

Catalog SOP: Downloading a Statement View Report

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Who is this for? For sellers using Seller Central who need to download a Statement View Report, which offers an overview of payment information, including balance, available funds, recent payouts, and a breakdown of account transactions.



Objective: To guide sellers in downloading a Statement View Report in Seller Central. By following the outlined steps, sellers can access and print the report to gain insights into their financial transactions and account status.

The Statement View Report provides an overview of your payment information, including your current total balance, available funds, and recent payouts for all account types. It also offers a graphical breakdown of your balance in each account, showing the following details:

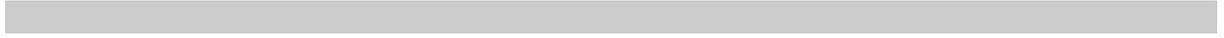
- **Beginning Balance:** The amount carried over from the previous settlement period, including account-level reserves and failed disbursements (if any).
- **Sales:** The total amount generated from your orders, consisting of:
 - **Product Charges:** The price multiplied by the quantity sold.
 - **Shipping:** Amount collected from customers to cover order shipment.
 - **Tax:** Sales tax and regulatory fee amounts paid by customers, remitted to you for tax purposes.
 - **Promo Rebates:** Charges for any promotional rebates.
 - **Other:** Includes various items like FBA inventory reimbursements and gift wrap credits.
- **Refunds:** The amount refunded, is categorized as:
 - **Refunded Expenses:** Fees charged by Amazon and promo rebate reimbursements.
 - **Refunded Sales:** Customer order payments for products, shipping, gift wrap, concessions, and tax.
- **Expenses:** Charges made to your account, including:
 - **Amazon Fees:** Referral fees, monthly professional selling fee (if applicable), FBA fulfillment fees, chargebacks for shipping, and gift wrap.
 - **FBA Fees:** Non-order fees such as inventory storage, removal orders, and reimbursement and balance adjustments.
 - **Cost of Advertising:** Advertising expenses.
 - **Other:** Miscellaneous charges like coupon redemption fees and Amazon Lending payments.
- **Account Level Reserves:** Reserved funds to ensure sufficient coverage for claims or chargebacks.

To download a "Statement View" report, follow these steps:

1. Go to the "Payments" tab on the top menu of Seller Central and select "Payments" from the drop-down menu.
2. On the next page, under the "Statement View" tab, select the relevant period you wish to view the statement for by choosing the dates from the drop-down menu next to the "Settlement Period" field.

3. After selecting your period, scroll down to the bottom of the page and click on the "Print this Page" link to

print your statement as required.



4. To view the transactions for this statement, click on the "View Transactions for this Period" link.

