

Marketplace Reports – Quick Guide

Generating Marketplace Reports

1. Go to <https://secure.touchnet.net/central/> to log in to Marketplace.
2. Select “Marketplace” under the Applications Menu.

The screenshot shows the UCommerce Central web application. The top navigation bar includes 'Home', 'Dashboard', 'Applications', 'Administration', 'Client Community', and 'Help'. The 'Applications' menu is open, showing options like 'Payment Gateway', 'Bill+Payment', 'Business Office', and 'Marketplace' (which is highlighted). On the left, a sidebar lists various system administration and accounting options. The main content area displays 'Operations Center Home' with a search bar and a table of 'Stores'.

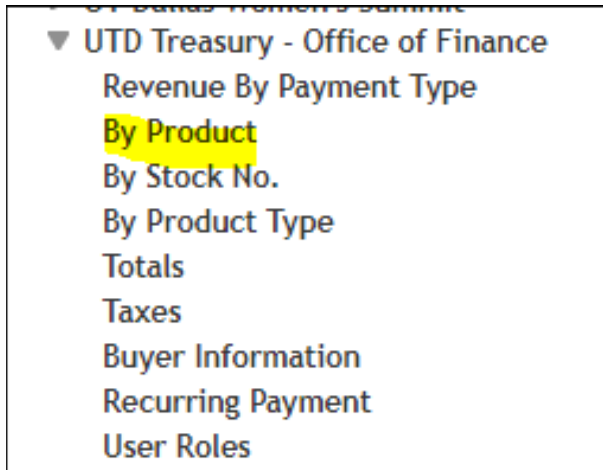
Name	Id	Template	Type	Merchant Name	Web	Mobile
2019 IEEE International MWSCAS Registration	293	Classic	General	ECS	Enabled	Enabled
ABH RAW Graduate Student Conference	146	Classic	General	ABH RAW Conference	Enabled	Enabled
AH College Prep - Summer	277	Classic	General	ABH	Enabled	Enabled

3. Find “Marketplace Reports” on the bottom of the left side of the screen.
 - If you are using a 3rd party vendor, the reports will be under the “uPay Sites” dropdown menu.
 - Otherwise, select “Stores” to view the available Marketplace stores.
 - Note: Only Accountants have access to this menu and to pull reports.

The screenshot shows the left sidebar menu of the UCommerce Central application. The menu items are: Marketplace Reports, Marketplace, Merchants, Stores, uPay Sites, Marketplace Exceptions, Edit My Profile, and Help. The 'Marketplace Reports' item is highlighted with a blue background.

4. Click on the report that will provide the needed information.

- The “By Product Report” will provide the most useful information for reconciling cost centers or pulling transaction number and customer information.



- Enter the desired date range and click on the “View” button to run the report.

Store Revenue Report

The default report shows current day information using the default of all application types.. The report is a summary

From: 04/01/19 12:00 AM To: 04/30/19 11:59 PM Report Type: Product View

Application Type:

- ☒ uStores
- ☒ uStores Mobile

There are no sales on record for this store for the selected time period.

- Click on any of the Product Names to only view one product, or check all boxes and click on the “View Multiple Products Detail Report” button to view all.

From: 04/01/11 12:00 AM To: 04/30/19 11:59 PM Report Type: Product View

Application Type:

- ☒ uStores
- ☒ uStores Mobile

[View Multiple Product Detail Report](#)

<input type="checkbox"/> Product Name	Quantity Sold	Sales
<input type="checkbox"/> Welcome to UT Dallas Treasury Services!		24
<input type="checkbox"/> AAIM 2018 Registration		25
<input type="checkbox"/> Texas Photonics Center Workshop Registration		93
<input type="checkbox"/> 2018 UTCS Conference		25
<input type="checkbox"/> Zebrafish Summer Institute		8
Total:		175

8. Select “Export to CSV” to view the report in Excel.



Product Detail Report

The default report shows current day information using the default of all appl

[Back To Store Revenue Report](#)

[Export to CSV](#)

☒ Show columns with a zero dollar price adjustment
☐ Include all modifiers
☐ Select modifiers to export

From:  To:  [View](#)

Application Type:

☒ uStores
☒ uStores Mobile

[Hide Detail](#)

▲ ▼ Stock Number	▲ ▼ Product Name	▲ ▼ Order Id
5763607	Texas Photonics Center Workshop Registration	527210

Shipping Information

deepa.gazula@finisar.com

Please contact FMS-Treasury@utdallas.edu with any questions