## How-To Guide: Generating a Business Analytics Report

When joining an Amazon Business account, it is recommended that one download their order history in the event that it does not transfer when merging one's account into the official organization's business account.



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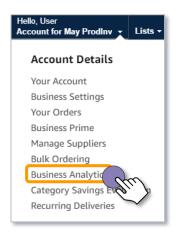
\$45.99

## amazon business

## amazon business

## **Generating a Business Analytics Report**

1. Hover over "Hello, NAME" in the upper right hand corner of your home page and select **Business** Analytics.



2. Hover over **Reports** and select the report type that you would like to generate from the drop down menu.

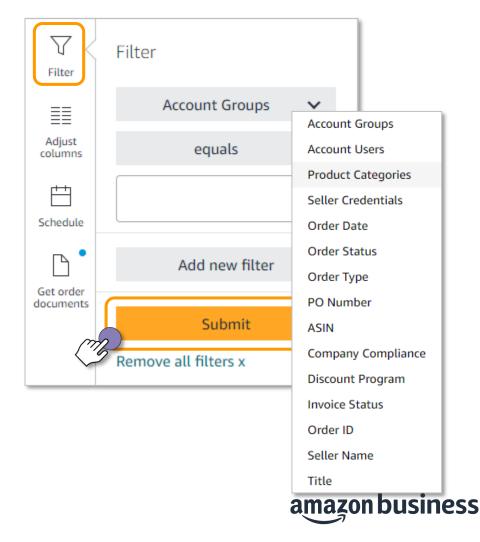
Business analytic	S				
Home Spend Visibility • Re	ports Insights				
Business analytics dashbo	REPORT TYPES		Time period O	Oct-Dec 2022 🗸	
Overview for Oct-Dec 2022 As compared to previous quarter	Reconciliation Orders				
Total spend <b>①</b> \$1.4K Up by 67%	otal spend () Total savings ()		Total orders ⊚ 70		
Annual spend comparison @	Refunds Related offers	:	Spend by category $_{\bigoplus}$	i	
\$3.5K \$3K \$2.5K \$2K	Savings Credentials				
\$1.5K	Your reports Download history	2022 • Jul-Sep \$825.15 M-Sep 00t-Dec	10 \$100 \$200 \$500	\$400	
2022 2023			CE — Home Improvement Photography 🛄 Office Product 📒 Kitchen		
Create a budget >		Orders report >	Category dashboard >	Orders report >	
Spending within buying polic	ies 🕦	:	Spending with small and diverse sellers $_{\bigodot}$	÷	
5395 Did you know? Adding preferred products and sellers increases buying policy compliance.			Did you know? Adding policies can increase dollars spent with small and div	verse sellers.	
Within policy Out of policy			Small and diverse sellers All other sollers		
Credentials report >		Manage policy >		Manage policy >	

3. Select a **Time Period** for your order report. This report will be downloaded to ensure your order history is saved.

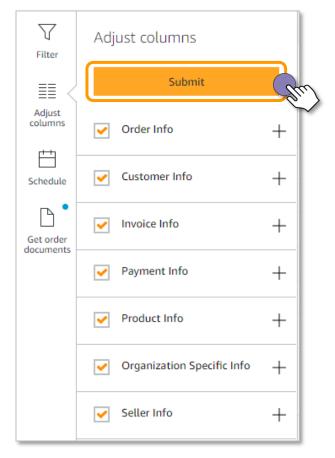
Business An	alytics		
Home	Reports \$		
Orders report Add title and save to yo	our templates	Get detailed payment, product, and seller info on an order. Can't find what you need? See our help page	Time period Month to date 🗸
			Week to date
			Past 7 days
			Month to date
			Past 4 weeks
			Last Month
			Quarter to date
			Past 12 weeks
			Year to date
			Past 12 months

Custom Range

4. Add any relevant order Filters to your report and click Submit.



 Adjust columns of order data that you wish to include or remove from your report and click Submit. Clicking + will expand the selection you are able to choose from.



6. When the report has loaded, click **Download CSV**.

Business Ana	lytics			
Home	Reports \$			
Orders report Add title and save to you	ır templates	Get detailed payment, product, and seller info on an order. Can't find what you need? See our help page	Time period Month to date	Download CSV

7. Save the downloaded Excel CSV file to your computer.

