

# Payment Method Summary Report

Last Modified on 08/20/2019 4:37 pm EDT

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.

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## 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".

## Payment Method Summary

← RETURN

✓ SUBMIT

Search Criteria

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

## The Report Results

<b>Payment Method Summary</b>	
From: 4/18/2019	Through: 4/18/2019
<b>Payment Method</b>	<b>Amount</b>
MC	100.00
<b>Total:</b>	<b>100.00</b>



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**.

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