



Payment Method Summary Report

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

The **Payment Method Summary** report organizes revenue 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.



Payment Method Summary

[← RETURN](#) [✓ SUBMIT](#)

Search Criteria [🔍 Favorites](#) [📌 Save Favorites](#) [✕ Refresh](#) [?](#)

Run Payment Method Summary Report using search criteria below.

Location: ALL
JET-Cheer
JET-Dance
JET-Dojo

Date From: 4/18/2019  Date Through: 4/18/2019 

The criteria selected will return all revenue paid on 4/18/19.

Display Settings

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

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

Report Results

Payment Method Summary

From: 4/18/2019

Through: 4/18/2019

Payment Method	Amount
MC	100.00
Total:	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**.
