Daily Report (Beta)

The Daily Report (Beta) is Muse's recommended end-of-day accounting and reconciliation report. It provides a consolidated view of all revenue collected for a given date range, broken out by payment method and revenue category, and is the primary tool for cash drawer reconciliation, Stripe reconciliation, and pre-journal-entry review.

Applies to: Muse Portal → Accounting → Daily Report (Beta)

Note: In the interface, this report may appear as **"Daily Report (Beta)."** If you see multiple report options listed, select the one labeled with "(Beta)" in parentheses — this is the correct and recommended version.

What It Shows

For any selected date or date range, the Daily Report displays:

- **Revenue by category** — general admission, memberships, donations, programs, private events, merchandise, and other line items
- **Breakdown by payment method** — cash, check, credit card, gift card, and manual card entry
- **Summary totals** at the bottom of the report for each payment type
- **Transaction-level detail** — click any blue dollar amount to drill through to the individual transaction on the Museum Floor
- **Constituent detail** — within membership or donation line items, constituent names are accessible directly from the report
- A **Reconciliation View** (separate tab) specifically designed for Stripe payout matching

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Use Cases

End-of-Day Cash Drawer Reconciliation

The most common use. At shift close, select today's date and use the payment method breakdown to verify that cash and check totals match what's physically in the drawer. This is the recommended report for this purpose — the **Quick Sales Summary** available on the

Museum Floor does not break out by payment method and cannot be exported, making it unsuitable for formal reconciliation.

Most organizations still complete a manual cash count sheet alongside the digital report for audit purposes.

Daily Sales Summary for Management

Use the **Roll-Up export** for a simplified view that shows just the total collected per revenue category, without subcategory detail. This is the recommended format for managers and finance staff who need a quick end-of-day total for checks, cash, and credit card — without scrolling through individual membership levels or ticket types.

Use the **Full Report export** when you need subcategory detail (e.g., individual membership levels, specific ticket types) for a more complete accounting picture or to match entries in your GL.

Stripe Reconciliation

Switch to the **Reconciliation View** when comparing Muse totals against your Stripe payouts. This view uses the **settlement date** rather than the transaction date, which is essential for accurate matching — a credit card taken Monday may not settle until Wednesday, and the Reconciliation View accounts for this.

Stripe deposits weekly every Friday, covering transactions from the prior Thursday through Wednesday. When running the Reconciliation View, use this Thursday–Wednesday date window to match your Stripe payout to the penny (before fees).

The standard view and the reconciliation view pull the same underlying data but handle timing differently. Use the Reconciliation View any time you're comparing to a Stripe deposit.

Drilling Into Individual Transactions

Any dollar amount shown in the report is clickable. Clicking a blue amount opens the originating transaction on the Museum Floor, where you can see the full receipt, which items were in the order, and payment details. This is especially useful when a line item — such as a private event or manual sale — needs more context than the report category provides.

Pledge Payments and Portal Donations

Donations and pledge payments recorded in the back-office Portal now appear on the Daily Report alongside Museum Floor transactions. This includes:

- Cash and check donations entered manually in the Portal
- Pledge payments recorded against an existing pledge schedule

This was a known gap in earlier versions of the report and has since been resolved.

Pre-Journal-Entry Review

The Daily Report and your QuickBooks journal entries pull from the **same underlying data.** The journal entry is a summary-level push to your GL; the Daily Report gives you the transaction-level detail behind those same numbers. Use the Daily Report to investigate any line item in a journal entry before or after it's been pushed to QuickBooks.

Filtering by Station

If your organization has multiple points of sale — front desk, carousel, phone sales, gift shop — you can filter the Daily Report by individual station to isolate transactions processed at a specific location. This is useful when a station operator is closing out independently or when tracking a discrepancy at one terminal.

Exporting for Your Accounting System

The Daily Report can be exported as a **CSV** in two formats:

- **Full Report** — includes all subcategories and line items (e.g., individual membership levels, separate ticket types). Use this when you need detail for your GL import or to investigate specific transactions.
- **Roll-Up** — collapses subcategories into totals per revenue type. Use this for a clean, high-level view or when your accounting system only needs category-level totals.

Related Reports

Revenue Transaction Export Report — A companion report found under general Reporting (second from the bottom of the list). Offers three views — Checkout, Line Item, and Journal Entry — for additional transaction-level fidelity when the Daily Report doesn't provide enough detail. Recommended when reconciling specific discrepancies or auditing individual orders.

Cash Drawer Activity Log — Available on the Museum Floor under Floor Admin. Shows cash-in and cash-out activity by station and staff member. Use alongside the Daily Report for a complete picture of shift-level cash handling.

Tips

- You can look back **at least 30 days** using the date range selector.
- The Daily Report and your journal entries reflect the same data — if they appear to differ, the most likely cause is a date range mismatch or an unmapped GL account in your accounting settings.
- If a private event or manual sale line item doesn't show enough detail (e.g., which event the payment was for), click through to the transaction for additional context, or use the Revenue Transaction Export Report.
- Donations entered via the Portal appear on the Daily Report just as Museum Floor transactions do — no separate reconciliation step is needed.