

Revenue Summary Report

Last Modified on 11/03/2020 12:35 am EST

The **Revenue Summary** report displays revenue organized by Category 1, 2, and 3.

From the *Reports* menu > *Transactions / Financials*, the Revenue Summary report can be found under the *Recommended* tab.

- ★ View and assess revenue by Class/Event Location.
- ★ Compare revenue collected with related enrollments.
- ★ Analyze discounts given over a specified date range.

Search Criteria

Use the Search Criteria to narrow results down to the payments you want to work with.



Leaving a field blank is the same as saying "all".

Report: Revenue Summary

[← RETURN](#) [✓ SUBMIT](#)

Search Criteria

[Favorites](#) [Save Favorites](#) [Refresh](#) [?](#)

Do you want to limit the report to certain locations? [?](#)

☒ No, show me all transactions

☐ Limit results to **fees** from certain locations

☐ Limit results to **payments** from certain locations

Class/Event Location

Class Session

Category 1

Select Class [Clear](#)

Date Paid from through

The criteria selected will return all revenue paid from 12/1/2019 to 12/7/2019.

Display Settings

Before submitting for results, you can adjust the *Display Settings*:

- Add a Subheading

- Show Refunds
- Report format

The Report Results

Revenue Summary						
12/1/2019 - 12/7/2019						
Cat1	Cat2	Cat3	Class/Event	Enrollment	Discount	Amount
Dance						
			--No Class/Event Name--	0	0.00	150.00
			Class in Concord	1	0.00	100.00
			Class in Davidson	2	0.00	150.00
			Cat3 Subtotal:	3	0.00	400.00
			Cat2 Subtotal:	3	0.00	400.00
			Dance Subtotal:	3	0.00	400.00
Totals:				3	0.00	400.00
					Revenue*:	400.00

*Due to Partial Payments applied to fees, Revenue for time period selected may not total Original Amount.



When a payment is linked to a fee that has a class selected in transaction details, the class enrollment will populate in the Enrollment column.