1. **Introduction**

* This document provides a comprehensive overview of Azure Marketplace reporting in Partner Center
* There are two workspaces in Partner Center that partners can use for reporting purposes to manage their transactable offers in Azure Marketplace
  + The first workspace is called “Earnings” (previously called Payouts) and contains a reporting dashboard and downloadable report that details payouts that Partner receive
    - The earnings report shows if a payout to the partner has any withholding taxes deducted from the payout or Store service fee amounts deducted from the payout
    - Earnings report is used by multiple programs at Microsoft so there are some columns that maybe blank as they are used for other programs only
    - The earning report does not display MCA transactions from invoices that have not been paid by the customers
    - Screenshot of the Earnings workspace on the Partner Center home screen
      * A screenshot of a computer

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  + The second workspace “Insights” has a suite of dashboard reports (Customers, Orders, Usage, Revenue) and report downloads that was built exclusively for the Azure Marketplace program
    - The Revenue report is the one report that brings data from the Earnings, Customer, Order and Usage reports
    - Screenshot of the Insights workspace on the Partner Center home screen

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* Both the earning workspace and insights workspace have separate APIs for partners to pull reporting directly instead of using the Partner Center UI
  + [Get started with programmatic access to analytics data - commercial marketplace - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/insights/analytics-get-started) – API documentation for Insights
  + [Manage earnings - Partner app developer | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/developer/manage-earnings) - API documentation for Earnings
* The following documents are external resources for Azure marketplace reporting in Partner Center:
  + [Analytics for the Microsoft commercial marketplace in Partner Center - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/insights/analytics) – external document on how to access and overview of the insights reports (Customers, Orders, Usage, Revenue)
  + [Revenue dashboard in commercial marketplace analytics - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/insights/revenue-dashboard) – external document that details the insights revenue report and revenue data dictionary
  + [Partner Center Orders dashboard in Commercial Marketplace analytics - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/insights/orders-dashboard) - external document that details the insights revenue report and revenue data dictionary
  + [Usage dashboard in commercial marketplace analytics - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/insights/usage-dashboard) - external document that details the usage report
  + [Commercial marketplace analytics frequently asked questions - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/insights/analytics-faq) – external document for Insights reporting FAQ
  + [Downloads hub overview - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/insights/downloads-hub-overview) – external document for managing report downloads for the insights reports
  + [Get started with programmatic access to analytics data - commercial marketplace - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/insights/analytics-get-started) – external document for insights reporting on how to pull data using APIs
  + [Earnings in Partner Center - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/earnings/earnings) – external document that summarizes the Earnings report
  + [Earnings - Marketplace page in Partner Center - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/earnings/earnings-marketplace) – external document that details the earnings downloadable report with schema/data dictionary
  + [Manage earnings - Partner app developer | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/developer/manage-earnings) – external document that details how partners can pull earning data using APIs
  + [**Earnings - Reports overview in Partner Center - Partner Center | Microsoft Learn**](https://learn.microsoft.com/en-us/partner-center/earnings/earnings-reports)– how to manage downloadable reports in the Earnings workspace

1. **Table of contents**
2. **Section 1: General Partner Center reporting questions**

* Partners need to ensure they look at the top right filter to see the range of the earnings and insights report. Partners can change the filter to the desired date range. Earning report defaults to a 3-month filter and the insights revenue report defaults to 6 months
* Earning reports are refreshed every 24 to 48 hours
* Insights reports are refreshed for the following times:
  + The maximum latency for Subscription based transactions is **24 hours**. The maximum latency for Usage based transactions is **7th of the month** following usage event

1. **Section 2: Earnings workspace/report**
   * **Question:** what are the key features of the Earnings report?
     1. **Answer: 1.** Earnings has a “Payment Id” that is also provide in the electronic payment remittance sent with the partner payments so the partner can use this ID to match with the earnings report on what payout was send by Microsoft
     2. **2.** Earnings report also displays the withholding tax that is deducted from the payout in the “Withholding tax” column In the payment summary

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* + 1. **3.** Earnings report shows the Store service fee under “Other taxes” and provides a service fee tax invoice download link under documents with details to review. More information about the Store Service fee can be found here - https://learn.microsoft.com/en-us/partner-center/marketplace-offers/tax-details-marketplace#taxes-on-store-service-fee

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* + 1. 4. In the earnings downloadable report there is a column “taxRemitted” that shows the amount Microsoft collected and remitted tax from the customer for Microsoft managed countries. Pease note the tax remitted column only shows tax amounts for EA transactions and not MCA transactions. https://learn.microsoft.com/en-us/partner-center/earnings/earnings-marketplace#schema
    2. 5. In the earnings report partners can see the “earningRate” or store fee percentage the Marketplace deducts from the payout
  + **Question:** How do partners get access to the Earnings report in Partner Center?
    1. **Answer:** To have access to the earnings report a user needs to be an Owner or Financial contributor role **-** [**Earnings pages in Partner Center - Partner Center | Microsoft Learn**](https://learn.microsoft.com/en-us/partner-center/earnings/earnings-overview)
    2. To mange roles and permissions partner should reference the following external document [Assign user roles and permissions - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/account-settings/user-roles)
  + **Question: what do the payout status mean in the Earnings downloadable report?**
    1. **Answer:** Please refer to the following section of the external earnings documentation - <https://learn.microsoft.com/en-us/partner-center/earnings/earnings#understand-payment-statuses>
  + **Question: What does the earnings page look like in Partner Center?**
    1. **Answer:** Please see the screenshot of the Earnings dashboard/report. On the screenshot there are referenced numbers that show users how to the use the dashboard
    2. 1. Partners can apply time filters and view payments for the chosen period
    3. 2. Partners can filter by Payment month or Payment ID
    4. 3. Partners can directly click on Payment ID in the Payment summary view to filter the whole page and only show Earning insights for that payment.

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* + **Question: How do I download the earnings report into a .CSV file?**
    1. **Answer:** To request a download, users must select the Downloaded report option in the top left of the earings page. After the download request has been made users can go to the “Reports” left navigation option to see the status and complete the download for use**. -** [**Earnings - Reports overview in Partner Center - Partner Center | Microsoft Learn**](https://learn.microsoft.com/en-us/partner-center/earnings/earnings-reports)

A person pointing to a screen

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1. **Section 3: Insights workspace/report**
   * **Question:** How do partners get access to the Insights reports in Partner Center?
     1. **Answer:** Users with Developer or Manager role will have access to the marketplace insights dashboards and reports [Analytics for the Microsoft commercial marketplace in Partner Center - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/insights/analytics)
     2. To mange roles and permissions partner should reference the following external document [Assign user roles and permissions - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/account-settings/user-roles)
   * **Question:** How do users download a report from insights?
     1. **Answer:** Users need to select the download button in the upper left of the insights reporting pages to request a download. Once the request has been made the user needs to navigate to the left navigation page “Downloads hub” to manage their reports - [Downloads hub overview - Partner Center | Microsoft Learn](https://learn.microsoft.com/en-us/partner-center/insights/downloads-hub-overview)
   * **Question: How does a partner reconcile adjustments in the earnings report**
     1. **Answer:** The best way to tie an adjustment in the earnings report to the original transaction is to sort by earning date (column R) and use the amount to reconcile an earning type (column O) "Earning-Sell" to an Adjustment-Sell. Note: Earning ID for an adjustment and billing event do not matcha and are unique ids/

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1. **Section 4: Reconciliation between reports**

* **Question:** How do I reconcile between the insights revenue report and the earnings report?
  + Answer: The Purchase record ID in the insights revenue reports is the same id as "Order ID" in the earnings report and can be used to reconcile the two reports. Please note that MCA transactions that are not paid from the customer will not be in the earnings report - <https://learn.microsoft.com/en-us/partner-center/insights/analytics-faq#is-purchase-record-id-the-same-as-order-id-in-the-earnings-report->
* Question: How do I reconcile between the insights usage report and revenue report
  + Answer: the column UsageReference in the usage report is a combination of the PurchaseRecordID and LineItemID in the revenue report. The RefrenceId column in the usage report is the AssetId in the Revneue report, but the Revenue report today does not show the AssetId for usage transactions