

# Reconciliation Report

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Go to **Reports** and then select **Reconciliation**.

The report contains the net position of all deposits, adjustments, reserves, and fee items posted to your deposit account on a given day. You will see a row per currency for each post date when processing in multiple currencies. Refer to the [Reconciliation Table](#) below for a definition of the column headings. Use [filters](#) to identify and locate specific post-date information. You can filter by *Merchant ID, DBA Name, Post Date, Batch Count, Transaction Count, Total, and Currency*. See [using filters](#) and [how to configure reports](#) for more information on customizing reports.

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

Further detail is provided by selecting a row in the report and viewing the **Cash Reconciliation**. This section is broken into four parts:

**Section 1:** Provides the batches that contributed to the deposits posted to your deposit account. You can easily navigate to view a batch based on the **Batch History** report and associated transactions. Refer to [Cash Reconciliation Section 1 Table](#) to define the column headings.

**Section 2:** The adjustments that may have caused a debit or credit to your deposit account. You can view disputes associated with the adjustment. Refer to [Cash Reconciliation Section 2 Table](#) to define the column headings.

**Section 3:** The associated deposit items posted to your account are based on the **Deposit History** report. Refer to [Cash Reconciliation Section 3 Table](#) to define the column headings.

**Section 4:** A summary that ties together disparate information and provides proof and verification of all items impacting your financial position. It is done first by calculating monies owed to you, deducting fees and reserves, plus or minus any adjustments, and then calculating the net deposit versus what was deposited. Refer to [Cash Reconciliation Section 4 Table](#) to define the column headings.

## [Reconciliation](#)

Column Header	Description
Merchant ID	Your Qualpay Merchant ID.
DBA Name	The "Doing Business As Name." Listed on your Qualpay Account.
Post Date	Date the deposit will be posted to your account by your bank ( depends on your financial institution).
Batch Count	The number of batches associated with the deposit post date.
Transaction Count	Count of transactions associated with the deposit post date.
Total Amount	The transaction value of sales associated with the deposit post date, recorded in the target currency.

Column Header	Description
Currency	The currency the batch or batches were processed in. Note that a post date will have separate rows associated with a unique processed currency.
Funded Count	Count of Transactions in a batch that Qualpay is funding. The difference between the Transaction Count and Funded Count is based on whether you are processing American Express transactions through a direct relationship with American Express. American Express will be responsible for funding you for their associated transactions if you are.
Funded Amount	The funded amount accounts for batches processed in a different currency and provides the detail of the USD funded. The difference between the Total Amount and Funded Amount for USD batches is based on whether you are processing American Express transactions through a direct relationship with American Express. American Express will be responsible for funding you for their associated transactions if you are.
Daily Fees	Daily Fees apply to accounts set up for net settlement. Daily fees are the discount % applied to each credit card transaction. They will vary based on the type of credit card and the type of the transaction ( i.e., Card Present, Card-not-Present).
Reserve	Applied to accounts approved based on a reserve requirement. The amount held by Qualpay towards your Merchant Reserve.
Adjustments	The adjustment total of debits and credits associated with disputes.
Calculated Deposit	This field shows the calculated value of your deposit (Deposit - Daily Fees - Reserves +/- Adjustments).
Actual Deposit	This field shows the net of deposit items posted to your deposit account.
Variance	If there is a difference between the Calculated Deposit and the Actual Deposit, you will view a variance.

### **Cash Reconciliation - Section 1**

This section may contain multiple rows and will include a total of all the batches associated with the post date.

Column Header	Description
Batch Number	A system-generated number to identify your batches. Select the batch number to review the associated <b><i>Batch Report</i></b> and transaction details.
Batch Date	The date a batch was settled.
Batch Type	The type of payments that make up the batch, either Card Payment or Bank Payment.

Column Header	Description
Batch Currency	The currency of the batch. Note that a separate batch will be created per currency.
Sales Count	The total count of transactions in a batch.
Sales Amount	The total value of each transaction in a batch.
Funded Sales	The funded sales amount for a batch. Amounts processed in non-USD currencies have detail in USD. The difference between the Total Amount and Funded Amount for USD batches is based on whether you are processing American Express transactions through a direct relationship with American Express. American Express will be responsible for funding you for their associated transactions if you are.
Refunds Count	The number of refund or credit transactions in a batch.
Refunds Amount	The total amount of refund or credit transactions in a batch.
Funded Refunds	The funded refunds amount for a batch. Amounts processed in non-USD currencies have detail in USD. The difference between the Total Amount and Funded Amount for USD batches is based on whether you are processing American Express transactions through a direct relationship with American Express. American Express will be responsible for funding you for their associated transactions if you are.
Total Count	The total number of transactions settled in the batch (Purchases count + Returns Count).
Total Amount	Total amount settled in the batch (Purchases Amount - Returns Amount).
Total Funded	Total amount funded into your account in USD. If your batch is processed in another currency other than USD, the batch Net Amount is converted to USD.

### **Cash Reconciliation - Section 2**

This section may contain multiple rows and will include a total of all the adjustments associated with the post date.

Column Header	Description
Adjustment Date	Date the adjustment is processed.
Description	Provides the description of adjustments: <i>Chargeback</i> <i>Chargeback Reversal</i> <i>DDA (Direct Deposit Account) Adjustment</i> Adjustments can either be debits or credits.

Column Header	Description
Dispute Control Number	The unique number associated with each dispute type received. Select the <b>Control Number</b> to view the dispute's detail. One transaction may receive multiple disputes.
Reference Number	A reference number is a unique number generated for each adjustment made to your deposit account. For disputes, this reference number is the acquirer reference number. You can use the acquirer reference number to search the <b>Dispute History</b> and <b>Transactions</b> reports for a correlating dispute or initial transaction.
Amount	The dollar value of the adjustment.

### **Cash Reconciliation - Section 3**

This section may contain multiple rows and will include a total of all the deposit items associated with the post date.

Reporting Field	Description
ACH Date	Date of the deposit, adjustment, or fee item posted to your deposit (DDA) account.
DDA Number	Demand Deposit Account number.
ACH Description	Provides a short description of the deposit item. <i>Deposit:</i> Deposits associated with your credit card processing. <i>EFT PRM STTLMNT PA:</i> Deposits associated with your ACH payment processing. <i>Chargeback:</i> Adjustments for chargebacks/disputes can either be debits or credits.
Reference Number	A reference number is a unique number generated for each adjustment made to your deposit account. For disputes, this reference number is the acquirer reference number. You can use the acquirer reference number to search the <b>Dispute History</b> and <b>Transactions</b> reports for a correlating dispute or initial transaction.
Amount	Amount of the deposit item.

### **Cash Reconciliation Summary- Section 4**

Reporting Field	Description
Total Funded By Qualpay	Your deposit's total dollar value equals the Total Funded in Section 1.
Less Daily Fees	Daily fees apply to accounts set up for net settlement. Daily fees are the discount % applied to each credit card transaction. They will vary based on the type of credit card and the type of the transaction ( i.e., Card Present, Card-not-Present).

Reporting Field	Description
Less Reserve	Applied to accounts approved based on a reserve requirement. The reserve calculation will appear to the right of "Less Reserve" and is based on the Total Purchases Amount in Section 1 * the reserve percentage. The amount deducted is displayed on the right. Reserves are always deducted from the Total Funded batches in Section 1.
Plus Adjustments	Plus or minus any adjustments (if any.) The sum of the Total Adjustments Amount in Section 2.
Total Calculated Deposit	Total Calculated Deposit = Total Funded by Qualpay - Daily fees - Reserve +/- Adjustments.
Total Actual Deposit	The net of deposit items posted to your deposit account.
Variance	If there is a difference between the Calculated Deposit and the Actual Deposit, you will view a variance.