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# Heartland

## InfoCentral Guide

### Beanstalk Gift

Your Gift and Rewards Reporting Resource

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Thank you for choosing Heartland. To help you get the most out of your program, we've put together this document to guide you through Heartland InfoCentral. InfoCentral is your single location for all of your Heartland program reporting.

To keep your information secure, InfoCentral requires a login and password. If you have not received your login credentials, please contact Heartland at [HeartlandGift@e-hps.com](mailto:HeartlandGift@e-hps.com) or **866.402.8056**. We recommend working with your accountant on best practices for your standard closeout procedures.

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### QUICK REFERENCE:

*Additional definitions located in the glossary.*

**Program Type:** Currency displayed in the report. Only one may be selected at a time

USD: US Dollars (\$)

Points: Loyalty points/purchases *(where applicable)*

**Liability Reports:** Displays outstanding balances on cards at a given point in time

**Transaction Reports:** Displays activity during a range of time

## GENERAL INFOCENTRAL WALK-THROUGH

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### To access reporting from the InfoCentral landing page:

1. Select the “**Reports**” button from the gray bar  
This will open a new window or tab in your browser. Please check your browser settings to allow for pop-ups.

Once inside reporting you will see two categories: Chain Reports & Merchant Reports

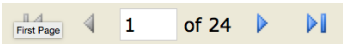
2. Select  [Chain Reports](#) or  [Merchant Reports](#)
  3. Select the  [Gift and Rewards](#) folder
- 

### To sort data results:

1. Select the small arrows next to any column header in blue 
  2. Select again to reverse the order
- 

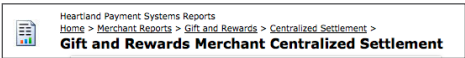
### To navigate through multiple pages in a report:

Use the page navigation to move within the report  
 To go to a specific page, enter the page number in the box and press enter  
 To move forward or backward one page, select the blue arrows  
 To move to the first or last page, select the blue arrow with the line



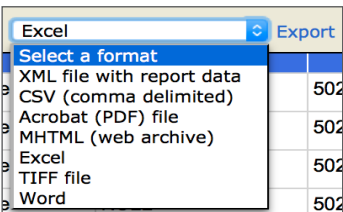
### To step backwards:

Select the folder link at the top of the page



### To export a report:

1. Select the desired format from the dropdown menu
2. Select Export



FAQ

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**Q: How do I find out the amount of money out on my gift cards?**

A: Via Merchant Reports: [Gift and Rewards Merchant Liability Detail](#)  
Via Chain Reports: [Gift and Rewards Chain Liability Detail](#)

**Q: Can I see the history of a specific gift/loyalty card?**

A: Via Merchant Reports, use [Gift and Rewards Merchant Transaction Detail](#).  
Enter the full card number in the field titled "Card Number (*Blank for All*)."  
*Note: Txn Start Date cannot be earlier than 12/1/2012 for this feature.*

**Q: How many gift cards have I sold?**

A: Via Merchant Reports: [Gift and Rewards Merchant Transaction Summary](#)  
Via Chain Reports: [Gift and Rewards Chain Summary](#)  
Enter the date range in which you are interested. Select the Program Type USD. Results column titled Load and Activate Count will show the number of cards with money added during the indicated time period.

**Q: Where do I find out how much money was moved to another of my group's locations to cover gift card use?**

A: Via Merchant Reports: [Gift and Rewards Chain Centralized Settlement](#)  
Via Chain Reports: [Gift and Rewards Merchant Centralized Settlement](#)  
If your group uses [Decentralized Settlement](#), reports are still manual at this time. Please call our hotline to request a copy at 866-652-6750.

**Q: Why are there stars (\*) blocking some digits of the card number?**

A: Due to security and confidentiality restrictions, full card numbers are never provided on our reporting site.

# MERCHANT REPORTS

## MERCHANT REPORTS

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Merchant-level reports display processing or liability information based on a single location

**Gift and Rewards Merchant Transaction Detail:** detailed list of all transactions in a date range

**Gift and Rewards Merchant Card Summary:** detailed list of all transactions by card and transaction type

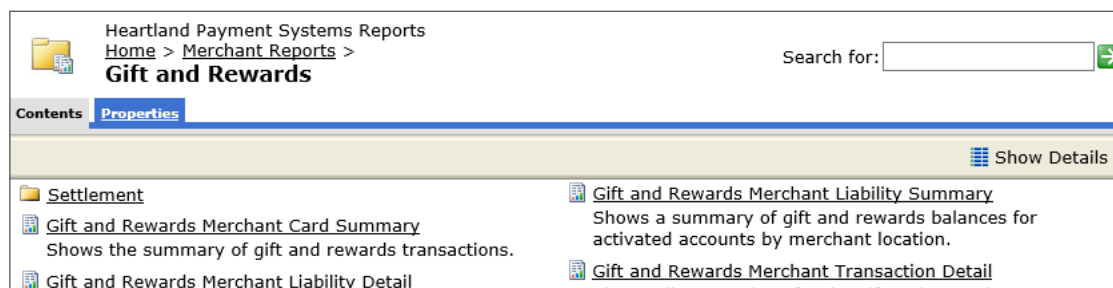
**Gift and Rewards Merchant Transaction Summary:** summary of transactions subtotaled by date

**Gift and Rewards Merchant Liability Detail:** list of outstanding cards and current balances based on the location at which a card was first activated

**Gift and Rewards Merchant Liability Summary:** total of outstanding balances or cards not used by time period based on the location at which a card was first activated

**Settlement/Gift and Rewards Merchant Centralized Settlement:** Gift and Rewards transactions that have settled to each merchant location if merchant is enrolled in Centralized Settlement Service

**Settlement/Gift and Rewards Merchant Decentralized Settlement:** Gift and Rewards transactions that have settled to each merchant location if merchant is enrolled in Decentralized Settlement Service (*available soon*)



## GIFT AND REWARDS MERCHANT TRANSACTION DETAIL

This report displays a detailed list of all transactions over a date range. It also allows for filtering to show only transactions on a specific card number. This allows review of a customer's activity if there is a dispute.

### To run a Gift and Rewards Merchant Transaction Detail report:

1. Select the Gift and Rewards Merchant Transaction Detail link
2. Once the report entry screen opens, select the merchant account from the drop down menu
3. Select a Program Type from the drop down box
4. Enter the starting and ending date for your date range. *Note: dates are inclusive.*
5. Optional filters:
  - Enter terminal number to show only transactions run through a particular terminal
  - Enter card number to show only transactions on a specific card number. *Note: must use full 19-digit card number and filter will not work for start dates prior to 11/15/2012 using program type USD*
6. Select the View Report button

MERCHANT REPORTS CONTINUED

GIFT AND REWARDS MERCHANT TRANSACTION DETAIL CONTINUED

Merchant Transaction Detail

Txn Date	Transaction Origin Type	Terminal Number	Card Number	Transaction Type	Transaction Sum
01/07/2016	In Store	NULL	502244*****0812	HMS Promotion	7
01/07/2016	In Store	NULL	502244*****1968	HMS Promotion	7
01/07/2016	In Store	NULL	502244*****1966	HMS Promotion	3
01/07/2016	In Store	NULL	502244*****1545	HMS Promotion	2

Merchant Transaction Detail with Filter

Heartland Payment Systems Reports  
Home > Merchant Reports > Gift and Rewards > Gift and Rewards Merchant Transaction Detail

Search for:

View Properties History

Merchant:  Program Type: Points

Txn Start Date: 8/13/2014 Txn End Date: 1/26/2016

Terminal Number (Blank for All):  Card Number (Blank for All): 502244111111119996

Daylight Savings Time:  True  False

1 of 187 | Select a format | Export

Txn Date	Transaction Origin Type	Terminal Number	Card Number	Transaction Type	Transaction Sum
09/26/2014	In Store	NULL	502244*****9996	HMS Load	124
09/06/2015	In Store	NULL	502244*****9996	HMS Redeem	(100)
09/06/2015	In Store	NULL	502244*****9996	HMS Load	39

**MERCHANT REPORTS CONTINUED**

**GIFT AND REWARDS MERCHANT CARD SUMMARY**

This report provides an itemized list of transactions displaying transaction types and amounts in columns for easy subtotalling.

**To run a Gift and Rewards Merchant Card Summary report:**

1. Select the Gift and Rewards Merchant Card Summary link
2. Once the report entry screen opens, select the merchant account from the drop down menu
3. Select a Program Type from the drop down box
4. Enter the starting and ending date for your date range. *Note: dates are inclusive.*
5. Optional filter: Enter terminal number to show only transactions run through a particular terminal.
6. Select the View Report button.

**Heartland PAYMENT SYSTEMS® Gift and Rewards Merchant Card Summary**

**Report Criteria**

**Merchant**

Txn Start Date 10/06/2015 Txn End Date 01/06/2016 Program Type Points

Terminal Number

Txn Date	Txn Origin Type	Card Number	Load and Activate Count	Load and Activate Sum	Promotion Count	Promotion Sum	Positive Adjustment Count	Positive Adjustment Sum	Redeem Count	Redeem Sum	Negative Adjustment Count	Negative Adjustment Sum	Reversal Count	Reversal Sum	Totals
10/06/2015	In Store	502244*****1240	1	7	0	0	0	0	0	0	0	0	0	0	0
10/06/2015	In Store	502244*****4954	0	0	1	8	0	0	0	0	0	0	0	0	0

**GIFT AND REWARDS MERCHANT TRANSACTION SUMMARY**

This report displays total transactions/activity for a date range. Transactions for each date are subtotaled on a separate line to provide an overview of the ebb and flow of activity over a period of time.

**To run a Gift and Rewards Merchant Transaction Summary report:**

1. Select the Gift and Rewards Merchant Transaction Summary link
2. Once the report entry screen opens, select the merchant account from the drop down menu
3. Select a Program Type from the drop down box
4. Enter the starting and ending date for your date range. *Note: dates are inclusive.*
5. Optional filter: Enter terminal number to show only transactions run through a particular terminal.
6. Select the View Report button

**Heartland PAYMENT SYSTEMS® Gift and Rewards Merchant Transaction Summary**

**Report Criteria**

**Merchant**

Txn Start Date 09/09/2015 Txn End Date 01/14/2016 Program Type Points

Terminal Number

Txn Date	Mobile Txn Count	Online Txn Count	In Store Txn Count	Third Party Txn Count	Load and Activate Count	Load and Activate Sum	Promotion Count	Promotion Sum	Positive Adjustment Count	Positive Adjustment Sum	Redeem Count	Redeem Sum	Negative Adjustment Count	Negative Adjustment Sum	Reversal Count
09/09/2015	0	0	9	0	8	76	0	0	0	0	0	0	1	(100)	0
09/10/2015	0	0	28	0	25	241	0	0	0	0	0	0	3	(300)	0

**MERCHANT REPORTS CONTINUED**

**GIFT AND REWARDS MERCHANT LIABILITY DETAIL**

This report displays a list of all cards activated at the selected account with their current balance and information on first and last use.

*Note: businesses that are part of a multi-location chain should not use this report. Accurate liability is measured at the chain-level. Multi-location merchants are encouraged to use Gift and Rewards Chain Liability Detail.*

**To run a Gift and Rewards Merchant Liability Detail report:**

1. Select the Gift and Rewards Merchant Liability Detail link
2. Select Activation Merchant from the drop down menu
3. Select the effective date. *Note: data will be shown as of the end of previous date (Example: Select 6/1 to see balances after transactions on 5/31 were completed)*
4. Select a Program Type from the drop down box
5. Select the View Report button

Report Criteria								
Activation Merchant								
Effective Date	11/27/2015	Program Type	Points					
Note: If there are multiple locations, the complete report should be viewed under chain liability detail.								
Merchant Name	Merchant Number	Card Number	Account Status	Points Balance	Card Activation Date	Merchant Number Activated	Date Last Used	Merchant Number Last Used
		502244*****0000	CLOSED		0 11/12/2012		4/2/2013	
		502244*****0002	ACTIVE	41	3/22/2013		10/29/2013	
		502244*****0010	ACTIVE	90	3/22/2013		12/20/2013	
		502244*****0018	ACTIVE	54	11/11/2012		3/28/2013	

**GIFT AND REWARDS MERCHANT LIABILITY SUMMARY**

This report displays summary information on outstanding cards that were activated at the selected location. It allows user to see, at a quick glance, information on current liability as well as a breakdown of liability on cards not used in specific time frames.

*Note: businesses that are part of a multi-location chain should not use this report. Accurate liability is measured at the chain-level. Multi-location merchants are encouraged to use Gift and Rewards Chain Liability Detail.*

**To run a Gift and Rewards Merchant Liability Summary report:**

1. Select the Gift and Rewards Merchant Liability Detail link
2. Select Activation Merchant from the drop down menu
3. Select the effective date. *Note: data will be shown as of the end of previous date (Example: Select 6/1 to see balances after transactions on 5/31 were completed)*
4. Select a Program Type from the drop down box
5. Select the View Report button

Report Criteria											
Activation Merchant											
Effective Date	01/05/2016	Program Type	Points								
Note: If there are multiple locations, the complete report should be viewed under chain liability summary.											
						Broken Cards by Time Frame and Revenue Amounts					
Number Cards Activated	Number Cards Balance Greater 0	Average Outstanding Card Balance	High Balance	Total Outstanding Points	90 + Days Number of Cards	90 + Days Revenue Amount	180 + Days Number of Cards	180 + Days Revenue Amount	365 + Days Number of Cards	365 + Revenue	
3,077	2,214	22	99	68,201	2,645	58,999	2,563	57,140	2,336		

**MERCHANT REPORTS CONTINUED**

**SETTLEMENT / GIFT AND REWARDS MERCHANT CENTRALIZED SETTLEMENT**

This report displays Gift and Rewards transactions that have settled to each merchant location through a central chain bank account.

**To run a Centralized Settlement report:**

1. Select the Settlement folder, then select the Gift and Rewards Merchant Centralized Settlement link
2. Select Merchant from the dropdown menu
3. Enter the Funding Start and End Date. *Note: Funding refers to date settlement occurred.*
4. Select Show Promotional Amounts Yes/No if promotional funds should be displayed
5. Select Show Detail Page Yes/No if details should be displayed
6. Select View Report

Merchant Number	Merchant Name	Batch Id	Batch Start Date	Batch End Date	Funding Date	Real Debit	Real Credit	Settled Amount
		139	06/01/2015	07/01/2015	07/06/2015	(\$2,420.34)	\$2,577.64	\$157.30
		169	07/01/2015	08/01/2015	08/04/2015	(\$1,659.42)	\$1,824.00	\$164.58
		189	08/01/2015	09/01/2015	09/03/2015	(\$1,534.48)	\$1,076.28	(\$458.20)
		212	09/01/2015	10/01/2015	10/03/2015	(\$1,072.04)	\$718.00	(\$354.04)
		241	10/01/2015	11/01/2015	11/03/2015	(\$2,044.71)	\$1,748.31	(\$296.40)
		273	11/01/2015	12/01/2015	12/03/2015	(\$506.80)	\$540.00	\$33.20
		311	12/01/2015	01/01/2016	01/04/2016	(\$793.63)	\$8,754.00	\$7,960.37
		555	01/01/2016	02/01/2016	02/03/2016	(\$2,622.17)	\$560.00	(\$2,062.17)
<b>Total</b>						<b>(\$12,653.59)</b>	<b>\$17,798.23</b>	<b>\$5,144.64</b>

**SETTLEMENT / GIFT AND REWARDS MERCHANT DECENTRALIZED SETTLEMENT**

This report displays Gift and Rewards transactions that have settled directly to each merchant location.

**To run a Decentralized Settlement report:**

1. Select the Settlement folder, then select the Gift and Rewards Merchant Decentralized Settlement link
2. Select Merchant from the dropdown menu
3. Enter the Funding Start and End Date. *Note: Funding refers to date settlement occurred.*
4. Select Show Promotional Amounts Yes/No if promotional funds should be displayed
5. Select Show Detail Page Yes/No if details should be displayed
6. Select View Report

MERCHANT REPORTS CONTINUED

SETTLEMENT / GIFT AND REWARDS MERCHANT DECENTRALIZED SETTLEMENT CONTINUED

Heartland Payment Systems Reports  
 Home > Merchant Reports > Gift and Rewards > Settlement >

Merchant Gift and Rewards Decentralized Settlement

Search for:

View Properties History

Merchant:  Funding Start Date: 3/1/2017

Funding End Date: 6/1/2017 Show Details Page: No

Show Promotional Amounts: No

1 of 3 Select a format Export

Merchant Gift and Rewards Decentralized Settlement

Funding Start Date: 3/1/2017  
 Funding End Date: 6/1/2017  
 Merchant:   
 Show Details Page: No  
 Show Promotional Amounts: No

Summary by Batch

Batch ID	Merchant Name	Batch ID	Batch Start Date	Batch End Date	Funding Date	Real Debit	Real Credit	Settled Amount
1519		1519	02/01/2017	03/01/2017	03/03/2017	(\$3,325.29)	\$73.31	(\$3,251.98)
			02/01/2017	03/01/2017	03/03/2017	(\$3,325.29)	\$73.31	(\$3,251.98)
1616		1616	03/01/2017	04/01/2017	04/03/2017	(\$2,364.33)	(\$99.39)	(\$2,463.72)
1711		1711	04/01/2017	05/01/2017	05/03/2017	(\$2,473.64)	\$87.36	(\$2,386.28)
Total						(\$8,163.26)	\$61.28	(\$8,101.98)

Summary by Merchant

Merchant Number	Merchant Name	Batch ID	Batch Start Date	Batch End Date	Funding Date	Real Debit	Real Credit	Settled Amount
		1519	02/01/2017	03/01/2017	03/03/2017	(\$3,325.29)	\$73.31	(\$3,251.98)
		1616	03/01/2017	04/01/2017	04/03/2017	(\$2,364.33)	(\$99.39)	(\$2,463.72)
		1711	04/01/2017	05/01/2017	05/03/2017	(\$2,473.64)	\$87.36	(\$2,386.28)
Subtotal						(\$8,163.26)	\$61.28	(\$8,101.98)
Total						(\$8,163.26)	\$61.28	(\$8,101.98)

# CHAIN REPORTS

## CHAIN REPORTS

Chain-level reports display processing or liability information for all locations within a Gift and Rewards chain.

Gift and Rewards **Chain Detail**: transaction totals by date for each location

Gift and Rewards **Chain Summary**: transaction totals by location  
(recommended for multi-location pooling)

Gift and Rewards **Chain Liability Detail**: list of all outstanding cards and current balances

Gift and Rewards **Chain Liability Summary**: total of outstanding balances or cards

Heartland Payment Systems Reports  
Home > Chain Reports >  
**Gift and Rewards**

Search for:  ➔

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**Contents** Properties

☰ Show Details

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📁 **Settlement**

📄 **Gift and Rewards Chain Detail**  
Shows the detail of the gift and reward transactions by merchant.

📄 **Gift and Rewards Chain Liability Summary**  
Shows a summary of outstanding liability for the gift and rewards program.

📄 **Gift and Rewards Chain Summary**

## GIFT AND REWARDS CHAIN DETAIL

This report displays transactions/activity over a date range. Transactions are separated by location and subtotaled by transaction type and by date. It can be used to determine levels of processing activity throughout a period of time across multiple locations.

To run a Gift and Rewards Chain Detail report:

1. Select the Gift and Rewards Chain Detail link
2. Enter the starting and ending date for your date range. *Note: dates are inclusive.*
3. Select a Program Type from the drop down box
4. Select the View Report button

Heartland Payment Systems Reports  
Home > Chain Reports > Gift and Rewards >  
**Gift and Rewards Chain Detail**

Search for:

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**View** Properties History

☰ View Report

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Txn Start Date:  Txn End Date:

Program Type:  Daylight Savings Time:  True  False

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☰ ⏪ ⏩ ⏴ ⏵ of 1 ⏴ ⏵ 100%  Find | Next ⏴ Select a format ⏴ Export ⏴ ⏴

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**Heartland**  
PAYMENT SYSTEMS™

**Gift and Rewards Chain Detail**

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Report Criteria

Chain: MARSDEN5466 (8170) Gift and Rewards Chain ID: XXXXXXXXXX

Txn Start Date: 01/15/2016 Txn End Date: 01/17/2016 Program Type: USD

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Txn Date	Terminal Number	Merchant Number	Merchant Name	Mobile Txn Count	Online Txn Count	In Store Txn Count	Third Party Txn Count	Load and Activate Count	Load and Activate Amount	Promotion Count	Promotion Amount	Positive Adjustment Count	Positive Adjustment Amount	Redeem Count	Redeem Amount	Negative Adjustment Count	Negative Adjustment Amount	Reversal Count
1/15/2016	NULL			0	0	4	0	3	\$54.00	0	\$0.00	0	\$0.00	1	(\$4.25)	0	\$0.00	
1/15/2016	NULL			0	0	5	0	0	\$0.00	2	\$30.00	0	\$0.00	3	(\$70.00)	0	\$0.00	
1/16/2016	NULL			0	0	3	0	1	\$20.00	0	\$0.00	0	\$0.00	2	(\$90.00)	0	\$0.00	

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CHAIN REPORTS CONTINUED

GIFT AND REWARDS CHAIN SUMMARY

This report displays total transactions/activity for a date range. Each location is subtotaled on a separate line item. It can be used to determine total processing activity across multiple locations. This report is also the best one to use for multi-location pooling purposes.

To run a Gift and Rewards Chain Summary report:

1. Select the Gift and Rewards Chain Summary link
2. Enter the starting and ending date for your date range. *Note: dates are inclusive*
3. Select a Program Type from the drop down box
4. Select the View Report button

Merchant Number	Merchant Name	Mobile Txn Count	Online Txn Count	In Store Txn Count	Third Party Txn Count	Load and Activate Count	Load and Activate Amount	Promotion Count	Promotion Amount	Positive Adjustment Count	Positive Adjustment Amount	Redeem Count	Redeem Amount	Negative Adjustment Count	Negative Adjustment Amount	Reversal Count	Reversal Amount	Transfer Count	Pre Adj Count
		0	0	121	0	33	\$1,005.00	17	\$985.00	0	\$0.00	71	(\$2,649.04)	0	\$0.00	0	\$0.00	0	0
		0	0	75	0	15	\$455.58	16	\$720.00	0	\$0.00	43	(\$1,352.21)	0	\$0.00	1	\$40.00	0	0
		0	0	196	0	48	\$1,460.58	33	\$1,705.00	0	\$0.00	114	(\$4,001.25)	0	\$0.00	1	\$40.00	0	0

GIFT AND REWARDS CHAIN LIABILITY DETAIL

This report displays a complete listing of all used cards with their current balance and includes the first and last use dates.

To run a Gift and Rewards Chain Liability Detail report:

1. Select the Gift and Rewards Chain Liability Detail link
2. Select the effective date. *Note: data will be shown as of the end of previous date (Example: Select 6/1 to see balances after transactions on 5/31 were completed)*
3. Select a Program Type from the drop down box
4. Select the View Report button

Merchant Name	Merchant Number	Card Number	Account Status	Real Balance	Promotional Balance	Total Balance	Card Activation Date	Merchant Number Activated	Date Last Used	Merchant Number Last Used
			ACTIVE	\$0.00	\$50.00	\$50.00	3/16/2012		1/1/2014	
			ACTIVE	\$5.00	\$0.00	\$5.00	12/7/2012		12/18/2012	

CHAIN REPORTS CONTINUED

**GIFT AND REWARDS CHAIN LIABILITY SUMMARY**

This report displays summary information on outstanding cards. It allows user to see, at a quick glance, information on current liability for the chain as well as a breakdown of liability on cards not used in specific time frames.

**To run a Gift and Rewards Chain Liability Summary report:**

1. Select the Gift and Rewards Chain Liability Summary link
2. Select the effective date. *Note: data will be shown as of the end of previous date's processing (Example: Select 6/1 to see balances after transactions on 5/31 were completed)*
3. Select a Program Type from the drop down box
4. Select the View Report button

Heartland Payment Systems Reports  
 Home > Chain Reports > Gift and Rewards >  
**Gift and Rewards Chain Liability Summary**

Search for:

View Properties History

Effective Date: 2/1/2016 Program Type: USD View Report

1 of 1 100% Find | Next Select a format Export

**Heartland PAYMENT SYSTEMS** Gift and Rewards Chain Liability Summary

Report Criteria

Chain: [redacted] Gift and Rewards Chain ID: [redacted]  
 Effective Date: 02/01/2016 Program Type: USD

Report Criteria							Broken Cards by Time Frame and Revenue Amounts					
Number Cards Activated	Number Cards Balance Greater 0	Avg Outstanding Card Balance	High Balance	Real Outstanding Liability	Promotional Outstanding Liability	Total Outstanding Liability	90 + Days Num of Cards	90 + Days Revenue Amt	180 + Days Num of Cards	180 + Days Revenue Amt	365 + Days Num of Cards	365 + Days Revenue Amt
16,318	2018	\$2.05	\$200.00	\$24,546.16	\$8,876.48	\$33,422.64	14963	\$26,850.24	13717	\$24,972.47	11518	\$21,735.49

CHAIN REPORTS CONTINUED

**SETTLEMENT / GIFT AND REWARDS CHAIN CENTRALIZED SETTLEMENT**

This report displays Gift and Rewards transactions that have settled to each merchant location through a central chain bank account.

**To run a Centralized Settlement report:**

1. Select the Settlement folder, then select the Gift and Rewards Chain Centralized Settlement link
2. Select Merchant from the dropdown menu
3. Enter the Funding Start and End Date. *Note: Funding refers to date settlement occurred*
4. Select Show Promotional Amounts Yes/No if promotional funds should be displayed
5. Select Show Detail Page Yes/No if details should be displayed
6. Select View Report

Heartland Payment Systems Reports  
Home > Chain Reports > Gift and Rewards > Centralized Settlement >  
**Gift and Rewards Chain Centralized Settlement**

Search for:

View Properties History

Funding Start Date: 12/1/2015 Funding End Date: 2/15/2016 View Report

Show Promotional Amounts: No Show Detail Page: No

Heartland PAYMENT SYSTEMS® Gift and Rewards Chain Centralized Settlement

Report Criteria

Chain: [Merchant Name] Gift and Reward Chain ID: [ID]

Funding Start Date: 12/01/2015 Funding End Date: 02/15/2016 Show Promotional Amounts: No Show Details Page: No

Summary by Batch

Batch Id	Merchant Name	Batch Id	Batch Start Date	Batch End Date	Funding Date	Real Debit	Real Credit	Settled Amount
273	[Merchant Name]	273	11/01/2015	12/01/2015	12/03/2015	(\$717.45)	\$1,220.00	\$502.55
	[Merchant Name]		11/01/2015	12/01/2015	12/03/2015	(\$506.80)	\$540.00	\$33.20
	[Merchant Name]		11/01/2015	12/01/2015	12/03/2015	(\$210.65)	\$680.00	\$469.35
311	[Merchant Name]	311	12/01/2015	01/01/2016	01/04/2016	(\$1,087.12)	\$12,021.00	\$10,933.88
555	[Merchant Name]	555	01/01/2016	02/01/2016	02/03/2016	(\$3,713.18)	\$735.00	(\$2,978.18)
<b>Total</b>						<b>(\$5,517.75)</b>	<b>\$13,976.00</b>	<b>\$8,458.25</b>

CHAIN REPORTS CONTINUED

SETTLEMENT / GIFT AND REWARDS CHAIN DECENTRALIZED SETTLEMENT

This report displays Gift and Rewards transactions that have settled directly to each chain location.

To run a Decentralized Settlement report:

1. Select the Settlement folder, then select the Gift and Rewards Chain Decentralized Settlement link
2. Select Merchant from the dropdown menu
3. Enter the Funding Start and End Date. *Note: Funding refers to date settlement occurred*
4. Select Show Promotional Amounts Yes/No if promotional funds should be displayed
5. Select Show Detail Page Yes/No if details should be displayed
6. Select View Report

Heartland Payment Systems Reports  
 Home > Chain Reports > Gift and Rewards > Settlement >  
**Chain Gift and Rewards Decentralized Settlement**

Search for:

View Properties History

Chain Name and Group Number:  Funding Start Date: 3/1/2017

Funding End Date: 6/1/2017  Show Details Page: No

Show Promotional Amounts: No

1 of 3 Select a format Export

Chain Gift and Rewards Decentralized Settlement

Chain Name and Group Number:

Funding Start Date: 3/1/2017

Funding End Date: 6/1/2017

Gift and Rewards Chain ID:

Show Details Page: No

Show Promotional Amounts: No

**Summary by Batch**

Batch ID	Merchant Name	Batch ID	Batch Start Date	Batch End Date	Funding Date	Real Debit	Real Credit	Settled Amount
1519		1519	02/01/2017	03/01/2017	03/03/2017	(\$3,604.26)	\$3,604.26	\$0.00
60000007074607	RED WINE & BREW		02/01/2017	03/01/2017	03/03/2017	(\$3,325.29)	\$73.31	(\$3,251.98)
60000007074615	WINE SOCIAL LOUNGE		02/01/2017	03/01/2017	03/03/2017	\$0.00	\$3,281.42	\$3,281.42
60000007074623	RED WINE & BREW		02/01/2017	03/01/2017	03/03/2017	(\$278.97)	\$249.53	(\$29.44)
1616		1616	03/01/2017	04/01/2017	04/03/2017	(\$2,381.40)	\$2,381.40	\$0.00
1711		1711	04/01/2017	05/01/2017	05/03/2017	(\$2,711.35)	\$2,711.35	\$0.00
<b>Total</b>						<b>(\$8,697.01)</b>	<b>\$8,697.01</b>	<b>\$0.00</b>

**GLOSSARY**GIFT AND REWARDS **LIABILITY** REPORTS - COLUMN/CATEGORY DESCRIPTIONS

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**Account Status:**

Indicates if card is still active (*usable*) or closed (*unusable*)

**Activation Merchant:**

Pulls report based on the cards that were originally activated by selected location/account

**Avg Outstanding Card Balance:**

Average balance for this program type when considering all cards used

**Broken Cards by Time Frame and Revenue Amounts:**

Breakdown of cards that have not been used over a period of time based on length of disuse

**90+ Days Num of Cards:**

Number of cards that have not been used in 90 days or more

**90+ Days Revenue Amt:**

Total of all balances where card has not been used in 90 days or more

**180+ Days Num of Cards:**

Number of cards that have not been used in 180 days or more

**180+ Days Revenue Amt:**

Total of all balances where card has not been used in 180 days or more

**365+ Days Num of Cards:**

Number of cards that have not been used in 365 days or more

**365+ Days Revenue Amt:**

Total of all balances where card has not been used in 365 days or more

**Card Activation Date:**

Date on which the card was first used

**Card Number:**

Truncated number from the back of customer's card

**Current Balance:**

Current value of the card as of selected effective date

**Date Last Used:**

Field is not affected by effective date selected and will always display the most recent date of use. Thus, may be after the effective date of report

**Effective Date:**

Date for which balances are displayed; includes processing through the end of previous date

**High Balance:**

Highest individual balance on any outstanding card

**Merchant Number Activated:**

Location/account at which card was first used

**Merchant Number Last Used:**

Location/account at which card was used most recently

**Number Cards Activated:**

Total number of cards ever used with selected program type

**Number Cards Balance Greater 0:**

Total number of cards that have been used and have a balance greater than 0 as of effective date

**Total Outstanding Liability:**

Total of all card balances outstanding as of effective date

**GLOSSARY****GIFT AND REWARDS TRANSACTION REPORTS - COLUMN/CATEGORY DESCRIPTIONS****Basic Transactions****In-Store Txn Count:**

Number of transactions ran at merchant's location (*excludes balance inquiries*)

**Load and Activate Amount/Sum:**

Total value of USD or points added through terminal or POS

**Load and Activate Count:**

Number of transactions ran to add value through a terminal or POS

**Mobile Txn Count:**

Number of transactions ran in mobile app

**Net Amount/Sum:**

Total value of all transactions – all types – during period selected

**Online Txn Count:**

Number of transactions ran through online portal options

**Redeem Amount/Sum:**

Total value of USD or points redeemed

**Redeem Count:**

Number of transactions to redeem USD or points

**Reversal Amount/Sum:**

Total value of USD or points voided or canceled

**Reversal Count:**

Number of transactions voided or canceled

**Third Party Txn Count:**

Number of transactions through Heartland third-party partners

**Third Party Txn Amount:**

Total value of USD or points added through Heartland third-party partners

**Transfer Count:**

Number of transactions where card balance was moved from one card/account to another (*Note: reflects two separate transactions – one to remove value from original card/account and one to add to new card/account*)

**Rewards/Promotion and System Generated Values**

*The following transactions refer specifically to rewards-based promotions that can be programmed to award customers by automatically convert rewards points to dollars based when they have achieved the preset threshold through auto conversion.*

*In addition, Heartland has the ability to make manual adjustments to rewards account balances at the request of the merchant.*

**Negative Adjustment Amount/Sum:**

Total value of USD or points deducted by system

**Negative Adjustment Count:**

Number of transactions where USD or points were deducted by system

**Positive Adjustment Amount/Sum:**

Total value of USD or points added by system

**Positive Adjustment Count:**

Number of transactions where USD or points were added by system

**Promotion Amount/Sum:**

Total value of USD or points rewarded (*excludes auto conversion*)

**Promotion Count:**

Number of promotions/rewards given (*excludes auto conversion*)