



# What Reports to Download

A platform-by-platform checklist for Shopify, Amazon, Etsy, eBay, TikTok Shop, WooCommerce, and bank records.

**Clarity, confidence, and beautifully balanced books.**

A free Clear Ledger Studio guide for e-commerce sellers who want to start with a clearer system before buying tools or hiring help.

# The goal: save the source documents before you need them

Reports do not replace bookkeeping, but they give you the source information your spreadsheet, accountant, or bookkeeper may need. Downloading reports monthly helps prevent the end-of-year scramble.

## Before you download

Choose the correct month or custom date range, confirm the store currency, and save reports in a monthly folder. Platform menus and report names can change, so use this guide as a practical checklist, not a promise that every seller account will look identical.

## Core report types for any e-commerce seller

Report type	Why it matters
Sales or orders report	Shows order activity, product sales, discounts, shipping charged, and customer-level details depending on the platform.
Payout or settlement report	Shows what the platform paid to your bank and the fees, refunds, reserves, or adjustments that affected the deposit.
Fee detail report	Helps separate selling, processing, referral, advertising, subscription, or marketplace fees.
Refund/returns report	Helps explain why total sales and payouts do not line up.
Tax report	Helps identify tax collected, marketplace-collected tax, GST, VAT, or sales tax details where available.
Bank activity	Confirms the actual amount and date deposited into your bank account.
Expense receipts	Supports non-platform costs such as ads, apps, subscriptions, packaging, software, and professional fees.

# Platform-by-platform download checklist

Platform	Reports to look for	Bookkeeping purpose
Shopify	Finance Summary; Sales reports; Payments or payout details; Taxes report; Orders export	Use for sales, refunds, tax collected, fees, payout matching, and month-end review.
Amazon Seller Central	Payments Statement View; Transaction report; Settlement report or flat file; Reports Repository summaries	Use settlement data to connect sales, fees, refunds, adjustments, reserves, and bank disbursements.
Etsy	Orders CSV; Etsy Payments sales; Etsy Payments deposits; Payment account activity	Use to review orders, payment deposits, fees, and marketplace activity.
eBay	Transaction report; Earnings report; Orders report; payout/payment activity	Use to reconcile sales transactions, fees, refunds, shipping, and payouts.
TikTok Shop	Settlement report; Statements; Payout reports; Orders report; tax/1099-K detail where relevant	Use to review settlements, fees, shipping, adjustments, payout status, and order-level data.
WooCommerce	Analytics Revenue report; Orders report; Taxes; Coupons; Products; CSV exports	Use to review gross and net revenue, refunds, discounts, taxes, shipping, products, and orders.

## Suggested monthly download routine

- 1 Pick the same date range every month, usually the first to last day of the month.
- 2 Download sales/orders reports before downloading payout reports.
- 3 Download payout/settlement reports and compare them to bank deposits.
- 4 Download tax-related reports if your platform provides them and tax applies to your business.
- 5 Save reports using a consistent file name so they are easy to find later.

# File name examples

Report	Clean file name
Shopify Finance Summary	2026-01 - Shopify - Finance Summary.pdf
Shopify payout report	2026-01 - Shopify - Payout Report.csv
Amazon settlement report	2026-01 - Amazon - Settlement Report.csv
Etsy orders CSV	2026-01 - Etsy - Orders.csv
eBay transaction report	2026-01 - eBay - Transaction Report.csv
TikTok Shop settlement	2026-01 - TikTok Shop - Settlement Report.xlsx
WooCommerce revenue report	2026-01 - WooCommerce - Revenue Report.csv
Bank activity	2026-01 - Bank - Business Checking Activity.pdf

## Do not rely only on screenshots

Screenshots can be helpful for quick reference, but reports and CSV files are easier to review, sort, compare, and share with a bookkeeper or accountant. Save the original report when possible.

## What to avoid

- Downloading reports with unclear date ranges.
- Saving everything to one messy downloads folder.
- Relying only on the bank deposit and ignoring fees, refunds, and tax details.
- Mixing different platforms into one folder without labels.
- Waiting until tax time to download a full year of reports without monthly notes.

## Next step

Ready for a clearer Shopify system? The Clear Ledger Studio Shopify Bookkeeping Kit 2026 is designed to help you organise sales, fees, expenses, payouts, profit, and monthly checks with a workbook and spreadsheet system.

## Source notes

Source notes: This free resource was prepared using Clear Ledger Studio's internal product positioning and publicly available platform documentation from Shopify Help Center; Amazon Seller Central Help; Etsy Help Center; eBay Help; TikTok Shop Seller University; WooCommerce documentation. Platform menus and report names can change, so always confirm inside your own seller account.

