



# CMPM settlement statements

An overview of payouts, turnover and fees

## Explainer

Understand how CMPM settlements are structured and how to interpret payouts, turnover and fees when using Conference Manager Payment Management.

# Contents of the statement file

## Part 1

CMPM settlement statements are generated when using Conference Manager Payment Management and are delivered as a CSV file that you can open in Excel.

 [Download an example here.](#)

The statement consists of four sections, each providing a clear overview of the financial data included in the payout.

### 1 Header information

This section contains general information related to the settlement and the associated event:

- Name and address of the beneficiary
- Statement number
- Customer and ID
- Event name and ID

Settlement statement	1	12345
Name of customer (123)		
Name of event (123456)		

### 2 Turnover records

This section contains an overview of all received payments included in the settlement period:

- Each payment is listed as a separate record.
- The section ends with a summarized total for turnover.

Recv. date	Ref. no.	Invoice no.	Type	Pcs.	Currency	Amount	Currency	Amount	Of which VAT
01/01/20XX	ABCD123	1	Revenue - NetsEasy	1	CUR	100	CUR	100	0
03/01/20XX	ABCD456	2	Revenue - NetsEasy	1	CUR	650	CUR	650	0
Total turnover							CUR	750	0

#### Refund example

If a payment is refunded, it appears as a negative turnover record and reduces the total turnover. The refund is linked to the original invoice number.

01/01/20XX	ABCD123	1	Revenue - NetsEasy	1	CUR	-100	CUR	-100	0
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# Contents of the statement file

## Part 2

### 3 Fee records

This section contains a breakdown of deducted fees related to the received payments:

- Payment and management fees
- Fees are listed per transaction
- The section ends with a summarized total for fees

Recv. date	Ref. no.	Invoice no.	Type	Pcs.	Currency	Amount	Currency	Amount	Of which VAT
01/01/20XX	ABCD123	1	Fee - NetsEasy	1	CUR	100	CUR	-5,85	0
01/01/20XX	ABCD123	1	Payment Management	1	CUR	100	CUR	-7,5	-1,5
03/01/20XX	ABCD456	2	Fee - NetsEasy	1	CUR	650	CUR	-4,8	0
03/01/20XX	ABCD456	2	Payment Management	1	CUR	650	CUR	-13	-2,6
Total fees (VAT base CUR 16,4)							CUR	-31,15	-4,1

### 4 Footer information

This section is a summary of the total payout and beneficiary account details.

- The total amount being transferred to the beneficiary account
- The beneficiary account number
- The transfer date

YYYY-MM-DD Transferred to account XXXX XXXXXXXXXXXX		CUR	718,85	
Total settled up to and including YYYY-MM-DD		CUR	718,85	
Includes transactions received up to and including YYYY-MM-DD				

- The transaction cut-off date

Specifies up to which date participant transactions are included in the settlement.

- The total amount settled

Shows the total amount settled for the event up to and including the stated date, including any previous settlements.

# Record format for turnover and fees

Each settlement statement contains detailed records for both turnover and fees. Below is an overview of the fields included in each record and what they represent.

1	2	3	4	5	6	7	8	9	10
Recv. date	Ref. no.	Invoice no.	Type	Pcs.	Currency	Amount	Currency	Amount	Of which VAT

## 1 Transaction date

The date on which the payment transaction has been received.

## 2 Ref. no

The payment reference used for the transaction.

The reference uniquely identifies the invoice being paid.

Multiple payments may contain the same reference, but only one invoice will use this reference number.

## 3 Invoice no.

The invoice number that the payment or fee record is associated with.

## 4 Type

**For turnover records:** Indicates the payment method, e.g. *Revenue - NetsEasy* (online payment via payment gateway) or *Revenue - Account transfer*.

**For fee records:** Indicates the source of the fee, e.g. *Fee - NetsEasy* (payment gateway fee) or *Payment Management* (Conference Manager fee).

## 5 Pcs.

The number of units included in the record.

## 6 Currency

The currency used for the transaction, based on the currency selected for the event.

## 7 Amount

The transaction amount in the original payment currency.

## 8 Currency (settlement)

The currency used for settlement. All transactions are settled in the same base currency.

## 9 Amount (settled)

**For turnover records:** Turnover amount received on the account.

**For fee records:** The amount paid to Conference Manager and the payment gateway.

## 10 Of which VAT

**For turnover records:** Shows the VAT related to the payment. If only part of the invoice is paid, this field shows the corresponding share of the invoice VAT.

Example: If 50% of the invoice amount is paid, this field will show 50% of the invoice VAT.

If several payments are made for the same invoice, the VAT shown across those payments will never exceed the total VAT on the invoice, even if the total payments exceed the invoiced amount.

**For fee records:** Shows the VAT charged on the fee, if VAT applies.