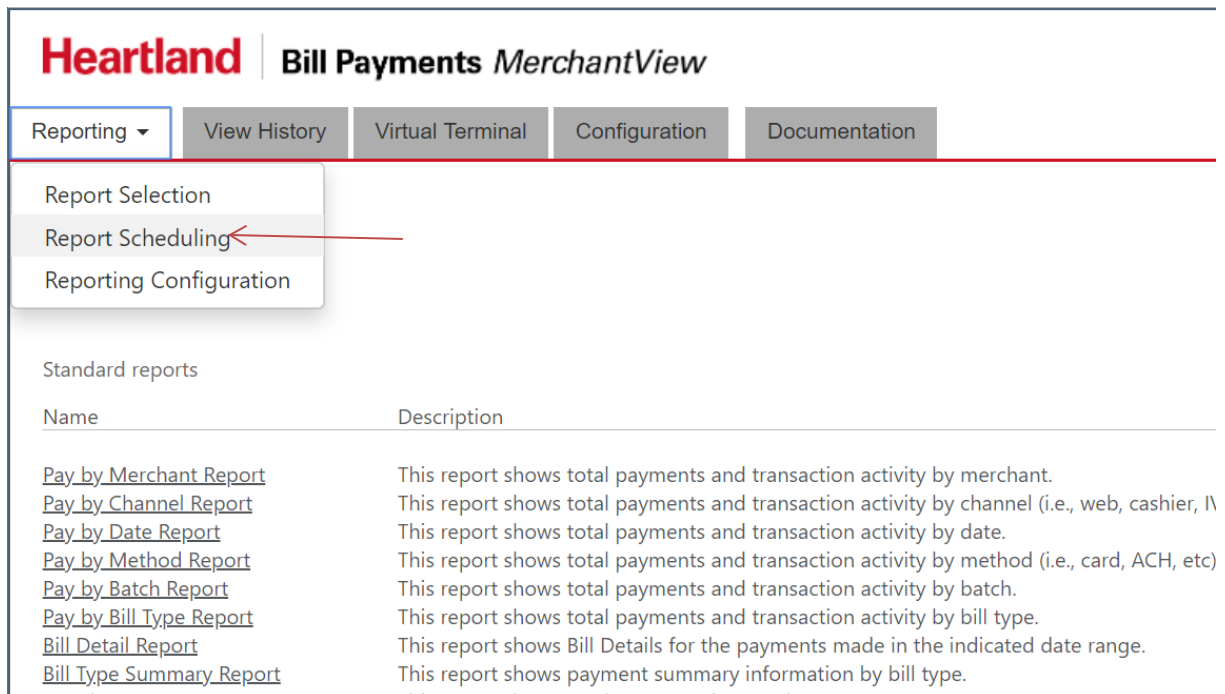


Scheduling a Monthly Transaction Data Export

Log into Heartland

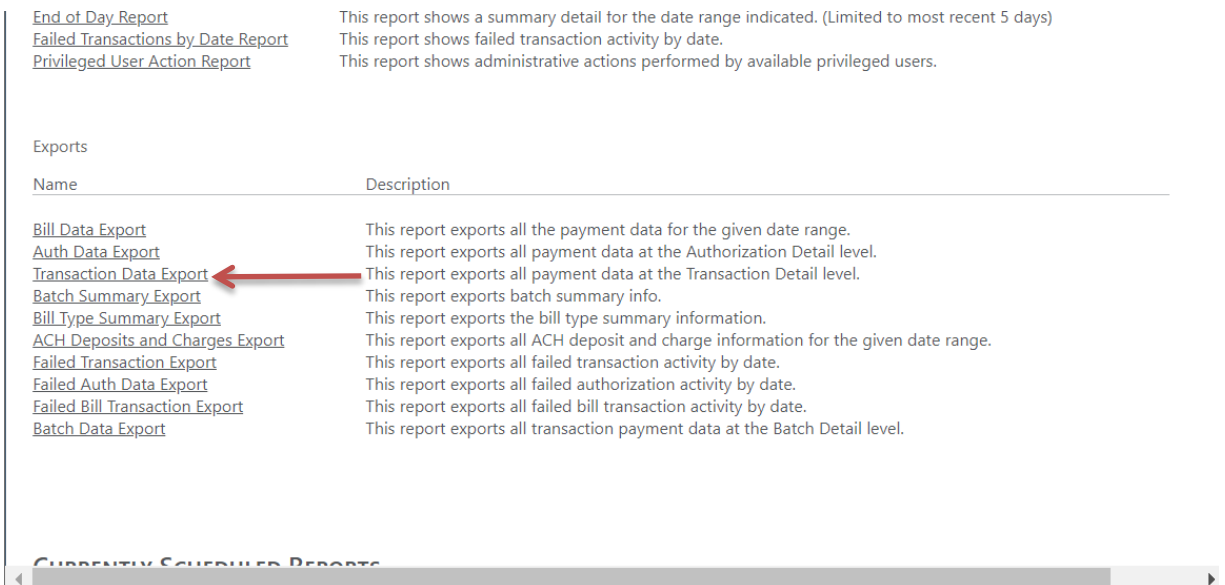
Go to Reporting → Report Scheduling



The screenshot shows the Heartland MerchantView interface. At the top, there's a navigation bar with the Heartland logo and the text 'Bill Payments MerchantView'. Below this is a horizontal menu with tabs: 'Reporting', 'View History', 'Virtual Terminal', 'Configuration', and 'Documentation'. The 'Reporting' tab is active, and a dropdown menu is open, showing three options: 'Report Selection', 'Report Scheduling' (which is highlighted with a red arrow), and 'Reporting Configuration'. Below the dropdown, there's a section titled 'Standard reports' with a table listing various reports and their descriptions.

Name	Description
Pay by Merchant Report	This report shows total payments and transaction activity by merchant.
Pay by Channel Report	This report shows total payments and transaction activity by channel (i.e., web, cashier, IV).
Pay by Date Report	This report shows total payments and transaction activity by date.
Pay by Method Report	This report shows total payments and transaction activity by method (i.e., card, ACH, etc).
Pay by Batch Report	This report shows total payments and transaction activity by batch.
Pay by Bill Type Report	This report shows total payments and transaction activity by bill type.
Bill Detail Report	This report shows Bill Details for the payments made in the indicated date range.
Bill Type Summary Report	This report shows payment summary information by bill type.

Scroll down the page to the Exports and click on Transaction Data Export



The screenshot shows the 'Exports' section of the Heartland MerchantView interface. It features a table with two columns: 'Name' and 'Description'. The table lists various export options, and 'Transaction Data Export' is highlighted with a red arrow. Below the table, there's a section titled 'CURRENTLY SCHEDULED REPORTS'.

Name	Description
End of Day Report	This report shows a summary detail for the date range indicated. (Limited to most recent 5 days)
Failed Transactions by Date Report	This report shows failed transaction activity by date.
Privileged User Action Report	This report shows administrative actions performed by available privileged users.

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

CURRENTLY SCHEDULED REPORTS

Scheduling a Monthly Transaction Data Export

Click in the “Merchant Box”
Click on “Un-Check All”

Reporting ▾ View History Virtual Terminal Configuration Documentation

[Scheduled Report Selection >](#)

SCHEDULED REPORT PARAMETERS

Please fill in the parameters for your scheduled report.

Transaction Data Export

Merchant: AMERICANFRKCOURT T; AMERICANJUV COURT T; A

Time Zone: Mountain ▼

- ☐ All Assigned Merchants
- ☒ AMERICANFRKCOURT T
- ☒ AMERICANJUV COURT T
- ☒ AMERICANJUV COURT R
- ☒ AMERICAN FORK DISTRICT COURT R
- ☒ APPELLATECOURTS R
- ☒ BEAVERCOURT R
- ☒ BEAVERDISTCOUR T
- ☒ BEAVERJUV COURT R
- ☒ BEAVERJUV COURT T
- ☒ BOUNTFULCOURT T

Schedule End Date: 5/2/2099

Select court account. (Only select one account, if you want to schedule this report for each of your accounts you must do them individually)

Click on Submit

☐ WASATCHCOURT R

☐ WASATCHCOURT T

☐ WEBERCOURT R

☐ WEBERCOURT T

☐ WESTJORDANCOURT R

☐ WESTJORDANCOURT T

☒ WJORDANJUV COURT R

☐ WJORDANJUV COURT T

Enter your email address in the “Deliver To” Box. (If someone will be serving as a backup if you are on vacation or out of the office you can enter their email address so that they will also receive a copy of the report.)

Delivery Method: Email ▼

Deliver To: (separate multiple email addresses with an ";")
suzetted@utcourts.gov

Schedule Start Date: 5/3/2019

Schedule End Date: 5/2/2099

Scheduling a Monthly Transaction Data Export

Choose the “Schedule Type” → “Monthly”

Make sure to select the Export Configuration “Monthly Reconciliation Credit Card Export”

Click on “Submit”

Schedule Type:

- ☐ Daily - Runs every morning for the previous day's data.
- ☐ Weekly - Runs every Monday for the previous week's data.
- ☒ Monthly - Runs on the first of every month for the previous month's data.

Export Configuration:

Monthly Reconciliation Credit Card Export ▼

[Configure Export Fields](#)

Submit

To edit or delete a scheduled report

Go to Report Scheduling and scroll down to the bottom of the page to Currently Scheduled Reports. Choose the report you want to delete or edit and click on “Select.”

View Details	Created On	Report Name	Schedule Type
Select	4/19/2019	Transaction Data Export	Monthly
Select	4/19/2019	Transaction Data Export	Weekly
Select	4/19/2019	Transaction Data Export	Daily
Select	4/19/2019	Transaction Data Export	Daily
Select	5/2/2019	Transaction Data Export	Monthly

You can choose either “Edit Scheduled Report” or “Delete Scheduled Report.” This is helpful if you need to add another email address.

Heartland | Bill Payments MerchantView

Welcome **suzetted** [Log Out]

Reporting ▾ View History Virtual Terminal Configuration Documentation

[Scheduled Report Selection >](#)

SCHEDULED REPORT DETAILS

Below are the details for your currently scheduled report.

TRANSACTION DATA EXPORT - MONTHLY
Schedule Start: 5/3/2019 Schedule End: 5/2/2099

Parameters

Time Zone: Mountain
Export Type: CSV
Deliver To: suzetted@utcourts.gov
Merchant: WJORDANJUV COURT R
User Name: suzetted
Cashier List: All Cashiers
Transaction Type List: MasterCard Credit, Visa Credit, Multi
Payment Method List: Admin, BollettaDeviceService, Cashier, External-API, External-POS, External-POS-MOTO, MerchantView, SecurePayPlus
Channel List: Monthly Reconciliation Credit Card Export
Export Config: Monthly Reconciliation Credit Card Export

History

There is currently no history for this Scheduled Report.

Edit Scheduled Report Delete Scheduled Report