Payment Method Summary Report

The **Payment Method Summary** report organizes revenue by *Payment Method* for a specified date or date range.

From the *Reports* menu > *Transactions / Financials,* the Payment Method Summary report can be found under the *Transactions Research* tab.
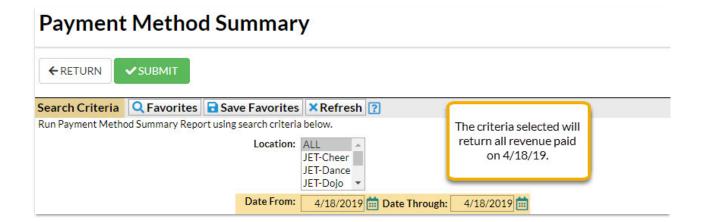
⭐ Analyze revenue by Payment Method for each Category 1.

⭐ Reconcile payments received for the day.

⭐ Review refunds processed on a certain day or during a specified time period.

Search Criteria

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

Leaving a field blank is the same as saying "all".

Display Settings

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

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

The Report Results

Payment Method Summary

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

Payment Method	Amount
MC	100.00
Total:	**100.00**

QUICK **tip!** 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** .