Marketplace Reports – Quick Guide

**Generating Marketplace Reports**

1. Go to [https://secure.touchnet.net/central/](https://secure.touchnet.net/central/) to log in to Marketplace.
2. Select “Marketplace” under the Applications Menu.

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.

4. Click on the report that will provide the needed information.
5. The “By Product Report” will provide the most useful information for reconciling cost centers or pulling transaction number and customer information.

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

7. 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.
8. Select “Export to CSV” to view the report in Excel.

![Product Detail Report](image)

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