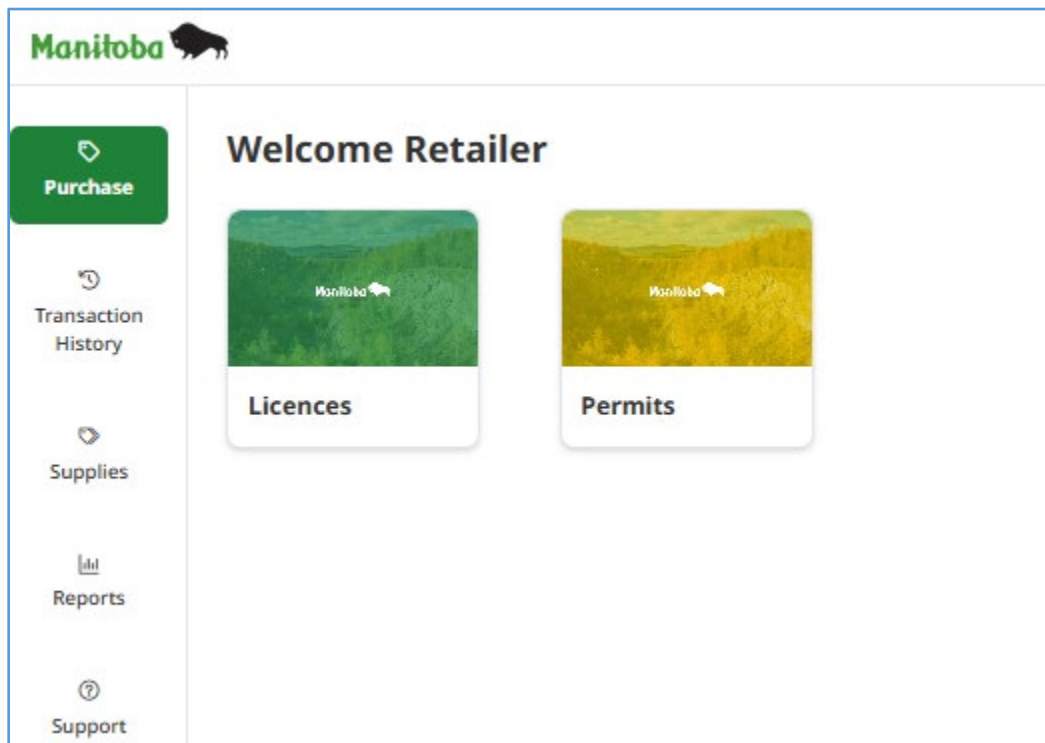


MANITOBA E-licensing



How to generate a report

1. Login to the Vendor Portal www.manitobaelicensing.ca/vendor

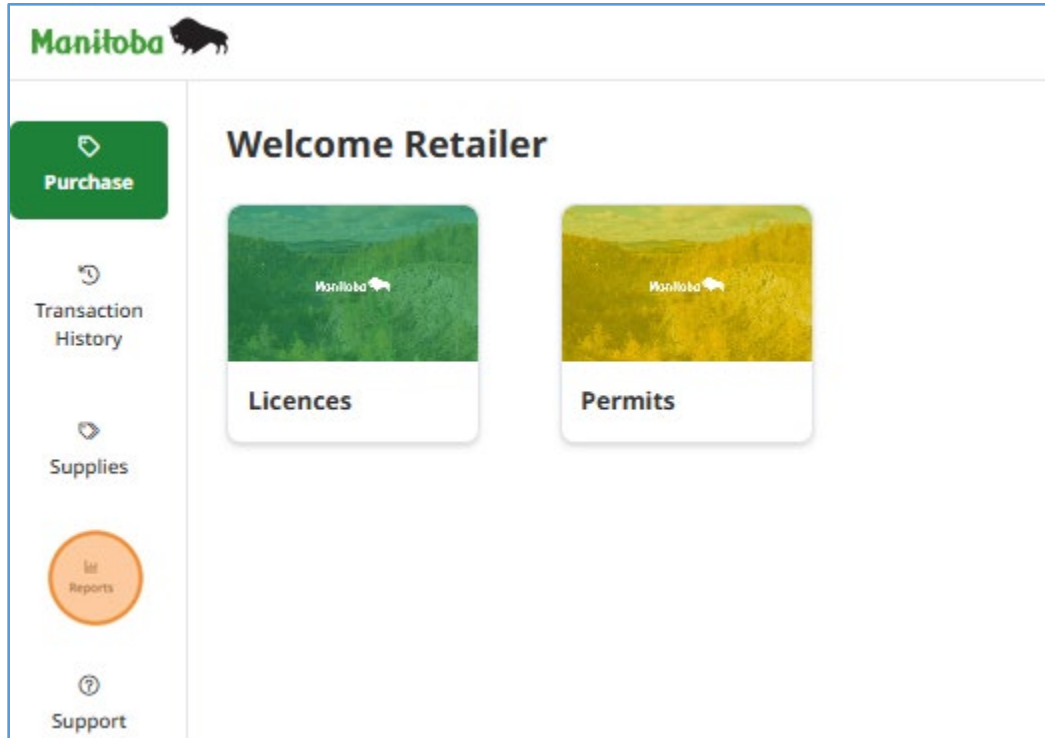


MANITOBA E-licensing



How to generate a report

2. Click "Reports".



MANITOBA E-licensing



How to generate a report

3. On this page, select the type of report – daily sales activity detail or invoice, data type, and the date range you want the data to pull from.

Make your appropriate selections, and when complete select "Export As".

The file will now be downloaded onto your computer and stored in your default download folder.

Screenshot of the Manitoba E-licensing Reports page. The page title is "Reports" and it is under the "Financials" section. Below the title, there is a description: "Export financial reports on sales, summaries for all licences and permits." The form contains four fields: "Report Name" (a dropdown menu with "Select" as the current value), "Date Type" (a dropdown menu with "Select" as the current value), "Start Date" (a date input field with "dd-mm-yyyy" as the current value), and "End Date" (a date input field with "dd-mm-yyyy" as the current value). Below these fields, there is a dropdown menu with "Daily Sales Activity Detail" and "Invoices" as options. A green "Reports" button is located on the left side of the form. An "Export As" button is located at the bottom right of the form.

If you have any further questions, please email elicensing@gov.mb.ca

