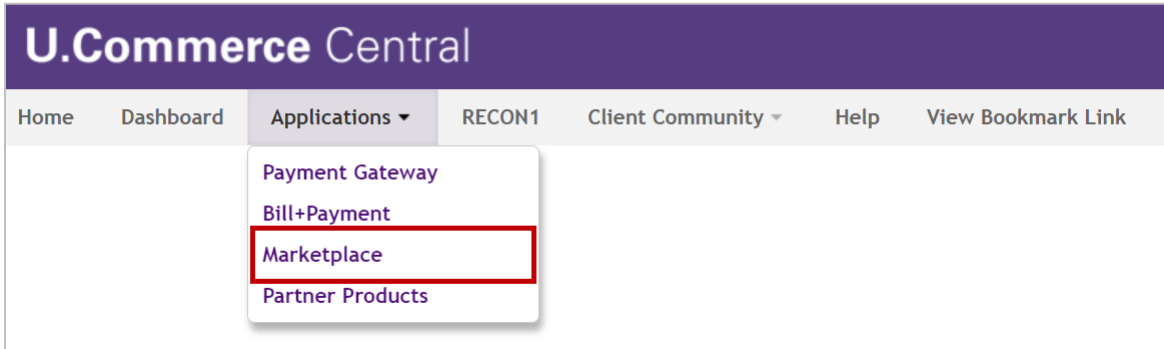# Pulling uPay Reports Job Aid

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

Note: *Several reports are available. This job aid provides an example of pulling a report to see purchases and purchaser information by product.*
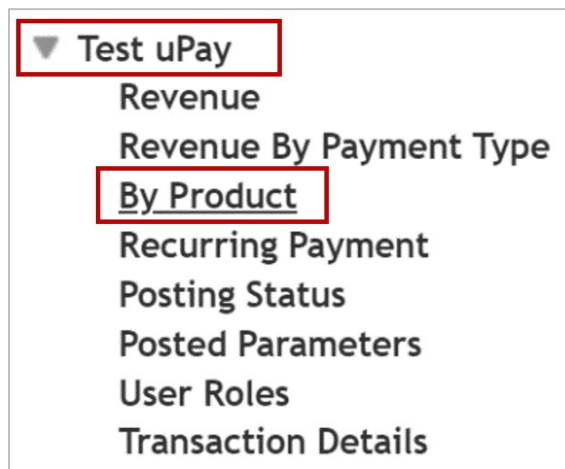
1. Click **Applications > Marketplace** from the main menu bar.

2. On the left navigation menu, click **Marketplace Reports > Stores**.
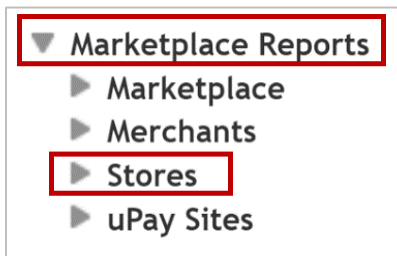
3. To view product details for past purchases, select the desired **Store name** and then click **By Product**.

4. The user can specify information shown on this page.

    a. The By Product report allows users to specify a **date range**.

    b. Select **uPay** for the **Application Type**.

    c. Click a single product to view the report for that product.

    d. 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 📅 🕐	To: 10/9/24, 11:59 PM 📅 🕐	View

Application Type:

☑ uPay
☐ uPay Mobile
☐ uPay Point of Sale

View Multiple Product Detail Report

☐	Product Name	Quantity Sold	Sales
☐	Product Name	1	$0.00
☐	Product Name #2	1	$0.00
	Total:	2	$0.00

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