PAY PER RETURN (PPR)

Drake Software
User's Manual

Tax Year 2015

Supplement:
Pay Per Return (PPR)

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Pay Per Return (PPR)

Unlike Drake Software's unlimited package, the Pay Per Return (PPR) tax program allows you to purchase only as many returns as you think you'll need for tax season. The PPR package comes with 15 returns ready for use. You can purchase more returns in any amount you need.

In the following pages are the steps you can take to purchase and redeem more returns.

This document has been prepared for PPR users as a supplement to the *Drake Software User's Manual: Tax Year 2015* and is not meant to replace the manual. For information on installing and using your program, see the manual.

New for 2015

Customers who have opted for the Pay Per Return version of Drake Software should be aware of this important change: Beginning with Drake15, when you purchase returns, those returns are kept on the Drake servers until you "redeem" (use) them, at which point the return is stored on your system. Therefore, to purchase and redeem returns, your computer *must* be connected to the Internet. Returns cannot be purchased or redeemed without an Internet connection.

The number of returns purchased and the number of returns redeemed will still be recorded on your computer.

NOTES:
- If your Internet connection is broken, you can still work in redeemed returns but you cannot purchase or redeem more returns until the Internet connection is reestablished.
- Returns cannot be purchased or redeemed by phone.
- It is no longer necessary to "activate" PPR returns, Once they're paid for, they can be used or "redeemed" simply by beginning a new return or updating one from the previous year.
- Returns can be redeemed only one at a time.

Conversion to the Unlimited Package

Owners of Drake's PPR package who have purchased fewer than 85 returns will not have their PPR packages automatically converted to the unlimited version at the end of the tax season in April. This conversion date is late fall of 2016.

Preparers who purchase 85 returns *will* have their PPR package converted to the full version automatically as soon as they've purchased their 85th return.

Preparers who have purchased fewer than 85 returns can continue to purchase returns and file 2015 returns until:

* They have purchased the required 85 returns required for conversion to the unlimited version
* They reach the 2016 conversion date, at which time they can convert their package to the unlimited version

Getting Started with PPR

Whether you're installing Drake's PPR package to a single computer or a network, installation and setup is nearly identical to installation for preparers using the full version of Drake. For information on program installation and software setup, see Chapter 2, "Installation and Setup," in the *Drake Software User's Manual: Tax Year 2015*.

Your PPR Package

Drake's tax software is available for download through the Drake Support website (go to *Support.DrakeSoftware.com,* and from the blue menu box select **Resources > Download Center**) and via a CD service (available at an extra cost). All federal packages (1040, 1120, 1120S, 1065, 1041, 990, 706, and 709), the Drake Document Manager, practice returns, banking practice files, and e-file software for transmitting test returns to Drake are included with the installation. The *Drake Software User's Manual: Tax Year 2015* (in PDF format) is included on the CD and available for download from the website (*Support.DrakeSoftware.com* > **Training Tools** > **Manuals**). A printed copy of the manual is also available for purchase ($25) from the website.

Software for state programs, e-file, banking, the Tax Planner, city tax rates, and forms-based data entry, are included in a subsequent shipment in January. Federal and state programs are updated with each software release thereafter

NOTE — Unlike the full-access version, PPR does not include Drake's Client Write-Up (CWU) accounting, payroll, and accounts payable program. CWU is available to PPR users for an additional fee; contact Drake Accounting for more information.

Practice Returns and Test Returns

Test returns are installed with Drake Software. These returns consist of various forms and schedules to show how different tax scenarios are prepared in Drake and can be used to help new Drake Software clients become more familiar with how data is entered

in Drake. You can also use the test returns to practice e-filing before tax season begins. The SSNs for the test returns are:

- 400001032
- 400001036
- 400001038
- 400001060

- 400001035
- 400001037
- 400001039

EF-Banking practice returns also allow you to practice e-filing returns in Drake Software, but go a step further than the test returns. Transmit one of the EF-Banking practice returns and the return will be either accepted or rejected. Correct the rejected returns and resend it until it is accepted. The EF-Banking practice returns also allow you to go through realistic check-writing scenarios. Practice printing checks for the returns with a bank product.

The EF-Banking practice returns SSNs are:

- 500001001
- 500001003
- 500001005
- 500001007

- 500001002
- 500001004
- 500001006
- 500001008

IMPORTANT

Take advantage of these test returns. Do not create ("redeem") unnecessary returns while learning to use the software. Use the test returns to practice data entry. Test returns and EF-Banking test returns do not count against your total of redeemed returns.

You can view more information on test returns, including instructions for testing check printing, at the Drake Support site. Go to *Support.DrakeSoftware.com* > **Training Tools > Practice Returns > EF Banking**. (You must enter your EFIN and Drake password to reach the Support website.)

How a Return is Charged to Your Account

Unlike the process used in years past, there are only two steps you take to purchase and use PPR returns:

- **Purchase** — You purchase returns as needed (15 returns are included with the PPR program, ready to redeem and use). The program keeps a running tally of the number of returns you've purchased, the number "redeemed" (used), and the number needed for conversion to the unlimited mode.
- **Redeem** — Unlike in the old "activation" process, returns are available for use when they're purchased. A return is "redeemed" when you:
  - Start a new return
  - Update an existing return
  - Change the SSN or EIN on a return
  - Change the file type
 - Use the Quick Estimator

See "Counting PPRs" on page 7 for instructions on each of these processes.

Before a new PPR is redeemed, a PPR alert appears on your screen, informing you that proceeding will reduce your store of purchased but unredeemed PPRs by one (Figure 1).
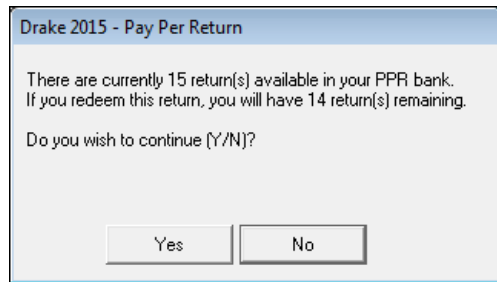
Figure 1: An alert allows you to verify that you're ready to use one of your PPRs

If you want to open an existing return from the previous year but aren't ready to update that return, you can open it in read-only mode (Figure 2). Read-only mode allows viewing of the return, but does not allow calculation or data entry. If you want to enter data or calculate the return, click **Redeem**. This reduces the number of your available unredeemed returns by one. For information on updating returns, see "Updating a Return" on page 7.
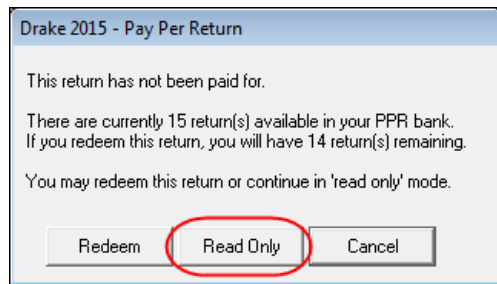
Figure 2: Option for opening a return in read-only mode

Restrictions and Notes

Be aware of these PPR restrictions and notes:

- **SSNs or EINs cannot be edited**: Once a return has an SSN or EIN, it counts toward your total of redeemed returns and cannot be added back to your PPR bank of unredeemed returns.
- **SSN verification can reduce errors**: The required **SSN/EIN Verification** field on the **New Return** screen helps reduce errors and avoid accidentally starting a new return.
- **Names can be changed or corrected**: Change or correct names on a return without being charged for another return.
- **Proformas and organizers can be printed**: Print proformas and organizers for gathering information from your clients without your being charged for a return. From the menu bar of the **Home** window, select **Last Year Data > Organizers** or

Last Year Data > Proformas. For more information on proformas and organizers, see Chapter 4, "Preseason Preparation," in *Drake Software User's Manual: Tax Year 2015*.

- **Redeemed returns can be moved to other computers**: A *redeemed* return can be copied and moved to another computer without counting against your total. (For details on transferring returns, see "Backing up and Restoring Files" in Chapter 11 of *Drake Software User's Manual: Tax Year 2015*.

- **Software can be installed on peer-to-peer networks**: On networks not using a true server (networks where one computer is designated a "server" and the other computers share files through that computer), returns can be redeemed on any of the computers in the network. *Do not*, however, transmit from more than one computer.

- **Software can be installed on a server**: On networks using a true server, all returns are redeemed from the server, and all computers on the network have access to all the returns through the server.

Purchasing PPR Returns

Your software comes with 15 PPRs installed. These returns, and any additional returns you purchase, are available immediately for redemption, provided your system is connected to the Internet.

NOTE
To purchase or redeem returns, your computer must be connected to the Internet, and you must complete ERO and Firm setup. Returns *cannot* be purchased or redeemed without an Internet connection.

To purchase more returns, from the **Home** window of Drake, go to **Setup > Pay Per Return** to open the **Pay Per Return** dialog box (Figure 3).

Figure 3: Pay Per Return dialog box

About the PPR Dialog Box

The **Pay Per Return** dialog box (Figure 3 on page 5) consists of the following components:

- **Account Summary** — Displays the number of returns purchased, the number of returns redeemed, and the number of purchased but unredeemed returns remaining for the account number entered in **Setup > ERO**. These numbers are updated as more returns are purchased or redeemed.

- **PPR to Full Package** — Displays the number of returns that must be purchased before the PPR package can be converted to the full unlimited version of Drake, and displays how much those returns will cost, including sales tax (based on the EFIN's state). These numbers are updated as more returns are purchased.

- **Purchase Return(s)** — Provides fields for entering credit card information for purchasing more PPR returns.

- **Help** — Opens the software's Help program.

- **PPR List** — Shows a list (sorted by SSNs or EINs) of the returns redeemed and used for this ERO.

- **Exit** — Closes the **Pay Per Return** dialog box.

Purchasing Returns

To purchase more returns:

1. In the lower section of the **PPR** dialog box (Figure 4), complete the credit card information (all fields are required).
2. Complete address information related to the credit card you are using. (Note that the city and state must match exactly what is on file with the issuing bank.)

Figure 4: Purchasing more returns through the software

3. Enter the number of returns you wish to purchase.
4. Click **Purchase**.

You are asked if you are sure you are ready for purchase. Click **OK**. When your purchase transaction is complete, a message tells you, "Your purchase is successful!"

Note:

- If there is a problem during your purchase transaction, you will see a message informing you: "ERROR: Credit card purchase transaction failed." Verify your credit card and address information or try a different credit card.

- During the 2015 filing season, when you've purchased 85 returns, your software is automatically converted to the unlimited Drake package.

Counting PPRs

As stated earlier, there are several ways to use PPRs so that they are counted against your total of purchased and redeemed returns.

- Start a new return
- Update an existing return
- Change the SSN/EIN of a return
- Change the file type
- Use the Quick Estimator (to start a return)

NEW FOR

2015   Remember: You must be connected to the Internet to buy and redeem returns.

This section provides instructions on each of these procedures.

Starting a New Return

When you start a new return, you are alerted that proceeding will lower your number of available returns by one (see Figure 1 on page 4).

To start a new return:

1. From the **Home** window toolbar, click **Open/Create**.
2. Enter an SSN or EIN in the **Open/Create a New Return** dialog box. Click **OK**.
3. In the **Open Return** window, click **Yes**.
4. Verify the SSN/EIN.
5. Select a **Return Type**.
6. Enter a name in the **Name Entry** text box. Click **OK**.
7. Click **Yes** to verify that you want this return counted against your total of PPR.

Updating a Return

To update an existing return:

1. From the **Home** window, go to **Last Year Data > Update Clients 2014 to 2015**.
2. In the **Update Client Selection** dialog box, enter an SSN/EIN and click **Add Client**.
3. Click **Next**.
4. In the **Update Options** menu, select the items to update.
5. Click the **Update 1040** button. (If you are updating business returns, the button will be labeled with the appropriate entity number — 1120, 1120s, 1065, etc.)

You will be offered the opportunity to count the newly updated return against your supply of purchased but unredeemed returns, or to open the return in read-only mode. (See Figure 2 on page 4.) You cannot make any new entries or calculate the return while in read-only mode.

NOTE | An optional method of updating a return is to click **New/Create** from the toolbar, enter the SSN or EIN of a previous year's client, and then make selections from the **Update Options** menu (Step 4 in "Updating a Return," above).

Changing an SSN/EIN

Once an SSN or EIN is displayed on screen **1**, the return is counted against your supply of returns. You can change the SSN or EIN associated with a return, *but this will cost you another PPR*.

To change the SSN/EIN:

1. From the **Home** window, go to **Tools > File Maintenance > Change SSN/EIN on Return**. An alert reminds you that changing the SSN counts against your total of PPRs. Click **Yes**.
2. In the **Incorrect SSN/EIN** text box, enter the current SSN/EIN.
3. In the **Correct SSN/EIN** text box, enter the new SSN/EIN to associate with this return.
4. Click **Continue**, and then click **Exit**.

NOTE | After changing a return's SSN or EIN, update your client list by running the Repair Index Files tool. From the **Home** window, go to **Tools > Repair Index Files**.

Changing File Type

You can change the file type of a return (1040, 1120S, etc.), *but this will cost you another PPR*.

To change the file type:

1. From the **Home** window, go to **Tools > File Maintenance > Change File Type**. to open the **Convert Client Data File Type** dialog box. An alert reminds you that changing the SSN counts against your total of PPRs. Click **Yes**.
2. Enter the SSN/EIN of the return you wish to change. Click **Continue**.
3. From the Convert this file to: section, select the type of return you wish this return to be converted to. Click **Continue**, and then click **OK**.

Quick Estimator

The Quick Estimator is used to quickly calculate results for an individual (1040) return. Please note:

- In PPR mode, each use of the Quick Estimator *starts a new return* and counts against your total of purchased and unredeemed PPRs.
- In PPR mode, use of the Quick Estimator with *already started returns* does not count against your total.
- The Quick Estimator produces only one return if **Married Filing Separately** is selected as the filing status. A separate return must be generated (using another PPR) for the spouse.

IMPORTANT   *Do not* file the return generated in the Quick Estimator with the IRS or an amended return will be required.

After Tax Season

When tax season is over, the software can be switched from PPR version to the unlimited version. See "Conversion to the Unlimited Package" on page 2 for details.

Renewing Your Drake PPR Software

After the 2015 tax season, when you want to renew your Drake Software for the 2016 season, you have two easy methods to choose from:

- Renewing online (with a credit card payment)
- Renewing by fax or mail (paying by credit card or check)

Renewing Online

To renew your Drake Software online and make a credit card payment, follow these steps:

1. Go to *Support.DrakeSoftware.com*
2. Log in with your EFIN and password.
3. From the blue sidebar menu on the left, go to **My Account > Software Renewal**.
4. Click **Renew Online**.
5. Read and accept the License Agreement.
6. Enter the requested information and click S**ave and Continue**.
7. Choose the Drake PPR (Pay Per Return) Renewal package.
8. Make any other selections (such as the CWU program or the online filing and preparer website package).
9. Select your delivery options (**Download Only**, **Limited CD** delivery or full CD delivery (**Receive all CDs**).
10. Click **Continue**.
11. Enter or edit your **Customer Information**. At the bottom of the page, type your name, then click **Continue** and then **Check out**.
12. Enter your credit card information and click **Submit Order**.
13. Review your order. Click **Edit** to make changes. Click **Complete Order**.

Renewing by Mail or Fax

To renew your Drake Software by mail and pay by check or credit card, follow these steps:

1. Go to *Support.DrakeSoftware.com.*
2. Log in with your EFIN and password.
3. From the blue sidebar menu on the left, go to **My Account > Software Renewal**.
4. From the **To Renew by Check or Fax** section, click **Drake Pay-Per-Return Renewal**.
5. Print the renewal form, fill it out (be sure to include your credit card information unless you're paying by check).
6. To submit the form, either:
   - Enter your credit card information and fax the form to Drake Accounting at (828) 524-9549
   - Mail the form and check to:

> Drake Software
> Attn: Accounting
> 235 East Palmer Street
> Franklin, NC 28734-3049

IMPORTANT	Do *not* send your renewal form to Drake Accounting via email.