SOP: Downloading a Transaction View Report

1. To download a "Transaction View" 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 "Statement View" Tab, you can select which period you wish to view the Statement for by selecting the relevant dates from the Drop-Down Menu provided alongside the field to the left reading, "Your Statement for".
3. Once you have selected your period, scroll down to the bottom of the page and click the "View Transactions for this Period" link.
4. Alternately, you can simply click the "Transaction View" Tab at the top of the page and you will be taken to the same page.
5. If you have clicked the "Transaction View" Tab at the top of the page to get you to the "Transaction View" page, you will need to select your period from the Drop-Down Menu available under the "Statement Period" heading.
6. You can also click the "Past Number of Days" link and select options from 1 through to 90 days' for your transaction history.
7. Alternately, you can click the "Custom Date Range" link and insert your own "From" and "To" dates as applicable.
8. On this page, you can also opt to select to download only certain types of transactions by selecting your transaction type from the "Filter View By" Drop-Down Menu provided.
9. Once you have selected the relevant period and filters, click the "Update" button underneath.
10. Your transactions will appear in the table below.
11. Click the "Download" button to the top right side of the table to download your transactions as a text document.

See Also:

- **SOP:** Downloading a Statement View Report
- **SOP:**Downloading an All Statements Report
- **SOP:**Creating a Date Range Report
- **SOP:**Downloading an Advertising Invoice