Drake Quick Start Guide



Here are the instructions to help you sign up for your free GruntWorx trial and how to activate your GruntWorx account in your Drake Tax software. If you have already signed up for your trial account, you can jump to the "Using GruntWorx with Drake Software" section.

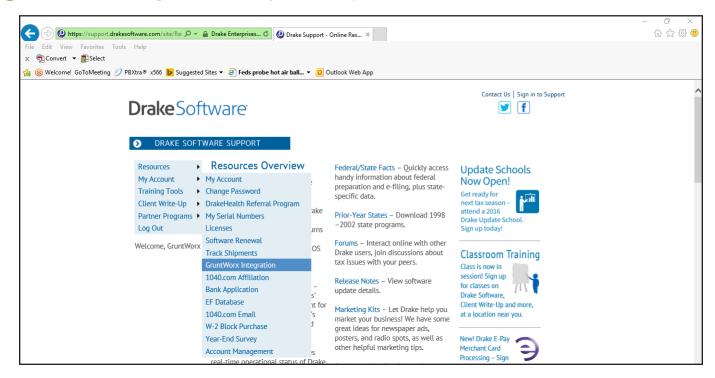
1 Go to <u>DrakeSoftware.com</u>.

	Favorites Tools Help	es C Drake Software – The Profe ×		-
	oToMeeting ∥ PBXtra® x566 📴 Suggested Sites ▼ 🗿 Trum Sales: (800) 890-9500 Sales Chat	p: Sweden rema 🔻 🚺 Outlook Web App		Q Sign in to Support
I	Drake Software [.]	Products Service & Learning	Build Your Practice	Resources About Us
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	Federal/State Income Tax Tax Planning Systems	Compliance	E CONTREADER	7 OLCE ANA

2 Sign into the Drake Software Support site.

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3 Select **GruntWorx Integration** from the **My Account** drop list.



4 Click Try GruntWorx for Free to sign up for the free trial.

Note: If you've already signed up for a free trial you won't see this sign up, instead proceed to the next section, **'Using GruntWorx within Drake Software'**.

🗲 🕘 🕑 https://support.drakesoftware.com/site/Re: 🔎 🕶	Drake Enterprises C Drake Software ×	
File Edit View Favorites Tools Help		
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🚖 📵 Contact-Company Inform 🋞 Welcome! GoToMeeting	🤣 PBXtra® x566 👂 Suggested Sites 🔻 🧃 As Trump prepares fo	- 🔻 🧕 Outlook Web App
Drake Soft	VARE SUPPORT	Contact Us Sign in to Support
Resources +	Add GruntWorx to Your Tax Practice	
My Account	GruntWorx is a secure tax preparation automation	Try GruntWorx today, and get \$40 added to
Training Tools	technology that replaces manual document	your GruntWorx account
Client Write-Up	organization and data entry. This not only helps you	
Partner Programs	convert to a truly paperless office, but it also saves up to 40% of the time spent entering data! For more	Click the button below, and start saving
Log Out	information about how GruntWorx can benefit your	time and money!
Welcome, GruntWorx	tax practice, click here or visit GruntWorx.com. You can also sign up for a GruntWorx webinar.	Try GruntWorx for FREE

5 Proceed to the next section, 'Using GruntWorx within Drake Software'.

QUICK START GUIDE

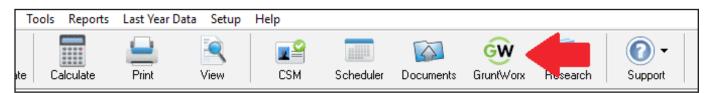
GruntWorx[•]

Using GruntWorx Within Drake Software Drake Software

Below are the instructions to walk you through using GruntWorx within Drake Software.

1 Launch Drake Software.

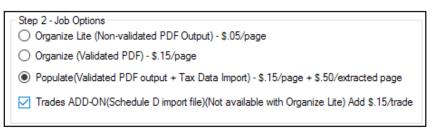
2 Select the **GruntWorx** icon in the toolbar.



3 Choose your client by clicking the **Step 1 – Job For** drop list.

W GruntWorx	
Submit Jobs Job Status	
Click to read instuctions.	
Step 1 - Job For:	
Step 2 - Job Options	

4 Select the job type you want to use.



GruntWorx Organize LITE

Organizes, bookmarks, and labels scanned tax documents so you can easily find and review any document without human validation within minutes.

GruntWorx Organize

Organizes, bookmarks, and labels scanned tax documents so you can easily find and review any document and includes human validation.

GruntWorx Populate

Eliminates data entry with accurate data extraction and population into most tax software.

GruntWorx Trades

Transforms trade details on scanned consolidated brokerage statements into a spreadsheet file, which can be imported into most 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.

IMPORTANT: Make sure your files are in the PDF file format. To use the scan feature you must use a TWAIN compatible scanner. If you don't have a TWAIN scanner then use the **Add Files** option.

Step 3 - Files to submit with job:	
	Add Files
	Scan
	Duplex Scanning
	Remove

To receive an email alerting you when the job is complete, select Step 4 (optional) checkbox and enter your email address.

Step 4 (Optional): Send e-mail when job is done to:	

7	Click the Ready button in Step 5.	\wedge
	Step 5 - Mark as ready to send:	Ready

8 Select the checkbox for the job you want to upload to GruntWorx and click **Submit**.

TIP: You can upload multiple jobs at once.

Step 6 - Jobs in Queue				
Client Name	Ready	Job Type	Date Created	User
Smith, John (5500)	True	POPULATE_TRADES	2-17-2017	sarac
Load DDM Right-click	to remov	ve or load a job.	Submit	

Once the job is uploaded, click Close. The average turnaround time is about an hour. If you selected Organize LITE, the average turnaround time is 1-5 minutes.

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

ubmit Jobs	s Job Status						
	o is completed, it is availa the 'Hide downloaded jol		To show previo	ously downloaded	ł	Balance In	formation
			Hide downloa	ded jobs		Balance: <u>Add to bal</u>	\$1316.7 ance
ID	Client Name	Status	Date Sent	Downloaded	Product	Cost	Needed
29	SmiTH, JaNe (5556)	Completed	2/16/2017	Not Downl	POPULATE	\$9.75	
	Smith, John (5500)	Completed	2/10/2017	Not DownI	POPULAT	\$13.40	
_	Smith, Jane (8888)	Completed	2/10/2017	Not Downl	POPULAT	\$13.90	
28	Smith, Jane (8888)	Completed	2/10/2017	Not Downl	POPULAT	\$13.40	
28	Smith, John (5500)	Completed	2/7/2017	Not Downl	POPULAT	\$13.90	

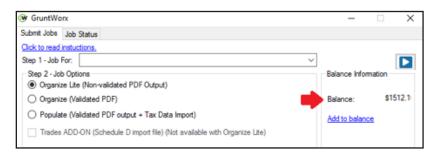
TIP: You will receive a notification email when the job is ready to download if you completed **Step 4**.

TIP: Under both the Job Status tab and Submit Jobs tab, you can see your balance information in the right-hand corner. Your balance information will be displayed down to the penny.

Grunt	Worx					-		\times
Submit Job	Job Status							
	b is completed, it is availab in the "Hide downloaded job		To show previo	usly downloaded	. [Balance In	formation	
1000,000						Balance:	\$1	512.1
		_				Add to bal	ance	
			Hide download	led jobs				
🗆 ID	Client Name	Status	Date Sent	Downloaded	Product	Cost	Needed	
27	SMITH, JOHN (5555)	Completed	1/31/2017	Not Downl	ORGANIZE	\$11.40		
27	SMITH, JOHN (5555)	Completed	12/21/2016	Not Downl	POPULAT	\$13.90		
L 4/					DODUU AT	et0.00		
27	SMITH, JOHN (5555)	Completed	12/20/2016	Not Downl	POPULAT	\$13.90		
-	SMITH, JOHN (5555) SMITH, JOHN (6789)	Completed Completed	12/20/2016 11/28/2016	Not DownI Not DownI	POPULAT	\$13.90	1	

Balance Information under Submit Jobs tab:

TIP: You can add to your GruntWorx account at any time by clicking on 'Add to Balance'.



TIP: To find the cost-per-client information for processing a return, click on the **Job Status** tab and uncheck the **Hide downloaded jobs** tab. 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.

Submit Joł	Job Status							
	b is completed, it is availabl r the "Hide downloaded jobs		To show previo	ously downloaded	đ	Balance Inf	omation	
1005, 0166		s bux.				Balance:	\$15	12.1
			Hide downloa	ded jobs		Add to bala	ince	
	Client Name	Status	Date Sent	Downloaded	Product		Cost	^
27	SMITH, JOHN (5555)	Completed	1/31/2017	Not Downl	ORGANIZE	TRADES	\$11.40	
27	SMITH, JOHN (5555)	Downloa	1/31/2017	1/31/2017	ORGANIZE	TRADES	\$11.40	
27	SMITH, JOHN (5555)	Downloa	1/30/2017	1/31/2017	ORGANIZE	TRADES	\$11.40	
27	SMITH, JOHN (5555)	Downloa	1/27/2017	1/30/2017	ORGANIZE	TRADES	\$11.40	
27	SMITH, JOHN (5555)	Downloa	1/27/2017	1/27/2017	ORGANIZE	TRADES	\$11.40	
27	SMITH, JOHN (5555)	Downloa	1/26/2017	1/27/2017	ORGANIZE	TRADES	\$11.40	
27	SMITH, JOHN (5555)	Downloa	1/25/2017	1/26/2017	ORGANIZE	TRADES	\$11.40	
27	SMITH, JOHN (5555)	Downloa	1/25/2017	1/25/2017	ORGANIZE	TRADES	\$11.40	
27	SMITH, JOHN (5555)	Downloa	1/23/2017	1/25/2017	ORGANIZE	TRADES	\$11.55	
27	SMITH, JOHN (5555)	Downloa	1/5/2017	1/23/2017	POPULATE	TRADES	\$13.40	
27	SMITH, JOHN (5555)	Downloa	1/5/2017	1/5/2017	ORGANIZE	TRADES	\$11.40	
27	SMITH JOHN (5555)	Downloa	1/5/2017	1/5/2017	ORGANIZE	TRADES	\$11.55	

🕑 When the download is complete, go to Drake Documents and find your client.

🕑 You will see that your client now has a plus sign by their name and a **GruntWorx** folder.

File Setup Documents Help Archive GruntWorx]... Copy Cut Paste Sign Portal Import Link File Scan E-mail Help Exit ew Folder File.. Vorking Cabinet Tree Document Name Туре Last Modified Description Hide DRK140475_ECB1D112 (33) .pdf File 2/3/2017 10:37:34 AM Right click and go to Properties to enter Description General
 AMBROSIA, JANE (1060)
 BEANS, COFFEE (1001)
 BIRCH, JOANNE (1046)
 CORNFLOWER, LINDA (1045)
 DINCH (MARCH (4045)) DRK140475 ECB1D112 (33) xml File 2/3/2017 10:37:34 AM Right click and go to Properties to enter Description B DRK140475_ECB1D112 (33)_Di... .xls File 2/3/2017 10:37:34 AM Right click and go to Properties to enter Description BRK140475_ECB1D112 (33)_Tr... .xls File 2/15/2017 9:55:10 AM Right click and go to Properties to enter Description 🍯 DAISY, MARK (1044) GARDNER, MORGAN (10.37) HEATHER, LYNETTE (1035)
 HERB, OREGANO ROSEMARY (1006) LEAF, DILL_CURRY (1007) MAGNOLIA, SUSAN (1032) MUSTARD, WASABI (1032) MUSTARD, WASABI (1002) PEA, SNOW_SNAP (1008) PEONY, DAVID (1036) ROOT, SASSAFRAS (1004) SEASONS, SAFFRON TUMERIC (1003) SMITH, EDWARD (1047)
 Smith, Jane (8888)
 SmitH, JaNe (5556) 🧑 Smith, John (5500) 🍯 SMITH, JOHN (5555) Grunt Worx
 SNAPDRAGON, SUSAN (1042)
 TEA, MINT (1005)

GruntWorx sends all the processed files back to the GruntWorx folder within Drake Documents. If you choose Organize, you will have a PDF file. If you choose Populate, you will have an XML file and an organized PDF. If adding Trades to Organize or Populate, you will also have an XLS file containing all the trade details.

🔟 To review the organized PDF from Drake Documents, click on the PDF file.

To review trades from Drake Documents, click on the XLS file and a spreadsheet will appear where you can easily make adjustments to trades, such as a missing cost basis before you import the trades. Be sure to save the file when you are done making any adjustments. The file will be saved back in your Drake Documents folder.

18 The XML file contains your Populate Job extracted data. You do not need to open this file.

Once you have reviewed this information in the Drake Document Manager, return to the Drake Software Home Window and find your client. Click on your clients name.

File EF Tools Reports	Last Year D	ata Setup I	Help							
Dpen/Create	Print	View	CSM Sched		GruntW		O - Support	- Exit		
Recent Returns:	Key	Print/View	Enable Privacy	Personal Clie	nt Mar	nager - (CONTAI	NS SENSITI	VE DATA)		
SMITH, ЈОНN 🧹			Client Name		Туре	Status	Started	Completed	Last Change	Tran Da
SmiTH, JaNe Smith, Jane Smith, John	2 3 4		SMITH, JOHN Smith, John Smith, Jane SmiTH, JaNe		1040 1040 1040 1040	Updated From 2015 In Progress Updated From 2015 Updated From 2015	02/03/2017		02/16/2017 02/07/2017 02/08/2017 02/10/2017	
Appointments:										
No upcoming appoints	ments today	<i>.</i>								
Notifications:										

20 The Data Entry Screen will appear. Click on the Import tab in the tool bar and then GruntWorx Populate Job.

Calculate Vi	ew Print Split Documents Tax Planner	Import	<mark>,∏≌</mark> ▼ CSM	🔦 Email	e-Pay		Exit
		Form	8949 Import	/ GruntWo	rx Trades		
General Inco	me Adjustments Credits Taxes Hea	Grunt	Worx Popula	ate Job		s	States
1 2	Name and Address Dependents					A STAX	Itemized Deductions Schedule Sales Tax Worksheet
3	Income		2106	Employee Business Expense			
4 5 ES	Adjustments Taxes, Credits and Payments Estimated Taxes		Due Dil 8867 DD1	Igence Due Diligence Checklist Due Diligence Assistance			
2441	Child Care Credit					DD2	Due Diligence Notes
W2	Wages - (15)					Electro	nic Filing and Banking
W2G	Gambling Income					BANK	Bank info not set up in firm
1099	1099-R Retirement - (41)		IDS	Identification for Taxpayer/Spouse			
DIV	1099-DIV Dividend Income - (26)					USE	Consent to Use of Tax Return Info
INT	1099-INT Interest Income - (54)					DISC	Consent to Disclosure of Tax Return Info
99G	1099-G Government Payments - (13)					DD	Direct Deposit/Form 8888
99M	1099-MISC Miscellaneous Income					PMT	Electronic Funds Withdrawal
RRB	RRB 1099-R Railroad Retirement					PIN	8879/8878 e-file Signature
SSA	1099-SSA Social Security					EF PDF	EF Selections PDF Attachments

2 If you chose Trades, your trades file will open. Click the **Import** button to have your trades automatically imported into your client's 8949.

.1			orm 8949 Imp	ort / Grun	tWorx Ir	ades - Step 3							×	
eral Inco	me Adjustments Credits			ed the nece	essary info	rmation and is ready to impor	t the information	into the client re	eturn. Pl	lease ve	rify the informati	on and click 'Imp	iort' to	
1	Name and Address	impore.												
2	Dependents													
3	Income	1. Import F	le Name 🛛 👌	DRAKE16\	DT\5\EC	B1D112\Documents\Grunt\	Vorx\DRK14047	5_ECB1D112(33)_Tra	desheet	xls			
4	Adjustments	2. Start imp	ort at row 2											
5	Taxes, Credits and Payn													
ES	Estimated Taxes		Transaction											
2441	Child Care Credit	TSJ	F State			Description	Acquired	Sold	Ту		Proceeds	Cost	AMT Co:	
	orma ouro oroun	1 T 2	F St NC	City Franklin		Description 132.0000 COVIDIEN PLC	DATEACQ 11/05/2010	DATESOL 08/11/2014	T	0	\$11,183.00	\$4,908.00		
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W2G	Gambling Income	4				208.0000 AMERICA MOV	12/12/2012	04/22/2014			\$3,975.00	\$4,965.00		
1099	1099-R Retirement - (32	5 6				136.0000 AMERICA MOV 15.0000 AMERICA MOVI	03/08/2013 04/17/2013	04/22/2014 04/22/2014			\$2,599.00 \$287.00	\$2,859.00 \$302.00		
DIV	1099-R Retirement - (32 1099-DIV Dividend Incor	7				27.0000 CVS CAREMAR	04/17/2013	04/22/2014			\$287.00	\$302.00		
INT	1099-DIV Dividend incor 1099-INT Interest Incom	8				16.0000 COVIDIEN PLC	03/08/2013	08/11/2014			\$1,355.00	\$952.00		
		9 10				33.0000 CDK GLOBAL IN 74.0000 DIAGEO PLC SP	05/09/2013 02/03/2012	10/08/2014 06/26/2014			\$958.00 \$9,241.00	\$863.00 \$6,784.00		
99G	1099-G Government Pa	11				7.0000 DIAGEO PLC SPS	03/08/2013	06/26/2014			\$874.00	\$835.00		
99M	1099-MISC Miscellaneou	12				7.0000 MCDONALDS CO	01/16/2013	08/14/2014			\$655.00	\$637.00		
RRB	RRB 1099-R Railroad R	13				14.0000 MCDONALDS C 49.0000 PRICE T ROWE	03/08/2013 02/06/2013	08/14/2014 11/06/2014			\$1,311.00 \$4,022.00	\$1,380.00 \$3,553.00		
SSA	1099-SSA Social Securi	15				47.0000 PRICE T ROWE	03/08/2013	11/06/2014			\$3,858.00	\$3,516.00		
		16 17				13.0000 CDK GLOBAL IN 1.0000 CDK GLOBAL INC		10/08/2014 11/10/2014			\$377.00 \$37.00	\$387.00 \$30.00		
PAD	Preparer Notepad	18				24.0000 HEWLETT PAC	12/19/2013	04/18/2014			\$37.00	\$30.00		
NOTE	Notes about the return													
FAQ	Frequently Asked Questi													
		<											>	
														_
	Enter Screen, State,													

22 Once the import is complete, you will be directed to your client's **Data Entry** screen. You can now easily manipulate or adjust any fields within the software.

		Form W2 - Wage and Tax Statement	
Calculate	View Print	Video: Entering Multiple-State W2s Video: Entering Multiple-State W2s	
General	ncome Adjustmer	TS F Special tax treatment State Information	
4	Name and Ac	Employal montation or equination or not	
2	Dependents	EIN	
3	Income	Name	
4	Adjustments	Name cont 117000 7254	
5	Taxes, Credit	Street	
ES	Estimated Ta	City	
2441	Child Care C	U.S.ONLY State ZIP 7 Soc Sectips 8 Allocated tips	
W2	Wages - (13)	Foreign ONLY Province/State Country Postal Code 9 10 Den care benefit	
W2G	Gambling Inc	<click access="" to=""> 9 10 Dep care benefit Form 2441</click>	
1099	1099-R Reti	Form 880	
DIV	1099-DIV Di 1099-INT Int	Employee name and address (if different from screen 1) 11 Non-qual plan 12 Code Amount Year	
99G	1099-INT INC 1099-G Gov	Name: First= Last =	
99M	1099-MISC 1	Street = D V 10575	
RRB	RRB 1099-R	13 Statemployee DD 1804	
SSA	1099-SSA S	U.S. ONLY State ZIP	
PAD	Preparer Not	Foreign ONLY Province/State Country Postal Code SEH	
NOTE	Notes about		
FAQ	Frequently A:		
		15 ST Employer's state ID number 16 State wages 17 State tax 18 Local wages 19 Local tax 20 Locality	
	Enter S	MA V 04220761301 174624 8787 V	

Tips for best scanning practices can be found here in this video.

If you have any problems or need additional help you can reach us at: Support@GruntWorx.com 877-830-6059



Here is a list of all the supported forms for the GruntWorx Organize and Populate services.

- W-2
- W-2G
- W2C
- 1042-S
- 1095-A
- 1095-B
- 1095-C
- 1098
- 1098-C
- 1098-E
- 1098-T

- Organize LITE & Organize
 - 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 Tax Documents
- Receipts

Populate

- W-2
- W-2G
- 1095-A
- 1098
- 1098-E
- 1098-T
- 1099-MISC
- 1099-B
- 1099-G
- 1099-DIV
- 1099-INT

• 1099-R

• 1099-A

• 1099-B

• 1099-C

• 1099-G

• 1099-CAP

• 1099-DIV

• 1099-INT

• 1099-H

• 1099-K

• 1099-LTC

• 1099-MISC

- RRB-1099
- SSA-1099
- 1099-0ID
- Consolidated 1099
- 11205 K-1
- 1065 K-1
- 1041 K-1
- 5498

