

KDP Update

1. Overview and Context

This procedure updates the KDP table in the [SQL Database](#).

2. Triggers

The execution of this procedure is usually triggered by

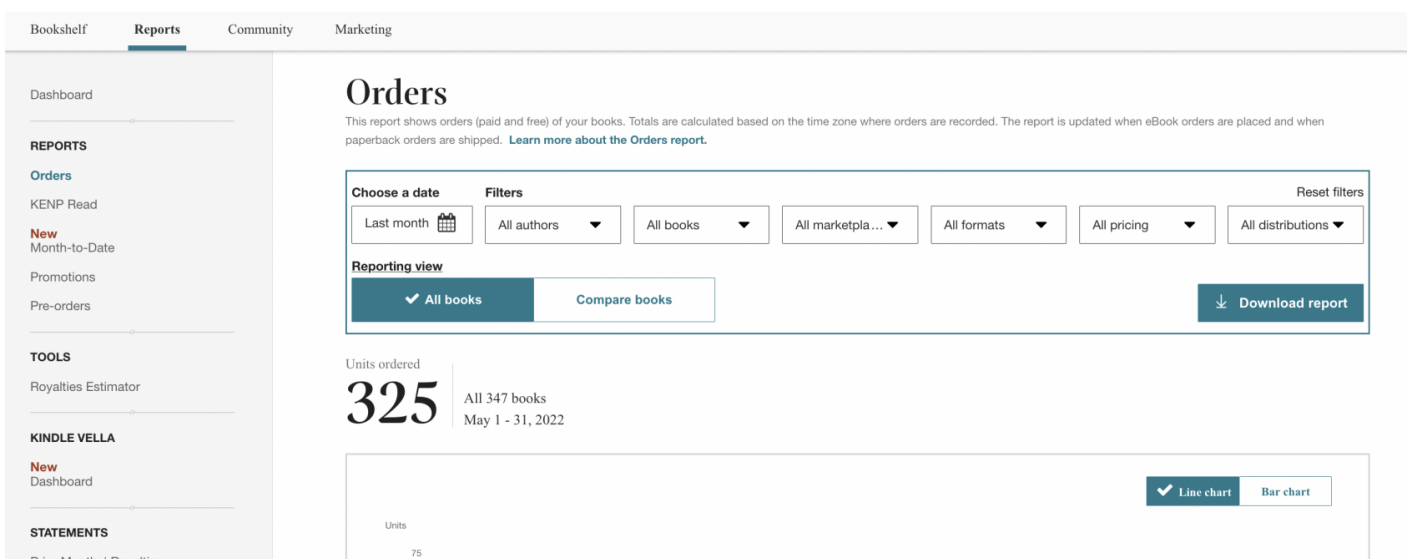
- [Metrics](#)

3. Steps to Be Performed

3.1 Download

Download the sales data from KDP through its backend. After 90 days, data are no longer downloadable and data entry should be done manually, which is a pain.

- Click "Reports" in the main menu on top
- Select "Orders" from the leftside menu
- Select the appropriate month
- Click "Download Report." KDP delivers XLSX files.



The screenshot displays the Amazon KDP Reports interface. The top navigation bar includes 'Bookshelf', 'Reports' (selected), 'Community', and 'Marketing'. The left sidebar contains a navigation menu with sections: 'Dashboard', 'REPORTS' (with 'Orders' selected), 'TOOLS' (including 'Royalties Estimator'), 'KINDLE VELLA' (with 'Dashboard' selected), and 'STATEMENTS'. The main content area is titled 'Orders' and includes a sub-header: 'This report shows orders (paid and free) of your books. Totals are calculated based on the time zone where orders are recorded. The report is updated when eBook orders are placed and when paperback orders are shipped. [Learn more about the Orders report.](#)' Below this is a control panel with 'Choose a date' (set to 'Last month'), 'Filters' (including 'All authors', 'All books', 'All marketpla...', 'All formats', 'All pricing', and 'All distributions'), and a 'Reporting view' section with 'All books' selected and a 'Download report' button. The main data area shows 'Units ordered' for 'All 347 books' from 'May 1 - 31, 2022' with a large '325' displayed. A chart area at the bottom shows 'Units' with a value of '75' and a 'Line chart' selected.

3.2 Clean

- Open in LibreOffice
- Tab "Combined Sales"
- Delete table header
- Save as text CSV, comma-delimited

3.3 Upload

- Navigate to phpMyAdmin table "KDP"
- select Import tab;
- select file
- click "Go."
- archive files under Punctum Admin > Metrics > KDP

4. Additional Information

5. Document Control

Document ID	PRO-034
Document Owner	Vincent
Version	1.0
Last Date of Change	March 26, 2026
Next Review Due Date	
Version & Change Tracking	

Revision #4

Created 2026-03-26 07:03:55 UTC by Vincent

Updated 2026-03-26 08:37:32 UTC by Vincent