

How to Reconcile a Statement

Last Modified on 04/22/2019 12:50 pm PDT

Go to **Statements** and then select a billing month row to view the *Statement Detail*.

The Statement Detail provides a view of the Statement that you can interact with and validate settlement and dispute adjustments. The view is broken into five sections, and for further analysis, each section is available for download or accessed using the Statement API:

Section 1: The **Payment Type** summary provides an overview, by payment type, of the discount due.

Section 2: Settlement section provides an overview of all the batches that correlate to the deposits posted to your depository account. By default, this section is closed. Click on the upward facing carrot to open the section. Select the pop-out next to a *Reference* number, to view the relevant batch, via the [Reconciliation](#) report. Refer to Settlement Section 2 Table for a definition of the column headings.

Section 3: The **Dispute Adjustments** section provides an overview of all the dispute adjustments that correlate to adjustments posted to your depository account. By default, this section is closed. Click on the upward facing carrot to view the section. Select the pop-out next to an *Acquirer Reference Number* to view the [Dispute Details](#) associated with the dispute adjustment. Refer to Dispute Adjustments Section 3 Table for a definition of the column headings.

Section 4: Reserve Funding section provides details of the reserve amounts deducted from the daily batch funds. This section will only appear if you [qualify for a reserve](#) . Refer to Reserve Funding Section 4 Table for a definition of the column headings.

Section 5: The **Fees** section provides a description of items assessed by category. The Fees section in combination with the Payment Type Summary demonstrates the total amount deducted for the specified billing period. Refer to Fees Section 5 Table for a definition of the column headings.

Payment Type Summary - Section 1

Field	Description
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Field	Description
	the payment method type of Visa, MasterCard, American Express, or Discover.
Sales Count*	The total funded sales transactions count.
Sales Amount*	The total funded sales dollar amount.
Credits Count*	The total funded credit transactions count.
Credits Amount*	The total funded credit dollar amount.
Net Amount	The net dollar amount of transactions.
Average Ticket	Average ticket amount.
Per Item	The per item rate for the payment type.
Discount Rate	The discount rate for the payment type is applied to the Sales Amount.
Total Discount Due	Total amount (in USD) of discount fees due.

*There are differences between Sales and Funded Amount for batches as a result of either processing in multiple currencies or having a direct relationship with American Express.

Settlement- Section 2

Field	Description
Date	The date displayed is when a batch settled. Different to the batch date, the settled date displays when the batch was processed by the card brands. The settled date is displayed in the Settled Transactions Lookup .
Reference Number	An 11-digit number generated by the product initiating the transaction. The number is available when the transaction is settled and is a unique number that both the acquirer and the issuer can use to identify a transaction. The reference is used as the deposit

Field	Description
	number. Select the pop-out next to the number to view the Reconciliation report detail associated with the settlement. Here you can view the related batch and deposit.
Sales Amount*	The total funded value of each transaction in a settled batch.
Credits Count*	The number of refund or credit transactions in a batch.
Credits Amount*	The total amount of refund or credit transactions in a batch.
Discount Paid	The amount deducted from a settled batch prior to merchant funding. These fees apply to accounts set up for net settlement and are the discount percentage applied to each payment transaction and will vary based on the type of payment and the type of the transaction.
Net Amount	The net amount funded to a deposit account.

*There are differences between Sales and Funded Amount for batches as a result of either processing in multiple currencies or having a direct relationship with American Express.

Dispute Adjustments - Section 3

Field	Description
Settled Date	The date the ACH debit or credit adjustment was made to the depository account.
Acquirer Reference Number	An 11-digit number generated by the product initiating the transaction. The number is available when the transaction is settled and is a unique number that both the acquirer and the issuer can use

Field	Description
	Identifies a transaction. For dispute adjustments, the acquirer reference number is used as the deposit reference number. Select the pop-out next to the number to view the Dispute Details associated with the adjustment. From the Dispute Details, select the pop-out next to the appropriate Acquirer Reference Number to view the Reconciliation report detail related to the adjustment.
Type	Defines the payment instrument type of Visa, MasterCard, American Express, or Discover.
Dispute Type	The type of dispute.
Billable	Defines by a Yes or No whether the dispute triggered a billable event. All billable dispute events will appear as a total line item in the Fees section.
Debit	The dollar value of the adjustment that is a debit to the depository account.
Credit	The dollar value of the adjustment that is a credit to the depository account.

Reserve Funding - Section 4

Field	Description
ACH Post Date	Identifies the date funds are posted to the depository account for either settled transactions, net of reserve or adjustments for release of reserves.
Reserved Amount	The total dollar amount deducted from settled transactions prior to funding. The amount is calculated by applying an agreed upon percentage to the sales volume in a batch. To review the relevant batch or batches, go to Reconciliation

Field	Description
	select the <i>Post Date</i> filter and update to the ACH Post Date.
Released Amount	The total dollar amount released as an adjustment to the depository account. Go to Deposit report and search for <i>Deposit Description</i> of "RSRV RLSD." The adjustment will appear either the next day or a couple of days after the ACH Post Date.
Reserve Balance	The total amount of reserve held by Qualpay as of the ACH Post Date.

Fees - Section 5

Field	Description
Category	The category defines the type of fees applied and includes: Authorization, Card Brand, Interchange, Other (monthly fees) and Transaction (dispute, retrieval, and batch fees).
Count	The count of items applicable to the category.
Amount	The dollar amount of items applicable to the category.
Rate	The percentage rate applied to the category item.
Per Item	The per item rate applied to the category item.
Description	The description of a category item.
Fees Paid	Any fees paid during the month.
Total	The total amount of fees due for the category item.