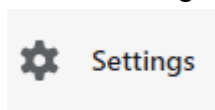


VM3COP27.52 How to export payments and transaction information from Shopify

1. Login via the admin page:
www.vandagraph.com/admin
Email: **info@vandagraph.co.k**
Password: **Vandagraph17!**

<http://viamed-ltd-online.myshopify.com/admin>
Email: catrin.hollings@viamed.co.uk
Password: **Viamed17!**

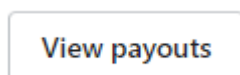
2. Click 'Settings' in the bottom left hand corner



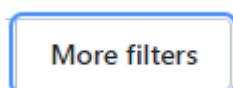
3. Click 'Payments' in the left hand menu



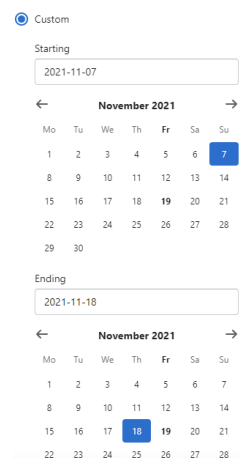
4. Click 'View payouts'



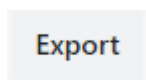
5. Use the filter function to determine the dates in which you want the information to show.



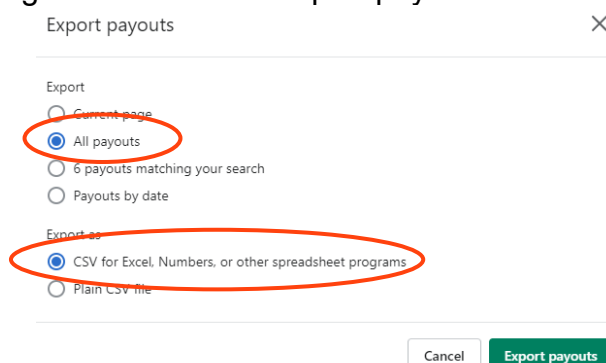
Click 'More filters', 'Payout date', 'Custom'.



6. Click 'Export' in the top left corner

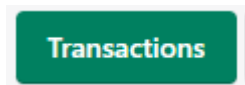


7. Click 'Current Page' then click the 'Export payouts' button



This will either export a CSV file to your downloads folder or it will be emailed directly to the designated email address in which you logged in with.

8. Click the 'Transactions' button in the top right of the page



9. Click the 'Filter' button, select 'Payout date', select 'after' and then put the same date as the start date you included for the payouts export. Then click 'Add filter'.

Show all resources where:

Payout Date

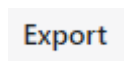
after

Date

2021-11-07

Add filter

10. Click the 'Export' button on the top right of the screen.



Make sure that 'Current page' and 'CSV for Excel...' are selected and click 'Export items'.

Export items

Export:

☒ Current page

☐ Items by date

☐ All items

☐ 11 payment transactions matching search

Export as:

☒ CSV for Excel, Numbers, or other spreadsheet programs

☐ Plain CSV file

Cancel

Export items

This will either export a CSV file to your downloads folder or it will be emailed directly to the designated email address in which you logged in with.