Financial Reports - An Overview

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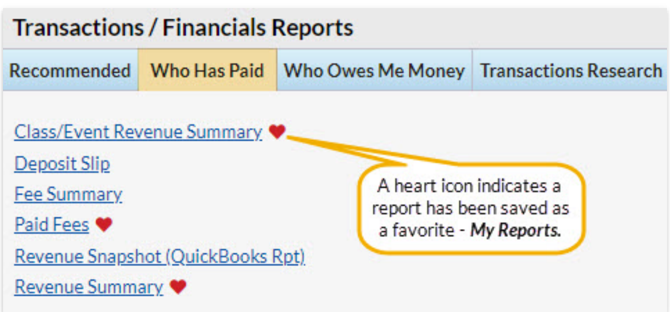
Financial Reports are found by pointing to the *Transactions (menu) > Transactions Reports*. There are several reports, all of which display the information differently based on a variety of search criteria (filters) and display settings available.

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.

Save this as a frequently used report! Click the heart (icon) next to a report name, the heart will change to red and the report will be listed under the *Reports (menu)* > **My Reports** for quick and easy access!