Revenue Reconciliation Reports

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.*

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 Concord Family has a student taking one class at the Davidson Location ($75); they made a payment of **$75** for the November tuition and it was deposited into the **Concord** bank account.
- The Davidson Family has a student taking one class at the Davidson Location ($75) and one class at the Concord Location ($100); they made a payment of **$175** for the November 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**.

Paid Fees Detail

11/1/2020 - 11/1/2020

Cat1	Pmt Date	Family/Acct	Fee Date	Trans Type	Note	Pmt Method	Fee Amt	Tax	Pmt Amt
Dance									
	11/1/20	ConcordFamily	11/1/20	Tuition Fee	November (DVD class)	Cash	75.00		75.00
	11/1/20	DavidsonFamily	11/1/20	Tuition Fee	November (DVD class)	Check	75.00		75.00
	11/1/20	DavidsonFamily	11/1/20	Tuition Fee	November (CCD class)	Check	100.00		100.00
					Tuition Fee Subtotal:			0.00	250.00
					Dance Total:			0.00	250.00
	# of Items:	3			**Total Revenue:**			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)

QUICK tip! 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. 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 Location. This report can be used to confirm the results of the Location Summary and the Reconciliation Summary.

Reconciliation Report
Revenue by Location

Dates: 11/1/2020 - 11/1/2020

This report shows the payments and paid fees for each location.

Concord

Date	Family Name	Family ID	TransactionType	Fee Amt	Amt Paid	Pmt Amt
11/01/2020	ConcordFamily	21174438	Payment			75.00
11/01/2020	DavidsonFamily	21174452	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
11/01/2020	ConcordFamily	21174438	Tuition Fee	75.00	75.00	
11/01/2020	DavidsonFamily	21174452	Payment			175.00
11/01/2020	DavidsonFamily	21174452	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

Revenue by Family

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

ConcordFamily

Date	Location	Family ID	TransactionType	Fee Amt	Amt Paid	Pmt Amt
11/01/2020	Concord	21174438	Payment			75.00
11/01/2020	Davidson	21174438	Tuition Fee	75.00	75.00	
			Total	**75.00**	**75.00**	**75.00**

DavidsonFamily

Date	Location	Family ID	TransactionType	Fee Amt	Amt Paid	Pmt Amt
11/01/2020	Davidson	21174452	Payment			175.00
11/01/2020	Concord	21174452	Tuition Fee	100.00	100.00	
11/01/2020	Davidson	21174452	Tuition Fee	75.00	75.00	
			Total	**175.00**	**175.00**	**175.00**

Revenue by Family

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

Date	Location	Family ID	TransactionType	Fee Amt	Amt Paid	Pmt Amt