How to Export WooCommerce Reports to Excel

How to · https://wpfactory.com/docs/woocommerce-export-reports-to-excel/

Every report table in WooCommerce Advanced Reporting and Statistics can be exported to an Excel spreadsheet, so you can share figures with your accountant, keep an archive, or analyze them further. This guide shows where the export button is and what you get.

Export a table

1. Go to **WPFactory > Reporting & Statistics** and open the report you want.
2. Run the report (choose a period and click **Filter Orders** where applicable).
3. Find the **Export** button above the table.
4. Click it to download an Excel (.xlsx) file.

The file downloads straight to your computer, named `export` by default. No extra setup is required.

What can be exported

The export button appears on the data tables throughout the plugin, including:

- The **Orders**, **Customers**, **Products**, **Categories**, **Countries**, **Payment Methods** and **Coupons** tables on the General report.
- The **Orders by Month** and **Orders by Year** tables.
- The **General Stock Monitoring** and **Sold Products Low Stock** tables on Stock Management.

Each export contains exactly the columns shown in that table. For the Orders table, that means the fields you selected under **Settings > Orders Custom Report**. See the **custom orders report** guide to control those columns.

Tips

- Use the table's **Search** box to focus on specific rows before you export, then export the filtered view.
- The export is generated in your browser, so it reflects the report exactly as it is on screen at that moment.

Troubleshooting

- **No Export button:** run the report first. The button appears once a table has data.
- **The Orders export is empty:** select fields under Orders Custom Report so the Orders table has columns to export.
- **Download blocked:** check that your browser is not blocking automatic downloads from the admin area.



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