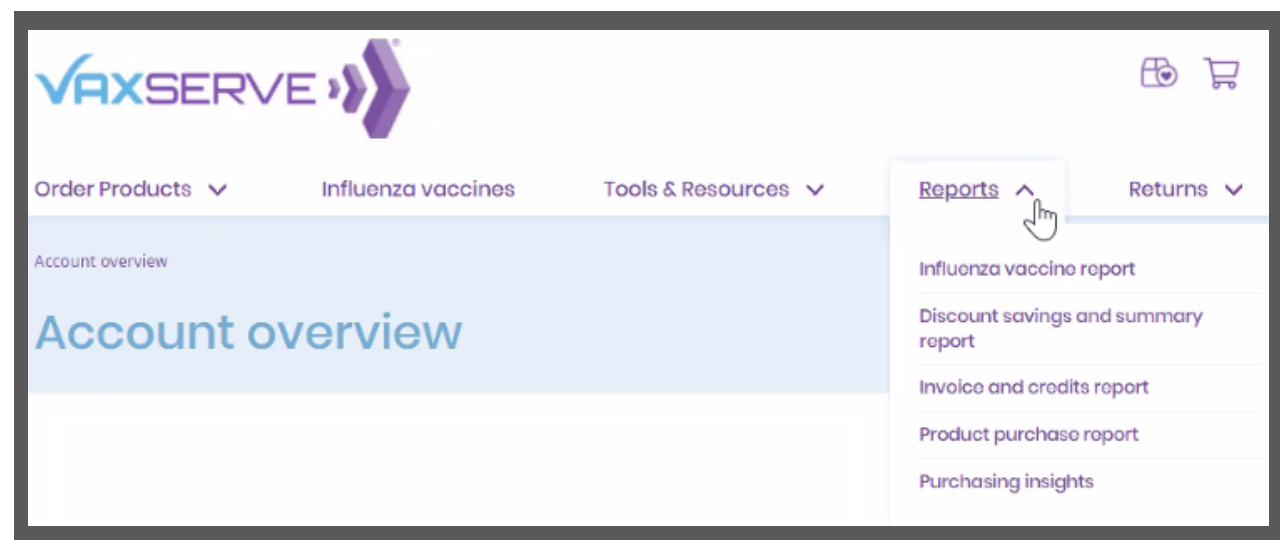# Reporting Quick Guide

Understand your business needs using VaxServe Reports

From the account overview page click on the *Reports* link. To run a specific report, hover over the drop-down and select the report from the list.

From the Reports page, click on *Launch Report* to run one of the five available reports:

- Discount savings and summary report
- Invoice and credits report
- Influenza vaccine report
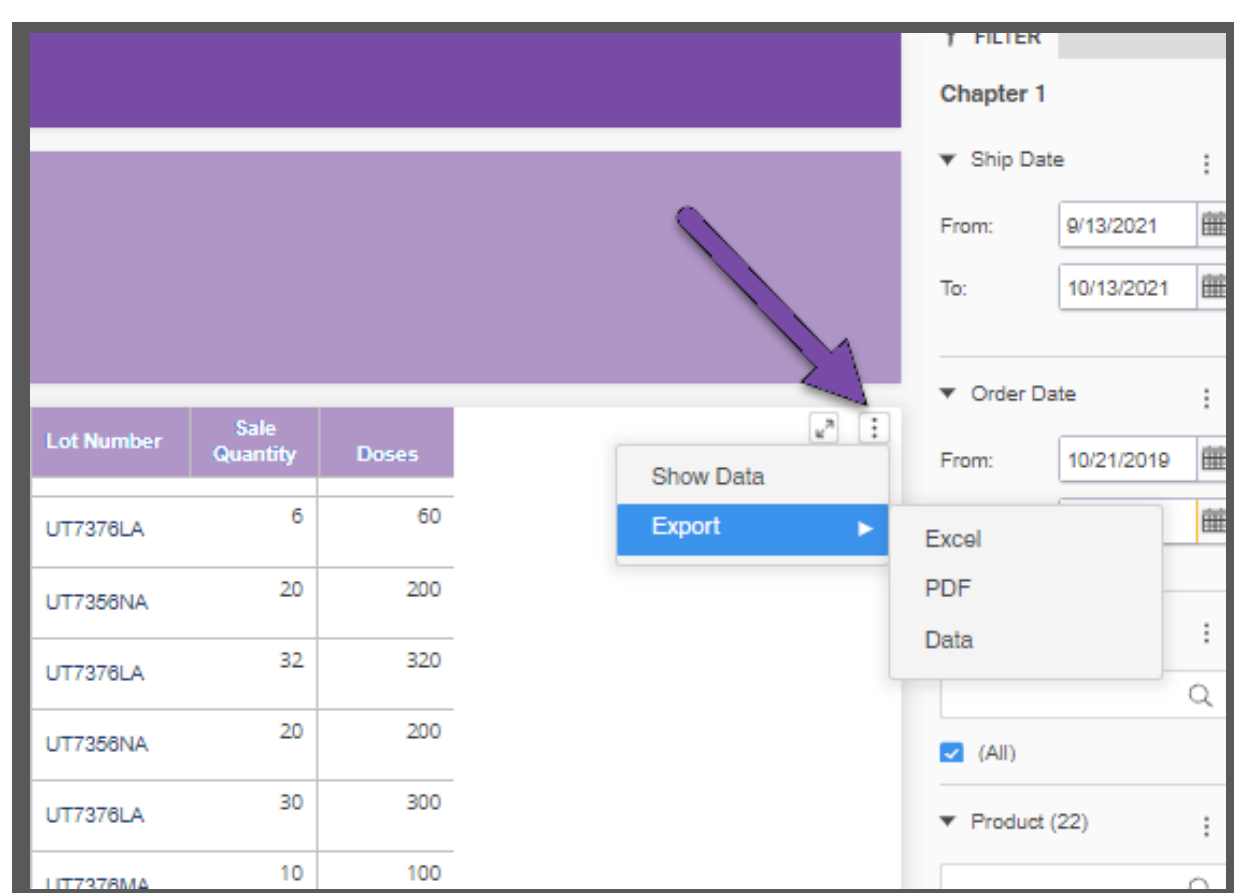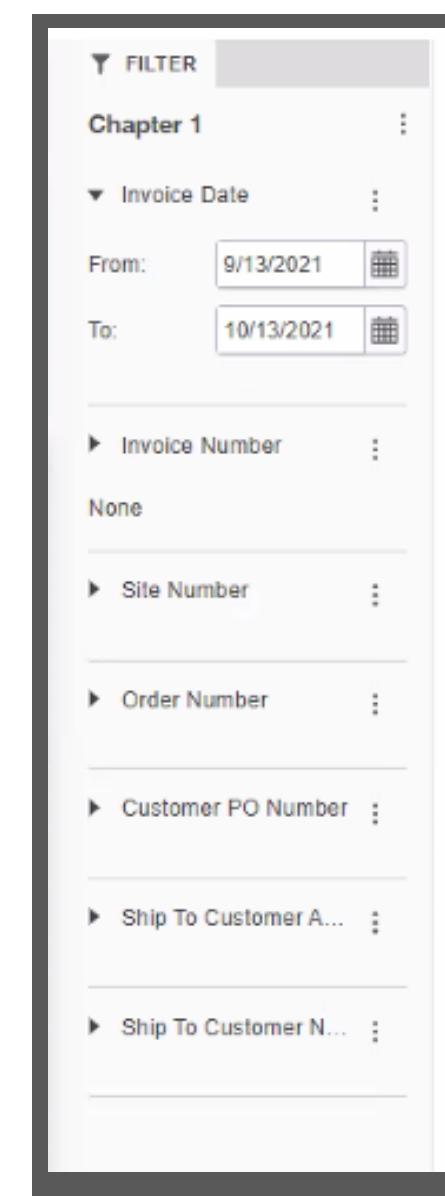- Product purchase report
- Purchasing Insights
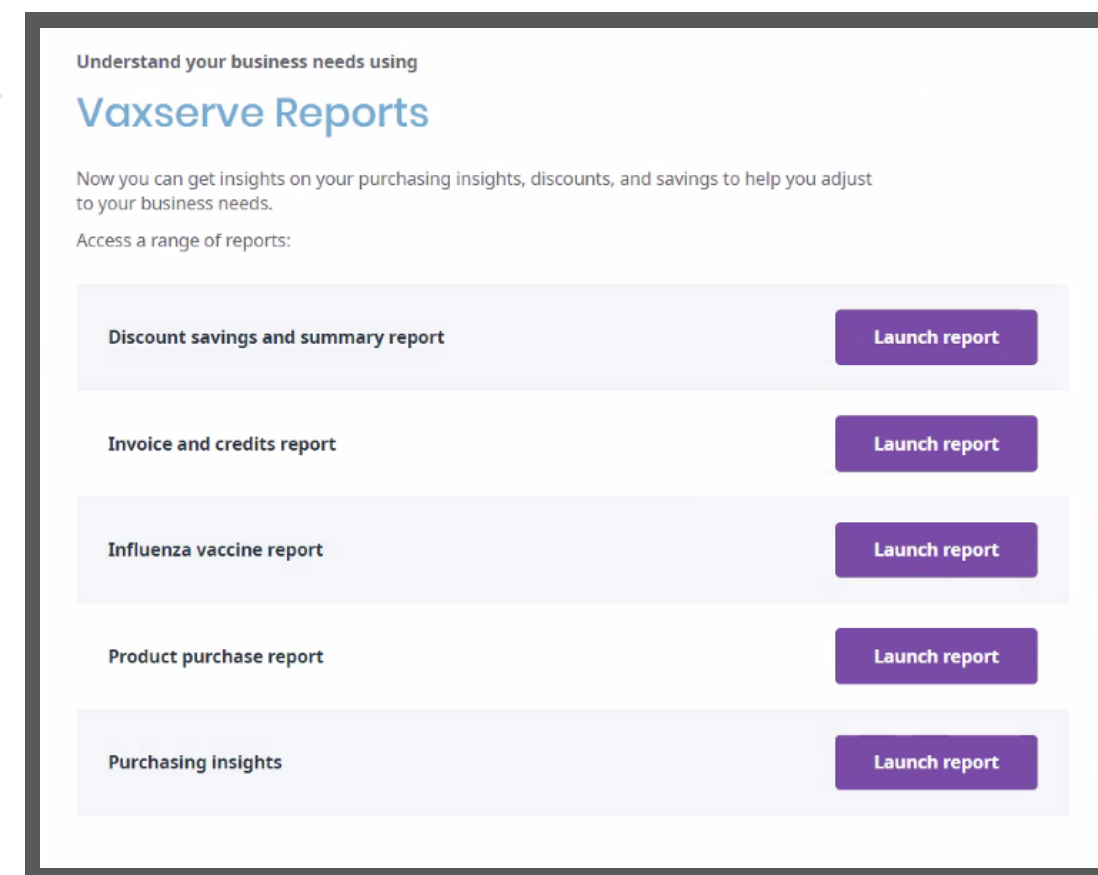
Once a report has been launched, it will open in a new browser tab.

Using the Filter bar on the right side of the report, you can filter by:

- Invoice Date
- Invoice Number
- Site Number

- Order Number
- Customer PO Number
- Ship-To Account

Filters vary by report type

To export a report, hover over the top right corner of the report data and click on the ellipsis to display the drop-down.

Select *Export* and then choose the file type. Reports can be exported into an Excel, pdf, or csv file for your convenience.

Need assistance? Contact our support center Mon - Fri 8:00 AM - 8:00 PM (ET) 📞 1-800-752-9338

VAX8416