GRUNTWORX VERIFIED
DRAKE TAX®
USER GUIDE

GruntWorx®

GRUNTWORX WITH DRAKE TAX® USER GUIDE

This Quick Start Guide is to help you sign up for the GruntWorx Free Trial and use VERIFIED Organize, Populate, and Trades products with Drake Tax Software®.

Table of Contents

Drake Tax® Customers automatically have a GruntWorx Account.

To activate it and receive your Free Trial, follow the How to Sign Up for a GruntWorx Free Trial directions.

If your account is already activated, go to the instructions on how to use GruntWorx within Drake Tax®.

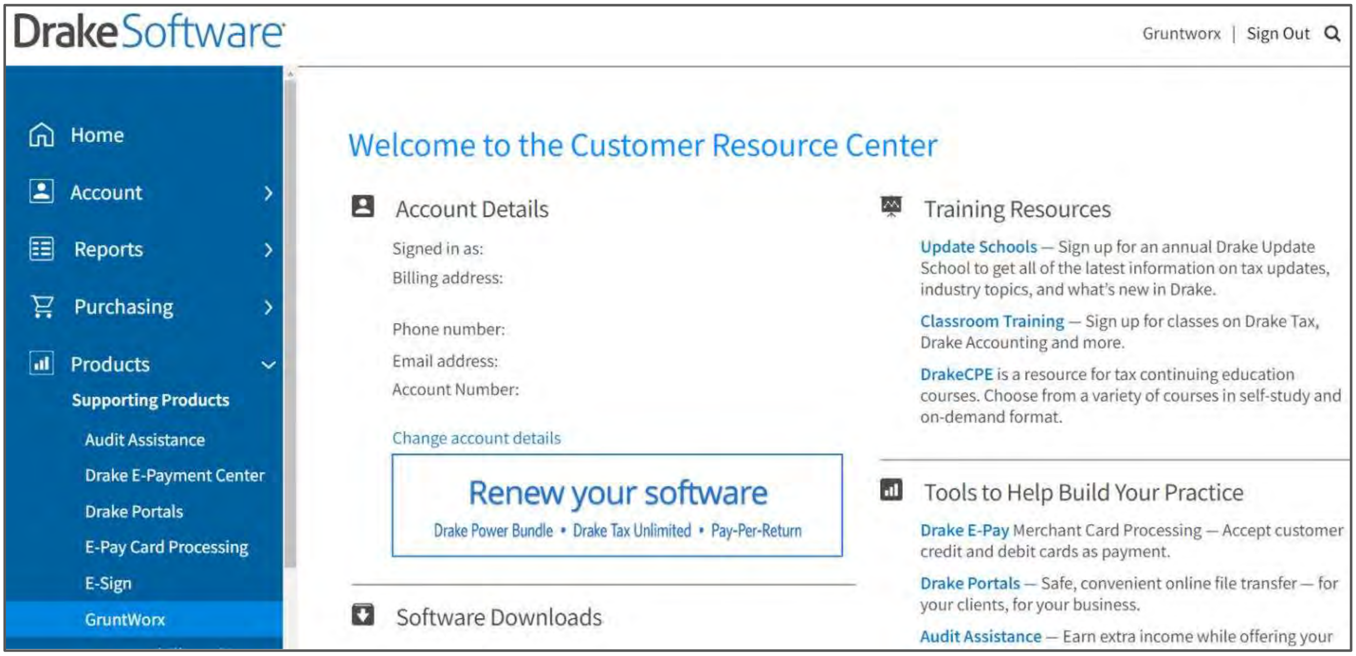
If you have any problems or need additional help you can reach us at:

Support@GruntWorx.com • 877.830.6059

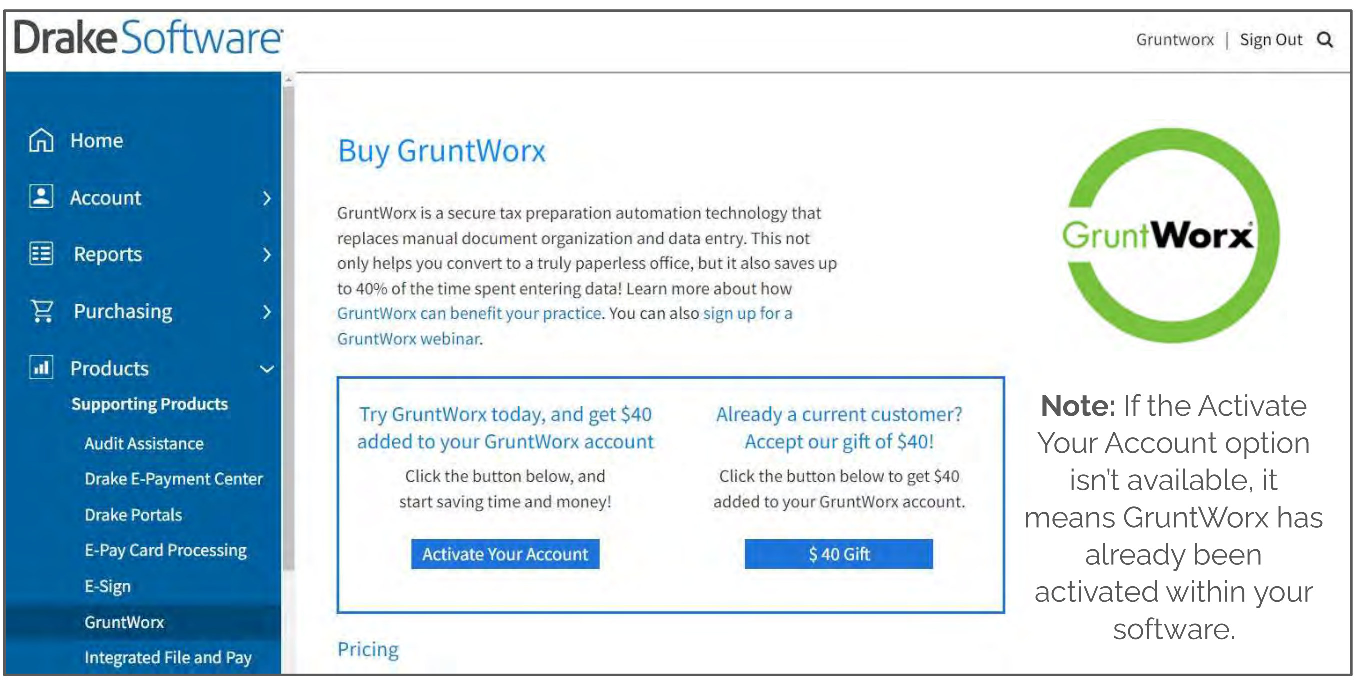
How to Sign Up for a GruntWorx Free Trial

- Sign in to your Drake Tax Software® Customer Support site.

- Select **GruntWorx** from the **Products** drop list.



- Click **Activate Your Account** to sign up for the free trial.



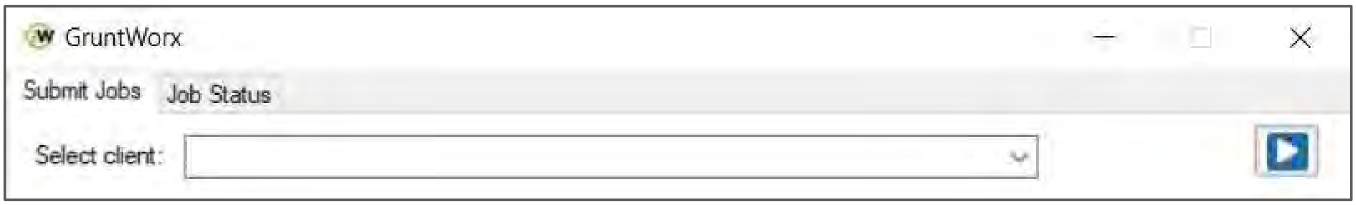
- Proceed to the next section, **Using GruntWorx within Drake Tax Software®**.

Using GruntWorx within Drake Tax Software®

Below are detailed instructions to walk you through using GruntWorx within Drake Tax Software®.

How to Submit Jobs

- Launch Drake Tax Software®.
- Select the **GruntWorx** icon in the toolbar.
- Choose your client by clicking the **Select client** drop list.



- Select the **Job Type** you want to use.

Product Descriptions

GruntWorxLITE Self-verified! You review the output for a flexible & affordable solution.

VERIFIED Service GruntWorx US-based staff reviews the output for accuracy providing a fully automated solution.

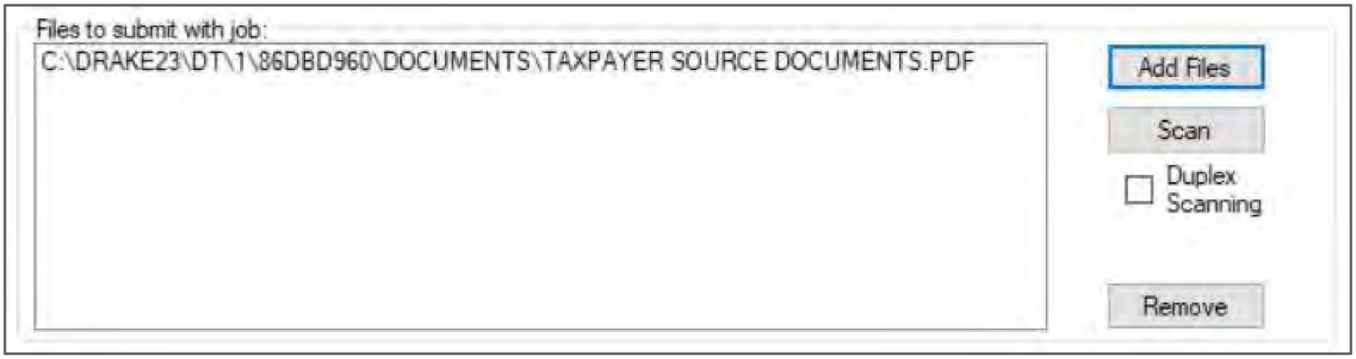
ORGANIZE Create digital workpapers by sending clients' tax documents and have them sorted, classified, and labeled into a searchable PDF. An interactive Table of Contents displays all the documents in the order of a standard 1040 return bookmarked by Payer Names.

POPULATE Automated data entry! Scan and send your clients' source documents through Populate and we'll fill the client's return in Drake Tax® with federal form data.

Trade DETAILS Your solution for consolidated brokerage statements and 1099-Bs that extracts the trade transactions into an Excel file that easily imports into the 8949 & Schedule D in your Drake Tax® software.

Trade SUMMARY Extract only the trade category totals from Brokerage statements and 1099-Bs into an Excel file that easily imports into the 8949 & Schedule D in your Drake Tax® software.

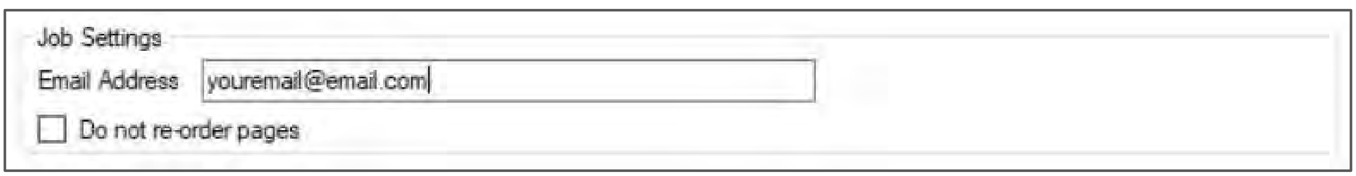
- Click the **Add Files** button to select and add your client's scanned source documents. You can add up to 10 files (maximum of 50 MB per file) for a total of 500 MB at one time. You can also scan your client files and add them here in one step.



File Specifications

IMPORTANT: Make sure your files are in the PDF, JPG, or PNG file format. To use the **Scan** feature you must use a TWAIN compatible scanner at 300 dpi in the black and white setting. If you don't have a TWAIN scanner, then use the Add Files option.

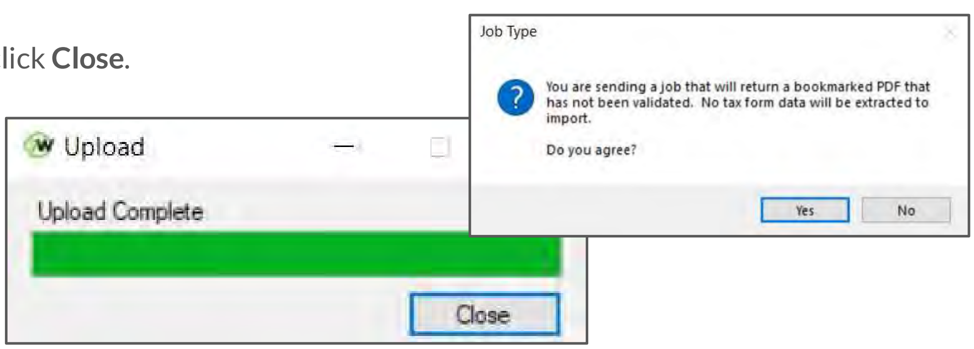
- Enter your **email address** to receive a notification when your job is complete.



TIP: Check the **Do not re-order pages** box if you do not want your pages repaginated. Repagination is where GruntWorx sorts the pages you submitted in the order of the 1040. Checking this box will return your documents in the order they were submitted.

- Click **Submit**.

- Depending on Job Type/s selected, you may be asked to confirm your product choices.
- Once the job is uploaded, click **Close**.



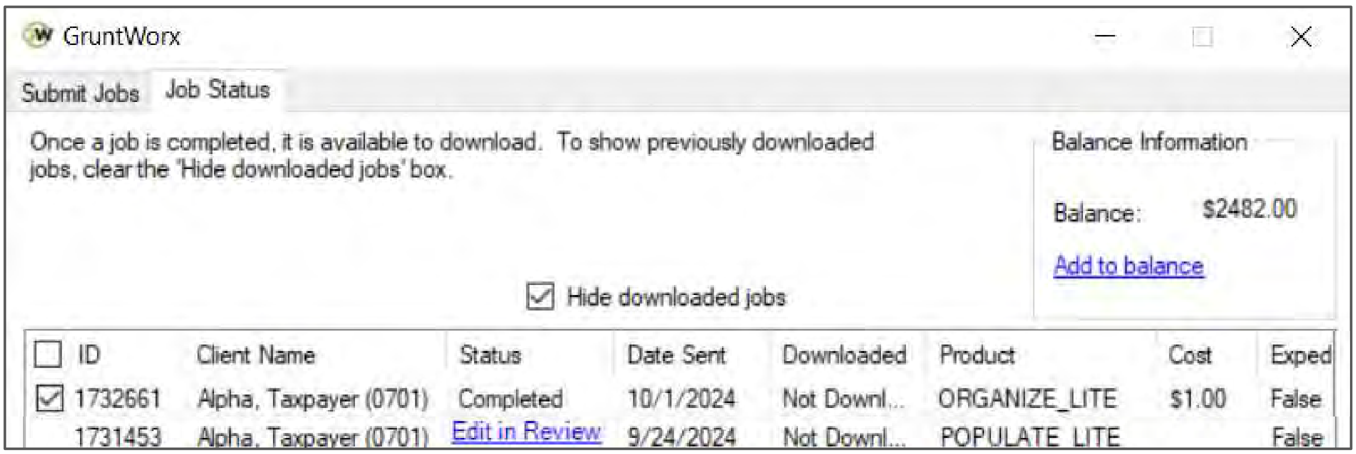
When a Job is Complete

TIP: You will receive a notification email when the job is ready to download. GruntWorxLITE jobs only provide a job completion email once the job has been reviewed by the user and it has been sent back to GruntWorx.

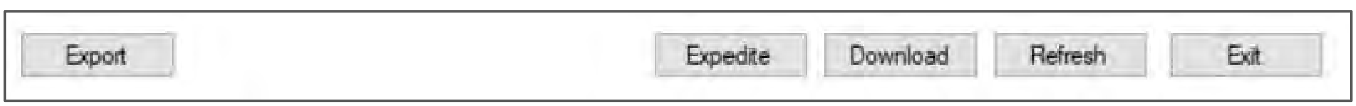
- To download a completed GruntWorx job, you must navigate back to your Drake Tax® Software Home Window and click on the GruntWorx icon in the toolbar.

TIP: If you selected GruntWorxLITE with Edit in Review Tool, the average turnaround time for being ready to Edit in Review Tool is 1-5 minutes. To edit the job, click on the **Edit in Review Tool** link on the **Job Status** tab to open the job in your default web browser. **Refer to the Quick Start Guide or Manual for GruntWorxLITE for more information.**

- Once you are back in GruntWorx, go to the **Job Status** tab. Here you should see your client ID, client name, and completion status.

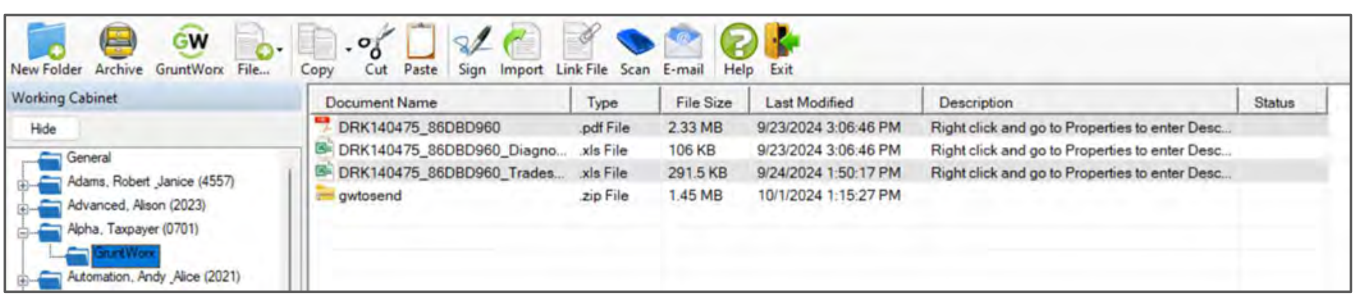


- Select the job you want to use and click **Download**.

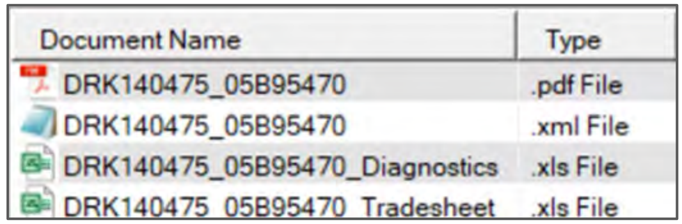


- When the download is complete, go to **Drake® Documents** and find your client.
- Your client now has a **plus sign** by their name. Click the plus sign to open the **GruntWorx** subfolder.

TIP: GruntWorx sends all the processed files to the GruntWorx folder within Drake® Documents.

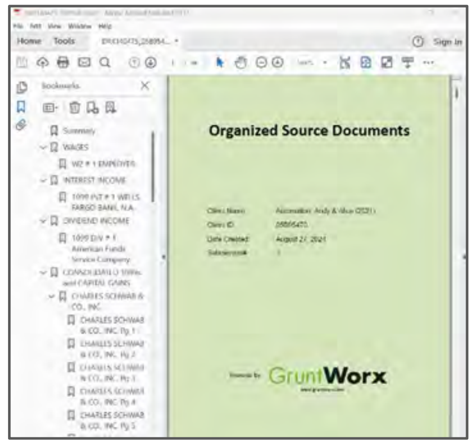


- All GruntWorx jobs provide an organized Bookmarked **PDF** file.
- If you add on Populate, you will also have an **XML** file.
- If a Trades product was added, you will have an **XLS** file.
- If there were any Diagnostic Flags from GruntWorx, there will be a **Diagnostics.XLS** file.



Document Name	Type
DRK140475_05B95470	.pdf File
DRK140475_05B95470	.xml File
DRK140475_05B95470_Diagnostics	.xls File
DRK140475_05B95470_Tradesheet	.xls File

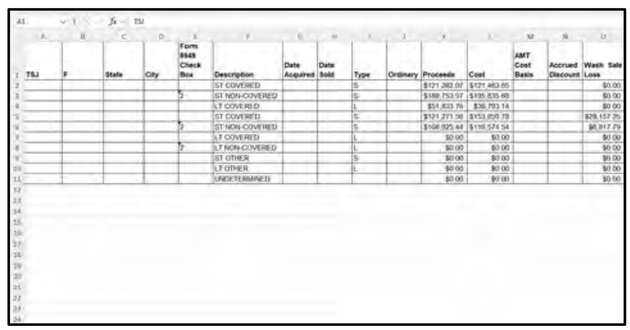
→ To review the organized PDF, open the Bookmarked.pdf file.



→ The XML file contains your Populate federal form extracted data and should not be edited.

→ To review trades, open the Tradesheet.xls file and a spreadsheet opens where you can easily make adjustments before you import. Be sure to save the file if changes were made. The file saves in Drake® Documents.

→ If a Diagnostics file is included, you should open and review this information, as this is how GruntWorx communicated with you on items in the return.



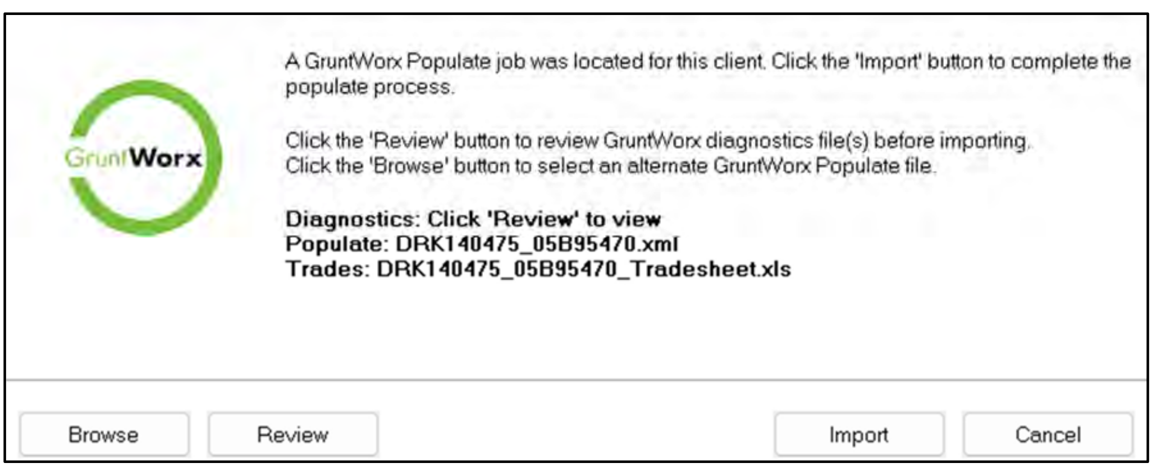
→ Once you have reviewed this information in the Drake® Document Manager, return to Drake Tax® Software Home Window and find your client.

Populating Drake Tax®

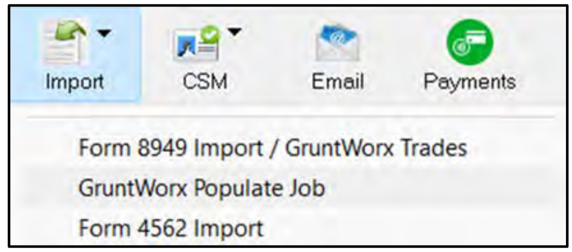
→ Click on your client's name.

→ A prompt appears letting you know there is a **GruntWorx Populate Job** located for the client.

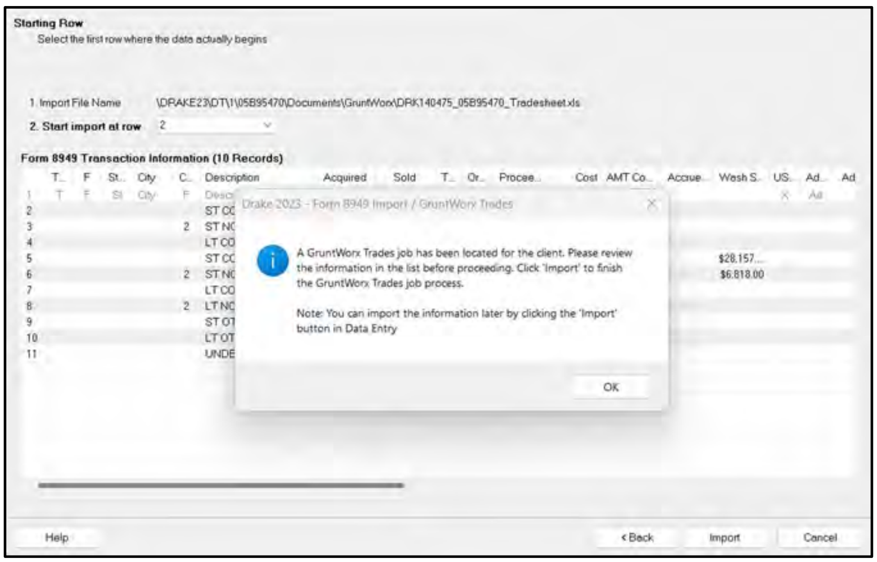
→ Click **Import** to populate the data into your client's return.



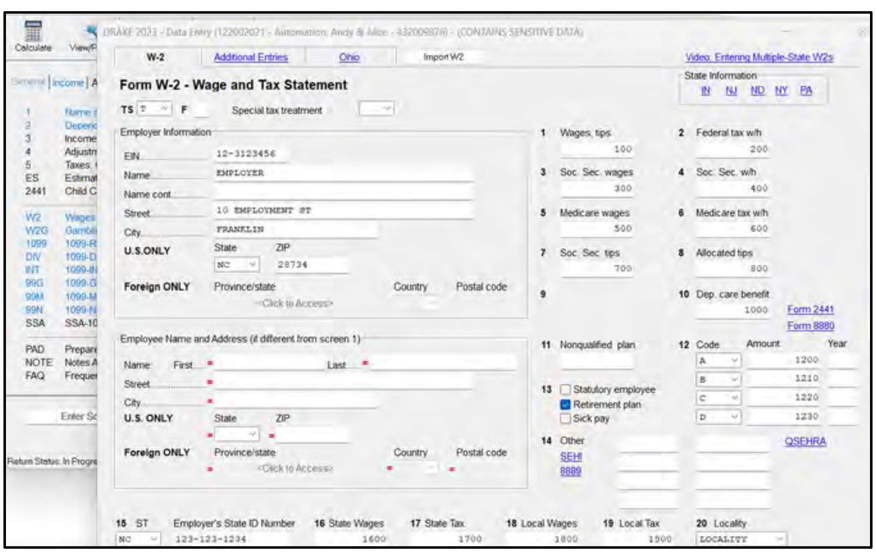
- If you do not receive a prompt to import, the **Data Entry Screen** will appear.
  - Click **Import** in the toolbar and then **GruntWorx Populate Job**.
  - If your job was an Organize with Trades ADD-ON, click **Import** then **Form 8949 Import / GruntWorx Trades**.



- If there were **Trades** in the completed files, the Drake Tax® import tool opens. Click **OK** to continue.
  - Click **Import** and follow prompts to automatically populate the capital gains into your client's 8949 and Schedule D.



- Once the import is complete, you are directed to your client's Data Entry Screen. You can now easily manipulate or adjust any fields within the client's return.



Multi-Site Account Information

If a Drake Tax® user is a part of a Multi-Site Account, the Multi-Site Admin (Master Account) needs to select the office control for each location when logging into the GruntWorx page on the Drake Tax® Support Site.

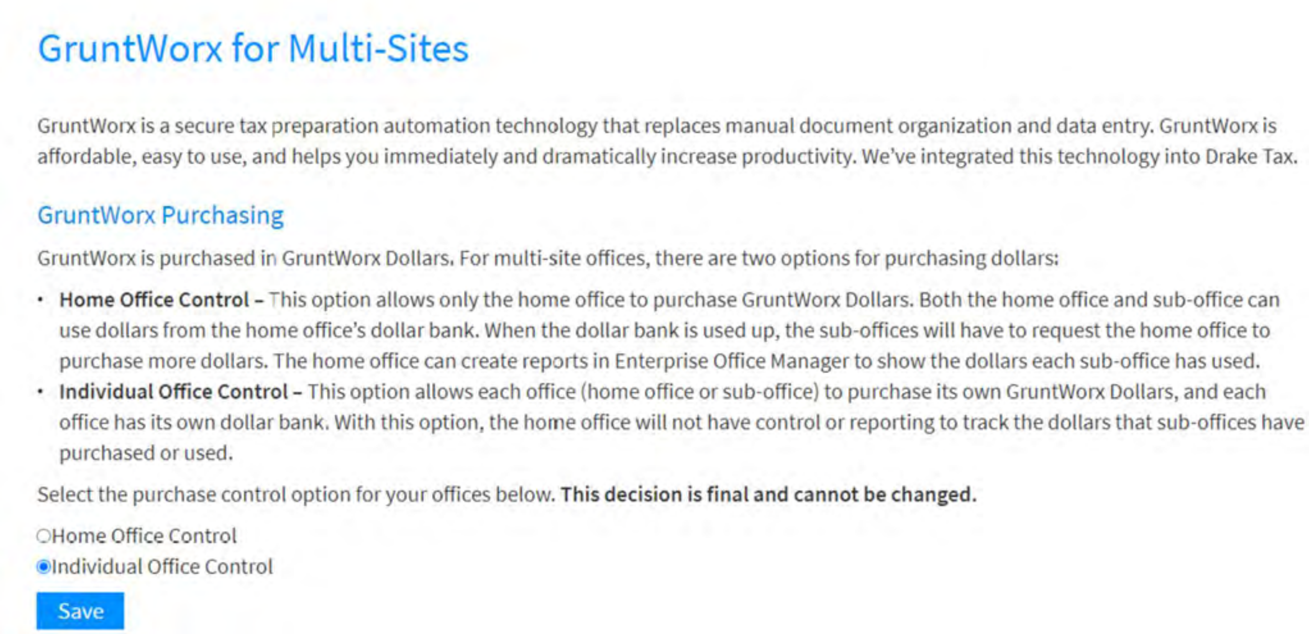
The **Master Account Admin User** is prompted with two options:

- **Home Office Control** - This option allows only the home office to purchase GruntWorx Dollars. Both the homeoffice and suboffice can use dollars from the home office's dollar bank. When the dollar bank is used up, the suboffices will have to request the home office to purchase more dollars. The home office can create reports in Enterprise Office Manager to show the dollars each suboffice has used.

- **Individual Office Control** - This option allows each office (home office or suboffice) to purchase its own GruntWorx Dollars, and each office has its own dollar bank. With this option, the home office will not have control or reporting to track the dollars that suboffices have purchased or used.

The Admin needs to make sure to select the correct option as this decision is final and cannot be changed.

Once the selection is made, the user can move forward with activating the GruntWorx account.



GruntWorx for Multi-Sites

GruntWorx is a secure tax preparation automation technology that replaces manual document organization and data entry. GruntWorx is affordable, easy to use, and helps you immediately and dramatically increase productivity. We've integrated this technology into Drake Tax.

GruntWorx Purchasing

GruntWorx is purchased in GruntWorx Dollars. For multi-site offices, there are two options for purchasing dollars:

- **Home Office Control –** This option allows only the home office to purchase GruntWorx Dollars. Both the home office and sub-office can use dollars from the home office's dollar bank. When the dollar bank is used up, the sub-offices will have to request the home office to purchase more dollars. The home office can create reports in Enterprise Office Manager to show the dollars each sub-office has used.
- **Individual Office Control –** This option allows each office (home office or sub-office) to purchase its own GruntWorx Dollars, and each office has its own dollar bank. With this option, the home office will not have control or reporting to track the dollars that sub-offices have purchased or used.

Select the purchase control option for your offices below. **This decision is final and cannot be changed.**

○ Home Office Control
◉ Individual Office Control

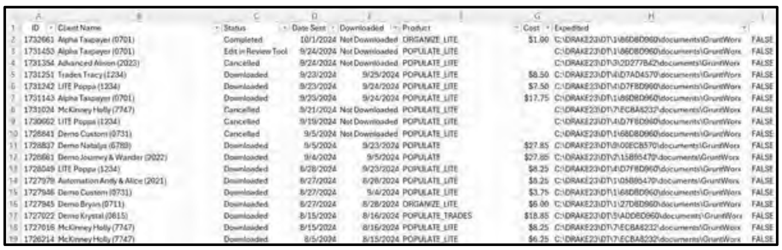
Save

How to Find Job Costs

To find the cost-per-client information for processing a return, go to the **Job Status** tab and uncheck the **Hide downloaded jobs** box. Every return you have submitted will be here, displaying the following information: client name, status, the date it was sent to GruntWorx, the date it was downloaded from GruntWorx, the product used, and the costs.

Click **Export** in the bottom left of the window to extract all of this information into a CSV format.

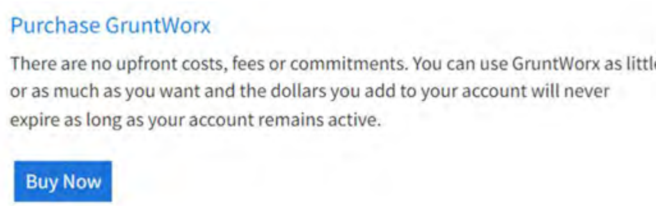
Example of Report:



How to Add Funds

Under both the **Submit Jobs** and **Job Status** tabs, balance information is available in the upper right corner of the window.

You can add to your GruntWorx account at any time by clicking **Add to Balance**. Your default web browser opens to the Drake Software® login screen. After logging in, scroll down the page to the **Purchase GruntWorx** section and click **Buy Now**.



Enter the amount you want to purchase on the next page and click **Add to Cart**. Acknowledge that all sales are final by clicking **CHECKOUT**. GruntWorx does not save your card information on file, so you do need to enter that information with each purchase.

If a Job Fails

On occasion you may have documents that cause a job failure. To resend the client, open the uploaded files and check **Document Properties**. Verify file size and document restrictions and make any necessary adjustments. Then you can resend the job following the same steps to submit the original job.

TIP: Printing to PDF usually removes security restrictions. After Printing to PDF, upload the new files and submit a new job for the client.

If a Job is Cancelled

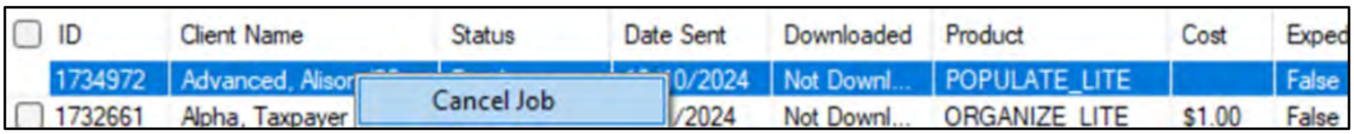
Things like poor/low quality, prior year documents, duplex scan issue, or documents submitted are not supported for extraction are some reasons a job may be cancelled by GruntWorx.

When a job is cancelled, an email is sent to the address of the user that sent in the job. Check the email for the cancellation reason.

You are not charged for cancelled jobs.

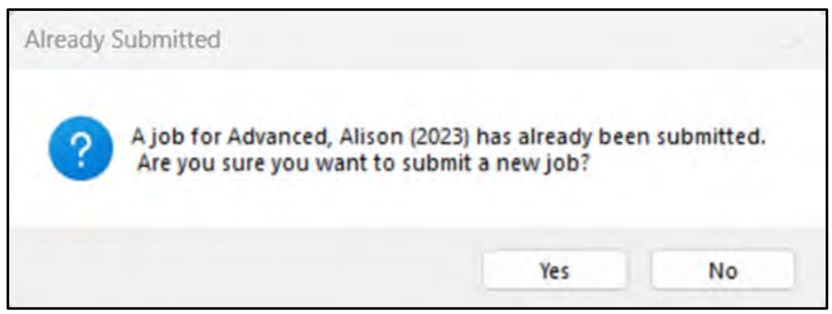
How to Cancel a Job

To cancel a pending job, right-click on client's row and select **Cancel Job**.



How to Send Additional Documents for a Client

GruntWorx accepts unlimited submissions per client. If you need to send additional documents for a client, the process is the same as sending the original job.



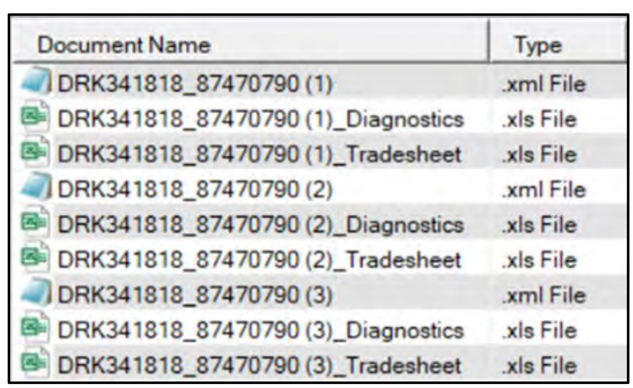
Go to the **Submit Jobs** tab, select client, choose Job Type, upload the new, additional documents, and click **Submit**. You are asked to confirm that you want to send a new job for the same client. Click **Yes**.

You do not need to send the original documents again. You can choose different products as well, so a resubmission can use any Job Type.

When the job is completed, download and import as usual. If you download and import multiple jobs for the same client at the same time, you will need to tell the system which files to import. Each additional job's files are truncated with "(1)", "(2)", "(3)", etc. Import the additional files one at a time in this case.

To import additional files:

- From client's **Data Entry Screen**, click **Import** > **GruntWorx Populate Job**.
- Click **Browse** on the next window.
- File Explorer opens to the client's DDM.
- One at a time, choose each additional file to import.
- Repeat until all files have been imported.



Document Name	Type
DRK341818_87470790 (1)	.xml File
DRK341818_87470790 (1)_Diagnostics	.xls File
DRK341818_87470790 (1)_Tradesheet	.xls File
DRK341818_87470790 (2)	.xml File
DRK341818_87470790 (2)_Diagnostics	.xls File
DRK341818_87470790 (2)_Tradesheet	.xls File
DRK341818_87470790 (3)	.xml File
DRK341818_87470790 (3)_Diagnostics	.xls File
DRK341818_87470790 (3)_Tradesheet	.xls File

DRAKE TAX® SUPPORTED FORMS

GruntWorx®

Here is a list of all the supported forms for the GruntWorx Organize, Populate and Trades products.

ORGANIZE

- W-2
- W-2G
- W2C
- 1042S
- 1095-A
- 1095-B
- 1095-C
- 1098
- 1098-C
- 1098-E
- 1098-T
- 1099-A
- 1099-B
- 1099-C
- 1099-CAP
- 1099-G
- 1099-DIV
- 1099-INT
- 1099-H
- 1099-K
- 1099-LTC
- 1099-MISC
- 1099-NEC
- 1099-PATR
- 1099-Q
- 1099-R
- RRB-1099
- RRB-1099-R
- 1099-S
- 1099-SA
- SSA-1099
- Consolidated 1099
- 2439
- 5498-SA
- 5498-ESA
- Grantor Letter as 1041 K-1
- Supporting Documents
- Receipts

POPULATE

- W-2
- W-2G
- 1095-A
- 1098
- 1099-B
- 1099-DIV
- 1099-G
- 1099-INT
- 1099-MISC
- 1099-NEC
- 1099-R
- RRB-1099
- SSA-1099
- 1099-OID
- Consolidated 1099
- 1120S K-1
- 1065 K-1
- 1041 K-1

TRADE DETAILS & TRADE SUMMARY

- Federal 1099-Bs
- Year-End Brokerage Statements

The following documents are <u>not supported</u> for Trades products:

- Coinbase Statements
- 8949 Worksheets
- Monthly Statements
- IRA Account Statements