

# 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!
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## 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.

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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  Subtype

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

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

Click the top checkbox to select all to email.

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 <input checked="" type="checkbox"/>
<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		



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