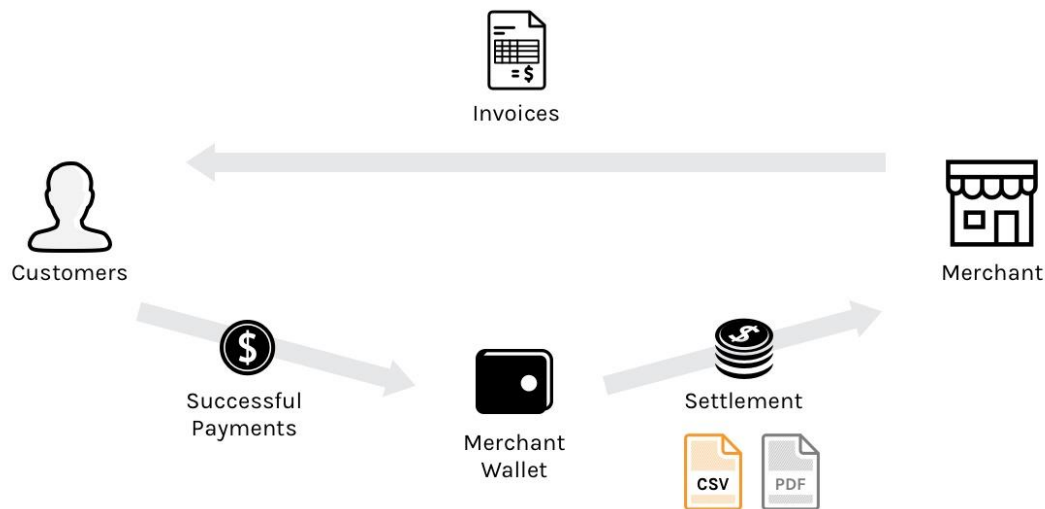# Ezypay Documentation

Settlement Report Guide

This version is an extraction from the original document meant for portfolio purposes only

Contents

What is the Settlement Report?

The Settlement Report provides a comprehensive summary of payments that were settled to you from Ezypay. Each report contains consolidated data from all successful payment settlements including transactions details such as customer details, document details, payout amounts, and fees.

External payments made outside the Ezypay system (i.e. a customer paying cash over the counter for their subscription) will not appear in the Settlement Report.

settlement-100024-Example.csv

	A	B	C	D	E	F	G	H	I	
1	Country	Type	Transaction Type	Item Type	Document Date	Document N	Associated N	Customer No	Customer Name	Descri
2	AU	Revenue	Payment	Setup Payment	5/08/2017	7121	7121	100001000	Matt Zimmer	Additi
3	AU	Revenue	Payment	Subscription Payment	5/08/2017	7121	7121	100001000	Matt Zimmer	Additi
4	AU	Revenue	Payment	Subscription Payment	7/08/2017	3762	3762	100002600	Jane Shepard	12 Mo
5	AU	Revenue	Payment	Subscription Payment	7/08/2017	3751	3751	100002616	Petyr Pennyless	12 Mo
6	AU	Deduction	Failed Payment	Subscription Payment	7/08/2017	3751	3751	100002616	Petyr Pennyless	12 Mo
7	AU	Deduction	Payment	Transaction Fee	7/08/2017	3762	3762			Standa

Example Settlement Report

What can I do with my Settlement Report?

The Settlement Report is generated as a Comma-Separated-Value (or .csv) file format, which can be viewed as it is or easily imported into your software accounting system of choice. You can manipulate the Settlement Report to produce your own lists and report variations based on the data provided. Example actions you can perform are:

Filter column headers

You can hide what you don't want to see and select what you do. Filters can be used to narrow down the data in your worksheet and hide parts of it from view. For example, if you want to only view your revenue, under the **Type** column, filter for **Revenue** and deselect **Deductions**.

Software such as Microsoft Excel allow you to easily add filters to the cell column headers. Refer to the official Excel help center for instructions on sorting and filtering columns.

Calculate total sums

You can calculate the total sum of an entire column of numbers, such as the **Total Amount** column. Software such as Microsoft Excel will show the total sum at the bottom of your table when you highlight a column of numbers.

Search a column

You can search for a specific entry in a column. For example, you can search the **Customer Name** column for a specific customer to retrieve all transactions related to that customer within the Settlement Report.