

# Understanding Your Subscription Statement

Your monthly subscription statement contains all of your billing information in a simplified, easy-to-read format and is available to view and pay at any time under **Subscription > Subscription Statements**. You can also email yourself a PDF copy from this panel.

## Navigating Your Statement

Click on any of the blue links on your statement to get a breakdown of all charges/earnings from that month that contributed to the total shown:

OCTOBER 2018 STATEMENT		Order #	Date▼	Total	Paid	Tax	Shipping
<b>BILLING BREAKDOWN</b>		96261	10/30/2018	\$24.96	\$24.96	\$0.00	\$4.97
<b>Item</b>	<b>Amount</b>	96542	10/28/2018	\$33.61	\$33.61	\$0.00	\$5.62
Total Revenue	\$447.85	95482	10/18/2018	\$25.83	\$25.83	\$0.00	\$3.84
On-demand Product Cost	-\$253.19	94945	10/15/2018	\$108.66	\$108.66	\$0.00	\$15.69
Credit Card Processing Fee (5%)	-\$22.39	94113	10/13/2018	\$63.82	\$63.82	\$0.00	\$5.84
Shipping & Handling	-\$55.88	94872	10/13/2018	\$39.79	\$39.79	\$0.00	\$4.80
Subscription	-\$99.00	94769	10/12/2018	\$65.89	\$65.89	\$0.00	\$10.91
Total	+\$17.39	94309	10/10/2018	\$24.34	\$24.34	\$0.00	\$4.35
		94044	10/08/2018	\$23.77	\$23.77	\$0.00	\$3.78
		94029	10/08/2018	\$58.95	\$58.95	\$3.37	\$5.60
		93776	10/06/2018	\$36.80	\$36.80	\$0.00	\$1.07

## Billing Breakdown

In the billing breakdown section of your monthly statement, you'll see itemized details about your regular monthly charges, product costs, and earnings. This represents your total balance with combined earnings and charges for your store. Below you'll find descriptions for some of the terms you'll see in this section, you may see some or all of these based on purchases made and warehouse space used for the month.

- Total Revenue** - Represents all earnings from your store including store credit, budgets, and credit card payments. Since store credit and budgets are covered by store admins, those are deducted separately.

BILLING BREAKDOWN	
Item	Amount
Total Revenue	\$2,764.14
Budgets	-\$633.88
Store Credit	-\$1,902.73

- **On-Demand Product Cost** - The cost to produce any on-demand items that were ordered throughout the month.
- **Shipping & Handling** - All shipping and handling charges collected throughout the month. If you're using AXOMO's shipping account and don't have a price markup on shipping, this will be deducted from your store's revenue. To update your shipping options, go to *Shipping > Shipping Methods*.
- **Sales Tax Collected** - Represents all the sales tax collected for the month. By default, sales tax is collected based on AXOMO's standard tax settings and deducted from your store's revenue.

**Admin Tip:** To adjust your sales tax settings, go to *Billing > Sales Tax*, click "Add New" and enter your tax rate and location information. Taxes will be collected and will show under your monthly statement. You can then remit this information to the state by viewing all taxes collected in *Reports > Sales Tax Report*.

- **Credit Card Processing Fee (5%)** - The standard processing fee for all credit card orders placed using AXOMO pay during the month.

**Admin Tip:** Don't want to cover credit card processing fees? You have the option of adding processing fees to the end-user's shipping cost for each order. Head to *Subscription > Store Subscription > Credit Card Processing* and toggle on "Add Processing Fee to Customer Shipping" to enable this option.

- **Warehousing** - Your monthly warehousing charge for storing products at the AXOMO warehouse. This will show your total square footage and rate based on your subscription level.
- **Subscription** - This is your monthly subscription rate based on the free, basic, and pro subscription levels. You can read more about our pricing tiers here: <https://axomo.com/pricing/>.

## Payments Processed

Shows a breakdown of the payments processed for that month including credit card payments and refunds, store credit payments, and budget payments.

PAYMENTS PROCESSED	
Payment Method	Amount
Credit Card Payments	\$100
Budget Payments	\$200
Budget Refunds	\$100
Other Refunds	-\$100
<b>Total</b>	<b>\$450</b>

## Revenue Breakdown

Gives a summary of all revenue earned from the store (the first row under "Billing Breakdown") and where it came from. This may include product upcharges, shipping and handling and sales tax collected.

REVENUE BREAKDOWN	
Sales Type	Amount
Product	\$100
Store	\$100
Sales Tax (Collected & Paid)	\$1.23
<b>Total Revenue</b>	<b>\$101.23</b>

## Payouts

Under **Subscription > Store Earnings** you can track how much your store is earning. If your store is making money, this page can be used to see how much and to choose how you'd like to receive payouts.

Your payout statements are generated between the 1st and 5th of each month, and payouts are made between the 20th and the 22nd of each month. You can process your payouts in three ways:

- **ACH** (preferred) - ACH (Automatic Clearing House) transfers funds directly to a bank account. It is quick, easy, and convenient.
- **Check** - A check of the appropriate amount can be mailed to you each month.
- **Leave as Credit** - You can leave the payout amount as a credit on your account to be used to cover any costs associated with your store and subscription.

### STORE EARNINGS

#### UNDERSTANDING YOUR SUBSCRIPTION STATEMENT

How would you like your earnings paid out?

Select Earnings Payment Method

**LIFETIME STORE EARNINGS - \$1,234.56**

Past Year ▾ Start: 04/15/2018  End: 04/15/2019  [Update](#)

Filter Items

Amount	Type	Created By	Date▼	Note
\$456.78	Other Adjustment	Jane Doe	03/11/2019	write off
-\$123.45	Other Adjustment	John Doe	03/11/2019	write off

## Need help?

If you have questions about your monthly statement, feel free to contact us at [support@axomo.com](mailto:support@axomo.com).

