

Payment Method Summary Report

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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".

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

The 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](#).
