

Merchant Statement Guide

How to access your statement

1. Visit MyVirtualReports.com

2. Registered Users

1. Select **“Merchant”**.
2. Enter your 16-digit Merchant ID number (MID, username and password).
3. Click **“Enter”**.

3. New Users

1. Select **“Merchant”**.
2. On the next page click **“Register”**.
3. Register your MID. Your full bank account number must also be available for registration.

4. After login, go to the **Credit Card tab**

5. Choose **“Monthly Statement Search”**

1. Statements are available online during the first week of the month, typically towards the end of the week.
2. Statements are available for 18 months.

Merchant Statement

1 YOUR FINANCIAL INSTITUTION
123 MAIN STREET
ANYTOWN, USA 12345-1234

2 Page 1 of 1

3 Processing Month: 01-09 1111

4 Association Number: 111111

5 Merchant Number: 1111-1111-1111-1111

6 Routing Number: 111111111

7 Deposit Account Number: 123456789123

8 SAMPLE MERCHANT
1000 MAIN STREET
ANYWHERE, USA 54321-4321

9 Amount Deducted:
\$ 46.01

10 Minimum Discount Fee is \$25.00

Plan Code	Number of Sales	Amount of Sales	Number of Credits	Amount of Credits	Net Sales	Average Ticket	Disc P/I	Disc %	Discount Due
VS	02	193.00	00	.00	193.00	96.50	.000	2.390	4.61
MC	01	156.22	00	.00	156.22	156.22	.000	2.390	3.73
**	03	349.22	00	.00	349.22	116.41			8.34

Day	Reference Number	Tran Code	Plan Code	Number of Sales	Amount of Sales	Amount of Credits	Discount Paid	Net Deposit
01	90001640001	D	T	03	349.22	.00	9.44	339.78
Deposit Totals				03	349.22	.00	9.44	339.78

Day	Reference Number	Tran Code	Plan Code	Number of Sales	Amount of Sales	Amount of Credits	Discount Paid	Net Deposit
03	16509656501	A	T	01	-35.65	.00	.00	-35.65
13	16509656501	A	T	01	-193.00	.00	.00	-193.00
Adjustment Totals				02	-228.65	.00	.00	-228.65

Day	Reference Number	Tran Code	Plan Code	Number of Sales	Amount of Sales	Amount of Credits	Discount Paid	Net Deposit
03	90001580006	C	T	01	156.22	.00	.00	156.22
Chargeback Totals				01	156.22	.00	.00	156.22

Number	Amount	Description	Net
01		MONTHLY FEE	29.95
01	80.00	AUTHORIZATION FEE	.20
01	113.00	VISA MID-QUAL	.30
		VISA NON-QUAL	.80
Total Fees Due			30.45

Minimum Discount Due	25.00
Discount Paid	8.34
Net Discount Due	16.66
Fees Due	30.45
Fees Paid	1.10
Net Fees Due	29.35
Amount Deducted	46.01

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PLAN CODES				TRANSACTION CODES			
VS-VISA	MC-MASTERCARD	DZ-DISCOVER	JC-JCB	EB-EBT	D-DEPOSIT		
VD-VISA DEBIT	MD-MASTERCARD DEBIT	DZ-DISCOVER BUSINESS	DB-DEBIT	1-PLAN ONE	A-ADJUSTMENT		
VB-VISA BUSINESS	MB-MASTERCARD BUSINESS	DJ-DISCOVER JCB	DC-DINERS	2-PLAN TWO	B-CHARGEBACK REVERSAL		
V\$-VISA CASH ADVANCE	M\$-MASTERCARD CASH ADVANCE	D\$-DISCOVER CASH ADV	EC-ELECTRONIC CHECK	3-PLAN THREE			

How to read your statement

6. **Address of your merchant processor**
7. **Page number indicator**—Indicates number of pages in statement.
8. **Processing month**—The date your statement was produced (MM-YY). Also included is an internal tracking number for your processor.
9. **Processor use only**
10. **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.
11. **Routing number**—This number identifies your bank.
12. **Deposit account number**—This number identifies your account at your bank.
13. **Your statement mailing address**
14. **Amount deducted**—This is the amount that is due to your processor at the end of the month. This amount is deducted from or added to your checking account. It includes the difference between fees owed and fees actually paid.
15. **Minimum discount**—This is the minimum amount of discount that is due to your processor each month. If you accumulate less than the minimum discount, the remaining amount is deducted.

Plan summary

16. **Plan code**—The plan code that identifies the type of card used. See the list of plan codes at the bottom of the statement.
17. **Number of sales**—Total number of sales and cash advances for this statement period.
18. **Amount of sales**—Total dollar amount of sales and cash advances for this statement period.
19. **Number of credits**—Total number of credits for this statement period.
20. **Amount of credits**—Total dollar amount of credits for this statement period.
21. **Net sales**—Total dollar amount of sales and cash advances less total dollar amount of credits.
22. **Average ticket**—Dollar amount of the average sales transaction.
23. **Discount P/I**—Discount charged per item for transactions.
24. **Discount %**—Discount percentage rate assessed for transactions.
25. **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.

Deposits

This section displays a breakdown of each transaction made during the statement period.

- 26. **Day**—Day of the month that your batch was processed.
- 27. **Reference number**—Reference number assigned to the batch for tracking purposes.
- 28. **Tran code**—Code that identifies the type of transaction processed. See the list of transaction codes at the bottom of the statement.
- 29. **Plan code**—Transaction plan type. See the list of Plan Codes at the bottom of the statement.
- 30. **Number of sales**—Total number of sales and cash advances for this batch.
- 31. **Amount of sales**—Total dollar amount of sales and cash advances for this batch.
- 32. **Amount of credits**—Total dollar amount of credits for this batch.
- 33. **Discount paid**—Total discount previously paid to the processor. This amount only displays if you participate in a daily discount program with your processor.
- 34. **Net deposit**—Total dollar amount of sales and cash advances less total dollar amount of credits and paid discount.

The transactions are separated into three categories, Deposit, Adjustment, and Chargeback which will appear under each respective section.

Fees

This section displays the fees that are charged to the merchant.

- 35. **Number**—Total number of items billed.
- 36. **Amount**—Total dollar amount used to calculate the amount billed. (This may not be used for all items.)
- 37. **Description**—Description of the item billed.
- 38. **Total**—Total dollar amount to be billed.
- 39. **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. These fields appear if applicable.

- 40. **Minimum discount due**—Minimum amount of discount that will be charged. This figure is used if the discount amount is less than the minimum stated in your merchant contract.
- 41. **Discount paid**—Total dollar figure of discount that has been paid during the month by the merchant if participating in a daily program.
- 42. **Net discount due**—Discount due less the discount paid.
- 43. **Fees due**—Total fees due from the merchant.
- 44. **Fees paid**—Total dollar amount of fees that have been paid during the month by the merchant if participating in a daily interchange program.
- 45. **Net fees due**—Fees due less the fees paid.
- 46. **Amount deducted**—Total dollar amount credited or debited from the account.

Statement message

- 47. **Statement message**—Important information from your processor.

Plan and transaction codes

- 48. **Plan and transaction codes**—A list of plan codes and transaction codes is printed along the bottom border of the statement.

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