

DON'T FORGET TO REMIT YOUR TAXES!

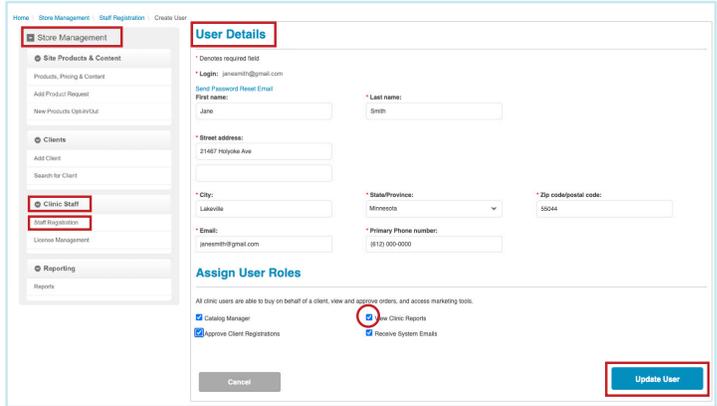


Follow these quick instructions to find your “Tax by Jurisdiction” report.

1 LOG IN

Log on to your store with an authorized account.

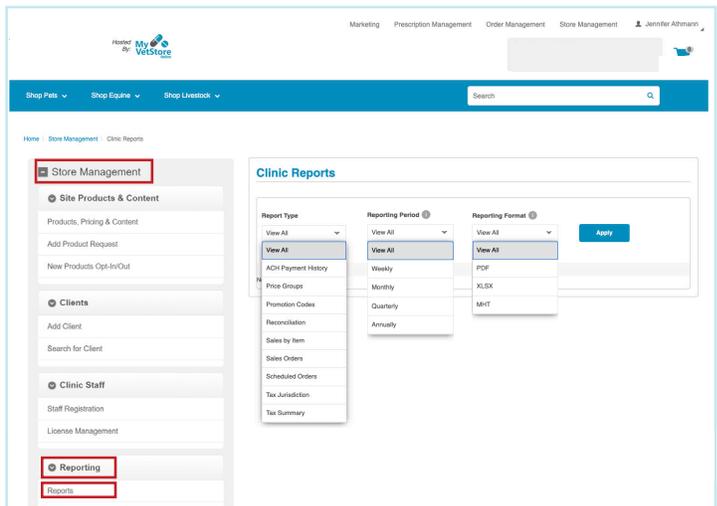
Staff members must have **VIEW CLINIC REPORTS** access set up under **STORE MANAGEMENT > CLINIC STAFF > STAFF REGISTRATION > USER DETAILS > ASSIGN USER ROLES** to have access to reporting.



2 SELECT & DOWNLOAD REPORTS

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

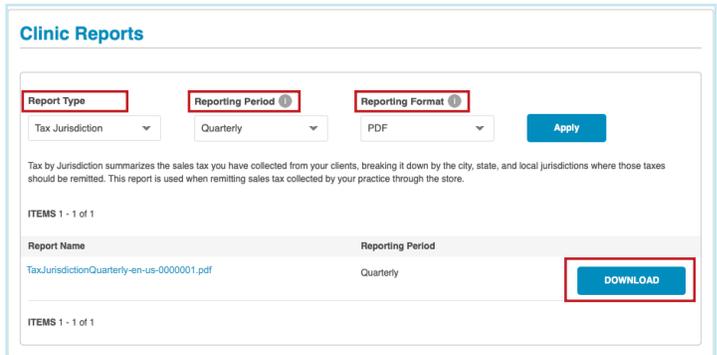
Reports are available in three formats: **.mht** - viewable in a web browser, **.PDF** - viewable in Adobe Acrobat, and **.xlsx** - viewable in Excel.



3 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**.



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.