TaxAct Professional Reports User Guide

For tax year 2017
V 1.0

Thank you for choosing TaxAct Professional Editions. Accessible from your TaxAct Account (Practice Manager) or from within your Professional Edition software, TaxAct Professional Reports provides you with summary and detailed information about e-files by status, EFIN, PTIN and settlement type.

Use this guide to learn how to access Professional Reports and navigate through the system.

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TaxAct Professional

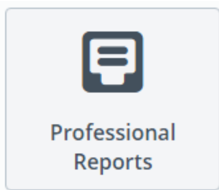
1.Accessing Professional Reports

You can access Professional Reports in two ways:

1. **From Practice Manager:**
    a. Go to www.taxactprofessional.com and click the blue Sign In button in the top right corner.

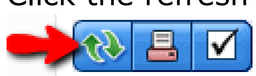
    b. Enter your Username and Password and any other required information to sign in.
    c. Click the Professional Reports tile in Practice Manager.

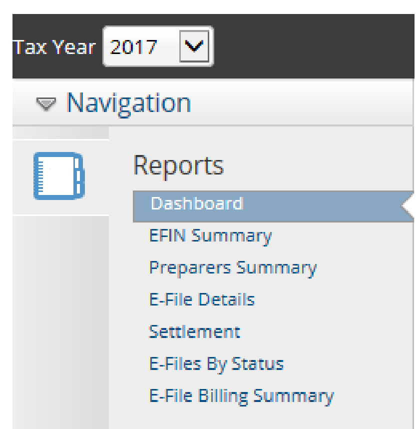
2. **From within TaxAct Professional Editions:**
    a. Open your Professional Edition software (and sign in if you're using online networking).
    b. Click the Professional Reports tab.

    c. Click the refresh button (two green arrows) at the top left of your screen.

2. Menu and Navigation



1. Once you access Professional Reports, your home page is the Dashboard Report.
2. Click any of the reports in the Navigation menu on the upper left of your screen to view.
3. You can minimize the navigation menu by clicking the arrow.

4. You can also switch between tax filing years by using the drop down above the reports navigation

3. Reports

Dashboard Report

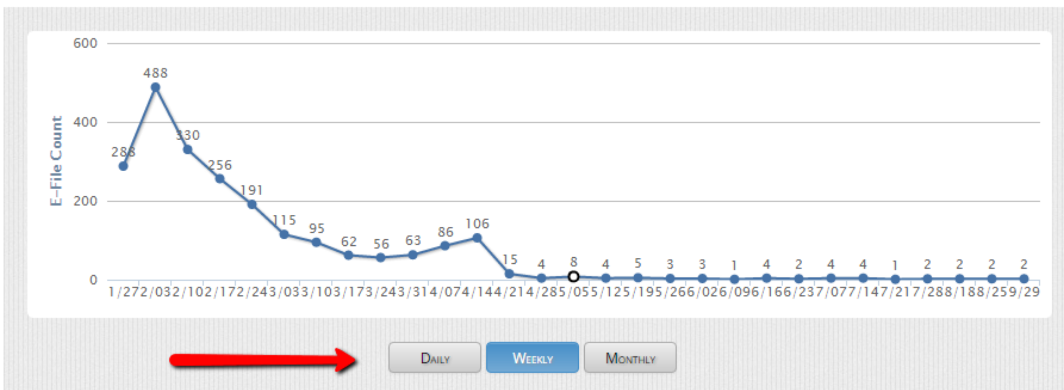
Think of the Dashboard report as your homepage in Professional Reports. To view this report at any time, click Dashboard in the navigation menu.

This report is broken into 3 parts:

1. E-Files Over Time

Click Daily, Weekly or Monthly to view the E-Files Over Time graph by different time periods.

E-Files Over Time



You may also click any point in the graph to view e-file details for that point in time.

E-FILES

Filter your search by the following criteria: DATE FILTERS

Client Name: All | Preparer Name: All Preparers | E-File Status: All | From Date: | To Date: | Go

EFIN Number: All | Return Type: All | Settlement Type: All

Export: Excel

Client Name	Preparer Name	Refund/Owed	Submit Date	EFIN Number	E-File Status	Return Type	Settlement Type
[illegible]	Last Name, First Name	$0.00	4/14/2016	[illegible]	Pending	1041 OH	None
[illegible]	Last Name, First Name	$0.00	4/14/2016	[illegible]	Pending	1041 FED	None
[illegible]	Last Name, First Name	$0.00	4/14/2016	[illegible]	Pending	1041 MN	Balance Due
[illegible]	Preparer Name, Here	$0.00	4/12/2016	[illegible]	Pending	1040 PA Ext	Balance Due
[illegible]	Preparer Name, Here	$0.00	4/12/2016	[illegible]	Pending	1040 NC Ext	Balance Due
[illegible]	Preparer Name, Here	$0.00	4/12/2016	[illegible]	Pending	1040 NJ Ext	Balance Due
[illegible]	Preparer Name, Here	$25.00	4/12/2016	[illegible]	Pending	1040 NY Ext	None
[illegible]	Preparer, Name	$105.00	3/31/2016	[illegible]	Pending	1040 LA Ext	Balance Due

Report Filters: You can drill down to specific information by using the filter dropdown menus at the top of the screen.

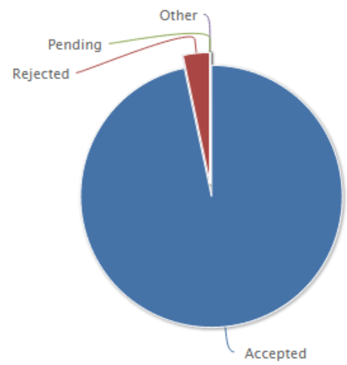
You can either use the dropdown to scroll and make your selection or begin typing the name/word in the box. Once you have made your selection, click the blue Go button to view the filtered report.

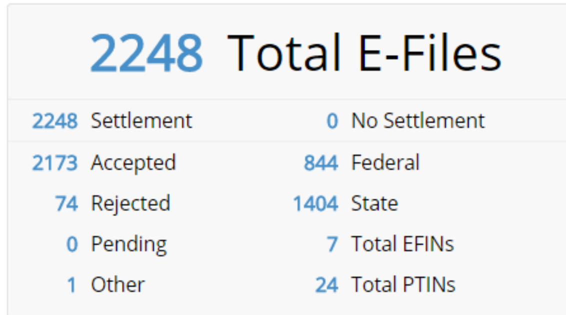
a. Clicking a row in the filtered report displays details for a particular e-file. Selecting the blank line at the beginning of the drop-down and clicking Go will remove the filter and display the entire list.
   - Client Name: Displays only the submitted e-files for the selected client.
   - Preparer Name: Displays only e-files submitted by the selected preparer.
   - E-file Status: Displays only e-files with the specified status. Statuses include accepted, rejected, previously accepted, awaiting acceptance, voided transmission, and refund method unavailable.
   - Date Range: Selecting a start and end date displays only e-files submitted during that timeframe.
   - EFIN Number: Displays only the e-files submitted for the selected EFIN.
   - Return Type: Displays only e-files for the selected return type (1040, 1041, 1065, 1120, 1120S, 990).
   - Settlement Type: Displays only e-files submitted with the selected settlement types of check, direct deposit, prepaid card, balance due or none.

2. Total E-Files

Hover your cursor over the pie chart to see specific number of E-files by status (also shown in the accompanying table).

Click a section of the pie chart to bring up the e-file details for each status.



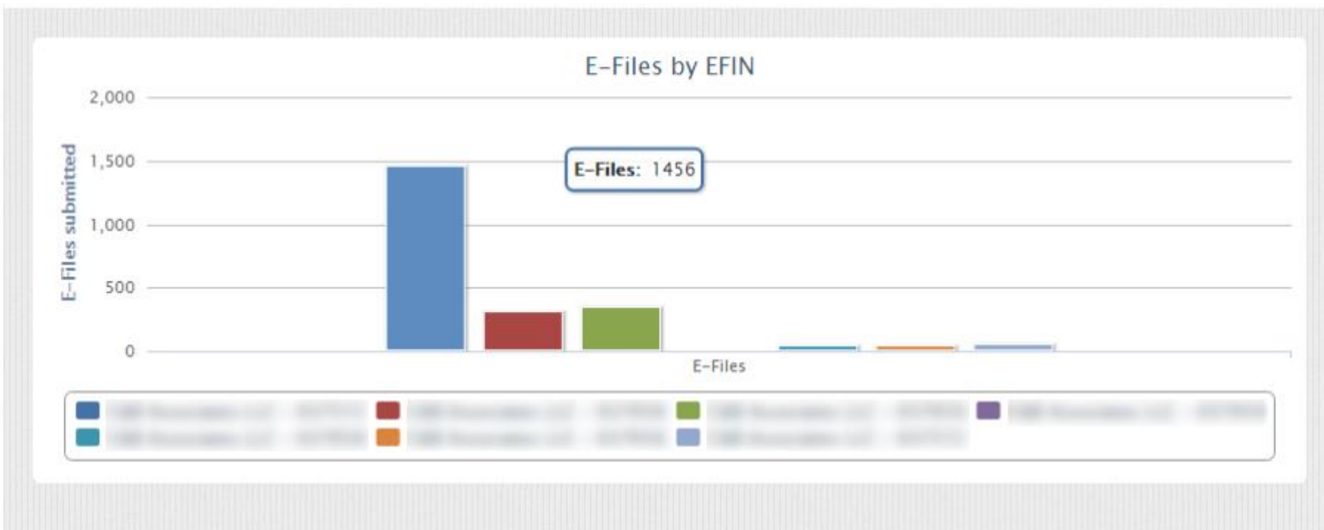


2248 Total E-Files

2248	Settlement	0	No Settlement
2173	Accepted	844	Federal
74	Rejected	1404	State
0	Pending	7	Total EFINs
1	Other	24	Total PTINs

3. E-Files by EFIN

Hover your cursor over each bar in the E-Files by EFIN to view actual numbers of e-files.



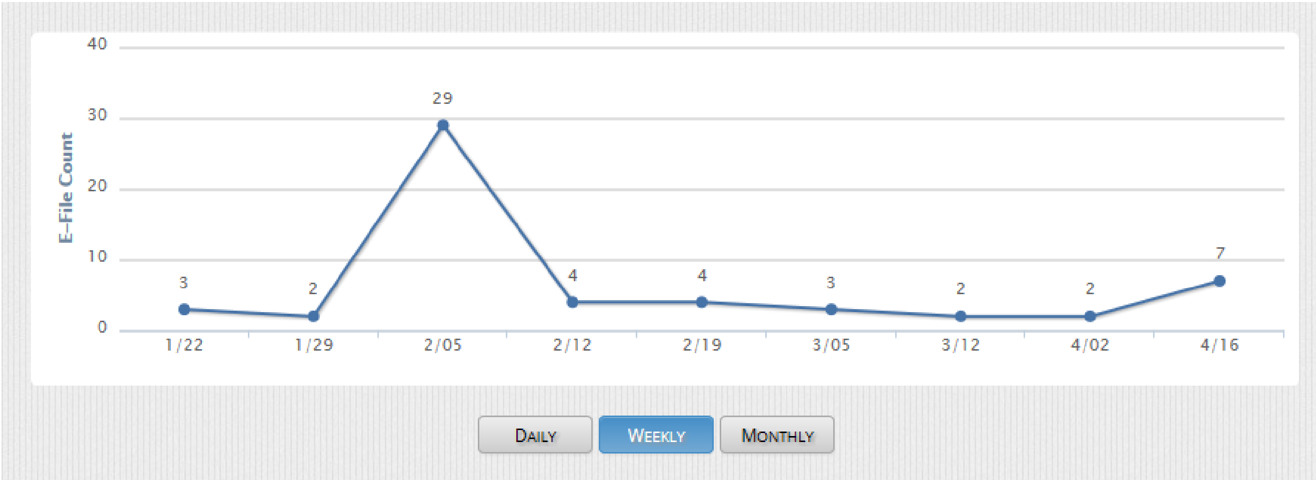
Click a bar to view e-file details for a particular EFIN.

You may also click an EFIN under the graph to select which EFINs to display in the graph.

EFIN Summary Report

After clicking EFIN Summary in the navigation menu to access the report, hover your cursor over each data point to view the associated EFIN and number of e-files at that point in time.

E-Files Over Time



Click any of the lines in the graph to view e-file details for an EFIN at that point in time

The table below the graph presents summary statistics for each EFIN, including total PTINs, e-files, accepted, Federal State and settlement.

EFIN Name	EFIN #	# of PTINS	Total E-Files	Accepted	Federal	State	Settlement
[illegible]	[illegible]	16	1456	1413	703	753	1456
[illegible]	[illegible]	4	309	297	19	290	309
[illegible]	[illegible]	4	346	331	43	303	346
[illegible]	[illegible]	1	5	5	0	5	5
[illegible]	[illegible]	3	38	37	17	21	38
[illegible]	[illegible]	1	40	39	24	16	40
[illegible]	[illegible]	10	54	51	38	16	54

PTIN Summary Report

Click PTIN Summary in the navigation menu to access this report which lists all PTINs in your practice, each preparer's name, and a summary for each preparer, including total e-files, accepted, Federal, State, and settlement.

PTIN Summary

2248 Total E-Files 7 EFINS 24 PTINs 2173 Accepted 2248 Settlement

PTIN Name	PTIN	Total E-Files	Accepted	Federal	State	Settlement
[illegible]	[illegible]	140	134	62	78	140

E-File Details Report

This report provides a table of all e-files your practice has submitted with detail for:

- Client Name
- Preparer Name
- Refund/Owed
- Submit Date
- EFIN Number
- E-file Status
- Return Type
- Settlement Type

Client Name	Preparer Name	Refund/Owed	Submit Date	EFIN Number	E-File Status	Return Type	Settlement Type
[illegible]	Last Name, First Name	$0.00	4/14/2016	[illegible]	Pending	1041 OH	None
[illegible]	Last Name, First Name	$0.00	4/14/2016	[illegible]	Pending	1041 FED	None
[illegible]	Last Name, First Name	$0.00	4/14/2016	[illegible]	Pending	1041 MN	Balance Due
[illegible]	Preparer Name, Here	$0.00	4/12/2016	[illegible]	Pending	1040 PA Ext	Balance Due
[illegible]	Preparer Name, Here	$0.00	4/12/2016	[illegible]	Pending	1040 NC Ext	Balance Due
[illegible]	Preparer Name, Here	$0.00	4/12/2016	[illegible]	Pending	1040 NJ Ext	Balance Due
[illegible]	Preparer Name, Here	$25.00	4/12/2016	[illegible]	Pending	1040 NY Ext	None
[illegible]	Preparer, Name	$105.00	3/31/2016	[illegible]	Pending	1040 LA Ext	Balance Due
[illegible]	Example, Name	$998.00	3/30/2016	[illegible]	Pending	1040 FED Ext	None
[illegible]	Example, Name	$0.00	3/9/2016	[illegible]	Pending	1120 FED	None
[illegible]	Example, Name	$0.00	3/9/2016	[illegible]	Pending	1120 NY	None
[illegible]	Preparer Name, Here	$5,367.00	3/2/2016	[illegible]	Pending	1040 FED	Direct Deposit
[illegible]	Example, Name	$5,000.00	2/29/2016	[illegible]	Pending	1040 FED	Check
[illegible]	Example, Name	$5,367.00	2/29/2016	[illegible]	Pending	1040 FED	Check
[illegible]	Example, Name	$3,367.00	2/18/2016	[illegible]	Pending	1040 FED	Direct Deposit
[illegible]	Example, Name	$4,367.00	2/18/2016	[illegible]	Pending	1040 FED	Direct Deposit
[illegible]	Example, Name	$31,775.00	2/15/2016	[illegible]	Pending	1040 FED	Direct Deposit
[illegible]	Example, Name	$1,000.00	2/15/2016	[illegible]	Pending	1040 UT	Check
[illegible]	Example, Name	$5,367.00	2/11/2016	[illegible]	Pending	1040 FED	Check
[illegible]	Example, Name	$55.00	2/11/2016	[illegible]	Pending	1040 IA	Check

1 2 3

The table is divided into pages, with each page showing 20 e-files (federal and state for the same TIN will be on separate lines). Simply click the page number buttons on the bottom right of the table to view a different page.

1 2 3 4 ... Last (113)

Tax Return Details

Name	TEST TEST
Product	FED
Product Type	1040
IsBank	False
Status	Pending
Type	Check
Submit Date	2/5/2016
Refund	$5,000.00
PTIN	[illegible]
ZipCode	52241
PreparerName	Example, Name
Firm Name	
EFIN	[illegible]
EIN	

Federal Return Status Information:

Federal Return Status:
Awaiting Acceptance

Federal Return Status Explanation:
A valid return has been received for this taxpayer and the return is being processed. It typically takes 24-48 hours to receive feedback from the IRS or state agency (if applicable) on the status of your return. You can check your status anytime at efstatus.taxact.com.

You have elected to receive your refund by Paper Check from IRS or State Revenue Agency

Based upon information from the IRS, you can generally expect your refund in less than 21 days.If you would like more precise information about your refund status, you can go to the *IRS Where's My Refund* page.You can start checking the status of your refund within 24 hours after you have e-filed your return. An actual personalized refund date will be provided as soon as the IRS processes your return and approves your refund.Updates to refund status are made daily - usually at night. TaxACT does not have additional information concerning your refund status.

Click any of the rows in the table (each row represents a submitted e-file) to view a pop-up table containing more detail for that return, including:

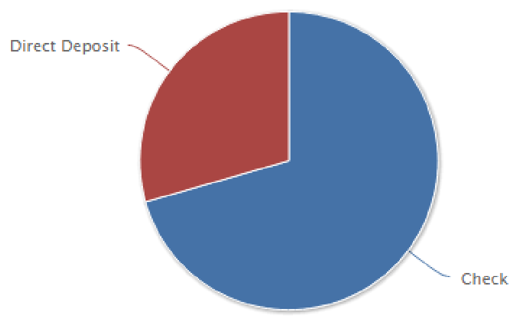
- Client name
- Product
- Product Type
- Bank Product Flag (yes/no)
- Status
- Type (disbursement)
- Submit Date
- Number of Rejects
- Refund Owed
- PTIN
- Zip Code
- Preparer Name
- Firm Name
- EFIN
- EIN

To export the table to a .CSV file, click the Excel icon at the upper left of the table.

Export: Excel

Settlement Report

To view, click Settlement in the navigation menu. This report displays a pie chart and a table showing the total e-files submitted for each settlement type.



2248 Total E-Files

0	Balance Due
1586	Check
662	Direct Deposit
0	None
0	Prepaid Card

Click a pie chart section to view e-file details for a particular settlement type.

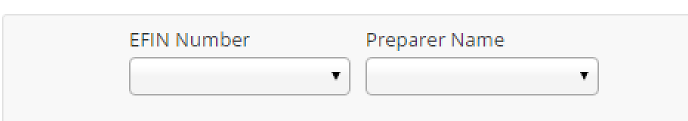
E-files by Status Report

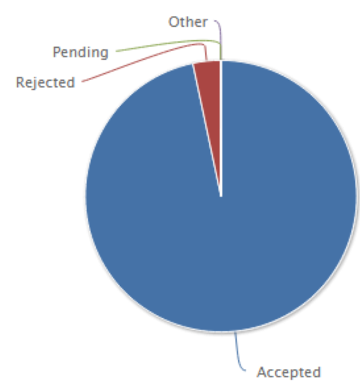
Click E-files by Status in the navigation menu. You will see a pie chart and table with total e-files submitted by status (accepted, rejected, pending and other).

Hover your cursor over the pie chart sections to see the corresponding number for a status.

Click a pie chart section to view e-file details by status.

Use the drop-downs at the top to filter the report by EFIN or Preparer.





2248 Total E-Files

2173	Accepted
74	Rejected
0	Pending
1	Other

I need help / I have questions. Where can I find answers?

TaxAct's dedicated Professional Support Team is here for you every step of the way.

- **TaxAct's Online Help Center:** Get immediate answers to common questions at *taxactprofessional.com/support*
- **Email:** Can't find the answer? Email us:
    - For account and software questions: professional@taxactservice.com.
    - For tax questions: protaxhelp@taxact.com.
- **Phone:** Dedicated tax, technical, & customer service help via phone during business hours:
    - For account and software questions, call **319-731-2682**
    - For tax questions, call **319-731-2680**

	January (mid-month) **–** **April** (through IRS Deadline)*****	**April** (after IRS Deadline) **–** **January** (mid-month)
Monday – Friday	7:30 a.m. – 9:00 p.m. (CT)	8 a.m. – 5 p.m.
Saturday	8:30 a.m. – 5:30 p.m.	Closed
Sunday	10 a.m. – 5 p.m.	Closed

*****April filing due date, open until 12:00 a.m.