

Statement Report

Last Modified on 05/15/2019 9:23 am PDT

Go to [Statements](#).

The Statement report is a summary of billing information for each billing month. Note that Qualpay's [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	Total number of sales that were processed in the billing month.
\$ Sales	Total dollar amount (in USD) of sales that were processed in the billing month.
# Returns	The total number of returns that were processed in the billing month.
\$ Returns	The total dollar amount (in USD) of returns that were processed in the billing month.
\$ Net	Net dollar amount (in USD) of transactions that were processed in the billing month.
\$ Avg Ticket	Average ticket amount of the transactions

Field	Description
\$ Discount Due	Total amount (in USD) of discount due for transactions that were processed in the billing month.
\$ Discount Paid	Total amount (in USD) of discount paid for transactions that were processed in the billing month.
\$ Fees Due	Total amount (in USD) of fees due for transactions that were processed in the billing month.
\$ Deducted	Total amount (in USD) that will be deducted from the business' checking account for transactions that were processed in the billing month.
Statement	A link to the statement PDF for that billing month.

Statement Example



QUALPAY, INC
 12409 E MIRABEAU PARKWAY STE 200
 SPOKANE VALLEY, WA 99216

Processing Month: Jul 2016
 Association Number: 800001
 Merchant Number: 971009910293
 Routing Number: xxxxx0999
 Deposit Account Number: xxx2909

A

Amount Deducted: \$1,685.20

B

C

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

D

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

E

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	

F

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	

G

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

H

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 2016	.00	15.00
	51		0.00	0.05	AVS Fee	.00	2.55
					Total Other Fees:		27.55
					Total Fees Due:		445.96

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 with Qualpay
- Truncated settlement checking and routing #

B – Amount Deducted:

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

C – You 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. Also includes a total of all information for all card brands.

E – Deposits:

Listing of all deposits to your account in the month. 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:

Fees assessed to the merchant at month end. These include qualified, mid-qualified, non-qualified discount fees charged to the merchant. Also included is 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 fees 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 for Qualpay to pass on information concerning your account.
