

Revenue Reconciliation Reports

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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**.
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Paid Fees Detail

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 |

**Expand/Collapse
All**

- ☑ Reconciliation Summary
- ☑ Location Summary
- ☑ Revenue by Location
- ☑ Revenue by Family