

## Monthly Sales Reporting

The monthly Marketplace sales report submitted by your department each month, is what Customer Account Services utilizes to assess credit card fees to your department--this is why we require sales to be identified by funding and also by payment method (there are no fees on ACH or "Invoice Me" sales). It is also a handy tool for your department to view sales/registrations. Keep in mind that reports can be run at any time, for any date range. There are also a variety of reports you can run within Marketplace, that will tell you different information.

First, we'll go over what you need to run, to submit to CAS each month. The reminder email sent to the Marketplace listserv will have a copy of the report format that we require, attached for your use.

Monthly Marketplace Sales						
Department Name						
Store/Site Name						
For the month of						
<b>Monthly Summary</b>						
Fund	Dept	Program	Project	Credit Card Sales	ACH Sales	Total Sales
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Total</b>				\$ -	\$ -	\$ -
<b>Invoice Me Sales</b>						
Order Number	Order Date	Account	Fund	Department	Program	Amount
						\$ -
						\$ -
						\$ -
						\$ -
<b>Total</b>						\$ -
Prepared by:						
Telephone:						
Email:						

Note that on the upper section are several rows. Multiple rows may be needed if your product sales post to different funding sources.

Unfortunately, most of the reports in Marketplace that will not show the funding source for sales. I recommend keeping track of that separately—if you have several, maybe using a spreadsheet with each product name and the funding string. This will help when compiling your monthly report. Alternatively, you can do an Order Search if you have an order number; that will bring up the details, including the funding string it posted to.

If none of your products charge shipping, or are taxable, and all go to the same funding source, you can just run a basic “Revenue By Payment Type” report.

### Basic Sales Report

On the left-hand navigation, click on Marketplace Reports

**U.Commerce Central**

Home Dashboard RECON1 Applications Client Community Help

- Marketplace Home
  - NDSU 852721174
  - Marketplace Reports
  - Marketplace Exceptions
  - Edit My Profile
  - Help

### Marketplace Operations Center Home

Click on links to access Mall, Store, Mobile and uPay sites. Search for Order Id or System Tracking Id. Status can

#### Mall Link and Search

North Dakota University System

Order or System Tracking ID :

Search Advanced Search

#### Stores

Show 10 entries

<input type="checkbox"/>	Name	Id	Template
<input type="checkbox"/>	International Conference on Food for Health-BICFH	239	Designer: Fixed Width
<input type="checkbox"/>	ND EPSCoR	38	Designer: Fixed Width
<input type="checkbox"/>	NDSU -County Private Online Exam Reg	254	Designer: Fixed Width
<input type="checkbox"/>	NDSU Adams County Private Applicator Training	375	Designer: Fixed Width
<input type="checkbox"/>	NDSU Ag Conferences	13	Designer: Fixed Width

Select Stores → Store Name (you will likely only have one or two options here) → Revenue By Payment Type.

The screenshot displays the U.Commerce Central interface. At the top, there is a purple header with the text "U.Commerce Central". Below the header is a navigation bar with links for "Home", "Dashboard", "RECON1", and "Applicati".

On the left side, there is a navigation menu with the following items:

- ▼ Marketplace Home
  - ▶ NDSU 852721174
  - ▼ Marketplace Reports
    - ▶ Merchants
    - ▼ Stores
- ▼ NDSU Customer Account Services
  - Revenue By Payment Type
  - By Product
  - By Stock No.
  - By Product Type
  - Totals
  - Taxes
  - Buyer Information
  - Recurring Payment
  - ...

The main content area is titled "Market" and contains several sections:

- A yellow button labeled "Click on lin".
- A "Mall Link" section with the text "North Dakot" and "Order or Sys".
- A "Search" button.
- A "Stores" section with a "Show 10" dropdown menu and a list of 10 empty rows, each with a checkbox.
- A "Showing 1 t" label.
- A "uPay Site" section with a "Show 10" dropdown menu and a list of 2 empty rows, each with a checkbox.

The Report will default to only showing the current date. Use the calendar on both the From: and To: fields to change to the desired dates (for example, 8/01/20 12:00am through 8/31/20 11:59pm). Click View.

## Revenue by Payment Type Report

The default report shows current day information using the default of all application types. The report

d

Export To CSV

From: 8/1/20 12:00 am To: 8/31/20 11:59 pm View

Application Type:

- uStores
- uStores Mobile

The report that pulls up will have your sales split by payment method only. So, if everything posts to one funding string and you have no tax, you can use this to create your report to CAS and call it done!

Its a good reference point for total sales anyway—if you DO have multiple funding sources. Your total for everything should match the total shown in the Total Revenue column. You can also use this to double-check, if you have any ACH or Invoice Me sales that you have them accounted for appropriately.

### Revenue by Payment Type Report

Print Page

The default report shows current day information using the default of all application types. The report is a summary of the total revenue by payment type.

Export To CSV

From: 8/1/20 12:00 am To: 8/31/20 11:59 pm View

Application Type:

- uStores
- uStores Mobile

Store ID	Store Name	Type	Total Credit Card Transactions	% Credit Card	Total Campus Card Transactions	% Campus Card	Total ACH Transactions	% ACH	Total Cash Transactions	% Cash	Total Paper Check Transactions	% Paper Check	Total Invoice Me Transactions	% Invoice Me	Total Debit Transactions	% Debit	Total Interac Transactions	% Interac	Total Revenue	Total % Revenue
318	NDSU Customer Account Services Invoice Payment	uStore	\$31,007.92	100.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$31,007.92	100.00%
<b>Total:</b>			\$31,007.92		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$31,007.92	

For example, if this store were reporting sales, and everything went to a single funding string, here is what our report would look like:

## Monthly Marketplace Sales

<b>Department Name</b>	Customer Account Services
<b>Store/Site Name</b>	NDSU Customer Account Svcs Invoice Payment
<b>For the month of</b>	Aug-20

**Monthly Summary**

Fund	Dept	Program	Project	Credit Card Sales	ACH Sales	Total Sales
19547	3110			\$ 31,007.92	\$ -	\$ 31,007.92
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Total</b>				<b>\$ 31,007.92</b>	<b>\$ -</b>	<b>\$ 31,007.92</b>

**Invoice Me Sales**

Order Number	Order Date	Account	Fund	Department	Program	Amount
						\$ -
						\$ -
						\$ -
						\$ -
<b>Total</b>						<b>\$ -</b>

<b>Prepared by:</b>	Carrie Petersen
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## Report—Multiple Funding Sources

Now lets look at a store where products post to multiple funding strings (but shipping is not applicable). After running the ‘Revenue By Payment Type’ just to make sure of our end resulting totals, the next report we’d want to run, would be the By Product report, for the exact same timeframe.

To know which products had any ACH or Invoice Me sales, we need to check the box next to the Product Name header and then select “View Multiple Product Detail Report”.

### Store Revenue Report

Print Page 

The default report shows current day information using the default of all application types.. The report is a summary of the total revenue.

Export To CSV

From: 8/11/20 12:00 am  To: 8/31/20 11:59 pm  Report Type: Product  View

**Application Type:**

- uStores
- uStores Mobile

View Multiple Product Detail Report

<input checked="" type="checkbox"/> Product Name	<input checked="" type="checkbox"/> Quantity Sold	<input checked="" type="checkbox"/> Sales
<input checked="" type="checkbox"/> 2020-21 TriCollege Block Meal Plan	9	\$5,637.50
<input checked="" type="checkbox"/> Faculty/Staff Block Meal Plan	3	\$2,175.00
<input checked="" type="checkbox"/> Affiliate Block Meal Plan	1	\$425.00
Total:	13	\$8,237.50

I recommend clicking the button for “Hide Detail” and then clicking the button for Export to CSV to open in Excel.

## Product Detail Report

The default report shows current day information using the default of all application types.

[Back To Store Revenue Report](#)

[Export to CSV](#)

- Show columns with a zero dollar price adjustment
- Include all modifiers
- Select modifiers to export

From: 8/1/20 12:00 am   To: 8/31/20 11:59 pm   [View](#)

Application Type:

- uStores
- uStores Mobile

[Show Detail](#)

Stock Number	Product Name	Order Id	Purchaser	Date Ordered
6321513_1	Faculty/Staff Block Meal Plan : 100 Meals	1062632	Quinn M Erickson	08/27/2020 04:59:46 PM CDT
3116530_2	2020-21 TriCollege Block Meal Plan : 50 Meals	1062524	Scott Ganje	08/27/2020 01:01:29 PM CDT

Once the data is in an Excel file, you can sort or filter by Product Name to help split it out for funding, and then you can also sort and/or filter by Payment Method to differentiate between Credit Card, ACH (webcheck/echeck) and Invoice Me orders. The Total Amount column is the one to use for reporting, as the "Product Price" is a flat amount—if they ordered multiples, or if it was actually a refunded order, the Product Price column only shows the original, per-product price.

For the example report started above, where there are 3 different products for sale, if we assume each goes to a different fund, the report may look something like this:

### Monthly Marketplace Sales

<b>Department Name</b>	Dining
<b>Store/Site Name</b>	NDSU Dining
<b>For the month of</b>	Aug-20

**Monthly Summary**

Fund	Dept	Program	Project	Credit Card Sales	ACH Sales	Total Sales
12124	3450			\$ 4,900.00	\$ 737.50	\$ 5,637.50
12120	3450			\$ 425.00		\$ 425.00
12122	3450			\$ 1,450.00	\$ 725.00	\$ 2,175.00
						\$ -
						\$ -
						\$ -
						\$ -
<b>Total</b>				<b>\$ 6,775.00</b>	<b>\$ 1,462.50</b>	<b>\$ 8,237.50</b>

**Invoice Me Sales**

Order Number	Order Date	Account	Fund	Department	Program	Amount
						\$ -
						\$ -
						\$ -
						\$ -
<b>Total</b>						<b>\$ -</b>

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## Report with Shipping Charges and/or Taxes

If your product(s) have a shipping charge associated with them, typically shipping charges go to a specific funding string that is identified in the Shipping Classes section—this is regardless of the product purchased.

In this instance, you would use the Totals Report.

### Store Revenue Report

Print Page 

The default report shows current day information using the default of all application types.. The report is a summary of the total revenue.

Export To CSV

From:	8/1/20 12:00 am	To:	8/31/20 11:59 pm	Report Type:	Totals	View	
Application Type:							
<input checked="" type="checkbox"/> uStores							
<input checked="" type="checkbox"/> uStores Mobile							
Store Name	Number of Fulfillments	Number of Items Sold	Item Amount	Shipping Amount	Item + Shipping Amount	Tax Collected	Total Amount with Tax
NDSU Press	3	4	\$122.85	\$33.00	\$155.85	\$2.60	\$158.45

The total shipping amount (in the example above) is \$33.00. Note that this particular store also charges sales tax, which, like shipping, posts to a singular funding string regardless of product purchased. For this store, the total tax collected was \$2.60.

To complete the Monthly Marketplace sales report, a combination of the “Totals” report, and the “By Product” report will need to be utilized. Below is the “By Product” report for the same store, same time period.

### Store Revenue Report

Print Page 

The default report shows current day information using the default of all application types.. The report is a summary of the total revenue.

Export To CSV

From:	8/1/20 12:00 am	To:	8/31/20 11:59 pm	Report Type:	Product	View
Application Type:						
<input checked="" type="checkbox"/> uStores						
<input checked="" type="checkbox"/> uStores Mobile						
View Multiple Product Detail Report						
Product Name	Quantity Sold	Sales				
<input type="checkbox"/> Stringing Rosaries: The History, the Unforgivable, and the Healing of Northern Plains American Indian Boarding Schools	1	\$42.95				
<input type="checkbox"/> Prairie Post Office: Enlarging the Common Life in Rural North Dakota	1	\$30.00				
<input type="checkbox"/> Devotions	1	\$24.95				
<input type="checkbox"/> Hunter's Log: Volumes II & III	1	\$24.95				
Total:	4	\$122.85				

The Monthly Marketplace Sales report for this store, might look like this:

**Monthly Marketplace Sales**

Department Name	NDSU Press
Store/Site Name	NDSU Press
For the month of	Aug-20

**Monthly Summary**

Fund	Dept	Program	Project	Credit Card Sale	ACH Sales	Total Sales	Examples
18925	2820			\$ 42.95		\$ 42.95	"Rosaries" product
18830	2820			\$ 30.00		\$ 30.00	"Post Office" Product
18567	2820			\$ 49.90		\$ 49.90	"Devotions and Hunter's" Products
19557	2820			\$ 33.00		\$ 33.00	Shipping
18730	2820			\$ 2.60		\$ 2.60	Tax
						\$ -	
						\$ -	
<b>Total</b>				<b>\$ 158.45</b>	<b>\$ -</b>	<b>\$ 158.45</b>	

**Invoice Me Sales**

Order Number	Order Date	Account	Fund	Department	Program	Amount
						\$ -
						\$ -
						\$ -
						\$ -
<b>Total</b>						<b>\$ -</b>

<b>Prepared by:</b>	Carrie Petersen
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In this example, most of the products are set to go to different funding strings, but 2 of them share the same string; and shipping and taxes go to other funds. Note that the total matches the "Total Amount with Tax" from the "Totals" report.

The NDSU Accounting Office requires a separate Sales Tax report. Instructions on how to complete, can be obtained from that office. To aid in fulfilling the tax reporting requirement, you can run the "Taxes" report, which will break down taxable sales/shipping/tax collected by State and county. Note that the Taxes report has the option to include information on funding string/account code for the tax only.

# Tax Report

Print Page 

The default report shows current day information.

Export To CSV

From: 8/1/20 12:00 am  To: 8/31/20 11:59 pm  Exclude Account Codes  View 

▲▼ Rate (%)	▲▼ State	▲▼ City	▲▼ County	▲▼ Total Taxable Sales	▲▼ Shipping Totals	▲▼ Gross Taxable Sales	▲▼ Tax Collected
0.0775	ND	Grafton	Walsh	\$16.00	\$10.00	\$10.00	\$26.00
0.065	SD	Brandon	Minnehaha	\$25.00	\$10.00	\$35.00	\$2.28
0.075	ND	Milnot	Ward	\$25.00	\$10.00	\$35.00	\$2.63
0.065	SD	Spearfish	Lawrence	\$30.00	\$10.00	\$40.00	\$2.60
0.07525	MN	Minneapolis	Hennepin	\$85.00	\$14.00	\$99.00	\$7.45
0.0865	KS	Dodge City	Ford	\$80.00	\$14.00	\$94.00	\$8.14
0.07375	MN	Marshall	Lyon	\$16.00	\$10.00	\$26.00	\$1.92
0.05	ND	Harvey	Wells	\$30.00	\$10.00	\$40.00	\$2.00
0.075	ND	Fargo	Cass	\$2,625.00	\$10.00	\$2,635.00	\$197.65
0.0525	ND	Grafton	Walsh	\$16.00	\$10.00	\$26.00	\$1.37
0.07375	MN	Red Wing	Goodhue	\$55.00	\$10.00	\$65.00	\$4.80
0.075	ND	Valley City	Barnes	\$16.00	\$10.00	\$26.00	\$1.95
0.0725	ND	Grand Forks	Grand Forks	\$57.00	\$12.00	\$69.00	\$5.01
0.065	ND	Watford City	Mckenzie	\$117.00	\$20.00	\$137.00	\$8.91
Totals:				\$3,193.00	\$160.00	\$3,353.00	\$248.73