

## TRANSACTION DETAIL (continued)

- 22 PL**  
Transaction plan type.  
See the list of Plan Codes at the bottom of the statement.
- 23 # SALES**  
Total number of sales and cash advances for this batch.
- 24 \$ SALES**  
Total dollar amount of sales and cash advances for this batch.
- 25 \$ CREDITS**  
Total dollar amount of credits for this batch.
- 26 DISCOUNT PD**  
Total discount previously paid to the processor.  
This amount will only display if you participate in a daily discount program with your processor.
- 27 NET DEPOSIT**  
Total dollar amount of sales and cash advances less total dollar amount of credits and paid discount.  
  
Deposit, Adjustment and Chargeback totals will appear under each respective section.

## FEE TOTALS

This section displays the fees that will be charged to the merchant.

- 28 NUMBER**  
Total number of items billed.
- 29 AMOUNT**  
Total dollar amount used to calculate the amount billed.  
(This may not be used for all items).
- 30 DESCRIPTION**  
Description of the item billed.
- 31 TOTAL**  
Total dollar amount to be billed.
- 32 TOTAL FEES DUE**  
Total dollar amount of fees to be paid by the merchant.

## STATEMENT TOTALS

This section contains discount information and the amount credited or debited from the account.  
The following fields may appear if applicable.

- 33 MINIMUM DISCOUNT**  
Minimum amount of discount that will be charged.  
This figure will be used if the discount amount is less than the minimum stated in your merchant contract.
- 34 DISCOUNT DUE**  
Total dollar amount of discount due from the merchant as calculated throughout the month.
- 35 DISCOUNT PAID**  
Total dollar figure of discount that has been paid during the month by the merchant if participating in a daily program.
- 36 NET DISCOUNT DUE**  
Discount due less the discount paid.
- 37 FEES DUE**  
Total fees due from the merchant.
- 38 AMOUNT DEDUCTED**  
Total dollar amount credited or debited from the account.

## STATEMENT MESSAGE

- 39 STATEMENT MESSAGE**  
Important information from your processor.

## REMIT MERCHANTS

This section may contain the merchant name, merchant number, processor name, processing month and year (MM-YY). This information will be printed only if your agreement with your processor states that you will send a check for payments.

## PLAN CODES AND TRANSACTION CODES

A list of plan codes and transaction codes are printed along the bottom border of the statement.

# YOUR STATEMENT

# MERCHANT



# YOUR MERCHANT STATEMENT

Use this information to become familiar with your merchant statement.

## HOW TO READ YOUR MERCHANT STATEMENT

- 1 ADDRESS OF YOUR MERCHANT PROCESSOR**
- 2 PROCESSING MONTH**  
The date your statement was produced (MM-YY). Also included is an internal tracking number for your processor.
- 3 PROCESSOR USE ONLY**
- 4 MERCHANT NUMBER**  
This number is assigned to your company for identification purposes. It is exclusive to your company. If you call for statement inquiries, please be prepared to provide your merchant number.
- 5 ROUTING NUMBER**  
This number identifies your bank.
- 6 DEPOSIT ACCOUNT NUMBER**  
This number identifies your account at your bank.
- 7 YOUR STATEMENT MAILING ADDRESS**
- 8 AMOUNT**  
This is the amount that is due to your processor this month. This amount is deducted from or added to your checking account. It includes the difference between fees owed and fees actually paid.
- 9 PL**  
Plan code that identifies the type of card used. See the list of Plan Codes at the bottom of the statement.
- 10 # SALES**  
Total number of sales and cash advances for this statement period.
- 11 \$ SALES**  
Total dollar amount of sales and cash advances for this statement period.

### Merchant Statement

**1** YOUR FINANCIAL INSTITUTION  
123 MAIN STREET  
ANYTOWN, GA 11111-1234

**2** PROCESSING MONTH 05-98 2000  
**3** ASSOCIATION NUMBER 101500 0008075  
**4** MERCHANT NUMBER 20000002386  
**5** ROUTING NUMBER 111111111  
**6** DEPOSIT ACCOUNT NUMBER 123456789123

**7** SAMPLE MERCHANT  
100 WEST MAIN STREET  
ANYWHERE, FL 55555-1234

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**8** AMOUNT  
\$ 764.63

#### AMOUNT DEDUCTED FROM ACCOUNT

9	10	11	12	13	14	15	16	17	18
PL	# SALES	\$ SALES	# CREDITS	\$ CREDITS	NET SALES	AVG TKT	DISC P/I	%	DISCOUNT DUE
V	215	10,689.27	5	25.00	10,664.27	49.71	.000	3.600	384.81
M	201	8,915.15	0	.00	8,915.15	44.35	.050	2.100	197.26
**	416	19,604.42	5	25.00	19,579.42	47.13			582.07

19	20	21	22	23	24	25	26	27
DAY	REF NUMBER	* PL	# SALES	\$ SALES	\$ CREDITS	DISCOUNT PD	NET DEPOSIT	
DEPOSITS								
01	12345010197	D T	121	10,845.04	25.00	.00	10,820.04	
17	55555510213	D T	165	5,206.61	.00	.00	5,206.61	
21	22222010222	D T	130	3,552.77	.00	.00	3,552.77	
DEPOSIT TOTALS			416	19,604.42	25.00	.00	19,579.42	
ADJUSTMENTS								
17	52455010228	A T	00	523.45	.00	.00	523.45	
07	11111110236	A T	00	401.21	.00	.00	401.21	
ADJUSTMENT TOTALS			00	924.66	.00	.00	924.66	
CHARGEBACKS								
09	01010010242	C T	01	325.15	.00	.00	325.15	
09	88888810255	C T	01	198.02	.00	.00	198.02	
CHARGEBACK TOTALS			02	523.17	.00	.00	523.17	

28	29	30	31
NUMBER	AMOUNT	DESCRIPTION	TOTAL
2		POS TERMINAL RENTAL	50.00
08	1,437.15	MID-QUALIFIED TRANSACTIONS @ .50%	7.19
21	8,336.75	NON-QUALIFIED TRANSACTIONS @ 1.00%	83.37
195		VOICE AUTHORIZATIONS @ .40 EACH	78.00
			<b>32</b> TOTAL FEES DUE 218.56
<b>33</b>		MINIMUM DISCOUNT DUE	.00
<b>34</b>		DISCOUNT DUE	582.07
<b>35</b>		DISCOUNT PAID	.00
<b>36</b>		NET DISCOUNT DUE	582.07
<b>37</b>		FEES DUE	218.56
<b>38</b>		AMOUNT DEDUCTED	800.63

**39** PLEASE REFER TO THE FOLLOWING PHONE NUMBER FOR ALL YOUR PROCESSING NEEDS. CUSTOMER SERVICE 1-800-555-1234 PLEASE KEEP THIS NUMBER NEAR YOUR TERMINAL FOR YOUR CONVENIENCE.

PL (PLAN CODES)	* (TRANSACTION CODES)			
V-VISA	T-ALL PLANS	A-CASH ADVANCE	D-DEPOSIT	
M-MASTERCARD	1-PLAN ONE	D-DEBIT	C-CHARGEBACK	
P-PRIVATE LABEL	2-PLAN TWO	B-BUSINESS CARD	A-ADJUSTMENT	
L-LARGE TICKET	3-PLAN THREE		B-CHARGEBACK REVERSAL	

- 12 # CREDITS**  
Total number of credits for this statement period.
- 13 \$ CREDITS**  
Total dollar amount of credits for this statement period.
- 14 NET SALES**  
Total dollar amount of sales and cash advances less total dollar amount of credits.
- 15 AVG TKT**  
Dollar amount of the average sales transaction.
- 16 DISC P/I**  
Discount charged per item for transactions.
- 17 DISC %**  
Discount percentage rate assessed for transactions.
- 18 DISCOUNT DUE**  
Discount due to the processor. This is calculated by either your net or gross sales multiplied by the discount rate plus the discount item multiplied by the total number of sales.

## TRANSACTION DETAIL

This section displays a breakdown of each transaction made during the statement period. The transactions are separated into three categories: deposits, adjustments and chargebacks.

- 19 DAY**  
Day of the month that your batch was processed.
- 20 REF NUMBER**  
Reference number assigned to the batch for tracking purposes.
- 21 \* (TRANSACTION CODE)**  
Code that identifies the type of transaction processed. See the list of Transaction Codes at the bottom of the statement.