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:

🌈 Print T1 R	eports		? ×
Files <u>S</u> ent			
SIN	Client	Status	Reference #
870000	TRENTE, Nicole	Accepted	AFLDGQU - B66273P
₩ 870000	THIRTYTWO, Sue	Accepted	A4L0LKV - B66273P7
🔽 Print Sess	ion Log		Print Cancel

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:

FILENAME: C:\USER:	S\SBIOLLO\D	CUMENTS\MY PROF	ILE	
DATA\EFILE\2013T1	\BATCH\2014)328132147*.TAX	:0	
2014/03/28		T1 RECORD	S	Page 1 of 1
Preparer Number	Transmis Date & T	sion ime	Transmission ID	Number of Returns
B6627	2014/02/	20 12.21.00	870000427	2
D0027	2014/03/	20 13:21:00	870000437	2
Reference No:	TSCN Accep	t First Name and	Initial	Last Name
NELDCON	0001 Vee	Nicolo		
A4L0LKV	0001 Tes	Sue		THIRTYTWO

If you wish to print/create a report **after** you have finished the batch EFILE, go to the EFILE menu and select **Reports**:

PROFILE - [2013 T1/TP1: <noname> - Perso</noname>	onal information]
File Edit Audit Goto Form Options	EFILE Online Training Window Help
	EFILE this return Ctrl+F11 Build T1 EFILE Online Batch Internet SEND request Shift+F11 Build TP1 NetFile EFILE Online Batch
Taxpayer personal information	TP1 Connect Reports Print All ACKs Print All
First name Care of	4 Divorced 5 Separated 6 Single If status changed in 2013, enter date of change mm/dd
Street address P.O. Box City Province Postal code Home phone Birth date yyyy/mm/dd Gender	Apt # Residency Province of residence on 2013/12/31 Province of self-employment If you became or ceased to be a Canadian resident in 2013, enter date of: or departure mm/dd

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**

How to Print/Create a Report After the Session is Finished Once you have located the folder with the .tax file, the window will look like this:

🌈 Open EFILE Rep	ort		X
Look in:	20140331080134	- 🖸 🗗 🛤	•
Recent Places Desktop Libraries Computer	Name 870000403.RESPTAX 870000403.TAX0 870000403.TAX0 870000437.RESPTAX 870000437.TAX0	By default the folder will be named by date and time	Date modified 3/31/2014 8:01 AM 3/31/2014 8:01 AM 3/31/2014 8:01 AM 3/31/2014 8:01 AM
Network	File name: Files of type: All files ase type .tax0 here	I No details)	Open Cancel

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.

2014/03/28	T1 RECO		DS	Page 1 of 1
Preparer Number	Transmiss: Date & Tim	ion n e	Transmission ID	Number of Returns
B6627	2014/03/2	13:21:00	870000437	2
Reference No:	ISCN Accept	First Name and	i Initial	Last Name
AFLDGQU A4L0LKV	0001 Yes 0002 Yes	Nicole Sue		TRENTE THIRTYTWO