NMI ISV Reporting Voids, Refunds
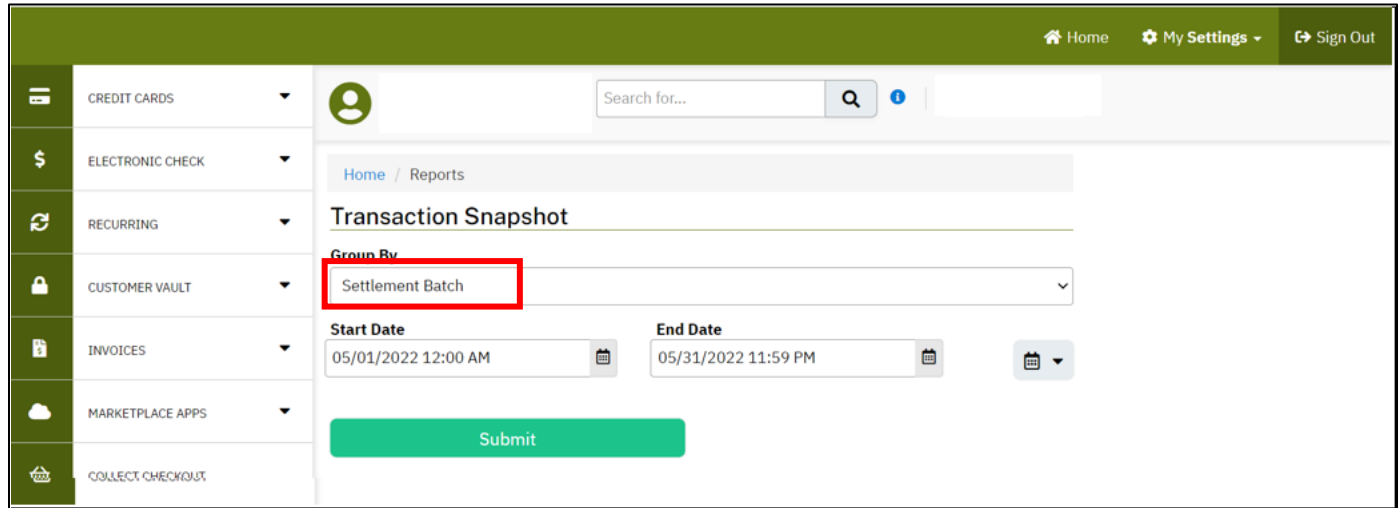# User Guide

NMI Batch Settlement Report

After logging onto the NMI Virtual Terminal, click on **Transactions** in the **Reporting** section on the **Home** screen.

Or click on **Transaction Reports** in the **Main Menu** on the left.
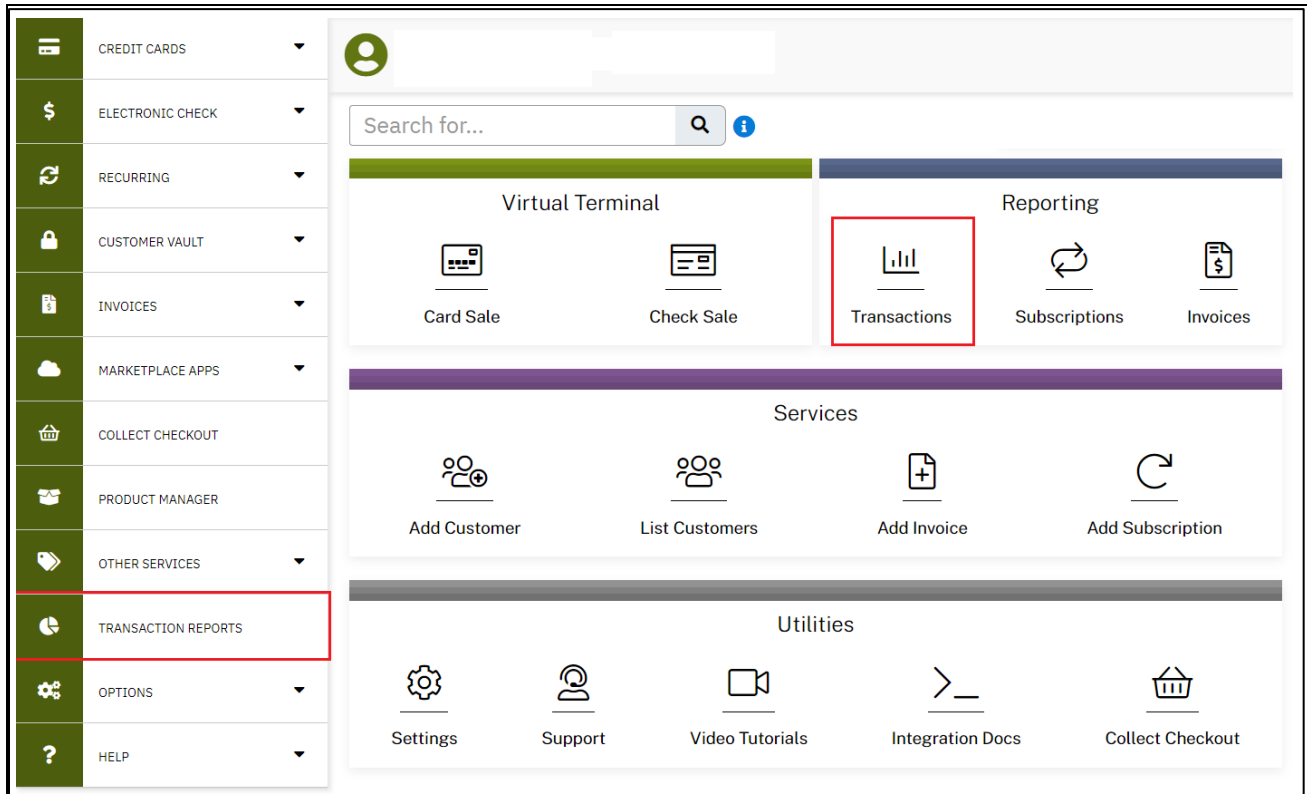
NMI Batch Settlement Report

Use the **Transaction Snapshot** section at the top of the screen to generate a **Settlement Batch** report.

To generate a **Settlement Batch Report**:

- Leave Settlement Batch in the **Group By** drop-down window.

- Assign the window of time for which you want to view batches between the **Start Date** and **End Date** fields.

- In this example, I want to see all batches settled in May 2022.

- Transaction history will be retained in the reporting module going back 36 months.

- Click on **Submit**.

NMI Batch Settlement Report

The batch totals will be displayed on the next screen.

Home / Reports / Transaction Snapshot

Transaction Snapshot

05/01/2022 12:00 AM To 05/31/2022 11:59 PM

Return To Reports

Grouped By	Filters	
Settlement Batch		

		Charges		Refunds		Rtns/Chgbks		AMEX	VI/MC/Disc	Totals	
		Count	Amount	Count	Amount	Count	Amount	Deposit	Deposit	Count	Amount
🔍	05/06/2022 14:15:15 (003)	2	1.57	0	0.00	0	0.00	0.00	1.57	2	1.57
🔍	05/06/2022 15:04	2	2.07	1	-1.01	0	0.00	1.06	0.00	3	1.06
🔍	05/10/2022 19:34	1	0.26	0	0.00	0	0.00	0.00	0.26	1	0.26
🔍	05/11/2022 19:24:11 (009)	2	0.03	0	0.00	0	0.00	0.00	0.03	2	0.03
🔍	05/17/2022 19:34	0	0.00	1	-1.06	0	0.00	-1.06	0.00	1	-1.06
	Totals	7	3.93	2	-2.07	0	0.00	0.00	1.86	9	1.86

- The number of transactions settled in the batch and batch net amount will be listed under **Totals** on the right.

- The batch net amount will be deposited into your checking account 1-2 business days after the settlement date.

NMI Batch Settlement Report

You can look further into the batch to view individual transaction information.

Transaction Snapshot

05/01/2022 12:00 AM To 05/31/2022 11:59 PM

Return To Reports

Grouped By	Filters	
Settlement Batch		

		Charges		Refunds		Rtns/Chgbks		AMEX	VI/MC/Disc	Totals	
		Count	Amount	Count	Amount	Count	Amount	Deposit	Deposit	Count	Amount
🔍	05/06/2022 14:15:15 (003)	2	1.57	0	0.00	0	0.00	0.00	1.57	2	1.57
🔍	05/06/2022 15:04	2	2.07	1	-1.01	0	0.00	1.06	0.00	3	1.06
				0	0.00	0	0.00	0.00	0.26	1	0.26
				0	0.00	0	0.00	0.00	0.03	2	0.03
				1	-1.06	0	0.00	-1.06	0.00	1	-1.06
				2	-2.07	0	0.00	0.00	1.86	9	1.86

View these transactions

Group these transactions
by **Card/Payment Type**
by **Payment Processor**
by **User Account**
by **Transaction Source**
by **Day**
by **Week**
by **Month**
by **Mobile Device**

Cancel

To view individual transaction detail:

- Click on the **magnifying glass** to the left of the batch date.

- In the pop-up window, click on **View these transactions.**

NMI Batch Settlement Report

- On the next screen you may look further into an individual transaction to see more detail by clicking on the **Transaction ID**.

- You may also return to the Settlement Batch report totals screen by clicking on **Return to Transaction Snapshot.**

NMI Batch Settlement Report

Detail of an individual transaction:

Transaction Detail

| New Auth | New Sale | | Print Receipt | Email Receipt |

Transaction Information

Merchant: Wind River Financial, Inc - (Madison, WI)
Transaction ID: 7215187773
Status: Complete
Authorization State: Online

Date: 05/06/2022 12:58:34 PM CDT
Merchant Number: xxxxxxxx0224
Transaction Type: Card Settle
Entry Method: EMV Contactless
Response Code: 100

Credit Card Information

CC Number: 424574******0539
CC Expiration: 12/23
CC Type: Visa VISA
Processor: Wind River Financial

Platform ID: 12cb9c1f-66cd-ec11-80df-0050568f5eb6

AVS Status:
CVV Status:
Auth. Code: 025836
Currency: USD
EMV Application ID: A0000000031010

🔍 Search Card

Billing Information

US

Shipping Information

Order Information

Order ID: InvPmt
PO Number: InvPmt

Description: Invoice Payment

Transaction History

Type	Status	Transaction Time	Amount
Card Sale	Success Approved	05/06/2022 12:58:34 PM CDT	$1.01 Virtual Terminal [windriver@10.12.10.50 via Tap To Pay Time]
Card Settle	Success SUCCESS	05/06/2022 3:04:02 PM CDT	$1.01 Internal [windriver@10.20.35.16]

NMI Batch Settlement Report

- To return to the Home screen, click on **Home** in the upper right corner of the screen.

- To log out, click on **Sign Out** in the upper right corner of the screen.
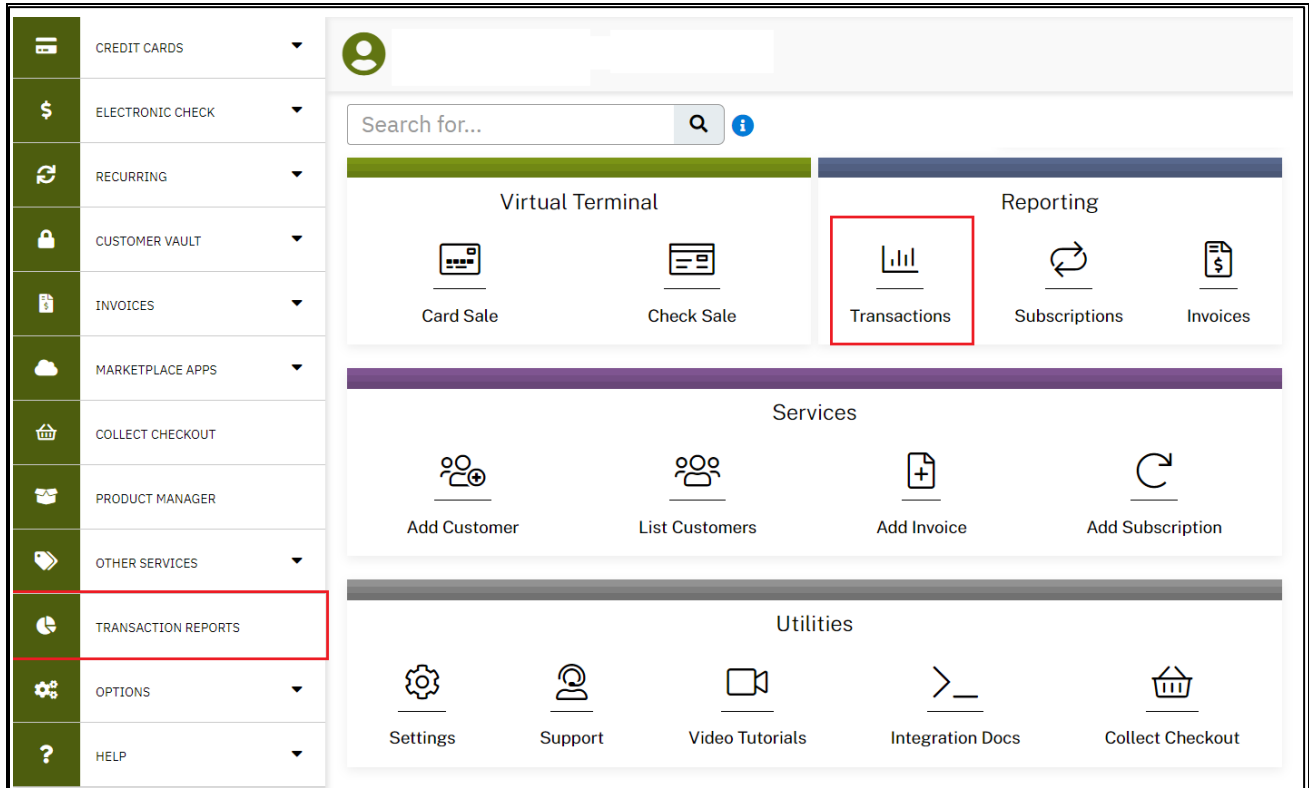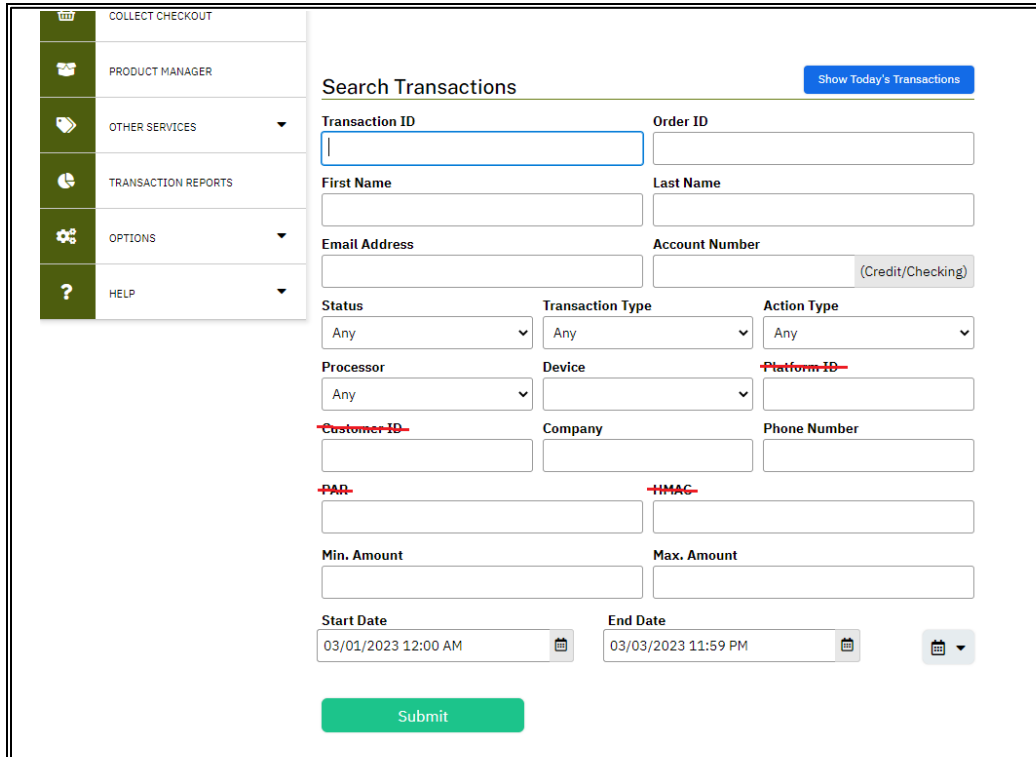
NMI Transaction Search Instructions

- You may search for an individual or group of transactions using the **Search Transactions** section at the bottom of the **Transaction Reports** screen.

- After logging onto the NMI Virtual Terminal, click on **Transactions** in the **Reporting** section on the Home screen or click on **Transaction Reports** in the **Main Menu** on the left.

NMI Transaction Search Instructions

To find a specific transaction, use the **Search Transactions** section on the lower half of the screen.

When searching for a transaction:

- Assign search criteria pertaining to the transaction(s) you are looking for (optional).

- NMI assigns a unique system-generated **Transaction ID** to each transaction. The Transaction ID is always displayed on receipts. This is not a commons search.

- Certain search criteria fields do not pertain to your environment. These fields are crossed out on the screen example above.

- Be sure to establish a window of time between the **Start Date** and the **End Date** fields within which the transaction you are looking for was processed.

- You are not required to assign any search criteria when searching for a transaction (outside of having an applicable window of time established).

- After assigning your search criteria, click on **Submit.**

NMI Transaction Search Instructions

Approved transactions, declined transactions, credit refunds and voids will all be displayed differently.

Approved	Card Sale	7227732868	Steve N	4...9869	5/11/2022 11:25:30 AM	———	**Settled Sale**
	Level III Data	*System-generated Transaction ID*			5/11/2022 11:25:30 AM		
	Card Settle				5/11/2022 7:24:10 PM		
Failed	Card Sale InvPmt	7244185637	VALUED CUSTOMER	3...2472	5/17/2022 10:17:20 AM	———	**Declined Authorization**
	Level III Data				5/17/2022 10:17:21 AM		
Failed	Card Authorization	7244193255 InvPmt	VALUED CUSTOMER	3...2472	5/17/2022 10:19:53 AM		
	Level III Data				5/17/2022 10:19:53 AM		
Approved	Card Refund	7244194250 InvPmt	VALUED CUSTOMER	3...2472	5/17/2022 10:20:14 AM	———	**Credit Refund**
	Card Settle				5/17/2022 7:34:06 PM		
Canceled	Card Sale	7268413801 InvPmt	Joan J	4...7716	5/26/2022 10:45:45 AM	———	**Voided Pending Authorization**
	Level III Data				5/26/2022 10:45:45 AM		
	Card Void				5/26/2022 10:52:56 AM		