



Reporting Specifications

Settlement Statements

Version 1.4 | December 2023

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Introduction

Settlement Statements are issued every time a settlement payment is made to your bank account. Each statement includes information about all the transactions, service fees, chargeback activity and adjustments made on your Shift4 account and included in the settlement payment.

Statements are provided in two formats – PDF and CSV

- The PDF presents accumulated information.
- The CSV presents detailed information per transaction.

Statements can be accessed in several ways:

- **Insights** – Shift4’s customer portal
- **Email** – Provided to the email address of the contact person(s) you defined to receive statements during your onboarding with Shift4.
- **SFTP** – Used to securely collect files at your convenience.



Note:

- Settlement payments are only issued if funds meet the threshold for payment.
 - If a settlement payment was not issued because of insufficient funds, it will be added to the next settlement payment. The statement then includes activities from two or more funding cycles.
 - Activity for one currency may not be paid until it meets the payment threshold, whereas activity for the same period was already paid out for other currencies.
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Merchant Statement

Acquiring Services Statement

A **Merchant Settlement Statement** for acquiring services is issued every time a settlement payment is made to your merchant bank account. Each statement includes information about all the transactions, service fees, chargeback activity and adjustments made to the merchant account and included in the settlement payment.

File name structure:

- Settlement_statement_<merchant_name>_<contract number>_YYYYMMDD.PDF
- Settlement_statement_<merchant_name>_<contract number>_YYYYMMDD.CSV

YYYYMMDD represents the payment date.

Merchant Settlement Statement CSV Structure:

The merchant settlement statement CSV file provides detailed information about the processed transactions, service fees, chargeback activity and adjustments included in the merchant settlement payment paid into the merchant's bank account.

Fields in the CSV file are populated only if the field is applicable to the record type. If not, the field remains empty.

Field #	Field name	Format	Description
1	statement_date	Date	The date when the statement was issued. Date format: YYYY-MM-DD
2	statement_id	Varchar (18)	Unique ID of the statement
3	payment_date	Date	The date when the settlement payment was made. Date format: YYYY-MM-DD
4	payment_id	Varchar (18)	The unique ID of the wire transfer.
5	mid	Varchar (256)	The merchant ID. Populated on processing activity.
6	transaction_date	Date	The transaction date Date format: YYYY-MM-DD
7	transaction_time	Time	The transaction time format: HH:MM:SS Time is displayed in UTC
8	posting_date	Date	The posting date of the transaction on Shift4 systems

Field #	Field name	Format	Description
			Date format: YYYY-MM-DD
9	transaction_category	Varchar (256)	The record's category: Payment – A settlement payment Shift4 made to the merchant. Processing activity –Including the following transactions: Purchase, Refund, CFT, Chargebacks, Decline, and Reversal transactions. Reserves – The amounts deducted and released from the merchant's collateral. Services fees - Fees charged for different services provided by Shift4 (e.g., wire transfer fee). Adjustments – amounts debited or credited to the merchant to adjust the merchant balance.
10	transaction_type	Varchar (256)	The specific transaction type of the record (e.g., Purchase, Wire transfer fee, 1st chargeback).
11	transaction_currency	Varchar (3)	The transaction currency in ISO 4217 alpha-3 format. Populated for Processing Activity category only.
12	transaction_amount	Decimal (14,2)	The transaction amount, expressed in the transaction currency. Populated for Processing Activity category only.
13	cs_settlement_currency	Varchar (3)	The Shift4 settlement currency in ISO 4217 alpha- 3 format.
14	amount_in_cs_settleme nt _currency	Decimal (14,2)	The transaction amount, expressed in the Shift4 settlement currency.
15	fixed_transaction_fee	Decimal (17,5)	The fixed transaction fee deducted from the merchant.
16	discount_rate	Decimal (17,5)	The percentage fee deducted from the merchant. For merchants with an MDR pricing model.
17	interchange	Decimal (28,5)	The interchange amount. For merchants with an IC++ pricing model.
18	card_scheme_fees	Decimal (28,5)	Fees charged by the card schemes. For merchants with an IC++ pricing model.
19	acquiring_fee	Decimal (28,5)	The percentage fee deducted from the merchant. For merchants with an IC++ pricing model.

Field #	Field name	Format	Description
20	net_activity	Decimal (28,5)	The net sum of the record, expressed in the Shift4 settlement currency.
21	transaction_region	Varchar (32)	The classification of the transaction area, based on the registered location of the merchant and of the cardholder. Possible values: Domestic, Interregional, Intraregional.
22	card_scheme	Varchar (256)	The payment network used for processing. Possible values: Visa, MasterCard.
23	card_type	Varchar (256)	The payment card type. Possible values: Debit, Credit.
24	card_brand	Varchar (256)	The card brand as described by the Card Scheme.
25	card_product	Varchar (256)	The card product as described by the Card Scheme. Possible values: corporate, consumer.
26	card_number	Varchar (256)	Masked Card Number. Format (#####*****#####), where the first 6 and last 4 digits are shown and asterisks (*) are used to mask the middle part of the card number.
27	request_id_a1	Varchar (32)	The request ID as received by the Shift4 Payment API (parameter a1).
28	merchant_reference_number_h9	Varchar (32)	The Merchant Reference Number as received by the Shift4 Payment API (parameter h9).
29	authorization_code	Varchar (32)	The authorisation Code generated by the Card Issuing Bank.
30	rrn	Varchar (32)	The Retrieval Reference Number assigned by Shift4. The value is preceded by “ ”.
31	arn	Varchar (32)	The Acquirer Reference Number. The value is preceded by “ ”.
32	submerchant_id_h3	Varchar (32)	The Sub-merchant Identification as received by the Shift4 Payment API (parameter h3). Populated for Payment Facilitator only.
33	pos_device_id	Varchar (10)	The terminal ID of the POS terminal at the merchant location. Available for Card Present transactions only.
34	comment	Varchar (256)	A comment pertaining to the transaction.
35	transactional_payment_id	Varchar(256)	Payment ID as received by the Shift4 Payment API (parameter z55).

LPM Services Statement

The **LPM Settlement Statement** is issued for settlement payments made for processing **Local Payment Methods** with Shift4. This statement is issued every time a settlement payment is made to your bank account. Each statement includes information about all transactions and service fees that are included in the settlement payment.

The statement is provided in two formats – PDF and CSV

- The PDF presents accumulated information.
- The CSV presents detailed information per transaction.

File name structure:

The file name structure depends on the type of customer receiving the statement.

Direct Merchant <Customer Account ID> .Direct. <Contract Number>.<YYYY-MM-DD>

Merchant of PSP Merchant of PSP: <Customer Account ID> . <Parent Partner Account ID> .
<Contract Number>.<YYYY-MM-DD>

YYYY-MM-DD represents the payment date.

Merchant CSV Structure

The **merchant settlement statement CSV File** for LPM Services provides detailed information about the processed transactions, service fees, and chargeback activity included in the merchant settlement payment paid to the merchant's bank account.

Fields in the CSV file are populated only if the field is applicable to the record type. If not, the field remains empty.

All fees are presented in the merchant's selected payment currency.

Field #	Field name	Format	Description
1	statement_date	Date	The date when the statement was issued. Date format: YYYY-MM-DD
2	statement_id	Varchar (18)	Unique ID of the statement
3	payment_date	Date	The date when the settlement payment was made. Date format: YYYY-MM-DD
4	payment_id	Varchar (18)	The unique ID of the wire transfer.
5	request_id	Varchar (18)	The request ID as received by the Shift4 Payment API.
6	product	Varchar (18)	The product name related to the transaction

Field #	Field name	Format	Description
7	terminal_id	Varchar (256)	The terminal ID of the terminal used in the transaction
8	gtw_transaction_id	Varchar (256)	Unique id of the transaction, generated by the gateway.
9	gtw_payment_id	Varchar (256)	The gateway-generated Payment ID which is used to indicate relation between an original transaction and any related transaction (for example an original purchase and a refund of that purchase)
10	transaction_date	Date	The transaction date. Date format: YYYY-MM-DD
11	transaction_time	Time	The transaction time. Time format: HH:MM:SS Time is displayed in UTC
12	posting_date	Date	The posting date of the transaction on Shift4 systems Date format: YYYY-MM-DD
13	transaction_category	Varchar (256)	The record's category: Payment – a settlement payment Shift4 made to the merchant. Processing activity – including the following transaction types: purchase, refund, chargebacks, and decline. Reserves – the amounts deducted and released from the merchant's collateral. Services fees – fees charged for different services provided by Shift4 (e.g., wire transfer fee). Adjustments – amounts debited or credited to the merchant to adjust the merchant balance.
14	transaction_type	Varchar (256)	The specific transaction type of the record (e.g., purchase, wire transfer fee, 1st chargeback).
15	payment_method	Varchar (256)	The payment method used in the transaction
16	buyer_country	Varchar (2)	2-digit ISO country code describing the origin of the transaction
17	transaction_currency	Varchar (3)	The transaction currency in ISO 4217 alpha-3 format. Populated for processing activity category only.
18	transaction_amount	Decimal (14,2)	The transaction amount, expressed in the transaction currency. Populated for processing activity category only.

Field #	Field name	Format	Description
19	payment_currency	Varchar (3)	The currency of the settlement payment (the currency in which the funds of the processing activity are transferred to the merchant's bank account)
20	gross_in_payment_currency	Decimal (14,2)	Transaction amount reflected in the payment currency
21	discount_transaction_fee	Decimal (17,5)	The percentage fee deducted from the merchant.
22	fixed_transaction_fee	Decimal (17,5)	The fixed transaction fee deducted from the merchant.
23	discount_decline_fee	Decimal (28,5)	Percentage fee for declined transactions deducted from the merchant.
24	fixed_decline_fee	Decimal (28,5)	Fixed fee for declined transactions deducted from the merchant
25	payment_amount	Decimal (28,5)	The total payment amount is converted to the requested currency
26	funds_status	Varchar (256)	Indication that the payment is secured

Partner Statement

Acquiring Services Statement

The **Partner Settlement Statement** for acquiring services is issued every time a commission settlement payment is made to your bank account. Each statement includes information about your commission and service fees according to your merchants' activity and the services you signed up for which are included in the settlement payment.

File name structure:

- Settlement_statement_<partner_name>_<contract number>_YYYYMMDD.PDF
- Settlement_statement_<partner_name>_<contract number>_YYYYMMDD.CSV

YYYYMMDD represents the payment date.

Statement CSV Structure

#	Field name	Format	Description
1	statement_date	Date	The date when the statement was issued. Date format: YYYY-MM-DD
2	statement_id	Varchar (18)	Unique ID of the statement
3	payment_date	Date	The date when the settlement payment was made. Date format: YYYY-MM-DD
4	payment_id	Varchar (18)	The unique ID of the wire transfer.
5	merchant_name	Varchar (255)	The legal entity of the company.
6	mid	Varchar (256)	The merchant ID. Populated on processing activity.
7	transaction_date	Date	The transaction date. Date format: YYYY-MM-DD
8	transaction_time	Time	The transaction time Format: HH:MM:SS Time is displayed in UTC
9	posting_date	Date	The posting date of the transaction on Shift4 systems Date format: YYYY-MM-DD

#	Field name	Format	Description
10	transaction_category	Varchar (256)	The record's category: Payment – A settlement payment Shift4 made to the merchant. Processing activity –Including the following transactions: Purchase, Refund, CFT, Chargebacks, Decline, and Reversal transactions. Reserves – The amounts deducted and released from the merchant's collateral. Services fees - Fees charged for different services provided by Shift4 (e.g., wire transfer fee). Adjustments – amounts debited or credited to the merchant to adjust the merchant balance.
11	transaction_type	Varchar (256)	The specific transaction type of the record (e.g., Purchase, Wire transfer fee, 1st chargeback).
12	transaction_currency	Varchar (3)	The transaction currency in ISO 4217 alpha-3 format. Populated for Processing Activity category only.
13	transaction_amount	Decimal (14,2)	The transaction amount, expressed in the transaction currency. Populated for Processing Activity category only.
14	merchant_currency	Varchar (3)	The merchant settlement currency in ISO 4217 alpha-3 format.
15	transaction_amount_in_merchant_currency	Decimal (14,2)	The transaction amount, expressed in the merchant currency
16	merchant_fixed_fee	Decimal (14,2)	The fixed fee deducted from the merchant. Usually applied to Purchase, Refund, CFT, Chargebacks, and Decline.
17	merchant_variable_fee	Decimal (14,2)	The percentage fee deducted from the merchant. <ul style="list-style-type: none"> For merchants with MDR pricing the value represents the MDR. For merchants with Interchange++ pricing the value includes all the Interchange pricing components (IC, CSF and the Shift4 determined margin)
18	merchant_service_fee	Decimal (14,2)	The fee deducted from the merchant for non-transaction services.
19	partner_currency	Decimal (14,2)	The partner activity currency in ISO 4217 alpha-3 format.

#	Field name	Format	Description
20	partner_activity_amount	Decimal (14,2)	Relevant to records that apply only to the partner and are not related to any specific merchant activity: Partner Service fee, Partner payment, Partner adjustments
21	commission_on_fixed_fee	Decimal (14,2)	The commission the partner earned from the merchant's fixed fee.
22	commission_on_variable_fee	Decimal (14,2)	The commission the partner earned from the variable fee.
23	commission_on_service_fee	Decimal (14,2)	The commission the partner earned from the service fee.
24	net_partner_activity	Decimal (14,2)	The sum of the partner activity and partner commission fields, expressed in the partner currency.
25	transaction_region	Varchar (32)	The classification of the transaction area, based on the registered location of the merchant and of the cardholder. Possible values: Domestic, Interregional, Intra-regional.
26	card_scheme	Varchar (256)	The payment network used for processing. Possible values: Visa, Mastercard.
27	card_type	Varchar (256)	The payment card type. Possible values: Debit, Credit.
28	card_brand	Varchar (256)	The card brand as described by the Card Scheme.
29	card_product	Varchar (256)	The card product as described by the Card Scheme. Possible values: corporate, consumer.
30	interchange	Decimal (28,5)	The interchange amount. For merchants with an IC++ pricing model.
31	card_scheme_fees	Decimal (28,5)	Fees charged by the card schemes. For merchants with an IC++ pricing model.
32	card_number	Varchar (256)	Masked Card Number. Format (#####*****#####), where the first 6 and last 4 digits are shown and asterisks (*) are used to mask the middle part of the card number.
33	request_id_a1	Varchar (32)	The request ID as received by the Shift4 Payment API (parameter a1).
34	merchant_reference_number_h9	Varchar (32)	The Merchant Reference Number as received by the Shift4 Payment API (parameter h9).
35	authorization_code	Varchar (32)	The Authorisation Code generated by the Card Issuing Bank.

#	Field name	Format	Description
36	rrn	Varchar (32)	The Retrieval Reference Number assigned by Shift4. The value is preceded by “ ‘ ”.
37	arn	Varchar (32)	The Acquirer Reference Number. The value is preceded by “ ‘ ”.
38	comment	Varchar (256)	A comment pertaining to the transaction.
39	transactional_payment_id	Varchar(256)	Payment ID as received by the Shift4 Payment API (parameter z55).

LPM Services Statement

The **LPM Settlement Statement** is issued for settlement payments made for processing **Local Payment Methods** with Shift4. This statement is issued every time a settlement payment is made to your bank account. Each statement includes information about all transactions and service fees that are included in the settlement payment.

The statement is provided in two formats – PDF and CSV

- The PDF presents accumulated information.
- The CSV presents detailed information per transaction.

File name structure:

The file name structure depends on the type of customer receiving the statement.

PSP <Customer Account ID> . <Contract Number> . <YYYY-MM-DD>

Note: YYYY-MM-DD represents the payment date.

Partner CSV Structure

The partner settlement statement CSV File for LPM Services provides detailed information about the commission paid to the merchant’s bank account. This includes commission paid for transactions, service fees, and chargeback activity charged for your merchants’ activity. All commission is presented in the partner’s chosen payment currency.

Fields in the CSV file are populated only if the field is applicable to the record type. If not, the field remains empty.

Field #	Field name	Format	Description
1	statement_date	Date	The date when the statement was issued. Date format: YYYY-MM-DD
2	statement_id	Varchar (18)	Unique ID of the statement
3	payment_date	Date	The date when the settlement payment was made. Date format: YYYY-MM-DD
4	payment_id	Varchar (18)	The unique ID of the wire transfer.
5	request_id	Varchar (18)	The request ID as received by the Shift4 Payment API (parameter a1).
6	product	Varchar (18)	The product name related to the transaction
7	merchant_id	Varchar (18)	The merchant unique Id
8	gw_mid	Varchar (18)	The merchant ID. Populated on processing activity.
9	terminal_id	Varchar (256)	Unique terminal ID was in use
10	gtw_transaction_id	Varchar (256)	Unique id of the transaction, generate by the Gateway .
11	gtw_payment_id	Varchar (256)	The gateway-generated Payment ID. payment_id aggregates several transaction_ids.
12	transaction_date	Date	The transaction date Date format: YYYY-MM-DD
13	transaction_time	Time	The transaction time. Time format: HH:MM:SS Time is displayed in UTC
14	posting_date	Date	The posting date of the transaction on Shift4 systems Date format: YYYY-MM-DD

Field #	Field name	Format	Description
15	transaction_category	Varchar (256)	The record's category: Payment – A settlement payment Shift4 made to the merchant. Processing activity –Including the following transactions: Purchase, Refund, Chargebacks and Reversal transactions. Reserves – The amounts deducted and released from the merchant's collateral. Services fees - Fees charged for different services provided by Shift4 (e.g., wire transfer fee). Adjustments – amounts debited or credited to the merchant to adjust the merchant balance. Commission - The amount credited to your account for your merchants' activity
16	transaction_type	Varchar (256)	The specific transaction type of the record (e.g., Purchase, Wire transfer fee, refund).
17	payment_method	Varchar (256)	The payment network used for processing.
18	buyer_county	Varchar (2)	2-digit ISO country code describing the origin of the payment
19	transaction_currency	Varchar (3)	The transaction currency in ISO 4217 alpha-3 format. Populated for Processing Activity category only.
20	transaction_amount	transaction_amount	Decimal (14,2)
21	Funds Status	Varchar (50)	Indication that the payment is secured
22	payment_currency	Varchar (3)	The desired payment currency by the customer.
23	merchant_discount_transaction_fee	Varchar (18,2)	The percentage fee deducted from the merchant.

Field #	Field name	Format	Description
24	buy_rate_discount_transaction_fee	Varchar (18,2)	The total buy rate for all discount transaction fees.
25	rev_share	Varchar (18,2)	The percent of revenue sharing for percentage transaction fees, as agreed in the partner contract. For example: 20.
26	merchant_fixed_transaction_fee	Varchar (18,2)	The fixed transaction fee deducted from the merchant.
27	buy_rate_fixed_transaction_fee	Varchar (18,2)	The total buy rate for all fix transaction fees.
28	rev_share	Varchar (18,2)	The percent of revenue sharing for fixed transaction fees, as agreed in the partner contract. For example: 20.
29	merchant_discount_decline_fee	Varchar (18,2)	The decline percentage fee deducted from the merchant.
30	buy_rate_discount_decline_fee	Varchar (18,2)	The total buy rate for all fix percentage transaction fees.
31	rev_share	Varchar (18,2)	The percent of revenue sharing for percentage decline transaction fees, as agreed in the partner contract. For example: 20.
32	merchant_fixed_decline_fee	Varchar (18,2)	The decline fix fee deducted from the merchant.
33	buy_rate_fixed_decline_fee	Varchar (18,2)	The total buy rate for all fix decline transaction fees.
34	rev_share	Varchar (18,2)	The percent of revenue sharing for fixed decline transaction fees, as agreed in the partner contract. For example: 20.
35	commission_on_discount_fee	Varchar (18,2)	The total commission for all percentage fees.

Field #	Field name	Format	Description
36	commission_on_fixed_fee	Varchar (18,2)	The total commission for all fixed fees.
37	payment_amount	Varchar (18,2)	The total payment amount converted to the desired customer currency.

Change History

Version	Changes	Release Date
1.4	<ul style="list-style-type: none"> Structure change: split chapters for Merchant statements and Partner statements Added Partner Acquiring Commission Statement specifications. Rebranding to Shift4 	December 2023
1.3	Added information about the Partner LPM services statement, providing information about commission paid to partners for their merchants' activity	September 2023
1.2	New statement type for processing of LPM services is not available. The new section holds details about the statement structure and content as well as specifications for the statement CSV file. .	July 2023
1.1	<ul style="list-style-type: none"> Added description of parameter 35 – transaction payment id. Updated length of varchar 255 to 256. Added SFTP to the available options for retrieving the file. 	November 2021
1.0	First version for the merchant settlement statement CSV file specifications	August 2016



Support Information

As always, our 24/7 Support team is ready to answer any questions you may have.

Contact our Client Relations Centre 24/7 for any additional information or technical issue:

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