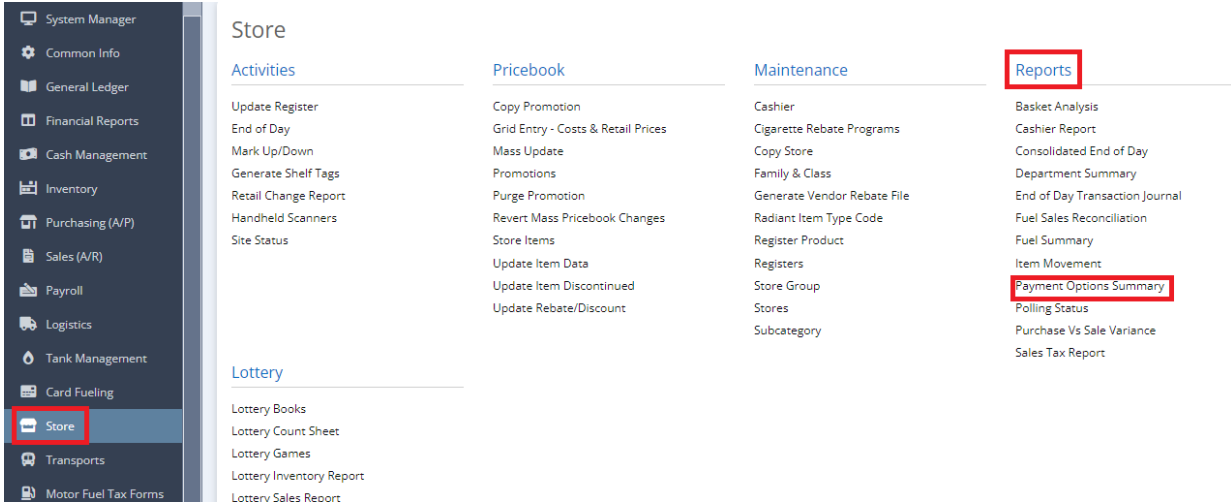# Payment Options Summary

- This screen is used for generating a report for payment options available in a store.

Steps for generating Payment Options Summary Report:

1. Go to **Store ▸ Report ▸ Payment Options Summary**

2. This screen will be prompted next:

3. Select the **End of Day Date From and To** you want to see in the report.

4. Select the **Transaction Type** (All, Posted & Unposted) you want to see in the report.

5. Select Either **Store Group** or **Store** and Supply information by clicking the dropdown button.

6. Select the **District** and **Region** you want to see in the report by clicking the dropdown button.

7. Select **Generate** button to proceed.

Payment Option Summary Report

Generate   Close

Details

End of Day Date From	1/2/2023	To	6/28/2023

Transaction Type: ● All   ○ Posted   ○ Unposted

Store Group

Store   210 ×

District   Lawton ×

Region   Grady ×

Result: