# Fee Summary Report

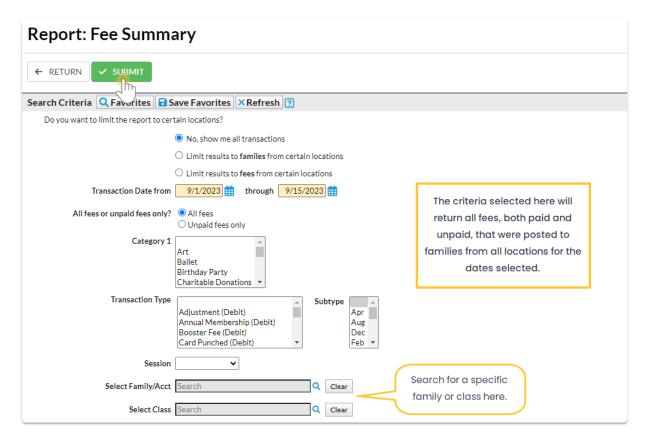
The **Fee Summary** report displays fees posted during a specified time frame, along with any payments made against them or credits applied to them, and their current unpaid amount. Choose either a detailed report or a summarized version. See the status of your fees in one report!

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.

### 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.

Display Settings	
What type of report do you need? <ul> <li>Detail that shows every fee for each Category 1 and Transaction Type</li> <li>Summary of fees for each Category 1 and Transaction Type</li> <li>Subheading September 1 through September 15</li> </ul> Report Format PDF <ul> <li>PDF </li> <li>Excel</li> <li>HTML</li> <li>Word</li> <li>Text</li> <li>Tiff</li> </ul>	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		
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			