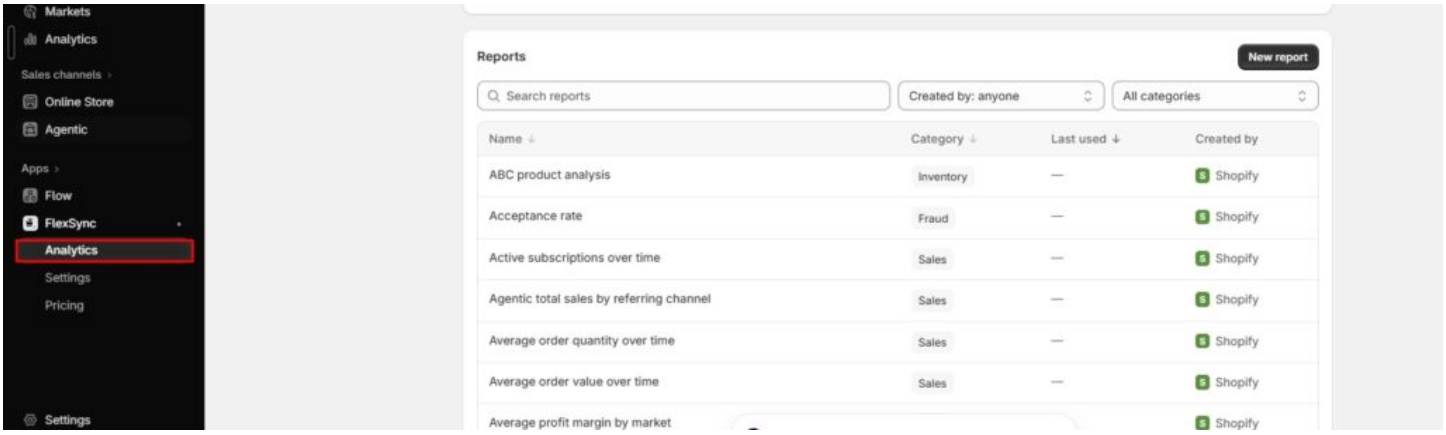
How to Export Shopify Analytics Reports to Google Sheets Using FlexSync

Configurations · https://flexsync.app/docs/how-to-export-shopify-analytics-reports-to-google-sheets/

With FlexSync, you can run Shopify's built-in analytics reports and export the results directly to Google Sheets. Browse ready-made reports, customize existing ones, or create your own ShopifyQL queries. Each report is automatically written to its own tab in your Google Sheet.

Access the Analytics page

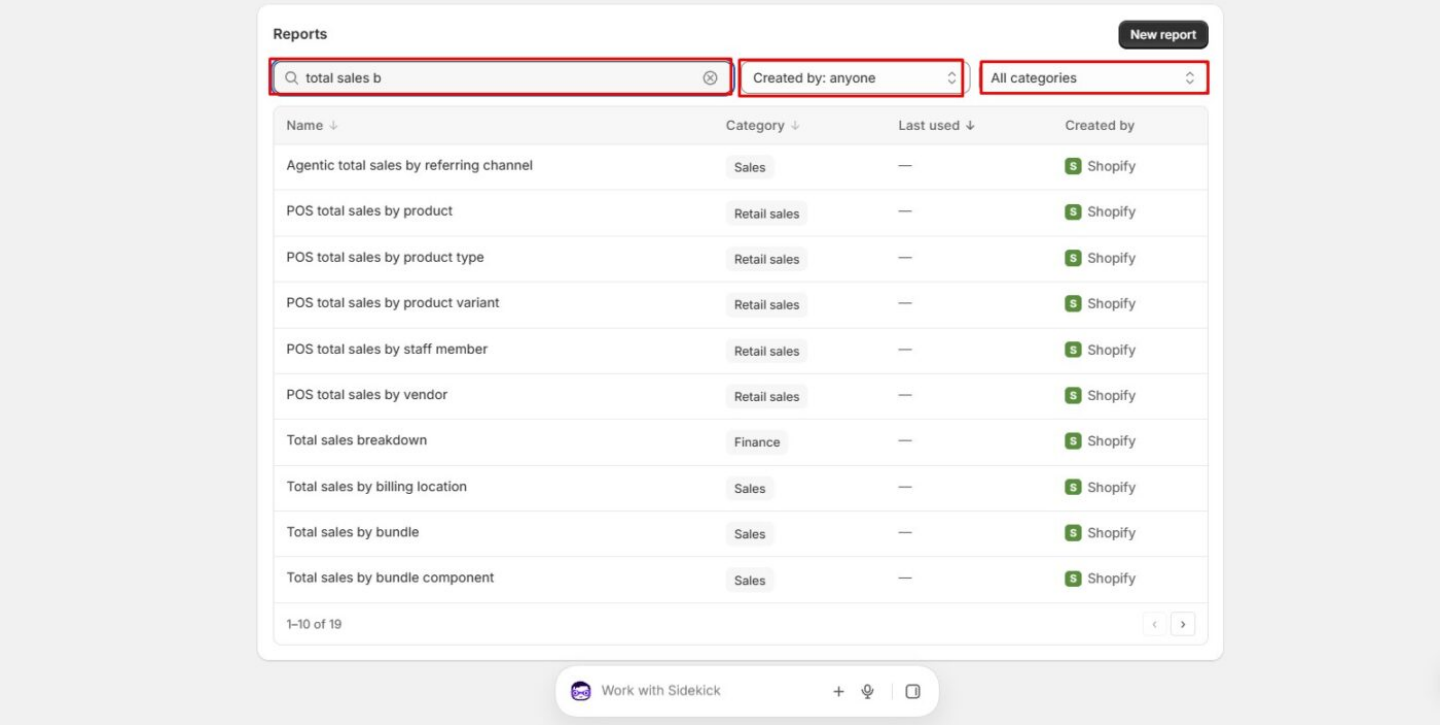
1. In your Shopify admin, open **FlexSync → Analytics**.
2. You'll see a library of ready-made Shopify reports, grouped by category (sales, inventory, profit, behavior and more).



The Analytics page with the report library

Find a report

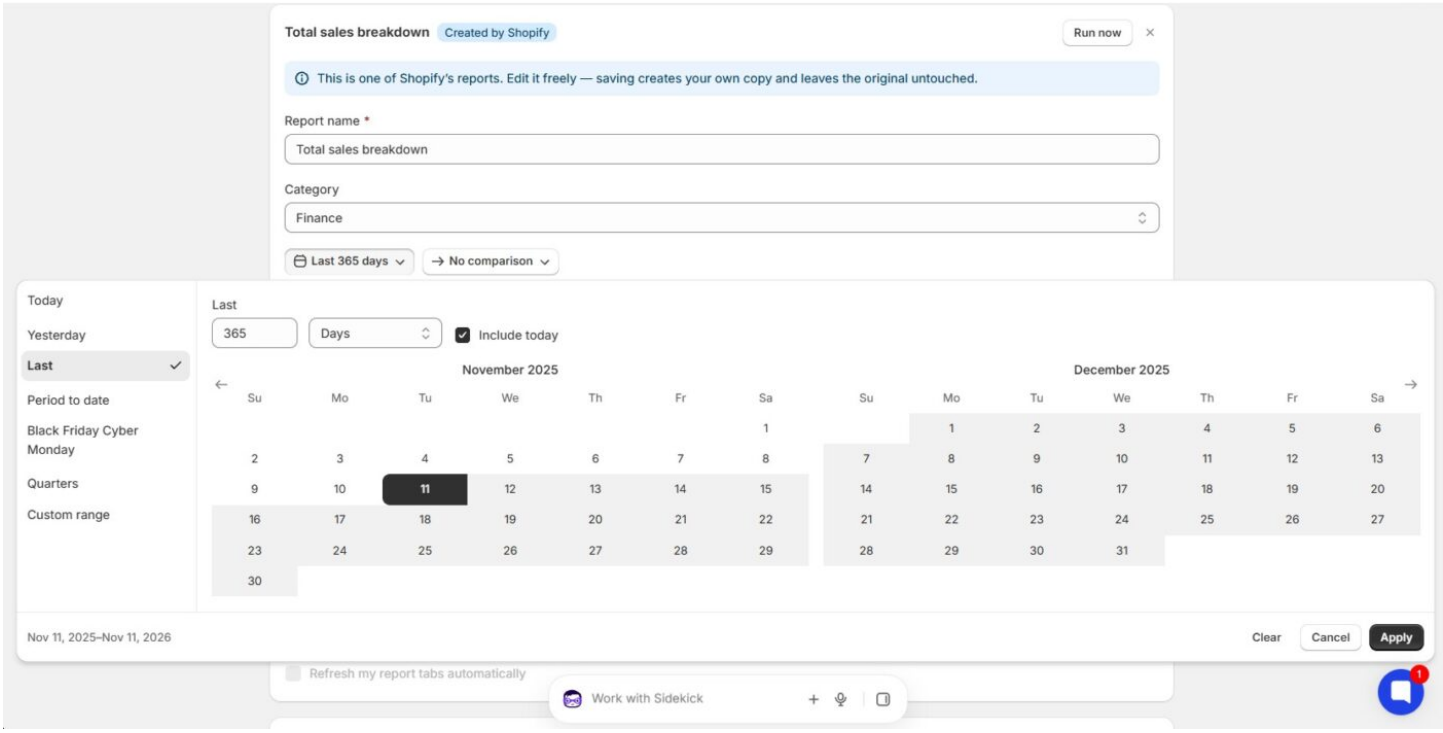
1. Type in **Search reports**, or narrow the list with **Created by** and **All categories**.



Searching the report library

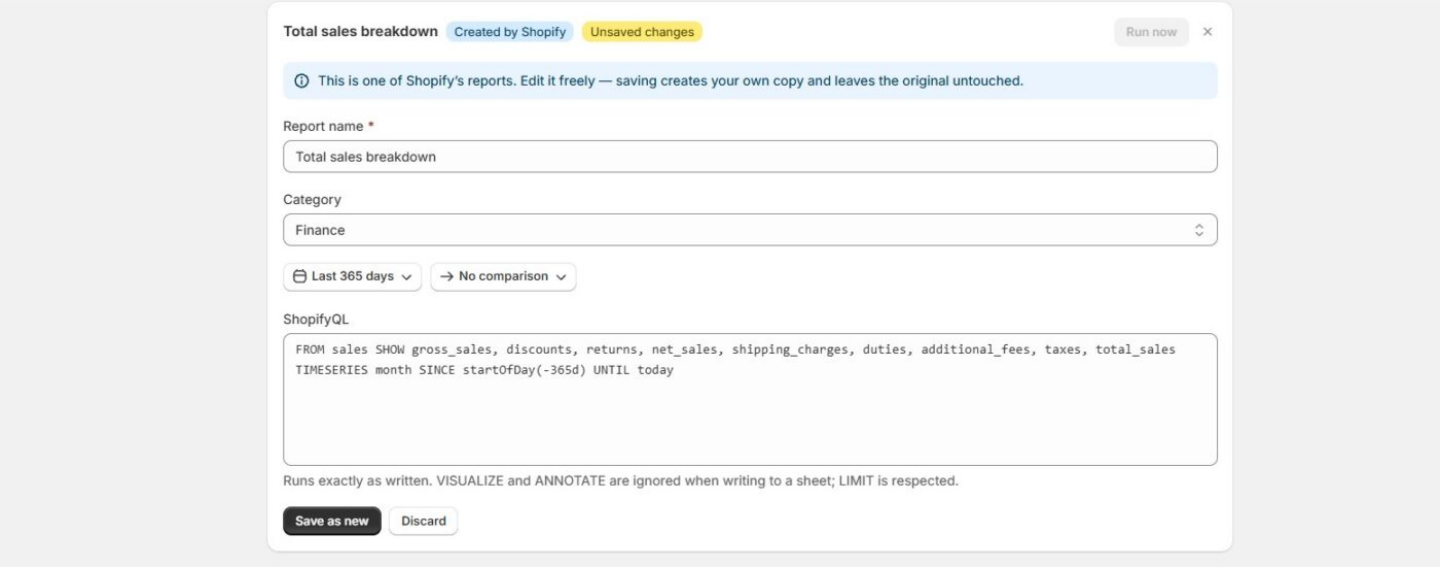
Run a report

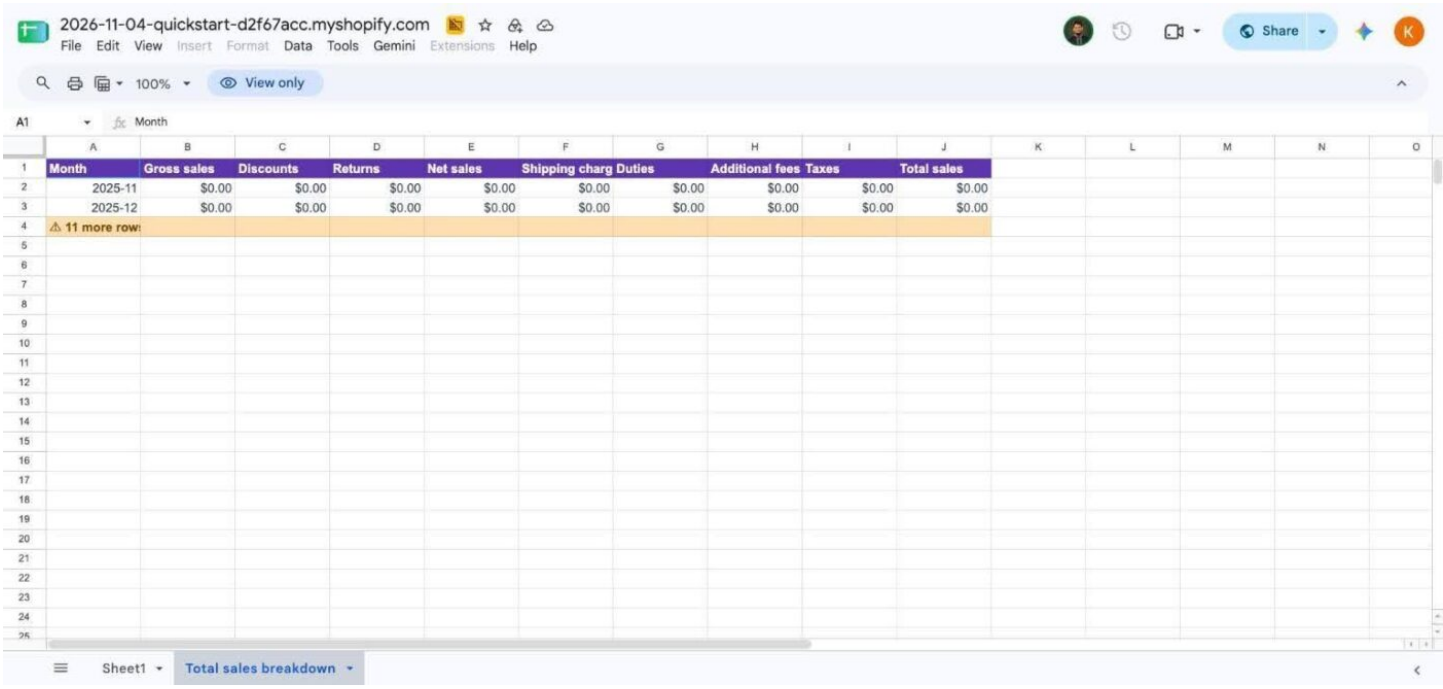
1. Click a report to open it. For example, **Total sales breakdown**.
2. Choose a date range (for example, Last 365 days). You can also compare it with an earlier period.



Picking the date range

3. Click **Run now**.
4. When it finishes, you'll see **Written to "Total sales breakdown"**. Open your Google Sheet to find the new tab.

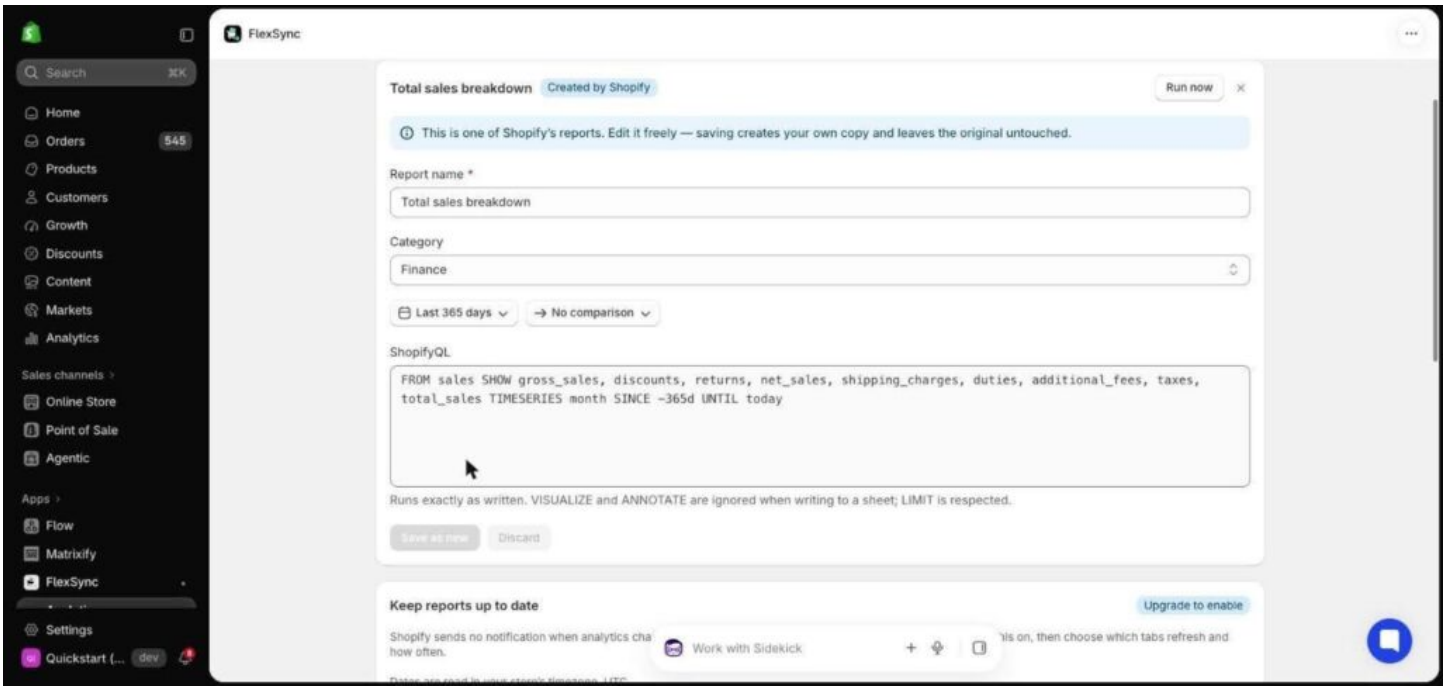




> On the Free plan, a report writes up to 2 rows and you can keep 1 report tab. The sheet shows how many more rows are available on a paid plan.

Edit a report or write your own

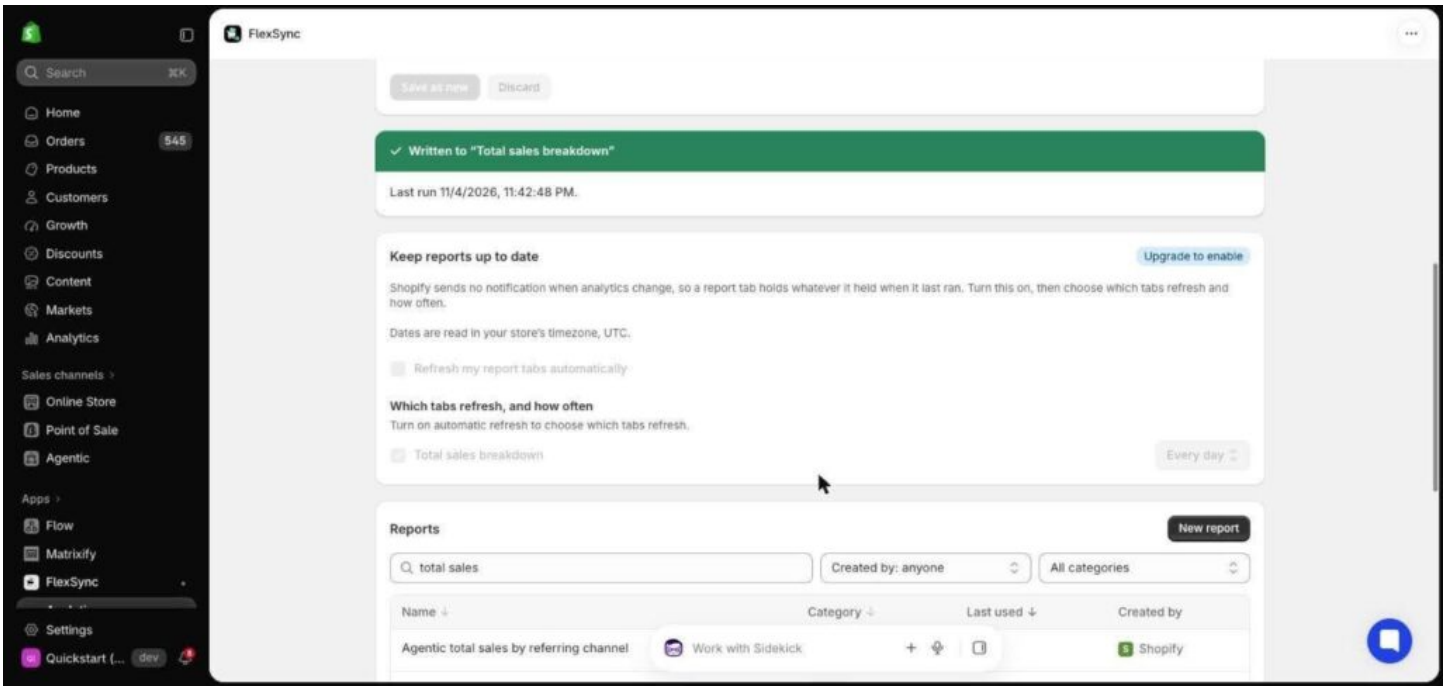
- Every Shopify report can be edited. Saving creates your own copy, and the original stays untouched. Click **Save as new** to keep your version.
- Click **New report** to write your own ShopifyQL query from scratch.



Report editor with the ShopifyQL query, Run now and Save as new

Keep reports up to date (paid plans)

Shopify doesn't notify apps when analytics change, so a report tab keeps the data from its last run. On paid plans, turn on **Refresh my report tabs automatically**, then choose which tabs refresh and how often: hourly, daily or weekly.



On the Free plan this section shows **Upgrade to enable**. Dates are read in your store's timezone.

Tutorial:

Embedded media: https://www.youtube.com/embed/-FD6g64WoSI?feature=oembed

Need help?

Need assistance setting up your analytics reports or writing custom ShopifyQL queries?

Reach out to our support team through **Live Chat** inside the FlexSync app, or book a setup call directly from the setup page.