

Revenue Tracking with Multiple Locations

Last Modified on 11/03/2020 12:31 am EST

When there is only one **Location** in a database, keeping track of revenue is very simple. When there are multiple Locations in a database, there may be families in each Location as well as classes in each Location. Further to that, there could be families in one Location taking classes in another Location.

Often there is the need to report revenue separately for each Location. How can this be done if families are crossing over and taking classes at other Locations? Jackrabbit has you covered!

- ★ Report your revenue in Jackrabbit using one of two options, you get to choose. Opt to track revenue based on the Location of the family or by the Location where the class was held.
 - ★ Reconcile your revenue with robust **Multiple Location Revenue Reconciliation Reports** that will help you keep your books and bank accounts in order by giving you the breadcrumbs to find where all of the payments belong.
-

The Revenue Tracking Setting

The database setting for revenue tracking is controlled by the Jackrabbit Support Team. All **Revenue Reports** follow that setting and categorize your earnings according to the method you choose.



*Effective 5/31/19 all newly created databases default to tracking revenue by **Class** Location. Prior to that, databases defaulted to tracking revenue by **Family** Location.*

If you are not certain what your database is set to, or if you would like to change this setting, reach out to support@jackrabbittech.com and they will be happy to help!

Important Concepts

- In Jackrabbit, each **Family** record and each **Class** record is given a Location value.
- All fees that are posted are assigned a Location value.
- Payments always 'follow the family' and are given the family's Location.
- Revenue is recognized (reported) when payments are linked to fees.
- When a payment is linked to a fee, it 'takes on' the Location value of the fee for revenue reporting.

Option 1 - Track Revenue By Family Location

When a database is set to track revenue by **Family Location** (located on the *Family* record > *Summary* tab), all tuition fees posted and payments made by families are automatically assigned the family's Location. When payments are linked to fees, the revenue is reported based on the family's Location.

Example

The Hunter family lives in Huntersville and takes classes in both the Huntersville Location (HTR) and the nearby Davidson Location (DVD). When tuition is posted for the two classes, the fees are given the Location of the family. The registration fees, which are not associated with a specific class, are also assigned the family's Location.

Family: Hunter

← RETURN **SAVE CHANGES** **DELETE**

Make Sale/Post Fees Payment Refund Statement Add Student

Summary Contacts Classes Events Transactions

View 1 - 1 of 1 Print Refresh

Contacts	Type	Home Phone	Work Phone
Jolie Hunter	Mother	(704) 555-1248	

View 1 - 1 of 1 Print Refresh

First Name	Last Name	Enroll	Active	Gender
Jackson	Hunter	Enroll	Y	Male

Current Balance **0.00** ☐ Problem Account

Location **HTR** Status **Active** Registration Date **9/4/2019**

Date	Loc	Type	Orig Amt	Disc Amt	Amt	Unpaid Amt	Balance	Note	Pmt Meth	Cat1	Student	Class/Event
9/4/2019	HTR	Payment	-135.00		-135.00	0.00	0.00		Check 334			
9/1/2019	HTR	Registration	25.00		25.00	0.00	135.00		Check 334	Registration Fee	Jackson Hunter	
9/1/2019	HTR	Tuition Fee	50.00	5.00	45.00	0.00	110.00	September, Multi-Class Disc=5.00	Check 334	Gymnastics	Jackson Hunter	Class in Huntersville
9/1/2019	HTR	Tuition Fee	65.00		65.00	0.00	65.00	September	Check 334	Gymnastics	Jackson Hunter	Class in Davidson

Paid Fees Report

Paid Fees Summary

9/4/2019 - 9/4/2019

Cat1		Tax	Pmt Amt
Gymnastics			
	Tuition Fee Subtotal:	0.00	110.00
	Gymnastics Total:	0.00	110.00
Registration Fee			
	Registration Subtotal:	0.00	25.00
	Registration Fee Total:	0.00	25.00
# of Items: 3		Total:	0.00 135.00

Paid Fees - All Locations (default)

Paid Fees Summary

9/4/2019 - 9/4/2019

Cat1		Tax	Pmt Amt
Gymnastics			
	Tuition Fee Subtotal:	0.00	110.00
	Gymnastics Total:	0.00	110.00
Registration Fee			
	Registration Subtotal:	0.00	25.00
	Registration Fee Total:	0.00	25.00
# of Items: 3		Total:	0.00 135.00

Paid Fees - Payments for Huntersville Location

Paid Fees Summary

9/4/2019 - 9/4/2019

Cat1			Pmt Amt
--No Category--			
	Subtotal:	0.00	0.00
	No Category Total:	0.00	0.00
# of Items: 0		Total:	0.00 0.00

Paid Fees - Payments for Davidson Location

Option 2 - Track Revenue By Class Location

When a database is set to track revenue by **Class Location** (located on the *Class* record > *Summary* tab), all tuition fees posted using the Post Tuition Fees feature (*Transactions* menu), through Online Registration, or from the Parent Portal are assigned the Location of the class they are related to.



Any fee posted without a class related to it will be given the family's Location.

Payments always follow the family and are assigned the Location of the family who made the payment. When a payment is applied to a fee, however, the payment 'takes on' the fee Location for the purpose of revenue reporting, which when tracking revenue by Class Location will be the Location where the class was held. Note: If you are using multiple Location ePayments, payments are always deposited to the bank associated with the family's Location.

Example

The Hunter family lives in Huntersville and takes classes in both the Huntersville Location (HTR) and the nearby Davidson Location (DVD). When tuition is posted for the two classes, the fees are given the Location where the class is held. The registration fees, which are not associated with a specific class, are assigned the family's Location.

Date	Loc	Type	Orig Amt	Disc Amt	Amt	Unpaid Amt	Balance	Note	Pmt Meth	Cat1	Student	Class/Event
9/4/2019	HTR	Payment	-135.00		-135.00	0.00	0.00		Check 334			
9/1/2019	HTR	Registration	25.00		25.00	0.00	135.00		Check 334	Registration Fee	Jackson Hunter	
9/1/2019	HTR	Tuition Fee	50.00	5.00	45.00	0.00	110.00	September, Multi-Class Disc=5.00	Check 334	Gymnastics	Jackson Hunter	Class in Huntersville
9/1/2019	DVD	Tuition Fee	65.00		65.00	0.00	65.00	September	Check 334	Gymnastics	Jackson Hunter	Class in Davidson

Paid Fees Report

Paid Fees Summary

9/4/2019 - 9/4/2019

Cat1		Tax	Pmt Amt
Gymnastics			
	Tuition Fee Subtotal:	0.00	110.00
	Gymnastics Total:	0.00	110.00
Registration Fee			
	Registration Subtotal:	0.00	25.00
	Registration Fee Total:	0.00	25.00
# of Items: 3		Total:	0.00 135.00

Paid Fees - All Locations (defaults)

Paid Fees Summary

9/4/2019 - 9/4/2019

Cat1		Tax	Pmt Amt
Gymnastics			
	Tuition Fee Subtotal:	0.00	45.00
	Gymnastics Total:	0.00	45.00
Registration Fee			
	Registration Subtotal:	0.00	25.00
	Registration Fee Total:	0.00	25.00
# of Items: 2		Total:	0.00 70.00

Paid Fees - Fees for Huntersville Location

Paid Fees Summary

9/4/2019 - 9/4/2019

Cat1		Tax	Pmt Amt
Gymnastics			
	Tuition Fee Subtotal:	0.00	65.00
	Gymnastics Total:	0.00	65.00
# of Items: 1		Total:	0.00 65.00

Paid Fees - Fees for Davidson Location