Reporting Reconciliation Guide using Standard Reports

J.P. Morgan Payments | Commerce center | February 2024

Reporting Reconciliation Guide using Standard Reports

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Introduction

This guide shows how to leverage standard reports in Commerce center reporting to reconcile data across payments lifecycle.

Transaction reconciliation

To reconcile or research transaction level deposit/submission activity you need to review the Deposit Detail report which provides transaction level details of successfully submitted/deposited transactions.

Step 1: Find your transaction details

Find transactions in this report using **Merchant Order Number**. Use this report to verify all successful transactions processed against your own internal transactions report.

Step 2: Match it with your Net Total Deposit amount

The summation of the **Amount** column will match the Net Total Deposit Amount calculated using your Deposit Summary Report (Step 1 of Net financial activity reconciliation) for the same date range.

In the following example with select columns from the Deposit Details report, Total Net Deposit Amount calculation is represented.

											Deposit Detail								
Submission Date	Entity Type Code	Entity Identifier	Presentment Currency Code	Merchant Order Number	Account Number	Credit Card Expiration Year Month Number	Amount	Payment Method Code	Merchant Action Code	Authorization Code	Transaction Type Code	Interchange Qualification Code	Interchange Qualification Text	Interchange Unit Fee Amount	Interchange Fee Rate	Total Interchange Amount	Total Assessment Amount	Other Debit Passthrough Fees	Settlement Currency Code	Surcharge Amount
10/10/2023	TD	1234567	USD	4.60192E+13	601234XXXXXX1234	27-Dec	8.32	DI	DP	01098R	7	D460	mission Level E-co	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	8.75217E+13	601234XXXXXX1234	27-Dec	286.80	DI	DP	01031R	7	DCEC	ission Level Card	0.1	0.0203	-23.5	-1.62	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	3.78868E+13	601234XXXXXX1234	28-Aug	2900.00	DI	DP	01047Q	7	D221	Card Not Present	0.1	0.0255	-74.1	-4.06	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	3.2412E+13	601234XXXXXX1234	28-May	83.81	DI	DP	01047R	7	D460	mission Level E-co	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	3.65793E+13	601234XXXXXX1234	28-Aug	84.10	DI	DP	01022Q	7	D464	ission Level E-com	0.1	0.0255	-2.2	-0.12	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	7.29971E+13	601234XXXXXX1234	27-Dec	8.30	DI	DP	01025R	7	D460	mission Level E-co	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	4.87577E+13	601234XXXXXX1234	28-May	2890.00	DI	DP	01018R	7	DCEC	ission Level Card	0.1	0.0203	-23.5	-1.62	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	1.03013E+13	601234XXXXXX1234	27-Dec	286.29	DI	DP	01088R	7	DCEC	ission Level Card	0.1	0.0203	-23.5	-1.62	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	1.03013E+13	601234XXXXXX1234	27-Dec	-8.32	DI	RF	01098R	7	D460	mission Level E-co	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00

Total Net Deposit Amount = 6539.30

Net Financial Activity reconciliation

To reconcile total net deposit amount for settled transactions and find total cost of transactions incurred over a reporting period

To do this, you need:

The **Deposit Summary report** to get a high-level view of your successful deposits/submissions for a date range grouped by fee categories and payment methods.

Step 1: Calculate your Net Total Deposit Amount

Filter the report on column **Charge Category Code** by values, SALE and REF. Sale amount will be a positive value , refund amount will be a negative value. To calculate Net Total Deposit amount , add all the values in the **Amount** column on the filtered results.

Step 2: Calculate your Total Fees and Adjustments Amount

Filter the report on column **Charge Category Code** by values other than SALE and REF.

- Add Interchange & Assessment Fees (IA) together.
- Add Processing Fees (PFEE) together.
- Add Chargeback adjustments to Fees and Adjustments.

To calculate Total Fees and Adjustments Amount, add all the values in the Amount column on the filtered results. Total Fees will provide insight into cost of transactions for that day, week, month.

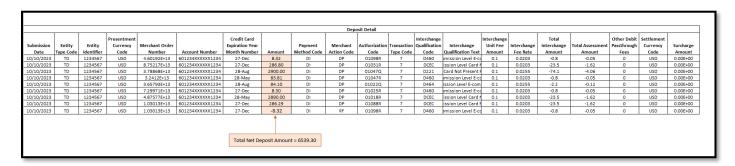## Step 3: Calculate your Net Financial Activity

Net Financial Activity = Net Total Deposit Amount − Total Fees & Adjustments Amount

Deducting Total Fees and Adjustments from the Net Total Deposits will give you Net Financial Activity which will identify what your deposit should be into your bank account.

<u>Note:</u>

Deposits will be based on your funding instructions and dollar amounts shown may be affected by net funding or gross funding which may or may not match your deposits into your bank account.

In the following example with select columns from the Deposit Summary report, Total Net Deposit Amount, Total Fees and Adjustments and Net Financial Activity calculation is represented.

Deposit Detail																			
Submission Date	Entity Type Code	Entity Identifier	Presentment Currency Code	Merchant Order Number	Account Number	Credit Card Expiration Year Month Number	Amount	Payment Method Code	Merchant Action Code	Authorization Code	Transaction Type Code	Interchange Qualification Code	Interchange Qualification Text	Interchange Unit Fee Amount	Interchange Fee Rate	Total Interchange Amount	Total Assessment Amount	Other Debit Passthrough Fees	Settlement Currency Code	Surcharge Amount
10/10/2023	TD	1234567	USD	4.60192E+13	601234XXXXXX1234	27-Dec	8.32	DI	DP	01098R	7	D460	omission Level E-cc	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	8.75217E+13	601234XXXXXX1234	27-Dec	286.80	DI	DP	01031R	7	DCEC	ission Level Card N	0.1	0.0203	-23.5	-1.62	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	3.78868E+13	601234XXXXXX1234	28-Aug	2900.00	DI	DP	01047Q	7	D221	Card Not Present f	0.1	0.0255	-74.1	-4.06	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	3.2412E+13	601234XXXXXX1234	28-May	83.81	DI	DP	01047R	7	D460	omission Level E-cc	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	3.65793E+13	601234XXXXXX1234	28-Aug	84.10	DI	DP	01022Q	7	D464	ission Level E-com	0.1	0.0255	-2.2	-0.12	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	7.29971E+13	601234XXXXXX1234	27-Dec	8.30	DI	DP	01025R	7	D460	omission Level E-cc	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	4.87577E+13	601234XXXXXX1234	28-May	2890.00	DI	DP	01018R	7	DCEC	ission Level Card N	0.1	0.0203	-23.5	-1.62	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	1.03013E+13	601234XXXXXX1234	27-Dec	286.29	DI	DP	01088R	7	DCEC	ission Level Card N	0.1	0.0203	-23.5	-1.62	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	1.03013E+13	601234XXXXXX1234	27-Dec	-8.32	DI	RF	01098R	7	D460	omission Level E-cc	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00

Total Net Deposit Amount = 6539.30

Bank Deposit transfer reconciliation

To reconcile your bank accounts by comparing bank statements and the net financial activity

<u>To do this, you need:</u>

The **Deposit Transfer report** summarizes the fund transfers that have been created and are pending, on-hold, rejected or scheduled for credit to your bank account during the reporting period.

Step 1: Calculate your Fund Transfer Amount

Filter the report on column **Funds Transfer Category Description** by Pending Funds Transfer and Merchant Activity Date Range, select the date that matches your date range from your Deposit Summary Report.

To calculate Total Fund Transfer Amount , add all the values of the **Amount** column on the filtered results.
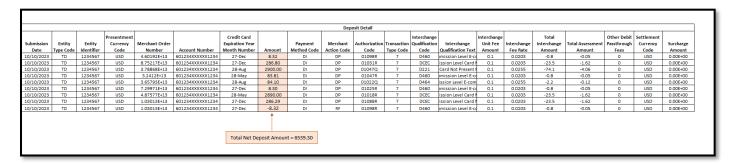
Step 2: Match it with your Net Financial Activity amount

Total fund transfer amount will match the Net Financial Activity amount calculated using your Deposit Summary Report (Step 3 of Net financial activity reconciliation) for the same date range.

<u>Note</u>:

- The Funds Transfer Effective date will indicate when your deposits or fees will be deposited or deducted from your bank account.
- Effective Funds Transfer data will show what is being deposited in today's bank deposits or deducted from your bank account based on the Funds Transfer Effective Date.
- You can reconcile your bank statements by verifying Effective Funds Transfers (both credit and debit) over a specific date range.
- Deposits will be based on your funding instructions and dollar amounts shown may be affected by net funding or gross funding which may or may not match your deposits into your bank account.

In the following example with select columns from the Deposit Transfer report, credit and debit into the bank account are represented.

Deposit Detail																			
Submission Date	Entity Type Code	Entity Identifier	Presentment Currency Code	Merchant Order Number	Account Number	Credit Card Expiration Year Month Number	Amount	Payment Method Code	Merchant Action Code	Authorization Code	Transaction Type Code	Interchange Qualification Code	Interchange Qualification Text	Interchange Unit Fee Amount	Interchange Fee Rate	Total Interchange Amount	Total Assessment Amount	Other Debit Passthrough Fees	Settlement Currency Code	Surcharge Amount
10/10/2023	TD	1234567	USD	4.60192E+13	601234XXXXXX1234	27-Dec	8.32	DI	DP	01098R	7	D460	omission Level E-co	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	8.75217E+13	601234XXXXXX1234	27-Dec	286.80	DI	DP	01031R	7	DCEC	ission Level Card N	0.1	0.0203	-23.5	-1.62	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	3.78868E+13	601234XXXXXX1234	28-Aug	2900.00	DI	DP	01047Q	7	D221	Card Not Present F	0.1	0.0255	-74.1	-4.06	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	3.2412E+13	601234XXXXXX1234	28-May	83.81	DI	DP	01047R	7	D460	omission Level E-co	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	3.65793E+13	601234XXXXXX1234	28-Aug	84.10	DI	DP	01022Q	7	D464	ission Level E-com	0.1	0.0255	-2.2	-0.12	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	7.29971E+13	601234XXXXXX1234	27-Dec	8.30	DI	DP	01025R	7	D460	omission Level E-co	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	4.87577E+13	601234XXXXXX1234	28-May	2890.00	DI	DP	01018R	7	DCEC	ission Level Card N	0.1	0.0203	-23.5	-1.62	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	1.03013E+13	601234XXXXXX1234	27-Dec	286.29	DI	DP	01088R	7	DCEC	ission Level Card N	0.1	0.0203	-23.5	-1.62	0	USD	0.00E+00
10/10/2023	TD	1234567	USD	1.03013E+13	601234XXXXXX1234	27-Dec	-8.32	DI	RF	01098R	7	D460	omission Level E-co	0.1	0.0203	-0.8	-0.05	0	USD	0.00E+00

Total Net Deposit Amount = 6539.30

Merchant Fees and Adjustment Amounts breakdown

To find granular breakdown of the merchant fees by interchange, assessment, and processing fees assessed during a specified reporting period

<u>To do this, you need</u>:

The **Charge Summary Report** which identifies fees assessed for services that were posted during the reporting period.

Step 1: Find Fees breakdown

Pivot on columns **Charge Category Code** ,**Charge Subcategory** and then select **Settled Total Charges** column to sum the values. This will give you granular breakdown of the fees in each category.

Step 2: Match it with your Total Fees and Adjustments Amount

The summation of the values will match the Total Fees and Adjustment Amount calculated using your Deposit Summary Report (Step 2 of Net financial activity reconciliation) for the same date range.

In the following example with select columns from the Charge Summary report, fees breakdown is represented.

Charge Category Code																
Charge Category Code	Charge Subcategory Text	Entity Type Code	Entity Identifier	Fund Transfer Instruction Number	Secure Bank Account Number	Settlement Currency Code	Merchant Service Fee Schedule Identifier	Payment Method Code	Interchange Qualification Code	Fee Text	Action Type Code	Unit Quantity	Unit Fee Amount	Amount	Face Value Rate Fee	Settled Total Charge	Presentment Currency Code
PFEE	Deposit Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	DCEC	Settled Dep. Fee	S	3	0.2	3463.09	0.00E+00	-0.60	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D464	Assessment	S	0	0.00E+00	84.1	0.0014	-0.12	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D460	Discover Data Usage	S	3	0.0025	100.43	0.00E+00	-0.01	USD
IA	Interchange Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D464	Interchange	S	1	0.1	84.1	0.0255	-2.16	USD
PFEE	Authorization Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	NONE	Online Authorization	A	10	0.00E+00	18147.62	0.00E+00	0.00	USD
IA	Interchange Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D221	Interchange	S	1	0.1	2900	0.0255	-74.00	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D460	Assessment	S	0	0.00E+00	100.43	0.0014	-0.09	USD
IA	Interchange Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	DCEC	Interchange	S	3	0.1	3463.09	0.0203	-70.00	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	NONE	DI AVS Fee	S	10	0.005	18147.62	0.00E+00	-0.10	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D221	Discover Data Usage	S	1	0.0025	2900	0.00E+00	0.00	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	DCEC	Assessment	S	0	0.00E+00	3463.09	0.0014	-4.85	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	NONE	DI Digital Investment Fee	S	10	0.00E+00	18147.62	0.0001	-1.82	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	DCEC	Discover Data Usage	S	3	0.0025	3463.09	0.00E+00	-0.01	USD
PFEE	Authorization Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	NONE	CPU Authorization	V	6	0.00E+00	0.00E+00	0.00E+00	0.00	USD
PFEE	Deposit Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D221	Settled Dep. Fee	S	1	0.2	2900	0.00E+00	-0.20	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D221	Assessment	S	0	0.00E+00	2900	0.0014	-4.06	USD
IA	Interchange Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D460	Interchange	S	3	0.1	100.43	0.0203	-2.34	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D460	Disc ntwrk Authorization Fee	S	10	0.019	18147.62	0.00E+00	-0.20	USD
PFEE	Deposit Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D460	Settled Dep. Fee	S	3	0.2	100.43	0.00E+00	-0.60	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D464	Discover Data Usage	S	1	0.0025	84.1	0.00E+00	0.00	USD
PFEE	Deposit Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	D464	Settled Dep. Fee	S	1	0.2	84.1	0.00E+00	-0.20	USD
PFEE	Other Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	NONE	Gateway Transaction Fee	S	16	0.01	18147.62	0.00E+00	-0.16	USD
IA	Assessment Fees	TD	1234567	4858086	XXXXX779	USD	32814661	DI	NONE	DI Account Verification	S	6	0.02	0.00E+00	0.00E+00	-0.12	USD

Row Labels	Sum of Settled Total Charge
⊟ IA	-159.88
Assessment Fees	-11.37999996
Interchange Fees	-148.5
⊟ PFEE	-1.76
Authorization Fees	0
Deposit Fees	-1.6
Other Fees	-0.16
Grand Total	**-161.64**