The TouchNet Marketplace provides several reports that summarize ecommerce activity for your department.

This guide will describe the reports that are available to Merchant Managers, Store Managers and Store Accountant roles.

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<th>Description</th>
<th>Slide #</th>
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<td>Summary of activity by payment type for an individual store</td>
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</tr>
<tr>
<td>Store Revenue Report by Product</td>
<td>Lists all the products that have sold during the displayed date range</td>
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<tr>
<td>Product Detail Report</td>
<td>Provides additional information about the revenue associated with an individual product</td>
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<tr>
<td>Store Revenue Report by Stock Number</td>
<td>Lists all the products by stock number that have sold during the displayed date range.</td>
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<td>Store Revenue Report by Product Type</td>
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<td>Store Revenue Report by Totals</td>
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<td>7</td>
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<td>Revenue by Attendant</td>
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<td>Contains all available order, shipping, and fulfillment information for the selected date and time range.</td>
<td>12</td>
</tr>
</tbody>
</table>
ACCESSING YOUR MARKETPLACE REPORTS

**NAVIGATION**

To access store reports:

1. Select the Marketplace Reports link in the left navigation Menu
2. Select Stores if you are assigned the Merchant Manager, Store Manager or Store Accountant role to view the Store reports
3. Select your store name to view the reports available based on your assigned role will be listed.

**REPORT FEATURES**

**Date Range Customization**

Each report may be customized by changing the date criteria.

To search by a specific date range, enter a new start date and end date.

You can either enter the date that you desire or use the calendar button to select a date.

If you enter a new start or end in the date fields, be sure to enter the dates in mm/dd/yy format.

You can also select the hour and minute.

**Exporting Reports**

You can export—in CSV format—the activity displayed in Marketplace reports.

Each report has an Export to CSV button. When you click this button, you’ll be prompted to select a location for saving the CSV file.
REVENUE BY PAYMENT TYPE REPORT

DESCRIPTION

- Summary of activity by payment type for an individual store.
- Each payment type is represented by a revenue amount and a percentage of each store's total revenue.
- The following transaction types are displayed in this report:
  - Credit Card
  - Campus Card
  - ACH
  - Invoice Me
  - Departmental Charge
  - Debit

WHO CAN VIEW THIS REPORT

- Merchant Managers
- Store Managers
- Store Accountants

BEST PRACTICE

Limit the search criteria to a fairly restricted time period. The longer the time period, the greater the data, and large amounts of data may cause the report generation process to time out.
The Store Revenue Report has four variations:

1. **Store Revenue by Product**
2. **Store Revenue by Stock Number**
3. **Store Revenue by Product Type (generic, donation, or digital)**
4. **Store Revenue by Totals**

To view Store Revenue by Product:
- Select Product from Report Type drop-down.
- Select View

• When displayed by Product, the report lists all the products that have sold during the displayed date range. You can change the date range as required.

WHO CAN VIEW THIS REPORT:
- Merchant Managers
- Store Managers
- Store Accountants
PRODUCT DETAIL REPORT

DESCRIPTION

• Each product name on the Store Revenue Report by Product report is linked to a corresponding Product Detail Report that gives additional information about the revenue associated with an individual product.

• Can be displayed for a single product or multiple products

TO DISPLAY THE PRODUCT DETAIL REPORT:

1. From Store Revenue Report, click on the product that you would like to view.
2. Each modifier appears in its own column.
3. For products with modifiers, you can choose “Show Detail” to either expand the display so that all modifiers are shown or “Hide Detail” to collapse the display so that the modifiers are hidden.

WHO CAN VIEW THIS REPORT

• Merchant Managers
• Store Managers
• Store Accountants

TO DISPLAY THE PRODUCT DETAIL REPORT FOR MULTIPLE PRODUCTS

• Select the corresponding checkbox for each product that you would like to view.
• Select the View Multiple Product Detail Report button.

If the Show Detail button is selected when you select the Export to CSV button, then all the product modifiers are also exported.
• Each modifier appears in its own column.

A Product Detail Report with modifiers displayed for an order.

The Product Detail Report without product modifiers displayed.
When displayed by Stock Number, the report lists all the products that have sold during the displayed date range. You can change the date range as required.

The Store Revenue Report by Product Type shows the total amount paid and the number sold for each product type. The following three product types are displayed:
1. donation
2. digital
3. generic

The Store Revenue Report by Totals shows total amounts collected for fulfillments and items sold.
REVENUE BY ATTENDANT REPORT

DESCRIPTION
• Revenue by Attendant Report shows a summary of activity by attendants for all attendants that used the selected store.
• This report adds together all store transactions for which each attendant has access.

WHO CAN VIEW THIS REPORT
• Merchant Managers
• Store Managers
• Store Accountants

STORE TAX REPORT

DESCRIPTION
• Shows a summary of taxable sales activity by accounting code for an individual store.
• Can be displayed with or without the Accounting Code column. You can use the Include/Exclude Account Codes dropdown menu to determine whether the Accounting Code column will be displayed.

WHO CAN VIEW THIS REPORT
• Merchant Managers
• Store Managers
• Store Accountants

By Attendant Report

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

Export Summary To CSV
Export Details To CSV

<table>
<thead>
<tr>
<th>Attendant ID</th>
<th>Total Sales - Credit Card Transactions</th>
<th>Total Sales - Campus Card Transactions</th>
<th>Total Sales - Paper Checks Transactions</th>
<th>Total Sales - Cash Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abc</td>
<td>2</td>
<td>$173.36</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>2</td>
<td>$173.36</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Tax Report

The default report shows current day information.

Export To CSV

State: HS
City: Lenovo
Country: Johnson
Total Taxable Sales: $187.47
Shipping Total: $27,530.00
Gross Taxable Sales: $28,747.47
Tax Collected: $2,502.78
BUYER INFORMATION REPORT

DESCRIPTION

- Shows the user modifier selections made by each customer.
- For each order, the following information is provided:
  - Order ID
  - Purchaser
  - Date Ordered
  - Payment Method
- The Buyer Modifier table: The prompt for each buyer modifier (also known as "user modifier") is listed, along with the answer chosen (or entered) by the customer.

WHO CAN VIEW THIS REPORT

- Merchant Managers
- Store Managers
- Store Accountants
The Recurring Payment Group Report contains two tables:

1. The table at the top of the report shows totals for all recurring payments that were processed during the selected date range.
2. The second table shows all recurring payment schedules for which payments were processed during the selected date range.
3. The Installments column shows the number of payments that were processed for each recurring payment schedule. For example, if this column shows "2 of 77," this means two recurring payments were processed during the selected date range, and the recurring payment schedule includes a total of 77 payments.
4. The last four digits of the payment card can also be viewed, as well as the payment cards' expiration date and the customer name.

Who can view this report:
- Merchant Managers
- Store Managers
- Store Accountants
**RECURRING PAYMENT DETAIL REPORT**

**DESCRIPTION**

1. You can view additional information on recurring payments on the Store Recurring Payment Detail Report by clicking the System Tracking ID number.
2. To view scheduled recurring payments, select a future date range that includes the scheduled payments.
3. The Status column shows payments that have been processed ("Success") and payments that are scheduled to be processed in the future ("Not Processed"). In this case, assume the screen shot was captured on 4/9/2019. Therefore, installments 2819 and 2820 were processed on 2019-01-07 and 2019-04-07 and show a status of "Success," while installments 2821 through 2822 are scheduled for future dates and show a status of "Not Processed."

**WHO CAN VIEW THIS REPORT**

- Merchant Managers
- Store Managers
- Store Accountants

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**Store Recurring Payment Detail Report**

<table>
<thead>
<tr>
<th>Store ID</th>
<th>Store Name</th>
<th>System Tracking ID</th>
<th>Payment Method</th>
<th>Last 4 Digits of Credit Card</th>
<th>Expiry Date of Credit Card</th>
<th>Name</th>
<th>Number of Installments</th>
<th>Total Processed Revenue</th>
<th>Total Pending Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>68</td>
<td>Elmer's Store</td>
<td>3312</td>
<td>Yba</td>
<td>1111</td>
<td>07/36</td>
<td>Elaine Ferguson</td>
<td>2</td>
<td>$40.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Show Detail**

<table>
<thead>
<tr>
<th>Installment</th>
<th>Date</th>
<th>Status</th>
<th>TPG Reference Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2819</td>
<td>2019-01-07</td>
<td>Success</td>
<td>20190107000000</td>
<td>$20.00</td>
</tr>
<tr>
<td>2820</td>
<td>2019-04-07</td>
<td>Success</td>
<td>20190407000000</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

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**Store Recurring Payment Detail Report**

<table>
<thead>
<tr>
<th>Store ID</th>
<th>Store Name</th>
<th>System Tracking ID</th>
<th>Payment Method</th>
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<td>4</td>
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</tbody>
</table>

**Show Detail**

<table>
<thead>
<tr>
<th>Installment</th>
<th>Date</th>
<th>Status</th>
<th>TPG Reference Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2821</td>
<td>2019-07-07</td>
<td>Not Processed</td>
<td>20190707000000</td>
<td>$20.00</td>
</tr>
<tr>
<td>2822</td>
<td>2019-10-07</td>
<td>Not Processed</td>
<td>20191007000000</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
USER ROLES REPORT

DESCRIPTION

This report shows a list of all assigned user roles for this store—store managers, store clerks, store accountants, Point-of-Sale attendants, and fulfillers.

- 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.
- You can export this report in CSV format

WHO CAN VIEW THIS REPORT

- Merchant Managers will be able to view information for their merchants.
- Store Managers will be able to view role information for their store.
TRANSACTION DETAIL REPORT

DESCRIPTION

- Contains all available order, shipping, and fulfillment information for the selected date and time range. A summary view of the report displays initially within the Marketplace Operations Center.
- For a detailed view of the report data, export the report data in CSV format by clicking on the Export Detail To CSV button.
- You can also select the desired Application Type for the report. By default, all the available application types are selected, but you can click on the checkbox to exclude an application type from your report data.
- For each transaction, the summary report includes:
  - Order #
  - TPG Reference Number
  - Shipment #
  - Date Ordered
  - Date Fulfilled
  - Merchant ID and Name
  - Site/Store ID and Name
  - Application Type
  - Transaction Type
  - Device Terminal ID (if applicable)
  - Purchase or Refund
  - Quantity of Items in Order
  - Total Amount
  - Per Item Amount
  - Tax Amount
  - Shipping Amount

WHO CAN VIEW THIS REPORT

- Merchant Managers will be able to view information for their merchants
- Store Managers will be able to view role information for their store.
- Store Accountants will be able to view role information for their store.