Demystifying The Revenue Report

June 8th, 2017

Housekeeping

- We will keep this to 45 minutes or less

- Submit questions using the GoToMeeting question panel on the right

- The video will be posted online tomorrow

Topics

- Revenue report overview
  - Date through yesterday
  - Excludes charge processing fees
  - How to customize this report
- Meaning of the Total column and its relationship to the Discount column
- Meaning of the various date fields
- Offline Credit and Debit fields

Meaning of Date Fields

- **Posting date** − date of transaction. The default report filter. It is used for cash account and to calculate deferred revenue reporting.

- **Date** − date of the event or reservations. Used to calculate recognized revenue when using deferred revenue.

- **Purchase date** − date of initial purchase

- **Start date** − event or reservations start date

- **End Date** − event or reservation end date

Online Payment Fields

- Online Payment – Total online payments
- Online Check/EFT
- Online Credit
- Online PayPal
- Cash – POS cash transactions
- Check – POS check transactions
- Convenience Fee
- Online Shipping
- Online Tax
- Online Net Payment – excludes tax, convenience and shipping fees

Offline Payment and Adjustments

Offline Credits (decrease balance due)

- Offline Cash
- Offline Check
- Offline Credit Card
- Misc. Credits

Offline Debits (increase balance due)

- Offline Refund
- Misc. Debit

Note: the details field displays the notation entered by admin staff when making one of the above adjustments

Other Misc. Fields

Quantity – number of registrants or number of products sold

Settlement Key – registrationkey for events, reservations, donations, and productkey for store products

Act Prod – either activitykey or productkey

Payment Method – i.e. Visa, MC, PayPal, etc.

Form Cost – cost associated with form items

Price Group – Text description of price group

Calculations

Online Payment = [Online Credit Card] + [Online Gift Card] + [Cash] + [Check] + [Online Check/EFT] + [Online Paypal] + [Online Convenience Fee] + [Online Tax] + [Online Shipping]

Offline Debit = [Offline Refund] + [Miscellaneous Debit]

Offline Credit = [Offline Check] + [Offline Credit Card] + [Offline Cash] + [Miscellaneous Credit]

Online Net Payment = [Online Credit Card] + [Online Gift Card] + [Cash] + [Check] + [Online Check/EFT] + [Online Paypal]

Balance = [Total] + [Tax] + [Convenience Fee] + [Online Credit Card] + [Online Gift Card] + [Cash] + [Check] + [Online Check/EFT] + [Online Paypal] + [Online Convenience Fee] + [Online Tax] + [Online Shipping] + [Online Credit] + [Offline Refund] + [Miscellaneous Debit] + [Offline Check] + [Offline Credit Card] + [Offline Cash] + [Miscellaneous Credit] + [Late Payment Fee] + [Early Payment Discount]