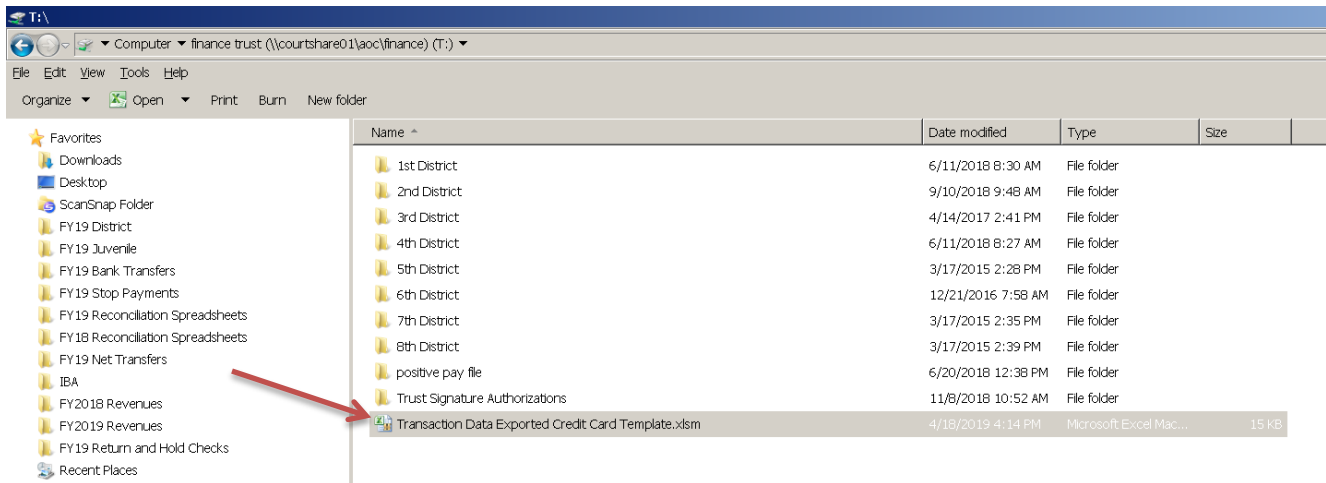
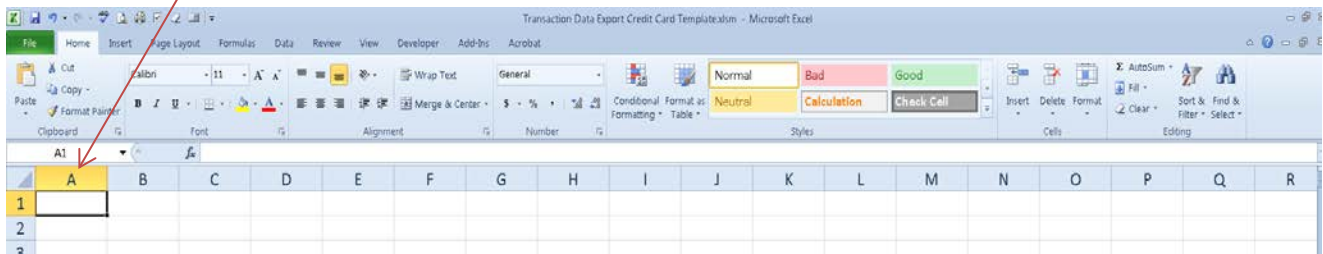


## Heartland – Importing a Configured Report Into Excel

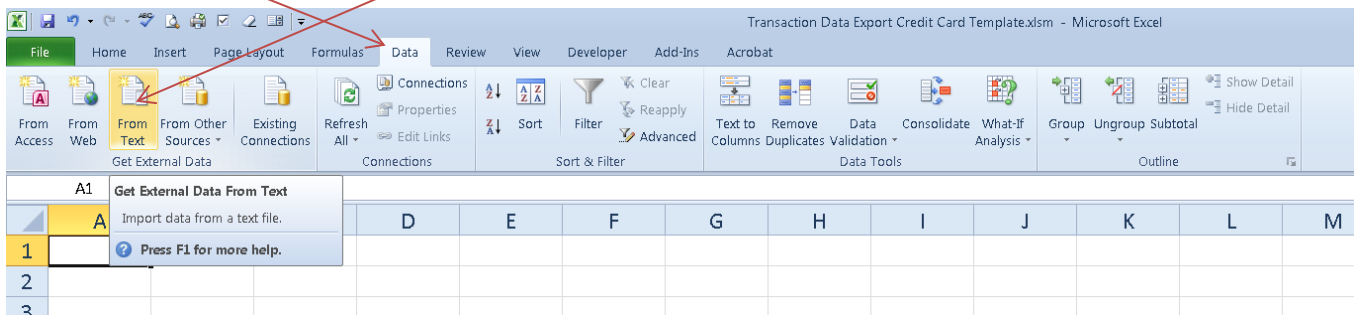
Go to the “T” drive, and open the Transaction Data Export Credit Card Template. Enable content if needed. (this is a read only file)



Make sure cell A1 is selected.

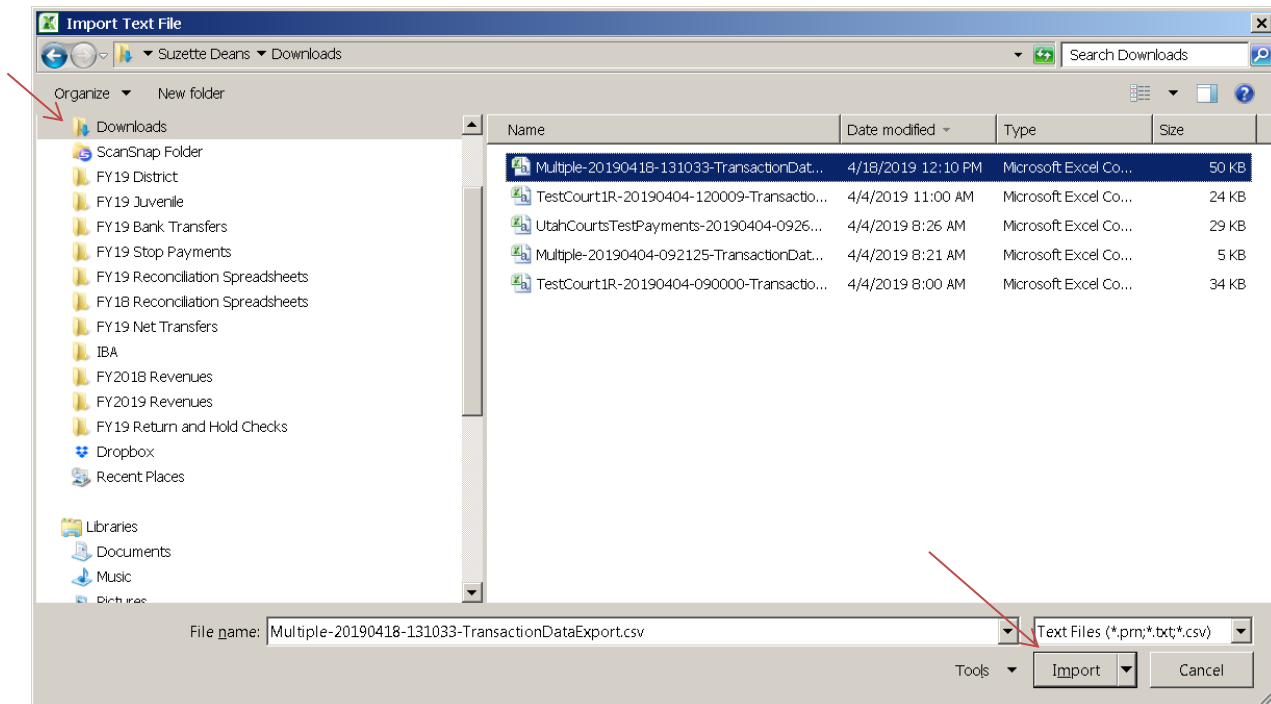


From the Data Tab, select “From Text”



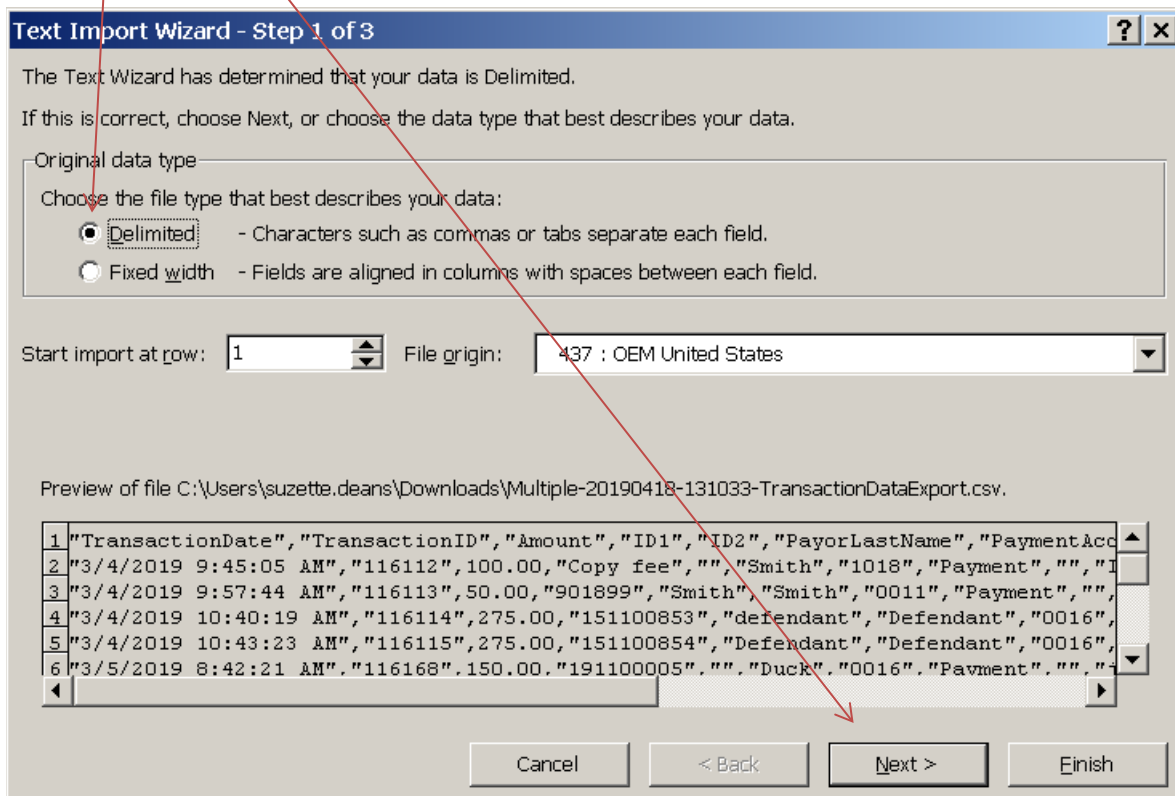
## Heartland – Importing a Configured Report Into Excel

Go to the “Downloads” folder and select the Heartland exported report that you just ran and select “Import”.



### Step 1 of 3

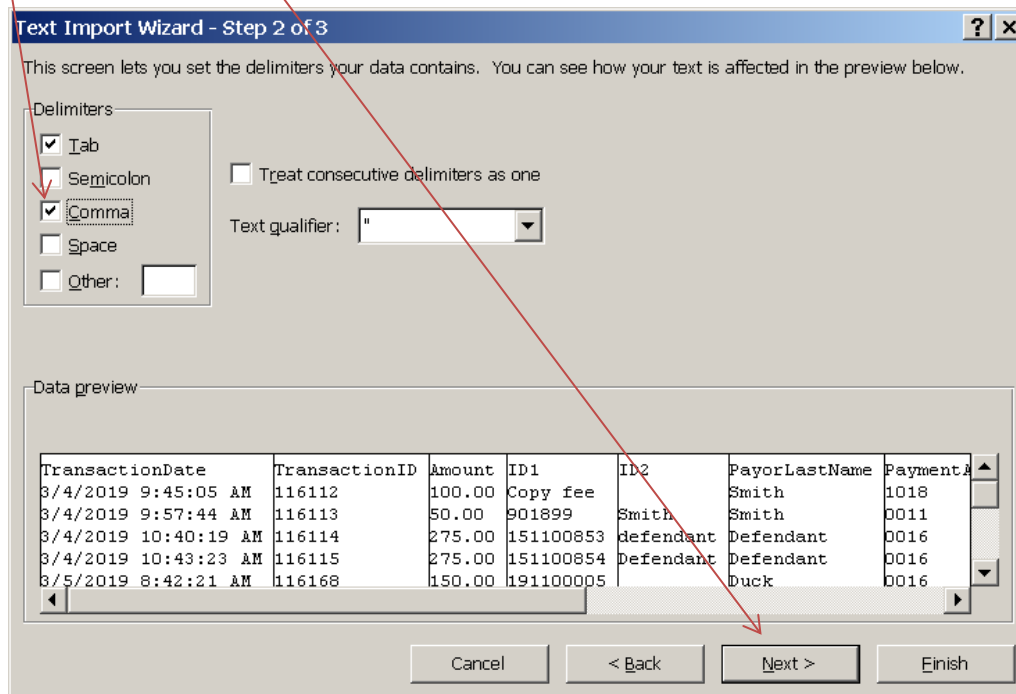
Choose “Delimited” → “Next”



## Heartland – Importing a Configured Report Into Excel

### Step 2 of 3

Check the “Comma” box → “Next”



This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- ☒ Tab
- ☐ Semicolon
- ☒ Comma
- ☐ Space
- ☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

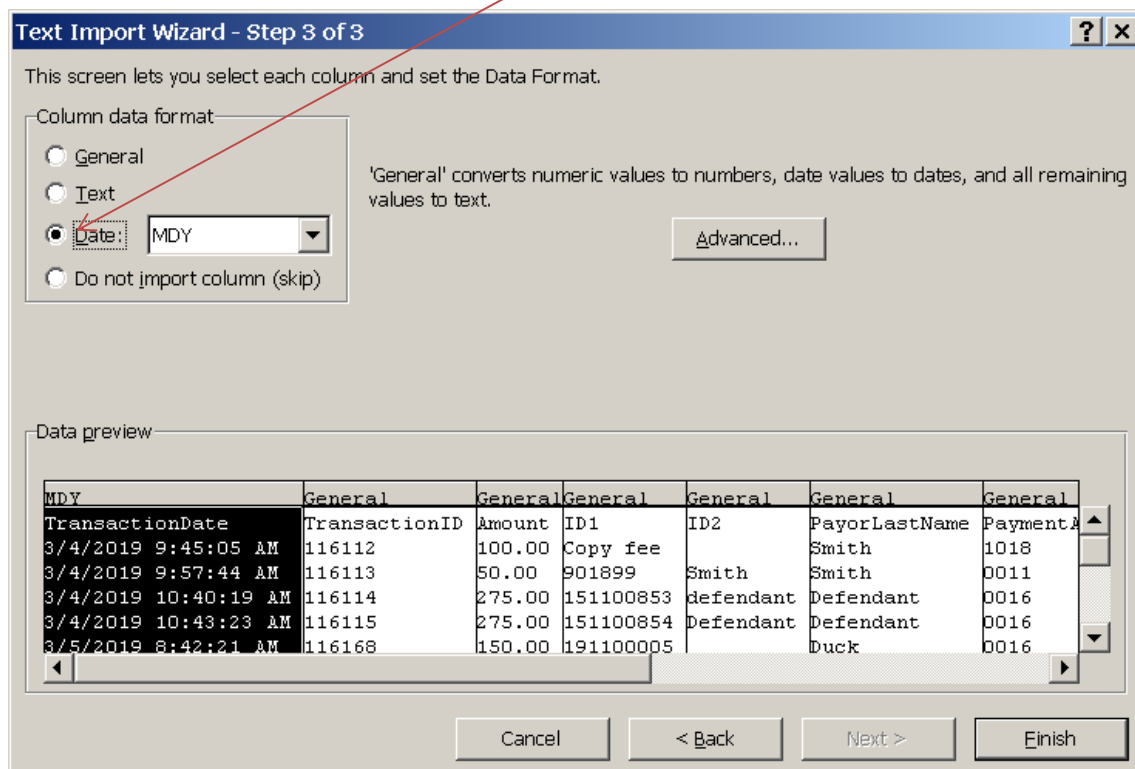
Data preview

TransactionDate	TransactionID	Amount	ID1	ID2	PayorLastName	PaymentA
3/4/2019 9:45:05 AM	116112	100.00	Copy fee		Smith	1018
3/4/2019 9:57:44 AM	116113	50.00	901899	Smith	Smith	0011
3/4/2019 10:40:19 AM	116114	275.00	151100853	defendant	Defendant	0016
3/4/2019 10:43:23 AM	116115	275.00	151100854	Defendant	Defendant	0016
3/5/2019 8:42:21 AM	116168	150.00	191100005		Duck	0016

Buttons: Cancel, < Back, Next >, Finish

### Step 3 of 3

- The first column is highlighted check the “Date” format Button



This screen lets you select each column and set the Data Format.

Column data format:

- ☐ General
- ☐ Text
- ☒ Date: MDY
- ☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

MDY	General	General	General	General	General	General
TransactionDate	TransactionID	Amount	ID1	ID2	PayorLastName	PaymentA
3/4/2019 9:45:05 AM	116112	100.00	Copy fee		Smith	1018
3/4/2019 9:57:44 AM	116113	50.00	901899	Smith	Smith	0011
3/4/2019 10:40:19 AM	116114	275.00	151100853	defendant	Defendant	0016
3/4/2019 10:43:23 AM	116115	275.00	151100854	Defendant	Defendant	0016
3/5/2019 8:42:21 AM	116168	150.00	191100005		Duck	0016

Buttons: Cancel, < Back, Next >, Finish

## Heartland – Importing a Configured Report Into Excel

- Scroll to **column 6 (payment account)** highlight and select the **“Text”** Format button.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format:

- ☐ General
- ☒ Text
- ☐ Date: MDY
- ☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview:

MDY	General	General	General	General	General	Text
TransactionDate	TransactionID	Amount	ID1	ID2	PayorLastName	PaymentAccount
2019 9:45:05 AM	116112	100.00	Copy fee		Smith	1018
2019 9:57:44 AM	116113	50.00	901899	Smith	Smith	0011
2019 10:40:19 AM	116114	275.00	151100853	defendant	Defendant	0016
2019 10:43:23 AM	116115	275.00	151100854	Defendant	Defendant	0016
2019 8:42:21 AM	116168	150.00	191100005		Duck	0016

Cancel < Back Next > Finish

- Click on **“Finish”**

Import data to Existing Worksheet, click on “OK” (Note: Make sure that you are importing into Cell A1.)

Import Data

Where do you want to put the data?

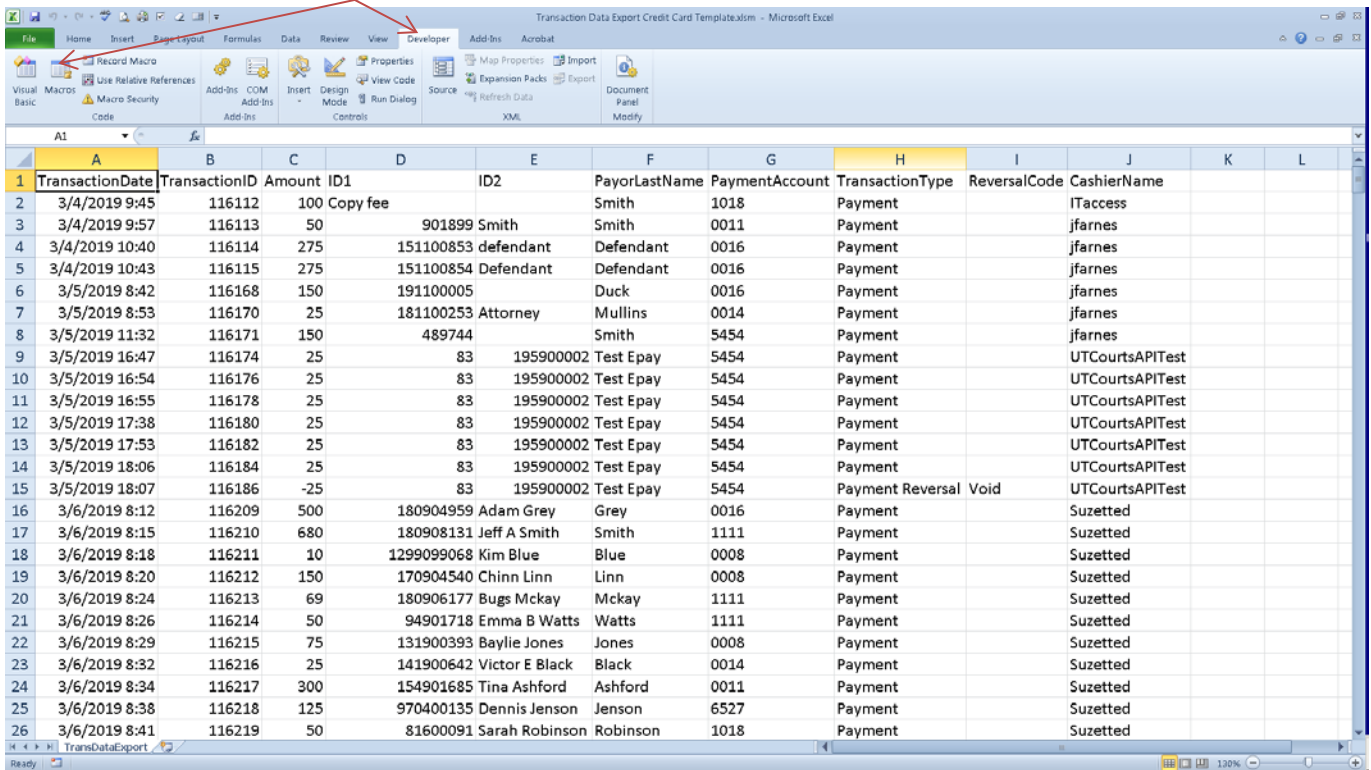
- ☒ Existing worksheet:
- ☐ New worksheet

=A\$1

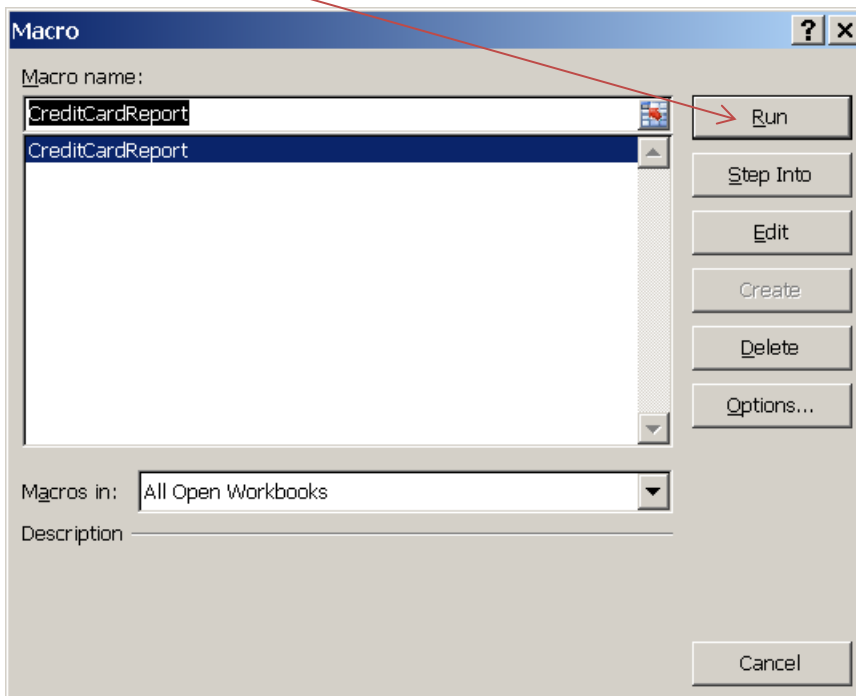
Properties... OK Cancel

## Heartland – Importing a Configured Report Into Excel

Go to the “Developer” Tab and select “Macros”



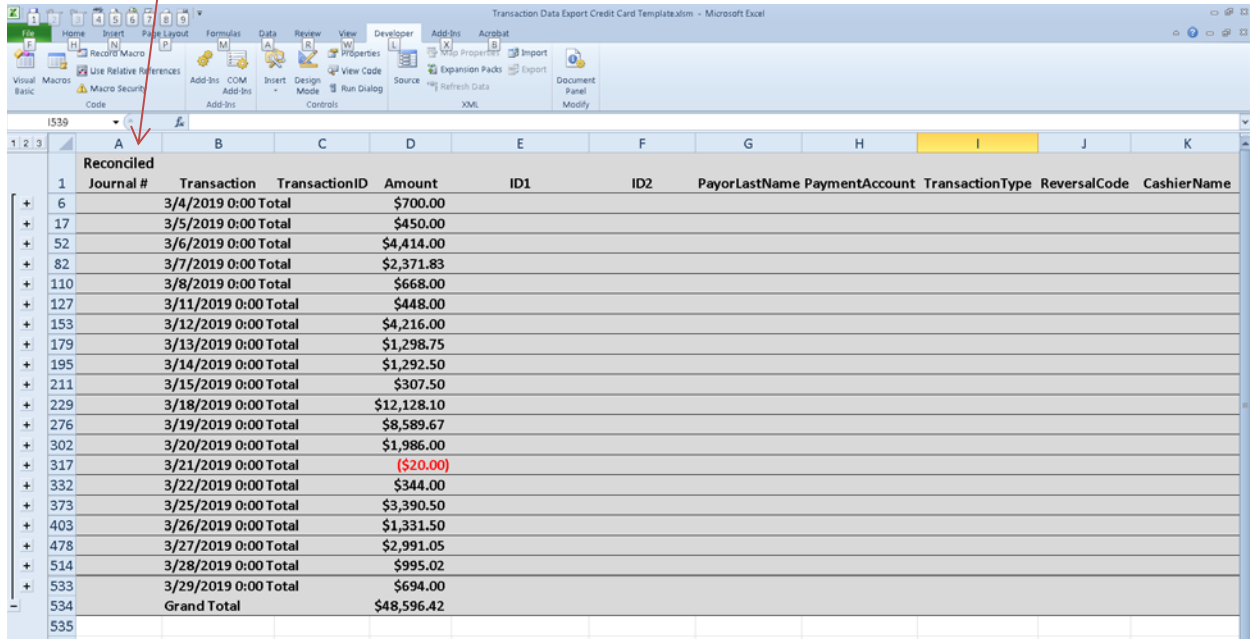
Click on CreditCardReport → Run



## Heartland – Importing a Configured Report Into Excel

The page will display as a summary view. As you can see by the example below, the report is showing the balance total for each day. **This is all that needs to be submitted with the reconciliations.**

An additional column has been added to help you reconcile. You can use the column to check off the entries once they have been matched to the bank statement or you can list the journal number. This is not a requirement, just a helpful tool you can use if desired.



	A	B	C	D	E	F	G	H	I	J	K
	Reconciled										
1	Journal #	Transaction	TransactionID	Amount	ID1	ID2	PayorLastName	PaymentAccount	TransactionType	ReversalCode	CashierName
6		3/4/2019 0:00 Total		\$700.00							
17		3/5/2019 0:00 Total		\$450.00							
52		3/6/2019 0:00 Total		\$4,414.00							
82		3/7/2019 0:00 Total		\$2,371.83							
110		3/8/2019 0:00 Total		\$668.00							
127		3/11/2019 0:00 Total		\$448.00							
153		3/12/2019 0:00 Total		\$4,216.00							
179		3/13/2019 0:00 Total		\$1,298.75							
195		3/14/2019 0:00 Total		\$1,292.50							
211		3/15/2019 0:00 Total		\$307.50							
229		3/18/2019 0:00 Total		\$12,128.10							
276		3/19/2019 0:00 Total		\$8,589.67							
302		3/20/2019 0:00 Total		\$1,986.00							
317		3/21/2019 0:00 Total		(\$20.00)							
332		3/22/2019 0:00 Total		\$344.00							
373		3/25/2019 0:00 Total		\$3,390.50							
403		3/26/2019 0:00 Total		\$1,331.50							
478		3/27/2019 0:00 Total		\$2,991.05							
514		3/28/2019 0:00 Total		\$995.02							
533		3/29/2019 0:00 Total		\$694.00							
534		Grand Total		\$48,596.42							
535											

Choose File → Print (You are not required to save/keep the file as it can be generated again if needed)

However, if you choose to save the file, you need to do a “Save as” and change the file type to an Excel Workbook .xlsx. Please **do not** save the report to the “T” drive. Refer to page 8 for instruction for saving the file.

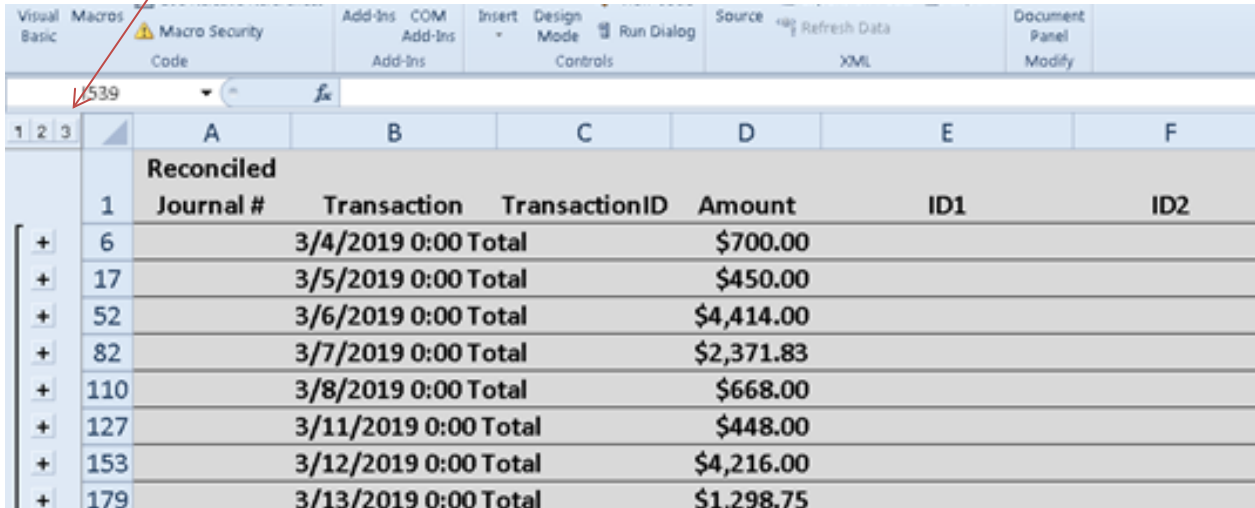
If you are having issues with your reconciliation and need to view the detail listing of transactions follow the steps on the next page.

# Heartland – Importing a Configured Report Into Excel

## Viewing Credit Card Detail

To expand or collapse the data in the spreadsheet you can click on the Data Grouping Outline. This is found on the left side of the worksheet. Clicking on the 1 will show you only the grand total, 2 is the summary view, 3 is the detailed view.

Click on “3”



Reconciled						
1	Journal #	Transaction	TransactionID	Amount	ID1	ID2
+	6	3/4/2019 0:00 Total		\$700.00		
+	17	3/5/2019 0:00 Total		\$450.00		
+	52	3/6/2019 0:00 Total		\$4,414.00		
+	82	3/7/2019 0:00 Total		\$2,371.83		
+	110	3/8/2019 0:00 Total		\$668.00		
+	127	3/11/2019 0:00 Total		\$448.00		
+	153	3/12/2019 0:00 Total		\$4,216.00		
+	179	3/13/2019 0:00 Total		\$1,298.75		

## Detail View

Transaction Data Export Credit Card Template - Microsoft Excel

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperAdd-insAccount

Record MacroUse Relative ReferencesAdd-insCOM Add-insMacro SecurityCodeAdd-ins

Visual BasicMacro SecurityCode

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

Formulas

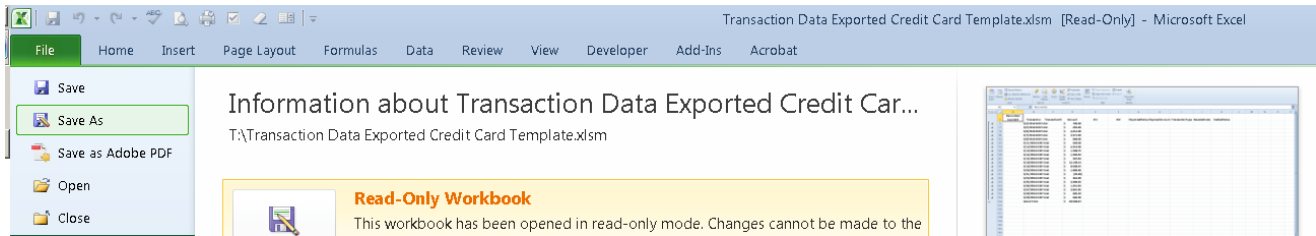
Formulas

Formulas

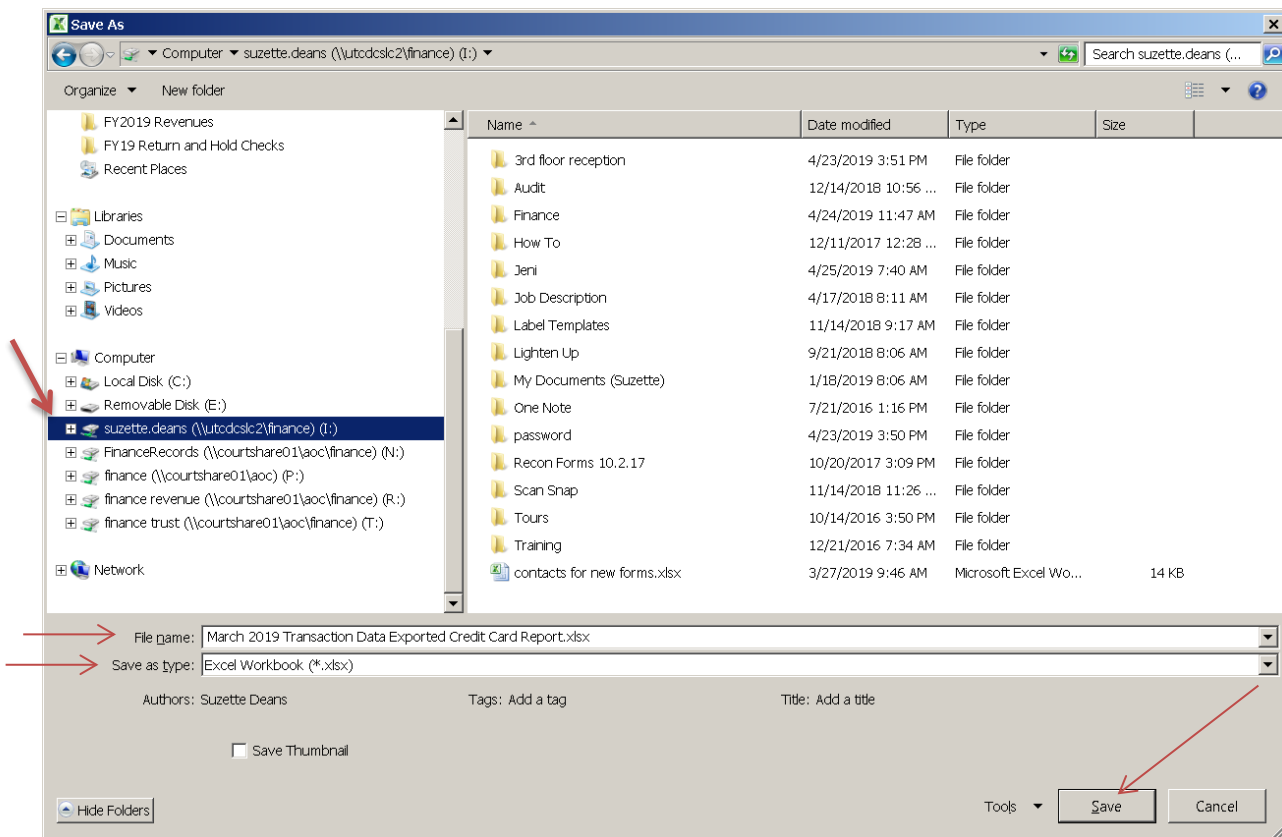
# Heartland – Importing a Configured Report Into Excel

## Saving the File (not required)

Click on “File” → “Save As”



Choose the location (your computer or local network drive.) Name the file, change the “save as type” to Excel Workbook and select “Save”



Click on “Yes”

