

Reports by User Role

| User Role(s) | Viewable Report(s) |
|--|--|
| Administrator or chief administrator | Revenue by Merchant, Revenue by Accounting Code, Tax Report |
| Accountant | All reports |
| Merchant manager | Merchant Revenue Report, All store reports All uPay site reports |
| Store manager and uStores store accountant | By Product, Stock No., Product Type, Totals, Taxes, Buyer Information, Recurring Payments GL Exceptions |
| uPay site manager and uPay site accountant | Revenue, By Product, Recurring Payments Posting Status, GL Exceptions |