

The Card Settlement Statements Guide

TrustPay offers clients the Card Settlement Statement which provides an overview of processed card transactions and can be used for reconciliation purposes. The Statement will enable merchants reconciliation of settlement transaction of purchases, refunds chargebacks and fees processed during the settlement period.

The Card Settlement Statement consists of three basic parts:

- Statement Header with basic information
- Merchant Settlement Summary
- Merchant Funding Detail

Statement Header

First lines of the statement has informational character.

- **Company name** – Merchant business name
- **Report date** – Date when settlement was released
- **Generated** – Date and time of report generation

Merchant Settlement Summary

In the first part of the Statement are displayed transactions in cumulative amounts according to the particular transaction type processed during the settlement period, for which the settlement amount is paid to merchant account.

Description of Particular Columns

- **Transaction type** – Type of transaction processed on particular MID of client (purchases, refunds, chargebacks, fees)
- **MID** – Merchant ID in short format
- **Merchant Descriptor** –Descriptor configured on particular MID
- **Count** – Number of items under particular transaction type
- **Net Amount** – Net Amount in account currency rounded to 2 decimal places
- **Currency** – Account currency
- **Period Start Date** – First day of the settlement period
- **Period End Date** – Last day of the settlement period
- **Reference No.**– Reference number of total settlement transactions for reconciliation purposes with bank payment; this reference is included in payment remittance info field
- **Description** – Used for adjustment transactions; the column may include some explanatory text

Description of Particular Lines

The transaction types included in the calculation of the Total Settlement amount are:

- + Merchant Funding**
- + Rolling Reserve Settled**
- Neg. Acc. Balance offset**
- +/- Manual Adjustment**
- = TOTAL SETTLEMENT**

Total Settlement is the amount which will be credited on the merchant account in TrustPay or bank account in the merchant's bank.

Section **Merchant Funding**:

- **Opening Balance** on particular MID as of the first date of reported settlement period
- **Transaction types per MID** cumulated by specific transaction type processed during reported settlement period
- **Closing Balance** on particular MID as of the last date of reported settlement period

Section **Rolling Reserve Settled details**:

- **Rolling Reserve Settled** – released from Rolling Reserve account on report date
- **Rolling Reserve Closing Balance** – account balance of Rolling Reserve account in account currency as of the date before Rolling Reserve is settled on report date
- **Rolling Reserve Opening Balance** - account balance of Rolling Reserve account in account currency as of the date after Rolling Reserve is settled on report date

Section **Neg. Acc. Balance offset details**:

Under this transaction type are reported offsets of last negative account closing balances on MID's in the same account currency. Sometimes, only partial offset is possible. The amount of offset depends on cumulative amount of Merchant Funding and settled Rolling Reserve. Counter credit transaction is processed on the same day and displayed on next Statement under Misc. Merchant CR transaction including Neg.Acc.Bal. offset CR.

Details under Neg. Acc. Balance offset have only information character and are shown in order to inform the merchant about transactions processed and causing negative closing balance on the MID.

Section **Manual Adjustment details:**

Sometimes transaction type Manual Adjustment may appear on the Statement. Under this transaction type are reported special assessments and offsets settled by TrustPay directly (not shown in Omnipay RAM tool).

Items shown in Merchant Settlement Summary are grouped by account currency and sorted by MID and Period End Date.

Merchant funding Detail

In the second part of the Statement are listed all individual transactions processed during the reported settlement period and are displayed in the first part Merchant Settlement Summary under the section Merchant Funding.

For Adjustment items Misc. Merchant DR/CR is explanatory text displayed in column Description.

Please note: Fees are processed and reported in batches, meaning that count of displayed fee items might differ from count of transactions, authorizations or chargebacks.

Description of the particular columns

- **Transaction type** – Transactions types: Purchase, Refund, Chargeback, Chargeback reprocessed, Fees, Misc. Merchant DR/CR
- **MID** – Merchant ID in short format
- **Merchant descriptor** – The merchant's name
- **Tran. Date** – The date and time when the transaction was originally submitted
- **Post. Date** – The date when particular transaction was posted to the merchant's account
- **Tran. AMT** – The amount of original transaction
- **Tran. Curr.** – The currency of original transaction
- **Acc. AMT** - The value of the transaction expressed in the account currency. This is the amount that is paid to the merchant's account for the transaction.
- **Acc. Curr.** - The currency of the account to which the value for the transaction is posted
- **Card Num.** - Decrypted card number of your customer, only last 4 digits are displayed
- **RRN** - The merchant's transaction reference number
- **Scheme** – The Payment network (either VISA or MasterCard)
- **Area of event** – The region according the country where the card was issued (either Domestic, Intraregional, Interregional)
- **Country** – Country where the card of your client was issued
- **Auth. Code** – The authorization code
- **Description** – The explanatory text for transaction types Misc. Merchant DR/CR