

# Drake 101: e-Filing

1 Credit Hour

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### **Course Overview**

This is a basic course designed to assist Drake Software users with the required setup and steps to successfully e-file tax returns.

#### **Learning Objectives**

At the conclusion of this webinar, you will be able to:

- Apply for an EFIN
- Set up Drake Tax to electronically file tax returns
- e- File returns using four steps in Drake Tax
- Understand the different types of filing acknowledgements
- Access the EF Database
- Diagnose and resolve electronic filing rejections

### NOTES



## **Program Setup**

### Setup Assistant

The Setup Assistant is opened automatically the first time you log in to Drake Tax. Select to import your settings from the prior year or Quick Setup for new users.



New users The Setup Assistant is designed to help you setup Drake Tax to e-File, setup your first firm, and first preparer. After each initial item setup is complete a green check is displayed.



### Firm Setup

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.

| um. 🔰 Firm Name   |  | Contact   | EFIN  | DCN                                  | Bank                                      |
|---|--|---|---|--------------------------------------|---|
| Smith CPA   |  | Tina See  | 111111  | 00003                                |   |
| File Confirmation   | (Required if you plan to e-file returns<br>EFIN is properly set up at Drake Software b<br>confirmation status will be displayed to the   | <b>s for this firm)</b><br>efore you can e-file retu      | rns. To complete this step                                      | , enter your EFIN                    | l in the box provided below and click the |
| .onnim" button. Your<br>creens. Applications n<br>FIN <b>Information</b> Se<br>Firm name  | ttings   Banking   Audit Protection  | ight of the button, click<br>oftware.com.<br>I to e-file. | Contact name  | Tina See                             |   |
| contrim Button, Your<br>reens, Applications n<br>FIN <b>Information</b> Se<br>Firm name<br>Address  | ttings Banking Audit Protection  | I to e-file.  | Contact name<br>Telephone number                                | Tina See<br>(828)524-80              |   |
| onnim" button. Your<br>reens. Applications n<br>FIN <b>Information</b> Se<br>Firm name<br>Address<br>City   | Confirm Vou are not approved<br>Confirm Vou are not approved<br>ttings Banking Audit Protection<br>Smith CPA<br>235 East Palmer Street<br>Franklin   | I to e-file.  | Contact name<br>Telephone number<br>Fax number                  | Tina See<br>(828)524-80              |   |
| contrim Button, Your<br>reens, Applications n<br>FIN <b>Information</b> Se<br>Firm name<br>Address<br>Dity<br>Domestic Address  | ttings Banking Audit Protection<br>Smith CPA<br>235 East Palmer Street<br>Franklin   | I to e-file.  | Contact name<br>Telephone number<br>Fax number<br>Email address | Tina See<br>(828)524-80<br>Support@D | 120<br>rakeSoftware.com                   |
| connim" button, Your<br>reens, Applications n<br>TIN <b>Content</b><br><b>m Information</b> Se<br>Firm name<br>Address<br>City<br><b>Domestic Address</b><br>State/ZIP                  | Confirm Vou are not approved to the function of the funct      | I to e-file.  | Contact name<br>Telephone number<br>Fax number<br>Email address | Tina See<br>(828)524-80<br>Support@D | 120<br>rakeSoftware.com                   |
| connim" button. Your<br>reens. Applications n<br>=IN <b>Information</b> Se<br>Firm name<br>Address<br>City<br><b>Domestic Address</b><br>State/ZIP<br><b>Foreign Address</b>            | Confirm Vou are not approved to the function of the function o | I to e-file.  | Contact name<br>Telephone number<br>Fax number<br>Email address | Tina See<br>(828)524-80<br>Support@D | 120<br>rakeSoftware.com                   |
| onnim" button. Your<br>reens. Applications n<br>IN Management<br>m Information Se<br>Firm name<br>Address<br>City<br>Domestic Address<br>State/ZIP<br>Foreign Address<br>Province/State | Confirm     Complete do online at eom. drakes     Confirm     You are not approved     ttings     Banking     Audit Protection     Smith CPA     235 East Palmer Street     Franklin     NC     28734     **Country     regional   | y code is   | Contact name<br>Telephone number<br>Fax number<br>Email address | Tina See<br>(828)524-80<br>Support@D | 120<br>rakeSoftware.com                   |

Access Firm Setup from the Setup Assistant or Setup > Firm(s).

### ERO Setup

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

| General Information  | n  |                  |
|----------------------|--|------------------|
| Account Number:      | 111111 EFIN: 111111                        |                  |
|                      | e-File Password: *******                   |                  |
| Serial Number:       | Edit Serial                                |                  |
|                      | , , , , , , , , , , , , , , , , , , ,      |                  |
|                      |  |                  |
| Transmitter Name:    | THE FIRM                                   | Use Firm #1 Info |
| Transmitter Address: | 235 EAST PALMER STREET                     |                  |
| City:                | FRANKLIN State: NC Zip: 28734              |                  |
| Federal EIN:         |  |                  |
| Telephone Number:    | (828)524-8020                              |                  |
|                      |  |                  |
| Franchise/Network    | Information (Admin only)                   |                  |
| Master EFIN:         | Fee: Name:                                 |                  |
|                      | of Tax Information by Preparers of Returns |                  |
| Need consent to disc | dose tax return                            |                  |
|                      | ichisol/network.                           |                  |
|                      |  |                  |
| Help                 | OK   | Cancel           |
|                      |  |                  |

Access Electronic Filing Setup from the Setup Assistant or Setup > ERO.

### Preparer Setup

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 can also be entered. Each time a name is added to Preparer Setup, a number is assigned to that name.

| Edit Prepar   | rer Add        | Security          | Search Print                                     | Help Exit       |                    |  |                   |        |
|---------------|----------------|-------------------|--|-----------------|--------------------|--|-------------------|--------|
| Red ind       | icates missing | e-Filing da       | ata.   |                 |                    |  |                   |        |
| Number<br>ADM | PTIN           | Username<br>Admin | Preparer Name<br>ADMINISTRATOR                   |                 |                    | Security<br>Admin                        |                   |        |
| 1             | P01234567      | Ed                | Ed Ewcation                                      |                 |                    | Admin                                    |                   |        |
| 2             | P00000000      | Tate              | Tate Urchips                                     |                 |                    | FULL                                     |                   |        |
| 3             | F20000000      | spop              | Spongebob Squarepa                               |                 |                    |  |                   |        |
| 4             |                | Alexa             | Alexa Begone                                     |                 |                    | None                                     |                   |        |
|               |                |                   | Save Security                                    | Schedule        | <b>O</b><br>Cancel |  |                   |        |
|               |                |                   | General Information                              |                 |                    | -Return Signature Op                     | tions             |        |
|               |                |                   | Preparer name                                    | Ed Ewcation     |                    | PIN signature                            | 12345             |        |
|               |                |                   | E-mail   | Ed@1040.com     |                    | Use PIN for:                             |                   |        |
|               |                |                   | Self-employed                                    |                 |                    | 🖂 8879 PIN Siana                         | ature             |        |
|               |                |                   | Social Security Number                           |                 |                    | Alternative Elec                         | stronic Signature |        |
|               |                |                   | PTIN   | P01234567       |                    | PDF rubberstamp                          | Setun Signature   |        |
|               |                |                   | Office number (optional)                         |                 |                    | · • · · · · · · · · · · · · · · · · · ·  |                   |        |
|               |                |                   |  |                 |                    | Republic Bank Infor                      | mation            |        |
|               |                |                   | Hourly rate                                      |                 | _                  | RBIN                                     |                   |        |
|               |                |                   | Firm   | 1 - SMITH CPA   | ~                  | Power of Attorney In                     | formation         |        |
|               |                |                   | Login Information                                |                 |                    | Preparer designation                     | - <none></none>   | $\sim$ |
|               |                |                   | Username   | Ed              |                    | CAE Number                               |                   |        |
|               |                |                   |  |                 |                    | Lic/Enrollment                           |                   |        |
|               |                |                   | Password   | Change Password |                    | Jurisdiction                             |                   |        |
|               |                |                   | Enable Multi-Factor                              |                 |                    | - W. 7 Acceptance Ac                     |                   |        |
|               |                |                   | Authentication (MFA)                             | _               |                    | Acceptance agent                         |                   |        |
|               |                |                   | Disable preparer                                 |                 |                    | A cost Ob                                |                   |        |
|               |                |                   | State Registration Numb                          | pers            |                    | Agent title                              |                   |        |
|               |                |                   | Registration numbers for CA, MD, NY, OR, and VA. | Registration    |                    | - Preferred Language<br>Language options | - Use System Defa | ult 🗸  |
|               |                |                   |  |                 |                    |  |                   |        |

Access **Preparer Setup** from the Setup Assistant or **Setup > Preparer(s)**.

### **Preparer Security**

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

| 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,<br>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.<br>(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,<br>including administrative-only features.           |

#### **Preparer Security Options**

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

| Edit Preparer Add Security Search Print            | Help | リーマン 中間<br>D Exit |
|--|------|-------------------|
| Red indicates missing Edit Group Security Settings |      |                   |
| Number PTIN Delete selected preparer               |      |                   |
| ADM Remove rights for ALL preparers                |      |                   |
| 1 P01234567 cu cu cwcalion                         | _    |                   |
| 2 P00000000 Tate Tate Urchips                      |      |                   |
| 3 P0000000 sbob Spongebob Squarepants              |      |                   |
| 4 Alexa Alexa Begone                               |      |                   |
|  |      |                   |

### **EF Program Options**

Use Options Setup (accessible by clicking **Setup > Options** from the **Home** window) to view or change e-file defaults.

| Billing States   | Cr Administrative Uptions   |
|--|---|
| Select to Turn On         ✓       Auto-generate taxpayer(s) PIN (1040 Only)         □       Require 'Ready for EF' indicator on EF screen         ✓       Lock client data file after EF acceptance         ✓       Print 9325 when eligible for EF         □       Suppress federal EF         ✓       Print EF status page         □       Alert preparer when bank product is not included         □       Activate imperfect return election in data entry         □       Allow selection for EE from the 'Calculation Besults' | Default ERO:   Paid Preparer   Session Options   Combine EF steps (Select, Transmit, Post Acks)   Transmit return data to Drake for multi-office web report   State EF   Suppress   O Suppress all states |
| <ul> <li>screen</li> <li>Enable prompting before automatic transmission of 'Check<br/>Print Records'</li> <li>Email 9325 Notice to Taxpayer (automatic from Drake<br/>Processing Center)</li> <li>Require E-Signatures on all electronically signable forms<br/>(1040 Only)</li> <li>Disallow EF selection if DoubleCheck Review flag exists</li> </ul>  | List states:<br>(Example: NC, MS,)<br>EF Selection Report Options<br>Customize EF selection reports Customize   |
| Help   | OK Cancel   |

## e-File Options

#### **EF Selections Screen**

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.

By default, all eligible returns are transmitted—unless you indicate otherwise on the **EF** screen. To suppress one state or city return while e-filing others, select the states or cities *you want to e-file* from the **Select the states/cities to e-file** drop lists. The selected states will be e-filed, but no other state returns will be transmitted, even if those other returns are eligible.

| Ready for EE   | PROGRAM DEE  | ALL fe    | deral and state  | forms that are ELIC  | SIBLE will be e-filed   |
|--|--|-----------|--|--|---|
|  |  |           |  |  |   |
| FEDERAL E-FILE OVERN   | (IDE:  | SIA       | IE E-FILE OV   |  |   |
| 1040 (includes 0465  | if procept)  | Sele      | cu une states/ci   | lies to e-lile.  |   |
|  | ii present)  |           | ~  |  | ×   |
| 000  |  |           |  |  | ×   |
| 0465 opty  |  |           | ~  |  |   |
| Sin OFN 444 anti-  |  |           | ~  |  | Y   |
|  |  |           | ~  | Y  | · `   |
|  |  |           | o NOT send ar  | ny states  |   |
| Do NOT send Federa   | form and NO state forms  | Tip:      | lf you do not  | make a state sele  | ction above,  |
| Ip: Io send a tederal form and NO state forms,<br>select the 'Do NOT send any states' box in the<br>State E-File Override section to the right.  |  |           | all eligible st  | tates will be e-filed.   |   |
| SUPPRESS ALL E-FILE:   | de section to the right.   |           |  |  |   |
| SUPPRESS ALL E-FILE:   | eF and all bank products   |           |  |  |   |
| SUPPRESS ALL E-FILE:<br>SUPPRESS ALL E-FILE:<br>Suppress federal/state<br>ADDITIONAL OPTIONS:<br>Return not eligible for a   | e EF and all bank products   | e-Signa   | ature NOT requi  | red on this return   |   |
| SUPPRESS ALL E-FILE:<br>SUPPRESS ALL E-FILE:<br>Suppress federal/state<br>ADDITIONAL OPTIONS:<br>Return not eligible for a<br>Imperfect return electio   | EF and all bank products   | e-Signa   | ature NOT requi<br>Email 9325 no   | red on this return<br>ptice to taxpayer  |   |
| SUPPRESS ALL E-FILE:<br>SUPPRESS ALL E-FILE:<br>Suppress federal/state<br>ADDITIONAL OPTIONS:<br>Return not eligible for a<br>Imperfect return election<br>Form 2463 Dapor Documon   | e EF and all bank products<br>a bank product<br>in   | e-Signa   | ature NOT requi<br>Email 9325 no   | red on this return<br>otice to taxpayer  |   |
| SUPPRESS ALL E-FILE:<br>SUPPRESS ALL E-FILE:<br>Suppress federal/state<br>ADDITIONAL OPTIONS:<br>Return not eligible for a<br>Imperfect return electio<br>Form 8453 Paper Documer<br>Form 1098-C   | e EF and all bank products<br>a bank product<br>in<br>ht Indicators  | e-Signa   | ature NOT requi<br>Email 9325 n<br>E: Do not make  | red on this return<br>otice to taxpayer<br>an entry on PDF sc  | reen for  |
| SUPPRESS ALL E-FILE:<br>SUPPRESS ALL E-FILE:<br>Suppress federal/state<br>ADDITIONAL OPTIONS:<br>Return not eligible for a<br>Imperfect return electio<br>Form 8453 Paper Documer<br>Form 1098-C<br>Form 3115  | EF and all bank products<br>a bank product<br>in<br>it Indicators  | e-Signa   | ture NOT requi<br>Email 9325 n<br>E: Do not make<br>cted PDI items.  | red on this return<br>otice to taxpayer<br>an entry on PDF sc  | reen for  |
| SUPPRESS ALL E-FILE:<br>SUPPRESS ALL E-FILE:<br>Suppress federal/state<br>ADDITIONAL OPTIONS:<br>Return not eligible for a<br>Imperfect return electio<br>Form 8453 Paper Documer<br>Form 1098-C<br>Form 3115<br>Form 3468                             | a bank product<br>In Indicators<br>Form 8332<br>Form 8858<br>Form 8864   | e-Signa   | ture NOT requi<br>Email 9325 n<br>E: Do not make<br>ted PDI items.<br>information or   | red on this return<br>otice to taxpayer<br>an entry on PDF so<br>ument indicators th   | reen for<br>at apply. For   |
| Suppress ALL E-FILE:<br>Suppress federal/state<br>ADDITIONAL OPTIONS:<br>Return not eligible for a<br>Imperfect return electio<br>Form 8453 Paper Documer<br>Form 1098-C<br>Form 3115<br>Form 3468<br>Form 4136  | a bank product<br>In Indicators<br>Form 8332<br>Form 8858<br>Form 8864<br>Form 8885  | e-Signa   | ture NOT requi<br>Email 9325 n<br>E: Do not make<br>ted PDI items.<br>ct all paper doc<br>information or<br>the Screen Hel                                       | red on this return<br>otice to taxpayer<br>an entry on PDF so<br>ument indicators th<br>the paper docume<br>p button at the top o  | reen for<br>at apply. For<br>nt indicators,<br>f the screen.                                    |
| Suppress ALL E-FILE:<br>Suppress federal/state<br>ADDITIONAL OPTIONS:<br>Return not eligible for a<br>Imperfect return electio<br>Form 8453 Paper Documer<br>Form 1098-C<br>Form 3115<br>Form 3468<br>Form 4136<br>Form 5713                           | EF and all bank products a bank product in It Indicators Form 8332 Form 8858 Form 8864 Form 8885 Form 8949                             | □ e-Signa | ature NOT requi<br>Email 9325 n<br>E: Do not make<br>cted PDI items.<br>ct all paper doc<br>information or<br>the Screen Hel<br>ark the Power o                  | red on this return<br>otice to taxpayer<br>an entry on PDF sc<br>ument indicators th<br>the paper docume<br>p button at the top o<br>of Attorney PDI, go to                          | reen for<br>at apply. For<br>nt indicators,<br>f the screen.<br>o the MISC screen               |
| Suppress ALL E-FILE:<br>Suppress federal/state<br>ADDITIONAL OPTIONS:<br>Return not eligible for a<br>Imperfect return electic<br>Form 8453 Paper Documer<br>Form 1098-C<br>Form 3115<br>Form 3468<br>Form 4136<br>Form 5713<br>Form 5713<br>Form 8283 | EF and all bank products a bank product a bank product a bank product b t Indicators Form 8332 Form 8858 Form 8864 Form 8864 Form 8949 | □ e-Signa | ture NOT requi<br>Email 9325 n<br>E: Do not make<br>ted PDI items.<br>ct all paper doc<br>information or<br>the Screen Hel<br>ark the Power o<br>complete the ap | red on this return<br>btice to taxpayer<br>an entry on PDF sc<br>ument indicators th<br>the paper docume<br>p button at the top o<br>of Attorney PDI, go to<br>plicable lines in the | reen for<br>at apply. For<br>nt indicators,<br>if the screen.<br>o the MISC screen<br>e Special |

#### **Ready for EF**

At the top of the **EF** screen is a **Ready for EF** drop list. If the option is selected in Setup, you must select **Ready for EF** before the return is put into the "send" queue for e-file—even if it is otherwise ready to go. Because you must manually indicate that each return is ready to be e-filed, selecting this option can help prevent accidental e-file.

To choose this option, go to **Setup > Options**, **EF** tab and select **Require 'Ready for EF' indicator on EF screen**.

#### Review return for e-File Messages Prior to e-Filing

Calculate the return to determine if it is ready to be e-filed. EF Messages are generated only if issues within the return cause it to be ineligible for e-file. Messages include error codes, descriptions of the issues, and identification of fields that must be verified. All EF Messages must be eliminated before a return can be efiled.

#### Three Steps to e-File

#### Step 1 - Select Returns for EF

To prepare a return for transmission:

- From the Drake Home window, select EF > Select Returns for EF. The EF Return Selector displays a list of recently calculated returns. Those eligible for e-file are indicated by a check box.
- 2. Select the boxes of the returns to transmit. Use the **Select All** or **Unselect All** buttons as needed.
- **3.** Click **Continue**. The Report Viewer shows the **EF Selection Report**, which lists all returns that are awaiting transmission.
- 4. Click Exit to close the Report Viewer.

The selected returns are now in the "send" queue and are ready for transmission.

|                     |   | ID Number | Client Name       | Status          | EF Documents | Preparer   | Fed. Refu_ | Fed. Bal | Last Calc |
|---------------------|---|-----------|-------------------|-----------------|--------------|------------|------------|----------|-----------|
|                     |   | 400006003 | PEPPERS, CAYENNE  | Ready For EF    | 1040, NCD400 | Joe Thomas |            | \$757    |           |
|                     | 1 | 400006013 | SUNSHINE S CORPO  | No EF Documents |              | John Smith |            |          |           |
| Not eligible for EF |   | 400000056 | FEATHERS, ROBIN & | Ready For EF    | 1040, NCD400 | John Smith | \$3,920    |          |           |
|                     | 1 |           |                   |                 |              |            |            |          |           |
|                     |   |           |                   |                 |              |            |            |          |           |
| Selected for FE     |   |           |                   |                 |              |            |            |          |           |
| Selected for LF     | - |           |                   |                 |              |            |            |          |           |

#### Step 2 - Transmit Returns

To transmit a return:

- From the Home window, select EF > Transmit/Receive to open the Transmit/Receive dialog box, which displays the types of returns to be efiled.
- To review and, if necessary, eliminate files from the "send" queue, select a file from the File for EF pane and click Review. The Transmit File Editor lists individual returns. To remove a return from the queue, select it and click Remove. (OPTIONAL)
- 3. Click Send/Receive. The Report Viewer displays the EF Transmission Record. Click Exit.

The program immediately authenticates you on the Drake Server and performs the following tasks:

- Checks for new acknowledgments
- Transmits files to Drake
- Retrieves pending acknowledgments of the transmitted files (if available)
- End Transmission Session Session Complete
- 4. Click Exit to close the Transmit/Receive box.

| Transmit / Receive Files<br>This screen is used to e-file returns and receive Federal and State acknowledg<br>Software. The Files for EF list contains a summary of files that will be transmitte<br>button for a detailed list. To receive acknowledgements without transmitting, u | ements from Drake<br>d. Use the Review<br>se the Acks Only button. |
|--|--|
| Files for EF   | Review   |
| Communications<br>Checking for acknowledgements<br>1 acks retrieved.<br>Transmitting files to Drake Software<br>Success.<br>Checking for acknowledgements<br>1 acks retrieved.<br>Session Complete   | Send/Receive<br>Acks Only  |

### Step 3 - Process Acknowledgements

When Drake receives a transmission, it immediately returns a one-letter acknowledgment, or "ack." When the IRS Submission Processing Center receives the return, it sends an ack to Drake, which you can "pick up" by logging in to Drake.

To process acks, go to the **Home** window and select **EF > Process Acks**. The **Process Acknowledgments** box displays progress. This data is copied to the EF database for later access. If no new acknowledgments are found, Drake asks if you want to review old ones. After you read the acknowledgment file, an **Acknowledgment Report** shows the acknowledgment code and batch ID.

| Code | Description  |
|------|--|
| Р    | Tax return transmitted successfully to Drake. Return is being processed. |
| Т    | TEST return transmitted successfully to Drake.                           |
| В    | Bad transmission   |

#### Drake Acknowledgement Codes

#### IRS Acknowledgement Codes

| Code | Description                              |  |  |  |
|------|--|--|--|--|
| А    | Tax return has been accepted by the IRS. |  |  |  |
| R    | Tax return has been rejected by the IRS. |  |  |  |
| E    | Imperfect return,                        |  |  |  |

#### Bank Acknowledgement Codes

| -                     |   |  |  |  |  |
|-----------------------|---|--|--|--|--|
| Code                  | Description                                 |  |  |  |  |
| Bank Product Accepted | Bank product application has been approved. |  |  |  |  |
| Bank Product Declined | Bank product application has been declined. |  |  |  |  |
| Check Print           | Checks are available for printing.          |  |  |  |  |
| Prep Fees Deposited   | Preparer fees have been deposited.          |  |  |  |  |

## **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 search the EF database:

- 1. From the **Home** window, click **EF > Search EF Database**.
- 2. Enter an SSN, EIN, or name in the **SSN/EIN/Name To Search For** field of the **Search EF Database** window. To browse all records, leave this field blank.
- 3. Click **Go**. To scroll through the records for that taxpayer, use the arrows at the bottom of the screen or press PAGE UP or PAGE DOWN on your keyboard.

| SSN/EIN/Name to<br>400006003  | o Search for: SSN: Name: Tal<br>Go Taxpayer: 400006003 PEPPERS, CAYENNE & BELL<br>Spouse: 400000203 Performance and State Laboration  | OS<br>OK<br>F10 - Online DB     |
|---|---|---------------------------------|
| Ack Code and<br>Transmission Detail   | Daytime Phone:           100 HOPE STREET         Double Phone:           FRANKLIN         NC 28734  | F5 - Data Entry<br>Exit<br>Help |
| Federal<br>ACK Code:<br>ACK Date:<br>Transmitted:<br>Filing Status:<br>Refund Amount<br>Balance Due:<br>Where is my ref<br>Check Informat<br>Ck. Status | 1040     State     Reject Information       R IRS Rejected     03/11     Rejected Data: 400005004       03/11     11:36     Rejected Data: 400005004       10:00     Rejected Data: 400005004     Rejected Data: 400005004       10:01     Rejected Data: 400005004     Rejected Data: 400005004       11:02     Rejected Data: 400005004 <t< td=""><td>ect Info</td></t<> | ect Info                        |
| Record: 1 of 6  | ACK Date: 04/01 - ACK Code - A - PEPPERS, CAYENNE & BELL<br>ACK Date: 04/01 - ACK Code - P - State: NC - State Only - PEPPERS, CAYENN<br>ACK Date: 04/01 - ACK Code - P - PEPPERS, CAYENNE & BELL<br>ACK Date: 04/01 - ACK Code - P - State: NC - State Only - PEPPERS, CAYENN  | n Records                       |

#### Online EF Database

The online EF database displays real-time data on e-filed returns. 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 CSM data for one or multiple offices; and check the status of each IRS Service Center.

To access your online EF database from within the software:

- 1. From the Home window, click **Support**. (If you are already in the EF database, click **F10 Online DB**.)
- 2. Enter your EFIN and Drake password and click Log In.
- 3. Go to My Account > EF Database.

|                     | Determe D        |                        |                           |              |                              |                            |                     |
|---------------------|------------------|------------------------|---------------------------|--------------|------------------------------|----------------------------|---------------------|
| Overview            | Returns Repo     | ort                    |                           |              |                              |                            |                     |
| Returns             | [+] Instructions |                        |                           |              |                              |                            |                     |
| Bank Products       | [-] Options      | Data for Tax Year 2017 |                           |              |                              |                            |                     |
| Checks              | Return Type      | Return Status          | Date Range                | Report Opt   | ions                         |                            |                     |
| ees                 | 🗹 Federal        | Pending                | Start Date                | Pank Drodu   | ucto: With and without hank  | producto T                 |                     |
| ummary              | 🗹 State          | Accepted               | 01/01/2018 🛅              | Dalik Flout  |                              | products ·                 |                     |
| ptions •            | Extension        | Rejected               | End Date                  | Restrict to: | All EFINs 🔻                  |                            |                     |
| 00LS •              | Business         |                        | 01/17/2018 📰              | Saved Rep    | orts: Select •               |                            |                     |
| raud                |                  |                        |                           |              | 45                           |                            |                     |
| ian Out             | Create Report S  | ave Report             |                           |              |                              |                            |                     |
|                     |                  |                        | TaxPayer Lookup           | ID Numb      | Der: Name:<br>Address:       |                            |                     |
| ent Search          |                  |                        | 1                         | Spouse       | ID Number:                   |                            |                     |
| IN: 777777          |                  |                        | 1                         | EFIN: 77     | Filolie.                     |                            |                     |
| x Year 2017         |                  |                        | Accepted Returns          | ;            |                              |                            |                     |
|                     |                  |                        | Federal 1040              | Submis       | sion ld: 77777700541001      | 30096                      | DCN: 00777777000000 |
| Peserds Peturpedu 1 | 174              | Dage: 1 2 7 4 0        | Transmitted:              |              | Acknowledgement:             | Refund:                    |                     |
| FEIN                | Name             | Page: 1 2 5 4 9        | 1/17/2018 22:32           | EST          | Get 9325                     | S4,953.0<br>Direct De      | eposit              |
| 777777              | Name             | 01/19/201              | Filing Status: 2          |              | Preparer: 1                  | AGI: \$16,3<br>FIC: \$5.11 | 12.00               |
| 777777              |                  | 01/18/201              | 8 Tax Year: 2017          |              | Bill Amt: 250.00             |                            |                     |
| 77777               |                  | 01/19/201              | 18 NCD400                 | Submiss      | ion Id: 777777220000180      | 60534                      | DCN: 00777777000000 |
| 777777              |                  | 01/18/201              | 18 Transmitted:           |              | Acknowledgement:             | Refund:                    |                     |
| 77777               |                  | 01/18/201              | 8 1/18/2018 08:13         | EST          | A - 1/19/2018<br>Preparer: 1 | \$256.00<br>AGI: \$16.3    | 12 00               |
| //////<br>דדדדד     |                  | 01/18/201              | 8                         |              |                              |                            |                     |
| 77777               |                  | 01/19/201              | Tax Year: 2017            |              | Bill Amt: 219.00             |                            |                     |
| 77777               |                  | 01/18/201              | 18                        |              |                              |                            |                     |
|                     |                  | 01/17/201              | 18                        |              |                              |                            |                     |
|                     |                  |                        | Banking Informati         | ion          | Loan /                       | mount                      |                     |
|                     |                  |                        | Republic                  |              | \$4,95                       | 3.00                       |                     |
|                     |                  |                        | Product Status:           |              | Currer<br>RAC                | t Product:                 |                     |
|                     |                  |                        | Original Product          |              |                              |                            |                     |
|                     |                  |                        | RAC                       |              |                              |                            |                     |
|                     |                  |                        | Payment #1:<br>\$4,683.10 |              | Status<br>Avail              | able                       |                     |
|                     |                  |                        | Deposit #1:               |              | Depos                        | it Date:                   |                     |
|                     |                  |                        | \$4,953.00                |              | 1/26/2                       | 2018                       |                     |
|                     |                  |                        | Prep Fee:                 |              | Depos                        | ited:                      |                     |
|                     |                  |                        | \$215.00                  |              | \$215.                       | 00 1/26/2018               |                     |

### Webinar Summary

• The four steps for e-filing in Drake Software are:

Step 1 – Review return for e-File messages Step 2 – Prepare the transmission File Step 3 – Transmit the Return Step 4 – Process Acknowledgements

- It is recommended to go through all the options found in Setup > Options > EF tab prior to the start of tax season to ensure e-filing is properly set up.
- Be sure to e-file at least one test return prior to the start of tax season to verify a successful transmission has occurred.
- To make alterations to the e-file options for a single return, use the **EF** screen in return data entry.
- It is necessary to check for acknowledgements once returns have been efiled to ensure you have a complete EF database.
- Use the Online EF Database to view real-time data on e-filed returns and to run reports on EF data.

### e-File Overview



## **Presenter Bio**

Trent Fouts Education Specialist Drake Software



Trent joined Drake Software in 2008. Trent is a native of Franklin, North Carolina. His background includes over 16 years of customer service, corporate management, human resources, He has had the opportunity to gain experience in all of these areas ranging from retail management, hospitality management, culture-based travel and tourism, and is a Veteran of the United States Army. Trent has owned a tax practice using Drake Software. He is prepared to assist you in learning all aspects of Drake software products.

## **Presentation Slides**