

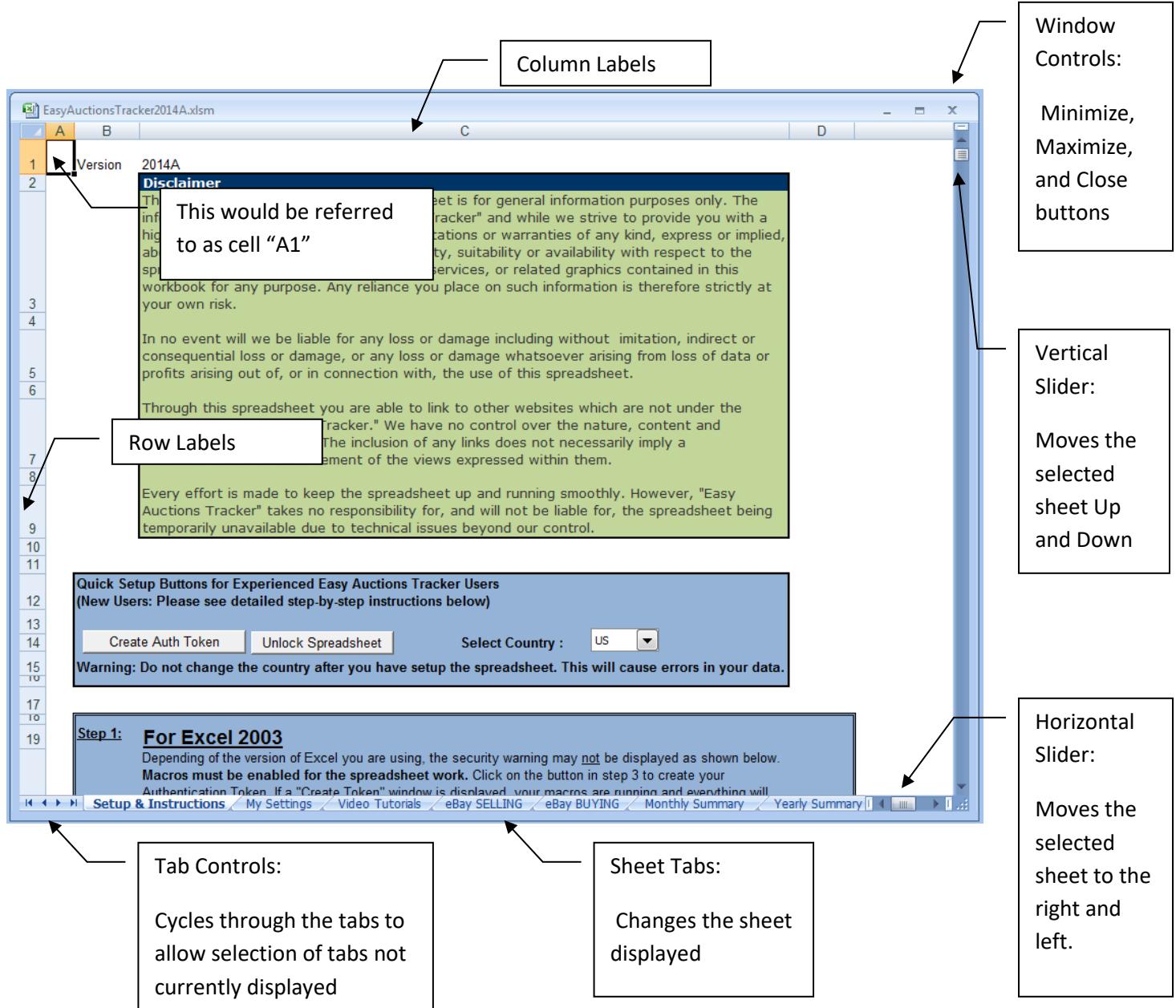
User Guide for Easy Auctions Tracker: The Ultimate eBay Spreadsheet!

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Excel Basics

Navigating the Spreadsheet



Saving Your File

You must FIRST complete the steps located on the Setup & Instructions tab of your spreadsheet to ensure it is properly setup (to enable macros, create your authentication token, etc.).

Spreadsheet setup

Setup & Instructions tab

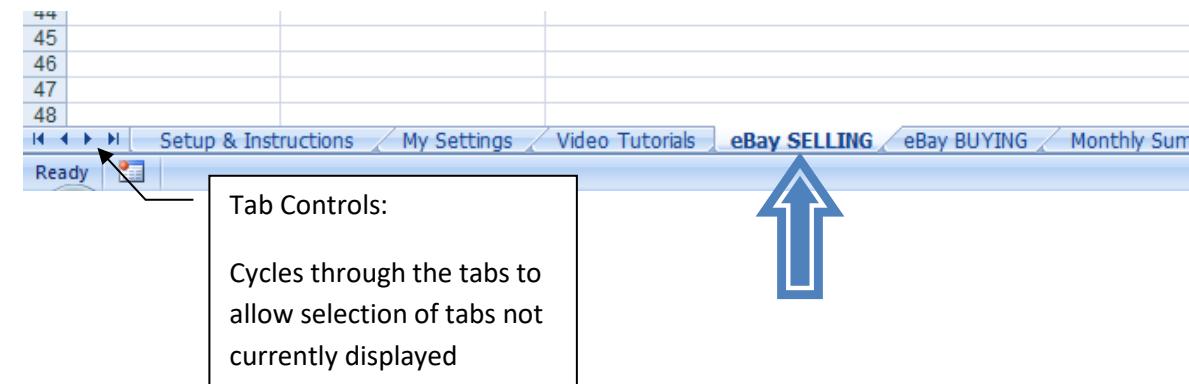
This tab is only used during the setup of your spreadsheet. Up to 5 eBay Selling ID's can be entered on our sheet to retrieve data. On the Setup & Instructions tab-Step 2- you will need to go through Step 2 each time you add a Selling ID. You will need an eBay token for each of the selling IDs that you use.

The information below will NOT work if your spreadsheet is not properly setup first.

You will be pulling all of your transaction data into the eBay Spreadsheet SELLING tab. This will be the tab that you use most often.

Select the "eBay Spreadsheet SELLING" tab near the bottom of your screen. All of the controls to import your transaction information are located on this tab.

The two methods of importing your data are described below:



1. To import your transaction information for an entire month, select the Month, Year and User for which you want to retrieve your sold & unsold items. (This was the month the listing was last modified, such as shipped or feedback left/received for the item.)

Then click on the "Get All Items" button. **Please note:** sold items which have been marked as shipped in your eBay account and unsold items will be retrieved into the spreadsheet.



OR

2. To retrieve just a single item, select the Month, Year and User for which you want to retrieve your sold items. Then click on the "Get Item" button. Note: Unsold items are only retrieved when the "Get All Items" button is used (as shown in step 1 above).

Important: Be sure that you don't click on anything nor change tabs while data is being retrieved and entered. When the spreadsheet is finished pulling items from eBay, the system messages box will read:

"Select Month, Year, & User. Click on 'Get All Items' for that month's items OR insert Item No. and click on 'Get Item' for a single item."

Finally, verify the retrieved information against eBay's records in My eBay, Selling Manager, etc.

Be sure to put in your cost into the "My Cost" column as a negative number as well as the Actual Shipping Cost (also as a negative number).

eBay stores your transaction information on its servers for 3 months, with the exception of the buyer's e-mail address. eBay only provides the buyer's e-mail address for 2 weeks after the date the item is sold. All requests made after that time will show as "Invalid Request" in your spreadsheet.

You can pull your transactions into the spreadsheet as often as you'd like, even daily or a few times per day. When the application is running, it checks to see which transactions are already there, so that you don't get duplicates. Just remember that when you click on the "Get All Items" button, only sold items which have been marked as shipped in your eBay account and unsold items will be pulled into the spreadsheet. Items that have not yet shipped will not be pulled into the spreadsheet until they are marked as shipped.

All of your transaction data will automatically be pulled into all of the tabs, as well as the Yearly Summary, the Profit Chart tab, and the Donations tab (if you did any charity listings through eBay Giving Works). Do not manually add any information into these tabs as they are pivot tables and automatically pull the data from your eBay Spreadsheet tab for you.

My Settings tab

This tab is completely optional, but will allow you to customize the way the data is displayed on the eBay Selling tab. It also gives you five blank fields to use for your own purposes.

You can change the column letter in Column "G" using the dropdown to rearrange the order. If any of the rows are highlighted yellow, it means the column has been selected more than once and must be adjusted. You can also use column "L" on this same tab to determine how many times you assigned each column letter.

Example below is A is selected twice and C is not selected at all.

Update this screen shot (so default button is in the image)

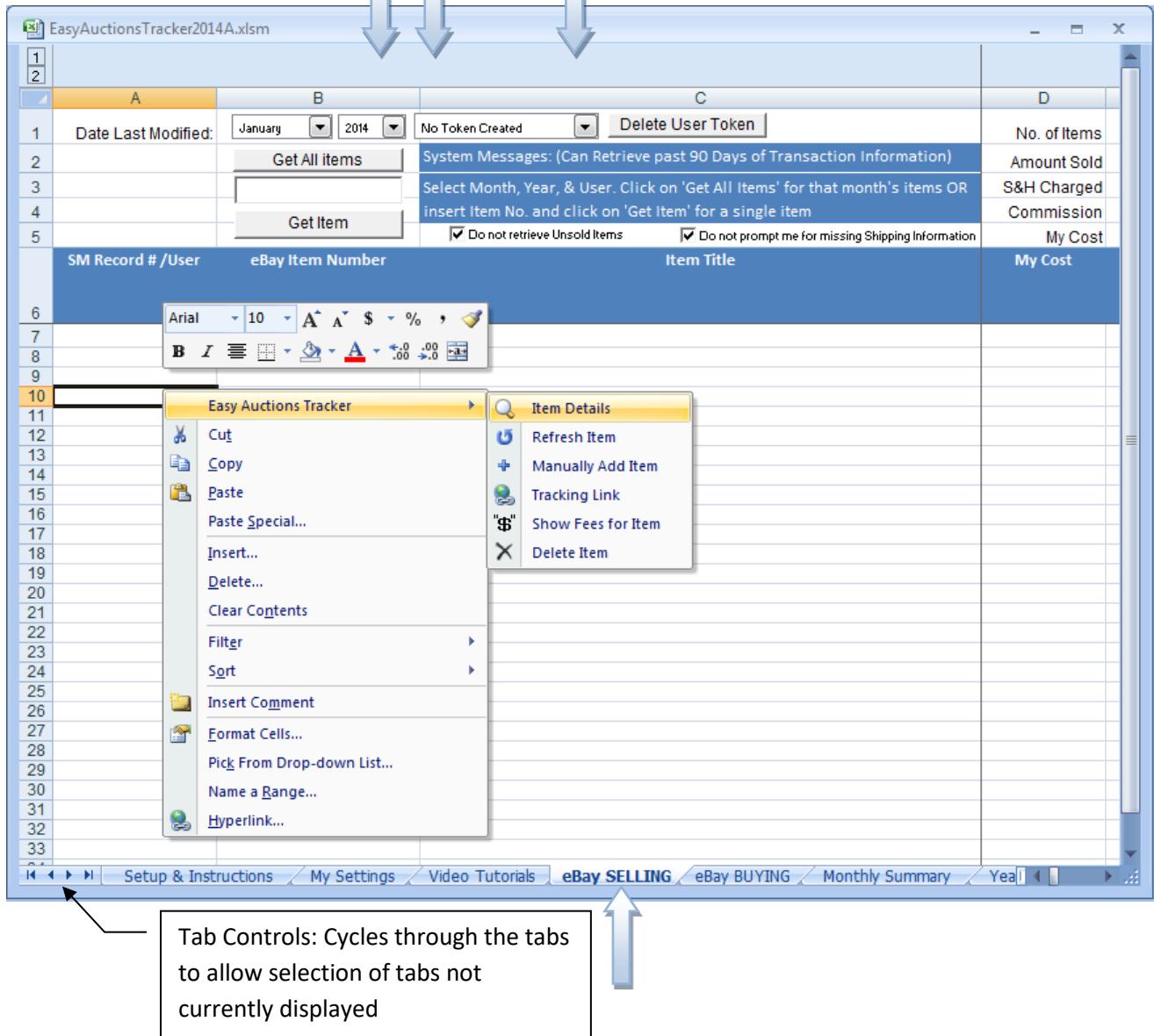
C	G	H	I	J	K	L	M
	Column Label	Column Letter	Column Number				
				Description			
SM Record # / User	A	1					
eBay Item Number	B	2	The ID is generated by eBay after an item is listed.				
Item Title	A	1	Name of the item as it appears in the listing or search results.				
Order ID	H	8	A unique identifier that identifies a single line item or multiple line item order.				
Transaction ID	E	5	Unique identifier for an eBay order line item. An order line item is created once there is a commitment from a buyer to purchase an item. Since an auction listing can only have one order line item during the duration of the listing, the TransactionID for auction listings is always 0.				
Date Sold	MM/DD/YY	D	Indicates the creation time of the order line item. For auction listings, an order line				

If the value of Cell G1 is false, meaning duplicate column selections have been made, the "Apply Changes" button will not make the changes. It is checking make sure each field as been assigned to only display in one column.

The "Default" button can always be pressed to return the column to the traditional/default view.

eBay SELLING tab

This is the tab that is used most often in our spreadsheet. This tab shows all of your selling activity on eBay.



Shortcut Menu Options:

Items Details:

This menu command will open your information in a form to allow you to see all of your data on one screen. This form requires a minimum screen resolution of 1024x720 to be displayed properly.

Refresh Item:

This menu command will refresh the item or items you have highlighted

Manually Add Item:

This menu command will open an empty version of the Items Details form to manually enter your items.

Tracking Link:

This menu command will attempt to create a hyperlink from the shipping information to allow you to quickly see shipment status.

Show Fees for Item:

This menu command will change the active sheet to the eBay Fees tab and filter the fees to only display those associate with the select eBay item number. Note if you have multiple quantity listings it will show all fees associated with that item number.

Delete Item:

This menu command will remove an item from the sheet. Note that if this item is still listed in eBay's servers it will be retrieved again the next time you retrieve items. To prevent this from happening you will need to archive the item on eBay, which will prevent it from being retrieved again.

Transactions are retrieved into the spreadsheet when they are either marked as shipped in your eBay account (i.e. My eBay, Selling Manager, etc) or end as unsold. Active items and items that are sold and are awaiting payment or awaiting shipment will not appear in your spreadsheet (until they are sold and marked as shipped). If you ship with eBay or Paypal Shipping, the items will automatically be marked as shipped on your eBay account for you. If you ship your items at the post office or with another online shipping method, you will need to manually mark the items as shipped (then they will be pulled into your spreadsheet).

If you use the Custom Label field when listing your items on eBay, this info will now be pulled into this tab in Column AQ labeled SKU. On eBay's servers SKU is what eBay uses to identify data in the Custom Label field.

You will notice that there is now a formula in the My Cost field. This is used in conjunction with the new SKU (Custom Label) field to look up the cost of items you have listed in on the Inventory tab. If you do not want to use this field, you can simply enter your cost which will replace the formula.

How to Manually Add Items to Easy Auctions Tracker

If you sell on other sites or even on Craigslist, you may want to keep all of your transaction data together by manually adding that transaction info into the spreadsheet.

When you finish and click on the "Manually Add Item" button at the bottom, some values will be changed to a positive or negative number based on the spreadsheet programming/formulas.

As a rule of thumb, keep in mind that all income amounts (such as purchase price and S&H charged) are entered as positive numbers and all expenses (such as fees, My Cost, Actual Shipping Cost and refunds) are entered as negative numbers in our spreadsheet.

The information you just added will show up within your information based on the date sold?

Top Rated Plus discounts (if you receive them) are automatically retrieved into the eBay Selling tab. The amount is shown in the Refund or Additional Payment column each month (shown as a positive number).

Reminder: be sure to click on the “Get All Items” button about once every two weeks, so no data is missed.

eBay Spreadsheet BUYING tab

This tab will retrieve your eBay buying transactions for items you bought on eBay. This is an optional tab for those who wish to use it (such as sellers who buy inventory, shipping supplies, etc. on eBay).

A	B	C	E		
1		User:	No. o		
2		Get All items	System Messages:		
3			Select Month, Year, & User. Click on 'Get All Items' for that month's purchases		
4			S&		
5					
6	SM Record #	/User	eBay Item Number	Item Title	Purch
7					Price
8					

Choose the buying ID at the top (cell C1) for the user you want to retrieve the transactions for and then click on the “Get All Items” button. All items that you bought up to 60 days ago will be pulled into the spreadsheet.

All accounts you entered in Step 2 on the Setup & Instructions tab, will appear in the drop-down box. If you have a separate buying ID, then you will need to go to the Setup & Instructions tab and create a token for that ID.

Monthly Summary tab

The Monthly Summary tab is just to the right of the eBay Spreadsheet BUYING tab and can display one or multiple months' data. You can look at specific month's data on this tab anytime. Just go to cell C3, click on the drop-down box and choose the first date of the month you'd like to view (i.e. choose 1/1/2014 to view January's data).

Update this screen shot

A	B	C	D	E	F
1					
2		2011 Monthly Summary			
3	Select Month	1/1/2011		Do not add data to this tab. All data entry should be made on the BUYING tab.	
4					
6	User	Owner	eBay Item Number	Item Title	Purch
					Price

This tab is a pivot table, which pulls data from the eBay Spreadsheet SELLING tab. No data entry should be made on this tab. All data entry should be made on the eBay Spreadsheet SELLING tab.

Yearly Summary tab

The Yearly Summary tab is just to the right of the Monthly Summary tab and will display your yearly data at a glance. One line is shown for each month's data-separated into manually added items, eBay Sold items and eBay Unsold Items for each month, with a Grand Total for the year at the bottom.

Update this screen shot

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1															
2	2011 Summary														
Do not add data to this tab. All data entry should be made on the eBay Spreadsheet Tab.															
5	Month	User	Purchase Price	Commission	My Cost	Refund or Additional Payment	Store Referral Credit	Donation Amount	Insertion Fees	Paypal Fees	eBay Final Value Fees	S&H Charged	Actual Shipping Cost	Net Profit	Sales Tax Collected
6	1/1/2010	MCT Sold	\$391.84	\$0.00	-\$54.13	\$0.00	\$0.00	\$0.00	-\$4.71	-\$19.01	-\$47.99	\$63.82	-\$63.71	\$266.11	\$0.00
7		MCT Unsold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$0.18	\$0.00	\$0.00	\$0.00	\$0.00	-\$0.18	\$0.00
8	1/1/2010 Total		\$391.84	\$0.00	-\$54.13	\$0.00		\$0.00	-\$4.89	-\$19.01	-\$47.99	\$63.82	-\$63.71	\$265.93	\$0.00
9	2/1/2010	MCT Man. Add.	\$74.99	\$0.00	-\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$13.19	\$9.49	-\$18.69	\$47.60	\$0.00
10		MCT Sold	\$657.02	\$0.00	-\$95.18	\$0.00	\$0.00	\$0.00	-\$6.93	-\$30.57	-\$71.75	\$136.91	-\$135.38	\$452.62	\$1.50
11		MCT Unsold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$5.15	\$0.00	\$0.00	\$0.00	\$0.00	-\$5.15	\$0.00
12	2/1/2010 Total		\$732.01	\$0.00	-\$100.18	\$0.00		\$0.00	-\$12.08	-\$30.57	-\$84.94	\$146.40	-\$154.07	\$495.06	\$1.50
13	3/1/2010	MCT Man. Add.	\$157.71	\$0.00	-\$22.91	-\$12.21	\$0.00	\$0.00	-\$0.02	\$0.00	-\$29.80	\$36.02	-\$31.10	\$96.69	\$0.00
14		MCT Sold	\$974.20	\$0.00	-\$187.10	\$0.00	\$0.00	\$0.00	-\$5.18	-\$46.14	-\$108.66	\$235.16	-\$232.96	\$630.21	\$0.06
15		MCT Unsold	\$0.00	\$0.00	-\$3.50	\$0.00	\$0.00	\$0.00	-\$1.10	\$0.00	\$0.00	\$0.00	\$0.00	-\$4.60	\$0.00
16	3/1/2010 Total		\$1,131.91	\$0.00	\$213.51	-\$13.21		\$0.00	-\$6.30	-\$46.14	-\$138.46	\$271.18	-\$264.06	\$722.30	\$0.06

This tab is a pivot table, which pulls data from the eBay Spreadsheet SELLING tab. No data entry can be done on this tab. All data entry should be made on the eBay Spreadsheet SELLING tab.

Inventory tab Update this screen shot

A	B	C	D	E	F	G	H	I	J
1	Inventory								
Date Item Size Color Item SKU/ID Quantity Cost/Item Storage Location Purchased From									
4	1/1/2011	Ladies Blouse	10	White	12345	1	\$5.00	Shelf 3, Bin 6	ABC Store
5	1/2/2011	Kids Jeans	4T	Blue	45678	2	\$3.00	Shelf 5, Bin 8	DEF Store
6	1/3/2011	Kids Shoes	10 Toddler	Red	14785	3	\$1.50	Shelf 2, Bin 4	GHI Store
7	1/4/2011	Girls Winter Boots	2	Pink	85964	4	\$1.00	Shelf 10, Bin 3	JKL Store
8	1/5/2011	Adult Clown Costume	One Size		45896	5	\$2.00	Shelf 4, Bin 7	MNO Store

This is an optional tab for those to help you keep track of your inventory on-hand and its cost. Enter all of the information for your items. On this tab, enter the cost as a positive number. The formula is written to convert it to negative on the eBay Spreadsheet SELLING tab.

If you use eBay's Custom Label field when listing your item, then put the same info into the Item SKU/ID field in column F. The data that you enter in the Custom Label field does not have to be a specific format. On eBay's servers SKU is what eBay uses to identify data in the Custom Label field.

Update this screen shot

The screenshot shows the eBay Selling Spreadsheet interface. At the top, there are dropdown menus for 'Date Last Modified' (January 2011), 'User Token' (MCT), and 'Delete User Token'. Below these are buttons for 'Get All Items' and 'Get Item'. A 'System Messages' box contains instructions: 'Select Month, Year, & User. Click on 'Get All Items' for that month's items OR insert Item No. and click on 'Get Item' for a single item'. There is also a checked checkbox for 'Do not prompt me for missing Shipping Information'. The main table has columns for 'SM Record #', '/User', 'eBay Item Number', and 'Item Title'. The data rows show items with eBay Item Numbers starting with '4001*****' and titles like 'Kids Jeans', 'Kids Shoes', 'Girls Winter Boots', and 'Adult Clown Costume'.

A	B	C
1 Date Last Modified:	January 2011	MCT Delete User Token
2	Get All items	
3 ItemID:		System Messages: Select Month, Year, & User. Click on 'Get All Items' for that month's items OR insert Item No. and click on 'Get Item' for a single item
4	Get Item	<input checked="" type="checkbox"/> Do not prompt me for missing Shipping Information
SM Record #	/User	eBay Item Number
6		Item Title
7 2687 - MCT	4001*****	Kids Jeans
8 2686 - MCT	4001*****	Kids Shoes
9 2685 - MCT	4001*****	Girls Winter Boots
10 2684 - MCT	4001*****	Adult Clown Costume
11		

We programmed the Inventory tab so that anyone who uses the Custom Label field on eBay's site could automatically have the My Cost in the main eBay Selling Spreadsheet filled in from the Inventory tab.

For example, if an identifying label (45678) is put in the Custom Label field on eBay's site AND on the Inventory tab, then the item sells. 45678 will be pulled into the main eBay Selling Spreadsheet tab in Column AQ, which will then look up the My Cost on the Inventory tab for you.

If you don't want to use this, you can manually overwrite the formula that is in the My Cost column (just as in previous year's spreadsheets), by putting in your cost as a negative number.

Using the Custom Label data on the Inventory Tab is completely optional. You are welcome to use the Inventory tab however best suits your needs.

Inventory tab

Some listing programs such as Inkfrog, Seller Sourcebook and Turbo Lister have the custom label/SKU field to enter data when listing the item, but neither eBay's Sell Your Item Form nor Auctiva have this option.

To add a custom label/SKU to active listings: In Selling Manager or My eBay, go to Active Listings, then custom label is one of the columns (if custom label isn't showing, you may need to click on "customize" in the top right corner of that section to add custom label as one of the columns to display). Click on "add" and enter in the custom label/SKU you want for that item. Just be sure you enter the Custom Label/SKU into the listing exactly as you have it on your Inventory tab.

Custom Label/SKUs need to be entered on the listing before the item ends for it to be retrieved into the spreadsheet. For the items that you retrieved before adding the Custom Label, you can type in your SKU info into the SKU column on the eBay Selling tab.

If the SKU hasn't downloaded into column AQ of the eBay Spreadsheet tab (be sure not to adjust any of the other columns in that section that says "Do Not Edit These Fields," you can type it in and it will populate the My Cost data from the Inventory tab for you.

Sometimes it takes some time for the SKU/Custom Label data to be reported on eBay's servers.

To have the eBay Selling tab and Inventory tab linked to the SKU/Custom Label field, the SKU data will need to be entered on both the listing and the Inventory tab. (eBay uses the terms custom label and SKU interchangeably.)

For a bulk lot: assuming all of the items in the lot cost you the same amount, you could assign every item in that lot the same SKU. For example if you got a lot of 100 items for \$200, the amount for each item would average to \$2. In the Inventory tab, you could enter a quantity of 100 items at \$2 each with Custom Label/SKU 123 (or whatever you want to enter for the SKU). Every listing you do out of that lot would get Custom Label/SKU 123. The key is to be sure the Custom Label/SKU is entered the exact same way (no additional spaces, etc. so the spreadsheet can "see" they match exactly) on both the listing and in the Inventory tab of the spreadsheet.

Any items that are a different cost than \$2, would need its own cost and SKU on the Inventory tab and in the listing.

Expenses tab

Update this screen shot

	A	B	C	D	E
1	Expenses				
2			Grand Total	\$345.00	
3	Date	Item	Cost	Purchased From	
4	1/4/2011	Paper	\$5.00	Staples	
5	1/5/2011	Shipping Boxes	\$25.00	Office Max	
6	1/6/2011	Bubble Wrap	\$15.00	Walmart	
7	1/7/2011	Toner	\$100.00	Staples	
8	1/8/2011	Accountant	\$200.00	Taxes-R-Us	
9					
10					
11					
12					

Enter the date, item and cost for your expenses (as a positive number). Choose a category from the drop-down box for each expense (this is optional). As expenses are added to the list (in columns B-E), a pie chart is generated automatically for you to the right (cell H3).

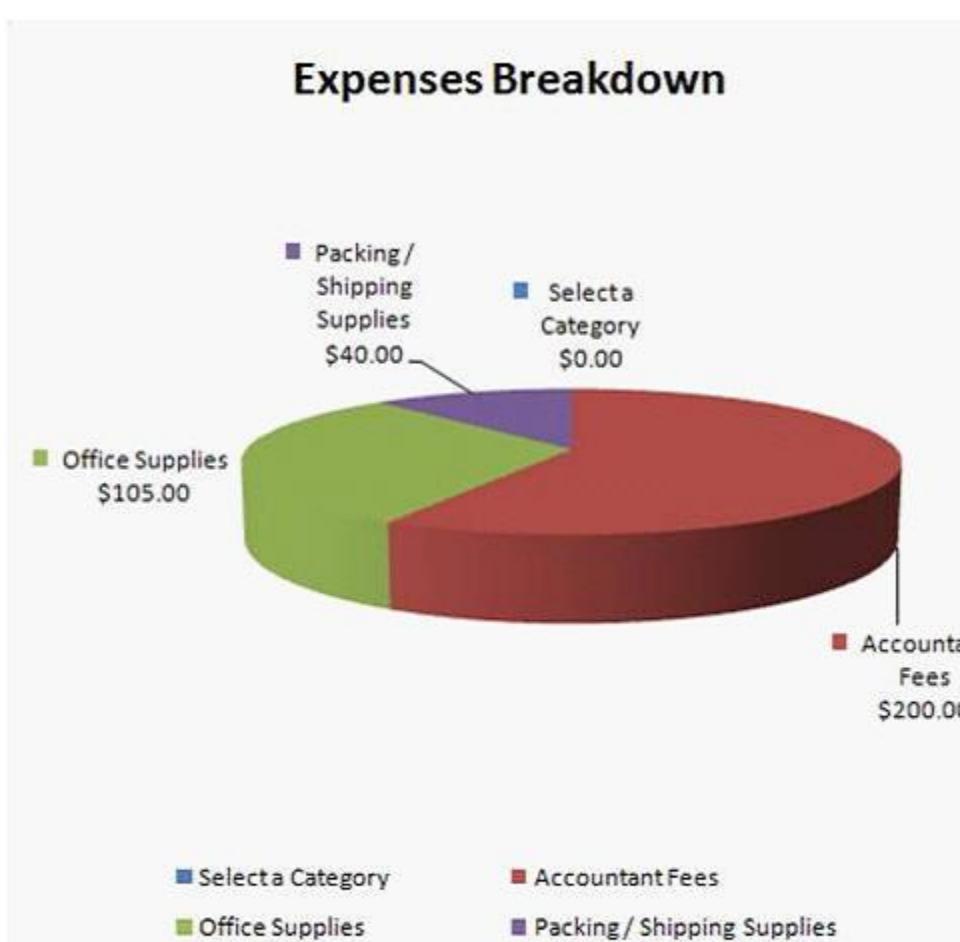
You can customize the category choices for your business by editing cells H33-H62. Just go to column H and modify the categories to fit your needs.

Please note: the category list ends in cell H62. If you need more categories than spaces we have allotted, please let us know and we will help you extend your list.

Additionally, the eBay store monthly fee (if you have an eBay store) is automatically retrieved into the Expenses tab each month.

Reminder: be sure to click on the "Get All Items" button about once every two weeks, so no fees are missed.

Categories
Select a Category
Accountant Fees
Consultant Fees
Entertainment and Gifts
Equipment
Internet Service
Marketing and Advertising
Meals
Memberships and Subscriptions
Office Supplies
Other
Packing / Shipping Supplies
Rent and Utilities
Salaries and Insurance
Software
Subscription Fee
Travel and Trade Shows
List ends in the cell above.



Mileage Tab –This tab gives you a place to record your mileage for tax purposes. Check with your accountant for info on how to claim this on your tax return.

Update this screen shot

A	B	C	D
1	Mileage		
2		Grand Total	21.40
3	Date	Location	Mileage
4	1/4/2011	Post Office	1.20
5	1/5/2011	Staples	4.50
6	1/6/2011	UPS Store	10.00
7	1/7/2011	Yard Sale	2.00
8	1/8/2011	Accountant	3.70
9			

Clients tab

This tab is used by Trading Assistants (or others who sell on consignment) to designate Client names and respective commission charged to the client.

Please see <http://www.easyauctionstracker.com/TA.html> for more info on how to use the Clients tab.

Invoices tab

This tab is used by Trading Assistants (or others who sell on consignment) to generate customizable statements for their consignment clients.

This tab is a pivot table, which pulls data from the eBay Spreadsheet SELLING tab. No data entry can be done on this tab. All data entry must be made on the eBay Spreadsheet SELLING and Clients tabs.

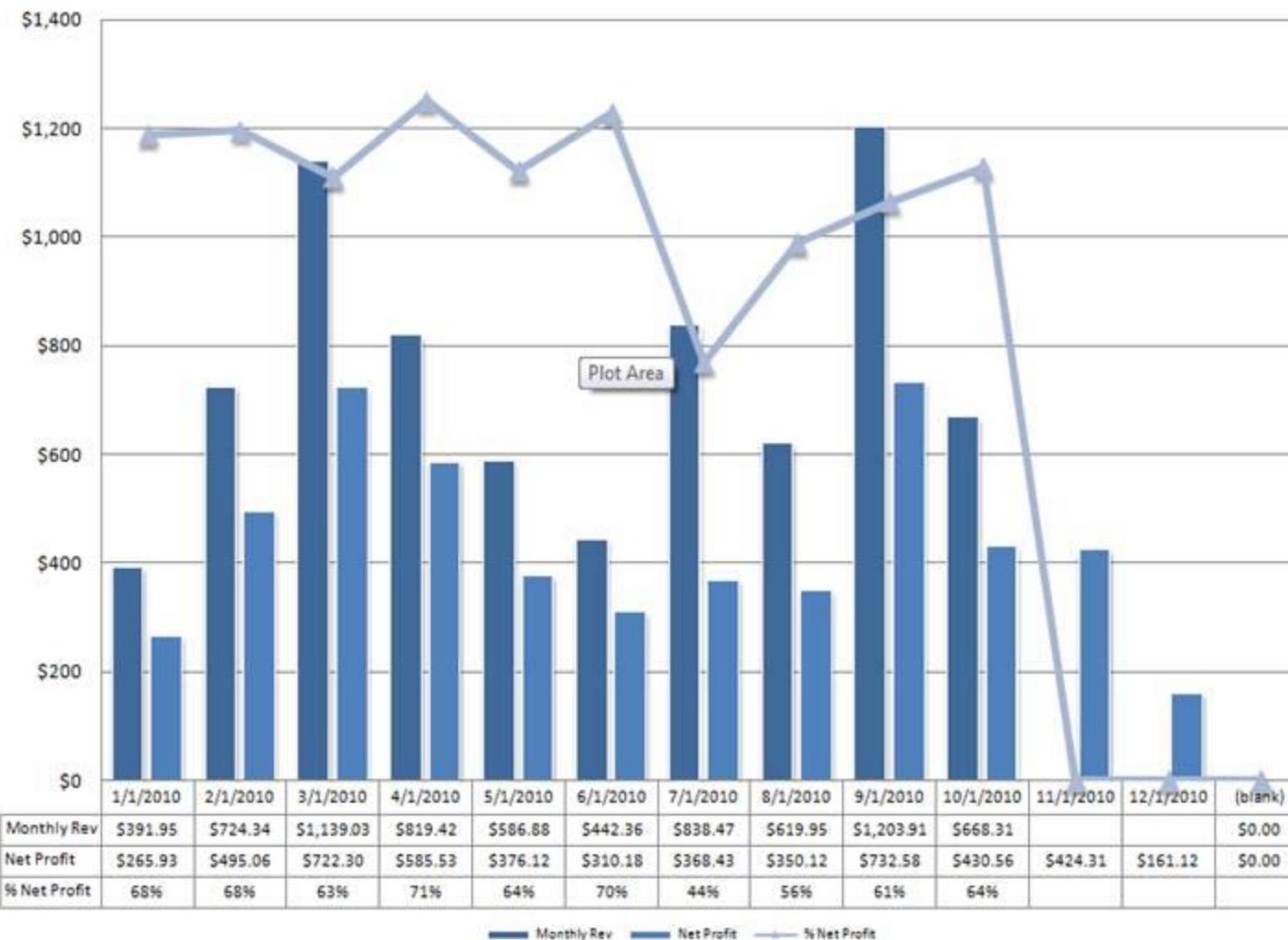
Please see [http://www.eeasyauctionstracker.com/TA.html](http://www.easyauctionstracker.com/TA.html) for more info on how to use the Invoices tab.

Profit Chart tab

The profit chart is generated for you automatically from the data that is in the eBay Spreadsheet SELLING tab. Monthly revenue, net profit and percentage of net profit are indicated at the bottom of the chart for you as well as on the chart.

Update this screen shot

Monthly Revenue vs Net Profit



Donations tab

This tab is for sellers who use eBay's Giving Works to donate a percentage of their sales to a selected charity. Use the drop-down box in cell C2 to choose the first date of the month's data you'd like to view (i.e. choose 1/1/2014 to view January's data). Transactions that have data on the eBay Spreadsheet SELLING tab in columns AH, AI & AJ (automatically from eBay) will appear on the Donations tab.

This tab is a pivot table. No data entry should be made on the Donations Tab.

Important Note: **Easy Auctions Tracker is not web-based, nor is your information saved anywhere outside of your computer. We highly recommend that you back up your file monthly (or more often if you choose) on an external hard drive (such as a thumb drive, etc.) to avoid data loss. We will not be able to recreate your data.**

For information on how Trading Assistants can use Easy Auctions Tracker, please visit our Trading Assistants page at <http://www.EasyAuctionsTracker.com/TA.html>

Download Your Trial & Get Started Today!