WELCOME TO VALUTEC

Reporting Guide

WE'RE EXCITED TO HELP YOU LAUNCH A SUCCESSFUL GIFT CARD PROGRAM

Read this document for instructions on how to utilize all the reports you can access.

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How to access your Valutec reports

Valutec provides over 30 separate reports to help you track your card program activity. These reports aggregate transaction history in a summary or detailed reports for corporate or location level. Statements, pooling, and all other reports are available 24/7 and can be downloaded from **vtmerchantportal.com**.

These reports provide additional details about transaction and card use activity. Special data mining reports are also available for merchants who are using the Virtual Terminal or Card Registration interface to enter customer demographic information for their cardholders.

New User Merchant Portal set-up process

Step 1 - You will receive a welcome email from **valutecadmin@fisglobal.com** stating an account has been created for you to access the online portal. Follow the URL in the email to complete your registration process. You will have 72 hours to use the link in the email before it expires. If you haven't received the welcome email, please call support at 800-509-0625.

Valutec
New Account Setup Notification
Welcome to VT Merchant Portal Account Setup
An account has been created for you to access the online portal. Before you may begin using your Valutes account, you must follow the link below to continue setting up your account. Once you have completed your registration you will need to remember your credential for future access. Please note that you will have 72 hours to use the link below. If you are unable to setup you account during that preved, you illneed to contact Merchen taggoorf for future assistance.
User ID ID1234
https://www.vtmerchantportal.com/Default.aspx?WT=F70DED0E1DC04657A435823F86F894E42021F04CAD0281164681867DD52199C53A24
Note: If you believe you received this notification in error, please contact us at <u>cservice@valutec.net</u>

Step 2 - On clicking the registration URL from the email, it will be redirected to "New User Registration" like below Fill out the New User Registration and click **Complete Registration**. Once you have successfully completed your registration you will receive a confirmation screen.



Step 3 - Go back to the log in screen to sign in.



Report access levelsMerchant Level:Universal: or corporate level reportingLocation Level:One specific location/storeFranchise Level:Group of affiliated locations under one Merchant ID

NOTE: If you need to add users to your VTMP account, please call support at 800-509-0625.

Create New User Merchant Portal Set-Up Process

Welcome to Valutec! Here is the step-by-step process to register your new account. On or after the day of conversion, you will be able to access VTMP through a link in iQ, or directly on the **VTMP website**. Your access to VTMP will be set up using the same email addresses used previously in MercuryView.

If you have any questions or issues setting up your account, please complete a support form at Gift Card Service Request Form

Step 1 - Go to VTMP https://www.vtmerchantportal.com and click on Create New User



Step 2 - Enter your email address (the same email address as you used in MercuryView) and the captcha code, and then click on Submit.

	Create User
Email Address:	email@email.net
	PLEASE ENTER THE CAPTCHA CODE

Step 3 - If your email address matches an email address in the VTMP system, you will receive an email from valutecadmin@fisglobal.com with registration instructions and the registration link. You should click the link to complete your VTMP registration as soon as you receive the email, as the registration link expires after 72 hours.

If your email address does not match an email address in the VTMP system, you will receive the error: **"Email address does not** exist," and you'll need to complete a support form at **Gift Card Service Request Form**



Step 4 - On clicking the registration URL from the email, it will be redirected to "New User Registation" like below Fill out the New User Registration and click Complete Registration. Once you have successfuly completed your registration you will receive a confirmation screen.

r	New User Registration	
Ple	ase complete all fields below.	
Email Address		
id1234@mail.com		
Company Name	Company Name	
First Name	Last Name	
Primary Telephone	Mobile Number	Congratulations!
Security Question #1		You have successfully
What is the LAST name of your cur	rent manager at your primary place of employment?	registered your valutec Por
Security Question #1 Answer		User ID.
Security Question #2		
What is the HOUSE NUMBER of th	ie home you lived in ten years ago? (EG If ten years ago yo ${\color{black}}}}}}}}}}}}}} }}}$	
Security Question #2 Answer		
Security Question #3		
What is your employee ID/Employe	e number? 🗸 🗸	
Security Question #3 Answer		
Choose A Password		
* Passwords should be at least 8 chara lowercase letter, uppercase letter, digit	cters in length, start with a letter and have at least one of each: and special character that is one of the following _*@!#+-\$	
Choose a Password		
Confirm Password		
Committeassword		

Step 5 - Close the Congratulations screen. Registration is complete and you can now go back to login page with your User ID and New password to login.

Please enter your	login information
lser ID	
assword	
 UserID is Password 	Required!. I is Required!
Lo	g In

Note: If you need to add users to your VTMP account, please complete a support form at Gift Card Service Request Form

QUESTIONS? Please call us at 800-509-0625 or via our Gift Card Service Request Form



My User Account Info



5 Change my Password - link

By selecting the Update My Personal Information link the user can change/update the following account info fields

- First Name
- Last Name
- Primary Telephone
- Mobile (alternate) Phone
- Security Questions for account verification

By selecting **Change My Password** user can update their password by entering current password and creating a new secure password.

Change Password	
	Password Requirements:
* The first character of the passw least eight (8) characters and use letters, uppercase letters, nun underscore, period and	ord must be alphabetic (letter) and passwords should have at at least three of the four available character types: lowercase nbers, and any of these special characters@ *\$!(dash, AT symbol, dollar sign, asterisk, exclamation point).
Current Password	Current Password
New Password	Choose a Password
Confirm Password	Confirm Password
Cancel	Change Password

Password Requirements: The password must have a minimum of eight characters from at least three of the following four character types: English uppercase characters (A – Z), English lowercase characters (a – z), Base 10 digits (0 – 9) and Non-alphanumeric (any of these special characters: * @ ! # + -

The first character of the User ID must be alphabetic (letter) The username and password cannot be the same. Users will need to reset their password every 90 days.





Forgot Password

Users who have forgotten their password can request a change/update password link to create a new secure password by clicking the **"forgot password?"** link on the log in page.

Sign in to y	our account
Please enter your l	ogin information
User ID	
Password	
 UserID is Password 	Required!. I is Required!
Log	g In
forgot password?	Create New User

The user will enter their VTMP User ID and the captcha code that appears below that field and then click the **"Send Email"** button. A password reset email will be sent to the registered email for that User ID.

Forgot Your Password?
Enter your user id below and we will send an email to the address that we have on file.
User ID
FOHGL
Please enter the Captcha Code Above
Send Email
return to login

A confirmation message will alert the user to check their email.



The Valutec system then sends a Password Reset Notification email (from valutecadmin@fisglobal.com) to the user's registered email address.



The reset password link will expire after three hours. User will click (or copy URL and paste in their browser) to open the reset password link and enter their new secure password (see password requirements)



Valutec Merchant Portal Home Page





Home Page Header

- 1. Identifies the Merchant or location name & Valutec ID number
- 2. Users registered email address
- 3. User ID
- 4. Time stamp of last user log in
- 5. Click here to return to the Home Page
- 6. View Account information page
 - Users will be automatically signed out if webpage has been idle for more than 2 minutes

Main Menu Tools links





Daily Status Graph - Landing page includes a bar graph that provides a visual snapshot of your previous day's program activity. There are four columns for each card program:

- Outstanding Balance change
- Average Transaction Amount
- Number of Transactions
- Number of Cards Activated



Card Program Types

- Gift
- Auto Rewards
- Auto Rewards LPR (less Points Redemption)
- Loyalty- Open Rewards (Original loyalty) or multi-level/tier rewards
- Promo Promotional Value

Below the Newsfeed Daily Status Graph you will occasionally see news and notes from Valutec

Your April 2021 gift & loyalty card statements have been posted and can now be requested thru the Valutec Report Generator.

Main Menu - Card Registration



Cardholder registration - Card holder demographics tracking – First Name, Last Name, Phone, Address, City, State, ZIP, DOB (MM/DD/YYYY), Email

Select Card Registration & enter card number, click Proceed

Card Number : 1234567890 Card Number :

Enter or edit the cardholder data fields, when finished click Save

1201001000	- Trouved
First Name:	Last Name:
First	Last
Address:	
City:	State: Zip/Postal:
	- Select -
Telephone Number:	
)	
Email Address:	
Date of Birth(MM/DD/YYYY):	
01/01/9996	Show More Fields



To access the ten miscellaneous fields click on Show More Fields

01/01/9996	Show Less
Miscellaneous 1:	
Miscellaneous 2:	
Miscellaneous 3:	
Miscellaneous 4:	
Miscellaneous 5:	
Miscellaneous 6:	
Miscellaneous 7:	
Miscellaneous 8:	
Miscellaneous 9:	
Miscellaneous 10:	
🕱 Cancel 📑 Save	

To close the ten miscellaneous fields click on Show Less

Main Menu - Look up Customer

Lookup Customer - locate registered card or cardholder by card number, first or last name, email address or telephone number



Edit – allows you to update registered card holder information **Transactions** – Displays recent transaction history

Customer Lookup	
Customer Name :	First Last
Telephone :	
Email :	
Card Number :	
	Find Customer(s)
1	

To access cardholder data go to the Report Generator and select one of the following folders

Balance Reports Dropdown Menu

- Merchant Card Balance Demographic
- Unformatted Merchant Card Balance and demographic

Loyalty & Reward Program Reports Dropdown Menu

- Active Cardholder information
- Active Location Cardholder Information
- Detail Loyalty Card Activity
- Demographic Cardholder Birthdays

Main Menu: Report menu



Real Time Reports Transaction Detail



ransaction D	etail Report
Store :	ANY
ferminal :	ANY
Card Program :	Gift 🗸
Begin Date :	05/12/2021 12:00AM
End Date :	05/12/2021 11:59PM
Auth Code :	
Card Number :	
	Run Report

Transaction Detail – Retrieve activity by card, location or terminal ID by date range

• Date range should be no longer than seven days; for longer timeframes use Report Generator/Transaction Detail report tool

Location	TID	CardNumber	Reg?	Date/Time	WCC	Туре	Auth Code	Amount
×	×	×	×	×	×	×	×	×
WebDev_Tumi Website	183176	7018525449680000015	N	5/12/2021 2:46:56 PM	G	SALE - RETAIL APPLICATION	17088147	(\$500.00)
WebDev_Tumi Website	183176	7018525193950000020	N	5/12/2021 2:46:55 PM	G	SALE - RETAIL APPLICATION	72135468	(\$200.00)
WebDev_Tumi Website	183176	7018525414200000010	N	5/12/2021 2:46:55 PM	G	SALE - RETAIL APPLICATION	23601968	(\$200.00)
WebDev_Tumi Website	183176	7018525449680000015	N	5/12/2021 2:45:00 PM	G	BALANCE	24888508	\$0.00
WebDev_Tumi Website	664814	7018525449680000015	N	5/12/2021 2:44:46 PM	G	ADD VALUE	76209481	\$500.00
WebDev_Tumi Website	183176	7018525193950000038	N	5/12/2021 2:43:15 PM	G	BALANCE	76406098	\$0.00
WebDev_Tumi Website	664814	7018525193950000038	N	5/12/2021 2:42:55 PM	G	ADD VALUE	72098815	\$1,000.00
WebDev_Tumi Website	183176	7018525193950000020	N	5/12/2021 2:42:19 PM	G	BALANCE	47206904	\$0.00
WebDev_Tumi Website	664814	7018525193950000020	N	5/12/2021 2:41:52 PM	G	ADD VALUE	09201573	\$200.00
WebDev_Tumi Website	183176	7018525414200000010	N	5/12/2021 2:41:22 PM	G	BALANCE	67378642	\$0.00

Real Time Reports Outstanding Balance



Outstanding Balance Graph - Bar graph illustrating your active card balances by year & card program for past five years

Т



Your card program balances are tracked by program type: Gift (green) Points (purple) Promotional (teal)

Report Generator - How to request reports

1. Click on **Report Generator**



2. Select a **Report Category** from the Dropdown Menu

Report Category	_
✓Select Category	-
Monthly Statements	
Balance Reports	
Loyalty & Reward Prog Reports	-
Trans Detail Reports	- F
MID/LID/TID	
Pooling	
Reseller	
Custom	
Franchise Level Reports	

3. Select a **specific report** by clicking on the report name



Some reports will require additional information such as dates, location ID or card number

- 4. Enter any required info and Select a format
- 5. Click Request Report and click OK



Your report will be posted shortly and you can download directly to your desktop. Report file formats- Reports are posted for downloading in one of the following formats:

Excel 2007 Default file format

- **Excel 2003** Excel 2003 has the following limitations
- CSV Comma Separate Value
- PDF Portable Data Format
- XML Extensible Markup Language



Main Menu: Order Tracking



Order status - Proof Sent, Approved, Proof Call, Completed (in production) and Completed (shipped)

8263	7	
Track Order		
<		
Order Number:	382637	
Order Status:		
Tracking Number:		
Estimated Shipdate:	08/30/2016	
Actual Shipdate:		
	500	

Main Menu: My Account

(CO) Customers		User Account v
	Account Information	User Email:
(I Reports		Name: Valute: Tennessee Test ABC
	User Account	Address 1: Suite A 200
Order Tracking		Address 2:
	Banking Information	City: Nashvile
A A A A A A A A A A A A A A A A A A A		State: TN
Wy Account	Order History - Past 90 Days	Zip: 37211
æ		Phone Number: 6156508202
Maintenance	Billing Information - Previous Month	Fax Number: 10
Card Lookup	Billing Information - Current Month	Banking Information
S		Critic Universe - Bast 60 Perce
	Card Management Requests	Court maxing - Fair to begin
	our munugunent requests	Billing Information - Previous Month
	Access Users	Billing Information - Current Month
		Card Management Requests
		Access Users

User account - Merchant or Location details (Name, address, phone & fax, email address) **Banking information** - Credit card or banking information on file for billing purposes **Order History** – Past 90 days

Billing Information - Previous Month: Brief details of fees and transaction counts **Billing Information** - Current Month: Brief details of fees and transaction counts **Card Management Requests -** Bulk activation or maintenance requests details

Main Menu: Merchant Level Maintenance

Merchant Level – Create reporting names for specific card ranges

Customers	Maintananaa
Reports	Select Card Range
Order Tracking	CardRangeDemoOct2014 V Create Range
My Account	Start Card
Maintenance	End Card
Card Lookup	Continue Clear

Main Menu: Location Level Maintenance

Location level bulk activations & maintenance. Select the task to be performed:



- Change/Remove Expiration Date
- Activate
- Add Value
- Deactivate

Set Expiration Dates for a Card Range

- 1. Enter the first (lowest) card number
- 2. Last (highest) card number
- 3. Email address
- 4. Select update option
 - a. Clear (remove) Expiration date
 - b. Rolling Expiration Days
 - c. Set Expiration Date
- 5. Click **Continue** when complete
- 6. Next a confirmation message will appear "You are about to change expiration date(s) for 5 card(s), are you sure?" Click **Continue** when complete

Card Select a T	Maintenance
You are a	bout to change expiration date(s) for 5 card(s), are y
Continu	

7. If correct then click **Continue** to complete

The Valutec system will now send the user a summary via email

Card Maintenance	
Vour request has been submitted.	
	(h)

Card Maintenance	
Change/Remove Expiration Date	
Activate	
Add Value	
Deactivate	

late
Days
IR.





Card Maintenance -Select a Task Change/Remove Expiration Date Activate Add Value Deactivate

To Bulk Activate A Card Range

- 1. Enter the first (lowest) card number
- 2. Last (highest) card number
- 3. Email Address The Valutec system will send the user a summary via email
- 4. Value to be added to cards

Change Type	Activate
Enter Details	
Begin Card	
791500000012 26	7
End Card	
791500000017 93	5
Email Address	
info@valutec.net	
Points / Amount	
25.00	
Continue	Conset 1

- 5. Click **Continue** when complete
- 6. Next a confirmation message will appear

"You are about to activate 6 card(s), are you sure?"



7. If correct then click **Continue** to complete

The Valutec system will now send the user a summary via email

Card Maintenance	
Your request has been submitted.	
	Mar





Card Maintenance	
Change/Remove Expiration Date Activate	
Add Value	
<u>Deactivate</u>	

To Add Value

- 1. Enter the first (lowest) card number
- 2. Last (highest) card number
- 3. Email Address The Valutec system will send the user a summary via email
- 4. Value to be added to cards



- 5. Click Continue when complete
- 6. Next a confirmation message will appear

"You are about to activate 6 card(s), are you sure?"



7. If correct then click **Continue** to complete

The Valutec system will now send the user a summary via email

Card Maintenance	
Your request has been submitted.	
	Cher I





To Bulk Deactivate a Card Range

- 1. Enter the first (lowest) card number
- 2. Last (highest) card number
- 3. Email Address The Valutec system will send the user a summary via email

Change Type		Activate	
Enter De	tails		
Begin Card			
79150000001	2 267		
End Card			
79150000001	935		
Email Addre	955		
info@valuter	inet		
Points / Am	ount		
25.00			

- 4. Click **Continue** to move forward with deactivating card range
- 5. Next a confirmation message will appear

"You are about to change expiration date(s) for 4 card(s), are you sure?" Click **Continue** to proceed with requested action.



Card Maintenance Select a Task Change/Remove Expiration Date Activate

<u>Add Value</u> <u>Deactivate</u>

Main Menu: Card Lookup Screen Sections

Customers	Card Lookup
(C)	GCard Number Search
Reports	Card Information 2 Card Value 4
Order Tracking	Card No: Marchant: Promo Dollars: Promo Dollars: Promo
My Account	Active Location :
Maintenance	Options 3 Created Date: Created Date: Created By:
Card Lookup	Monimum Balance: Modified Date: Modified Date: Modified Date: Modified Date: Modified By: Modifi
	Add Value: Date Deact/value: Last Use Date:
	Deptions Expire Date:
	Rolling Exp Days:
	Cardholder Information

Transaction Detail Report Dropdown Menu section

Card number - Enter the full 19 digit Valutec card number

2 Card information section

Card Number - Full number if data entered in Card Number field Merchant: Name of your Valutec merchant account Active Location: Name of the location where card was first activated Status: Current card status - Active, Inactive, Deactivated Security Code – Eight digit PIN

Options sections

Denominated Value - Optional feature, if a card has been set to activated for specific amount, that value will be shown here

Minimum Balance - Optional feature, if a card has been set to activated for a minimum amount, that value will be shown here

Maximum Balance - card cannot have greater than a specific value/amount

PIN Number - Requires PIN security code to be entered for any transaction processing

Add Value – Allows Value to be added to card; (Note: This feature is disabled for promotional value cards) Expire Date – Card value expires on a specific date and cannot be redeemed

Rolling Exp Dates - Card value expires after set time frame and limited to specific transaction types.

- Sale, Activate, Add Value, Balance, Void, Replace
- Once a card is expired the balance cannot be redeemed

4 Card Value section

Gift Balance – Current card balance based on card program type
Promo Dollars – Current card balance based on card program type
Points – Current card balance based on card program type
Card Program – Card program type (Original Gift, Original Loyalty, Auto Rewards, Auto Rewards LPR, Promotional)

Gard Activity Summary section

Created Date - Date card number was generated or added to the Valutec system Created By - Date card created in Valutec system Modified Date - Date that card status or balance adjusted via the Valutec host Activated Date - Date card first activated Date Deactivated - If card has been deactivated that transaction date will be shown here Last Used Date - date of last transaction of any type

Valutec has transitioned a new billing & statement schedule and process. As of May 2021, Valutec is no longer emailing statements directly to merchants.

Your monthly billing statements can be accessed via the Valutec Reporting Portal **www.vtmerchantportal.com** and are found in the IQ Statement Reports folder.

Valutec monthly fee billing will now be posted on the 4th of each month and your billing statements will be available the VT Merchant Portal within 24-48 business hours after the monthly billing has been debited.

(R3)	Customers	Report Delivery Tool		
(Lee)	Reports	This tool is used to generate reports for your use. Report delivery is available via download (C produced are listed in Central Standard Time (no Daylight Savings Observance).		
\bigcirc	Order Tracking	Select Report		
	My Account	Report Category Monthly Statements		
٢	Maintenance	Select Category Monthly Statements		
0	Card Lookup	Balance Reports Loyalty & Reward Prog Reports Trans Detail Reports		
0	Digital Gift Card Manager	Pt MID/LID/TID Pooling Vie Reseller		
		Franchis Level Reports Franchis Level Reports Request Date Format Artibit Alter Reports v		
		No records to display.		
		I I I I I I I I I I I I I I I I I I I		

To access your Monthly Statement in VT Merchant Portal follow these directions.

- 1. Click on Reports
- 2. Select Report Generator
- 3. Category IQ Statements
- 4. Select Merchant Statement
- 5. Key in Merchant ID Number, previously referred to as the Location ID Number.
 - If you are logging in with Merchant Level access, key in each individual Location ID Number, now referred to as Merchant ID Number, to access individual location statements.
- 6. Select Month/Year
 - Select June 2021 to pull the May billing. The new MM/YYYY is when the statement is created, not the date range of the billing cycle.
- 7. Click Submit Report

If the report is available for the given input criteria, it will be displayed in the grid. Click the Download hyperlink to download the report. The PDF will show at the bottom left side of the page. Save or open the document.

Please note: the document will no longer appear in under the Previously Generated Reports section.

To review transaction activity that was included in the previous monthly statements, we would recommend using the Merchant Transaction Summary report for each monthly period.



Monthly Statement Dropdown Menu



Н	Real-time Reports
Ш	Report Generator

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	Reports	t
Š	Order Treation	ľ

Real-time Reports

Π	Report Category	
	Monthly Statements	*
	Select Report	
	✓Select Report	
	Monthly Card Issuance Report	
	Monthly Location Gift-Loyalty Card Statement	
F	Monthly Merchant Gift-Loyalty Card Statement	
	Monthly Merchant Location Gift-Loyalty Card Statement	
٧	Monthly Redemption Report	
	Monthly Redemption Report by Card Program	
	Monthly Card Issuance Report by Card Program	
	Auto Reward Transaction Summary	
	Location ACH Funding Detail	
	Auto Reward Transaction Summary By Lid	
	Auto Reward Transaction Summary By Lid	

Monthly Card Issuance:	Contains list of cards activated by a merchant during a specified month
Monthly Franchise Card Statement:	Gift loyalty monthly statement overview for franchise group
Monthly Franchise Statement by Account:	Gift loyalty monthly statement overview for franchise group
Transaction Detail by Card Combined:	Shows every transaction related to a specified card number for combination cards
Monthly Redemption Report:	Contains list of cards redeemed by a merchant during a specified month
Monthly Redemption Report by Card	List of cards redeemed by a merchant during a specified month
Program:	
Monthly Card Issuance by Card Program:	Contains list of card activated by a merchant during a specified month
Auto Reward Transaction Summary:	Summary report of active Auto Reward cards including number of active cards, point
	balance total, promo reward balance and transaction activity
Location ACH Funding Detail:	Contains credit and debit detail specific to all locations participating in location pooling
Auto Reward Transaction Summary by	Report for a single location summarizing Auto Reward cards including number of active
LID:	cards, point balance total, promo reward balance and transaction activity
Detail by Location-Demographic:	Version of Transaction Detail by Location-Demographic with no columns or special
	formatting



Loyalty & Reward Dropdown Menu



	P g
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Reports	H Real-time Rep

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Prog Reports	~
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Information	
ardholder Information	
ardholder Information Detail	
nces	
rity And Demographic	
ays	
	Prog Reports

Active Cardholder Information:	Contains customer cardholder demographic information (if information was	
	recorded)	
Active Location Cardholder Information:	Active cards by location with demographic information regarding the customer (if	
	information was recorded)	
Active Location Cardholder Information Detail:	Active cards by location with cardholder demographic information	
Auto Reward Balances:	Lists all active Auto Reward card numbers & balances including card number,	
	active date, last used, active balance, current balance, and points	
Loyalty Card Activity and Demographic:	Lists all loyalty cards activated and cardholder information if it was recorded on	
	the virtual terminal or Valutec website.	
Cardholder Birthdays:	Registered cardholders birthdays by month	

Balance Reports Dropdown Menu



Reports PReal-time Reports	Reports	Report Generator
	Reports	H Real-time Reports

	Balance Reports
	Select Report
	✓Select Report
	Cards Expiring
	Cards Redeemed - or More
ł.	Cards With At Least - Points
	Cards With No Activity Since MM-DD-YYYY
	Location Card Balance
	Location Card Balance by Card Program
	Merchant Card Balance And Demographic
	Merchant Card Balance
	Merchant Card Balance by Range
	Outstanding Balance Summary
	Outstanding Balance Summary by Card Program
	Unformatted Merchant Card Balance
	Unformatted Merchant Card Balance and Demographic
	Merchant Daily Totals
	Merchant Daily Totals by TranType
1	Sales-Recharge Report
	Merchant Card Balance - All Cards

Cards Expiring:	Contains a list of all expired cards and balance
Cards Redeemed – Or More:	Contains a list of all cards that have been redeemed with at least x points/dollars or
	more
Cards with at Least _ Points:	Contains a list of all cards with a minimum point value/balance.
Transaction Detail by Card Combined:	Shows every transaction related to a specified card number for combination cards
Cards with no activity since MM-DD-YYYY:	Contains a list of all cards that have no activity since a specific date
Location Card Balance:	Lists all outstanding card numbers & balances activated at a specific location/LID
Location Card Balance by Card Program:	Lists all outstanding card numbers & balances activated at a specific location/LID and
	separated by card program type
Merchant Card Balance Demographic:	Contains card number, active date, last used, active balance, current balance, and points
	and demographic information for all cards activated by a merchant
Merchant Card Balance:	Lists all outstanding active cards with balances greater than zero
Merchant Card Balance by Range:	Lists card number, date activated, date last used, amount of activation, current balance
	and points for cards activated by a merchant for each card printing. Required report for
	merchants that have ordered more than 65,000 cards
Outstanding Card Balance Summary:	Contains totals of active cards, deactivated cards, and points for cards by location
Outstanding Card Balance Summary by	Contains totals of active cards, deactivated cards, and points for cards by location.
Card Program:	
Unformatted Merchant Card Balance:	Report posted with no columns or special formatting, contains card number, active
	date, last used, active balance, current balance, points, program type and demographic
	information for all cards activated by a merchant
Unformatted Merchant Card Balance and	Version of report with no columns or special formatting, lists all outstanding active cards
Demographic:	with cardholder information
Merchant Daily Totals:	Lists all transactions processed on a specified date or range of dates
Merchant Daily Totals by TranType:	Lists all transactions processed on a specified date or range of dates by transaction type
	for gift and loyalty cards
Sales-Recharge Report:	Details Recharges (activations, add values, and voids) and Sales (redemptions,
	deactivations, and voids) for a specified period of time
Merchant Card balance – All Cards:	Lists all outstanding active cards including card number, active date, last used, active
	balance, current balance, points and program type



Transaction Detail Report Dropdown Menu





	Trans Detail Reports
-	Select Report
	/Select Report
	Merchant Transaction Summary
	Service Charge Transaction Detail
	Transaction Detail by Card
	Transaction Detail by Card Combined
	Transaction Detail by Location
	Transaction Detail by Merchant
	Transaction Detail by Merchant - Costco
	Transaction Detail by Terminal ID
	Transaction Detail VRU-Unidentified Location
	Unformatted Transactions By Merchant
	Unformatted Transactions By Merchant - Demographic
	Unformatted Transactions By Card
	Unformatted Transactions By Location
	Unformatted Transactions By Location - Demographic
	Transaction Detail by Location - PST
	Transaction Detail by Merchant - PST

Merchant Transaction Summary:	Lists Transaction types processed by location for specified timeframe
Service Charge Transaction Detail:	Shows list of cards, amount charged for service fee, and balance at a specified date
Transaction Detail by Card:	Contains a transaction history for one card number
Transaction Detail by Card Combined:	Shows every transaction related to a specified card number for combination cards
Transaction Detail by Location:	Contains transaction detail for one location by date range
Transaction Detail by Merchant:	Contains transaction detail for all locations by date range
Transaction Detail by Merchant - Costco	Shows every transaction related to a merchant by location for any given date range for cards sold by Costco
Transaction Detail by Terminal ID:	Contains transaction detail for a specific TID number and date range.
Unformatted Transaction Detail by	Version of Transaction Detail by Merchant with no columns or special formatting
Merchant:	
Unformatted Transaction Detail by	Version of Transaction Detail by Merchant-Demographic with no columns or special
Merchant-Demographic:	formatting
Unformatted Transaction Detail by Card:	Version of Transaction Detail by Card with no columns or special formatting
Detail by Location-Demographic:	Version of Transaction Detail by Location-Demographic with no columns or special
	formatting



MID/LID/TID Dropdown Menu



A List of Location IDs:	Lists all merchant locations and their corresponding Valutec ID's
Terminals by Location:	Shows list of terminal identification numbers for a specific location
Terminals by Merchant:	List all terminal types and Valutec Terminal identification numbers for all location attached to
	primary merchant ID

Pooling Dropdown Menu





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Corporate Pooling:	Details credit and debit for those merchants that have elected to participate in corporate pooling
Corporate Pooling Summary Only:	Summary of corporate pooling credits and debits for specific time period
Corporate Pooling – Individual	Details corporate pooling credits and debits for specific location during a set
Location:	time period
Franchise Pooling:	Contains Pooling ACH credit and debit totals by franchise groups
Franchise Pooling Detail:	Contains Pooling ACH credit and debit totals by franchise groups including card transaction
	details
Franchise Pooling Summary Only:	Summary of Pooling ACH credit and debit totals by franchise groups for a specific timeframe
Location ACH Funding Summary:	Contains credit and debit totals specific to all locations participating in location pooling
Location Pooling:	Details credit and debit for those merchants that have elected to participate in location pooling
Location Pooling Promo:	Details credit and debit for location pooling of Promotional Value card program only
Location Pooling - Individual	Details location only pooling credits and debits for specific location during a
Location:	set time period
Location Pooling - Individual	Details location Promotional Value card program only pooling credits and debits for specific
Location – Promo:	location during a set time period
Insurance Holdback for Location	Shows amount activated at each location and percentage to be moved to the corporate location
Pooling:	for insurance holdback

Valutec Merchant Support

phone	1.800.509.0625
email	cservice@valutec.net

If you have any questions or issues setting up your account, please complete a support form at **Gift Card Service Request**

Websites

Valutec:	www.valuteccardsolutions.com
My Card Manager:	www.storecard.com
Valutec Report access:	www.vtmerchantportal.com (reports and virtual terminal website based on credentials
	used for entering the website)