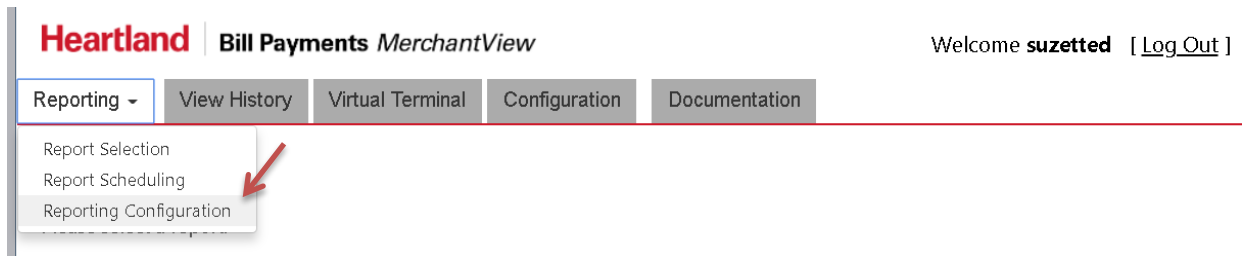
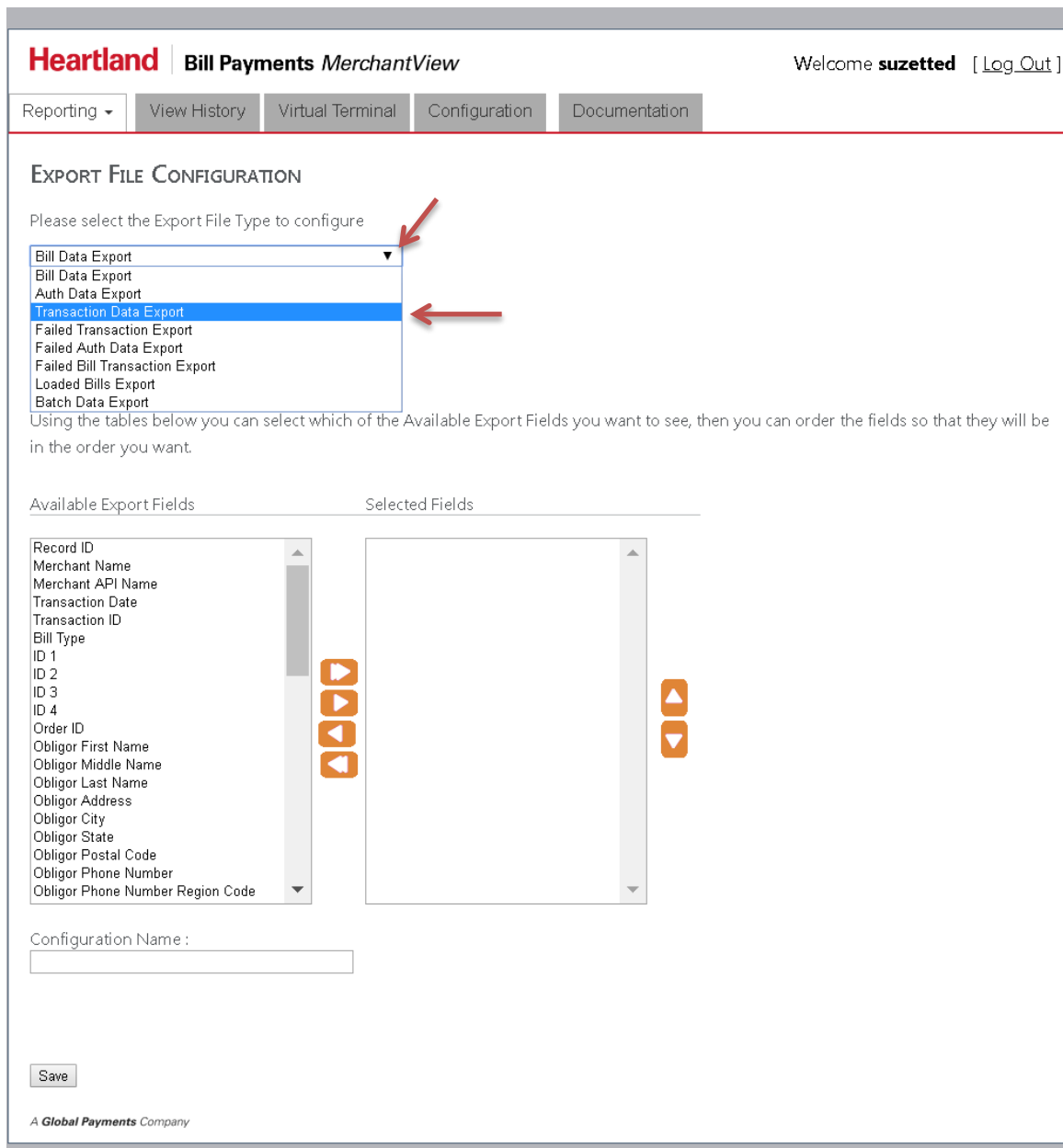


## Configure an Exported Report

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.

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**EXPORT FILE CONFIGURATION**

Please select the Export File Type to configure

Transaction Data Export ▾

Please select a configuration to manage

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

Available Export Fields Selected Fields

Record ID  
Merchant Name  
Merchant API Name  
Transaction Date  
Transaction ID  
Bill Type  
ID 1  
ID 2  
ID 3  
ID 4  
Order ID  
Obligor First Name  
Obligor Middle Name  
Obligor Last Name  
Obligor Address  
Obligor City  
Obligor State  
Obligor Postal Code  
Obligor Phone Number  
Obligor Phone Number Region Code

(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)**)

Using the tables below you can select which of the Available Export Fields you want to see, in the order you want.

#### Available Export Fields

Record ID  
Merchant Name  
Merchant API Name  
FeeAmount  
Bill Type  
ID 3  
ID 4  
Order ID  
Obligor First Name  
Obligor Middle Name  
Obligor Last Name  
Obligor Address  
Obligor City  
Obligor State  
Obligor Postal Code  
Obligor Phone Number  
Obligor Phone Number Region Code  
Obligor Email Address  
Payor Business Name  
Payor First Name



#### Selected Fields

Transaction Date  
Transaction ID  
Amount  
ID 1  
ID 2  
Payor Last Name  
Payment Account  
Transaction Type  
Reversal Code  
Cashier Name



Enter a Configuration Name and Save

Configuration Name :

Monthly Reconciliation Credit Card Export

Save

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

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Report Selection  
Report Scheduling  
Reporting Configuration

Select a merchant to begin your search: Utah Courts Test ▾

Enter search criteria to locate transactions.

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

Exports	
Name	Description
<a href="#">Bill Data Export</a>	This report exports all the payment data for the given date range.
<a href="#">Auth Data Export</a>	This report exports all payment data at the Authorization Detail level.
<a href="#">Transaction Data Export</a>	This report exports all payment data at the Transaction Detail level.
<a href="#">Batch Summary Export</a>	This report exports batch summary info.
<a href="#">Bill Type Summary Export</a>	This report exports the bill type summary information.
<a href="#">ACH Deposits and Charges Export</a>	This report exports all ACH deposit and charge information for the given date range.
<a href="#">Failed Transaction Export</a>	This report exports all failed transaction activity by date.
<a href="#">Failed Auth Data Export</a>	This report exports all failed authorization activity by date.
<a href="#">Failed Bill Transaction Export</a>	This report exports all failed bill transaction activity by date.

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

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[Report Selection](#) >

REPORT PARAMETERS

Please fill in the parameters for your report.

Transaction Data Export


Merchant:  
AMERCANFRKCOURT T, AMERCANJUV COURT T, AM  

Check AllUn-Check All

☐ AMERCANFRKCOURT T  
☐ AMERCANJUV COURT T  
☒ AMERCANJVCOURT R  
☐ AMERICAN FORK DISTRICT COURT R  
☐ APPELLATECOURTS R  
☐ BEAVERCOURT R  
☐ BEAVERDISTCOUR T  
☐ BEAVERJVCOURT R  
☐ BEAVERJVCOURT T  
☐ BOUNTIFULCOURT T  
☐ BOUNTIFULCOURT R  
☐ BOXELDERCOURT R  
☐ BOXELDERCOURT T  
  
☐ WESTJORDANCOURT T  
☐ WJORDANJVCOURT R  
☐ WJORDANJVCOURT T

Submit

Time Zone:  
Mountain ▾

End Date:  
4/25/2019 

End Time:  
12:00 AM ▾

Enter the Start and End Dates.

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Reporting ▾View HistoryVirtual TerminalConfigurationDocumentation

[Report Selection](#) >


REPORT PARAMETERS


Please fill in the parameters for your report.

Transaction Data Export

Merchant:  
AMERCANJVCOURT R

Time Zone:  
Mountain ▾

Start Date:  
4/1/2019 

End Date:  
4/30/2019 

Start Time:  
12:00 AM ▾

End Time:  
12:00 AM ▾

Transaction Type:  
All

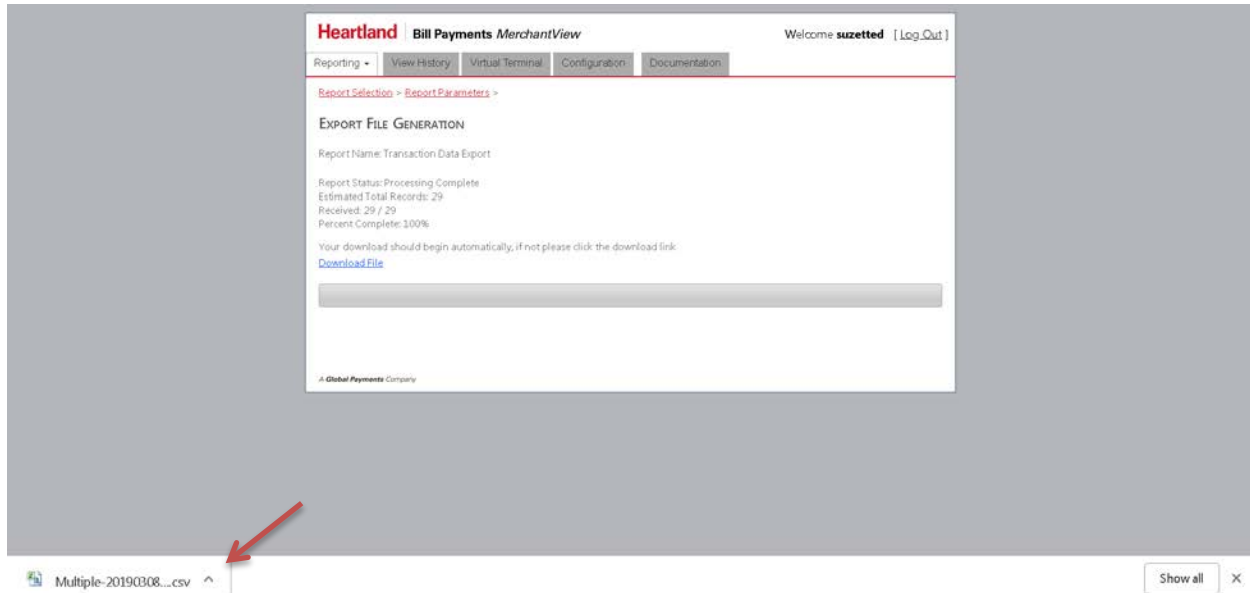
Use the drop-down “Export Configuration” box and select the “Monthly Reconciliation Credit Card Export” report. Select Submit.

Export Configuration:  
Monthly Reconciliation Credit Card Export ▾  
[Configure Export Fields](#)

Submit

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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 .csv 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](mailto:suzetted@utcourts.gov) for instructions for saving and importing into Excel.