Payment Method Summary Report

Last Modified on 04/29/2021 7:50 am EDT

The **Payment Method Summary** report organizes <u>revenue</u> by *Payment Method* for a specified date or date range and can be found under the *Transactions (menu)* > *Transaction Reports*.

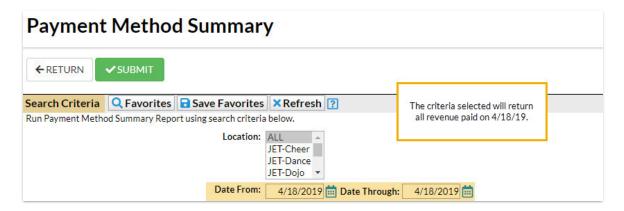
- * Analyze revenue by Payment Method for each Category 1.
- Reconcile payments received for the day.
- 🖈 Review refunds processed on a certain day or during a specified time period.



Save this as a frequently used report! Click the heart (icon) next to a report name, the heart will change to red and the report will be listed under the *Reports* (menu) > My Reports for quick and easy access!

Search Criteria

Use the Search Criteria to narrow down results to the payments you want to work with.



Display Settings

Before submitting for results, you can adjust the following settings:

- Show Refunds
- Show Category 1 Sub-totals
- Report Output Format

Report Results

| From: 4/18/2019 | Through: 4/18/2019 |
|-----------------|--------------------|
| Payment Method | Amount |
| MC | 100.00 |



The Payment Method Summary report is a summary version of the Deposit Slip. If you need more details for reconciliation, try using the **Deposit Slip**.