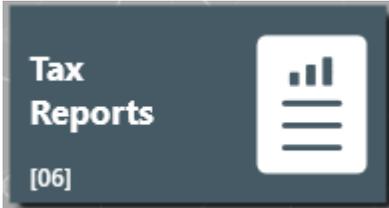With the pending unemployment legislation clients have asked what is the best way to get a list of tax payers that have unemployment. The below is a guide to produce that report but also virtually any client listing can be produced using our "Taxbase" system.

1. Make sure your program is up to date.
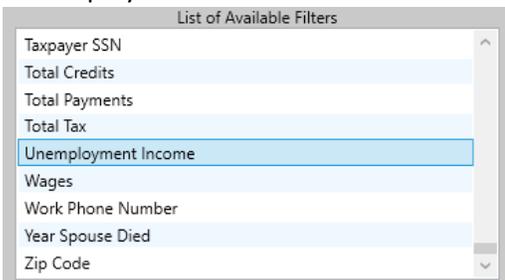2. Select "Tax Reports" from the main start of page(Option 6)

3. In the tax reports page select option 15 – Taxbase – Filtered Listings. To open the Taxbase page.

4. In the available fields, scroll down almost to the bottom and double click the filter "Unemployment Income"

5. This will open the range selection. Assuming you want all of the clients that had any unemployment let's put in a broad range of $1 to $500,000. This will filter clients that unemployment income for at least $1 dollar but not more than $500,000 dollars. You can adjust these ranges as applicable.

Click the OK button and your filtered result will be shown in the "Filter Results" grid.

	Filter Results	
ID	**Name**	**Unemployment Income**
16006	FOSTER, JASON W	16010
200224	TEST, TEST A	80000
30850	PHILLIPS, JOHN W & RACHEL C	7512
5704	RAMIREZ, JOSE L & JENNIFER GARCIA RAMIREZ	7555
9191	CUBBAGE, RANDELL	3525

6. To print/View this information in a report. Click the "Select Report Format" and select any of the reports that are available. We have provided a special "Unemployment" report that will include the amounts.

7. Click option (07) Print Reports to view the report.

Unemployment Client Report

ID	Client Names	Mailing Address	Phone	Email	Amount
16006	FOSTER, JASON W	204 E NORTH ST, RIPLEY, MS 38663	(662) 882-2103		16,010.00
200224	TEST, TEST A	Test Place, THE LAKES, NV 88901	(406) 581-0409		80,000.00
30850	PHILLIPS, JOHN W & RACHEL C	1200 HWY 365, IUKA, MS 38852	(731) 608-5418		7,512.00
5704	RAMIREZ, JOSE L & JENNIFER GARCIA RAMIREZ	1321 N DIVISADERO, VISALIA, CA 93291	(559) 308-5158		7,555.00
9191	CUBBAGE, RANDELL	42197 BROADWALK AVE, HAMMOND, LA 70403	(985) 351-8584		3,525.00