

# Payment Method Summary Report

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.

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## Search Criteria

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

The screenshot shows the 'Payment Method Summary' report search criteria interface. At the top, there are two buttons: '← RETURN' and '✓ SUBMIT'. Below these are four tabs: 'Search Criteria' (selected), 'Favorites', 'Save Favorites', and 'Refresh'. A text box below the tabs says 'Run Payment Method Summary Report using search criteria below.' There is a dropdown menu for 'Location' with options: 'ALL', 'JET-Cheer', 'JET-Dance', and 'JET-Dojo'. Below the dropdown are two date fields: 'Date From: 4/18/2019' and 'Date Through: 4/18/2019'. A yellow box highlights the text: '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        |
| <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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