MONTHLY REVENUE RECONCILIATION

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Your software, your processor, and your bank will each show a different total for the month. Walk from one to the next, line by line, and write down why every gap is there.

Month: _____

Done by: _____

Date: _____

Before You Start

- [ ] Your software's payment export for last month
- [ ] Your processor's payout report for the same dates
- [ ] Your bank statement for the month, plus the first week of the next one

The Walk

#	LINE	WHERE IT COMES FROM	AMOUNT
1	Software revenue for the month	Everything your gym software marks as paid	$
2	Minus cash and checks logged by hand	They go to your cash deposits, not the processor	$
3	**Card and bank payments through the processor**	Line 1 minus line 2	$
4	Minus processing fees taken out of payouts	Enter 0 if your processor debits fees from your bank separately	$
5	Minus refunds	From the processor's report for the month	$
6	Minus disputes (chargebacks)	From the processor's report for the month	$
7	**Expected payout total**	Line 3 minus lines 4, 5, and 6	$
8	Payout total from your processor's report	Same dates as your software export	$
9	**Payout gap**	Line 8 minus line 7. Should be within a few dollars	$
10	Processor deposits on this month's bank statement	Only the deposits from your processor	$
11	Plus payouts from this month that landed next month	Late-month payments arrive a few business days later	$
12	Minus payouts from last month that landed this month	The same timing gap, from the month before	$
13	**Bank deposits, timing-adjusted**	Line 10 plus line 11 minus line 12	$
14	**Bank gap**	Line 13 minus line 8. Should be zero	$

Refund in one place. A refund issued in the processor's portal instead of your gym software means one system knows about it and the other doesn't. Pick one place to issue refunds and always use it.

The Five Steps

- [ ] **Match the date ranges.** Software export and processor report for the same calendar month; bank statement through the first week of the next.
- [ ] **Separate cash from card.** Take out cash, checks, and anything else logged by hand. Match those against the cash deposits you made.
- [ ] **Subtract fees, refunds, and disputes.** You should land within a few dollars of the payout total.
- [ ] **Line up payouts against deposits.** Tick each payout off against one bank deposit a couple of business days later.
- [ ] **Chase whatever's left.** Write the reason for every gap in the gap log, even the boring ones.

Payout Matching Log

PAYOUT DATE	PAYOUT AMOUNT	DEPOSIT DATE	DEPOSIT AMOUNT	MATCH
	$		$	☐
	$		$	☐
	$		$	☐
	$		$	☐
	$		$	☐
	$		$	☐
	$		$	☐
	$		$	☐
	$		$	☐
	$		$	☐
	$		$	☐
	$		$	☐

Gap Log

AMOUNT	REASON	FIXED
$		☐
$		☐
$		☐
$		☐
$		☐
$		☐
$		☐
$		☐

Common reasons: cash not deposited yet; payout timing; processing fees; refund issued in the processor's portal; payment marked paid by hand that never went through; dispute you hadn't seen.