Pulling uStore Reports Job Aid

The purpose of this job aid is to provide instructions for pulling reports for uStore.

Note: Several reports are available. This job aid provides an example of pulling a report to see purchases and purchaser information by product.

1. Click **Applications > Marketplace** from the main menu bar.

U.Commerce Central								
Home	Dashboard	Applications 🕶	RECON1	Client Community -	Help	View Bookmark Link		
		Payment Gateway Bill+Payment						
		Marketplace						
		Partner Products						

2. On the left navigation menu, click **Marketplace Reports > Stores**.

$\overline{\mathbf{v}}$	Marketplace Reports
	Marketplace
	Merchants
	Stores
	uPay Sites

3. To view product details for past purchases, select the desired **Store name** and then click **By Product**.

Test Store
Revenue By Payment Type
<u>By Product</u>
By Stock No.
By Product Type
Totals
Taxes
Buyer Information
Recurring Payment
User Roles
Transaction Details
Operations Center Activity
,

- 4. The user can specify information shown on this page.
 - a. The By Product report allows users to specify a date range.
 - b. The **Report Type** can also be adjusted from this page.
 - c. Select **uStores** for the **Application Type**.
 - d. Click a single product to view the report for that product.
 - e. To view details for multiple products, select the products then click **View Multiple Product Detail Report** to download a report displaying information for the selected products.

From	10/9/24, 12:00 AM	₩ 0	To:	10/9/24, 11:59 PM	m 0	Repo	ort Type:	Product	~	View
Appl	ication Type:									
🗹 u!	Stores									
u	Stores Mobile									
🗆 u	Stores Point of Sale									
Vie	ew Multiple Product Deta	il Report								
Vie	ew Multiple Product Deta	il Report		•						
Vie	ew Multiple Product Deta • Product Name	il Report	Qu	antity Sold			▲ 😎 Sales			
Vie	ew Multiple Product Deta Product Name Product Name	il Report	Qu	▼ antity Sold		1	▲ ▼ Sales			\$0.
Vi e	ew Multiple Product Deta Product Name Product Name Product Name #2	il Report	Qu	antity Sold		1	▲ ▼ Sales			\$0. \$0.

For additional assistance, please contact OIT: UTAMarketPlace@UTA.edu.