Stripe Payments CRM Report User Guide

1. First, download the latest stripe report.

2. Make sure the format of downloaded report excel file is csv.

3. Go to https://cvbc.ca/stripe-report in portal.

4. Enter start Date & end date (note: the system is not able to load more than 200 records at a time so, if you choose a time period which contains more than 200 records, it would ask you to make the period shorter)

5. upload the downloaded stripe report by clicking on choose file.

6. If you want to change the dates the best way is to clear the form first by clicking Reset button.

7. Click on Get Result button and wait for the data to load.

8. Scroll down to the bottom of the page and click on Export to Excel button.