

Guideline of Reconciliation



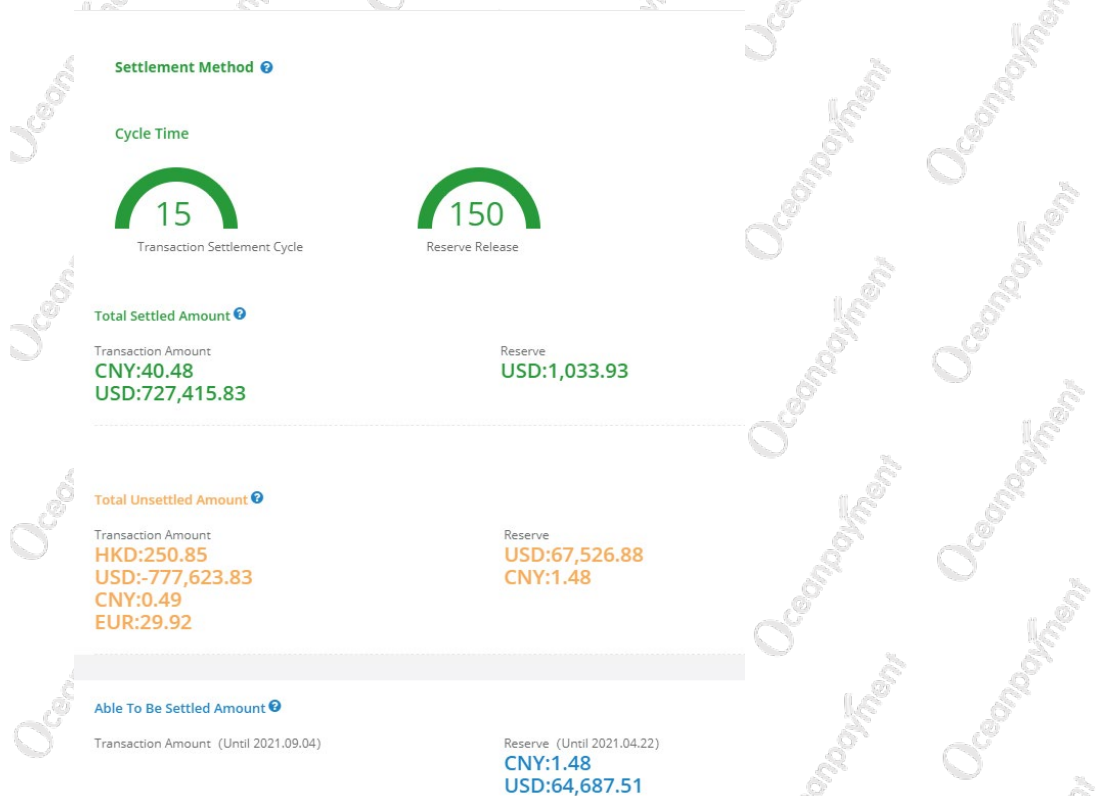
Catalogue

Chapter 1	Funding Reports.....	3
1.	Account Funds.....	3
2.	Trans Details.....	4
3.	Trans Settlement.....	6
Chapter 2	Reports.....	8
1.	Transaction Report.....	8
2.	Monthly Report.....	8
3.	Daily Report.....	9
Chapter 3	Report and Statement Instruction.....	11
1.	Statement.....	11
2.	Transaction Report.....	12
3.	Monthly Report.....	14

Chapter 1 Funding Reports

1. Account Funds

- Know about the overall fund situation of the account, as follows:



- The displayed data is the settlement currency and debit amount.
 - 1) Total Settled Amount: Cumulative total of actual settled amount (Fees Deducted).
 - 2) Total Unsettled Amount: Unsettled transaction amount (Fees undeducted, including the amount able to be settled).
 - 3) Total Unsettled Reserve: Held rolling reserve + fixed reserve + deposit for settled transactions.

4) **Able To Be Settled Amount:** The amount that has met the settlement cycle and currently meets the corresponding settlement condition.

✧ **Merchant Settlement Condition:** If the settlement condition is order review + upload shipping info, the displayed amount is the amount of the order that has met settlement cycle and the shipping info has been uploaded, also the delivery status is “Signed For” . This amount is only for reference and will be updated once the logistics status changes.

✧ **Settlement Condition:** If the settlement condition is free from order review + upload shipping info, the displayed amount is the amount of the order that has met settlement cycle and the shipping info has been uploaded. This amount is only for reference and will be updated once the logistics status changes.

2. Trans Details

☒ The transaction status can be queried according to different conditions and time periods, it's convenient to view statistics data, and download the Excel/CSV of transaction details which is displaying the positive and negative numbers by transaction type. The query filter conditions are shown as follows:

Home / Funding Reports / Trans Details

Filter		2021-09-22 00:01:00 to 2021-09-23 00:00:59 Search	
Debit Time	Transaction Type	Terminal Number	Reserve Status
Payment Method	Settlement Status	Account Order No.	
Card Scheme	OP Payment ID	Tracking No.	
Transaction Settled Batch No.	Debit Currency		
Currency			
Delivery Status			

- **Payment Method:** Credit Card、Alipay、WeChatpay or other applicated payment methods.
- **Transaction Type:** Approved, Refund, Chargeback, Retrieval, Retrieval Void, Chargeback Reversed, Failed.
- **Time Type:** Debit Time - Time for settlement and statement statistics.
- **Tracking No.:** Orders can be filtered and queried as the logistics information have been synchronized or not.
- **Delivery Status:**
 - ✧ **Blank:** The logistic status of this order has not been reviewed or the shipping info has not been uploaded.
 - ✧ **Not Signed For:** The logistic status of this order has not been signed.
 - ✧ **Signed For:** The logistics status of this order has been signed for.

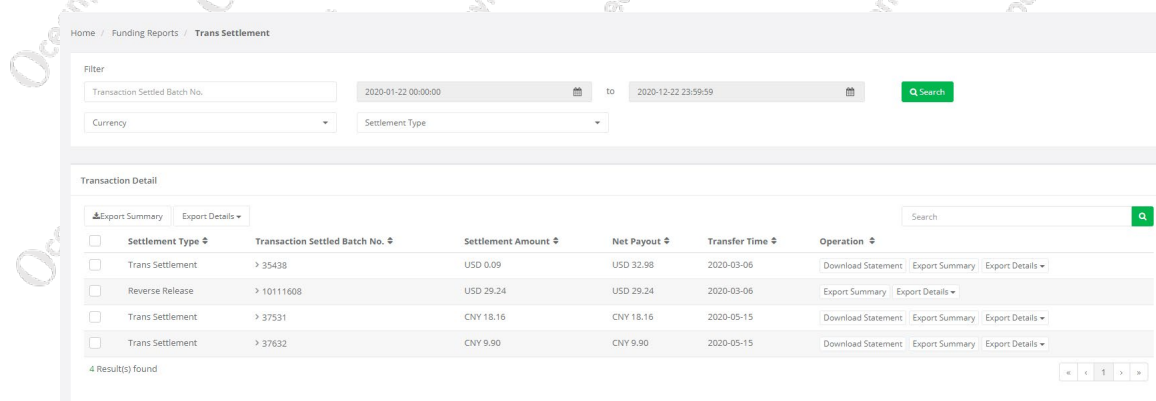
- ✧ **Abnormal:** The logistics of this order is abnormal, need to check whether the uploaded information is correct or not, upload again if applicable.

Note: The query conditions of the tracking number and the delivery status only take effect for the "Approved" transaction type orders.

- **Settlement Status:** Settled, Non-settled, this condition allows you to statistics on the amount of settled or non-settled orders.
- **Debit Amount:** The amount of the transaction is converted into the settlement currency at exchange rate on the day of transaction, and the settlement and billing are based on this amount.
- **Amount Statistics:** Total amount (debit amount and transaction amount) of orders queried by selected time, status and other conditions.

3. Trans Settlement

- Query the status of each transaction settled batch, download the statement and details.



The screenshot shows the 'Trans Settlement' page in the Oceanpayment system. It includes a filter section with fields for 'Transaction Settled Batch No.', 'Currency', and 'Settlement Type', along with date and time range selectors. Below the filter is a table titled 'Transaction Detail' with columns for 'Settlement Type', 'Transaction Settled Batch No.', 'Settlement Amount', 'Net Payout', 'Transfer Time', and 'Operation'. The table contains four rows of data, each representing a different transaction batch. At the bottom of the table, it indicates '4 Result(s) found'.

Settlement Type	Transaction Settled Batch No.	Settlement Amount	Net Payout	Transfer Time	Operation
Trans Settlement	> 35438	USD 0.09	USD 32.98	2020-03-06	Download Statement Export Summary Export Details
Reverse Release	> 10111608	USD 29.24	USD 29.24	2020-03-06	Export Summary Export Details
Trans Settlement	> 37531	CNY 18.16	CNY 18.16	2020-05-15	Download Statement Export Summary Export Details
Trans Settlement	> 37632	CNY 9.90	CNY 9.90	2020-05-15	Download Statement Export Summary Export Details

- The transaction settled batch can be checked by selected settlement currency, settlement type and transfer time.
 - 1) Download Statement (PDF): Download the PDF statement to verify the settlement status of the transaction settled batch (for transaction settlement types only, see Chapter 3 for statement types).
 - 2) Export Summary (Excel) : Download the summary table of the corresponding batch (for batches download, select the batches you need and click on the "Export Summary" button at the top left).
 - 3) Export Details (Excel/CSV) : Download the deduction and settlement details for each order of the corresponding batch (for batches download, select the batches you need and click on the "Export Details" button at the top left).
- Click the “Transaction Settled Batch No.” to display hidden information, view the OP transfer bank of the settlement, and additional remarks information.

Transaction Detail

Export Summary Export Details		Search			
Settlement Type	Transaction Settled Batch No.	Settlement Amount	Net Payout	Transfer Time	Operation
☐ Trans Settlement	35438	USD 0.09	USD 32.98	2020-03-06	Download Statement Export Summary Export Details

Transfer Bank: TEST

Exchange Fee:

Other Fee: 10.00

Other: 7.11

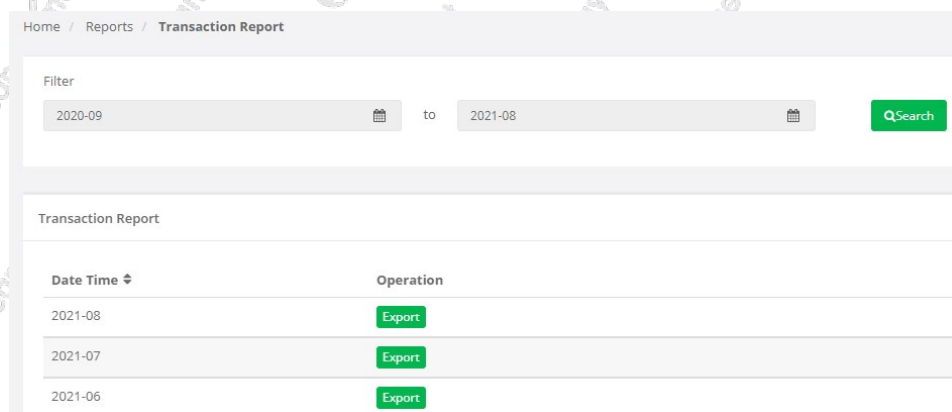
Return: 50.00

Remarks: 内扣3月利息10USD, 银行转账费7.11USD, 退还押金保证金50USD

Chapter 2 Reports

1. Transaction Report

The transaction report and amount data of the last month can be downloaded on the 1st day of each month. You can download the transaction report every first day of the month, the report can be used to statistic the transaction amount of previous month (Excel format, by payment method, transaction type, transaction currency, debit currency).



The screenshot shows the 'Transaction Report' page in the Oceanpayment system. At the top, there is a breadcrumb trail: 'Home / Reports / Transaction Report'. Below this is a 'Filter' section with two date pickers: '2020-09' and '2021-08', separated by 'to'. A green 'Search' button is to the right. The main content area is titled 'Transaction Report' and contains a table with two columns: 'Date Time' and 'Operation'. The table lists three dates: '2021-08', '2021-07', and '2021-06'. Each date has a corresponding green 'Export' button next to it.

Date Time	Operation
2021-08	Export
2021-07	Export
2021-06	Export

2. Monthly Report

The settlement monthly report of the previous month can be downloaded on the 1st day of each month, which is convenient for financial statistics.

Home / Reports / Monthly Report

Filter

2020-09 to 2021-08 [Search](#)

Settlement Monthly Report

Date Time	Operation	INVOICE DOWNLOAD
2021-08	PDF Excel	TYPE
2021-07	PDF Excel	TYPE

Download the settlement report by the required month.

3. Daily Report

You can view the previous day's account fund changes and balance on a daily basis, respectively: daily funding report, daily transaction report

3.1 Daily Funding Report

- Display daily opening balance, activity amount, settled amount and reserve funds, and remaining account funds by settlement currency.
- Items description

[Daily Funding Report](#)

Time	Account	Currency	Opening Balance	Activity Amount	Settled Amount	Total Fees/other	Reserve	Net Payout	Ending Balance	Ending transaction Funds	Ending Reserve
2024-09-04	140105	JPY	5872033.35	0	0	0	0	0	5872033.35	2707.95	5869325.4
2024-09-04	140105	USD	-649535.09	0.21	0	0	0	0	-649534.88	-719253.11	69718.23

- Opening balance (Undeducted) :The ending reserve of the corresponding currency in the previous day
- Activity Amount: Amount of new transactions added on the same day in this settlement currency
- Settled Amount: The transaction amount of the on-day settlement batch in this settlement currency

- **Reserve:** The amount of deduction from the on-day settlement batch minus the release reserve amount
- **Net Payout:** The actual settled amount of this currency of the day
- **Ending Balance(Undeducted):** opening balance minus activity amount-settled amount plus reserve

3.2 Daily Transaction Report

- Displaying the amount of daily changes in transactions by settlement
- currency.
- Item Description

✓ Daily Transaction Report								
Time ↕	Account ↕	Currency ↕	Approved Transaction ↕	Refund ↕	Chargeback ↕	Retrieval ↕	Successful Re-presentment ↕	Total ↕
2024-09-04	140105	USD	0.71	-0.5	0	0	0	0.21

- **Approved Transaction:** Successful transaction amount of the day
- **Refund:** Successful refund amount of the day
- **Chargeback:** The amount of solved chargeback of the day
- **Retrieval:** The amount of solved and canceled retrieval of the day
- **Successful Representment:** The amount of solved successful re-presentment cases of the day
- **Total:** The combine of the above 5 numbers

Chapter 3 Report and Statement Instruction

1. Statement

➤ Sample:

Oceanpayment 钱海
全球数字支付方案服务商

140105

XXXX

XX

6217680301912387

Settlement Batch: 32963

Statement

17.01.2020

Currency: CNY

	Count	Debit	Credit
Settled Trans Amount			13.80
Approved	1	0.00	13.80
Refund	0	0.00	0.00
Chargeback	0	0.00	0.00
Retrieval	0	0.00	0.00
Chargeback	0	0.00	0.00
Reversed	0	0.00	0.00
Total Fees			0.00
Per Trans Fee		0.00	0.00
Trans Fee		0.00	0.00
Interchange Fee		0.00	0.00
Cross-border Fee		0.00	0.00
Scheme Fee		0.00	0.00
Min Trade Fee Balance		0.00	0.00
Refund Fee		0.00	0.00
Chargeback Fee		0.00	0.00
Exchange Fee		0.00	0.00
Other Fee		0.00	0.00
Others			0.00
Other		0.00	0.00
Returns		0.00	0.00
Reserve		-1.38	0.00
Net Payout			12.42

4006-290-296

www.oceanpayment.com

➤ Instruction:

- 1) Settled Trans Amount: Settled transactions in this batch (including different transaction types, which are shown separately below).
- 2) Total Fees: The fees deducted from this batch of settled orders, which are reflected in the settlement details for each order.
- 3) Other Fee: Monthly fee, annual service fee, etc. will be reflected in this item, the details are described in the notes of the transfer.
- 4) Others: Bank transfer fees, deposit, and other transfers are reflected in this item, the specific items are explained in the notes of the transfer.
- 5) Reserve: Reserve and deposit withheld for this batch.
- 6) Net Payout: Settled Trans Amount + Total Fees + Others + Reserve

2. Transaction Report

➤ Sample:

Oceanpayment 铁海						
全球数字支付方案服务商						
140105	Transaction Report					
Test 账户	2021-08					
Payment Method	Trans Type	Count	Trans Currency	Trans Amount	Debit Currency	Debit Amount
Alipay_Offline	Approved	4	HKD	0.40	USD	0.04
Alipay_Offline	Approved	1	HKD	0.10	USD	0.01
Alipay_Offline	Approved	3	HKD	0.30	USD	0.03
Alipay_Offline	Approved	6	HKD	7.00	HKD	7.00
Alipay_Offline	Approved	2	HKD	0.20	USD	0.02
Alipay_Offline	Refund	4	HKD	-0.40	USD	-0.04
Alipay_Offline	Refund	1	HKD	-0.10	USD	-0.01
Alipay_Offline	Refund	2	HKD	-0.20	USD	-0.02
Alipay_Offline	Refund	5	HKD	-6.00	HKD	-6.00
Alipay_Offline	Refund	2	HKD	-0.20	USD	-0.02
Alipay_Wap	Approved	1	USD	0.10	EUR	0.08

➤ Instruction:

- 1) Time Period: All transaction details of debit time from day 1 to day 31 of the month.
- 2) Total Amount: Same as “activity amount” of Settlement Monthly report.
- 3) Can be statistics by different dimensions, such as payment method, transaction type, transaction currency, and debit currency.
- 4) Chargeback Rate(Reference)
 - ✧ Chargeback Ratio (Count) = Chargeback counts of this month/Approved counts of this month.
 - ✧ Chargeback Ratio(Amount) = Chargeback amount of this month/Approved amount of this month, conversion based on the exchange rate on the 1st day of the following month, the data is only for reference.
- 5) Refund Ratio(Reference)
 - ✧ Refund Ratio (Count)= Refund counts of this month/Approved counts of this month.
 - ✧ Refund Ratio(Amount)= Refund amount of this month/Approved amount of this month, conversion based

on the exchange rate on the 1st day of the following

month, the data is only for reference.

3. Monthly Report

➤ Sample:

Oceanpayment 钱海
全球数字支付方案服务商

Settlement Monthly Report

140105

2021-08

Test 账户

Currency: EUR

		Opening	Ending
Trans Balance		29.84	29.89
Reserve Balance		0.00	0.00
Activity Amount	Count	Debit	Credit
Settled Trans Amount			0.05
Approved	0	0.00	0.00
Refund	0	0.00	0.00
Chargeback	0	0.00	0.00
Retrieval	0	0.00	0.00
Chargeback Reversed	0	0.00	0.00
Total Fees			0.00
Per Trans Fee		0.00	0.00
Trans Fee		0.00	0.00
Interchange Fee		0.00	0.00
Cross-border Fee		0.00	0.00
Scheme Fee		0.00	0.00
Min Trade Fee Balance		0.00	0.00
Refund Fee		0.00	0.00
Chargeback Fee		0.00	0.00
Exchange Fee		0.00	0.00
Other Fee		0.00	0.00
Others			0.00
Other		0.00	0.00
Returns		0.00	0.00
Reserve			0.00
Hold		0.00	0.00
Released		0.00	0.00
Total Net Payout			0.00

4006-290-296

www.oceanpayment.com

➤ Instruction:

1) Display by different settlement currencies in individual pages.

2) The current month can only download the report of the previous months.

3) Trans Balance/Reserve Balance: Trans balance/reserve balance that has not been settled at the end of the month.

4) Trans Balance:

Opening of the period=Trans Balance of the end of last month.

Ending of the period=Opening of the period + activity amount - settled amount of this month.

5) Reserve Balance:

Opening of the period = Reserve Balance of the end of last month.

Ending of the period = Opening of the period -withheld reserve of this month-released reserve of this month.

6) Activity Amount: All transactions of the month (debit time: debit amount from day 1 to day 31 of the month), which can compare with the amount of transaction report.

- 7) **Settled Trans Amount:** All settled transactions amount(all settled orders amount transfer time from day 1 to day 31 of the month)
- 8) **Fees:** All deduction of transactions have settled of this month (including all settlement batches of the month, refer to the notes for each batch).
- 9) **Others:** Including all others and rebate funds from the month's settlement batches, check out the notes for each batch.
- 10) **Reserve =** reserve balance of this month + released reserve of this month.

Hold: Reserve held from settled trans amount of this month.

Released: Reserve released from settlement this month.
- 11) **Total Net Payout:** total settlement trans amount + total reserve amount.

让全球支付更简单



+86 4006 290 296



www.oceanpayment.com



info@oceanpayment.com.cn