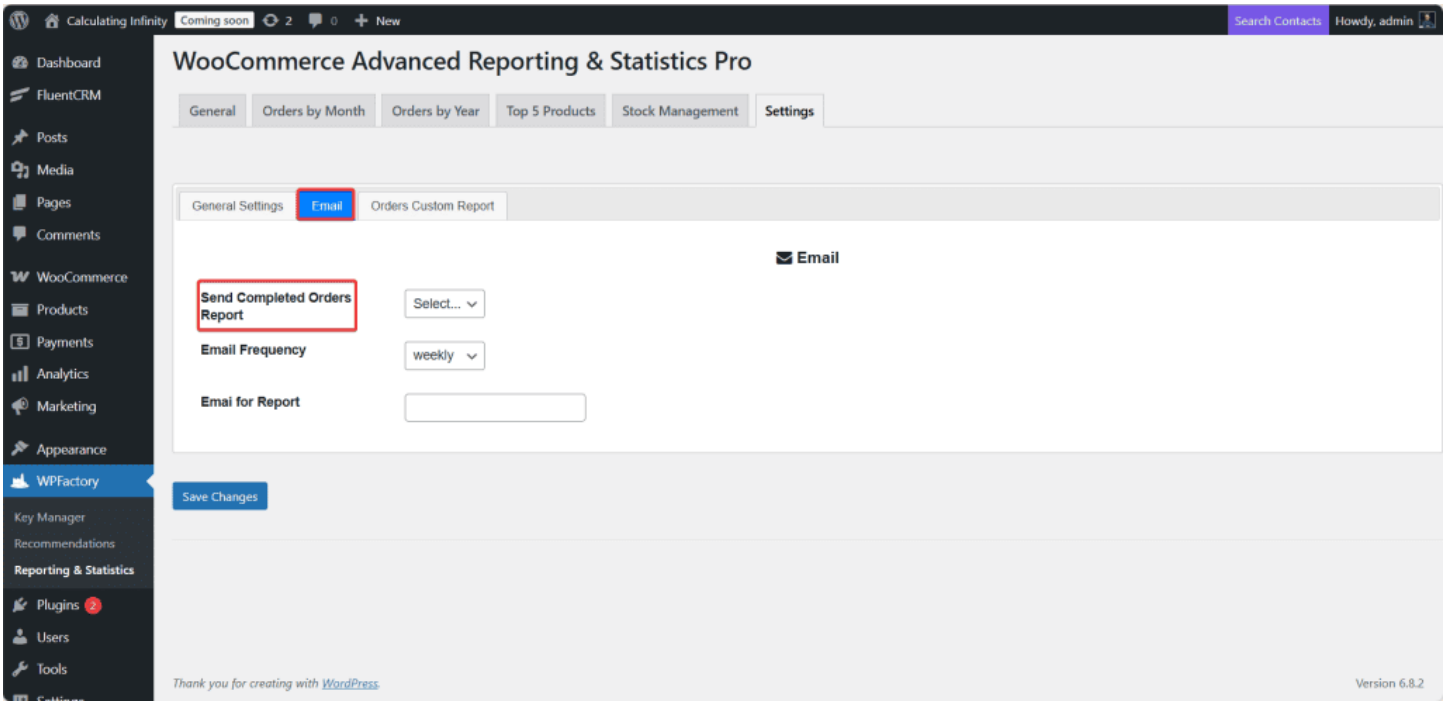
How to Schedule Automated WooCommerce Sales Email Reports

How to · https://wpfactory.com/docs/woocommerce-automated-sales-email-reports/

You can have a WooCommerce sales and stock report emailed to you on a schedule, so you never have to open the dashboard to know how the store is doing. WooCommerce Advanced Reporting and Statistics sends this report daily, weekly or monthly to any address you choose.

Set it up

1. Go to **WPFactory > Reporting & Statistics**.
2. Open the **Settings** tab, then the **Email** section.
3. Set **Send Completed Orders Report** to **Yes**.
4. Choose an **Email Frequency**: Daily, Weekly or Monthly.
5. Enter the recipient in **Emai for Report**. It defaults to your site's admin email.
6. Click **Save changes**.



Options reference

Label	Option ID	Values	Default
Send Completed Orders Report	`webdWoocommerceReportingStatisticsProsendReport`	Yes / No	No
Email Frequency	`webdWoocommerceReportingStatisticsProemailFrequency`	Daily / Weekly / Monthly	Weekly
Emai for Report	`webdWoocommerceReportingStatisticsProemailForReport`	Any email address	Site admin email

> **Note:** the recipient field is labeled **Emai for Report** in the plugin (spelled that way in the interface). It is the correct field for the report address.

What the email contains

Each report bundles four sections into one HTML email:

- A sales summary for the current month (Total Sales, Net Sales, Shipping, Taxes, Refunds, Discount, products purchased, orders, average net sales per day, sales every).
- A sales summary for the last 7 days, in the same format.
- The **Sold Products Low Stock** reminder (last 30 days).
- The **General Stock Monitoring** low-stock list.

So a single email gives you both recent performance and the products you may need to reorder.

How scheduling works

The report is sent by a scheduled task at the frequency you pick. Because it relies on WordPress scheduled events (WP-Cron), the email goes out the next time the schedule is due after a visit to your site. On very low-traffic stores, where scheduled tasks can lag, consider a server-level cron for reliable timing. Setting **Send Completed Orders Report** to **No** cancels the schedule.

Troubleshooting

- **No email arrives:** confirm Send Completed Orders Report is Yes and the recipient address is correct, and that your site can send email (test with an SMTP plugin if needed).
- **Timing is off:** WP-Cron depends on site traffic. Use a real server cron for exact schedules.
- **Changed the frequency but it did not update:** save the settings again, which reschedules the task.



WOOCOMMERCE ADVANCED REPORTING AND STATISTICS

WooCommerce Advanced Reporting and Statistics turns your store data into clear, exportable reports, sales forecasts and stock alerts.

See everything it can do →

Related articles

- How to Read the WooCommerce Sales Report and Overview
- WooCommerce Sales Report by Month and Year (with Forecast)
- How to Give Staff Access to WooCommerce Reports
- How to Filter WooCommerce Reports by Country, Product, Customer and More
- How to Build a Custom Orders Report in WooCommerce