TouchNet Reporting
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The following are the various reports available in Marketplace:

- By Product
- By User Roles
- By Revenue

They are helpful in reconciling the transactions made in the TouchNet Ready partner system.

Report: By User Roles

- This report shows a list of all assigned user roles for this uPay site—uPay site managers, payment clerk, and site accountants.
- The report is initially sorted by Role Name (the far-left column); however, you can select the arrows in the column headers to choose a different sorting method.

All reports can export in CSV format.
TouchNet Reporting

By Product

All payments made for a TouchNet Ready Partner system will have the same product name.

This report is equivalent to the Revenue report. Will show individual product Detail Codes.

By Revenue

• Used to pull all payments received in a specific date range.

• Note: Recurring payments appear as revenue on the day the payments are processed. For example, if a recurring payment is set for December 1, the payment will be displayed as revenue on December 1. Enter the date range, determine the number of rows you want to show on each page, and click View.
Log into TouchNet

- Once you are in the TouchNet system, proceed to Marketplace.
TouchNet Reports

- Under **Marketplace Reports**, navigate to your respective store/site. (NB. if you have more than one, select the intended option).

- Once the store/site is identified, select the type of report you wish to pull, i.e. **Revenue, By Product, User Roles**, etc.
Select Report Parameters

- Identify the To and From date range for the report.
- Click View to pull the data.
- You will elect whether to get information on one or more features by either clicking the hyper link, or clicking the selection box, followed by View Multiple Product Detail Report if you wish to see more than one report items.