Pulling a Totals Report

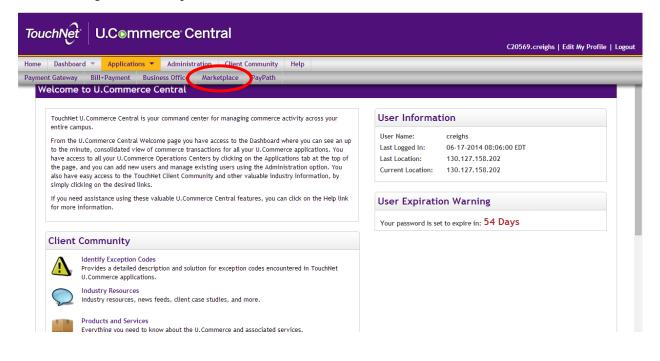
1. Log in to <u>U.Commerce Central</u>

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U.(Commerce [®] Central
User Nan Password	

2. Hover over the Applications tab

chNet U.Commerce Central	C20569.creighs Edit My Profile
Dashboard Applications Administration Client Community Help nt Gateway Bill+Provide Costness Office Marketplace PayPath /elcome to U.Commerce Central	
TouchNet U.Commerce Central Is your command center for managing commerce activity across your entire campus. From the U.Commerce Central Welcome page you have access to the Dashboard where you can see an up to the minute, consolidated view of commerce transactions for all your U.Commerce applications. You have access to all your U.Commerce Operations Centers by clicking on the Applications tab at the top of the page, and you can add new users and manage existing users using the Administration option. You also have easy access to the TouchNet Client Community and other valuable industry information, by simply clicking on the desired links. If you need assistance using these valuable U.Commerce Central features, you can click on the Help link for more information.	User Information User Name: creighs Last Logged In: 06-17-2014 08:06:00 EDT Last Location: 130.127.158.202 Current Location: 130.127.158.202 User Expiration Warning Your password is set to expire in: 54 Days
Client Community	
Identify Exception Codes Provides a detailed description and solution for exception codes encountered in TouchNet U.Commerce applications.	
Industry Resources Industry resources, news feeds, client case studies, and more.	
Products and Services Everything you need to know about the U.Commerce and associated services.	

3. Navigate to Marketplace



4. Click "Marketplace Reports" on the left side of your screen

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Home Dashboard Applications -	Administration Clien	t Community	Help					
▼ Marketplace Home								
Perioding Recovery.	Marketplace Opera							
Marketplace Reports	Click on links to access Mall,	Store, Mobile and	uPay sites. Search	for Order Id or Sys	tem Tracking Id. S	tatus can be chang	ed on store and up	ay sites.
Help								Print Page 🗎
	Stores							
	Show 10 • entries						Search:	
	Name 🍝	ld \$	Type \$	Merchant Name	Web \diamond	Mobile \$	Fulfillments Pending \$	Links
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5. Click "Stores"

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Marketplace Home Reading Recovery Marketplace Reports Stores	Marketplace Operat Click on links to access Mall, 9			for Order Id or Sys	tem Tracking Id. S	tatus can be chang	ed on store and up	ay sites.	
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6. Select your store

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Marketplace Home Reading Recovery Marketplace Reports Storee	Marketplace Opera Click on links to access Mall,			for Order Id or Sys	item Tracking Id. S	tatus can be chang	ed on store and upa	ay sites.	
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7. Click "Totals"

Home Dashboard Applicati	ions 🔻 Administration Clien	nt Community	Help						
Marketplace Home • Reading Recovery	Marketplace Opera	tions Center	Home						
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Taxes Buyer Information Recurring Payment	Name ^	ld \$	Type \diamond	Merchant Name	Web \diamond	Mobile 🗘	Fulfillments Pending ≎	Links	
Edit My Profile Help	Reading Recovery	29	General	Reading Recovery	Yes	No	0	View Store View Mobil	
	Showing 1 to 1 of 1 entries First Previous 1 Next Last								

8. Change the date range to the desired state and click "View"

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Home Dashboard Applicatio	ns 🔻 Administration Client Community Help	
nome Dashboard Appricatio	Administration Cheric Community Help	
 Marketplace Home Reading Recovery 	Store Revenue Report	
Marketplace Reports Stores	The default report shows current day information using the default of all application types The report is a summary of	the total revenue.
 Stores Reading Recovery By Product 		Print Page 👜
By Stock No. By Product Type Totals Taxes Buyer Information Recurring Payment Edit My Profile Help	From: 6/2/14 To: 6/8/14 Totals View Application Type: ✓ ✓ ✓ ✓ ✓ Stores ✓ Mobile ✓ There are no sales on record for this store for the selected time period. ✓ ✓	

9. Click "Export to CSV"

TouchNet U.Com	merce [.] Cen	tral TES	т				C20569 test Edil	t My Profile Logout
Home Dashboard Applications	Administration	Client Community	Help					ing frome cogour
 Marketplace Home Reading Recovery Marketplace Reports 	Store Revenue	-	mation using the defa	ult of all application	types The report is a	a summary of the tot	al revenue	
 Stores Reading Recovery By Product By Stock No. By Product Type Totals Taxes 	Export To CSV)				a summary of the tot	arrevenue.	Print Page 🚔
Buyer Information Recurring Payment Edit My Profile Help	From: 3/4/14 Application Type: Stores Mobile	■ To: 6/8/14	📰 Repor	Totals	View			
	Store Name	Number of Fulfillments	Number of Items Sold	Item Amount	Shipping Amount	Item + Shipping Amount	Tax Collected	Total Amount with Tax
	Reading Recovery	5	3	\$245.00	\$0.00	\$245.00	\$0.00	\$245.00