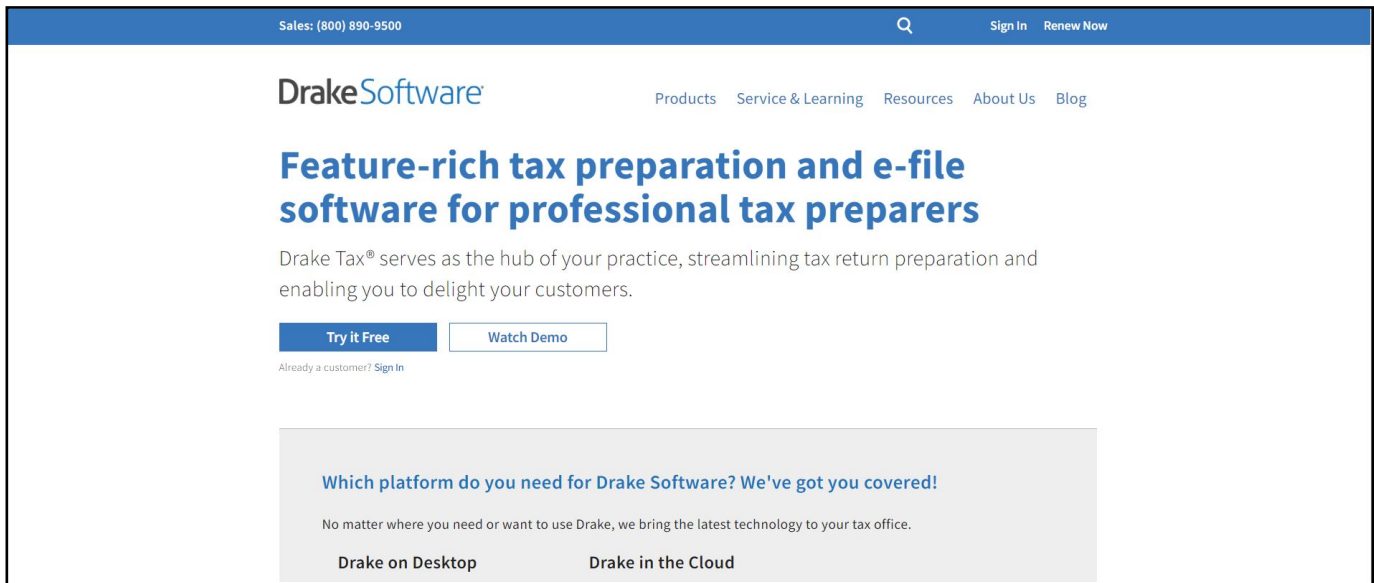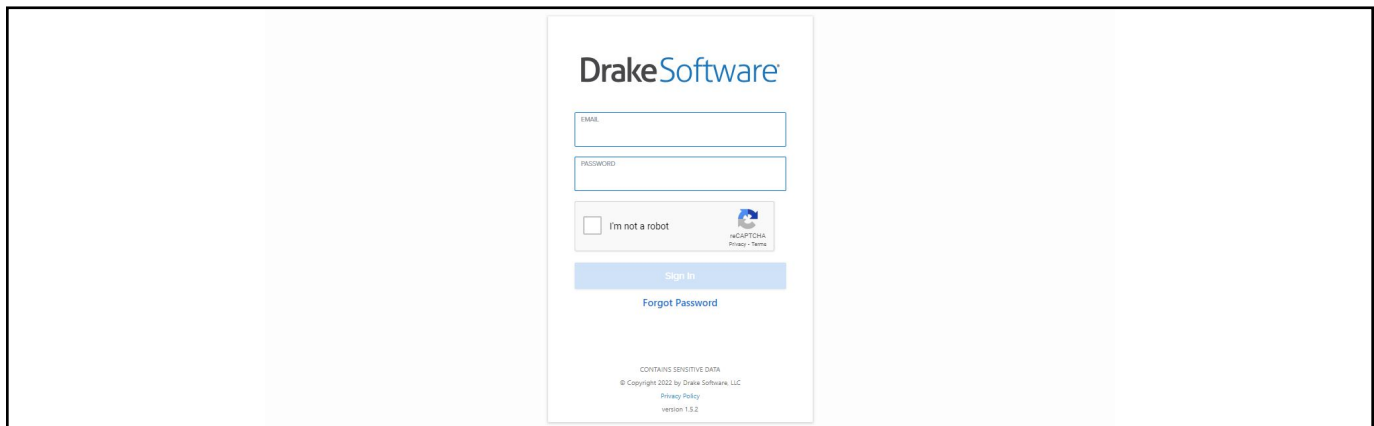# DRAKE TAX® QUICK START GUIDE

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 Tax® Software** section.

1 Go to DrakeSoftware.com.

2 Sign in to the Drake Tax® Software Customer Support site.

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

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.

5 Proceed to the next section, **Using GruntWorx within Drake Tax® Software.**
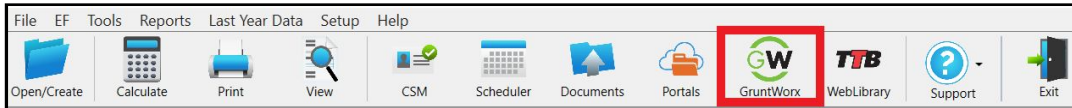
QUICK START GUIDE

GruntWorx®

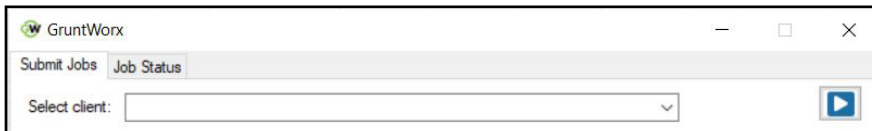## Using GruntWorx within Drake Tax® Software DrakeSoftware®

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

1 Launch Drake Tax® Software.

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

| File | EF | Tools | Reports | Last Year Data | Setup | Help |

Open/Create   Calculate   Print   View   CSM   Scheduler   Documents   Portals   **GruntWorx**   WebLibrary   Support   Exit

3 Choose your client by clicking the **Select client** drop list.

GruntWorx

Submit Jobs   Job Status

Select client: _____ ▶

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

Job Type

LITE Service - Self Verified

○ GruntWorxLITE
- ● No Review — Organized PDF Only
- ○ Edit in Review Tool — Organize, Populate & Trades output included

VERIFIED Service - Includes GruntWorx US-Staff Review

- ○ Organize
- ○ Populate

8949 Trades Add-On
- ○ Trade Details
- ○ Trade Summary
- ○ No Trades

☐ Expedite Job

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.

› **Always Included: 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.

› **ADD-ON: 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.

› **ADD-ON: 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.

› **ADD-ON: 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.

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.

```
Files to submit with job:

                                                    Add Files  ◀
                                                    
                                                       Scan
                                                    
                                                   ☐  Duplex
                                                       Scanning
                                                    
                                                     Remove
```

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

```
Job Settings
Email Address  [                              ]
```

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

⚠ **TIP:** Repagination is where GruntWorx 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.

```
☐ Do not re-order pages  ◀
```

7 Click **Submit**.

```
                                                    Submit  ◀
```

8 Once the job is uploaded, click **Close**.

⚠ **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.

9 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.
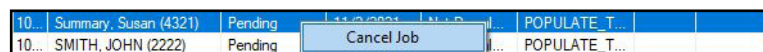
10 Once you are back in GruntWorx, go to the **Job Status** tab. Here you should see your client ID, client name, and completion status.
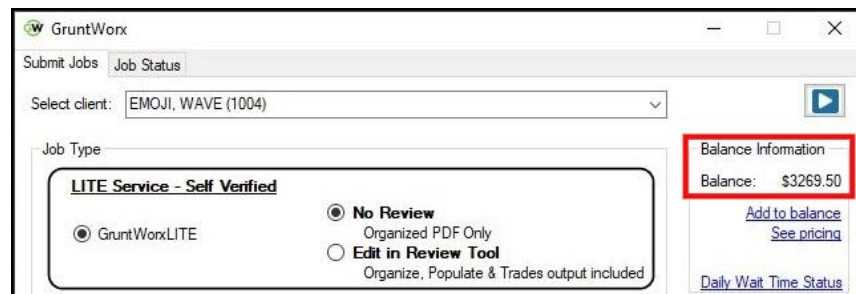

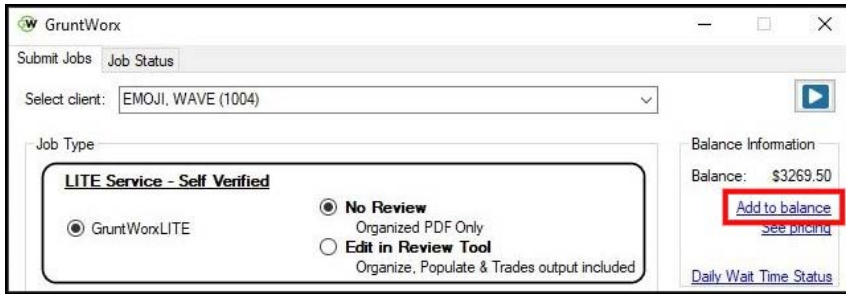**11** Select the job you want to use and click **Download**.

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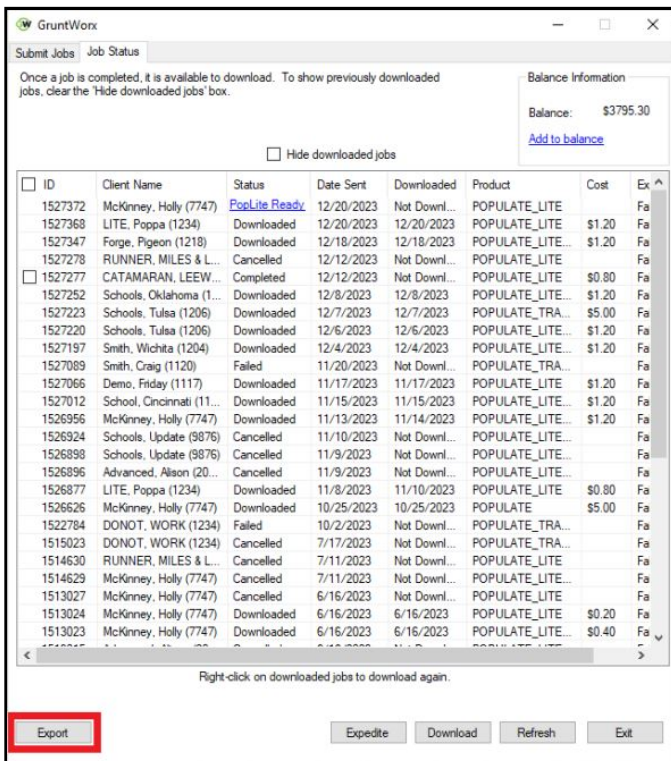
⚠ **TIP:** You can add to your GruntWorx account at any time by clicking **Add to Balance**.

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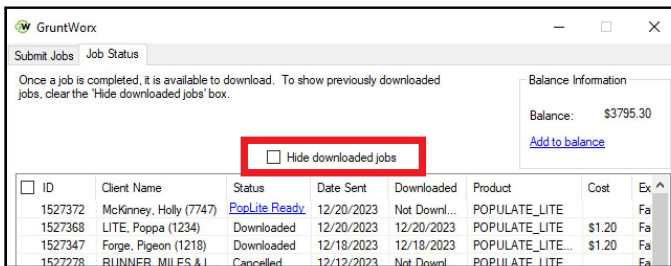
⚠ **TIP:** You can click on the **Export** button to extract all of this information into a CSV format.

Example of Report:

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

13 Your client now has a plus sign by their name. Click the plus sign to open the client's **GruntWorx** folder.

14 GruntWorx sends all the processed files back 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.

15 To review the organized PDF from **Drake® Documents**, open the Bookmarked.PDF file.

16 To review trades from Drake® Documents, open 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 Tax® 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.
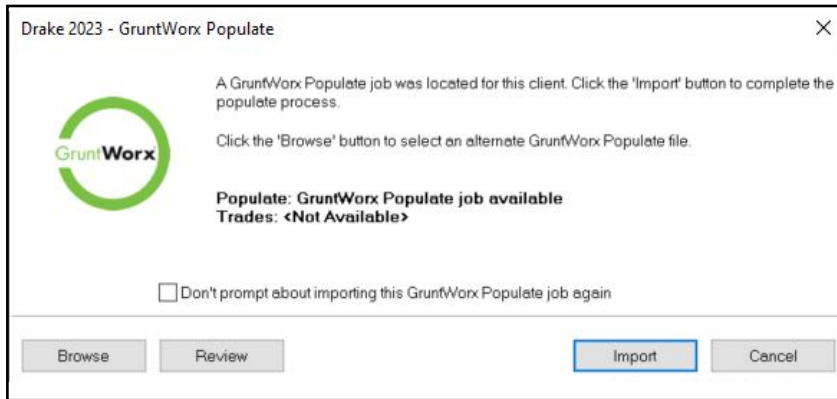
19 If you do not receive a prompt to import, the **Data Entry Screen** will appear. Click **Import** in the toolbar and then **GruntWorx Populate Job**. If your job was an Organize with Trades ADD-ON, click **Import** then **Form 8949 Import / GruntWorx Trades**.
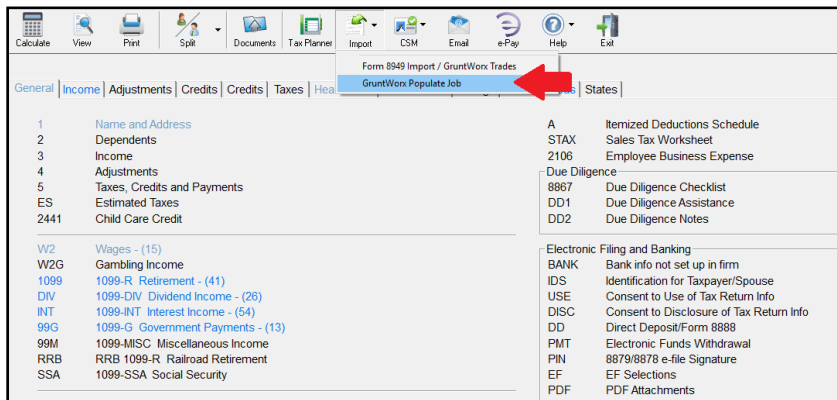
20 If there were Trades in the completed files, the Drake Tax® import tool will open. Click **Import** and follow prompts to automatically populate the capital gains into your client's 8949 and Schedule D.
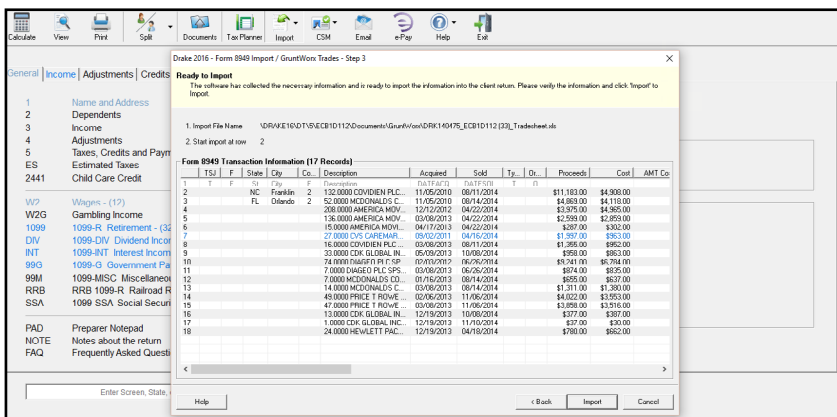
21 Once the import is complete, you will be directed to your client's **Data Entry Screen.** You can now easily manipulate or adjust any fields within the software.

Multi-Site Account Information

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

Supported Forms

GruntWorx®

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

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

- 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