

Statement Report

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Go to **Statements**.

The Statement report summarizes billing information for each billing month. Use [filters](#) to locate a specific billing month's statement. View the **Statement Detail** for a specific billing month by selecting a row in the Statement report. Note that statement [billing cycles](#) do not align with calendar months.

View the **Statement Table** below for a definition of the column headings in the Statement report.

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

Statement Table

Field	Description
Billing Month	The processing month for the statement.
Sales Count	The total number of sales processed in the billing month.
Sales Amount	The total dollar amount (in USD) of sales processed in the billing month.
Credits Count	The total number of refunds processed in the billing month.
Credits Amount	The total dollar amount (in USD) of refunds processed in the billing month.
Net Amount	The net dollar amount (in USD) of transactions processed in the billing month.
Average 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.
Amount Deducted	The total amount (in USD) is deducted from the business' checking account for transactions processed in the billing month.

Statement

Upon clicking a line item in the statement report, a modal will display your selected merchant account statement. You can print or download the statement using the buttons at the top or bottom right of the modal. You can also click the **Detail** button to view the **Statement Details** report.

View the table below for information about the possible sections of your statement.

Section	Details
General Information	<p>This section at the very top of the statement contains general information about your merchant account when the statement was generated, such as:</p> <ul style="list-style-type: none">• The processing month of the statement• The merchant account number for which the statement was generated• The DBA Name of the merchant account• The address of the merchant account• The truncated DDA and TR# for the billing account on file• The amount deducted for the processing month• If you are a merchant located in Tennessee, the Aggregate Fee Percentage.
Plan Summary	A breakdown of sales, refunds, net amount, average ticket, per item fee, discount %, and discount due per card brand.
Settlement	A list of all the deposits made to your account in the month.
Chargebacks	A list of all the disputes on your account for the month.
Reserve Funding	A list of all reserve fund activity in a month for your account.
Fees	A list of all the fees assessed to the merchant account at the end of the billing cycle. This section will be separated into smaller subsections. Some subsections you may see are Authorization Fees, Interchange Fees, Transaction Fees, Card Brand Fees, and Other Fees.
Monthly Fee Summary	At the bottom of the Fees section, there will be a summary of the monthly fees due.
Statement Message	At the bottom of the statement is an area where Qualpay can pass on information concerning your account when needed.