4 min article

Reconciling your eBay sales transactions

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When managing your business, it's important to have access to all your sales and transaction information. eBay provides a detailed, end-to-end breakdown of all your selling activity, so you can make sure your internal records are accurate and up to date.

For more information on the fees you pay as a seller, see our article on seller fees

You can download reports and statements of your orders, fees, and payouts in Seller Hub, and then reconcile these documents with your own records to make sure that everything matches up.

Downloading reports and statements

All documents will be available to download in Seller Hub, but your financial statement, tax invoice, and Form 1099-K will also be available to download in My eBay.

You can use these documents to reconcile your own records with eBay's records. We recommend you consult your financial advisor for financial reconciling of this information. Below are the documents you can find in Seller Hub, with instructions for downloading each one.

Transaction report

Your transaction report provides a detailed breakdown of all your account activity for a specific date range. It's in CSV format, which you can open with spreadsheet software such as Microsoft Excel or Google Sheets, and allows you to customize the information in the document. It shows details of your transactions, including transaction date, order number, buyer name, payout date, fees, and other information. You'll be notified by email when your transaction report is available. Here's how to download your transaction report:

1. Go to the Payments tab in Seller Hub.
2. From the menu on the left, select **Reports**.
3. Select **Transaction report** from the download section.
4. Select the transaction **Type**, and the **Start** and **End** date.
5. Select **Create report**.

Tip
The times in your transaction report may not match the transaction times in your records due to the differences in international time zones, and may result in discrepancies between your transaction report and other reports.

Customizing your transaction reports

You can customize your transaction reports by adding or removing columns of information on transactions, payouts, shipping, items, and buyers. Here's how:

1. Go to the Payments tab in Seller Hub.
2. From the menu on the left, select **Reports**.
3. Select **Transaction report** from the download section.
4. Select **Customize column settings**.
5. Select **Transaction details**, **Payout details**, **Shipping details**, **Item details**, or **Buyer details**.
   - Within each section, you'll have the option to select or deselect columns for your report
6. Select **Save**.

Any customization you make will apply to all future transaction reports. You can return to the default settings any time by selecting **Reset to default settings**.

Tip
Your transaction report includes customizable columns to view your fees.

Single and multi-item orders

An order may include a single item or multiple items. In either case, each item will have its own unique Item ID. For an order with a single item, you'll find the order and the item details on a single row of your transaction report. For an order with multiple items, the first row will include the order details, and the following rows will include the item details. An order with multiple quantities of the same item will show as one line item.

Below are some of the details you may find in your transaction report, which individually or combined can help you with reconciliation:

Details in your transaction report

Tip
If any of your funds are On hold, you'll find details in your Transaction report.

Financial statement

Your financial statement provides a summary of your monthly account activity. It's in PDF format. At the start of each month, you'll receive an email to let you know that your financial statement is ready to download. In your financial statement, you'll find a summary of your selling activity and a detailed view of your transactions, including information on orders, claims, refunds, payment disputes, payouts, fees, credits and more for that month.

Here's how to download your financial statement in Seller Hub or My eBay:

1. Go to the Payments tab in Seller Hub or Payments in My eBay.
2. Select **Reports**.
3. Select **Statements**.
4. Select **Download** next to the statement you would like to download.
5. Select **Summary** or **Full statement**.

Financial statements are available to download for 10 years. The statement is not an invoice and does not replace existing reports.

Tax invoice

Your tax invoice is issued for services rendered and includes all applicable seller fees and other costs. The summary is in PDF format. The detailed view is in CSV format, which you can open with spreadsheet software such as Microsoft Excel or Google Sheets, and allows you to customize the information in the document. At the start of each month you'll receive an email to let you know your tax invoice is available to download. Your tax invoice shows you the applicable taxes on fees and other costs already deducted from your Available, Processing, and On hold funds. If you sell on multiple eBay sites, you'll see the fees and taxes grouped by currency.

You can download your tax invoice in Seller Hub or My eBay. Here's how:

1. Go to the Payments tab in Seller Hub or Payments in My eBay.
2. Select **Reports**.
3. Select the **Invoices** tab. You'll see the list of available tax invoices by month.
4. To download a report for a specific month, select **Summary Download** or **Detail Download**.

Form 1099-K and 1099-K detailed report

Your Form 1099-K is an IRS information return for eBay sellers within a certain threshold. Your 1099-K detailed report provides a detailed breakdown of all unadjusted gross payment transactions on your Form 1099-K. You can download both reports in Seller Hub and My eBay. When your Form 1099-K is available, we'll contact you by email.

For more information and instructions on how to download both reports, read our article on eBay and Form 1099-K.

Top Takeaway

You can download reports and statements in Seller Hub to reconcile your own records with eBay's records. We recommend you consult your financial advisor for financial reconciling of this information.

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Using the Payments tab in Seller Hub

The Payments tab in Seller Hub helps you keep track of all the payouts you receive from your eBay transactions.

3 min article

Selling fees

We charge two main types of selling fees: an insertion fee when you create a listing, and a final value fee when your item sells.

20 min article

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