

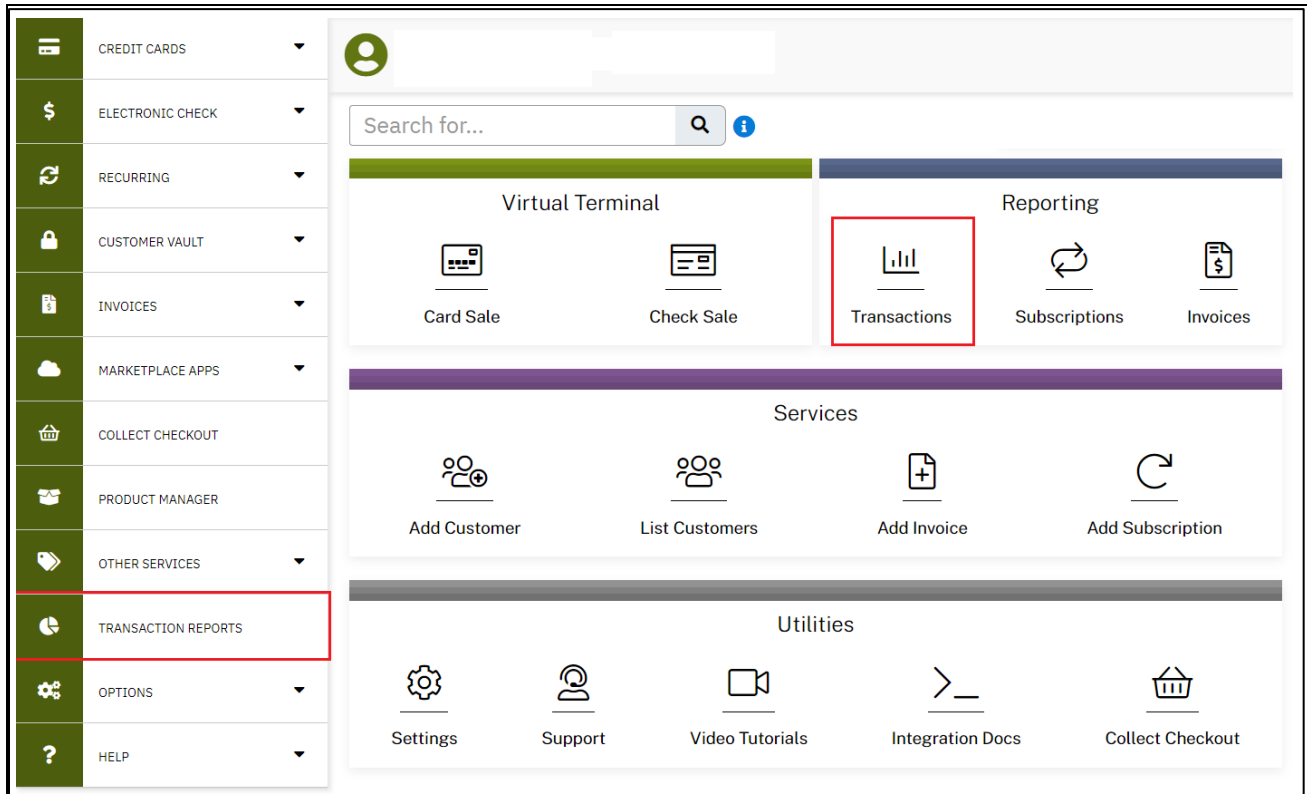
NMI ISV Reporting Voids, Refunds User Guide

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NMI Batch Settlement Report

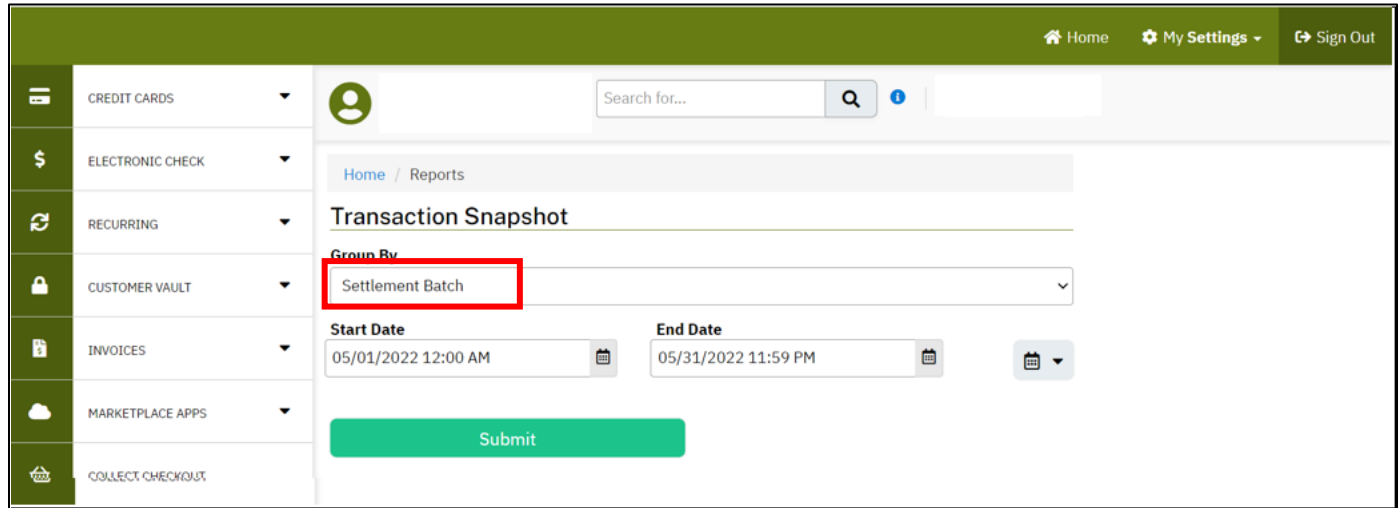
After logging onto the NMI Virtual Terminal, click on **Transactions** in the **Reporting** section on the **Home** screen.

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.



The screenshot shows the 'Transaction Snapshot' section of the Wind River Payments interface. The 'Group By' dropdown menu is set to 'Settlement Batch', which is highlighted with a red box. The 'Start Date' field is set to '05/01/2022 12:00 AM' and the 'End Date' field is set to '05/31/2022 11:59 PM'. A green 'Submit' button is visible below the date fields. The interface includes a navigation menu on the left with options like 'CREDIT CARDS', 'ELECTRONIC CHECK', 'RECURRING', 'CUSTOMER VAULT', 'INVOICES', 'MARKETPLACE APPS', and 'COLLECT CHECKOUT'. The top right corner has links for 'Home', 'My Settings', and 'Sign Out'.

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	Charges		Refunds		Rtns/Chgbks		AMEX	VI/MC/Disc	Totals	
Settlement Batch		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**.

Home / Reports / Transaction Report

Transaction Report

[Re-Run Report](#) [If Sort by newest first](#) [Configure](#)

Sorted from oldest to newest.

[\(Return To Transaction Snapshot\)](#)

Status	Type	ID	Customer	Details	Time	Amount	Merchant Defined Field 2	Merchant Defined Field 3	Company
Approved	Card Sale	7215187773		4...0539	5/6/2022 12:58:34 PM	1.01	Weekly	off	
	Card Settle				5/6/2022 3:04:02 PM	1.01	Weekly	off	
Approved	Card Refund	7215196607		4...0539	5/6/2022 1:01:25 PM	(1.01)	Weekly	off	
	Card Settle				5/6/2022 3:04:02 PM	(1.01)	Weekly	off	
Approved	Card Sale	7215446494	VALUED CUSTOMER	3...2472	5/6/2022 2:18:36 PM	1.06	Weekly	off	
	Card Settle				5/6/2022 3:04:02 PM	1.06	Weekly	off	

1 - 3 of 3 Transactions

Microsoft Excel (.xls)
 Comma Separated Value (.csv)

Format: [View Format](#)
 Original Format

[Download Transactions](#)

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
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Credit Card Information

CC Number: 424574*****0539  CC Expiration: 12/23 CC Type: 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
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[🔍 Search Card](#)

<h4>Billing Information</h4> <p>US</p>	<h4>Shipping Information</h4>
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Order Information

Order ID: InvPmt PO Number: InvPmt	Description: Invoice Payment
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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.

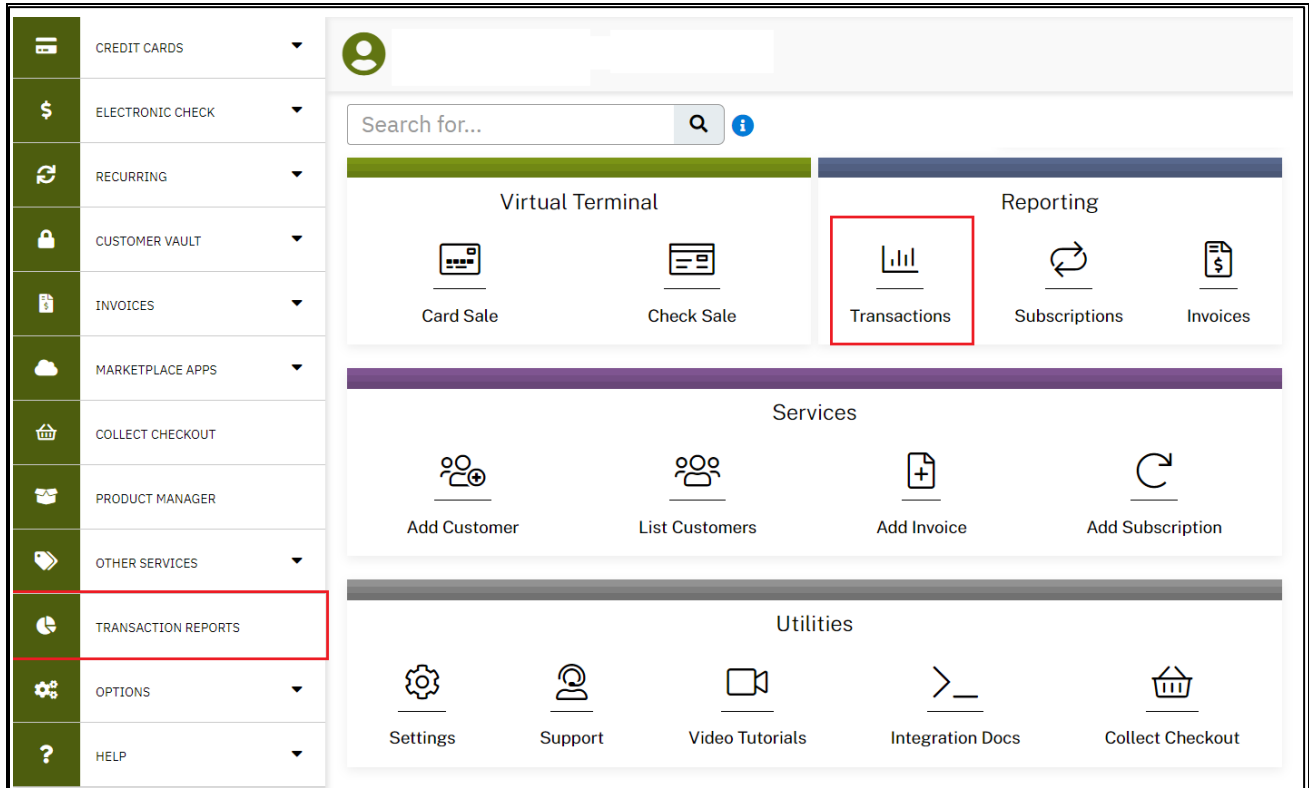
05/01/2022 12:00 AM To 05/31/2022 11:59 PM

[Return To Reports](#)

	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

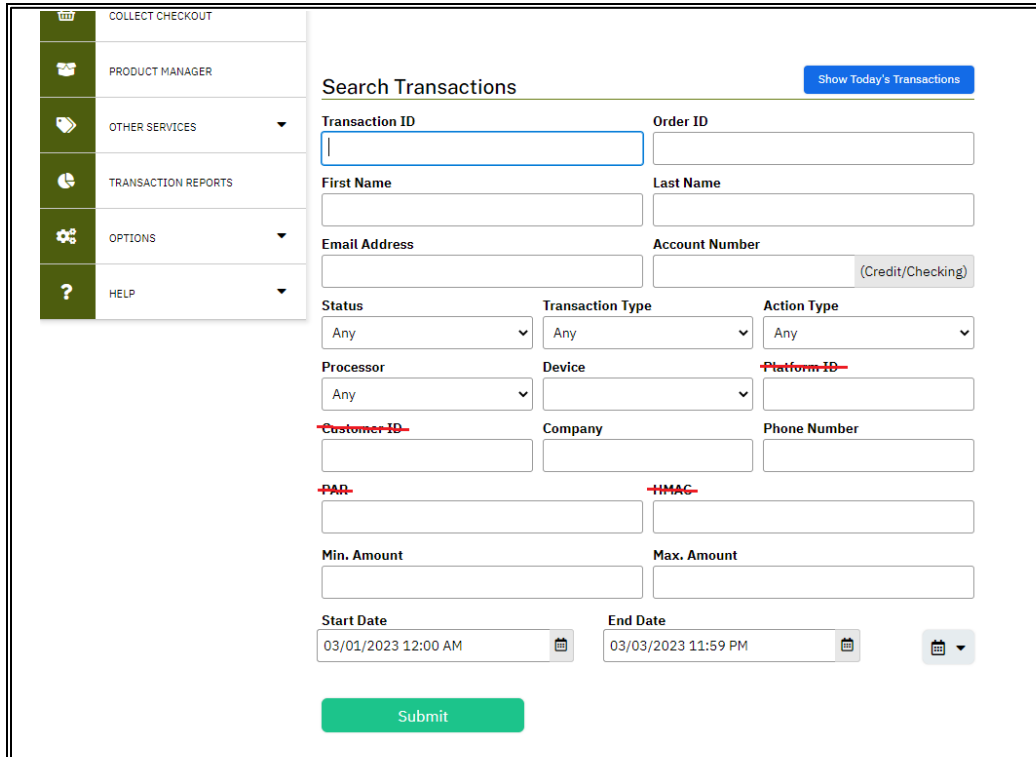
NMI Transaction Search Instructions

- 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.



The screenshot shows a web application interface for searching transactions. On the left is a vertical navigation menu with options: COLLECT CHECKOUT, PRODUCT MANAGER, OTHER SERVICES, TRANSACTION REPORTS, OPTIONS, and HELP. The main content area is titled "Search Transactions" and includes a "Show Today's Transactions" button. The search form contains the following fields:

- Transaction ID (text input)
- Order ID (text input)
- First Name (text input)
- Last Name (text input)
- Email Address (text input)
- Account Number (text input with "(Credit/Checking)" label)
- Status (dropdown menu, currently "Any")
- Transaction Type (dropdown menu, currently "Any")
- Action Type (dropdown menu, currently "Any")
- Processor (dropdown menu, currently "Any")
- Device (text input)
- ~~Platform ID~~ (text input, crossed out)
- ~~Customer ID~~ (text input, crossed out)
- Company (text input)
- Phone Number (text input)
- ~~PAR~~ (text input, crossed out)
- ~~HMAC~~ (text input, crossed out)
- Min. Amount (text input)
- Max. Amount (text input)
- Start Date (calendar picker, currently "03/01/2023 12:00 AM")
- End Date (calendar picker, currently "03/03/2023 11:59 PM")

A green "Submit" button is located at the bottom of the form.

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 common 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	7244185637 InvPmt	VALUED CUSTOMER	3...2472	5/17/2022 10:17:20 AM	Declined Authorization
	Level III Data				5/17/2022 10:17:21 AM	
	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	Credit Refund
Approved	Card Refund	7244194250 InvPmt	VALUED CUSTOMER	3...2472	5/17/2022 10:20:14 AM	
	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	