Reports Generation

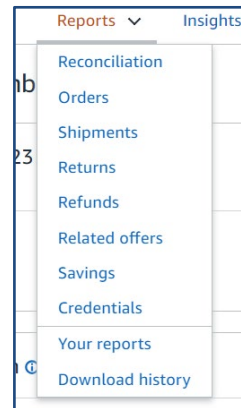| Generating Reports in Amazon Business Prime	
Role: Admin with Reader Status	**Frequency:** As Needed

| Access Amazon through myUK Enterprise tab	
Opening Page	Hover over "Hello" tab and click on Business Analytics
At the home page, hover over the reports tab and pick the report desired based on field listings on pages 5 and 6.	
NOTE:	
Once a report is selected, the data is displayed in spreadsheet form. The circled "i" provides info about the column when you hover over it with the curser.	
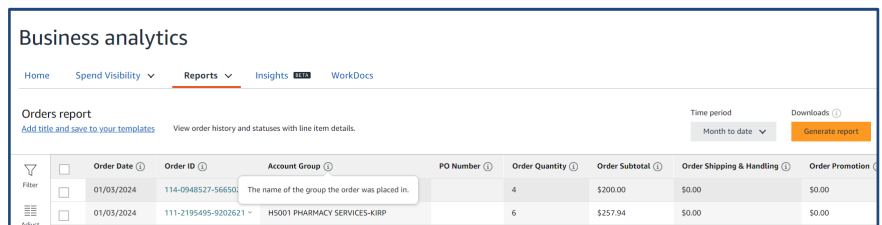
Reports Generation
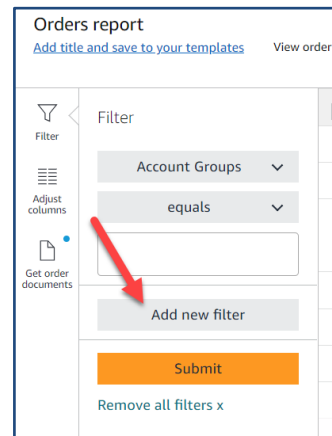
Filtering within reports on the webpage

1) The filter button is to the left and allows filtering selection via dropdown buttons with a "Submit" button when done. Clicking the funnel a second time removes the dialog box.
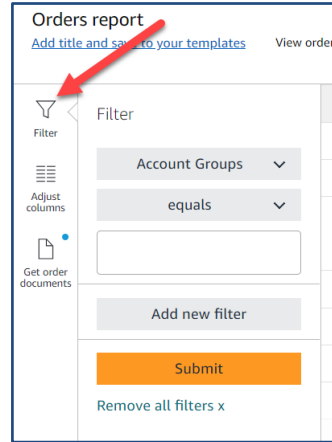
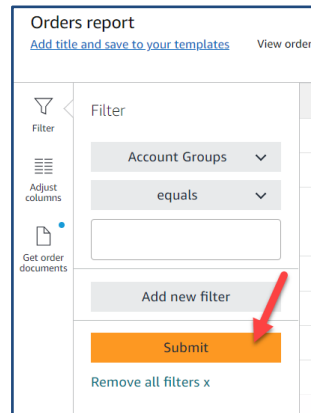2) Clicking the dropdown lists the columns
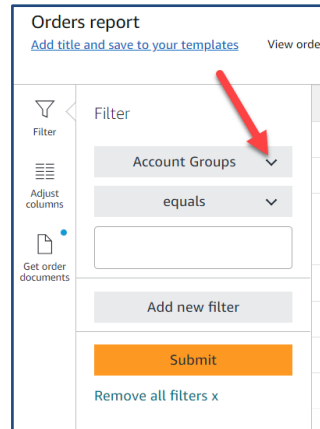
3) Add a new filter allows for a multiple column filtering

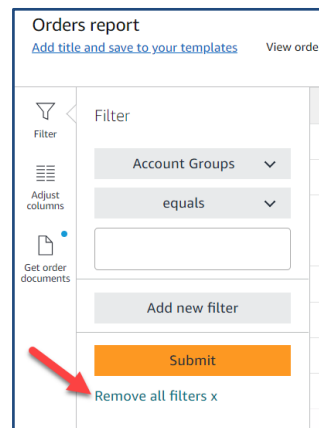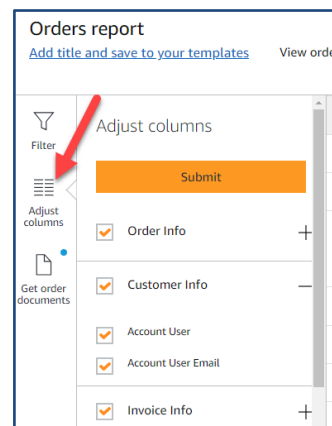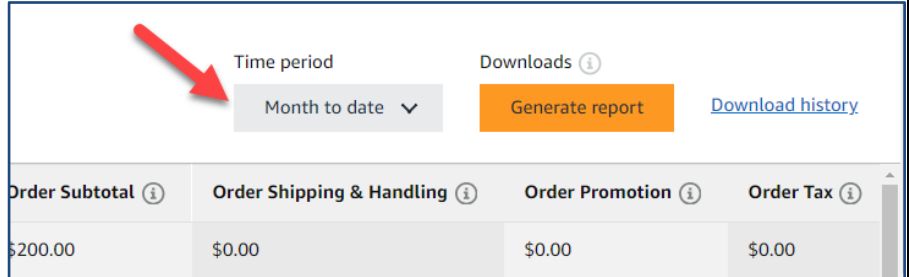|	
4) When all filters have been selected, click submit	
5) To start over, use the "Remove all filters" button	
6) The Adjust columns button allows columns to be removed or added. The plus signs expand the grouping of columns to include or remove. Minus signs contract the grouping.	
NOTE:	The "Get order documents" button is not active at this time.

Reports Generation

Creating reports	
Above the spreadsheet is a Time period button to pick a date range or enter a custom range.	
The generate report button creates a CSV file into the Downloads folder. The file will need to be saved into an Excel file for easier manipulation into visuals.	
Reports can be saved with a custom title by clicking on "Add title and save to your templates" which is just above the filter button.	
Download history will show past reports generated. This also allows reports to be downloaded again as needed.	
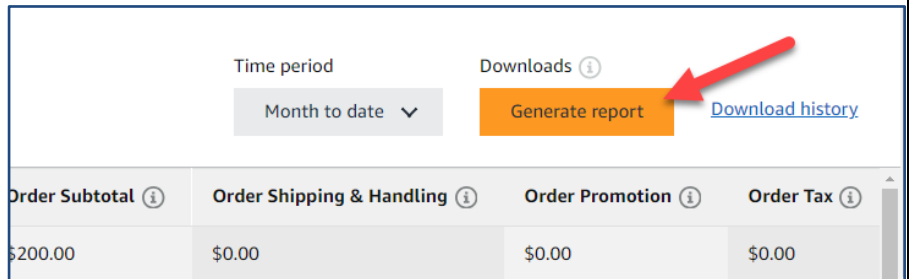
Reports Generation

Reports and their fields:	
Reconciliation	Transaction Date, Payment Reference ID, Transaction Type, Payment Amount, Account Group, Payment Instrument Type, Payment Identifier, Account User, Order Date, Order ID, PO Number, Order Status, Approver, GL Code, Department, Cost Center, Project Code, Location, Custom Field 1
Orders	Order Date, Order ID, Account Group, PO Number, Order Quantity, Order Subtotal, Order Shipping & Handling, Order Promotion, Order Tax, Order Net Total, Order Status, Approver, Order Receiving Status, Order Received Quantity, Account User, Account User Email, Invoice Status, Total Amount, Invoice Due Amount, Invoice Issue Date, Invoice Due Date, Payment Reference ID, Payment Date, Payment Amount, Payment Instrument Type, Payment Identifier, Amazon-Internal Product Category, ASIN, Title, UNSPSC, Segment, Family, Class, Commodity, Brand Code, Brand, Manufacturer, National Stock Number, Item model number, Part number, Product Condition, Company Compliance, Listed PPU, Purchase PPU, Item Quantity, Item Subtotal, Item Shipping & Handling, Item Promotion, Item Tax, Item Net Total, PO Line Item Id, Tax Exemption Applied, Tax Exemption Type, Tax Exemption Opt Out, Pricing Savings program, Pricing Discount Applied, Receiving Status, Received Quantity, Received Date, Receiver Name, Receiver Email, GL Code, Department, Cost Center, Project Code, Location, Custom Field 1, Seller Name, Seller Credentials, Seller City, Seller State, Seller ZipCode
Shipments	Order Date, Order ID, Account Group, PO Number, Order Quantity, Order Subtotal, Order Shipping & Handling, Order Promotion, Order Tax, Order Net Total, Order Status, Approver, Account User, Account User Email, Shipment Date, Shipment Status, Deliveryf Status, Expected delivery Date, Carrier Tracking #, Shipment Quantity, Shipping Address, Shipment Subtotal, Shipment Shipping & Handling, Shipment Promotion, Shipment Tax, Shipment Net Total, Carrier Name, Amazon-Internal Product Category, ASIN, Title, UNSPSC, Segment, Family, Class, Commodity, Brand Code, Brand, Manufacturer, National Stock Number, Item model number, Part number, Product Condition, Company Compliance, Listed PPU, Purchase PPU, Item Quantity, Item Subtotal, Item Shipping & Handling, Item Promotion, Item Tax, Item Net Total, PO Line Item Id, Tax Exemption Applied, Tax Exemption Type, Tax Exemption Opt Out, Pricing Savings program, Pricing Discount Applied, Receiving Status, Received Quantity, Received Date, Receiver Name, Receiver Email, GL Code, Department, Cost Center, Project Code, Location, Custom Field 1, Seller Name, Seller Credentials
Returns	Order Date, Order ID, Account Group, PO Number, Account User, Return Date, Return Reason, Return Quantity, Amazon-Internal Product Category, ASIN, Title, UNSPSC, Brand Code, Brand, Manufacturer, National Stock Number, Item model number, Part number, Item Condition, Company Compliance, PO Line Item Id, Seller Name, Seller Credentials, Seller Address

Refunds	Order Date, Order ID, Account Group, PO Number, Account User, Account User Email, Refund Date, Refund Status, Refund Type, Refund Total, Disbursement Total, Refund Net Total, Refund Payment Reference ID, Refund Payment Amount, Refund Payment Instrument Type, Refund Payment Identifier, Refund Reason, Refund Item Net Total, Amazon-Internal Product Category, ASIN, Title, UNSPSC, Brand Code, Brand, Manufacturer, National Stock Number, Item model number, Part number, Product Condition, Company Compliance, PO Line Item Id, GL Code, Department, Cost Center, Project Code, Location, Custom Field 1, Seller Name, Seller Credentials, Seller Address
Savings	ASIN, Title, UNSPSC, Segment, Family, Class, Commodity, Company Compliance, Item Quantity, Item Subtotal, Item Shipping & Handling, Shipping Savings, Pricing Savings program, Pricing Discount Applied, Total Savings, Item Net Total, PO Lined Item ID, Seller Name, Order Date, Order ID, Account Group, PO Number, Order Status, Approver, Account User, Account User Email
Credentials	ASIN, Title, UNSPSC, Segment, Family, Class, Commodity, Company Compliance, Sustainability Certification Category, Sustainability Certification Type, Policy Domain, Item Quatity, Item Subtotal, Item Net Total, PO Line Item Id, Seller Name, Seller Credentials, Seller City, Seller State, Seller ZipCode, Order Date, Order ID, Account Group, PO Number, Order Status, Approver, Account User, Account User Email
NOTE:	The "Related offers" report is not used at this time.