Inactive Accounts Detail

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Go to **Reports** and then select *Inactive Accounts Detail*.

Inactive Accounts Details displays inactive accounts, along with key account details. An account becomes inactive when a batch greater than $10 has not been processed in the last 60 days. The default for the report is the current month. Select the filter to change the month. You can add additional filters to narrow results further.

View the report and the following fields.

Field	Description
Merchant ID	The Merchant ID or MID is the account number assigned to the account.
DBA Name	The business name is also known as the DBA (Doing Business As). The DBA will be used when processing transactions and appear on the cardholder statement.
Status	The account moves through different stages depending on the actions and activities of the merchant, and the merchant's status will reflect this information.
Approval Date	The date the application was approved.
Activation Date	The first batch that was greater than $10 was processed on this date, indicating the account is being actively used.
Approved Monthly Volume	Our underwriting team designates the approved monthly volume for the account.
Established Monthly Volume	Established monthly volume is a rolling average of sales volume. It is taken from the three full prior processing months.
Last Deposit Date	The last funds were deposited into the account's depository bank account on this day.
Last Deposit Amount	This amount was sent to the account's depository bank account on the last deposit date.
Reserve Held	Reserve held on the account.