

Multi-Location Revenue Reconciliation Reports

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Jackrabbit's Revenue Reconciliation reports are an indispensable tool when you have **multiple Business Locations** in your system!

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 system, 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**.

Expand/Collapse All

Reconciliation Summary

The **Reconciliation Summary** report does the math to suggest the amounts that need to be transferred between the two bank accounts so that each partner receives the amount of revenue that was earned at their Location.

The Snyder Family made a payment of \$120, and it was deposited into the bank account for Location 1. This payment was for fees for the class taken at Location 1 (their Family Location). Therefore, **no money needs to be transferred**.

The Hallman Family made a payment of \$60, and it was deposited into the bank account for Location 1 (their Family Location), but their payment was actually for fees for the class taken at Location 2. Therefore, **Location 1 owes Location 2 \$60**.

To drill down into the details further, the Location Summary report is used.

Location Summary

The **Location Summary** report lists, by Location, the total payments received from families at the Location (*Realized Income*) and the total fees earned at the Location that had payments applied to them (*Recognized Income*).

When a Location has collected less money than they have earned, the *Difference* will be **negative** (indicating they are owed money). When a Location has collected more money than they have earned, the *Difference* will be positive (indicating they owe money). The differences will net to zero.

Use "*Limit results to transactions from certain locations*", in the [Transaction Listing](#) report (*Transactions menu > Transaction Reports > Transaction Listing Report*), to view the details of the payments received and the fees that were paid in the Location Summary report. Click [here](#) to see the Transaction Listing reports for the above scenario.

Revenue by Location

The **Revenue by Location** report lists every payment received, and every fee that had a payment applied to it, for each Business Location. This report can be used to confirm the results of the Location Summary and the Reconciliation Summary.

Revenue by Family

The **Revenue by Family** report lists every payment made and the fees the payment is linked to, for each family.
