

# Financial Reports - An Overview

Financial Reports are found by pointing to the *Transactions (menu) > Transactions Reports*. There are several reports, all of which display the information differently based on a variety of search criteria (filters) and display settings available.

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## Revenue Reports (Who Has Paid)

This group of reports provides you with information related to fees that have been paid.

- ★ The **Class/Event Revenue Summary** report is used to gauge income associated with a specific class or event.
  - ★ The **Deposit Slip** report is perfect for daily reconciliation.
  - ★ The **Fee Summary** report allows you to see the current status of fees in a selected Category 1 or with a specific Transaction Type.
  - ★ The **Paid Fees** report is helpful for finding uncategorized revenue or to view taxes paid for the selected date range.
  - ★ The **Revenue Snapshot (QuickBooks Rpt)** is beneficial, even without QuickBooks, to see revenue by payment method and Category 1.
  - ★ The **Revenue Summary** report will show the discounts given within a date range.
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Transactions / Financials Reports			
Recommended	Who Has Paid	Who Owes Me Money	Transactions Research
<a href="#">Class/Event Revenue Summary</a> ♥			
<a href="#">Deposit Slip</a>			
<a href="#">Fee Summary</a>			
<a href="#">Paid Fees</a> ♥			
<a href="#">Revenue Snapshot (QuickBooks Rpt)</a>			
<a href="#">Revenue Summary</a> ♥			

A heart icon indicates a report has been saved as a favorite - *My Reports*.

## Accounts Receivable/Collection Reports (Who Owes Me Money)

This group of reports provides you with information for families who have fees that have not been paid.

- The **Aged Accounts Details (Aged Fees)** report is a traditional accounts receivable report.
- The **Aged Accounts Summary** can be used to email families with an outstanding balance.
- The **Family Balance Summary** helps you supply your accountant with month or year-end balances for each family.
- The **Fee Summary Report** allows you to see the current status of fees in a selected Category 1 or with a specific Transaction Type.

Transactions / Financials Reports			
Recommended	Who Has Paid	Who Owes Me Money	Transactions
<a href="#">Aged Accounts Details (Aged Fees)</a> ♥			
<a href="#">Aged Accounts Summary</a>			
<a href="#">Family Balance Summary</a> ♥			
<a href="#">Fee Summary</a>			