

# How to Reconcile a Statement

Last Modified on 05/30/2022 1:06 am PDT

Go to **Statements** and 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:** The **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 a dispute adjustment. Refer to Dispute Adjustments Section 3 Table to define 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 to define the column headings.

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

## Payment Type Summary - Section 1

Field	Description
Type	Defines Visa, MasterCard, American Express, or Discover payment method type.
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 Amounts for batches due to 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 is settled. The settled date displays when the card brands processed the batch differently from the batch date. The settled date is displayed in the <a href="#">Settled Transactions Lookup</a> .
Reference Number	An 11-digit number is generated by the product initiating the transaction. The number is available when the transaction is settled. This unique number can be used by both the acquirer and the issuer to identify a transaction. The reference is also used as the deposit reference number. Select the pop-out next to the number to view the <a href="#">Reconciliation</a> 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	This amount is deducted from a settled batch before 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	This net amount is funded to a deposit account.

\*There are differences between Sales and Funded Amounts for batches due to 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 adjustment was made to the depository account. The adjustment can be a debit or a credit.

Field	Description
Acquirer Reference Number	An 11-digit number is generated by the product initiating the transaction. The number is available when the transaction is settled. This unique number can be used by both the acquirer and the issuer to identify a transaction. The reference is also used as the deposit reference number. Select the pop-out next to the number to view the <a href="#">Dispute Details</a> associated with the adjustment. From the Dispute Details, select the pop-out next to the appropriate Acquirer Reference Number to view the <a href="#">Reconciliation</a> report detail related to the adjustment.
Type	Defines the payment instrument type of Visa, MasterCard, American Express, or Discover.
Dispute Type	The <a href="#">type</a> 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. The adjustment is a debit to the depository account.
Credit	The dollar value of the adjustment. The adjustment 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 the reserve, or adjustments for release of reserve funds.
Reserved Amount	This total dollar amount is deducted from settled transactions before 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 the <a href="#">Reconciliation</a> report, select the <i>Post Date</i> filter and update to the ACH Post Date.
Released Amount	This total dollar amount is released as an adjustment to the depository account. Go to <a href="#">Deposit</a> 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 is applied to the category item.
Description	The <a href="#">description</a> of a category item.
Fees Paid	Any fees paid during the month.
Total	The total amount of fees due for the category item.

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