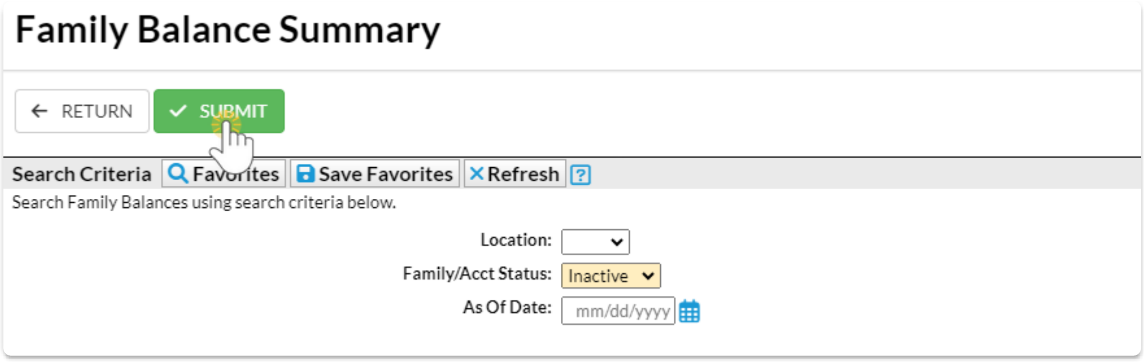
The **Family Balance Summary** report provides you with a list of families with basic information and account balances based on filters (Search Criteria) you select.

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

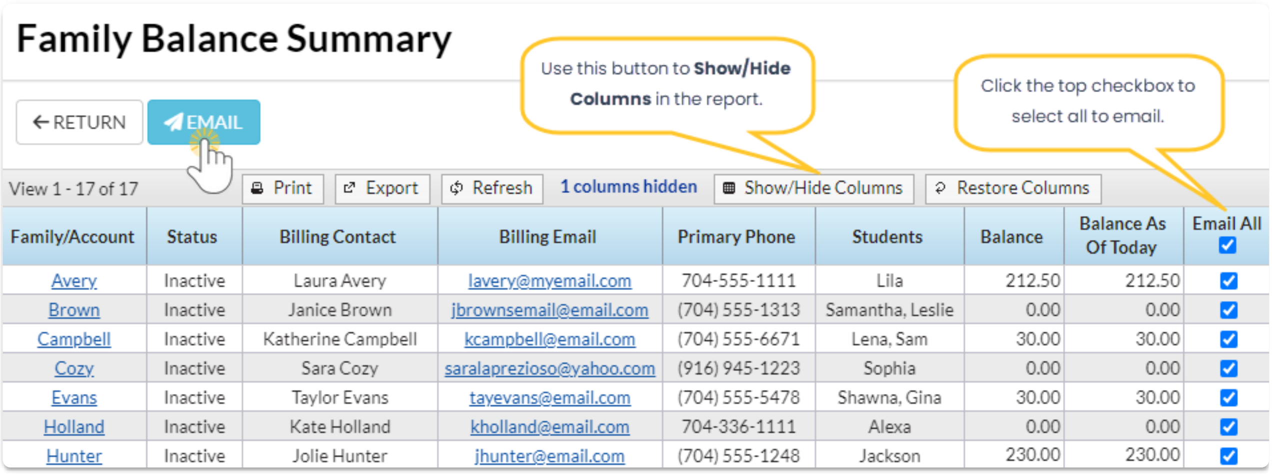
You can filter your list of families using any or all the Search Criteria, and Jackrabbit will compile a report of families who meet ALL of the criteria selected. For this example, we will filter for Inactive families.



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

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.

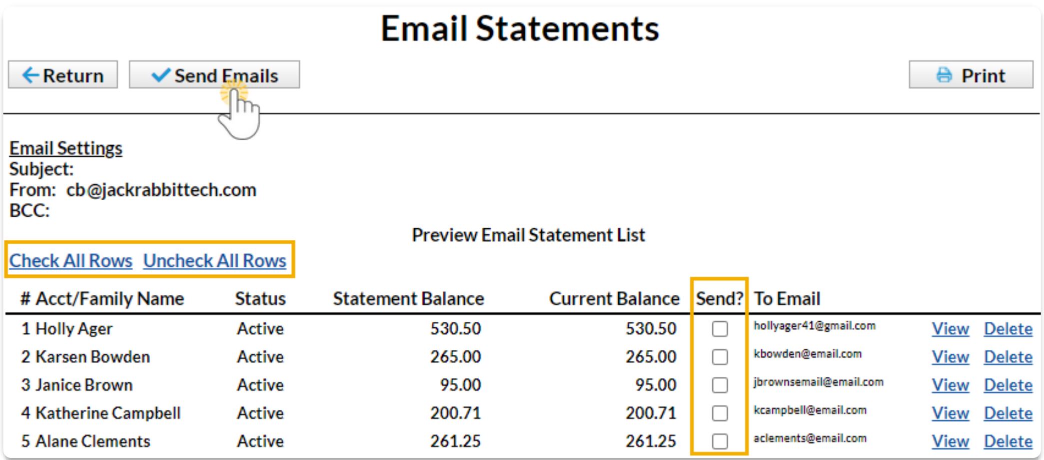
A history of emails sent from this report is kept in the *Family* record, *Misc* tab> *View Sent Emails* for 365 days.

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:
   - 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.
   - Select Families Enrolled in Class (search for a specific class).
   - 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.
   - 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.
   - Click the **View** link to review specific statements.
   - Click the **Delete** link to delete a specific statement.
   - Determine which statements to email by either selecting **Check All Rows** or checking specific family/account **checkboxes.**



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**
Balance as of November 28, 2023	**50.00**
Current Balance	**50.00**

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

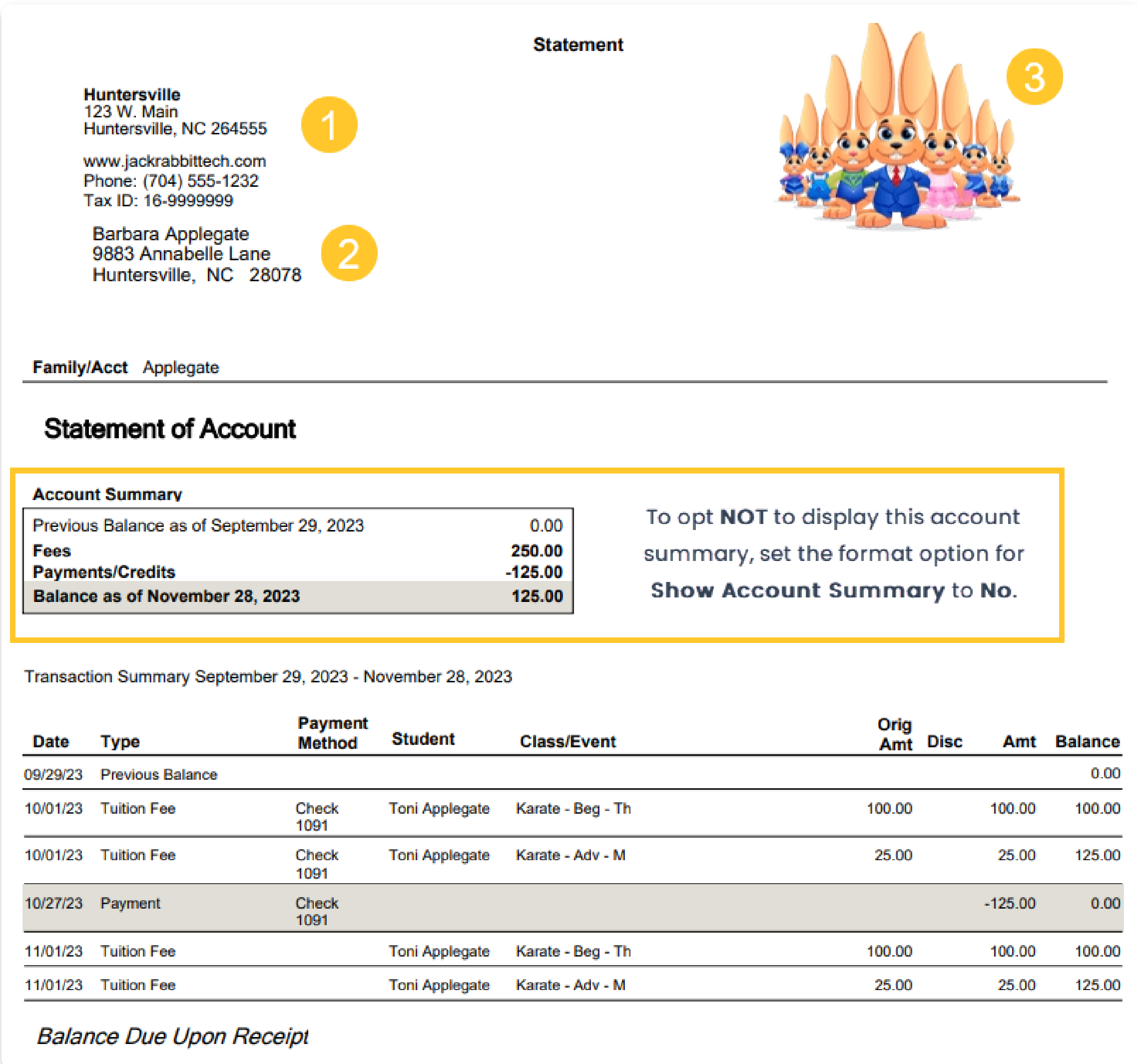
Use this report to generate statements to fit your organization's needs. This may include using the Search Criteria to print statements by **Enrollment Status** and by Category 1, 2, or 3 as needed.

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:

- 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.
- Select Families Enrolled in Class (search for a specific class).
- 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**.
   - 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.
   - Printed statements fit into a #10 window (business size) envelope for mailing.



Statement

Huntersville
123 W. Main
Huntersville, NC 264555

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

1

Barbara Applegate
9883 Annabelle Lane
Huntersville, NC 28078

2

3

Family/Acct Applegate

Statement of Account

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

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*Gear menu > Account > My Account > Organizational Details.*

2	The family email address is taken from the contact who has **Billing Contact** set to Yes.
3	Organization logo can be added from the *Gear menu > Settings > General > Organization Logo (left menu).*

Frequently Asked Questions

Expand/Collapse All

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

TAKE THE QUIZ

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