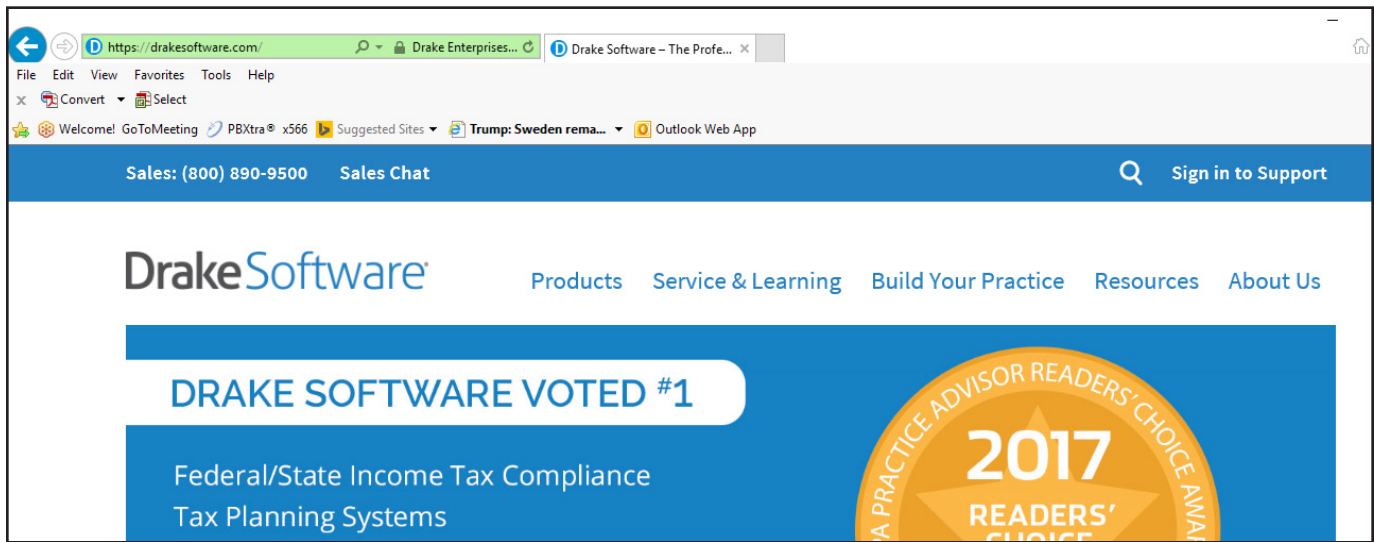
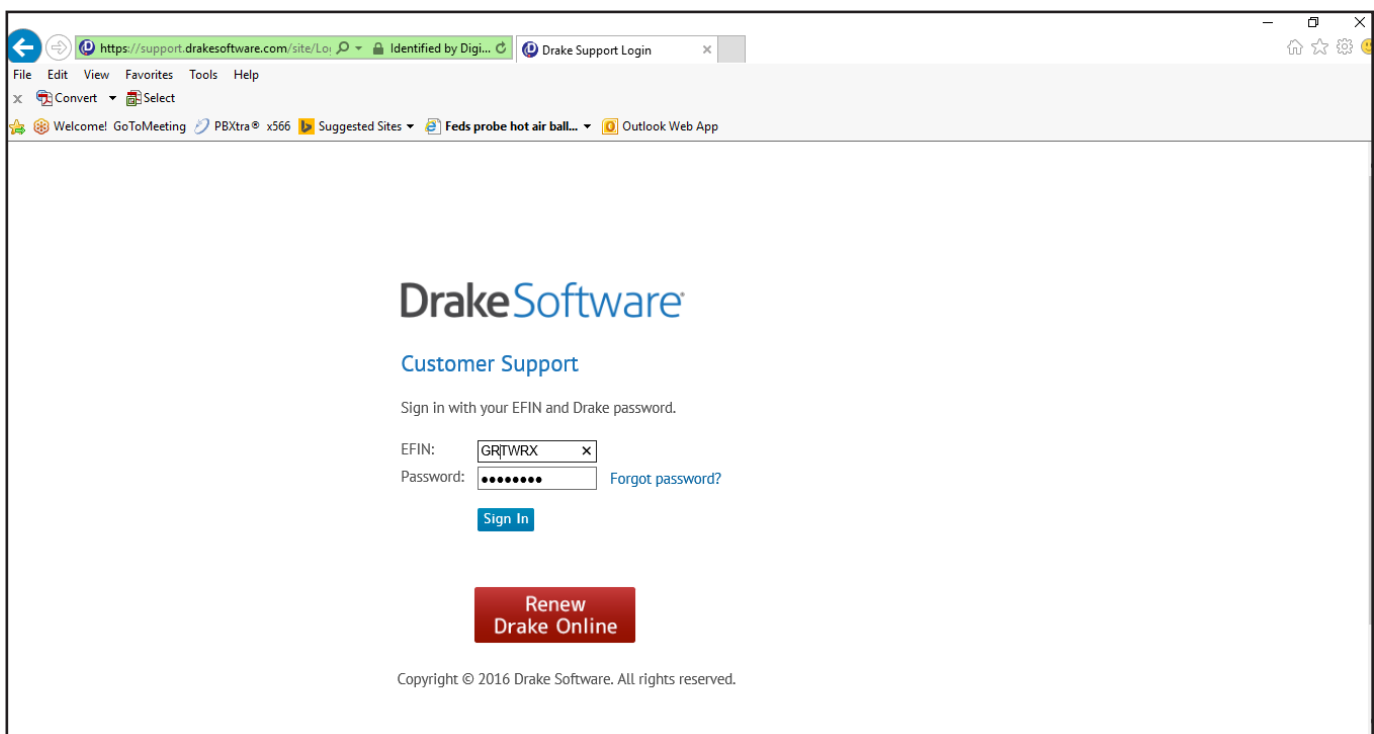


Here are the instructions to help you sign up for your free GruntWorx trial and how to activate your GruntWorx account in your Drake Tax software. If you have already signed up for your trial account, you can jump to the “Using GruntWorx with Drake Software” section.

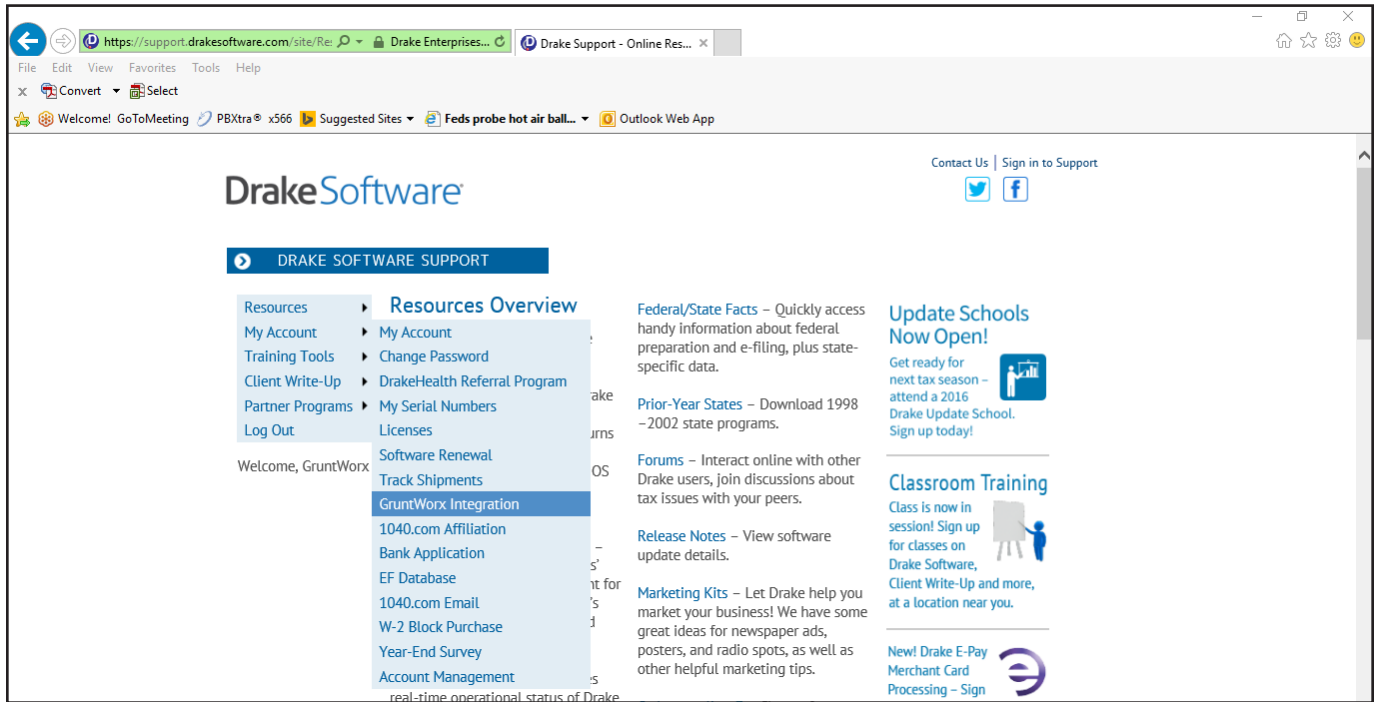
1 Go to [DrakeSoftware.com](https://drakesoftware.com).



2 Sign into the Drake Software Support site.

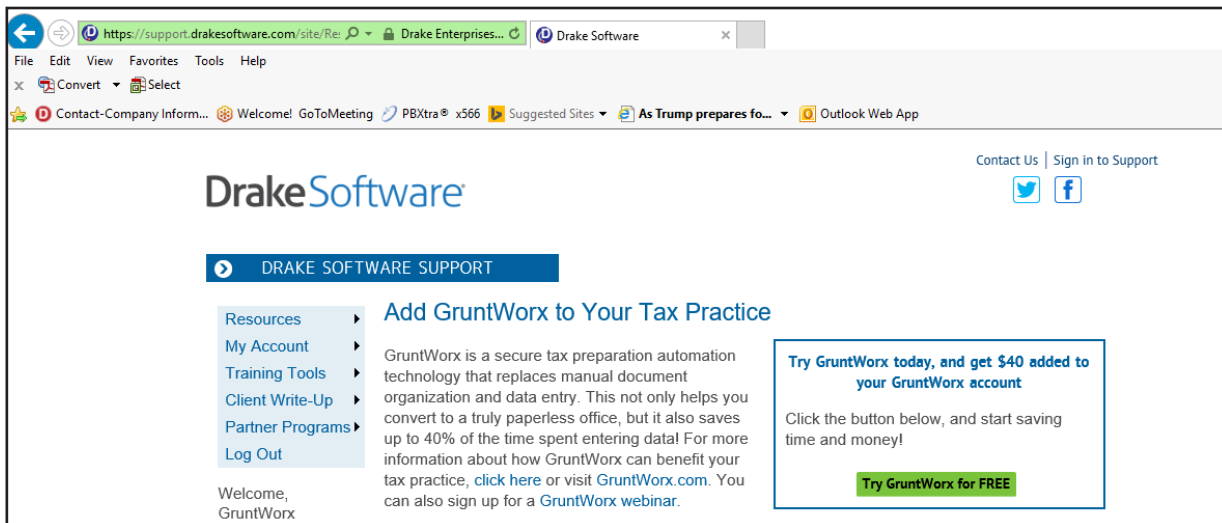


3 Select GruntWorx Integration from the My Account drop list.



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'.



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

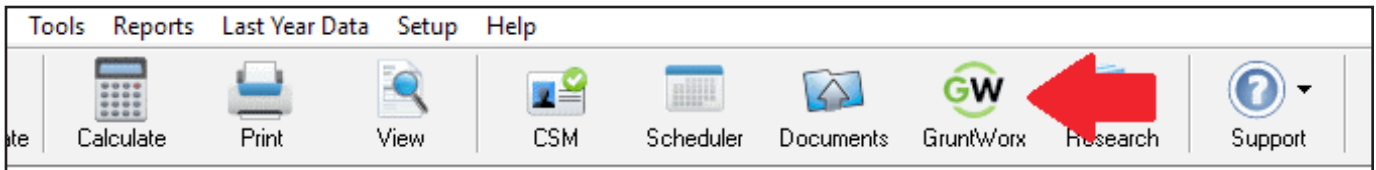
QUICK START GUIDE

Using GruntWorx Within Drake Software

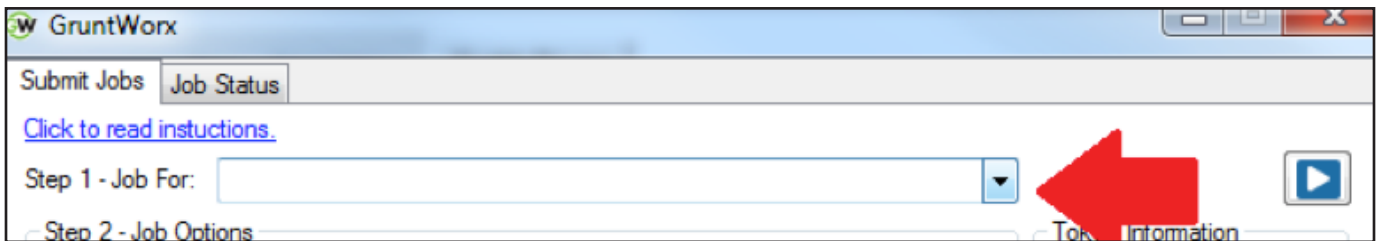
Below are the instructions to walk you through using GruntWorx within Drake Software.

1 Launch Drake Software.

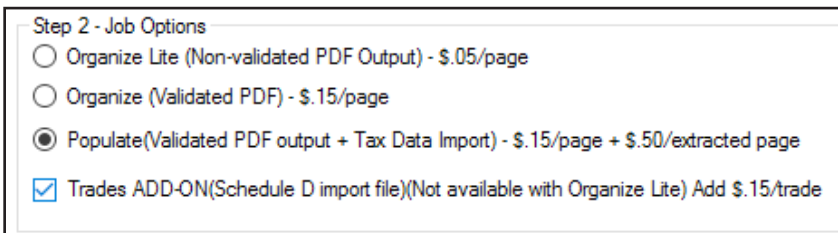
2 Select the **GruntWorx** icon in the toolbar.



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



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.

5 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:

<input type="text"/>	<input type="button" value="Add Files"/>
	<input type="button" value="Scan"/>
	<input type="checkbox"/> Duplex Scanning
	<input type="button" value="Remove"/>



6 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.



Step 5 - Mark as ready to send:


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
<input checked="" type="checkbox"/>	Smith, John (5500)	True	POPULATE_TRADES	2-17-2017	sarac
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Right-click to remove or load a job.

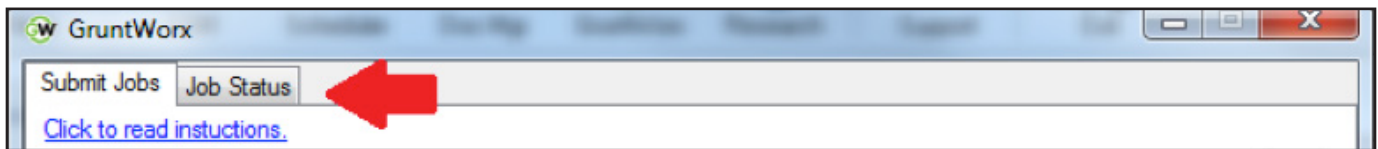


9 Once the job is uploaded, click **Close**. The average turnaround time is about an hour. If you selected Organize LITE, the average turnaround time is 1-5 minutes.

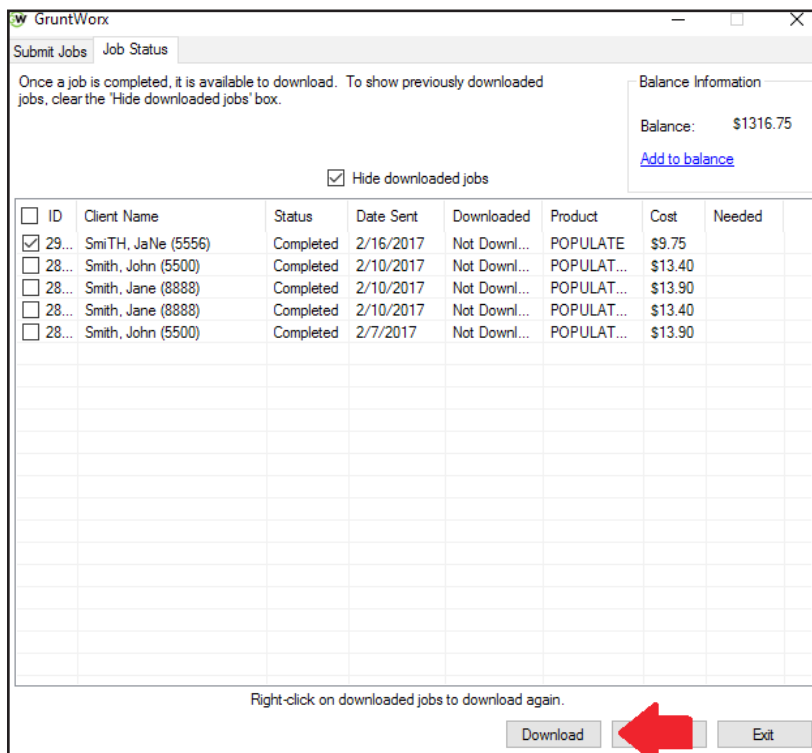
TIP: You will receive a notification email when the job is ready to download if you completed **Step 4**.

10 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.

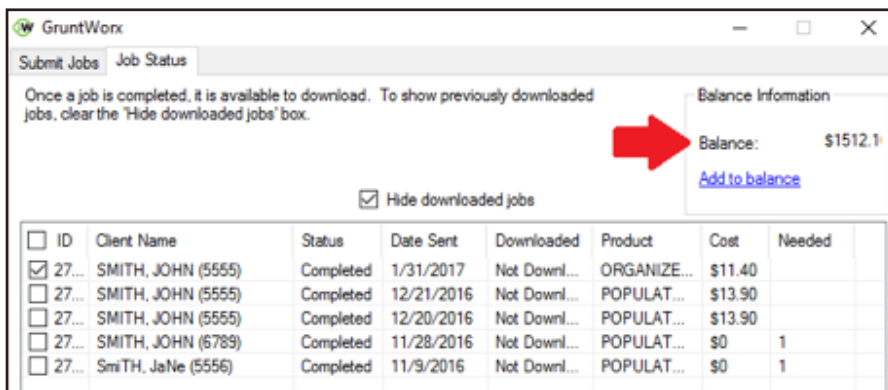
11 Once you are back into GruntWorx, go to the **Job Status** tab. Here you should see your client ID, client name, and completion status.



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

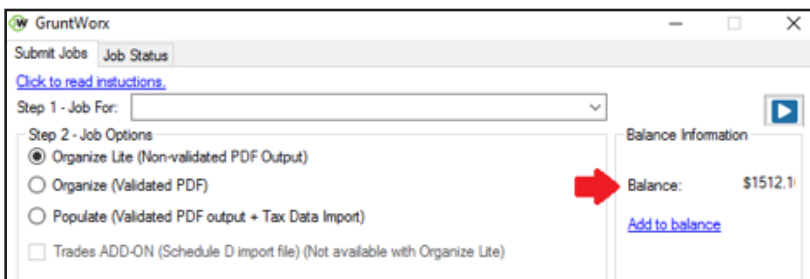


TIP: Under both the **Job Status** tab and **Submit Jobs** tab, you can see your balance information in the right-hand corner. Your balance information will be displayed down to the penny.

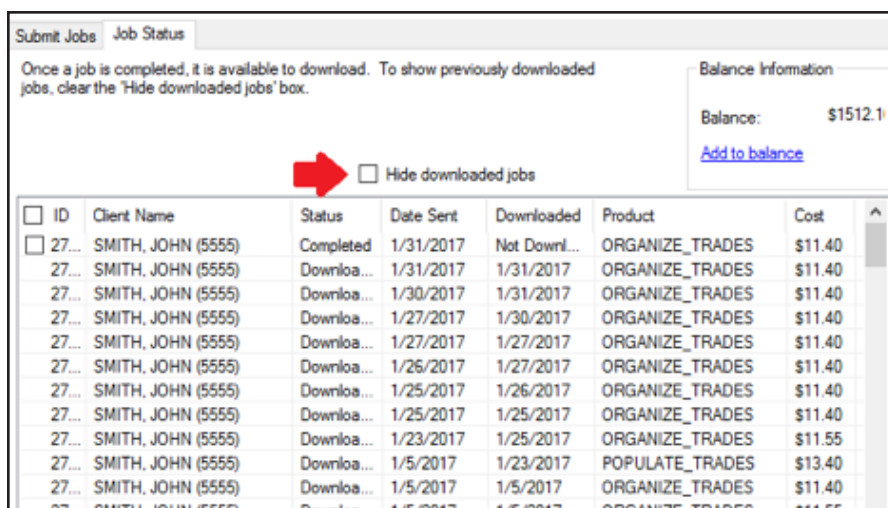


Balance Information under **Submit Jobs** tab:

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

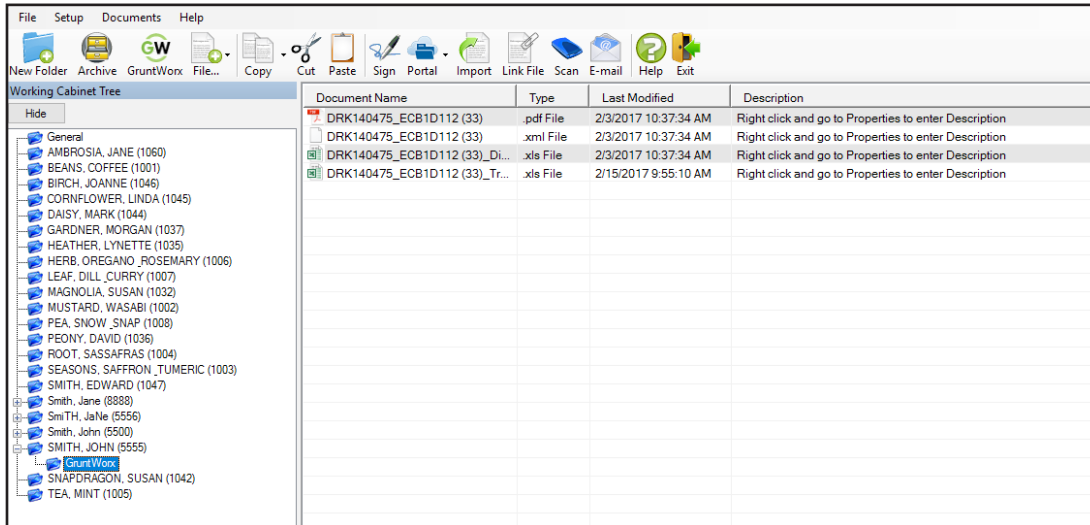


TIP: To find the cost-per-client information for processing a return, click on the **Job Status** tab and uncheck the **Hide downloaded jobs** tab. Every return you have submitted will be here, displaying the following information: client name, status, the date it was sent to GruntWorx, the date it was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



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

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



15 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.

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

17 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.

- 19 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 Data Setup Help

Open/Create Calculate Print View CSM Scheduler Documents GruntWorx Research Support Exit

Recent Returns: **Key** Print/View

Client Name	Type	Status	Started	Completed	Last Change	Tran Dat
SMITH, JOHN	1040	Updated From 2015			02/16/2017	
Smith, John	1040	In Progress	02/03/2017		02/07/2017...	
Smith, Jane	1040	Updated From 2015			02/08/2017...	
SMITH, JaNe	1040	Updated From 2015			02/10/2017...	

Appointments:
No upcoming appointments today.

Notifications:

Alerts:

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

Calculate View Print Split Documents Tax Planner Import CSM Email e-Pay Help Exit

Form 8949 Import / GruntWorx Trades

General Income Adjustments Credits Credits Taxes Hea **GruntWorx Populate Job** States

1	Name and Address	A	Itemized Deductions Schedule
2	Dependents	STAX	Sales Tax Worksheet
3	Income	2106	Employee Business Expense
4	Adjustments	Due Diligence	
5	Taxes, Credits and Payments	8867	Due Diligence Checklist
ES	Estimated Taxes	DD1	Due Diligence Assistance
2441	Child Care Credit	DD2	Due Diligence Notes
W2 Wages - (15)		Electronic 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	EF Selections
		PDF	PDF Attachments

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

Drake 2016 - Form 8949 Import / GruntWorx Trades - Step 3

Ready to Import

The software has collected the necessary information and is ready to import the information into the client return. Please verify the information and click 'Import' to Import.

1. Import File Name \DRAKE16\DT\5\ECB1D112\Documents\GruntWorx\DRK140475_EC81D112 (33)_L_Tradesheet.xls
2. Start import at row 2

Form 8949 Transaction Information (17 Records)

	TSJ	F	SI	City	F	Description	DATEACD	DATESOL	T	D	Proceeds	Cost	AMT Co.
1													
2			NC	Franklin	2	132.0000 COVIDIEN PLC...	11/05/2010	08/11/2014			\$11,183.00	\$4,908.00	
3			FL	Orlando	2	52.0000 MCDONALDS C...	11/05/2010	08/14/2014			\$4,869.00	\$4,118.00	
4						208.0000 AMERICA MOV...	12/12/2012	04/22/2014			\$3,975.00	\$4,965.00	
5						136.0000 AMERICA MOV...	03/08/2013	04/22/2014			\$2,599.00	\$2,859.00	
6						15.0000 AMERICA MOV...	04/17/2013	04/22/2014			\$387.00	\$302.00	
7						27.0000 CVS CAREMAR...	09/02/2011	04/18/2014			\$1,357.00	\$963.00	
8						16.0000 COVIDIEN PLC...	03/08/2013	08/11/2014			\$1,355.00	\$952.00	
9						33.0000 CDK GLOBAL IN...	05/09/2013	10/08/2014			\$358.00	\$863.00	
10						74.0000 DIAGEO PLC SP...	02/03/2012	06/26/2014			\$9,241.00	\$6,784.00	
11						7.0000 DIAGEO PLC SPS...	03/08/2013	06/26/2014			\$874.00	\$835.00	
12						7.0000 MCDONALDS CO...	01/16/2013	08/14/2014			\$655.00	\$637.00	
13						14.0000 MCDONALDS C...	03/08/2013	08/14/2014			\$1,311.00	\$1,380.00	
14						49.0000 PRICE T ROWE...	02/06/2013	11/06/2014			\$4,022.00	\$3,553.00	
15						47.0000 PRICE T ROWE...	03/08/2013	11/06/2014			\$3,858.00	\$3,516.00	
16						13.0000 CDK GLOBAL IN...	12/19/2013	10/08/2014			\$377.00	\$387.00	
17						1.0000 CDK GLOBAL INC...	12/19/2013	11/10/2014			\$37.00	\$30.00	
18						24.0000 HEWLETT PAC...	12/19/2013	04/18/2014			\$780.00	\$662.00	

Buttons: Help, < Back, Import, Cancel

- 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

W-2 Additional Entries Import W2

TS F Special tax treatment

Employer information is required for e-file

EIN: 04-2207613
Name: THE TJX COMPANIES INC
Name cont.:
Street: 770 COCHITUATE RD.
City: FRAMINGHAM
State: MA ZIP: 01701

Foreign ONLY Province/State Country Postal Code

Employee name and address (if different from screen 1)

Name: First Last
Street
City
State ZIP
Foreign ONLY Province/State Country Postal Code

15 ST MA 16 State wages 17 State tax 18 Local wages 19 Local tax 20 Locality

1 Wages, tips 2 Federal tax wh 174624 36772
3 Soc Sec wages 4 Soc Sec wh 117000 7254
5 Medicare wages 6 Medicare tax wh 201035 2924
7 Soc Sec tips 8 Allocated tips
9 10 Dep care benefit
11 Non-qual plan
12 Code Amount Year
C 791
D 10575
DD 1804
13 Stat employee Retirement plan Sick pay
14 Other SEHI

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.

Organize LITE & Organize

- W-2
- W-2G
- W2C
- 1042-S
- 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-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
- RRB-1099
- SSA-1099
- 1099-OID
- Consolidated 1099
- 1120S K-1
- 1065 K-1
- 1041 K-1
- 5498

