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CLIENT HOW-TO GUIDE

Downloading your TikTok Shop statement report

A short step-by-step guide to exporting your settlement statements from TikTok Shop Seller Centre, so we can keep your bookkeeping accurate and up to date.

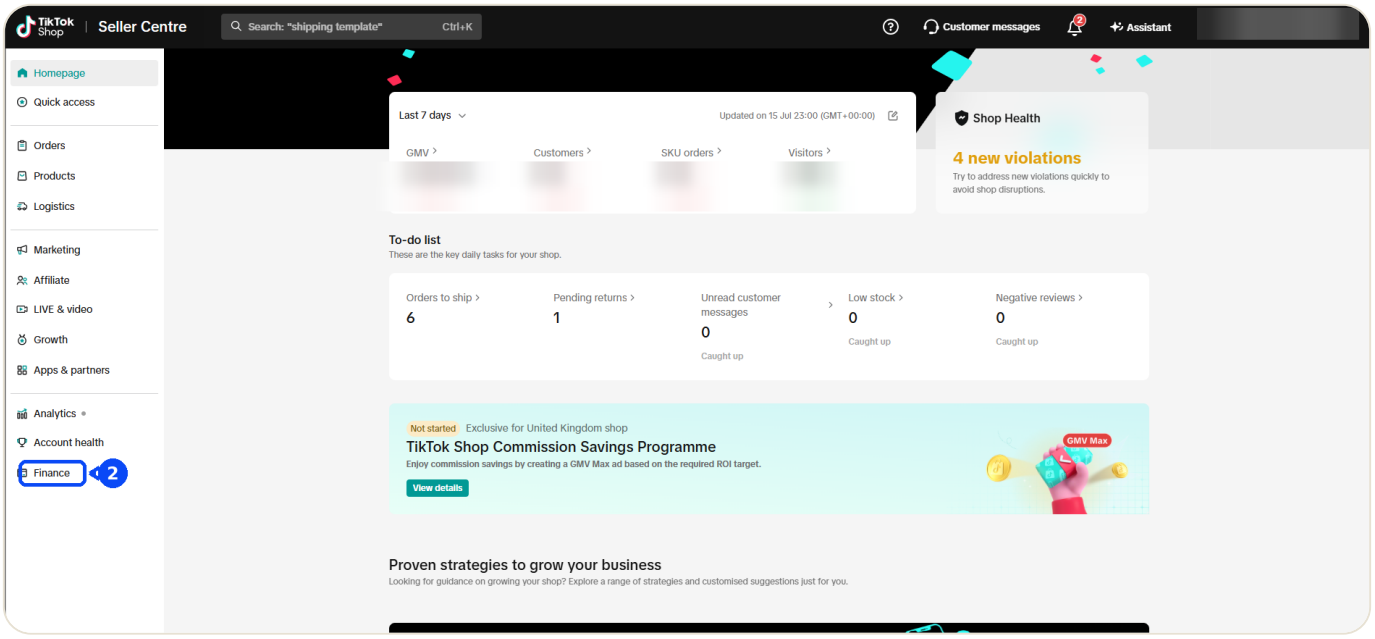
8 simple steps

Your TikTok Shop statement is a daily report of every settled order, including sales, refunds, fees and adjustments. We use it to reconcile your income against the money that reaches your bank. Please follow the steps below, then send us the exported Excel file.

The screenshots are from a live account. Any figures and reference numbers have been blurred for privacy, and the buttons you need to click are circled in blue.

1 Log in to TikTok Shop Seller Centre

Go to **seller-uk.tiktok.com** and sign in to your shop. You will land on the Seller Centre homepage shown below. Everything you need for this guide is reached from the left-hand menu.

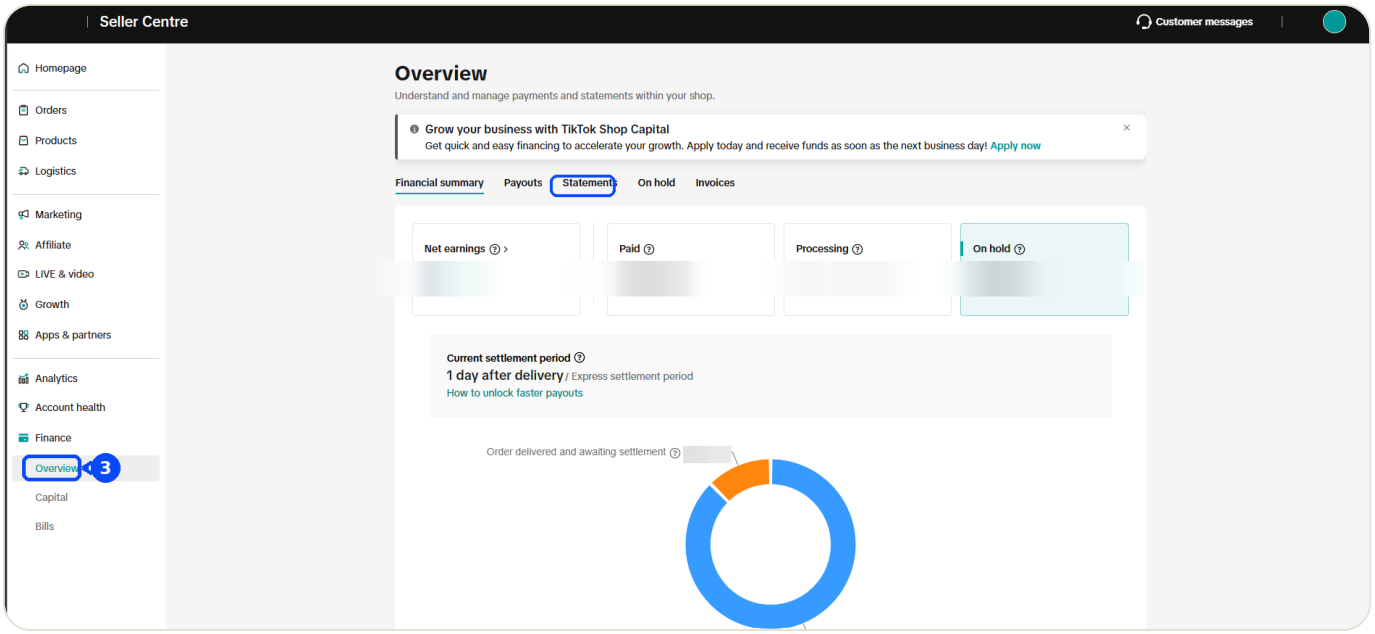


2 Open the Finance menu

On the left-hand menu, click **Finance**. This is where TikTok keeps all your payments, statements and payout records.

3 Click Overview under Finance

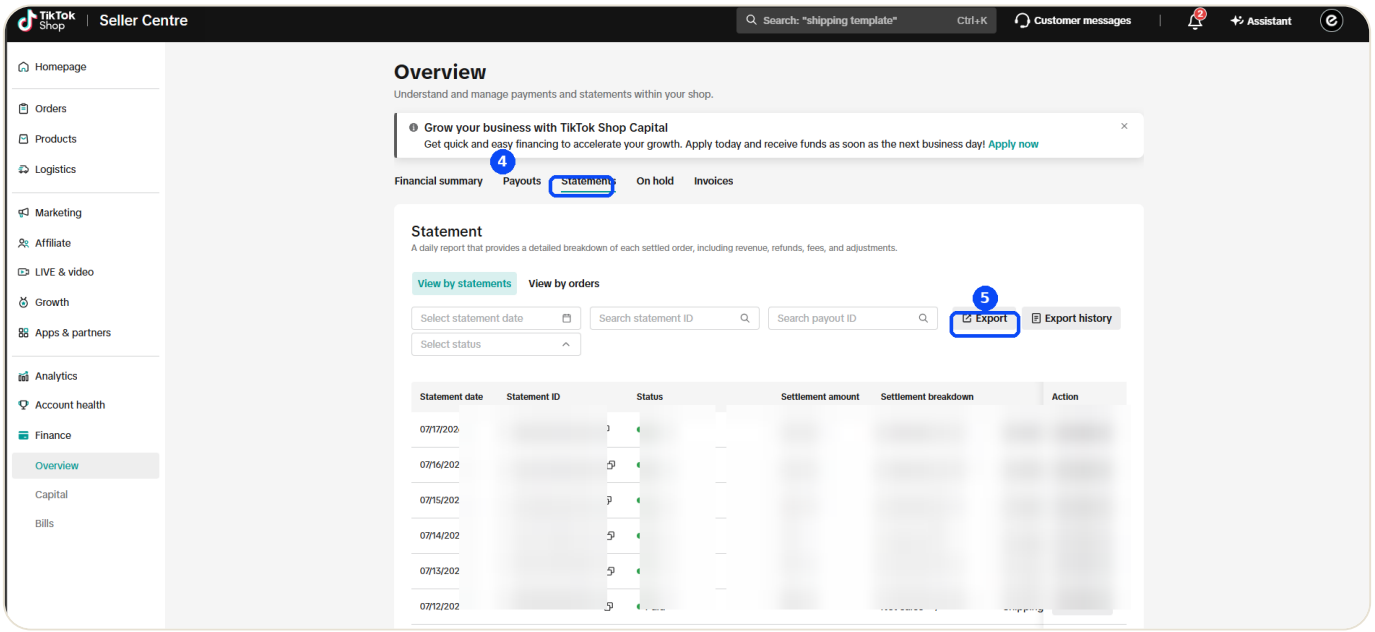
Under Finance, click **Overview**. This opens the payments and statements area for your shop. You can ignore the summary figures on this page, the report you need is in the next tab.



Click **Overview** (3). Then look along the row of tabs for **Statements**.

4 Open the Statements tab

Along the top of the Overview page, click the **Statements** tab. This shows a daily report of each settled order, including revenue, refunds, fees and adjustments. This is the data your accountant needs.



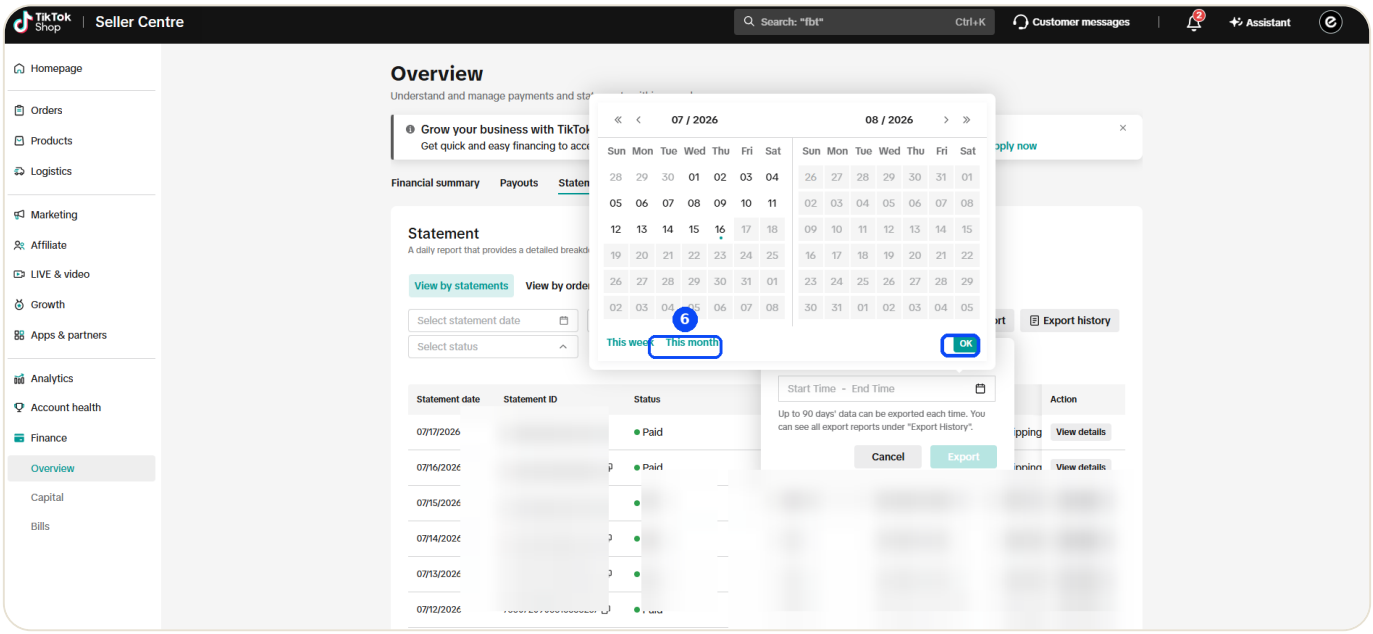
Click the **Statements** tab (4).

5 Click Export

On the right-hand side, above the table, click the **Export** button. A small window will open so you can choose which dates to include.

6 Select your date range

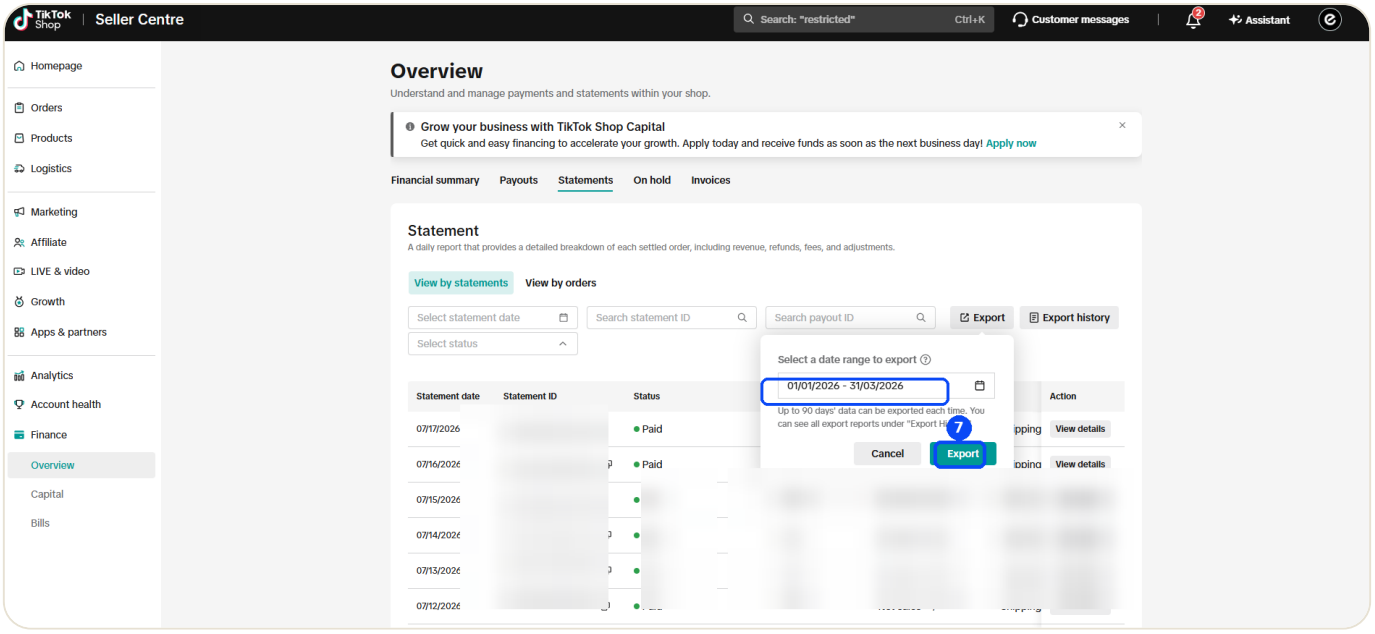
Choose the period you need. You can pick **This month**, or set your own start and end dates on the calendar, then click **OK**. As an example, to export the first quarter you would select 1 January 2026 to 31 March 2026. Note TikTok allows up to 90 days of data per export, so longer periods need to be exported in blocks.



Pick your dates, or use **This month** (6), then click **OK**.

7 Confirm and click the green Export button

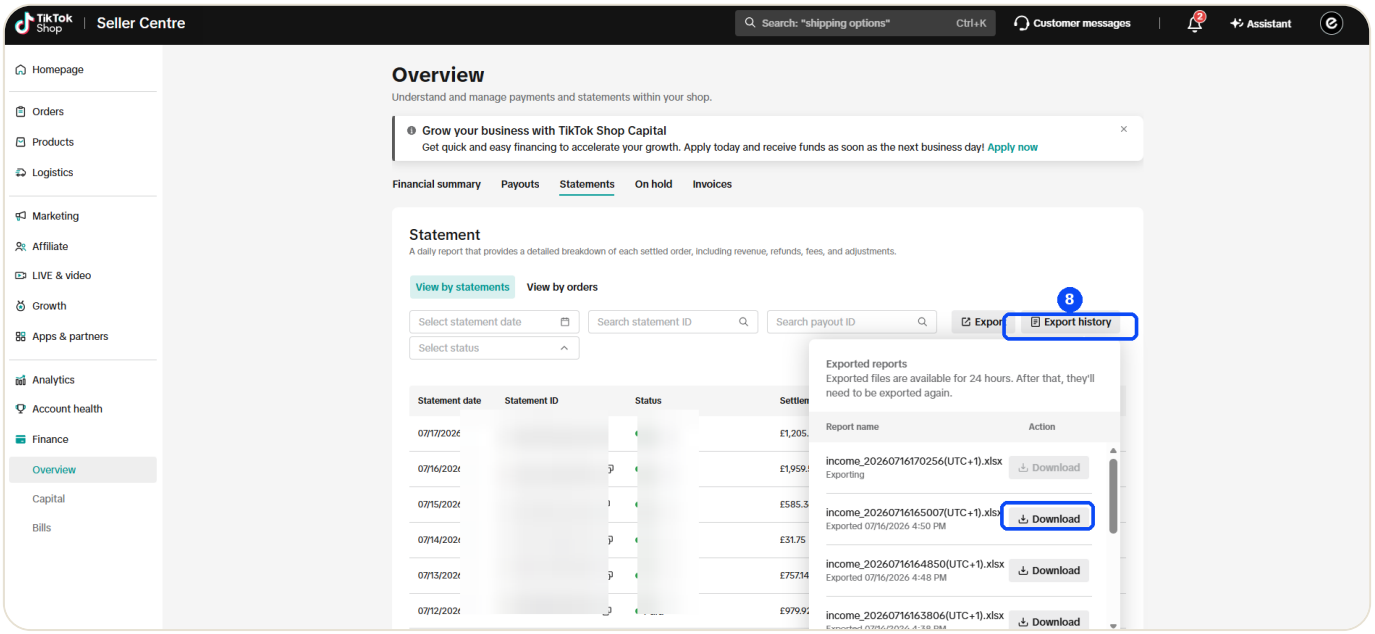
Check the date range shown in the box is correct, then click the green **Export** button to generate the report.



Confirm the dates, then click the green **Export** button (7).

8 Download the report from Export history

Click **Export history** to see your generated files. When a report finishes, its status changes from *Exporting* to a **Download** button. Click **Download** to save the Excel file, then send it to us. Exported files are only available for 24 hours, so download it promptly.



Open **Export history** (8) and click **Download** once the file is ready.

A FEW THINGS WORTH KNOWING

TikTok exports statements by settlement date, not order date, and allows up to 90 days per export. Exported files stay available for 24 hours, so download promptly. If you need a longer period, export it in blocks and send us each file.