DrakeSoftware WEBINARS

Drake 101: Program Settings and Tools

Program Settings and Tools

Course Overview

This is a basic course designed to assist Drake Software users with the required and basic program setup and **Tools** menu in Drake Software.

Learning Objectives

- Log in and set up Drake Tax
- Explain required settings and other setup items listed on the Setup menu
- Discuss several features under the Tools menu used in everyday practice

Logging into Drake Software

Initial Login

To open and log in to Drake for the first time:

1. Double-click the Drake Tax 2019 icon on your desktop.



- Enter your account number and serial number in the appropriate fields of the Software Activation dialog box.
- 3. Click **OK**.

)rake 2019 - Software Activation	D						
To activate your software, enter the Account number and Serial number provided by Drake Software.							
Account Number:							
Serial Number:							
OK Cancel							

4. You will log in first as the Administrator by creating a password for the username, **ADMIN**. The password must be a minimum of eight characters including one lowercase, one uppercase, and at least one special character.

Drake Tax Security		×
	Password setup for ADMII All tax preparers and office personnel are required accessing tax software. Strong passwords must be uppercase letter, a lowercase letter, a number, and For more information, click the Drake Tax security in	NISTRATOR to set up and use strong passwords when at least 8 characters long and contain an a special character (for instance, I, @, #, \$, etc.). nformation link on the left-hand side of the screen.
Drake Tax security information	Password Show password Repeat password Show password Show password	Password Requirements ▲ Minimum 8 characters ▲ Lowercase letter ▲ Uppercase letter ▲ Number ▲ Special characters / punctuation (Ex: !@#\$\$%^) ▲ Passwords match
Help		< Back Next > Cancel

5. Select a security question and provide an answer to the question to use in case you forget your password and need to reset it.

Drake Tax Security		×
	Security question for ADMINISTRATOR	
	Provide the answer to a security question in case you ever forget your password and need to reset it. Select a security question from the list provided or type in your own	
	What summer camp did you attend as a child? \checkmark	
Drake Tax security information	Answer ••••• <u>Show answer</u>	
Help	< Back Finish Cance	:I

Setting Up Drake Tax

Setup Assistant

The Setup Assistant is opened automatically the first time you log in to Drake. 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. A green check mark indicates that a setup item is complete.

Drake 2019 - Welcome to Drake Setup Assistant		×
	Welcome to Drake 2019 Setup Assistant	
Import my Se Import EF, Firm, P	ttings from Drake Tax 2018 Preparer, Pricing, and General Settings	
O Quick Setup - Enter EF, first firm	Getting Started , and first preparer information (new user)	
Do not show this again	Continue Exit	

All the items on the Setup Assistant can also be accessed from the **Setup** menu, located on the Drake home screen. There are additional items on the **Setup** menu, not found on the **Setup Assistant**.

File EF Tools Reports Last Year Data Setup Help Open/Create Calculate Print Options Electronic Filing & Account Information (ERO) Research Recent Returns: Key Vie Preparer(s) (CONT Data Locations Pricing Macros Image: Coloris Image: Coloris Coloris Coloris Coloris Coloris Image: Coloris	😰 Drake 2019 Tax Software							
Options Depen/Create Calculate Print Firm(s) Recent Returns: Key Vie Preparer(s) Pay Per Return Data Locations Pricing Macros Communications Editor Colors	File EF Tools Repo	orts – Last Year Data	Setup	Help		_		
Key Vie Preparer(s) (CONT Pay Per Return Data Locations us Data Locations Macros 1 Communications Editor 1 1 Colors 1 1	Open/Create	e Print V	C E F)ptions lectronic Filing & Account Information (ERO) irm(s)		Research		
Printing	Recent Returns:	Key Vie	P D D N C C	Ireparer(s) Iay Per Return Data Locations Iricing Macros Communications Editor Colors	`	(CONT)		

Required Setup Items

The three following items on the Setup Assistant are required screens. You must complete each of these options before you can successfully prepare and transmit live returns.

ERO & Account Information

The Electronic Return Originator (ERO) must complete the ERO Setup in order to e-file returns, download software updates, and access the online e-filing database. Access **ERO & Account Information** from the Setup Assistant or **Setup** menu.

Drake 2019 - ERO & Acc	count Information X
- General Information	ı
Account Number:	EFIN:
	e-File Password:
Serial Number:	Edit Serial
Transmitter Name:	SMITH CPA
Transmitter Address:	235 EAST PALMER STREET
City:	FRANKLIN State: NC Zip: 28734
Federal EIN:	
Telephone Number:	
Franchise/Network	Information (Admin only) Fee: Name:
Disclosure or Use of Need consent to discl information to this fram	of Tax Information by Preparers of Returns lose tax return hochisor/network:
Help	OK Cancel

Firm(s)

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

Select **Firm Setup** from the Setup Assistant or **Setup > Firm(s)**.

Drake 2019 - Firm Setup X								
Save Relp Cancel								
Num. Firm Name		Contact	EFIN	DCN	Bank			
1 SMITH CPA		JOHN SMITH	904071	00000				
e-File Confirmation(Re	equired if you plan to e-file returns N is properly set up at Drake Software bet	for this firm) fore you can e-file returns. To cr	molete this ster	n, enter vour EFIN	l in the box provided below and click	the		
"Confirm" button. Your con	nfirmation status will be displayed to the rig	ght of the button. Clicking "Confi ftware.com	rm" is also nece	ssary to auto-fill y	our banking and audit protection setu	Ψ		
EFIN 904071	Confirm Vou are approved to e-	file.						
Firm Information Settin	gs Banking Audit Protection					-		
Firm name	SMITH CPA	Contac	t name	JOHN SMIT	Ή			
Address	235 EAST PALMER STREET	Teleph	one number					
City	FRANKLIN	Fax nu	mber					
Domestic Address		Email a	ddress					
State/ZIP NC 28734								
Foreign Address								
Province/State **Country code is required for e-file when								
**Country/Postal Code	firm is not i	in the USA.						

Preparers

Preparer Setup fields and preparer security must be completed before a preparer can begin preparing and e-filing returns. All preparers must be entered in Preparer Setup. Data-entry operators and anyone who needs access to Drake Tax should also be setup.

Drake 2019 - Preparer Setup					×
Save Security	Schedule	O Cancel			
General Information Preparer name E-mail Self-employed Social Security Number PTIN Office number (optional) Hourly rate Firm	John Smith		Return Signature Op PIN signature Use PIN for:	ature ctronic Signature Setup Signature mation	
Login Information Username Password	JSmith Reset Password		Preparer designation CAF Number Lic/Enrollment Jurisdiction	- <none> ~</none>	
Enable Multi-Factor Authentication (MFA) Disable preparer			W-7 Acceptance Ag Acceptance agent Agent title	ent	
Registration numbers for CA, MD, NY, OR, and VA.	Registration		Preferred Language Language options	- Use System Default 🛛 🗸	

Preparer Setup can be accessed from Setup Assistant or **Setup > Preparer(s)**.

Preparer Security Options

Only administrative users can set security rights. Settings must be established before a preparer can begin working in Drake Tax.

Security Option	Description
Set Security to Allow No Options	Employee cannot access any part of the program.
Set Security to Allow All Options	Employee can access all parts of the program, except for ADMIN-only features.
Set Security Equal to Existing Preparer	Employee is given security settings to match those of another preparer on the list.
Add Preparer to Security Group	Add preparer to a pre-established security group. (See "Setting Up Group Security," following.)
Front Office (Scheduling Only)	Employee can access the Scheduler only.
Administrator (Full ADMIN Rights)	Employee can access all parts of the program, including administrator-only features.



To remove security rights from *all* preparers (other than administrative users), go to **Setup > Preparers**, click **Remove Rights**, and click **Yes**. To remove rights for an individual employee, set that person's security to **Set Security to Allow No Options**.

A preparer will be prompted to confirm his or her account and set up a password when logging in to the software for the first time.

Additional Setup Items

The following items are optional setup items and can be found on the **Setup** menu, located on the Drake **Home** window.

Printers

Use Printer Setup to:

- Establish the printer to be used with Drake Tax
- Establish "sets"
- Set up advanced printing options not related to a specific printer

Access **Printer Setup** from the Setup Assistant or **Setup > Printing > Printer Setup**.

Data Locations

Drake Tax can be used on a single workstation or your choice of network configurations and users have the options of changing data location to conform to a particular network setup. To setup data paths, access the Data Locations screen, go to **Setup > Data Locations**.

To access the Data Locations screen go to **Setup > Data Locations**.

Drake 2019 - Data Locations - \DRAKE19\CF\CONFIG.19	Х					
Location of client folders Location for 2019 client files: I:\DRAKE19\DT\#\						
Location for 2018 client files: I:\DRAKE18\DT\#\]					
Drake is currently running from: I:\DRAKE19\ [Network Drive]						
- Network Setup						
Tax returns are stored here:						
I:\ (Drake is running from this location) \sim All available drives are listed						
Share settings (letters, pricing, preparer notes, scheduler, firms, preparers, macros and reports) here:						
I:\DRAKE19\ (Drake is running from this location) \sim Only drives with Drake installed are listed						
Help OK Ca	ancel					

Letterhead

Customize the look of Drake-generated letters and client bills with **Letterhead**, **Margins**, **and Border Setup**. Use this setup screen to specify the presence and location of logo and letterhead information on the letters, and to adjust margins.

Access Letterhead, Margins, and Border Setup from the Setup Assistant or go to Setup > Communications Editor > Setup.

Drake 2019 - Page Layout 🛛 🕹 🗙						
Page Layout Use this screen to specify the presence and location of logo, letterhead, and footer information on letters and bills and to adjust the margins of all letters.						
Letterhead Options (Printed ONLY on first page of each letter/bill) Use letterhead on letters Letterhead margins (inches) Logo position (inches) Use logo on letters Left Margin: .6 Top: .5 Use on all pages Right Margin: .6 Left: .75 Use letterhead on bill Browse for bitmap logo VDRAKE19\CF\LOG0.BMP						
Additional Options Letter Margins (inches) Top margin 1.5 (pages using letterhead) Top margin .5 (all other pages) Left margin .6 Bottom margin .75						
Border Options Ø Use border on letters Use border on bill Use border on filing instructions						
Footer Image (Printed on each page of every letter. NOT printed on bill.) Image position (inches) Use footer image on letters Browse for footer image \UDRAKE19\CF\LOGOFTR.BMP						
Footer Options (Printed on each page of every letter. NOT printed on bill.)						
E-Signature Options (Printed on the LAST page of the Engagement letter). Use E-Sig on Signature 1 position (inches) Signature 2 position (inches) Top: Top: Top: Update						
Help OK Exit						

Options

When installed, the most common preferences are set as defaults in Drake. Use options setup to view or change the defaults for the various options available. The options are categorized and displayed on different tabs in options setup. Access **Setup Options** from the Drake **Home** window under **Setup > Options**.

Drake 2019 - Setup Optio	ns					×
Optional Items on Return Data Entry	n Client Communications Calculation & View/Print	Billing Form & S	States	EF s	Administrativ Optional Doc	ve Options
Select to Turn On When possible, mak eliminate scrolling Tab to ZIP code fiel Show notes/reminde Verify SSN when cre Enable Windows sta	Select to Turn On When possible, make data entry screen text smaller to minimize or eliminate scrolling Tab to ZIP code field (skip city/state and use ZIP code database) Show notes/reminders to preparer when opening a return Verify SSN when creating new return Enable Windows standard keystrokes			p tions ta entry screen nelp in data en D40 only):	ns: ıtry (1040 only)	~ : ~
 ✓ Autofull preparer and Magnify data entry Activate W-2 wage Do not restrict minim ✓ Use grid data entry f 	firm number on new returns and withholding verification fields um font size in 800x600 ormat on available screens		Letter case for Mixed case Display warning	data entry: g for missing re	equired field:	~
Enable Data Entry to	polbar		Every time rec	juired data is r	missing	~
Help				0)К.	Cancel

Data Entry Options

Option	Description					
Size text on data entry screens	Automatically size the text on screens to minimize or eliminate scrolling.					
Tab to ZIP code field (skip city/state and use ZIP code database)	Press the TAB key while entering an address in data entry to bypass the City and State fields and go directly to the ZIP field. City and State fields are completed automatically 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 federal with- holding verification fields	To ensure accuracy of data entry, require wage and withholding amounts be entered twice on the W2 screen and of federal and state distributions and federal withholding amounts at the bottom of screen 1099 .					
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 avail- able 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 check box to activate the data entry screen toolbar; clear the check box to disable the data entry screen toolbar. (See "Data Entry Toolbar" on page 105 for details.)					
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 fields	Choose to receive a warning: whenever a required field is empty; once per data entry session; not at all.					

Calculation & View/Print Options

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	Allow the fees charged for return preparation to appear on the Calculation Results window.					
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/Print mode. When the Data Entry button is clicked in View/Print 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	Masks taxpayer's, preparer's, and ERO's identification number on printed sets. Use caution when masking SSNs and providing payment vouchers from Client and Preparer Sets. When choosing this option be aware that the SSN will not be printed on the payment voucher or on the estimated tax payment voucher in either the "Client" or "Preparer" sets. If a voucher is sent to the IRS or a state tax agency without the taxpayer's SSN, the taxing authority will be unable to process the payment. Ensure the correct version of the voucher is used; these can be found in the "Federal" and "State" sets.					
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 win- dow appears, allowing a review of calculation results before proceed- ing 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-file. 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 Options

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/Print 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	Prints ES vouchers only when screen ES exists.				
Always show reason for no EIC	Generate Return Note explaining reason taxpayer not getting EIC.				
Always show tax computation worksheet	Generate Tax Computation Worksheet showing how the program cal- culates the tax on line 44 of the 1040 return				
Print shareholder's/partner's adjusted basis worksheet	Make this selection to automatically print a partner's or shareholder's adjusted basis worksheet.				
1040A/EZ suppress	Automatically suppress Form 1040A or 1040EZ.				
Suppress EZ forms and schedules	Choose to automatically suppress Schedule C-EZ, Form 2106-EZ, or Form 2555-EZ.				
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 (see "NOTES," next page), 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.					
Prior year(s) 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.					
Federal filing instructions	Display detailed federal filing information, including: the date to file, form to be filed, address to file, and payment amount. The instructions are listed as FILE-INST.PG in View mode. Printed by default. Clear the check box to disable, or use the PRNT screen to activate or disable on a single return.					
State filing instructions	Display detailed state filing information, including: the date to file, form to be filed, address to file, and payment amount. The instructions are listed as "STINST.PG" ("ST" refers to the state abbreviation; for example, OHINST.PG for Ohio instructions). Printed by default. Clear the check box to disable, or use the PRNT screen to activate or disable on a single 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 tax- payer, the IRS Service Center, the state tax department, the city tax office, and for Forms K-1.					
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 hyperlink	Click this link to go to the NELCO website to order such Drake-compatible prod- ucts as envelopes, IRS forms, and checks.					
Letter Options (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. For more information on each template, see Table 2-13 on page 70.					
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 supplemen- tal letter with returns	Print a customized letter that can be used for various purposes. (See Table 2-13 on page 70.)					
Include K-1 letter with returns	Print the cover letter for individual K-1s (1065, 1120S, and 1041 packages).					
Referral Coupons (3 per sheet)	Enter the number of sheets per return or the coupon amount.					

Optional Items on Return

Option	Description					
Date on return	Mark this box to have the current date printed on the return. To change the date printed on the return (or the due date on letters and filing instructions), enter the desired date on the PRNT screen (accessible from the Miscellaneous tab of the Data Entry Menu).					
Print dates for taxpayer and spouse signatures (excludes 1040)	Select this option to print the signature dates for taxpayer and spouse signa- tures 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 des- ignee 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. For more information, see "Penalty and Interest Calculation" on page 277.					

Billing Options

Option	Description					
Select Bill format:						
	Comprehensive Bill: Generates an itemized client's bill. (All packages)					
	Summary Bill: Generates a summarized client's bill. (All packages)					
	Classic Bill: Use the same format and features as prior years of Drake Tax.					
Options for all billing formats:						
 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 state and local sales tax rates to add to each bill as a decimal or a whole number. Number must be greater than "1." For example, "4.5" represents a sales tax rate of 4.5%.					
- Billing statement format	Select from among seven formatting options, including:					
	 Bill by time (preparing bill based on time spent preparing return multiplied by preparer's hourly rate as defined in Setup > Preparers) 					
	 Bill by form (preparing bill based on forms necessary to complete return by price entered in Setup > Pricing); program prepares a bill summary along with the option selected here unless the Bill summary check box is cleared at Setup > Options, Optional Documents tab. 					
- Header on bill	Select among options for the header to be printed on the bill.					
Options for Classic Bill only:						
- Print taxpayer's phone number on the bill	Print the taxpayer's phone number (entered on screen 1) on the bill.					
- Print taxpayer's e-mail 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 of the customer's bill or at the bottom.					
- Paragraph Content	Write the custom paragraph you want added to the customer's bill in the sup- plied text box.					

e-File Options

Option	Description					
Auto-generate taxpayer(s) PIN	Have the program assign a randomly generated PIN (1040 only).					
Require 'Ready for EF' indicator on EF screen	Require the Ready for EF indicator on the EF screen to be marked before a return can be selected for e-file.					
Lock client data file after EF accep- tance	Generate a reminder that the return has been filed and accepted when next you open the file.					
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-file of federal return.					
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. (To override, see "Overriding Bank-Product Alert" on page 351.)					
Activate imperfect return election in data entry	Activate Imperfect Return Election check box on EF screen in data entry.					
Allow selection for EF from the 'Cal- culation Results' screen	Allow preparer to send the currently active return directly from the Calcula- tions Results window to the e-file queue.					
Enable prompting before automatic transmission of 'Check Print Records'	Allow the program to notify you before it transmits the Check Print records.					
Email 9325 Notice to Taxpayer (auto- matic from Drake Processing Center)	Form 9325, Acknowledgment and General Information for Taxpayers Who File Returns Electronically, is automatically emailed to taxpayer when return is accepted. (Client's email address must be present on screen 1.) Override this selection on the EF screen.					
Require E-Signatures on all electron- ically signable forms (1040 only)	Require all preparers to take advantage of Drake Tax's e-Signature capabil- ities For details on these capabilities, see "Electronic Signatures" on page 305. Override this selection on the EF screen.					
Disallow EF for DoubleCheck flag	Requires all DoubleCheck flags in View/Pint mode be removed before return is EF-eligible. (See "DoubleCheck and LinkBacks" on page 301.)					
Default ERO	Choose a preparer number, Paid Preparer , or None to indicate the ERO name that should appear on return documents. Override this selection on screen 1 and the PREP screen in data entry.					
Combine EF steps (Select, Transmit, Post Acks)	Combine all e-file steps. From EF > Transmit/Receive, clicking Send/ Receive transmits selected returns, picks up new acknowledgments, and processes acknowledgments in one step.					
Transmit return 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-file of all state returns, or select states to suppress while other state returns remain eligible.					

Administrative Options

Option	Description					
Use customized data entry selection menu	Make certain forms or screens accessible to any user other than those with administrative rights. See "Locking Screens" on page 57.					
Customize user-defined data entry fields	Create option lists for the Miscellaneous Codes fields on screen 1 and the Adjustments , Percentage , and Payments fields on the BILL screen. See "Customized Drop Lists" on page 57.					
Use customized flagged fields on all returns	Select this box, click Flag , and select a package type. 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.					
Apply current-year Admin flag set- tings when updating from prior year	Flags set globally in 2016 are set globally after updating data from Last Year Data > Update from 2016 to 2017.					
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 Per- sonal Client Manager	Display the Personal Client Manager on the Drake Home window for the logged-in preparer (check box is marked by default).					
Display program update availability to:	Select which preparer groups can view update availability. Selections are Administrators (users with administrative rights) and All/Update Rights.					
Bank Products - State laws regard- ing 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 prod- uct 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 Tax. 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.					
Return Status Notification Programs	Use this option to receive return status notification through 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, available from the Miscellaneous tab of the Data Entry Menu . (RefundPoint from the CALL screen is no longer an option in Drake Tax.)					

Pricing

Setting up pricing will allow Drake to calculate charges and generate a client bill. Prices can be defined for each form, and on some forms, for each item. Minimum and maximum charges can be set for completed returns.

Drake 201	9 - Pricing Setup				_		×
Form	forms 0 1041 forms forms 0 706 forms 5 forms 0 990 forms forms State/ city:	Form name: Form description: Per item: Per form: Pages: Category: Statements Per Item Charges Miscellaneous	Include on Bill	Up	idate]
Number	Form Name	Form Description	Per Item	Per Form	Pages	Bill	^
0096	Form 9325	General Information for Electronic Filing	N/A	0.00	1	X	
0499	EF Notice - FBAR	E-file Notification for FBAR	N/A	0.00	1	X	
0188	EF PDF	Federal PDF Attachments	N/A	0.00	1	X	
0097	Form 1040X	Amended Income Tax Return	N/A	0.00	2	X	
0001	Form 1040	U.S. Individual Income Tax Return	N/A	0.00	2	X	
0002	Form 1040-SR	U.S. Tax Return for Seniors	N/A	0.00	2	Х	
0413	Form 1040NR	U.S. Nonresident Income Tax Return, page 1	N/A	0.00	1	X	
0414	Form 1040NR pg 2	U.S. Nonresident Income Tax Return, page 2	N/A	0.00	1	X	
0415	Form 1040NR pg	Form 1040NR pg 3 Sch A - Itemized Deductions	N/A	0.00	1	Х	
0416	Form 1040NR pg	Form 1040NR pg 4 Sch NEC - Tax Not Connect	N/A	0.00	1	X	
0417	Form 1040NR pg	Form 1040NR pg 5 Sch OI - Other Information	N/A	0.00	1	X	
0601	Schedule 1	N/A	0.00	1	X		
0602	Schedule 2	Additional Taxes	N/A	0.00	1	X	
0603	Schedule 3	Additional Credits and Payments	N/A	0.00	1	X	
0461	Form 2210	N/A	0.00	1	X		
0462	Form 2210 na 2	Undernaument Penalty - Short Method	N/A	0.00	1	X	×
Help	Find		Save		Print	Exi	t

Access **Pricing Setup** from the **Home** window of Drake under **Setup > Pricing**.

Drake Documents

Choose Drake Document integration options. This setup screen determines how Drake Tax Software will interface with Drake Documents. Use this screen to apply a password and customize the folder layout. Access Document Manager Integration Options from the **Home** window of Drake under **Setup > Printing > Drake Documents**.

Drake 2019 - Drake Documents Integration Options					
Drake Documents Integration Options Use this screen to indicate where Drake Tax Software will access the Documents, apply a password customize the default folder layout.	d, and				
General Options					
Use Working Cabinet					
Allow Drake to set up Drake Documents client folders (Recommended)					
Working Cabinet To customize the structure created by Drake, select an existing folder and click "Add". This will insert a new default folder one level below the selected folder.	Add Edit :move				
Apply this layout to existing Drake Documents client folders now. (If this box is unchecked, layout changes will only apply to new client folders.)					
Help	Cancel				

Letters

Access the Client Communication Editor to edit letters generated by Drake Tax, many of them based on data from the tax return and the clients' filing, payment, or refund preferences. There are also engagement letters, extension letters, letters with amended returns, payment reminders, appointment reminders, preseason and postseason letters, cover letters—all of these can be edited and customized in the letters program. Access letters setup from the **Home** window of Drake under **Setup > Communications Editor**.



Drake Software Tools

Updating Drake 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.

Beginning with Drake Tax '18, you will have to download and install your updates before you can open and use Drake Tax. Rather than having to sit through the update process every morning when you log on to Drake Tax, you can set the Update Manager to automatically pick up your updates at a time of your choosing – such as when you are out of the office, even in the middle of the night. From the **Home** window menu bar of Drake Tax, go to **Tools > Update Manager**, and select the **Schedule software updates** option, choose an update time, and click **Exit**. The computer designated to receive updates must be left on, and an authorized user must remain logged in, for updates to be automatically downloaded and installed.

Scheduled Updates

The Update Manager can be set to obtain and install files automatically at a set time. To schedule your updates:

1. From the Home window toolbar, select Tools > Update Manager. The Drake

Update Manager dialog box is displayed.

- 2. Choose the Schedule software updates option.
- 3. Choose a time from the option box: Click one of the numbers (hours, minutes, seconds,

and AM or PM) and type in (or use the arrows) to set the time to accept new updates when

they are transmitted by Drake Software.

- 4. From the alert window that is opened, click OK.
- 5. Click Exit.

Manual Updates

If you want to download and install updates when you are logging in to the tax program:

1. From the **Home** window toolbar, select **Tools > Update Manager**. The **Update**

Manager dialog box is displayed.

- 2. Make sure the Schedule software updates option check box is cleared.
- **3.** From the alert window that is opened, click **OK**.
- 4. Click Exit.

Remember: If you decide on manual updates in Drake Tax '18, you will not able to use the tax program until the latest updates have been downloaded and installed. To download and install updates as they come in, from the **Updates** section in the lower left of the Drake Tax **Home** window, click **Install Updates**.

19 Drake ⁻	Tax Softwa	re Version P	1.12.03.20)19								
					— Dr	ake Tax S	Software L	Jpdates-				
Softw versi recor	vare upd on of the mmende	ates are software d for opti	require e. Sche imal pe	d to be duling u rforman	installe pdates ce.	d to ens to auton	ure you a natically	are prep install b	aring ret etween 1	urns with the 1:00 am and	e most up-to-da I 5:00 am is	ite
🗹 Scł	nedule so	ftware upo	dates to d	occur at:	3:34:007	м 🖨						
Th	e computi	er designa	ated to in	stall upda	ates must	remain c	n with an a	authorize	d user logg	ged into the c	omputer.	
Us	e your co	mputer's lo	ock featu	ire to sec	ure your (computer	without he	aving to lo	og off.			
Sched	duled Upo	lates is ac	ctive on c	omputer:	HOLLY-L				The las	st update was	s on: 12-13-2019 1-	4:30:39
			, . ,									
Jouble-	click on a	n item belo	ow for inf	ormation	about up	dates cur	rently inst	alled:				
1040	1120	1120-S	1065	1041	990	706	Gift	States	Program	n Fed Share	d State Shared	Tools
Desci	ription							Upd	late No.	Released		
1040 F	⊃rogram l	Jpdate						2		12/05/2019		
1040 F	Program l	Jpdate						1		12/02/2019		
Hol	n											Evit
1.61												EAR

View Release Notes

When updates are installed, the program creates an installation log of the updates. This log is displayed in the **Drake Update Manager** dialog box in tabbed format, by file name, release date, and number of the update. The tabs divide updates into categories, one for each package (1040, 1120, 1065, etc.), one for individual state updates, one for program updates, for updates shared across two or more federal packages, one for updates shared across two or more state packages, and one form updates to Drake tools. Click column headers to sort data in ascending or descending order. To view a release note, double-click the desired row in the **Drake Update Manager** dialog box. Notes are displayed in the Report Viewer, where you can print or export the notes as desired.

Notification of Updates

You will see, in the **Updates** section of the **Home** window, a notification that program updates are available and ready for download—even if the automatic update feature is activated. This notification appears if all of the following conditions are met:

- The program detects that the machine is connected to the Internet.
- You have security rights to install updates.
- You have permission to see the message regarding the updates ready for download.
 (You must be an administrator or have the Display program update availability drop box at Setup > Options > Administrative Options tab set to All w/ Update Rights.
- Your system needs the updates.

Backing up and Restoring Drake Files

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 2019 - Backup and Restore	- 🗆 ×							
Use this window to configure the automatic backup system, make custom one-time backups, and restore previously made backups.								
Automatic Backup - Full These backups are carried out on a regularly scheduled basis at a specific time and sent to a specific destination. Automatic backups are:	Manual One-Time Backup One-time backups are not part of the automated backup process. Back up to local or network location: C:\Drake19\Backups Browse Back up to SFP Learn more about Secure File Pro (SFP) Perform full back up Include DD Archive Cabinet Selective Backup Backup Backup Backup Backup							
Restore								
Hestore From: () Local or netwo	rk location () Secure File Pro							
Restore Location: C:\Drake	19\Backups Browse							
Select backup to restore:	\sim							
Select files to restor	e: Preview							
Help	Close							

Manual Backup

You can choose to perform a full manual backup of all your Drake Tax files, including the files in the Archive cabinet of Drake Documents. Choose to back up to a local device, a separate network location, or off site through SecureFilePro. To Perform a Manual One-Time Backup:

- Mark the Backup to local or network location box and, if necessary, click Browse to select a location (such as a server or a "flash" drive) to back your files up to. To back up your files off site, click Back up to SFP.
- 2. Select **Perform full back up**.
- (Optional) Select to include your Drake Documents Archive cabinet. (The Working Cabinet is backed up automatically with Drake Tax).
- 4. Click **Backup**.

Custom Backup

If you prefer to choose which files to include in the backup—including any non-Drake Tax files mark the **Backup to local or network location** check box and mark **Selective Backup**. When you click **Backup**, the program opens the **Create Selective Backup** dialog box.

-Manual One-Time Backup				
One-time backups are not part of the automated backup process.				
Deale we to local as noticed locations				
	iocation.			
EX	✓ Browse			
Back up to SFP Mar	hage manual backups sent to SFP			
Learn more about Secure File Pro (SFP)				
Perform full back up Include DD Archive Cab	inet			
Selective Backup				
	Backup			

📵 Create Selectiv	ve Backup				×
O Backup Everythin	ng 💿 Customize Backup				Backup Location: I:\ Browse
All Drake Files	rAll Drake Files Filter Files Displayed: ☑ Tax Returns ☑ Setup Files ☑ Sys Files:	tem Files 🔲 Files Modified After: 1	2/17/2019 🕞	t All	Summary of Selected Files to Backup:
	File Description	Туре	Last Modified At	^	
	Corporate Prices	Setup File	12/13/19 2:32 PM		
Tax	Estate Prices	Setup File	12/13/19 2:32 PM		
Returns	Fiduciary Prices	Setup File	12/13/19 2:32 PM		
	Individual Prices	Setup File	12/13/19 2:32 PM		
Q.	Partnership Prices	Setup File	12/13/19 2:32 PM		
Setun	Sub-Corporate Prices	Setup File	12/13/19 2:32 PM		
Files	Tax-Exempt Prices	Setup File	12/13/19 2:32 PM		
	1040 Organizer Form Order	Setup File	12/13/19 2:32 PM		
	1120 Proforma Form Order	Setup File	12/13/19 2:32 PM		
8	🔲 🔲 1041 Proforma Form Order	Setup File	12/13/19 2:32 PM	_	
System	1040 Proforma Form Order	Setup File	12/13/19 2:32 PM		
Files	1065 Proforma Form Order	Setup File	12/13/19 2:32 PM		
<u> </u>	1120S Proforma Form Order	Setup File	12/13/19 2:32 PM		
	990 Proforma Form Order	Setup File	12/13/19 2:32 PM	_	Items can be removed from the above list by right clicking on
	AC.CRP	Setup File	12/13/19 2:32 PM		them and clicking "Unselect Item".
Custom	AC.PER	Setup File	12/13/19 2:32 PM		Backup Description:
nems	AC.SBS	Setup File	12/13/19 2:32 PM	_	
	BC.CRP	Setup File	12/13/19 2:32 PM		Manual Selective Backup
	LI I BC.PER	Setup File	12/13/19 2:32 PM	~	Include DD Archive Cabinet
Help					Backup Exit

- At the top left corner of the Create Selective Backup dialog box, select Customize Backup.
- 2. At the top right corner of the dialog box, click **Browse** to choose a backup location.
- 3. Click the icons on the left side of the dialog box and your files will be listed. (By default All Drake Files are listed.) The icon you click determines the filter check boxes that appear at the top of the list. Note the check marks in the ID column indicate the selected files that will be backed up. The selected files will be listed in the Summary pane on the right side of the dialog box.
- 4. (Optional) The Custom Items icon at the bottom left allows you to add non-Drake Tax files to your backup. In the Customer Files and Folders window, click Add on the Custom Files to Include line to include individual files, or click Add on the Customer Folders to Include line to add entire folders to the backup.
- At the bottom right of the dialog box, enter a name for the backup in the Backup Description field.

6. To include Drake Documents files, mark the Include DDM Archive Cabinet check box. You can back up your files to a local or network location and to SecureFilePro at the same time by marking both check boxes in Step 1. Next click Backup.

Automated Backup

Use the automated backup feature to have the program automatically back up your files at a specified time each day. Select the **Enabled** check box to turn on the automatic backup feature. Select **Configure Automatic Backups** to open the dialog box. Select a time and location for the backup. Your computer must be turned on at the time of the scheduled automatic backup.

😰 Set Up Automatic Ba	ickups		×	
This window is used to enable/disable and configure automatic backups.				
The automatic backup program will only run on the machine that enabled it. The automatic backup program requires the computer it runs on to be on and a user to be logged in.				
🗹 Enable Automatic Backı	Ъ.			
rAutomatic Backup Settings				
Time to perform automatic	backup: 3:00:00 A	M 😫		
Local Backup Location: C:\Drake19\AutomaticBacku Browse				
Send to SFP Nur	mber of Weeks to Keep): 1 🌲		
Delete All Automatic Back	ups in SFP			
📄 🔲 Include DD Archive C	abinet			
Custom Files:		Add	Remove	
File Description	Original Location			
Custom Folders:		Add	Remove	
Folder Description	Original Location			
Help		Save	Cancel	

Restoring Your Data

To restore your data from another location, drive, or from SFP:

1. From the menu bar of the **Home** window of Drake Tax, go to **Tools > File**

Maintenance > Restore, to open the Backup and Restore dialog box.

- 2. At the bottom of the **Backup and Restore** dialog box, select the location to restore your files from—a local or network location or SecureFilePro.
- 3. If from a local or network location, click **Browse** and find the backup you want to restore. Select the name of the backup you want to restore.
- 4. Click **Preview**. This opens the **Restore Items Form Backup** window, where you can choose to **Restore Everything** or choose **Custom Restore**.
- 5. For a custom restore, click the buttons on the left side of the window to find the files on your computer or network. The button you click determines the filter check boxes that appear at the top of the list. Select the items to be restored in the middle pane by placing a check mark in the box to the left side of the pane. (Note that selected files appear in the **Summary** pane to the right.) For non-Drake Tax files click **Custom Items** from the buttons on the left. When you're satisfied with your selections, Click **Restore**.

Restore — Restore From:			
Restore Location: I:\ Browse			
Select backup to restore:			
Select files to restore: Preview			

Changing a Client's ID Number

Changing a client's SSN, ITIN or EIN in the program requires more than simply making the change in data entry. To change a client's SSN, ITIN or EIN in the software go to **Tools > File Maintenance > Change ID Number on Return**.

Drake 2019 - Change ID Number on Return	×
Change ID Number on Return Enter the incorrect SSN/ITIN/EIN in the first box. Enter the correct SSN/ITIN/EIN in the second box. to change the ID Number. For more information, click the 'Help' button. Incorrect ID Number: Correct ID Number:	Click 'Continue'
Help Continue	Exit