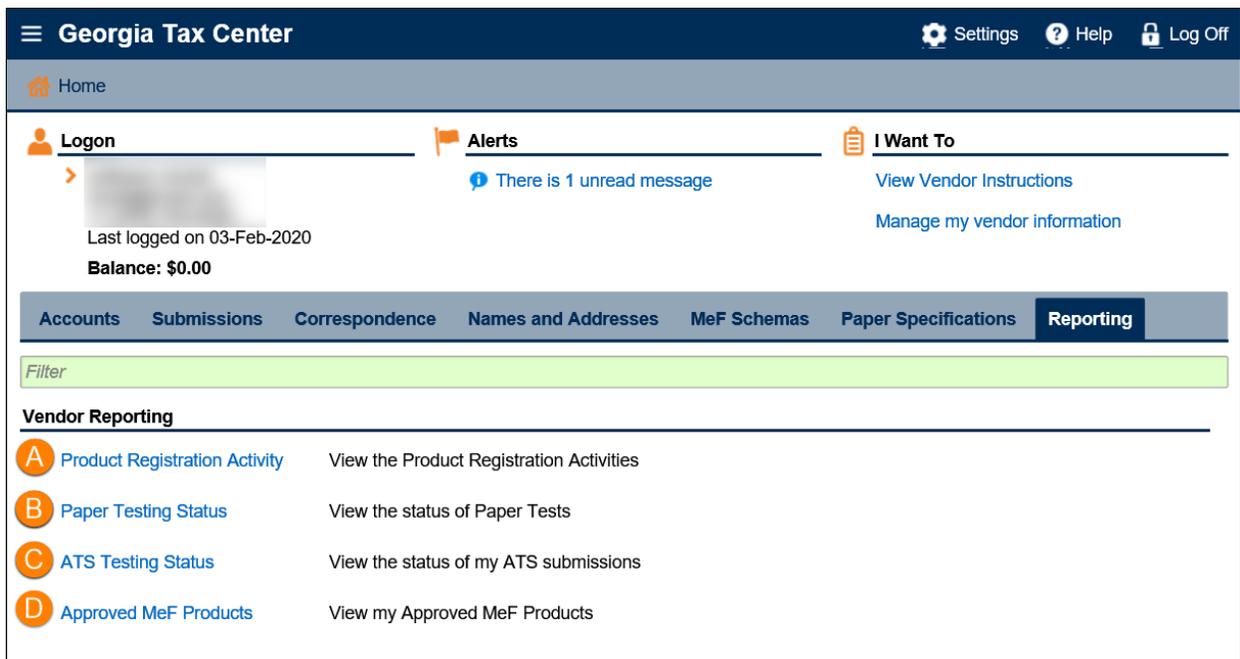


The following documentation provides information on how to view vendor reports via the Georgia Tax Center (GTC).

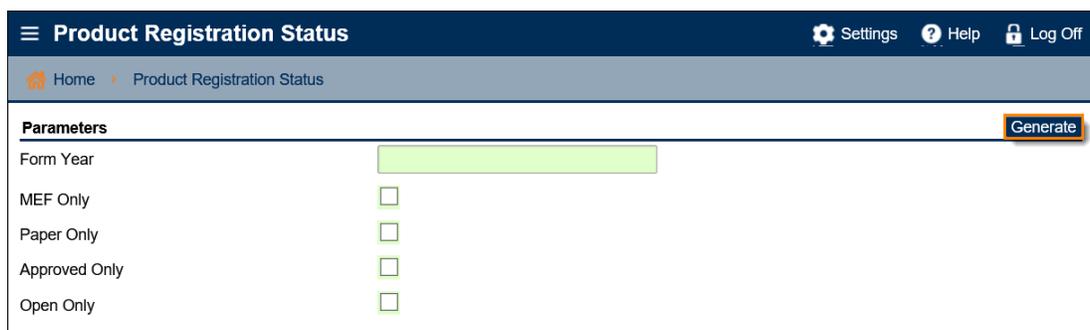
How to View Vendor Reports

1. Log into the GTC website (<https://gtc.dor.ga.gov/>).
2. On the Home screen, click the **Reporting** tab. There are four reports available.



The screenshot shows the Georgia Tax Center Home page. The top navigation bar includes 'Settings', 'Help', and 'Log Off'. Below the navigation bar, there are three main sections: 'Logon' (showing a blurred profile and 'Last logged on 03-Feb-2020'), 'Alerts' (showing 'There is 1 unread message'), and 'I Want To' (with links for 'View Vendor Instructions' and 'Manage my vendor information'). A horizontal menu below these sections contains tabs for 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', 'MeF Schemas', 'Paper Specifications', and 'Reporting' (which is highlighted). Below the 'Reporting' tab is a 'Filter' input field. Underneath, the 'Vendor Reporting' section lists four options: 'A Product Registration Activity', 'B Paper Testing Status', 'C ATS Testing Status', and 'D Approved MeF Products', each with a brief description of what the report shows.

3. Click the hyperlink of the applicable report.
 - Parameters can be set to limit the results on the **Product Registration Activity**, **Paper Testing Status**, and **ATS Testing Status** reports before clicking the **Generate** button, if needed.



The screenshot shows the 'Product Registration Status' report parameters page. The top navigation bar includes 'Settings', 'Help', and 'Log Off'. Below the navigation bar, there is a breadcrumb trail: 'Home > Product Registration Status'. The main content area is titled 'Parameters' and contains a table with the following rows: 'Form Year' (with a text input field), 'MEF Only' (with a checkbox), 'Paper Only' (with a checkbox), 'Approved Only' (with a checkbox), and 'Open Only' (with a checkbox). A 'Generate' button is located in the top right corner of the parameters section.

☰ Paper Testing Status
⚙ Settings ? Help 🔒 Log Off

🏠 Home > Paper Testing Status

Parameters

Generate

Product Name

Form Year

Vendor Code

Complete Only

Open Only

☰ ATS Testing Status
⚙ Settings ? Help 🔒 Log Off

🏠 Home > ATS Testing Status

Parameters

Generate

Submission Id

Product Name

Form Type

Form Year

Complete Only

Open Only

- The [Approved MeF Products](#) report generates as soon as the hyperlink is clicked.

If the system locates information for the selected report, it will populate on the screen.

- Click the name of a column to sort the results. Click the **Filter** button to narrow down the results by what you type in the filter field.

☰ Product Registration Status
⚙ Settings ? Help 🔒 Log Off

🏠 Home > Product Registration Status

Product Registration Status

Filter

	Product Name	Product ID	MeF	Paper	Form Yea	Account Type	Form	Case Stage	MeF Start	MeF End	MeF Activ	Last Updated
...
...
...
...