

Statement Report

Last Modified on 06/28/2022 2:35 pm PDT

Go to [Statements](#).

The Statement report is a summary of billing information for each billing month. Note that [billing cycles](#) do not align with a calendar month. Use the [filters](#) to locate a specific month's statement.

View the **Statement Table** below for a definition of the column headings. You can also view an example of a statement below. View the Statement Detail for a billing month by selecting a row.

*Note: If you do not have access to the **Statements** menu item and would like access, please see the administrator for your account.*

Statement Table

Field	Description
Billing Month	The processing month for the statement.
# Sales	The total number of sales processed in the billing month.
\$ Sales	The total dollar amount (in USD) of sales processed in the billing month.
# Returns	The total number of returns processed in the billing month.
\$ Returns	The total dollar amount (in USD) of returns processed in the billing month.
\$ Net	The net dollar amount (in USD) of transactions processed in the billing month.
\$ Avg Ticket	The average ticket amount of the transactions processed in the billing month.
\$ Discount Due	The total amount (in USD) of discount due for transactions processed in the billing month.
\$ Discount Paid	The total amount (in USD) of discount paid for transactions processed in the billing month.
\$ Fees Due	The total amount (in USD) of fees due for transactions processed in the billing month.
\$ Deducted	The total amount (in USD) is deducted from the business' checking account for transactions processed in the billing month.
Statement	A link to the statement for that billing month.

Statement Example

Logo Here

Maast
987 Main St.
Anywhere, ST 54321

Processing Month: Jul 2022
Association Number: 800001
Merchant Number: 406009910293
Routing Number: xxxxx0999
Deposit Account Number: xxx2909

A

DEMO MERCHANT #10293
Bob Smith
123 Main Ave.
City, ST 12345

C

Amount Deducted: **\$1,685.20**

B

Plan Summary

Plan	# Sales	\$ Sales	# Refunds	\$ Refunds	\$ Net	Avg Tkt	Disc P/I	Disc %	Discount Due
VS	26	33,052.00	02	895.00	32,157.00	1,212.39	.25	2.85	948.48
MC	10	7,229.00	00	.00	7,229.00	722.90	.25	2.85	208.53
DS	04	2,850.00	00	.00	2,850.00	712.50	.25	2.85	82.23
Totals	40	43,131.00	02	895.00	42,236.00	1,048.24			1,239.24

D

Deposits

Day	Reference	Tran Code	Plan Code	# Sales	\$ Sales	\$ Refunds	Disc Paid	\$ Net
07	90001066286	D	T	04	4,979.00	.00	.00	4,979.00
08	90001076872	D	T	09	10,695.00	.00	.00	10,695.00
21	90001080294	D	T	05	5,445.00	.00	.00	5,445.00
22	90001098664	D	T	22	22,012.00	.00	.00	22,012.00
27	90001100001	D	T	00	.00	895.00	.00	-895.00
Deposit Totals				40	43,131.00	895.00	.00	42,236.00

E

Chargebacks

Day	Reference	Tran Code	Plan Code	# Sales	\$ Sales	\$ Refunds	Disc Paid	\$ Net
02	99901410425	C	T	01	19.99	.00	.00	19.99
06	99901369185	C	T	00	.00	200.00	.00	-200.00
Chargeback Totals				01	19.99	200.00	.00	-180.01

F

Reserve Funding

Day	\$ Reserved	\$ Released	Reserve Balance
08	497.90	.00	3,839.26
09	1,069.50	.00	4,908.76
22	544.50	.00	5,453.26
23	2,201.20	.00	7,654.46
Totals	4,313.10	.00	7,654.46

G

Fees						
Count	Amount	Rate %	Per Item	Description	Fees Paid	Total
Authorization Fees:						
54		0.00	0.25	VS/MC/DS Auth Fee	.00	13.50
					Total Authorization Fees:	13.50
Interchange Fees:						
4	2,850.00	0.00		DS NON Qualified	.00	28.50
6	5,249.00	0.00		MC NON Qualified	.00	52.49
14	18,412.00	0.00		VS NON Qualified	.00	184.12
					Total Interchange Fees:	265.11
Transaction Fees:						
2		0.00	30	VS/MC/DS Chargeback Fee		60.00
1		0.00	15	Retrieval Fee		15.00
5		0.00	0.15	Batch Fee	.00	.75
					Total Transaction Fees:	75.75
Card Brand Fees:						
13		0.00		MC-CVC2	.00	.03
13		0.00		MC-NABU Auth	.00	.25
10	7,229.00	0.00		MC-DIGITAL ENBLMT	.00	.74
21		0.00		VS-NAPF-Credit	.00	.41
15		0.00		VS-NAPF-Debit	.00	.23
4	2,850.00	0.00		DS Assessment/Sponsorship	.00	4.28
4		0.00		DS Data Transmission Fee	.00	.01
4		0.00		DS Data Usage / Auth Request Fee	.00	.09
	7,229.00	0.00		MC Acquirer License Fee	.00	.40
10	7,229.00	0.00		MC Assessment/Sponsorship	.00	10.12
10		0.00		MC Kilobyte Settlement Fee	.00	.03
3	4,050.00	0.00		MC Large Ticket Assessment	.00	.81
26		0.00		VS Base II Fee	.00	.09
15	22,952.00	0.00		VS CR Assessment/Sponsorship	.00	34.43
11	10,100.00	0.00		VS DB Assessment/Sponsorship	.00	13.13
					Total Card Brand Fees:	65.05
Other Fees:						
1		0.00	10	Statement Fee	.00	10.00
1		0.00	15	VS FANF CNP/FF (100%) May 2022	.00	15.00
51		0.00	0.05	AVS Fee	.00	2.55
					Total Other Fees:	27.55
					Total Fees Due:	445.96

H

I

Discount Due	1,239.24
Fees Due	445.96
Amount Deducted	1,685.20

J

SAMPLE STATEMENT MESSAGE.

A – Statement Information:

- Processing month of the statement
- Merchant account number
- Truncated settlement checking and routing #

B – Amount Deducted:

The total amount was deducted from your checking account at month-end. This charge is for month-end fees only. If you are set up on daily discount, this amount does not include the daily discount charges you have incurred throughout the month. For daily discounts paid in the month, please see section E below.

C – Your company name and address

D – Plan Summary:

Breakdown of # sales, \$ sales, # refunds, \$ refunds, \$ net, average ticket, per item fee, discount %, and discount due per card brand. It also includes a total of all information for all card brands.

E – Deposits:

Listing of all deposits to your account in the month. The information included in deposits: day, # Sales, \$ sales, \$ refunds, discount paid, and the \$ net.

F – Chargebacks:

Listing of all chargebacks to your account in the month. Information included for chargebacks: day, # sales, \$ sales, \$ refunds, and \$ net.

G – Reserve Funding:

A list of all reserve fund activity in a month for your account. Information for reserve funding: day, \$ reserved, \$ released, and reserve balance.

H – Fees:

These fees are assessed to the merchant at month-end. These include qualified, mid-qualified, and non-qualified discount fees charged to the merchant. Included are card type-specific authorization and address verification service (AVS) activity. Card brand-specific fees can be seen in interchange fees, card brand fees, and other fee sections (depending on card types run in the month). Chargeback and retrieval fees can be found in the transaction fees section.

I – Monthly Fee Summary:

Summary of fees for the month shows discount due (see section D), fees due (see section H), and the total amount deducted at month-end.

J – Statement message for the month:

Area to pass on information concerning your account.
