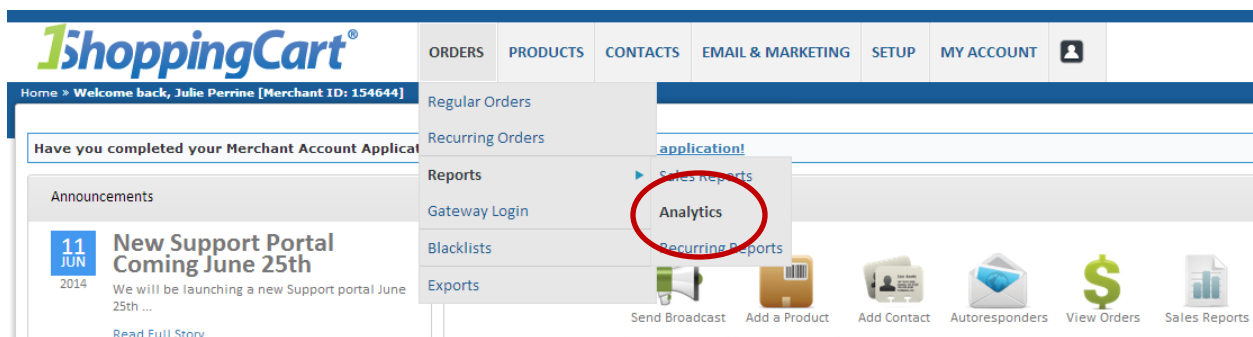




1ShoppingCart Monthly Reports Procedure

Created by Julie Perrine – January 3, 2011
Updated June 30, 2014

Login to 1ShoppingCart.com.



Click on **Orders**.

Click on **Reports**.

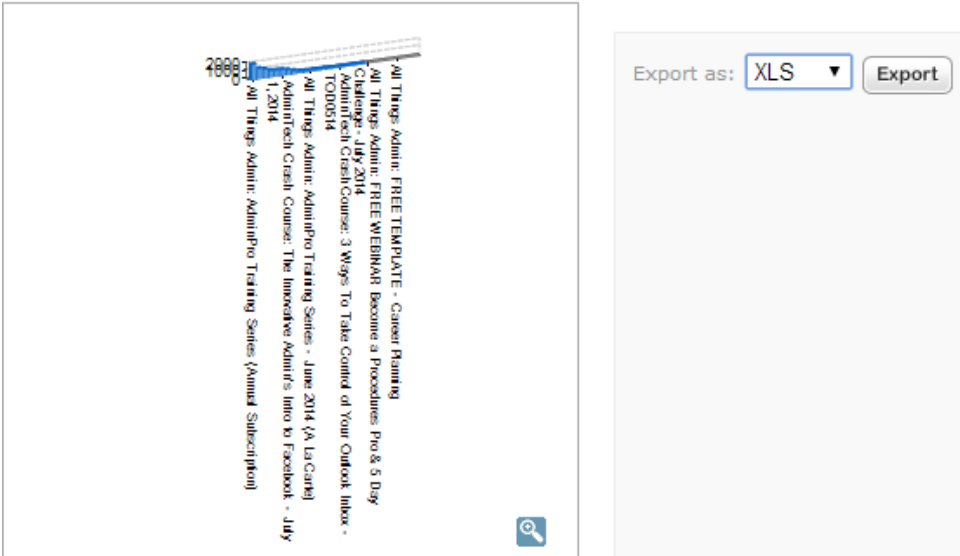
Click on **Analytics**.

Create a Report

Select a Report Type and Date Range: Type: Display:

Quick Date: Date Range: Start: End:

Sales By Product



The screenshot shows a report generation window. On the left, there is a list of report titles, including "All Things Admin: FREE TEMPLATE - Career Planning Challenge - July 2014", "AdminTech FreshCourse: 3 Ways To Take Control of Your Outlook Inbox - TO000514", "All Things Admin: AdminPro Training Series - June 2014 (A LaCarte)", "AdminTech Crash Course: The Innovative Admin's Intro to Facebook - July 1, 2014", and "All Things Admin: AdminPro Training Series (Annual Subscription)". On the right, there is an "Export as:" dropdown menu set to "XLS" and an "Export" button.

Choose **Sales By Product** – Display **ALL**

Date Ranges: Full Month that just completed

Click on **Generate Report**.

The report will appear below your open report generation window.

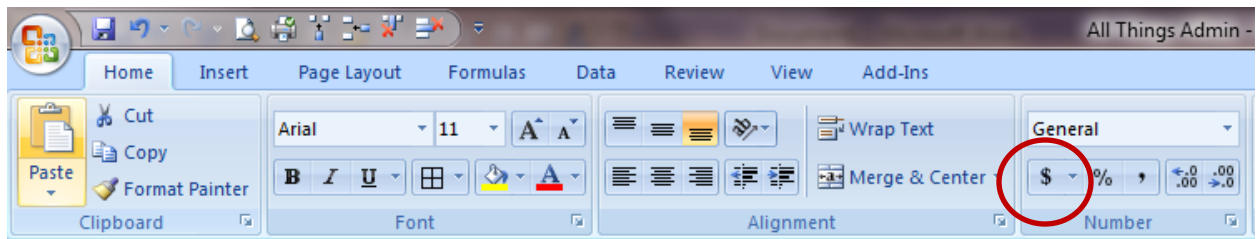
Export as **XLS** file.

Formatting the Excel Report

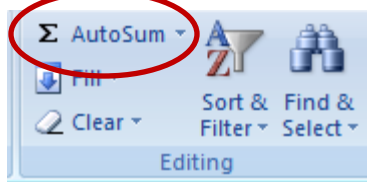
Put all of the individual spreadsheets on separate tabs in the same workbook/Excel file. Name the tabs with the Month and Year (e.g. January 2011).

Please format all tabs as follows (see sample in the Dropbox folder):

- Arial 11 pt Font
- LANDSCAPE
- Print 1 page wide by 1 page tall
- Add 3 header rows to the top of each tab in the spreadsheet that say:
 - All Things Admin
 - Product Sales - 1ShoppingCart
 - January 2011 [using the appropriate Month and Year]
- Make the Taxes and Net Sales Columns show \$ signs using the \$ icon in the toolbar under “General”



- In the final column on the NET SALES – insert an AUTO SUM for that column using Auto Sum icon on the toolbar:



- Make the header row BLACK Background and WHITE text and BOLD the text.
- Format the worksheet to print on one or two pages, if possible.

So your finished product will look a lot like this:

All Things Admin Product Sales - 1ShoppingCart Q1 2011							
Product ID	Product Name	Type	SKU	Quantity	Number Of Orders	Taxes	Net Sales
6797701	All Things Admin: Administrative Desk Reference Binder	Product				\$ -	\$
6797701	All Things Admin: Administrative Procedures Toolkit Binder	Product				\$ -	\$
6362560	All Things Admin: Professional Portfolio Pack	Product				\$ -	\$
5945805	All Things Admin: Success Builder Series (Annual Subscription)	Product				\$ -	\$
7430873	IAAP Old Town Alexandria Chapter Meeting - February 22, 2011 - GUEST REGISTRATION	Product				\$ -	\$
6508741	All Things Admin: Electronic Portfolio Pack (printed version)	Product				\$ -	\$
5879763	All Things Admin: Success Builder Series (Monthly Subscription)	Product				\$ -	\$
7348830	All Things Admin: Triage Package Special Offer à€" 4 Teleclass Series	Product				\$ -	\$
7395702	All Things Admin: Success Builder Series Teleclass - January 24, 2011	Product				\$ -	\$
7348815	All Things Admin: Triage Resume Makeover Audio	Product				\$ -	\$
7423582	All Things Admin: Board of Directors Meeting Planning TEMPLATES Package	Product				\$ -	\$
7348802	All Things Admin: Triage Networking Audio	Product				\$ -	\$
7348821	All Things Admin: Triage Professional Portfolio Audio	Product				\$ -	\$
7348825	All Things Admin: Triage Social Media Audio	Product				\$ -	\$
7565348	All Things Admin: Success Builder Series (A La Carte) - March 2011	Product				\$ -	\$
5879763	All Things Admin: Professional Development Success Series (Monthly Subscription)	Product				\$ -	\$
6831935	All Things Admin: FREE TEMPLATE - Administrative Job Responsibilities	Product				\$ -	\$
6467333	All Things Admin: FREE TEMPLATE - Travel Itinerary	Product				\$ -	\$
7430872	IAAP Old Town Alexandria Chapter Meeting - February 22, 2011 - CHAPTER MEMBER REGISTRATION	Product				\$ -	\$
5879765	All Things Admin: FREE REPORT Creating Your Strategic Administrative Career Plan	Product				\$ -	\$
						\$	\$

On a monthly basis, we'll keep adding this report to this spreadsheet.

SAVE the file.

Send the completed reports to Julie Perrine for review by no later than the 5th of each month.

Procedure: 1ShoppingCart Monthly Reports

If you have any questions about this procedure, please contact Julie Perrine or Ruth Pierce.