The Shopify Payout Reconciliation Checklist

SuppliFlex

Trace every dollar between your sales report and your bank deposit

WHY THE GAP EXISTS

1

Fees

Payment processing fees are deducted before the payout — they scale with your best weeks, which is exactly when the gap looks the most alarming.

2

Refunds

A refund hits the payout on the refund date, but the sale it's refunding may sit in a different reporting period entirely.

3

Adjustments

Chargebacks, currency corrections, and restocking fees rarely have a clean home in either report — they're what stretches month-end close.

RUN THIS BEFORE YOU ASSUME SOMETHING'S BROKEN

- ✓ **Confirm the payout date range**
  Shopify Payments cycles almost never align with a calendar week — that misalignment alone explains a meaningful chunk of most "missing" revenue.

- ✓ **Subtract the fee total first**
  Pull the fee total for that payout period and net it against gross sales before comparing anything else.

- ✓ **Trace every refund back to its order**
  List refunds processed in the payout window and check whether the original order falls inside or outside the sales period you're comparing.

- ✓ **Check for chargebacks and manual adjustments**
  These are the line items most likely to have zero visibility in your sales report — and the ones that quietly stretch month-end close.

Still not resolving?

Book a 20-minute diagnostic — we'll look at your actual Shopify payout and QuickBooks setup.

Book Free Diagnostic →