

EVALUATION GUIDE

DRAKE TAX 2020

DrakeSoftware[®]

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Welcome

Thank you for taking the time to learn about Drake Tax and the *2020 Evaluation Guide*. Drake provides the tools and support tax professionals need to build their businesses and attract new clients. Our customers know they can rely on Drake for comprehensive product excellence.

Drake is a pioneer in the tax software and e-filing industry, processing more than 26 million federal and state accepted returns each year. If you are not already e-filing your clients' returns, or you are considering other return preparation and e-filing options, let us help you.

The *2020 Evaluation Guide* is a free, self-study course in PDF format consisting of three return preparation exercises (1040, 1120 and 1065), review questions, and a final exam. There is no charge to take this course, unless you wish to earn CPE. The cost for CPE is \$50 upon successful completion of the final exam. For more information about earning CPE and accessing the final exam, see [“CPE Information” on page 281](#).

Upon completion of this Evaluation Guide you will be able to:

- Navigate Drake Tax
- Prepare basic 1040, 1120, and 1065 returns in Drake
- e-File returns
- Utilize the online EF database, Tax Planner, Drake Documents, and more
- Understand the functions and benefits of Drake tools and other resources
- Report on client and EF data
- Perform software and file maintenance

If you have any questions about Drake Tax, please contact your salesperson at (800) 890-9500 or our courteous and knowledgeable support staff at (828) 524-8020.

This Evaluation CD contains:

- A free evaluation copy of *Drake Tax 2020* which includes:
 - All federal and state programs
 - *Drake Documents*
 - *Drake Tax Planner*
 - *Drake Scheduler*
- *2020 Drake Tax User's Manual*
- Practice returns and solutions in PDF format
- *2020 Desk Reference Guide*
- *Quick Reference Guide*
- A free evaluation copy of *Drake Accounting 2021*
- *2021 Drake Accounting User's Manual*

Installing the Software

The 2020 Drake Tax evaluation version of the software includes the federal packages and state packages. The software is also available for download on *DrakeSoftware.com*. After installing the software, complete the required and recommended software settings. For setup instructions, see “[Setup Assistant](#)” on page 15.

SYSTEM REQUIREMENTS

These are the minimum requirements to run most Drake Tax products. For superior performance, we recommend system upgrades above the stated minimums. Actual requirements vary based on your system configuration, and the features and other programs you wish to install.

Supported Operating Systems:

- Windows 8.1
- Windows 10
- Windows Server 2012
- Windows Server 2016
- Windows Server 2019

Minimum System Requirements:

- 1 GHz processor
- 1 GB of RAM for 32-bit OS or 2 GB of RAM for 64-bit OS
- Monitor capable of 1024 x 768 screen resolution
- Optical drive - CD Drive (only required for CD service)
- 2 GB of available hard drive space
- Internet access is required to install program updates and to use PPR software



NOTE

The preceding specifications are *minimum* requirements. For best results, upgrade your system to exceed these requirements.

Recommended System Requirements:

- Windows 10 Pro, 64 bit
- 2.0 GHz or faster multi-core processor
- 2 GB or more of available hard drive space (actual space requirements will vary based on the number of clients you serve)
- Monitor capable of 1920 x 1080 screen resolution
- Internet Access is required to install program updates and to use PPR software. High-speed Internet access (such as DSL, cable, fiber optic) is recommended for GruntWorx, Drake Portals, and Google and Outlook Calendar integration)
- Windows GDI (Graphical Device Interface) or HP-compatible laser printer
- Internet Explorer 11 or Edge browser must be installed (other browsers such as Chrome and Firefox can be installed and used as the default)
- TWAIN-compliant scanner (for Drake Documents and GruntWorx)
- Microsoft® .NET Framework Version 4.7 or higher
- Adobe Reader

Required TLS Setting

Does your system support TLS 1.2? TLS is an industry standard security protocol designed to protect data communicated over the Internet. If your system does not support TLS 1.2, you must upgrade in order to download updates and e-file to Drake Software's systems.

To activate TLS:

1. From your computer's Control Panel, select **Internet Options**.
2. Select the **Advanced** tab.
3. Scroll to the bottom of the dialog box and select **Use TLS 1.2**.

Additional Recommended Requirements:

- TWAIN compliant scanner for scanning capabilities within Drake Documents (strongly recommended)
- Microsoft .NET Framework v4.0 or greater (necessary for scanning functions in Drake Documents and GruntWorx)
- Microsoft Excel

INSTALLATION FROM DEMO CD

To install your trial copy of Drake Tax from the Drake Demo CD:

1. Insert the Drake Demo CD in your computer's CD/DVD drive.
2. **When the Drake Software Tax Year 2020** window opens, click the **Drake 2020** icon to install. (If the window does not automatically open, use your file browser to navigate to your computer's CD/DVD drive and double-click the **demo.exe** file. Click **Run** to start the installation).
3. On the **Software Installation** screen, use the drop list to select a drive to install Drake Tax. (Optional) Select to install as many states as you like or none at all.
4. Accept the terms of the **Drake Software License Agreement**.
5. Select to install the **Evaluation Version (Demo)**.
6. Click **Install** to begin the installation.
7. When installation is complete, click **OK**, and then click **Finished**.



NOTE

If a drive letter does not appear, the software has determined that there is not enough space on that drive.

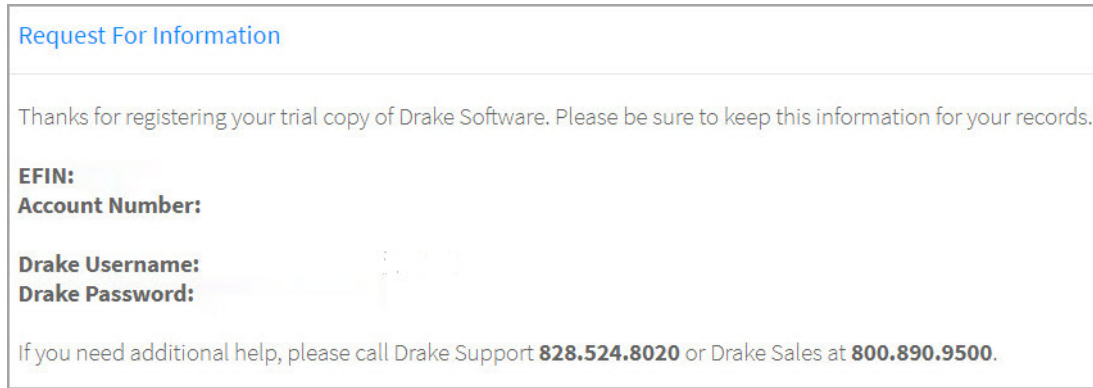
INSTALLATION FROM DOWNLOAD CENTER

Before you can install your trial copy of Drake Tax from the Download Center online, you will first need to **Register Your Demo**. After you have completed the steps to register your demo, you will receive an email with the credentials needed to access the Drake Download Center.

To register your demo:

1. Go to *DrakeSoftware.com* > **Service and Learning** > **Get Started with Drake** > **Register Your Demo** > **Register**.
2. Complete the registration screen and click **Submit**.
3. The **Request For Information** window appears with the following credentials: **Drake Username** and **Drake Password** (for Drake Support website), **EFIN** and **Account Number**. Click **Close** to close the window, and you will be directed automatically to the **Customer Support Sign In** page.
4. Enter your **Drake Username** and **Drake Password** and click **Sign In**.
5. Answer the **Security Question** (one of three security questions and answers that you created during the registration process).
6. The **Download Center** page will open with a list of Drake Software products that may be downloaded.
7. Click the **Drake Software 2020 Evaluation Version** link.

Figure 1: Request For Information Window



Request For Information

Thanks for registering your trial copy of Drake Software. Please be sure to keep this information for your records.

EFIN:
Account Number:

Drake Username:
Drake Password:

If you need additional help, please call Drake Support **828.524.8020** or Drake Sales at **800.890.9500**.

8. Read the **Software License and Non-Disclosure Agreement** and **Installation Overview**.
9. Click the **Download** button to begin downloading the Drake Tax 2020 Evaluation version.
10. If you receive an **Open File - Security Warning** window, select **Run**.
11. Click **Yes** to begin installing.
12. Under **Step 3** in the next window, click **Install Drake Software**.
13. Select a Drake Tax Software location by choosing a drive from the droplist.
14. (Optional) Select one or more states to install and click **Next**.



NOTE

If a drive letter does not appear, the software has determined that there is not enough space on that drive.

15. Check the box to accept the terms of the Drake Software 2020 License Agreement.
16. Select **Evaluation Version (Demo)** and click **Next**.
17. If the installation location and software version are correct, click **Install**.
18. After the installation is complete, click **Finished**.

After the program has been installed, a **Drake 2020 Tax** icon is on your desktop. If you chose to install the Archive Cabinet of the Drake Documents, an icon for that program is also on your desktop.

To start the program, double-click the **Drake 2020 Tax** icon.

STATE AND CITY PROGRAMS

INSTALLING STATE AND CITY PROGRAMS

If you did not install states during the initial installation, choose one of the following methods for installing state and city programs. Installing a state also installs its city programs.

State and city returns are automatically produced with the federal return if indicated on the federal screens. For example, if you indicate in the **State** field (box **15**) of the **W2** screen that the W-2 is for NY, Drake generates a New York return along with the federal return.

Installing States From CD

1. Insert your Drake CD into the CD drive.
2. From the **Home** window, go to **Tools > Install State Programs**.
3. Select **Install states from this location**. Select your CD drive letter from the drop list.
4. Click to select the states to install from the **States Available From Drive** list in the left pane. Click **Select**. (To select all states, click **Select All**.) The selected states appear in the **States Selected for Installation** list in the right pane.
5. Click **Install** to continue with the state installation.
6. When the installation is complete, click **Exit**.

Installing States From the Internet

If you installed the Demo software from *DrakeSoftware.com*, and you did not install states with the federal package, complete the following steps to install states online. To install states online, the ERO Setup must be complete (see [“ERO Setup” on page 18](#)).

1. From the **Home** window, go to **Tools > Install State Programs**.
2. Select **Install states from this location**.
3. Select **Drake Download** from the drop list.
4. Click to select the states to install from the **States Available For Download** list in the left pane. Click **Select**. (To select all states, click **Select All**.) The selected states appear in the **States Selected for Installation** list in the right pane.
5. Click **Install** to continue with the state installation.
6. When the installation is complete, click **Exit**.

VIEWING DRAKE VIDEO TUTORIALS


Drake has produced an array of video tutorials that cover Drake Tax Software and related topics. Links to many of these video tutorials are scattered throughout Drake Tax Software. To access Drake’s video tutorials from the **Service & Learning** menu on *DrakeSoftware.com* or log in to *Support.DrakeSoftware.com* using your Username and Drake password, select **Training > Videos**, and then select a subject area from the drop list. The related video tutorials are displayed ([Figure 2](#)). Click a play button to start a video.

Figure 2: Drake Video Tutorials

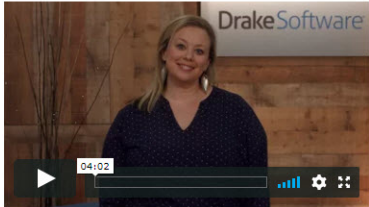
To learn about Drake Software in a classroom setting, join us for Classroom Training. Click [Here](#) for more info.
 Learn the basics of Drake Software products with these short instructional videos.

Select a category below or click [Español](#):

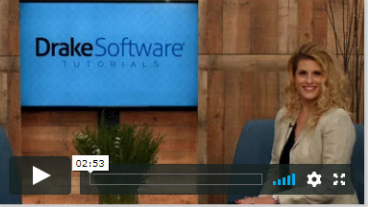
- Business Return Data Entry
- 1040 Data Entry
- Affordable Care Act
- Audit and Identity Protection
- Bank Products
- Business Return Data Entry**
- Business Tools
- Client Communications
- Client Write-Up
- Drake Hosted
- Drake Software Demos
- Drake Tips
- e-Filing
- Español
- Getting Started
- GruntWorx
- SecureFilePro
- Security
- Setup
- Software Customization
- Testimonials



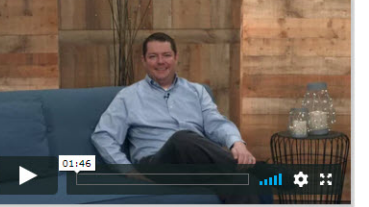
PDF Attachment
 Electronically attach PDF files to Form 1040 and other specific tax forms.



March Due Date and Extensions
 March deadline for Forms 1120S and 1065. Use Form 7004 if more time is needed to file.



8949 Import Tool
 Quickly import transactions from Form 8949 using the 8949 Import tool.



K1 Export
 Export K1 data from a business return to an individual return.

Program Setup

The Drake Tax **Setup** menu allows you to customize the software to your office requirements. Many of these settings can be carried forward each year, saving you time and effort. (See [“Bringing Settings Forward from the Prior Year”](#) on page 38 for more information.)



NOTE

Initially log in as “Admin” to enter setup information. The administrator can access all tools, functions, and setup routines in Drake Tax, including firm, preparer and security setup, network setup, the **Administrative Options** tab of **Setup > Options**, and tracking information on the **ADMN** screen in data entry.

SETUP ASSISTANT



NOTE

Demo installation — If you are running a demo installation of Drake, the demo version of the **Drake 2020 - Setup Assistant** automatically opens the first time you log into Drake. Enter the setup information provided when you registered for a Drake account. This is all the setup required for running the demo version of Drake. See [“Logging in”](#) on page 43 for details.

The following section describes the Setup Assistant for the standard (licensed) version of Drake Tax.

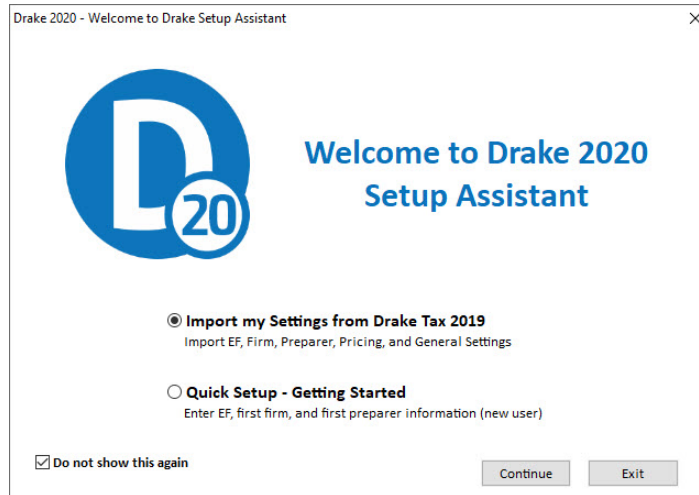
The Setup Assistant is opened automatically the first time you log in to Drake ([Figure 1](#)).

Designed to guide you through the software setup screens, the Setup Assistant appears each time the program is opened until all required setup items are completed. The required settings must be completed before preparing and e-filing tax returns.

A green check mark indicates that a setup item is complete. It is not necessary that these screens be completed through the Setup Assistant. To exit the assistant at any time, click **Exit**. Return to the assistant later by going to the **Help** menu and selecting **Setup Assistant**, or access each setup screen individually from the **Setup** menu.

You are not required to use the Setup Assistant. To stop it from opening at program startup, select **Do not show Setup Assistant at program startup**. Go to **Help > Setup Assistant** to return to the Setup Assistant at any time.

Figure 1: Setup Assistant (Standard Installation)



REQUIRED PROGRAM SETTINGS

These settings must be completed before beginning tax preparation and e-filing:

- **ERO** — An Electronic Return Originator (ERO must complete the ERO and Account Information Setup in order to e-file returns, download software updates, and access the online e-file database.
- **Firm** — Set up and edit the firm information that appears on tax forms. Complete bank information if offering bank products.
- **Preparers** — Enter each preparer's general information, designate a login name and set security options for any preparer, data entry personnel, or anyone who needs access to Drake Tax.

FIRM SETUP

Firm setup must be completed before returns can be prepared and e-filed. If data is inaccurate or missing, tax returns might be e-filed with incorrect information.

To add a firm in Firm Setup:

1. From the menu bar of the Drake Tax **Home** window, go to **Setup > Firms**.
2. Click **Add** (this will activate the bottom half of the **Firm Setup** window).
3. In the **Firm Information** section, complete all required information fields, which are indicated by red text. The red text turns green when all required information is entered and saved.
4. Confirm your EFIN is properly set up at Drake Software by entering your EFIN above the **Firm Information** section and click **Confirm**. A green checkmark will indicate that you have been approved to e-file.

The following tabs in the **Firm Setup** window are used for additional firm entries:

- **Settings** - Employer Identification Number (EIN), any state ID numbers, optional DNC and invoice numbers, and state and local sales tax rates.
- **Banking** - If you have completed an online Drake Software bank application, your banking information is imported directly from your bank application when you click to **Confirm** your EFIN in the **Firm Setup** window. (To offer bank products through Drake Tax, you must first submit a bank application, get accepted, then import the bank information to Drake Tax. Bank applications must be submitted annually. For more information about bank products, visit Support.DrakeSoftware.com > **Products** > **Bank Partners**.)
- **Audit Protection** - If you enrolled in Audit Protection, your Protection Plus information is imported when you click to **Confirm** your EFIN in the **Firm Setup** window. For additional details about Protection Plus Audit Protection, visit Support.DrakeSoftware.com > **Products** > **Audit Assistance**.

Click **Save** to save the firm information and then click **Exit** to leave Firm Setup.

Figure 2: Firm Setup Window

Drake 2020 - Firm Setup

Save Help Cancel

Num.	Firm Name	Contact	EFIN	DCN	Bank
1	SMITH CPA	JOHN SMITH	904071	00333	

e-File Confirmation(Required if you plan to e-file returns for this firm)
 You must confirm your EFIN is properly set up at Drake Software before you can e-file returns. To complete this step, enter your EFIN in the box provided below and click the "Confirm" button. Your confirmation status will be displayed to the right of the button. Clicking "Confirm" is also necessary to auto-fill your banking and audit protection setup screens. Applications must first be completed online at eom.drakesoftware.com.

EFIN Confirm You are approved to e-file.

Firm Information | Settings | Banking | Audit Protection

Firm name: Contact name:

Address: Telephone number:

City: Fax number:

Domestic Address: State/ZIP: Email address:

Foreign Address: Province/State: Country/Postal Code:

***Country code is required for e-file when firm is not in the USA.

When a firm is created, it is assigned a number. In [Figure 2](#) Smith CPA is assigned the number 1, since it is the first firm added to **Firm Setup**. This number is used to identify which firm is associated with each tax return. The firm number can be changed on screen 1 inside a return.

ERO SETUP

An Electronic Return Originator (ERO) must be entered in **ERO Setup** in order to e-file returns, download software updates, and access the online e-filing database.

To set up your firm as an ERO in Drake:

1. From the **Home** window menu bar, go to **Setup > ERO & Account Information** to open the **ERO & Account Information** dialog box (Figure 3).
2. Complete the **General Information** section. Fields required for e-filing are labeled with red text. The red text turns green when the required information is entered and saved.
3. Your 16-character serial number should already be displayed.



NOTES

- Your account number, EFIN and password are included in the email confirmation you received after registering for a Demo.
 - A temporary EFIN assigned by *Drake* allows you to test e-filing and gives you access to *Drake* Internet tools. Preparers who are new to e-filing and wish to transmit live returns must apply with the IRS for an EFIN.
 - Click **Use Firm #1 Info** to fill the transmitter name and address information with the info entered for Firm 1 in **Firm Setup**.
4. If your firm is a franchise or network, complete the **Franchise/Network Information** fields; otherwise leave this section blank.
 5. If applicable, in the **Disclosure or Use of Tax Information** field enter the name of the franchise or network to which tax information must be disclosed in order to apply for bank products. (The field facilitates compliance with IRS Regulation 7216.)
 6. Click **OK** to save changes. Click **Cancel** to exit without saving changes.

Figure 3: ERO & Account Information Window

Drake 2020 - Electronic Filing & Account Information (ERO)

Account Information

Account Number: 111111 EFIN: 111111

e-File Password: ●●●●●●●● Show password (ADMIN Only)

Serial Number: D98D 0114 0010 80C4 Edit Serial Number

Transmitter Information

Transmitter Name: SMITH CPA Use Firm #1 Info

Transmitter Address: 123 PALMER STREET

City: FRANKLIN State: NC Zip: 28734

Federal EIN: 65444444

Telephone Number:

Franchise/Network Information (Admin only)

Master EFIN: Fee: Name:

Disclosure or Use of Tax Information by Preparers of Returns

Need consent to disclose tax return information to this franchisor/network:

Help Test Account OK Cancel

PREPARER SETUP

Complete **Preparer Setup** and designate security settings for each preparer in your firm (Figure 4). Enter preparer information into the program and the preparer is assigned a preparer number. The preparer number is used to display unique preparer information on letters, returns, and reports. It is not necessary to edit the Admin information. Log in as Admin when accessing program setup features. Set up a preparer for use when preparing returns. Set up data entry operators in **Preparer Setup**. Preparer numbers entered on returns are used primarily for tracking purposes.

To enter a new preparer in the software, complete the following steps:

1. From the **Home** window menu bar, go to **Setup > Preparers**.
2. From the toolbar at the top of the **Preparer Setup** window, click **Add** to add a new preparer.
3. Enter a username in the Login Information section.
4. Fields required for e-filing are labeled with red text. The red text turns green when the required information is entered and saved.
5. If you are setting up a new preparer, click the **Reset Password** button. When the preparer logs in for the first time, he or she will see the **Password Setup** and **Security Question** windows before being allowed access to Drake Tax.
6. Mark the Disable preparer box (optional) to lock the preparer out of the program. Return to the Preparer Setup and clear the box to allow access.



NOTE

A Preparer Tax Identification Number (PTIN) is required by the IRS for tax preparers. For information regarding PTIN requirements, visit www.irs.gov.

7. Complete the **Return Signature Options** section.
8. To set security options, click the **Security** button at the top of the window.
9. Click **Save** to save changes. Notice that the preparer is now saved with a preparer number.

Figure 4: Preparer Setup Window

The screenshot shows the 'Drake 2020 - Preparer Setup' window. The toolbar includes 'Save', 'Security', 'Schedule', 'Help', and 'Cancel'. The 'Return Signature Options' section is active, displaying a 'PIN signature' field with the value '12345'. Below it, the 'Use PIN for:' section has two checked options: '8879 PIN Signature' and 'Alternative Electronic Signature'. A 'PDF rubberstamp' button is present with a 'Setup Signature' button and a play icon next to it. Other sections include 'General Information' (Preparer name: ED EWCAATION, PTIN: P22222222), 'Login Information' (Username: ED), 'State Registration Numbers', 'Republic Bank Information' (RBIN), 'Power of Attorney Information' (Preparer designation: - <None>), 'W-7 Acceptance Agent' (Agent title, Office code, Agreement date), and 'Preferred Language' (Language options: - Use System Default).

Return Signature Options

Designate a PIN signature for signing returns electronically to produce the 8879 IRS e-File Signature Authorization.

1. Enter a PIN in the **PIN signature** field. (Choose any five-digit number).
2. Select **Use PIN for: 8879 PIN Signature**
3. Select **Use PIN for: Alternative Electronic Signature** to have the program automatically fill fields requiring electronic signature with the preparer's name. (Do *not* select this option if you are planning to use the **PDF rubberstamp** feature of the e-Signature tool.)
4. For information on the PDF rubberstamp feature, click the **play** button next to the **Setup Signature** button and watch a short video tutorial. For details on electronically signing returns, see [“Signing the Return Electronically” on page 136](#).

Preparer Security Settings

Preparer security defines what functions the preparer can access in the program. These settings must be established before the preparer can begin working in the software.

In Drake, you can set preparer security on the individual level, or use group security to assign the same security level to many preparers.

Only administrative users can set security rights.

Default Security Options

With a preparer selected and in Edit mode, select one of the following options:

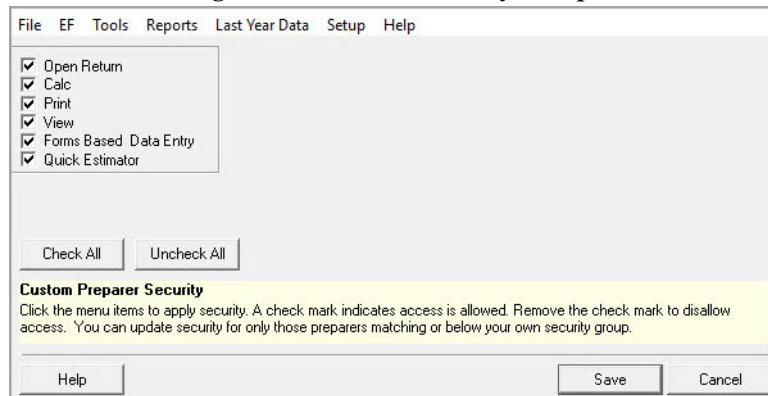
- **Custom Security** — See “[Custom Security Setup](#)” below.
- **Set Security to Allow No Options** — The preparer cannot access any items in the program.
- **Set Security to Allow All Options** — The preparer can access all areas of the program.
- **Set Security Equal to Existing Preparer** — Select this option and choose an existing preparer from the list. This sets the current preparer’s security rights to match the existing preparer.
- **Add Preparer to Security Group** — See “[Group Security](#)” on page 24 below.
- **Front Office (Scheduling Only)** — Select this option to allow a receptionist to set up views and manage appointments in the Scheduler. For more information, see “[Scheduling Appointments](#)” on page 219.
- **Administrator (Full ADMIN Rights)** — The preparer has full administrative rights similar to logging in as “Admin.”

Custom Security Setup

Determine which areas of the program a preparer can access.

1. In **Preparer Setup**, double-click a preparer’s name or click once then click the **Edit Preparer** button to open the preparer’s information in Edit mode. Click the **Security** button at the top of the window and select **Custom Security**. The **Preparer Security Setup** dialog box is opened ([Figure 5](#)).
2. Click an item on the menu bar to display a drop list. Click to select menu items for accessibility or clear the check marks to deny access. Boxes with check marks indicate access is permitted. Go through all seven menus.
3. Click **Save**. When prompted, click **OK**.
4. Click **Save** to save the preparer settings. Click **Exit**.

Figure 5: Custom Security Setup Window



Group Security

Group security allows you to assign a preparer to a group and to set security on the group level. Assign preparers to predefined groups, or create new groups.

Three security groups are available by default:

- **Admin** — Users with administrative rights; group cannot be deleted
- **Front Office** — Front Office rights (Scheduler access only)
- **Full** — Users with full access to everything except special Admin features

To access group security, go to **Setup > Preparers**. Click **Group Security** to open the **Group Security** dialog box.

NOTE



Preparers must have security set up to avoid having all functions of the program disabled when the preparer logs in. A warning message is displayed when you try to save a preparer without assigning security rights.

Preparer Schedule

Preparer schedules can be created in Preparer Setup and using the Drake Scheduler (See [“Establishing Preparer Schedules In Scheduler Setup”](#) on page 216). To create a preparer’s daily schedule in **Preparer Setup** follow these steps:

1. From **Setup > Preparers**, select a preparer and click **Edit Preparer**.
2. Click **Schedule**.
3. Select day and “in” and “out” times.
4. Click **Apply**, and then click **Save** to save the schedule.

OPTIONAL PROGRAM SETUP

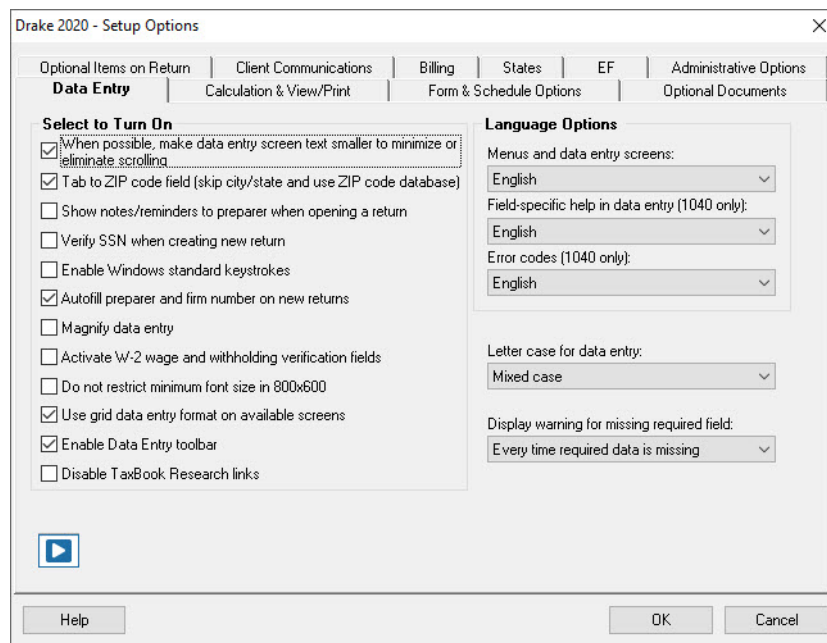
The following settings are not required, but Drake recommends reviewing and utilizing each option so you may get the most out of your software. Most optional settings can be carried forward from year to year. From the **Home** window menu bar, select **Last Year Data > Update Settings 2019 to 2020**. See “[Bringing Settings Forward from the Prior Year](#)” on page 38.

SETUP OPTIONS

Setup Options enable you to customize the software to suit your office needs ([Figure 6 on page 25](#)). The default preferences are those that are preferred in most offices. To change or view the defaults, follow these steps:

1. From the menu bar, go to **Setup > Options** to click the tabs for various option windows.
2. After selecting the desired options, click **OK** to save.

Figure 6: Setup Options



The following options are available in **Setup > Options**:

Table 1-1: Setup Options

Data Entry: Option	Description
Size text on data entry screens	Automatically size the text on screens to minimize or eliminate scrolling

Table 1-1: Setup Options (Continued)

Data Entry: Option	Description
Tab to ZIP code field (skip city/state and use ZIP code database)	Press the TAB key after entering a street address to bypass the City and State fields and go directly to the ZIP field. City, State, County, and Resident state fields are automatically filled based on the ZIP code entered.
Show notes/reminders to preparer when opening a return	Show all notes and reminders from the NOTE and PAD screens every time you open a client file that contains notes or reminders.
Verify SSN when creating new return	Require double entry of SSN or EIN, helping eliminate erroneous entries.
Enable Windows standard keystrokes	CTRL+X = cut; CTRL+C = copy; CTRL+V = paste; SHIFT+CTRL+X = autofill amended screen; SHIFT+CTRL+C = calculate return; SHIFT+CTRL+V = view return
Autofill preparer and firm number on new returns	Automatically enter the firm number and preparer number where required on data entry screens.
Magnify data entry	Enlarge the active field for easier reading.
Activate W-2 wage and withholding verification fields	To ensure accuracy of data entry, you can require that wage and withholding amounts be entered twice on the W2 screen.
Do not restrict minimum font size in 800X600	This is a sizing option for computers using an 800x600 resolution. If this option is selected, the program will not attempt a font substitution to retain readability. Text on screens will shrink to fit as needed.
Use grid data entry format on available screens	Type information into a spreadsheet environment, which can result in faster data entry. This feature is available for the Dependents, INT, DIV, 8949, D, and 4562 screens.
Enable Data Entry toolbar	Mark the checkbox to activate the data entry screen toolbar, clear the checkbox to disable the data entry screen toolbar.
Language Options (1040 package only)	Choose between English and Spanish for menus, data entry screens, field help text, and error codes (EF messages).
Letter case for data entry	Choose between all uppercase letters and mixed case.
Display warning for missing required field.	Choose to receive a warning whenever a required field is empty, once per data entry session, or not at all.

Calculation View/Print: Option	Description
Autocalculate tax return when exiting data entry	Returns are automatically calculated every time you exit the return.
Display client fee on Calculation screen	Allows the fees charged for return preparation to appear on the Calculation Results screen.
Print only one overflow statement per page	Each overflow statement is printed on a separate piece of paper.
Go directly to form when accessing View or data entry mode	Go from a data entry screen to the corresponding form in View mode when you go to View mode. When the Data Entry button is clicked in View mode, the program returns to the data entry screen.
Audible notification of calculation error messages	When calculating a return, the program produces a "beep" to indicate an EF Message.
Mask SSN, EFIN, PTIN on Client and Preparer Sets	Masks taxpayer's, preparer's, and ERO's identification number on printed sets.

Calculation View/Print: Option	Description
Layout for depreciation schedule	Select Portrait to produce the depreciation schedule vertically using 8.5 x 11 paper; select Landscape to produce it horizontally.
Pause option for calculation	Choose the circumstances under which the Calculation Results window appears, allowing a review of calculation results before proceeding to View mode.
Number of days to store print files	Select to store print files from 1 to 9 days, or to have them removed once the return is selected for e-filing. If a return is needed after the print file is removed, recalculate the return to re-create the print file.
Print sort options for Interest/Dividends	Choose how items entered on the INT and DIV screens are sorted when printed on Schedule B: alphabetically, numerically, or not at all.

Form & Schedule: Option	Description
Print Schedule A only when required	Produce Schedule A only when taxpayer qualifies to itemize.
Print Schedule B only when required	Produce Schedule B only when taxpayer has enough interest income to require filing Schedule B.
Print Form 4562 only when required	Produce Form 4562, Depreciation and Amortization, only when the tax return requires it.
Print Form 6251 only when required	Produce Form 6251, Alternative Minimum Tax, only when the tax return requires it.
Next-year depreciation schedule	Produce a depreciation schedule for next year in addition to the one for this year.
W-2/1099 forms	Produce and display in View mode all W-2 and 1099-R forms with the return.
Print two W-2/1099-Rs per page	If return has more than one W-2 or 1099-R Form, print two per page.
Carryover worksheet	Produce any carryover worksheets associated with the return.
Print Page 2 of Schedule K-1 ...	Produce page 2 of Schedule K-1 for Forms 1120S, 1065, and 1041.
Print ES vouchers only when indicated	Print ES vouchers only when screen ES exists.
Always show reason for no EIC	Generate Return Note explaining reason taxpayer not getting EIC
Print shareholder's/partner's adjusted basis worksheet	Make this selection to automatically print a partner's or shareholder's adjusted basis worksheet
1040-SR suppress	Choose to have Form 1040 generated and Form 1040-SR suppressed globally when the taxpayer would be eligible to use the 1040-SR
Form 8879 bank account options.	Select option for printing bank account information on Form 8879.
Select to Turn On ___ list if greater than...	Produce lists of these items (W-2, W-2G, 1099-M, 1099-R, federal withholding summaries, dividends, interest, K-1) when the selected number in the drop list is exceeded.

Optional Documents: Option	Description
Folder coversheet	Generate a folder cover sheet on which is printed the taxpayers' names and the name, address, and phone number of the preparer's firm.

Optional Documents: Option	Description
Prior years comparison form	Produce a comparison sheet containing data from the current-year and prior-year returns.
Return summary	Produce a return summary with every return prepared.
Bill summary	Produce a summary of the taxpayer's bill with each return.
Labels	Print a sheet of "mail to" addresses on Avery 5160 labels.
Envelope Sheet (address drop lists)	Choose the size of the envelope on which to print the addresses of the taxpayer, the IRS Service Center, the state tax department, the city tax office, and for Forms K-1.
Do not print taxpayer envelope sheet with organizer	By default, the program produces the envelope coversheet addressed to the taxpayer when organizers are generated. Select this box to keep this coversheet from being included with organizers; any selection from the Taxpayer address drop list is still included when the return is printed.
Do not print firm envelope sheet with organizer	By default, the program produces the envelope coversheet addressed to your firm when organizers are generated. Select this box to keep this coversheet from being included with organizers; any selection the Firm Address drop list is still included when the return is printed.
Estimated payment coversheet	Print coversheet with the address for estimated payments to Nelco ENV500 envelope dimensions for 1040 and 1041 returns with quarterly taxes.
NELCO link	Click this link to go to the NELCO website to order such Drake Tax-compatible products as envelopes, IRS forms, and checks.

Optional Items on Return: Option	Description
Date on return	The default is the current date. To change this date, enter the required date on the PRINT screen. If desired, select to print dates for taxpayer and spouse signatures (excluding 1040).
Print dates for taxpayer and spouse signatures (excludes 1040)	Select this option to print the signature dates for taxpayer and spouse signatures on the return (excluding 1040).
Taxpayer phone number	Select this option to print the taxpayer's phone number entered on screen 1.
Third party designee	Select the preparer number of the preparer designated as the third-party designee to be printed on the main form of the return.
Interest and Penalty Calculation	Calculate penalties and interest on returns filed after the due date based on interest rates entered.

Billing: Option	Description
Select billing format:	
	Comprehensive Bill: Generates an itemized client's bill. (All packages)
	Summary Bill: Generates a summarized client's bill. (All packages)
	Classic Bill: Uses the same format and features as prior years of Drake Software. Use Classic Bill to continue billing the same as in prior years.
Options for all billing formats:	

Billing: Option	Description
– Show preparer fees withheld from bank product	Print the preparer fees withheld from the bank product amount on the bill.
– State sales tax rate – Local sales tax rate	Enter the sales tax rate to add to each bill as a decimal or a whole number. The number must be greater than 1. For example, 4.5 would represent a sales tax rate of 4.5%.
– Billing statement format	<p>Select from among six formatting options, including:</p> <ul style="list-style-type: none"> - Show only total amount; bill displays only a total, no itemized list of forms being billed for (affects Comprehensive and Classic bills only) - Show form list and total; displays itemized list but no price-per-form, only a total (affects Comprehensive and Classic bills only) - Show forms, forms prices, and total; displays itemized list, price-per-form, and total (affects Comprehensive and Classic bills only) - Bill by time (bill based on time spent preparing return multiplied by preparer's hourly rate as defined in Setup > Preparers) - Bill by form (bill based on forms necessary to complete return by price entered in Setup > Pricing) <p>Drake Tax prepares a bill summary along with whatever option is selected here unless the Bill summary check box is cleared at Setup > Options, Optional Documents tab.</p>
– Header on bill	<ul style="list-style-type: none"> - If "Show preparer's name" is selected from the drop list, then the sentence, "Your (tax year) tax return was prepared by (return preparer's name)" will be printed on the bill. (Affects Comprehensive and Classic bills only.) - If "Show only tax year" is selected, the sentence, "(tax year) Tax Year Statement" is printed on the bill. (Affects Comprehensive and Classic bills only.) - If "Professional service statement" is selected, then the sentence, "For professional services rendered in connection with the preparation of your (tax year) tax return," is printed on the bill. (Affects Comprehensive and Classic bills only.)
Options for <i>only</i> the Classic Bill:	
– Print taxpayer's phone number on the bill	Print the taxpayer's phone number (entered on screen 1) on the bill.
– Print taxpayer's email address on the bill	Print the taxpayer's email address (entered on screen 1) on the bill.
Custom Paragraph Options	
– Options	Choose to have a custom paragraph printed at the top or bottom of the bill.
– Paragraph Content	Write the custom paragraph you want added to the bill in the supplied text box.

States: Option	Description
	There are specific options available for some states. Select the state from the drop list and select the options desired. Set up options for each state separately.

EF: Option	Description
Auto-generate taxpayers PIN (1040 Only)	Have the software assign a randomly generated PIN (1040 only).
Require 'Ready for EF' indicator on EF screen	Require that the Ready for EF indicator on the EF screen be selected before a return can be selected for e-filing.

EF: Option	Description
Lock client data file after EF acceptance	Lock the client's data file once it has been e-filed. Opening a locked file requires you to acknowledge a warning screen before you can edit the return. You can also access a locked file at Tools > File Maintenance > Unlock Client Files .
Print 9325 when eligible for EF	Print Form 9325, Acknowledgment and General Information for Taxpayers Who File Returns Electronically, for every eligible return.
Suppress federal EF	Prevent e-filing of all federal returns.
Print EF status page	Generate the EF Status page for any return that is eligible for e-file.
Alert preparer when bank product is not included	Alert the preparer via an EF message that a return does not include a bank product.
Activate imperfect return election in data entry	Activate Imperfect Return Election checkbox on EF screen in data entry.
Allow selection for EF from the 'Calculations Results' screen	Allow preparer to send the currently active return directly from the Calculations Results window to the e-filing queue. (The return is then transmitted automatically the next time you e-file returns.)
Enable prompting before automatic transmission of 'Check Print Records'	Allow program to notify you before it transmits the Check Print Records.
Email 9325 Notice to Taxpayer (automatic from Drake Processing Center)	Form 9325, Acknowledgment and General Information for Taxpayers Who File Returns Electronically, is automatically sent to taxpayer by email when return is accepted. (Email address must be present on screen 1.) Override this section on the EF screen.
Require E-Signatures on all electronically signable forms (1040 Only)	Require all preparers to take advantage of Drake's e-Signature capabilities. Override this selection on the EF screen.
Disallow EF selection if DoubleCheck Review flag exists	Require all DoubleCheck flags in view mode be removed before return is EF-eligible.
Default ERO	Choose a preparer number, Paid Preparer , or None to indicate the ERO name that should appear on return documents. This choice can be overridden on screen 1 and the PREP screen in data entry.
Combine EF steps (Select, Transmit, Post Acks)	Combine all e-filing steps. From EF > Transmit/Receive , click Send/Receive to transmit selected returns, pick up any new acknowledgments, and process the acknowledgments in one step.
Upload Client Status Manager data to Drake for multi-office web reports	Send Client Status Manager (CSM) data automatically to the Multi-Office Manager (MOM) during the EF process.
State EF	Suppress e-filing of all state returns, or select states to suppress while other state returns remain eligible.
EF Selection Report Options	Customize EF selection reports by specifying which columns (such as SSN/EIN, client name, refund/balance due, etc.) should be included in the EF selection report.

NOTE

Many of the **EF** settings can be adjusted for a single return from the **EF** screen in data entry. These “on-the-fly” changes do not affect the “global” (all return) settings in **Setup > Options**. To access the **Administrative Options** tab, a user must have administrative rights. For more information, see “[Preparer Security Settings](#)” on [page 23](#).

Client Communications: Option	Description
Letter Selection (all packages)	Select the client results letter templates to be used for each package. The selected template will be generated with each return in that package.
Additional Letter Options:	
- Include privacy letter with returns	Select this option to print the privacy disclosure letter with every return
- Include engagement letter with returns	Select this option to generate engagement letters for all packages when the return is calculated. At the end of the letter template are spaces for client and preparer signatures. Engagement letters can also be produced prior to completion of the return using Tools > Letters > Letters
-include customized supplemental letter with returns	Print a customized letter that can be used for various purposes
- include K-1 Letter with returns	Print the cover letter for individual K-1s (1065, 1120S, and 1041 packages)
- K-1 Letterhead	Choose to include the entity’s information or your firm’s information and logo in the letterhead of the K-1 letter, or select to use neither.
Filing Instructions:	
- Federal	A drop list provides options to always print federal filing instructions (a sheet of detailed federal filing information), never print filing instructions, or print filing instructions only for paper-filed returns. The federal filing instructions include the date to file, the form to be filed, mailing address to file the form, and any tax payment due. The federal instructions are listed as “Filing Instructions” in View/Print mode. Federal filing instructions are printed by default; make a global selection here or make a change for a single return from the COMM screen (formerly the LTR screen) available from the Miscellaneous tab of the Data Entry Menu .
- State	Produce a sheet of detailed state filing information that includes the date to file, the form to be filed, mailing address to file the form, and any tax payment due. The instructions are listed as “ST Instructions” (“ST” refers to the state abbreviation; for example, “OH Instructions” for Ohio instructions). State filing instructions are printed by default; make a global change here or make a change for a single return from the COMM screen (formerly the LTR screen) available from the Miscellaneous tab of the Data Entry Menu .
Print filing instructions for Forms 8878 and 8879	<i>New for 2019:</i> Produce filing instructions for Form 8879, IRS e-file Signature Authorization or Form 8878 (extensions)
Use paper-filing information	Produce paper-file paragraphs in the client results letter and filing instructions.

Referral Coupons (3 per sheet)	Offer client a discount for referring another client (individual (1040) package only). Enter the number of sheets per return and the coupon amount. To customize the wording of your coupons, from the Home window menu bar, go to Setup > Communications Editor , click Open , select Individual , then scroll down to Individual Referral Coupon .
Do not print referral coupons with organizer	The program produces referral coupons when organizers are generated if a number is entered in the Sheets per return box. Select the Do not print referral coupons with organizer box to keep the coupons from being included with organizers; the coupons will be printed with the return if there is a number in the Sheets per return box.

Administrative: Option	Description
Use customized data entry selection menu	Select the checkbox, click the top Customize box, and then select the package to customize. Click Load Menu . When the Data Entry Menu is opened, clear the check mark from items to disable them. Click Save . The selected (unchecked) items will not be visible or accessible to any user other than those with administrative rights.
Customize user-defined data entry fields	Create option lists for the Miscellaneous Codes fields on screen 1 and the Adjustments and Payments fields on the BILL screen.
Use customized flagged fields on all Returns	Select this box, click Flag , and select a package. When the Data Entry Menu is opened, click the desired screen and click each field to flag. Click a field a second time to clear it. Press Esc to save your changes. Note: This option is available for federal packages only.
Lock fields	Select Use customized flagged fields on all returns , click Flag , and select a package type. When the Data Entry Menu is opened, click the desired screen, right-click a field, and select Lock Field . No one without Administrator access can enter data in a locked field. Click the field or right-click and select Unlock Field to remove the lock. Press Esc to save your changes. Note: This option is available for federal packages only.
Apply current-year Admin flag settings when updating from prior year	Flags set globally in 2019 are set globally in 2020 after updating data from Last Year Data > Clients 2019 to 2020 .
Print all due diligence assistance documents	Print due diligence documents generated from the DD1 and DD2 screens . (To generate these documents on a per-return basis, go to PRNT screen and select Print DDASSIST.)
Require due diligence assistance screens to be completed	Require that applicable fields on the DD1 and DD2 screens be completed before the return can be e-filed.
Enable logged in preparer's Personal Client Manager	Display the Personal Client Manager on the Drake Home window for the logged-in preparer (checkbox is selected by default).
Bank Products - State laws regarding fees: Charge ALL taxpayers the same fees.	Select this box to charge all clients the same supplementary fees (software, franchise/network, and additional fees), regardless of whether a bank product is included. For more information, click the Program Help link.
Drake PDF Printer Password Options	Choose to automatically password-protect any generated PDF documents. Passwords can be assigned to PDF documents that are sent through Drake email. The default password format is the first four characters of the client's name plus the last five digits of the client's ID. The Default password drop list includes other format options. These settings can be overridden during printing from the Print Selection dialog box.

Administrative: Option	Description
Return Status Notification Programs	Use this option to receive return status notifications through RefundPoint or ABCvoice. Select to generate 7216 consent forms for the customer to sign. Select to require contact information (phone number and/or email address) on screen 1, or on the ABCV screen (for ABCvoice), or on the CALL screen (for RefundPoint).

PAY PER RETURN

The Pay Per Return (PPR) package is available for offices preparing a small number of returns in a tax year. Pay Per Return setup is necessary only for those who have a PPR version of the program installed. Activate returns and purchase additional returns from **Setup > Pay Per Return**. (Restrictions apply.)

DATA LOCATIONS

Use **Data Locations** to configure where the program finds and stores client data and other files. If you are installing Drake on a network, you must complete **Setup > Data Locations**. See *2020 Drake Tax User's Manual Chapter 2* for specific network installation instructions.

PRICING

The **Pricing Setup** information is used to calculate and generate a client bill during calculation. Prices can be defined for each form and for each item on some forms. Set minimum and maximum charges for a completed return.

To access **Pricing Setup**, go to **Setup > Pricing**.



NOTE

You can override **Pricing Setup** during data entry, either by entering an amount in the **Fee Override** field on screen 1 or by adjusting fee amounts on the **BILL** screen. Bank product costs are established in **Setup > Firms**.

Pricing on the Fly

To edit or add pricing amounts without entering **Pricing Setup**, select to edit “on the fly” (within a return). From **View** mode, right-click a form in the tree view directory and select **Setup > Form Properties** to set pricing. Pricing changes made on the fly change the pricing file “globally” (for all returns).

MACROS

Macros are a series of commands and functions that allow a combination of keys to accomplish tasks. Also called key combinations, some macros are already available in the program; for example, **CTRL+V** opens **View** mode.

You can create new macros to make the process of repetitive data entry quicker and easier. For example, if many of your local clients use Small Town Bank, you can arrange for the program to enter “Small Town Bank” every time you press a particular key combination.

To create or edit macros, go to the **Home** window and select **Setup > Macros**. To access a list of macros in data entry right-click and select from the menu or press CTRL+SHIFT+M.

LETTERS

The letters program is designed to generate various types of client results letters, many of them based on data from the tax return and the clients’ filing, payment, or refund preferences. For example, if a return with a federal *balance due* has been *e-filed* and the client has opted to *mail a check* to the IRS, the accompanying client results letter will state the *balance due amount*, provide the *e-file information*, and give *instructions for mailing the check*.

There are also engagement letters, extension letters, letters with amended returns, payment reminders, appointment reminders, preseason and postseason letters, and cover letters.

The following letter templates are available:

Table 1-2: Letter Templates

Letter Template	Description
Comprehensive	Provides return results for the filed returns—federal, state, and city; gives info on federal, state, and city taxes (plus state and city “Other” taxes), bank products, refunds, payment methods, estimates, due dates, mailing instructions, etc., as applicable.
Custom Results (template)	Contains the same keywords and paragraph tags as the Comprehensive Result Letter but no pre-written letter is provided.
Summary (default letter)	Provides a summary of all pertinent return results: taxpayer information, return type, balance or refund due, payment or refund method, taxing authority mailing addresses or e-file information, estimates (if needed). This letter is shipped as the default letter. Go to Setup > Options > Optional Documents to change the default letter in the Letter and Bill Option drop list.
Federal Results Only	Contains the same keywords and paragraph tags as the Comprehensive Result Letter for federal returns (no state or city returns).
Federal, States Only	Contains the same keywords and paragraph tags as the Comprehensive Result Letter for federal and state returns (no state “Other” taxes or city returns).
Federal, States Cities Only	Contains the same keywords and paragraph tags as the Comprehensive Result Letter for federal, state, and city returns, including info on federal, state, and city taxes (but no state and city “Other” taxes).
Custom Results	Contains the same keywords and paragraph tags as the Comprehensive Result Letter but no pre-written letter is provided.
Extension Letter	Explains that an application for extension has been filed.
Amended Letter	Similar to the results letter, but for an amended return.
Estimate Payment Reminder*	Provides details for making a 2020 estimate payment; individual (1040) package only.

Table 1-2: Letter Templates (Continued)

Letter Template	Description
Scheduled Appointment Reminder*	Informs prior-year clients of this year's appointment date and gives instructions for preparing for the appointment; individual (1040) package only.
Referral Coupon	Offers client a discount for referring another client; individual (1040) package only.
Preseason Letter*	Reminder to 2019 clients that tax season is coming up; all applicable packages.
Postseason Letter*	Letter thanking 2020 clients for their business; available for all applicable packages.
Customized Supplemental Letter	Fully customizable template that can be used to create a customer survey, package or product offering sheet, generic letter, client coupon, etc. (All packages)
Engagement Letter*	Standard engagement letter for tax services. (All packages)
e-File Status Letter*	Provides 2020 clients with an acknowledgment summary of their e-filed returns; available for all applicable packages.
Privacy Policy	Generic privacy policy for clients. (All packages)
Letterhead	Provides customization of letterhead. (All packages)
Footer	Add custom footers to your letters
Bill	Allows customization of clients' bills. (All packages)
K-1 Cover Letter	Cover letter for a shareholder, partner, or fiduciary receiving a Schedule K-1; S corporation, partnership, and fiduciary packages only.
K-1 Amended Letter	Cover letter for a shareholder, partner, or fiduciary receiving a Schedule K-1 that has been amended; S corp, partnership, and fiduciary packages only.
Grantor Trust Statement	Cover letter for grantor trust statement; fiduciary package only.
Results Letter 706-A	Provides return results for the Additional Estate Tax Return. (Estate package)
Engagement Letter 706-A	Engagement letter for the Additional Estate Tax Return services. (Estate package)

Letter templates with an asterisk (*) indicate letters that can be generated individually or in batches separately from the tax return.

A Comprehensive Result Letter is available for each tax package. It contains pertinent return information for most return scenarios. This includes paper-filing and e-filing information, federal, state, and city result information, and special taxes such as school district tax and franchise tax.

All letters, including the bill, can be previewed and modified in the letters program. Many editing and formatting features are available. Change margins, alignment, font and font size; add your logo, a border, and a customizable letterhead containing your firm's information. Use bold, italics, and underlining; cut, copy, or paste.

The bill can also be personalized by adding your logo, a border, and a customizable letterhead.

Other features:

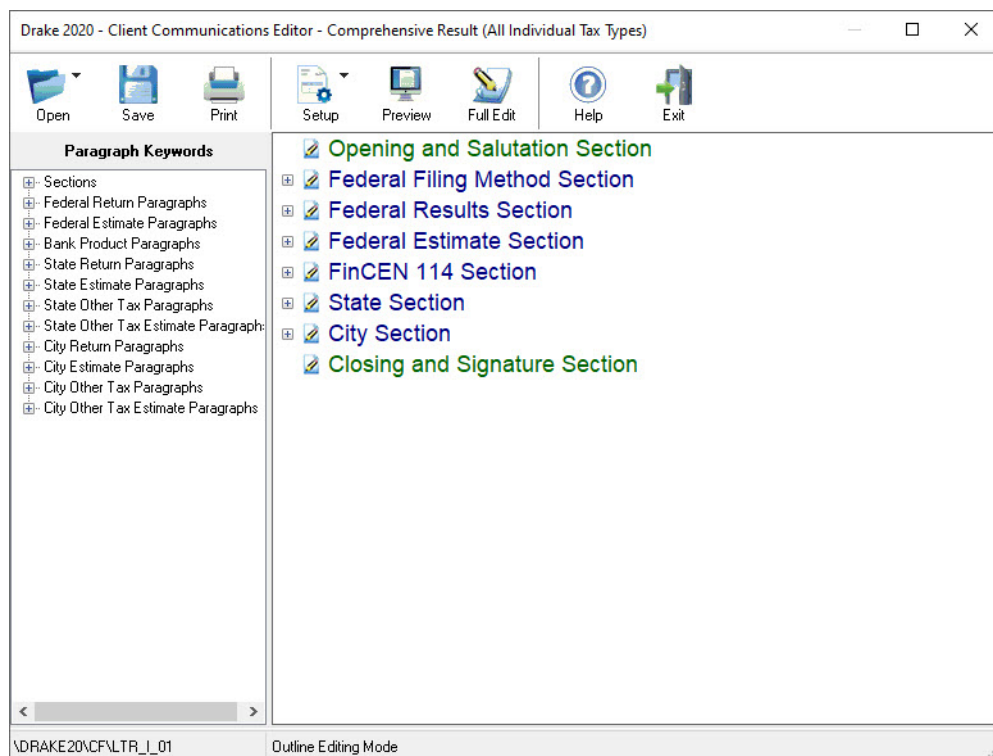
- Choose a default letter to print with each return type (tax package).
- Override the default letter on a per-return basis.
- Add custom paragraphs to result letters on a per-return basis.
- Create your own customized supplemental letter for each tax package.
- Carry letters forward each year.

Editing and Customizing Letters

Letter editing is done through the Client Communications Editor. To open the editor, from the **Home** window of Drake, go to **Setup > Communications Editor** (Figure 7). The editor opens the last selected letter in Outline mode.

To select a different letter, click **Open** on the toolbar, select a tax package, and select a letter.

Figure 7: Client Communications Editor Window - Outline Edit Mode



Use the editor to:

- Find the areas of the letters you wish to edit
- Change the wording
- Find and insert the proper keywords
- Change font styles and sizes
- Change weight and angle (**bold**, roman, *italics*)
- Change alignment of the headings, the body, or the closing
- Rearrange paragraphs

Because so much of the letters program is automatic, you may never have to edit the letters at all. If you do need to edit one or more letters, see Chapter 2 of the *2020 Drake Tax User's Manual* for detailed instructions.

To set up the letterhead, logo, margins, and border from the **Client Communications Editor**, click the **Setup** button and select **Page Layout** from the drop list. Change the default margins. Select to use the letterhead, logo, and border on your letters and bill. Browse to the location of your bitmap logo or use the default simple graphic. Click **OK** when finished.



NOTE

To print batches of letters, mailing labels, envelopes or postcards, go to the **Home** window and select **Tools > Letters**.

COLORS

Use the Color Setup feature to tailor Drake screens to meet your preferences.



TIP

If you used Drake last year, consider customizing colors to make your 2020 program look different from your 2019 program. If you must open the 2019 program during tax season, customized colors will help you avoid entering data into the old program by mistake.

Program Colors

To customize program colors:

1. From the Drake **Home** window, go to **Setup > Colors** to open the **Color Selection** dialog box.
2. Under **Program Colors**, choose one of the following options:
 - **Use Windows System Colors** — Program screens inherit the color scheme used by the operating system.
 - **Use Custom Created Colors** — The **Program text color** and **Program background color** boxes to the right become available. Click a box to view the Windows color palette and choose a color.

3. Click **OK** to save your changes and exit.

Data Entry Colors

To change the color of a specific area in data entry from **Setup > Colors**:

1. Click a color box in the **Data Entry Colors** box to open a Windows color palette.
2. Select a color and click **OK**.
3. Once all color selections are made, click **OK** to save your changes.

To restore the original color settings in **Setup > Colors**, click **Restore**, and then click **OK**.

DRAKE DOCUMENTS

Use Drake Documents to store and organize electronic documents such as PDF copies of tax returns, scanned Forms 8879 and 1099-B, and scanned copies of driver's licenses, Social Security cards, and other forms of ID. Think of the Drake Documents' file structure as a virtual filing cabinet where files are saved within folders and folders are stored in drawers of the cabinet.

Go to **Setup > Printing > Drake Documents** to indicate where Drake Tax Software will access Drake Documents, apply a password, and customize the default folder layout. (See [“Drake Documents” on page 262.](#))

BRINGING SETTINGS FORWARD FROM THE PRIOR YEAR

If you used Drake's tax software the prior year, you can apply your firm's prior-year software settings to the current-year program to save preseason preparation time. Once the settings are brought forward for the year, they can be individually adjusted.



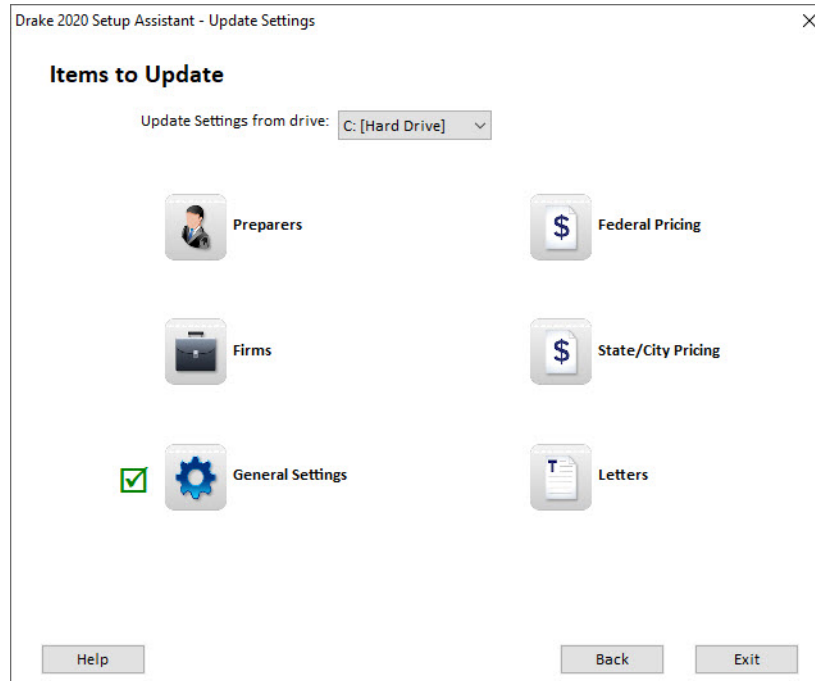
CAUTION

Bringing settings forward from the prior year for an item that has already been updated in the current-year software can cause a loss of current-year data.

To update settings from the prior year:

1. In Drake Tax 2020, go to **Last Year Data > Update Settings 2019 to 2020**. The **Update Settings** dialog box is displayed ([Figure 8](#)).
2. In the **Update Settings** dialog box select the drive where last year's data is stored.
3. Mark each checkbox for the settings category you want to bring forward. Clicking the plus sign [+] in front of a category expands the sub-items if you want to select them individually rather than the entire category. Uncheck any items you do not want to bring forward.
4. Click **Continue** and **Confirm** the selections to start the update process.
5. Click **Exit** when the status for each item is displayed as **Completed**.

Figure 8: Update Settings Dialog Box



NOTES

- When updating the **Pricing** settings, you will be prompted to enter a percentage increase to apply per item, per form, or both, and the option to round to the nearest dollar.
- To update letters, go to the **Home** window of Drake, select **Setup > Communications Editor**, click **Open**, select a letter, and click **Setup > Update Prior-Year Letter**.

REVIEW QUESTIONS PART 1

Answer the questions below. See “Answers Part 1” on page 42 for answers and explanations.

1. Which **Setup** menu screen would you use to select the bank for bank products?
 - a) **ERO**
 - b) **Pricing**
 - c) **Firms**
 - d) **Preparers**

2. Which **Setup** menu screens must be completed before beginning tax preparation and e-filing?
 - a) **Options**
 - b) **Data Locations**
 - c) **Firms, ERO, and Preparers**
 - d) **All Setup** menu screens

3. You hire your first data entry assistant. This person is responsible only for entering tax return data in the software. You would prefer that this person not do any e-filing. When creating a preparer login for your new hire, which security setting should you use?
 - a) **Front Office**
 - b) **Custom Security Setup**
 - c) **Set Security to Allow All Options**
 - d) **Set Security to Allow No Options**

4. You have created a preparer login in **Setup > Preparers** for each of your employees. However, when they log in, they do not have access to any of the software’s menus. To correct this, you:
 - a) Go to **Setup > Options > Administrative Options** tab and customize the **Data Entry Menu**.
 - b) Go to **Setup > Preparers** and designate security settings for each preparer.
 - c) Suggest that all preparers log in as “ADMIN” to prepare returns.
 - d) Suggest that all preparers click **Disable Privacy** on the **Home** window.

5. The following packages can be installed from the Drake Demo CD:
 - a) **Federal**
 - b) **States**
 - c) **Cities**
 - d) **All of the above**

ANSWERS PART 1

1. The correct answer is **c) Firms**. Go to **Setup > Firms**. Select your firm and click **Edit Firm**, select the Banking tab to retrieve your bank information.
 - a) is incorrect. **Setup > ERO** is used to enter information about the ERO and to indicate the connection settings used during the e-filing process.
 - b) is incorrect. Set pricing for forms and schedules in **Setup > Pricing**. The amounts entered here are used to compile the client bill.
 - d) is incorrect. Establish preparer information in **Setup > Preparers**. Custom security and access options are also set here for each preparer.
2. The correct answer is **c) Firms, ERO, and Preparers**. At least one firm and one preparer must be entered, and the **ERO** screen is required for e-filing or using Drake's Internet tools.
 - a) is incorrect. **Options** setup is not required, although we recommend reviewing each option to see which settings best suit your office environment.
 - b) is incorrect. **Data Locations** settings are required when running Drake on a network or when custom paths are required.
 - d) is incorrect. Not all **Setup Menu** screens are required, but we do recommend reviewing each setup screen before tax season.
3. The correct answer is **b) Custom Security**. Using custom security, determine what areas of the program the preparer can access. Disable the preparer's access to the **EF** menu.
 - a) is incorrect. **Front Office** security is designed for office personnel that would need access only to the **Scheduler**. This would not be the setting to choose for a preparer who needs to access data entry.
 - c) is incorrect. Choose **Set Security to Allow All Options** when you want an employee to be able to access *all* parts of the program, except for **ADMIN-only** features.
 - d) is incorrect. You would not want **Set Security to Allow No Options**. This would lock the new hire out of every menu in the program.
4. The correct answer is **b) Go to Setup > Preparers and designate security settings for each preparer**. All preparers must have security rights defined. You may give them rights individually, or assign them to a security group.
 - a) is incorrect. Customizing the **Data Entry Menu** affects access to screens only, and only for preparers who don't have administrative security rights.
 - c) is incorrect. The "ADMIN" login is used as the initial software login and to set up the software.
 - d) is incorrect. Click **Disable Privacy** to display certain **Home** window features, like the Personal Client Manager and Preparer Notes.
5. The correct statement is **d) All of the above**. All federal, state, and city programs are available on the Drake Demo CD.

Navigating the Program

Learn to navigate the **Home** window in Drake Tax once you have completed the installation process.

LOGGING IN

The first time you open the software, you are automatically prompted to create a password (Figure 1) and security questions for the Administrator login (Figure 2). The password must be a “strong” password, meeting the requirements in the Password Requirements section of the window.

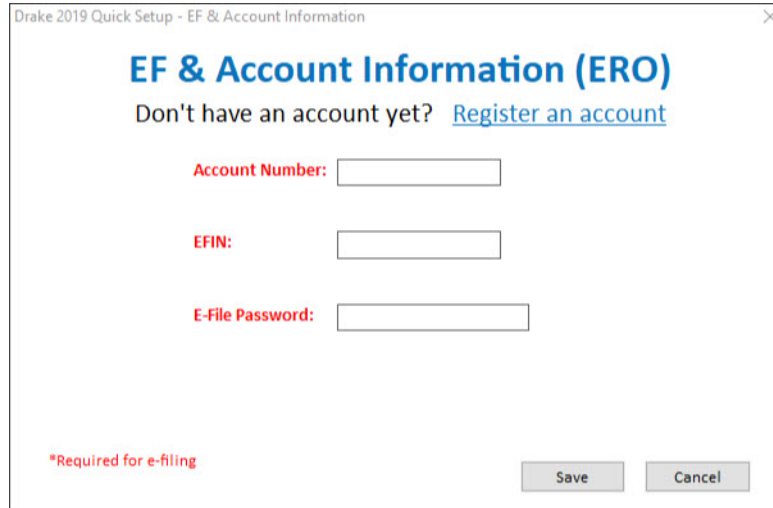
Figure 1: Administrator Password Setup Window

Figure 2: Administrator Security Questions Window

The screens following the initial login vary depending on your installation type — a demo installation (no serial number required) or a standard installation (serial number required).

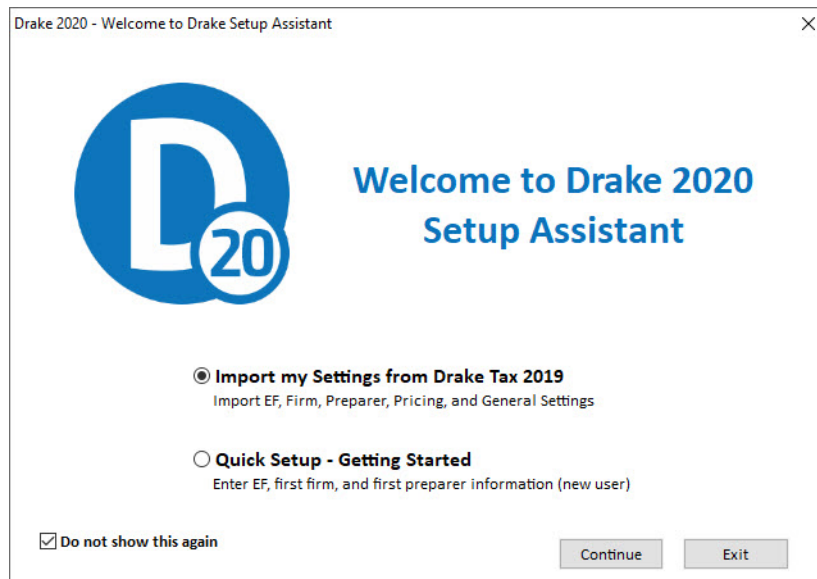
Demo installation — if you are running a demo installation of Drake, the **Drake 2020 Quick Setup - EF & Account Information** window opens. Enter the setup information provided when you registered for a Drake account and click **Save**. If you have not yet registered for a Drake account, click the link to **Register an account**. To proceed without account information, click **Cancel**.

Figure 3: Setup Assistant Window - Demo Version



Standard installation — Next, the standard version of the **Drake 2020 - Setup Assistant** displays. For more information about the Setup Assistant, see “[Setup Assistant](#)” on page 15.

Figure 4: Setup Assistant Window - Standard Installation

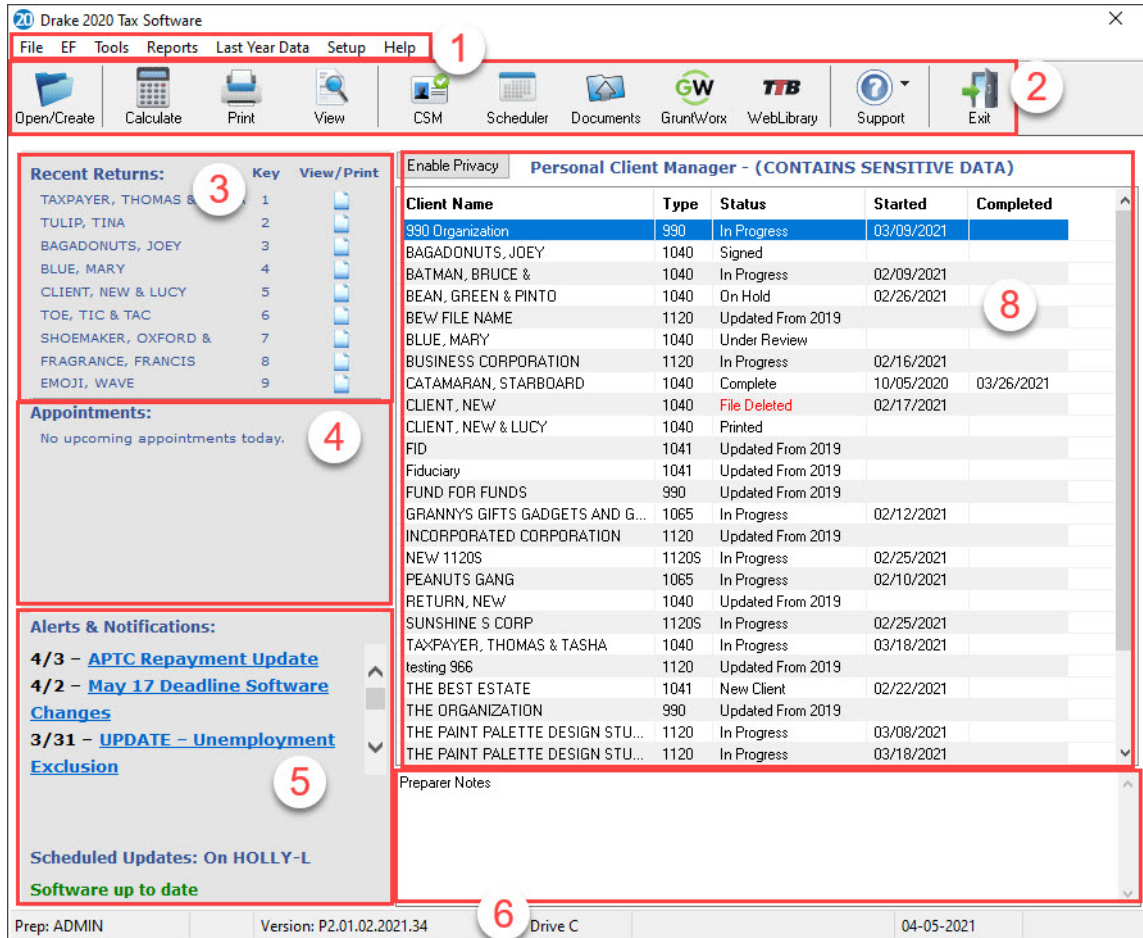


HOME WINDOW

The main window of the *Drake* program is referred to as the **Home** window (Figure 5). The **Home** window's features include:

- **Menu bar and toolbar** — These tools allow you to complete tasks in the program.
- **Recent Returns** — Lists the last nine returns opened in the program.
- **Notifications** — Lists acknowledgments to be processed. Information on pending and completed GruntWorx jobs will also appear in the **Notifications** section.
- **Appointments** — Shows the preparer's schedule and provides a link to open the Scheduler.
- **Alerts & Notifications** — Keeps you informed by alerting you to important dates, displaying the status of Drake Tax's system, and linking you to Drake Software broadcast email. Possible alerts might include reminders of filing deadlines or announcements of delayed e-file transmissions, "ack" returns, or bank transactions. Alerts are refreshed every 15 minutes. Your system must be connected to the Internet for this feature to work.
- **Update** — Keeps the preparer informed that the program is up to date, provides link to update the program when necessary.
- **Status bar** — Provides system information.
- **Personal Client Manager (PCM)** — This is a personalized version of the Client Status Manager. See "[Help Resources](#)" on page 234 for more information.
- **Enable Privacy** — Hides the recent return list, the PCM, and the preparer notes. (Click **Disable Privacy** to view the list again.)
- **Preparer Notes** — Use this section to write brief notes, visible only to the preparer who wrote them, that remain in this section until they are deleted.

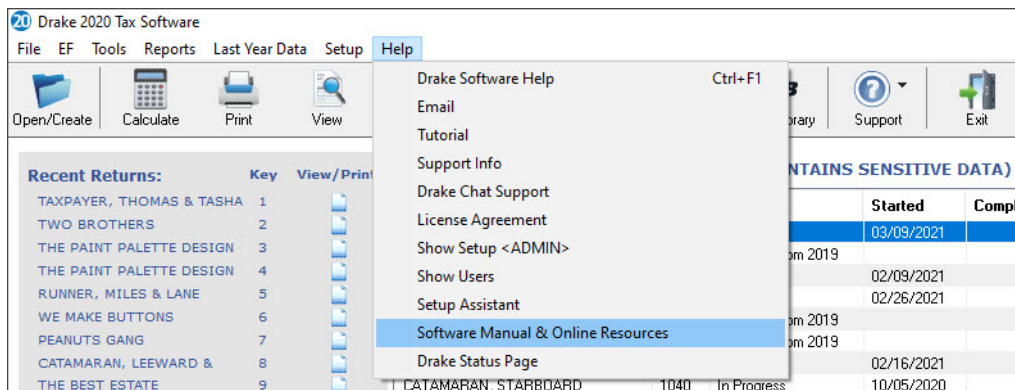
Figure 5: Home Window



DRAKE TAX USER'S MANUAL

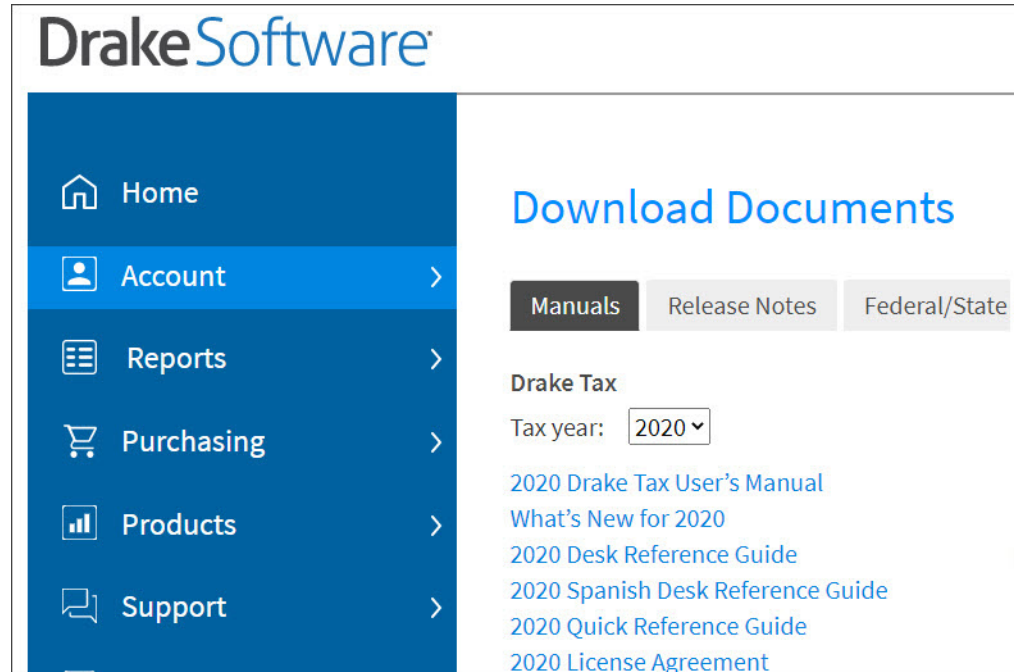
To access the *2020 Drake Tax User's Manual* from the **Home** window, click **Help > Software Manual & Online Resources** on the menu bar (Figure 6).

Figure 6: Accessing Online Resources



On the **Additional Education Resources** web page, Select **2020 > Manuals** and click the PDF file labeled, “2020 Drake Tax User’s Manual.pdf.” The file is opened to a bookmarked PDF (Figure 7).

Figure 7: Accessing the Drake Tax Manual



A PDF of the *2020 Drake Tax User’s Manual* can also be accessed by logging in to your Drake Support account at *Support.DrakeSoftware.com*, selecting **Support > Documents**, and clicking the **2020 Drake Software Manual** link.

PERSONAL CLIENT MANAGER (PCM)

From the **Home** window, view the Personal Client Manager, or PCM, a personalized version of the Client Status Manager, or CSM. The PCM helps you organize your day by providing a detailed list of all your returns. The logged-in preparer may customize his or her Personal Client Manager by selecting the columns of return data to display, and by filtering the list of returns.

From the Personal Client Manager, right-click a record to:

- Open the client’s return
- Display a Quick View of return information
- Open the EF Database for the client
- Set the return status
- Filter the list of returns
- Customize the PCM
- Search client records

ENABLING HOME SCREEN PRIVACY

You can hide the **Recent Returns**, **Appointments**, **Personal Client Manager**, and **Preparer Notes** sections of the Drake **Home** window as needed—for example, if a co-worker or client is looking at your computer screen with you. To do so, click the **Enable Privacy** button (shown in [Figure 8](#)) on the **Home** window. The **Enable Privacy** button becomes a **Disable Privacy** button. Click **Disable Privacy** (shown in [Figure 9](#)) to view all of the sections of the **Home** window again.

Figure 8: Enable Privacy Button

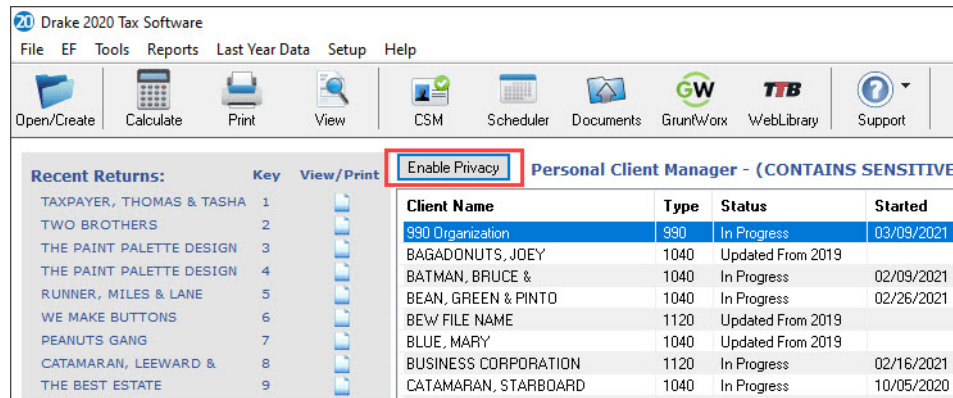
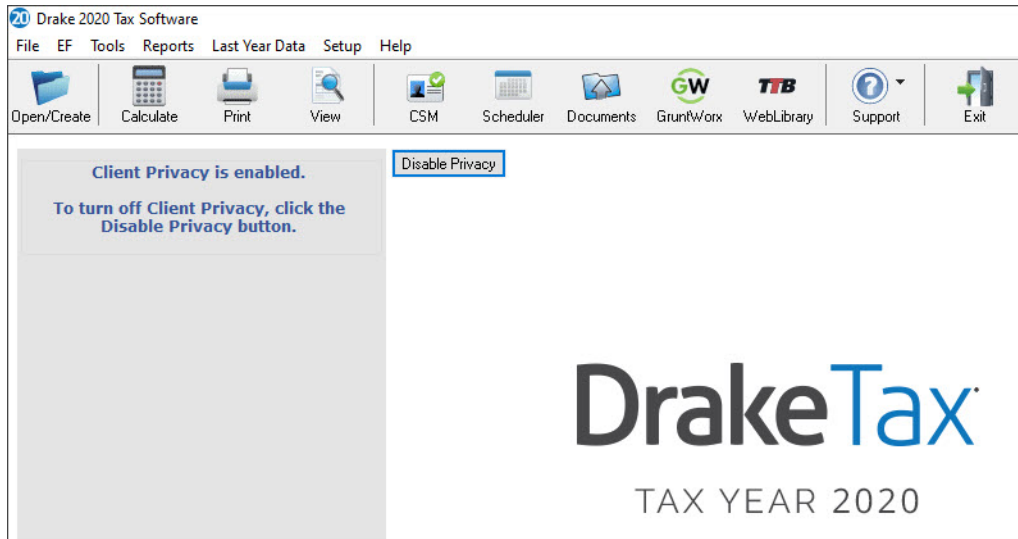


Figure 9: Disable Privacy Button



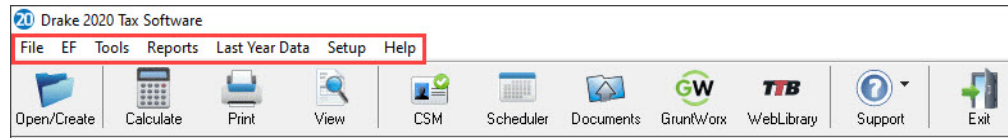
KEYBOARD

Maneuver through the Drake program with the computer keyboard. A variety of specialty keys makes the job easier.

Keyboard Shortcuts

Use *keyboard shortcuts* to perform tasks from the **Home** window without using the mouse. Press ALT from the **Home** window to display the underlined keyboard shortcut and then press the desired keyboard shortcut. For example, you can press ALT, F, O (F for File, O for Open) to open the **Open/Create a New Return** dialog box, or ALT, L, O (L for Last Year Data, O for Organizers) to open the **Organizer Client Selection** dialog box (Figure 10).

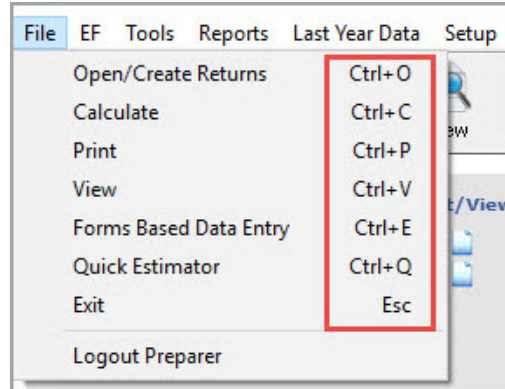
Figure 10: Keyboard Shortcuts



KEY COMBINATIONS

Use key combinations as another way to perform tasks without using the mouse. They are written as two or more key names connected by a plus (+) sign. Press and hold down one key, and then press a second key. Key combinations are shown to the right of each menu item (Figure 11).

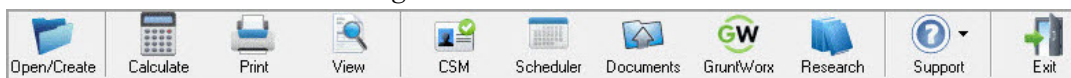
Figure 11: Key Combinations



TOOLBAR

The buttons located under the menu bar can be used to maneuver through the program quickly. Different areas of the program are associated with specific buttons. For a description of a button, place your mouse pointer over the button and see a pop-up box with a description.

Figure 12: Toolbar in Home Window



GENERAL FLOW OF COMMANDS

Program instructions refer to parts of the program as follows:

- **Menu bar** — The list of menu options across the top of the window.
- **Droplist** — The list of available actions shown when an option is selected from the menu. Also, some fields on some screens display an arrow (▼) next to an open text box. Click the arrow to open a list of available choices.
- **Buttons on toolbar** — The toolbar directly under the menu bar has buttons that are used for quick access to functions and are represented by icons.
- **Data Entry Menu** — The list of available screens when a return has been opened for data entry.
- **Selector field** — The field at the bottom of the **Data Entry Menu**. Type the letter, number code, word or phrase of the desired form and press ENTER to open its screen in data entry. If you don't know the code, enter a keyword or phrase and press ENTER to search for the screen.
- **Tabs** — The **Data Entry Menu** displays tabs along the top of the screen below the toolbar. Each tab displays a list of screens.
- **Buttons** — Items that perform actions. For example, click the **Exit** button to leave the program.

When instructions are given to perform an action, the flow of commands (for example, **Tools > File Maintenance > Backup**) is as follows:

1. Select the menu option to reveal the drop list. (For example, **Tools**.)
2. Select the action from the drop list. (For example, **File Maintenance**.)
3. If the action displays an arrow (▶) to the right, another list is available.
4. Select the action from that list. (For example, **Backup**.)

To shorten the commands in the instructions, the flow of commands is given with arrows (also known as “angle brackets”) between each function. For example, “Go to **Tools > Install Updates**” simply means, “From the menu bar, go to the **Tools** menu, click to open the drop list, and choose **Install Updates**.” Use the keyboard or the mouse to select the menu option.

The following chart describes the button functions of the **Home** window toolbar including key combinations that can be used to perform the same functions.

Toolbar Button	Function	Key Combination
Open/Create	Opens an existing return or begins a new return.	CTRL+O
Calculate	Opens the Batch Calculation window to calculate one or more returns.	CTRL+C
Print	Opens the Return Selector , where you may select to print one or more returns.	CTRL+P

Toolbar Button	Function	Key Combination
View	Opens the Return Selector , where you can view one or more returns.	CTRL+V
CSM	Opens the Client Status Manager. For details on the CSM, see “Client Status Manager” on page 248 .	CTRL+L
Scheduler	Opens the Drake Scheduler. For details, see “Scheduling Appointments” on page 214 .	N/A
Drake Documents	Opens Drake Documents For details, see “Drake Documents” on page 262 .	N/A
GruntWorx	Opens GruntWorx. For details, see “Gruntworx” on page 269 .	N/A
Research	Opens the Drake Custom Web Tax Search window, where you can search the Internet for answers to tax questions. For details, see “Tax Research” on page 232 .	N/A
Support	Allows you to access the Drake Software Knowledge Base, Drake Software Program Help, Drake Software Support Website, Drake Software Video Tutorials, and Drake Software Chat Support	N/A
Exit	Closes the software.	Esc

REVIEW QUESTIONS PART 2

Answer the questions below. See “Answers Part 2” on page 54. for answers and explanations.

1. To create a new return, which information is required first in the **Open/Create a New Return** dialog box?
 - a) Taxpayer’s ID Number (SSN/EIN)
 - b) Return type
 - c) Filing status
 - d) Taxpayer’s name
2. Which of the following is true? To access a screen from the **Data Entry Menu** using your keyboard:
 - a) Enter the screen name in the selector field and press ENTER
 - b) Enter the screen code in the selector field and press ENTER
 - c) Enter a search phrase in the selector field and press ENTER
 - d) All of the above
3. An override field is preceded with a _____.
 - a) Red plus/minus (+/-) sign
 - b) Blue plus/minus (+/-) sign
 - c) Red equal (=) sign
 - d) Blue equal (=) sign
4. The default color of data entry fields that must be completed before e-filing are colored:
 - a) green
 - b) blue
 - c) red
 - d) white
5. To open another instance of a screen, such as when you complete one **W2** screen and you need to create a second one, press:
 - a) ALT+D
 - b) ENTER
 - c) SHIFT+ESC
 - d) PAGE DOWN

ANSWERS PART 2

1. The correct answer is **a) Taxpayer's ID Number (SSN/EIN)**. A return is created by first entering the taxpayer's ID number.
 - b) is incorrect. The return type is selected after entering the taxpayer's ID number.
 - c) is incorrect. The filing status can be selected in screen 1 after the return has been created.
 - d) is incorrect. The taxpayer's name is entered after first entering their ID number.
2. The correct answer is **d) all of the above**.
 - a), b), and c) can each be used as an efficient method to access a screen.
3. The correct answer is **c) Red equal (=) sign**. An entry in an override field replaces, or overrides, program calculations.
 - a) and b) are both incorrect. A plus/minus (+/-) sign indicates an adjustment field, which adjusts program calculations by the amount entered.
 - d) is incorrect. Drake does not have any fields preceded by a *blue* equal (=) sign.
4. The correct answer is **b) blue**. If a required field is left blank, an EF Message is generated that prevents the return from being e-filed.
 - a) is incorrect. A field colored green indicates a "flagged" field. Press F2 to flag a field that requires review before completing the return.
 - c) is incorrect. A field colored red indicates that a detailed worksheet has been added to the field. Double-click the field or press CTRL+W in the field to add a detailed worksheet.
 - d) is incorrect. A field colored white is a blank field.
5. The correct answer is **d) PAGE DOWN**. When multiple instances of screens are needed (for example, multiple W2, 1099, or Dependent Information screens), press PAGE DOWN to save the current screen and produce an additional (blank) screen.
 - a) is incorrect. Pressing ALT+D inserts today's date in any date field.
 - b) is incorrect. Pressing ENTER moves the cursor forward one field on a screen.
 - c) is incorrect. Pressing SHIFT+ESC exits a screen without saving changes.

Return Preparation

This chapter provides a step-by-step guide to creating and preparing a basic individual (1040) return in Drake Tax while highlighting various return navigation features and tips along the way. While Drake Tax simplifies the tax preparation process as much as possible, it is important that preparers understand the fundamental guidelines and requirements of the U.S. Treasury Department's Circular 230: Regulations Governing Practice before the Internal Revenue Service. More information about these guidelines can be found on the IRS website at <https://www.irs.gov/tax-professionals>.

CREATING AND OPENING A RETURN

In the **Home** window, use one of the following methods to access an existing return:

- **Recent Returns** - If the return has been recently opened it may appear in the list of the last nine recently opened returns. Click the taxpayer's name from the **Recent Returns** list to open the return.
- **Personal Client Manager (PCM)** - Double-click a taxpayer's name in the **Personal Client Manager (PCM)**, and in the **Client Quick View** window click **Open**.
- **Open/Create** - Click **Open/Create** on the toolbar and when the **Open/Create a New Return** window opens (Figure 1 on page 56). Use one of the following options to locate an existing return from this window:
 - **Name or SSN/EIN** - Enter the taxpayer's name (or SSN) or business name (or EIN) in the text box and press ENTER or click **OK**. The closest match will be selected automatically.
 - **Filter List** - Narrow your search by selecting the desired return package type on the right side of the screen (1040, 1120, 1120S, 1065, 1041, 990, or 706). Double click the desired return to open it.
 - **Sort by Column** - Clear the text box and click **OK** or press ENTER to display a list of all clients. Click the column headers to sort by name or SSN. Scroll through the displayed list and double-click the desired return to open it.

Figure 1: Open/Create a New Return

Drake 2020 - Open / Create a Return

Enter a SSN, ITIN, or EIN to open an existing return or to create a new return.

Client Selection

400001941 Recent Returns

Client Name	Type	ID Number
TAXPAYER, THOMAS & TASHA	1040	XXXXX1941
TWO BROTHERS	1065	XXXXX6012
THE PAINT PALETTE DESIGN STUDIO INC	1120	XXXXX1515
THE PAINT PALETTE DESIGN STUDIO	1120	XXXXX1517
RUNNER, MILES & LANE	1040	XXXXX1006
WE MAKE BUTTONS	1120S	XXXXX3232
PEANUTS GANG	1065	XXXXX4444
CATAMARAN, LEEWARD & STARBOARD	1040	XXXXX1008
THE BEST ESTATE	1041	XXXXX8332
SUNSHINE S CORP	1120S	XXXXX6013
CATAMARAN, STARBOARD & LEEWARD	1040	XXXXX8008

Help Create return using temporary ITIN OK Cancel

CREATING A NEW RETURN

When you enter an ID number (SSN or EIN), Drake Tax searches both current- and prior-year files. If it finds a client record in the prior-year files only, you are given the opportunity to update the record from the previous year into this year's program or create a new record. If the return does not exist you will be prompted to create a return (Figure 2).

1. To create a new return from the **Open/Create New Return** dialog box, click **Yes**.

Figure 2: Open/Create a New Return

Drake 2020 - Open Return

⚠ 654654651 does not exist.
Would you like to create a new return?

Yes No

2. Type the client's SSN or EIN in the text box with no dashes, spaces, or other characters (numbers only). Then click **OK** or press ENTER. (SSN/EIN verification is required for the Pay-Per-Return version of Drake Tax. SSN/EIN verification is optional in the unlimited version of Drake Tax and may be selected by going to the Drake **Home** window > **Setup Options** > **Data Entry** > **Verify SSN when creating new return**).
3. In the **Return Type** section, select the type of return you want to create (Figure 3 on page 57).

4. In the **Name Entry** section, enter the taxpayer's name or business name. Upon creating a new return, a client folder is automatically created in Drake Documents. See "[Drake Documents](#)" on page 262.
5. Click **OK** or press ENTER to continue, and the return is opened to the **Name and Address** screen (screen 1).
6. You can either complete the remainder of the screen and press ESC to return to the **Data Entry Menu**, or exit the incomplete screen by pressing ESC and CANCEL. From the **Data Entry Menu**, press ESC to return to the **Home** window.

Figure 3: New Return Dialog Box

UPDATING A PRIOR YEAR RETURN

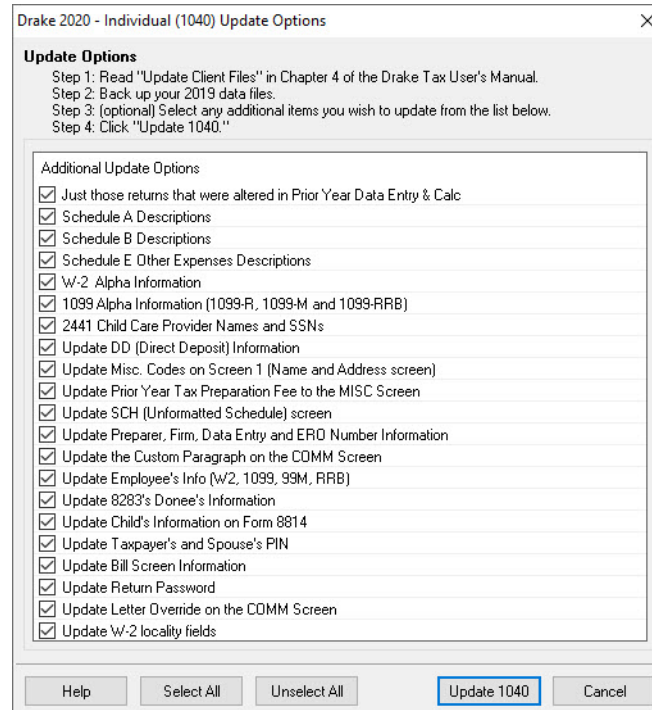
When you update a client's return from the prior year of Drake Tax, the following client information is automatically brought forward:

- Tax ID numbers
- Names and addresses
- Dependent names
- Ages
- Occupations
- Filing status
- Business names
- Depreciation
- Installment sales

You have the option of selecting other data to bring forward when you update client files as explained in the following sections. To update an individual return:

1. Open the return in Drake Tax 2020. An **Individual Update Options** dialog box lists all options for updating ([Figure 4](#)).
2. Select additional items to update (optional) or **Select All** to choose all update options and click **Update 1040**.
3. Once updated, the return is opened to the **Data Entry Menu**.

Figure 4: Individual (1040) Update Options Dialog Box



To update all returns in a package (not recommended):

1. From the **Home** window, select **Last Year Data > Update Clients 2019 to 2020**.
2. Click **Next** to open the **Basic Search Conditions** dialog box.
3. Select filters (optional), and then click **Continue**. The **Update Options** dialog box is displayed.
4. (optional) Select additional items to bring forward.
5. Click **Update 1040**. All returns are updated according to selections in the **Update Options** box.
6. Once the program has updated the returns, it displays a report listing the updated returns.
7. Click **Exit** to close the Report Viewer.



NOTE

To ensure that files are updated according to your clients' needs, update returns individually as you meet with your clients. Drake Tax does not recommend updating all returns in a package at once.

DATA ENTRY NAVIGATION

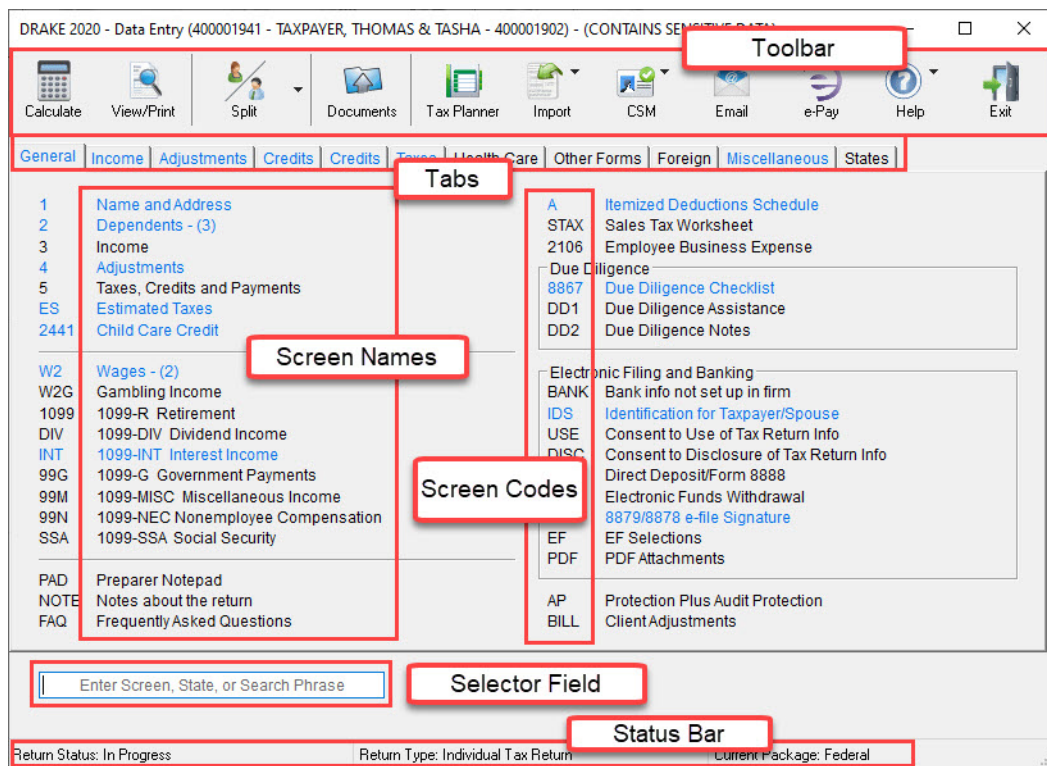
Working within a return is known as “data entry.” The screens, in almost every instance, resemble the corresponding tax forms. The following sections are specific to data entry navigation and features.

DATA ENTRY MENU

Newly created returns open to screen 1 (Name and Address screen). Close screen 1 and you are taken to the **Data Entry Menu** (Figure 5 on page 59). Existing returns open to the **Data Entry Menu**. Use one of the following methods to access a form for data entry:

- Click the applicable tab, find the corresponding screen in the displayed list, and click the screen code or name.
- Type the screen code in the selector field (at the bottom) and press ENTER.
- Conduct a screen search by entering a keyword in the selector field and then press ENTER.

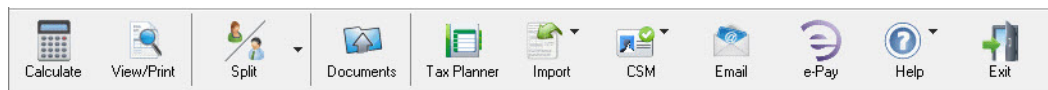
Figure 5: Data Entry Menu



Toolbar

The toolbar in the **Data Entry Menu** allows you to access program features and perform tasks quickly, making return preparation easier.

Figure 6: Data Entry Menu Toolbar



Tabs

Screens are organized by tabs. Each tab is labeled with a different category of screens. The tabs and categories vary depending on the tax package. Click a tab to access the screens in that category. To select a tab using your keyboard, press TAB, UP ARROW, or DOWN ARROW.

Status Bar

The status bar at the bottom of the **Data Entry Menu** displays the **Return Status**, the **Return Type**, and the **Current Package**.

SCREEN NAVIGATION

There are several ways to navigate screens in Drake Tax:

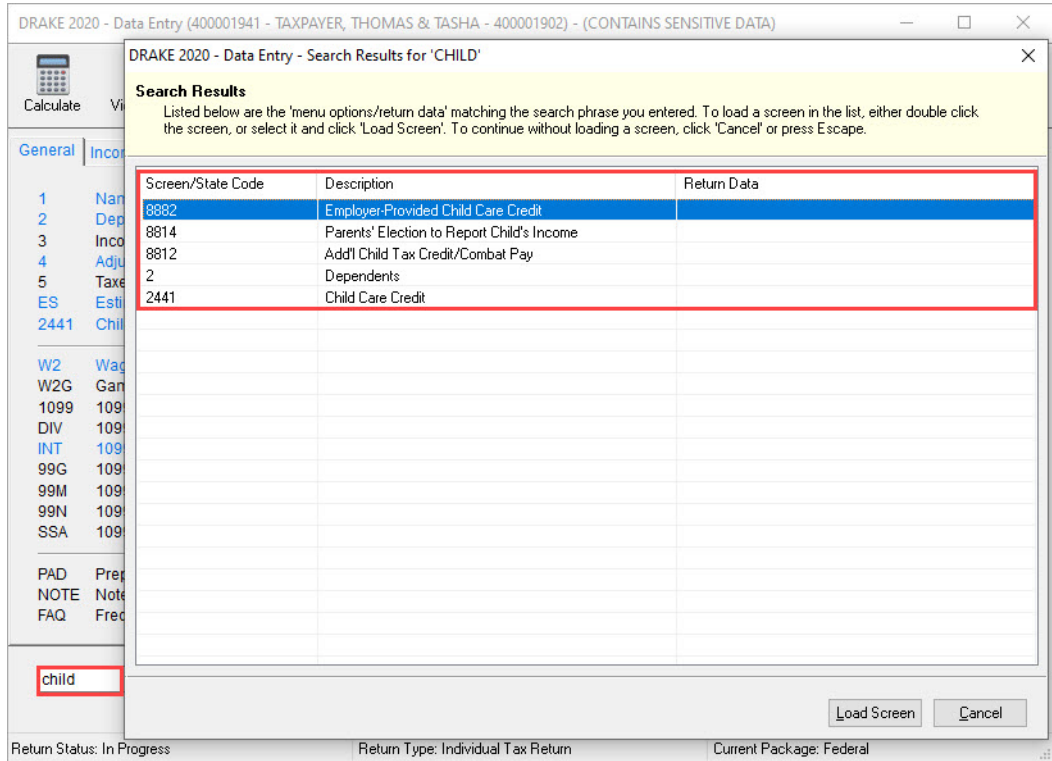
- **Keyboard** — From any tab in your **Data Entry Menu**, enter the screen code in the selector field and press ENTER.

Mouse — Click a tab in the **Data Entry Menu** to display a list of screens within that tab. Open a screen by clicking on the screen name or code.

Screen Codes and Selector Field

Screen codes are listed to the left of each screen name in the **Data Entry Menu**. Screens may be opened by clicking on the screen name or code, or by entering the screen name or code in the selector field and pressing ENTER (Figure 7). You can enter keywords or search phrases in the selector field and press ENTER to produce a list of screens matching your search word or phrase. For example, enter a word such as *Child*, press ENTER, and all related screens will be listed in the search results window. Either double-click a screen name in the results list to open, or click a screen name once to highlight it, and then click the **Load Screen** button.

Figure 7: Selector Field and Data Entry Search Results



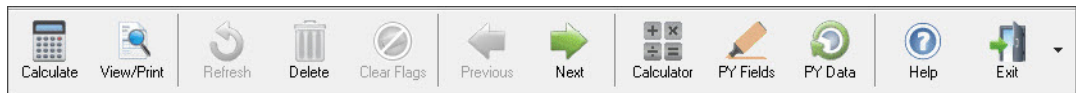
NOTE

You can also use the selector field to find any data entered on any screen within that return. Type a name, address, an amount, an ID number—anything from data entry—in the selector field at the bottom of any **Data Entry Menu**, and press ENTER to locate every instance of that entry in that return.

Toolbar

All screens in all packages of Drake Tax (including federal and state), contain a toolbar allowing you to perform several functions without the need to leave the screen (Figure 8 on page 61). To view the toolbar, move your mouse pointer to the top of any screen. Click the buttons of the toolbar to perform the various functions. Certain buttons are activated depending on previous year's return or current-year entries. To hide the toolbar, click elsewhere on the screen. If you wish to keep the toolbar from appearing on your screens, from the menu bar of the **Home** window of Drake Tax, go to **Setup > Options, Data Entry** tab, and on the lower left corner of the window, clear the **Enable Data Entry toolbar** checkbox.

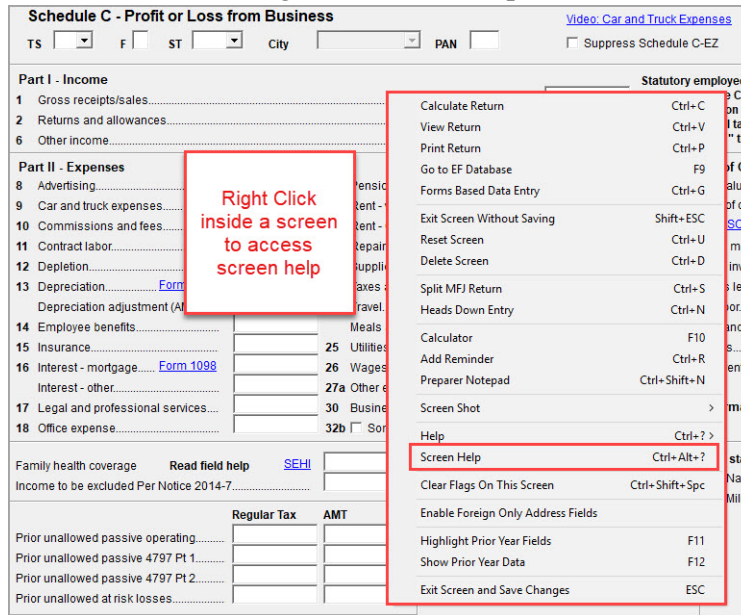
Figure 8: Data Entry Screen Toolbar



Right-Click Menu

All screens in data entry have a right-click menu, offering a convenient list of shortcuts, common program functions and helpful information. While in data entry, right-click the mouse anywhere on the screen to display the right-click menu (Figure 9).

Figure 9: Screen Help Menu



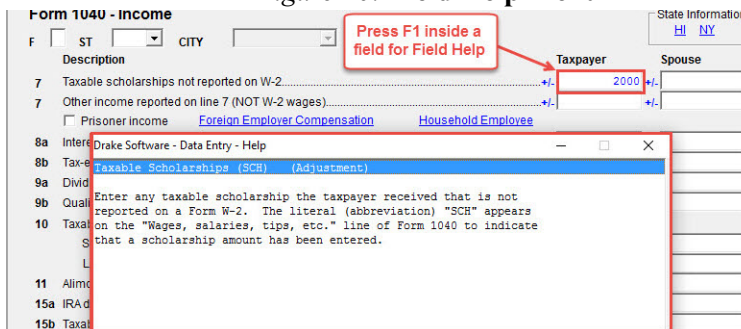
Screen Help

In some screens, the right-click menu contains the **Screen Help** feature. **Screen Help** gives additional details and resources specific to that screen (Figure 9).

Field Help

Click inside a data entry field and a cursor will blink, indicating the field is active. Once a field is active, you can access **Field help**, which provides specific explanations, acceptable entries, lists, and other details about that field. Either press F1 inside a field to open the field help window, or right-click inside a field and click **Help > Help for this Field** (Figure 10).

Figure 10: Field Help Menu



Screen Links and Tabs

Many screens have links, allowing you to access related screens without returning to the **Data Entry Menu**. Simply click a link to move from the current screen to the related screen. For example, you may access a state-related screen from the federal screen by clicking the state link, or click the **Form 2441** link to access the **Child and Dependent Care Expenses** screen. Once you press ESC to exit the related screen, you will be returned to the original screen.

Save and Exit Data Entry Screens

Information in a screen is saved if you leave the screen. Exit a screen by clicking **X** in the top right corner or pressing ESC. If there are required fields that you have not completed (highlighted in blue), you will have to click **Cancel** to exit the screen.

Reset Screens or Exit Without Saving

To reset a screen without saving your entries, either click your mouse pointer anywhere in the screen and enter the key combination SHIFT + ESC, or right-click and click **Exit Screen without Saving** from the menu. This resets the screen and returns you to the **Data Entry Menu**. To reset the screen without exiting, select **Reset Screen** from the right-click menu or press CTRL + E.

Delete a Screen

To delete a screen, use one of the following methods:

- Press CTRL+D from within the screen, and at the prompt, click **Yes**.
- Right-click within the screen (but not within a field) and select **Delete Screen** from the menu.



NOTE

If a screen has saved data, the screen name is displayed in colored text on the **Data Entry Menu**. Removing all data from the screen does *not* delete the screen. If a screen name is colored but contains no data, the screen must be deleted to prevent e-file errors.

Screen Tabs

Some screens in Drake Tax contain multiple sections (or pages). The **K1P**, **K1S**, and **K1F** screens each contain multiple tabs. Use tabs to move from one section (or page) to another.

Figure 11: Screen Tabs

The screenshot shows a software interface with a tabbed menu at the top. The tabs are: 1065 K1 1-12, 1065 K1 13-20, Additional entries, Basis Worksheet, Basis Worksheet continued, 6198 At Risk, and 6198 At Risk continued. The '1065 K1 13-20' tab is selected and highlighted with a red box. Below the tabs is a form titled 'Schedule K-1 for 1065'. The form includes fields for 'TS', 'F', 'ST', 'City', and 'PAN'. There are also fields for 'Partnership EIN' and 'Partnership name'. A section for 'For state use only' contains fields for 'Street address', 'City', 'U.S. ONLY State, ZIP', and 'Foreign ONLY Province/State, Country, Postal Code...'. A 'State Information' box on the right lists states: HI, ID, IL, MA, MN, ND, NJ, PA, SC, VA. A '<Click to Access>' button is visible in the 'Foreign ONLY' section.

Access States and Cities In Data Entry

Drake Tax automatically prepares state forms based on federal data entered. In data entry, click the **States** tab to view a list of states with individual tax programs. If you need to add or alter state information, click a state from the list to open the **Data Entry Menu** for that state.

Press ESC to return to the **States** list. You can also enter the two-letter state code in the selector field and press ENTER to open the state's **Data Entry Menu**. To access another state, press ESC to return to the **States** tab and click the state. For states with city tax, the city screens for that state are listed on the **Cities** tab of that state's **Data Entry Menu**.

LookBacks

The LookBacks feature allows you to compare data entry from last year's return to that required for the current tax year (provided that last year's return was prepared in the prior year of Drake Tax). LookBacks are available on all screens in all packages, federal and state.

With Drake Tax open to a screen, click the **PY Fields** button on the data entry toolbar (or press F11 on your keyboard) and any field on the open screen that contained data last year will be highlighted in a contrasting color (Figure 12 on page 65). To see what the actual entry was in the previous year, click the **PY Data** button (or press F12) to open a read-only version of the open screen (Figure 13 on page 65).

If multiple instances of the screen exist, a **Prior Year Forms** list will offer you the chance to select which screen instance to open.

If the screen had no entries in the prior year, a message will appear stating that no prior-year data exists. Press any key to return to data entry for 2020.

Figure 12: LookBack “F11”

1	Wages, tips	2	Federal tax w/h	F11 To view each field containing data in prior year return
3	Soc Sec wages	4	Soc Sec w/h	
5	Medicare wages	6	Medicare tax w/h	
7	Soc Sec tips	8	Allocated tips	
			1200	



NOTE

You can also right-click anywhere in an open screen and select **Highlight prior year fields** or **Show prior year data**.

Figure 13: LookBack “F12”

1	Wages, tips	2	Federal tax w/h	F12 To view prior-year data without altering current year entries
	18106		2018	
3	Soc Sec wages	4	Soc Sec w/h	
	18106		1123	
5	Medicare wages	6	Medicare tax w/h	
	18106		263	
7	Soc Sec tips	8	Allocated tips	

Grid Data Entry

This feature allows faster data entry for the **Dependents, Interest Income, Dividend Income, and Depreciation Detail** screens. Only the most commonly used fields are displayed in grid data entry (Figure 14). To turn grid data entry on or off in Drake Tax, go to the **Home** window, select **Setup > Options > Data Entry** tab, and click **Use grid data entry format for available screens**. Once on a screen that offers grid data entry, press F3 to toggle back and forth between grid data entry mode and full screen mode. You do not have to activate grid data entry in **Setup > Options** to use the F3 feature.

Figure 14: Grid Data Entry

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

	First Name	M.I.	Last Name	Suffix	SSN	Relationship	Months	Date of birth	Childcare Pd	Y...	N...		
1	TAYTUM				400-00-0123	DAUGHTER	12	07-29-1996					
2	TANNER				400-00-0234	SON	12	03-20-2005		×		×	
3	TESSA				400-00-0345	DAUGHTER	12	09-12-2008	4750	×		×	
4													

Multiple Instances of a Form

Many clients require multiple instances of such forms as Form W-2. In most cases, while in a screen such as the **W2** screen, press **PAGE DOWN** to open a new screen and enter data for a second form.

Each time a new screen is opened, Drake Tax indicates the record number on the status bar of the screen (Figure 15).

Figure 15: Screen Status Bar

If there are multiple occurrences of a form or screen in data entry, the number of forms entered appears in parentheses next to the screen name on the **Data Entry Menu** (Figure 16).

Figure 16: Multiple Instances of **Dependent** Screen

	General	Income	Adjustments	Credits	Credits
1	Name and Address				
2	Dependents - (3)				
3	Income				
4	Adjustments				
5	Taxes, Credits and Payments				

When opening a screen that has multiple instances, an **Existing Forms List** is displayed. To view the full screen, double-click a row or click once and then click **Open**. To create a new instance from the **Existing Forms List**, double-click the **New Record** row (Figure 17).

Figure 17: Existing Forms List

#	TS	Employer Name	Wages, Ti...	Federal T...	Dep Care ...	SS tips
1	S	CENTRAL TUTORING CENTER	18327	2065		
2	S	OUR NEIGHBORHOOD ELEMENTARY	49039	3478		
new	Ne...					

Tabs are the only way to access related screens and directly associate the information on each related screen (Figure 18). To access the next tab in a screen, either click the tab using your mouse pointer or press CTRL+TAB on your keyboard.

Figure 18: Screen Tabs

Screen links provide a quick link to related screens. Use screen links to move quickly from one screen to a related screen without having to return to the **Data Entry Menu**. In the example below (Figure 19), there is a link to the 2441 screen for entering information related to the Child and Dependent Care Credit. Federal-to-state screen links serve as shortcuts to related state screens. For example, the state links on the **Dependent** screen link to those state screens that may need additional dependent information (Figure 19).

Figure 19: Screen Links

Dependent Information

Use <F3> to switch to grid mode

Dependent first name	M.I.	Last name (if different)	Suffix	SSN	Relationship	Months in home	Date of birth
TESSA				400-00-0345	DAUGHTER	12	09-12-2008

Childcare Expense Information

Qualifying childcare expenses incurred and paid in 2020: 4750

Portion of qualifying expenses provided by employer: []

Age determined by date of birth: Age: 12 as of 12/31/2020

State: TSJ

NOTE: If EIC, Child Tax Credit or Other Dependent Credit is claimed for this dependent, complete the section below and screen 8867. **8867**

EIC CTC ODC ACTC

Yes No Applicable

Flag Fields

Use flags to set certain fields apart for review. Flagged fields require verification before the return can be e-filed. You can “flag” fields during data entry or set flags globally for all new returns.

To flag a field during data entry, press F2 in the field or right-click the field and choose **Flag For Review**. The field is displayed with a green background (Figure 20).

Figure 20: Flagged Field

Part II - Expenses			
8	Advertising.....	8	<input type="text"/>
9	Car and truck expenses.....	AUTO 9 +/-	<input type="text"/>
10	Commissions and fees.....	10	<input type="text"/>
11	Contract labor.....	11	<input type="text"/>

Once you have verified the field, clear the flag by clicking the field and pressing F4, or right-clicking the field and selecting **Remove Flag**. A return with one or more flagged (unverified) fields generates an EF message when the return is calculated. Clear all flags to remove the message. To clear *all* flags in a return, press CTRL+SHIFT+SPACEBAR on the **Data Entry Menu**.

Flagging Fields For All Returns (Globally)

A user with administrative security rights can designate certain fields to be flagged in all returns. When flags are set globally, they apply to *all* returns. Global flags can be for *screens* or for *new returns*.

- **Screens** — The presence of an unverified flag produces an EF message *only if the screen exists for the return*. For example, if the **Employer ID #** field on screen C is flagged, an EF message for the unverified field is produced only if a Schedule C is present on the return and the **Employer ID #** field has not been verified. If there is no Schedule C, no verification is required.
- **New Returns** — When a field is flagged for all new returns, an unverified flag produces an EF message *whether or not the screen has been opened for the return*. In the above example, an EF message would be created even if no Schedule C was present in the new return. In effect, this type of global flagging forces the data entry operator to open screen C, even if only to clear the flag.

To prevent flagged fields from being overlooked, all new-return flags turn the corresponding screen and tab names green. Once the field has been verified, the highlighted tab and screen names go back to their original colors.

Required Fields

Fields required for e-file are highlighted in blue in data entry (Figure 21). All required fields (highlighted in blue) must be completed before the return can be e-filed.

Figure 21: Required Fields

Name and Address and General Information

Taxpayer

Filing Status..... [dropdown]

SSN..... [text]

First name..... [text] MI..... [text]

Last name..... [text] Suffix..... [dropdown]

Date of birth..... [text]

Date of death..... [text]

Occupation..... [text]

Reminders appear when you try to escape from a screen on which required fields have not been completed. You can set up the software to remind you every time you leave a required field blank, only once per data entry session, or not at all. From the **Home** window, go to **Setup > Options**, select the **Data Entry** tab, and select your preference from the **Display warning for missing required field** drop list. Click **OK**.

Magnifying Fields

Fields can be magnified for easier viewing. When this feature is activated, the active field is displayed with large text and a yellow background (Figure 22 on page 69).

Figure 22: Magnified Field

Job Expenses and Most Other Misc Deductions

21 Unreimbursed employee expenses: [Form 2106](#)

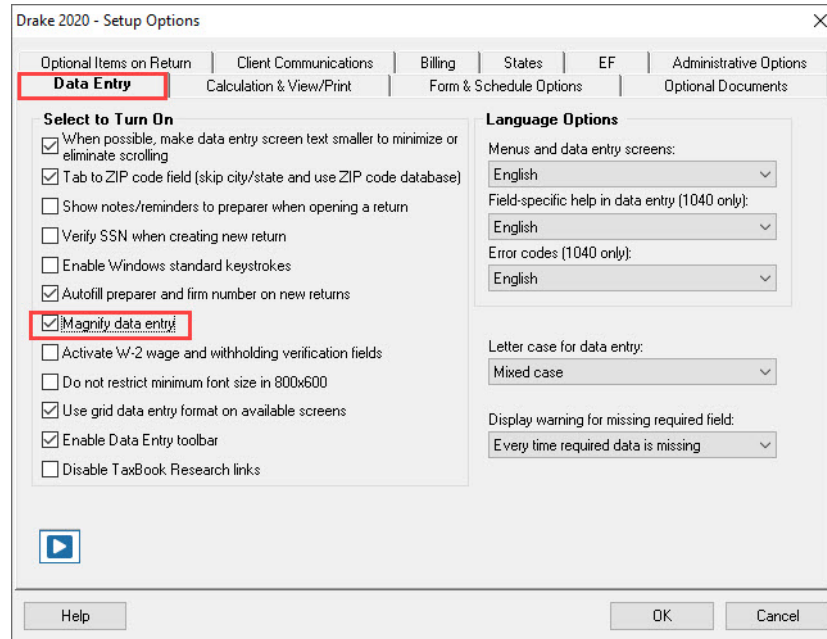
TEAM SHIRTS 235



TIP

Activate or disable this feature from **Setup > Options**. On the **Data Entry** tab, select (or clear) **Magnify data entry**, then click **OK** (Figure 23 on page 70).

Figure 23: Magnify Data Entry

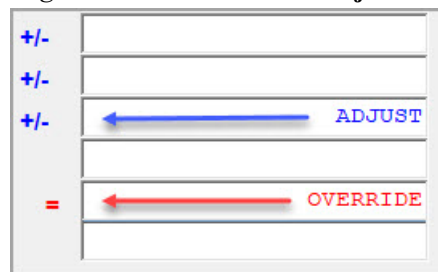


Override and Adjustment Fields

Override fields and adjustment fields can be found throughout data entry.

- **Override fields** — Data entered in these fields replaces, or overrides, program calculations. Data entry fields that allow overrides are preceded by a red equals sign (=).
- **Adjustment fields** — Data entered in these fields adjust program calculations by the amount entered. Data entry fields that allow adjustments are preceded by a blue plus/minus sign (+/-). Enter a negative number to subtract an amount (Figure 24).

Figure 24: Override and Adjustment Fields



ZIP Code Database

For quicker data entry on screens requiring ZIP codes, enter the ZIP code and press TAB before entering city or state information. City and state fields are automatically filled from the program's ZIP code database.

EIN Database

The program stores EINs and related data in the EIN database for later retrieval. Each time an employer or other business is entered on a screen, the EIN, business name and address, and state ID number are automatically added to the EIN database.

From the **Home** window, go to **Tools > Edit EIN Database** to edit or delete a saved business, or to add a business.

An EIN stored in the database helps you enter data more quickly. The next time the EIN is entered in a **W2, 1099, or 2441** screen followed by **TAB**, the business name and address are automatically displayed in the associated fields.



NOTE

The EIN database can be brought forward from the prior-year Drake Tax software to the current-year Drake Tax software by going to the **Home** window and selecting **Last Year Data > Build EIN/Name from (year)**.

Bank Name Database

The program retains the names of all financial institutions when they are entered for the first time in data entry. The next time the first few letters of a saved name are entered, the program “auto-completes” the entry. To add, edit, or delete entries from the bank name database, place the mouse pointer in a bank name field and press **CTRL+SHIFT+E** (or right-click and select **Edit Auto-Complete Data**), and follow the instructions.

Search for Resident City, School District, and Business Code

To search the list of valid entries for the **Resident city** and **School district** fields on screen **1** and the **Business code** field on schedule **C**, place the mouse pointer in the field and press **CTRL+SHIFT+S** (or right-click and select **Search**). Enter search data and click **Go**.

Commonly Used Codes

Many screens in Drake Tax have fields labeled **TS**, **F**, **ST**, and **City**. These fields are used to apply the data entered on the screen to the taxpayer or spouse (or both), on federal, state, or city returns ([Figure 25](#)).

- **TS (or TSJ)** — Select **T** if the screen applies to the primary taxpayer, **S** if it applies to the spouse, or **J** if it applies to each spouse equally. (Default is **T** if none are selected.)
- **F** — All data on a screen is automatically carried to the federal return as applicable. Enter 0 (zero) in the **F** field to prevent a screen’s data from being carried to the federal return. In that case, the data on the screen is carried only to the state indicated in the **ST** field (if any) and the city indicated in the **City** field (if any).
- **ST** — The two-digit state code indicates whether the screen data should be used in calculating a specific state return. If this field is blank, the software uses the resident state by default. The data is not carried to *any* state or city if a zero (0) is selected here.
- **City** — The code entered indicates the source of the income on city returns.

Figure 25: Screen code examples for Schedule C

Schedule C - Profit or Loss from Business				
TS	<input type="text" value="T"/>	F	<input type="text" value="PA"/>	City <input type="text"/>

Splitting a Joint Return

When you split a joint return in Drake Tax, the program calculates three returns: one for Married Filing Jointly (MFJ), and two for Married Filing Separately (MFS).

Before splitting a joint return, ensure that data on all screens clearly applies to either the taxpayer (T) or spouse (S), and make sure **Ready for EF** is not selected on the **EF** screen. If **Ready for EF** is selected, all three returns will be marked eligible for e-file.

To split a return, open the return and choose one of the following options:

- To compare returns for two individuals who lived together for the entire year, click the **Split** button or press CTRL+S.
- To compare returns for two individuals who did *not* live together for the entire year, click the down arrow next to the **Split** button and select a category of MFS filing status.



NOTE

If you have not selected either the **Force itemized** box or the **Force standard** box on screen A, and certain types of data have been entered in the joint return, you are prompted to select **Itemize**, **Standard**, or **Optimize**. If you select **Optimize**, the program determines which is the better treatment of the Schedule A deductions.

Figure 26: Return Selector

Drake 2020 - Return Selector

Return Selector
Press the SPACEBAR or click checkboxes to select returns for viewing.

SSN/EIN	Date/Time	Name	Fed Refund	State	Refund	Type	Status
<input type="checkbox"/> 400001941	03/25 17:14:49	TAXPAYER, THOMAS (SPLIT RETURN)	-1323		0	PER	Msg
<input type="checkbox"/> 400001902	03/25 17:14:51	TAXPAYER, TASHA (SPLIT RETURN)	-2358		0	PER	Msg
<input type="checkbox"/> 400001941	03/25 17:14:53	TAXPAYER, THOMAS &	202		0	PER	Msg

Projected 2020 savings on tax liability (MFJ): \$3,883

Click 'print' or press the 'P' key to view a detailed report
Click 'save' or press the 'S' key to save the MFS returns

*** Select returns first, then click 'save' and 'view' ***

Help MFJ/MFS report Print Save Select all UnSelect all View Exit

The **Return Selector** is opened, displaying three return results: the joint return and two separate returns. Details for each return are listed (Figure 26 on page 73). Select the checkboxes to the left of the returns and click **Print**, **View**, or **Save**, as applicable. The program saves the MFS data shown in the reports only if you save the split returns. The joint return is saved whether or not you save the split returns.



NOTE

Do not save the split returns if the joint return will be filed. The split returns can be viewed without being saved by clicking **View**.

To view the **Filing Status Optimization Report**, click the **MFJ/MFS Report** button (Figure 26 on page 73). The report compares the taxpayer's and spouse's joint, combined separate, and individual separate returns. Click **Exit**.

If the split returns are saved, the MFJ return and both MFS returns can be opened for additional data entry. When you open the taxpayer's return, select a version (MFJ or MFS) to open. To open the spouse's MFS return, go to the **Home** window, click **Open/Create**, enter the spouse's SSN, and click **OK**.

Detail Worksheets

A detail worksheet is available in every numerical field in data entry. Worksheets allow up to 30 lines of descriptions and amounts. When the worksheet is saved, the amounts entered are totaled in the field. Press CTRL+W or double-click a numeric field to open a **Detail Worksheet** for the field. (Figure 27).

Figure 27: Detail Worksheet

Detail Worksheet

Sort Options: F1 - Description Ascending F2 - Description Descending
F3 - Amount Ascending F4 - Amount Descending

Title: SCHEDULE C, LINE 8 - ADVERTISING

Description	Amount
POSTCARDS	200
ONLINE	150
NEWSPAPER	170
RADIO	125
TOTAL	645

Once a worksheet is added, the data entry field is shaded red to indicate a worksheet is present (Figure 28 on page 74).

Figure 28: Field with Worksheet

Part II - Expenses

8 Advertising.....	645
9 Car and truck expenses..... AUTO +/-	
10 Commissions and fees.....	
11 Contract labor.....	
12 Depletion..... DEPL =	
13 Depreciation..... Form 4562 +/-	

When the return is viewed, the worksheet is displayed on an OVERFLOW page (Figure 29). Detail worksheets are *not* e-filed with the return. Worksheet names and descriptions can be included when a return is updated from the prior year of Drake Tax.

Figure 29: Overflow Worksheet

1040 Overflow Statement 2018 Page 1

Name(s) as shown on return: LEEWARD & STARBOARD CATAMARAN Your Social Security Number: 500-00-1008

Schedule C, Line 8 - Advertising

Description	Amount
POSTCARDS	\$ 200
ONLINE	150
NEWSPAPER	170
RADIO	125
Total:	\$ 645

Macros

Macros can make data entry quicker and easier, entering frequently used data-entry items with just a few keystrokes. To use a macro, place the mouse pointer in the appropriate field and press the key combination that identifies the macro.

Press CTRL+SHIFT+M (or right-click) in a data entry field to view a list of available macros. Create your own Macros in **Setup > Macros** from the **Home** window.

Heads-Down Data Entry

Heads-down data entry is an efficient method of data entry when working from a proforma interview sheet. To activate heads-down data entry, press CTRL+N while in a screen (Figure 30).

Figure 30: Heads-Down Data Entry

Calculator

A calculator is available in every numeric field in data entry (Figure 31). To access the calculator, click a field and press F10. Press F1 to insert the calculated results into the data entry field. When the calculator is active, the NUM-LOCK status is activated and cannot be disabled.

Figure 31: Calculator

W-2 Import

If your client is an employee of a company that uses W-2 eXpress®, that client's W-2 can be downloaded directly into Drake Tax from the **W2** screen. To learn how to purchase W-2 downloads, and to view a list of companies that supply employee W-2s using W-2 eXpress®, log in to your Drake Support account at Support.Drakesoftware.com and select **My Account > W-2 Block Purchase**.

Click **Import** on the **Data Entry Menu** toolbar to access the following import features.

Form 8949 Import

Import capital gain and loss transactions into Drake Tax using the **Form 8949 Import/Gruntworx Trades** tool. Import transaction information from a worksheet saved as an Excel, TAB (Tab delimited), or CSV (Comma delimited) file. For the data to be imported correctly, the spreadsheet must contain specific columns of information. Details about the required spreadsheet format are available from the **Form 8949 Import/Gruntworx Trades** window.

Form 4562 Import

You can import information on depreciable assets from an Excel spreadsheet, TAB (tab delimited) file, or CVS (comma delimited) file directly into the Drake Tax program. For your convenience, Drake Software has also made available a pre-designed Excel worksheet for your use. Simply download it from the Drake Software Knowledge Base, fill in your client's details, and export the information directly into Drake Tax. After import, each transaction appears on a separate **4562** detail screen. Details about the required worksheet format are available from the **Form 4562 Import** window.

GruntWorx Populate Job

Use the **GruntWorx Populate Job** tool to extract data from certain Drake-supported federal tax forms and import it directly into Drake Tax, saving you data entry time and expense.



NOTE

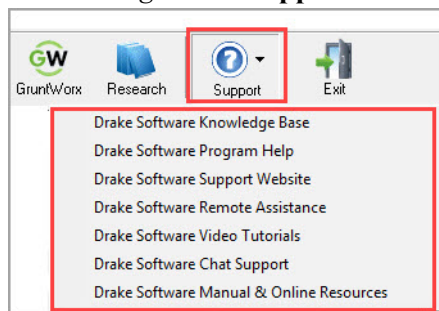
To learn more about GruntWorx Trades and GruntWorx Populate Job imports, see ["Gruntworx" on page 269](#).

Support Button

When you click the **Support** button from the **Home** window (Figure 32), you are given these options:

- **Drake Software Knowledge Base**, an online reference source containing answers to common tax and program questions. (See “[Knowledge Base](#)” on page 237.)
- **Drake Software Program Help**, a searchable “Drake encyclopedia,” arranged in “books.” The Program Help includes a Search feature, a searchable index, and a Favorites list. Program Help answers many of the most commonly asked questions about the tax program. (See the following paragraphs for more information.)
- **Drake Software Support Website**, a website with links to all of our online help resources, including the Knowledge Base, Drake ETC and many other helpful webpages. (See “[Support Resources](#)” on page 229.)
- **Remote Assistance**. This feature is used by Drake Software personal in certain support situations.
- **Video Tutorials**, a compendium of more than 200 how-to videos released on how to use Drake Tax and related programs. To access a complete list of our video tutorials, go to the **Home** window toolbar, select **Support > Drake Software Video Tutorials**, select a subject area from the drop list, and click the play button for the video tutorial you are interested in. Video links with related topics are also available in many screens.
- **Chat Support**, an easy method of having an online discussion with a member of Drake Software’s Support staff.
- **Manual and Online Resources**, a link to Drake Tax manuals, practice returns, IRS pubs, and Drake Software shipment letters, all in PDF format, readable online or available for download.

Figure 32: Support Button



Help Button

All windows in Drake Tax (not including screens) have a clickable **Help** button for accessing the Drake Tax Help System (Figure 33), which opens directly into the topical section relevant to where you are in the software when you access it. For example, if you are in a pricing setup window when you click **Help**, you are shown the help information for pricing setup. When you click the **Help** button from the **Home** window, you are given these options:

- **Program Help** — Access Help System items by using the following tabs:

Contents — Lists all available Help topics in a “table of contents” style format

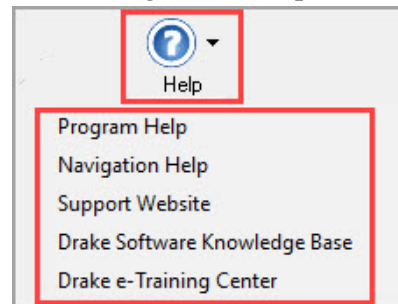
Search — Search help topics by keyword

Index — Shows every instance of a searched-for word or phrase

Favorites — Save articles you have found in your search

- **Navigation Help** — Offers a short explanation of how to navigate in Drake Tax and includes a link to a list of keyboard shortcuts that help make data entry easier and faster.
- **Support Website** — Links to the Drake Software Support site (See “[Drake Support Website](#)” on page 237). You need your user name and password to log in.
- **Drake Software Knowledge Base** — Links to Drake Software’s Knowledge Base, including a list of the eight popular articles on program functionality (See “[Knowledge Base](#)” on page 237).
- **Drake e-Training Center** — Links to the DrakeETC website (See “[Drake e-Training Center](#)” on page 229). You need your user name and password and your ETC user name and password to log in.

Figure 33: **Help** Button



PREPARING THE 1040 EVALUATION RETURN

The following sections provide step-by-step instructions for creating a simple individual return. As you read this section, create a return and work through the various screens so you become comfortable with Drake Tax. (To view a completed version of the evaluation return, open return **400001941**).

1. In the Drake Tax **Home** window, click **Open/Create** in the toolbar.
2. In the **Open/Create A New Return** dialog box, enter the following SSN (without dashes) in the text box: **400001901** and click **OK**.
3. In the next window, click **Yes** to create a new return
4. In the **New Return** dialog box, you may be required to re-enter the taxpayer's SSN in the SSN/EIN Verification field (SSN/EIN verification is required for the Drake Tax Pay Per Return package, and an optional setting for the Drake Tax unlimited package). This selection can be made in **Setup > Options > Data Entry** tab. The **Individual - 1040** option is already selected in the **Return Type** section. In the **Name Entry** section, enter **Thomas Taxpayer** and click **OK**.
5. The return will be opened to screen **1**, which is the **Name and Address** screen ([Figure 34 on page 81](#)).

NAME AND ADDRESS SCREEN

The information entered on screen **1** flows to each form that is generated with this client's return, and in the View/Print mode. Use the following information to continue your return preparation for this exercise:

- Thomas and Tasha Taxpayer are married and filing a joint return. (To view a list of valid filing status entries, press F1 in the **Filing Status** field.)
- The Taxpayers have three children: Taytum, Tanner, and Tessa. (It is not necessary to enter the last name for spouse or dependents; the software uses the primary taxpayer's last name by default.)
- Tasha receives one salary from her teaching job and one from her tutoring job. (To create a second **W2** screen, press PAGE DOWN.)
- Thomas is the sole proprietor of his restaurant
- Thomas and Tasha have no foreign accounts

Press ESC to save the data entered on screen **1** and go to the **Data Entry Menu**.

Notice that screen **1** is highlighted blue on the **Data Entry Menu**, indicating that data has been saved on this screen ([Figure 35 on page 82](#)).



NOTE

Enter numbers below with no formatting (dashes, dots, or spaces) and the program automatically formats the information for the **SSN**, **Date of birth**, **Phone**, and **ZIP** fields.

Table 1-1: Screen 1 Entry Fields

Data Entry Field	Primary Taxpayer	Secondary Taxpayer
Filing Status	2 - MFJ	
SSN*	400-00-1901	400-00-1902
First name	THOMAS	TASHA
Last name	TAXPAYER	TAXPAYER
Date of birth*	08-25-1968	05-28-1969
Occupation	RESTAURANT OWNER	TEACHER
Daytime (phone)*	602-555-1111	602-555-3333
Evening (phone)*	602-555-2222	602-555-4444
Email/text msg	TTAXPAYER@1EMAIL.COM	TTAXPAYER2@2EMAIL.COM
Address	123 CUL DE SAC STREET	
ZIP*	85003 (Press TAB after entering the ZIP code to autofill the City, State and County fields).	
Resident state	(This field is auto-filled with the state selected in the address section, which is AZ in this case). For this exercise, enter 0 to prevent the state return from generating.	
Foreign Accounts & Virtual Currency	NO	



NOTES

- If the resident state differs from the state in the mailing address, select the appropriate state code from the **Resident state** drop list. If the taxpayer is a part-year (PY) resident of the state in the mailing address, select **PY** from the **Resident state** drop list. To keep a state return from being calculated, select **0** from the **Resident state** drop list.
- The **Resident city** drop list is activated if a city return is required. The **School district** drop list is activated when needed.

In Screen 1 there is a Recovery Rebate Credit link to the RRC screen. The RRC screen is used to report Economic Impact Payments (EIP) received by the taxpayer in order to calculate the Recovery Rebate Credit on the 2020 tax return. Open the link to the RRC screen from Screen 1 and answer NO to the military question and in the first stimulus payment field enter 3400. Enter 2400 in the second stimulus payment field. Press ESC to return to Screen 1.

Figure 34: Name and Address and General Information



NOTE

If a screen is highlighted but contains no data, it must be deleted or it can cause e-file errors. Open the screen and press CTRL + D to delete it.

Figure 35: Screen Name in Blue

General	Income	Adjustments	Credits	Credits	Taxes
1	Name and Address				
2	Dependents				
3	Income				
4	Adjustments				
5	Taxes, Credits and Payments				
ES	Estimated Taxes				
2441	Child Care Credit				

DEPENDENT INFORMATION

Thomas and Tasha have three dependents. Open screen 2, the **Dependent Information** screen. (Click the screen name or enter 2 in the selector field and press ENTER). By default, the **Dependents** screen is opened to grid data entry mode (Figure 36). If you prefer to enter information in full screen mode, click **Item Detail** or press F3. Pressing F3 toggles back and forth between grid data entry and the full screen. (For more information on grid data entry, see “Grid Data Entry” on page 65). Use the following table to enter information in each dependent’s screen. Child care expenses must also be entered on the **2441** screen. This will be covered later in “Screen 2441, Form 2441 - Child and Dependent Care Expenses” on page 86.

Table 1-2: Dependent Screen Fields

Fields	First Dependent	Second Dependent	Third Dependent
Dependent first name	TAYTUM	TANNER	TESSA
SSN	400-00-0123	400-00-0234	400-00-0345
Relationship	Daughter	Son	Daughter
Months in home	12	12	12
Date of birth	07-29-1996	03-20-2005	09-12-2008
Qualifying child care expense			4750

Figure 36: Grid Data Entry for Screen 2, Dependent Information

	First Name	M.I.	Last Name	Suffix	SSN	Relationship	Months	Date of birth	Childcare Pd	Y...	N...							
1	TAYTUM				400-00-0123	DAUGHTER	12	07-29-1996										X
2	TANNER				400-00-0234	SON	12	03-20-2005		X		X						X
3	TESSA				400-00-0345	DAUGHTER	12	09-12-2008	4750	X		X						X
4																		



NOTES

- If you leave the dependent's **Last name** field blank, Drake Tax uses the primary taxpayer's last name.
- If you leave the **Months in home** field blank, Drake Tax assumes the child was in the home for 12 months.
- When you are entering information on the dependent's relationship to the taxpayer, enter D to fill the field with the word "DAUGHTER" and S to fill the field with the word "SON." Similar features are available on other screens in data entry.

The **EIC or Child Tax Credit** section of screen **2** must be completed for *each* qualifying child for taxpayers claiming the Earned Income Credit (EIC) or Child Tax Credit (CTC). Tanner and Tessa Taxpayer qualify for the Child Tax Credit; however they do not qualify for the Earned Income Credit because the Taxpayers' AGI exceeds the income limit.

Use the following information to complete screens **2** for Tanner, Tessa and Taytum (Figure 38):

- All are unmarried
- All lived in the home for the full year and are residents of the U.S.
- None has another person who could claim them as an exemption
- You relied on school records to determine residency of each child

On Taytum Taxpayer's screen **2**, make the following selections (Figure 37):

- **Not eligible for EIC**
- **Not eligible for Child Tax Credit**
- **Over 18 and a student**
- **Lived with the taxpayer**

Figure 37: Dependent Screen Without EIC or CTC

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Dependent Information [Video: Due Diligence](#) [Video: EIC Troubleshooting](#) State Information: LA NY-EIC NY-272 PA

Use <F3> to switch to grid mode

Dependent first name	M.I.	Last name (if different)	Suffix	SSN	Relationship	Months in home	Date of birth
TAYTUM				400-00-0123	DAUGHTER	12	07-29-1996

Childcare Expense Information [Form 2441](#)

Qualifying childcare expenses incurred and paid in 2020:
 Portion of qualifying expenses provided by employer:

Age determined by date of birth: Age: 24 as of 12/31/2020

TSJ: State: State codes: Not eligible for EIC:
 Eligible for Child Tax OR Other Dependent Credit:

NOTE: If EIC, Child Tax Credit or Other Dependent Credit is claimed for this dependent, complete the section below and screen 8867. [8867](#)

EIC CTC ODC ACTC

Is either of the following true? The dependent is unmarried, OR the dependent is married, can be claimed as the taxpayer's dependent, and is not filing a joint return (except to claim a refund).....	Yes	No	Not Applicable
Could another person qualify to claim this dependent?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IF YES: Dependent's relationship to the other person.....			<input type="text"/>
If the tiebreaker rules apply, would the dependent be treated as the taxpayer's qualifying child?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If this is not the taxpayer's son or daughter, did you ask why the parent was not claiming the child and document the answer?.....	<input type="checkbox"/>	<input type="checkbox"/>	
Did the dependent live with the taxpayer in the U.S. for more than half of the year?.....	<input type="checkbox"/>	<input type="checkbox"/>	
10 The qualifying person is the taxpayer's dependent who is a citizen, national, or resident of the United States.....	<input type="checkbox"/>	<input type="checkbox"/>	
11 Did you explain that he/she may not claim the CTC/ACTC if the taxpayer has not lived with the child for more than half the year?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Did you explain to the taxpayer the rules about claiming the CTC/ACTC/ODC for a child of divorced or separated parents, including any requirement to attach a Form 8332 or similar statement to the return?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which documents below, if any, did you rely on to determine EIC or CTC eligibility for this dependent? Mark all that apply.
 Additional entries for this section can be made on screen 8867.

Residency of Qualifying Child	Disability of Qualifying Child
<input type="checkbox"/> School records or statement <input type="checkbox"/> Landlord or property management statement <input type="checkbox"/> Healthcare provider statement <input type="checkbox"/> Medical records <input type="checkbox"/> Childcare provider records <input type="checkbox"/> Placement agency statement <input type="checkbox"/> Social services records or statement <input type="checkbox"/> Place of worship statement <input type="checkbox"/> Indian tribal official statement <input type="checkbox"/> Employer statement <input type="checkbox"/> Did not rely on any documents, made notes in file <input type="checkbox"/> Did not rely on any documents Other: <input type="text"/>	<input type="checkbox"/> Doctor statement <input type="checkbox"/> Other healthcare provider statement <input type="checkbox"/> Social services agency or program statement <input type="checkbox"/> Did not rely on any documents, made notes in file <input type="checkbox"/> Did not rely on any documents Other: <input type="text"/> To document the information you acquired from the questions you asked, you can use the EIC Due Diligence - Additional Notes screen. Click the DD2 link. DD2

Additional Information

<input checked="" type="checkbox"/> Over 18, under 24, and a student	<input type="checkbox"/> Other dependent	<input type="checkbox"/> Do NOT update to next year
<input type="checkbox"/> Disabled	<input type="checkbox"/> Not a dependent	<input type="checkbox"/> ITIN Special Circumstances
<input checked="" type="checkbox"/> Dependent lived with taxpayer	<input type="checkbox"/> Not a dependent - HOH qualifier	<input type="text"/> IP PIN
<input type="checkbox"/> Dependent did NOT live with taxpayer due to divorce or separation	<input type="checkbox"/> Not a dependent - QW qualifier	<input type="text"/> Date of death
	<input type="checkbox"/> Dependent has insurance (for state purposes only)	<input type="text"/> Deceased Child Document
	<input type="checkbox"/> Don't include in RRC calc	

Record 1 of 3 Press F1 or Right-Click for Help (Screen Help)

Figure 38: Dependent Screen With CTC

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Dependent Information [Video: Due Diligence](#) [Video: EIC Troubleshooting](#) State Information: LA NY-EIC NY-272 PA

Use <F3> to switch to grid mode

Dependent first name	M.I.	Last name (if different)	Suffix	SSN	Relationship	Months in home	Date of birth
TESSA				400-00-0345	DAUGHTER	12	09-12-2008

Childcare Expense Information [Form 2441](#)

Qualifying childcare expenses incurred and paid in 2020: 4750
 Portion of qualifying expenses provided by employer: []
 Age determined by date of birth: Age: 12 as of 12/31/2020

TSJ [] State: [] State codes: [] Not eligible for EIC: []
 Eligible for Child Tax OR Other Dependent Credit: []

NOTE: If EIC, Child Tax Credit or Other Dependent Credit is claimed for this dependent, complete the section below and screen 8867. [8867](#)

EIC CTC ODC ACTC

Is either of the following true? The dependent is unmarried, OR the dependent is married, can be claimed as the taxpayer's dependent, and is not filing a joint return (except to claim a refund).	Yes	No	Not Applicable
10 The qualifying person is the taxpayer's dependent who is a citizen, national, or resident of the United States.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Did you explain that he/she may not claim the CTC/ACTC if the taxpayer has not lived with the child for more than half the year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Did you explain to the taxpayer the rules about claiming the CTC/ACTC/ODC for a child of divorced or separated parents, including any requirement to attach a Form 8332 or similar statement to the return?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which documents below, if any, did you rely on to determine EIC or CTC eligibility for this dependent? Mark all that apply.
 Additional entries for this section can be made on screen 8867.

Residency of Qualifying Child	Disability of Qualifying Child
<input checked="" type="checkbox"/> School records or statement	<input type="checkbox"/> Doctor statement
<input type="checkbox"/> Landlord or property management statement	<input type="checkbox"/> Other healthcare provider statement
<input type="checkbox"/> Healthcare provider statement	<input type="checkbox"/> Social services agency or program statement
<input type="checkbox"/> Medical records	<input type="checkbox"/> Did not rely on any documents, made notes in file
<input type="checkbox"/> Childcare provider records	<input type="checkbox"/> Did not rely on any documents
<input type="checkbox"/> Placement agency statement	Other: []
<input type="checkbox"/> Social services records or statement	
<input type="checkbox"/> Place of worship statement	
<input type="checkbox"/> Indian tribal official statement	
<input type="checkbox"/> Employer statement	
<input type="checkbox"/> Did not rely on any documents, made notes in file	
<input type="checkbox"/> Did not rely on any documents	
Other: []	

To document the information you acquired from the questions you asked, you can use the EIC Due Diligence - Additional Notes screen. Click the DD2 link. [DD2](#)

Additional Information

<input type="checkbox"/> Over 18, under 24, and a student	<input type="checkbox"/> Other dependent	<input type="checkbox"/> Do NOT update to next year
<input type="checkbox"/> Disabled	<input type="checkbox"/> Not a dependent	<input type="checkbox"/> ITIN Special Circumstances
<input type="checkbox"/> Dependent lived with taxpayer	<input type="checkbox"/> Not a dependent - HOH qualifier	[] IP PIN
<input type="checkbox"/> Dependent did NOT live with taxpayer due to divorce or separation	<input type="checkbox"/> Not a dependent - QW qualifier	[] Date of death
	<input type="checkbox"/> Dependent has insurance (for state purposes only)	[] Deceased Child Document
	<input type="checkbox"/> Don't include in RRC calc	

Record 3 of 3 Press Page Down for New Screen Press F1 or Right-Click for Help (Screen Help)

CHILD AND DEPENDENT CARE EXPENSES

Child care expenses and information are entered on screen 2441, the **Form 2441 — Child and Dependent Care Expenses** screen. Click the screen name to open the screen, or enter 2441 in the selector field and press ENTER. When entering child care expenses, make sure the expense amounts are listed on both screen 2 and the 2441 screen. Press ESC to return to the **Data Entry Menu**.

Figure 39: Screen 2441, Form 2441 - Child and Dependent Care Expenses

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Form 2441 - Child and Dependent Care Expenses [Video: Entering Dependent Care Expenses](#) State Information [AR](#) [CA](#) [DC](#) [ME](#) [NY](#)

F Provider's information

1 SSN/EIN: 111111111 EIN Other IDs: [] Amount Paid: 4750

Care provider name: HAPPYKID DAYCARE

Street: E111 KIDZ STREET

City: PHOENIX

U.S. ONLY State, ZIP: AZ 85001

Foreign ONLY Province/state, Country, Postal Code: <Click to Access> [] []

State information: Phone: [] Misc: [] Misc 2: [] TSJ: [] ST: []

SSN/EIN: [] EIN Other IDs: [] Amount Paid: []

Care provider name: []

Street: []

City: []

U.S. ONLY State, ZIP: [] []

Foreign ONLY Province/state, Country, Postal Code: <Click to Access> [] []

State information: Phone: [] Misc: [] Misc 2: [] TSJ: [] ST: []

SSN/EIN: [] EIN Other IDs: [] Amount Paid: []

Care provider name: []

Street: []

City: []

U.S. ONLY State, ZIP: [] []

Foreign ONLY Province/state, Country, Postal Code: <Click to Access> [] []

State information: Phone: [] Misc: [] Misc 2: [] TSJ: [] ST: []

SSN/EIN: [] EIN Other IDs: [] Amount Paid: []

Care provider name: []

Street: []

City: []

U.S. ONLY State, ZIP: [] []

Foreign ONLY Province/state, Country, Postal Code: <Click to Access> [] []

State information: Phone: [] Misc: [] Misc 2: [] TSJ: [] ST: []

Complete only if 2019 expenses were paid in 2020

Create STM 441 to explain computation. [SCH](#) First Last

9 Name of qualifying person: [] []

SSN of qualifying person: []

Amount from worksheet in Publication 503: []

Hawaii Tax ID Number

Provider 1: []

Provider 2: []

Provider 3: []

Provider 4: []

12 Employer-provided dependent care benefits received in 2020 = Taxpayer Spouse

13 Amount carried over from 2019 and used in 2020 during the grace period =

14 Amount forfeited or carried forward to 2021, if any =

16 Amount of qualifying expenses incurred in 2020 =

4, 5, 18, 19 Earned income for 2441 purposes ONLY +/-

22 Amount of line 12 that is from taxpayer's sole proprietorship or partnership +/-

Record 1 of 1 Press Page Down for New Screen Press F1 or Right-Click for Help (Screen Help)



NOTE

Items 12 through 22 in screen 2441 are used for special situations regarding income requirements for the Child and Dependent Care Credit. Use lines 4, 5, 18, 19 for adjustments (for example, a spouse has no income but is a full-time student and qualifies for the credit). Use the F1 field help if needed.

EDUCATION CREDITS

The Taxpayers are claiming the American Opportunity Credit for their daughter, Taytum, who completed two semesters of college as a full-time student in 2020. To access the **Forms 8863 & 8917 - Education Credits & Deduction** screen, enter 8863 or 8917 in the selector field and press ENTER ([Figure 40 on page 88](#)). Use the following table to enter Taytum's education information, and after completing the screen, press ESC to return to the **Data Entry Menu**.

Table 1-3: Education Credits Fields

Fields	Data
TS	T
Student's SSN (select from drop list)	400000123
Student's first name	TAYTUM
Student's last name	TAXPAYER
Line 23 - Has the Hope Scholarship Credit or American Opportunity Credit been claimed for this student for a total of 4 times in any prior years?	NO
Line 24 - Was the student enrolled at least half-time for at least one academic period that began in 2020 at an eligible education institution in a program leading toward a post-secondary degree, certificate, or other recognized post-secondary educational credential?	YES
Line 25 - Did the student complete the first 4 years of post-secondary education before 2020?	NO
Line 26 - Was the student convicted before the end of 2020 of a felony for possession or distribution of a controlled substance?	NO
Years AOTC taken	1
Pursuing a degree?	YES
Total qualified education expenses (including the cost of books, supplies, and equipment that were required to be paid directly to the educational institution)	4000
Education benefit being claimed for this student	AOTC
Educational Institution EIN	52-7978998
Educational Institution Name	PHOENIXVILLE CENTRAL UNIVERSITY
Street	123 SCHOLAR STREET
ZIP code	85003
Did the student receive Form 1098-T from this institution for 2020?	YES
Did the student receive Form 1098-T from this institution for 2019?	NO

Table 1-3: Education Credits Fields (Continued)

Fields	Data
Line 5 - In addition to your notes, list any documents that you relied on. Additional entries for this section can be made on the 8867 screen	1098-T
Line 13 - Did the taxpayer provide substantiation, such as Form 1098-T and receipts, for the qualified tuition and related expenses for the claimed AOTC?	YES



NOTE

If a dependent's SSN is not displayed in the **Student's SSN** drop list, press CTRL+V to view the return, and CTRL+E to return to the **8863/8917** screen. The dependent's SSN should then be displayed in the **Student's SSN** drop list.

To place a checkmark in a checkbox, left-click the checkbox, or press the SPACEBAR, or press the X key.

Figure 40: Screen 8863



NOTE

Taxpayers may be eligible to receive education credit on the federal return; however, some states do not offer the credit and add back the education credit to the state return.

WAGES

To open the **W2** screen, enter W2 in the selector field and press ENTER. In the **TS** field, select “T” for taxpayer or “S” for spouse, depending on the W-2 being entered. After you press TAB to move to the next field, the corresponding taxpayer or spouse information automatically fills the **Employee name and address** fields.

While entering wages, notice that Drake Tax fills boxes **3-6** and **16**, based upon the wages entered in box **1**. Enter the following employer information ([Figure 42 on page 90](#)):

Press PAGE DOWN to create another **W2** screen and enter the following information:

Fields	Data
TS	S
EIN	45-4444444
Name	CENTRAL TUTORING CENTER
Street	123 EDUCATION AVENUE
ZIP	85003
Wages, tips	18327
Federal tax w/h	2065
ST	AZ
Employer's state ID number	51111111
State tax	735

Fields	Data
TS	S
EIN	54-3210123
Name	OUR NEIGHBORHOOD ELEMENTARY
Street	123 ELEMENTARY AVENUE
ZIP	85003
Wages, tips	49039
Federal tax w/h	3478
ST	AZ
Employer's state ID number	11111111
State tax	1512

Press ESC to return to the **Data Entry Menu**. Because data has been saved on two **W2** screens, a **(2)** appears in parentheses next to the screen name ([Figure 41 on page 90](#)).

Figure 41: Data Entry Menu - Wages Screen

1	Name and Address
2	Dependents - (3)
3	Income
4	Adjustments
5	Taxes, Credits and Payments
ES	Estimated Taxes
2441	Child Care Credit
W2	Wages - (2)
W2G	Gambling Income
1099	1099-R Retirement

Figure 42: W2 Screen

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

W-2 [Additional Entries](#) [Ohio](#) [Import W2](#) [Video: Entering Multiple-State W2s](#)

Form W-2 - Wage and Tax Statement

TS S F Special tax treatment

Employer information is required for e-file

EIN..... 54-3210123

Name..... OUR NEIGHBORHOOD ELEMENTARY

Name cont.....

Street..... 123 ELEMENTARY AVENUE

City..... PHOENIX

U.S. ONLY State ZIP
AZ 85003

Foreign ONLY Province/State Country Postal Code
<Click to Access>

1 Wages, tips 2 Federal tax w/h
49039 3478

3 Soc Sec wages 4 Soc Sec w/h
49039 3040 **Important:** Verify box 4 match W-2. See IRS Noti 2020-65

5 Medicare wages 6 Medicare tax w/h
49039 711

7 Soc Sec tips 8 Allocated tips

9 10 Dep care benefit
Form 2441 Form 8880

11 Nonqualified plan 12 Code Amount Year
13 Statutory employee Retirement plan Sick pay
14 Other SEHI QSEHRA
7202

15 ST Employer's state ID number 16 State wages 17 State tax 18 Local wages 19 Local tax 20 Locality
AZ 111111111 49039 1512

Was this W-2 altered or handwritten? (Nonstandard) Corrected W-2 Do not update Agent for Employer

If either spouse has an ITIN on screen 1, the TIN from the W-2 must be entered in this field.....

Record 2 of 2 Press Page Down for New Screen; Ctrl+Tab for Next Tab Press F1 or Right-Click for Help (Screen Help)

When the W2 screen is opened again, an Existing Forms List - W2: Wages is displayed (Figure 43 on page 91). To open a screen on the list, double-click a row or select a row and click **Open**. To open a new, blank screen, double-click the **New Record** row or select it and click **Open**.

Figure 43: Existing W2 Forms List

#	TS	Employer Name	Wages, Ti...	Federal T...	Dep Care ...	SS tips
1	S	CENTRAL TUTORING CENTER	18327	2065		
2	S	OUR NEIGHBORHOOD ELEMENTARY	49039	3478		
new	Ne...					

2D Barcode Scanning

Data on W-2 forms with a 2D barcode can be scanned directly into Drake Tax (1040 package only). Open the program to the client's **Data Entry Menu** (not the **W2** screen) to scan the barcode; the scanned information is automatically entered on a new instance of the **W2** screen.

Most barcode scanners can be used, but Drake Tax recommends the Honeywell/Metrologic MS1690 Focus.

For more information on how to use a 2D barcode scanner in Drake Tax, see Chapter 5 of the *2020 Drake Tax User's Manual*. To view a short video on using a 2D barcode scanner, go to the **Home** window, select **Support > Drake Software Video Tutorials**, select **1040 Data Entry** from the drop list, and click the play button for this video.

Additional Entries Tab

If the taxpayer has W-2 information from more than four states, click the **Additional Entries** tab at the top of the **W2** screen to access 10 more lines of data entry fields for box 15 of Form W-2 (Figure 44). There are also four more lines of data entry fields for boxes 12 and 14, and four lines for entering wages from Ohio school districts.

Figure 44: Additional Entries Tab

INTEREST INCOME

To enter interest income, type INT in the selector field and press ENTER. The **Schedule B — Interest Income** screen is opened in grid data entry. Click **Item Detail** or press F3 to access the detail screen (Figure 45 on page 92).

Enter the following information in the **Schedule B - Interest Income** screen:

Fields	Data
TS	J
Name of payer	PHOENIXVILLE COMMUNITY BANK
Interest income	749



NOTE

After the name of a financial institution has been entered once, the program automatically fills the name field the next time the first few letters are typed.

Dividend income is entered in the same manner as interest income. To open the **Schedule B - Dividend Income** screen, enter DIV in the selector field and press ENTER.

Figure 45: Screen INT, Schedule B - Interest Income

Press ESC twice to exit the screen and return to the **Data Entry Menu**.

ITEMIZED DEDUCTIONS

To open the **Schedule A - Itemized Deductions Schedule** screen, enter A in the selector field and press ENTER. This screen has the same lines and fields as IRS Schedule A (Form 1040). Enter the following information for the Taxpayers' itemized deductions ([Figure 46 on page 93](#)).

Fields	Data
TSJ	J
Other medical and dental expenses	22065
Income Taxes	2000
Real estate	5400
Total gifts by cash or check <i>(Press CTRL+W or double-click to create a worksheet; then press ESC to return to screen A)</i>	FOOD BANK - 1000 HUMANE SOCIETY - 1000
Unreimbursed Employee Expenses	TEAM SHIRTS - 400
Tax preparation fees	200

Figure 46: Screen A, Schedule A - Itemized Deductions

Press ESC to return to the Data Entry Menu.



NOTE

Drake Tax uses the amounts entered on screen **A** to determine if it is more advantageous for the taxpayers to take the standard deduction or to itemize deductions. To override the program selection, select **Force itemized** or **Force standard** at the top of screen **A**.

To force the Schedule A to be generated in View/Print mode, even if taking the standard deduction, go to screen **PRNT** and select **Print Schedule A**.

ADJUSTMENTS

Michelle Taxpayer is eligible to report up to \$250 expenses paid to purchase educational items as an education professional working in a primary school. To open the **Adjustments** screen, enter Adj in the selector field and press ENTER (Figure 47). Enter the following information in the Taxpayers' return.

Fields	Data
Line 10, Spouse Column	250

Figure 47: Adjustments Screen - Educator Expense

Form 1040 - Adjustments

F ST CITY

Description	Taxpayer	Spouse
23 Educator expenses.....		250
28 SEP and/or SIMPLE contributions.....	SEP +/-	+/-
KEOGH contribution to defined-contribution plan.....	+/-	+/-
KEOGH contributions to defined-benefit plan.....	+/-	+/-
29 Self-employed health insurance deduction.....	SEHI +/-	+/-
30 Penalty on early withdrawal of savings.....	+/-	+/-

PROFIT OR LOSS FROM BUSINESS

To open the **Schedule C - Profit or Loss from Business** screen, enter C in the selector field and press ENTER (Figure 48 on page 96). Enter the following information in the Taxpayers' return:

Fields	Data
TS	T
Business or Profession/Product or Service	RESTAURANT
Business code	722511
Business name	PARADISE PIZZA AND PASTA PARLOR
Street address	222 RESTAURANT AVENUE

ZIP	85003
Accounting method if not cash	(no entry necessary)
Taxpayer made pmts in 2020 requiring 1099	No
Gross receipts/sales	138130

Part II - Expenses	Data
Advertising	450
Insurance	1650
Repairs/maintenance	1300
Taxes and licenses	400
Utilities	5275
Wages	28000

Part III - Cost of Goods Sold	Data
Inventory valuation method (if not cost)	(no entry necessary)
Beginning inventory	3465
Materials and supplies	29175
Ending inventory	3465

Qualified Business Income (QBI)	Data
Treat as specified service business	Yes



NOTE

To search for business codes on line B, press CTRL+SHIFT+S to open a data entry search, enter "restaurant" in the **Please input search data** field, and click **Go**. Related business codes are listed and can be selected for entry.

Figure 48: Screen C, Schedule C - Profit or Loss from Business

Press ESC to return to the **Data Entry Menu**.

DEPRECIATION

Drake Tax provides six screens for depreciation. On the **Income** tab of the **Data Entry Menu**, the six screens are grouped in a section labeled **Depreciable Assets**. Selection options include screen **4562 - Depreciation Detail**, and five additional screens containing data entry fields for additional parts of Form 4562. The **4562** screen is usually the only screen needed for entering depreciation. Screens **6 – 9** are used to complete Form 4562 in situations where another fixed asset or depreciation program is used to account for fixed assets. Screen **10** is used to elect out of bonus depreciation. You can also access screen **4562** from the depreciation fields on screens **C, F, and E** by clicking the **Form 4562** link or double-clicking the field (**Figure 49**).

Figure 49: Depreciation Link to 4562

To generate Form 4797, Sale of Business Property, complete the **If sold** section of the **4562** screen (Figure 51 on page 98). The only required fields are **Date sold**, **Property type**, and **Sales price**. For the Taxpayers’ return, there are two depreciable assets: Thomas’s new delivery vehicle and a new pizza oven. To open the **4562** screen, enter 4562 in the selector field and press ENTER. Enter the following information on the **4562** grid screen:

Fields	Asset 1 - Data	Asset 2 - Data
Form	AUTO	C
Multi-Form Code	1	1
Description	DELIVERY CAR	PIZZA OVEN
Date Acquired	01-25-2020	05-15-2020
Cost	8000	5200
Business % Use	100	100
Used Prop	CHECKMARK	(Leave blank)
Listed Prop Type	V	(Leave blank)
Method	M	M
Life	5	7
Bonus Depreciation	leave blank	leave blank



NOTE

If there is an entry in any of the **Current-Year Mileage** fields on the **AUTO** screen (**Business, Commuting, or Other**), Drake Tax figures the business use percentage for the vehicle on the **4562** screen.

Figure 50: 4562 Grid Data Entry

Now click **Item Detail** or press F3 to view the **4562** screen in full screen mode (Figure 51). To view each depreciable asset entered, press PAGE DOWN.

Figure 51: Item Detail for 4562 Screen

The screenshot displays the 'Form 4562' screen in the Drake Tax software. The window title is 'DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)'. The main heading is 'Form 4562' with links for 'Video: 4562 Import' and 'Video: Group Sales'. The 'For:' field is set to 'AUTO' and the 'Multi-form code:' is '1'. The asset description is 'DELIVERY CAR', with a date acquired of '01-25-2020', a cost of '8000', and a business use percentage of '100'. The screen is divided into several sections: 'Description' with fields for property type, method, life, and salvage value; 'Depreciation' with columns for Federal, State, AMT, and Book; 'Additional Asset Information' with checkboxes for various elections; 'Fixed Asset Manager' with fields for asset number and department; 'State-Specific Information' with dropdowns for state and asset type; and 'If sold' and 'Group Sale Information' sections. The bottom status bar shows 'Record 1 of 2', 'Press F1 or Right-Click for Help', and '[Screen Help]'.

The Taxpayers will not elect out of bonus depreciation for the delivery car, but they will elect out of bonus depreciation for the pizza oven. To elect out of 50% bonus depreciation per individual asset, enter zero (0) on the **Bonus depreciation** line in the **4562** screen for that asset. When choosing to elect out of bonus depreciation for *all* assets, go to screen **10, Additional Depreciation Elections** (Figure 52 on page 99). To open the **10** screen, enter 10

in the selector field and press ENTER. Check the box to elect out of 50% bonus depreciation for *all* assets placed in service for 2020. Screen 10 is also accessible from the **Additional Depr Elections** link on screen 4562 for that asset. The checkboxes in the **Form 4562** heading on the **ELEC** screen can be used for other Form 4562 elections. Press ESC to return to the **Data Entry Menu**.

Figure 52: Additional Depreciation Election

AUTO MILEAGE FOR SCHEDULE C

Information on the Thomas Taxpayer’s delivery vehicle is entered on the **AUTO** screen to determine whether to take expenses or mileage on this asset. Type **AUTO** in the selector field and press ENTER to open the **AUTO** screen. Enter the mileage information from the following table on the **Auto Expense worksheet** screen (Figure 53 on page 100).

The vehicle was used primarily by the owner and was not available for personal use. Thomas maintains a written policy prohibiting personal use of the vehicle and has written evidence to support the miles driven. Choose to let the software determine the mileage rate.

Fields	Delivery Vehicle Data
For	C
Description	DELIVERY CAR
Date placed in service	01-25-2020
Was the business vehicle available for personal use during off-duty hours?	NO

Did the taxpayer (or spouse) have another vehicle available for personal use?	YES
Does the taxpayer have evidence to support this deduction?	YES
If "Yes," is the evidence written?	YES
Current-Year Mileage: Business	50000

Figure 53: AUTO Screen, Auto Expense Worksheet (for Schedule C)

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Auto Expense Worksheet [Video: Car and Truck Expenses](#)

For MFC

Note: Do NOT enter the business use percentage for this auto on the 4562 screen. The business use percentage computed for this auto will be automatically applied.

Description.....

Date placed in service.....

Was the business vehicle available for personal use during off-duty hours?..... Yes No

Did the taxpayer (or spouse) have another vehicle available for personal use?..... Yes No

Does the taxpayer have evidence to support this deduction?..... Yes No

If "Yes," is the evidence written?..... Yes No

Current-Year Mileage

Business Commuting Other

Force mileage

Expenses

Garage rent..... <input type="text"/>	Repairs..... <input type="text"/>	
Gas..... <input type="text"/>	Tires..... <input type="text"/>	
Insurance..... <input type="text"/>	Tolls..... <input type="text"/>	
Licenses..... <input type="text"/>	Lease addback..... <input type="text"/>	
Oil..... <input type="text"/>	Other expenses	Apply business use %
Parking fees..... <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Rental fees..... <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Interest..... <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Property tax..... <input type="text"/>	<input type="checkbox"/> Force expenses..... <input type="checkbox"/>	

Prior Years Mileage

Total Business Total Miles

Prior Business Mileage by Year

2019 <input type="text"/>	2015 <input type="text"/>	2012 <input type="text"/>
2018 <input type="text"/>	2014 <input type="text"/>	2011 <input type="text"/>
2017 <input type="text"/>	2013 <input type="text"/>	pre-2010 <input type="text"/>
2016 <input type="text"/>		

Record 1 of 1 Press Page Down for New Screen Press F1 or Right-Click for Help (Screen Help)

Press ESC to return to the **Data Entry Menu**.

ELECTION OPTIONS

The **ELEC** screen has checkboxes to indicate “elections” from the Internal Revenue Code. If any boxes on this screen are selected, the program generates an “ELECTION” page listing the elections when the return is viewed. To attach an additional statement detailing an election, go to the **SCH** screen and select **E – Election Explanation** for the type of schedule.

DUE DILIGENCE CHECKLIST AND ASSISTANCE SCREENS

The IRS requires tax return preparers complete Form 8867, Paid Preparers’ Earned Income Credit Checklist, for all taxpayers applying for Earned Income Credit (EIC). Use the Due Diligence screens in Drake Tax to record and retain inquiries made of taxpayers to ensure that they meet EIC and other credit eligibility requirements.

Questions on screen **8867** cover the **Earned Income Credit (EIC)**, the **Child Tax Credit (CTC)** and **Additional Child Tax Credit (ACTC)**, the **American Opportunity Tax Credit (AOTC)**, and **Head of Household (HOH)** filing status. To open this screen, enter 8867 in the selector field and press ENTER.

Answer the applicable questions and the program will mark the proper forms for whichever credits the taxpayer is claiming. In Thomas and Tasha Taxpayer’s return scenario, the adjusted gross income is over the limit to qualify for the Earned Income Credit ([Figure 54 on page 102](#)).

The **Due Diligence Assistance** screen (**DD1**) provides supplemental questions to help ensure a more comprehensive interview with each taxpayer. Screen **DD1** is a tabbed screen, with a tab for answering qualifying child questions, income questions, and for Head of Household questions. While the IRS does not require answers to these supplemental questions to be submitted with the return, these screens provide a means of collecting valuable supporting documentation in case of a due diligence audit.

Screen **DD2, Due Diligence Notes**, provides a place to record information unique to each client and provides additional supporting documentation in case of a due diligence audit.

The **DD1** and **DD2** screens are supplemental to the required **Due Diligence Checklist (8867)** screen), but you can require that the screens be completed with each Form 8867. In the **Home** window menu bar, select **Setup > Options > Administrative Options** tab and select **Require due diligence assistance screens to be completed** (or on a per-return basis, open the **PRNT** screen and select **Print DDASSIST**).

In some cases, a taxpayer may not be eligible for EIC, even though the information on the tax return indicates otherwise. To block the program from calculating EIC, type **NO** into the **EIC Blocker** in the **Additional EIC Information** section of the **8867** screen.

See **Screen Help, FAQs** and online help for further information and links to IRS documents and other resources related to these requirements.

Figure 54: Screen 8867, Form 8867 - Earned Income Credit Checklist

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Form 8867 - Due Diligence Checklist [IRS Return Preparer Toolkit](#) [Video: Due Diligence](#) [Video: EIC Troubleshooting](#)

Paid Preparer Due Diligence Requirements. Use this screen to complete the parts of Form 8867 that are not included on screen 8863 or screen 2.

Screens DD1 and DD2 can assist you with due diligence. [Due Diligence Assistance](#) [Due Diligence Notes](#)

	Yes	No	N/A
1 Did you complete the return based on information for tax year 2020 provided by the taxpayer or reasonably obtained by you?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3 Did you satisfy the knowledge requirement? To meet the requirement, you must interview the taxpayer, ask questions, document the taxpayer's responses, and review information to determine that the taxpayer is eligible to claim the credits or HOH filing status.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4 Did any information provided by the taxpayer, a third party, or reasonably known to you in connection with preparing the return appear to be incorrect, incomplete, or inconsistent? (If "Yes," answer questions 4a and 4b. If "No," go to question 5).....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4a Did you make reasonable inquiries to determine the correct or complete information?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4b Did you document your inquiries? (Documentation should include questions you asked, whom you asked, information that was provided, and impact the information had on your preparation of the return).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5 Did you satisfy the record retention requirement? To meet the record retention requirement, did you keep a copy of any documents provided by the taxpayer that you relied on to determine the eligibility for the credits or HOH filing status or to compute the amount for the credits?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
In addition to your notes from the interview with the taxpayer, list those documents, if any, that you relied on. Additional entries for this section can be made on screen 8863 and screen 2.			
6 Did you ask the taxpayer whether he or she could provide documentation to substantiate eligibility for and the amount of the credits claimed on the return?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7 Did you ask the taxpayer if any of these credits were disallowed or reduced in a previous year? (If any credits were disallowed or reduced, go to question 7a; if not, go to question 8).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7a Did you complete the required recertification forms?..... Form 8862	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NOTE: If neither taxpayer nor spouse is reporting self-employment income on Sch C, check the N/A box.			
8 If the taxpayer is reporting self-employment income, did you ask adequate questions to prepare a complete and correct Schedule C?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TIP: The "Income" tab on screen DD1 can assist you with due diligence for Schedule C.			
9a ALL EIC Claims: Have you determined that this taxpayer is, in fact, eligible to claim EIC for the number of children for whom EIC is claimed, or to claim EIC if the taxpayer has no qualifying child?.....	<input type="checkbox"/>	<input type="checkbox"/>	
9b EIC with child: Did you ask the taxpayer if the child lived with the taxpayer for over half of the year, even if the taxpayer has supported the child the entire year?.....	<input type="checkbox"/>	<input type="checkbox"/>	
9c EIC with child: Did you explain to the taxpayer the rules about claiming EIC when a child is the qualifying child of more than one person (tie-breaker rules)?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 HOH only: Have you determined that the taxpayer was unmarried and provided more than half of the cost of keeping up a home for a qualifying person?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Do you certify that all of the answers on this 8867 are, to the best of your knowledge, true, correct and complete?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

The following four questions must be answered for all credits listed above.

	Yes	No
Was the taxpayer, or spouse if filing jointly, a nonresident alien for any part of the year?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could the taxpayer, or spouse if filing jointly, be a qualifying child of another person for the year?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Was the taxpayer's main home, and the main home of the spouse if filing jointly, in the U.S. for more than half the year?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the taxpayer, or spouse if filing jointly, eligible to be claimed as a dependent on anyone else's federal income tax return for the year?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EIC Calculation Overrides

EIC Blocker - Select if the taxpayer does not qualify for EIC.....

6 Investment income..... +/- [Exclude medicare waiver pmts](#)

If someone other than the signing preparer verified that this client is eligible for a refundable credit, select a preparer or enter the preparer's name and PTIN below.

EIC.....	=	<input type="text"/>	or Name: =	<input type="text"/>	PTIN: =	<input type="text"/>
CTC/ACTC/ODC.....	=	<input type="text"/>	or Name: =	<input type="text"/>	PTIN: =	<input type="text"/>
AOTC.....	=	<input type="text"/>	or Name: =	<input type="text"/>	PTIN: =	<input type="text"/>
HOH.....	=	<input type="text"/>	or Name: =	<input type="text"/>	PTIN: =	<input type="text"/>

Record 1 of 1 Press F1 or Right-Click for Help (Screen Help)

STATE AND CITY RETURNS

When a return is prepared, Drake Tax automatically generates state returns based on data entered for the federal return. Calculation is based on the state entered on screen 1 for resident state and on the state codes indicated on other forms (W-2, Schedule C, 1099, Schedule B, etc). Click the **States** tab in the **Data Entry Menu** to view a list of states. Click any state from the list or enter the two-letter state code in the selector field to access the **Data Entry Menu** for that state. To access city screens (if applicable) enter a city code into the selector field, or select the **Cities** tab inside that state's **Data Entry Menu**. In [Figure 55 on page 103](#) the Ohio Data Entry Menu includes a **School District** tab, **Cities Tab**, and others. The status bar at the bottom of each **Data Entry Menu** supplies you with return specific information such as the return status, return type, and current package.

Figure 55: State (Ohio) Data Entry Menu

The screenshot shows the State (Ohio) Data Entry Menu interface. At the top, there are tabs for 'General', 'School District', 'Cities', 'Columbus /Toledo', 'Other', and 'CAT'. Below the tabs is a list of menu items:

1	General Information
2	Schedule A - Additions and Deductions
3	Schedule of Credits
BUS	Business Income Schedule
INFO	Credit Certificate Information
PASS	Pass-Through Entity Credit Certificate Information
ITDA	Nonresident Affidavit
NRC	NRC Income Allocation & Apportionment
PTII	NRC Business Income
MED	Medical Worksheet Overrides
JFC	Joint Filing Credit Adjustments
529	Ohio 529 Contributions

Below the list is a search bar labeled 'FAQ Frequently Asked Questions'. At the bottom, there is a 'Return Status Bar' with the following information: 'Return Status: In Progress', 'Return Type: Individual Tax Return', and 'Current Package: Ohio'. Red callout boxes point to 'State Tabs', 'State specific data entry screens', 'State FAQs', and 'Return Status Bar'.

SCHEDULE K-1

Screens for Schedule K-1 can be accessed from the **Income** tab of the federal **Data Entry Menu**. The program contains three types of **K1** screens: **K1P** for partnership income; **K1S** for S corporation income; and **K1F** for fiduciary income. Enter information directly on a **K1** screen, or export K-1 information from the return of a pass-through entity (such as a partnership or S corporation) into an individual return.

These screens are not applicable for the Taxpayers' return.

ESTIMATED TAXES

Use the **ES** screen, **Form 1040-ES - Estimated Tax Payments**, to enter, by quarter, the 2019 overpayment that was applied to 2020, estimated taxes paid for 2020, and to e-file state estimated tax payments and vouchers for states that allow it. Although many estimated tax calculations are automatic in Drake Tax, the **ES** screen can be used to make other necessary entries or overrides. Type **ES** in the selector field and press **ENTER** to open the **ES** screen (Figure 56 on page 104).

The **ES** screen is divided into **Federal** and **State and City** sections, which are divided into two columns, one for **Estimated Tax Payments Already Paid for This Year** and one for **Estimated Tax Payments to be Paid for Next Year**. If you have multiple states and cities, press **PAGE DOWN** to open additional **ES** screens.

Estimated Taxes Already Paid

Use the **Estimated Taxes Already Paid for This Year** column to enter the overpayment that was applied from the previous year and, by quarter, the estimated taxes already paid for this year. The standard estimate payment dates are automatically applied in Drake Tax. If any of these dates are different, enter the correct dates in the applicable override fields.

The Taxpayers' made four estimated payments for 2020, each payment was made on the standard due date. Use the following table to enter their payments in the **ES** screen.

Quarter	Amount
1st Qtr.	500
2nd Qtr.	500
3rd Qtr.	500
4th Qtr.	500

Estimated Taxes to be Paid

Use the **Estimated Taxes To Be Paid for Next Year** column to enter the amount of overpayment to apply to next year and, by quarter, the amount desired on each payment voucher. Select the appropriate estimated tax and overpayment codes in the **ES Code** and **OP Code** fields, respectively.

Figure 56: ES Screen

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001941)

Form 1040-ES - Estimated Tax Payments for 2020

[Pay federal ES tax payments with debit card or credit card \(MC, Visa, Disc](#)

TSJ If taxpayer filed 1040ES for 2020 with a former spouse

If taxpayer filed 1040ES for 2020 jointly with spouse and use screen [SCH](#) to create STM 21 explaining how

Federal Section

2020 ESTIMATED TAXES ALREADY PAID FOR THIS YEAR

Overpayment applied from 2019.....

	Date paid	Amount paid
1st Quarter	= <input type="text"/>	500
2nd Quarter	= <input type="text"/>	500
3rd Quarter	= <input type="text"/>	500
4th Quarter	= <input type="text"/>	500

Printing Estimate Vouchers

Drake Tax calculates the balance due and generates this year's payment vouchers (Form **1040-V**). Drake Tax also calculates and generates estimate vouchers for next year's payment by default, unless **N – Prevents vouchers from being printed** is selected from the **ES Code** drop list. Click the **ES Code** field and press F1 to see the codes and their descriptions. All vouchers include the taxpayer's SSN, name, and address.

Making Estimated Tax Payments

Make *federal* estimated tax payments by debit card or credit card using the Drake e-Payment Center at *1040paytax.com*. See the link at the top of the **ES** screen. Both *federal* and *state* estimated tax payments can be made through the **PMT** screen. Use the **PMT** link on the right side of the **ES** screen.

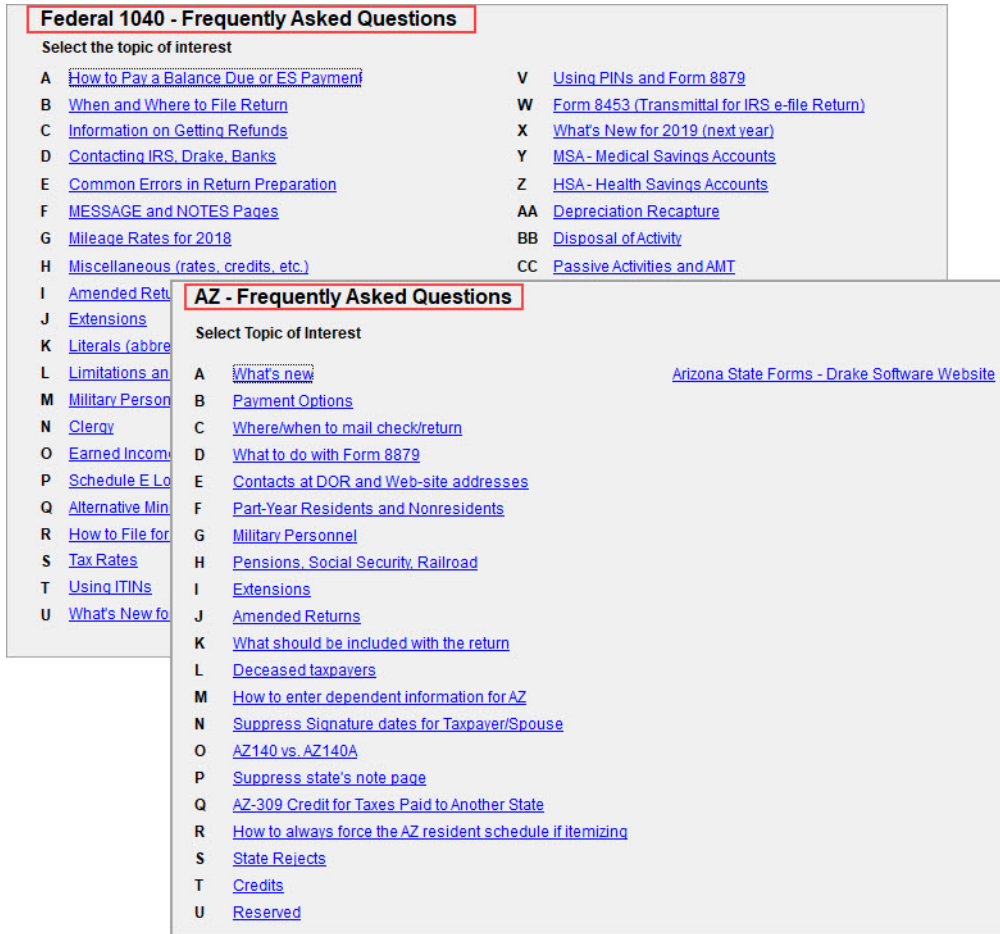
REVIEW

The Taxpayers' return will not require any more entries for this exercise. The remaining sections discuss other commonly used screens such as amendment screen **X (1040X)**, **DD (Direct Deposit)** screen, **EXT (Extension)** screen, and more. The next two chapters, [“Calculate, View, & Print the Return” on page 115](#) and [“E-file the Return” on page 135](#), continue basic 1040 return completion and e-file in Drake Tax. For more individual return practice scenarios, see [“Practicing e-Filing” on page 146](#) and [“Practice Returns” on page 237](#). (To view a completed version of the evaluation return, open return **400001941**).

FAQ SCREEN

The **FAQ** screen is a great resource for federal-, state-, and city-specific information ([Figure 57 on page 106](#)). On the federal, state, or city **Data Entry Menu**, click the **FAQ** screen or enter **FAQ** in the selector field and press **ENTER**. Click to view the desired topic.

Figure 57: Federal and State FAQ Screens



DIRECT DEPOSIT

Use the **DD (Direct Deposit Information)** screen for direct deposits of IRS refunds into the taxpayer’s checking or savings account. To access the **Direct Deposit Information** screen, enter DD in the selector field and press ENTER. (Figure 58 on page 107).

Taxpayers can elect to deposit their federal refund directly into up to three checking or savings accounts. If the federal refund is to be deposited into more than one account, the program generates Form 8888, Allocation of Refund (Including Savings Bond Purchases). This form can be paper-filed or e-filed. If only one account is entered, direct deposit information for the single account is printed on lines 76b, 76c, and 76d of the 1040.

State refund direct deposits are also entered on the **DD** screen. Not all states provide direct deposit of refunds, nor do all states offer splitting the refund deposit into separate accounts. Only eligible states and cities are available from the **State/city selection** fields on the **DD** screen. If these fields are left blank, no state or city refund will be deposited into an account.



NOTE

Do *not* use this screen to enter direct deposit information related to bank products. Use the applicable bank screen to apply for bank products.

If the taxpayer chooses to purchase Series I Savings Bonds from all or part of his or her tax refund, enter the information on the **BOND** screen. To open the **BOND** screen from the **DD** screen, click the link at the top of the screen or press **PAGE DOWN**.

Figure 58: DD Screen, Direct Deposit Information

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

- □ ×

Direct Deposit Information [U.S. Savings Bond Purchases](#)

NOTICE FOR STATE DIRECT DEPOSITS: Tax return preparers are required to ask the taxpayer if the account where the refund will be deposited is located OUTSIDE the United States. If the answer is YES, mark the appropriate "Foreign" check box.

NOTE: MULTIPLE DIRECT DEPOSITS LIMITED. Due to new IRS regulations, no more than three refunds can be direct-deposited into any one bank account. If a refund is direct-deposited, in part or in whole, into a bank account into which three refunds have already been direct-deposited, the entire refund will be mailed to the taxpayer in the form of a paper check.

Account Information

Account #1

Deposit selection:	Federal selection..... <input type="text"/>	Federal deposit amount..... = <input type="text"/>	
	State/city selection..... <input type="text"/>	State deposit amount..... = <input type="text"/>	

Name of financial institution	RTN	Account number	Type of account
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Repeat account information		<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Check if account is..... IRA Foreign

CAUTION: The additional account information below is necessary **ONLY** if you are depositing the federal refund into multiple accounts or using a separate account for any state refund.

Account #2

Deposit selection:	Federal selection..... <input type="text"/>	Federal deposit amount..... = <input type="text"/>	
	State/city selection..... <input type="text"/>	State deposit amount..... = <input type="text"/>	

Name of financial institution	RTN	Account number	Type of account
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Repeat account information		<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Check if account is..... IRA Foreign

Account #3

Deposit selection:	Federal selection..... <input type="text"/>	Federal deposit amount..... = <input type="text"/>	
	State/city selection..... <input type="text"/>	State deposit amount..... = <input type="text"/>	

Name of financial institution	RTN	Account number	Type of account
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Repeat account information		<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Check if account is..... IRA Foreign

State Specific Information

If this screen is for OH:

The taxpayer has read and understands the terms of the Direct Deposit Disclosure statement and accepts its conditions. Acceptance of the Ohio Direct Deposit Disclosure statement is required for all taxpayers having any portion of their refund automatically deposited into an account by the Ohio Department of Taxation.

[Ohio College 529 plans](#)
[NY College 529 plans](#)

Press **PAGE DOWN** to enter bond information.

New Screen Press F1 or Right-Click for Help (Screen Help)

ELECTRONIC PAYMENT OPTIONS

Electronic payments can be made by credit card, debit card, or electronic funds withdrawal (direct debit).

Pay Balance Due with Credit or Debit Card

Drake Tax offers two options for paying a balance due with a credit or debit card (MasterCard[®], Visa[®], American Express[®], or Discover[®]):

- **Integrated File and Pay (IFP)** — Complete the taxpayer's return and *then* complete the **IFP** screen (accessible on the **Miscellaneous** tab). On the **IFP** screen, select the form (1040 or 4868) associated with the payment. Then click the **Authorize Credit Card** button, enter the card information, and submit the authorization. The credit or debit card is charged *after* the e-filed return is accepted by the IRS.

Important: If the return is rejected, or not accepted within 21 days of card payment authorization, the authorization is automatically cancelled. You must then complete the authorization step *again* prior to retransmitting the return.

- **Drake e-Payment Center** — Taxpayers can use the Drake e-Payment Center, located at *1040paytax.com*, to pay a balance due by debit or credit card *after* the return has been filed. This website can also be used to pay quarterly estimated tax payments, prior-year balances, installment agreements, and some business taxes.

Electronic Funds Withdrawal (Direct Debit)

Use the **PMT** screen, accessible on the **General** tab, to pay federal and state taxes due through electronic withdrawal from the taxpayer's bank account. Separate accounts can be designated for federal and state payments. To access the **Electronic Funds Withdrawal Information** screen, enter **PMT** in the selector field and press **ENTER**.

SIGNING THE RETURN

An e-filed tax return must contain electronic signatures of the taxpayers and the ERO in order to be accepted. Electronic signatures are produced using PINs.

Form 8879

Form 8879, an electronic signature document used to authorize e-file, allows taxpayers to select a PIN signature. It also authorizes the ERO to enter the taxpayers' PIN signatures authorizing electronic funds withdrawal (direct debit) for tax payments.



NOTE

The signed Form 8879 does not have to be mailed to the IRS. It must instead be retained by the ERO for three years. See Form 8879 instructions for more information.

Use the **PIN** screen, accessible on the **General** tab, to electronically sign the return and produce Form 8879, IRS e-file Signature Authorization. See [“Signing the Return Electronically” on page 136](#) for instructions on completing the PIN signatures for the Taxpayers’ return.

EF OVERRIDE OPTIONS

By default, the program designates all eligible federal and state forms for e-file. Use the **EF** screen, accessible on the **General** tab, to override program defaults on a per-return basis.

The **EF** screen allows you to suppress federal and state e-file on a per-return basis. For more information on the **EF** screen, see [“Designating EF Options” on page 138](#).

BANK PRODUCTS

Bank products are available through EPS Financial, Refund Advantage, Refundo, Republic Bank & Trust, and Tax Products Group. Indicate the bank you use for bank products in **Setup > Firms**.

Once you select a bank in **Firm Setup**, the corresponding bank screen is activated. Enter bank information on the **EPS** (EPS Financial), **RA** (Refund Advantage), **RF** (Refundo), **RB** (Republic Bank & Trust), or **TPG** (Tax Products Group) screen, as applicable. Do *not* enter information on the **DD (Direct Deposit Information)** screen if you are entering information on a bank screen.

IRC SECTION 7216 REGULATIONS

Internal Revenue Code (IRC) section 7216 contains regulations for tax return preparers regarding the use and disclosure of their clients’ tax information to third parties, such as banks.

The IRC section 7216 regulations are explained to the taxpayer through the *Consent to Use of Tax Return Information*, which can be found in the **USE** screen. The taxpayer (and spouse, if filing Married Filing Jointly) must sign the consent form before the return is prepared. We will not complete this information for the Taxpayers’ return in this exercise.

The *Consent to Disclosure of Tax Return Information* contains banking-option information and explains the IRC section 7216 regulations to the taxpayer. It must be signed and dated by the taxpayer (and spouse, if filing Married Filing Jointly) *before the return is e-filed* and the information submitted to a third party, such as a bank. If a bank product has been selected on a bank screen, the software generates this form automatically when the return is viewed. This can be found in the **DISC** screen.

Since none of the Taxpayers’ tax information will be disclosed to a third party, we will bypass the *Consent to Disclosure of Tax Return Information Form*.

Drake Tax offers several options for making these forms available to your clients, including printing forms in batches and having clients provide their signatures electronically in their returns. For detailed instructions, see Chapter 7 of the *2020 Drake Tax User’s Manual*.

FILING AN AMENDED RETURN

Amended returns can be prepared for e-filing using Drake Tax beginning in Drake Tax 2019. A return must be established in Drake Tax before the amended version can be created. If the original return was created using a different program, you must create the return in Drake Tax and enter basic taxpayer information (filing status, address, etc.) before amending the return.

To create an amended return in Drake Tax:

1. Open the return to be amended.
2. From the **Other Forms** tab, click **X, 1040X Amended Return**.
3. To have the program autofill the **1040X** screen with data from the original return, click **Yes**. To leave the fields blank, click **No**.
4. If there is also a state return to be amended, open the state return at this point and follow steps 2 and 3 for the state return before moving to step 5.
5. Enter all applicable data on the **1040X** screen.
6. Revise any other sections of the original return as needed.

Figure 59: 1040X Screen

The screenshot shows the Drake 2019 Data Entry software interface for the Form 1040X screen. The window title is "DRAKE 2019 - Data Entry (400001940 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)". The main heading is "Form 1040X - For 2019 Returns" with a link for "Video: Amending a Return". There are links for "Pay balance due with debit card or credit card (MC, Vis, Disc)" and "State Information" (HI, IA). The screen is divided into several sections:

- Amounts as on ORIGINAL return:** This section includes lines 1 through 18. Line 12, "Federal income tax withheld", is highlighted with a red circle labeled "1". Lines 1 through 18 are grouped by a red box labeled "2".
- Part I - Exemptions:** This section includes lines 25 through 27. A note states "Lines 24, 28, and 29 are not applicable to 2019 amended returns. (See the 1040X instructions)".
- Amounts and information for AMENDED return:** This section includes lines 1, 7, 15, and 23.
- Part II - Presidential Election Campaign Fund:** This section includes checkboxes for "Taxpayer did not want \$3 to go to Presidential Election Campaign Fund but does now" and "Spouse did not want \$3 to go to Presidential Election Campaign Fund but does now".
- Part III - Explanation of Changes:** This section is highlighted with a red box labeled "3". It contains a large empty text area and a checkbox for "Amending to carry back NOL ONLY. Do not change charitable contributions." Below this is a dropdown menu for "Preparer of this return, if different from screen 1".

A small dialog box titled "DRAKE 2019 - Data Entry" is open in the center, asking "Auto Fill Screen?" with "Yes" and "No" buttons. The "Auto Fill Screen?" checkbox is checked, and the value "8812" is displayed next to it.

Make sure you have a backup copy of the original return *before* you change any data. You can create both a PDF copy and a backup client file in Drake Documents if you archive the return (“Archive Manager” on page 124).

FILING AN EXTENSION

To apply for an extension using Drake Tax:

1. Open the return for which an extension application is being filed.
2. From the **Other Forms** tab, click **EXT, Extension Forms 4868 & 2350**.
3. Make the applicable selection from the **4868** drop list (if filing Form 4868) or the **2350** drop list (if filing Form 2350).
4. Enter all applicable information, including the amount to be paid with the extension.

For further instructions, see the **Screen Help** for the **EXT** screen.

Figure 60: Extension Screen

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Extension Forms [Pay balance due with credit card \(MC, Vis, Disc, AmEx\)](#) [Video: How to File Extensions](#)

4868. [v] 2350. [v] [State Information](#) [ND](#) [States Extensions](#)

Amount paid with extension..... []

Taxpayer is paying the entire amount of tax due

Extension was previously filed; ready to file tax return

Form 4868 Application for Automatic Extension of Time to File

Total tax liability for 2020..... = []

Federal income tax withheld..... = []

2020 estimated tax payments..... = []

Other payments and credits..... = []

Out of the country and a U.S. citizen or resident

File Form 1040-NR or 1040-NR-EZ and did not receive wages subject to U.S. income tax

Form 2350 Application for Extension of Time to File U.S. Income Tax Return

I request an extension of time until..... []

Previously granted an extension this year

Need additional time to allocate moving expenses

Date taxpayer first arrived in the foreign country..... []

Date qualifying period begins/ends..... Begins..... [] Ends..... []

Foreign home address..... []

City..... []

Province/State, Country, Postal Code..... [] [v] []

Date taxpayer expects to return to the United States. If unknown, leave blank..... []

Form 2350 signature explanation

[] Produce 1040-V for extension Amount to print on 1040-V..... []

[Extended Due Date For Taxpayers Abroad](#)

New Screen Press F1 or Right-Click for Help (Screen Help)

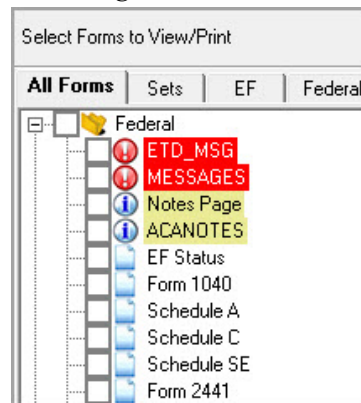
e-Filing an Extension

If e-filing an extension application, complete the **EXT** screen, and then select the applicable form number on the **EF** screen. For more information on the **EF** screen, see “Designating EF Options” on page 138.

ETD Messages

When e-filing a 1040 extension, it is necessary to clear all of the errors shown on the **ETD_MSG** page. Because you are not sending the actual return, it is not necessary to address other EF messages. *Only the ETD_MSG page needs to be addressed.*

Figure 61: ETD Message



PDF ATTACHMENTS

Binary, or PDF, files can be attached to certain tax forms. These attachments are generally signature or third-party documents such as a copy of a divorce decree, bankruptcy papers, a signed lease, or a signed appraisal statement, transmitted with the return. In some instances, the IRS or state requires that a document be attached to an e-filed return; in other instances, a document can be attached voluntarily. In either case, a PDF file must be available to be attached to the return in order to be e-filed with the return.

The PDF Attachment Process

Three main steps are involved in the PDF attachment process in Drake Tax:

1. Create a PDF file to be attached.
2. Use the **PDF** screen (accessible on the **General** tab) to inform the program that a PDF file will be attached to the *federal* return (Figure 62). This step is *not* necessary if the program notifies you that a PDF attachment is required.
3. Attach the PDF file to the return.

Once step 2 is completed, the program generates an EF message regarding the attachment when the return is calculated. This EF message provides step-by-step instructions on how to attach the PDF file to the return. For more detailed instructions, go to the **FAQ** screen and click topic GG, “Attaching a PDF Document to the Return.”

Figure 62: PDF Attachments Screen

PDF Attachments [Video: How to attach a PDF](#)

The IRS allows taxpayers to e-file signature documents, third-party documents, and columnar-format information. No other document or form should be attached.

Examples of allowed documents:

- Signed copy of a lease or a signed appraisal statement
- Art appraisals for noncash charitable contributions
- 263A cost calculations as determined under Reg. 1.263A-1(e)(3)

To attach a PDF document:

1. Convert all documents to be attached into PDF format. (Click the screen help for assistance.)
2. Fill out the columns below for each document.
3. View the return and open the EF message page. (One will be generated with the return.)
4. Follow the attachment instructions provided on the EF message page.
5. When the EF message has been cleared, the documents have been attached.

For more detailed instructions, see the **FAQ** or screen help.

When saving the document in PDF format, give it a distinctive file name that clearly identifies the scanned document. Use a “.PDF” extension. See the sample columns below for examples.

Reference Source	Description	File Name (must end with .PDF)
Pub. 526	Goya Painting Appraisal Stmt	GoyaPaintingAppraisalStmt.PDF
Section 472(d)	Effect of write-up to cost	LIFOEfectOfWriteUp.PDF

Reference Source	Description	File Name (must end with .PDF) See Screen Help for IRS recommended names.

Press Page Down for additional PDF screens.

Calculate, View, & Print the Return

Before a return can be printed or filed, the results must be calculated. A return can be changed, viewed, or calculated repeatedly before it is finally submitted. This chapter covers the basics of calculating, viewing, and printing a return in Drake.

RETURN CALCULATIONS

Drake Tax automatically saves all data as it is entered. To view a summary of the return results, calculate the return. A return can be calculated at any time during data entry and from anywhere in the return.



NOTE

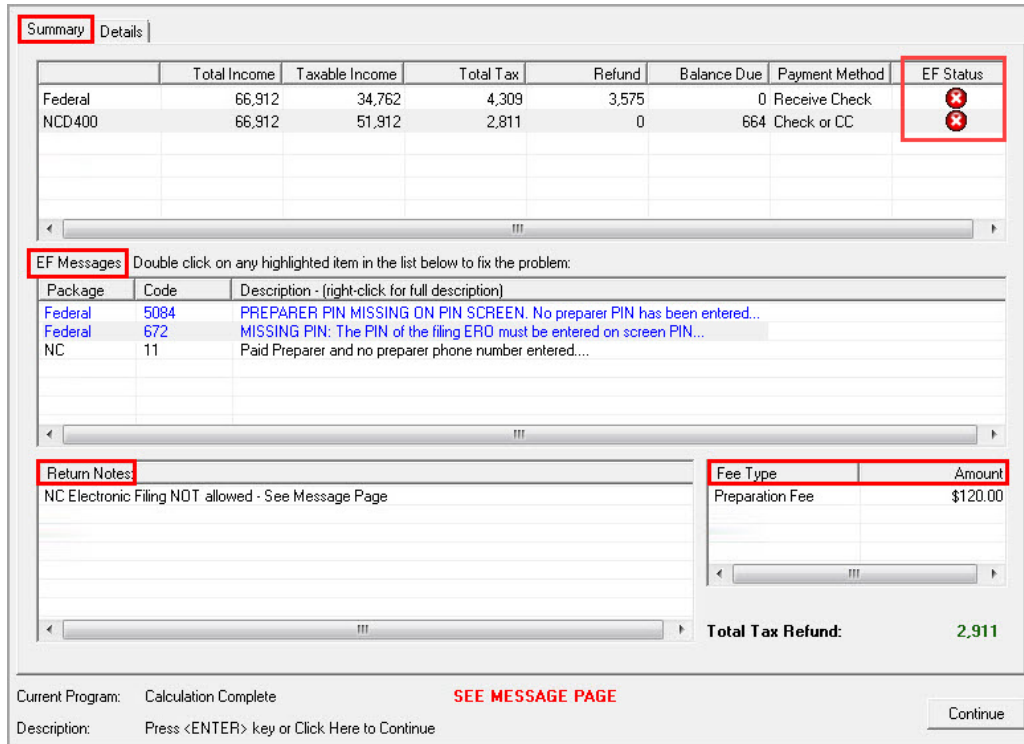
Customize how the software functions when calculating and viewing returns in **Setup > Options** on the **Calculate & View/Print** tab.

To view the results of the return on tax forms, see [“Viewing and Printing the Return” on page 118](#).

CALCULATING THE RETURN

Click **Calculate** on the **Data Entry Menu**, or press CTRL+C from anywhere in the return to calculate the return and view the **Calculation Results** window ([Figure 1](#)).

Figure 1: Summary Tab in Calculation Results Window



The Calculation Results window provides two tabs of information, **Summary** and **Details**. The **Summary** tab has four sections:

1. The calculation summary (top section)
2. **EF Messages**
3. **Return Notes**
4. **Fee Type and Amount**

If a return is *eligible* for e-filing, a green check mark is displayed in the **EF Status** column of the calculation summary. If a portion of the return is *ineligible* for e-filing, a red X is displayed in the **EF Status** column and a message appears in the **EF Messages** section. Other **EF Status** indicators are possible. They are listed in the following table:

EF Status Indicator	EF Eligibility
Green checkmark	Return is eligible for e-file and has no EF messages.
Red X	Return not eligible for e-file due to EF messages.
Accepted	Return has already been transmitted and has received “A” acknowledgment.
Suppressed	Return is ready for e-file (no EF messages) but a checkbox has been selected on the EF screen or an option has been selected at Setup > Options > EF tab that is preventing e-file of the return.

EF Status Indicator	EF Eligibility
Not Selected	Occurs on any return that is ready for e-file (no EF messages) but has not been selected on the EF screen.
Not Available	Indicates that e-file is not available for a specific state return. Can be used in a federal return for forms that are part of the federal return but cannot be e-filed with the return.

The **EF Messages** section lists e-file message codes and descriptions by package. Some messages do not fit in the **Description** column. Right-click an EF message and select **View Full Text Of EF Message** to open a window that displays the full EF message. Double-click a blue EF message to jump directly to the screen that contains the error. If applicable, the field that caused the EF message is activated. EF messages are listed on a red MESSAGES page in View/Print mode. All EF messages must be cleared in order to make a return eligible for e-filing.



NOTE

When you calculate the Taxpayers' return, an EF message will be listed in the **EF Messages** section regarding the PIN signature for the federal return. The next chapter reviews the process for clearing this EF message.

The **Return Notes** section displays informational notes about the return. These notes provide details about the return, but they do not require that changes be made, and they do not prevent e-filing. They are listed on a yellow NOTES page in View/Print mode.

The **Fee Type** and **Amount** section lists the preparation fees and, when bank products are present, the bank fees and the net amount of any refund check (or the total of all fees charged if the return has a balance due). (To have the fee and amount displayed here, the **Display client fee on Calculation screen** option must be selected on the **Calculation & View/Print** tab of **Setup > Options**.)

The **Details** tab displays a printable summary of return amounts ([Figure 2](#)).

Figure 2: Details Tab in Calculation Results Window

Federal	
Interest.....	749
Wages.....	47366
Sch C.....	20226
SE Tax.....	2858
AGI.....	66912
Ch care cr.....	600
TAX.....	4309
Refund.....	3575
NCD400	
Adjusted Gross Income.....	66912
Income Allocable to the State.....	51912
Tax.....	2811
Balance Due.....	664

Current Program: Calculation Complete SEE MESSAGE PAGE

Description: Press <ENTER> key or Click Here to Continue

Click **Continue** to return to the **Data Entry Menu**.

VIEWING AND PRINTING THE RETURN

View or print tax forms generated for a return from the **Home** window or from within the return.

To view or print a return from the **Home** window, click **View** or **Print**, select the return you want to view or print, and click **View**.

To view or print a return from the return's **Data Entry Menu**, click **View** or **Print**.

To view or print a return from a screen within a return, press CTRL+V or CTRL+P, or right-click the screen and select **View Return** or **Print Return**.

VIEW/PRINT MODE

View/Print mode allows viewing and printing from the same window and makes it easier to see how the printed return will look (Figure 3). It consists of five main components:

1. A *toolbar* with the following options (see Chapter 3 in *2020 Drake Tax User's Manual*):
 - **Data Entry** — Leave View/Print mode and return to the **Data Entry Menu**
 - **Print** — Select options to print, print to PDF, or send an email with the selected pages of the return attached
 - **Sign** — Use with electronic signature pad to digitally sign tax forms in View/Print mode or from the DDM.
 - **Setup** — Choose View/Print setup options such as form properties, color, and order
 - **Archive** — Create archives of different return scenarios that can be reviewed, restored, or deleted at a later time (See “[Archive Manager](#)” on page 125.)
 - **Email** — Encrypt and attach a PDF of the selected forms to an email message
 - **e-File Taxpayer** - Open the transmit receive screen to e-file the return
 - **Refresh** — Update the viewed return to reflect any changes made by another preparer working in the open return
 - **Basic View** — Switch to the cascade view
 - **8615 Export** — This option is available only on returns with dependents under age 24
 - **Help** — Access Drake Help
 - **Exit** — Exit View/Print mode
2. A *viewing tool* that allows zooming and scrolling. (See item 2 in [Figure 3 on page 120](#).) Click arrows to move through the return; click the **Zoom** icon to zoom in or out.
3. *Category tabs* group documents within a return. (See item 3 in [Figure 3 on page 120](#).) Select a tab to view all documents within the category on the tab.
4. A *tree view* showing all documents in a return. (See item 4 in [Figure 3 on page 120](#).) It can be expanded or collapsed. Click plus signs (+) to expand the lists of documents. Click minus signs (-) to collapse the lists.
5. A *viewing panel* that displays a preview of the selected document. (See item 5 in [Figure 3 on page 120](#).)

Viewing Forms in View/Print Mode

To view a form in View/Print mode, expand the tree view directory as necessary until you see the form you want to view, then click the name of the form. The form is displayed in the viewing panel.



NOTE

The checkboxes next to the form names are used to select forms for printing, as described in “[Printing Forms in View/Print Mode](#)” on page 121.

Figure 3: Enhanced View

The screenshot shows the Drake 2020 View/Print Client Return interface. At the top, there is a toolbar with icons for Data Entry, Print, Setup, Documents, eSign, Email, eFile Taxpayer, Refresh, Basic View, 8615 Export, Help, and Exit. Below the toolbar is a navigation bar with tabs for All Forms, Sets, EF, Federal, Worksheets, Miscellaneous, and Notes/Messages. The main area displays the 'U.S. Individual Income Tax Return' form for 2020. The form includes sections for Filing Status, Personal Information, Dependents, and Tax Summary. A sidebar on the left lists 'All Forms' including Federal, EF, and Miscellaneous forms. The form is annotated with red and yellow boxes and numbered callouts (1-5) indicating specific areas of interest.

MESSAGES and NOTES Pages

When you view a return, red MESSAGES pages may be present. These pages list EF messages that are generated when a return has certain issues that would cause an IRS or state rejection. Each EF message provides a brief description to help you resolve the issue. When these issues are resolved, the return is ready for e-filing. You cannot select a return for e-filing that has a red MESSAGES page in the tree view of a return.

Yellow NOTES pages provides reminders or tips about the tax return but do *not* prevent e-filing of the return. Please read the NOTES pages.



NOTE

When preparing to e-file a 1040 extension, it is only necessary to clear the error messages shown on ETD_MSG pages. Because you are not sending the actual return, it is not necessary to clear the error messages shown on MESSAGES pages.

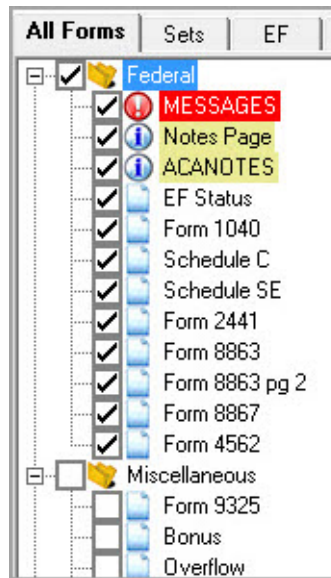
Printing Forms in View/Print Mode

Printing Selected Forms

To print selected forms and other documents from View/Print mode:

1. Collapse or expand the tree view directory as needed, then select the forms to be printed by selecting the checkbox to the left of each form. To print all forms in a set (such as the Federal set), select the main box to the left of the set. This causes all sub-boxes in the set to automatically be selected (Figure 4).

Figure 4: Tree View - Federal Set Selected for Printing



2. Click **Print** to open the **Print Selection** dialog box. See Figure 5 on page 122. (If you click the arrow next to the **Print** icon, select **Print Selected Forms**.)
3. (optional) Select printing options shown in the **Print Selection** dialog box.
4. Click **Print** again. All of the selected items are printed using the printer selected in the **Print Selection** dialog box.

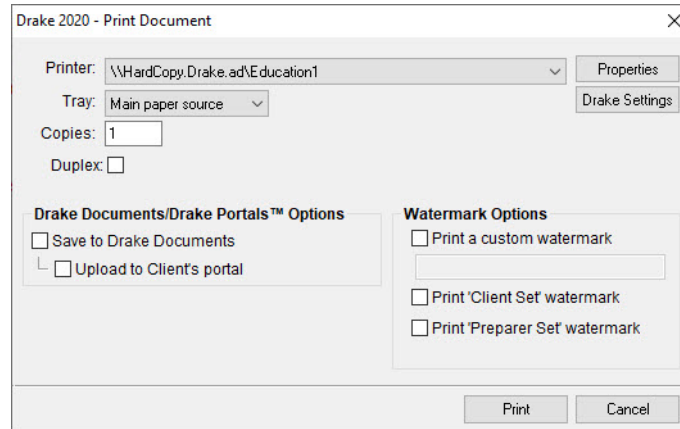
NOTE



Select **Print 'Client Set' watermark** or **Print 'Preparer Set' watermark** to add watermark text to the paper copies of your printed forms. You can also select **Print a custom watermark** and enter the watermark you want to use.

When printing returns, you can simultaneously create a paper copy and an electronic copy. In the **Print Selection** dialog box, select **Send to DDM** to send a PDF of the selected forms to Drake Documents. You will be given the option of password-protecting the file.

Figure 5: Print Selection Dialog Box



Printing Selected Forms to PDF

To print selected forms to PDF format from View/Print mode:

1. Select the forms to be printed.
2. Click the arrow next to the **Print** icon and select **Print Selected Forms to PDF Document**. The **Print Selection** dialog box is displayed with the Drake PDF Printer selected (Figure 6).
3. (optional) The program is set up to password-protect the PDF document. By default, the software uses as the password the first four letters of the primary taxpayer's last name followed by the last five numbers of the primary taxpayer's SSN. To print the PDF document without having to enter the password, clear the check mark from the **Password Protect** box.
4. Select other options, as desired, in the **Print Selection** dialog box.
5. Click **Print** to open the **Save As** dialog box.
6. If necessary, assign a filename and select a location for the document. (The default location is the taxpayer's current-year folder in Drake Documents).
7. Click **Save**.
8. (optional) The program is set up to password-protect the PDF document. By default, the software uses as the password the first four letters of the primary taxpayer's last name followed by the last five numbers of the primary taxpayer's SSN. To print the PDF document without having to enter the password, clear the check mark from the **Password Protect** box.
9. Select other options, as desired, in the **Print Selection** dialog box.
10. Click **Print** to open the **Save As** dialog box.
11. If necessary, assign a filename and select a location for the document. (The default location is the taxpayer's current-year folder in Drake Documents).
12. Click **Save**.

Figure 6: Print Selection Dialog Box with Drake PDF Printer



NOTES

- Among the options in the **Print Selection** dialog box is the **Drake Documents/Portal Options** for sending a PDF copy of the printed forms to a SecureFilePro™ portal. For more information, see [“Drake Portals” on page 271](#).
- To change the default password format, log in as Admin (or as a preparer with administrative security rights), go to **Setup > Options, select the Administrative Options** tab, and make a selection from the **Default password** option drop list. Then click **OK** to save the selection.
- If you password-protected the PDF document, the password will be required for anyone, inside or outside the tax software, who tries to open the file.

Printing Printer Sets of Forms

Default printer sets are established in **Setup > Printing > Printer Setup**. The established defaults can be overridden.

To print specific sets of a return from View/Print mode:

1. Select the **Sets** tab. All the sets in the return are displayed in the tree view.
2. Select the sets to print ([Figure 7](#)).
3. Click **Print** to open the **Print Sets** dialog box ([Figure 8](#)). If you click the arrow next to the **Print** icon, select **Print Selected Forms**.
4. (optional) Select printing options shown.
5. To change the number of forms to be printed in a set, click **Sets Setup** to open the **Copies Per Set** dialog box. Follow the instructions provided to change the number of forms to be printed in each set; then click **Save**. Any changes you make here affect *all* returns.
6. Click **Print** again. All of the selected items are printed.

Figure 7: Sets Tab in View/Print Mode

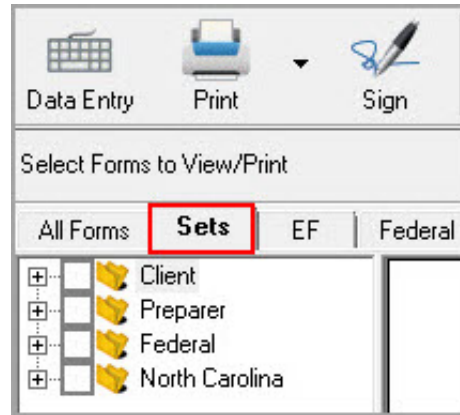
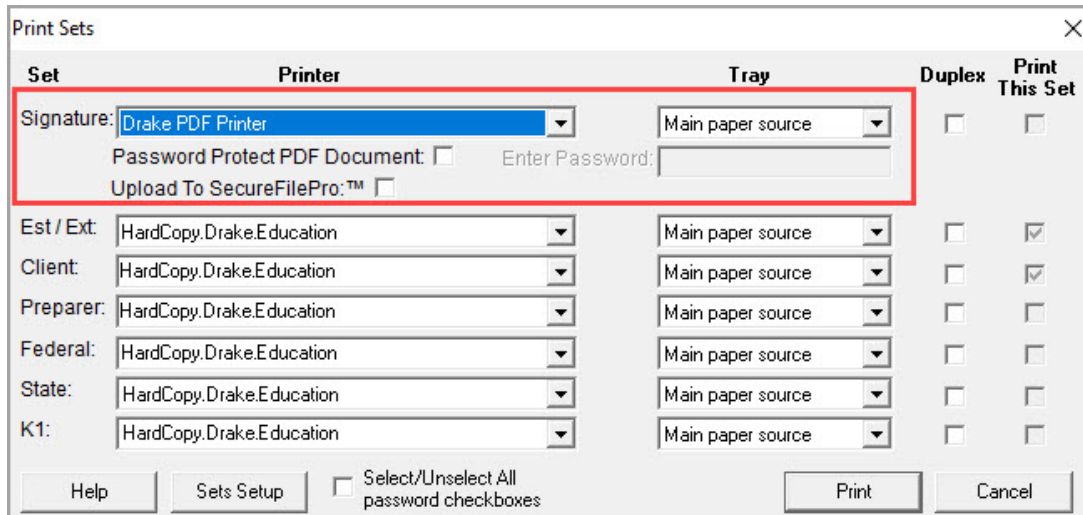


Figure 8: Print Sets Dialog Box



7. (optional) Select printing options shown.
8. To change the number of forms to be printed in a set, click **Sets Setup** to open the **Copies Per Set** dialog box. Follow the instructions provided to change the number of forms to be printed in each set; then click **Save**. Any changes you make here affect *all* returns.
9. Click **Print** again. All of the selected items are printed.

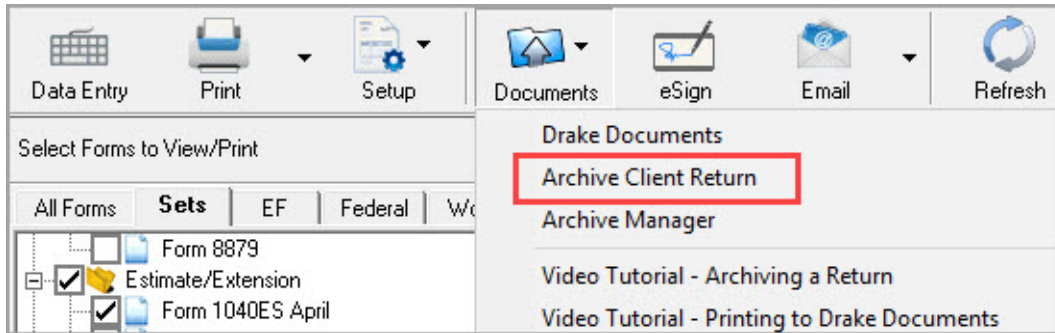
Quick-Printing a Single Form

Print only the document currently in view in View/Print mode by pressing CTRL+Q or clicking the arrow next to the **Print** icon and selecting **Quick Print (form name)**. Select printing options in the **Print Selection** dialog box; then click **Print**. Printing a single form in this manner is referred to as *quick printing*.

ARCHIVE MANAGER

Use the Archive Manager to archive returns and to review, restore, or delete the archived returns. This means you can save various versions of a return, such as the amended return *and* the original return prior to amending.

Figure 9: Archive Menu



Creating an Archive

To create an archive of an open return:

1. From View/Print mode, select **Archive > Archive Client Return** (Figure 9).
2. In the **Archive Client Return** dialog box, enter a description of the archived file; then click **OK** (Figure 10).
3. When the program tells you that the archive has been created, click **OK**. The program adds the archived return to the **Archive Manager** list (Figure 11).



NOTE

The archived return is saved to the client's file in Drake Tax and to the client's Drake Documents folder. Go to Drake Documents from View/Print mode by selecting **Archive > Document Manager**.

Figure 10: Archive Client Return Dialog Box

Archive Client Return

Please enter a description for the archived file. The description is used in the Document Manager and in the Archive Manager to help identify specific archives.

Enter a description for the archived file:
Ex: 'Original Return before Amending'

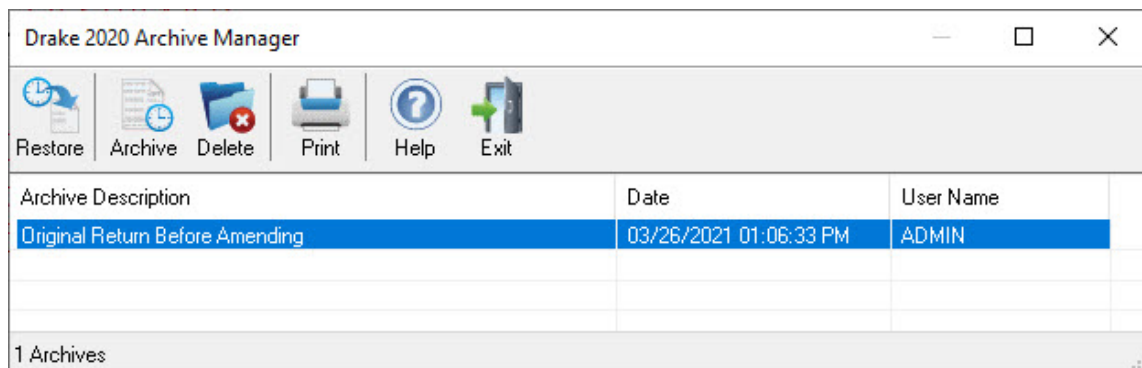
Restoring an Archive

When you restore an archive, you replace the open (current) version of the return with an archived version. A built-in prompt suggests that you archive the latest version of the return before restoring an older version (recommended).

To restore an archive:

1. From View/Print mode of the return, select **Archive > Archive Manager**.
2. Click the row of the archive to restore (Figure 11).
3. Click **Restore**. The program prompts you to create a new archive of the current version of the return before restoring the older version.
 - To create a new archive, click **Yes**. The **Archive Client Return** dialog box is opened so you can name and save the new archive.
 - To proceed without creating a new archive, click **No**. A final warning is displayed; click **OK** to proceed.
4. When the archive has been restored, click **OK**. Then exit the **Archive Manager**.

Figure 11: Archive Manager



SENDING A RETURN TO A CLIENT FROM VIEW/PRINT MODE

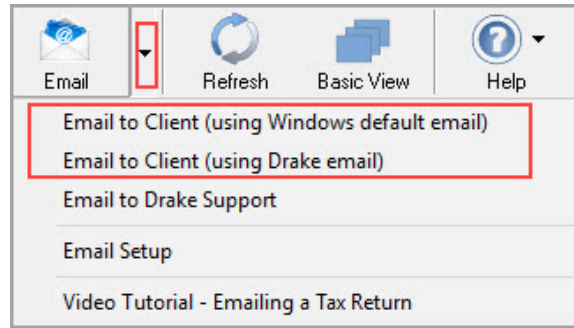
You can send an email with tax return documents attached directly from View/Print mode using your Windows default email program or using the Drake email program.

Note:

To send a PDF copy of a return to a client from View/Print mode:

1. Select the forms to be attached to the email by selecting the checkboxes to the left of the forms in the tree view directory (Figure 4 on page 121).
2. Click the down arrow next to the **Email** button (Figure 12 on page 127).
3. The **Email Return** dialog box is opened showing the default password. (See Figure 13 on page 128.) Change the default password and add a watermark, if desired. Then click **Continue**.

Figure 12: Email Button Menu



From the menu, select one of the following options:

- **Email to Client (using Windows default email)** – to use the Windows default email program (such as Outlook) installed on your computer.



NOTE

To make this selection permanent, so that your Windows default email program will be used automatically when you click the **Email** button on the View/Print mode toolbar, click the down arrow next to the **Email** button, select **Email Setup**, choose **Use My Email Software** from the drop list in the **Email Preference** section, and click **OK**.

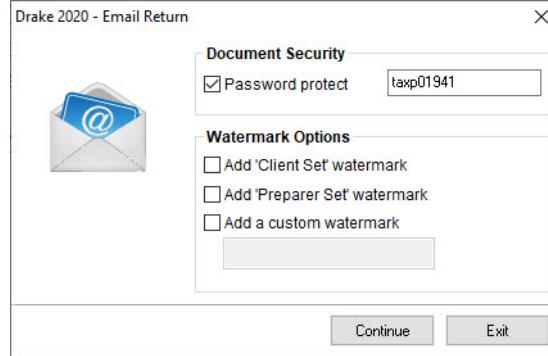
- **Email to Client (using Drake email)** – to use a web-based email program (such as Gmail) that you have set up in Drake Tax.



NOTES

- To learn how to set up a web-based email program in Drake Tax, go to the **Home** window, select **Support > Drake Software Video Tutorials** from the toolbar, select **Setup** from the drop-list menu, and click the play buttons to view the email setup video tutorials.
- You can replace the default password with a new one. To change the default password format, log in as Admin (or as a preparer with administrative security rights), go to **Setup > Options**, select the **Administrative Options** tab, and make a selection from the **Default password** option drop list. Then click **OK** to save the selection.
- A client must know his or her return's password in order to open the return. The default message provides the client with the format for the default password: the first four letters of the client's last name followed by the last five numbers of the client's SSN (see [Figure 14 on page 129](#)).

Figure 13: Email Return Dialog Box



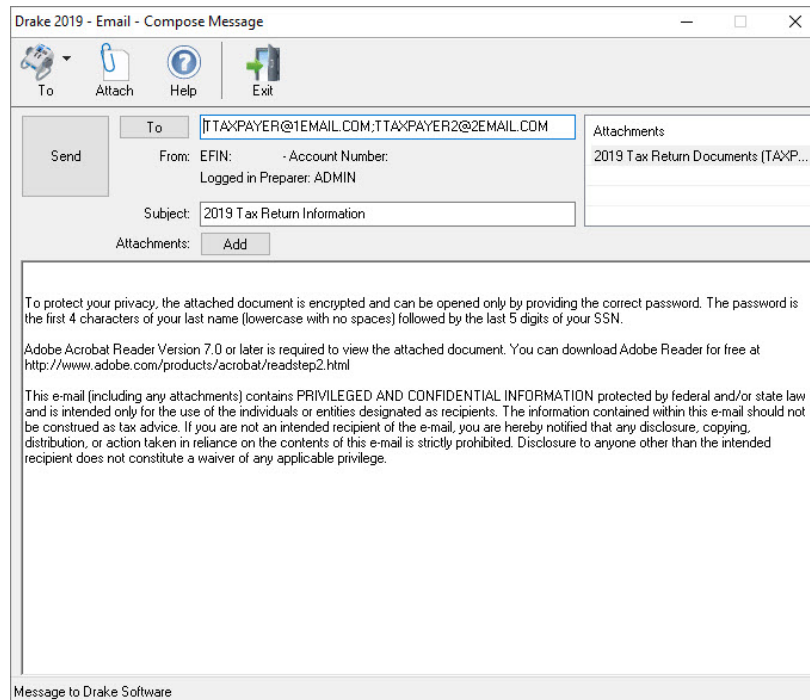
4. In the **Save As** dialog box, browse to the location where you want to save a PDF copy of the return, and change the filename, if desired. (The default location is the client's folder in Drake Documents.) Then click **Save**.
5. The email message is opened in the selected email program, with the selected return documents attached. See [Figure 14 on page 129](#) for an example. The taxpayer's and spouse's email addresses are automatically displayed in the **To** address field if they were entered on screen 1. Add additional email addresses, if necessary.
6. Add a salutation, closing, and signature. Revise the body of the message, if desired.
7. Then click **Send**



NOTES

- You can set up email addresses that will be used for every email sent from View/Print mode. For example, if you have preparers working for you, you may want to receive a carbon copy (CC) or blind carbon copy (BCC) of every email sent from View/Print mode. To set this up, go to **Email > Setup**, add your email address to the **Cc** or **Bcc** address field, and click **Save**.
- You can edit the default message that is displayed when you are preparing to send documents to clients from View/Print mode. To set this up, go to **Email > Setup**, revise the displayed message, and click **Save**.

Figure 14: Emailing Client Return from View/Print



NOTE

Email can be setup in Drake Tax from the **Home** window by clicking **Help > Email**.

LINKBACKS AND DOUBLECHECKS

Drake offers two features to help you review your data entry and find problems before returns are e-filed. These features offer another way to double-check and verify your work before you transmit a return.

LINKBACKS

LinkBacks help you locate the source of data on a tax return—in other words, the screens on which the information was entered—and the forms, schedules, and worksheets to which the information flows. They can also help you find the proper screens for entering data from unfamiliar forms or sources.

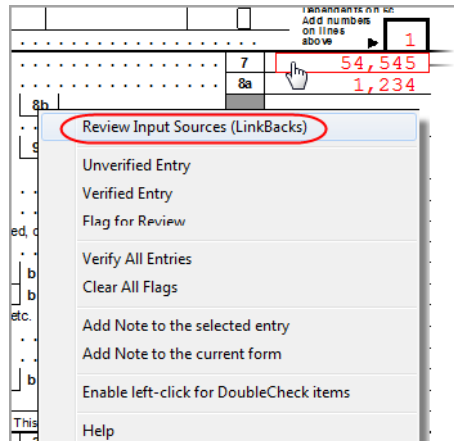
For instance, if you want to know how income data gets to line 7 of Form 1040, view the return (Enhanced mode only), open the LinkBack for line 7, and view a list of the screens from which the program pulls income sources that flow into the line 7 total—for instance, screen W2, screen 3 (Income), screen 2441 (Child Care Credit), screen 4137 (Tax on Tips), among others. Open a screen and go directly to the relevant line to make changes. (The line will be highlighted if data has been entered.)

Viewing LinkBacks

To see the LinkBacks:

1. View the return in Enhanced mode.
2. Select a form from the document tree on the left side of the window.
3. Right-click a text box in the form and from the right-click menu, select **Review Input Sources (LinkBacks)** to open the **LinkBacks** window.

Figure 15: View LinkBacks

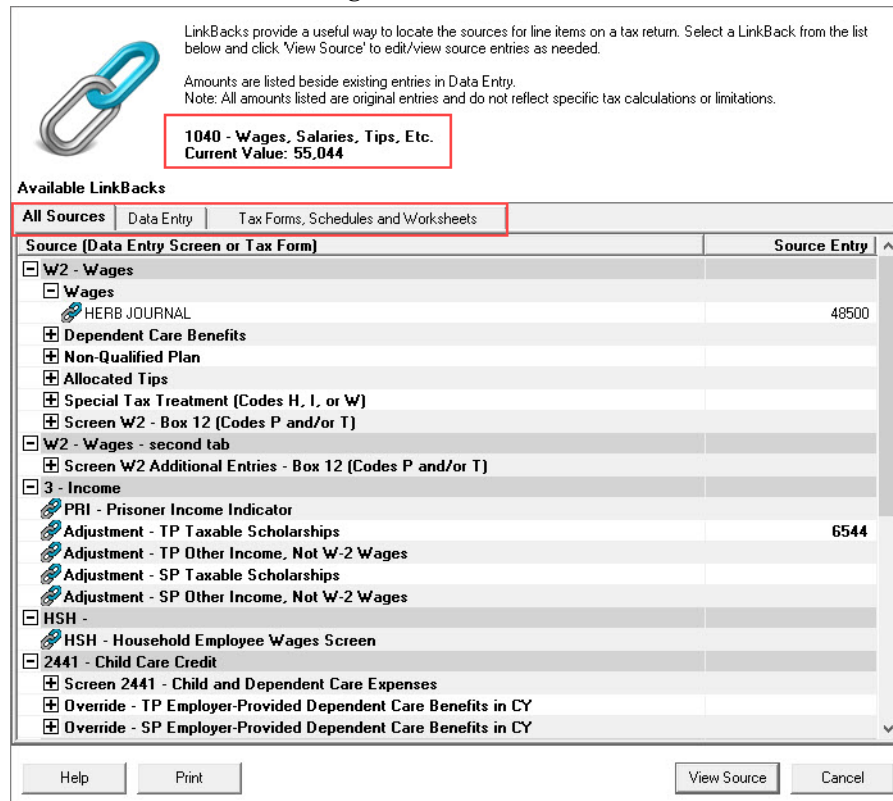


Using LinkBacks

At the top of the LinkBacks window is a note reminding you of which form and which line of the form you selected (Figure 16). If an amount was entered or calculated, that amount is also shown. Below that note are three tabs:

- **All Sources** – All items that appear on the other two tabs.
- **Data Entry** – The screens from which the program pulls data. If an amount was entered on one of these screens, that amount is listed to the right side of the screen in the Source Entry column.
- **Tax Forms, Schedules, and Worksheets** – The items listed on this tab are the forms that have been generated by data entry. Double-click one of the items on the Tax Forms, Schedules, and Worksheets tab and you open the actual form that was generated.

Figure 16: LinkBacks Window



LinkBacks provide a useful way to locate the sources for line items on a tax return. Select a LinkBack from the list below and click 'View Source' to edit/view source entries as needed.

Amounts are listed beside existing entries in Data Entry.
Note: All amounts listed are original entries and do not reflect specific tax calculations or limitations.

**1040 - Wages, Salaries, Tips, Etc.
Current Value: 55,044**

Available LinkBacks

All Sources | Data Entry | Tax Forms, Schedules and Worksheets

Source (Data Entry Screen or Tax Form)	Source Entry
<input type="checkbox"/> W2 - Wages	
<input type="checkbox"/> Wages	
HERB JOURNAL	48500
<input checked="" type="checkbox"/> Dependent Care Benefits	
<input checked="" type="checkbox"/> Non-Qualified Plan	
<input checked="" type="checkbox"/> Allocated Tips	
<input checked="" type="checkbox"/> Special Tax Treatment (Codes H, I, or W)	
<input checked="" type="checkbox"/> Screen W2 - Box 12 (Codes P and/or T)	
<input type="checkbox"/> W2 - Wages - second tab	
<input checked="" type="checkbox"/> Screen W2 Additional Entries - Box 12 (Codes P and/or T)	
<input type="checkbox"/> 3 - Income	
PRI - Prisoner Income Indicator	
Adjustment - TP Taxable Scholarships	6544
Adjustment - TP Other Income, Not W-2 Wages	
Adjustment - SP Taxable Scholarships	
Adjustment - SP Other Income, Not W-2 Wages	
<input type="checkbox"/> HSH -	
HSH - Household Employee Wages Screen	
<input type="checkbox"/> 2441 - Child Care Credit	
Screen 2441 - Child and Dependent Care Expenses	
Override - TP Employer-Provided Dependent Care Benefits in CY	
Override - SP Employer-Provided Dependent Care Benefits in CY	

Help Print View Source Cancel

To view a screen in data entry, select a screen from one of the tabs (**All Sources** or **Data Entry**) and click the **View Sources** button at the bottom of the window (or double-click the screen name). The screen is opened and the line and data entry field are highlighted in yellow.

To view other forms, schedules or worksheets to which the data flows, go to the **Tax Forms, Schedules, and Worksheets** tab of the LinkBacks window, select a form, schedule, or worksheet from that list, and click **View Source** (or double-click the form name).

Available LinkBacks

Active LinkBacks are available for following forms, schedules, and tax packages:




- Most forms and Schedules A through F (federal 1040 package)
- Main forms (federal 1041, 1120, 1120S, 1065 packages)
- Individual resident and nonresident main forms (all state 1040 packages)

DOUBLECHECKS

Mark items on a return as “reviewed” or “in need of review” using the new DoubleCheck feature in Enhance View mode. This feature allows you to verify or flag for review any item on any form, statement, or document within a return.

In Enhanced View mode, select any item from the document tree in the left side of the window to open it in the document viewing pane on the right side of the window. In the viewing pane, roll your mouse pointer over any text box, checkbox, or amount on the document to see a gray check mark. Click the item once to place a green check mark beside it indicating that this result has been verified. Click the box twice to place a red flag beside it, indicating that this entry or amount should be reviewed further. When the flagged item has been reviewed and verified, return to the form in Enhance View mode and click the item once more to remove the flag and replace it with a green “Verified” checkmark.

Figure 17: DoubleChecks

2	180,000		Verified
3	75,882		Flagged for review
4	104,118		Notes for review
5	20,000		

As you work your way through the fields and checkboxes, the document in the document tree receives either a green check mark (indicating that items on that form have been verified), a red flag, (indicating something on the form has been flagged), or a yellow box (indicating a note has been placed on an item).

When an item is marked as “verified” (green check mark) in View mode, and then a change is made in data entry that affects the verified amount, the green check mark will be changed to a red flag, requiring re-verification.



NOTE

To deactivate the DoubleCheck feature, right-click any item, and from the right-click menu, select Enable left-click for DoubleCheck items, and when prompted, select **Yes**. To reactivate, repeat these steps.

Notes

The DoubleCheck feature also includes a Notes tool, allowing you to make notes about any of the items on the open document, or a general note about the document as a whole.

- To make a note about a text box, checkbox, or calculated amount in the document, right-click it and select **Add Note** to selected entry. This opens a **Note Editor** window.
- Type your note in the **Notes** pane and click **Save**. A small yellow “note” box then appears beside the item in the document, reminding you that a note was made about this item.
- You can make general notes about the open form by selecting **Add note to the current form** from the right-click menu. When the **Note Editor** is opened, make your notes and click **Save**. The yellow “note” reminder box then appears in the upper-left corner of the document viewing pane, reminding you of the notes.
- You can edit the notes—the screen note or the entry note—by selecting **Edit Note** from the right-click menu, or delete the notes by selecting **Remove Note** from the **Note Editor** window. You can also click the yellow reminder box in the upper-left corner of the window to edit a general note.
- When notes have been added to the form or to an item of the form, a yellow “note” reminder also appears in the document tree.

Right-Click Menu

Another way to use the DoubleCheck feature is through the right-click menu. Right click any text box, checkbox, or calculated amount on the document and from the right-click menu, select **Unverified Entry** (remove a check mark or flag), **Verified Entry** (add a check mark), or **Flag for Review** (add a red flag).

You can also verify all entries on a form from the right-click menu by selecting **Verify All Entries**. This places a green check mark beside every box or field on the form that contains entries. Clear all green check mark and all red flags from the form by selecting **Clear All Flags** from the right-click menu.

e-File Eligibility of Flagged Returns

Flags on a return do not make an otherwise EF-eligible return ineligible for e-file unless you select that option in Setup. From the **Home** window, go to **Setup > Options > EF** tab, and at the bottom of the left-hand column, select **Disallow EF selection if DoubleCheck Review flag exists**. This selection automatically displays an otherwise EF-eligible return as ineligible on the **EF Return Selector**. To restore the return’s e-file eligibility, remove the flag from the return (in View mode, click the flag once or right-click the page and from the right-click menu, select **Clear all flags**) and recalculate the return.

REVIEW QUESTIONS PART 3

Answer the following questions. See [See “Answers Part 3” on page 136](#). for answers and explanations.

1. Which of the following is true about NOTES pages?
 - a) NOTES pages are highlighted in *yellow* in the tree view when viewing a return
 - b) NOTES pages require that changes be made in the return
 - c) NOTES pages prevent e-filing
 - d) NOTES pages are highlighted in *red* in the tree view when viewing a return

2. What steps are taken when archiving a return?
 - a) From the **Data Entry Menu**, select **Archive > Archive Client Return**
 - b) From **View/Print** mode, select **Archive > Archive Client Return**
 - c) From the **Data Entry Menu**, select **Doc Mgr > Archive Client Return**
 - d) From **View/Print** mode, select **Save to PDF**

3. Which of the following details are NOT listed on the **Calculation Results** window?
 - a) EF Messages
 - b) Return Notes
 - c) Fee Type and Amount
 - d) MFJ/MFS comparison

4. Which of the following items is true about LinkBacks?
 - a) LinkBacks are available for main forms in federal 1041, 1120, 1120S, and 1065 packages
 - b) LinkBacks are active for most forms and Schedules A through F in the Federal 1040 package
 - c) LinkBacks are available in individual resident and nonresident main forms in all state 1040 packages
 - d) All of the above

ANSWERS PART 3

1. The correct answer is **a) NOTES pages are highlighted in yellow in the tree view when viewing a return.**
 - b) is incorrect. NOTES pages list return notes that are informational only. They do not require that changes be made to the return.
 - c) is incorrect. NOTES pages list return notes that are informational only. They do not prevent the return from being e-filed.
 - d) is incorrect. NOTES pages are highlighted in *yellow*. MESSAGES pages are highlighted in *red*.
2. The correct answer is **b) From View/Print mode, select Archive > Archive Client Return.** In the **Archive Client Return** dialog box, enter a description of the archive you are creating. Then click **OK** to create the archive.
 - a) is incorrect. You do not have the option to archive a return from within data entry. You must be in View/Print mode.
 - c) is incorrect. You cannot archive a client data file in Drake Documents.
 - d) is incorrect. Saving a return to PDF does not archive the return.
3. The correct answer is **d) MFJ/MFS comparison.** You can't find information comparing an MFJ return to MFS returns on the **Calculation Results** window. That information can be viewed by clicking **Split** on the **Data Entry Menu** of an MFJ return, then clicking **MFJ/MFS report** on the **Return Selector**.
 - a) is incorrect. The **Calculation Results** window lists EF Messages, which prevent e-filing and must be corrected.
 - b) is incorrect. The **Calculation Results** window lists Return Notes, which provide information about the return but do not prevent e-filing.
 - c) is incorrect. The **Calculation Results** window lists the Fee Type and Amount, as long as the **Display client fee on Calculation screen** option is selected in **Setup > Options** on the **Calculation & View/Print** tab.
4. The correct answer is **d). All of the above.** Items **a)** through **c)** are each features of LinkBacks.

E-file the Return

Electronic Return Originators (EROs) can e-file federal and state tax returns through *Drake Tax*. Becoming an ERO requires some preseason planning but pays off when tax season arrives.



NOTE

Demo installation — While you may review the steps to e-file a return, live returns cannot be e-filed using a Demo version of Drake Tax. Test returns may be e-filed if you have registered your IRS EFIN with Drake Software.

APPLYING FOR AN EFIN

To transmit live returns, you must become an Electronic Return Originator (ERO) and obtain an EFIN. If you do not have an Electronic Filing Identification Number (EFIN), Drake assigns you a temporary EFIN. A temporary EFIN allows you to e-file test returns and gives you access to Drake Internet tools. If you have not yet received a temporary EFIN, go to *DrakeSoftware.com*, go to the **Service and Learning** menu > **Get Started with Drake** menu, and register your 2020 demo software. After verifying your information, Drake will send you an email with your temporary EFIN, Drake account number, and Drake password.

To apply for an EFIN, go to *www.irs.gov* and search for “*Become an Authorized e-file Provider.*” You will have to create an IRS e-services account (if not already created), complete an online application, and pass a suitability check. Preparers who are not CPAs or EAs must submit fingerprint cards to complete the application process (the IRS can provide a fingerprint card). Established EROs should update their application whenever their information changes.

Applications to become an authorized e-file provider are accepted throughout the year. The IRS encourages all prospective EROs to apply as soon as possible because processing and suitability checks can take up to 45 days.



NOTE

Some states require a separate application for e-filers. For more state information, log in to your Drake Support account at *Support.DrakeSoftware.com*, select **Resources** > **Federal/State Facts**, and select a state.

REGISTER YOUR EFIN WITH DRAKE

Before you can e-file live returns in Drake Tax, you must register your EFIN with Drake. To register your EFIN or change your existing EFIN registration, you must provide Drake with the IRS documentation of the completed status of your EFIN application, specifically, you IRS e-file Application Summary showing a status of “Completed”. This application can be submitted by fax or online, but not by email.

VERIFYING EF SETTINGS

After obtaining a temporary or live EFIN, enter it in **Setup > ERO** along with your Drake account number and password and in **Setup > Firms**. An Internet connection is also required to e-file. Make adjustments to the **Connection Settings** portion of the screen, if necessary. (See “[ERO Setup](#)” on page 18 and “[Firm Setup](#)” on page 16.)

Before transmitting live returns, review the **Setup > Options, EF** tab. These options allow you to customize your EF process. (See “[Setup Options](#)” on page 22.)

PREPARING THE RETURN FOR E-FILING

Before you e-file a return, it must be signed electronically and, if necessary, any return transmission overrides must be designated. Also, any remaining EF Messages must be cleared.

SIGNING THE RETURN ELECTRONICALLY

All e-filed returns must first be signed by the taxpayer (and spouse if it is a joint return) and by the preparer with a Personal Identification Number (PIN). To electronically sign the return with a PIN and produce Form 8879, IRS e-File Signature Authorization, complete the **PIN** screen in data entry. The 8879 generated must be printed, signed by the taxpayer (and spouse if it is a joint return), and retained in the tax preparer’s office for three years.

To complete the **PIN** screen, first set up a PIN signature in **Preparer Setup**. For details on setting up a PIN signature, see “[Return Signature Options](#)” on page 20.

By default, the software generates the PIN signatures for the taxpayer and spouse. If you prefer the taxpayers to determine their own five-digit PIN signatures, go to **Setup > Options, EF** tab to disable the **Auto-generate taxpayers PIN (1040 Only)** feature.

To electronically sign the Taxpayers’ return and clear the EF Message concerning PIN signatures, complete the following steps:

1. From the **Data Entry Menu**, enter PIN in the selector field and press ENTER, or click the **PIN – 8879/8878 e-file Signature** screen on the right side of the **Data Entry Menu**.
2. Type today’s date in the **PIN signature date** field, or press ALT+D to insert today’s date. Press TAB. The **Taxpayer’s PIN signature** and **Spouse’s PIN signature** fields are automatically filled ([Figure 1](#)).
3. Enter the **ERO’s PIN signature**. The PIN signature entered must match either the PIN signature of the **Default ERO** (selected at **Setup > Options, EF** tab) or the PIN signature of the preparer specified in the **Preparer #** field on screen 1.
4. Press ESC to save and exit the **PIN** screen.

Figure 1: PIN Screen

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Signature Page for Paperless PIN Returns [Video: Using a PIN in Drake](#)

PIN signature date..... 03-26-2021 ERO's PIN signature..... ●●●●

Under penalties of perjury, I declare that I have examined this return ... ; For a full version of the ERO's jurat, press F1 in the PIN field. By entering your PIN, you (the ERO) are stating that you have read and agree to the full version of the jurat.

Taxpayer's PIN signature..... 92217 Taxpayer entered: Identity Protection PIN.....

Spouse's PIN signature..... 28329 Spouse entered: Identity Protection PIN.....

Under penalties of perjury, I declare that I have examined this return ... ; For a full version of the taxpayer's jurat, press F1 in the PIN field. By entering your PIN, you (the taxpayer/spouse) are stating that you have read and agree to the full version of the jurat.

Select Form: 1040 (default) 1040X 4868 with payment 2350 9465 56

Direct Debit Consent

Direct Debit Consent

I authorize the U.S. Treasury and its designated Financial Agent to initiate an ACH electronic funds withdrawal entry to the financial institution account indicated for payment of my federal taxes owed on this return and/or a payment of estimated tax. I further understand that this authorization may apply to future federal tax payments that I direct to be debited through the Electronic Federal Tax Payment System (EFTPS). In order for me to initiate future payments, I request that the IRS send me a personal identification number (PIN) to access EFTPS. This authorization is to remain in full force and effect until I notify the U.S. Treasury Financial Agent to terminate the authorization. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than two (2) business days prior to the payment (settlement) date.

I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment.

Form 2350/9465 Only	Taxpayer	Spouse
Prior Year AGI.....	<input type="text"/>	<input type="text"/>
Prior-year PIN.....	<input type="text"/>	<input type="text"/>

Print filing instructions for Form 8878 and Form 8879

Press "PAGE DOWN" for New York E-File/Direct Debit Authorization , Ohio Perjury Statement Acceptance and New Hampshire Perjury Statement Acceptance

New Screen Press F1 or Right-Click for Help (Screen Help)



NOTES

- After entering the **PIN signature date**, press TAB to automatically fill the **Taxpayer's PIN signature** field, and on a joint return, the **Spouse's PIN signature** field.
- If there will be a direct debit from the client's bank account to make a tax payment, selecting **Direct Debit Consent** on the **PIN** screen indicates that the taxpayer authorizes funds to be electronically withdrawn from his or her account.

Electronic Signature Pads

Drake Tax supports electronic signature pads. This feature allows taxpayers and tax preparers to digitally sign a variety of documents, including authorization forms, consent forms, and bank applications. Using an electronic signature pad allows you to produce forms, have them signed, and save them to Drake Documents without having to print and sign a piece of paper. For more information, see Chapter 6 of the *2020 Drake Tax User's Manual*.



NOTE

To view or purchase the electronic signature pads recommended by Drake, go to <http://DrakeSoftware.com> > **Products** > **e-Sign**.

DESIGNATING EF OPTIONS

By default, the program designates all eligible federal and state forms for e-file. Use the **EF** screen to override program defaults on a per-return basis.

Open the Taxpayers' return, enter **EF** in the selector field, and press **ENTER** to open the **EF** screen (Figure 2) Press **F1** for field-specific information.

To customize the e-filing process for a return, make one of the following selections:

- In the **Ready for EF** field, enter **X** when the return is ready for e-filing. (This entry is required *only* if the **Require 'Ready for EF' indicator on EF screen** option is selected in **Setup > Options** on the **EF** tab.)
- In the **FEDERAL E-FILE OVERRIDE** section, select the federal form to e-file. To transmit state returns only, select **Do NOT send Federal**.



NOTE

Leaving the **1040** box blank does *not* prevent the 1040 from being transmitted if it is otherwise ready to be e-filed. It will *not* be transmitted, however, if you've selected one of the other checkboxes in the **FEDERAL E-FILE OVERRIDE** section of the **EF** screen. If you're filing an extension, the applicable box (**4868** or **2350**) *must* be selected on the **EF** screen in order for the program to transmit it.

- In the **STATE E-FILE OVERRIDE** section, select the state and city returns to e-file if you do not want all eligible state and city returns to be e-filed. This section is also used to select state extension forms for e-filing. To transmit federal returns only, select **Do NOT send any states**.
- In the **SUPPRESS ALL E-FILE** section, select the **Suppress federal/state EF and all bank products** box to prevent e-filing of federal and state returns and all bank products.

Review the **Additional Options** and **Form 8453 Paper Document Indicators** sections.

Figure 2: EF Selection Screen

EF Selection Screen [Video: How to e-File](#)

Ready for EF PROGRAM DEFAULT: ALL federal and state forms that are ELIGIBLE will be e-filed.

FEDERAL E-FILE OVERRIDE:
Select one of the options below:

1040 (includes 9465 if present)

4868

2350

9465 only

FinCEN 114 only

56

Do NOT send Federal

Tip: To send a federal form and NO state forms, select the "Do NOT send any states" box in the State E-File Override section to the right.

STATE E-FILE OVERRIDE:
Select the states/cities to e-file:

▼	▼	▼
▼	▼	▼
▼	▼	▼
▼	▼	▼
▼	▼	▼

Do NOT send any states

Tip: If you do not make a state selection above, all eligible states will be e-filed.

SUPPRESS ALL E-FILE:
 Suppress federal/state EF and all bank products

ADDITIONAL OPTIONS:

Return not eligible for a bank product

Imperfect return election

e-Signature NOT required on this return

Email 9325 notice to taxpayer

Form 8453 Paper Document Indicators

<input type="checkbox"/> Form 1098-C	<input type="checkbox"/> Form 8332	<p>NOTE: Do not make an entry on PDF screen for selected PDI items.</p> <p>Select all paper document indicators that apply. For more information on the paper document indicators, click the Screen Help button at the top of the screen.</p> <p>To mark the Power of Attorney PDI, go to the MISC screen and complete the applicable lines in the Special Signatures section.</p>
<input type="checkbox"/> Form 3115	<input type="checkbox"/> Form 8858	
<input type="checkbox"/> Form 3468	<input type="checkbox"/> Form 8864	
<input type="checkbox"/> Form 4136	<input type="checkbox"/> Form 8885	
<input type="checkbox"/> Form 5713	<input type="checkbox"/> Form 8949	
<input type="checkbox"/> Form 8283		

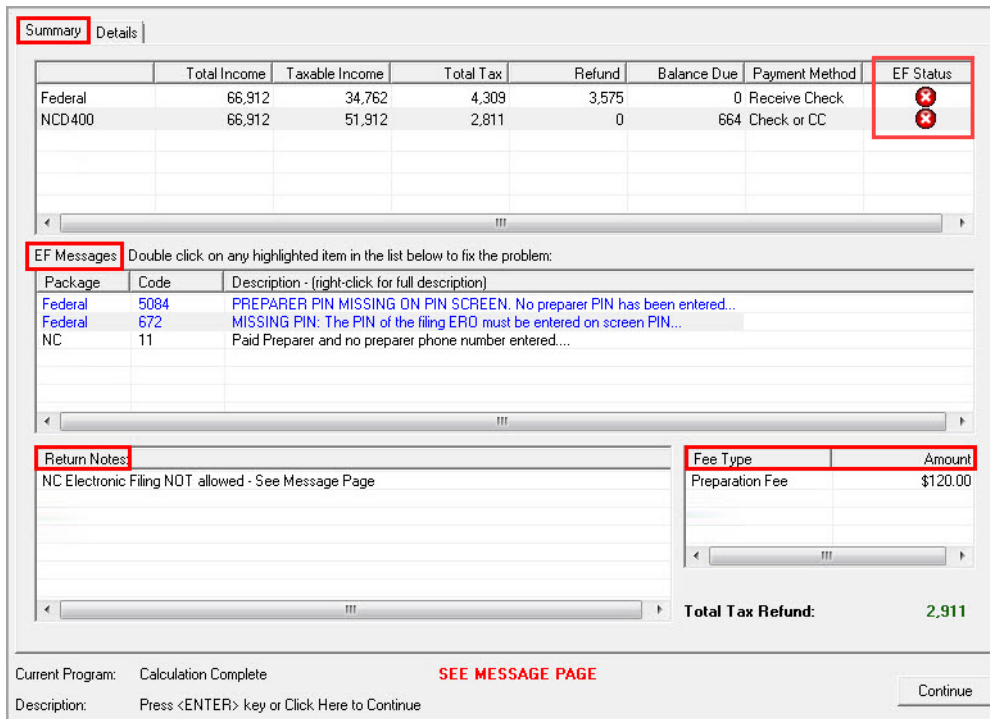
Retransmit this return even though its current status is "Pending." (IMPORTANT: See field help)

Press ESC to return to the **Data Entry Menu**.

CLEARING EF MESSAGES

Finally, before a return is eligible for e-filing, all EF messages must be cleared. For details on EF messages, see [“MESSAGES and NOTES Pages” on page 119](#). Before you attempt to e-file a return, verify that all EF messages are cleared and that the return is eligible for e-filing on the **Calculation Results** window ([Figure 3](#)).

Figure 3: Calculation Results Window - Returns Eligible for e-Filing



E-FILING RETURNS

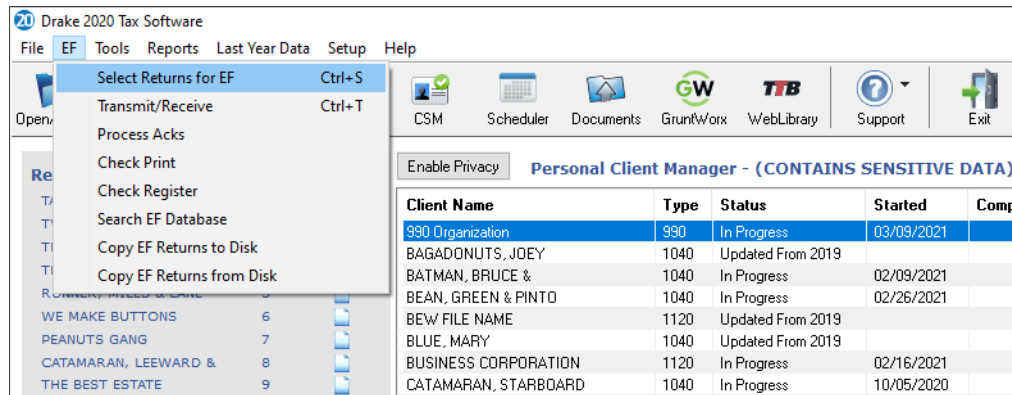
The following section covers the steps required to e-file returns in Drake Tax:

1. Selecting returns for e-filing,
2. Transmitting returns, and
3. Processing acks (acknowledgments).

SELECTING RETURNS FOR EF

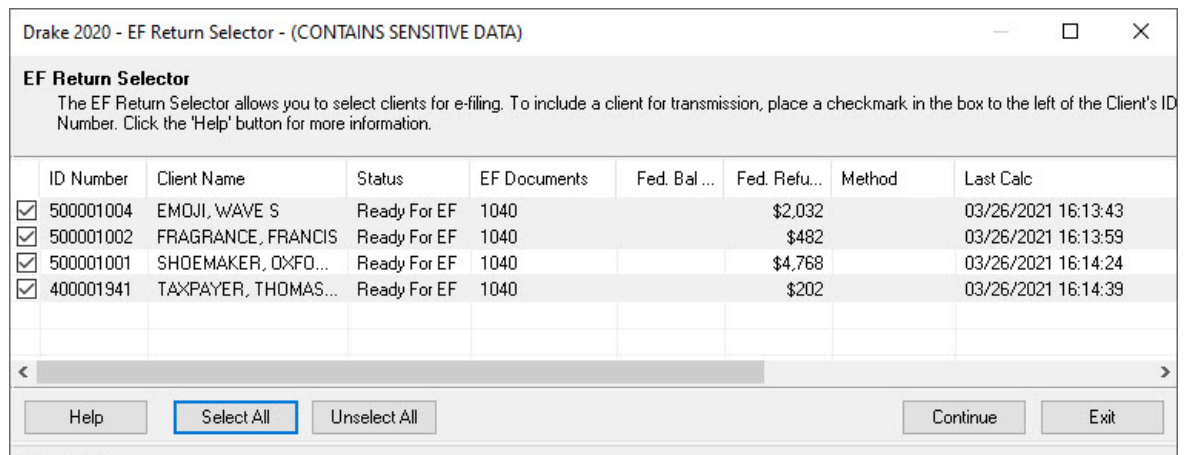
1. From the **Home** window, go to the menu bar and select **EF > Select Returns for EF**, or press CTRL+S (Figure 4).

Figure 4: EF Menu



2. The **EF Return Selector** is opened displaying a list of recently-calculated returns (Figure 5). Click a column header to sort the returns by that column in ascending or descending order.

Figure 5: EF Return Selector



3. Select the checkboxes of the returns you want to transmit. Use the **Select All** or **Unselect All** buttons as needed.
4. (optional) Double-click a return to select it for e-file and open an **EF Transmission Detail** dialog box for the return. This box displays the client's name, ID number, return EF status, and the documents to be e-filed. Make changes if desired; then click **Save**.
5. Click **Continue**. The Report Viewer displays an **EF Selection Report**, which lists all the returns that are awaiting transmission. Select **Print** to print the report. Click **Exit** to close the Report Viewer.

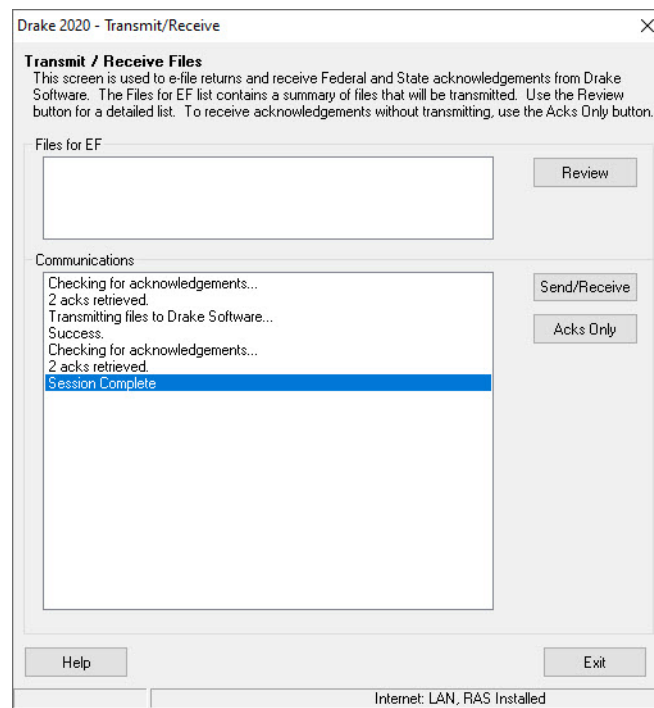
TRANSMITTING RETURNS

Transmitting tax returns and receiving acknowledgments (also known as “acks”) is a simple process. It takes just a few clicks to e-file returns to the IRS and the states.

All returns transmitted through Drake are forwarded to the correct IRS Service Center. Drake sends an immediate “P” ack, acknowledging a successful transmission. (The “P” also indicates that the transmission is being “processed.”) After the IRS (or a state) receives and processes the forwarded return, Drake receives acknowledgments indicating the return was accepted (A) or rejected (R). The acknowledgments are then forwarded to the ERO for pick-up the next time the ERO makes a connection to Drake. To transmit returns:

1. From the **Home** window, select **EF > Transmit/Receive** or press CTRL+T.
2. The **Transmit/Receive** dialog box is opened (Figure 6). It displays the types and numbers of returns to be e-filed, and it provides five options: **Review**, **Send/Receive**, **Acks Only**, **Help**, and **Cancel**.

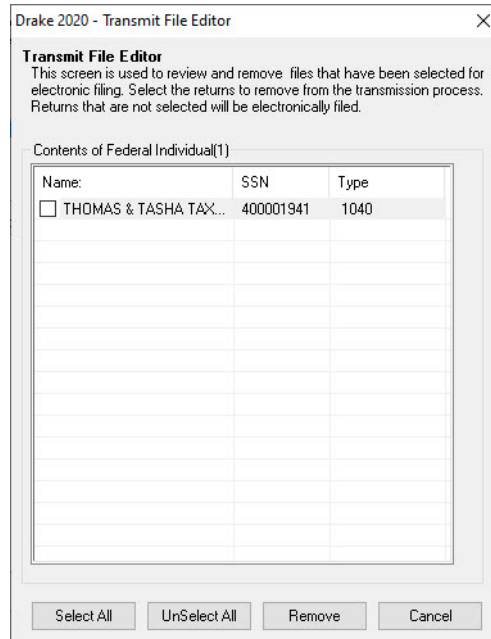
Figure 6: Transmit/Receive Dialog Box



Review

Use this option to review the transmission files listed in the **File for EF** pane of the **Transmit/Receive** dialog box and remove returns before connecting to Drake.

1. To review the files in the **Files for EF** pane (also called the “send” queue), select a return type and click **Review**. The **Transmit File Editor** is displayed (Figure 7).
2. (optional) To remove one or more of the listed returns from the “send” queue, select checkboxes next to the returns in the **Transmit File Editor**, and click **Remove**.
3. Click **Cancel** to return to the **Transmit/Receive** dialog box.

Figure 7: Transmit File Editor

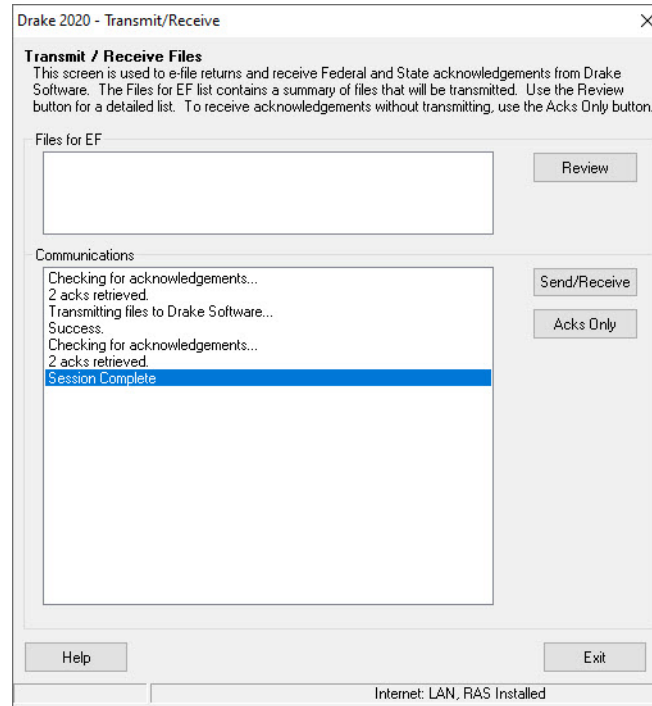
Send/Receive

Use this option to transmit the returns in the **Files for EF** pane of the **Transmit/Receive** dialog box and pick up acknowledgments.

1. Click **Send/Receive**.
2. The Report Viewer displays a **Transmission Report**. Select **Print** to print the report. Click **Exit** to close the Report Viewer.
3. The program immediately logs in to Drake and performs the following tasks:
 - Checks for new acknowledgments
 - Transmits files to Drake
 - Retrieves pending acknowledgments of the transmitted files (if available)
 - Logs out of Drake

Transmission notes are displayed in the **Communications** pane of the **Transmit/Receive** dialog box as transmission progresses (Figure 8). When transmission is complete, all returns transmitted through Drake are forwarded to the correct IRS processing center.

Figure 8: Transmission Notes



Receiving “Acks Only”

Use this option to pick up IRS and state acknowledgments, bank-product acknowledgments, and check authorizations. No files are transmitted to Drake.

1. Click **Acks Only**.
2. The program connects and retrieves the acknowledgments.
3. Click **Exit** to close the **Transmit/Receive** dialog box.

NOTE



The **Transmission Report** lists returns that are *planned* for transmission. Because transmittal can be interrupted or a return denied, this list is *not* suitable as a record of transmitted files. After you exit the **Transmission Report**, a green progress bar is displayed, assuring you that the transmission is proceeding normally.

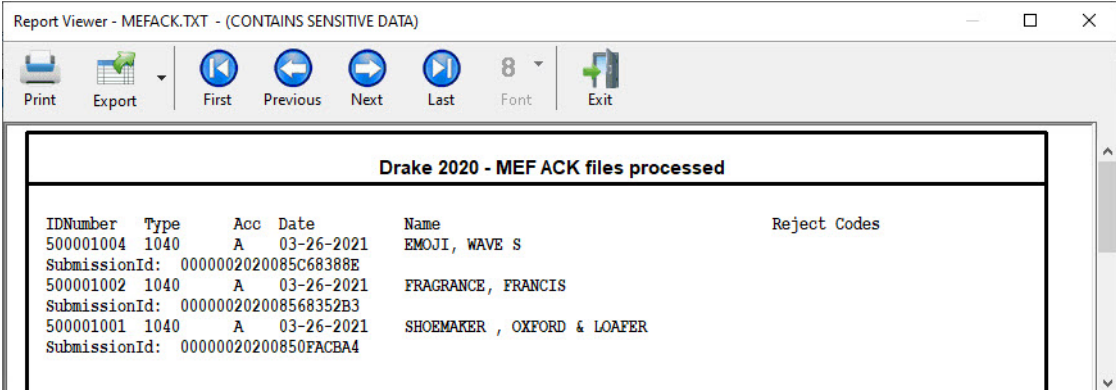
PROCESSING ACKNOWLEDGMENTS

Every successfully transmitted tax return receives an acknowledgment. EROs transmitting through Drake receive:

- Drake acknowledgments – to indicate the transmission was received by Drake and is being processed: (P) for live return transmissions and (T) for test return transmissions
- IRS acceptance or rejection acknowledgments (when a federal return is e-filed)
- State acceptance or rejection acknowledgments (when a state return is e-filed)
- Bank acknowledgments – to indicate if a bank product has been accepted or rejected, when checks are ready to print, and when funds have been deposited

All available acknowledgments are retrieved when the ERO connects to Drake, whether or not files are being transmitted. To retrieve and process acknowledgments, go to the **Home** window menu bar and select **EF > Process Acks**. The **Process Acknowledgments** box displays the progress. When complete, the Report Viewer displays an **Acknowledgment Report, which lists the acknowledgment files processed (Figure 9)**. Select **Print** to print the report. Click **Exit** to close the Report Viewer.

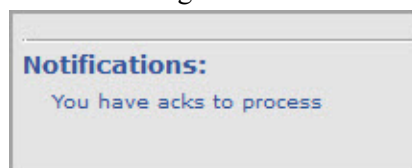
Figure 9: IRS Acknowledgment



IDNumber	Type	Acc Date	Name	Reject Codes
500001004	1040	A 03-26-2021	EMOJI, WAVE S	
SubmissionId: 0000002020085C68388E				
500001002	1040	A 03-26-2021	FRAGRANCE, FRANCIS	
SubmissionId: 000000202008568352B3				
500001001	1040	A 03-26-2021	SHOEMAKER, OXFORD & LOAFER	
SubmissionId: 00000020200850FACBA4				

Another way for you to process acknowledgments is to click the **You have acks to process** link in the **Notifications** section of the **Home** window (Figure 10). This action will process acknowledgments that were previously retrieved in the **EF** menu. It will also connect the ERO to Drake, and retrieve and process all available acknowledgments.

Figure 10: Acknowledgement Notification - Home Window




When you process acknowledgments, they are posted to your EF database for future reference. See “[Searching the EF Database](#)” on page 148 for details. You can run EF/Bank reports using information from this database. (See “[Report Manager](#)” on page 243.)

PRACTICING E-FILING

Practice e-filing with a few more returns. You may use the EF practice returns provided in the software (SSNs 500-00-1001 through 500-00-1008). Open and view the returns, correct any EF messages that are displayed on MESSAGES pages, view the returns again, and then e-file them.

CAUTION



Select *only* the returns in the 500-00-XXXX series provided in the software. All other returns are processed as actual (“live”) tax returns.

SEARCHING THE EF DATABASE

The EF database is a searchable database that displays information about all returns your office has e-filed for the current tax year. To view your EF database, select **EF > Search EF Database** on the menu bar. The **Search EF Database** window is displayed (Figure 11). Use one of the following methods to search the EF database:

- To search for the records for a particular taxpayer or business, enter the SSN, EIN, or last name of the primary taxpayer (without spaces, dashes, or additional characters) in the **SSN/EIN/Name to Search for** field. Then click **Go**.
- To browse *all* records for all taxpayers and businesses, leave the **SSN/EIN/Name to Search for** field blank and click **Go**.

Figure 11: Search EF Database Window

There are four tabs available for viewing with the following information available ([Figure 11](#)):

F1 - General Information tab

- Taxpayer information
- Return
- Federal and state acknowledgment codes
- Acknowledgment dates
- Transmission date & time
- Filing status
- Refund amount or balance due
- Reject codes (click the code to jump to the **F4 - Reject Code Lookup** tab)
- **Where is my refund?** link to the IRS “Refund Status” website
- Bank check information

F2 - Bank/Direct Deposit Info tab

- Bank product information
- Direct-deposit information
- Account information
- Submission ID number

F3 - Fees/Miscellaneous Info tab

- Earned Income Credit (EIC)
- Adjusted Gross Income (AGI)
- PINs, firm number, preparer number, ERO number
- Bank distribution fees

F4 - Reject Code Lookup tab: Search for explanations of federal reject codes.



NOTE

All of the records for an SSN or EIN are listed in the box at the bottom of the window. To scroll through the records for a taxpayer or business, click the arrow keys at the bottom of the window, or press PAGE UP and PAGE DOWN on your keyboard.

Take one of the following actions to close the EF database or access another application from within it.

- To close the EF database and return to the Drake **Home** window, click **Exit**.
- To open the **Online EF Database** (an Internet connection is required), click **F10 - Online DB** (or press F10). The EF database in Drake Tax remains open. For more information on the online EF database, see [“Viewing Your Online EF Database” on page 150](#).
- To close the EF database and access data entry for a selected return, click **F5 - Data Entry** (or press F5).

VIEWING YOUR ONLINE EF DATABASE

The online EF database displays real-time data on e-filed returns (Figure 13). You can run reports on returns, bank products, and checks; search for e-filing information for a single SSN or EIN; access the Multi-Office Manager (MOM); view Client Status Manager (CSM) data for one or multiple offices; and check the status of each IRS Service Center.

To access your online EF database from the **Home** window within the software (an Internet connection is required):

1. Click **Help > Support Info** and then click the **Web Support** link. Log in to your Support account by entering your EFIN and Drake password.
2. Go to **Reports > EF Database**.

To access your online EF database from the **Search EF Database** window in the software (an Internet connection is required), press F10 or click the **F10 - Online DB** button on the right side of the window (Figure 12).

Figure 12: Online EF Database Shortcut

By default, the online EF database displays information for the *current* tax year. To view information for one of the two *previous* tax years (if you were a Drake client during those tax years), select the tax year from the **Tax Year** field drop list on the lower-left side of the page.

Below the **Tax Year** field drop list is the **SSN/Last Name** search field. To find information on a specific return, enter the SSN or last name in this field and click the blue arrow.

Figure 13: Online EF Database Window

DrakeSoftware

Contact Us | Sign in to Support

ONLINE EF DATABASE

Return to Drake Support Home

Overview
Returns
Bank Products
Checks
Fees
Summary
Options
Tools
MOM
Sign Out

Online EF Database Overview

Returns – Allows you to list pending, accepted, and rejected state and federal returns, as well as extensions. Queries can be limited to a date range, data can be sorted, and filters can be saved for future reference.

Fees – Reports on all of the fees (prep fees, bank fees, etc.) that are charged throughout a transaction. Reports may be filtered by fee type and by date.

Summary – Summary reports are available by EFIN, Preparer, and Zip Code to give you a snapshot view of a tax year. Reports may be filtered by date.

Options – Allows you to control access to the reporting tools with a secured password, and to configure your EFIN reporting hierarchy.

Tools – Additional tools, data feeds, and reports (such as the Download 'A' Acks file, and the ABC Voice file).

MOM – Access Multi-Office Manager reports, if your software has been configured to transmit them.

Client Search
EFIN: 904071
Tax Year: 2020
SSN/Last Name:

CONTAINS SENSITIVE DATA

Drake Software – The Professional Tax Solution
Sales – (800) 890-9500 • Support – (828) 524-8020

Cookie Settings
Contact Us • Privacy Policy • Terms of Service
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INCLUDING BANK PRODUCTS

Bank products provide taxpayers a way to pay their preparation fees from their refund rather than having to pay their fees up front. They also give taxpayers without bank accounts an alternate way to receive their refund proceeds.

To provide a bank product, the bank sets up a temporary account for direct deposit of the taxpayer's refund. Once the IRS deposits the refund into the temporary account, the bank deducts applicable fees and issues the remaining funds to the taxpayer.



NOTE

The taxpayer *must* understand that a bank product is *not* a loan. The disbursement reflects the *actual deposited refund amount* with the bank, transmitter, and preparer fees already deducted.

Bank products work seamlessly with Drake Tax e-filing. Preparers have several banks and products to choose from. Go to *Support.DrakeSoftware.com*, log in to your Support account, and go to **Products > Bank Partners** for bank details.

REVIEW QUESTIONS PART 4

Answer the following questions. See “Answers Part 4” on page 154 for answers and explanations.

1. Which of the following statements is *true* about EROs?
 - a) To become an ERO, simply contact the IRS and ask to be added to the ERO list.
 - b) EROs must request a temporary EFIN from Drake.
 - c) Prospective EROs must submit a fingerprint card to the IRS along with their application.
 - d) All prospective EROs must create an IRS e-services account to apply for an EFIN.

2. What steps must be taken on the **EF Selections** screen to prevent a taxpayer’s federal and state returns from being e-filed?
 - a) Select the **Suppress federal/state EF and all bank products** checkbox.
 - b) Clear the **1040** and other federal form checkboxes, and select the **Do NOT send any states** checkbox.
 - c) Select the **Do NOT send Federal** checkbox.
 - d) Remove the **X** from the **Ready for EF** box.

3. Which of the following statements is *not* true?
 - a) You cannot remove a return from the **Files for EF** pane of the **Transmit/Receive** dialog box.
 - b) The program automatically checks for new acknowledgments when you transmit returns.
 - c) The program automatically checks for new acknowledgments when you process acks.
 - d) Information is added to your EF database when you receive new acknowledgements.

4. What should you do if you want to look up data about the returns you e-filed and the acknowledgments you received during the current tax year?
 - a) Search the Drake Knowledge Base.
 - b) Call your bank partner.
 - c) Go online to *www.irs.gov*.
 - d) From the Drake **Home** window, go to **EF > Search EF Database**.

5. The PIN entered in the **ERO’s PIN signature** field of the **PIN** screen:
 - a) Must match either the PIN signature of the **Default ERO** (selected in **Setup > Options** on the **EF** tab) or the PIN signature of the preparer specified in the **Preparer #** field on screen **1**.
 - b) Can be changed throughout tax season according to the preparer’s preference.
 - c) Is not required for returns that will be e-filed as a batch.
 - d) Is the taxpayer’s 5-digit, self-selected PIN number.

ANSWERS PART 4

1. The correct answer is **d) Prospective EROs must create an IRS e-services account to apply for an EFIN.** Go to *www.irs.gov*, search for “Become an Authorized e-File Provider,” and follow the listed steps, which include creating an IRS e-services account, completing an online application, and passing a suitability check.
 - a) is incorrect. This is not how a preparer becomes an ERO. There is an application process.
 - b) is incorrect. Temporary EFINs are assigned by Drake to preparers who have not yet become EROs so they can e-file test returns and access Drake Internet tools.
 - c) is incorrect. CPAs and EAs are not required to submit fingerprint cards when applying for an EFIN, all other preparers are required to submit fingerprint cards.
2. The correct answer is **a) Select the Suppress federal/state EF and all bank products checkbox.** This marks the return as ineligible and ensures it cannot be sent electronically to the IRS.
 - b) is incorrect. Clearing the **1040** checkbox does not prevent e-filing of a 1040 return.
 - c) is incorrect. Selecting the **Do NOT send Federal** box suppresses federal e-filing, but it does not prevent e-filing of state and city returns.
 - d) is incorrect. Removing the **X** from the **Ready for EF** box prevents e-filing of federal and state returns only if the **Require ‘Ready for EF’ indicator on EF screen** option is selected in **Setup > Options** on the **EF** tab.
3. The correct answer is **d) Information is added to your EF database when you receive new acknowledgements.** Acknowledgment information is not added to your EF database until you *process* the acknowledgments.
 - a) is incorrect. You *can* remove a return from the **Files for EF** pane of the **Transmit/Receive** dialog box (by selecting the return type, clicking **Review**, selecting the return, and clicking **Remove**).
 - b) is incorrect. The program *does* check for new acknowledgments when you transmit returns.
 - c) is incorrect. The program *does* check for new acknowledgments when you process acks.
4. The correct answer is **d) From the Home window, go to EF > Search EF Database.** Drake Support personnel see the same information you see in your EF database: acknowledgment types, acceptance and rejection dates, bank product information, and reject codes.
 - a) is incorrect. The Drake Knowledge Base is a searchable database of articles covering topics that generate the most Drake support calls. It does not contain any data about the returns you e-filed and any acknowledgments you have received.
 - b) is incorrect. Bank partners have very limited information.
 - c) is incorrect. The IRS website does not provide transmission details about e-filed returns.
5. The correct answer is **a) Must match either the PIN signature of the Default ERO (selected at Setup > Options, EF tab) or the PIN signature of the preparer specified in the Preparer # field on screen 1.** Otherwise, the software will generate an EF message to prevent e-filing the return.
 - b) is incorrect. The PIN should never be changed during the tax season, per IRS guidance.
 - c) is incorrect. Each return must be signed electronically using the **PIN** screen before it is eligible for e-filing regardless of the number of returns to be sent.

d) is incorrect. The ERO PIN is a self selected, 5-digit number used by the ERO, not the taxpayer.

Corporation Return

In addition to the 1040 package, Drake Tax includes packages for Corporation (1120), S Corporation (1120S), Fiduciary (1041), Partnership (1065), Tax-Exempt (990), and Estate (706) returns. This chapter summarizes the basic steps to prepare Form 1120 for a Corporation return. *(A completed version of this return scenario can be viewed by opening a return with the following EIN: 400001515).*

PREPARING THE 1120 EVALUATION RETURN



NOTE

Use the corporation's Balance Sheet, (Figure 22 on page 179) Profit Loss Statement (Figure 23 on page 180), and information tables to assist you in this exercise.

To create a new corporation return from the Drake Tax **Home** window:

1. Click **Open/New** in the **Home** window toolbar, type EIN 400001516, and click **OK**.
2. Click **Yes** to create a new return and select return type: 1120.
3. Enter the corporation's name: The Paint Palette Design Studio Inc and click **OK**.

CORPORATION GENERAL INFORMATION

The 1120 return is opened to screen **1**, the **Corporation General Information** screen. Begin return preparation using the corporation's general information in the table listed below:

Fields	Data
Corporation's Name	THE PAINT PALETTE DESIGN STUDIO, INC.
Address	235 EAST PALMER
ZIP code	28734
Phone number	828-524-8020
Date incorporated	03-10-1999
State of incorporation	NC
Resident state	0 (enter zero to suppress the state return) for this exercise
If not calendar year	leave section blank - this corporation uses a calendar year
Email	THEPAINTPALETTE@EMAIL.COM
Cell	828-524-8020



NOTE

When a corporation’s resident state differs from the state in the mailing address, select the appropriate state code from the **Resident state** drop list in the **Other Information** section of screen 1.

Figure 1: Screen 1, Corporation General Information

After completing screen 1, press ESC to return to the **Data Entry Menu**.



NOTE

Entries made in screens are automatically saved. To exit a screen *without* saving data, right-click inside the screen to open the **Screen Help** menu, and select **Exit Screen Without Saving**.

INCOME

Corporation income is reported on the **INC (Income)** screen (Figure 2 on page 159). To open the **INC** screen, either click the screen name in the **Data Entry Menu**, or from the selector field type **INC** and press **ENTER**. Use the table below to enter the corporation’s income information in the **INC** screen:

Fields	Data
Gross receipts or sales	617,074
Returns and allowances plus any other adjustments	15,645
Interest Income	695
Gross rents	30,000



NOTE

Enter all dollar amounts in Drake Tax without using dollar signs or commas.

Figure 2: Income Screen

DRAKE 2020 - Data Entry (400001515 - THE PAINT PALETTE DESIGN STUDIO INC) - (CONTAINS SENSITIVE DATA)

Income

1a Gross receipts or sales..... +/-

1b Returns and allowances, plus any other adjustments.....

2 Cost of goods sold..... [Screen A](#)

4 Dividends..... [Screen C](#)

5 Interest income..... +/-

6 Gross rents.....

7 Gross royalties..... +/-

10 Other income (see NOTE below)

 Amount of credit for tax on fuels..... [Form 4136](#)

 Interest income on receivables.....

 Recoveries of bad debts deducted in earlier years.....

 Section 481 adjustments.....

 State tax refund (cash basis).....

 Taxable income from insurance proceeds.....

 Other (itemize).....

 Ordinary income from partnerships..... [KIP Screen](#)

Tax-exempt interest (flows to Schedule K, line 9 and Schedule M-1, line 7 ONLY).....

Deductions for Forms 1120, 1120-C, and 1120-H..... [Deductions Screen](#)

Net Operating Loss carryforward from prior years..... [LOSS Screen](#)

Net Operating Loss carryback from future year or to prior year..... [Screen J](#)

NOTE

Line 10 information is used to create the statement for line 10 (page 1) of Form 1120, line 9 (page 1) of Form 1120-C, or line 7 of Form 1120-H. The total amount flows to the corresponding form.

Income adjustments from credits from Forms 6478 and 8864 automatically flow to line 10 (page 1) of Form 1120, line 9 (page 1) of Form 1120-C, or line 7 of Form 1120-H.

Record 1 of 1 Press F1 or Right-Click for Help

Press **ESC** to return to the **Data Entry Menu**.

DEDUCTIONS

Corporation deductions are entered on the **DED (Deductions)** screen (Figure 3 on page 160). Type **DED** into the selector field and press **ENTER** to open the **DED** screen. Use the table below to enter the corporation’s information in the **DED** screen:

After you have completed entering the deduction information in this screen, press Esc to return to the **Data Entry Menu**.

Fields	Data
Accounting	1,764
Advertising	4,500
Computer	16,280
Insurance - General	3,200
Insurance - Liability	1,100
Insurance - Workers compensation	2,100
Janitorial	8,800
Legal and professional	2,300
Pension Plans	6,500
Repairs and maintenance	5,650
Salaries and wages	86,400
Telephone	850
Utilities	6,700

Figure 3: Deductions Screen

DRAKE 2020 - Data Entry (400001515 - THE PAINT PALETTE DESIGN STUDIO INC) - (CONTAINS SENSITIVE DATA)

Deductions - Form 1120, Page 1 Deductions [Income Screen](#)

All lines without numbers flow to Form 1120, line 26

Accounting..... 1764 22 Advertising..... 4500 Automobile and truck expense..... 15 Bad debts..... Bank charges..... Bond repurchase premium..... Cash short/over..... Cell phone..... Clean fuel vehicle deductions..... Commissions..... Computer..... 16280 Consulting..... 19 Contributions 25%..... 19 Qualified conservation contributions..... +/- 19 Disaster contributions..... Credit and collection costs..... Delivery..... 20 Depreciation..... Form 4562 21 Depletion..... Discounts..... Dues and subscriptions..... Education and training..... 24 Employee benefit programs..... +/- Entertainment - Deductible..... Entertainment - Nondeductible..... Equipment rental/lease..... Freight..... Fuel.....	Internet..... Janitorial..... 8800 Laundry and cleaning..... Legal and professional..... 2300 Marketing..... Meals 50% limited..... Meals 80% limited..... Meals 100% allowed..... Meetings..... Miscellaneous..... 12 Officer compensation..... E Screen = Office expense..... Outside services and contractors..... Parking fees and tolls..... Payroll processing expenses..... 23 Pension, profit sharing, and other plans..... +/- 6500 Permits and fees..... Postage/shipping..... Printing..... Recruiting..... 16 Rents..... +/- 14 Repairs and maintenance..... +/- 5650 13 Salaries and wages..... +/- 86400 Sales..... Security..... Software..... Supplies..... 17 Taxes and licenses..... Detail +/-
---	--

Record 1 of 1 Press F1 or Right-Click for Help

FORM 1125-A COST OF GOODS SOLD

Corporation cost of goods sold is entered on **Form 1125-A Cost of Goods Sold** screen (Figure 4). Type A in the selector field and press ENTER to open the **Form 1125** screen. Use the table below to complete the cost and inventory information in the **Form 1125** screen:

Fields	Data
Inventory at beginning of year	18,350
Purchases less cost of items withdrawn for personal use	165,000
Cost of labor	7,638
Inventory at end of year	45,000
Methods used for valuing inventory	Cost
Do the rules of section 263A apply to this corporation?	No
Was there any change in determining inventories?	No

Figure 4: Screen A, Form 1125-A Cost of Goods Sold

The screenshot shows the 'Form 1125-A Cost of Goods Sold' interface. The window title is 'DRAKE 2020 - Data Entry (400001515 - THE PAINT PALETTE DESIGN STUDIO INC) - (CONTAINS SENSITIVE DATA)'. The form is titled 'Form 1125-A Cost of Goods Sold' and shows 'Schedule A - Cost of Goods Sold'. It includes input fields for inventory values (18,350, 165,000, 7,638, 45,000) and checkboxes for valuation methods (Cost, Lower of cost or market, LIFO) and section 263A rules. The 'Yes' and 'No' options for the 263A rules are checked.

Press Esc to return to the **Data Entry Menu**.

FORM 1125-E OFFICER INFORMATION

The **E** screen, (**Form 1125-E Officer Information**) is used to enter the corporation's officers information, percentage of ownership, and compensation ([Figure 5 on page 163](#)). To open the **E** screen, type **E** in the selector field and press **ENTER**. Use the table below to complete the officer information for Form 1125-E:



NOTE

The Paint Palette only has one officer. In this case, however, you can press **PAGE DOWN** in screen 1125-E to create another page for more officers.

Fields	Data
Officer name	PERRY PALETTE
ID Number	400005999
Title	CEO
Signs return	YES
Street address	235 EAST PALMER STREET
City, State, Zip	FRANKLIN, NC 28734
Email	THEPAINTPALETTE@EMAIL.COM
Telephone number	828-524-8020
Date Employed	03-10-1999
Total Percentage	100
Common Percentage	100
Preferred Percentage	100
Time Percentage	100
Officer's deductible compensation	65,000

Press **Esc** to return to the **Data Entry Menu**.



NOTE

If a corporation has total receipts of \$500,000 or more and deducts compensation for officers, Form 1125-E must be completed and included when filing the 1120 return.

Figure 5: Screen E, Form 1125-E Officer Information

Form 1125-E Officer Information

Officer Information

Officer name: PERRY [MI] PALETTE [Suffix] [Professional]

ID number: 400-00-5999

Title: CEO

Street address: 235 EAST PALMER STREET

City: FRANKLIN

U.S. ONLY: State: NC ZIP code: 28734

Foreign ONLY: <Click to Access>

Email: THEPAINTPALETTE@EMAIL.COM

Telephone number: 828-524-8020

Signs return:

Books in care of:

Signing officer information for eSign (For use with Drake Portals only)

Officer date of birth: []

Date employed in the position from: []

Date employed in the position to (data entered here will stop the officer information from updating to next year): []

Ownership and Participation

Total	Common	Preferred	Time
100 %	100 %	100 %	100 %

Compensation

Officer's deductible compensation: 65000

3 Compensation of officers claimed on Form 1125-A and elsewhere on return: []

Expense allowance amount (DC only): []

Record 1 of 1 | Press Page Down for New Screen | Press F1 or Right-Click for Help

SCHEDULE K - OTHER INFORMATION

The **K** screen (**Schedule - K Other Information screen**) is used to provide additional business information about the corporation ([Figure 6 on page 164](#)). To open the **K** screen, type **K** in the selector field and press **ENTER**. Use the table below to enter the additional business information for the corporation:

Fields	Data
Accounting method	CASH
*Business activity code number (see note below)	*444120
Business activity	RETAIL SALES
Product or service	PAINT
Line 10: Enter the number of shareholders at the end of tax year if 100 or fewer	1
1120 Questions 13, 15a, and 16 - 24	All "NO"



NOTE

* To locate the **Business activity code** number, place your mouse pointer in the field for line 2a, press CTRL+SHIFT+S to open a field search, type **Paint** in the **Please input search data** field, and click **Go**. Select **444120 Paint & Wallpaper Stores**, and click **OK**.

Figure 6: Screen K, Schedule K - Other Information



NOTE

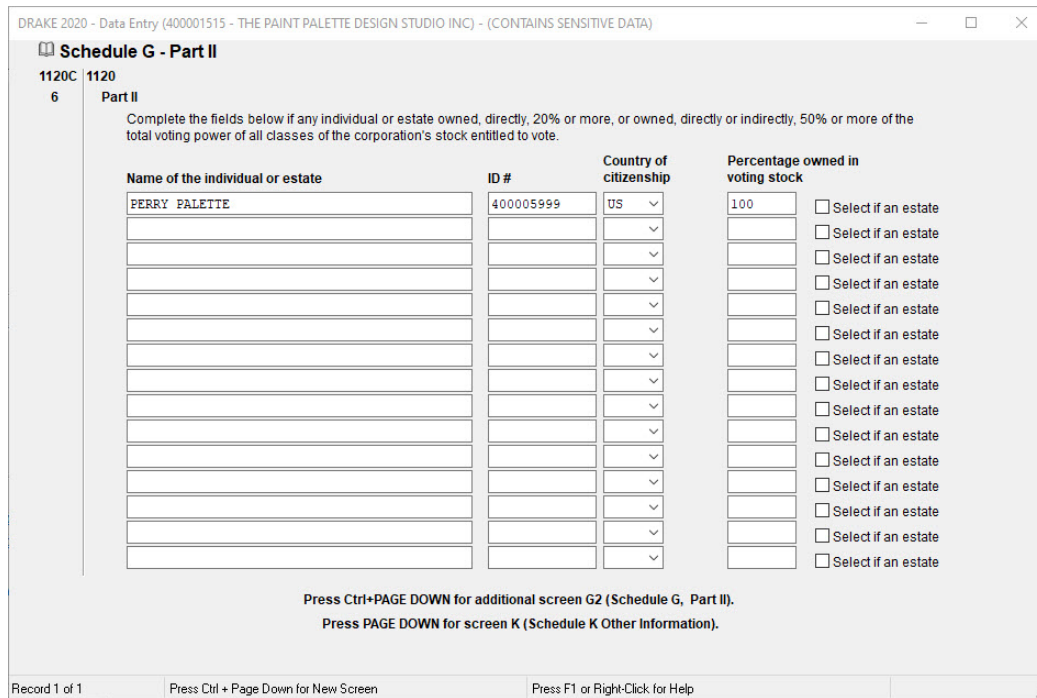
The **K** screen has lines for both the 1120C and the 1120. When a corporation is a cooperative, this would be entered on the **20C** screen, **1120-C-Cooperative Associations**. The line numbers on the **K** screen would then correspond to the 1120C.

SCHEDULE G - PART II

The **G2** screen (**Schedule G - Part II**) is used to record ownership information for individuals or estates that directly owned 20% or more, or owned 50% or more (directly or indirectly) of the total voting power of all classes of the corporation’s stock entitled to vote (Figure 7). Type **G2** in the selector field to open the **G2** screen. (The **PAGE UP** AND **PAGE DOWN** keys can be used to toggle between the **G1** and **G2** screens). Perry Palette is the only owner in this exercise. Use the table below to complete the **G2** screen with his ownership information:

Fields	Data
Name of Individual	PERRY PALETTE
ID#	400005999
Country of Citizenship	U.S.
Percentage owned in voting stock	100

Figure 7: Screen G2, Schedule G - Part II



DRAKE 2020 - Data Entry (400001515 - THE PAINT PALETTE DESIGN STUDIO INC) - (CONTAINS SENSITIVE DATA)

Schedule G - Part II

1120C 1120

6 Part II

Complete the fields below if any individual or estate owned, directly, 20% or more, or owned, directly or indirectly, 50% or more of the total voting power of all classes of the corporation's stock entitled to vote.

Name of the individual or estate	ID #	Country of citizenship	Percentage owned in voting stock	
PERRY PALETTE	400005999	US	100	<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
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				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate
				<input type="checkbox"/> Select if an estate

Press Ctrl+PAGE DOWN for additional screen G2 (Schedule G, Part II).
Press PAGE DOWN for screen K (Schedule K Other Information).

Record 1 of 1 | Press Ctrl + Page Down for New Screen | Press F1 or Right-Click for Help

Press ESC to return to the Data Entry Menu.

DEPRECIATION

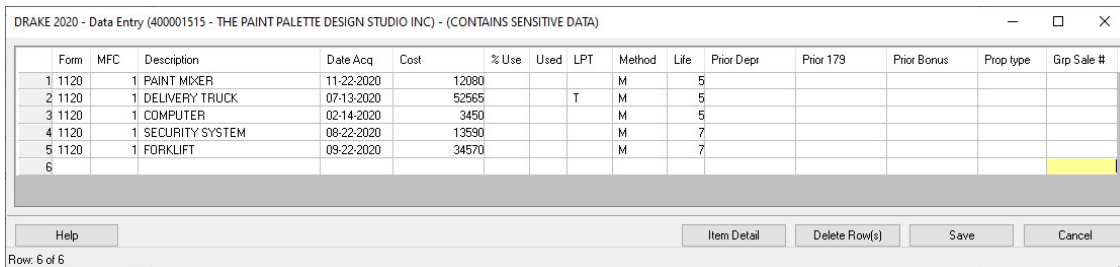
To access the **Form 4562** screen, enter 4562 in the selector field and press ENTER. The screen may open in grid data entry mode (Figure 8) if that setting has been selected in **Setup > Options, Data Entry** tab). The assets for The Paint Palette are used 100% for business. The program uses 100% automatically, so you can leave the **Use%** field blank. The **Cost** field amount is also the depreciation basis. For this exercise, assume that all other depreciation column amounts match the federal column entries. Leave the **State, AMT, and Book** depreciation columns blank for all five assets.

Fields	Asset 1	Asset 2	Asset 3	Asset 4	Asset 5
For	1120	1120	1120	1120	1120
Description	Paint Mixer	Delivery Truck	Computer	Security System	Forklift
Date Acquired	11-22-2020	07-13-2020	02-14-2020	08-22-2020	09-22-2020
Cost	12080	52565	3450	13590	34570
Business% Use	leave blank	leave blank	leave blank	leave blank	leave blank
Used Prop	leave blank	leave blank	leave blank	leave blank	leave blank
Listed Prop Type	leave blank	T	leave blank	leave blank	leave blank
*Method	M	M	M	M	M
Life	5	5	5	7	7

*In full-screen mode, select the depreciation method from the **Method** drop list.

To access the **4562** screens in full screen mode, click an asset from the grid view and click **Item Detail** or press F3 to toggle back and forth between grid mode ([Figure 8](#)) and full screen mode ([Figure 9 on page 167](#)). Use your TAB or UP ARROW and DOWN ARROW keys to move around within the grid view, and in full-screen mode, press PAGE DOWN to move to another **4562** screen.

Figure 8: 4562 Screen - Grid Entry



Press ESC to return to the **Data Entry Menu**.

Figure 9: 4562 Full Screen

DRAKE 2020 - Data Entry (400001515 - THE PAINT PALETTE DESIGN STUDIO INC) - (CONTAINS SENSITIVE DATA)

Form 4562 For: 1120 1120, COGS,F *Use <F3> to switch to grid mode*

Multi-form code: 1 (1-999; 1 is assumed if left blank)

Description	Date Acquired	Cost	Business % use	Used Prop	Listed Prop Type
PAINT MIXER	11-22-2020	12080		<input type="checkbox"/>	

Property type: 12

Building qualifies for Section 1.263(a)-3(h) election

Method: M

Life: 5

	Federal	State (if different)	AMT (if different)	Book (if different)
Prior depreciation				
Salvage value				
Override regular depreciation				
179 expense elected this year				
179 expense allowed this year				
179 expense elected in prior years				
179 expense allowed in prior years				
Bonus depreciation				
Prior bonus depreciation - Safe Harbor				
Basis ONLY if different from cost				
Land cost (Do NOT include in cost above)				
Date placed in service (ONLY if different from date acquired)				

Force convention: Do not use MACRS % tables: Qualified Nonresidential Property:

Amortization Code section: Elect additional first-year deduction

Federally declared disaster area: Disaster assistance property GO Zone Extension property

Additional Asset Information

Date taken out of service IF NOT SOLD:

Do Not Update to next year Abandoned

Recapture because business use dropped to 50% or less

Investment credit code:

Fixed Asset Manager

If sold: F ST

Date sold:

Sale price:

Expense of sale:

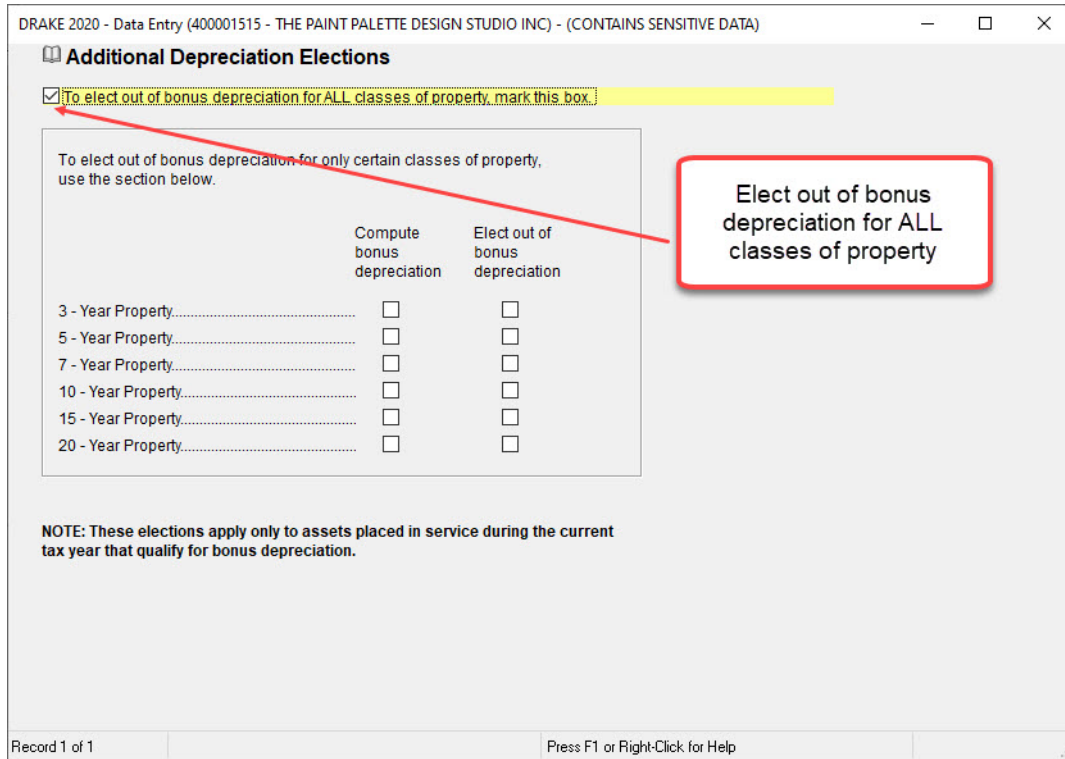
Form 4797, line 26d depreciation:

Form 4797, other Part III depreciation:

Record 1 of 5 Press F1 or Right-Click for Help (Screen Help)

The Paint Palette will be electing out of bonus depreciation for assets placed in service in 2020 by selecting the first checkbox in screen 10 (**Additional Depreciation Elections**), which will elect out of bonus depreciation for all assets (Figure 10 on page 168).

Figure 10: Screen 10, Additional Depreciation Elections



SCHEDULE L - BALANCE SHEET - BEGINNING OF YEAR

To open the L screen (Schedule L Balance Sheet - Beginning of Year), enter L in the selector field and press ENTER (Figure 11 on page 169). Enter the following data:

Fields	Beginning of Year - Column (a)	Beginning of Year - Column (b)
Cash		79,055
Trade notes & accounts receivable	85,715	
Less allowance for bad debts	13,065	
Tax-exempt securities		56,820
Loans to shareholders		20,000
Accounts Payable		23,330
Payables less than 1 year		18,450
Payables more than 1 year		55,545
Capital Stock - Common	58,275	
Retained earnings - Unapprop		91,275

Figure 11: Screen L, Schedule L - Balance Sheet - Beginning of Year

DRAKE 2020 - Data Entry (400001515 - THE PAINT PALETTE DESIGN STUDIO INC) - (CONTAINS SENSITIVE DATA)

Schedule L - Balance Sheet - Beginning of Year

Force-print Schedules L, M-1, M-2 Force-print final end of year

1120C	1120	Assets	(a)	Beginning of Year (b)	Total
1	1	Cash.....		79055	79055
2a	2a	Trade notes & accounts recv.....	85715		85715
2b	2b	Less allowance for bad debts.....	13065		(13065)
3	3	Inventories.....			18350
N/A	4	U.S. government securities.....			
5	5	Tax-exempt securities.....		56820	56820
4	6	Other current assets.....		SCH2 Screen	
6	7	Loans to shareholders.....		20000	20000
7	8	Mortgage & real estate loans.....			
N/A	9	Other investments.....		SCH2 Screen	
8a	10a	Depreciable assets*.....			
8b	10b	Accumulated depreciation*.....			()
9a	11a	Depletable assets.....			
9b	11b	Accumulated depletion.....			()
10	12	Land.....			
11a	13a	Intangible assets*.....			
11b	13b	Accumulated amortization*.....			()
12	14	Other assets.....		SCH2 Screen	
Total Assets.....					246875
Liabilities and Shareholders' Equity <input type="checkbox"/> * Carry book accumulated depreciation & amortization to Schedule L					
14	16	Accounts payable.....		23330	23330
15	17	Payables less than 1 year.....		18450	18450
16	18	Other current liabilities.....		SCH2 Screen	
17	19	Loans from shareholders.....			
18	20	Payables more than 1 year.....		55545	55545
19	21	Other liabilities.....		SCH2 Screen	

Record 1 of 1 Press F1 or Right-Click for Help

Schedule L Beginning of Year totals are displayed in the Total column of the Schedule L - Balance Sheet - Beginning of Year screen after the return is calculated. This will help you determine if the balance sheet is in balance (Figure 11).

Press ESC to return to the Data Entry Menu.

SCHEDULE L - BALANCE SHEET - END OF YEAR

To open the L2 screen (Schedule L Balance Sheet - End of Year), type L2 in the selector field and press ENTER (Figure 12 on page 170) Use the following table to complete the L2 screen:

Schedule L End of Year totals are displayed in the Total column of Schedule L - Balance Sheet - End of Year screen after the return is calculated. This will help you determine if the balance sheet is in balance.

Fields	End of Year - Column (c)	End of Year - Column (d)
Cash		89,731
Trade notes & accounts receivable	20,773	
Tax-exempt securities		55,178
Loans to shareholders		218,810
Accounts Payable		66,050
Payables more than 1 year		24,905
Common Stock	88,525	
Retained earnings - Unappropriated		346,179

Press ESC to return to the **Data Entry Menu**.

Figure 12: Screen L2, Schedule L - Balance Sheet - End of Year

1120C	1120		(c)	End of Year (d)	Total
1	1	Assets			
		Cash.....		89731	89731
2a	2a	Trade notes & accounts recv.....	20773		20773
2b	2b	Less allowance for bad debts.....			()
3	3	Inventories.....			45000
N/A	4	U.S. government securities.....			
5	5	Tax-exempt securities.....		55178	55178
4	6	Other current assets.....			
6	7	Loans to shareholders.....		218810	218810
7	8	Mortgage & real estate loans.....			
N/A	9	Other investments.....			
8a	10a	Depreciable assets*.....			116255
8b	10b	Accumulated depreciation*.....			(20088)
9a	11a	Depletable assets.....			
9b	11b	Accumulated depletion.....			()
10	12	Land.....			
11a	13a	Intangible assets*.....			()
11b	13b	Accumulated amortization*.....			()
12	14	Other assets.....			
		Total Assets.....			525659
		Liabilities and Shareholders' Equity			
14	16	Accounts payable.....		66050	66050
15	17	Payables less than 1 year.....			
16	18	Other current liabilities.....			
17	19	Loans from shareholders.....			
18	20	Payables more than 1 year.....		24905	24905
19	21	Other liabilities.....			

SCHEDULE M-1 RECONCILIATION OF INCOME

The Schedule M-1 in Drake Tax is calculated by starting with the amount of income from page 1, line 28 of the 1120 (line 10 of Figure 13) and adding it to the amounts reported on lines 7 and 8 of the M-1, and subtracting the amounts reported on lines 2 through 5 of the M-1. The net income per books for The Paint Palette is \$254,904. The Paint Palette does not need to make any adjustments in the M-1 screen. However, any necessary adjustments to the Schedule M-1 calculations can be made in the M-1, **Reconciliation of Income (Loss)** screen (which can be accessed by typing M1 in the Return Selector field in Data Entry).

Figure 13: Schedule M-1

Schedule M-1		Reconciliation of Income (Loss) per Books With Income per Return			
Note: The corporation may be required to file Schedule M-3. See instructions.					
1	Net income (loss) per books	254,904	7	Income recorded on books this year not included on this return (itemize):	
2	Federal income tax per books			Tax-exempt interest \$	
3	Excess of capital losses over capital gains				
4	Income subject to tax not recorded on books this year (itemize):				
5	Expenses recorded on books this year not deducted on this return (itemize):			8	Deductions on this return not charged against book income this year (itemize):
	a Depreciation \$			a	Depreciation \$
	b Charitable contributions \$			b	Charitable contributions \$
	c Travel and entertainment \$				
6	Add lines 1 through 5	254,904	9	Add lines 7 and 8	
			10	Income (page 1, line 28)-(line 6 less line 9)	254,904

SCHEDULE M2 - RETAINED EARNINGS

In Drake Tax, the beginning **Unappropriated Retained** earnings flows from the 1120 Schedule L, line 25, and the **Net Income or Loss per books** flows from the **Schedule M-1**, line 1 (Figure 21). These numbers are used to calculate the ending **Unappropriated Retained Earnings** as seen in **Schedule M-2** (Figure 14). No adjustments in the Schedule M-2 are necessary for The Paint Palette. However, adjustments to the Schedule M-2 calculations can be made in the **M-2, Retained Earnings** screen (which can be accessed by typing M2 in the Return Selector field in Data Entry).

Figure 14: Schedule M-2

Schedule M-2		Analysis of Unappropriated Retained Earnings per Books (Schedule L, Line 25)			
1	Balance at beginning of year	91,275	5	Distributions:	
2	Net income (loss) per books	254,904		a Cash	
3	Other increases (itemize):			b Stock	
				c Property	
			6	Other decreases (itemize):	
4	Add lines 1, 2, and 3	346,179	7	Add lines 5 and 6	
			8	Balance at end of year (line 4 less line 7)	346,179

AUTOBALANCE

Autobalance forces Schedule L to balance for both the beginning of year and end of year amounts. The program adjusts the unappropriated retained earnings amount on Schedule L by the difference between the total assets and the total liabilities and capital before the adjustment.

For example, if assets are \$1,000 and liabilities and capital are \$900, the unappropriated retained earnings increase by \$100.

The autobalance setting is turned on by default. If you do not wish to use the autobalance in a return, it can be turned off in the **PRNT (Print Options)** screen or you can turn it off globally by going to **Setup > Options > Calculation and View Print**. On the **Data Entry Menu**, enter PRNT in the selector field, press ENTER, and select the **Turn off autobalance** check box in the **Other Return Options** section.

ELECTIONS

All Drake Tax business packages include the option to make certain tax elections in the **ELEC (Election Options)** screen. To open this screen, enter ELEC in the **Data Entry Menu** selector field and press ENTER. An election can be selected from the **Return Elections** drop list (Figure 15). It is not necessary to make a selection for Paint Palette in this exercise.

Figure 15: Election Options Screen

The screenshot shows the 'Election Options' screen. The window title is 'DRAKE 2019 - Data Entry (400001515 - THE PAINT PALETTE DESIGN STUDIO) - (CONTAINS SENSITIVE DATA)'. The screen is divided into two main sections. On the left, there is a form with the following fields: 'Return Elections', 'Election.....', 'Description.....', 'Cost, basis, amount, years.....', 'Date or year-ending.....', 'Other cost, basis, or amount.....', 'Other date or year-ending.....', 'City.....', 'County.....', 'State.....', 'Other information.....', and 'Explanation.....'. The 'Election' field is currently empty. On the right, there is a list of 18 election options, each with a number and a description:

- 01 - General Election Statement
- 02 - Capitalize and Amortize Circulation Costs over 3 Years
- 03 - Capitalize and Amortize Research and Experimental
- 04 - Capitalize and Amortize Intangible Drilling and Development
- 05 - Capitalize and Amortize Mining Development Costs
- 06 - Capitalize and Amortize Mining Exploration Costs
- 07 - Include Commodity Credit Loan in Income (sec 77a)
- 08 - Carryback Casualty Loss (sec 165i)
- 09 - Treat Charitable Contributions as Paid During Tax
- 10 - Amortize Bond Premium on Taxable Bonds (sec 171(c))
- 11 - Capitalize Taxes and Carrying Charges (sec 266)
- 12 - Reduce Research and Development Credit (sec 280C(c)(3))
- 14 - Apportion Basis to Stock Rights (section 307(b)(2))
- 15 - Defer Crop Insurance Proceeds and Federal Disaster
- 16 - Currently Recognize Income from Non-Interest Bearing
- 17 - Accrue Real Property Taxes (sec 461(c))
- 18 - Adopt Recurring Item Exception (sec 461(h)(3))

At the bottom of the screen, there are three buttons: 'New Screen', 'Press F1 or Right-Click for Help', and '(Screen Help)'.

When you have more than one election in a return, a new **ELEC (Election Options)** screen can be created by pressing PAGE DOWN.

Once an election is made and the return is viewed, the election information is displayed on a referenced statement “STM #ELXX,” where “XX” is the election number.

Press ESC to return to the **Data Entry Menu**.

ESTIMATED TAX PAYMENTS

The Paint Palette made estimated tax payments in 2020 (Figure 16 on page 173). To open the **ES** screen (**Form 1120 - Estimated Tax Payments**), type **ES** in the selector field and press **ENTER**. Each of the estimated payments were made on the due date for each quarter. In the **Date Paid** column, it is not necessary to enter the payment date if it occurred on the actual due date, since the software uses the quarterly due dates by default. Entries in this column are necessary only if the payment date differs from the due date. Use the table below to enter payment information in the **ES** screen:

Quarter	Amount	Payment Method
1st Qtr. 4/15/20	13,388	3 - ACH
2nd Qtr. 6/15/20	13,388	3 - ACH
3rd Qtr. 9/15/20	13,388	3 - ACH
4th Qtr. 12/15/20	13,388	3 - ACH

Figure 16: Screen **ES**, **Form 1120 - Estimated Tax Payments**

The screenshot shows the 'Form 1120 - Estimated Tax Payments for TY 2020 and Overrides for TY 2021' screen. It features several input sections:

- Federal Section:** Includes '2020 ESTIMATED TAXES ALREADY PAID FOR THIS YEAR' with a table for 2020 payments (Quarter, Date paid, Amount paid, Payment method #, and 'la'PS confirmation). It also has a '2021 ESTIMATED TAXES TO BE PAID FOR NEXT YEAR' section with a note to go to screen W for federal payments.
- State and City Section:** Includes '2020 ESTIMATED TAXES ALREADY PAID FOR THIS YEAR' and '2021 ESTIMATED TAXES TO BE PAID FOR NEXT YEAR' with dropdowns for State/City and Type of account.
- Electronic Funds Withdrawal:** A section for 'Electronic Funds Withdrawal' with fields for 'Estimated amount', 'Overpayment', and 'e-File/Direct debit date' for four vouchers.
- Account Information:** Fields for 'Name of financial institution', 'RTN', 'Account number', and 'Type of account' (Checking or Savings).

Drake Tax calculates the estimated taxes due for the tax year; these amounts can be viewed on the Summary of Estimates Worksheet (Figure 17). There are no estimated tax vouchers for corporation (1120) returns. Instead, make federal estimated tax payments using the **Electronic Federal Tax Payment System (EFTPS)**.

Figure 17: Summary of Estimates Worksheet

Summary of Estimates					2021
<small>Name(s) as shown on return</small>					<small>Your SSN/EIN</small>
THE PAINT PALETTE DESIGN STUDIO INC					40-0001515
Federal Form 1120W					
Payment Schedule					
Due Date	04-15-2021	06-15-2021	09-15-2021	12-15-2021	Total
Total Installment Amount	13,383	13,383	13,383	13,383	53,532
Overpayment Applied					
Net Installment Due	13,383	13,383	13,383	13,383	53,532
Taxpayer Records					
Amount Actually Paid					
Date Paid					
Check#/Confirmation					

CORPORATION ESTIMATED TAX - 1120W

The Paint Palette does not expect to have any substantial changes, so it is not necessary to complete the **W** screen (**Form 1120W - Corporation Estimated Tax**) for the corporation. In this case, however, expected changes to income next year can be made on the **W** screen (Figure 18). Click the **Screen W** link inside the **ES** screen to open the screen. If opening from outside of the **ES** screen, type **W** into the selector field and press **ENTER**. The entries in this screen generate the Form 1120-W, Estimated Tax for Corporations Worksheet in View/Print mode.

Figure 18: Screen W, Form 1120W - Corporation Estimated Tax

DRAKE 2020 - Data Entry (400001515 - THE PAINT PALETTE DESIGN STUDIO INC) - (CONTAINS SENSITIVE DATA)

Form 1120-W - Estimated Tax for Corporations

1 Taxable income expected for the tax year..... =

3 Tax credits.....

5 Other taxes.....

7 Credit for federal tax paid on fuels (Form 4136).....

6 Tax shown on current-year tax return..... =

Large corporation

11 Required installment amounts *Make federal estimated tax payments using EFTPS.
Regulations eliminated the 8109 coupon.*

There are NO estimated tax vouchers for 1120 returns!

		1st	2nd	3rd	4th
RI Code	<input type="text"/>	= <input type="text"/>	= <input type="text"/>	= <input type="text"/>	= <input type="text"/>
Overpayment applied					
OP Code	<input type="text"/>	= <input type="text"/>	= <input type="text"/>	= <input type="text"/>	= <input type="text"/>

Mark this box to cap the amount of overpayment to apply to next year's taxes at 25% of the amount of this year's tax.

NOTE
Overpayments will not be automatically applied unless 2021 estimates are being calculated. If no estimate is required, enter the application of the overpayment using the override fields on the "Overpayment applied" section of this screen.

New Screen Press F1 or Right-Click for Help (Screen Help)

Press ESC to return to the **Data Entry Menu**.

PAYMENT SCREEN

Payments can be made with **Form 1120** or **Form 7004 Application for Automatic Extension for Form 1120**. In the **PMT (Electronic Funds Withdrawal)** screen, preparers would select **Yes** from the Federal selection droplist, and enter the financial institution's name. The routing number, account number, and type of account must be entered twice. In the payment section, the checkbox 7004 or 1120 would be selected to indicate if the payment is for the 7004 or 1120 (Figure 19). If the 7004 is selected, for example, **Form 8878-A, IRS e-File Electronic Funds Withdrawal Authorization for Form 7004** generates in View/Print mode.



NOTE

Many states also allow 1120 e-file, and are listed in the State/City selection drop list (Figure 19).

Figure 19: Electronic Funds Withdrawal Information Screen - PMT Screen

DRAKE 2020 - Data Entry (400001515 - THE PAINT PALETTE DESIGN STUDIO INC) - (CONTAINS SENSITIVE DATA)

Electronic Funds Withdrawal Information

NOTICE FOR STATE ELECTRONIC WITHDRAWALS: Tax return preparers are required to ask the taxpayer if the account the funds are to be withdrawn from is located **OUTSIDE** the United States. If the answer is "Yes," see the Foreign Account section below.

Account Information

Account #1

Federal Account and State (if same as Federal)

Withdrawal selection: Federal selection..... [v] State/city selection..... [v]

Name of financial institution [] RTN [] Account number [] Type of account
 Checking Savings

Repeat Account Information [] []
 Checking Savings

Federal: Federal payment amount..... = [] Requested payment date..... = [] Daytime phone number..... = []
 Payment is for..... 1120 7004 1120X

State: State payment amount..... = [] Requested payment date..... = [] Daytime phone number..... = []

CAUTION: The additional account information below is for withdrawal of a state balance due **ONLY** if different from account above. All states require that only one account be designated for direct debit of funds.

Account #2

State Account (if different from Federal)

Withdrawal selection: State/city selection..... [v]

Name of financial institution [] RTN [] Account number [] Type of account
 Checking Savings

Repeat Account Information [] []
 Checking Savings

State: State payment amount..... = [] Requested payment date..... = [] Daytime phone number..... = []

SEC SCREEN

Use the SEC screen to enter the business’s total prior-year income, which is a requirement. The IRS uses this information to better protect businesses and tax return preparers from data theft and tax fraud. Additional data entry on this screen is optional but recommended for increased security. Enter an amount of 400,000 as the prior-year income amount for this return.

Figure 20: Filing Security Information - SEC Screen

Filing Security Information

Enter the business's total prior-year income (required). The IRS uses this information to better protect businesses and tax return preparers from data theft and tax fraud. Additional data entry on this screen is optional but recommended for increased security.

Total prior-year income amount..... =

Number of W-2 forms associated with the claim of wages reported in the 2020 return.....

Number of officers associated with deduction of officer's salaries reported in the 2020 return.....

Parent Company
 EIN.....
 Name of company.....

Physical Address of Business
 Address, Suite #.....
 City.....
 U.S. ONLY State, ZIP, County.....
 Foreign ONLY Province/State, Country, Postal Code.....

Employment payment forms filed by this EIN.....

Form 720	<input type="checkbox"/>	Form 940	<input type="checkbox"/>	Form 941	<input type="checkbox"/>
Form 943	<input type="checkbox"/>	Form 944	<input type="checkbox"/>	Form 945	<input type="checkbox"/>
Form 990	<input type="checkbox"/>	Form 1042	<input type="checkbox"/>		

Record 1 of 1 Press F1 or Right-Click for Help

REVIEW

You have just completed Form 1120, Corporation Tax Return for The Paint Palette in Drake Tax. (A completed version of this return scenario can be viewed by opening a return with the following EIN: 400001515):

To review this return for accuracy, click **View** in the toolbar of the **Data Entry Menu** and use the following steps to review the forms, calculations, EF Messages, and Return Notes for the return In **View/Print** mode of the return, click **1120.PG6**.

4. The **1120.PG6** is used to determine if the return is in balance (Figure 21 on page 178). In the **Schedule L** section, line 15, "Total assets," should be the same as line 28, "Total liabilities and shareholders' equity," for both the beginning of year and end of year.
5. In the **Schedule L** section, line 25, "Retained earnings-Unappropriated" should be the same as line 8, "Balance at end of year" in the **Schedule M-2** section.
6. Line 1, "Net income (loss) per books" in the **Schedule M-1** section should equal line 2, "Net income (loss) per books" in the **Schedule M-2** section

Figure 21: Form 1120.PG6

Form 1120 (2020)		THE PAINT PALETTE DESIGN STUDIO INC		40-0001515		Page 6	
Schedule L Balance Sheets per Books		Beginning of tax year		End of tax year			
Assets		(a)	(b)	(c)	(d)		
1	Cash		79,055		89,731		
2a	Trade notes and accounts receivable	85,715		20,773			
b	Less allowance for bad debts	(13,065)	72,650		20,773		
3	Inventories		18,350		45,000		
4	U.S. government obligations						
5	Tax-exempt securities (see instructions)		56,820		55,178		
6	Other current assets (attach statement)						
7	Loans to shareholders		20,000		218,810		
8	Mortgage and real estate loans						
9	Other investments (attach statement)						
10a	Buildings and other depreciable assets			116,255			
b	Less accumulated depreciation			(20,088)	96,167		
11a	Depletable assets						
b	Less accumulated depletion						
12	Land (net of any amortization)						
13a	Intangible assets (amortizable only)						
b	Less accumulated amortization						
14	Other assets (attach statement)						
15	Total assets		246,875		525,659		
Liabilities and Shareholders' Equity							
16	Accounts payable		23,330		66,050		
17	Mortgages, notes, bonds payable in less than 1 year		18,450				
18	Other current liabilities (attach statement)						
19	Loans from shareholders						
20	Mortgages, notes, bonds payable in 1 year or more		55,545		24,905		
21	Other liabilities (attach statement)						
22	Capital stock: a Preferred stock						
	b Common stock	58,275	58,275	88,525	88,525		
23	Additional paid-in capital						
24	Retained earnings-Appropriated (attach statement)						
25	Retained earnings-Unappropriated		91,275		346,179		
26	Adjustments to shareholders' equity (attach statement)						
27	Less cost of treasury stock						
28	Total liabilities and shareholders' equity		246,875		525,659		
Schedule M-1 Reconciliation of Income (Loss) per Books With Income per Return							
Note: The corporation may be required to file Schedule M-3. See instructions.							
1	Net income (loss) per books	254,904		7	Income recorded on books this year not included on this return (itemize):		
2	Federal income tax per books				Tax-exempt interest \$		
3	Excess of capital losses over capital gains						
4	Income subject to tax not recorded on books this year (itemize):						
5	Expenses recorded on books this year not deducted on this return (itemize):			8	Deductions on this return not charged against book income this year (itemize):		
a	Depreciation \$			a	Depreciation \$		
b	Charitable contributions \$			b	Charitable contributions \$		
c	Travel and entertainment \$						
6	Add lines 1 through 5	254,904		9	Add lines 7 and 8		
				10	Income (page 1, line 28) - line 9 less line 9	254,904	
Schedule M-2 Analysis of Unappropriated Retained Earnings per Books (Schedule L, Line 25)							
1	Balance at beginning of year	91,275		5	Distributions: a Cash		
2	Net income (loss) per books	254,904			b Stock		
3	Other increases (itemize):				c Property		
				6	Other decreases (itemize):		
4	Add lines 1, 2, and 3	346,179		7	Add lines 5 and 6		
				8	Balance at end of year (line 4 less line 7)	346,179	

NOTE



To force the 1120.PG6 to print Schedule L information, go to the PRNT screen in data entry and select the Force Schedules G (1120-C), L, M-1, and M-2 to be printed box.

FINANCIALS

The Paint Palette Design Studio Balance Sheet and Profit Loss Statement are listed below for your reference in completing the corporation return (Figure 22 and Figure 23).

Figure 22: Balance Sheet

The Paint Palette Design Studio Balance Sheet As of 12/31/2019 & 12/31/2020		
	12/31/2019	12/31/2020
ASSETS		
Current Assets		
Checking/Savings	\$ 79,055	\$89,731
Less allowance for bad debts	(\$13,065)	
Loans to shareholders	\$ 20,000	\$218,810
Tax exempt securities	\$ 56,820	\$55,178
Accounts Receivable	\$ 85,715	\$20,773
Inventories	\$ 18,350	\$45,000
Total Current Assets	\$ 246,875	\$429,492
Fixed Assets		
Buildings & other depreciable assets		\$116,255
Less Accumulated Depreciation		(\$20,088)
Total Fixed Assets	\$ -	\$96,167
TOTAL ASSETS	\$ 246,875	\$ 525,659
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payables	\$ 23,330	\$66,050
Payables less than 1 year	\$ 18,450	
Payables more than 1 year	\$ 55,545	\$24,905
Total Current Liabilities	\$ 97,325	\$90,955
Equity		
Retained earnings Unappropriated	\$ 91,275	\$346,179
Common stock	\$ 58,275	\$88,525
Total Equity	\$ 149,550	\$434,704
TOTAL LIABILITIES & EQUITY	\$ 246,875	\$ 525,659
Retained earnings - Beginning		\$91,275
Income		\$ 255,004
Retained earnings - Ending		\$346,279
Federal estimated tax payments		\$53,552

Figure 23: Profit Loss Statement

The Paint Palette Design Studio	
Profit and Loss Statement	
For the Year Ended December 31, 2019	
INCOME	
Gross receipts	\$ 617,074
Less Returns and allowances	\$ (15,645)
Interest income	\$ 695
Gross rental income	\$ 30,000
TOTAL GROSS INCOME	\$ 632,124
COST OF GOODS SOLD	
Beginning Inventory	\$ 18,350
Purchases	\$ 165,000
Labor	\$ 7,638
Ending Inventory	\$ 45,000
TOTAL COST OF GOODS SOLD	\$ 145,988
TOTAL INCOME	\$ 486,136
EXPENSES	
Accounting	\$ 1,764
Advertising	\$ 4,500
Computer	\$ 16,280
Depreciation	\$ 20,088
Insurance	\$ 6,400
Janitorial	\$ 8,800
Legal & professional	\$ 2,300
Officer compensation	\$ 65,000
Pension plans	\$ 6,500
Repairs and Maintenance	\$ 5,650
Salaries and wages	\$ 86,400
Telephone	\$ 850
Utilities	\$ 6,700
SUBTOTAL EXPENSES	\$ 231,232
Federal Income Tax	\$ 53,552
TOTAL EXPENSES	\$ 284,784
NET PROFIT/LOSS	\$ 201,352

REVIEW QUESTIONS PART 5

Answer the questions below. See “Answers Part 5” on page 182 for answers and explanations.

1. Which of the following statements is *incorrect* concerning the **4562** screen in an 1120 return?
 - a) If an item is used for 100% business, you may leave the **Business% use** field blank.
 - b) If prior depreciation for the state is the same as the federal, the state amount does not need to be entered.
 - c) The software will automatically opt out of bonus depreciation on items entered on the **4562** screen.
 - d) The **4562** screen can be toggled between grid data entry mode and full screen mode using the F3 key.

2. Where in 1120 data entry is the Beginning of Year and Ending of Year Inventory entered?
 - a) Screen **SCH 2, Balance Sheet Subsidiary Schedule**
 - b) Screen **M1, Reconciliation of Income**
 - c) Screen **A, Form 1125-A Cost of Goods Sold**
 - d) Screen **K, Schedule K Other Information**

3. To make a payment with a Form 7004 extension application, use the following screen to enter payment information:
 - a) **DD**
 - b) **PIN**
 - c) **PMT**
 - d) **EF**

4. Which of the following is *not* true about the Autobalance feature in Drake Tax?
 - a) Autobalance is an option that forces the Schedule L Balance Sheet to balance if certain amounts are not entered on **Schedule L** screen.
 - b) Autobalance can be turned off by checking a box in the **Print Options (PRNT)** screen
 - c) Autobalance adjusts the Unappropriated Retained Earnings amount on Schedule L by the difference between total assets/liabilities and capital before the adjustment
 - d) In the 1120, 1120s, and 1065 packages, the Autobalance feature is turned off by default, and preparers need to go to the **PRNT** screen to activate it.

ANSWERS PART 5

1. The correct answer is **c) The software will automatically opt out of bonus depreciation on items entered on the 4562 screen.** The software does not automatically opt out, instead the preparer must indicate this on screen **10, Additional Depreciation Elections.**
 - a) is incorrect. The default is 100% business use, so no entry is necessary unless another percentage applies to the item.
 - b) is incorrect. If the federal and state prior depreciation amounts are equal, the preparer does not have to re-enter the state amount.
 - d) is incorrect. The software defaults to grid data entry mode for the **4562** screen. The preparer may press F3 to access full screen mode, and then press F3 again to return to grid data entry mode. Pressing F3 toggles between the two data entry modes for the **4562** screen.
2. The correct answer is **c) Screen A, Form 1125-A Cost of Goods Sold**
 - a) is incorrect. Screen **SCH 2, Balance Sheet Subsidiary Schedule**
 - b) is incorrect. Screen **M1, Reconciliation of Income**
 - d) is incorrect. Screen **K, Schedule K Other Information**
3. The correct answer is **c) PMT.** The payment screen is where bank information can be entered for electronic funds withdrawal.
 - a) is incorrect. The **DD**, Direct Deposit Screen is used for receiving refunds, not making payments.
 - b) is incorrect. The **PIN** screen is used to electronically sign a return.
 - d) is incorrect. The **EF** screen is used to indicate which forms will be efiled.
4. The *untrue* statement is **d.) The autobalance feature is turned off by default in Drake Tax.** The autobalance feature is actually turned *on* by default. It can be turned off by going to the **PRNT** screen and checking the box to turn it off.
 - a), b), and c) are all true statements about the autobalance feature.

Partnership Return

This chapter summarizes the basic steps to prepare a 1065 partnership return in Drake Tax. To view the completed return, open 400006012.

PREPARING THE 1065 EVALUATION RETURN

To create a new partnership from the Drake Tax **Home** window:

1. Click Open/New in the **Home** window toolbar, enter EIN: 400001616, and click **OK**
2. Click **Yes** to create a new return and select return type: Partnership - 1065.
3. Enter the partnership name: **Two Brothers**, and click **OK**.



NOTE

When opening and preparing a return, enter all numbers without dashes (unless the number is negative), slashes, dollar signs, or commas.

GENERAL INFORMATION

The 1065 return is opened to screen **1**, the **Partnership General Information** screen. Begin return preparation using the corporation's general information in the table listed below:

Fields	Data
Partnership Name	TWO BROTHERS
Address	120 BROTHERS ST
ZIP code	31405
Phone number	828-524-8020
Principal business activity	LANDSCAPING
Principal product or service	SHRUBBERY
Business code number	*561730 (see note below)
Business start date	01-07-05
Accounting Method	ACCRUAL
If not calendar year	leave section blank - this corporation uses a calendar year
Resident state	0 (enter zero to suppress the state return) for this exercise
Email	2BROTHERS@1040.COM
Cell	828-524-8020



NOTE

* To locate the **Business activity code** number, place your mouse pointer in the **Business Code Number** field, press CTRL+SHIFT+S to open a field search, enter *Landscaping* in the **Please input search data** field, and click **Go**. Select **561730** (Landscaping Services), and click **OK**.

Figure 1: Screen 1, Partnership General Information

Press ESC and go to the **Data Entry Menu**.

INCOME

Partnership income is reported on the **Income** screen (Figure 2) and dividend income is reported on the **K - Schedule K Partners' Distributive Share** screen.

To open the **Income** screen, type INC in the selector field and press ENTER. Use the following table to enter information on the INC screen.

Fields	Data
Gross receipts or sales	2,500,000

Figure 2: INC Screen, Income and Common Schedule K Items

DRAKE 2020 - Data Entry (400006012 - TWO BROTHERS) - (CONTAINS SENSITIVE DATA)

Income

Form 1065 - Income

1a Gross receipts or sales..... 2500000

1b Returns and allowances.....

2 Cost of goods sold..... 1125-A

4 Income from other partnerships, estates, and trusts.... [K1P Screen](#) or [K1F Screen](#)

7 Other Income

Interest income on receivables.....

Recoveries of bad debts deducted in earlier years.....

Section 481 adjustments.....

State tax refund (cash basis).....

Taxable income from insurance proceeds.....

Other income (itemize).....

NOTE: Credits from Forms 6478 and 8864 automatically flow to Form 1065, page 1, line 7.

Publicly Traded Partnership Electing 3.5% Tax

Publicly traded partnership electing 3.5% tax

Gross income subject to 3.5% tax..... =

Record 1 of 1 Press F1 or Right-Click for Help

Press ESC to return to the **Data Entry Menu**.

DEDUCTIONS

Deductions are recorded on the **Deductions - Form 1065, Page 1 Deductions** screen. To open the **Deductions - Form 1065, Page 1 Deductions** screen, type DED in the selector field and press ENTER. Use the table below to enter expense information in the **Deductions** screen (Figure 3).

Fields	Data
Salaries & Wages	54,000
Repairs & Maintenance	11,000
Rents	36,000
Retirement Plans	4,000
Advertising	2,500
Accounting	27,000
Building Insurance	6,500
Liability Insurance	4,000
Utilities	8,400
Telephone	1,000
Supplies	6,500
Postage/Shipping	2,000

Office Expense	1,300
Workers' Compensation Insurance	7,200
Janitorial	11,250
Legal Services	6,000
Taxes and Licenses	
- Local Property Taxes	7000
- Payroll Taxes	8000
- Licenses	2000

Figure 3: DED Screen

DRAKE 2020 - Data Entry (400006012 - TWO BROTHERS) - (CONTAINS SENSITIVE DATA)

Deductions - Form 1065, Page 1 Deductions All lines without numbers flow to Form 1065, line 20. [Income Screen](#)

Accounting.....	27000	15	Interest expense.....	ELEC Screen	
Advertising.....	2500		Internet.....		
Automobile and truck expense.....			Janitorial.....		11250
12 Bad debts.....			Laundry and cleaning.....		
Bank charges.....			Legal and professional.....		6000
Cash short/over.....			Marketing.....		
Cell phone.....			Meals 50% limit.....		
Clean fuel vehicle deductions.....			Meals 80% limit.....		
Commissions.....			Meals 100% allowed.....		
Computer.....			Meetings.....		
Consulting.....			Miscellaneous.....		
Credit and collection costs.....			Office expense.....		1300
Delivery.....			Outside services and contractors.....		
17 Depletion (do not deduct oil/gas depletion)....			Parking fees and tolls.....		
16a Depreciation..... Form 4562	+/-		Payroll processing expenses.....		
16b Depreciation claimed elsewhere on return.....	+/-		Permits and fees.....		
Discounts.....			Postage/shipping.....		2000
Dues and subscriptions.....			Printing.....		
Education and training.....			Recruiting.....		
19 Employee benefit programs.....			13 Rents.....		36000
Entertainment - Deductible.....			11 Repairs and maintenance.....		11000
Entertainment - Nondeductible.....			18 Retirement plans, etc.....		4000
Equipment rental/lease.....			9 Salaries and wages (other than partners).....		54000
Freight.....			Sales.....		
Fuel.....			Security.....		
Gifts.....			Software.....		
10 Guaranteed payments for services.....			Supplies.....		6500
10 Guaranteed payments for capital.....			14 Taxes and Licenses..... Detail	+/-	

Record 1 of 1 Press F1 or Right-Click for Help

Press ESC to return to the **Data Entry Menu**.

TRADE AND BUSINESS INFORMATION

The Two Brothers partnership is comprised of two businesses, a landscape consulting business and a retail store. The Two Brothers partnership is eligible to take the Qualified Business Income deduction for these businesses. The trade and business information is recorded on the **199A** screen, **Qualified Business Deduction by Activity**. To open the screen, type 199A in the selector field and press ENTER. Use the table below and the **199A** screen to enter the information for the first businesses. Press PAGE DOWN to create another **199A** screen and enter the information for the second business (Figure 4).

Fields	Data
BUSINESS 1	ALLOCATIONS
Name	BROTHERS LANDSCAPE CONSULTING
Income	778,789
W-2 Wages	98,500
UBIA	454,500

Fields	Data
BUSINESS 2	ALLOCATIONS
Name	BROTHERS PLANT SHOP
Income	778,789
W-2 Wages	98,500
UBIA	454,500

Figure 4: 199A Screen, Qualified Business Deduction by Activity

PBAN	BAN	Trade or business name	SSTB	Ordinary income...	Rental income...	W-2 Wages	UBIA
1	1	BROS LANDSCAPING CONSULT...	X				
2	1	BROS PLANT SHOP	X				
3							

Press ESC to return to the **Data Entry Menu**.

FORM 1125-A COST OF GOODS SOLD

Open the **Form 1125-A Cost of Goods Sold** screen (Figure 5) by typing A in the selector field and pressing ENTER. Use the following table to enter information in screen A.

Fields	Data
Beginning Inventory	147,600
Purchases	347,800
W-2 wages paid	143,000

Other Costs - excluding depreciation (Press CTRL+W in the field to create a worksheet for the following 4 items)	Total of 4 items is 34,000 (Figure 6)
• Miscellaneous5,000	
• Professional Fees6,000	
• Utilities16,000	
• Warehousing7,000	
Ending Inventory	150,000

Figure 5: Screen A, Form 1125-A Cost of Goods Sold

DRAKE 2020 - Data Entry (400006012 - TWO BROTHERS) - (CONTAINS SENSITIVE DATA)

Form 1125-A Cost of Goods Sold

1 Inventory at beginning of year..... 147600

2 Purchases less cost of items withdrawn for personal use..... 347800

3 Non-W-2 labor hired..... 143000

W-2 wages paid.....

4 Additional section 263A costs.....

5 Other costs - depreciation.....

5 Other costs - excluding depreciation..... 34000

7 Inventory at end of year..... 150000

9a Methods used for valuing inventory:

Cost Lower of cost or market Other

b Select this box if there was a write-down of subnormal goods.

c Select this box if LIFO was adopted this tax year.

d If LIFO inventory method was used, enter amount of closing inventory computed under LIFO.....

e Do the rules of section 263A apply to this partnership? Yes No

f Was there any change in determining inventories? Yes No

If "Yes," explain.....

Record 1 of 1 Press F1 or Right-Click for Help

Mark the check boxes indicating method used to valuing inventory is lower of cost or market, and there was no change in determining inventory.

Figure 6: Detail Worksheet

DRAKE 2020 - Data Entry (400006012 - TWO BROTHERS) - (CONTAINS SENSITIVE DATA)

Detail Worksheet - IRS requires this field to have a worksheet

Sort Options: F1 - Description Ascending F2 - Description Descending
F3 - Amount Ascending F4 - Amount Descending

Title: SCHEDULE B, LINE 5 - OTHER COST

Description	Amount
MISC	5000
PROFESSIONAL FEES	6000
UTILITIES	16000
WAREHOUSING	7000
TOTAL	34000

Press ESC to return to the **Data Entry Menu**.

SCHEDULE B - OTHER INFORMATION

Open the **B** screen (**Schedule B - Other Information**) by typing B in the selector field and pressing ENTER. In the **Type of Entity** field, select **Domestic general partnership**.

On the second line in the **B** screen, click the **Schedule B1** link. Use the following table to enter the partners' ownership percentages in the bottom section for line 2b ([Figure 7](#)).

Fields	Partner 1	Partner 2
ID Number	400001910	400001911
Name of Individual or Estate	BIG BROTHER	LITTLE BROTHER
Select if an estate	leave blank	leave blank
Country of Citizenship	US	US
Max% Owned in Profit, Loss, or Capital	50	50

Figure 7: Schedule B1 - Other Information Screen, Line 2b

DRAKE 2020 - Data Entry (400006012 - TWO BROTHERS) - (CONTAINS SENSITIVE DATA)

Schedule B1 - Other Information (Lines 2a and 2b)

Schedule B-1 can be completed for partners owning 50% or more of the partnership at the end of the tax year using the "Schedule B-1" fields, located on the K1 screens for the appropriate partner or by completing lines 2a or 2b below, as needed.

Line 2a
 Enter the information below if any foreign or domestic corporation, partnership (including any entity treated as a partnership), or trust owns, directly or indirectly, an interest of 50% or more in profit, loss, or capital of the partnership.

ID Number	Name of Entity	Type of Entity	Country of Org.	Max. % Owned in Profit, Loss, or Capital

Line 2b
 Enter the information below if any individual or estate owns, directly or indirectly, an interest of 50% or more in the profit, loss, or capital of the partnership.

ID Number	Name of Individual or Estate		Country of Citizenship	Max. % Owned in Profit, Loss, or Capital
400000590	BIG BROTHER	<input type="checkbox"/> Select if an estate	US	50
400000590	LITTLE BROTHER	<input type="checkbox"/> Select if an estate	US	50
		<input type="checkbox"/> Select if an estate		
		<input type="checkbox"/> Select if an estate		
		<input type="checkbox"/> Select if an estate		

Press Ctrl+PAGE DOWN for additional B1 screen (Schedule B, line 2a and 2b).
 Press PAGE DOWN for screen B4 (Schedule B, line 3a and 3b).

Record 1 of 1 Press Ctrl + Page Down for New Screen Press F1 or Right-Click for Help

Press ESC to return to the **B** screen. Use the following table to enter partnership information in the **B** screen (Figure 8).

Line	Data
through 16a	NO
16b through 18	leave blank
19 and 20	NO

Figure 8: Schedule B - Other Information Screen

Schedule B - Other Information

1 Domestic general partnership Domestic limited partnership
 Domestic LLC Domestic limited liability partnership
 Foreign partnership Other: _____

2 [Schedule B1](#) Information on partners owning 50% or more of the partner: Yes No

3 [Attachment 3a and 3b](#) information on the partnership owning a corporation, trust, or partnership int

4 Does partnership meet all requirements listed for question 4 of Form 1065? Yes No

4c Forms K-1 were NOT furnished to the partners on or before the due date

5 Is partnership a publicly traded partnership? Yes No

6 Did partnership have any debt that was cancelled, forgiven, or had terms modified so as to reduce principal amount of debt? Yes No

7 Has partnership filed, or is it required to file, Form 8918? Yes No

8 Did partnership have an interest in a foreign account? Yes No
 If "Yes," select a foreign country: _____

9 Was partnership grantor of, or transferor to, a foreign trust? If "Yes" see instructions Yes No

10a Is partnership making, or had it previously made (and not revoked), a Section 754 election? [ELEC.Screen](#) Yes No

10b: Did partnership make for this tax year an optional basis adjustment under Section 743(b) or 734(b)? Yes No

10c Is the partnership required to adjust the basis of partnership assets because of substantial built-in loss or substantial basis reduction? Yes No

11 During the current or prior tax year, did the partnership distribute any property received in a like-kind exchange or contributed to another partner? Yes No

12 Did partnership distribute to any partner a tenancy-in-common or other undivided interest in partnership property? Yes No

13 If partnership is required to file Form 8858, enter the number of Forms 8858 attached: _____

14 Does partnership have any foreign partners? Yes No
 If "Yes," enter number of Forms 8805 filed for partnership: _____

15 Number of Forms 8865 attached to this return: _____

16a Did you make any payments in 2020 that would require you to file Forms 1099? Yes No

16b: If "Yes," did you or will you file all required Forms 1099? Yes No

17 Number of Forms 5471 attached to this return: _____

18 Enter the number of partners that are foreign governments under section 892: _____

19 During the partnership's tax year, did the partnership make any payments that would require it to file Form 1042 and 1042-S under chapter 1411 through 1464) or chapter 4 (sections 1471 through 1474)? Yes No

20 Was the partnership a specified domestic entity required to file Form 8938 for the tax year? (See the instructions for Form 8938) Yes No

Press PAGE DOWN for screen B(2) - Schedule B continued.

Press PAGE DOWN to continue to screen B(2) - Schedule B continued (Figure 9).

Line	Data
21	NO
22	leave blank
23	NO
24	NO
25	leave blank
26-28	leave blank

Figure 9: Schedule B - Other Information Screen Continued

Press ESC to return to the **Data Entry Menu**.

SCHEDULE K PARTNERS' DISTRIBUTIVE SHARE

The **K** screen, **Schedule K, Partners' Distributive Share**, is used to enter or adjust partners' share of income, loss, and self-employment (Figure 10). It contains screen tabs, which are used to access worksheets associated with Schedule K, and **SA** links are used to make special partner allocations ("Special Allocations (SA)" below). Tabs in the **K** screen include: **Income (Loss)**, **Deductions, Credits, AMT and Basis**, **Other Information**, and **Analysis of Net Income**.

SPECIAL ALLOCATIONS FOR PARTNERS

Any line with an **SA** link, **Special Allocations**, can be selected to override the allocation of that item for any or all of the listed partners. Special allocations can be made by selecting the **SA** link beside the line you want to adjust. In the **SA** window, either dollar amount or percentage allocation type must be selected. A running total of the allocations is displayed at the bottom of the **SA** window under **Unallocated** and **Allocated**.

Figure 10: Screen K, Partners Distributive Share

DRAKE 2020 - Data Entry (400006012 - TWO BROTHERS) - (CONTAINS SENSITIVE DATA)

Income (Loss) | Deductions | Credits | AMT and Other Information | Other Information conf'd | Analysis of Net Income

K - Partners Distributive Share of Income (Loss) and Self-Employment
 Click the SA links to complete special allocations by partner using dollar amounts or percentages.
 Special allocations for rent can be completed per property on the 8825 and RENT screens.

[Video: Special Allocations](#)

1	Ordinary business income (loss).....		SA	QBI SA
2	Net rental real estate income (loss).....	Form 8825		
	Disposition of property from rental real estate activities (8825, line 19).....		SA	
	Net rental real estate income (loss) from pass-through entities (8825, line 20a).....		SA	
3c	Other net rental income (loss).....	RENT Screen		
4a	<input type="checkbox"/> Guaranteed payments for services.....	+/-	SA	
	Portion of 4a allocated for other than services and not subject to SE tax.....	+/-	SA	
4b	Guaranteed payments for capital.....	+/-	SA	
5	Interest income.....	+/-	SA	
6a	Ordinary dividends.....	+/-	SA	
6b	Qualified dividends.....	+/-	SA	
6c	Dividend equivalents.....	+/-	SA	
7	Royalties.....	+/-	SA	
8	Net short-term capital gain (loss).....	Schedule D	SA	
9a	Net long-term capital gain (loss).....	Schedule D	SA	
9b	Collectibles (28%) gain (loss).....	+/-	SA	
9c	<input type="checkbox"/> Unrecaptured section 1250 gain.....	1250 Screen	SA	
10	<input type="checkbox"/> Net section 1231 gain (loss).....	Form 4797	SA	QBI SA
11	Other income (Loss)			QBI SA
A	Other portfolio income (loss).....	+/-	SA	
B	Involuntary conversions.....	+/-	SA	
C	Section 1256 contracts and straddles.....	Form 6781	SA	
D	Mining exploration costs recapture.....	+/-	SA	
E	Cancellation of debt.....	+/-	SA	
F	<input type="checkbox"/> Section 743(b) positive adjustments.....	+/-	SA	
H	Subpart F income (other than 951A).....	+/-	SA	

Record 1 of 1 | Press F1 or Right-Click for Help | (Screen Help)

No special allocations will be made for the partners in this exercise. For an example of special allocations made among five partners in the SA window, see Figure 11.

Figure 11: Special Allocations (SA)

(400000000) - Guaranteed payments - 121221

Special allocations can be entered using a dollar amount or percentage. Unallocated amounts will be distributed to remaining partners based on a pro-rata calculation of partner's percentage entered on the K-1 screens.

Allocation Type: Dollar Amount Percentage

SSN / EIN	Partner Name	Dollar Amount	Percentage
400001010	FREDS FIDUCIARY	30303	24.9981439
400001011	MILO MINDBENDER	30302	24.9973189
400001012	TIMBERS TRUCKING	30000	24.7481872
400001013	MANNY MEATLOVER	25000	20.6234893
400001014	LOLA LANDFALL		

Unallocated: \$5616 | Allocated: \$115605

Clear | Save | Cancel

DISTRIBUTIONS

Enter K in the selector field to open the K screen (Schedule K - Partners Distributive Share), click the AMT and Other Information tab (Figure 12), and enter the following information:

Fields	Data
Distributions of cash and marketable securities	1,306,049

Figure 12: Schedule K Screen, AMT and Other Information Tab

Press ESC to return to the Data Entry Menu.

SCHEDULE K-1 - PARTNER INFORMATION

The K1 screen, Schedule K-1 - Partner Information, is where information about each partner is entered. Type K1 in the selector field and press ENTER to open the K1 screen. Complete a K1 screen for the first partner, and press PAGE DOWN to open a K1 screen for the second partner. Use the following information to complete each partner's K1 screen.

Field	Data	Data
ID Number	400001910	400001911
Partner Name	BIG BROTHER	LITTLE BROTHER
Signs Return	YES	NO
Part. Rep.	YES	NO
Title for PIN Signature	CEO	leave blank
Address	841 FIRST BORN LN	314 SIBLING CIRCLE
City, State, Zip	SAVANNAH, GA 31404	SAVANNAH, GA 31404
Phone	828-524-8020	828-524-8020
Email	BB@1040.com	LB@1040.com
Type of Partner	GENERAL, INDIVIDUAL (select "Individual" from drop list on item I1)	GENERAL, INDIVIDUAL (select "Individual" from drop list on item I1)
Partner %: Profit	50	50
Partner %: Loss	50	50
Partner %: Capital	50	50
Beginning Capital Account	603,889	603,889
Did Partner Contribute Property with built-in gain/loss?*	NO	NO

- *To mark this box for all partners at once, click the **PRNT Screen** link to open the **Print Options** screen and mark the **No** checkbox beside **All Partners contrib. prop. w/ build-in gain or loss**.

Press ESC to return from the **Print Options** screen to the Schedule K-1 Screen and press ESC a second time to return to the **Data Entry Menu**.

Figure 13: Partner 1's K-1 Screen

DEPRECIATION

Drake provides six screens for depreciation. On the **Assets-Sales-Recapture** tab of the **Data Entry Menu**, the six screens are grouped in a section labeled **Depreciable Assets**. These screens include:

- The **4562** screen is used for entering depreciable assets for Form 1065, Schedule A, Schedule F, Form 8825, the **RENT** screen, and Section 754. The **4562** screen is usually the only screen needed for entering depreciation.
- Screens **6-9** are used only when entering depreciation calculated outside of Drake. Screen 7, line 18 is where you go to claim the Section 168(i)(4) election.
- Screen **10, Additional Depreciation Elections** is the place to elect out of bonus depreciation for all classes of property or by property class. For this return, we will not opt out of bonus depreciation.

There are six depreciable assets. Open the **4562** screen by typing 4562 in the **Data Entry Menu** selector field and pressing ENTER. Use information from the following table to enter the assets.

At the top of each 4562 screen, select 1065 from the FOR droplist.

Fields	Data	Data	Data	Data	Data	Data
Description	Asset 1	Asset 2	Asset 3	Asset 4	Asset 5	Asset 6
Date Acquired	6/15/20	5/15/20	11/2/20	5/15/20	9/15/20	1/1/18
Cost	67,000	35,000	65,000	25,000	25,000	692,000
Method	MACRS	MACRS	MACRS	MACRS	MACRS	ARP
Life	5	5	7	39	7	31.5
Prior Deprec.	leave blank	leave blank	leave blank	leave blank	leave blank	43,021
Property Type	leave blank	leave blank	leave blank	leave blank	leave blank	50


Figure 14: 4562 Screen Item Detail

The screenshot shows the Drake Tax 2020 Form 4562 software interface. The window title is "DRAKE 2020 - Data Entry (400006012 - TWO BROTHERS) - (CONTAINS SENSITIVE DATA)". The form is for "Form 4562" with "For:" set to "1065" and "1065, COGS, F,8825, RENT, 754". The "Date Acquired" is "06-15-2020" and "Cost" is "67000". The "Method" is "MACRS" and "Life" is "5". The "Description" is "ASSET 1". The interface includes various input fields for depreciation details, election options, and asset information.

The **Use%** field would be used to indicate a percentage other than 100%. All five assets are 100% business use, so the **Use%** field can be left blank. If you are using grid data entry to enter the asset information (Figure 15), view the individual details of each depreciable asset and make adjustments by clicking **Item Detail** at the bottom of the grid screen. The **4562** screen will open in full screen mode (Figure 14). In full screen mode, press PAGE DOWN to get to another 4562 screen. Press ESC to return to the **Data Entry Menu**.

Figure 15: The 4562 Screen in Grid Data Entry Mode

Form	MFC	Description	Date Acq	Cost	% Use	Used	LPT	Method	Life	Prior Depr	Prior 179	Prior Bonus	Prop type	GIP Sale #
1	1065	1 ASSET 1	06-15-2020	67000				M	5					
2	1065	1 ASSET 2	05-15-2020	35000				M	5					
3	1065	1 ASSET 3	11-02-2020	65000				M	7					
4	1065	1 ASSET 4	05-15-2020	25000				M	39					
5	1065	1 ASSET 5	09-15-2020	25000				M	7					
6	1065	1 ASSET 6	01-01-2018	692000				ARP	31.5	43021			50	

NOTE
 Grid data entry mode feature is available for select screens (**4562** screens for all tax packages). Press TAB, or use the UP ARROW (↑) or DOWN ARROW (↓) keys to navigate the fields. Press F3 to toggle between the grid data entry mode and full screen mode.

To turn off grid data entry in Drake Tax, click **Setup > Options** from the **Home** window and clear the option to **Use grid data entry format on available screens** and click **OK**.

SCHEDULE L - BALANCE SHEET INFORMATION

Schedule L Beginning of Year (BOY) and End of Year (EOY) totals are displayed in the BOY Totals and EOY Totals columns after the return is calculated. This will help you determine if the balance sheet is in balance.

Type L into the selector field and press ENTER to open the **Schedule L - Balance Sheet** screen (Figure 16). Use the following table to enter the beginning of year and end of year totals.

Fields	Beginning of Year	End of Year
ASSETS		
Cash	556,999	800,000
Accounts Receivable	205,500	201,000
Allowances for Bad Debt	1,500	1,500
LIABILITIES		
Accounts Payable	250,000	250,000
Payables less than 1 year	8,000	8,000
Nonrecourse Loans	5,800	5,800
Payables more than 1 year	86,000	78,000
Partners' Capital Accounts	1,207,778	1,459,307

Figure 16: Screen L, Schedule L - Balance Sheet

DRAKE 2020 - Data Entry (400006012 - TWO BROTHERS) - (CONTAINS SENSITIVE DATA)

Schedule L - Balance Sheet

Entries on lines 6, 8, 13, 17, and 20 require use of screen SCH2 for details. The amounts from that screen flow to the appropriate lines when the return is calculated. The partners' capital account can be balanced automatically; however, it is also used as the balancing account. If an amount is entered, it is compared with the calculated amount. If no amount is entered, no checking is done, and the program forces the balance sheet to balance.

Autobalance can be turned off/on from the PRNT screen. [PRNT](#) [Force-print Schedule L and M-1](#) Force-print final end of year

	Beginning of Year		BOY Totals	End of Year		EOY Totals
	(a)	(b)		(c)	(d)	
1 Cash.....		556999	556999		800000	800000
2a Trade notes and accounts received.....	205500		205500	201000		201000
2b Less allowance for bad debts.....	1500		(1500)	1500		(1500)
3 Inventories.....			147600			150000
4 U.S. Government securities.....						
5 Tax-exempt securities.....						
6 Other current assets.....		SCH2 screen			SCH2 screen	
7a Loans to partners.....						
7b Mortgage/real estate loans.....						
8 Other investments.....		SCH2 screen			SCH2 screen	
9a Depreciable assets.....			692000			909000
9b Accumulated depreciation.....			(43021)			(257393)
10a Depletable assets.....						
10b Accumulated depletion.....			()			()
11 Land.....						
12a Intangible assets.....						
12b Accumulated amortization.....			()			()
13 Other assets.....		SCH2 screen			SCH2 screen	
Total Assets.....			1557578			1801107
<input type="checkbox"/> Carry book accumulated depreciation and amortization to Schedule L						
15 Accounts payable.....		250000	250000		250000	250000
16 Payables less than 1 year.....		8000	8000		8000	8000
17 Other current liabilities.....		SCH2 screen			SCH2 screen	

Record 1 of 1 Press F1 or Right-Click for Help

Press ESC to return to the Data Entry Menu

SCHEDULE M-1 - RECONCILIATION OF INCOME (LOSS)

Schedule M-1 shows all items of income and expense that are not subject to tax, plus those accounting items that are not income tax items (Figure 17). When required, taxpayers must reconcile book income with the taxable income. The book-to-tax difference for Schedule M-1 and any necessary adjustments can be made in the M-1 Reconciliation of Income (Loss) screen.

Figure 17: Schedule M-1 Reconciliation of Income

Schedule M-1 Reconciliation of Income (Loss) per Books With Income (Loss) per Return		
Note: The partnership may be required to file Schedule M-3. See instructions.		
1 Net income (loss) per books.....	1,557,578	6 Income recorded on books this year not included on Schedule K, lines 1 through 11 (itemize):
2 Income included on Schedule K, lines 1, 2, 3c, 5, 6a, 7, 8, 9a, 10, and 11, not recorded on books this year (itemize):		a Tax-exempt interest \$
3 Guaranteed payments (other than health insurance).....		7 Deductions included on Schedule K, lines 1 through 13d, and 16p, not charged against book income this year (itemize):
4 Expenses recorded on books this year not included on Schedule K, lines 1 through 13d, and 16p (itemize):		a Depreciation \$
a Depreciation \$		8 Add lines 6 and 7
b Travel and entertainment \$		9 Income (loss) (Analysis of Net Income (Loss), line 1). Subtract line 8 from line 5
5 Add lines 1 through 4.....	1,557,578	
		1,557,578

SCHEDULE M-2 - ANALYSIS OF PARTNERS' CAPITAL

Schedule M-2 is used to show what caused changes during the year in the partners' capital accounts. The amounts on Schedule M-2 should equal the total amounts reported in item L of all the partners' Schedule K-1s. Drake Tax carries amounts entered in item L (**Analysis of Capital Account**) on the partners' **K1** screen to Form 1065, Schedule M-2, line 1, "Balance at beginning of year." Any necessary adjustments to the Schedule M-2 calculations can be made in the **M-2 Analysis of Partners' Capital** screen.

Figure 18: Screen M2, Schedule M-2 - Analysis of Partners' Capital

Schedule M-2		Analysis of Partners' Capital Accounts		
1	Balance at beginning of year	1,207,778	6 Distributions: a Cash	1,306,049
2	Capital contributed: a Cash		b Property	
	b Property		7 Other decreases (itemize):	
3	Net income (loss) per books	1,557,578		
4	Other increases (itemize):		8 Add lines 6 and 7	1,306,049
5	Add lines 1 through 4	2,765,356	9 Balance at end of year. Subtract line 8 from line 5	1,459,307

AUTOBALANCE

Autobalance forces Schedule L to balance for both the beginning of year and end of year amounts. The program adjusts the partners' capital accounts on Schedule L by the difference between the total assets and the total liabilities plus capital before the adjustment.

For example, if the partnership's assets are \$1,000 and the liabilities and capital are \$900, the program increases the partners' capital accounts by \$100.

If you do not wish to use autobalance for a specific return, it can be turned off on the **Print Options** screen or you can turn it off globally in **Setup > Options > Calculation and View Print**. On the **Data Entry Menu**, type PRNT in the selector field, press ENTER, and then select **Turn off autobalance** in the **Other Return Options** section.

Press ESC to return to the **Data Entry Menu**.

SEC SCREEN

Use the **SEC** screen to enter the business's total prior-year income, which is a requirement. The IRS uses this information to better protect businesses and tax return preparers from data theft and tax fraud. Additional data entry on this screen is optional but recommended for increased security. Enter an amount of 1,800,000 as the prior-year income amount for this return.

REVIEW

You have just completed Form 1065, Partnership Tax Return in Drake Tax. Review the return for accuracy. Click **View** on the **Data Entry Menu** to open View mode to review the forms, calculations, and any EF MESSAGES or NOTES pages.

Click Form **1065.PG5** in the **Forms tree**. Use this page to see if the return is in balance (Figure 19). Check the following:

- In the Schedule L section, line 14, “Total assets” should be the same as line 22, “Total liabilities and capital,” both beginning of year and end of year.
- The End of tax year line 21, “Partners’ capital accounts” in the Schedule L section should equal line 9, “Balance at end of year” in the Schedule M-2 section.
- Line 1, “Net income (loss) per books” in the Schedule M-1 section should equal line 3, “Net income (loss) per books” in the Schedule M-2 section.



NOTE

To force the **1065.PG5** to print Schedule L information, go to the **PRNT** screen in data entry and select the **Force Schedules L, M-1, M-2 & K-1 Section L box**.

Figure 19: Form 1065, page 5

Schedule L	Balance Sheets per Books	Beginning of tax year		End of tax year	
		(a)	(b)	(c)	(d)
Assets					
1	Cash		556,999		800,000
2 a	Trade notes and accounts receivable	205,500		201,000	
b	Less allowance for bad debts	1,500	204,000	1,500	199,500
3	Inventories		147,600		150,000
4	U.S. government obligations				
5	Tax-exempt securities				
6	Other current assets (attach statement)				
7 a	Loans to partners (or persons related to partners)				
b	Mortgage and real estate loans				
8	Other investments (attach statement)				
9 a	Buildings and other depreciable assets	692,000		909,000	
b	Less accumulated depreciation	43,021	648,979	257,393	651,607
10 a	Depletable assets				
b	Less accumulated depletion				
11	Land (net of any amortization)				
12 a	Intangible assets (amortizable only)				
b	Less accumulated amortization				
13	Other assets (attach statement)				
14	Total assets		1,557,578		1,801,107
Liabilities and Capital					
15	Accounts payable		250,000		250,000
16	Mortgages, notes, bonds payable in less than 1 year		8,000		8,000
17	Other current liabilities (attach statement)				
18	All nonrecourse loans		5,800		5,800
19 a	Loans from partners (or persons related to partners)				
b	Mortgages, notes, bonds payable in 1 year or more		86,000		78,000
20	Other liabilities (attach statement)				
21	Partners' capital accounts		1,207,778		1,459,307
22	Total liabilities and capital		1,557,578		1,801,107

REVIEW QUESTIONS PART 6

Answer the following questions. See “[Answers Part 6](#)” on page 204 for answers and explanations.

1. In a 1065 return, which **screen** would be used to enter cash at Beginning of Year and End of Year?
 - a) M1
 - b) M2
 - c) L
 - d) A

2. Which schedule has an autobalance feature that can be disabled on the **PRNT** screen?
 - a) Form 1125-A
 - b) Schedule K
 - c) Schedule L
 - d) Schedule M-1

3. Partner special allocations:
 - a) are entered on the **S** screen.
 - b) are entered on the **K1** screen
 - c) are entered on line 7 of the **INC** screen
 - d) are entered on the **K** screen

4. What **Data Entry Menu** tab contains the **4562 Depreciation** Screen?
 - a) General
 - b) Credits
 - c) Other Forms
 - d) Assets-Sales-Recapture

ANSWERS PART 6

1. The correct answer is **c) Screen L, Assets, Liabilities and Capital**. Use screen **L** to enter cash, since cash is an asset.
 - a) is incorrect. The **M1** screen is for reconciling book income/loss with income/loss from the return.
 - b) is incorrect. The **M2** screen is used for increases and decreases to partners' capital.
 - d) is incorrect. The **A** screen is used to enter costs of goods sold from the income statement.
2. The correct answer is **c) Schedule L**.
 - a) is incorrect. **Form 1125-A, Cost of Goods Sold**, doesn't have an autobalance feature.
 - b) is incorrect. **Schedule K** is a summary of partner information.
 - d) is incorrect. **Schedule M-1** is used to reconcile income or loss from the books to the tax return.
3. The correct answer is **d) Are entered on the K screen**. Partner special allocations can be entered using the **SA** links in the **K** screen, and can include ordinary dividends, interest income, and guaranteed payments.
 - a) is incorrect. There is not an **S** screen in data entry.
 - b) is incorrect. The **K1** screen is used to enter information about a partner.
 - c) is incorrect. Special allocations aren't included in Other Income.
4. The correct answer is **d) Assets-Sales-Recapture**. Depreciable assets are usually entered on screen **4562**.
 - a) is incorrect. The **General** tab includes demographic information, income and deductions, and partner information.
 - b) is incorrect. Depreciation is not a credit.
 - c) is incorrect. The **Other Forms** tab contains miscellaneous forms.

Tools

The following sections review some of the functions and file maintenance tools located on the **Tools** menu.

UPDATING THE SOFTWARE

Downloading regular updates is critical to ensure that your tax program is performing efficiently. The Update Manager obtains and installs files automatically. Updates include modifications to both the federal and state packages to reflect the most recent changes in the tax law. You must download and install updates before you can open and use Drake Tax.

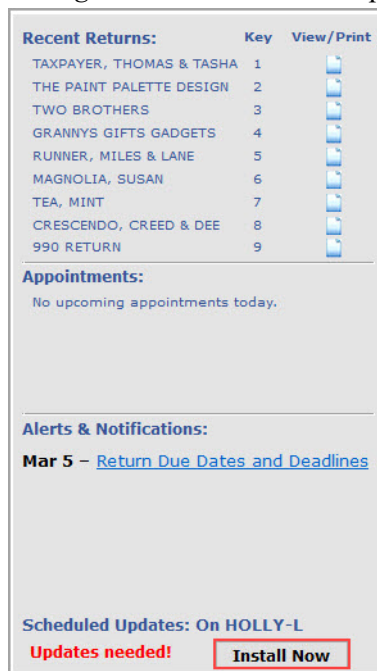
NOTIFICATION OF UPDATES

The **Updates** section of the **Home** window, shows when program updates are available and ready for download (Figure 1), even if the automatic update feature is activated. This notification appears if all of the following conditions are met:

- The software detects the computer is connected to the Internet.
- The user has security rights to install updates.
- The software needs updates.

If no updates are needed, an “Up to Date” message is displayed in the **Updates** section of the **Home** window; otherwise, you are instructed to install needed updates.

Figure 1: Notification of Updates

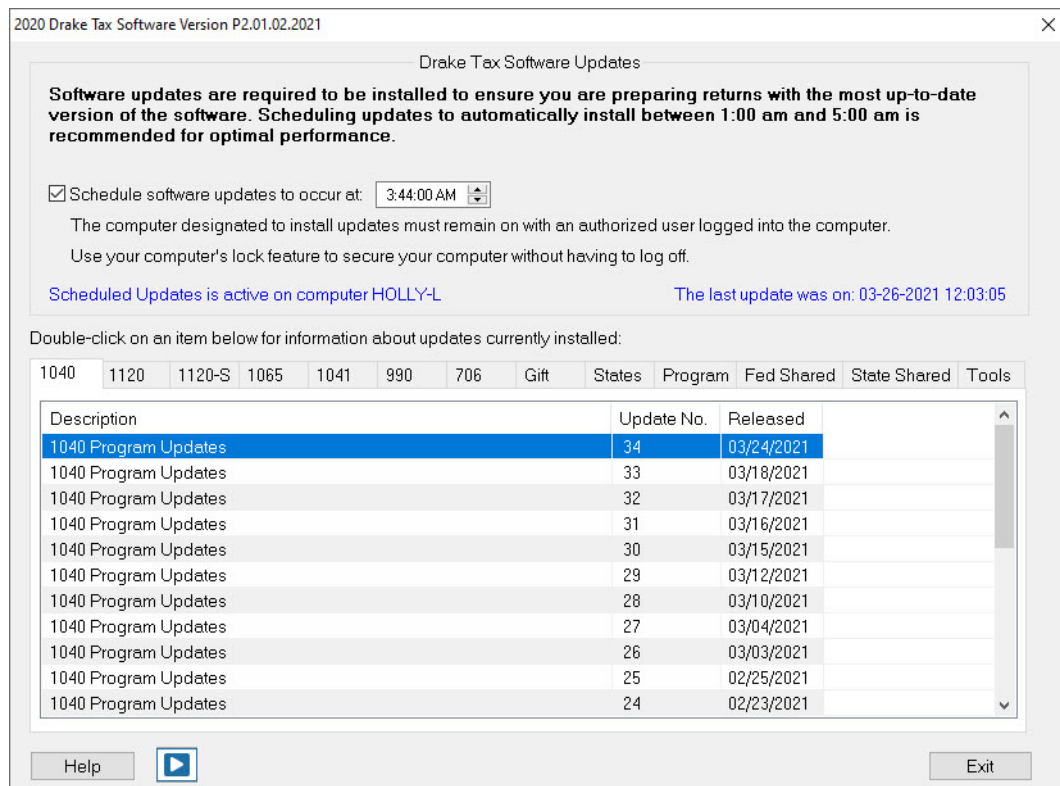


SCHEDULED UPDATES

The Update Manager can be configured to obtain and install files automatically at a set time. To schedule software updates:

1. From the **Home** window toolbar, select **Tools > Update Manager**. The **Drake Update Manager** dialog box is displayed (Figure 2).
2. Enable the **Schedule software updates** option. An alert pop-up indicates **Scheduled Updates** is now active. Click **OK**.
3. Set the time to run updates: Click the hour, minute, second, and/or AM/PM fields. Update by clicking the up or down arrows or type the value for each.
4. Click **Exit**.

Figure 2: Update Manager



NOTE

To receive scheduled updates the computer designated to receive updates must be left on and an authorized user must remain logged in.

DOWNLOAD UPDATES MANUALLY

To download and install updates when logging into the tax program:

1. From the **Home** window toolbar, select **Tools > Update Manager**. The **Update Manager** dialog box is displayed (Figure 2).
2. Disable the **Schedule software updates** option check box.
3. An alert window will open. Click **OK**.
4. Click **Exit**.



NOTE

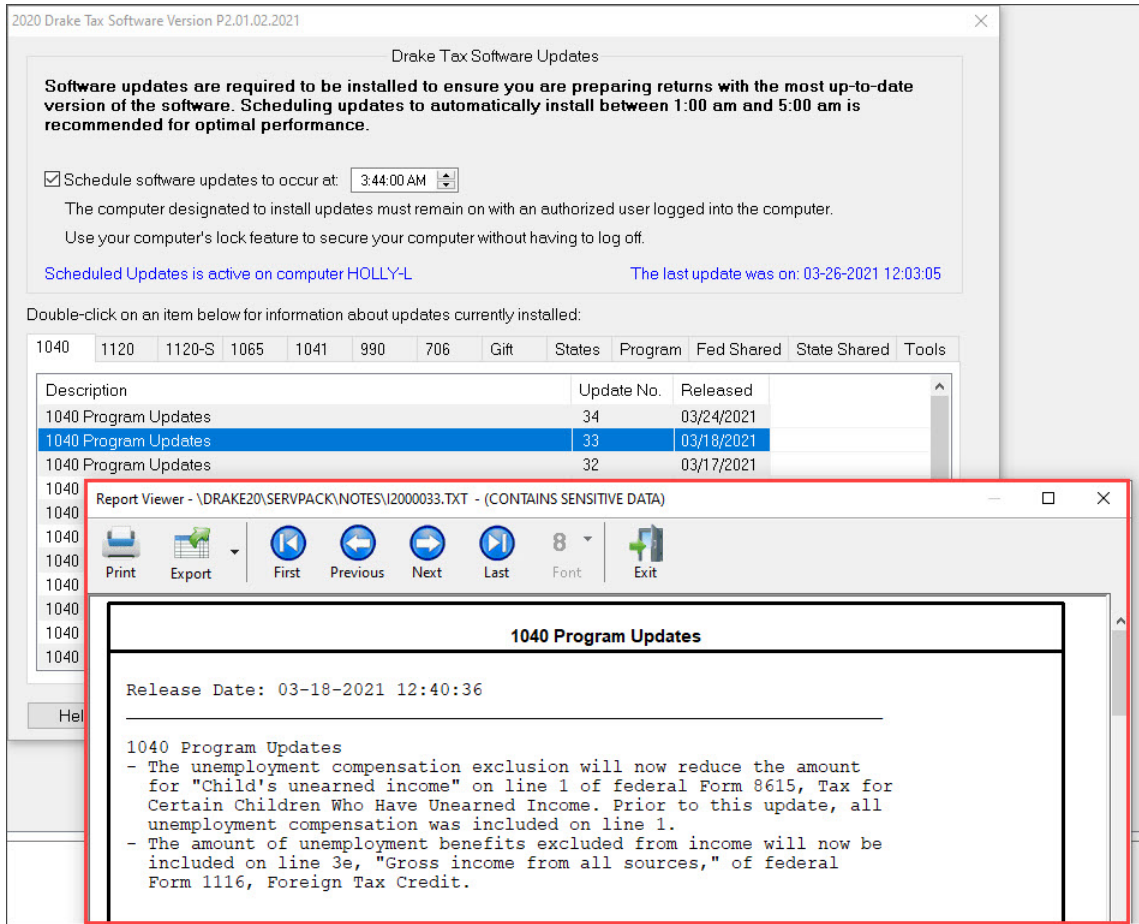
When Scheduled Updates is turned off, the tax program will not be available for use until the latest updates have been downloaded and installed.

To download and install updates as they are released, from the **Updates** section in the lower left of the Drake Tax **Home** window, click **Install Updates**.

VIEW RELEASE NOTES

When updates are installed, the program creates an installation log of the updates. This log is displayed in the bottom pane **Drake Update Manager** window tabbed format, by file name, release date, and number of the update (Figure 3). The tabs divide updates into categories, one for each package (1040, 1120, 1065, etc.), individual state updates, program updates, updates shared across two or more federal packages, updates shared across two or more state packages, and one for updates to Drake tools. Click column headers to sort data in ascending or descending order. Double-click the desired row in the **Drake Update Manager** window to view a release note. Print or export notes from the Report Viewer.

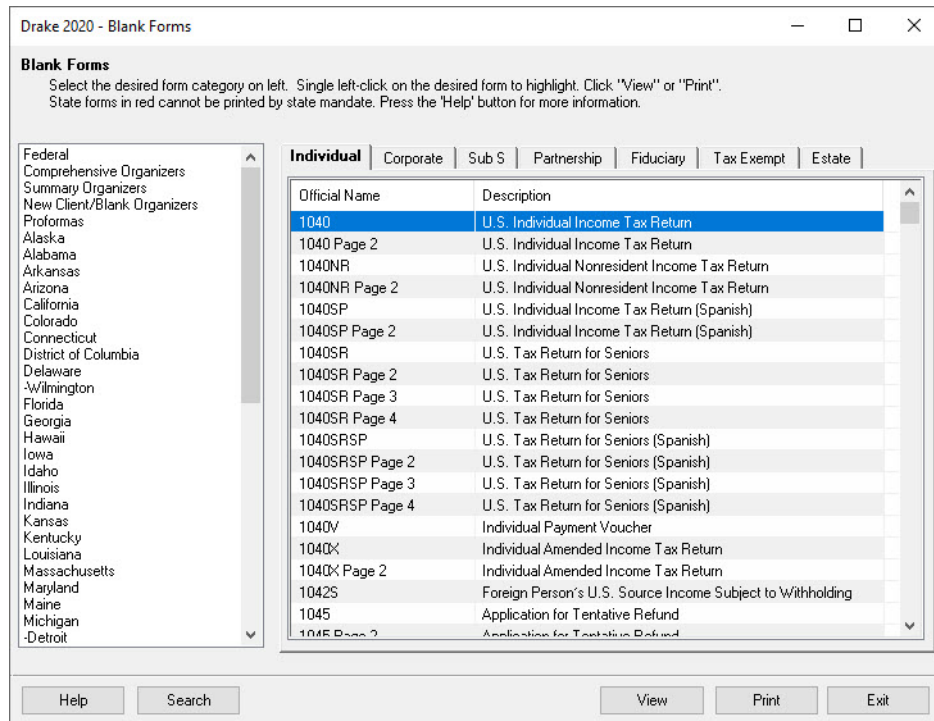
Figure 3: Release Notes



PRINTING BLANK FORMS

All forms and worksheets supported by the program are available as blank forms. From the **Home** window, select **Tools > Blank Forms** on the menu bar (Figure 4). Select the desired form category (**Federal, Organizers, Proformas**, state, or city) on the left; then select the return (tab) and form (row) on the right. Alternatively, click **Search** to search for the desired form. Click **View** to view the selected form or **Print** to print the selected form.

Figure 4: Blank Forms

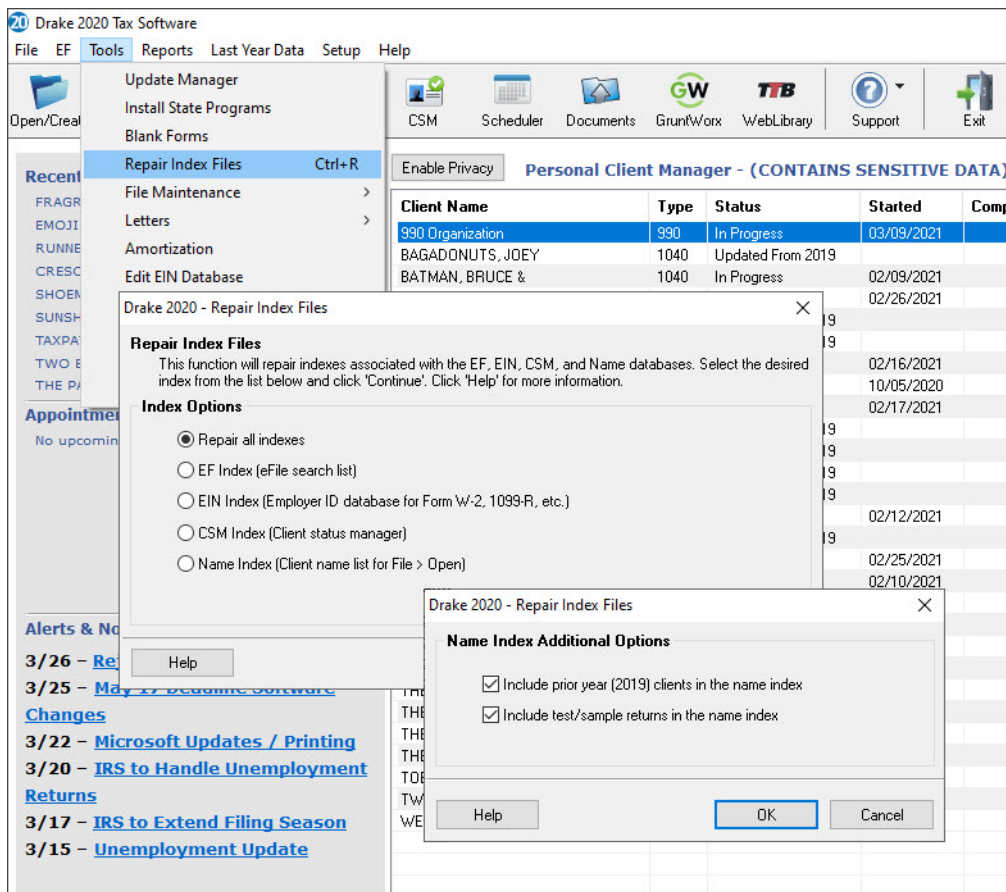


REPAIRING INDEX FILES

An index file is a comprehensive list of data on the client files in Drake. Keep index files current by repairing them regularly as part of your general file maintenance routine, and also:

- After restoring files using **Tools > File Maintenance > Restore**. (Repair the **Name Index**.)
- After deleting a client file through **Tools > File Maintenance > Delete Client Files**. (Repair the **Name Index**.)
- When the **EF > Search EF Database** function does not seem to work properly. (Repair the **EF Index**.)
- After adding records to the EIN database. (Repair the **EIN Index**.)
- To update the Client Status Manager index. (Repair the **CSM Index**.)

Figure 5: Repairing Index Files



To repair index files:

1. From the **Home** window, go to **Tools > Repair Index Files**, or press CTRL+R.
2. Select the index files to repair. To repair all index files, click **Repair All**.
3. Click **Continue**.
4. Click **OK**. (If the **Name Index** was selected, select a **Name Index Option** first.)

When the file repair is completed, click **Exit** to return to the **Home** window.



NOTE

Repairing the **Name Index** takes approximately one minute for every 2,000 clients.

MAINTAINING FILES

File maintenance tools provide a means to manage data files within the program. To access file maintenance tools, go to **Tools > File Maintenance**. File maintenance tools include:

- **Backup and Restore** — Use the **Backup** and **Restore** tools to prevent loss of client data or to move client files to another machine. Files backed up to other locations can be used to restore lost data. If multiple machines are used for tax preparation in one office, files can be moved to other computers and uploaded to a single machine to create a master file. Drake Software customers who want to store their Drake Tax files at an off-site, Internet-based location can back up their files to Drake Portals.
- **Change ID Number on Return** — Change the SSN, EIN or ITIN on a client's file.
- **Export Client/EF Data** — Convert client data and EF files to a text file or CSV (spreadsheet format) file for importing into other programs, such as Microsoft Word, Excel, or Access.
- **Password Protect Files** — Protect files from potential unauthorized access. A protected file cannot be opened in data entry until it is unlocked with a password.
- **Unlock Client Files** — Unlock a client file that has been locked after e-file acceptance.
- **Delete Print Files** — Delete temporary *print* files. Use this to delete returns from the **EF Return Selector**.
- **Delete Client Files** — Permanently delete client files.
- **Change File Type** — Change an Individual, Corporation, S Corporation, Fiduciary, Partnership, or Tax-Exempt return to another return type. Not all data is transferred, so we recommend you create a backup of the original file first.
- **Import Data** — Use this tool to:
 - Import client data from *Quickbooks into Drake*.
 - Import client payment information from an Excel, CSV, or tab delimited worksheet to the **BILL** screen for one or more client returns.
 - Manually enter client payment information and apply it to the **BILL** screen of a client's return.
- **Import Client File** — Import a client file into Drake.

LETTERS

The **Letters** tool allows you to print letters in batches or one at a time. These letters, listed in the table below, are those that do not typically accompany a tax return.

Type of Letter	Suggested Purpose of Letter
Postseason letter	Thank clients for their business; remind them that you are available for additional tax-preparation assistance.
Preseason letter	Make contact with last year's clients; encourage clients to use organizers.
Estimate payment reminder	Remind current-year clients that estimate payments are due; provide instructions for sending payments.
Appointment letter/ email notifications	Send appointment reminder letters to selected clients via letter or email.
EF status letter	Provide acknowledgment status of e-filed return.
Engagement letter	Enter into contract with clients to prepare their tax return.

You can also use the **Letters** tool to print pre-addressed mailing labels, envelopes, and postcards in batches or one at a time.



NOTE

The information provided here applies to letters that can be printed in batches. For more information on the other types of letters available in Drake, see [“Letters” on page 33](#).

If printing an engagement letter for a taxpayer who has not been entered into the system, you are prompted to provide the person's name and address information and type of return. This action does *not* create a client file in Drake; the information is used for the engagement letter only.

PRINTING LETTERS

To print one or more letters:

1. From the **Home** window, go to **Tools > Letters > Letters**. The **Client Letters** dialog box is displayed ([Figure 6](#)).
2. Select a letter type.
3. Click **Next** to open the **Client Selection** dialog box.

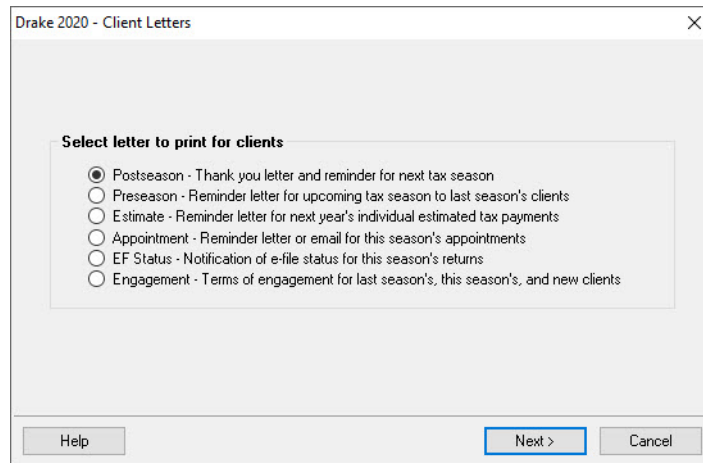
4. Complete one of the following:
 - **Print a letter for specific clients** — Enter a client's SSN/EIN and click **Add Client**. Repeat for additional clients. Click **Next**.
 - **Print a batch of letters** — Click **Next** to open **Client Letters Filters Selection**. Select filtering and sorting options. Click **Next** for **Basic Search Conditions**. Click **Continue** to **Scan Client Files**.
5. Click **Print**.



NOTE

To customize a default letter, go to the **Home** window and select **Setup > Communications Editor**. You can change the font, margins, and alignment. You can also add a border, letterhead, and logo. For more information, see "[Letters](#)" on page 33.

Figure 6: Letter choices in Client Letters dialog box



AMORTIZING

The **Amortization** tool prepares loan repayment schedules for various loan scenarios ([Figure 7 on page 215](#)). To access this tool from the menu bar, select **Tools > Amortization**. The **Amortization Schedule** dialog box selections include:

- **Schedule Title** — Enter a title to be displayed at the top of the amortization schedule.
- **Loan Amount** — Enter the original amount of the loan.
- **Amortization Periods** — Enter the number of payments to be made over the life of the loan. For example, if the loan is for two years and monthly payments are required, enter 24 for the number of amortization periods.
- **Payments Per Year** — Enter the number of payments to be made each calendar year.
- **Annual Interest** — Enter the annual interest amount for the loan. The interest for each monthly period is calculated automatically. If the interest is unknown, and the payment amount is known, leave the **Annual Interest** field blank.
- **Payment Amount** — In most cases, the program calculates the payment amount based on the other information entered. If this field is blank, and the interest amount is entered in the **Annual Interest** field, the program calculates the payment and displays it in this field. If the interest amount is unknown and the payment amount is known, enter the payment amount in this field. If the **Annual Interest** field is left blank, the program calculates the interest and displays the amount in the **Annual Interest** field.
- **Payment Type** — Choose **Fixed Payment** or **Fixed Principal**. The default is **Fixed Payment**.
- **Date of First Payment** — Enter the date that the first payment for the loan is due. This entry is used to determine the dates for the subsequent payments.

After the information is entered, click **Calculate** or press ENTER to create the amortization schedule. Click **Print** to send the schedule to the printer. Click **Save** to save the schedule for future viewing through **Reports > Report Viewer** (“[Report Viewer](#)” on page 246).

Figure 7: Amortization Schedule

Pmt No.	Date	Payment	Principal	Interest	Balance
Beginning Loan Amount					20,000.00
1	3-26-2021 []	200.00	135.00	65.00	19,865.00
2	4-26-2021 []	200.00	135.44	64.56	19,729.56
3	5-26-2021 []	200.00	135.88	64.12	19,593.68
4	6-26-2021 []	200.00	136.32	63.68	19,457.36
5	7-26-2021 []	200.00	136.76	63.24	19,320.60
6	8-26-2021 []	200.00	137.21	62.79	19,183.39
7	9-26-2021 []	200.00	137.65	62.35	19,045.74
8	10-26-2021 []	200.00	138.10	61.90	18,907.64
9	11-26-2021 []	200.00	138.55	61.45	18,769.09
10	12-26-2021 []	200.00	139.00	61.00	18,630.09

EDITING THE EIN DATABASE

When a business's EIN and related data are entered in data entry, the program stores it in the EIN database for later retrieval. Use the **Edit EIN Database** tool to add, edit, or delete a business's information. To add or edit a business's EIN database information:

1. From the **Home** window, go to **Tools > Edit EIN Database** to open the **EIN/Employer Database** dialog box.
2. To edit, click **Edit** and type or select the EIN to edit, or begin typing the name of the business and select it when it appears in the list below.
3. To add, click **New** and type the business information.
4. Modify or complete the fields in the **Edit EIN/Employer Listing** dialog box.
5. Click **Save**.

SCHEDULING APPOINTMENTS

The Drake Scheduler is used to:

- set up appointments for one preparer or a group of preparers
- set daily schedules for an entire office
- generate batch appointments, organizers, and proformas
- send email reminders to clients

They are tools for customizing, printing, and exporting schedules. You can import your Windows Outlook, *Outlook.com* or Google Calendar appointments into the Drake Scheduler, and also export appointments from the Drake Scheduler into these calendars.

ACCESSING THE SCHEDULER

There are several ways to access Scheduler:

- through a desktop icon (that is added to your desktop when Drake is installed),
- from the **Tools** menu in the **Home** window of Drake,
- from the **Toolbar** in the **Home** window of Drake.
- in a client's return by right-clicking in a screen and selecting **Add Appointment** from the right-click menu.

SCHEDULER ACCESS LEVELS

The Scheduler offers two levels of access:

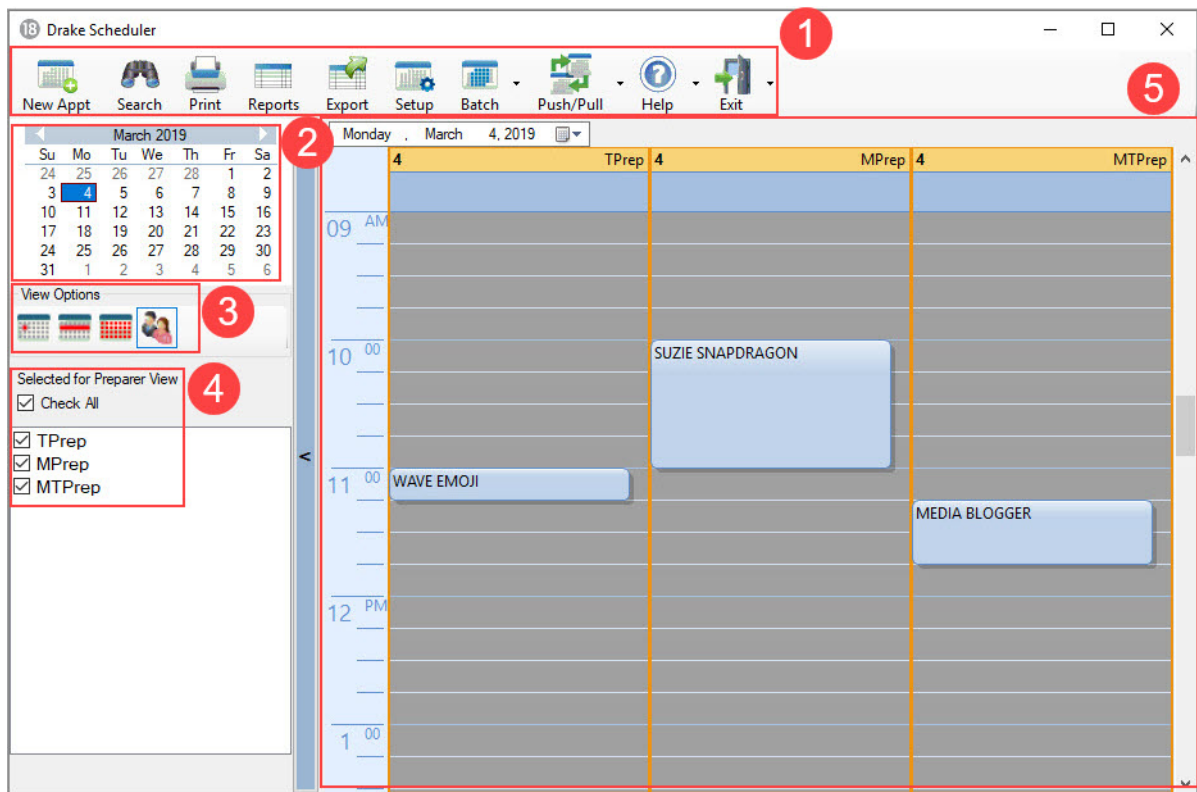
- **Preparer mode** — Using preparer mode, a preparer has full access to his or her calendars. Preparers can make appointments, manage schedules, and share calendars with other preparers.
- **Front Office mode** — Designed for the receptionist and others who manage appointments but do not prepare tax returns, front office mode allows the user to set up viewing options and manage appointments in the Scheduler. To assign front office mode to an employee:
 1. Log in to Drake as an administrative user and go to **Setup > Preparers**.
 2. Select a preparer and click **Edit Preparer**.
 3. Click **Security > Front Office (Scheduling Only)**.
 4. Click **Save**.

SCHEDULER LAYOUT

The Scheduler window has five main sections (Figure 8):

- A **Toolbar** (Item #1)
- A **Calendar Overview** (Item #2)
- **View Options** (Item #3) daily, weekly, monthly, and by logged-in preparer
- A **Preparer View** drop list (Item #4) to view a selected preparer's calendar
- A **Schedule Grid** (Item #5) shows scheduled appointments, depending on the view options selected.

Figure 8: Appointment Scheduler - Preparer Mode



SETTING UP SCHEDULER OPTIONS

Use the Scheduler Setup feature to establish the logged-in preparer's default settings for appointment durations, automatically filled data, and calendar views. Only the logged-in preparer's calendar and view are affected by any changes.

1. Click the **Setup** button on the **Scheduler** toolbar (or press CTRL+T) to open the **Scheduler - Setup** dialog box (see [Figure 10 on page 220](#)). The settings, divided into three tabs, allow you to:
 - choose how you view your Scheduler calendar
 - establish some parameters for your appointment settings
 - work with existing calendars (Outlook, *Outlook.com*, or Google) to share your scheduled appointments
 - set up your email account (if necessary) so you can send out appointment reminders automatically.
2. Make your selections and click **OK**.

See Chapter 2 of the *2020 Drake Tax User's Manual* for a description of each of the Scheduler Setup options and a step-by-step procedure for setting up a Scheduler email program.

Establishing Preparer Schedules In Scheduler Setup

Daily work schedules should be established for the preparers in your office before you schedule appointments for them. To establish a daily work schedule for a preparer:

1. From the **Scheduler** toolbar, click **Setup**.
2. From the **Scheduler - Setup** dialog box, select the **Appointment** tab and then click **Edit** to open the **Setup Preparer Schedule** dialog box ([Figure 9](#)).
3. From the **Select Preparer** drop list choose a preparer.
4. In the **Set up Times** section, mark the checkboxes for the days of the week this schedule will cover.
5. Select the **In** and **Out** times. For instance, the time the preparer arrives in the morning (**In (1)**), goes to lunch (**Out (1)**), returns to the office (**In (2)**), and leaves for the day (**Out (2)**) for each day selected with the checkboxes.
6. When you're satisfied with the weekly scheduler, click **Apply** to apply these selections to the preparer's calendar.

Use the **Detail Schedule** tab to enter planned changes or deviations from the regular schedule, such as days off and holidays. Detailed instructions are in Chapter 4 of the *2020 Drake Tax User's Manual*.

Figure 9: Setup Preparer Schedule dialog box

Drake Scheduler - Setup Preparer Schedule

Select Preparer: MM Schedule for: MM

Standard Schedule Detail Schedule

Set up Times

Check All Days

Select day(s): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

In (1) Out (1) In (2) Out (2) In (3) Out (3) In (4) Out (4)

7:00 AM 11:30 AM 12:30 PM 6:00 PM Apply

Standard Schedule

Day of Week	In Time(1)	Out Time(1)	In Time(2)	Out Time(2)	In Time(3)	Out Time(3)	In Time(4)	Out Time(4)
Monday	7:00 AM	11:30 AM	12:30 PM	6:00 PM				
Tuesday	7:00 AM	11:30 AM	12:30 PM	6:00 PM				
Wednesday	7:00 AM	11:30 AM	12:30 PM	6:00 PM				
Thursday	7:00 AM	11:30 AM	12:30 PM	6:00 PM				
Friday	7:00 AM	11:30 AM	12:30 PM	6:00 PM				
Saturday								
Sunday								

Clear Schedules

Save Options - For current view (save both Standard and Detail Schedules).

Save for Preparer.

Save for All Preparers without schedules. Save for ALL Preparers

Help Save Cancel



NOTE

Preparer schedules can also be created in Preparer Setup. See [“Preparer Schedule” on page 22.](#)

PRINTING AND EXPORTING PREPARER SCHEDULES

Print or export preparer schedules to an excel file for a specified time range for a specific date or week. The **Print** feature prints the appointments for the selected date, week, or month for any preparer selected from the **Preparer to View** list. From **View Options**, select **Daily View**, **Weekly View**, or **Monthly View**. From the **Scheduler** toolbar, click **Print**. Results are displayed based on the view (daily, weekly, or monthly) selected. The **Export** feature of the Scheduler sends the data for the selected view (daily, weekly, or monthly) to an Excel spreadsheet.



NOTE

Preparer schedules and appointments can be carried forward each year. Go to **Last Year Data > Update Settings 2019 to 2020** and select **Preparer Schedules and Appointments**.

IMPORTING AND EXPORTING CALENDARS

Drake Tax can export appointments in Scheduler to your Outlook, *Outlook.com*, or Google Calendar, or pull appointments made in those calendars into your Scheduler calendar. To import and export calendar appointments, you must first set up your Scheduler.

1. From the **Scheduler** toolbar, click **Setup** (or press CTRL+T) to open the **Schedule - Setup** dialog box.
2. From the **Appointment** tab of the **Schedule - Setup** dialog box make a selection (Google, Outlook, or *Outlook.com*) from the Select external calendar drop list (Figure 10).
3. Make a selection (Google, Outlook, or *Outlook.com*) from the **Select external calendar** drop list.
4. Click **OK**.

Figure 10: Appointment tab of Schedule - Setup dialog box

The screenshot shows the 'Drake Scheduler - Setup' dialog box with the 'Appointment' tab selected. The 'Working with External Calendars' section is highlighted with a red box. It contains a 'Select external calendar' dropdown menu set to 'Outlook', a 'Google' button, and a 'Sign out' button. Other sections include 'Appointment Settings' with options for duration, ZIP autofill, privacy, reminders, and block-out meetings, and a 'Preparer Schedule' section with an 'Edit' button. At the bottom, there are 'Help', 'OK', and 'Cancel' buttons.

To export your Drake Tax calendar or import your Outlook or Google calendar, take the following steps:

1. From the **Scheduler** toolbar, click **Push/Pull**.
2. Select to “Pull future appointments from” or “Send future appointments to” - if you select to pull appointments from our Outlook, *Outlook.com*, or Google calendar, when the **Pull Appointments** dialog box is opened, select those appointments you wish to bring into your Scheduler calendar and click **Import**. If you choose to send your Scheduler appointments to your Outlook calendar, all appointments are exported when you made that selection.

You can also delete all previously imported appointments by selecting **Remove everyone's imported appointments**.



NOTE

The Push/Pull feature in the Scheduler works only with Windows versions of Outlook 2007 and later.

Scheduling Appointments

Appointments can be scheduled for an individual preparer or a group of preparers. There are a few ways to schedule an appointment:

- From the **Scheduler toolbar**, click **New Appt**, press CTRL+N, or double-click an appointment time in the schedule grid, or
- From the Data Entry Menu within a return, right-click in the gray area and select **Add Appointment** from the right-click menu.

1. The **Appointment Detail** dialog box is displayed (Figure 11). If you accessed the dialog box by double-clicking a time in the schedule grid, it is opened to that date and time.

Figure 11: Appointment Detail dialog box

2. Select or change the appointment **Date**, **Start Time**, and **End Time** as needed.
3. Enter the client's SSN or EIN in the **ID** field, or use the **Find** button in the **toolbar** to search for an existing client. If a client record already exists in Drake, you will be asked if you wish to autofill the rest of the information. If not, complete the applicable client-information fields manually.



NOTE

If you replace data in an autofilled field in the Scheduler, this information is *not* overwritten in the client record in Drake.

4. (optional) Click **Send** to send the appointment to the client via the email address entered.
5. (optional) Override selections made in **Setup** by selecting (or clearing) the **Add reminder** or **Private appointment** boxes.
 - If **Add reminder** is marked, the preparer will receive automatic alerts regarding the appointment when logged in.
 - If an appointment is marked **Private appointment**, the assigned preparer will be the only one allowed access to that appointment data.
 - If an appointment should be a regularly schedule meeting, click **Recurrence**, and provide information about the frequency (**Daily**, **Weekly**, or **Monthly**), the day of the week, and the end date of the recurring appointment. Click **OK**.
6. (optional) Select to send this appointment to the preparer's Google, Outlook, or *Outlook.com* external calendar automatically when the appointment is saved.
7. Assign the appointment to a preparer by selecting a name under **Preparers**. (More than one preparer can be selected.) To clear a selection, click the name a second time.
8. Click the **Save Appointment** icon. The appointment will now be displayed on the schedule grid.

Finding the Next Available Appointment

To locate the next available appointment time in the Scheduler:

1. From the **Scheduler** toolbar, click **New Appt**, press CTRL+N, or double-click an appointment time in the schedule grid.
2. From the **Appointment Detail** dialog box, select a preparer and click **Find Next** (or press CTRL+F) to open the **Next Available Time Slots** dialog box.
3. The next five available time slots for that preparer are displayed. Choose a date and time or click the arrows on the right to see the next (or previous) five available time slots (date and time).
4. After your selection, click **OK**. The **Appointment Detail** dialog box now reflects your choice.

Find Scheduled Appointments

Find scheduled appointments by searching for names or ID numbers from the **Appointment Detail** information for all clients. To search for a client's appointment in the Scheduler:

1. From the **Scheduler** toolbar, click **Search** (or press CTRL+S) to open the **Scheduler Search**.
2. Select a starting date for the search.
3. Enter one or more keywords (SSN, EIN, or name of the client, name of the preparer, etc.,) in the **Search Text** field.

4. Click **Search**.

The program will search all **Appointment Detail** information for these keywords. Results are displayed in the **Scheduler Search** window (Figure 12). Double-click an appointment row to open that appointment. The **Appointment Detail** dialog box is displayed.

Figure 12: Scheduler search results

Date	Name	ID Number	Prep Name	Start Time
3/29/2021 3:00...	WAVE EMOJI	500001004	HL	3:00 PM

Changing Appointment Details

To change the details of an appointment that has already been entered into the Scheduler, double-click the appointment in the appointment grid. When the **Appointment Detail** dialog box for the selected appointment is opened, make the changes. Click **Save**. An appointment within a preparer’s calendar can also be changed by “dragging and dropping” it to another section of the calendar grid, and the duration can be changed by dragging the bottom of the appointment up or down. Appointments cannot be dragged from one preparer’s schedule to another’s.

Deleting an Appointment

To delete an appointment from the Scheduler:

1. Double-click the appointment in the appointment grid.
2. Click **Delete** in the **Appointment Detail** toolbar (or press CTRL+DELETE).
3. Click **Yes** to confirm the deletion.

Batch Appointment Generator

The batch appointment generator reviews client and recurring appointments from the previous tax year and creates new appointments in the current year’s Scheduler. You can set workday and holiday information that will roll forward (or backward) to an available appointment date.



NOTE

The batch appointment generator is available only to users with administrative rights. Appointments marked “private” are excluded from the batch process.

CREATING APPOINTMENT REPORTS

The **Reports** feature of the Scheduler allows you to build reports based on appointment data. The Scheduler works with the Reports feature in Drake to provide reports based on appointment data. To generate a Scheduler report:

1. From the **Scheduler** toolbar, click **Reports**. The **Report Manager** is opened.
2. Select one of the following four types of **Scheduler Reports > Client Contact** that can generated in the **Report Manager**:
 - **Call List for all Preparers** – Lists the appointments scheduled for all preparers; data types include preparer’s name, appointment time and date, client name and ID number, duration of appointment, phone numbers, client type.
 - **New Client Appointments** – Lists new clients entered for a selected preparer; data types include appointment time, start time, client name, client SSN, and client phone numbers.



NOTE

The **New Client Appointments** report does not pull data from other parts of Drake; it pulls data only from the Scheduler itself. To designate a client as a new client, select **New** from the **Client Type** drop list in the **Appointment Detail** dialog box. See [Figure 11 on page 221](#).

- **Preparer Appointments** – Lists the appointments for all preparers. Data types include preparer name, appointment date, state time, appointment time, client name and ID number, duration of appointment, client phone numbers, and client type.
 - **Preparer Call List** – Lists the appointments for a preparer. Data types include preparer name, appointment date, start time, client name and ID number, and client phone numbers.
3. Click **View Report**. You will be asked if you want to create the report again using current data; click **Yes** to do so.
 4. Make any desired changes to the **Basic Search Conditions** dialog box (in the “Call List for all Preparers” and “New Client Appointment” reports only).
 5. Select the parameters to the report from the **Comparison** drop list (in the “Preparer Appointments” report and “Preparer Call List” report only).
 6. Set the report’s date range by typing start and end dates in the **Value** fields (in the “New Client Appointments” report only).
 7. Click **Continue**. The report is displayed in the Report Viewer.

Once you are in the Report Viewer, you can print or export the report. For more information on reports, see [“Reports” on page 243](#).

OTHER TOOLS

Two tools are located in the **File** menu: **Forms Based Data Entry** and the **Quick Estimator**.

FORMS-BASED DATA ENTRY

Forms-Based Data Entry is available in Drake for all tax packages. Instead of accessing screens from the **Data Entry Menu**, screens are accessed from an interactive tax form.

Forms-based data entry allows you to enter a previously prepared return into the tax software.

To enter a forms-based return in Drake, go to the **Home** window, select **File > Forms Based Data Entry** (or press CTRL+E), enter or select the desired return, and click **OK** ([Figure 13](#)).



NOTE

You can also enter forms-based data entry from within a return by right-clicking in the gray area of the **Data Entry Menu** or a screen and selecting **Forms Based Data Entry** (or pressing CTRL+G).

Figure 13: Forms-Based Data Entry

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

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

Screen To Load: Page: 1 2 States

FORM 1040 U.S. Individual Income Tax Return 2020 OMB No. 1545-0074 IRS Use Only Do not write or staple in this space.

Filing Status Single Married filing jointly Married filing separately (MFS) Head of household (HOH) Qualifying widow(er) (QW)
 Check only one box. If you checked the MFS box, enter the name of your spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent.

Your first name and middle initial: THOMAS Last name: TAXPAYER Your social security number: 400-00-1941
 If joint return, spouse's first name and middle initial: TASHA Last name: TAXPAYER Spouse's social security number: 400-00-1902

Home address (number and street). If you have a P.O. box, see instructions: 123 CUL DE SAC STREET Apt. no.:
 City, town, or post office. If you have a foreign address, also complete spaces below: PHOENIX State: AZ ZIP code: 85003
 Foreign country name: Foreign province/state/county: Foreign postal code:

Presidential Election Campaign: Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund.
 You Spouse

At any time during 2020, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? Yes No

Standard Deduction Someone can claim: You as a dependent Your spouse as a dependent
 Spouse itemizes on a separate return or you were a dual-status alien

Age/Blindness You: Were born before January 2, 1956 Are blind Spouse: Was born before January 2, 1956 Is blind

Dependents (see instructions): [Edit Dependents](#)

(1) First name	(2) Social security number	(3) Relationship to you	(4) Check if qualifies for (see instructions): Child tax credit	Credit for other dependents
TAYTUM	400-00-0123	DAUGHTER	<input type="checkbox"/>	<input type="checkbox"/>
TANNER	400-00-0234	SON	<input type="checkbox"/>	<input type="checkbox"/>
TESSA	400-00-0345	DAUGHTER	<input type="checkbox"/>	<input type="checkbox"/>

Attach Sch. B if required:

1	2a	3a	4a	5a	6a	7	8	9	10a	10b	10c	11	12	13	14	15	
Wages, salaries, tips, etc. Attach Form(s) W-2	Tax-exempt interest	Qualified dividends	IRA distributions	Pensions and annuities	Social security benefits	Capital gain or (loss). Attach Schedule D if required. If not required, check here	Other income from Schedule 1, line 9	Add lines 1, 2b, 3b, 4b, 5b, 6b, 7, and 8. This is your total income	From Schedule 1, line 22	Charitable contributions if you take the standard deduction. See instructions	Add lines 10a and 10b. These are your total adjustments to income	Subtract line 10c from line 9. This is your adjusted gross income	Standard deduction or itemized deductions (from Schedule A)	Qualified business income deduction. Attach Form 8995 or Form 8995-A	Add lines 12 and 13	Taxable income. Subtract line 14 from line 11. If zero or less, enter -0-	
	INT	DIV	99B	99R	SSA RRB	<input type="checkbox"/>	C 4797 E E2 K1P K1F K1S F 99G		Screen 4				A	K199			

Standard Deduction for:
 • Single or Married filing separately: \$12,400
 • Married filing jointly or Qualifying widow(er): \$24,800
 • Head of household: \$18,650
 • If you checked any box under Standard Deduction, see instructions.

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see separate instructions. Form 1040 (2020) EEA

Return Status: In Progress Return Type: Individual Tax Return Current Package: Federal

Click a form line to access the screen associated with the line. Screens may also be accessed by entering the screen code in the **Screen To Load** field (Figure 14).

Figure 14: Screen to Load field

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS)

Calculate View/Print Split Documents Tax Planner Import CSM

Screen To Load: Page: [1](#) [2](#) States

1040 U.S. Individual Income Tax Return 2020

Department of the Treasury - Internal Revenue Service (99)

[Edit Personal Data](#)

Filing Status Single Married filing jointly Married filing separately (MFS)

Check only one box. If you checked the MFS box, enter the name of your spouse. If you checked person is a child but not your dependent.

Your first name and middle initial | Last name

Screens *with* saved data are displayed on the interactive 1040 Form as *purple* links. Screens *without* saved data are displayed as *blue* links. To go back and make edits to entries on a screen, click the link on the interactive 1040 Form. *Red* characters on the interactive 1040 Form represent data as it will be displayed on the actual Form 1040.

QUICK ESTIMATOR

Use the Quick Estimator to quickly calculate results for an individual (1040) return ([Figure 15](#)).



CAUTION

Do not e-file or mail the return generated in the Quick Estimator to the IRS, or an amended return will be required.

PPR clients: A return created in the Quick Estimator counts as one PPR return.

To use the Quick Estimator:

1. From the **Home** window, select **File > Quick Estimator** (or press CTRL+Q).
2. Enter or select an SSN, and click **OK**. If an existing return is selected, the Quick Estimator will *not* override previous entries.
3. Enter all applicable information on the **Quick Estimator** screen. Press F1 in an individual field for help on that field.
4. Press ESC to save the data, exit the screen, and calculate the return. Exit the **Calculation Results** window and click **View** (or press CTRL+V) to view the return.



NOTE

Remember, the Quick Estimator should be used only for *estimating* taxes. A full return should be prepared later. Data from the Quick Estimator flows to the full tax program and will likely need adjusting.

Figure 15: Quick Estimator

Quick Estimator			
Taxpayer		Spouse (if married)	
SSN.....	500-00-1001		
First Name, MI.....	COFFEE		
Last name.....	BEANS		
DOB or age.....	02-13-1970		
		Filing Status.....	2
		Dependent of another.....	<input type="checkbox"/>
		ERC	<input type="checkbox"/>
W-2 - Gross.....		Children/Dependents.....	
W-2 - Federal withheld.....		# Qual for EIC.....	
W-2 - State withheld.....		# Qual for Child Tax Credit.....	
Reserved.....		# Qual for child care.....	
Unemployment.....		Qual child care paid.....	
Retirement (1099-R).....		Preparation fees withheld from Bank Product.....	
Social Security.....		Daytime phone #.....	404-404-4040
Interest/Dividends/Other income.....		Evening phone #.....	404-404-4040
IRA/Adjustments.....		Everyone on this return had minimum essential coverage for every month of 2017	<input type="checkbox"/>
Other withheld or estimates.....			
In care of.....			
Street.....	123 HONEY BEE STREET		
City.....	HONEY GROVE		
U.S. ONLY	State	ZIP	
	TX	75446	
Foreign ONLY	Province/State	Country	Postal Code

NOTE: The Quick Estimator is NOT intended for e-filing returns.

REVIEW QUESTIONS PART 7

Answer the following questions. See “[Answers Part 7](#)” on page 230 for answers and explanations.

1. Which of the following statements about the Update Manager is *not* true?
 - a) You may choose which program updates to install
 - b) You may set a time to install updates automatically
 - c) You may view release notes of installed updates
 - d) From the **Home** window, it is found at **Tools > Update Manager**

2. Where could you go to customize a preseason letter that reminds all of your 1040 clients to gather their tax information and schedule a meeting with you?
 - a) **Tools > Letters > Letters**
 - b) **Last Year Data > Organizers**
 - c) **Setup > Communications Editor > Open > Individual**
 - d) **Setup > Options**

3. Which statement is true about the Drake Scheduler?
 - a) Preparer work schedules can be created and edited in **Setup > Preparers** by opening the preparer window, and clicking on the **Schedule** button.
 - b) You can push and pull appointments to and from your external Google or Outlook calendar
 - c) Reminders are listed in the **Appointments** section of the **Home** window
 - d) All of the above

4. To create an Asset Summary Report for a client, use the following report tool:
 - a) Report Manager
 - b) Depreciation List
 - c) Fixed Asset Manager
 - d) Client Status Manager

5. Where do you go in Drake to access the tools used to backup or restore files?
 - a) **Tools > File Maintenance**
 - b) **Help > Setup Assistant**
 - c) **Last Year Data > Update Settings 2019 to 2020**
 - d) **Setup > Data Locations**

ANSWERS PART 7

1. The only false statement is **a) You may choose which federal and state program updates to download and install.** Drake Tax installs updates for *all* federal packages and any installed states packages.
b) is correct. You can set up automatic updates and choose the exact time you want updates installed, however computers must be turned on for updates to be applied.
c) is correct. Inside the Update Manager select a **tab and double-click an update description** to view a release note.
d) is correct. From the **Home** window, go to **Tools > Update Manager** to access it.
2. The correct answer is **c) Setup > Communications Editor > Open > Individual.** Make whatever changes you need here.
a) is incorrect. Go to **Tools > Letters > Letters** to generate the **Individual Pre-Season Letter for Last Year Clients** in a batch.
b) is incorrect. Go to **Last Year Data and select Organizers** to generate organizers for your clients.
d) is incorrect. **Setup Options** menu is used to customize the functionality of the software, such as **data entry and calculations. Letters cannot be edited here.**
3. The correct answer is **d) All of the above.**
4. The correct answer is **c) Fixed Asset Manager.** From the **Home** window, go to **Reports > Fixed Asset Manager** to run various reports based on client assets.
a) is incorrect. Use the Report Manager to run reports on client and EF data.
b) is incorrect. Use the Depreciation List to run detailed depreciation reports for clients.
d) is incorrect. The Client Status Manager is used to track the workflow in an office.
5. The correct answer is **a) Tools > File Maintenance.** You can backup and restore files from this menu.
b) is incorrect. The Setup Assistant guides you through the process of setting up Drake Tax.
c) is incorrect. The **Last Year Data** menu helps you bring clients and settings forward from the previous year. It is also used to print organizers and proformas for selected clients.
d) is incorrect. Use the **Data Locations** dialog box to establish how the software is installed and configured on your computer or network.

Support Resources

Drake offers several support resources. These resources are constantly updated and reviewed so our clients have 24-hour access to the latest information.

DRAKE SOFTWARE STATUS PAGE

The Drake Software Status page ([Figure 1](#)) at *DrakeStatus.com*, displays the status of all of Drake's services, including the e-filing and banking websites, acknowledgment processing, Support Call Center, Support Website, Online EF Database, Secure File Pro, and other online services. From the menu bar at the top of the **Home** window of the tax software, click **Help > Drake Status Page** to access the Status page.

Figure 1: Drake Software Status Page

Drake Software Status		DRAKE SOFTWARE LINKS
ELECTRONIC FILING & BANKING		DrakeSoftware.com Drake Software Support Website Center Drake Software Broadcast Center Drake Software Download Center Drake Software on Facebook Drake Software on Twitter Taxing Subjects Web-zine
CURRENT STATUS	DETAILS	OTHER LINKS
✓ Electronic Filing Servers	Service is operating normally	IRS Quick Alerts IRS MeF Status Page
✓ IRS Transmissions and Ack Processing	Service is operating normally	
✓ Bank Transmissions and Ack Processing	Service is operating normally.	
✓ 94x Transmissions and Ack Processing	Service is operating normally	
✓ State Transmissions and Ack Processing	Service is operating normally	
		STATUS INFORMATION If you are experiencing a problem that has not been reported here, check the Drake Software Support Website for more information.

DRAKE E-TRAINING CENTER

The Drake e-Training Center (or Drake ETC) offers training for both single and multi-site offices by providing tutorials, webinars, and interactive tax courses. With progress-tracking tools and interactive testing, Drake ETC makes it simple for individuals and group administrators to monitor their personal and collective progress through the online training center.

Earn continuing professional education (CPE) credits and track your credits earned and CPE certificates on the Drake ETC site. Be sure to review the CPE Details sheet for each course before registering to determine if the course meets the requirements for your professional designation. To open Drake's e-Training Center, go to *DrakeETC.com* ([Figure 2 on page 232](#).)

AVAILABLE ON DRAKE ETC

- **Tax Courses** — Interactive tax courses explore IRS tax law and terminology as well as what these laws and terms mean in Drake Tax data entry. CPE credits are available.
- **Tutorials** — Watch video tutorials featuring Drake education trainers as they teach the basics of Drake setup, data entry, return preparation and much more. Spanish tutorials are also available.
- **Practice Returns** — Various data entry practice returns are available for individual, 1120, 1120S and 1065 returns. Prepare a return in data entry, calculate the return, and compare it to the corresponding solution. Use practice returns for hands-on training in data entry and e-filing.
- **Webinars** — Live Drake ETC Webinars provide an effective and convenient way to enhance your knowledge through online education. Webinar topics range from tax subjects to Drake Software applications. Earn CPE credit - no test required! Recorded webinars (no CPE credit) are also available for Drake 101 and Drake Accounting webinars.
- **Self-Study Courses** — Learn about software topics on your own time, at your own pace. Study the materials provided for the course and successfully complete the final exam to earn continuing education credits.
- **Report Card** — Record of each course with the date started and date completed. View results of each test.
- **Administration** — Available only when logged in with an administrator account, this tab allows you to create student accounts and view student report cards.

Figure 2: Drake ETC Welcome page

Drake e-Training Center

Home
Video Tutorials
Practice Returns
Webinars
AFTR Course
Self-Study
Report Card
Administration
Sign Out

Welcome

Welcome to the Drake e-Training Center (ETC), your online resource for Drake-related training. To get started, choose from the menu on the left or click a link below.

Tax Training and CPE:

- [Webinar](#) topics range from tax topics to software, and enable you to earn CPE in a convenient and effective format.
- [Self-Study Courses](#) allow you to learn software and tax topics on your own time, at your own pace. Study the materials provided for the course and successfully complete the final exam to earn continuing education credits.
- Drake Software's interactive [Tax Courses](#) explore IRS tax law and terminology while introducing their implication in Drake Tax data entry. Tax topic courses are available on [DrakeCPE](#).

Drake Resources:

- Step-by-step [Video Tutorials](#) teach the basics of Drake Tax.
- [Practice Returns](#) provide hands-on training in Drake Tax data entry and e-filing.
- [Recorded webinars](#) provide detailed instruction on various Drake topics.

Tracking:

- Keep track of your progress by viewing your [Report Card](#).
- Access [Administration](#) and create Drake ETC accounts for all students in your group. View student report cards.

[Sign Out](#)

Your Student ID:
Last Logged on: 3/9/2018 at 4:20 PM

[Leave Feedback](#) [Contact Us](#)

DRAKECPE.COM

DrakeCPE.com is an e-learning site created for the busy tax professional who needs quality CPE that is cost effective. Courses created by our experts are relevant and engaging. Choose from a variety of e-learning formats that suit your learning style and schedule (Figure 3):

AVAILABLE ON DRAKECPE.COM

- **On-Demand Webinars** — View webinar recordings at your convenience, and take a test to earn CPE.
- **Self-Study Courses** — Learn about a topic on your own schedule, at your own pace, and take a test to earn your CPE.

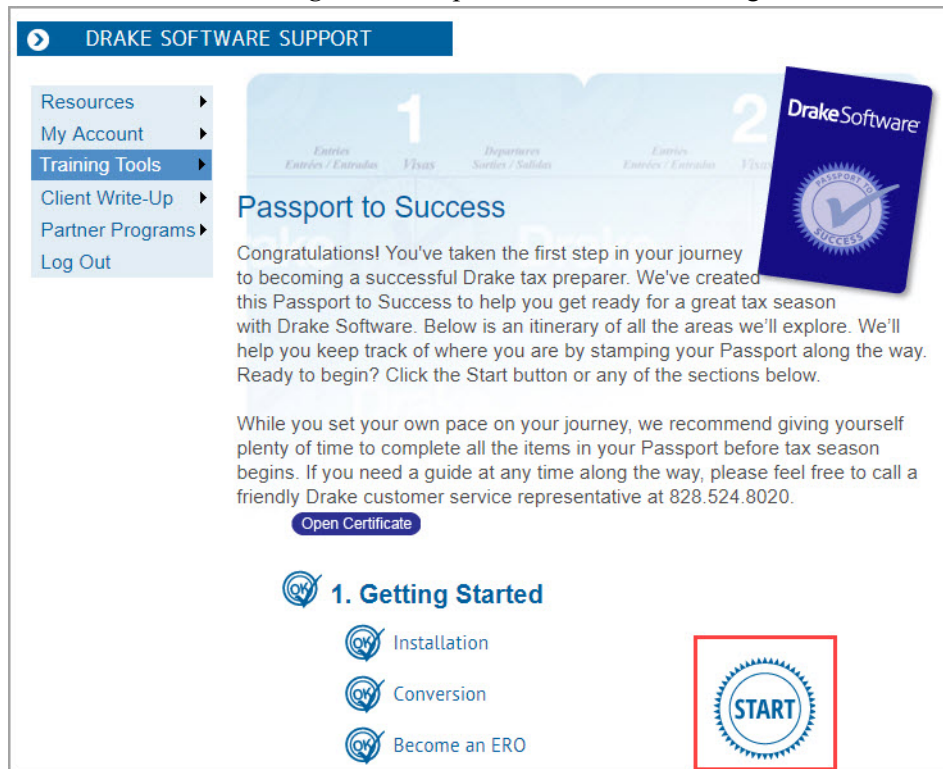
Figure 3: DrakeCPE.com

The screenshot displays the DrakeCPE.com website interface. At the top left is the logo "DrakeCPE" with the tagline "Online learning for tax pros". To the right are three navigation icons: an open book labeled "COURSES", a lightbulb labeled "WHY DRAKECPE?", and a person with a speech bubble labeled "WHO WE ARE". Below the navigation is a grid of course listings. On the left side of the grid is a sidebar menu with "All Courses" selected, listing "Self-Study", "On-Demand", "Annual Filing", and "Season Program". Above the grid is a "Display 20 per page" dropdown. The grid contains eight course cards, each with a representative image, a title, a price, and a "DETAILS" button. The courses are: "2020 Retirement Changes" (\$15.00), "2021 Tax Update - The New Rules" (\$30.00), "American Rescue Plan Act Overview" (\$15.00), "Are All Charities Deductible?" (\$15.00), "Common IRS Red Flags" (\$15.00), "Education Tax Benefits" (\$60.00), "EITC Due Diligence" (\$30.00), and "Enrolled Agent Ethical Standards - Practices and..." (\$30.00).

PASSPORT TO SUCCESS

The Passport to Success is an itinerary of “stops” - important items and resources specifically designed to prepare new clients for tax season (Figure 4). Use Passport to Success to explore the stops on the journey, from the installation of the software to discovering Drake Support. Passport to Success includes instructions, tutorials, and forms that prepare Drake clients for tax season. To access your Passport to Success, log in to *Support.Drakesoftware.com* with your username and password and go to **Account > Passport to Success**.

Figure 4: Passport to Success Home Page

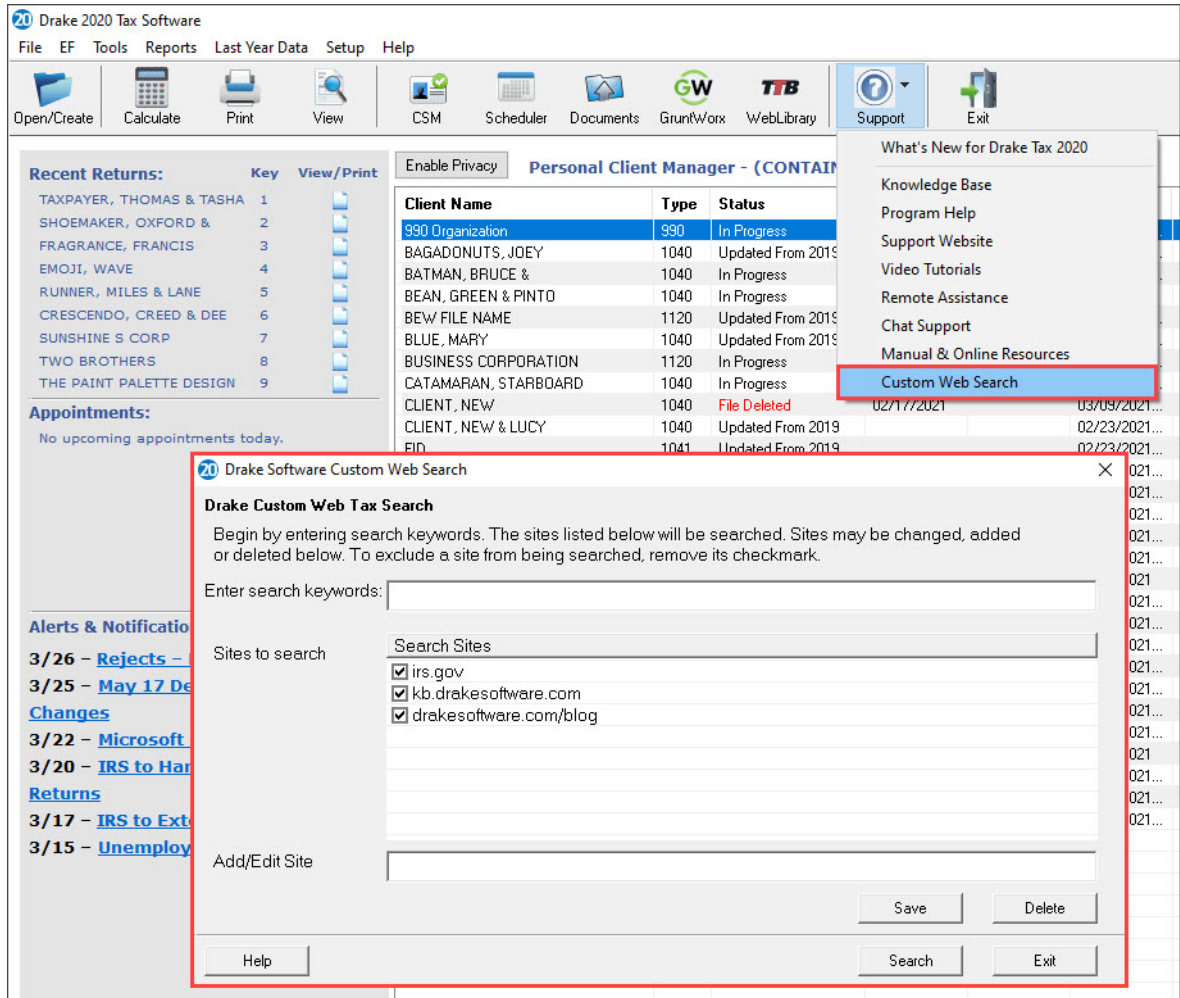


TAX RESEARCH

Drake's tax research tool provides a way of searching the Internet for answers to most tax questions. Search several websites at once, including any site you wish to add. The default list of research sites includes Drake Software, Taxing Subjects, along with the IRS website. Internet access is required.

To begin a search for tax information, click the **Research** button on the Drake **Home** window toolbar (Figure 5)

Figure 5: Custom Web Tax Search



In the **Drake Software Custom Web Search** window (Figure 5), enter a keyword (for instance, “Schedule A, line 21”) and click **Search**. Any websites selected in the **Search Sites** field are searched and the results are displayed in a browser window.

HELP RESOURCES

Drake Tax offers many ways for you to get the help you need. When you click the **Support** button from the **Home** window, you are given several options:

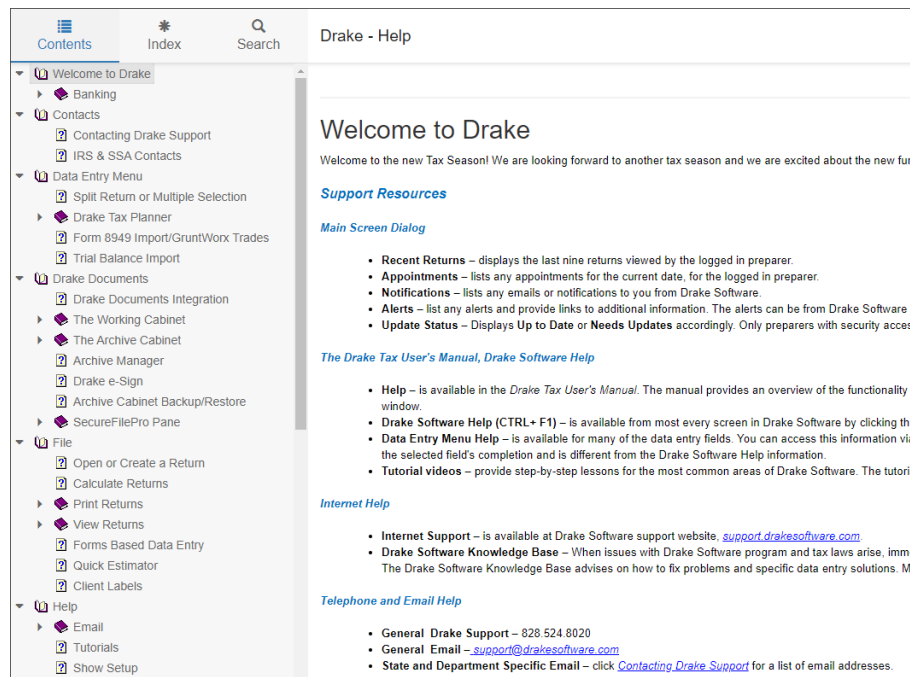
- Drake Software Knowledge Base, an online reference source containing answers to common tax and software questions. See [“Knowledge Base” on page 239](#).
- Drake Software Program Help, a searchable list of topics sorted by categories, and an index. The Help System answers many of the most commonly asked questions about the software. (See the following paragraphs for more information.)
- Drake Software Support website, a website with links to all of our online help resources, including the Knowledge Base, Drake ETC, and many other helpful webpages. See [“Drake Support Website” on page 239](#).
- Drake Software Remote Assistance is a feature used by Drake Software personnel in certain support situations.
- Drake Software Video Tutorials are a compilation of more than 200 how-to videos demonstrating how to use Drake Software programs.
- Drake Software Chat Support is a convenient method of having a live online discussion with a member of Drake Software’s Support staff.
- Drake Software Manual and Online Resources provide a link to Drake Tax manuals, practice returns, IRS pubs, and Drake Software shipment letters, all in a PDF format.

All other Drake windows have a clickable **Help** icon or button for accessing the Drake Help System (with the exception of the screens where a right mouse-click will display a help menu).

Accessing the Help system inside a Drake window will display topics relevant to that window. For example, if you are in pricing setup (**Setup > Pricing**) and click **Help**, you are shown the Help information for pricing setup. To print a topic, click the **Print** icon in the toolbar.

Access Help System items by using the **Contents**, **Index**, and **Search** tabs ([Figure 6](#)).

Figure 6: Help System Contents, Index, and Search tabs



DATA ENTRY HELP

Drake Tax offers you lots of “helps” in data entry: screen-level helps, field-level helps, instructional “how-to” video clips, and links to other helpful resources. For more information, see “Support Button” on page 76.

FAQs

The FAQ screen, located in return data entry, is a great resource for federal and state-specific information. On the **Data Entry Menu** for the federal or state return, enter **FAQ** in the selector field. Click to view the desired topic. Reject codes can be found on each state’s **FAQ** pages.

2020 SOFTWARE MANUALS

Drake’s software manuals are available online as PDF files and can be accessed in the software through the **Help** menu or the **Support** button. Manuals are also included as PDF files on the installation discs.

Figure 7: Software Manuals

2020 Drake Tax User's Manual — This is a complete resource for all your software questions. With more than 400 pages of information, it includes details on installation, setup, navigation, return preparation, states, e-filing, banking, and reports.

2021 Drake Accounting Manual — A guide for using Drake Accounting software to manage client financial records, prepare and print both live and after-the-fact payroll, vendor checks, W-2/W-3, 1099-MISC/1096, 940, 941, 941SS, 943, 944 and 945 forms.



NOTE

All Drake user manuals are available in PDF format for print or download at *DrakeSoftware.com* > **Support** > **Documents**.

DRAKE UPDATE SCHOOLS AND VIDEOS

Each fall, the Drake Education team holds several Update Schools across the country. For more details on the Drake Update Schools, visit *DrakeSoftware/Training*.

PRACTICE RETURNS

Become more familiar with the program's screens and e-filing process by entering and viewing practice returns, test returns, and EF practice returns.

- Practice data entry returns are located on your Drake CD, the Drake Support website, *Support.DrakeSoftware.com*, and the Drake e-Training Center website, *DrakeETC.com*. There are individual and business return scenarios, including sample documents needed to complete the returns. Enter the provided information into the software as if you were preparing a real return. When finished, calculate and view the results. Compare the results to the solutions.
- View e-filing and banking practice scenarios on the Drake Support website. These scenarios are designed to familiarize beginning e-filers with the process of e-filing and check printing in Drake Tax. These returns have SSNs from 500001001 through 500001005. Calculate the returns in the software and e-file them. These particular returns are set up to be either accepted or rejected. Correct the rejected ones and resend to receive acknowledgments. Practice printing checks for the returns with bank products



NOTE

Test transmissions do not receive an additional IRS acknowledgment. The "T" acknowledgment indicates the transmission was successful.

DRAKE SUPPORT WEBSITE

All Drake Software clients have access to the Drake Support website, *Support.Drakesoftware.com*. This is a comprehensive online research center designed for Drake preparers. Quickly access the website by selecting the **Support** button in the home window of Drake or open the website in your Internet browser. Some of the features available are:

- The Knowledge Base
- Online Federal/State Database
- Online EF Database
- Forum/Message Board

KNOWLEDGE BASE

The Drake Software Knowledge Base (KB) is a comprehensive searchable database consisting of support solutions and articles of interest. Providing support around the clock, the Knowledge Base is a great alternative to a support call. Continuously updated, the KB ensures that Drake preparers always have access to the most up-to-date information available. Finding the information you need is easy. Search by keywords, read important FAQs, view the most popular articles, or simply browse KB articles by category. From the home page of the KB, view important alerts.

To open the Knowledge Base from the Drake Support website, click **Support > Knowledge Bases**, and select from among several Knowledge Bases.

Figure 8: Knowledge Base

ONLINE EF DATABASE

The Online EF Database displays information about your e-filed returns in real time and offers various online reporting features. Because the e-filed information is stored at Drake, the information is always current. Run reports on returns, loans, and checks, or search for e-filing information for a single SSN or EIN. Access the Multi-Office Manager (MOM) and view Client Status Manager data for one or multiple offices.

To access your EF Database from the **Reports** menu of *Support.DrakeSoftware.com*, click **EF Database**. To access your EF Database from the main screen of the software, go to **EF > Search EF Database** and either click the **F10 - Online DB** button or press F10.

Figure 9: Online EF Database

DrakeSoftware

Contact Us | Sign in to Support

ONLINE EF DATABASE

Return to Drake Support Home

Overview
Returns
Bank Products
Checks
Fees
Summary
Options
Tools
MOM
Sign Out

Online EF Database Overview

Returns – Allows you to list pending, accepted, and rejected state and federal returns, as well as extensions. Queries can be limited to a date range, data can be sorted, and filters can be saved for future reference.

Fees – Reports on all of the fees (prep fees, bank fees, etc.) that are charged throughout a transaction. Reports may be filtered by fee type and by date.

Summary – Summary reports are available by EFIN, Preparer, and Zip Code to give you a snapshot view of a tax year. Reports may be filtered by date.

Options – Allows you to control access to the reporting tools with a secured password, and to configure your EFIN reporting hierarchy.

Tools – Additional tools, data feeds, and reports (such as the Download 'A' Acks file, and the ABC Voice file).

MOM – Access Multi-Office Manager reports, if your software has been configured to transmit them.

Client Search
EFIN: 904071
Tax Year: 2020
SSN/Last Name:

CONTAINS SENSITIVE DATA

Drake Software – The Professional Tax Solution
Sales – (800) 890-9500 • Support – (828) 524-8020

Cookie Settings
Contact Us • Privacy Policy • Terms of Service
Copyright © 2021 Drake Software. All rights reserved.

FORUM/MESSAGE BOARD

Forums provide an opportunity for Drake preparers to participate in online discussions of everything from business strategies and software questions to the latest tax news and software suggestions. Sometimes customers answer each other's questions, while other times a Drake moderator may be available to provide explanations. This is a great way to share notes and network with fellow professionals. To access the Forums, log into the [Drake Support website](#), and go to **Support > Drake Forums**.

CUSTOMER SERVICE AND SUPPORT

At Drake, we pride ourselves in having the best customer support in the industry. No matter which support method you choose, you can be assured of receiving friendly and accurate service.

PHONE SUPPORT

Work one-on-one with a support technician to resolve software issues. Drake technicians are trained year-round on Drake topics. The number is (828) 524-8020 and the lines are open Monday - Friday 8 a.m. until 10 p.m., and Saturday 8 a.m. until 6 p.m during tax season. Our non-season hours are Monday - Friday 8 a.m. until 9 p.m., and Saturday 8 a.m. until 5 p.m. (All times are Eastern Time.) For Spanish-speaking Support, call (828) 349-5500.

CHAT SUPPORT

Have a quick question? To chat with a customer service representative, go to **Support > Drake Software Chat Support** in Drake Tax. Chat support is available Monday - Friday 8 a.m. until 10 p.m., and Saturday 8 a.m. until 6 p.m during tax season. Our non-season hours are Monday - Friday 8 a.m. until 9 p.m., and Saturday 8 a.m. until 5 p.m. (All times are Eastern Time.)

EMAIL SUPPORT

For those non-urgent questions, or for more difficult questions that may not be resolved over one phone call, you can send us your questions via email. Ask more specific support questions through the Drake email program.

Our general support email address is *Support@DrakeSoftware.com*. To access additional Drake Software addresses, go to **Help > Email**. In the **Compose Message** window, click the **To** button. The default **Address Book** is the **Drake Software Support Address Book**. Double-click to select a specific address; then click **OK**.



NOTE

To send a return to Drake Support, click **Email** on the **Data Entry Menu** toolbar. The return is automatically attached to the email for your convenience. If you use this method, be sure to include a detailed description of your issue.

DRAKE EMAIL PROGRAM

You can use the email provider of your choice to send and receive emails in Drake. This includes any of the free email providers such as *Gmail.com* and *Outlook.com*. You can also use Drake's email program to send questions or files to Drake Support.

To access Drake's email program, you can:

- From the menu bar of the **Home** window, select **Help > Email**.
- From data entry, click the **Email** icon from the **Data Entry Menu** toolbar. Use this method to send the data entry file to Support.
- From the View mode toolbar, click the **Email** button
- From Drake Documents toolbar, click the **Email** button to send PDF copies of the return to your clients.



NOTE

Drake recommends using **Drake Portals**, a secure client file exchange web portal, to conveniently exchange confidential documents with your clients. To learn more and receive a free 14-day trial, visit *DrakeSoftware.com*.

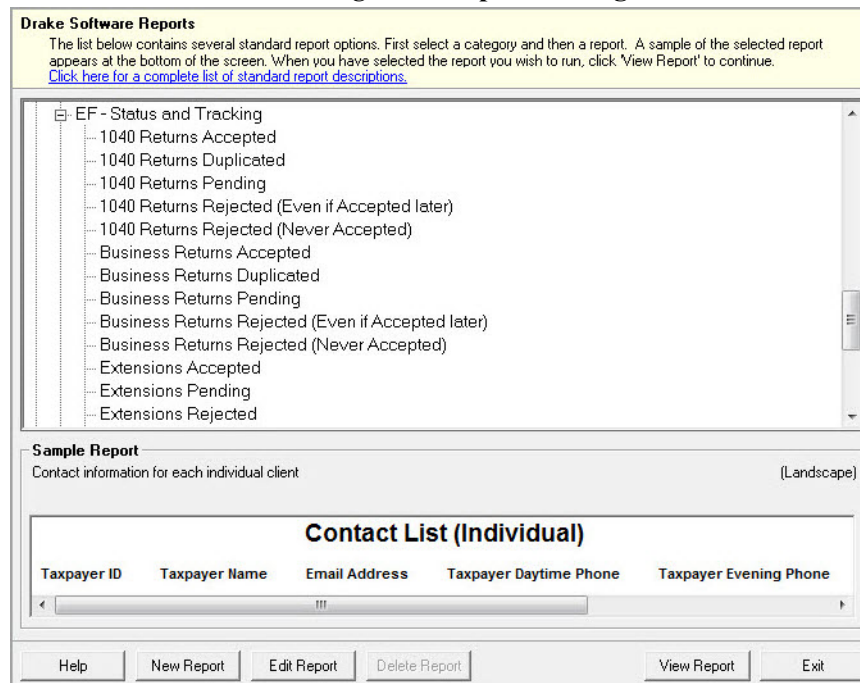
Reports

REPORT MANAGER

The Report Manager provides a centralized location for managing reports in Drake. From the Report Manager, choose from predefined reports, edit existing reports, or create new reports with custom filters to suit your office needs. In addition to reporting current-year data, you can also run reports on last year's data. All reports can be saved as CSV (comma separated value), Excel, or text (in TXT format) files.

To access the **Report Manager**, go to the **Home** window and select **Reports > Report Manager** (Figure 1).

Figure 1: Report Manager



The **Report Manager** displays the list of reports in a standard tree format. Click the plus sign (+) to expand a category list and display the available reports in that category. Click the minus sign (-) to collapse the list, hiding the reports in that category.

There are multiple reports to choose from among several categories. For example, under **Client Reports**, click **Client Contact** to see such reports as address lists, birthday lists, client lists, K1 lists, and contact lists, all of which can be edited or changed in hundreds of different ways. To view a list and description of all available predefined reports in Drake, select **Click here for a complete list of standard report descriptions** from the **Report Manager** window. The following report categories and subcategories are available:

- **Client Reports** — Predefined reports based on client data
 - Client Contact
 - Preparer and Revenue
 - Return Details
 - Status and Tracking
 - Summary

- **EF/Bank Reports** — Predefined reports based on e-filing and banking data
 - Bank - Status and Tracking
 - Bank Checks
 - Bank Summary
 - EF-Status and Tracking
 - EF Summary
 - Preparer and Revenue
 - Return Details

- **Scheduler Reports** — Reports are based on data entered in the Scheduler and include reports on new clients, preparer call lists, and appointments.

- **My Reports** — Reports that you create, either by editing one of the predefined reports or by starting with a blank report, are automatically stored in **My Reports**.

- **Other Report Options** — Allows you to access report features from other areas of the program, and includes:
 - Client Status Manager Reports
 - Depreciation List
 - Fixed Asset Manager
 - Hash Totals

SAMPLE REPORT WINDOW

Before generating a report, you can preview the report title and column headers to see how the report will fit on the printed page. The report preview is displayed in the **Sample Report** window at the bottom of the Report Manager (see [Figure 1 on page 245](#)). Also included is a brief description (if available) of the selected report. To preview a report in the Report Manager, click the title of the report to preview. The report title and column headings are displayed in the **Sample Report** window. If you edit the report by changing the report title or columns in the report, the changes will be displayed in the **Sample Report** window.

The **Sample Report** window also indicates a report layout of **Portrait**, **Landscape**, or **Potentially too wide**. A layout of **Potentially too wide** means that some data could be cut off in the report if it is *printed* from the Report Viewer. In this case, however, such a report can still be *viewed* in its entirety in the Report Viewer by using the scroll bars, and it can be *printed* in its entirety by exporting it from the Report Viewer as a CSV file, or to Excel, where it is possible to widen columns, change font size, increase margins, and thereby print the report. You can also correct a **Potentially too wide** condition in the Report Manager by using the **Edit** function to remove one or more columns from the report.

The following buttons are available below the **Sample Report** window:

- **Help** — Read an overview of the various Report Manager functions.
- **New Report** — Create a new report from scratch.
- **Edit Report** — Edit a predefined report and save it as a new report in **My Reports**.
- **Delete Report** — Delete any reports listed under **My Reports**.
- **View Report** — Run the selected report and view it in the Report Viewer. If you ran the report before, you are asked if you want to run the report again using current data or review the previously-run report.
- **Exit** — Exit the Report Manager and go to the **Home** window.

See Chapter 12 of the *2020 Drake Tax User's Manual* for detailed procedures on creating and editing reports.

VIEWING A REPORT FROM THE REPORT MANAGER

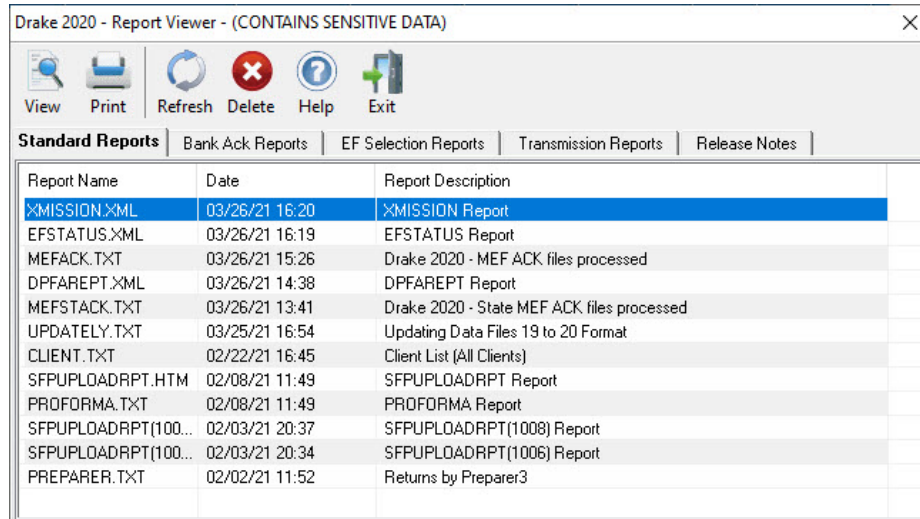
To view a report from the Report Manager:

1. Locate and select the report in the report tree.
2. Click **View Report**. If a **Basic Search Conditions** dialog box is displayed, make any desired changes and click **Continue**. If a previously-saved version of the report is detected, you are prompted to:
 - Click **Yes** to re-create the report using the most current data. (If a **Basic Search Condition** box is then displayed, make any desired changes and click **Continue**.)
 - Click **No** to open the previously saved report.
3. The report is displayed in the Report Viewer.

REPORT VIEWER

All reports in Drake are accessible through the Report Viewer. To view a report, go to the **Home** window and select **Reports > Report Viewer** (Figure 2).

Figure 2: Report Viewer



Report Name	Date	Report Description
*MISSION.XML	03/26/21 16:20	*MISSION Report
EFSTATUS.XML	03/26/21 16:19	EFSTATUS Report
MEFACK.TXT	03/26/21 15:26	Drake 2020 - MEF ACK files processed
DPFAREPT.XML	03/26/21 14:38	DPFAREPT Report
MEFSTACK.TXT	03/26/21 13:41	Drake 2020 - State MEF ACK files processed
UPDATELY.TXT	03/25/21 16:54	Updating Data Files 19 to 20 Format
CLIENT.TXT	02/22/21 16:45	Client List (All Clients)
SFPUPLOADRPT.HTM	02/08/21 11:49	SFPUPLOADRPT Report
PROFORMA.TXT	02/08/21 11:49	PROFORMA Report
SFPUPLOADRPT(100...	02/03/21 20:37	SFPUPLOADRPT(1008) Report
SFPUPLOADRPT(100...	02/03/21 20:34	SFPUPLOADRPT(1006) Report
PREPARER.TXT	02/02/21 11:52	Returns by Preparer3

The Report Viewer divides reports into the following categories:

- **Standard Reports** — Lists reports generated within the Report Manager, Scheduler, Preparer List, Firm List, etc.
- **Bank Ack Reports** — Lists bank acknowledgements processed.
- **EF Selection Reports** — Lists e-filing reports processed.
- **Transmission Reports** — Lists transmission reports processed.
- **Release Notes** — Lists the notes added during the update process.

Each tabbed section lists reports previously generated in that category. For each report, the following information is listed:

- **Report Name** (file name)
- **Date** (the date the report was generated)
- **Report Description**



NOTE

If you have not generated any reports, the tabs will be blank.

Select a report and **View**, **Print**, or **Delete** it using the buttons on the toolbar. You can also view a report by double-clicking it. For some reports, you will need to use the scroll bars to view the entire report. For multi-page reports, use the arrow keys on the toolbar to move from page to page.

Click **Print** to print a report. For some reports, you can change the font size (to 8, 9, or 10) and use the **Export** tool to export it to Excel, save it as a CSV file, or open it in Notepad.

DEPRECIATION LIST

The **Depreciation List** is a report that displays depreciation information for selected clients. There are two methods for creating depreciation lists in Drake: manually entering client SSNs/EINs to be listed, and filtering the client database for clients that meet specified criteria.

To create a depreciation list for one or more clients:

1. From the **Home** window, select **Reports > Depreciation List**. The **Depreciation List Client Selection** dialog box is displayed.
2. Choose one of the following methods:
 - **Create a list** — Enter the SSN/EIN and click **Add Client**. Repeat for additional clients until all the desired clients are entered, and click **Next**.
 - **Filter the client database** — Click **Next** to open the **Basic Search Conditions** dialog box. Edit settings as desired, and then click **Continue**.
3. Choose to **Print** the depreciation list or to **Export to File**.
 - **Print** — Send the list to the printer. In the **Print** dialog box, click **Print**.
 - **Export to File** — Depreciation lists exported to file are stored in Drake18\Reports as CSV files. Click **OK**.

FIXED ASSET MANAGER

Use the **Fixed Asset Manager** to run reports based on client assets. The **Fixed Asset Manager** allows over 40 column header options to customize your asset reports, and nine report types are available:

1. From the **Home** window, select **Reports > Fixed Asset Manager**. The dialog box is displayed with drop lists for choosing report types, depreciation options, and sorting styles.
2. Enter a number in the **ID Number** field.
3. Select a report type
4. Select a **Depreciation** tracking format from the following options:
 - Federal** - Tracks federal depreciation methods
 - State** - Tracks state depreciation methods
 - Alt Min Tax** - Tracks alternative depreciation methods
 - Book** - Tracks depreciation using book method
5. Select a sorting **Style**. Choose to print a **Full Schedule**, to sort **By Department**, to sort by **Form/Schedule**, or to sort by **Asset Category**. (Not all of these sorting options are available for every tracking format.)
6. Choose the columns you want in your report from the **Available columns** drop list. Select a column heading and then click **Select** (or double-click the column heading) to move it onto the **Selected report columns** list on the right side of the Fixed Asset Manager dialog box. To

remove the column headers from the **Selected report columns** list, select them and click **Unselect**, or to remove them all, click **Unselect All**.

7. To keep your formatting for future reports, click **Save**.
8. Click **Run Report**.
9. Select an option for displaying the depreciation list: **Print** (to send the list to a printer) or **Export to File** (to save the report as a CSV file).

CLIENT STATUS MANAGER

The Client Status Manager (CSM) is used to track the workflow within a tax office. Client files listed in the CSM are easy to search, view, and organize. Customize your view using built-in filters and run reports to narrow your search for data.

Open the Client Status Manager in one of the following ways:

- On the **Home** window menu bar, select **Reports > Client Status Manager**.
- On the **Home** window toolbar, click **CSM**.
- Go to the **Home** window and press CTRL+L.

When the Client Status Manager is opened, all returns existing in the 2020 program are displayed. This includes returns brought forward from previous years, new returns, and returns started but deleted from Drake. It also includes client files imported from QuickBooks. Each column displays specific information about the return (Figure 3).

Figure 3: Client Status Manager

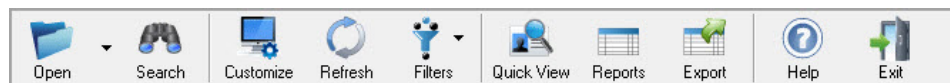
ID (Last 4)	Client Name	Type	Preparer	Status	Started	Completed
XXXX6666	TOE, TIC & TAC	1040	HOLLY	EF Accepted	03/26/2021	
XXXX1941	TAXPAYER, THOMAS & TASHA	1040	HOLLY	In Progress	03/18/2021	
XXXX6545	CLIENT, NEW & LUCY	1040	HOLLY	Printed		
XXXX8008	CATAMARAN, STARBOARD	1040	HOLLY	Complete	10/05/2020	03/26/2021
XXXX1043	BLUE, MARY	1040	HOLLY	Under Review		
XXXX6010	BEAN, GREEN & PINTO	1040	HOLLY	On Hold	02/26/2021	
XXXX1234	BATMAN, BRUCE &	1040	ED EWCATION	In Progress	02/09/2021	
XXXX2222	BAGADONUTS, JOEY	1040	HOLLY	Signed		

No Selection (28 Total Unfiltered Records)

The toolbar across the top contains buttons that perform various functions (Figure 4). These buttons and their corresponding key combinations are:

- **Open** (CTRL+O) — Click to highlight a return in the CSM and click **Open** to open the file in data entry. You can also right-click a line in the Client Status Manager to view a pop-up menu. Items on this menu include: **Open Selected Client**, **Quick View**, **Set Client Status**, **Delete Record**, **Customize Display**, **Search Client Records**, **Restore CSM Data (This Client)**, **Remove Duplicate Entries (Entire Database)**, and **Cancel**.
- **Search** (CTRL+F) — Enter the first few letters of the client’s name or ID number (SSN or EIN). The CSM locates the record and highlights it. Click **Open** to open the client return.
- **Customize** (CTRL+D) — Open the **Customize Display** window, which enables you to tailor the look of the CSM by selecting which columns to display. For more information on customizing, see “[Customizing the CSM](#)” on page 252.
- **Refresh** (F5) — Retrieve the latest information for the CSM database. This is useful if the CSM has been open for an extended period of time.
- **Filters** — Use filters to narrow the search for data viewed in the CSM. For more information on filters, see “[Filtering CSM Data](#)” on page 256.
- **Quick View** (CTRL+Q) — Click **Quick View** to view a summary of all client status information for a client. Click **Open** to access data entry for that return.
- **Reports** (CTRL+R) — Generate reports from data stored in the CSM. For more information on Reports, see “[CSM Reports](#)” on page 257.
- **Export** (CTRL+E) — Open Excel and fill with all columns and rows from the CSM.
- **Help** (F1) — Access the Drake Help System for further assistance.
- **Exit** (ESC) — Exit the Client Status Manager.

Figure 4: Client Status Manager toolbar buttons



TRACKING RETURN STATUSES

The **Status** column in the CSM is based on the return status and is set automatically by the software or manually by the preparer. To manually change a return’s status, open the return, click the **CSM** button on the toolbar of the **Data Entry Menu**, and select a status. You can also change a return’s status in the CSM by right-clicking it, selecting **Set Client Status**, and then selecting a status.

Whether a return status is automatically set or manually set, it can be changed at any time. Statuses include:

- **New Client** — Set automatically when a new return is created
- **Updated from 2019** — Set automatically when a return is brought forward from Drake’s 2019 tax software
- **In Progress** — Set automatically when the first change is made to a new or updated return in data entry
- **EF Pending** — Set automatically when a “P” acknowledgment is received
- **EF Accepted** — Set automatically when an “A” acknowledgment is received
- **EF Rejected** — Set automatically when an “R” acknowledgment is received
- **Printed** — Set automatically when a return is printed through **Print Sets**
- **On Hold** — Manual setting
- **Under Review** — Manual setting
- **Under Extension** — Manual setting
- **Signed** — Manual setting
- **Delivered** — Manual setting
- **Complete** — Manual setting
- **Custom** — Manually create your own statuses - See [“Status Settings Tab” on page 253](#)



NOTE

Return information is updated in the Client Status Manager every time a client return is calculated in data entry. To ensure the CSM data is always current, go to **Setup > Options**, select the **Calculation & View/Print** tab, select the **Autocalculate tax return when exiting data entry** option, and click **OK**.

CUSTOMIZING THE CSM

Initially, the Client Status Manager displays client data in the most commonly referenced columns. However, the CSM can be customized ([Figure 5](#)).

Column Layout Tab

Click **Customize** from the toolbar. The **Customize Display** window is opened to the **Column Layout** tab. The **Available Columns** are listed in the left pane, and the **Columns in Current View** are listed in the right pane.

To add an available column to your view:

1. Select the desired column in the left pane. Click **Select** or double-click the desired column.
2. Click **OK** to save and exit.

To remove a column from your view:

1. In the right pane, select the column you wish to remove. Click **Remove** or double-click the desired column.
2. Click **OK** to save and exit.

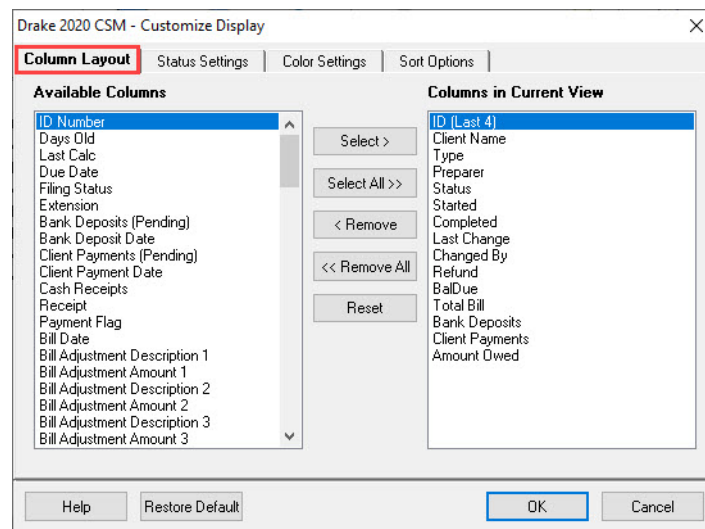
To reset columns back to the original view:

1. Click **Reset**.
2. Click **OK** to save and exit.

To change the *order* of columns displayed in the **Columns in Current View** list:

1. Click and drag columns up or down in the list. An arrow shows the new position of a dragged column. Release the mouse button when the column is in the desired position. The new position of the column is reflected in the **Columns in Current View** list.
2. Click **OK** to save and exit.

Figure 5: Column Layout Tab



Status Settings Tab

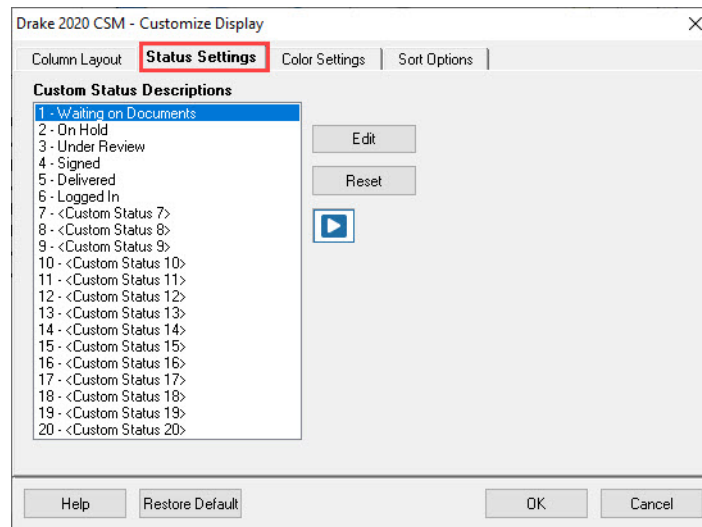
You can define as many as 10 custom statuses. They must be set and changed manually.

To define a custom status in the CSM (Figure 6):

1. Click **Customize** on the toolbar. The **Customize Display** dialog box is opened.
2. Select the **Status Settings** tab.
3. Select a status description to rename; then click **Edit**. The **Status Description text** box is opened.
4. Type a new status description and click **OK**. The new status description is listed.

To restore all original statuses, click **Reset**.

Figure 6: Status Settings Tab

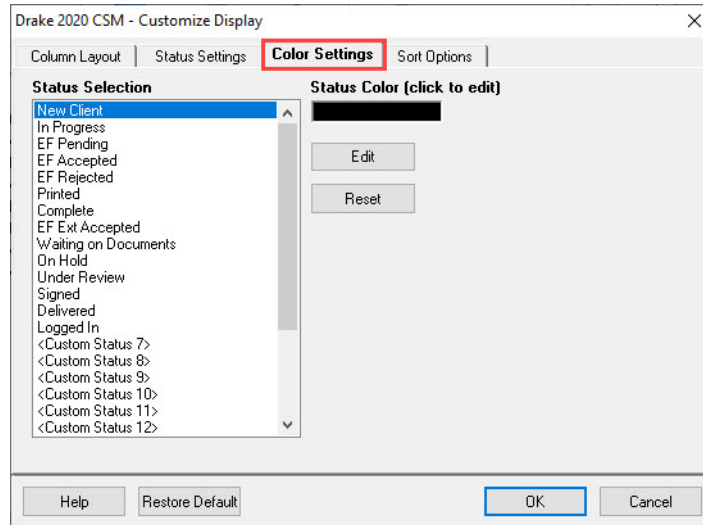


Color Settings Tab

Customize the look of your CSM by changing the color of the items as they appear in the CSM grid (Figure 7). A quick glance can then tell you which clients are new and which returns are “In Progress,” “EF Pending,” “On Hold,” etc. You can also color code any of the custom statuses.

1. From the CSM - Custom Display window, click the **Color Settings** tab.
2. Select an item from the **Status Selection** list, then click the **Status Color** color bar (or click **Edit**) to open a color selector.
3. From the color selector, choose a color for that item and click **OK**. (Alternately, click **Define Custom Colors** to develop a special color for that item.)
4. Choose another item from the **Status Selection** list and follow the same steps to choose a color for that item.
5. When finished, click **OK**. The color of items in the CSM grid will automatically change when the status of the return changes.

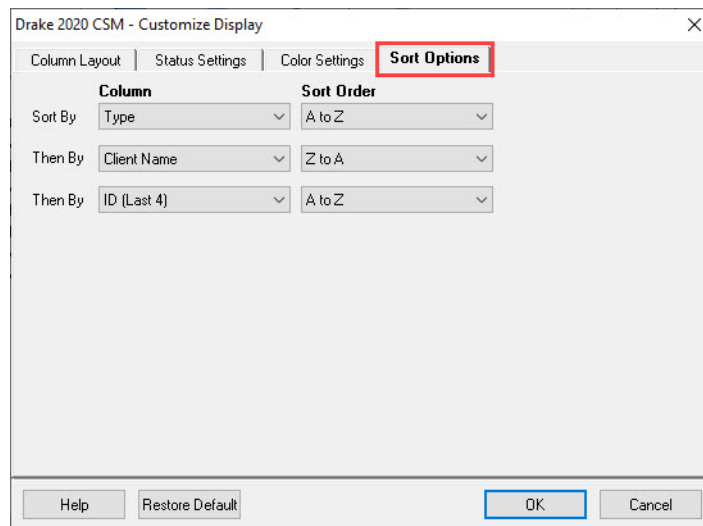
Figure 7: Color Settings Tab



Sort Options Tab

Use the **Sort Options** tab to select multiple columns to sort records by from the **Column** and **Sort Order** drop lists (Figure 8).

Figure 8: Sort Options Tab



CSM Column Views

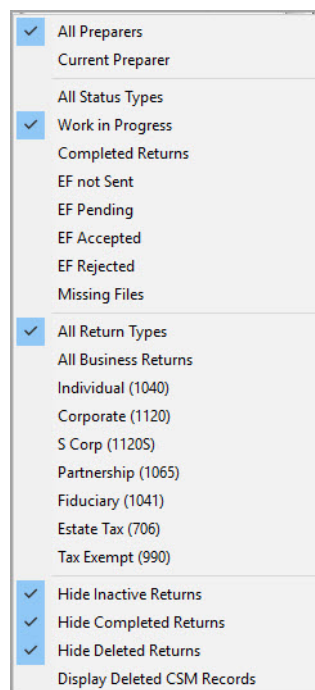
In addition to determining which columns are displayed in the CSM, you can further customize the column display from the main screen of the CSM.

- **Sort** — Click a column header to sort the records in ascending or descending order by that column. (You can further customize the sorting options by clicking **Customize** and selecting the **Sort Options** tab. From here, you can select three columns to sort records by in ascending or descending order.)
- **Adjust column widths** — Drag the edge of a column header to the desired width.
- **Size to fit** — Double-click a column header's right border.
- **Change column order** — Click and drag a column header to the desired location.

FILTERING CSM DATA

Use filters to further customize your CSM view. Click the **Filters** button on the toolbar. Select one filter from each of the first three sections, and any of the filters from the bottom section, to build a “complex filter.” For example, in [Figure 9](#), **All Preparers**, **All Status Types**, and **All Return Types** are selected. The CSM displays only client records that match those criteria.

Figure 9: Filters menu



CSM REPORTS

Several predefined status and financial reports are available in the CSM. To run a report, click the **Reports** button and choose a report from the drop list. A report description is displayed.

Select report options and click **Report**. The report is displayed in the Report Viewer. Click **Print** to print the report. Use the **Export** tool to export the report to Excel, save it as a CSV file, or open it in Notepad. Click **Exit** to exit the Report Viewer.

MULTI-OFFICE MANAGER

The Multi-Office Manager (MOM) is the online version of the Client Status Manager (CSM). Designed for the multi-office environment, MOM allows you to track workflow of multiple offices, providing a snapshot of your entire business. Reports and statistics on return status, return type, bank, payments, fees, and billing information are available.

For CSM data to be transferred to MOM, the software must be configured to send CSM data to Drake during the e-file process. Each Level-1 and Level-2 EFIN office in a multi-office environment must complete the following steps:

1. From the **Home** window, go to **Setup > Options** and select the **EF** tab.
2. In the **Session Options** section, select **Transmit return data to Drake for multi-office web reports**.
3. Click **OK**.

Any changes made in CSM will be transmitted to MOM during e-file transmissions.

To access the Multi-Office Manager, log in to your Drake Support account at *Support.DrakeSoftware.com* and select **My Account > EF Database**. Then click **MOM**.

Suite Products

In addition to providing our comprehensive tax software, Drake offers these additional applications to enhance your practice:

- “Tax Planner”
- “Drake Documents”
- “TheTaxBook
- “Gruntworx”
- “Drake Portals”
- “Drake Accounting”

TAX PLANNER

The Tax Planner is installed when you install Drake to help you assist your clients in planning for the future. By comparing the client’s current tax situation to different scenarios that could occur—such as marriage, the birth of a child, buying or selling a house, change in income—clients can see how these changes can affect their finances and tax liability. Because the different scenarios are set up using the same **Data Entry Menu** and screens you’re already familiar with, building different scenarios is quick and easy.

OPENING THE TAX PLANNER WINDOW

Open the Tax Planner from data entry:

1. Open a client’s return and click the **Tax Planner** icon from the **Data Entry Menu** toolbar. The **Tax Planner** window displays a toolbar, the original return, and any planners (or “scenarios”) you create ([Figure 1](#)).

Figure 1: Tax Planner Window

Scenario Name	Year	Income	AGI	Tax. Income	Total Tax	Refund	BalDue
<Original Return>	2020	110502	107257	73711	8341	202	0

The items on the toolbar are explained in the following table:

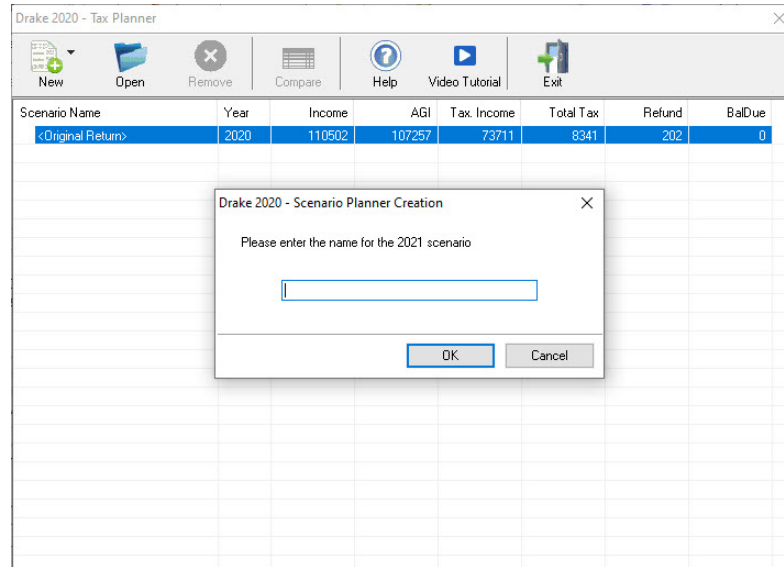
Tool button	Function
New	Click New to begin new scenarios for different tax years, or to plan a new scenario based on a previous scenario.
Open	Click Open to open screens to set up various scenarios, or to open the client's original return.
Remove	Select a scenario from the scenario pane and click Remove to delete the scenario.
Compare	Click Compare , select up to three scenarios, and click Compare again to compare the chosen scenarios to the client's current tax situation based on the original return.
Help	Click Help to get explanations and direction for using the planner.
Video Tutorial	Click the play button to launch a short video tutorial on the basics of using the Tax Planner.
Exit	Click Exit to close the planner and return to data entry.

CREATING SCENARIOS IN THE TAX PLANNER

The first step in working with the Tax Planner is to create one or more scenarios. After you've created the scenarios, you make changes to the scenarios (such as in marital status, number of dependents, amount of income, etc.), then compare them to the taxpayer's original return to see what effect the projected changes would make to the taxpayer's current financial and tax situation. To begin creating tax scenarios to compare with the original return:

1. Open a client's return in Drake.
2. Click the **Tax Planner** button on the **Data Entry Menu** toolbar to open the **Tax Planner** dialog box.
3. Click **New** from the **Tax Planner** toolbar and choose a tax year from one of the options: the current tax year 2020, or the next tax year, 2021.
4. In the **Tax Planner Creation** window, enter a name for the scenario and click **OK**. Create as many scenarios as you wish ([Figure 2](#)).

Figure 2: Tax Planner Scenario



NOTE

2021 scenarios incorporate known tax changes for the coming year, once available.

You can create different versions of an existing scenario. For instance, you might make a scenario in which the taxpayer has a child, buys a home, or has a change in income. To make multiple versions of scenarios you have already created:

1. Click the scenario you want to duplicate (it will be highlighted in blue):
2. Click the **New** button.
3. In the droplist, click **Selected Scenario**.
4. Enter a name for the new scenario and click **OK**.

To make changes inside a tax scenario, double-click a scenario in the **Tax Planner** window to open the **Data Entry Menu**. A reminder appears in the lower-right corner of the **Data Entry Menu** (Figure 3), that you are in a Tax Planner scenario and not the original return.

Change, add, or remove information in data entry of the tax scenario as you would in a regular tax return in Drake. For example, you may add a **Dependents** screen for the birth of a child, and possibly a **2441 (Child Care Credit)** screen.

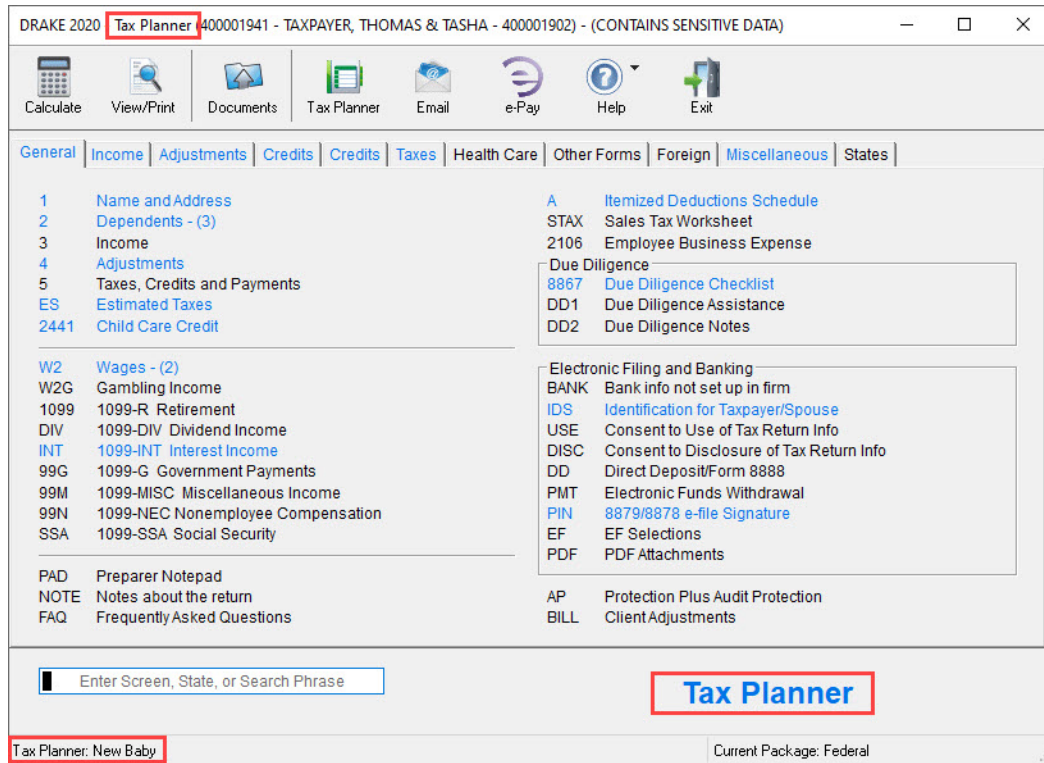
1. From the **Data Entry Menu**, choose the fields and screens you want to add, change or remove.
2. When you are finished setting up the scenario, click **Calculate** or **View** to see the results.
3. Return to the **Tax Planner** window again by clicking the **Tax Planner** button.



NOTE

If you are in a scenario and want to go to the original return, click **Tax Planner**, select **Original Return** from the **Tax Planner** window, and click **Open**.

Figure 3: Data Entry Menu in a Tax Planner Scenario



COMPARING SCENARIOS IN THE TAX PLANNER

You can create multiple tax scenarios using the Tax Planner. To compare tax scenarios with the original return, use the **Tax Scenario Planning Comparison** worksheet, which allows you to compare the original return with up to three tax scenarios (Figure 4). To generate the Tax Scenario Planning Comparison worksheet:

1. Click the **Compare** button in the **Tax Planner** toolbar.
2. In the **Scenario Comparison Selector**, choose up to three scenarios to be compared to the original return.
3. Click the **Compare** button to open View/Print mode displaying the Tax Scenario Planning Comparison worksheet. You can choose to print or email the worksheet, save it to Drake Documents (“**Drake Documents**”), and upload to Drake Portals (“**Drake Portals**”).

Figure 4: Tax Scenario Planning Comparison

Tax Scenario Planning Comparison			
Name(s) as shown on return			
TAXPAYER, THOMAS			
	Original Return	Now Baby	
Filing Status	2	2	
Number of Exemptions	5	6	
Income:			
Wages, salaries, tips, etc.	67,366	67,366	
Taxable interest and dividends	749	749	
Business income (loss)	42,387	42,607	
Gains (losses)			
Pension and IRA distributions			
Rental & Pass-through Income (loss)			
Farm Income (loss)			
Taxable Social Security Income			
Other Income			
Total Income	110,502	110,722	
Adjustments to Income:			
Self-Employment Tax Adjustment	2,995	3,010	
IRA deduction			
Other Adjustments	250	250	
Adjusted Gross Income	107,257	107,462	
Itemized or Standard Deduction	25,668	25,652	
Personal Exemption or QBI Deduction	7,878	7,919	
Taxable Income	73,711	73,891	
Tax and Credits:			
Tax	8,452	8,467	
Credits	6,100	8,467	
Self-Employment tax	5,989	6,020	
Other taxes			
Total Tax	8,341	6,020	
Payments:			
Withholdings	5,543	5,543	
Estimated Tax Payments	2,000	2,000	
Refundable credits & other payments	1,000	1,233	
Total Payments	8,543	8,776	
Refund	202	2,756	
Balance Due			
Marginal Tax Rate	12	12	
Effective Tax Rate	11.47	11.46	
States			
Resident Tax			
Total Tax			

TP COMPLED

DRAKE DOCUMENTS

Drake Documents is an electronic storage solution for client source documents and returns. Use Drake Documents to streamline and organize your workflow and greatly reduce your paper handling tasks. Easily organize and find documents, such as PDF copies of tax returns, scanned Forms (such as 8879 and 1099-B), scanned copies of driver's licenses and Social Security cards, without ever needing a paper copy. Think of Drake Documents's file structure as a virtual filing cabinet where files are saved within folders.

Use Drake Documents to:

- **Store your clients' documents** — Scanned documents and copies of your clients' returns are stored in electronic "folders."
- **Copy files to CD** — Copy Drake Documents files directly to a CD.
- **Password protect** — Protect your clients' documents with passwords.
- **Assemble documents sent to GruntWorx** — See "[Gruntworx](#)" for more information on this product.
- **Access Drake Portals** — See "[Drake Portals](#)" for more information of this product.

Drake Documents makes storing and moving documents easy:

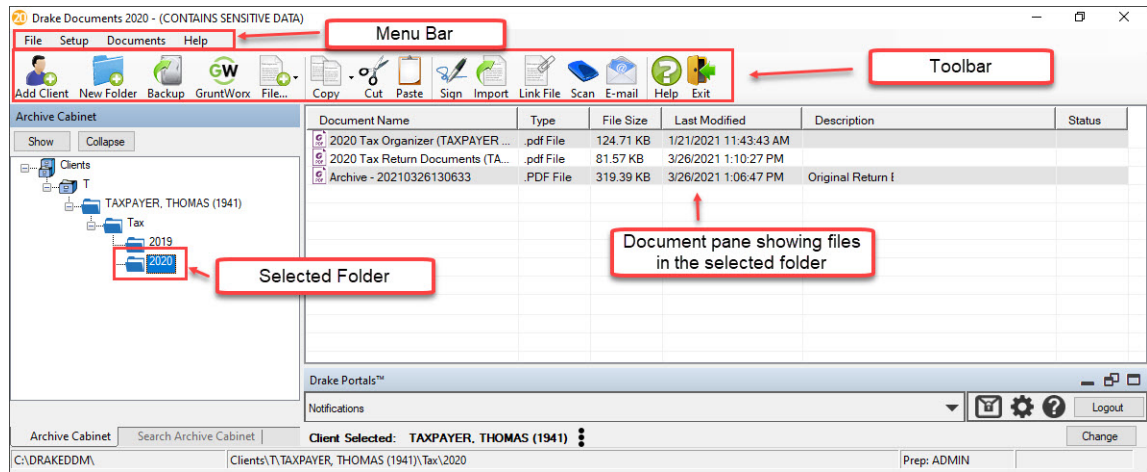
- When you create a new return in Drake Tax, a corresponding folder is automatically created in Drake Documents.
- When you archive a return from View/Print mode of the tax program, a copy of the archived return is automatically saved in Drake Documents.
- You can click the **Documents** button from the toolbar of the **Data Entry Menu** in any package to open Drake Documents directly to the client's folder.
- Files saved in Drake Documents can easily be attached to email messages or e-filed with a return as a PDF attachment.

SELECTING A DRAKE DOCUMENTS CABINET

Drake Documents users have two storage options or "sources" to choose from: the "Archive Cabinet" and the "Working Cabinet." Which Drake Documents cabinet you choose depends on how you want to handle your document storage.

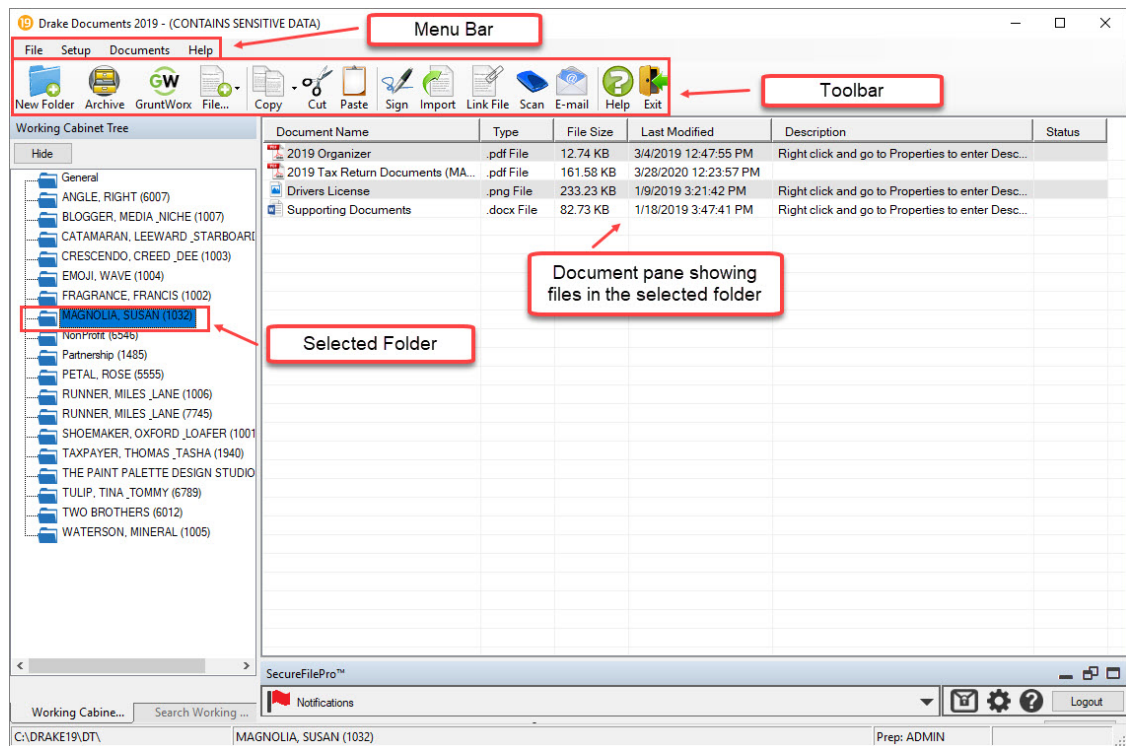
Archive Cabinet: The Archive Cabinet files are stored outside of the tax program and are backed up and restored separately from the tax program. All documents from all years for all clients are stored in the Archive Cabinet in alphabetically arranged "cabinets," "drawers," and "folders." If you choose the Archive Cabinet, see "Setting up the Archive Cabinet" in Chapter 13 in the *2020 Drake Tax User's Manual*.

Figure 5: Archive Cabinet



Working Cabinet: Choose the Working Cabinet if you prefer more integration with the tax program. Working Cabinet files are stored inside the tax program and are backed up or restored whenever the tax program is backed up or restored. You access Working Cabinet documents from within Drake Tax for whichever year you are interested in: 2019 documents in the 2019 program, 2020 documents in the 2020 program, etc. If you choose the Working Cabinet as your source, see “Working Cabinet Window” in Chapter 13 in the *2020 Drake Tax User’s Manual*.

Figure 6: Working Cabinet



When you've decided which cabinet in Drake Documents you want to use—Working Cabinet or Archive Cabinet—make your selection in the Setup Options:

1. From the **Home** window of Drake Tax, go to **Setup > Printing > Drake Documents** to open the **Drake Document Integration Options** dialog box.
2. In the **General Options** section, select **Use Working Cabinet** or **Use Archive Cabinet**.
3. (*Optional*) Select **Allow Drake to set up Drake Documents client folders**. If this box is not marked, you must specify the location each time a scanned document is saved or a return is printed through the PDF “printer” to the Working Cabinet.
4. Click **Save**.

FILE STRUCTURE

Both the Working Cabinet and the Archive Cabinet display stored files alphabetically in a folder “tree.” You can use the default Drake Documents file structure or customize it as needed. To customize your file structure:

1. From the **Home** window of Drake Tax, go to **Setup > Printing > Drake Documents** to open the **Drake Document Integration Options** dialog box.
2. In the middle section of the dialog box is the option to add folders to the default Drake Documents file structure. To do so:
 - Click **Add**.
 - Enter a custom folder name and click **OK**. A new folder is inserted one level below the selected folder.
 - Mark the **Apply this layout...** check box if you want to insert the new folder into existing *and* new client files; otherwise, the new folder will be inserted only into new client files.
 - To change the name of a folder, select the folder and click **Edit**. To delete a folder, select the folder and click **Remove**.
3. Click **Save**, and then click **OK**.



NOTES

- To avoid later restructuring, determine the type of file structure you want to use before you begin storing items in Drake Documents.
- To set up any additional security settings, from the **Home** window of Drake Tax, go to **Setup > Preparer(s)**.
- In the Archive Cabinet, you can set up your customized file structure from the menu bar. Select **Setup > Custom Folders**, then follow the steps above.

WORKING WITH DRAKE DOCUMENTS

Once Drake Documents (Working Cabinet or Archive Cabinet) folders and any subfolders are established, you can begin adding files. Drake Documents supports many file types and allows you to import or scan files into Drake Documents or link to a file outside of Drake Documents. Once added to a folder, files are listed in the right pane of the Drake Documents window (Figure 5).

Printing Returns

When you print a completed tax form or tax return in Drake, you have the option of also saving an electronic copy of the form or return in Drake Documents, and sending it to the portal. For details, see [“Printing Selected Forms to PDF” on page 121](#).

Importing a File

You can import a PDF copy or scanned image from another application or program located elsewhere in your computer or network into the client’s Drake Documents folder. To import a file into Drake Documents:

1. Select the folder where the document will be stored.
2. From the toolbar, click **Import** to open the **Import File** dialog box.
3. Browse to and select the desired document.
4. Click **Open**. Drake Documents copies the document into the selected folder.

Scanning a File

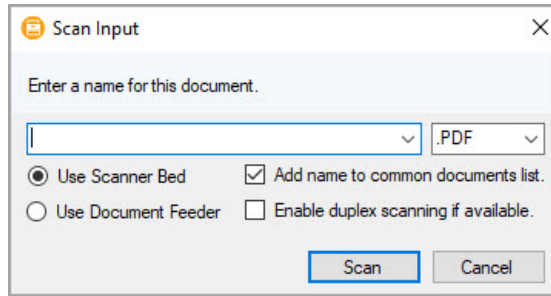
Scan documents into Drake Documents using a flat-bed or document-feed scanner. A flat-bed scanner scans one page at a time, creating a separate PDF for each page. A document-feed scanner scans multiple pages and makes one document of many pages.

When you scan a document using Drake Documents, the program automatically locates and uses your system’s default scanner. A **Scanner Cannot be Located** message implies that the scanner is not TWAIN compliant or has been improperly installed.

To scan a document into Drake Documents:

1. From the Drake Documents toolbar, click **Scan**.
2. From the **Scan Input** dialog box, type in a name for the scanned document or choose one of the common document names previously entered.
3. Select **Use Scanner Bed** or **Use Document Feeder**.
4. *(optional)* Click **Add name to common documents list** if desired.
5. *(optional)* Select **Enable duplex scanning if available** (if appropriate and if that option exists).
6. Click **Scan**.

Figure 7: Scan input dialog boxes for Drake Documents



7. Enter a name for the scanned document or choose a default name from the drop list by clicking the arrow at the right end of the name input field and click **Scan**.



NOTE

Most TWAIN compliant scanners will work with Drake Documents. Details on supported scanners are provided in Drake’s online knowledge base. From the Drake Home window toolbar, click **Help > Drake Software Knowledge Base** and search for “DDM compatible scanners.”

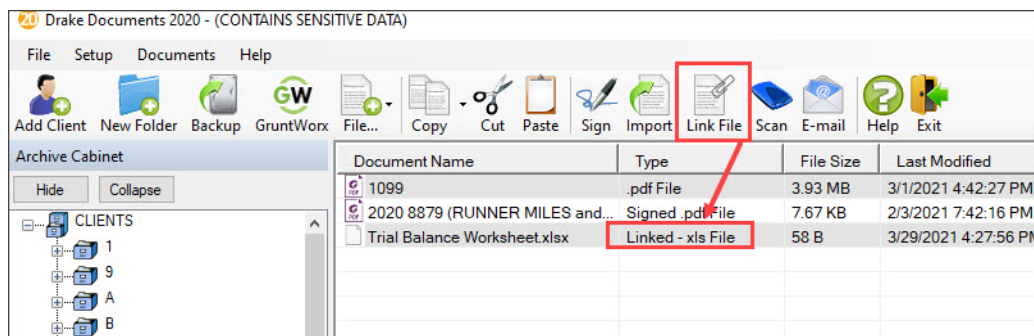
*Always review scanner specifications before purchasing a scanner.

Linking a File

Create a link between a Drake Documents file and a document outside Drake Documents. Drake Documents maintains the link to the external document so that if the document is updated, the link remains and you do not have to replace the document in Drake Documents. To create a link to a file in Drake Documents:

1. Select a folder in which to store the link.
2. Browse to and select the document to be linked and click **Open**. The link is indicated in the column of Drake Documents (Figure 8).
3. Double-click the line in the document pane to open and review the linked file.

Figure 8: **Linked** files identified in **Type** column

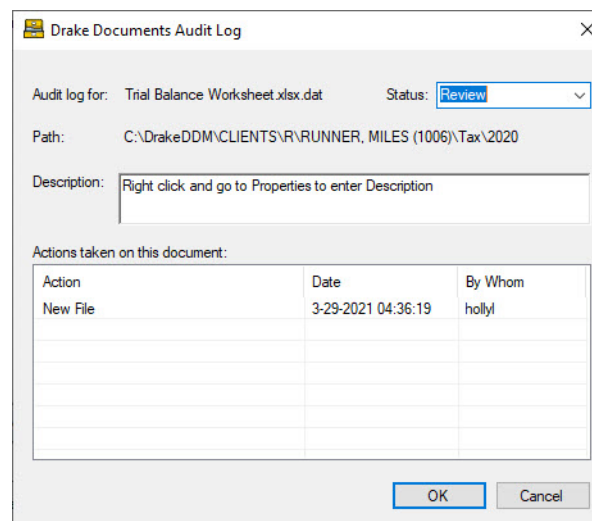


Using the Audit Log

Each time an action occurs to a file, Drake Documents makes note of it in an audit log. An *action* includes importing, linking, exporting, copying, moving, opening, and renaming. The audit log records the action, the date the action was taken, and the user who performed the action. It also shows the document name and path and has a field for entering a document description.

To access the Drake Documents Audit Log, select a file from the Drake Documents document list and choose **Properties** from the right-click menu (or press F9). If desired, enter a description of the document in the Audit Log's **Description** field.

Figure 9: Audit Log



.txt,.doc,.xlsx

Your computer must have Word and Excel installed in order to use Drake Documents to create new text (.txt), Word (.doc), and Excel (.xlsx) files. To create a new text, Word, or Excel file:

1. From the Drake Documents toolbar, click **File**.
2. In the menu that is displayed, select **New Text File**, **New Word Document**, or **New Excel Spreadsheet**.
3. Enter a name for the new document or spreadsheet.
4. Click **OK**.

The applicable program is opened when you click a selection. You can open, rename, or delete folders from the **File** button.

Document Security

When a DDM document is password-protected, a password must be entered before the document can be accessed. Drake Documents passwords are case sensitive. Other security options allow you to:

- *Assign a password to a document:* from the Drake Documents menu bar, select **Documents > Password Protection** (or right-click a file and select **Password Protection**). In the **Password Protection** window, enter the password twice and click **Save**.
- *Open a password-protected document:* double-click the file (or select the file and click **Open**). Enter the password and click **OK**.
- *Remove a password:* right-click the file, select **Password Protection**, and in the **Password Protection** window, enter the password in the **Enter OLD Password** field and click **Save**. (Leave both **NEW Password** fields blank.)
- *Change a password:* right-click the file, select **Password Protection**, and in the **Password Protection** window, enter the old password in the **Enter OLD Password** field. Enter a new password twice. Click **Save**.

Sharing Documents

To share files stored in a client's folder, from the Drake Documents menu bar, select **Documents > Share Document**. From the menu, choose any of the functions:

- **Copy to Location**
 - Select a document in the document pane to share.
 - From the menu bar, go to **Documents > Share Document > Copy to Location**.
 - From the drop list at the top of the **Select Location to Copy Files To** window, browse to the location where you wish to save the file.
 - Click **Save**.
- **Attach to Email**
 - In the document pane, select the document you want to send by email.
 - From the menu bar, go to **Documents > Share Document > Attach to Email**.
 - In the **Untitled - Message** window, enter the addressee and subject. Then enter the text you want in the email body. You can also select a document and click the **Email** button from the toolbar.
 - Click **Send**.

THE TAXBOOK'S WEB LIBRARY

If you have a subscription to TheTaxBook, the favorite tax and accounting research system (as voted by respondents to the 2019 Readers' Choice Awards presented by *CPA Practice Advisor* magazine), you can take advantage of the new links in Drake Tax to TheTaxBook's research website and WebLibrary. Affordable and fast online tax research, as well as the most up-to-date tax information, will be at your fingertips.

Click one of the TheTaxBook “book” icons on a data-entry screen in Drake Tax to access TheTaxBook’s research library, the “TaxLibrary.” The link will take you to relevant information for the form or schedule you are working in. You can also access TheTaxBook from the research icon (at left) located on the **Home** window toolbar of Drake Tax 2020. TheTaxBook WebLibrary Plus is available for \$219 for the first user and \$129 for each additional user. Discounts are also available for TheTaxBook printed series.

Figure 10: TheTaxBook

DRAKE 2020 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 40000)

Schedule A - Itemized Deductions Print Out

TSJ F ST CITY

Force income tax Force sales tax

Medical and Dental

1 Health insurance premiums.....

[Long Term Care Premiums](#)

Number of medical miles.....

Other medical and dental expenses.....

Taxes Paid [Video: SALT Limitations](#)

5 Income taxes..... +/-

General sales tax..... [STAX](#) screen.....

Force income tax Force sales tax

You can order TheTaxBook WebLibrary Plus in any of the following ways:

- Directly from Drake Software when you purchase or renew your program
- At www.thetaxbook.com/drake (Use promo code 799)
- Call (866) 919-5277
- Mail order form to TheTaxBook (address provided on the form; access the form on the Drake Software Support website)

For more information, sign in to Support.DrakeSoftware.com, and from the blue menu bar on the left, select **Products > TheTaxBook**.

GRUNTWORX

GruntWorx is a secure, Web-based application that automates the time-consuming tasks of organizing and populating tax data. GruntWorx works within Drake Tax and Drake Documents on 1040 returns. Use GruntWorx to organize your client’s supporting documents in a single bookmarked PDF file. You can also import data from certain federal forms directly into Drake Tax.

Figure 11: Gruntworx Products

Organize LITE	Organize	Populate LITE	Populate	Trades
Produces a labelled and indexed PDF of source documents	Produces a labelled and indexed PDF of source documents	Produces a labelled and indexed PDF of source documents	Produces a labelled and indexed PDF of source documents	Imports trade details from brokerage statements/ 1099Bs into the 8949 of Drake Tax
Includes Drake's best-in-class customer support	Includes Drake's best-in-class customer support	Includes Drake's best-in-class customer support	Includes Drake's best-in-class customer support	Includes Drake's best-in-class customer support
Integrates with Drake Documents	Integrates with Drake Documents	Integrates with Drake Documents	Integrates with Drake Documents	Integrates with Drake Documents
	Includes human data validation	Includes tool for DIY validation	Includes human data validation	Includes human data validation
		Eliminates federal form data entry in Drake Tax	Eliminates federal form data entry in Drake Tax	An add-on option to either Organize or Populate

GruntWorx offers three products to handle these tasks: *Organize*, *Populate*, and *Trades*.

- Organize** — With *Organize*, a stack of scanned-in client source documents can be automatically organized for you. No organizing the documents pre-scan, no leafing through the pages to make sure they're all facing the same direction, and no pulling out documents that are irrelevant to the tax return. Scan the documents, send them to GruntWorx, and receive a PDF document with your documents classified, organized, and bookmarked. For clients with multiple federal tax forms (such as W-2s, W-2-Gs, 1099s, K-1s), this feature can save time shuffling papers and organizing these documents yourself. You can also scan receipts, logs, and handwritten notes in the GruntWorx PDF file.
- Populate** — With *Populate*, the data contained in thousands of tax forms— including Form1095-A, Health Insurance Marketplace Statement—can be extracted from the forms and imported directly into Drake Tax, saving you data entry time and expense. Populate extracts data from scanned source documents and from your proformas so you can import the data into Drake Tax with a few key strokes.
- Trades** — With *Trades*, you can quickly and easily manipulate trade data, perform calculations within the spreadsheet, and import the data into Drake Tax. Stock sales from consolidated 1099s and stand-alone 1099-Bs can be extracted, put into an Excel file, and imported into Drake Tax through a process similar to Drake Tax's Form 8949 Import function. From the **Data Entry Menu** toolbar in Drake Tax, click **Import > Form 8949 Import/GruntWorx Trades**.

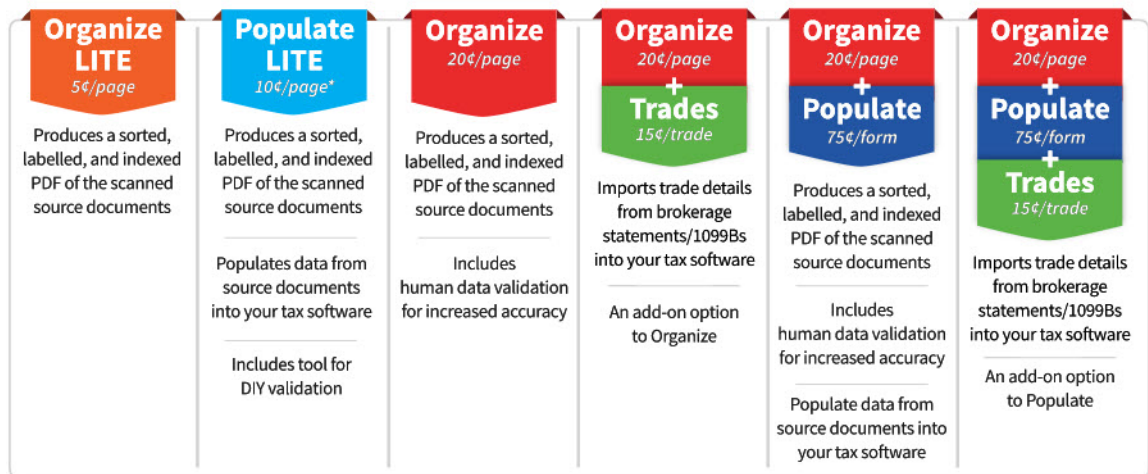
Organize LITE - Organize LITE allows you to take advantage of the Organize product with two key differences: turn-around time and price. Organize LITE provides all the features and benefits of original Organize product, minus the human data validation. With acceptable scan quality, you receive an organized, searchable PDF document in minutes, and it is stored directly in your client's folder within Drake. Organize LITE is available for individual returns only.

Populate LITE - Populate LITE is designed to give you the benefit of automating select data entry but with a do-it-yourself product featuring a quicker turnaround time and lower cost. After submission, validate the Populate LITE data with a user-friendly application specifically designed by GruntWorx, then simply import that information into the tax return.

GRUNTWORX PAYMENTS

For information on GruntWorx pricing, or to purchase GruntWorx, log on to: *Support.DrakeSoftware.com*. For a free trial, contact Drake Software at 828-349-5505 or email GruntWorxSupport@DrakeSoftware. To purchase compatible scanners at discount prices, go to GruntWorx.com/support/scanning.

Figure 12: Gruntworx Pricing

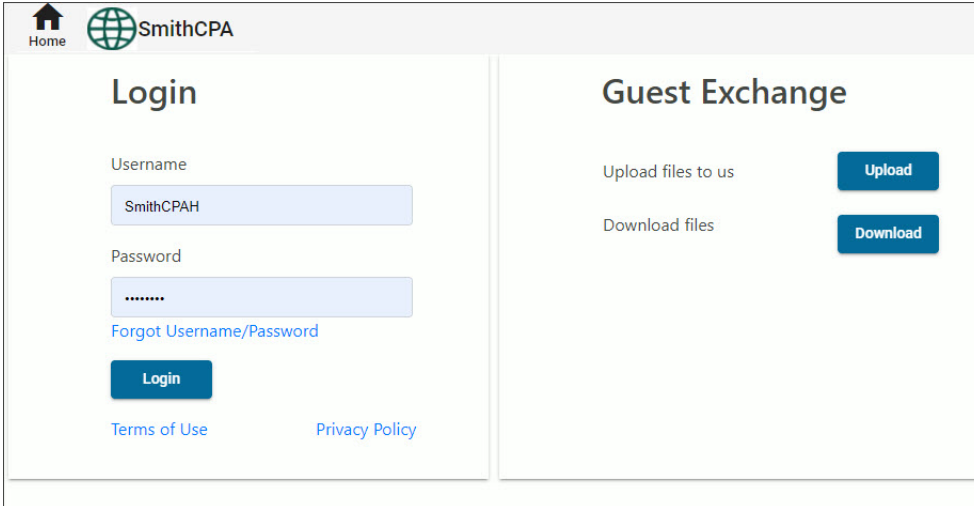


* Populate LITE will be offered at the introductory price of \$0.10/page until April 15, 2021.

DRAKE PORTALS

Drake Portals™ is a secure HTTPS file-sharing site that allows you to send and receive documents on your own secure Web portal. Think of it as a document exchange site for you and your clients. You can upload to Drake Portals any documents that you have saved, imported, scanned, and stored in your Drake Tax files, and your clients can go to the Drake Portals website to view or download those documents. Your clients can also upload files to the portal for you to retrieve. Drake Portals is available for use with either the Working Cabinet or the Archive Cabinet.

Figure 13: DrakePortals



The screenshot shows the DrakePortals interface for SmithCPA. It is divided into two main sections: 'Login' and 'Guest Exchange'. The 'Login' section on the left includes a 'Home' button with a house icon, the SmithCPA logo, a 'Username' field containing 'SmithCPAH', a 'Password' field with masked characters, a 'Forgot Username/Password' link, a 'Login' button, and links for 'Terms of Use' and 'Privacy Policy'. The 'Guest Exchange' section on the right features an 'Upload files to us' button with an 'Upload' button next to it, and a 'Download files' button with a 'Download' button next to it.

DRAKE PORTALS/DRAKE DOCUMENTS INTEGRATION

Drake Portals provides secure client file exchange portals for your practice, so you and your clients can exchange confidential tax documents securely and conveniently. You can send signature documents, finished tax returns, or any other important files. Upload and download documents from any computer with Internet access at any time. Once your Drake Portals account has been set up, you and your clients can access your portal from your custom Drake Portals website link (URL).

Drake Portals integrates with Drake Documents, to make it easy for you and your staff to move files between Drake Portals and Drake Documents ([Figure 14 on page 276](#)).

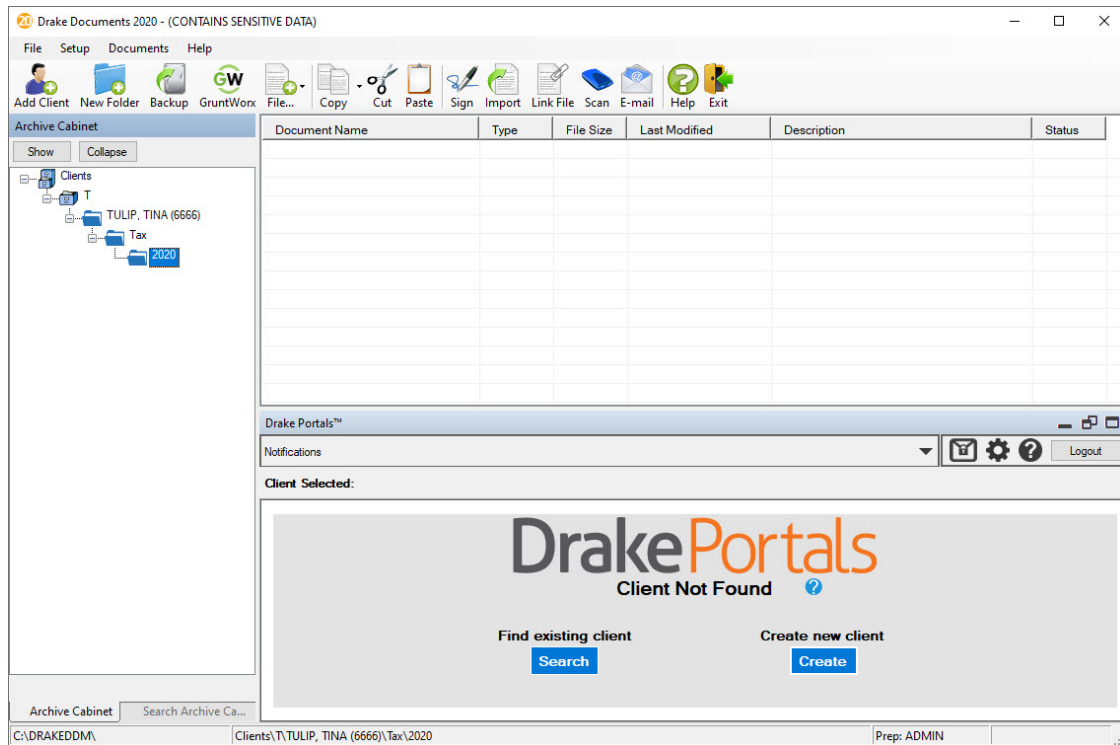
Drake Software customers who want to store their Drake files and at a secure, off-site, Internet-based location can back their files up to Drake Portals. In Drake Tax, this option is available in the Backup and Restore dialog box. See Chapter 13 of the *2020 Drake Tax User's Manual* for more information.)

FEATURES OF DRAKE PORTALS INCLUDE:

- An activity report that shows, at a glance, who has accessed which accounts and what has been uploaded and downloaded from the site.
- Automatic alerts emailed to your clients when their documents (such as their tax returns) are available for viewing or downloading.
- Automatic alerts when you are reaching the limit of your file-storage capacity.
- Email customization allows clients to:
 - Change certain text within the automatic emails
 - Add/remove a logo
 - Customize instructional paragraph for new and existing clients
 - Add additional paragraphs, and add footer information to emails
- Users with access can rename and delete added folders. The default folders cannot be changed or deleted.
- Site Branding: Logos can be placed left or right of the Firm Name.
- File expiration settings allow our clients to set a date to expire all files.
- Option to brand your site with your company logo and name.
- A custom URL (website address) for your site.
- Unlimited client and staff accounts.
- Automatic email alerts for uploaded files.
- Integration with Drake Tax and Drake Documents.
- Industry-standard security with 256-bit SSL encryption.

ACCESSING DRAKE PORTALS FROM DRAKE TAX AND DRAKE DOCUMENTS

Figure 14: Utilize Drake Portals inside Drake Documents

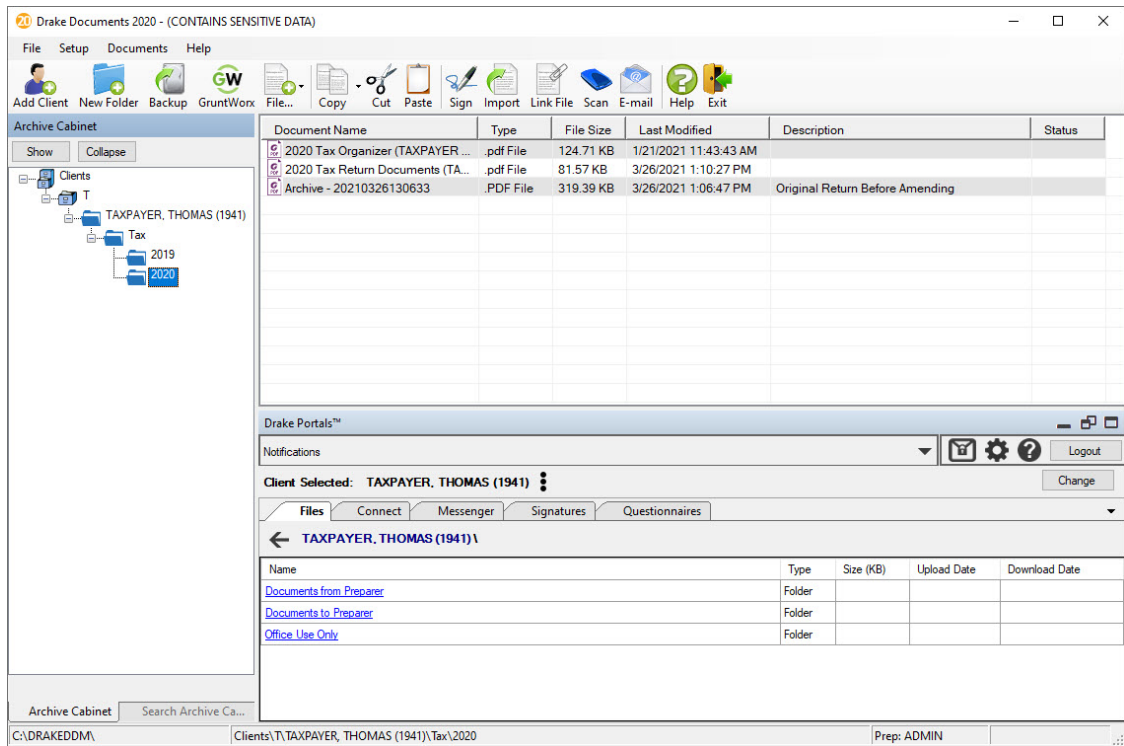


Drake Portals can help you better serve clients who don't come into the office.

- A mobile-friendly interface lets clients take photos of tax documents and upload them to the Drake Portal
- Messaging allows communicating back and forth with clients within Drake Portals
- A prior-year summary can help clients gather what they need to send you for the new tax year
- A remote electronic signature option lets you get signatures from clients on their mobile device or PC*
- Online payments make it easy to collect payments electronically**

(* Additional fee required for the SFP Connect feature; **e-payments must be received through EPS E-Pay Merchant Services).

Figure 15: Manage Files Inside Drake Portals Pane of Drake Documents



DRAKE PORTALS PLANS AND PRICING

Sign up for Drake Portals from the Drake Support website (*Support.DrakeSoftware.com*) or SecureFilePro.com. Start a free 14-day free trial to see everything that Drake Portals has to offer or sign up for one of the following plans ([Figure 16](#)).

Figure 16: Drake Portals Plans

Plans and Pricing

<p>Trial</p> <p>Free</p> <p>(for 14 days)</p>	<p>Monthly</p> <p>\$14.95</p> <p>Add additional storage for: \$9.95/month per 25 GB</p>	<p>Yearly</p> <p>\$149.95</p> <p>Save \$30</p> <p>Add additional storage for: \$99.95/year per 25 GB</p>
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DRAKE ACCOUNTING

Drake Accounting provides the ability to manage basic client financial records through the use of double-entry accounting. A number of reports are provided including multi-column profit and loss reports, pre-posted reports, comparative or single column balance sheets, and payroll reports. Use Drake Accounting to enter vendor invoices, print (and reprint) live vendor checks, and enter after-the-fact vendor invoice information for accounting purposes. Use the Accounts Payable module or “Quick Payments” to print vendor checks. Use the Accounts Receivable module to record and track customer invoices, shipments, payments, and balances.

PAYROLL MODULE

- Provides live and after-the-fact employee payroll with additional portal access available on the Internet. Also included are MICR check printing, direct deposit, e-filing quarterly and yearly employment tax forms.
- When multiple locations have been established, set up multiple benefits, deductions, and pay rates per location. Print payroll on one check for all locations or one check per location.
- Employee Payroll supports direct and indirect tips, and unlimited payroll benefits and deductions per check.
- Forms 940, 941, 941SS, 941X, 943, 943X, 944, 944X, 944SS and W-2 are supported, as well as most state quarterly unemployment forms. Payroll journal entries can be created from payroll checks entered, to save keystrokes.

Figure 17: Live Payroll

Pay Period Ending 3/ 3/2020 Check Date [] Check Number [] Memo []

New Check - Employee Status: Active - Hourly

Rates & Hours			
Description	Rate	Hours	OT
Dishwasher	9.25	23	0
Busboy	8.75	17	0

Earnings	
Regular Pay	361.50
Overtime Premium	0.00
Vacation Pay	0.00
Holiday Pay	0.00
Sick Pay	0.00

Withholdings	
Federal WH	14.77
Social Security	19.93
Medicare	4.66
State WH	3.00

#	Benefit	Amount
1	Bonus	0.00

#	Deduction	Amount
1	401K Employee	18.08
2	HSA	40.00
3	Life Insurance	6.00

Total Regular Hours	40.00
Hours Worked	40.00
Salary	0.00
Overtime Hours	0.00
Vacation Hours	0.00
Holiday Hours	0.00
Sick Hours	0.00
Direct Tips	0.00
Indirect Tips	0.00
Allocated Tips	0.00
Commissions	0.00
3rd Party Sick Pay	0.00
No. of Pieces	0.00
NAICS / Class Code	
Tax State	NC SUTA NC

Non-Gross Earnings	0.00
Gross Earnings	361.50
Additional Gross Pay	0.00
Gross Pay	361.50

Total Deductions	106.44
Additional Net Pay	0.00
Net Pay	255.06
Direct Deposit (Savings)	0.00

ACCOUNTING MODULE

- Set up a custom chart of accounts, import from an existing client or use a template.
- During setup, change account information as needed, add account levels, enter current budget, starting balances, and export to Drake Tax Software.
- Make journal entries to one of the six separate journals - general, cash receipts, cash disbursements, payroll, budget, or create your own journal type. Save time and have Drake Accounting create the journal entries automatically.
- Reconcile cash amounts, post monthly transactions and close at year-end, and format financial reports using custom headers, footnotes, and labels.
- View or further customize any of the financial reports using most word processors.

Figure 18: Chart of Accounts

Number	Level	Name	Type	Sub-Type	Export	Cash Flow	Budget	(Current) Debit	(Current) Credit	Inactive
100	1	Cash	Current Asset				0.00	0.00	0.00	<input checked="" type="checkbox"/>
100.01	0	Petty Cash	Current Asset				0.00	0.00	0.00	<input type="checkbox"/>
100.02	0	Checking Account	Current Asset	Bank Account/Cash			0.00	0.00	1,542.72	<input type="checkbox"/>
100.03	0	Savings Account	Current Asset				0.00	0.00	0.00	<input type="checkbox"/>
100.99	1	Total Cash Available	Current Asset				0.00	0.00	1,542.72	<input type="checkbox"/>
130	0	Accounts Receivable	Current Asset				0.00	0.00	0.00	<input type="checkbox"/>
160	0	Inventory	Current Asset				0.00	0.00	0.00	<input type="checkbox"/>
205	0	Land	Fixed Asset				0.00	0.00	0.00	<input type="checkbox"/>
210	0	Buildings	Fixed Asset				0.00	0.00	0.00	<input type="checkbox"/>
220	0	Furniture & Fixtures	Fixed Asset				0.00	0.00	0.00	<input type="checkbox"/>
221	0	Equipment	Fixed Asset				0.00	0.00	0.00	<input type="checkbox"/>
240	0	Autos & Trucks	Fixed Asset				0.00	0.00	0.00	<input type="checkbox"/>
245	0	Less Accumulated Depreciation	Fixed Asset				0.00	0.00	0.00	<input type="checkbox"/>
255	0	Goodwill	Other Asset				0.00	0.00	0.00	<input type="checkbox"/>
260	0	Deposits	Other Asset				0.00	0.00	0.00	<input type="checkbox"/>
265	0	Other Assets	Other Asset				0.00	0.00	0.00	<input type="checkbox"/>
320	0	Accounts Payable	Current Liability				0.00	0.00	0.00	<input type="checkbox"/>
330	0	Accrued Expenses	Current Liability				0.00	0.00	0.00	<input type="checkbox"/>
330.01	0	FICA - Employer's Part	Current Liability				0.00	0.00	168.50	<input type="checkbox"/>
330.02	0	Withheld FICA	Current Liability				0.00	0.00	168.50	<input type="checkbox"/>
330.03	0	Withheld Federal Tax	Current Liability				0.00	0.00	97.85	<input type="checkbox"/>
330.04	0	Withheld State Tax	Current Liability				0.00	0.00	33.00	<input type="checkbox"/>
330.05	0	State Unemployment Tax	Current Liability				0.00	0.00	21.34	<input type="checkbox"/>
330.06	0	Federal Unemployment Tax	Current Liability				0.00	0.00	14.00	<input type="checkbox"/>
330.07	0	Wages Payable	Current Liability				0.00	0.00	0.00	<input type="checkbox"/>
330.08	0	401K - Liability	Current Liability				0.00	0.00	137.02	<input type="checkbox"/>
330.2	0	Sales & Use Tax Payable	Current Liability				0.00	0.00	0.00	<input type="checkbox"/>
330.3	0	Back Taxes	Current Liability				0.00	0.00	0.00	<input type="checkbox"/>
Current Balance										0.00

VENDOR PAYMENTS & ACCOUNTS PAYABLE

- Print and track payments (live or after-the-fact) to vendors (1099-MISC and 1099-NEC) and other payees.
- Pay vendors by direct deposit, and, for payees, pay by invoice or simply use the Quick Payments with little or no setup involved. At year-end, create Forms 1099 and print or e-file when needed.

ACCOUNTS RECEIVABLE

- Send invoices and customer statements and post customer payments, penalties, and service charges.
- Track past-due monies and monitor sales tax liabilities (state, county, and local).
- Define individual customer credit limits, discounts, and applying a single payment to multiple invoices.

ON-THE-FLY FORMS

Create these federal forms for printing or e-filing:

- Forms 940, 941, 941SS, 941X, 943, 943X, 944, 944SS, 944X
- Forms W-2, W-2G, W-3, W-2C/W-3C
- Form 1098 Mortgage Statements
- Forms 1099A, B, C, DIV, INT, MISC, NEC, PATR, R, and S

MORE FEATURES

- Graphical drill-down reports
- Customize access to client information through user setup levels: owner, administrator, or user.
- Use spreadsheets to import initial client data: employees, vendors, customers, chart of accounts, sales tax, invoice items, employee benefits, employee deductions, and MICR bank information. Also use spreadsheets to import journal entries and bank transactions.
- Print all forms and documents in PDF format.
- Print mailing labels for employees, vendors, and customers, using 3 1/2" x 1 1/8" roll or sheet labels.
- Override the default Payroll General Ledger accounts for an employee or vendor
- Post payroll journal transactions automatically
- Optionally print other information on paystubs
- Enter as many payroll deductions and benefits as needed
- Customize federal, state, and local withholdings and rates
- Indicate vendor default accounts for cumulative entries to the journal and by 1099-MISC box categories
- Allow clients to initiate and track employee payroll through the web portal
- Provide batch reports for clients through the web portal

For more information about Drake Accounting visit: Accounting.DrakeSoftware.com.

REVIEW QUESTIONS PART 8

Answer the questions below. See “[Answers Part 8](#)” for answers and explanations.

1. Which of the following statements is *true* regarding the Tax Planner?
 - a) The Tax Planner is a separate application that must be downloaded from the Drake Support website after purchasing.
 - b) After creating one or more tax scenarios for the taxpayer, you can print and share a comparison worksheet.
 - c) The Tax Planner only creates scenarios for the current year.
 - d) The Tax Planner Scenario Comparison worksheet is limited to two scenarios.

2. Which of the following statements is *true* about Drake Documents?
 - a) When you create a new return in Drake, a corresponding folder is automatically created in Drake Documents.
 - b) When you print a return in Drake, you can also choose to save a PDF copy of that return in the client’s Drake Documents folder.
 - c) The Working Cabinet stores files for the current tax year and the Archive Cabinet stores files for both current and prior tax years.
 - d) All of the above.

3. This Drake Software product enables you to exchange confidential tax documents securely and store files at an off-site, Internet-based location:
 - a) GruntWorx
 - b) SecureFilePro
 - c) Drake Accounting
 - d) Tax Planner

4. Which of the following statements are *untrue* about GruntWorx?
 - a) GruntWorx offers three products: Organize, Populate and Trades.
 - b) GruntWorx is a secure, Web-based application that automates organizing and populating tax data.
 - c) GruntWorx integrates with Drake Tax.
 - d) Purchasing GruntWorx is required with the purchase of Drake Tax.

ANSWERS PART 8

1. The correct answer is **b)After creating one or more tax scenarios for the taxpayer, you can print and share a comparison worksheet.** This worksheet enables you to compare the scenarios to the original return and with each other.
 - a) is incorrect. The Drake Tax Planner is included in the Drake tax software package. A separate fee is not required. Access the Tax Planner from the **Data Entry menu** of a return.
 - c) is incorrect. You can create scenarios for the current year and the following year. For 2021 scenarios, the calculations are based on 2020 inflation-indexed numbers.
 - d) is incorrect. The Tax Scenarion Planning Comparison worksheet allows up to four scenarios including the original return.
2. The correct answer is **d)All of the above.**
a), b) and c) are all true statements about Drake Documents.
3. The correct answer is **b)SecureFilePro.**
 - a) is incorrect. GruntWorx is used to organize client's supporting documents, extract and populate tax data, and import trade data into Drake Tax.
 - c) is incorrect. Drake Accounting is an extensive payroll, bookkeeping, accounts payable, and accounts receivable package that integrates with financial reporting and live and after-the-fact payroll for filing of federal and state forms.
 - d) is incorrect. The Drake Tax Planner is used to create and compare tax scenarios to assist clients with financial planning.
4. The only *untrue* statement about GruntWorx is **d) Purchasing GruntWorx is required with the purchase of Drake Tax.** Drake Tax users are not obligated to purchase GruntWorx. Products are charged on a per-page, per-form, and per-trade basis depending on which service is chosen. Log into *Drake-Software.com*, then go to **My Account > GruntWorx Integration** for details.
a), c), and d) are all correct statements about GruntWorx.

CPE Information

2020 Drake Tax Evaluation Guide

Course Description: The *2020 Drake Software Evaluation Guide* provides an overview of Drake Tax 2020 tax preparation software. Upon completion of this self-study course, you will be able to:

- Navigate Drake Tax
- Prepare basic 1040, 1120, and 1065 returns in Drake
- e-File returns
- Utilize the online EF database, Tax Planner, Drake Documents, and more
- Understand the functions and benefits of Drake tools and other resources
- Report on client and EF data
- Perform software and file maintenance

Course Fee: There is no charge to take this course; pay only if you want CPE after completing the final exam. The cost for CPE is **\$50**

Accessing the course and the CPE Exam: This self-study course consists of the *2020 Drake Software Evaluation Guide* in PDF format, exercises, review questions, and a final exam. Choose one of the following locations to access the course:

- 2020 Drake Tax Demo CD
- Drake e-Training Center - sign into *DrakeETC.com* (new users, create an ETC account) and click **Self-Study > Software Topics**.
- Drake Support Website -go to *DrakeSoftware.com* and click **Service and Learning > Get Started with Drake > Document Downloads**.

CPE is awarded for a final exam score of 70% or higher. **Non-Drake clients:** To receive a copy of the Evaluation Guide and Demo CD, call (800) 890-9500.

Affiliation*	CPE Awarded	Delivery Method / Course Format	Field of Study	Course ID #	Sponsor ID #
NASBA	7	QAS Self-Study	Specialized Knowledge and Applications	N/A	103137
CTEC**	0/0	N/A	N/A	N/A	3038
IRS	7	Self-Study	Federal Tax	FQTGU-T-00413-21-S	FQTGU
TX State Board of Accountancy	7	Self-Study	Specialized Knowledge and Applications	100310	002921
OR State Board of Tax Practitioners	7	Self-Study	Federal Tax	N/A	N/A
PA State Board of Public Accountancy	3.5	Self-Study (Non-Interactive)	Specialized Knowledge and Applications	N/A	N/A

* Individuals with other professional credentials should check with their state licensing board or accrediting organization to determine if this program meets their continuing education requirements.

** CTEC will no longer accept software-training programs for CPE credit.

Course Level: Overview

Last Revision: Spring 2021

Course Expiration: The CPE portion of this course expires one year from the date of purchase.

Prerequisites/Advance Preparation: There are no prerequisites to participate in this course and no advance preparation is needed.

Course Policies: Refund requests must be sent in writing to the Drake Software Education Department via mail, fax, or email. Refunds will not be granted by phone. Students must complete the course on or before the expiration date to receive CPE credit. No refunds will be issued after the course expiration date. For more information regarding the refund policy or to address concerns/complaints regarding this course please contact the Drake Education Department at (828) 524-8020 or Education@DrakeSoftware.com.



Drake Software is an IRS qualified sponsor of continuing professional education.

Drake Software is registered with the Texas State Board of Public accountancy as a CPE sponsor. This registration does not constitute an endorsement by the Board as to the quality of our CPE program.



Drake Software is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.

CPE Exam

To earn CPE: Take the final exam online at *DrakeETC.com*. A free account is required to access the online exam. Once logged in, select **Self Study on the blue sidebar menu**, click the link in the **Status column of the 2020 Drake Tax Evaluation Guide**, and click the **Launch Exam** link. **No CPE:** If you are not interested in earning CPE, you can still take the test online at *DrakeETC.com* and view your score. Other options are to send a copy of your exam (with your answers circled), along with your name, EFIN, and email address to *Education@DrakeSoftware.com*, or fax a copy to 828-349-5713. We will grade your test and send your score to you by email.

1. Which of the following program settings can be configured in **Setup > Options** on the **Data Entry** tab?
 - a) Choose which federal forms are included with returns.
 - b) Choose which state forms share data entry information with federal returns.
 - c) Select appearance, size, and content of screens.
 - d) Select which data entry fields must be filled out for each return.
2. What field on screen **1** would be used to select a preparer to be associated with a tax return?
 - a) Login ID
 - b) Business Code
 - c) Preparer #
 - d) Setup Numeral
3. A field flag can be cleared by:
 - a) Right-clicking in a field and selecting **View Return** (CTRL+V)
 - b) Right-clicking in a field and selecting **Remove Flag** (F4)
 - c) Right-clicking in a field and selecting **Reset Field**
 - d) Deleting the field from the screen
4. Which of the following is true when downloading Drake Tax programs from the Drake Support website?
 - a) Federal, state, and city programs can all be downloaded together from the **Download center**.
 - b) When installing the licensed version of Drake Tax, an account number and serial number must be entered and the license agreement must be signed before the installation can be completed.
 - c) To get to the Download Center, go to *Support.DrakeSoftware.com*, log into **Support** with your username and password, and select **Downloads > Drake Tax**.
 - d) All of the above.
5. How can the Multi-Office Manager serve you in your business?
 - a) Stores returns and scanned-in tax papers in electronic files.
 - b) Alerts you when to send preseason and after-season organizers and proformas.
 - c) Alerts you when an SSN has already been filed to prevent duplicate filings.
 - d) Tracks client files for multiple offices.

6. What is the purpose of a MESSAGES page in a return?
- a) It alerts you to broadcast emails stored in the Drake Message Center.
 - b) To display issues within a return that cause it to be ineligible for e-file (includes error codes, descriptions of the issues, and identification of fields that must be verified or corrected).
 - c) To display informational details about the return, but it does not prevent e-file or require that changes be made.
 - d) It is opened to the **EF Options Override** screen with federal and state error messages listed.
7. Where would you go to suppress e-filing of state returns for a particular client?
- a) **EF** screen
 - b) **PIN** screen
 - c) **ESUM** screen
 - d) Screen 2
8. Many of the settings on the **Form & Schedule Options** tab in **Setup > Options** can be overridden on a per-return basis from which screen?
- a) **ADMN** screen
 - b) Screen 1
 - c) **PRNT** screen
 - d) **EF** screen
9. By default, Drake Tax automatically designates for e-filing:
- a) Eligible federal returns and selected state returns.
 - b) All federal, state, and local returns that are eligible for e-filing.
 - c) Eligible federal returns only; state returns must be transmitted separately.
 - d) No returns. The preparer must manually designate returns for e-filing on the **EF** screen.
10. Which of the following is a valid way to open an existing return from the **Home** window?
- a) Click the client name in the **Recent Returns** list or press the associated key.
 - b) Right-click the file on the Personal Client Manager and choose **Open Selected Client**.
 - c) Click **Open/Create** return on the toolbar and double-click the return on the list.
 - d) All of the above.
11. Which screen is used for *calculating* automobile expenses related to self-employed business income?
- a) **AUTO**
 - b) **4562**
 - c) **4797**
 - d) **C**

12. Once a 1099 has been entered in Drake Tax, how can you quickly save your data entry and display an additional screen?
- a) Press INSERT
 - b) Press PAGE DOWN
 - c) Press F3
 - d) Press ESC
13. Which of the following is NOT a feature of the Client Status Manager (CSM)?
- a) Filters
 - b) Reports
 - c) Custom Statuses
 - d) Depreciation Lists
14. Forms-based Data Entry allows a preparer to access screens from which of the following?
- a) The **Data Entry Menu**
 - b) A tax form (such as a 1040) in View mode with clickable links
 - c) A list of tax form line numbers
 - d) A pre-formatted PDF
15. From screen C, how can you search for the **Business code**?
- a) You cannot. You must check the Schedule C instructions.
 - b) In the **Business code** field, press CTRL+SHIFT+S (or right-click and select **Search**)
 - c) In the **Business code** field, press ESC
 - d) Click **Business code**
16. Where can you go to access real-time information and run reports about e-filed returns?
- a) Online EF Database
 - b) Visit IRS.gov
 - c) EF Return Selector
 - d) Search EF Database
17. How do you file an amended 1040 return in Drake Tax?
- a) Print a blank Form 1040X, complete it, and mail it to the IRS.
 - b) e-File the original return again with a PDF attachment containing a list of changes.
 - c) Re-enter all information into the return and reprint it. Mail it to the IRS.
 - d) Type X in the selector field and press ENTER. Click **Yes** to autofill the screen. Make needed changes to the screens to amend the return. e-File the amended return.
18. How can a part-year return be generated in Drake Tax?
- a) Create two separate returns
 - b) Type PY in the selector field, press ENTER, and fill out the screen
 - c) Select PY in the **Resident state** field on screen 1
 - d) From the **States** tab, select **PY**, and make entries on the applicable screens

19. In Drake Tax, how do you associate a depreciable asset on the 4562 with a particular schedule or form?
- a) On the **4562** screen, use the **For** drop list to select the form or schedule.
 - b) Re-enter the total depreciation amount from the 4562 on the screen for that particular schedule or form.
 - c) Create a worksheet on the **4562** screen and list the form or schedule that each asset is associated with in the **Description** field.
 - d) The software automatically associates the assets with the forms based on the order in which they are entered.
20. In Drake Tax, where in the **Setup** menu can the administrator choose settings requiring that all due diligence assistance screens be completed and all due diligence assistance documents be printed?
- a) **Setup > Options > Administrative Options**
 - b) **Setup > Options > Data Entry**
 - c) **Setup > Preparers**
 - d) **Setup > Options > Calculation & View/Print**
21. Which of the following setup windows must be completed before you can prepare and e-file returns?
- a) **Firm, ERO, and EF** setup
 - b) **Firm, ERO, and Preparer** setup
 - c) **Firm and ERO** setup
 - d) **Firm and Preparer** setup
22. Use this tool to import Schedule D transactions directly into a tax return.
- a) Form 8949 /Gruntworx Trades
 - b) **Tools > Import Client File**
 - c) **Tools > Import Transactions**
 - d) Drake Portals
23. When setting up Drake Documents, choose the _____ cabinet if you prefer to view and store files for *only* the current tax year in one location.
- a) Working
 - b) Standard
 - c) Archive
 - d) Complex
24. In which case should **Repair Index Files** be used?
- a) After deleting a client file
 - b) After creating a new client file
 - c) After a client's return is calculated
 - d) Before processing e-file acknowledgments

25. On which screen is the filing status selected?
- a) Screen 1, Name and Address
 - b) Screen 2, Dependents
 - c) MISC, Miscellaneous Codes/Notes
 - d) TAX, Taxpayer Information
26. To print a blank federal or state tax form in Drake Tax:
- a) Click **Support** from the **Home** window toolbar, log in, and choose **Blank Forms** from the list.
 - b) Open a new return, click **View**, choose from the **Forms** list, and press CTRL+P.
 - c) Click **IRS Tax Forms from the menu bar**, choose from the forms list, and click **Print**.
 - d) Go to **Tools > Blank Forms**, select a form category, tax package, and form; then click **Print**.
27. Which statement is *true* about the **PMT** screen?
- a) This screen can be used to apply for a bank product.
 - b) If no payment date is entered on this screen, the default is the last day of the month in which the return was created.
 - c) Separate accounts can be designated for federal and state payments on this screen.
 - d) This screen is divided into two sections: one for withdrawals and the other for direct deposits.
28. Which of the following is true of Form 1125-E for a corporate (1120) return in Drake Tax?
- a) Only one officer may be listed using Form 1125-E for a corporate return.
 - b) Form 1125-E is not generated automatically with the return unless required; total receipts for the corporation must be \$500,000 or more.
 - c) It is not necessary to indicate ownership percentages when there are less than four officers in the corporation.
 - d) Form 1125-E data is entered in Drake Tax on screen 1 (**Name, Address, General Info**) for an 1120 return.
29. Select one way to set the status of a return:
- a) In the Client Status Manager, click **Customize**.
 - b) On the **Data Entry Menu inside a return**, click the **CSM** button and select a status.
 - c) In the Client Status Manager, click **Status**, then select from the list.
 - d) From the **Home** window, go to **Tools > Set Client Status**.
30. If a screen name is colored on the **Data Entry Menu** but contains no data, it must be deleted to prevent e-filing errors. To delete a screen, open the screen to be deleted and press:
- a) SHIFT+D (or right-click and select SHIFT+D)
 - b) ALT+D (or right-click and select ALT+D)
 - c) CTRL+D (or right-click and select CTRL+D)
 - d) CTRL+SHIFT+D (or right-click and select CTRL+SHIFT+D)

31. Where do you go to opt out of bonus depreciation for *all* assets in a 1065 return?
- a) On the **Data Entry Menu**, click **BD** or enter BD in the selector field and press ENTER.
 - b) On the **Data Entry Menu**, select the **4562** tab and click **Grid Data Entry**.
 - c) On the **Depreciable Assets** tab, click either **Sales** or **Assets**.
 - d) From the **Assets-Sales-Recapture** tab, go to the **Depreciable Assets** section, open screen **10 (Additional Depreciation Elections)** and check the first box.
32. You've installed a new printer and connected it to your computer or network. How do you connect the printer to Drake Tax for printing returns?
- a) Create a new printer profile at **Setup > Update Profile**.
 - b) Type in the printer model number by going to **Setup > Printing > Printer Setup**.
 - c) Drake Tax automatically detects printers that are installed on your system.
 - d) Reinstall Drake Tax after adding a new printer to your computer or network.
33. Once a return is ready to be e-filed, what is the first step in the e-filing process in Drake Tax?
- a) Go to **EF > Transmit/Receive**
 - b) Go to **EF > Process Acks**
 - c) Go to **EF > Select Returns for EF**
 - d) Go to **EF > Search the EF database**
34. Which screen is used to electronically sign a return for e-file?
- a) **EF** screen
 - b) **PIN** screen
 - c) **CONS** screen
 - d) **SIGN** screen
35. The Archive Cabinet of Drake Documents stores files in which three-level filing structure?
- a) 1 - Cabinet, 2 - Drawer, 3 - Folder
 - b) 1 - Drawer, 2 - Folder, 3 - File
 - c) 1 - File, 2 - Folder, 3 - Document
 - d) 1 - Cabinet, 2 - Folder, 3- File
36. The Drake PDF Printer:
- a) Must be installed in **Setup > Printing > Default Printer**
 - b) Prints returns and other documents in PDF format
 - c) Prints e-filed returns from the Drake EF database
 - d) Prints e-filed returns directly from the IRS website

37. Which screen is used to electronically sign the *Consent to Use of Tax Return Information Form* required by Internal Revenue Code section 7216?
- a) USE screen
 - b) PIN screen
 - c) IFP screen
 - d) BANK screen
38. Which support resource includes an “itinerary” of stops designed to guide new Drake Tax users?
- a) Drake Knowledge Base
 - b) Drake Forums
 - c) Drake ETC
 - d) Passport to Success
39. In a 1065 return, which screen is used to calculate a partner’s new basis after increases or decreases to basis?
- a) SA (Partner Special Allocations) screen
 - b) Basis Wks tab of K1 screen
 - c) M2 (Partners’ Capital) screen
 - d) L (Assets, Liabilities, and Capital) screen
40. In an 1120 return, where can you make entries to reconcile income (or loss) per *books* with income (or loss) per *return*?
- a) M1 screen
 - b) View Forms and print an income statement
 - c) Income tab and click Reconcile
 - d) Reconciliation of Income tab and click Schedule M
41. In a 1065 return, where can you enter special allocations to partners’ income using a percentage?
- a) On to go to the Ownership Information screen, enter an allocation percentage for each partner in the Max% Owned in Profit, Loss, or Capital field for each partner.
 - b) On the M1 Reconciliation of Income screen, enter a percentage in each override field.
 - c) Go to the Schedule K Other Information screen, select the SA link for the applicable income line, select Percentage as Allocation Type, and enter the decimal amount needed in the Percentage field to the right of each partner listed.
 - d) Special allocations cannot be made to partners’ income in a 1065 return.
42. How can you generate a loan repayment schedule in Drake Tax?
- a) In data entry, use the AMT screen.
 - b) From the Home window, go to Tools > Amortization.
 - c) Right-click the Data Entry Menu and select Amortization.
 - d) Click the Support icon on the Home window and select Amortization.

43. This data entry feature enables you to see last year data on your current year screens without having to open both versions of the software.
- a) LookBack
 - b) LinkBacks
 - c) Double-check
 - d) Tax Planner
44. When reviewing a corporate (1120) return in Drake Tax, check for balanced assets and liabilities on which form?
- a) Form 1120, page 6 (1120.PG6)
 - b) Form 1120, page 1 (1120)
 - c) Form 1120-W (WK_1120W)
 - d) Form 1120, Schedule G (1120G)
45. Which of the following methods can be used to navigate Drake Tax?
- a) Mouse
 - b) Keyboard Shortcuts (Hot Keys)
 - c) Toolbar
 - d) All of the above
46. What method in Drake Tax is used to notify a preparer when software updates are needed?
- a) The preparer will receive an email
 - b) The preparer will receive a text message
 - c) A message appears in the **Notifications & Alerts** section of the **Home** window in Drake Tax
 - d) An alert appears in the **Appointments** section of the **Home** window in Drake Tax
47. Where can a preparer go to create multiple scenarios that show how changes (such as adopting a child or selling property) could affect a taxpayer's financial and tax situation.
- a) Drake Documents
 - b) Client Status Manager
 - c) Drake does not offer this feature
 - d) Tax Planner
48. What Drake product can be used by tax professionals and taxpayers to securely exchange sensitive documents and tax information?
- a) Gruntworx
 - b) Drake Documents
 - c) Tax Planner
 - d) SecureFilePro

49. Which of the following predefined reports are available in Drake Tax?
- a) Client Reports
 - b) EF/Bank Reports
 - c) Scheduler Reports
 - d) All of the above
50. Which Drake resource provides software training with progress-tracking tools and interactive testing for individuals and group administrators to monitor their personal and collective progress?
- a) *1040.com*
 - b) *DrakeETC.com* (Drake e-Training Center)
 - c) *Support.DrakeSoftware.com* (Drake Support Website)
 - d) *EOM.DrakeSoftware.com* (Enterprise Officer Manager)

Glossary

Acknowledgments (acks)

All e-filed returns receive “acks,” acknowledging to the transmitter that the return was received. “T” acks designate a test returns, “P” acks acknowledge a transmission was received, “A” acks designate a return was accepted, and “R” acks designate a return was rejected.

Archive Manager

A tool that allows you to archive various versions of a return. Archive, restore or delete the archived returns from the Archive Manager.

Bank Products

Bank products offer refund disbursement and preparer fee collection options for taxpayers and work seamlessly with Drake Tax.

Blank Forms

Many forms that are not required and are not automatically filled out by Drake Tax can still be found and printed from the software from **Tools > Blank Forms**.

Calculation Results Window

Press CTRL+C to view this window. The **Summary** tab displays a calculation summary, EF messages, and notes for federal and state returns. It also lists the preparation fees and, when bank products are present, the bank fees and net amount of any refund check (or the total of all fees charged if there is a balance due). The **Details** tab displays return amounts in a printable format.

Client Status Manager

A program used to track workflow in an office.

Data Entry

The term used to describe the screens and process used when preparing tax returns in Drake.

Data Entry Menu

The first screen encountered when opening an existing return. Lists all the forms, schedules, and screens that may be used to create a return.

Drake Documents

A program included with Drake Tax designed to help you set up, organize, and maintain a “paperless” office.

Drake Portals

Drake Portals™ provides secure client file exchange portals for your practice, so you and your clients can exchange confidential tax documents securely and conveniently. Send and receive client documents on your own secure site.

DoubleCheck

Check, flag, or add notes to data fields as you review them in Enhanced View Mode. DoubleCheck is available for all packages.

EFIN

Electronic Filing Identification Number or EFIN. Preparers new to e-filing must apply for an EFIN on the IRS website *www.irs.gov*.

ERO

Electronic Return Originator. To become an ERO, preparers must apply for an EFIN.

e-Training Center (ETC)

An online training site with tax courses, practice returns, videos and tutorials to help new preparers learn Drake's tax software.

FAQ Screen

Frequently Asked Questions. Type FAQ in the selector field and press ENTER to access additional information.

Flagged Fields

Data entry fields that can be “flagged” to automatically remind the preparer to verify the data in those fields before the program allows e-filing. Flagged fields are shaded green by default until verification.

Forms-Based Data Entry

A data entry format that allows preparers to view an interactive 1040 Form rather than the **Data Entry Menu**.

Grid Data Entry

A condensed screen requiring data entry in only the most commonly used fields.

Group Security

Assign a preparer to a security group. Security settings are established at the group level.

GruntWorx

Transfer data from paper-based forms and PDF files, into Drake Tax. This technology reduces the paperwork, data entry and wait time associated with tax preparation.

Heads-Down Data Entry

Uses field codes that correspond with interview sheets (proformas). Data can be gathered by a tax preparer and entered by a data entry operator.

Help

Various types of Help are available, from field Help and screen Help to aid you in determining how to complete required screens and access online tax research.

Home Window

The main screen of the Drake tax program, accessed by logging in.

Key Combinations

Allow you to perform specific actions quickly and easily using the keyboard. They are written as two or more key names connected by a plus (+) sign. Press and hold down one key, and then press a second key. Key combinations are shown to the right of each menu item. For example, press CTRL+C to calculate a return.

Keyboard Shortcuts

Allow you to perform tasks from the **Home** window without using the mouse. Press ALT to display the underlined keyboard shortcut and then press the desired keyboard shortcut. For example, from the **Home** window, press ALT, F, O (F for File, O for Open) to open the **Open/Create a New Return** dialog box.

Knowledge Base

A comprehensive searchable database consisting of support solutions and articles of interest, providing support around the clock.

LinkBacks

When viewing a return in Enhanced View in Drake, you can use LinkBacks to help you locate the source of data on the return. LinkBacks are available for main forms (federal 1040, 1041, 1120, 1120S, 1065 packages), Schedules A through F (federal 1040 package), and individual resident and nonresident main forms (all state 1040 packages).

LookBack

The LookBack feature allows you to see last year data on your current year screens without having to open both versions of the software. LookBack is available on most forms in the federal packages.

Macros

Macros are a series of commands and functions that allow a combination of keys to accomplish tasks. Also called keyboard shortcuts, some macros are already available in the program; for example, CTRL+V opens View mode. You can edit existing macros or create new ones to meet your office's needs. You can also use macros for data that is used often by your office.

Menu Bar

The horizontal list of menus at the top of a Drake window, such as the **Home** window. Click a menu to view menu options.

MESSAGES Page

Red pages that appear in View or Print mode when a return has certain issues that would cause an IRS/State rejection. You cannot select a return for e-filing with a red MESSAGES page. Correct the issue and view the return. If the MESSAGES page is gone, the return can be e-filed.

Multi-Office Manager (MOM)

An online version of the Client Status Manager, designed to track the work flow in a multi-office environment.

Name and Address and General Information Screen

Also known as screen **1**, it's where the personal information of the client is entered when preparing a return.

NOTES Page

The yellow NOTES page provides reminders or tips about a tax return but does not prevent e-filing.

Online EF Database

Displays information about your e-filed returns in real time and offers various online reporting features.

Overrides and Adjustments

Fields labeled with a red equal sign (=) or blue plus/minus sign (+/-). Entries in these fields change the amount calculated by the program.

PDF

Portable Document Format (PDF) is a file format that captures all the elements of a printed document as an electronic image that can be viewed or printed. PDF files can be created in Drake using the Drake PDF Printer.

PIN

Personal Identification Number (for tax return preparers, taxpayers, and spouses).

PIN Signature

A PIN that takes the place of a signature on e-filed returns. All e-filed returns must be signed by the taxpayer, spouse, (if filing a joint return), and preparer with PINs.

Practice Returns

Like test returns, practice returns allow preparers not familiar with Drake to complete returns based on various scenarios and learn the basics of data entry.

Print Mode

Allows printing of the forms associated with a return. Press CTRL+P to enter **Print** mode.

Quick Estimator

Allows you to prepare an estimated individual return quickly and calculate the results. (Results from the Quick Estimator should *not* be filed.)

Scheduler

A program for setting up and managing the schedules and appointments of multiple preparers. Reminders and reports are also available through the Scheduler.

Selector Field

The text box at the bottom of the **Data Entry Menu**. Type corresponding screen codes into the selector field and press ENTER to access screens. Type a keyword in the selector field and press ENTER to search for related screens.

Setup Assistant

A feature designed to guide you through the process of setting up important parts of the program.

Split Return

Press CTRL+S to split a MFJ (Married Filing Joint) return into two MFS (Married Filing Separate) returns, allowing you to easily compare and determine the best option for the taxpayers.

State and City Programs

Programs necessary for completing state and city tax returns. Install from the Evaluation CD.

Tax Planner

Software tool that enables you to forecast your client's tax future and how changes in their lives – marriage, children, retirement, divorce – can change their tax liabilities for the current and following tax year. Create tax planning “scenarios” using return data entry.

Test Returns

Pre-prepared returns already loaded into the software that new customers can use to learn the software and the basics of electronically transmitting tax returns.

Toolbar

A horizontal list of buttons (icons) located at the top of a Drake window, sometimes beneath the menu bar. Click these buttons to quickly navigate the program.

Updates (Patches)

Changes in tax laws and corrections, additions, and improvements to how the program functions that Drake sends its customers. During tax season, updates should be installed daily.

Video Tutorials

Links to short video tutorials are scattered throughout the software to help you with setup, data entry, return preparation, and much more. For a complete listing, go to the Drake **Home** window and select **Support > Video Tutorials**. An Internet connection is required.

View Mode

Allows you to view the actual forms that print with a return. Press CTRL+V to enter View mode.

View/Print Mode

A View and Print mode that allows viewing and printing from the same window, making it easier and faster to see how a printed return will look.

Worksheets

Available in every numerical field in data entry, worksheets allow up to 30 lines of descriptions and amounts. Amounts entered are totaled in the data entry field. Detail worksheets are not e-filed with a return

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