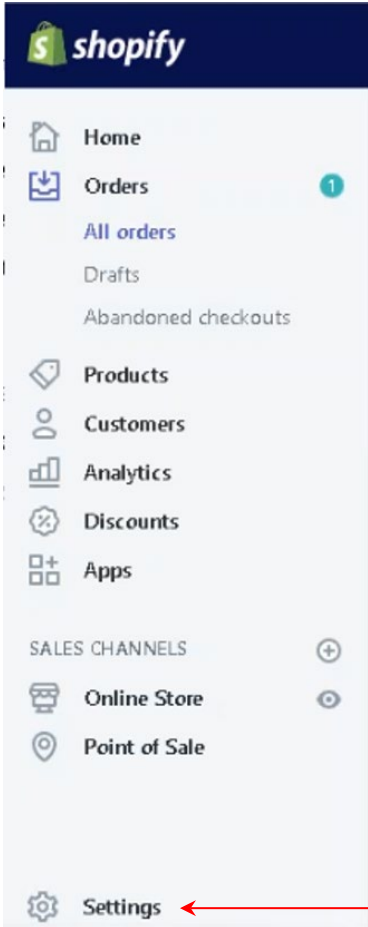


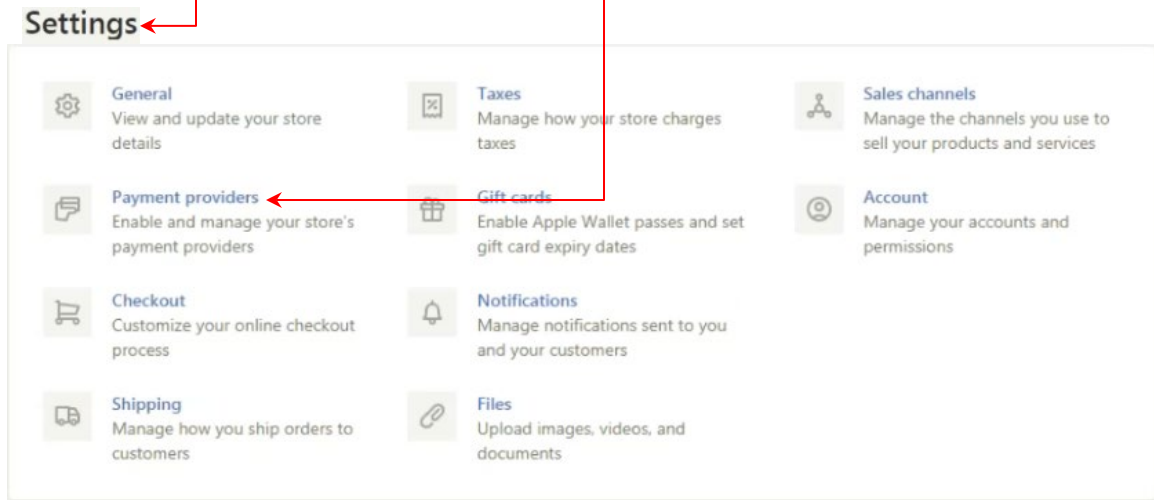
If using SHOPIFY as a cart and payment provider (even with PayPal processed transactions) requires the Shopify Fee, Refunds and Bank transfers information as well as [Shopify Order Details](#). See page three for specific **Refunds** data download directions.

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

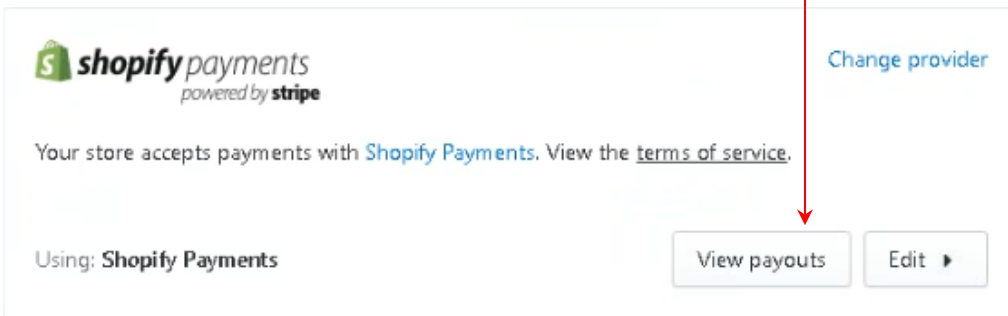
From the Shopify site navigation panel click **Settings**



From the **Settings** navigation panel click **Payment providers**



Click **View Payouts** from the Payments options display



From the **Payouts** display (at top of form) click **Export**



In the Export payouts window select **Payouts by date** and **Plain CSV file** radio buttons

Export payouts

Export:

Current page

Payouts by date

Start Date: 2017-10-31

End Date: 2017-11-27

All payouts

5 payouts matching search

Export as:

CSV for Excel, Numbers, or other spreadsheet programs

Plain CSV file

Cancel Export payouts

Then use the **Start Date** calendar option to select a starting date... and the **End Date** calendar option to select an ending date

Export payouts

Export:

Current page

Payouts by date

Start Date: 2017-10-31

End Date: 2017-11-27

All p

S pa

Export a

CSV

Plain

heet programs

Cancel Export payouts

Export payouts

Export:

Current page

Payouts by date

Start Date: 2017-11-20

End Date: 2017-11-27

All payouts

5 payouts matching search

Export as:

CSV for Excel, Numbers, or other sp

Plain CSV file

Cancel Export payouts

**Always use a start date that is one day prior to the day you want for the download. The Shopify time difference for the site requires this date entry process. If you want to the download first payout date as Nov 21, then make the starting date Nov 20.**

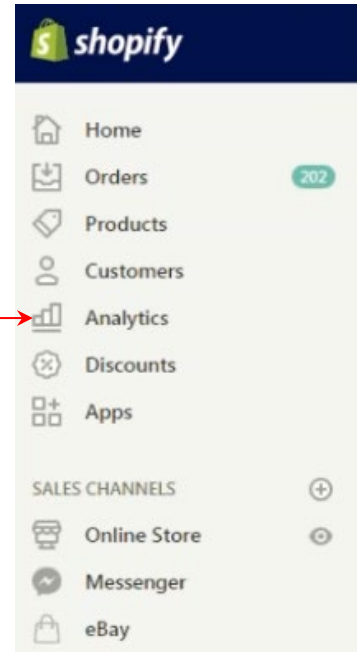
Click the **Export payouts** button

Shopify will send the resulting payouts 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**

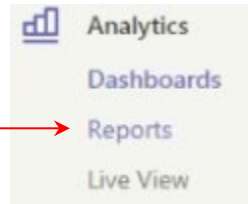


Use these directions to download the **Shopify Refunds** data for processing by SimplePort...

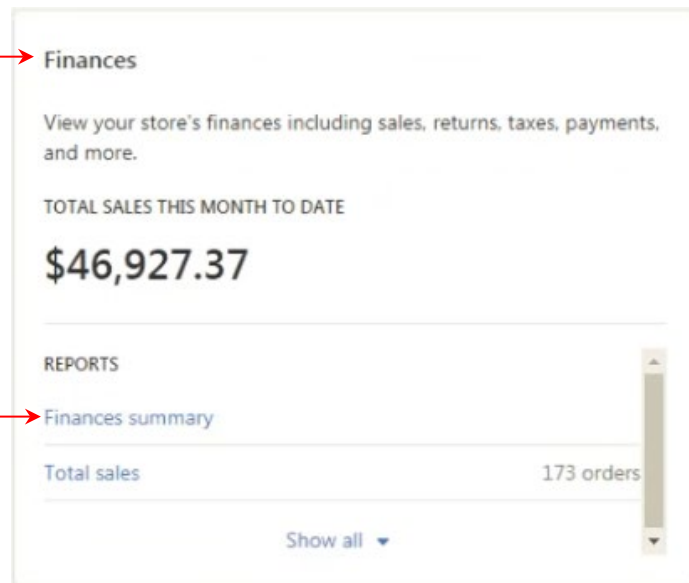
From the Shopify site navigation panel click **Analytics**



From the Analytics panel click **Reports**



In the **Reports** block scroll down to the **Finances** Square and click **Finances Summary**



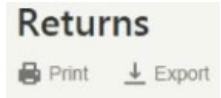
In the **Sales** block click **Returns**

The image shows the 'Sales' report table. The 'Returns' row is highlighted with a red arrow. The table lists various sales metrics and their values.

Sales	
Gross sales	\$55,861.62
Discounts	-\$9,157.36
Returns	-\$3,967.56
Net sales	\$42,736.70
Shipping	\$4,190.67
Taxes	\$0.00
<b>Total sales</b>	<b>\$46,927.37</b>

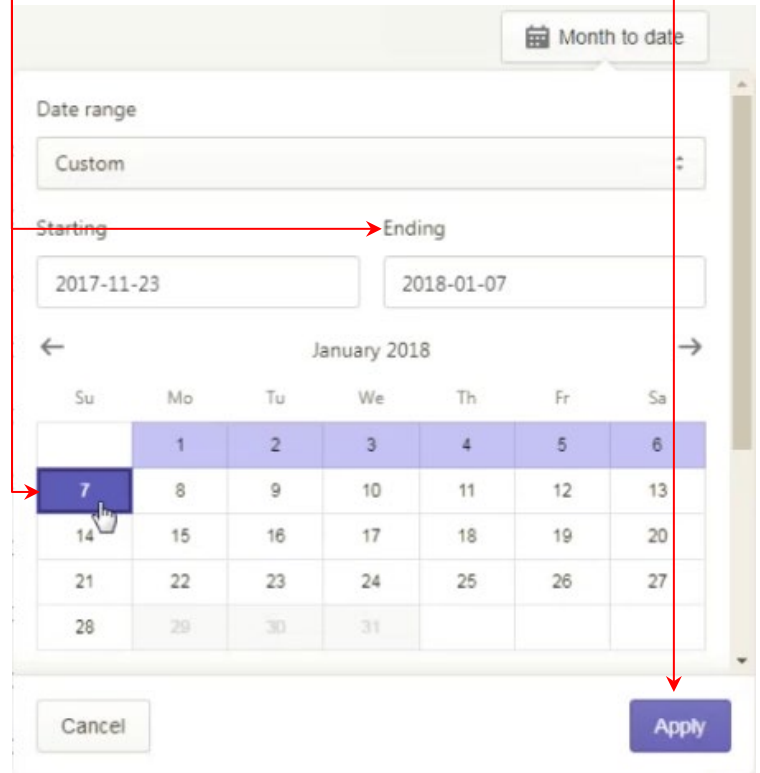
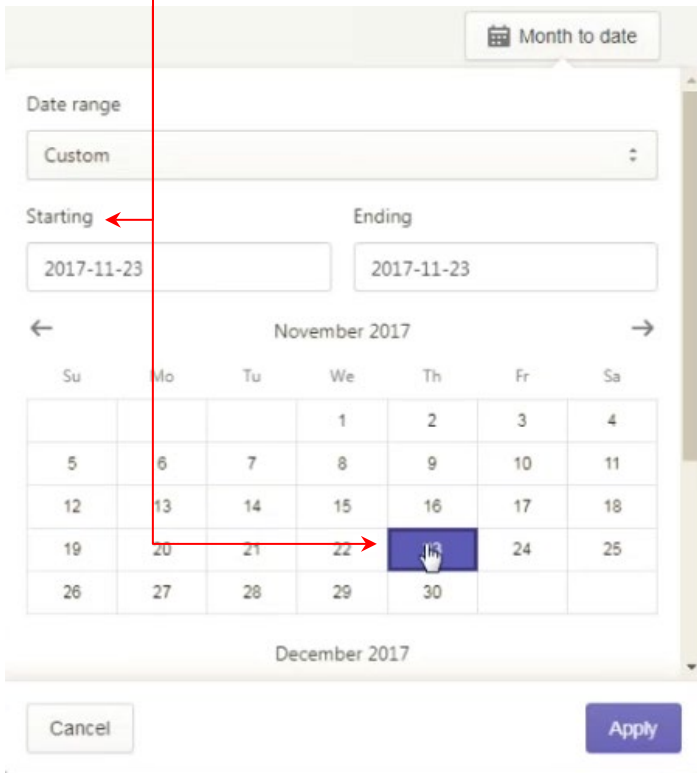


From the **Returns** → **Returns** window click **Month to date** button

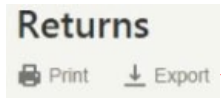


Select a **starting** date for the report and the

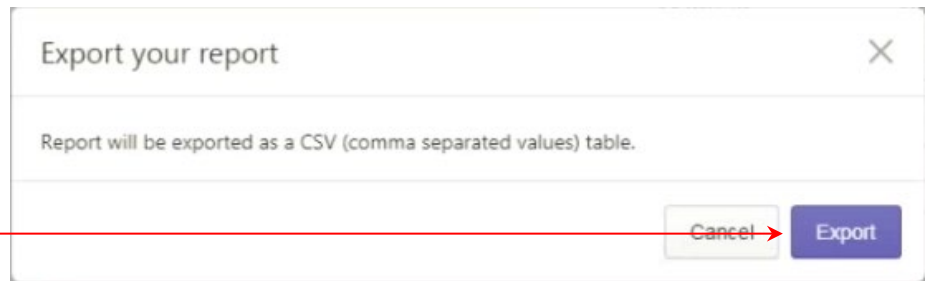
**ending** date for the report, click **Apply**



From the **Returns** → **Returns** window click **Export**



A confirmation pop-up will be displayed click the **Export** button



A pop-up **Report exported** notification will be displayed

Save the resulting Refunds files to your computer with a valid filename so you know what the file contains, something like SHOPFY\_REFUNDS\_2018\_01-07.csv. This file will be used as an upload to the SimplePort service to accurately track Shopify refunded transactions.

