Daily Reporting
Process and Procedures

Tax Season 2022

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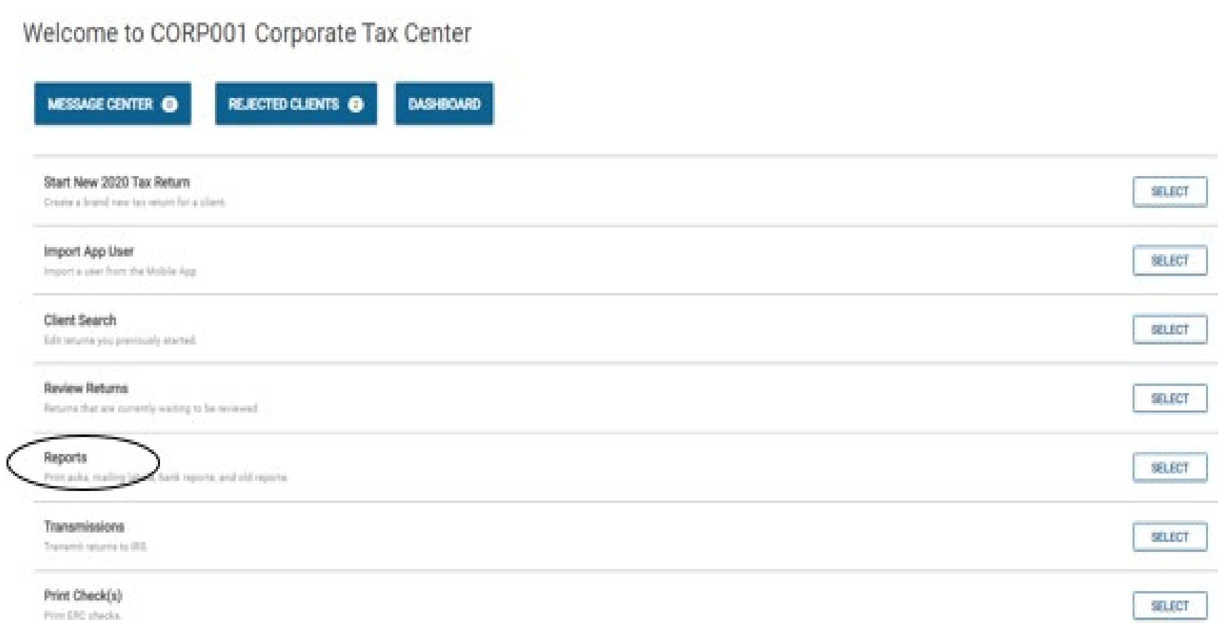
Section 1: Tax Department

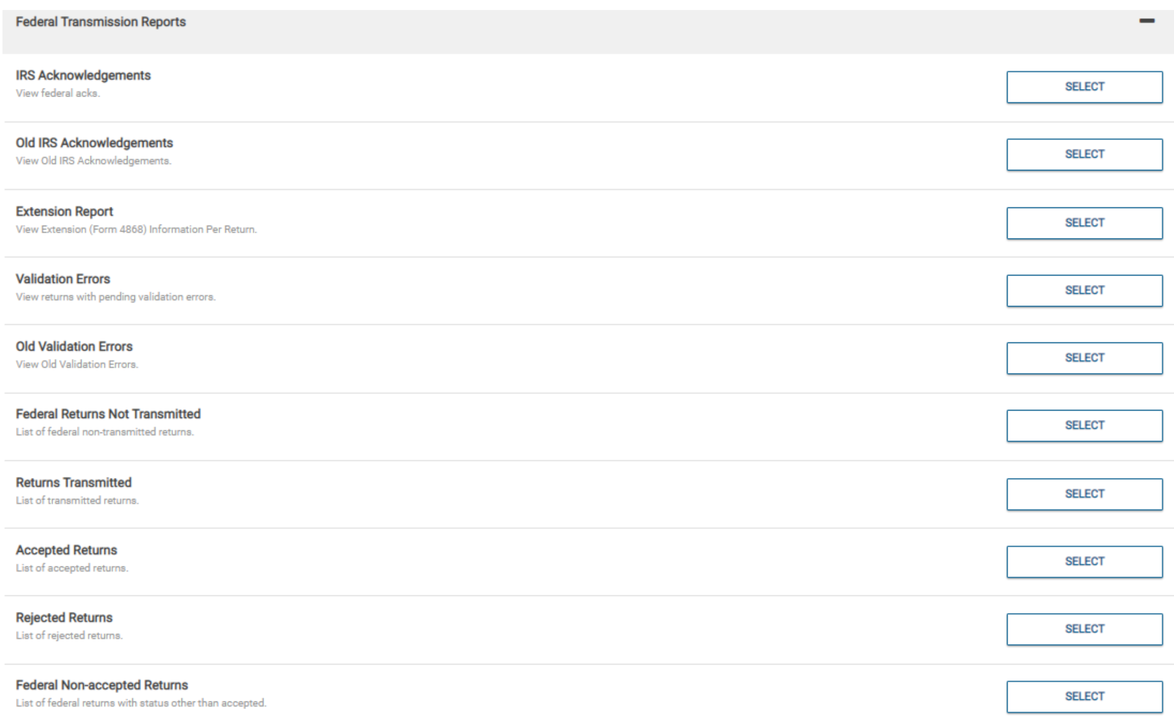
Location Reports- Daily | Regional | Retention

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:



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

<u>Software displays the Report Menu page:</u>



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.

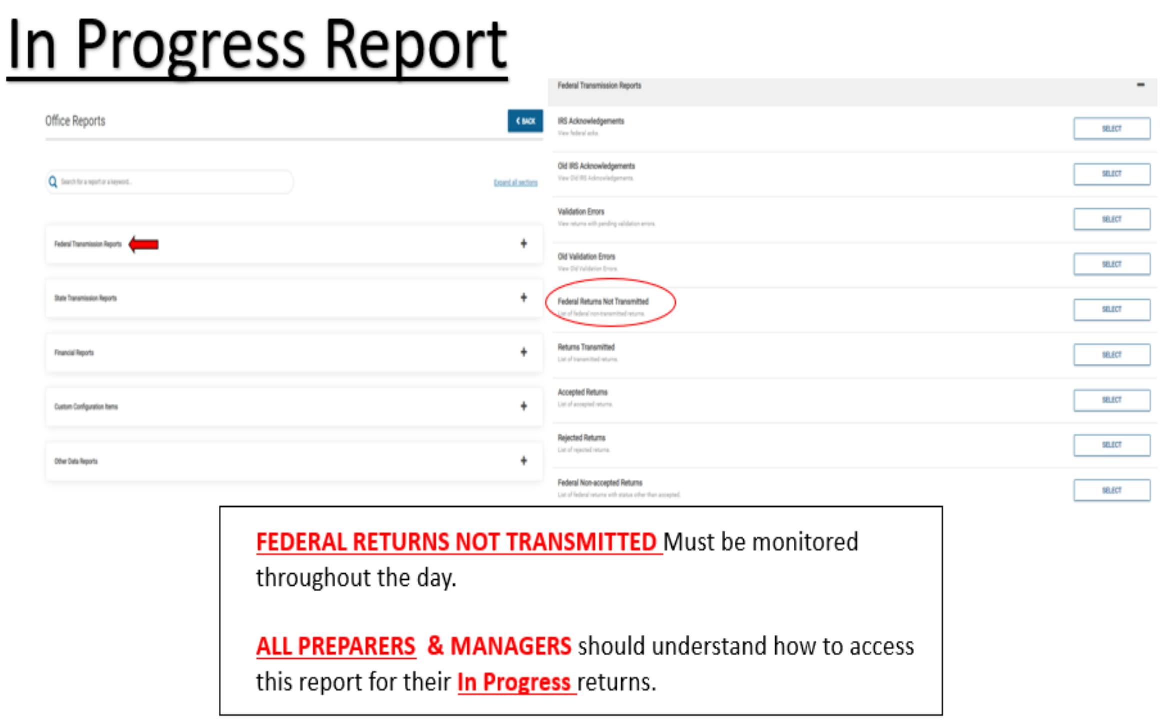
This report displays the following information per taxpayer:

- 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

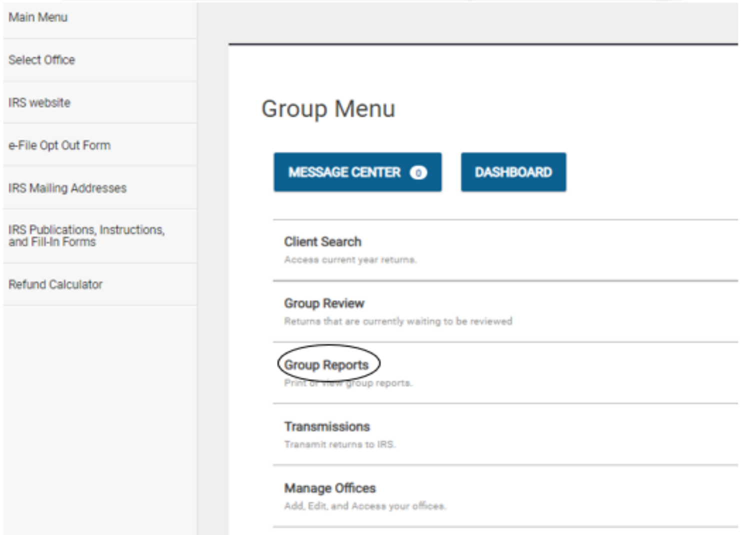
- Federal Transmission Reports
- Federal Returns not Transmitted



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



Must have: ADMIN Username and Password

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