

Commerce Center

Reporting: Report Types User Guide

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What's New

This is the first release of this guide.

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Report types

Report types are default reporting templates that serve as a starting point for configuring your reports related to the payment's lifecycle. Each report type has a unique report type ID and is applicable to payment method types and regions. You can get standard reports that are pre-configured. You can also build custom reports using attributes from multiple report types if they belong to the same payment method type and region code. Your implementations manager can assist you in choosing the most relevant report types tailored to your business objectives.

Download the [Global Reporting Attributes Catalog](#).

Report types are categorized into pre-funded and post-funded report types.

Pre-funded report types

Pre-funded transactions are authorized transactions that need to be settled between the merchant and the bank. The Pre-funded report category includes the following report types:

- Transaction details
- Submission details
- Dispute details

Transaction details

This report type provides Transaction-level details (sale, refunds, and authorizations) processed during a given timeframe.

You can use this report to:

- Generate a summary of daily sales, reversals, and refunds by method of payment (MOP), country, and payment brand response code category.
- Analyze authorization rates by reviewing rejections and declines by method of payment (MOP), country, and payment brand response code category.
- Validate gross sales daily, weekly, or monthly and verify activity reported in submission details report type.

Report type granularity: Transaction Level (by default)

Submission details

This report type provides fee-level breakdown of transactions successfully submitted for settlement. It also includes:

- The service charges (fees) and financial adjustments posted within a timeframe by fee category and fee sub-category such as Interchange, Assessment, Processing Fees, and so on.
- Available proposed funds transfer details.
- Data elements that further define debit transactions.
- Data elements that support merchants presenting in one currency and settling in a different currency.
- Available Federal, provincial, and country specific tax regulatory attributes.
- Available IBAN attributes for merchants processing SEPA EUDD transactions.
- Recurring program, plan, and billing schedule attributes for merchants using Managed Recurring Payments Service.

You can use this report to:

- Validate daily, weekly, or monthly activity including deposits, fees, chargebacks, and adjustments.
- Generate a summary of transactions, fee amounts by fee category, fee sub-category, method of payment (MOP), country, and currency.
- Generate a summary of proposed fund transfer details such as fund transfer instructions identifier and fund transfer effective date filtered by method of payment.
- Reconcile fees incurred and match funds received.

Report type granularity: Transaction Fee Level (by default)

Dispute details

This report type provides a detailed listing of chargeback transactions at each stage of the chargeback lifecycle.

You can use this report to:

- Identify new chargebacks received, returned to the merchant, received for recourse, or represented to the issuing bank.
- Generate a summary of totals for activity within each chargeback category.

Report type granularity: Dispute Life Cycle Level (by default)

Post-funded report types

Post-funded transactions are settled between the merchant and the bank. The Post-funded report category includes the following report types:

- Settlement details
- Settlement summary
- Fee details

Settlement details

This report type provides transaction-level details of successfully funded transactions like sales, refunds, and chargebacks.

You can use this report to:

- Generate the settled amount sent for clearing and funding within a timeframe per MOP, action type, payout, and status.
- Validate daily activity, including net deposits, chargebacks, pending deposits, and other adjustments.
- Generate interchange upgrades or downgrades and assessment fees for a transaction.

- Reconcile fees incurred and match funds received.

Report type granularity: Transaction Level (by default)

Settlement summary

This report type provides a summary of successfully and unsuccessfully funded transactions (For example, sales, refunds, and chargebacks) per MOP, action type, and status. For example, pending, funded, or not funded.

You can use this report to:

- Validate settlement summary per MOP, activity, and payout for reconciliation to the merchant systems.
- Generate a high-level view of fund transfer activities that have been created and are pending, rejected, or scheduled for credit to the merchant bank account.
- Generate amounts sent for clearing and funding including taxes.
- Reconcile your bank accounts by comparing your bank statements to the data from this report type.

Report type granularity: Aggregated fee category Level (by default)

Fee details

This report type provides a breakdown of each fee type assessed to a transaction sent for funding for a given time frame.

You can use this report to:

- Validate the total fee amount assessed for fee categories and service codes at a granular level.
- Generate a summary of any fees and financial adjustments.

Report type granularity: Service code level (by default)

Note: To view the sample reports and default report configurations for each of these report types, refer to **Reporting: Testing User Guide**.

Standard Reports

Standard reports are configured using the report types that is tailored to provide meaningful information on the payment lifecycle which can be used for research and reconciliation. These reports run daily and can be accessed using the Commerce Center and/or Reporting API. Please contact your Relationship Manager if you need assistance. The standard reports category includes the following report types:

- Deposit details
- Deposit summary
- Charge summary
- Deposit transfer summary
- Dispute details

Deposit details

This report is pre-configured using the submission detail report type. It provides transaction level details of successfully submitted/deposited transactions.

You can use this report to:

- Verify what was sent and processed against your own internal transactions report.
- Reconcile or research of deposit/submission activity.

Deposit summary

This report is configured using the submission detail report type. It provides a high-level view of your successful deposits/submissions for a date range.

You can use this report to:

- Summarize the deposit activity that Merchant Services received during a specified date range and reconcile with your systems.
- Summarize any fees and adjustments that financially impact you.

Charge summary

This report is configured using the Submission detail report type. It identifies fees assessed for services that were posted during the reporting period.

You can use this report to:

- Validate all the fees at a more granular level than is presented in the Deposit detail report.

Deposit transfer summary

This report is configured using the settlement summary report type. It summarizes the fund transfers that have been completed and are pending, on hold, rejected, or scheduled for credit to your bank account during the reporting period.

You can use this report to:

- Reconcile your bank accounts by comparing your bank statements to the data from this report.

Dispute details

This report is configured using the dispute detail report type. It provides a detailed listing of chargeback transactions at each stage of the chargeback lifecycle. It identifies new chargebacks received, returned, received for recourse, or represented to the issuing bank. The report has multiple sections including dispute details, summary, and open inventory.

You can use this report to:

- Gather data to trigger your chargeback management process. This may include research, updates to the customer databases, gathering documentation for representation, and so on.

Note: To view the sample standard reports and default standard report configurations for each of these report types, refer to the **Standard Reports Configuration** section in the **Reporting: Testing User Guide**.

Tip: A report can contain attributes from multiple report types when the region & method of payment are same.