![Intuit ProFile logo]

How to Print/Create an EFILE Report
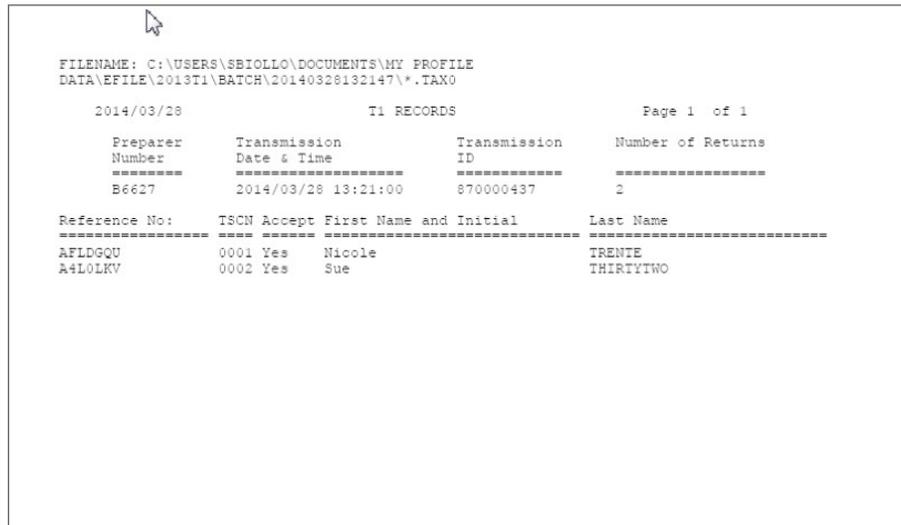
To Print/ Create a Report for a BATCH EFILE

Creating a Batch EFILE report has changed in ProFile because CRA is no longer offering EFILE On-line Plus. However, it is still possible to create a report by following the below instructions.

Once you have transmitted a **BATCH,** you will see the EFILE Session window. When you select OK at the end of your transmission, you will see a screen like this:
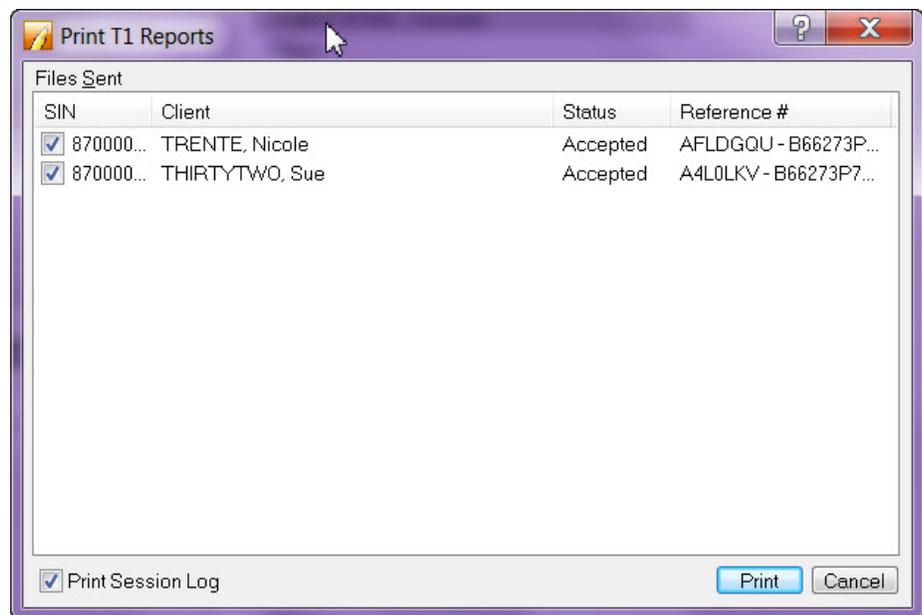
Select the **PRINT** and a standard print window will appear. It is recommended to print to PDF for easy access.

Your report will be similar to the Acknowledgment report you are used to seeing:


How to Print/Create a Report After the Session is Finished

If you wish to print/create a report **after** you have finished the batch EFILE, go to the EFILE menu and select **Reports**:
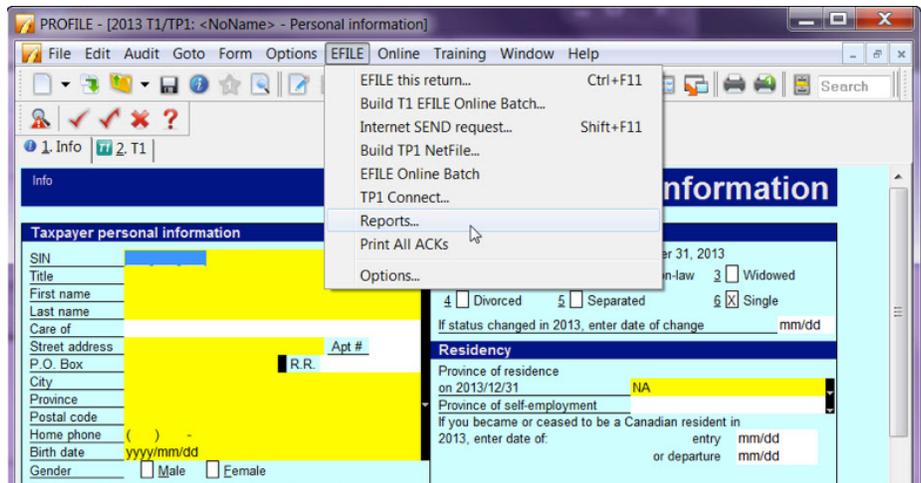
You will need to browse and locate the folder where the BATCH files have been saved. By default, they will be in the My Profile date folder: MY PROFILE DATA/EFILE/2013T1/**BATCH**

Once you have located the folder with the .tax file, the window will look like this:
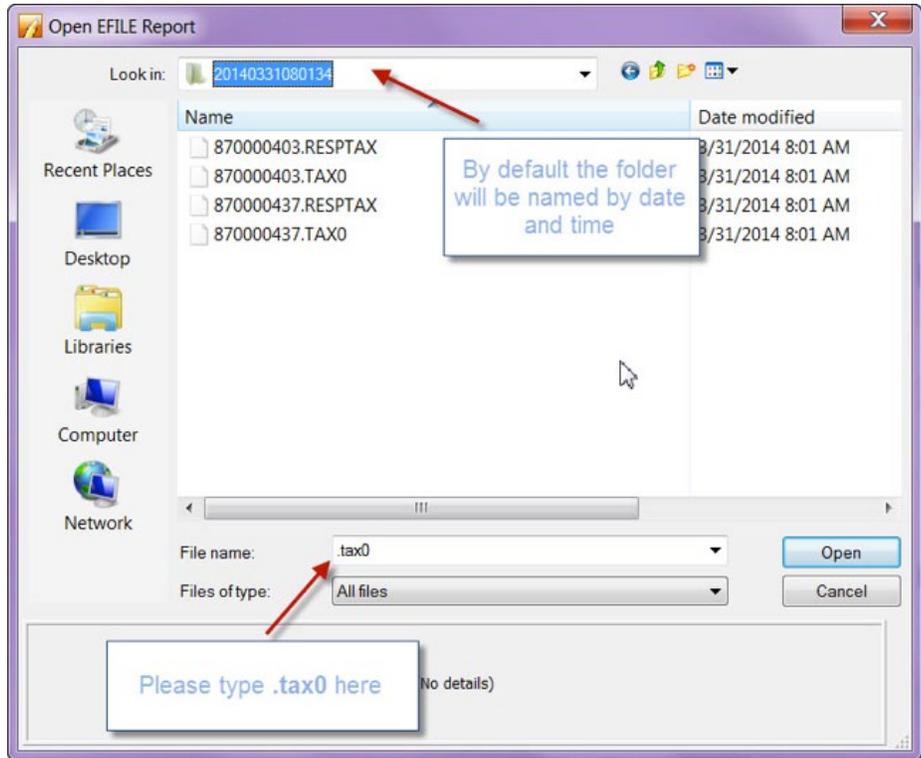
Once you have located the folder in the **Look in** section, go to the **File name** box at the bottom of the window and type **".tax0"** as shown above, select **Open,** and a Report will be created for all the files in that folder.