



Export Reports from Batch Reports

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

Navigate to **Reports**.

Dashboard

User Management

Merchant Management

Transactions

Remote Diagnostics

Device Management

Valor Shield RT

Contact Us

Support

My Setting

Reports

Downloads

MARS PAYMENTS

BatchOut Report

ISO Report

ISO Billing Statements

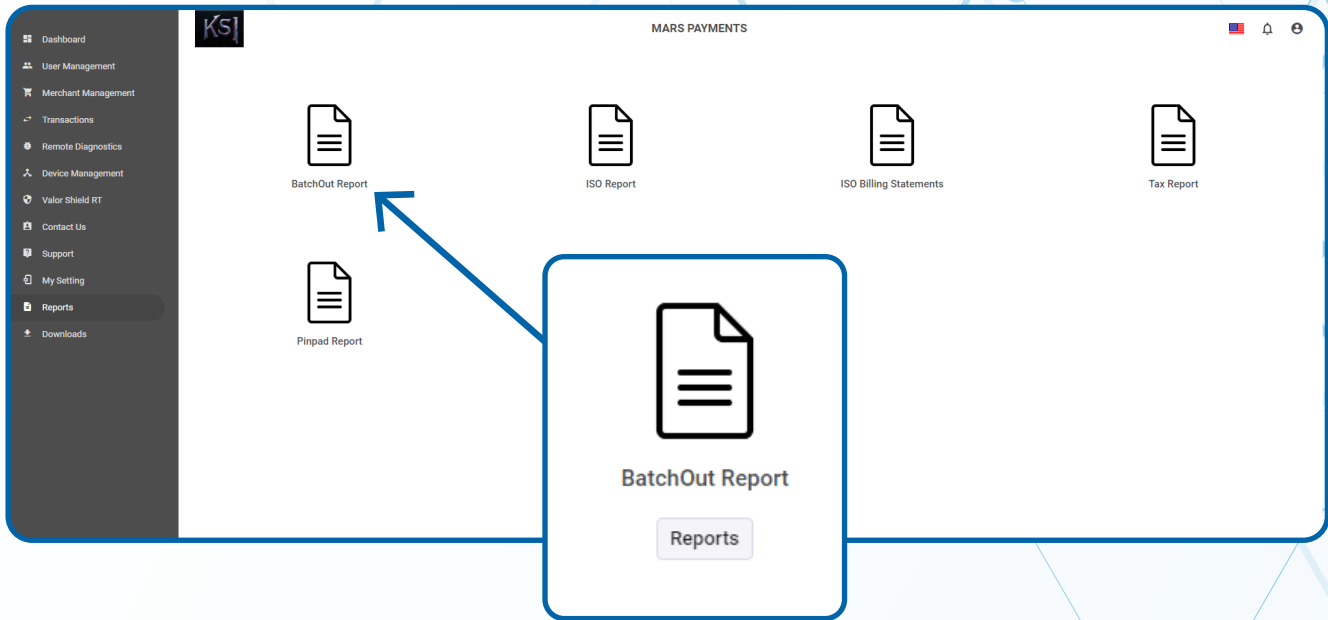
Tax Report

Pinpad Report

Reports

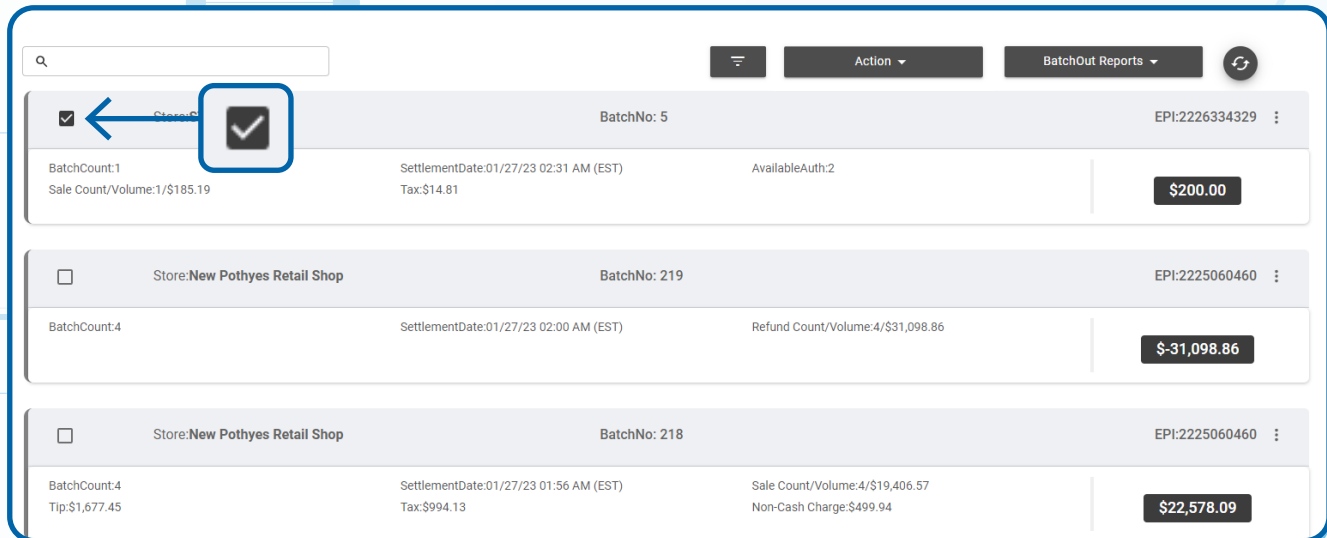
Step 3

Select **BatchOut** Reports.



Step 4

Check the box on the left next to the **Batch Report** you would like to **Export**.



Step 5

Select **Action** followed by **Export** to Download Report.

The screenshot displays a merchant portal interface with a table of transactions. At the top, there is a search bar, a menu icon, and two dropdown menus labeled 'Action' and 'BatchOut Reports'. A blue arrow points from the 'Action' dropdown menu to the 'Export' option. The table contains three rows of transaction data, each with a checkbox, store name, batch number, and various financial details.

Store	BatchNo	EPI	Amount
Store:ST STORES	BatchNo: 5	EPI:2226334329	\$200.00
Store:New Pothyes Retail Shop	BatchNo: 219		
Store:New Pothyes Retail Shop	BatchNo: 218	EPI:2225060460	\$22,578.09