

Statement Summary

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Go to [Reports](#) and select *Statement Summary*.

The **Statement Summary** report summarizes your merchant's billing information for each billing month. Note that the [billing cycles](#) do not align with a calendar month. The default date filter on the report is to display the latest complete billing month. Click on the filter to change the date in use. Navigate from the summary report or select the magnifying glass icon to view the [Statement Lookup](#) for all or a specific merchant.

The **Statement Summary** report displays the following fields.

Field	Description
ID	We support a reporting hierarchy for you and your merchants. The hierarchy node is a number assigned to the application and appears in the Application Overview of the Application Detail .
Name	We support a reporting hierarchy for you and your merchants. The hierarchy name is assigned to the application, and it appears in the Application Overview of the Application Detail .
# Purch	The total number of purchases that were processed in the billing month.
\$ Purch	The total dollar amount (in USD) of purchases processed in the billing month.
# Return	The total number of returns processed in the billing month.
\$ Return	The total dollar amount (in USD) of returns processed in the billing month.
\$ Disc Due	The total amount (in USD) of discount is due for transactions processed in the billing month.
\$ Disc Paid	The total amount (in USD) of discount paid for transactions processed in the billing month.
\$ Fees	The total amount (in USD) of fees due for transactions processed in the billing month.
\$ Deducted	The total amount (in USD) will be deducted from the business' checking account for transactions processed in the billing month.