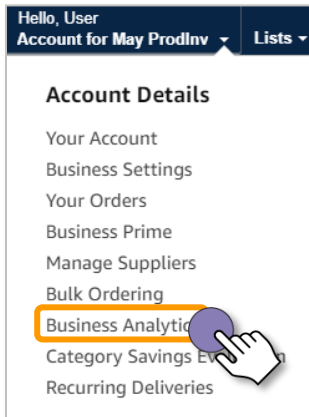


How-To Guide: Generating a Business Analytics Report

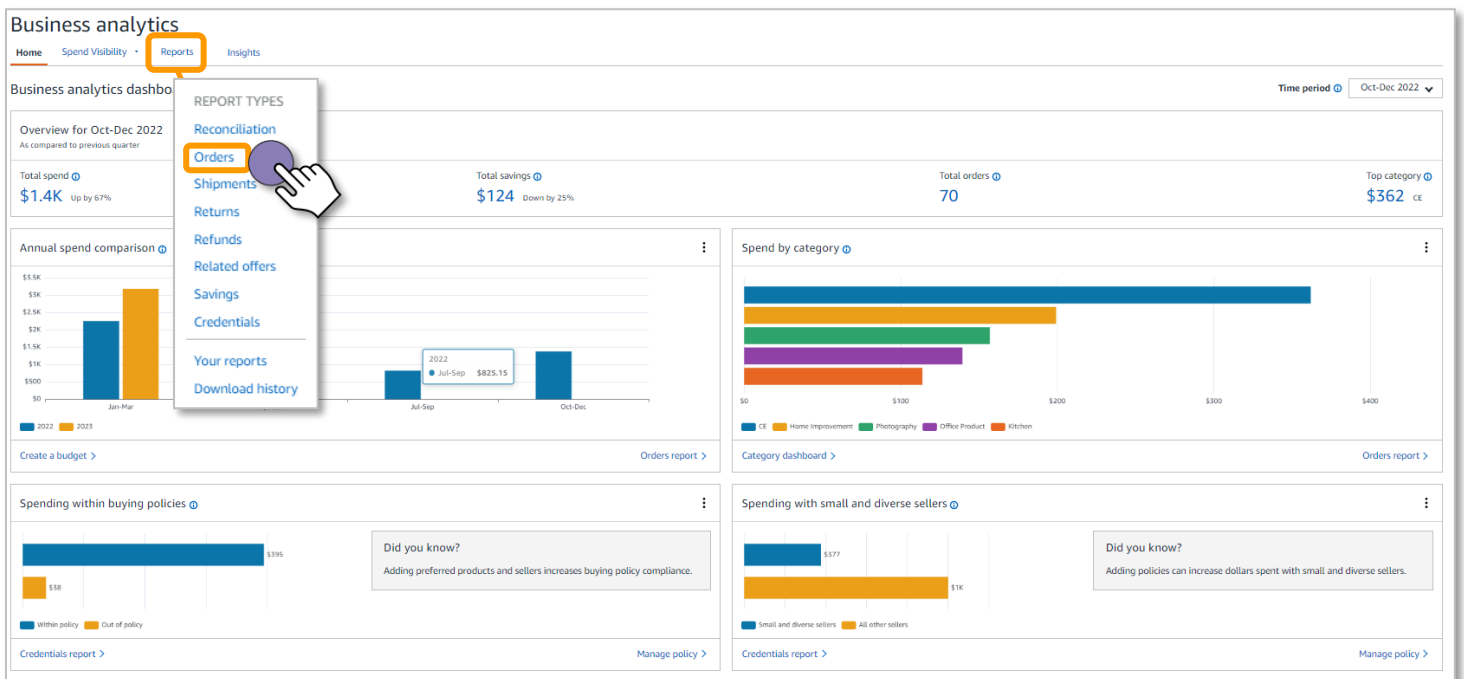
When joining an Amazon Business account, it is recommended that one download their order history in the event that it does not transfer when merging one's account into the official organization's business account.

Generating a Business Analytics Report

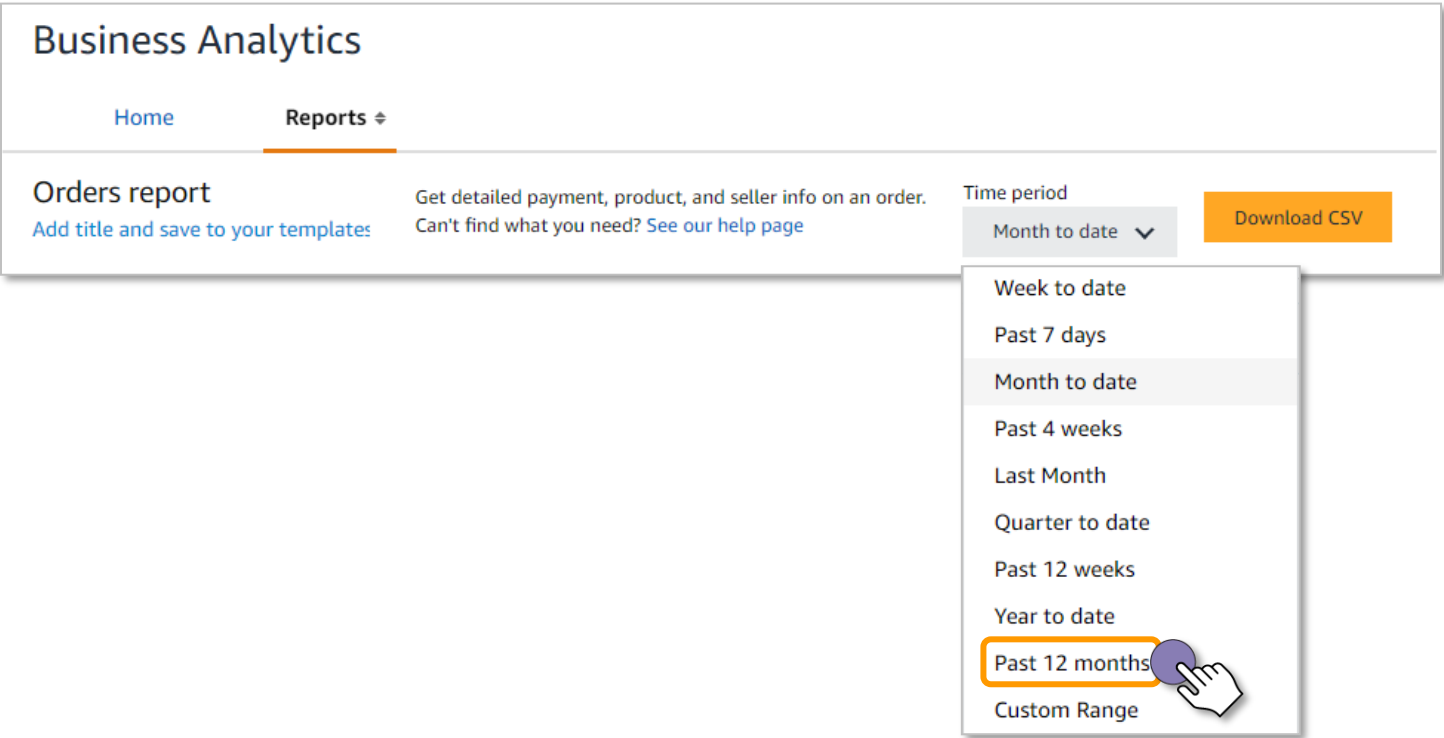
1. Hover over "Hello, NAME" in the upper right hand corner of your home page and select **Business Analytics**.



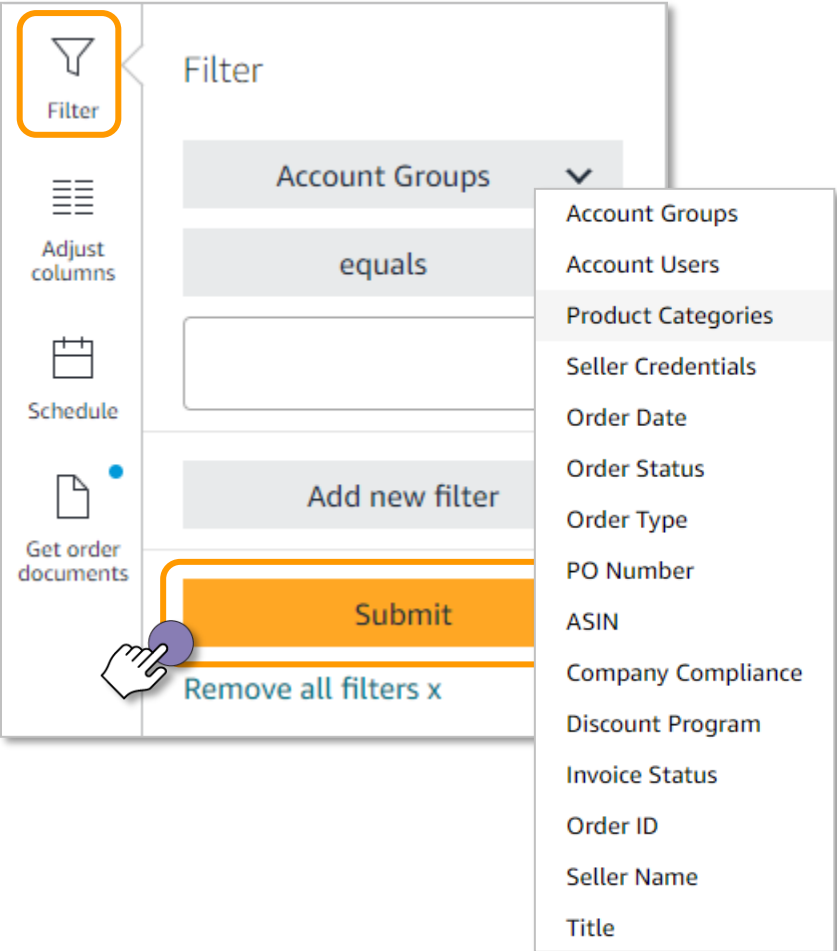
2. Hover over **Reports** and select the report type that you would like to generate from the drop down menu.



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



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



5. 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.

Adjust columns

Submit

<input checked="" type="checkbox"/>	Order Info	+
<input checked="" type="checkbox"/>	Customer Info	+
<input checked="" type="checkbox"/>	Invoice Info	+
<input checked="" type="checkbox"/>	Payment Info	+
<input checked="" type="checkbox"/>	Product Info	+
<input checked="" type="checkbox"/>	Organization Specific Info	+
<input checked="" type="checkbox"/>	Seller Info	+

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

Business Analytics

Home Reports

Orders report

Add title and save to your 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.