

# 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.

### 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  
Art  
Ballet  
Birthday Party  
Charitable Donations

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

Subtype  
Apr  
Aug  
Dec  
Feb

Session

Select Family/Acct  🔍 Clear

Select Class  🔍 Clear

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  Optional subheading.

Report Format

## 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

**Fee Summary Report**  
September 1 through September 15

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