

# Step-by-Step Instructions to Access Sales, Fees, and Tax Totals for Amazon

Account activity from Jan 1, 2017 00:00 PST through Dec 31, 2017 23:59 PST

All amounts in USD, unless specified

Summaries		Totals
Can include Amazon Marketplace, Fulfillment by Amazon (FBA), and Amazon Webstore transactions		
Account Types Included - Standard Orders, Invoiced Orders		
Income	Net sales, credits, and refunds	
Expenses	Net fees, including Amazon service fees, selling fees, FBA fees, shipping, and taxes	
Tax	Net taxes collected on product sales and services	
Transfers	Net deposits and withdrawals	

Account Types Included - Standard Orders, Invoiced Orders

Income			Expenses						
	Debits	Credits		Debits	Credits				
Product sales (non-FBA)			Seller fulfilled selling fees						
Product sale refunds (non-FBA)									
FBA product sales									
FBA product sale refunds									
FBA inventory credit									
FBA liquidation proceeds									
FBA Liquidations proceeds adjustments									
Shipping credits									
Shipping credit refunds									
Gift wrap credits									
Gift wrap credit refunds									
Promotional rebates									
Promotional rebate refunds									
A-to-z Guarantee claims									
Chargebacks									
Amazon Shipping Reimbursement									
SAFE-T reimbursement									
subtotals							subtotals		

Transfers			Tax			
	Debits	Credits		Debits	Credits	
Transfers to bank account			Product, shipping and gift wrap taxes collected	-0.61	57.71	
Failed transfers to bank account				Product, shipping and gift wrap taxes refunded		
Disburse to Amazon Gift Card balance				Amazon Obligated Tax Withheld	0	
Charges to credit card				subtotals	-0.61	57.71
subtotals						

- Go to Seller Central
- Choose Reports from Top Menu
- From the dropdown, choose Payments
- Choose Date Range Reports
- Click Generate Report
- Click Summary as report type
- Choose Month or Custom depending on your desired reporting range
- Click Generate
- Click Refresh or Download for the desired report

A PDF copy of the report (as shown) will provide totals. Sales Tax is shown to the left with other figures redacted in this example  
**Tax** = total of sales tax due to states you are registered in to collect Product, shipping, and gift wrap taxes collected = total non-MPF Tax collected Product, shipping, and gift wrap taxes refunded = total non-MPF Tax refunded Amazon Obligated Tax Withheld = Marketplace Facilitators Tax



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**Generate date range report** [X]

Please select a report type  
 Summary  Transaction

Select account type to include:  
 All

Select reporting range:  
 Month  
 February 2021

Custom  
**From:**  
 MM/DD/YYYY

**To:**  
 MM/DD/YYYY

Cancel Generate

\*Summary = PDF

\*Transaction = CSV

\*Month for individual months

\*Custom for a range of dates or annual totals

20 Reports

Document name	Request date	Date Range	Action
Custom Unified Summary Report for Jan 1, 2017 00:00 PST - Dec 31, 2017 23:59 PST	Mar 26, 2021	Jan 1, 2017 - Dec 31, 2017	Download
Custom Unified Transaction Report for Jan 1, 2017 00:00 PST - Dec 31, 2017 23:59 PST	Mar 26, 2021	Jan 1, 2017 - Dec 31, 2017	Download
Monthly Unified Summary Report for Mar 1, 2017 00:00 PST - Mar 31, 2017 23:59 PDT	Mar 11, 2021	Mar 1, 2017 - Mar 31, 2017	Download