

For Omaha back-end processing



Technical Support: 800-966-5520 - Option 3



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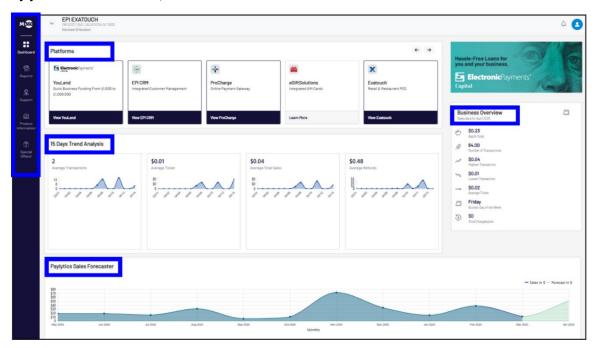


Introduction

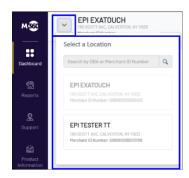
Merchant 360 provides critical business support with high-level sales data, reports, and product information updates for merchants using the Omaha front-end processing network (MIDs starting with 530921). This guide will help you to easily navigate Merchant 360 (https://merchant360.com) and leverage its robust resources to increase business. Contact Merchant Support at 800-966-5520, Option 4 to set up a Login Name and Password.

Navigating Merchant 360

Merchant 360 is designed to provide easy navigation so merchants can quickly and seamlessly access business data as well as helpful resources. When merchants log in, the **Dashboard** displays by default. Merchant 360 functions display in the left navigation pane and include Dashboard, Reports, Support, Product Information, and Special Offers. The Dashboard displays Platforms, 15 Days Trend Analysis, Paylytics Sales Forecaster, and Business Overview sections.



To switch between locations, click on the down arrow to the right of the M360 logo.





The top panel includes important functions as well. Alert notifications relating to the merchant's account display in the **Bell** icon in the upper right of most M360 pages. Merchants can also click the **User Management** avatar next to the **Bell** icon to create and modify profile information.

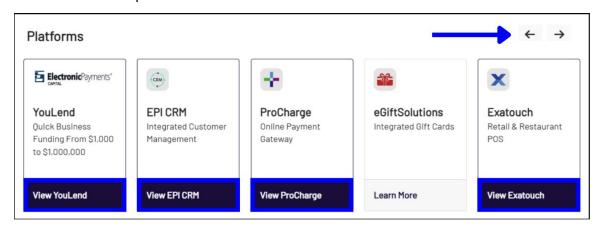


Dashboard

The **Dashboard** is organized into the Platforms, 15 Days Trend Analysis, Paylytics Sales Forecaster, and Business Overview sections.

Platforms

The **Platforms** section includes links to various services offered by Electronic Payments. Services associated with the merchant are highlighted in dark blue. Click the left or right arrows to scroll through and select additional EPI products.



15 Days Trend Analysis

Merchants can track sales trends for the previous 15 days by viewing the many graphs within the **15 Days Trend Analysis** section. This section tracks **Average Transactions**, **Ticket**, **Total Sales**, and **Refunds**. Hover the mouse arrow over specific points within the desired graph to display data for a specific day.

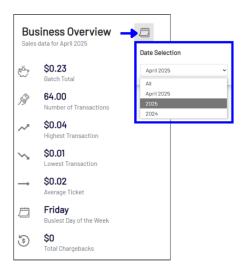




Business Overview

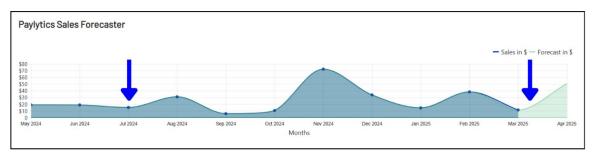
Merchants can receive immediate feedback about sales data for the current month by viewing the **Business Overview** section. Data includes **Batch Total**, **Number of Transactions**, **Highest Transaction**, **Lowest Transaction**, **Average Ticket**, **Busiest Day of the Week**, and **Total Chargebacks**.

Current and historical dates can be selected by clicking on the **Calendar** icon in the top right corner of the tile.



Paylytics Sales Forecaster

The **Paylytics Sales Forecaster** section provides an estimate of future sales based on past and present sales trends. Projected sales display in **light blue**. Regions shaded in **light green** indicate insufficient data exists to predict future sales. The Forecaster is intended for reference only and shouldn't be relied upon to predict specific sales data.

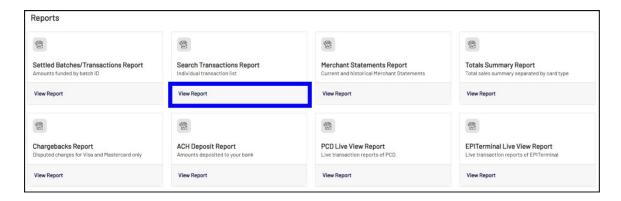


Reports

The **Reports** section consists of numerous portals to access detailed reports. Click **View Report** on the desired tile to view that particular report. Reports include:

- Settled Batches/Transactions Report Amounts funded by batch ID.
- Search Transactions Report Individual transaction list.
- Merchant Statements Report Current and historical merchant statements.
- Totals Summary Report Total sales summary separated by card type.
- Chargebacks Report Disputed charges (for Visa and Mastercard only).
- ACH Deposit Report Amounts deposited to your bank.
- PCD Live View Report Live transactions reports of ProCharge Desktop.
- EPI Terminal Live View Report Live transaction reports of EPI Terminal.
- **Daily Discount Calculator** If a merchant is enrolled in the daily discount program, this will display the discount and funded amounts, by date and batch.

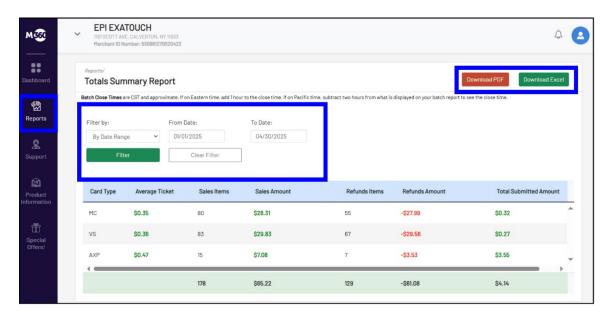




Navigating Reports

On each report page, merchants can filter, view, and download reports. Click the **Clear Filter** button to clear current filters, or click on a column header arrow to sort data alphabetically or by ascending/descending dates.

- Download PDF Downloads the report as a PDF file.
- Download Excel Downloads the report as an Excel file.
- **Filter by** Filters reports by **Month**, **Day**, or **Date Range**; depending on the report, other filters may be available.
- Filter Applies Filter settings.
- Clear Filter Clears Filter settings.



Time Zones

Several Merchant 360 reports include **Batch Close Times**. However, depending on the merchant's setup, the batch time does not always display.



Batch Close Times

For Batch Close Times that are included in reports, times are based on Central Standard Time (CST) and are approximate.

Add 1 hour to CST for Eastern Standard Time (EST).

Deduct 1 hour from CST for Mountain Standard Time (MST).

Deduct 2 hours from CST for Pacific Standard Time (PST).

Central (CST) approx. batch close time	Pacific (PST)	Mountain (MST)	Eastern (EST)
2:00 PM	12:00 PM	1:00 PM	3:00 PM
3:00 PM	1:00 PM	2:00 PM	4:00 PM
4:00 PM	2:00 PM	3:00 PM	5:00 PM
5:00 PM	3:00 PM	4:00 PM	6:00 PM
6:00 PM	4:00 PM	5:00 PM	7:00 PM
7:00 PM	5:00 PM	6:00 PM	8:00 PM
8:00 PM	6:00 PM	7:00 PM	9:00 PM
9:00 PM	7:00 PM	8:00 PM	10:00 PM
10:00 PM	8:00 PM	9:00 PM	11:00 PM
11:00 PM	9:00 PM	10:00 PM	12:00 AM
12:00 PM	10:00 PM	11:00 PM	1:00 AM
1:00 AM	11:00 PM	12:00 AM	2:00 AM

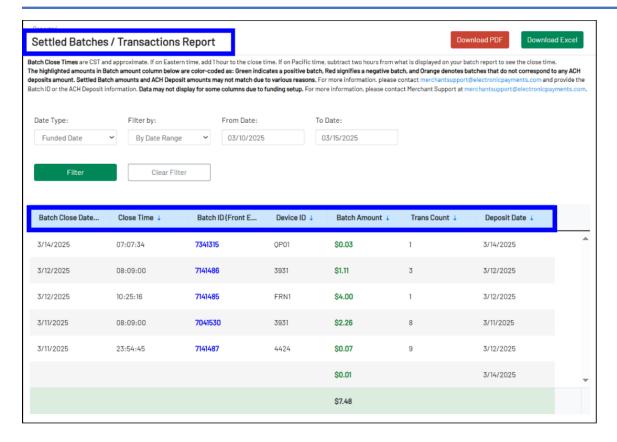
Report Pages

Settled Batches/Transactions Report

The **Settled Batches/Transactions Report** provides data about batches that have been settled. Users can click on the **Batch ID** number to display more detailed information about a specific batch/transaction.

Settled Batch amounts and ACH Deposit amounts may not match due to various reasons. For more information, please contact merchantsupport@electronicpayments.com and provide the Batch ID or the ACH Deposit information. Data may not display for some columns due to funding setup.





Column Values

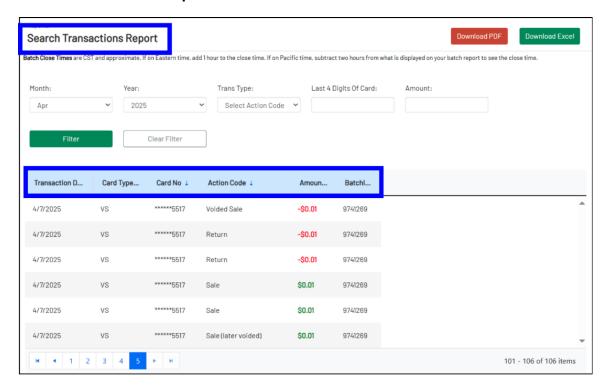
- Batch Close Date The date the batch was closed and settled at the device level.
- Close Time The time the batch was closed. Batch Close Times are CST and approximate. If on Eastern time, add 1 hour to the close time. If on Pacific time, subtract two hours from what is displayed on the batch report to see the close time. Please refer to the Time Zone table, above.
- Batch ID (Front End) The batch ID number.
- **Device ID** The device ID number.
- Batch Amount The highlighted amounts in Batch amount column below are color-coded as:
 - Green = positive batch
 - Red = negative batch
 - Orange = batches that do not correspond to any ACH deposits amount
- Trans Count The number of transactions that make up a batch.
- **Deposit Date** The date that EPI deposits the transaction.

NOTE: Transactions are always deposited by individual batch or all batches combined for a specific date.



Search Transactions Report

The **Search Transactions Report** allows merchants to review individual transactions.



Column Values

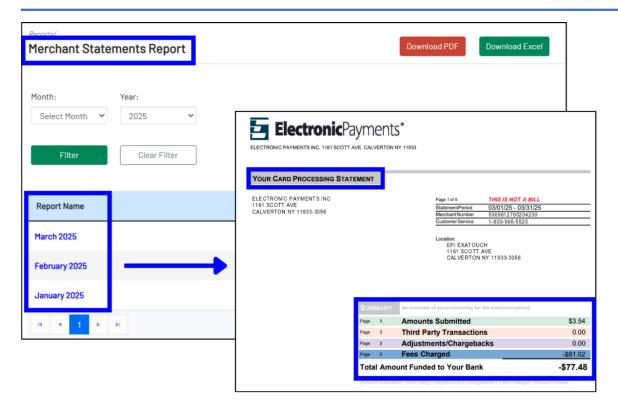
- Transaction Date The date the transaction was run.
- Card Type The brand of the card used in the transaction (e.g., Visa, MasterCard, Discover, AMEX, PIN Debit).
- Card No The last four digits of the financial account number on file for the credit card used.
- Action Code A description of the transaction (e.g., Sale, Return, Voided Sale, etc.).
- **Amount** The monetary amount of the transaction, in dollars and cents.
- BatchID The batch identification number assigned to the device when a batch is being closed.

Merchant Statements Report

The **Merchant Statements Report** allows merchants to download monthly card processing statements by clicking the desired report from the **Report Name** section. Reports can be filtered by month and/or year.

The **Card Processing Statement** will include a summary of account activity and details regarding account information, card types, amounts funded by batch, amounts submitted, third party transactions, adjustments/chargebacks, fees charged, interchange charges/program fees, and tax gross reportable sales by TIN.



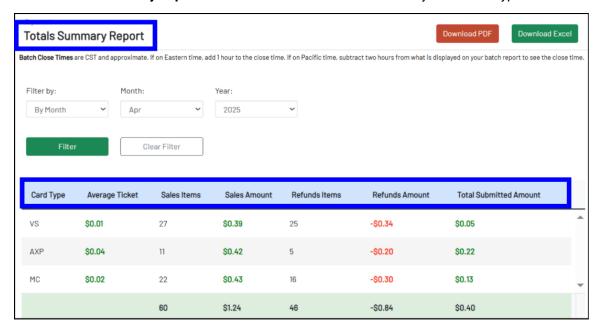


Column Values

Report Name – The month/year of card processing statements.

Totals Summary Report

Use the **Totals Summary Report** to view a breakdown of transactions by credit card type.



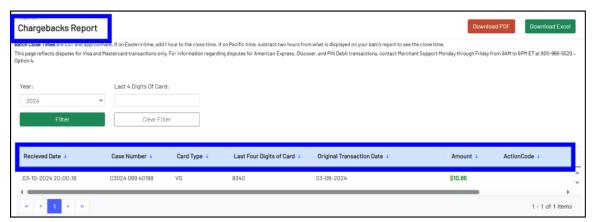


Column Values

- Card Type The credit card the customer used.
 - VS = Visa
 - AXP = American Express
 - MC = MasterCard
 - O DISC = Discover
- Average Ticket The average ticket amount by card.
- Sales Items The number of items purchased by card.
- Sales Amount Total net sales by card.
- Refunds Items The number of refunds by card.
- Refunds Amount The refund amount by card.
- Total Submitted Amount Total gross sales by card.

Chargebacks Report

Merchants can use the **Chargebacks Report** page to review credit card chargebacks and disputes for Visa and MasterCard transactions. For information on disputes for American Express, Discover, or debit cards, contact Merchant Support at 800-966-5520, Option 4.

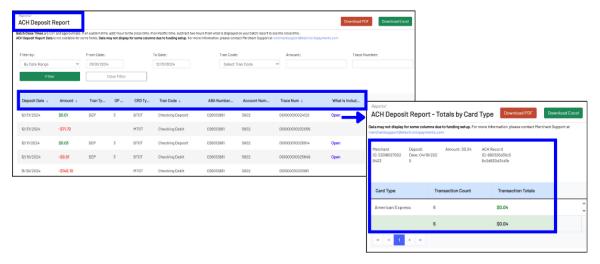


- **Received Date** The date the network received the dispute/chargeback.
- Case Number The case number assigned to the chargeback.
 NOTE: The full case number should always be written in the top right-hand corner of every page of all paperwork and supporting documentation that is transmitted to the Chargeback Department via fax or mail to ensure proper and timely handling, check-in, and processing procedures.
- Card Type The brand of the card used in the transaction (e.g., Visa, MasterCard, Discover, AMEX, PIN Debit).
- Last Four of Card The last four digits of the financial account number on file for the card used.
- Original Transaction The date the original transaction was run.
- Amount The monetary amount of the chargeback, in dollars and cents.
- ActionCode Type of action initiated (e.g., chargeback, representment, arbitration, reversal).



ACH Deposit Report

An **ACH** is an electronic fund transfer made between banks and credit unions across the Automated Clearing House network. Merchant 360's **ACH Deposit Report** allows users to view a history of business deposits.



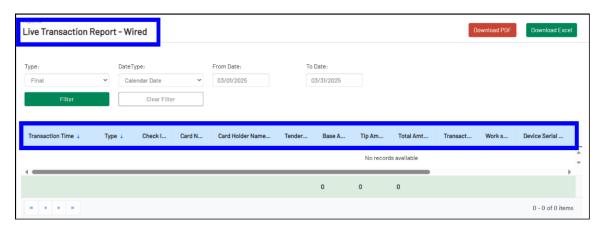
- **Deposit Date** The date EPI sends out to ACH for funding.
- **Amount** The net monetary deposit amount, in dollars and cents.
- Tran Type Indicates the type of transaction or action taking place. Examples include:
 - DEP Funding related to batch and transaction activity
 - DIS Daily discount fees
 - ADJ Adjustment from network
 - o D/A/D/D Deposit, adjustment, discount, debit
 - BUW Backup withholding
 - FUNDSADV Funds remitted to split settlement and/or cash advance account NOTE: For merchants on an individual financing schedule, this column can be quite helpful in reconciliation efforts. The code listed can let merchants know if ACH is related to batch and transaction data, daily or monthly fees, or direct network activity, such as for a chargeback or a direct network billing or adjustment.
- **DP TY** The entry method used to enter a merchant's sale and refund tickets/transactions. A value of **3** indicates an Electronic Ticket Capture (ETC).
- **CRD Type** The credit type.
 - BTOT Bankcard Total/Batch Total
 - MTOT Merchant Total/Monthly Total
- **Tran Code** The transaction type (checking deposit or checking debit).
- ABA Number The ABA routing number.
- Account Number The last four digits of the account number.
- Trace Num The 15-digit reference number assigned to each transaction, used to track ACH
 activity into and out of the merchant's bank account. It functions similarly to a tracking number for
 money. Merchants can provide the trace number to the ACH Department at their bank for
 assistance in locating or researching both pending and/or finalized ACH activity to their financial
 account.



 What is Included – Click the Open link to view more detailed transaction information for a particular date. Click the left or right arrows at the bottom left of the screen to scroll through multiple page numbers.

PCD Live View Report

The PCD Live View Report allows merchants to run live transaction reports of the PCD.

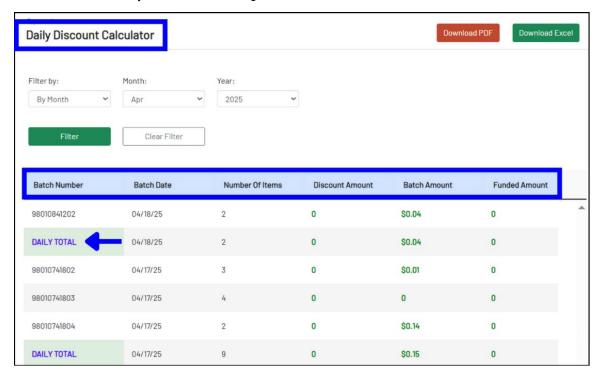


- **Transaction Time** The time and date of the transaction.
- **Type** If the transactions is a Sale, Void, or Refund.
- Check ID The check information (if applicable).
- Card No The credit or debit card number (if applicable); only the last 4 digits will be displayed.
- Card Holder Name The credit or debit card holder name (if applicable); the name is usually masked.
- Tender Type The card brands (e.g., Visa, MasterCard, American Express, Discover).
- Base Amt The base amount/subtotal of the transaction, excluding taxes, fees, and tips.
- Tip Amt The tip amount (if applicable).
- Total Amt The total amount of the transaction, including applicable taxes, fees, tips, discounts, etc.
- Transaction No The identifying number assigned to the transaction by the payment terminal.
- Work Station The POS station number where the transaction was processed.
- **Device Serial No –** The serial number of the device used to process the transaction.
- Reference ID The reference ID of the transaction (if applicable).
- AuthCode The authorization code from the payment device.
- Status The status of the transaction.
- **Table No** The table number attached to the transaction (if applicable).
- Server ID The server ID associated with the transaction (if applicable).



Daily Discount Calculator Report

The **Daily Discount Calculator** report consists of funded amounts after daily discount fees are collected. Data can be filtered by month or date range.



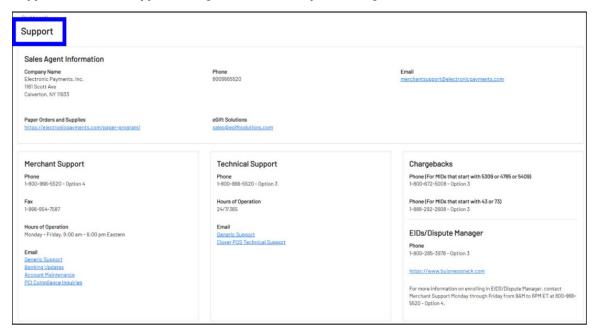
- **Batch Number** The 11-digit number that identifies a particular batch.
- **Batch Date** The date the batch was closed at the device level.
- Number of Items The number of items in the batch (e.g., transactions count).
- **Discount Amount** The amount, in dollars, of fees applied to the batch.
- Batch Amount The gross monetary total of all successfully settled credit and/or debit transactions in the closed batch.
- Funded Amount The net monetary total to be funded to the merchant's bank account (e.g., the difference between the **Discount Amount** and the **Batch Amount**).
- Daily Total (in Batch Number column) The sum of all batch data for a specific date, including multiple devices and/or multiple batches per day.



Support and Product Information

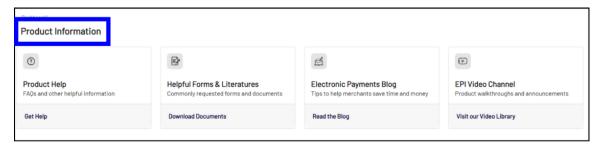
Support

In the **Support** section, merchants can find contact information for **Sales Agent Information**, **Merchant Support**, **Technical Support**, **Chargebacks**, **EIDs/Dispute Manager**, and other critical services.



Product Information

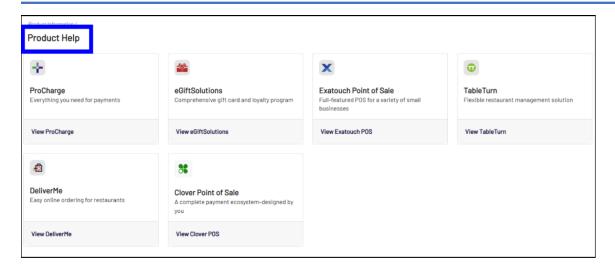
The **Product Information** section provides merchants with access to **Product Help** and **Helpful Forms & Literature**, as well as the Electronic Payments blog and video channel.



Product Help

Select a product to read helpful information on its product information page, including YouTube videos, frequently asked questions, and other helpful details. The **Product Help** portal also includes more information about other Exatouch products.





Helpful Forms & Literature

Merchants can download a variety of forms related to their Electronic Payments account. Click **Download File** to generate and print the desired report.

- 1099K FAQ Use this FAQ to navigate common questions that may arise when fielding questions about 1099Ks for merchants.
- Account Maintenance Form (Address and DBA Changes) Use this form to update a merchant's
 physical address, mailing address, DBA name, and other merchant details.
- Account Maintenance Form (AMF) FAQ Use this form to address questions about making
 updates to a merchant account, including updating the mailing address or contact person
 associated with an account, and/or adding additional signers.
- Account Maintenance Form Checklist (Address and DBA Changes) This form includes a checklist for maintaining a merchant's account.
- Bank Account Change Form Use this form to change a merchant's bank account on file. The form
 is for Visa, MasterCard, Discover Network, American Express Opt Blue credit/debit, and EBT
 deposits only. Merchants not enrolled in the American Express Opt Blue program and who receive a
 separate Amex statement must contact American Express directly at 800-528-5200.
- Bank Account Change Form Checklist This form includes a checklist for changing a merchant's bank account information.
- Chargeback FAQ Use this form to answer common questions when dealing with chargebacks.
- EBT FAQ Use this form to answer common questions about EBT and FNS transactions.
- Merchant ACH Authorization Form Authorize a one-time ACH drawn on a merchant's account.
- Merchant Credit Card Authorization Form Authorize a one-time credit card charge on a merchant's credit card.
- PIN Encryption Key Reference Guide This document lists the PIN encryption keys for all platforms.
- PinPad/Terminal Encryption Form Internal or external pinpads are sent back to EPI for encryption.
- RMA Request Form (for terminal equipment) This form must be included with all returned terminal equipment. Complete in its entirety and return to Electronic Payments Shipping and Receiving Facility. All equipment swaps require a Terminal Setup Form (TSF).
- Seasonal Accounts FAQ Use this to navigate common questions about seasonal accounts.



Electronic Payments Blog

The Electronic Payments On the Record blog includes tips to help merchants save time and money while learning about payments and POS.

Electronic Payments Video Channel

The **EPI Video Channel on YouTube** (@epidigitalchannel) is where merchants can find product walkthroughs, testimonials, webinars, merchant spotlights, event videos, and other announcements.