Export Reports from Batch Reports

Step 1

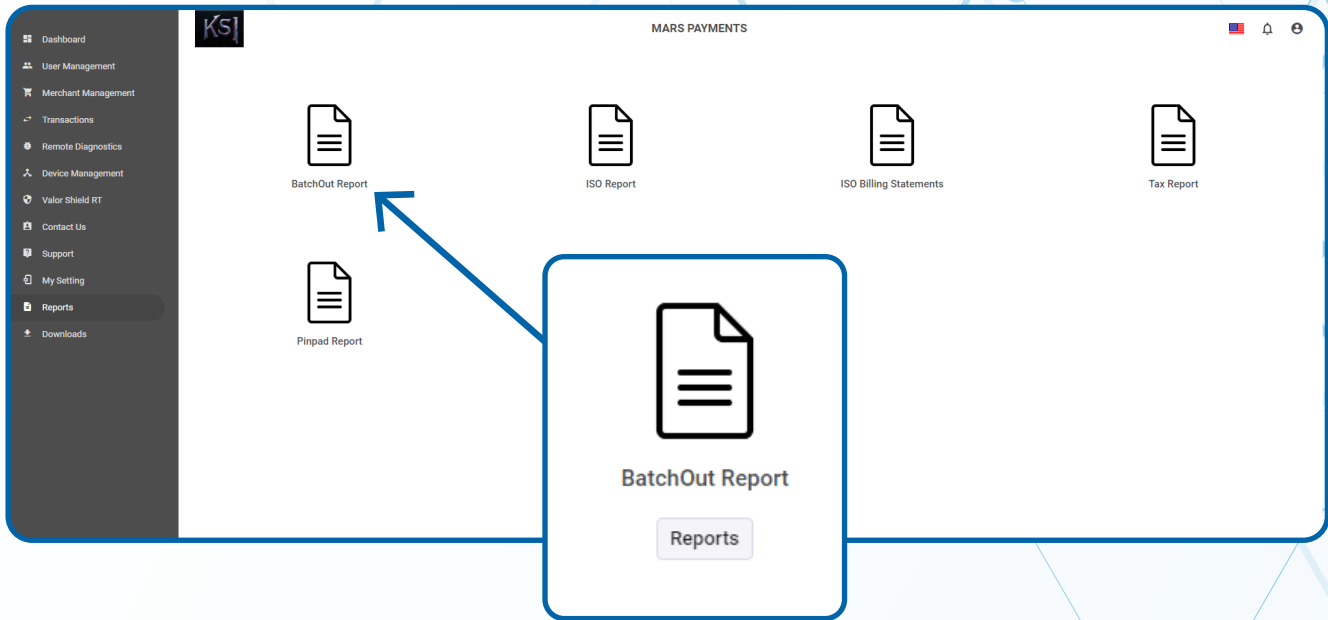Go to **www.online.valorpaytech.com** and enter your login credentials.

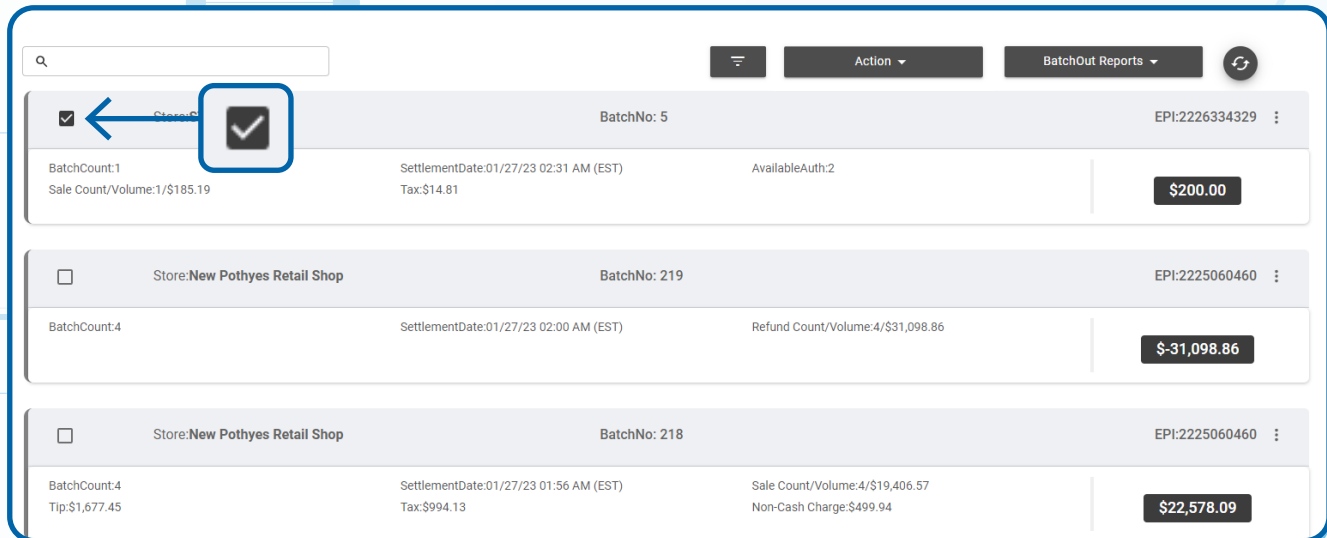

Step 2

Navigate to **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.

🔍		☰	Action ▾	BatchOut Reports ▾	🔄

⬇ Export

☐	Store:**ST STORES**	BatchNo: 5	EPI:2226334329	⋮

BatchCount:1   SettlementDate:01/27/23 02:31 AM (EST)   AvailableAuth:2

Sale Count/Volume:1/$185.19   Tax:$14.81   **$200.00**

☐	Store:**New Pothyes Retail Shop**	BatchNo: 219

BatchCount:4   SettlementDate:01/27/23 02:00 AM (EST)   Refund Count/Volume:4/$31,098.86

Action ▾

⬇ **Export**

☐	Store:**New Pothyes Retail Shop**	BatchNo: 218	EPI:2225060460	⋮

BatchCount:4   SettlementDate:01/27/23 01:56 AM (EST)   Sale Count/Volume:4/$19,406.57

Tip:$1,677.45   Tax:$994.13   Non-Cash Charge:$499.94   **$22,578.09**