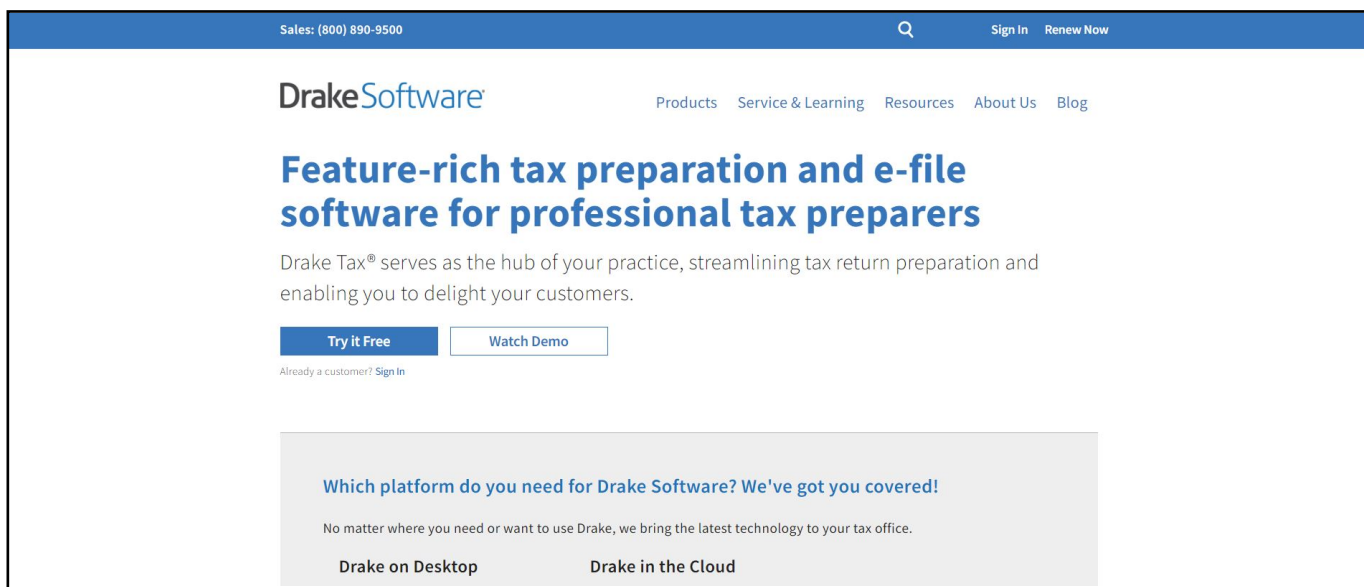


DRAKE QUICK START GUIDE

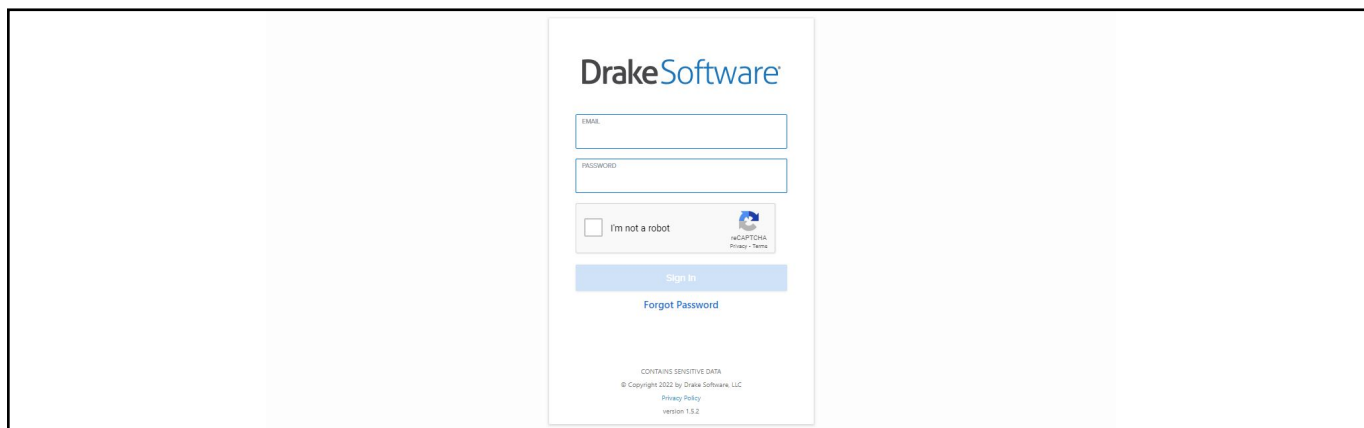


Here are the instructions to help you sign up for your free GruntWorx trial and how to activate your GruntWorx account in Drake Tax. If you have already signed up for your trial account, you can jump to the **Using GruntWorx within Drake Software** section.

1 Go to DrakeSoftware.com.



2 Sign in to the Drake Software Customer Support site.



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

DrakeSoftware Gruntworx | Sign Out

Home Account Reports Purchasing Products Supporting Products Audit Assistance Drake E-Payment Center Drake Portals E-Pay Card Processing E-Sign GruntWorx

Welcome to the Customer Resource Center

Account Details

Signed in as:
Billing address:
Phone number:
Email address:
Account Number:

[Change account details](#)

Renew your software
Drake Power Bundle • Drake Tax Unlimited • Pay-Per-Return

Training Resources

Update Schools — Sign up for an annual Drake Update School to get all of the latest information on tax updates, industry topics, and what's new in Drake.

Classroom Training — Sign up for classes on Drake Tax, Drake Accounting and more.

DrakeCPE is a resource for tax continuing education courses. Choose from a variety of courses in self-study and on-demand format.

Tools to Help Build Your Practice

Drake E-Pay Merchant Card Processing — Accept customer credit and debit cards as payment.

Drake Portals — Safe, convenient online file transfer — for your clients, for your business.

Audit Assistance — Earn extra income while offering your

Software Downloads

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

Note: If the **Activate Your Account** option isn't available, it means GruntWorx has already been activated within your software.

DrakeSoftware Gruntworx | Sign Out

Home Account Reports Purchasing Products Supporting Products Audit Assistance Drake E-Payment Center Drake Portals E-Pay Card Processing E-Sign GruntWorx Integrated File and Pay

Buy GruntWorx

GruntWorx is a secure tax preparation automation technology that replaces manual document organization and data entry. This not only helps you convert to a truly paperless office, but it also saves up to 40% of the time spent entering data! Learn more about how GruntWorx can benefit your practice. You can also sign up for a GruntWorx webinar.

Try GruntWorx today, and get \$40 added to your GruntWorx account

Click the button below, and start saving time and money!

Activate Your Account

Already a current customer? Accept our gift of \$40!

Click the button below to get \$40 added to your GruntWorx account.

\$40 Gift

GruntWorx

[Pricing](#)

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

QUICK START GUIDE

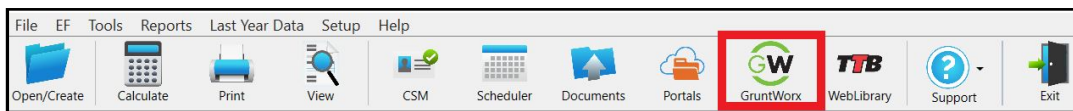
GruntWorx®

Using GruntWorx within Drake Software

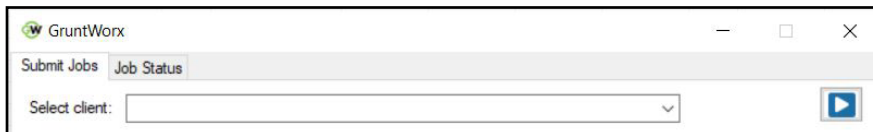
DrakeSoftware®

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 **Select client** drop list.



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

A screenshot of the GruntWorx 'Job Type' selection screen. The screen is titled 'Job Type'. It contains two main sections: 'Non-Validated - No Human Review' and 'Validated - Includes Human Review'. Each section has a '8949 Trades Add-On' option. The 'Non-Validated' section has radio buttons for 'Organize LITE', 'Populate LITE', 'Trade Details', and 'Trade Summary'. The 'Validated' section has radio buttons for 'Organize', 'Populate', 'Trade Details', 'Trade Summary', and 'No Trades'. There is also an 'Expedite Job' checkbox. At the bottom left, there is a 'Product Help' link.

GruntWorx Organize LITE

Create digital workpapers in minutes! Scan or upload your client's tax documents to have them sorted and labeled into a searchable PDF. Turnaround time is minutes.

GruntWorx Populate LITE

Automate your client's 1040 data entry using a self-validation tool with this DIY product. Turnaround time is minutes. Organize LITE Bookmarked PDF included. Option to add a Non-Validated Trades product.

GruntWorx Organize

Create digital workpapers by scanning or uploading your client's tax documents to have them sorted and labeled into a searchable PDF. Data verification provided by GruntWorx. Option to add a Validated Trades product.

GruntWorx Populate

Outsource your client's 1040 federal form data entry to GruntWorx. Turnaround time is minutes. Organize Bookmarked PDF included. Option to add a Validated Trades product.

GruntWorx Trade Details

Line by line trade data extracted and imported into the 8949 in your client's Data Entry Screen. Non-Validated, no cost add on to Populate LITE or Validated add on to Organize or Populate.

GruntWorx Trade Summary

Category totals from 1099-Bs extracted and imported into the 8949 in your client's Data Entry Screen. Non-Validated, no cost add on to Populate LITE or Validated add on to Organize or Populate.

- 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, 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.



- 6 Enter your email to receive notification when your job is complete.



! TIP: Click **Do not re-order pages** if you do not want your pages repaginated.

! TIP: Repagination is where GruntWorx Organize sorts the pages you submitted in the order of the 1040. Clicking on **Do not re-order pages** will return your documents in the order they were submitted.



- 7 Click **Submit**.



- 8 Once the job is uploaded, click **Close**. If you selected a **Non-Validated LITE** Product, the average turnaround time is 1-5 minutes.

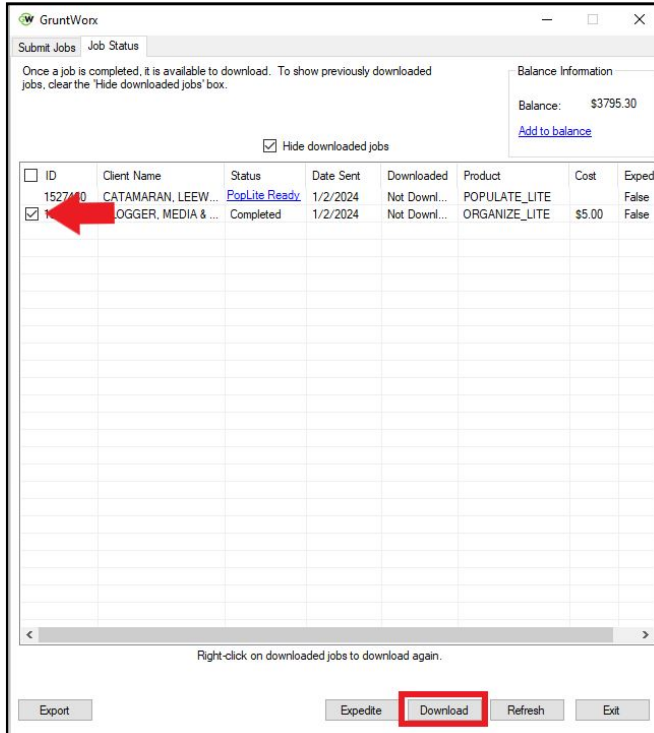
! TIP: You will receive a notification email when the job is ready to download. Populate LITE jobs only provide a job completion email once the job has been reviewed by the user and it has been sent back to GruntWorx.

- 9 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.

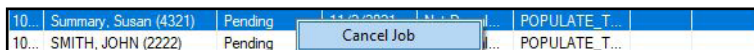
- 10 Once you are back in GruntWorx, go to the **Job Status** tab. Here you should see your client ID, client name, and completion status.



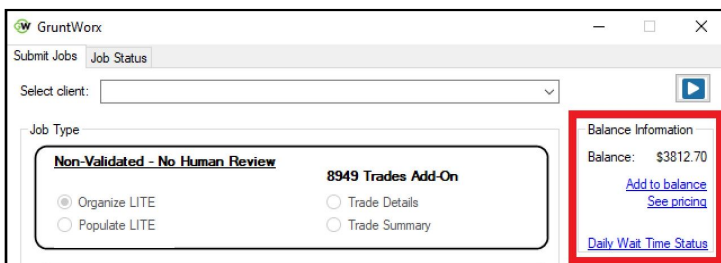
- 11 Select the job you want to use and click **Download**.



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



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



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

The screenshot shows the 'Job Status' window in GruntWorx. It has a 'Select client' dropdown and a 'Job Type' section. Under 'Job Type', there are two main categories: 'Non-Validated - No Human Review' and 'Validated - Includes Human Review'. Each category has a '8949 Trades Add-On' button and several radio button options. On the right, there is a 'Balance Information' section showing a balance of \$3795.30 and an 'Add to balance' button, which is highlighted with a red box. Below the balance, there are links for 'Daily Wait Time Status' and 'Trade Details'.

TIP: To find the cost-per-client information for processing a return, click on 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.

The screenshot shows the 'Job Status' window with the 'Hide downloaded jobs' checkbox unchecked. Below the checkbox is a table of job data. The table has columns for ID, Client Name, Status, Date Sent, Downloaded, Product, Cost, and Ex. The first few rows of the table are visible.

ID	Client Name	Status	Date Sent	Downloaded	Product	Cost	Ex
1527372	McKinney, Holly (7747)	PopLite Ready	12/20/2023	Not Downl...	POPULATE_LITE		Fa
1527368	LITE, Poppa (1234)	Downloaded	12/20/2023	12/20/2023	POPULATE_LITE	\$1.20	Fa
1527347	Forge, Pigeon (1218)	Downloaded	12/18/2023	12/18/2023	POPULATE_LITE...	\$1.20	Fa
1527278	RUNNER, MILES & L...	Cancelled	12/12/2023	Not Downl...	POPULATE_LITE		Fa

TIP: You can click on the **Export** button to extract all of this information into a CSV format.

The screenshot shows the 'Job Status' window with the 'Export' button highlighted with a red box. The table of job data is expanded to show more rows. The table has columns for ID, Client Name, Status, Date Sent, Downloaded, Product, Cost, and Ex. The first few rows of the table are visible.

ID	Client Name	Status	Date Sent	Downloaded	Product	Cost	Ex
1527372	McKinney, Holly (7747)	PopLite Ready	12/20/2023	Not Downl...	POPULATE_LITE		Fa
1527368	LITE, Poppa (1234)	Downloaded	12/20/2023	12/20/2023	POPULATE_LITE	\$1.20	Fa
1527347	Forge, Pigeon (1218)	Downloaded	12/18/2023	12/18/2023	POPULATE_LITE...	\$1.20	Fa
1527278	RUNNER, MILES & L...	Cancelled	12/12/2023	Not Downl...	POPULATE_LITE		Fa
1527277	CATAMARAN, LEEW...	Completed	12/12/2023	Not Downl...	POPULATE_LITE	\$0.80	Fa
1527252	Schools, Oklahoma (1...	Downloaded	12/8/2023	12/8/2023	POPULATE_LITE...	\$1.20	Fa
1527223	Schools, Tulsa (1206)	Downloaded	12/7/2023	12/7/2023	POPULATE_TRA...	\$5.00	Fa
1527220	Schools, Tulsa (1206)	Downloaded	12/6/2023	12/6/2023	POPULATE_LITE...	\$1.20	Fa
1527197	Smith, Wichita (1204)	Downloaded	12/4/2023	12/4/2023	POPULATE_LITE...	\$1.20	Fa
1527089	Smith, Craig (1120)	Failed	11/20/2023	Not Downl...	POPULATE_TRA...		Fa
1527066	Demo, Friday (1117)	Downloaded	11/17/2023	11/17/2023	POPULATE_LITE...	\$1.20	Fa
1527012	School, Cincinnati (11...	Downloaded	11/15/2023	11/15/2023	POPULATE_LITE...	\$1.20	Fa
1526956	McKinney, Holly (7747)	Downloaded	11/13/2023	11/14/2023	POPULATE_LITE...	\$1.20	Fa
1526924	Schools, Update (9876)	Cancelled	11/10/2023	Not Downl...	POPULATE_LITE...		Fa
1526898	Schools, Update (9876)	Cancelled	11/9/2023	Not Downl...	POPULATE_LITE...		Fa
1526896	Advanced, Alison (20...	Cancelled	11/9/2023	Not Downl...	POPULATE_LITE...		Fa
1526877	LITE, Poppa (1234)	Downloaded	11/8/2023	11/10/2023	POPULATE_LITE...	\$0.80	Fa
1526626	McKinney, Holly (7747)	Downloaded	10/25/2023	10/25/2023	POPULATE...	\$5.00	Fa
1522784	DONOT, WORK (1234)	Failed	10/2/2023	Not Downl...	POPULATE_TRA...		Fa
1515023	DONOT, WORK (1234)	Cancelled	7/17/2023	Not Downl...	POPULATE_TRA...		Fa
1514630	RUNNER, MILES & L...	Cancelled	7/11/2023	Not Downl...	POPULATE_LITE...		Fa
1514629	McKinney, Holly (7747)	Cancelled	7/11/2023	Not Downl...	POPULATE_LITE...		Fa
1513027	McKinney, Holly (7747)	Cancelled	6/16/2023	Not Downl...	POPULATE_LITE...		Fa
1513024	McKinney, Holly (7747)	Downloaded	6/16/2023	6/16/2023	POPULATE_LITE...	\$0.20	Fa
1513023	McKinney, Holly (7747)	Downloaded	6/16/2023	6/16/2023	POPULATE_LITE...	\$0.40	Fa

Right-click on downloaded jobs to download again.

Export Expdite Download Refresh Exit

Example of Report:

ID	Client Name	Status	Date Sent	Downloaded	Product	Cost	Expedited	
1527372	McKinney Holly (7747)	Poplite Ready	12/20/2023	Not Downloaded	POPULATE_LITE		C:\DRAKE22\DT\7\ECB8232\documents\GruntWorx	FALSE
1527368	LITE Poppa (1234)	Downloaded	12/20/2023	12/20/2023	POPULATE_LITE	\$1.20	C:\DRAKE22\DT\4\077BD960\documents\GruntWorx	FALSE
1527347	Forge Pigeon (1218)	Downloaded	12/18/2023	12/18/2023	POPULATE_LITE_TRADES_DETAIL	\$1.20	C:\DRAKE22\DT\6\06FBD960\documents\GruntWorx	FALSE
1527278	RUNNER MILES & LANE (1006)	Cancelled	12/12/2023	Not Downloaded	POPULATE_LITE		C:\DRAKE22\DT\6\9D96DCD1\documents\GruntWorx	FALSE
1527277	CATAMARAN LEEWARD & STARBOARD (1008)	Completed	12/12/2023	Not Downloaded	POPULATE_LITE	\$0.80	C:\DRAKE22\DT\8\BD96DCD1\documents\GruntWorx	FALSE
1527252	Schools Oklahoma (1208)	Downloaded	12/8/2023	12/8/2023	POPULATE_LITE_TRADES_DETAIL	\$1.20	C:\DRAKE22\DT\8\36FBD960\documents\GruntWorx	FALSE
1527223	Schools Tulsa (1206)	Downloaded	12/7/2023	12/7/2023	POPULATE_TRADES	\$5.00	C:\DRAKE22\DT\6\16FBD960\documents\GruntWorx	FALSE
1527220	Schools Tulsa (1206)	Downloaded	12/6/2023	12/6/2023	POPULATE_LITE_TRADES_DETAIL	\$1.20	C:\DRAKE22\DT\6\16FBD960\documents\GruntWorx	FALSE
1527197	Smith Wichita (1204)	Downloaded	12/4/2023	12/4/2023	POPULATE_LITE_TRADES_DETAIL	\$1.20	C:\DRAKE22\DT\4\5FBD960\documents\GruntWorx	FALSE
1527089	Smith Craig (1120)	Failed	11/20/2023	Not Downloaded	POPULATE_TRADES		C:\DRAKE22\DT\0\B0FBD960\documents\GruntWorx	FALSE
1527066	Demo Friday (1117)	Downloaded	11/17/2023	11/17/2023	POPULATE_LITE	\$1.20	C:\DRAKE22\DT\7\80FBD960\documents\GruntWorx	FALSE
1527012	School Cincinnati (1115)	Downloaded	11/15/2023	11/15/2023	POPULATE_LITE_TRADES_DETAIL	\$1.20	C:\DRAKE22\DT\5\60FBD960\documents\GruntWorx	FALSE
1526956	McKinney Holly (7747)	Downloaded	11/13/2023	11/14/2023	POPULATE_LITE_TRADES_DETAIL	\$1.20	C:\DRAKE22\DT\7\ECB8232\documents\GruntWorx	FALSE
1526924	Schools Update (9876)	Cancelled	11/10/2023	Not Downloaded	POPULATE_LITE_TRADES_DETAIL		C:\DRAKE22\DT\6\73FFB91\documents\GruntWorx	FALSE
1526898	Schools Update (9876)	Cancelled	11/9/2023	Not Downloaded	POPULATE_LITE_TRADES_DETAIL		C:\DRAKE22\DT\6\73FFB91\documents\GruntWorx	FALSE

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

13 You will see that your client now has a plus sign by their name. Click the plus sign to open the client's **GruntWorx** folder.

Document Name	Type	File Size	Last Modified	Description
DRK140475_BD96DCD1 (5)	pdf File	17.20 MB	2/9/2023 4:53:36 PM	Right click and go to Properties to enter Description
DRK140475_BD96DCD1 (5)	xml File	94.19 KB	2/9/2023 4:53:36 PM	Right click and go to Properties to enter Description
DRK140475_BD96DCD1 (5)_Tra...	xls File	94.5 KB	2/9/2023 4:53:36 PM	
gwtosend	zip File	1.45 MB	12/12/2023 8:18:46 AM	

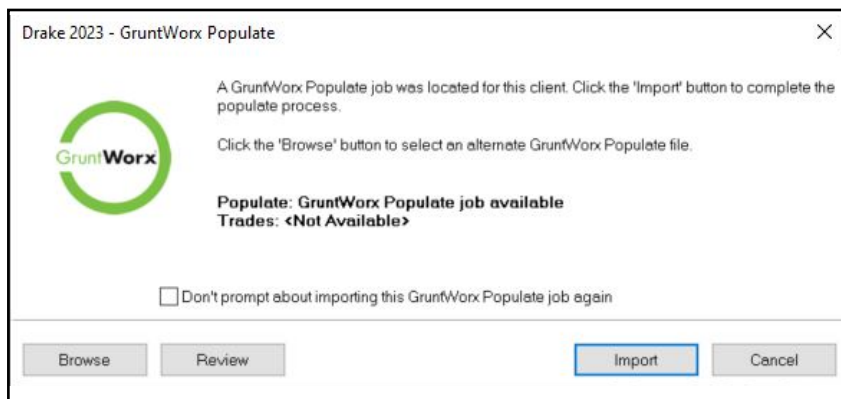
14 GruntWorx sends all the processed files back to the GruntWorx folder within Drake Documents. If you choose Organize, you will have a PDF file. If you choose Populate, you will have an XML file and an organized PDF. If adding a Trades product to Organize or Populate, you will also have an XLS file. If there were any Diagnostic Flags from GruntWorx, there will be a Diagnostics.XLS file.

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

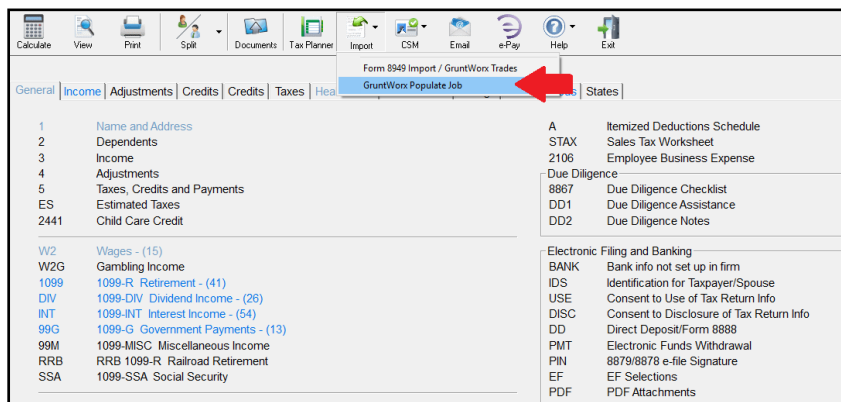
16 To review trades from Drake Documents, click on the Tradesheet.XLS file and a spreadsheet will open where you can easily make adjustments before you import. Be sure to save the file when you are finished making changes. The file will be saved in your Drake Documents folder.

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

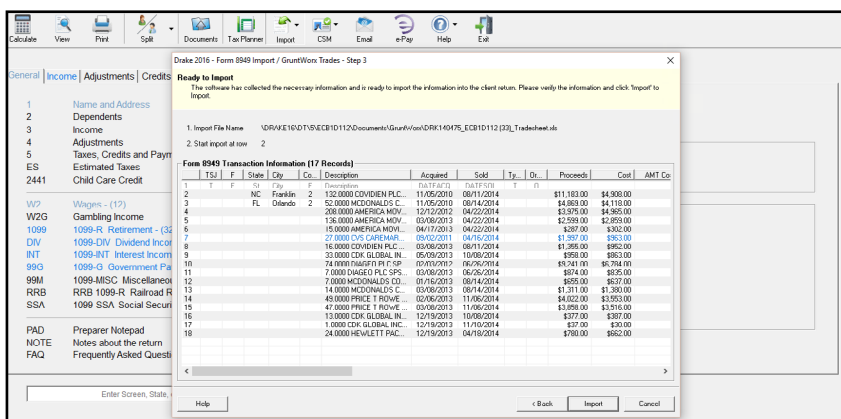
- 18 Once you have reviewed this information in the Drake Document Manager, return to the **Drake Software Home Window** and find your client. Click on your client's name. A prompt appears letting you know there is a GruntWorx Populate Job located for the client. Click **Import** to populate the data into your client's return.



- 19 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**.



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



- 21 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 W-2 - Wage and Tax Statement

W-2 Additional Entries Import W-2

Calculate View Print

General Income Adjuster

1 Name and Address
2 Dependents
3 Income
4 Adjustments
5 Taxes, Credits
6 Estimated Tax
7 Child Care Credit
8 Child Care Credit
9 Child Care Credit
10 Child Care Credit
11 Child Care Credit
12 Child Care Credit
13 Child Care Credit
14 Child Care Credit
15 Child Care Credit
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Employer information is required for e-file

EIN 04-2207613
Name TRE T.X. COMPANIES INC
Name cont
Street 770 COCHITONATE RD
City FRAMINGHAM
State MA ZIP 01901
U.S. ONLY
Foreign ONLY Province/State Country Postal Code

Employee name and address (if different from screen 1)

Name First Last
Street
City ZIP
U.S. ONLY
Foreign ONLY Province/State Country Postal Code

1 Wages, tips 2 Federal tax withheld
3 Soc Sec wages 4 Soc Sec tax
5 Medicare wages 6 Medicare tax
7 Soc Sec tips 8 Allocated tips
9 Dep care benefit
10 Non-qual plan
11 Code Amount Year
12 Stat employee
13 Retirement plan
14 Sick pay
15 Other

15 ST Employer's state ID number 16 State wages 17 State tax 18 Local wages 19 Local tax 20 Locality

Save

Multi-Site Account Information

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

- **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.

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

Once this 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

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

Organize LITE & 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 Tax Documents
- Receipts



Populate LITE & Populate

- W-2
- W-2G
- 1095-A
- 1098
- 1099-MISC
- 1099-NEC
- 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

Trade Details & Trade Summary

- Federal 1099-Bs
- Year-End Brokerage Statements

The following documents are not supported for Trades products:

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

Tips for best scanning practices can be found here in this [video](#).

For system requirements click [here](#).

If you have any problems or need additional help you can reach us at:
Support@GruntWorx.com • 828.349.5505