Monthly financial statement

**NOTE:** Use the instructions from this article to replicate the Monthly financial statement available in your previous Admin Area interface.

### Account financial summary

**Report description:** Total sales and payment activity, together with chargebacks, refunds, transactions or payment fees + reserve held and reserve released.

**Where do I find it in my new 2Checkout cPanel:** The information is currently available in the Legacy payments history area, for payments issued from your previous Admin Area.

For payouts issued from new 2Checkout, information is available in the Payments tab.

### Payment amounts funded to Seller

**Report description:** The Payment Amounts Funded to Seller section provides a high-level overview of the payouts received from 2Checkout. Reserve values represent only the amount held or released for each payment.

**Where do I find it in my new 2Checkout cPanel:** The information is currently available in the Legacy payments history area, for payments issued from your previous Admin Area.

For payouts issued from new 2Checkout, information is available in the Payments tab.

### Submitted Transactions by Payment Type

**Report description:** Gross/Net Sales, Refunds and chargebacks – both order count and amount – split by payment method.

**Where do I find it in new 2Checkout:** The information is available in cPanel, in one of our platform defined reports:

https://knowledgecenter.2checkout.com/Documentation/19Reporting/Monthly_financial_statement

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What's new: Merchants can divide the report data on days/weeks. Merchants are also able to run the report based on other filters (products, customer country/region, order currency/language, and many others).

**Chargeback Summary**

**Report description:** This summary shows the original date and transaction the chargeback was levied against, as well as the reason for the chargeback and any fee associated with it.

**Where do I find it in new 2Checkout:** The information is available in cPanel, in one of our platform defined reports:

**What's new:** Ability to run the report based on chargeback status, reason, product, currency or payment method. Merchants are also able to see a list of potential disputes.

**Transaction Fee Summary**

**Report description:** The Transaction Fee Summary identifies all fee types accrued during a given month, how many transactions were charged each fee, the total amount charged for each fee and an accumulative total of all fees charged.

**Where do I find it in new 2Checkout:** Available in the Revenue Split Report, from the cPanel.

**What's new:** Ability to combine the fees with total sales – while displaying the report based on transactional and payout currency.

**Adjustments Summary**

**Report description:** The Adjustment Summary recaps the total gross adjustments, which can be either positive or negative, applied to the seller's account.

**Where do I find it in new 2Checkout:** The information is available in Accounting > Accounting summary.

**Detailed Listing of Transactions**

**Report description:** The Detailed Listing of Transactions is a comprehensive record of all settled transactions applied to your seller account during a given month.

**Where do I find it in new 2Checkout:** Information available in cPanel > Order search.

**Added value:** Merchants are able to export extended level of information related to orders, as well as apply various filters during the search.