To download the HEARTLAND order details for SimplePort requires using the **Heartland**portico application to get the Heartland Secure Submit payments information.
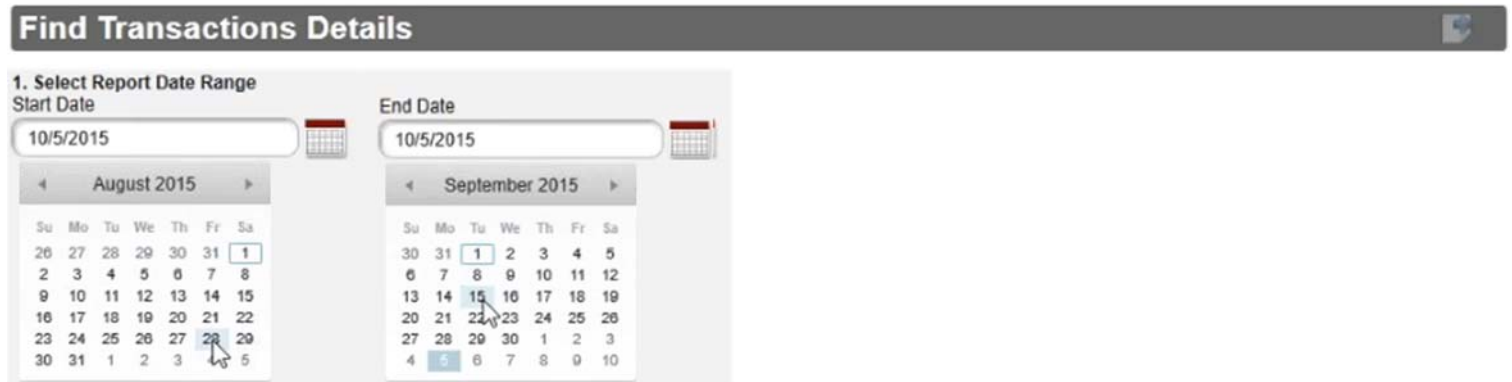
Log into the **Heartland**portico

Click the **Apply** button ~~Apply~~ at right far right of the page header

From the navigation bar link select **Reporting**,
then select **Find Transaction Details** from the sub-list
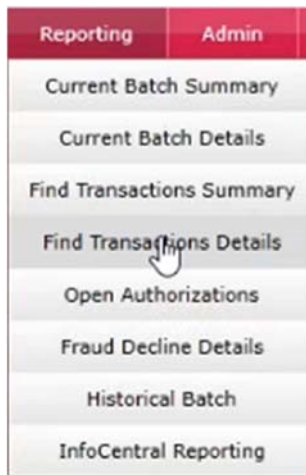
Use the **Find Transactions Details** calendar option to select an opening and closing date for the report

Click the **Search** button at the lower right of the form display

Wait for the report to complete

When the report has completed, click the **Export** icon from the Find Transaction Details bar

Find Transactions Details

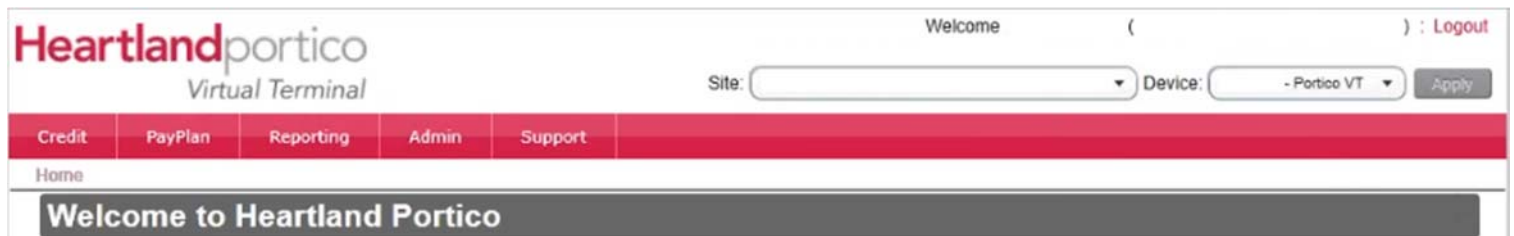Select the **CSV** format for the exported report

Find Transactions Details

XML
PDF
CSV
Tab Delimited
Excel

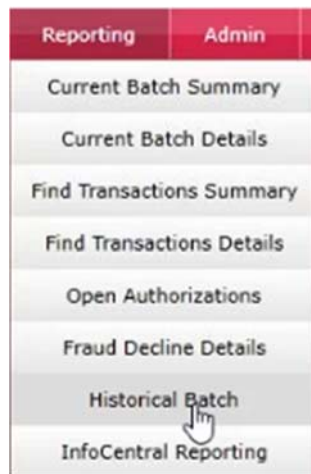Save the file for upload to the SimplePort service.

To include any funds transfers between Heartland and your business bank account will require a second data file from Heartland, the **Batch Transfers**, here's how to get that data …

Log into the **Heartland**portico

Heartlandportico
Virtual Terminal

Welcome ( ) : Logout

Site: [▼] Device: [- Portico VT ▼] Apply

Credit PayPlan Reporting Admin Support

Home

Welcome to Heartland Portico

Click the **Apply** button [Apply] at right far right of the page header

From the navigation bar link select **Reporting**, then select **Historical Batch** from the sub-list

Reporting	Admin
Current Batch Summary	
Current Batch Details	
Find Transactions Summary	
Find Transactions Details	
Open Authorizations	
Fraud Decline Details	
Historical Batch	
InfoCentral Reporting	

Use the **Historical Batch** calendar option to select an opening and closing date for the report
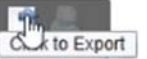
Click the **Search** button in the date selection field

Wait for the report to complete

When the report has completed, click the **Export** icon from the Find Transaction Details bar

Select the **CSV** format for the exported report

Save the file for upload to the SimplePort service.