

# Catalog SOP: Downloading a Transaction View Report

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**Who is this for?** For sellers using Seller Central who need to download a Transaction View Report. It provides step-by-step instructions on accessing and customizing the report, as well as downloading it to review their account transactions within a statement period.



**Objective:** To guide sellers in downloading a Transaction View Report in Seller Central. The report allows sellers to view and analyze their account transactions, including orders, refunds, and Amazon-initiated charges or credits.

The Transaction View page shows account transactions within a statement period, up to the prior day's close. Transactions can include orders, refunds, and charges or credits initiated by Amazon.

You can adjust the report settings by filtering the view based on transaction types. Here are the options:

- All transaction types: Displays all transactions (default setting)
- Order Payment: Shows buyer payments and seller fees
- Refund: Displays order refunds
- Chargeback Refund: Refunds initiated by buyers through their credit card company
- A-to-z Guarantee Refund: Refunds related to A-to-z Guarantee
- Service Fees: Fees for services like FBA storage
- Shipping services purchased through Amazon: Includes shipping service purchases, refunds, and carrier adjustments
- Paid to Amazon: Amount paid to Amazon when sales for a statement period are less than fees and charges
- Other: Service-related fees and other Amazon-initiated credits and charges

To download a "Transaction 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. Click the "Transaction View" tab.
3. You can search for a specific order or customize the report by using the date and filter options (Account Type, Transaction Type, Transaction Status, Dates).
4. Click on the "Update" button after setting your filters.
5. Note that only transactions from the last 24 months can be reviewed.
6. After clicking "Update," you can use the "Download" button to generate a report of the transactions displayed in the table.
7. Keep in mind that this report is limited to 600 transactions.

8. For a complete list of transactions and additional columns not shown in this table, utilize the Payment reports available on the [Disbursements](#) or [Date Range Reports](#) tabs.

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