SOP: Creating a Date Range Report

1. To create a “Date Range” report, select “Payments” from the Drop-Down Menu of the “Reports” Tab on the Top Menu of Seller Central.
2. On the next page, under the “Date Range Reports” Tab, you can create a report by clicking the “Generate Report” button.
3. A Pop-Up Window will appear where you can select the report type (either “Summary” or “Transaction”).
4. You can then select the Month of the reporting range from the Drop-Down Menu available.
5. Or you can select your “From” and “To” dates under the “Custom” option.
6. Click the “Generate” button to create your report.
7. Your report will appear in the table on the page with the Status “In Progress”.
8. Click the “Refresh” button until the Status has a “Download” button available for you to click and then download your report as a .csv file.
9. Alternately, if you wish to locate a specific transaction, you can simply type in the order number in the text block available alongside “Find a Transaction” to view the credits, fees, and adjustments for a specific order.

See Also:

- **SOP:** Downloading a Statement View Report
- **SOP:**Downloading a Transaction View Report
- **SOP:**Downloading an All Statements Report
- **SOP:**Downloading an Advertising Invoice