

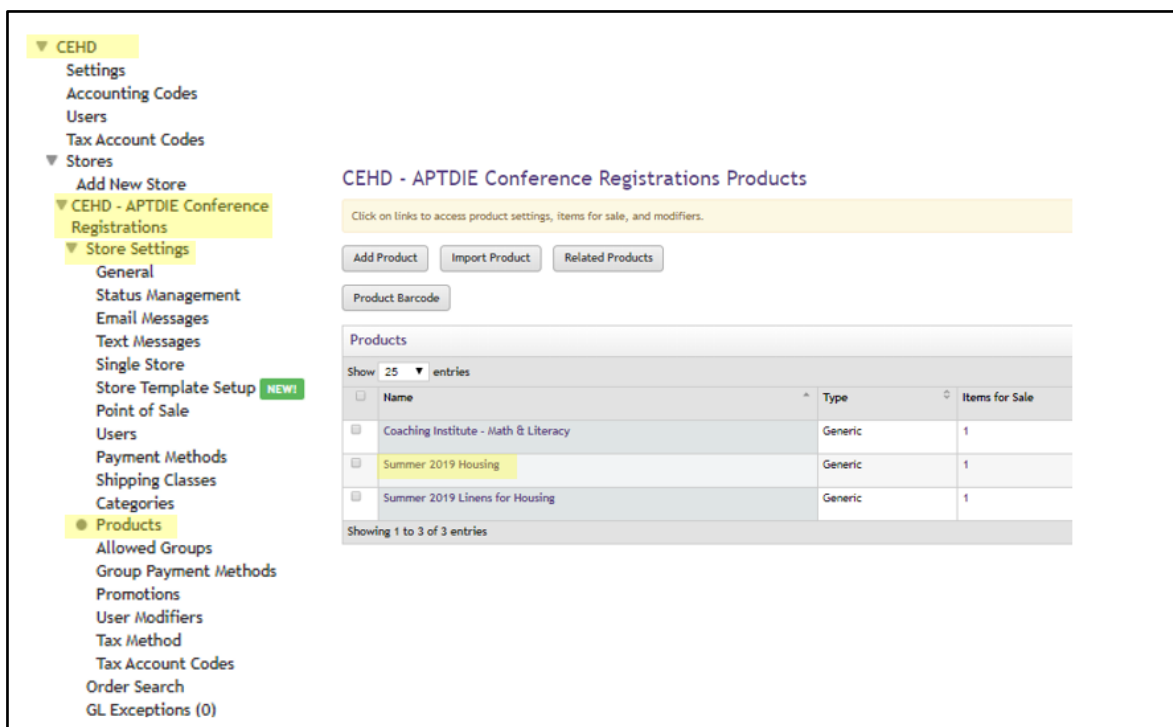
## Work Steps to Transition FY End Detail Codes to Revenue Detail Codes

As a reminder, it is up to the department to ensure the correct detail code is being used for each product. As such, **the department is responsible for switching the detail code from deferred revenue to revenue as soon as possible after June 30 of each year.** If the department does not complete this transition a JV must be prepared to move the transaction(s) to the correct account code.

Generally, payments collected prior to June 30 for a course being offered after June 30 are considered deferred revenue and payments collected after June 30 are considered revenue. If you have questions about whether a payment should be recorded as deferred or revenue, please contact Fiscal Services.

### Manually update detail codes

1. Log into Marketplace and go to > uStore > Store Settings > Products



**CEHD - APTDIE Conference Registrations Products**

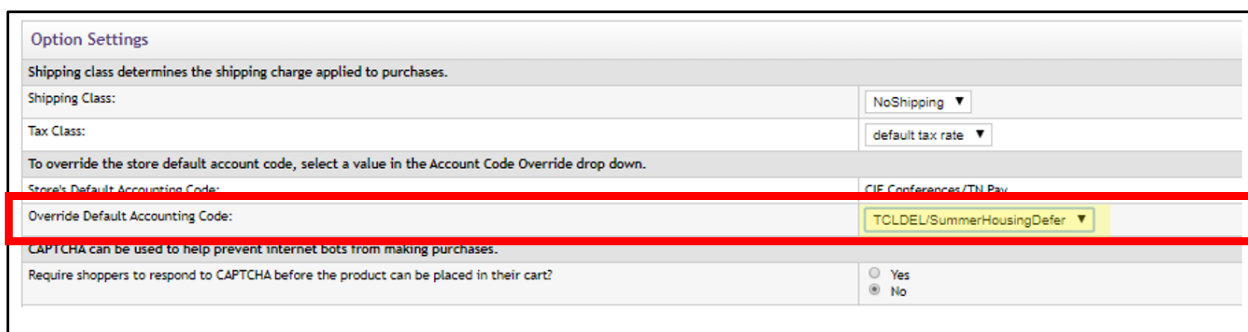
Click on links to access product settings, items for sale, and modifiers.

Buttons: Add Product, Import Product, Related Products, Product Barcode

Name	Type	Items for Sale
Coaching Institute - Math & Literacy	Generic	1
Summer 2019 Housing	Generic	1
Summer 2019 Linens for Housing	Generic	1

Showing 1 to 3 of 3 entries

2. Scroll down the page to locate Override Default Account Code. Select the correct revenue detail code from the drop down list.



**Option Settings**

Shipping class determines the shipping charge applied to purchases.

Shipping Class: NoShipping

Tax Class: default tax rate

To override the store default account code, select a value in the Account Code Override drop down.

Store's Default Accounting Code: CIE Conferences/TN Pay

**Override Default Accounting Code: TCLDEL/SummerHousingDefer**

CAPTCHA can be used to help prevent internet bots from making purchases.

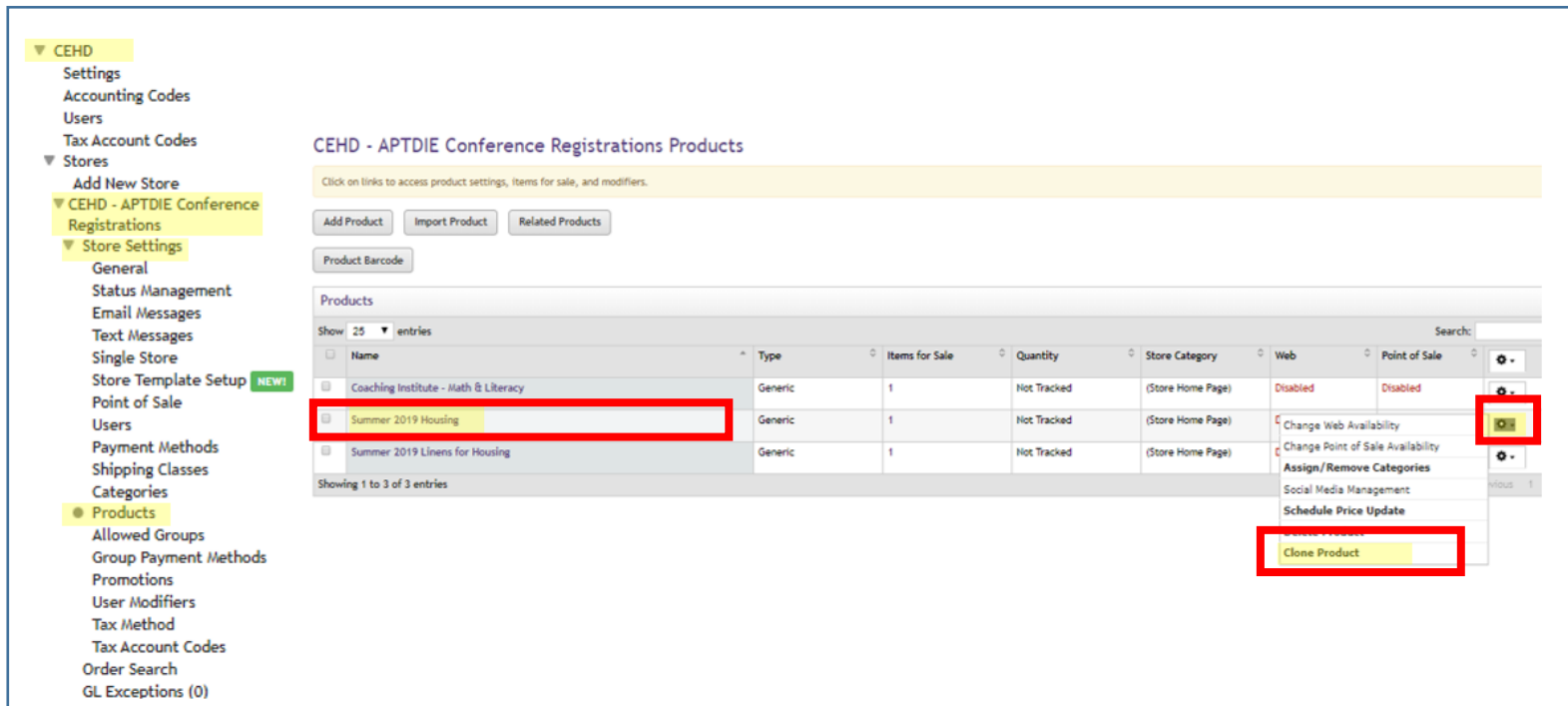
Require shoppers to respond to CAPTCHA before the product can be placed in their cart? ☐ Yes ☒ No

3. Don't forget to SAVE! Repeat these steps for each Product whose detail code needs to be updated.

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### Automated Process to Update Detail Codes

1. Log into Marketplace and go to > uStore > Store Settings > Products
2. Create a duplicate of your current product by selecting the "Clone Product" option in the gear drop down to the right of your product. Alter the name of the cloned product slightly to keep track of the products and select the alternate detail code (deferred) you wish for this product and time period.
  - a. There will be two products; one with the deferred detail, the other with the detail code for the new FY.



**CEHD - APTDIE Conference Registrations Products**

Click on links to access product settings, items for sale, and modifiers.

Buttons: Add Product, Import Product, Related Products, Product Barcode

Name	Type	Items for Sale	Quantity	Store Category	Web	Point of Sale
Coaching Institute - Math & Literacy	Generic	1	Not Tracked	(Store Home Page)	Disabled	Disabled
Summer 2019 Housing	Generic	1	Not Tracked	(Store Home Page)	Change Web Availability	Change Point of Sale Availability
Summer 2019 Linens for Housing	Generic	1	Not Tracked	(Store Home Page)	Assign/Remove Categories	Social Media Management

Showing 1 to 3 of 3 entries

Dropdown menu options: Schedule Price Update, Clone Product

3. Select the OLD product > General Settings > Web Status > Select Manage Status

General Settings	
<b>Id:</b>	360
<b>Type:</b>	Generic
<b>Name:</b> (200 chars max)	Summer 2018 Housing
<b>Items for Sale (1):</b>	View   Add Options
<b>Modifiers:</b>	Add Modifier
<b>Web status:</b>	Enabled Manage Status
<b>Mobile status:</b>	Enabled Manage Status
<b>Point of Sale status:</b>	Enabled Manage Status

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4. Enter the desired New Status (Disabled), the Update Status Date: 6/30/yyyy and the Update Status Hour: 23 (11:00PM). Don't forget to Save Schedule!
5. Do the same for each newly cloned product BUT use the Web Status (Enable), Update Status Date: 07/01/yyyy and the Update Status Hour: 00 (Midnight). Don't forget to Save Schedule!

Summer 2018 Housing		Enabled ▼	Enabled ▼	Enabled ▼	Delete
<b>Schedule Status Update</b>					
Schedule Store status :		Current status: Enabled			
24-hour (example: 00 for Midnight)		New status: Disabled ▼			
Store Time Zone: Eastern Standard Time		Update Status Date: 6/30/18			
		Update Status Hour: 23 ▼			
Schedule Point of Sale status :		Current status: Enabled			
24-hour (example: 00 for Midnight)		New status: ▼			
Store Time Zone: Eastern Standard Time		Update Status Date:			
		Update Status Hour: ▼			
Schedule Point of Sale status :		Current status: Enabled			
24-hour (example: 00 for Midnight)		New status: ▼			
Store Time Zone: Eastern Standard Time		Update Status Date:			
		Update Status Hour: ▼			
Save Schedule					

6. The deferred revenue products should then be set to automatically disable on June 30 and the current year revenue products will be set to automatically enable on 1 July. This procedure should lead to the minimum number of adjustments to move revenue into a correct fiscal year.