

Revenue Reconciliation Reports

Last Modified on 06/02/2020 9:04 am EDT

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

You can find these reports in the **Reports** menu. Go to **Reports > Transactions/Financials > All (tab) > Revenue Reconciliation Reports**.

- ★ Reconcile revenue between where payments were received and where revenue was earned.
- ★ Analyze revenue by Family or by Location using four report options: **Reconciliation Summary**, **Location Summary**, **Revenue by Location**, and **Revenue by Family**.

When you have a single Location in your database, the only report option available is the **Revenue by Family**; the other three options relate to multiple Location revenue reconciliation.



*Revenue Reconciliation Reports are only available if you are using **Class Based Billing** in Jackrabbit.*

Using the following example we'll step through each of the four report options:

- An organization has two Locations, Concord (CCD) and Davidson (DVD). 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 ConcordFamily has a student taking one class at the Davidson Location (\$75); they made a payment of **\$75** for the December tuition and it was deposited into the **Concord** bank account.
 - The DavidsonFamily has a student taking one class at the Davidson Location (\$75) and one class at the Concord (\$100); they made a payment of **\$175** for the December tuition and it was deposited into the **Davidson** bank account.
 - The Paid Fees Detail report for all Locations reflects both payments and total revenue of **\$250**.
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Paid Fees Detail									
12/1/2019 - 12/4/2019									
Cat1	Pmt Date	Family/Acct	Fee Date	Trans Type	Note	Pmt Method	Fee Amt	Tax	Pmt Amt
Dance									
	12/3/19	ConcordFamily	12/1/19	Tuition Fee	December	Cash	75.00		75.00
	12/4/19	DavidsonFamily	12/1/19	Tuition Fee	December	Check	75.00		75.00
	12/4/19	DavidsonFamily	12/1/19	Tuition Fee	December	Check	100.00		100.00
						Tuition Fee Subtotal:		0.00	250.00
						Dance Total:		0.00	250.00
						# of Items:	3		
						Total:		0.00	250.00

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.

Reconciliation Report		
Reconciliation Summary		
No changes needed to Jackrabbit.		
Use this report as a guideline if you have separate bank accounts for your locations.		
Transfer from	Transfer To	Amount
Davidson	Concord	25.00

The ConcordFamily made a payment of \$75 and it was deposited into the Concord bank account but their payment was actually for fees for the class taken in Davidson, therefore, **Concord owes Davidson \$75.**

The DavidsonFamily made a payment of \$175 and it was deposited into the Davidson bank account but \$100 of that payment was actually for fees for the class taken in Concord, therefore, **Davidson owes Concord \$100.**

The net effect is that **Davidson owes Concord \$25.**

To drill down into the details further, the Location Summary 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.

Reconciliation Report

Locations Summary

Concord		
Realized Income (payments received)	75.00	Payment made by ConcordFamily
Recognized Income (payments applied to fees)	100.00	Money actually earned at Concord Location
Difference	-25.00	Deficit (too little deposited to Concord bank)

Davidson		
Realized Income (payments received)	175.00	Payment made by DavidsonFamily
Recognized Income (payments applied to fees)	150.00	Money actually earned at Davidson Location
Difference	25.00	Surplus (too much deposited to Davidson bank)



Use "[Limit results to transactions from certain locations](#)", in the [Transaction Listing](#) report ([Reports menu > Transactions/Financials > Transactions Research](#)), to view the details of the payments received and the fees that were paid in the Location Summary report.

Revenue by Location

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

Reconciliation Report		Dates: 12/1/2019 - 12/4/2019				
Revenue by Location						
This report shows the payments and paid fees for each location.						
Concord						
Date	Family Name	Family ID	TransactionType	Fee Amt	Amt Paid	Pmt Amt
12/03/2019	ConcordFamily	19524219	Payment			75.00
12/01/2019	DavidsonFamily	19524241	Tuition Fee	100.00	100.00	
Paid Fees Total					100.00	75.00
Difference					-25.00	
Davidson						
Date	Family Name	Family ID	TransactionType	Fee Amt	Amt Paid	Pmt Amt
12/04/2019	DavidsonFamily	19524241	Payment			175.00
12/01/2019	ConcordFamily	19524219	Tuition Fee	75.00	75.00	
12/01/2019	DavidsonFamily	19524241	Tuition Fee	75.00	75.00	
Paid Fees Total					150.00	175.00
Difference					25.00	

Revenue by Family

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

Reconciliation Report

Dates: 12/1/2019 - 12/4/2019

Revenue by Family

This report shows every payment and the fees it is linked to for each family.

ConcordFamily

Date	Location	Family ID	Transaction Type	Fee Amt	Amt Paid	Pmt Amt
12/03/2019	Concord	19524219	Payment			75.00
12/01/2019	Davidson	19524219	Tuition Fee	75.00	75.00	
Total				75.00	75.00	75.00

DavidsonFamily

Date	Location	Family ID	Transaction Type	Fee Amt	Amt Paid	Pmt Amt
12/04/2019	Davidson	19524241	Payment			175.00
12/01/2019	Concord	19524241	Tuition Fee	100.00	100.00	
12/01/2019	Davidson	19524241	Tuition Fee	75.00	75.00	
Total				175.00	175.00	175.00