

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

How to View Reports from your Account

1. Log onto the GTC website (<https://gtc.dor.ga.gov>). Click on the **SOFTWARE VENDORS** tab.



2. Click the **REPORTING** sub-tab to view VENDOR REPORTING.



3. You are able to view four types of reports from your account. Click on the report hyperlink that you would like to view. The first three reports will ask you to provide additional information to assist in running your report. The last report will automatically produce a listing of your products. (*The Product Registration Activity report was selected for the purpose of this document.*)

PARAMETERS

Form Year

MEF Only

Paper Only

Approved Only

Open Only

- If you do not make a selection and click the Generate button, all valid data will be populated. Select your choice and click the **Generate** button to run the report.

PARAMETERS Generate 

Form Year

MEF Only

Paper Only

Approved Only

Open Only

- If there is any information it will populate in the screen.

PRODUCT REGISTRATION STATUS Filter 

	Product Name	Product ID	MeF	Paper	Form Year	Account Type	Form	Case Stage	MeF Start	MeF End	MeF Active	Last Updated
View Product Registration	LEGIT TAX	LT01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016	Individual Income Tax	500	New			<input type="checkbox"/>	09-Aug-2016

- If you have segregated data you would like to view in your report, you can click on the Filter button to drill down the information. Input the specified data in the Filter field and click the Enter button on your keyboard.

PRODUCT REGISTRATION STATUS Filter 

Filter

	Product Name	Product ID	MeF	Paper	Form Year	Account Type	Form	Case Stage	MeF Start	MeF End	MeF Active	Last Updated
View Product Registration	LEGIT TAX	LT01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016	Individual Income Tax	500	New			<input type="checkbox"/>	09-Aug-2016

- You also have the convenience of applying a sort function to your data by clicking on a column header. It will sort your data in ascending or descending order for that particular column.

PRODUCT REGISTRATION STATUS Filter

	Product Name	Product ID	MeF	Paper	Form Year	Account Type	Form	Case Stage	MeF Start	MeF End	MeF Active	Last Updated
View Product Registration	LEGIT TAX	LT01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016	Individual Income Tax	500	New			<input type="checkbox"/>	09-Aug-2016

