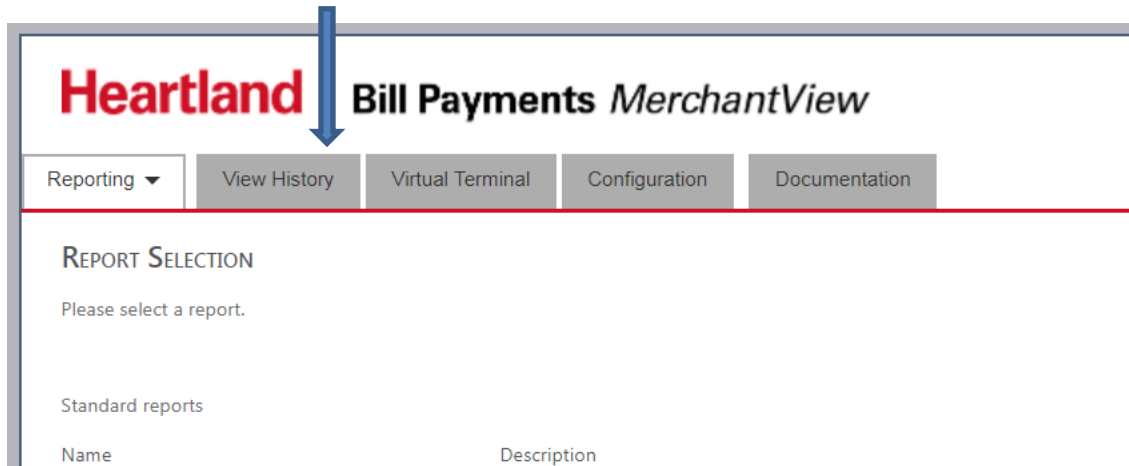


# Heartland View History Menu

## (Excluding Voids/Refunds)

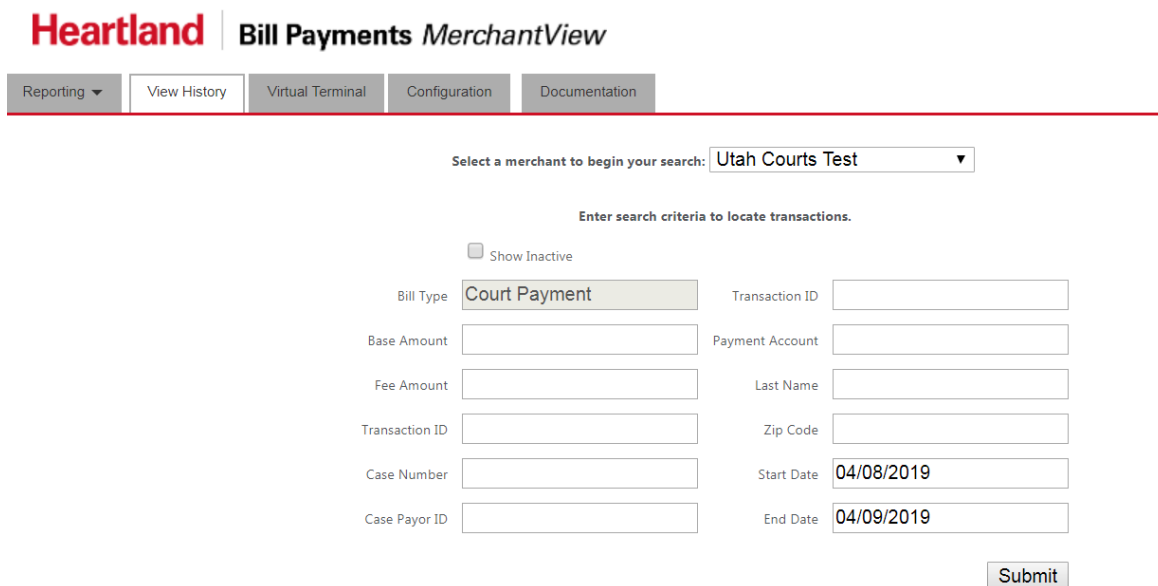
From the Heartland MerchantView main screen

--Select View History



The screenshot shows the Heartland MerchantView interface. At the top, there's a header with the Heartland logo and the text 'Bill Payments MerchantView'. Below this is a navigation bar with buttons: 'Reporting' (with a dropdown arrow), 'View History' (highlighted with a blue arrow), 'Virtual Terminal', 'Configuration', and 'Documentation'. Below the navigation bar is a section titled 'REPORT SELECTION' with the instruction 'Please select a report.' and a sub-section for 'Standard reports' with a table header showing 'Name' and 'Description'.

Depending on the search criteria, transactions can be viewed from this screen without having to run a report. This feature is helpful if a cashier is unsure a payment was successful and to print a duplicate receipt. When requesting a date range, the end date must reflect the next day in order to see transactions posting in the current day (batch) because the default time is midnight.



The screenshot shows the Heartland View History screen. At the top, there's a header with the Heartland logo and the text 'Bill Payments MerchantView'. Below this is a navigation bar with buttons: 'Reporting' (with a dropdown arrow), 'View History' (highlighted), 'Virtual Terminal', 'Configuration', and 'Documentation'. Below the navigation bar is a section titled 'Select a merchant to begin your search:' with a dropdown menu set to 'Utah Courts Test'. Below this is a section titled 'Enter search criteria to locate transactions.' with a 'Show Inactive' checkbox. The search criteria section contains several input fields: 'Bill Type' (set to 'Court Payment'), 'Transaction ID', 'Base Amount', 'Payment Account', 'Fee Amount', 'Last Name', 'Transaction ID', 'Zip Code', 'Case Number', 'Start Date' (set to '04/08/2019'), 'Case Payor ID', 'End Date' (set to '04/09/2019'), and a 'Submit' button.

The screen reflects the last name of the payor, which is the only place to view this information without having to run an exported report.

**Heartland** | Bill Payments MerchantView

Reporting View History Virtual Terminal Configuration Documentation

Transaction Search Results for Utah Courts Test

|                                     | Bill Type     | Court Payment Type/ID | Case Number | Case Payer ID | Transaction | Last Name | Date and Time       | Transaction ID | Amount    |
|-------------------------------------|---------------|-----------------------|-------------|---------------|-------------|-----------|---------------------|----------------|-----------|
| <input checked="" type="checkbox"/> | Court Payment | 987987                |             |               | Reversal    |           | 2019/04/03 09:39 AM | 117259         | (\$25.00) |
| <input checked="" type="checkbox"/> | Court Payment | 960                   | 999999      |               | Payment     | Jepson    | 2019/04/03 09:53 AM | 117260         | \$30.00   |
| <input checked="" type="checkbox"/> | Court Payment | 964                   | 999999      |               | Payment     | Klingler  | 2019/04/03 09:58 AM | 117263         | \$33.00   |

To print a duplicate receipt, select the check mark to bring up the transaction

**Heartland** | Bill Payments MerchantView

Reporting View History Virtual Terminal Configuration Documentation

Transaction Search Results for Utah Courts Test

|                                     | Bill Type     | Court Payment Type/ID | Case Number | Case Payer ID | Transaction | Last Name | Date and Time       | Transaction ID | Amount    |
|-------------------------------------|---------------|-----------------------|-------------|---------------|-------------|-----------|---------------------|----------------|-----------|
| <input checked="" type="checkbox"/> | Court Payment | 987987                |             |               | Reversal    |           | 2019/04/03 09:39 AM | 117259         | (\$25.00) |
| <input checked="" type="checkbox"/> | Court Payment | 960                   | 999999      |               | Payment     | Jepson    | 2019/04/03 09:53 AM | 117260         | \$30.00   |

Select “Download Receipt” to print or “Email Receipt”

**Heartland** | Bill Payments MerchantView

Reporting View History Virtual Terminal Configuration Documentation

Transaction Details | Transaction ID 117263

| <table> <tr> <th>Bill Type</th> <th>Court P</th> </tr> <tr> <td><input checked="" type="checkbox"/> Court Payment</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Court Payment</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Court Payment</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Court Payment</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Court Payment</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Court Payment</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Court Payment</td> <td></td> </tr> </table> | Bill Type  | Court P               | <input checked="" type="checkbox"/> Court Payment |  | <input checked="" type="checkbox"/> Court Payment |  | <input checked="" type="checkbox"/> Court Payment |  | <input checked="" type="checkbox"/> Court Payment |  | <input checked="" type="checkbox"/> Court Payment |  | <input checked="" type="checkbox"/> Court Payment |  | <input checked="" type="checkbox"/> Court Payment |  | <table> <tr> <td>Type</td> <td>Payment</td> <td>Court Payment Type/ID</td> <td>964</td> </tr> <tr> <td>Last Name</td> <td>Klingler</td> <td>Case Number</td> <td>999999</td> </tr> <tr> <td>Reference Number</td> <td>1151339114</td> <td></td> <td></td> </tr> <tr> <td>Net Amount</td> <td>\$0.00</td> <td></td> <td></td> </tr> </table> | Type | Payment | Court Payment Type/ID | 964 | Last Name | Klingler | Case Number | 999999 | Reference Number | 1151339114 |  |  | Net Amount | \$0.00 |  |  |
|---|------------|-----------------------|---|--|---|--|---|--|---|--|---|--|---|--|---|--|---|------|---------|-----------------------|-----|-----------|----------|-------------|--------|------------------|------------|--|--|------------|--------|--|--|
| Bill Type   | Court P    |                       |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |
| <input checked="" type="checkbox"/> Court Payment   |            |                       |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |
| <input checked="" type="checkbox"/> Court Payment   |            |                       |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |
| <input checked="" type="checkbox"/> Court Payment   |            |                       |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |
| <input checked="" type="checkbox"/> Court Payment   |            |                       |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |
| <input checked="" type="checkbox"/> Court Payment   |            |                       |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |
| <input checked="" type="checkbox"/> Court Payment   |            |                       |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |
| <input checked="" type="checkbox"/> Court Payment   |            |                       |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |
| Type  | Payment    | Court Payment Type/ID | 964   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |
| Last Name   | Klingler   | Case Number           | 999999  |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |
| Reference Number  | 1151339114 |                       |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |
| Net Amount  | \$0.00     |                       |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |      |         |                       |     |           |          |             |        |                  |            |  |  |            |        |  |  |

Download Receipt Email Receipt