

Enabling Transaction Types



STEP 1

Go to www.online.valorpaytech.com and enter your login credentials.

Email

Password

Remember Me [Forgot Password](#)

SIGN IN

VALOR
PAYTECH

STEP 2

Select **Device Management** in the sidebar menu.

Dashboard

User Management

Transactions

Virtual Terminal

Device Management

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

Downloads

VALOR

JOHN FAY'S TEST MERCHANT

\$0
Last Month (Total Volume)

\$1.15
Current Month (Total Volume)

\$0
Current Day (Total Volume)

\$0.02
Average Volume per day (last 3 Months)

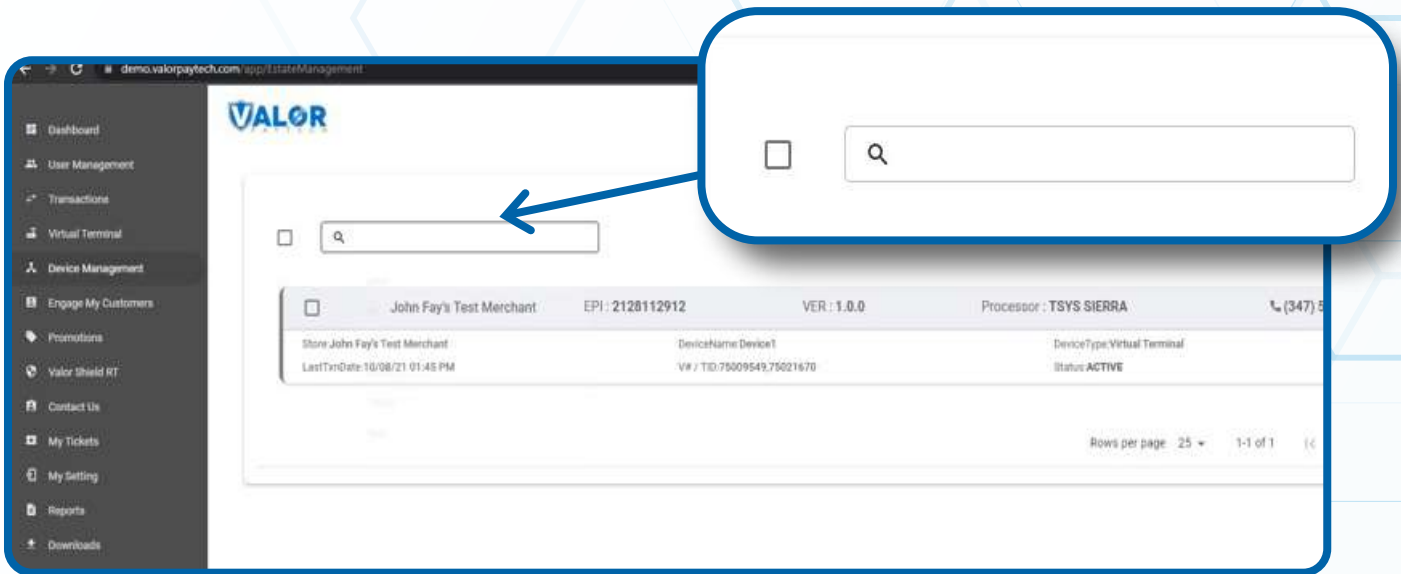
\$1.15
Average Ticket (last 3 Months)

Current Month Transactions

Device Management

STEP 3

Use **search bar** to look up the EPI.



The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar, a table displays device information for "John Fay's Test Merchant".

Merchant	EPI	VER	Processor	Contact
John Fay's Test Merchant	2128112912	1.0.0	TSYS SIERRA	(347) 5...

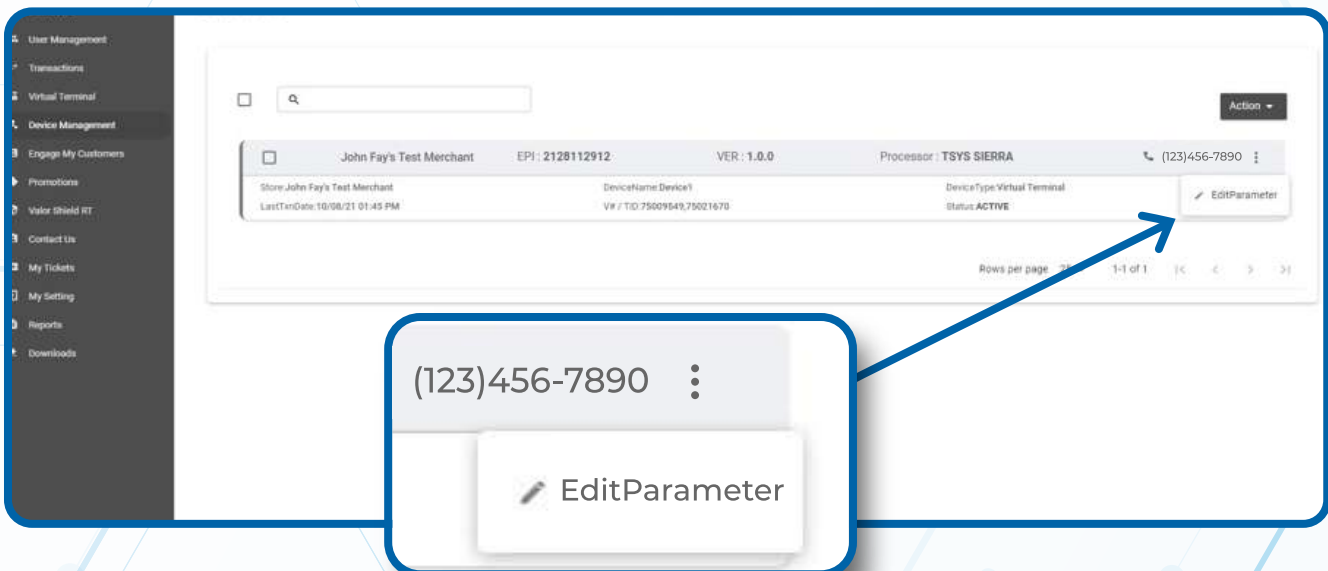
Below the table, a detailed view of the device is shown:

Store: John Fay's Test Merchant	DeviceName: Device1	DeviceType: Virtual Terminal
LastTxnDate: 10/08/21 01:45 PM	V# / TID: 75009549,75021670	Status: ACTIVE

At the bottom right of the table, it says "Rows per page: 25" and "1-1 of 1".

STEP 4

Once the device comes up, select the **vertical ellipsis (:)** on the top right of the snapshot and select **Edit Parameters**.



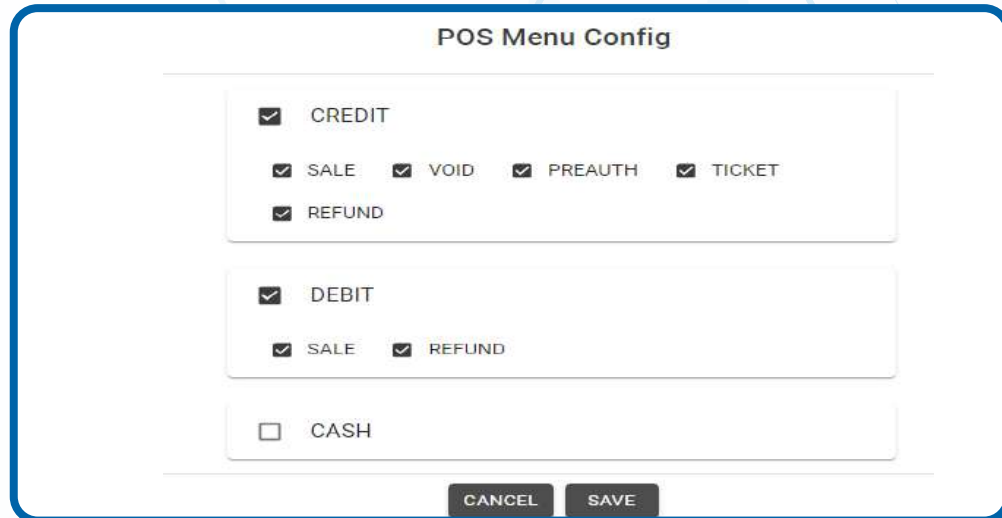
The screenshot shows the same device information as in Step 3. A blue box highlights the vertical ellipsis menu icon on the top right of the device snapshot. An arrow points from this box to a larger, detailed view of the menu options.

(123)456-7890 ⋮

EditParameter

STEP 5

Select **POS MENU CONFIG** on the top right of the screen. Select the checkboxes for the **Transaction Types** you want to enable on the terminal.



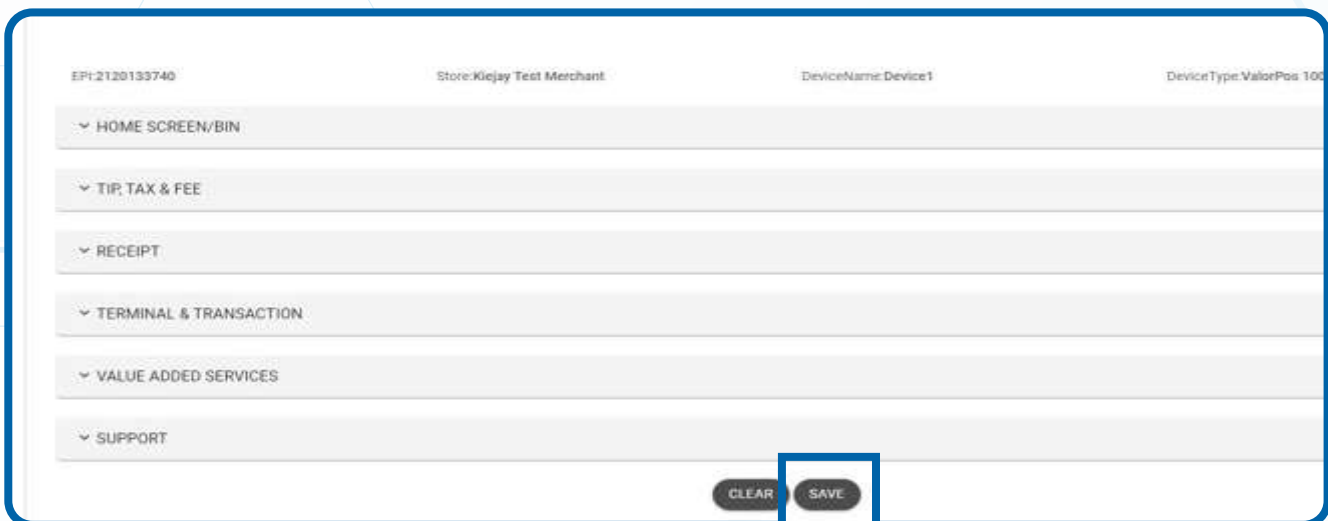
The screenshot shows the 'POS Menu Config' interface. It features three main sections for transaction types, each with a list of sub-options and checkboxes:

- CREDIT** (checked):
 - SALE (checked)
 - VOID (checked)
 - PREAUTH (checked)
 - TICKET (checked)
 - REFUND (checked)
- DEBIT** (checked):
 - SALE (checked)
 - REFUND (checked)
- CASH** (unchecked)

At the bottom of the screen, there are two buttons: 'CANCEL' and 'SAVE'.

STEP 6

Scroll down and select **Save**.

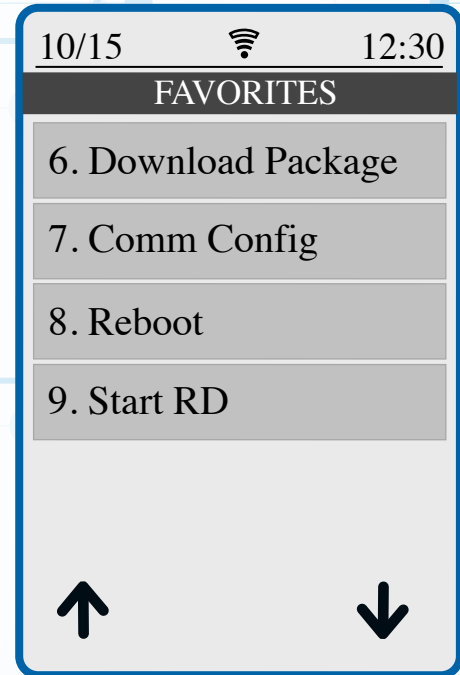


The screenshot shows a merchant portal settings page. At the top, there are four fields: 'EPI:2120133740', 'Store:Kiejay Test Merchant', 'DeviceName:Device1', and 'DeviceType:ValorPos 100'. Below these are several expandable menu items: 'HOME SCREEN/BIN', 'TIP, TAX & FEE', 'RECEIPT', 'TERMINAL & TRANSACTION', 'VALUE ADDED SERVICES', and 'SUPPORT'. At the bottom right, there are two buttons: 'CLEAR' and 'SAVE'. The 'SAVE' button is highlighted with a blue box.

STEP 7

After making parameter changes, you must perform a download on the device by pressing:

★ > 6 > OK button



STEP 8

Once the update is complete, tap on **Credit** to cycle through the transaction types enabled under the parameters.