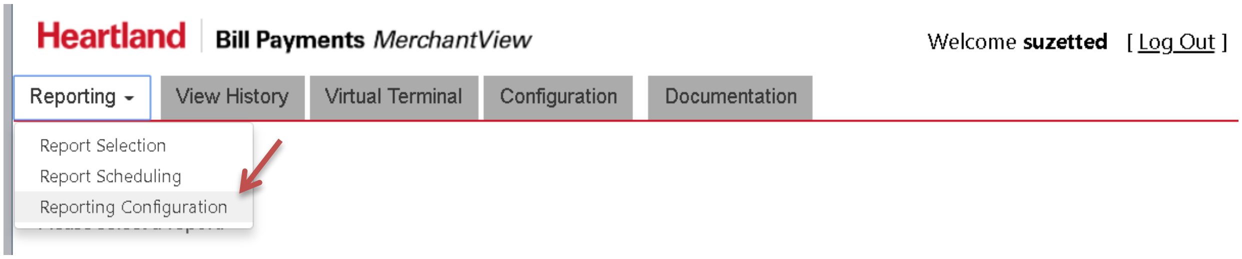
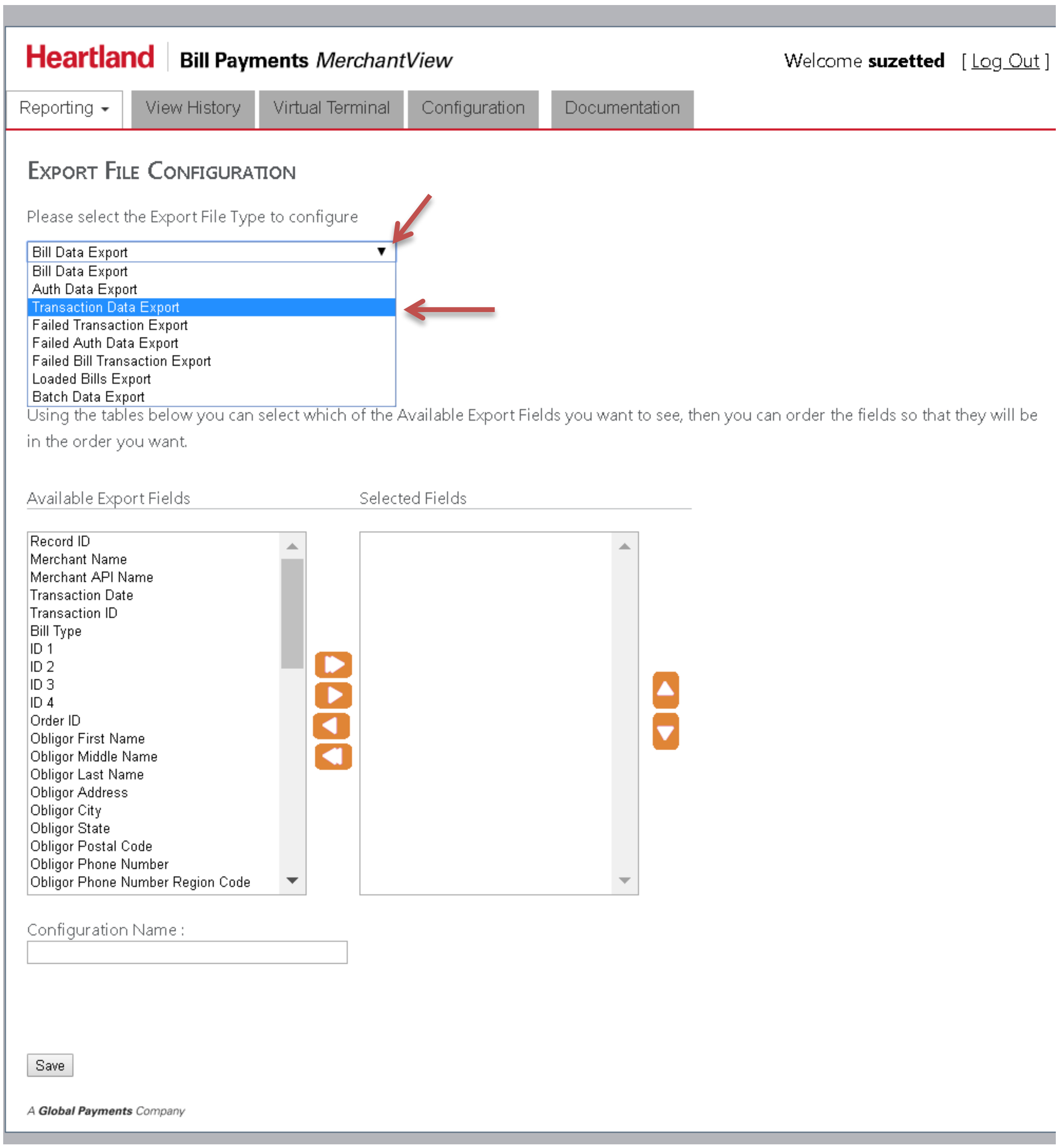
Configure an Exported Report

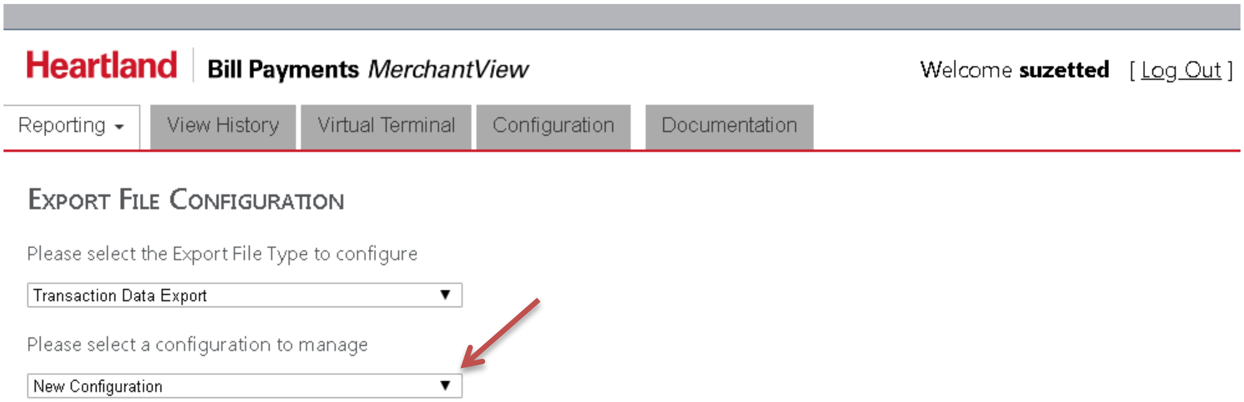
Using the drop-down on the “Reporting” tab, select “Report Configuration”



Using the “Export File Configuration” drop-down box, select the “Transaction Data Export”.

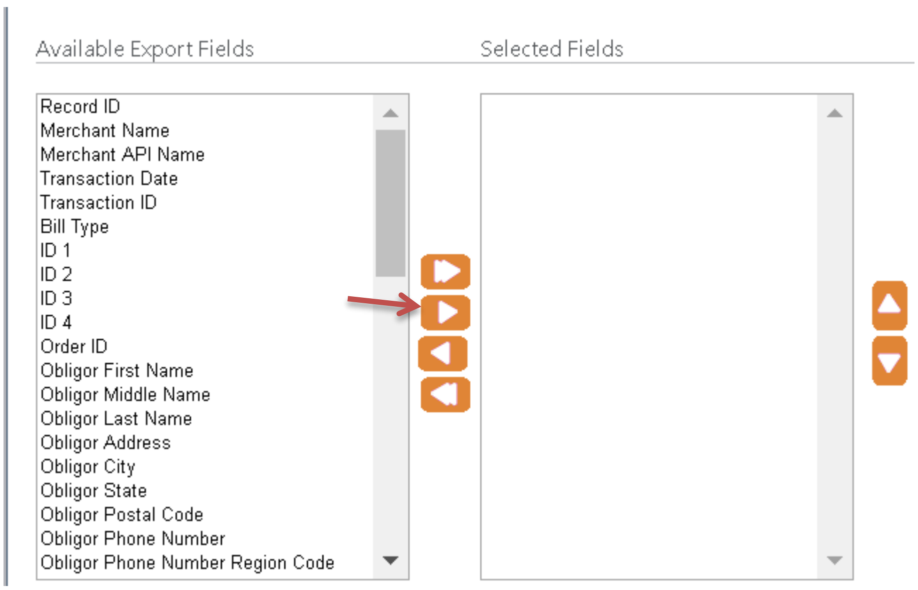


Next, to create a new configuration, use the “configuration to manage” drop-down box and select New Configuration.

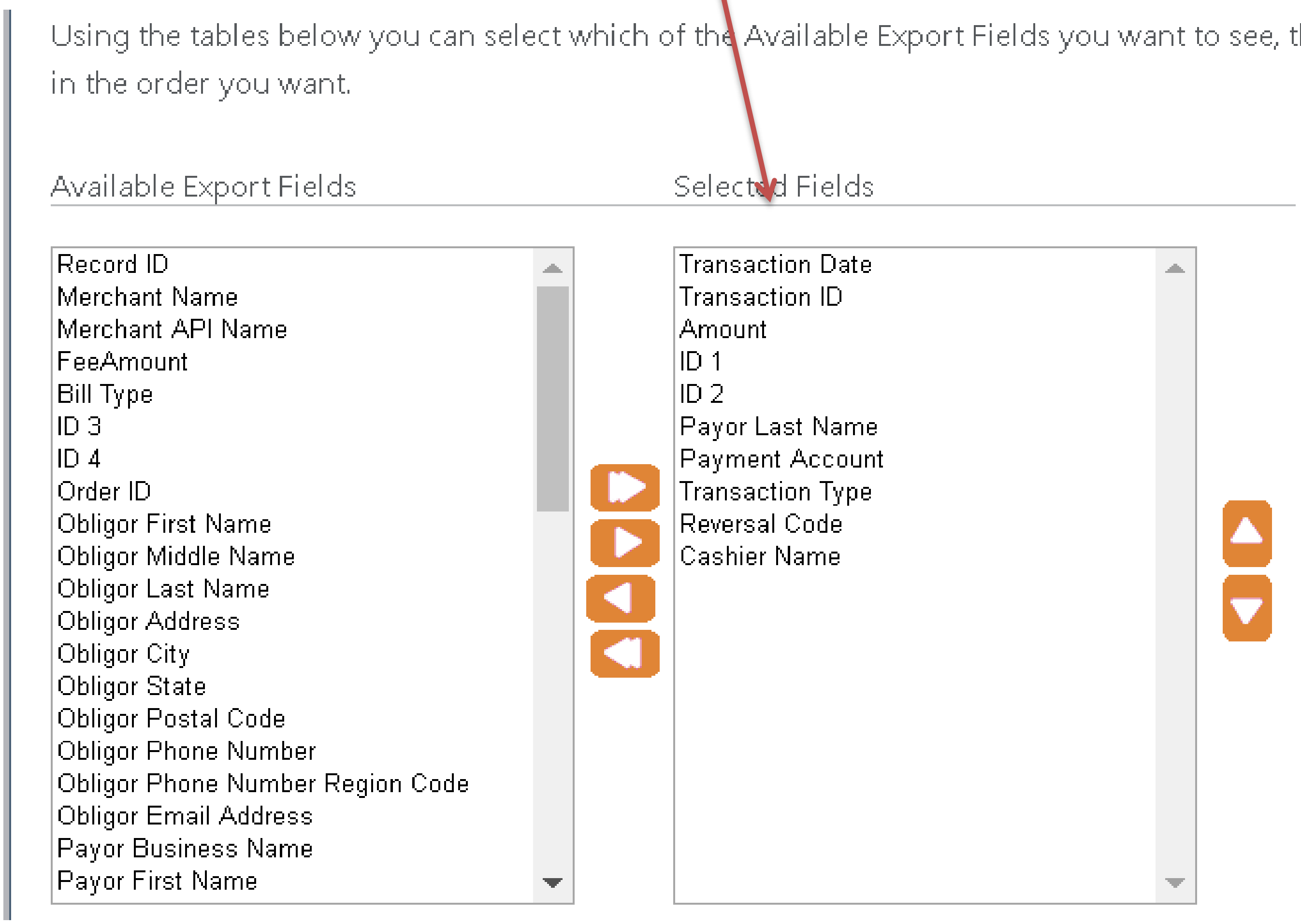


Click on the following “Available Export Fields” and Use the ► to move the fields to the “Selected Fields” box.

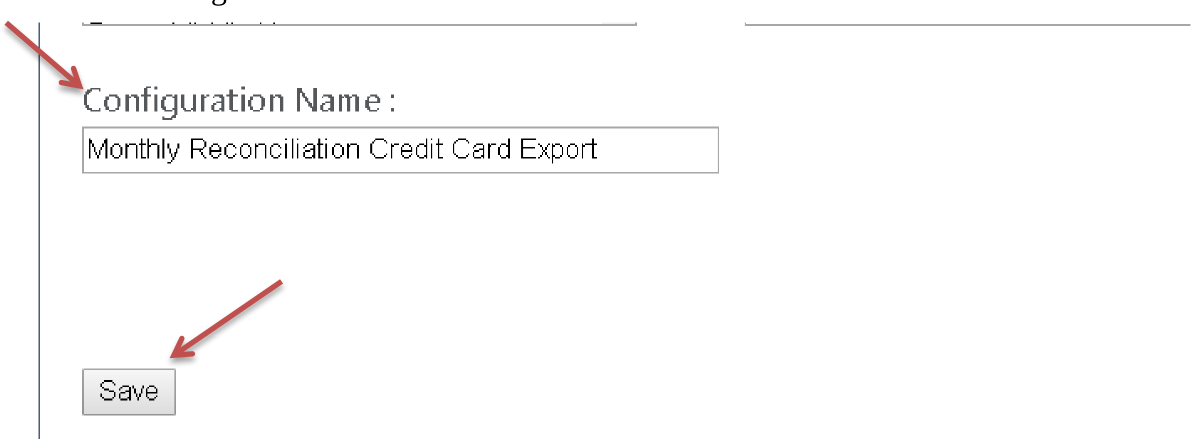
- Transaction Date
- Transaction ID
- Amount
- ID1
- ID2
- Payor Last Name
- Payment Account
- Transaction Type
- Reversal Code
- Cashier’s Name



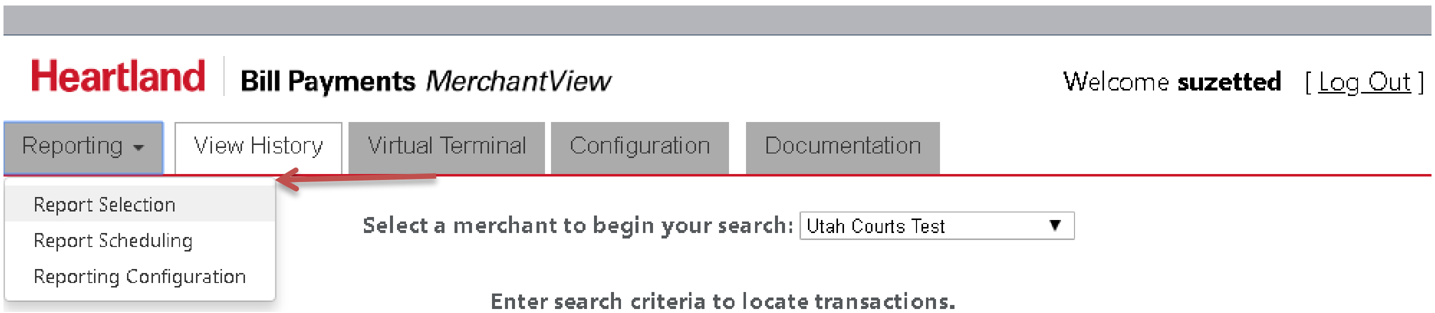
(Important: You will be importing this file into Excel Transaction Data Export Credit Card Template.xlsm **You must configure the report as shown in the example**. (**The fields and field order must match)**



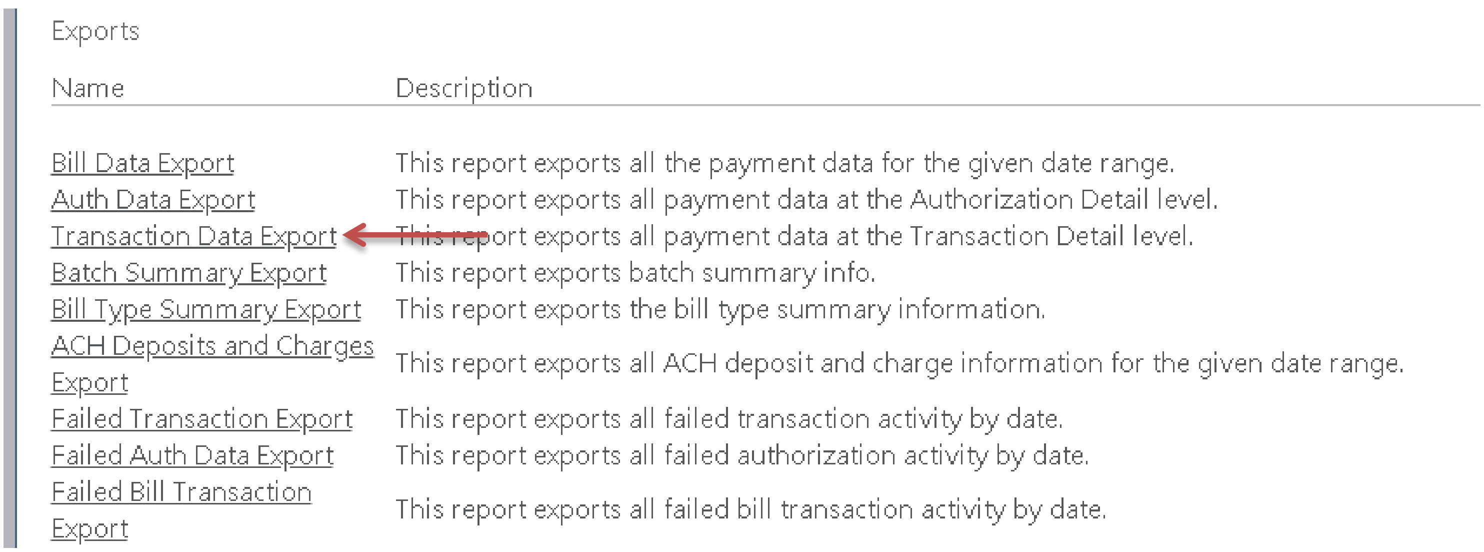
Enter a Configuration Name and Save



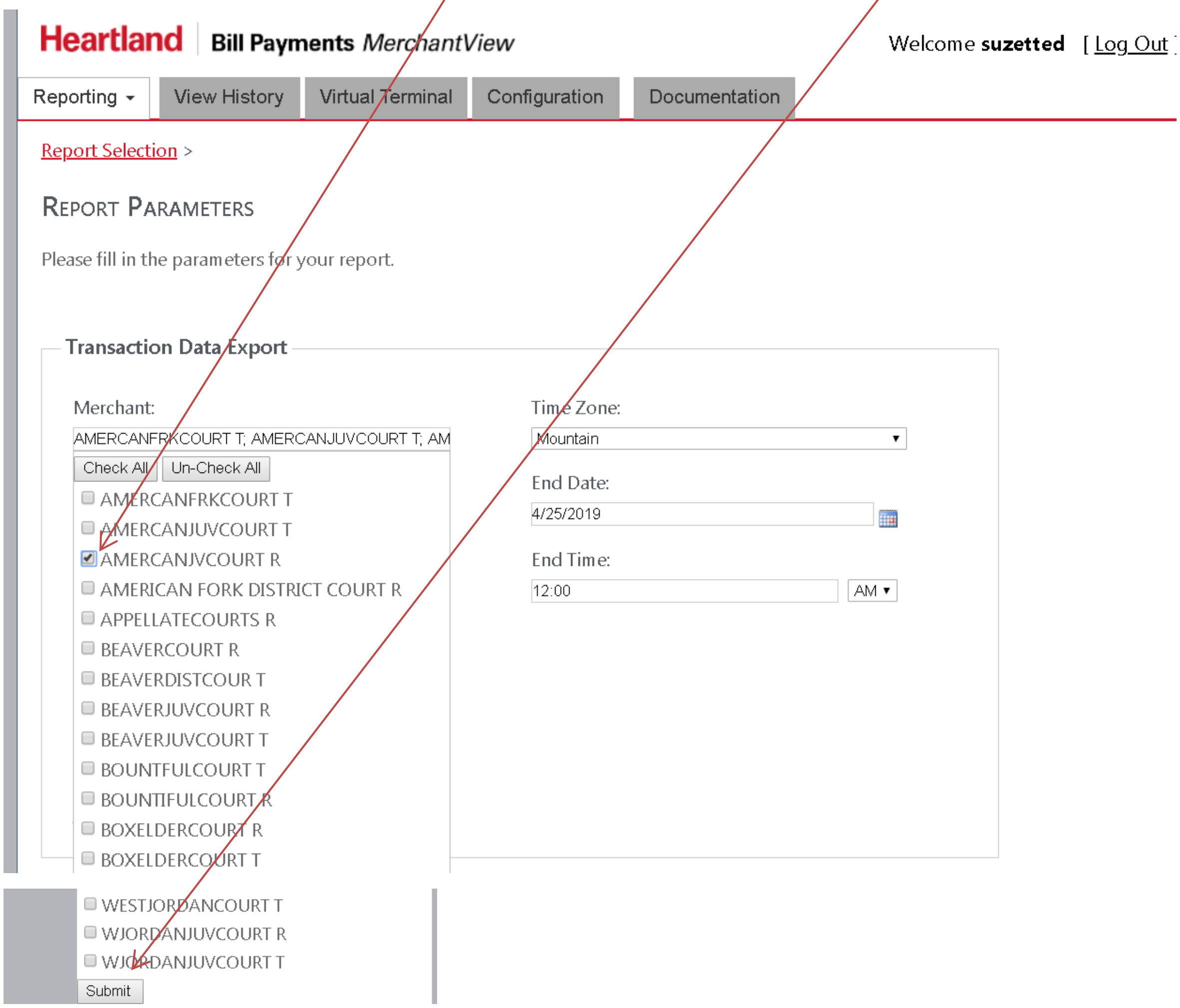
Using the drop-down Reporting box, select “Report Selection”



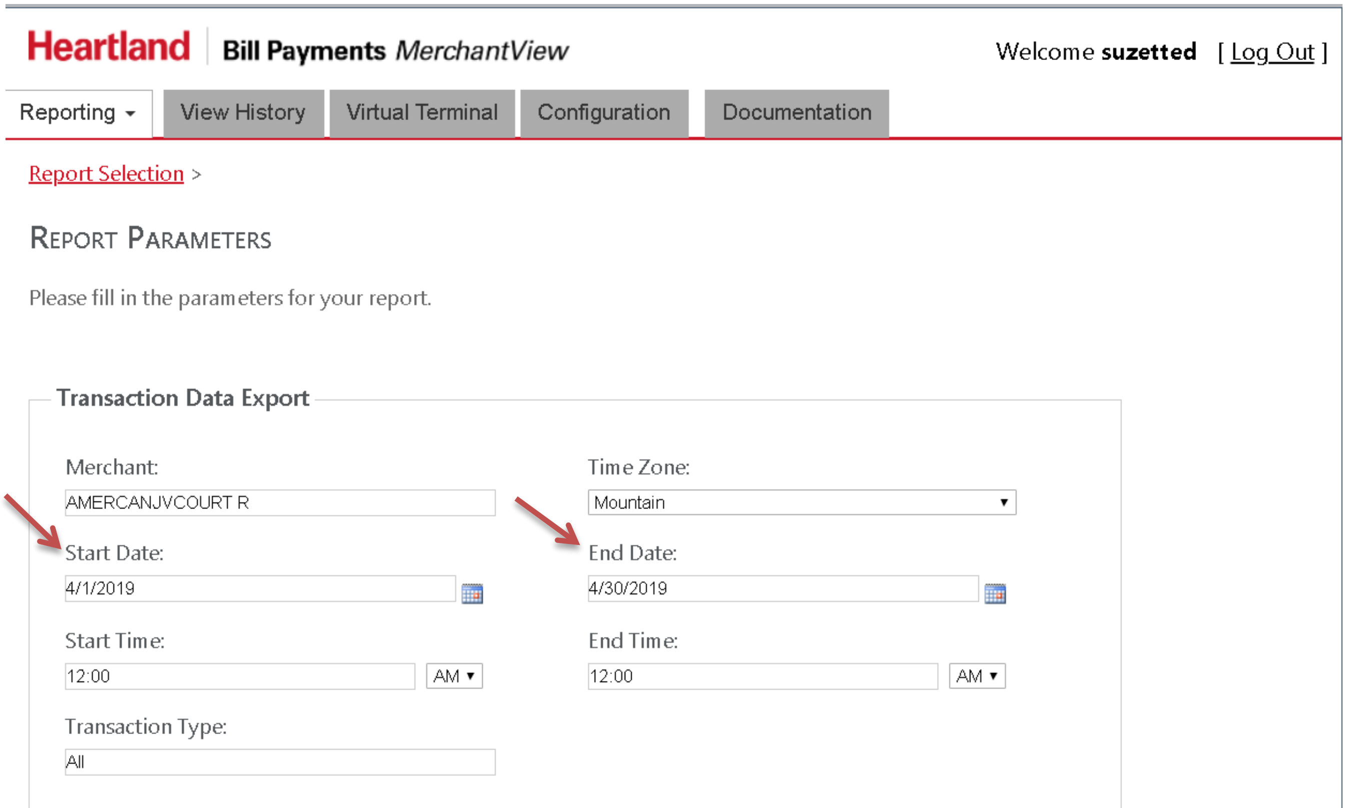
Scroll down the page to “Exports” and select “Transaction Data Export.”



Click on “Merchant” box, click on “Uncheck All” and select merchant (location/account) and “Submit”

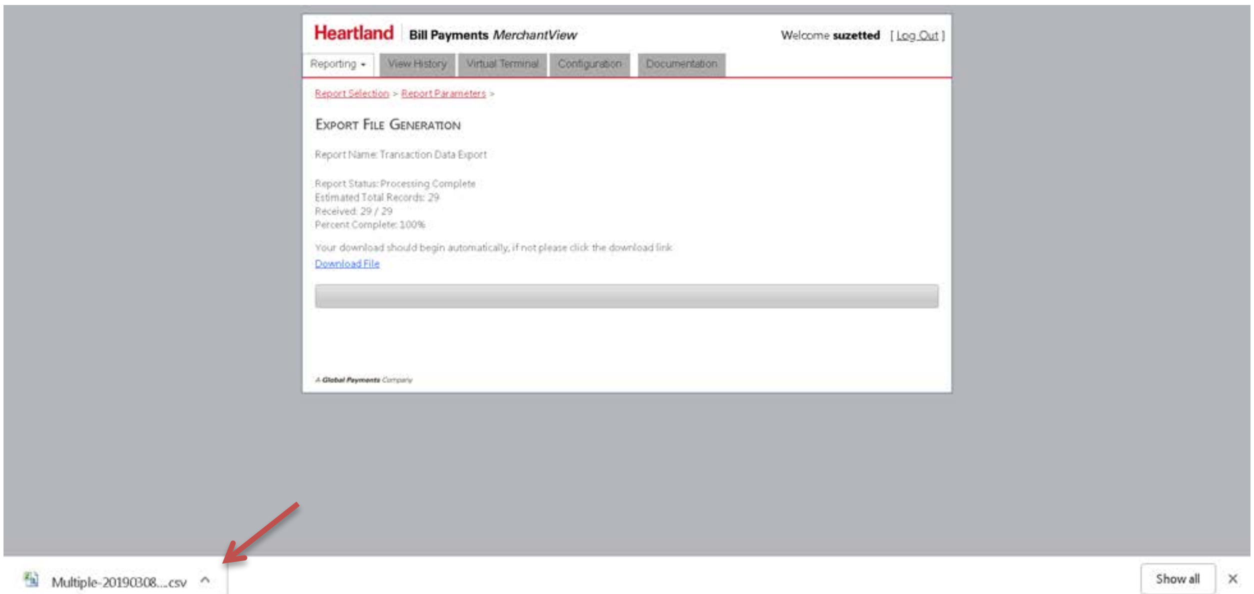


Enter the Start and End Dates.



Use the drop-down "Export Configuration" box and select the "Monthly Reconciliation Credit Card Export" report. Select Submit.

The file will automatically be saved to your download folder. If you are using Google Chrome the file will show at the bottom of the screen, you can open the file from here and save to your directory. If you are going to save the file, you must save it as a .cvs so that it will work with the Transaction Data Export Template.



If you choose not to save the file to your computer or local directory, you will be able to import it into the Transaction Data Export Template from your download folder. Instructions for importing can be found in Heartland - Importing a Configured Report into Excel document.

If you need additional help, contact Suzette Deans (801)578-3862 suzetted@utcourts.gov for instructions for saving and importing into Excel.