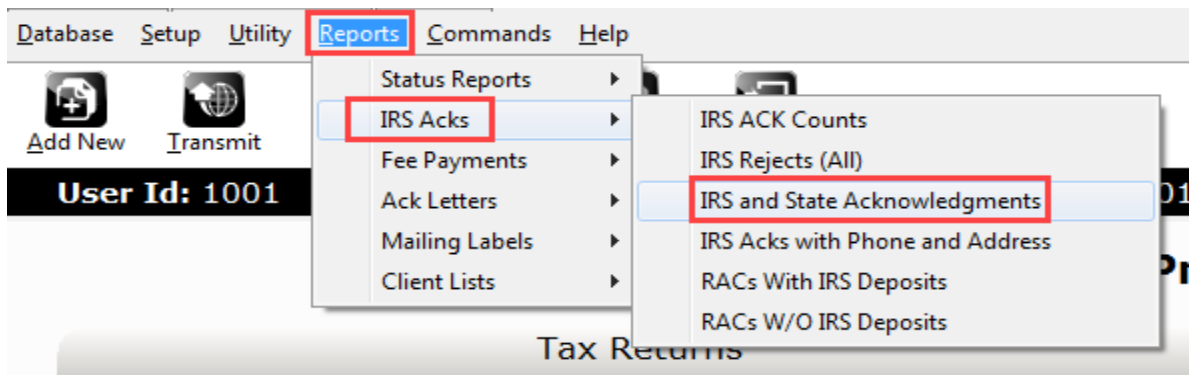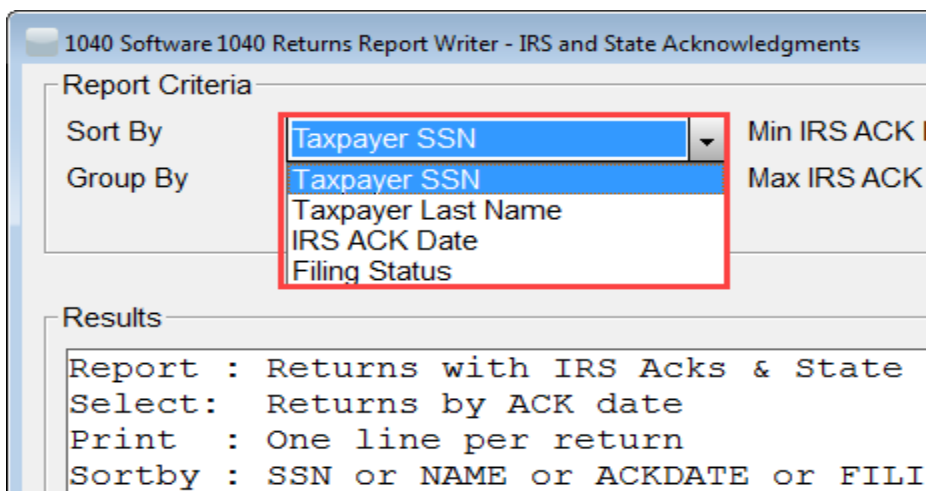# HERE'S HOW TO

Run an Acknowledgement Report in the Desktop Software Program
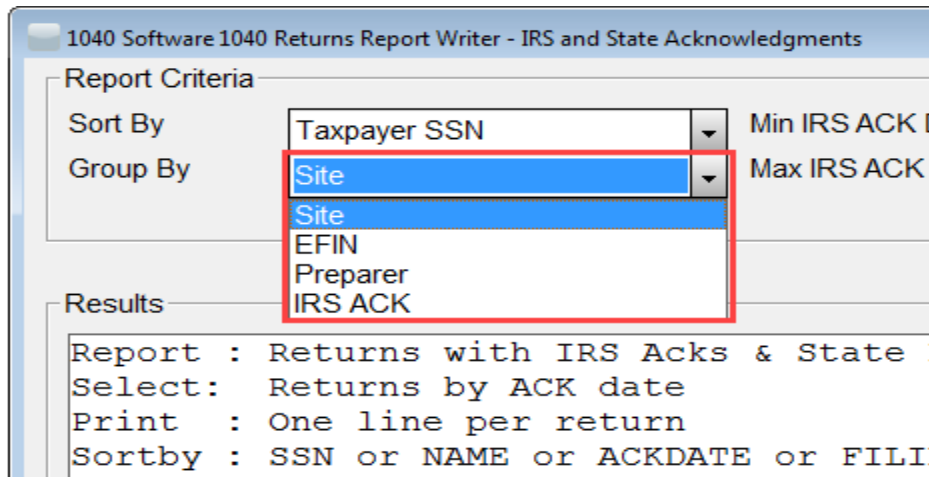
Creating the Report:

1. From the top menu, select **Reports > IRS ACKs > IRS and State Acknowledgements**
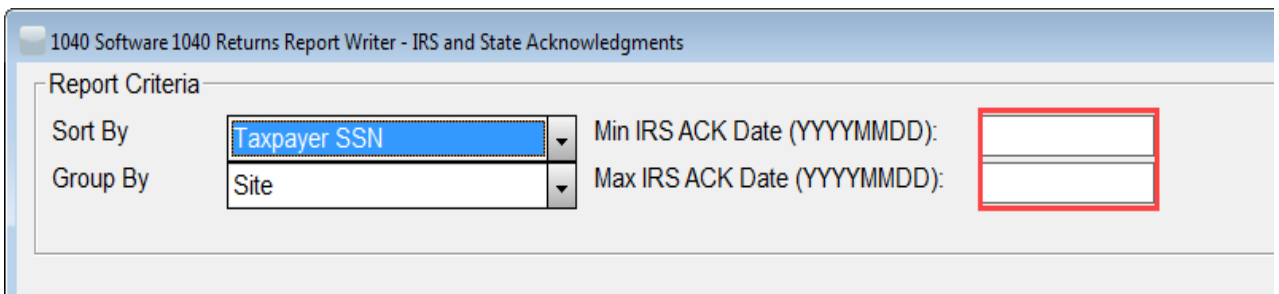

2. In the **Sort By** drop down list, choose the applicable sort option (default is by SSN).

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3. In the **Group By** drop down list, choose the applicable grouping option (default is by Site).

4. **Optional Step**: In the **Minimum** and **Maximum IRS ACK Date** fields, enter the desired date range in the format indicated.

5. To view the report on the screen, click the **Quick View Button**.
6. To print the report, click the **Print Button**.
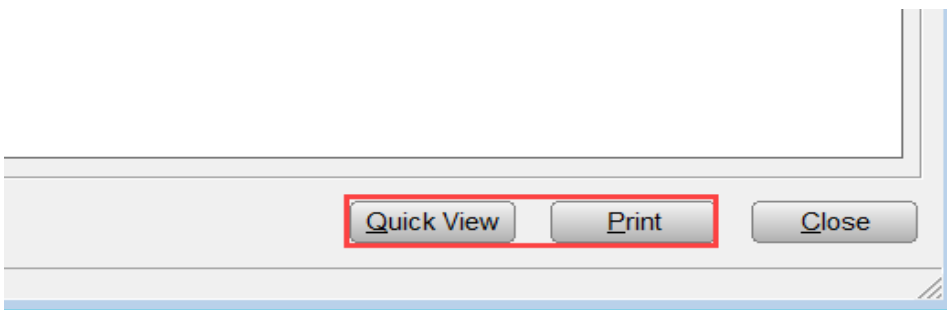
Information Displayed on The Report:

Site – The identification number of the site that prepared the return

SSN – The Social Security Number of the primary taxpayer

Last Name – The last name of the primary taxpayer

Ack Date – The date the IRS acknowledged the return

FLST – The current filing status of the return

Rfd Type – The refund type designator for the return

EFIN – The EFIN the return was filed under

State ID – The first state designator for the return

If you have additional questions about these instructions, please contact our **Partner Support Team** at **206-209-2653**. You can also email us at help@erosupport.com.