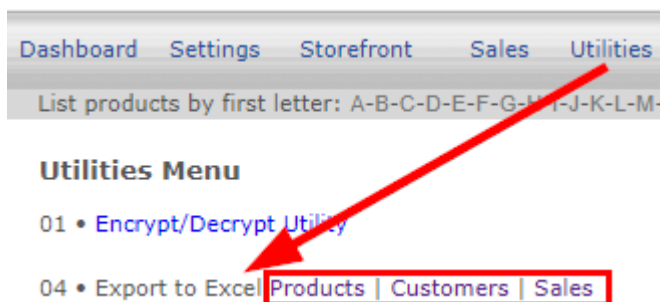


Excel Reports

The following reports can be run from the Comersus storefront itself and can be exported to Excel format.

1. Log into the storefront (see [Access the Storefront](#)).
2. Select **Utilities** from the main menu.
3. Select the name of a report from **04 Export to Excel**.



4. You can **filter** reports per date or per product depending on the report.

Products Report

This report generates a list of storefront products with their retail and wholesale prices and stock quantities. Access this report via the storefront Utilities menu: Utilities > 04 Export to Excel > Products.

Customers Report

This report generates a list of all of the accounts created via the storefront registration page with their first name, phone, email, and address. Access this report via the storefront Utilities menu: Utilities > 04 Export to Excel > Customers.

Sales Report

Access this report via the storefront Utilities menu: Utilities > 04 Export to Excel > Sales.