



Daily Reporting
Process and Procedures
Tax Season 2022

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Section 1: Tax Department

Location Reports- Daily | Regional | Retention

MAXTax Software can run reports on client data, aiding tax preparers in management of their office(s). To run a report, use the following steps from the Welcome page: - Click Select on the Reports line. TaxSlayer Pro Web displays the Office Reports page:

Welcome to CORP001 Corporate Tax Center

MESSAGE CENTER  REJECTED CLIENTS  DASHBOARD

Start New 2020 Tax Return Create a brand new tax return for a client.	SELECT
Import App User Import a user from the Mobile App.	SELECT
Client Search Edit returns you previously started.	SELECT
Review Returns Returns that are currently waiting to be reviewed.	SELECT
Reports From auto creating 30-day bank reports, and old reports.	SELECT
Transmissions Transmit returns to IRS.	SELECT
Print Check(s) Print ERC checks.	SELECT

Click Select for the report you want to run. For purposes of this topic, Federal Transmission report.

Office Reports [← BACK](#)

[Expand all sections](#)

- Federal Transmission Reports**  +
- State Transmission Reports +
- Financial Reports +
- Custom Configuration Items +
- Other Data Reports +

Software displays the Report Menu page:

Federal Transmission Reports	
IRS Acknowledgements <small>View federal acks.</small>	<input type="button" value="SELECT"/>
Old IRS Acknowledgements <small>View Old IRS Acknowledgements.</small>	<input type="button" value="SELECT"/>
Extension Report <small>View Extension (Form 4868) Information Per Return.</small>	<input type="button" value="SELECT"/>
Validation Errors <small>View returns with pending validation errors.</small>	<input type="button" value="SELECT"/>
Old Validation Errors <small>View Old Validation Errors.</small>	<input type="button" value="SELECT"/>
Federal Returns Not Transmitted <small>List of federal non-transmitted returns.</small>	<input type="button" value="SELECT"/>
Returns Transmitted <small>List of transmitted returns.</small>	<input type="button" value="SELECT"/>
Accepted Returns <small>List of accepted returns.</small>	<input type="button" value="SELECT"/>
Rejected Returns <small>List of rejected returns.</small>	<input type="button" value="SELECT"/>
Federal Non-accepted Returns <small>List of federal returns with status other than accepted.</small>	<input type="button" value="SELECT"/>

Definition and Data associated with each report:

IRS Acknowledgements

This report displays the following information per taxpayer:

- EFIN
- SSN (last 4)
- Last Name
- Status
- Reject Code and reason if applicable You can do the following:
 - Export to CSV
 - Export to Excel
 - Print via PDF
 - Print via HTML

Old IRS Acknowledgements

Select the EFIN (even if there is only 1), select the date range and click Continue

This report displays the following information per taxpayer:

- EFIN
- SSN (Last 4)
- Last Name
- Status
- Reject Code and reason if applicable You can do the following:
 - Export to CSV
 - Export to Excel
 - Print via PDF
 - Print via HTML

State Acknowledgements

This report displays the following information per taxpayer:

- EFIN
- SSN (Last 4)
- Last Name
- Status
- State
- Reject Code and reason if applicable You can do the following:
 - Export to CSV
 - Export to Excel
 - Print via PDF
 - Print via HTML

Old State Acknowledgements

Select the EFIN (even if there is only 1), select the date range and click Continue

This report displays the following information per taxpayer:

- EFIN
- SSN (Last 4)
- Last Name
- Status
- State
- Reject Code and reason if applicable You can do the following:
 - Export to CSV
 - Export to Excel
 - Print via PDF
 - Print via HTML

Returns Awaiting Acknowledgements

List returns with an outstanding federal and/or state acknowledgement.

- Select the Tax Year
- Select the starting and ending date range
- Select the EFIN (even if there is only 1)

Returns Transmitted

Listing of returns are in the status of transmitted

This report displays the following information per taxpayer:

- EFIN
- Office Name
- SSN (Last 4)
- Preparer
- Status

Time Submitted (Date and Time)

Accepted Returns

Listing of IRS returns that are in the status of accepted This report displays

the following information per taxpayer:

- SSN (Last four)
- Taxpayer Last Name
- EFIN
- Preparer
- Return Tags (if applicable)
- RetTypeDesc (Return Type Description: i.e. Direct Deposit, Paper, Electronic Balance Due, etc.)
- Trans Date (Date Transmitted)

Federal Returns Not Transmitted

Listing of Federal returns that have been created, but not transmitted

This report displays the following information per taxpayer:

- EFIN
- Office Name
- Taxpayer Last Name
- SSN (Last 4)
- Preparer

Rejected Returns

Listing of IRS returns that are in the status of Rejected This report

displays the following information per taxpayer:

- SSN (Last Four)
- Taxpayer Last Name
- EFIN
- Preparer
- Return Tags (if applicable)
- RetTypeDesc (Return Type Description: i.e., Direct Deposit, Paper, Electronic Balance Due, etc.)
- Trans Date (Date Transmitted)
- Status
- Ack Date (Date Rejected)

Federal Non-Accepted Returns

Listing of IRS returns that are in a status other than Accepted such as Rejected, Transmitted, Complete, etc.

This report displays the following information per taxpayer:

- SSN (Last Four)
- Taxpayer Last Name
- EFIN
- Preparer
- Return Tags (if applicable)
- RetTypeDesc (Return Type Description: i.e., Direct Deposit, Paper, Electronic Balance Due, etc.)
- Trans Date (Date Transmitted)

For this example we will run the In Progress Report:

Access Office Reports

- Federal Transmission Reports
- Federal Returns not Transmitted

In Progress Report

The screenshot displays the 'Office Reports' section of a software interface. On the left, there is a search bar and a list of report categories: 'Federal Transmission Reports', 'State Transmission Reports', 'Financial Reports', 'Custom Configuration Items', and 'Other Data Reports'. The 'Federal Transmission Reports' category is selected, indicated by a red arrow. On the right, a list of reports is shown, including 'IRS Acknowledgements', 'Old IRS Acknowledgements', 'Validation Errors', 'Old Validation Errors', 'Federal Returns Not Transmitted', 'Returns Transmitted', 'Accepted Returns', 'Rejected Returns', and 'Federal Non-accepted Returns'. The 'Federal Returns Not Transmitted' report is circled in red.

FEDERAL RETURNS NOT TRANSMITTED Must be monitored throughout the day.

ALL PREPARERS & MANAGERS should understand how to access this report for their **In Progress** returns.

Multi-Unit Reports- Access

MAXTax Software Multi-Unit reports can run reports on all locations thru one portal providing location data, aiding managers and owners in management of their office(s). To run a report, use the following steps from the Welcome page: - Click Select on the Group Reports line. TaxSlayer Pro Web displays the Office Reports page:

Multi Unit Reporting

The screenshot shows a sidebar menu on the left with items: Main Menu, Select Office, IRS website, e-File Opt Out Form, IRS Mailing Addresses, IRS Publications, Instructions, and Fill-In Forms, and Refund Calculator. The main content area is titled "Group Menu" and contains several sections: "MESSAGE CENTER" and "DASHBOARD" buttons; "Client Search" (Access current year returns.); "Group Review" (Returns that are currently waiting to be reviewed); "Group Reports" (Print or view group reports.) which is circled in red; "Transmissions" (Transmit returns to IRS.); and "Manage Offices" (Add, Edit, and Access your offices.).

Must have: ADMIN
Username and Password

Ability to track **ALL LOCATION**
data through Group Reports
Tab.

The screenshot shows the "Group Reports" page. At the top right is a blue "BACK" button. Below is a search bar with the placeholder text "Search for a report or a keyword...". To the right of the search bar is a link "Expand all sections". The main content area is a list of report categories, each with a red arrow pointing left and a plus sign on the right:

- Federal Transmission Reports
- State Transmission Reports
- Financial Reports
- Custom Configuration Items
- Other Data Reports