

If using SHOPIFY as a “stand-alone” processor (no 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**

The screenshot shows the Shopify admin interface. On the left is a navigation menu with items: Home, Orders (with a notification badge), All orders, Drafts, Abandoned checkouts, Products, Customers, Analytics, Discounts, Apps, SALES CHANNELS (with a plus icon), Online Store (with an eye icon), Point of Sale, and Settings (with a gear icon). A red arrow points from the Settings menu item to the Settings page. The Settings page is displayed, showing various categories: General, Taxes, Sales channels, Payment providers, Gift cards, Account, Checkout, Notifications, and Shipping. A red arrow points from the Settings page title to the 'Payment providers' option.

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

The screenshot shows the 'shopify payments powered by stripe' interface. It includes the text 'Your store accepts payments with Shopify Payments. View the [terms of service](#).' Below this, it says 'Using: Shopify Payments'. At the bottom right, there are two buttons: 'View payouts' and 'Edit' with a right-pointing arrow. A red arrow points from the 'View payouts' button to the next step.

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

The screenshot shows the 'Payouts' display. At the top left, the word 'Payouts' is displayed in a large font. Below it, there are two buttons: 'Documents' and 'Export' with a download icon. A red arrow points from the 'Export' button to the next step.



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

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

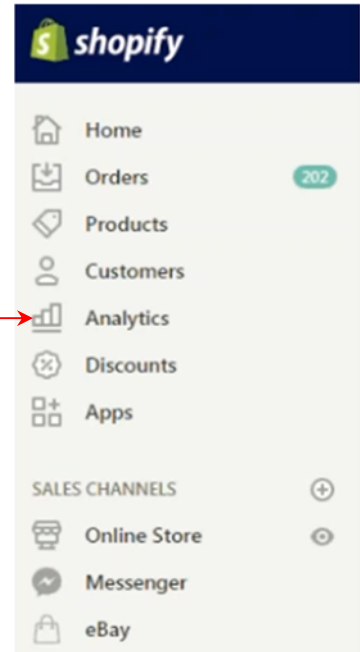
Click the **Export payouts** button

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**

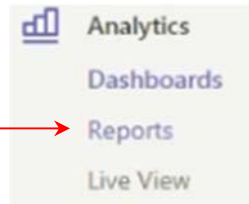


Use these directions to download the **Shopify Refunds** data for processing by SimplePort...

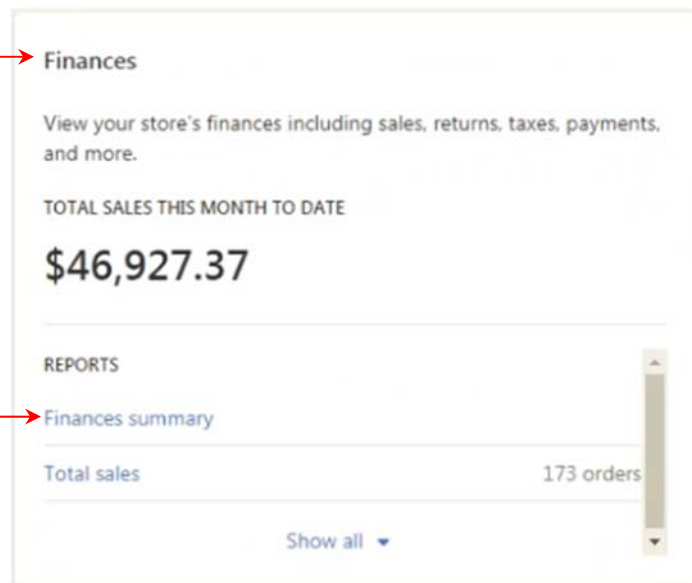
From the Shopify site navigation panel click **Analytics**



From the Analytics panel click **Reports**



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

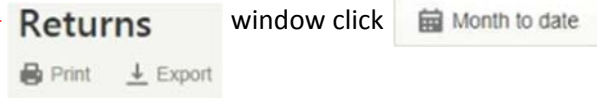


In the **Sales** block click **Returns**

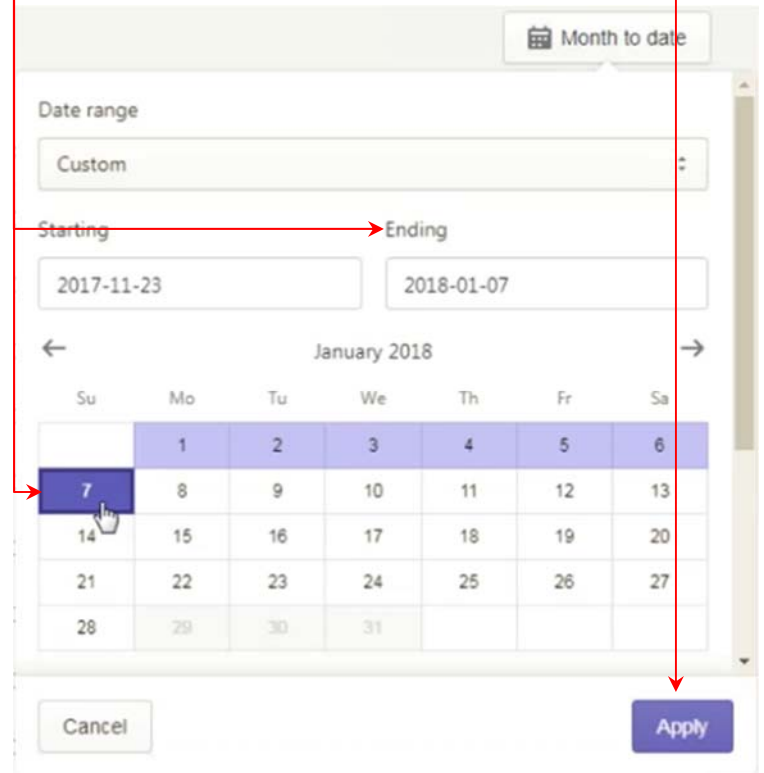
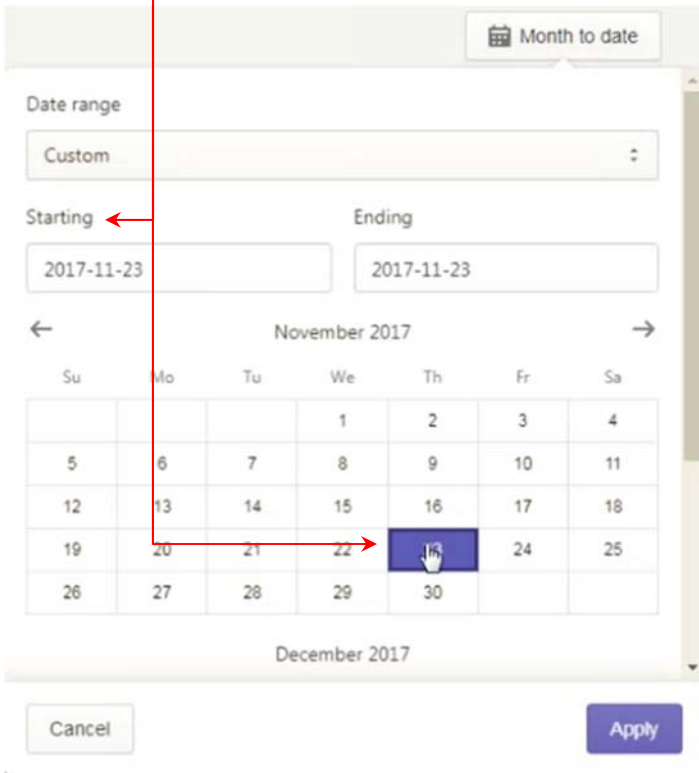
Sales	
Gross sales	\$55,861.62
Discounts	-\$9,157.36
<u>Returns</u>	-\$3,967.56
Net sales	\$42,736.70
Shipping	\$4,190.67
Taxes	\$0.00
<b>Total sales</b>	<b>\$46,927.37</b>



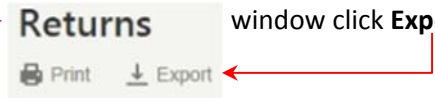
From the **Returns** window click **Month to date** button



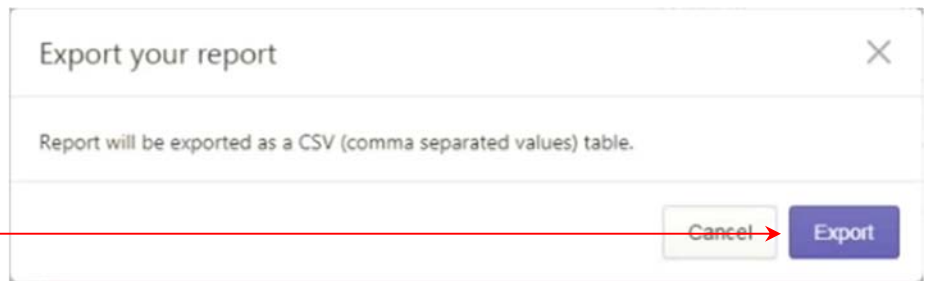
Select a **starting** date for the report and the **ending** date for the report, click **Apply**



From the **Returns** 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.

