

## **Drake 101: Data Entry**

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# Drake 101 – Data Entry

## Course Overview

This is a basic course designed to familiarize Drake Tax users with navigating data entry while preparing a tax return using Drake Tax 2019

## Learning Objectives

Upon completion of this course, the student will be able to use Drake Tax to:

- Create or Open a return
- Navigate within Data Entry Screens
- Enter basic Tax Return Information
- View and Calculate a Tax Return

## NOTES

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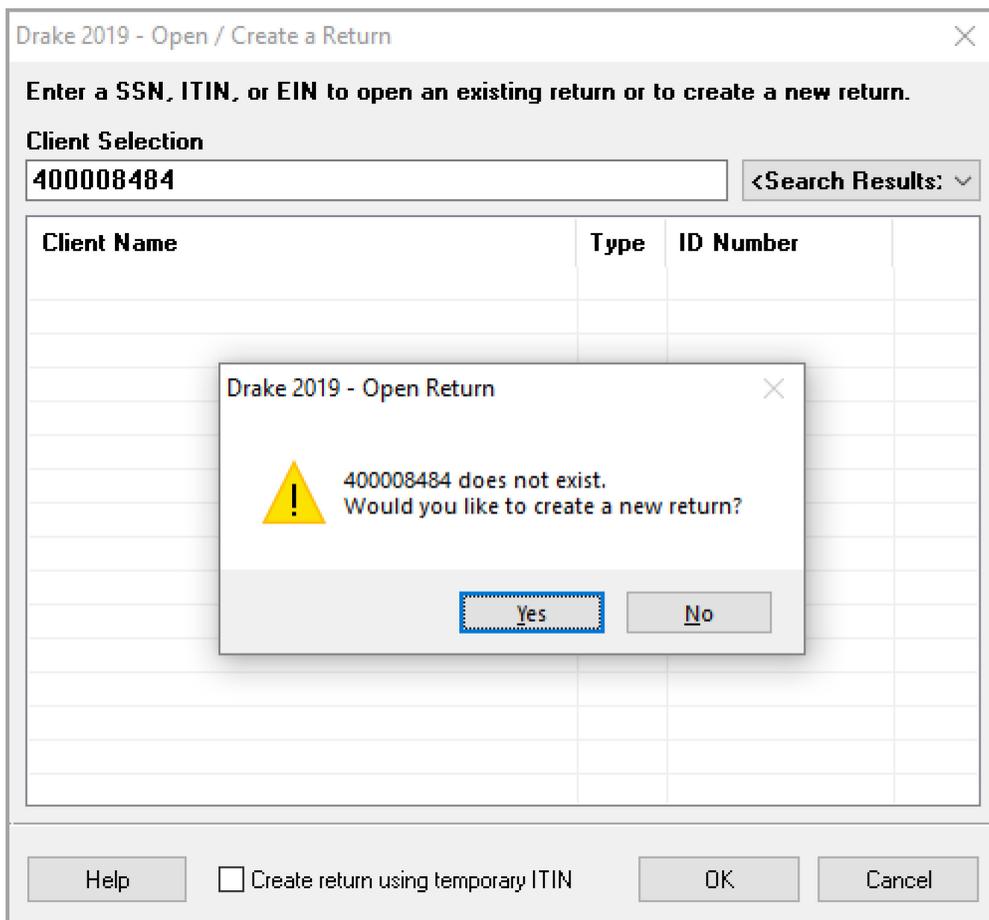
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## Data Entry

### Creating and Opening Returns

When you enter an ID number (SSN or EIN), the program 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.



## Screen 1 - Name and Address

Use screen 1 (**Name and Address**), accessible from the **General** tab, to enter information about the taxpayer for the top section of a Form 1040. Screen 1 is opened automatically upon creating a new return.

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### Name and Address and General Information

Taxpayer		Spouse	
Filing Status.....	Married Filing Jointly	SSN.....	400-00-2222
SSN.....	400-00-1111	First name.....	PRACTICE
First name.....	TEST	Last name.....	
Last name.....	WEBINAR	Date of birth.....	01-01-1982
Date of birth.....	01-01-1981	Age: 37 (as of 12/31/2019)	
Age: 38 (as of 12/31/2019)		Date of death.....	
Date of death.....		Occupation.....	TEACHER
Occupation.....	INSTRUCTOR	Phone Number	Extension
Daytime.....	828-524-8020	Daytime.....	828-524-8020
Evening.....		Evening.....	
Cell.....		Cell.....	
Best time to call.....		Best time to call.....	
Print on return.....		Print on return.....	
Fax.....		Fax.....	
Email / text msg.....	EDUCATION@DRAKESOFTWARE.COM	Email/text msg.....	WEBINARS@DRAKESOFTWARE.COM
<input type="checkbox"/> Dependent of another	<input type="checkbox"/> Full-time student	<input type="checkbox"/> Dependent of another	<input type="checkbox"/> Full-time student
<input type="checkbox"/> Presidential campaign	<input type="checkbox"/> Blind	<input type="checkbox"/> Presidential campaign	<input type="checkbox"/> Blind
Taxpayer did not live with spouse.....		<input type="checkbox"/> Nonresident alien	MFS claiming spouse exemption
Health insurance coverage.....	<a href="#">HC</a>	<input type="checkbox"/> Spouse is not filing a return	<input type="checkbox"/> Spouse has no U.S. income

In care of..... [ID Screen](#)

### Mailing Address

Street address..... 235 E PALMER ST Apt #.....

City..... FRANKLIN [Combat Zone](#)

U.S. ONLY State ZIP County  Stateside military address  
 NC 28734 MACON

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

Resident state NC Resident city School district

Foreign Account and Virtual Currency Questions [Video: Reporting Virtual Currency](#)  
 If taxpayer has any interest in or authority over any foreign account or foreign trust, OR at any time in 2019, received, sold, sent, exchanged or acquired any financial interest in any virtual currency, answer questions on this screen. [Foreign Accounts and Virtual Currency](#) **No Foreign Accounts or Virtual Currency**  
 Otherwise check here.....  Answer "No" to Sch B, Part III questions and Schedule 1, Virtual Currency question

Return Options	2210 Options	Miscellaneous Codes
Firm #..... =	2210 Code..... =	Code 1.....
Preparer #..... =	2018 Fed tax.....	Code 2.....
Data entry #..... =	2018 State tax.....	Code 3.....
ERO #..... =		Code 4.....
ES and OP codes..... <a href="#">ES</a>		Code 5.....
Invoice number.....		
Fee override..... =		

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



## FILING STATUS

Select a filing status from the **Filing Status** drop list at the top of screen **1**. Press F1 in the **Filing Status** field to view explanations for the available codes.

After making a selection from the **Filing Status** drop list, make any other selections necessary to explain the client's filing status:

- **Taxpayer did not live with spouse** drop list
- **Nonresident alien** check box for nonresident alien spouse
- **MFS claiming spouse exemption** check boxes for Married Filing Separately returns

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### Name and Address and General Information

Taxpayer

Filing Status..... 2 Married Filing Jointly

SSN..... 400

First name..... PRA

Last name.....

Date of birth..... 01-

Date of death.....

Spouse

name.....

name..... =

Date of birth.....

Date of death.....

INSTRUCTOR

Taxpayer did not live with spouse.....

Health insurance coverage.....

1 - The taxpayer did not live with the spouse for the last 6 months

2 - Taxpayer did not live with the spouse even 1 day during the year

Nonresident alien

Spouse is not filing a return

MFS claiming spouse exemption

Spouse has no U.S. income

## TAXPAYER INFORMATION

The taxpayer's name and SSN are entered as you create the return. Other important taxpayer data, such as date of birth, occupation, and contact information (phone numbers and email address) for the taxpayer (and spouse, if applicable) is entered on screen **1**. Note that not all fields in the Spouse column are activated if the filing status is something other than "Married Filing Jointly" fields that are activated should be completed.

## RESIDENCY INFORMATION

The **Mailing Address** section of screen **1** includes fields for both domestic and foreign addresses. If the resident state differs from the state in the mailing address, select the appropriate state code from the **Resident state** drop list near the bottom of screen **1**. 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.

## RETURN OPTIONS

To override the firm, preparer, data entry operator, or ERO select an entry from the drop list.

The screenshot shows a software window titled "Return Options". It contains several fields with dropdown menus:

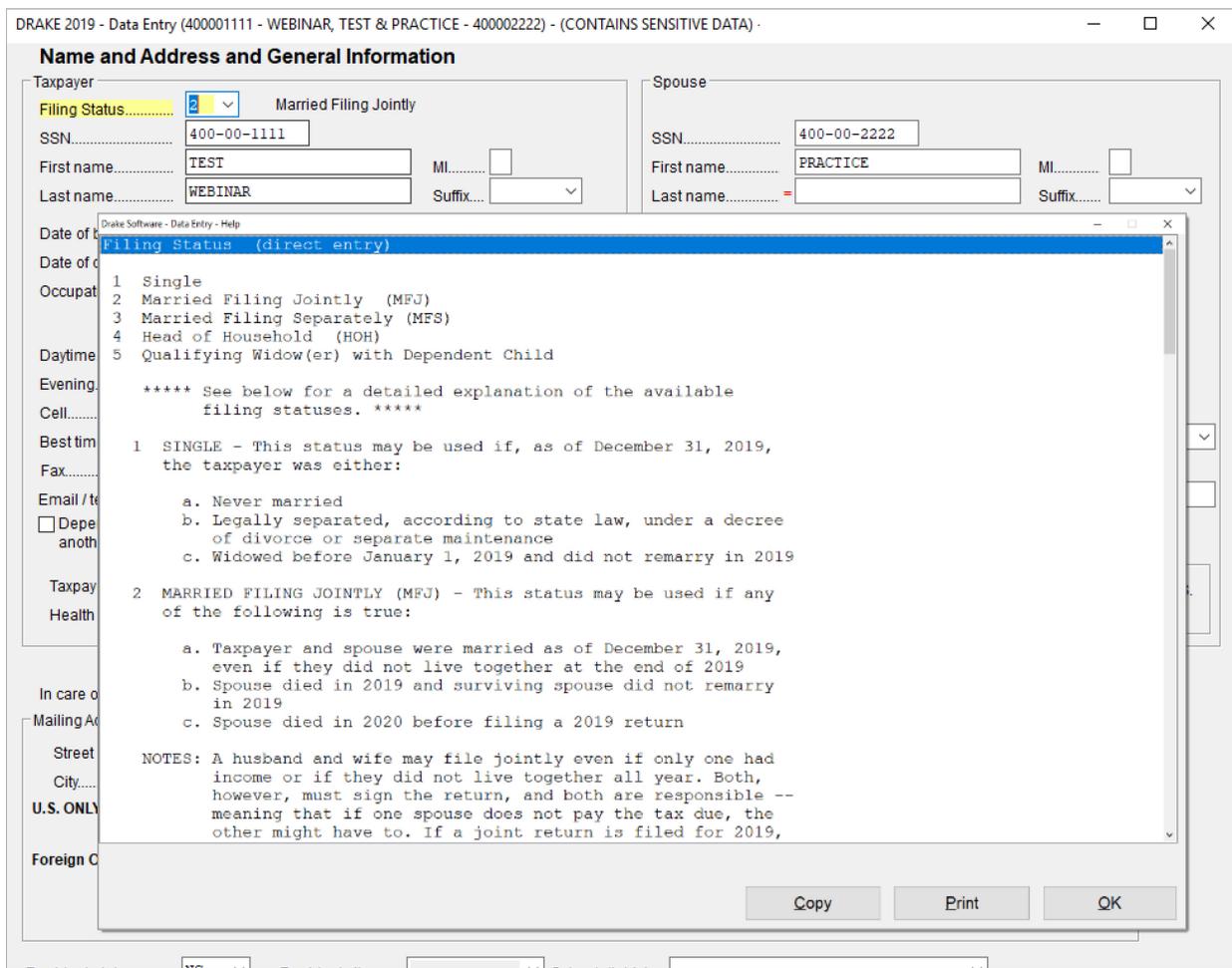
- Firm #**: A dropdown menu with a downward arrow.
- Preparer #**: A dropdown menu with a downward arrow, currently showing "1". A blue dropdown menu is open below it, listing:
  - NONE Self-Prepared Return (No Paid Preparer)
  - John John Doe CPA
  - 1 John Doe CPA (highlighted in blue)
- Data entry #**: A dropdown menu with a downward arrow.
- ERO #**: A dropdown menu with a downward arrow.
- ES and OP codes**: A text field containing "ES".

On the right side of the window, there are labels for "2210 Opti" and "2210 Code".

## FIELD HELP

Field help provides information about a selected field. There are three ways to access field help:

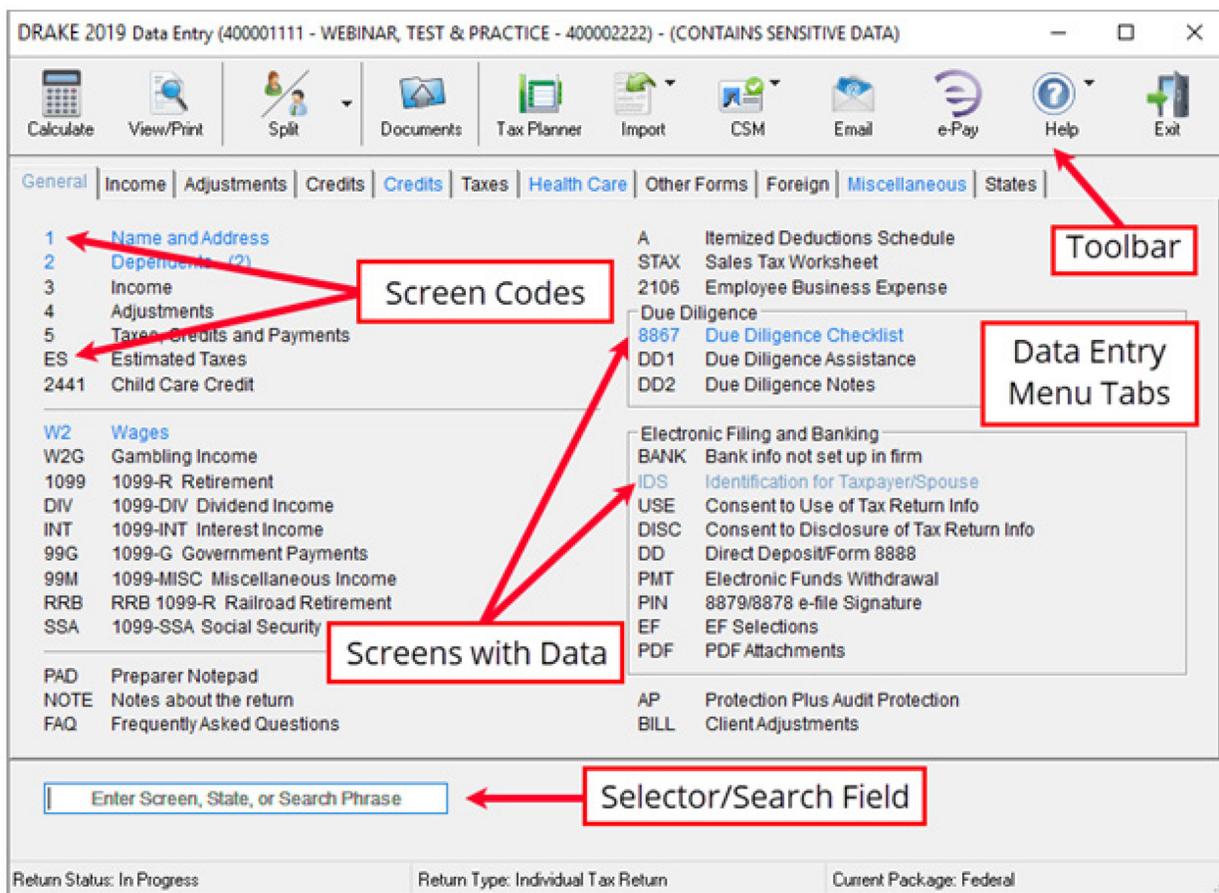
- Click inside a field and press F1
- Click inside a field and press SHIFT+?
- Right-click in a field and select **Help > Help for this Field** from the right-click menu



## Data Entry Menu

Returns are prepared in data-entry mode. Access data-entry screens from the **Data Entry Menu**. When in data entry, press ESC to save your data, exit the open screen, and return to the **Data Entry Menu**. Pressing ESC from the **Data Entry Menu** returns you to the **Home** window. While in data entry, you can use the TAB key, and the UP ARROW and DOWN ARROW keys to move from field to field, and the PAGE UP and PAGE DOWN keys to move from screen to screen.

The **Data Entry Menu** is displayed when you open a return. It consists of a toolbar, tabs, codes and names, the selector field, and the status bar.



## **Dependents**

Use screen **2 (Dependents)**, accessible from the **General** tab, to complete the “Dependents” section of Form 1040. Use a separate screen for each dependent, pressing **PAGE DOWN** to open each new screen. Data is saved automatically upon exiting a screen. The number of active **Dependents** screens is shown on the **Data Entry Menu**.

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**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: CHILD ONE M.I.: - Last name (if different): SSN: 400-00-1212 Relationship: DAUGHTER Months in home: 12 Date of birth: 01-01-2010

**Childcare Expense Information** [Form 2441](#)

Qualifying childcare expenses incurred and paid in 2019: Portion of qualifying expenses provided by employer: Age determined by date of birth: Age: 9 as of 12/31/2019

TSJ: State: 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](#)

	Yes	No	Not Applicable
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).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could another person qualify to claim this dependent?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>If YES:</b> 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"/>	<input type="checkbox"/>
Did the dependent live with the taxpayer in the U.S. for more than half of the year?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b> 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"/>
<b>11</b> 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 of the year?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b> 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 eligibility EIC and/or CTC for this dependent? Check 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"/> Doctor statement
<input type="checkbox"/> Landlord or property management statement	<input type="checkbox"/> Other healthcare provider statement
<input checked="" type="checkbox"/> Healthcare provider statement	<input type="checkbox"/> Social services agency or program statement
<input checked="" 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="text"/>
<input type="checkbox"/> Place of worship statement	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. <a href="#">DD2</a>
<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"/>	

**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	<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

Record 1 of 2 Press F1 or Right-Click for Help (Screen Help)

## SCREEN HYPERLINKS

Hyperlinks in data entry allow easier, quicker data entry. Hyperlinks are available in all packages. Use links to move quickly from one screen to a related screen without having to return to the **Data Entry Menu**. Some screens have links that open quick help videos.

## CHILDCARE EXPENSE INFORMATION

Use Screen **2441** to enter information for Form 2441, Child and Dependent Care Expense Credit.

Enter data on both the 2441 screen and screen 2 for each dependent for whom expenses were incurred.

To qualify for the childcare credit, parents must have earned income, be full-time students, or be disabled. If a spouse does not have income but is disabled or a student, then enter \$250 (one child) or \$500 (two or more children) for each month the spouse was a student or disabled. This information is entered near the bottom of the **2441** screen in the **Earned income for 2441 purposes ONLY** field. An entry in these fields affects Form 2441 amounts only and must be at least as great as the childcare expenses.

	Taxpayer	Spouse
12 Employer-provided dependent care benefits received in 2019.....	=	=
13 Amount carried over from 2018 and used in 2019 during the grace period.....		
14 Amount forfeited or carried forward to 2020, if any.....		
16 Amount of qualifying expenses incurred in 2019.....	=	=
4, 5, 18, 19 Earned income for 2441 purposes ONLY.....	+/-	+/-
22 Amount of line 12 that is from taxpayer's sole proprietorship or partnership.....		

## Form W-2 Entry Screen

Use screen **W2 (Form W2 –Wage and Tax Statement)**, accessible from the **General** tab, to enter W2 data.

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

### Form W-2 - Wage and Tax Statement

TS  F  Special tax treatment

Employer information is required for e-file

EIN..... 56-1231213  
 Name..... THE GREATEST JOB  
 Name cont.....  
 Street..... 111 MAIN ST  
 City..... FRANKLIN  
 U.S. ONLY State ZIP  
 NC 28734  
 Foreign ONLY Province/State Country Postal Code  
 <Click to Access>

1 Wages, tips 50000  
 2 Federal tax w/h 5000  
 3 Soc Sec wages 50000  
 4 Soc Sec w/h 3100  
 5 Medicare wages 50000  
 6 Medicare tax w/h 725  
 7 Soc Sec tips  
 8 Allocated tips  
 9 Verification Code  
 10 Dep care benefit

Form 2441  
Form 8880

Employee name and address (if different from screen 1)

Name: First...= TEST Last...= WEBINAR  
 Street.....= 235 E PALMER ST  
 City.....= FRANKLIN  
 U.S. ONLY State ZIP  
 = NC = 28734  
 Foreign ONLY Province/State Country Postal Code  
 = <Click to Access> =

11 Non-qualified plan  
 12 Code Amount Year  
 13  Statutory employee  
 Retirement plan  
 Sick pay  
 14 Other SEHI QSEHRA

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

NC 0000000000 50000 1500

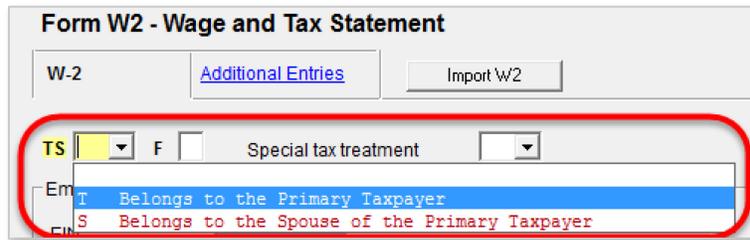
Was this W-2 altered or handwritten? (Nonstandard)  Corrected W-2  Do not update  Agent for Employer

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

Record 1 of 1 Press Page Down for New Screen; Ctrl+Tab for Next Tab Press F1 or Right-Click for Help (Screen Help)

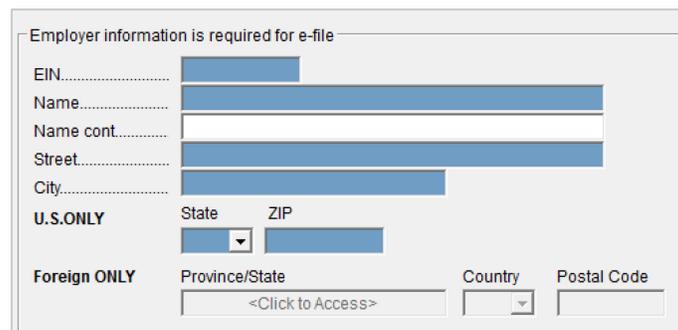
## TS OR TSJ FIELDS

The **TS** or **TSJ** fields assigns the data on a screen to the Taxpayer (T), Spouse (S), or both (J).

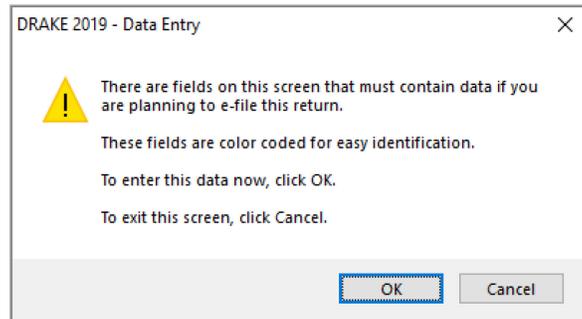


## REQUIRED FIELDS

Fields that require completion before a return is eligible for e-file are highlighted in blue.



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, to remind you only once per data-entry session, or not at all. From the **Home** window, go to **Setup > Options > Data Entry** tab to choose these setup options. From the **Home** window, go to **Setup > Colors** to change the color of the required fields.



## W-2 WAGES

The **W2** screen is designed to reflect the IRS Form W-2, Wage and Tax Statement. Data entered here must match the client's W-2 form. The following fields can be completed automatically by the program:

- **Names and Addresses** — If the employer's EIN is in your Drake database, the employer's information is filled automatically once you enter the EIN. The employee information is filled automatically once **T** or **S** is selected at the top of the screen. Nothing needs to be typed into these fields unless the information differs from what was previously entered in the program.
- **Wages and Withholding** — When wages are entered in box **1**, boxes 3–6 are filled automatically. These amounts should match those on the taxpayer's W-2.

## W-2 VERIFICATION (OPTIONAL)

Verification fields (activated from **Setup > Options > Data Entry** tab) help ensure that wage and withholding amounts are correct by requiring re-entry of federal and state wage and withholding amounts at the bottom of screen **W2**.

Wages and Withholding Verification  
To ensure the accuracy of wages and withholding amounts, re-enter the amounts from boxes 1, 2, 16, and 17 of the client's W-2.

Federal		State1		State 2 (If applicable)	
1 Wages, tips	2 Federal tax w/h	16 ST wage	17 ST tax	16 ST wage	17 ST tax
<input type="text"/>	<input type="text"/>				

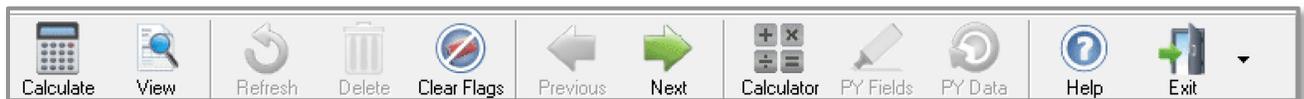
## ADDITIONAL ENTRIES TAB

If the taxpayer has W-2 information from more than four states, it is no longer necessary to open a new **W2** screen. 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. There are also four more lines of data-entry fields for boxes 12 and 14, and for four lines of **School District** fields.



## DATA ENTRY TOOLBAR

The Data Entry Toolbar, available on all data entry screens in all packages, federal and state, allows you to perform several functions without the need to leave the screen, use a macro or keyboard combination, or select from a right-click menu.



To view the toolbar, move your mouse pointer to the top of any data entry screen. Click the buttons on the toolbar to perform the various functions. Certain buttons are activated depending on previous-year's return or current-year entries. To close the toolbar, click elsewhere on the screen.

To calculate the return or open it in View mode from the data entry screen, click the respective button on the left side of the toolbar. Click **Delete** to delete the open screen. If the **Clear Flags** button is active, that means reminder “flags” were generated for the open screen. One click clears all flags on the screen.

The **Previous** and **Next** buttons operate just as do the PAGE UP, PAGE DOWN, CTRL+PAGE UP, and CTRL+PAGE DOWN keys on your keyboard. When a return contains multiple instances of such screens as **W2**, pressing PAGE UP and PAGE DOWN moves you through the various instances of that screen. If there are no other instances of a screen—when only one screen has been entered—then pressing PAGE UP or PAGE DOWN moves you to the next connected screen; for instance, if you open screen **3 (Income)**, and click the Next button, the program opens screen **4 (Adjustments)**. Click **Next** again and move to screen **5 (Taxes, Credits, and Payments)**. Click **Previous** to move back to the previous linked screen.

If there are no connected screens available and multiples of the open screen, the **Previous** and **Next** buttons are inactive.

The Calculator button opens a calculator function in the program.

The **PY Fields** and **PY Data** buttons activate the LookBack feature, displaying which fields on the open screen had data entered in the prior year's return (if that return was done in Drake Software's tax program) and what that data was. Click **PY Fields** to see which fields contained data in 2015; click **PY Data** to see the data.

Click **Help** to open a screen help for this screen. (An inactive **Help** button means no screen help exists for this screen.)

The **Exit** button give you the option of closing the screen while saving the entered data, or (by clicking the arrow to the right of the **Exit** button), closing the screen without saving the data.

To disable the new data entry toolbar, from the menu bar of the **Home** window of Drake Software, go to **Setup > Options, Data Entry** tab, and on the lower left corner of the window, clear the **Enable Data Entry toolbar** check box.

## **SCHEDULE C**

Screen **C**, **Self-Employed Income**, covers Schedule C, Profit or Loss from Business (Sole Proprietorship). Access screen **C** from the **Income** tab. Several screens in Drake (such as the **99M**, **AUTO**, and **4562** screens) can be associated with a Schedule C using the **For** and **Multi-form Code** boxes of those screens.

### Schedule C - Profit or Loss from Business

Income/Expenses [Carryovers/State Info](#)

TS F  ST  City  PAN  [Video: Car and Truck Expenses](#) State Information [HI](#) [PA](#) [SC](#)

A Business or Profession/Product or Service..... CATERER B Business code.... 722300

C Business name..... CATERING SERVICES OF AMERICA D Employer ID #.....

E Street address..... 1111 MAIN STREET [Video Tip: Business Code Search](#)

City..... FRANKLIN

U.S. ONLY State, ZIP..... NC 28734

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

F Accounting method if not cash.....  Accrual  Other: \_\_\_\_\_

G  Did NOT materially participate in 2019 I Taxpayer made payments in 2019 that would require taxpayer to file Forms 1099.....  Yes  No

H  Taxpayer started or acquired this business during 2019 J If "Yes," did or will taxpayer file all required Forms 1099?.....  Yes  No

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**Part I - Income**

1 Gross receipts/sales..... +/- 50000 **Statutory employee wages entered on screen W2 flow to Schedule C automatically when the "Stat employee" box on line 13 of screen W2 is marked and the "Special tax treatment" code selected on screen W2 is "1" through "9."**

2 Returns and allowances.....

6 Other income.....

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**Part II - Expenses**

8 Advertising..... 1250	19 Pensions/profit share.....
9 Car and truck expenses..... <a href="#">AUTO +/-</a>	20 Rent - vehicle, machinery.....
10 Commissions and fees..... 100	21 Rent - Other.....
11 Contract labor..... 1500	22 Repairs/maintenance.....
12 Depletion..... <a href="#">DEPL =</a>	23 Supplies..... 2900
13 Depreciation..... <a href="#">Form 4562 +/-</a>	24 Taxes and licenses.....
Depreciation adjustment (AMT)..... +/-	25 Travel.....
14 Employee benefits.....	Meals (50%).....
15 Insurance..... 2500	Meals (80%).....
16 Interest - mortgage..... <a href="#">Form 1098</a>	26 Utilities..... 12000
Interest - other.....	27 Wages.....
17 Legal and professional services..... 4000	27a Other expenses.....
18 Office expense..... 1250	

30 Business use of your home..... [Form 8829](#)

32b  Some investment is NOT at risk [Form 6198](#)

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**Part III - Cost of Goods Sold**

33 Inventory valuation method (if not cost)

Lower of cost or market

Other [SCH](#)

34 Change in method:  Yes [SCH](#)

35 Beginning inventory.....

36 Purchases less personal.....

37 Cost of labor.....

38 Materials and supplies.....

39 Other costs.....

41 Ending inventory.....

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**Part IV - Information on your vehicle** [AUTO](#)

Family health coverage [Read field help](#) [SEHI](#)

Income to be excluded per Notice 2014-7.....

Taxpayer disposed of business during 2019  Exempt notary income

Carry to Form 8960, line 7  Paper boy excluded from SE

Professional gambler  Clergy Schedule C

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**Qualified Business Income (QBI) Deduction**

Treat as a "specified service business"

Business aggregation number (BAN).....

W-2 wages paid..... =

Unadjusted basis of all qualified property immediately after acquisition..... =

Override calculated qualified business income (or loss)..... =

Qualified business income allocable to cooperative payments.....

W-2 wages allocable to cooperative payments.....

Section 179..... =

Section 1231 Gain/Loss..... =

Deduction for one-half of SE tax..... =

Self-employed Health Insurance Deduction..... =

Self-employed Pension Deduction..... =

## Business Codes

To locate a specific business code, place the cursor in the **Business Code** box (field **B**) and press CTRL+SHIFT+S (or right-click in the field and select **Search**). Enter a search term and click **Go**. All codes that include the search term are displayed. Double-click the desired code or select one and click **OK** or press ENTER.

**Schedule C - Profit or Loss from Business**

Income/Expenses [Carryovers/State Info](#)

TS F  ST  City  PAN  [Video: Car and Truck Expenses](#) State Information: HI PA SC

A Business or Profession/Product or Service..... CATERER **B Business code.... 722300**

C Business name..... CATERING SERVICES OF AMERICA D Employer ID #.....

E Street address..... 1111 MAIN STREET

City..... FRANKLIN [Video Tip: Business Code Search](#)

U.S. ONLY State, ZIP..... NC 28734

Foreign ONLY Province/State, Country, Postal Code

F Accounting method if not cash.....  Accrual  Other

G  Did NOT materially participate in 2019 I Taxpayer n

H  Taxpayer started or acquired this business during 2019 J If "Yes," dic

**Part I - Income**

1 Gross receipts/sales.....

2 Returns and allowances.....

6 Other income.....

**Part II - Expenses**

8 Advertising..... 1250 19 Pensions/profit s

9 Car and truck expenses..... [AUTO +/-](#) 20 Rent - vehicle, m

10 Commissions and fees..... 100 Rent - Other.....

11 Contract labor..... 1500 21 Repairs/mainten

12 Depletion..... [DEPL =](#) 22 Supplies..... 2900  Other [SCH](#)

13 Depreciation..... [Form 4562 +/-](#) 23 Taxes and licenses..... 34 Change in method:  Yes [SCH](#)

Depreciation adjustment (AMT)..... +/- 24 Travel..... 35 Beginning inventory.....

DRAKE 2019 - Data Entry - Search

Please input search data: food

Results:

- 311110 Animal food mfg.
- 311400 Fruit & vegetable preserving & specialty food mfg.
- 311710 Seafood product preparation & packaging
- 311900 Other food mfg. (including coffee, tea, flavorings, &
- 445220 Fish & seafood markets
- 445290 Other specialty food stores
- 624200 Community food & housing, & emergency & other relief services
- 722300 Special food services (including food service contractors &**

## Adjustment Fields

..... 1 +/-

..... 2

..... 6

Fields that allow adjustments are preceded by a plus/minus sign (+/-) and display blue text by default. Data in these fields adjust program calculations by the amount entered. A positive number increases the calculated amount; a negative number decreases it.

### Detail Worksheet

Use detail worksheets to enter up to 30 items for a numeric field. Totals are calculated automatically.

To use a detail worksheet:

1. Select the numeric field to which the worksheet will apply and take one of the following steps to open a **Detail Worksheet**:
  - Double-click the field
  - Press CTRL+W
  - Right-click and select **Add Worksheet**
2. Enter or edit the worksheet **Title**.
3. Enter a **Description** and **Amount** for each item. Do not skip lines. As needed, use F1, F2, F3, and F4 to sort items in the list.
4. Press ESC. Drake saves your work and displays the total in data entry. Note that the field is shaded red to indicate a worksheet is present.

**Detail Worksheet**

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

Title: SCHEDULE C, LINE 8 - ADVERTISING

Description	Amount
INTERNET ADS	500
NEWSPAPER	500
MAGAZINE ADS	250
TOTAL	1250

### **Schedule C, Line 48 – Other Expenses**

An entry in the “other expense” fields on screens **C** and **F** opens a CTRL+W worksheet automatically where you have more rooms to list these other expenses.

## **Schedule A**

Use screen **A** to enter data for Schedule A, Itemized Deductions.

If screen **A** has been completed for a return, the software determines which is more advantageous for the taxpayer—itemizing *or* taking the standard deduction. To select one or the other, mark the applicable **Force** box at the top of screen **A**.

If screen **A** has been completed for a return, Schedule A will be generated—even if the standard deduction is being taken. You can set up the option to have the software generate Schedule A only when it is required. To do so, go to **Setup > Options > Form & Schedule Options** tab and select **Print Schedule A only when required**.

**Schedule A - Itemized Deductions** [Print Options](#)

TSJ  F  ST  CITY

Force itemized  
 Force standard

State Information  
[AR](#) [HI](#) [IA](#) [KY](#) [PA](#) [NY](#) [Charitable](#)  
[NY-214](#) [NY-249](#) [VA](#) [VT](#) [WI](#)

**Medical and Dental**

**1** Health insurance premiums.....   
[Long Term Care Premiums](#)  
Number of medical miles.....   
Other medical and dental expenses.....

**Taxes You Paid** [Video: SALT Limitations](#)

**5** Income taxes..... +/-   
General sales tax..... [STAX](#) screen.....   
 Force income tax  Force sales tax

**5b** Real estate..... +/-   
Taxes that qualify for State Property Tax Credit.....

**5c** Personal property.....

**6** Other.....

**Interest Taxpayer Paid** [Loan Limit Worksheet](#)

**8a** Home mortgage interest and points reported on [Form 1098](#) +/-   
 Some home mortgage loans not used to buy, build, or improve taxpayer's home

**8b** Home mortgage interest not reported on Form 1098  
Name.....  SSN/EIN   
Street.....   
City.....   
U.S. Only State ZIP  
   
Foreign Province/State Country Postal Code  
 <Click to Access>    
Amount.....   
Portion of lines 8a and 8b that is home equity interest.....

**8c** Points not reported on Form 1098..... +/-

**8d** Mortgage Insurance Premiums.....

**9** Investment interest..... [Form 4952](#)

**Gifts to Charity**

**11** Gifts by cash or check.....   
Disaster contributions not included above.....   
30% limitation.....   
Charitable miles.....

**12** Other than by cash or check..... [Form 8283](#)

**13** [Charitable Contributions Carried over from prior years](#)  
[Video: Charitable Contributions Carryovers](#)

**Other Miscellaneous Deductions**

**16** Other not subject to 2% limit

For states not conforming to new federal changes

**Job Expenses and Most Other Misc Deductions**

Unreimbursed employee expenses: [Form 2106](#)

Tax preparation fees.....

Other expenses:

Investment expenses not entered elsewhere.....

**Home Mortgage Interest**

Home equity interest not deductible on federal return

Overrides for state allocations for line 5e (First A screen ONLY)

Real estate taxes..... =   
Personal property taxes..... =

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

## LOOKBACK

The LookBack feature allows you to see prior year's data entry on current year Drake screens.

With Drake open to a data-entry screen, press the F11 key and any field on the open screen that contained data last year will be highlighted in a contrasting color. To see what the actual entry was in the previous year, press F12 to open a read-only version of the open screen. Press any key to return to data entry for 2016. You can also right-click anywhere on an open screen and select **Highlight prior year fields** or **Show prior year data**.

**F11**

19	Pensions/profit share.....	19	
20	Rent - vehicle, mach.....	20	
	Rent - Other.....		
21	Repairs/maintenance.....	21	1200
22	Supplies.....	22	
23	Taxes and licenses.....	23	
24	Travel.....	24	250
	Meals and entertainment.....		
25	Utilities.....	25	
26	Wages.....		
30	<a href="#">Form 88:</a>		

**F12**

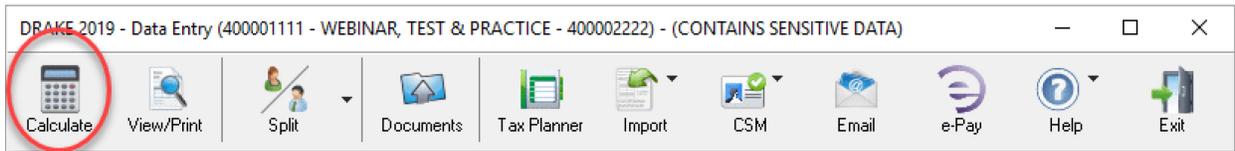
19	Pensions/profit share.....	19	
20	Rent - vehicle, mach.....	20	
	Rent - Other.....		
21	Repairs/maintenance.....	21	
22	Supplies.....	22	
23	Taxes and licenses.....	23	800
24	Travel.....	24	
	Meals and entertainment.....		
25	Utilities.....	25	600
26	Wages.....	26	
30	<a href="#">Form 8829</a>		

Additionally, you can access the Lookback feature from the data entry toolbar.

# Return Results

## Calculating a Return

To calculate a return from data entry, press CTRL + C or click **Calculate**. By default, results are displayed in the **Calculation Results** window.



The 'Calculation Results' window displays a summary table and a list of error messages. The 'EF Status' column in the table has red 'X' marks. The error messages list includes an 'INVALID PIN' error for the Federal package.

	Total Income	Taxable Income	Total Tax	Refund	Balance Due	Payment Meth...	EF Status
Federal	72,769	33,973	3,462	1,849	0	Receive Check	✘
NCD400	72,769	40,527	2,128	0	628	Check or CC	✘

EF Messages - Double click on any highlighted item in the list below to fix the problem:

Package	Code	Description - (right-click for full description)
Federal	5092	INVALID PIN: The taxpayer's PIN must be five digits (Do not use five...
NC	9069	Taxpayer PIN signature entered on the "PIN" screen...

Return Notes:  
NC Electronic Filing NOT allowed - See Message Page

Fee Type	Amount
Preparation Fee	\$0.00

**Total Tax Refund: 1,221**

Current Program: Calculation Complete **SEE MESSAGE PAGE**

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

## EF STATUS COLUMN

The **EF Status** column of the **Calculation Results** window displays the e-file eligibility of any federal and state forms calculated for the selected return. A green check mark is displayed when the return is eligible for e-file—that is, when there are no EF Messages and no other products have been selected on the **EF** screen. A red **X** indicates that a prepared product is not eligible, having received an EF Message.

Any of the other federal products that are eligible to be e-filed (for instance, extension requests, amended returns, Forms 4868, 2350, 9465, or 56) and that will be a part of the e-file transmission also receive green check marks when they have been selected for e-file on the **EF** screen and they have no EF Messages.

Indicator	EF eligibility
Green check mark 	Default product is eligible and has no EF Messages; other eligible products have been selected for e-file and have no EF messages
Red X 	Product not eligible for e-file due to EF Messages
<b>Accepted</b>	Product has already been transmitted and has received “A” acknowledgment. (Product appears on <b>ESUM</b> screen with “A” ack)
<b>Suppressed</b>	Occurs with any product included in the return that is ready for e-file (no EF Message) but a <b>Do NOT send Federal, Do not send any states, Suppress federal/state EF</b> check box has been selected on the <b>EF</b> screen or at <b>Setup &gt; Options &gt; EF</b> tab
<b>Not Selected</b>	Occurs on any product included in the return that is ready for e-file (no EF Message) but has not been selected on the <b>EF</b> screen.
<b>Not Available</b>	Indicates that e-file is not available for a specific state product. Can be used in a federal product for forms that are part of the federal product but will not be e-filed with the return. (For instance, Form 5227 in the 1041 package. Even though you can complete the form in Drake, the 5227 will receive a “Not Available” indicator because the IRS accepts the 5227 in paper form only.)

The **Return Notes** section in the **Calculation Results** window 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-file. They also appear on the NOTES page in View mode.

## Viewing and Printing a Return

### VIEW/PRINT MODE

To View a return from data entry, press CTRL + V or click **View** from the data entry toolbar.

Viewing a return displays all the forms generated for the return. You can toggle from data entry to View mode by pressing CTRL + V to jump to view mode, and then CTRL + E to go back to data entry.

Drake 2019 View/Print Client Return | WEBINAR, TEST & PRACTI (400001111) - (CONTAINS SENSITIVE DATA)

Toolbar

Select Forms to View/Print

Form category tabs

Forms, schedules, and worksheets generated

Expand and collapse

Form 1040 U.S. Individual Income Tax Return 2019

Filing Status:  Single  Married filing jointly  Married filing separately (MFS)

Home address (number and street). If you have a P.O. box, see instructions: 235 E PALMER ST, FRANKLIN, NC 28734

(1) Name	(2) Social security number	(3) Relationship to you	(4) Child tax credit	Credit for other dependents
CHILD ONE WEBINAR	400-00-1212	DAUGHTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHILD TWO WEBINAR	400-00-2121	SON	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## **Signing the Return**

### **8879**

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

Use the **PIN** screen, accessible from the **General** tab, to complete Form 8879. The generated return uses both the taxpayer's PIN and the ERO's Practitioner PIN. The PIN entered must match either the PIN of the **Default ERO** (selected at **Setup > Options > EF** tab) or the PIN of the preparer specified in the **Preparer #** override field on screen 1.

DRAKE 2019 - Data Entry (400001111 - WEBINAR, TEST & PRACTICE - 400002222) - (CONTAINS SENSITIVE DATA)

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

PIN signature date..... 04-15-2020    ERO's PIN signature..... [REDACTED]

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..... 45464    Taxpayer entered:     Identity Protection PIN..... [REDACTED]

Spouse's PIN signature..... 62848    Spouse entered:     Identity Protection PIN..... [REDACTED]

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)     4868 with payment     2350     9465     56

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**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.

---

	Taxpayer	Spouse
Prior Year AGI.....	[REDACTED]	[REDACTED]
Prior-year PIN.....	[REDACTED]	[REDACTED]

---

[REDACTED] Print filing instructions for Form 8878 and Form 8879

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

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

## Presenter Bio



**Amanda Watson EA**  
**Education Tax Team Lead**  
**Drake Software**

Amanda Watson EA joined Drake Software in June 2003. For over 10 years, she worked in customer service spending many years as a member of the Client Relationship Management Team where she provided top-level account management to multi-site customers and handled advanced escalations. In September 2013, Amanda joined the Education Department at Drake Software where she serves as the Education Tax Team Lead. In this role, she develops and executes tax software training and serves as the project manager for Drake Tax customer training.