



Export Reports from Transactions

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 **Transactions**.

Dashboard

User Management

Merchant Management

Transactions

Remote Diagnostics

Device Management

Valor Shield RT

Contact Us

Support

My Setting

Reports

Downloads

KSJ MARS PAYMENTS

19 Aprv TxnCount.Today(09-07-2022) \$67,784.43 Volume(Today)

Recent

Show only Approved tx

Action

CREDIT SALE	Store:Foreign Smokers	Device:VT Debit/C...	EPI:2131315120	VISA TSYS	\$112.88
XXXX 1111 Non-Cash Charge:\$8.88	09-07-2022 02:44 AM	ARAVIND	Boopathi M	State Tax: \$4.00 Subscription Id:7681	
CASH SALE	Store:Asmadh-UAT	Device:Device2	EPI:2209761703		\$100.00
09-07-2022 03:41 AM	Amount: \$100.00				
CASH SALE	Store:Asmadh-UAT	Device:Device2	EPI:2121024477		\$107.00
09-07-2022 03:40 AM	Amount: \$107.00				

Transactions

STEP 3

Select the **Actions** tab followed by **Export**. A .csv file will be downloaded that contains the Report.

The screenshot shows a web application interface for managing transactions. On the left is a dark sidebar with navigation items: Device Management, Engage My Customers, Promotions, Valor Shield RT, Contact Us, My Tickets, My Setting, Reports, and Downloads. The main content area displays a table of 'CREDIT SALE' transactions. Each row includes details like Store (The Plantronix), Device (Device2), EPI (2127224027), amount, state tax, and a total value. The 'Action' menu for each row is open, and the 'Export' option is highlighted with a blue box. Below the table, there are pagination controls showing 'Rows per page 25' and '1-3 of 3'. At the bottom left of the interface, a file download icon is visible next to the filename 'TRANSACTION_9_7....csv'.

Transaction ID	Store	Device	EPI	Amount	State Tax	Total
XXXX 1111 (875) 489-0294	The Plantronix	Device2	2127224027	\$5,456.88	\$381.98	\$5,848.86
XXXX 1111 (875) 489-0294	The Plantronix	Device2	2127224027	\$5,454.54	\$381.82	\$5,846.36
XXXX 1111 (81) 452-3364	The Plantronix	Device2	2127224027	\$50.00	\$2.00	\$62.00

