



## Summing Up Marketplace Payout Data

To begin you need your “**Monthly Marketplace Payout Statement CSV**” (most accurate for bookkeeping) your Marketplace monthly payout payment data, should include the following type of information :

- Gross Sales
- Fees
- Taxes
- Shipping income
- Refunds
- Adjustments
- Net payment Deposits etc

## How To Download Your Etsy Monthly Statement CSV

1. Navigate to Shop Manager
2. Click Finances
3. Choose Monthly statements
4. Select the month
5. Click Generate CSV

## Understanding Marketplace Platform Payouts

### 1. Important:

Marketplaces reports your full sales income to the government – before subtracting any fees. If you only record the amount that is deposited to your bank account, you’re only seeing the net payout, **not the true income your taxes are based on.**

To stay accurate – and to protect your deductions – your gross income, net income and your Marketplace fees must be clearly recorded

## Why Use A Pivot Table?

A pivot table is exactly the tool that turns messy marketplace payout data into something you can actually use. It gives you instant clarity, and structure which is why it’s such a natural fit for your GnuCash-based workflow. It Groups transactions by type automatically along with their sum totals, making it easy to see your monthly financial totals and enter them into a accounting program.



You instantly see the categories such as

- Sales
- Fees
- Taxes
- Shipping income
- Refunds
- Adjustments

In this tutorial we will use free google sheets to create a pivot table. If you don't have a google account you can sign up for one for free. You can also create a pivot table in Excel or Libreoffice if you are familiar with creating a pivot table.

## How To Create A Pivot Table In Google Sheets...

1. Open Google Sheets
2. Select a blank Spreadsheet
- 3.. Import your Marketplace Payout Data into,Google Sheets
4. Select create New spreadsheet and select Import data
5. Select Data: Highlight the range of cells you want to analyze, or click any cell within your data table and click on CTRL plus A. for Windows or Mac.
6. In the top menu, go to Insert > Pivot table.
7. In the panel that appears, select New sheet (recommended for clarity) or Existing sheet to place it next to your data and then select create.
8. Use the Pivot table editor on the right to drag and drop fields into the sections:
  1. **Rows:** Select the name of the title that lists the type of transactions included in the payout statement..
  2. **Values:** Values are the numerical data you want to calculate
  3. **Columns:** Adds data category headers horizontally across the top (Optional).