simple
business systems
bookkeeping simplified

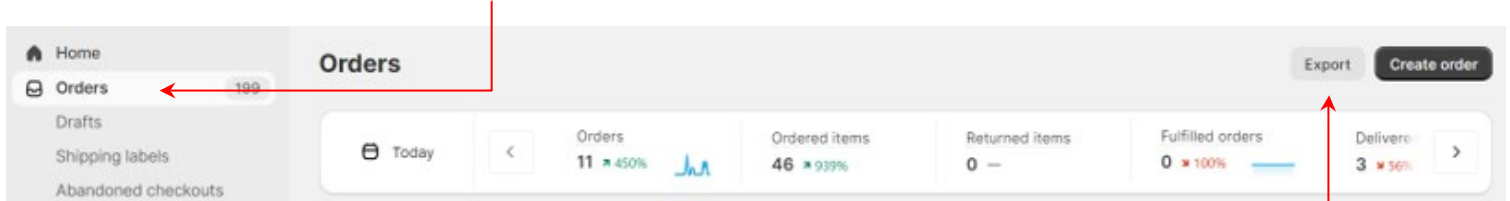**30 DAY FREE TRIAL
REGISTER NOW**

If using SHOPIFY as a cart and payment provider (even with PayPal processed transactions) requires the Shopify Fee, Refunds and Bank transfers information as well as Shopify Order Details. See page to for Payouts and three for specific **Refunds** data download directions.
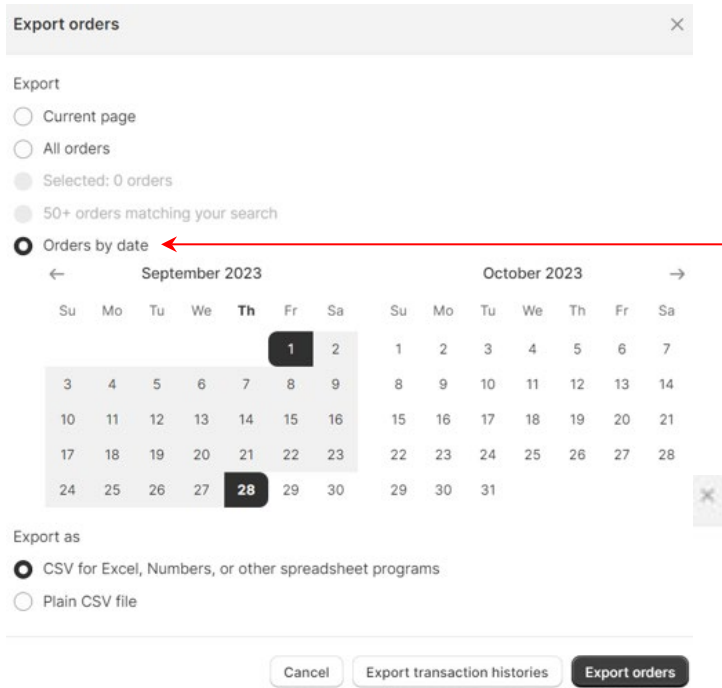
Retrieve Shopify order details download from the Shopify "**Orders**" page.

Log into your Shopify cart and select "**Orders**" from the left panel navigation links

From the **Orders** page header click "**Export**"

From the **Export Orders pop-up** select the radio button for **Orders by date…**

Use the calendar option pick-list **Start Date**

and

End Date for the download

Click the **CSV for Excel** radio button
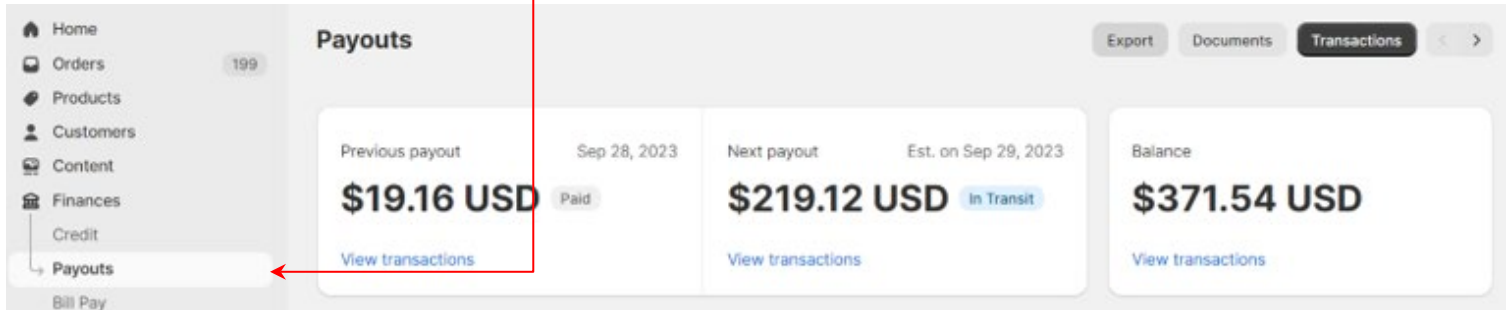
then

Click the **Export orders** button

Shopify will send the resulting order detail download CSV file to the user's email address that was logged into the account and display this message…
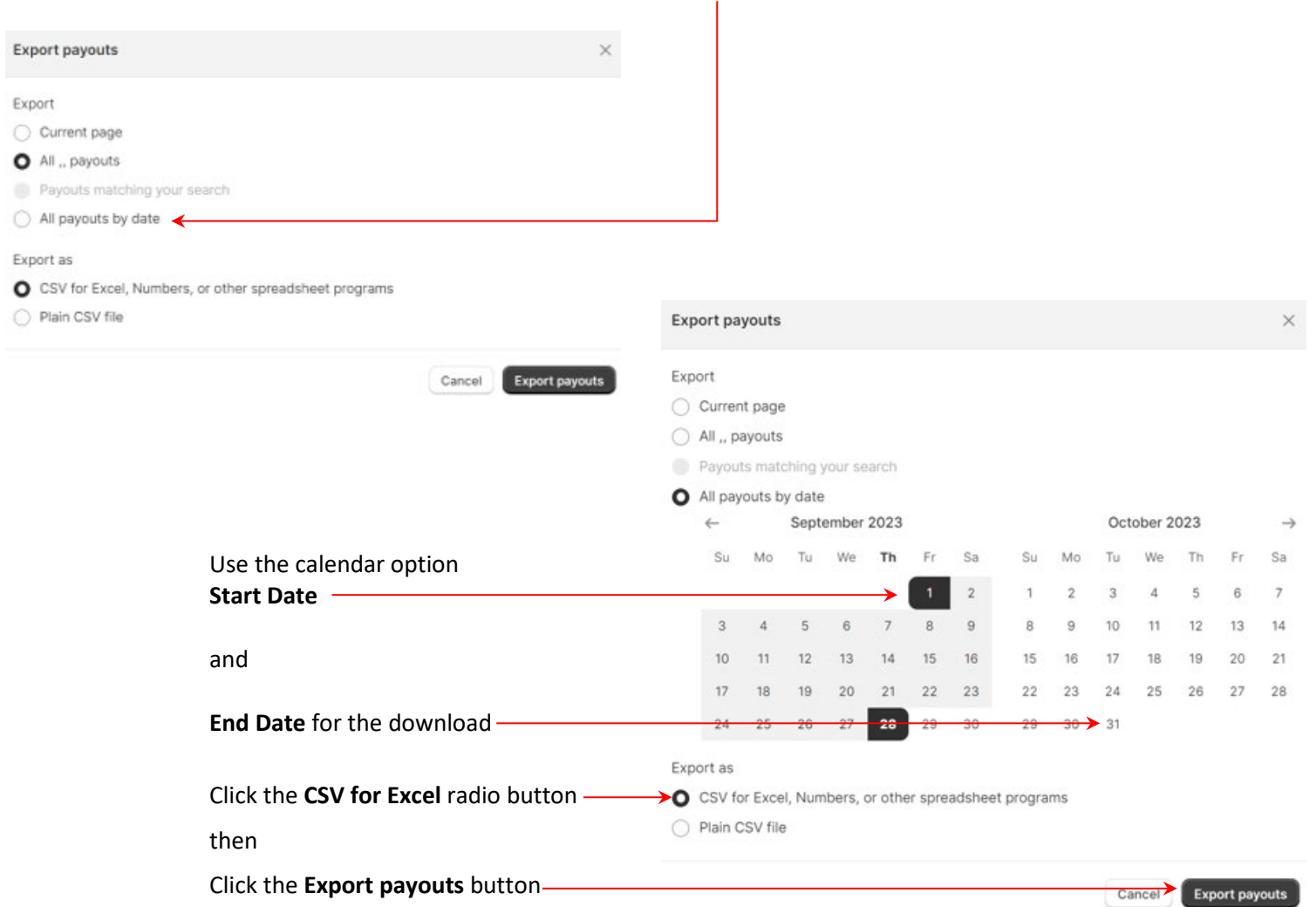
Your export will be delivered by email to username@emailservice.com

Use these directions to download the **Shopify Payouts** data for processing by SimplePort…

From the navigation panel links select the **Payouts** like under **Finances**

Home	**Payouts**		Export Documents **Transactions** < >
Orders 199			
Products	Previous payout Sep 28, 2023	Next payout Est. on Sep 29, 2023	Balance
Customers	**$19.16 USD** Paid	**$219.12 USD** In Transit	**$371.54 USD**
Content			
Finances			
Credit	View transactions	View transactions	View transactions
Payouts			
Bill Pay			

From the **Export Payouts pop-up** select the radio button for **All payouts by date**

Export payouts   ×

Export

○ Current page
● All ,, payouts
◌ Payouts matching your search
○ All payouts by date

Export as

● CSV for Excel, Numbers, or other spreadsheet programs
○ Plain CSV file

Cancel   **Export payouts**

Use the calendar option
Start Date

and

End Date for the download

Click the **CSV for Excel** radio button

then

Click the **Export payouts** button

Export payouts   ×

Export

○ Current page
○ All ,, payouts
◌ Payouts matching your search
● All payouts by date

← September 2023   October 2023 →

Su	Mo	Tu	We	**Th**	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	**28**	29	30	29	30	31				

Export as

● CSV for Excel, Numbers, or other spreadsheet programs
○ Plain CSV file

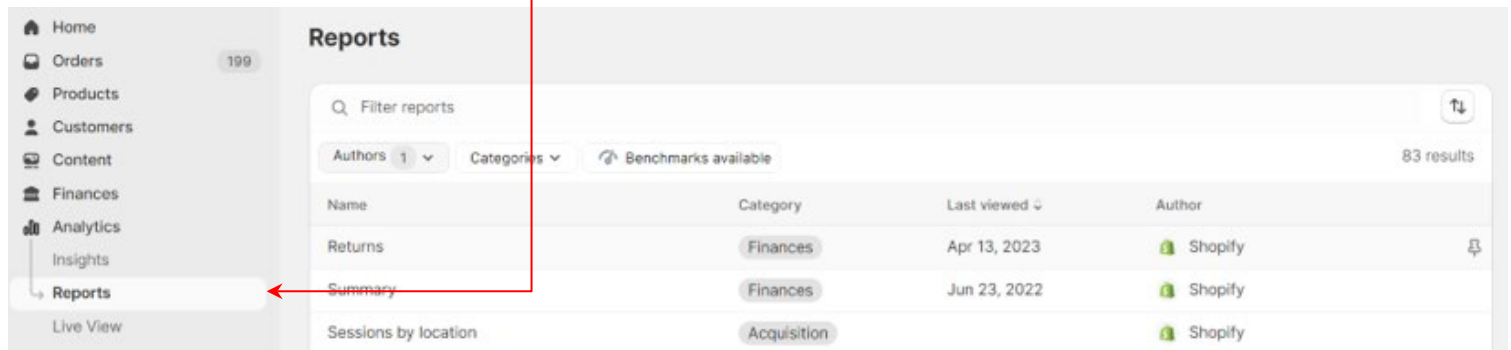Cancel   **Export payouts**

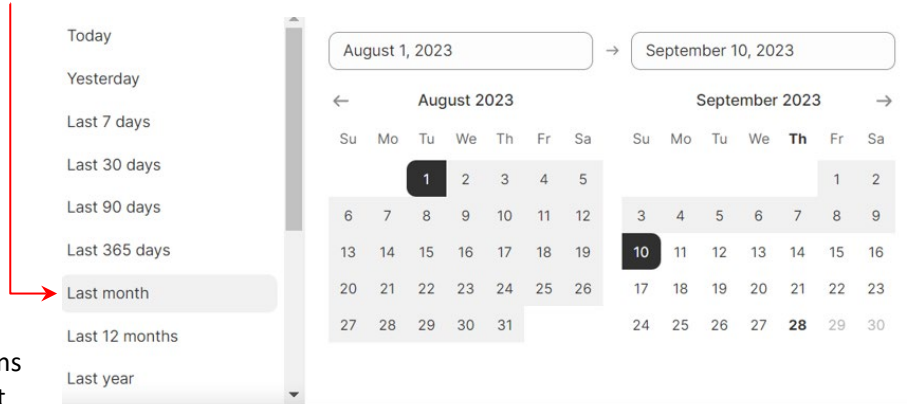See page three for specific **Refunds** data download directions.

Use these directions to download the **Shopify Refunds** data for processing by SimplePort...

From the navigation panel links select the **Reports** link under **Analytics**

To select a specific date range for the report select **Last month**

Then use the from and to date range calendar options to select the starting and ending dates for the report

Click the **Apply** button

Verify the **starting and ending report dates** and click the **Export** button