DON'T FORGET TO REMIT YOUR TAXES!



Follow these quick instructions to find your "Tax by Jurisdiction" report.

LOG IN

Log on to your store with an authorized account.

Staff members must have VIEW CLINIC REPORTS access set up under STORE MANAGEMENT > CLINIC STAFF > STAFF REGISTRATION > USER DETAILS > ASSIGN USER ROLES to have access to reporting.

Store Management	User Details		
Site Products & Content	* Denotes required field		
hoducts, Pricing & Contant	·Login: janeamith@gmail.com		
dd Product Request	Send Password Reset Email First name:	* Last name:	
iew Products Opt-In/Out	Jane	Snih	
Clients	• Street address:		
dd Client	21467 Holyoke Ave		
earch for Client			
	* City:	* State/Province:	* Zip code/postal code:
Clinic Staff	Lakoville	Minnesota 👻	55044
taff Registration	* Email:	* Primary Phone number:	
icense Management	janesmith/8gmail.com	(612) 000-0000	
Reporting	Assign User Roles		
eports			
	All clinic users are able to buy on behalf of a cl	lent, view and approve orders, and access marketing tools.	
	Catalog Manager	Vew Clinic Reports	
	Approve Client Registrations	Receive System Emails	

² SELECT & DOWNLOAD REPORTS

Under **STORE MANAGEMENT > REPORTING > REPORTS**, select the desired report by clicking on the report title.

Reports are available in three formats: **.mht** - viewable in a web browser, **.PDF** - viewable in Adobe Acrobat, and **.xlsx** - viewable in Excel.

Honsed My Prestore		Marketing Prescription Managem	eent Order Management Sto	re Management 1 Jennifer Athmann ,
Shop Pets 🗸 Shop Equine 🗸 Shop Livestock 🗸			Search	٩
Hore : Store Management : Circi Reports	Clinic Reports	Reporting Period	Reporting Format 🔘	
Products, Pricing & Content	View All 🗸	View All 🗸	View All 🗸	Apply
Add Product Request	View All	View All	View All	
New Products Opt-In/Out	ACH Payment History	Weekty	PDF	
	Price Groups	Monthly	XLSX	
Clients	Promotion Codes	Quarterly	MHT	
Add Client	Reconciliation	Annually		
Search for Client	Sales by Item			
	Sales Orders			
Clinic Staff	The briefsfore			
Staff Registration	Tax Summary			
License Management				
Reporting Reports				

REPORT FREQUENCY

Reports are generated and ready for you to view or download weekly, monthly, quarterly, and annually.

New reports are posted to your store's report page on the **second of each month.**

Report Type	٦	Reporting Period	0	Reporting Forma	at 🕕	
Tax Jurisdiction	~	Quarterly		PDF	~	Apply
ax by Jurisdiction sum hould be remitted. Thi FEMS 1 - 1 of 1	nmarizes the s is report is us	sales tax you have collec ed when remitting sales t	ted from your clie ax collected by y	ents, breaking it down by your practice through the	y the city, state, an a store.	d local jurisdictions where those taxes
Tax by Jurisdiction sum ihould be remitted. Thi TEMS 1 - 1 of 1 Report Name	nmarizes the s is report is us	sales tax you have collec ed when remitting sales t	ted from your cliv ax collected by y	ents, breaking it down by your practice through the Reporting Period	y the city, state, an e store.	d local jurisdictions where those taxes

Need help? Contact our MyVetStoreOnline support team! Call (844) 654-6876 available M-F 7:00 am - 7:00 pm CT, or email accounts@myvetstoreonline.pharmacy.