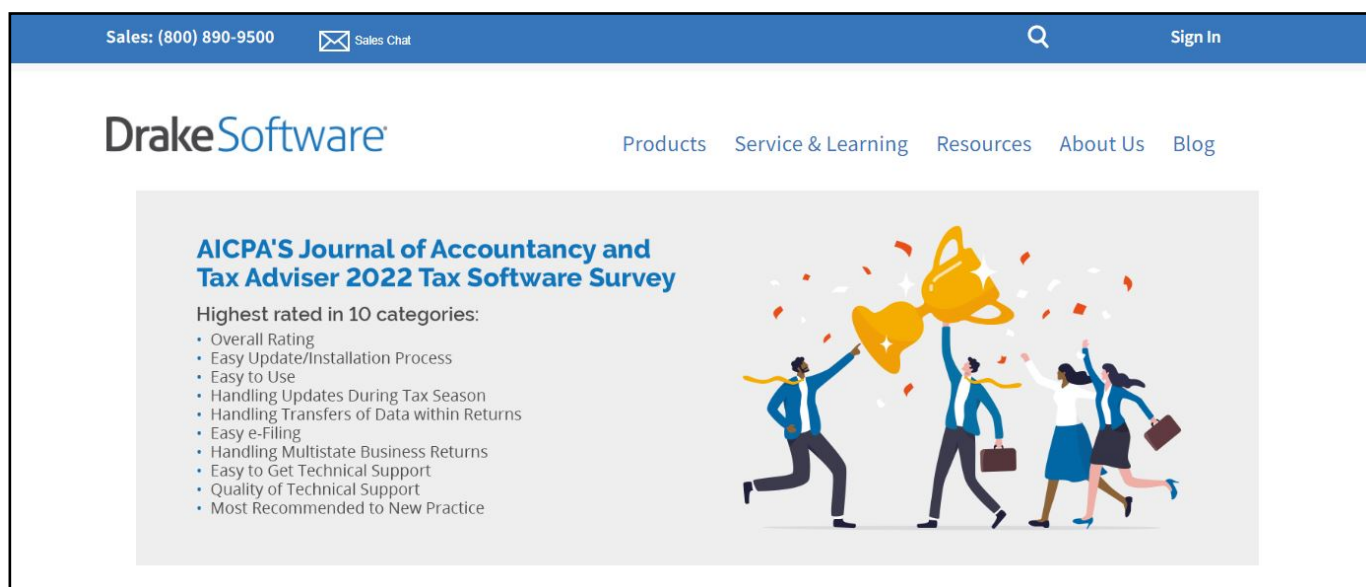


Drake Quick Start Guide

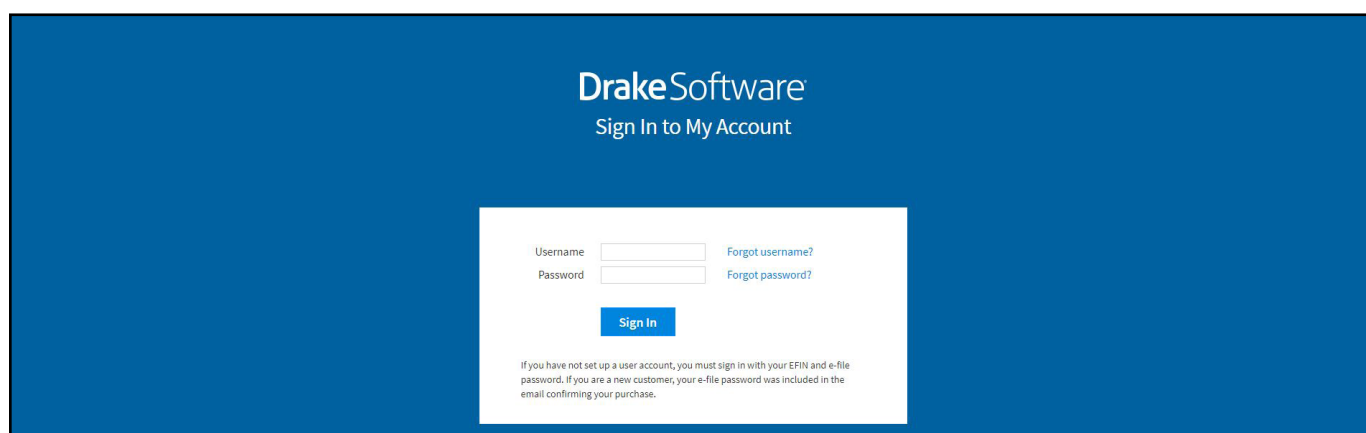


Here are the instructions to help you sign up for your free GruntWorx trial and how to activate your GruntWorx account in Drake Tax. If you have already signed up for your trial account, you can jump to the **Using GruntWorx within Drake Software** section.

- 1 Go to DrakeSoftware.com.



- 2 Sign in to the Drake Software Customer Support site.



- 3 Select **GruntWorx** from the **Products** drop list.

DrakeSoftware Gruntworx | Sign Out

Home Account Reports Purchasing Products Supporting Products Audit Assistance Drake E-Payment Center Drake Portals E-Pay Card Processing E-Sign GruntWorx Integrated File and Pay

Welcome to the Customer Resource Center

Account Details

Signed in as:
Billing address:
Phone number:
Email address:
Account Number:

[Change account details](#)

Renew your software
Drake Power Bundle • Drake Tax Unlimited • Pay-Per-Return

Training Resources

Update Schools — Sign up for an annual Drake Update School to get all of the latest information on tax updates, industry topics, and what's new in Drake.

Classroom Training — Sign up for classes on Drake Tax, Drake Accounting and more.

DrakeCPE is a resource for tax continuing education courses. Choose from a variety of courses in self-study and on-demand format.

Tools to Help Build Your Practice

Drake E-Pay Merchant Card Processing — Accept customer credit and debit cards as payment.

Drake Portals — Safe, convenient online file transfer — for your clients, for your business.

Audit Assistance — Earn extra income while offering your

Software Downloads

- 4 Click **Activate Your Account** to sign up for the free trial.

Note: If the **Activate Your Account** option isn't available, it means GruntWorx has already been activated within your software.

DrakeSoftware Gruntworx | Sign Out

Home Account Reports Purchasing Products Supporting Products Audit Assistance Drake E-Payment Center Drake Portals E-Pay Card Processing E-Sign GruntWorx Integrated File and Pay

Buy GruntWorx

GruntWorx is a secure tax preparation automation technology that replaces manual document organization and data entry. This not only helps you convert to a truly paperless office, but it also saves up to 40% of the time spent entering data! Learn more about how [GruntWorx can benefit your practice](#). You can also [sign up for a GruntWorx webinar](#).

Try GruntWorx today, and get \$40 added to your GruntWorx account

Click the button below, and start saving time and money!

Activate Your Account

Already a current customer? Accept our gift of \$40!

Click the button below to get \$40 added to your GruntWorx account.

\$ 40 Gift

[Pricing](#)

- 5 Proceed to the next section, **Using GruntWorx within Drake Software**.

QUICK START GUIDE

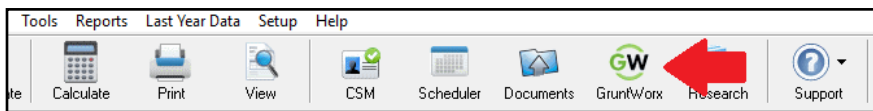
GruntWorx®

Using GruntWorx Within Drake Software

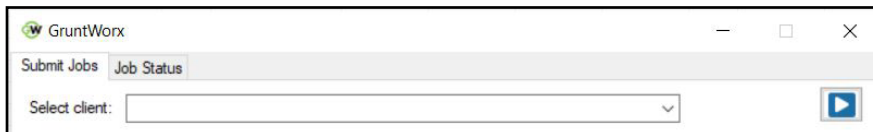
DrakeSoftware®

Below are the instructions to walk you through using GruntWorx within Drake Software.

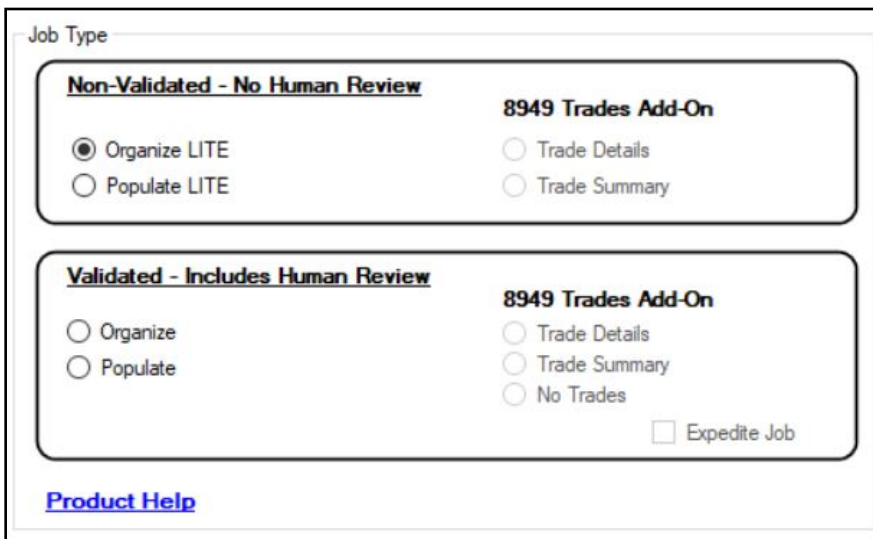
- 1 Launch Drake Software.
- 2 Select the **GruntWorx** icon in the toolbar.



- 3 Choose your client by clicking the **Select client** drop list.



- 4 Select the **Job Type** you want to use.



GruntWorx Organize LITE

Organizes, bookmarks, and labels scanned tax documents so you can easily find and review any document without human validation within minutes.

GruntWorx Populate LITE

Automate data entry into tax software using self-validation tool to review data before import. Includes Organize LITE.

GruntWorx Organize

Organizes, bookmarks, and labels scanned tax documents so you can easily find and review any document and includes human validation.

GruntWorx Populate

Reduces data entry with accurate data extraction and population into most tax software.

GruntWorx Trades Detail

Transforms trade details on scanned consolidated brokerage statements into a spreadsheet file, which can be imported into most tax software.

GruntWorx Trades Summary

Extract just the summary information from a brokerage into Excel. Add-on to Organize or Populate. Included with Populate LITE.

- 5 Click the **Add Files** button to select and add your client's scanned source documents. You can add up to 10 files (maximum of 50 MB per file) for a total of 500 MB at one time. You can also scan your client files and add them here in one step.

! IMPORTANT: Make sure your files are in the PDF, JPG, or PNG file format. To use the scan feature you must use a TWAIN compatible scanner at 300 dpi in the black and white setting. If you don't have a TWAIN scanner, then use the **Add Files** option.



- 6 Enter your email to receive notification when your job is complete.



! TIP: Click **Do not re-order pages** if you do not want your pages repaginated.

! TIP: Repagination is where GruntWorx Organize sorts the pages you submitted in the order of the 1040. Clicking on **Do not re-order pages** will return your documents in the order they were submitted.



- 7 Click **Submit**.

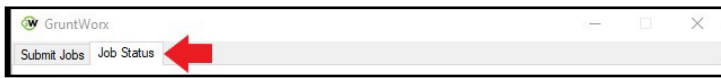


- 8 Once the job is uploaded, click **Close**. If you selected a **Non-Validated LITE** Product, the average turnaround time is 1-5 minutes.

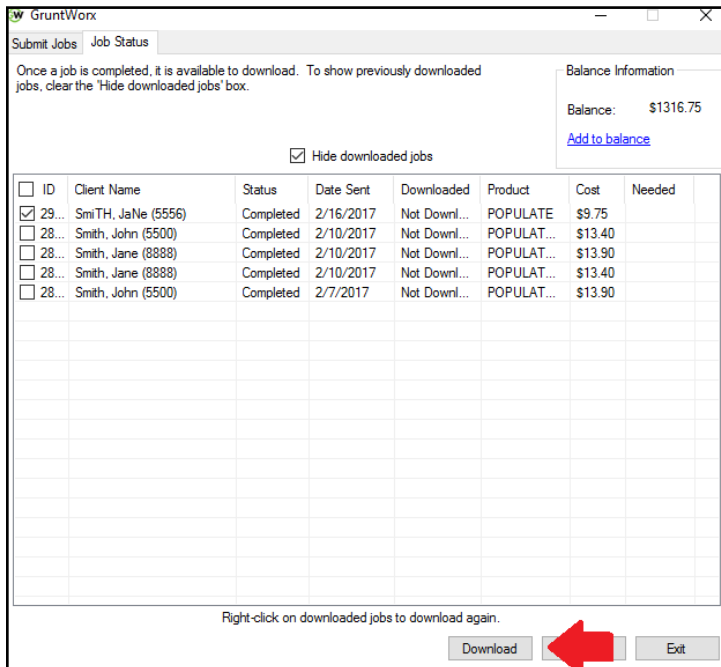
! TIP: You will receive a notification email when the job is ready to download.

- 9 To download a completed GruntWorx job, you must navigate back to your **Drake Software Home Window** and click on the **GruntWorx** icon in the toolbar.

- 10 Once you are back in GruntWorx, go to the **Job Status** tab. Here you should see your client ID, client name, and completion status.



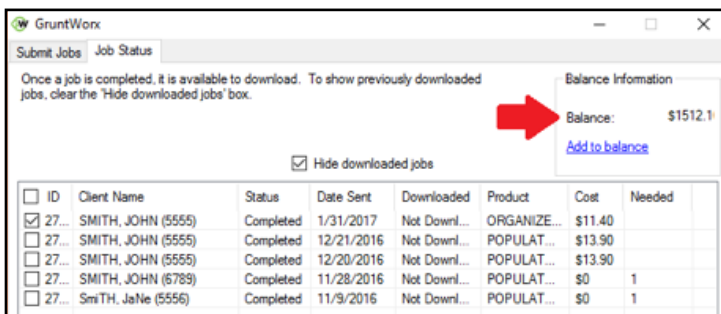
- 11 Select the job you want to use and click **Download**.



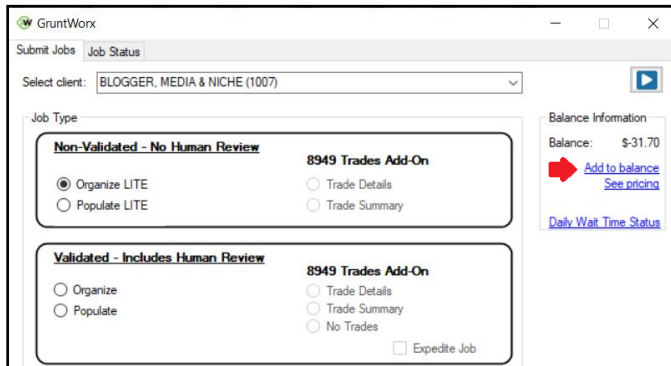
- TIP:** To cancel a pending job, right-click on client's row and select Cancel Job.

10...	Summary, Susan (4321)	Pending	POPULATE_T...	
10...	SMITH, JOHN (2222)	Pending	POPULATE_T...	


- TIP:** Under both the **Submit Jobs** and **Job Status** tabs, balance information is available in the upper right corner of the window.

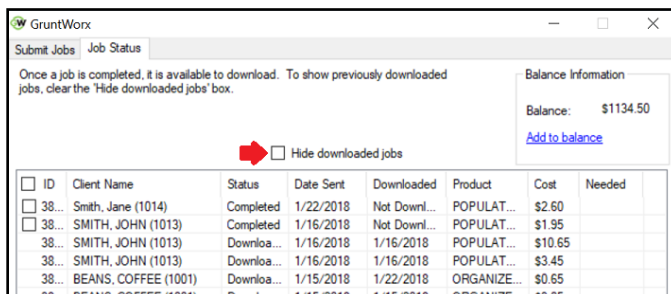


 **TIP:** You can add to your GruntWorx account at any time by clicking **Add to Balance**.



The screenshot shows the GruntWorx Job Status window. At the top, there's a 'Select client:' dropdown menu with 'BLOGGER, MEDIA & NICHE (1007)' selected. Below this, there are two sections for 'Job Type'. The first section is 'Non-Validated - No Human Review' with a '8949 Trades Add-On' and radio buttons for 'Organize LITE', 'Populate LITE', 'Trade Details', and 'Trade Summary'. The second section is 'Validated - Includes Human Review' with a '8949 Trades Add-On' and radio buttons for 'Organize', 'Populate', 'Trade Details', 'Trade Summary', and 'No Trades'. There's an 'Expedite Job' checkbox. On the right, there's a 'Balance Information' box showing a balance of '\$-31.70' and links for 'Add to balance', 'See pricing', and 'Daily Wait Time Status'.

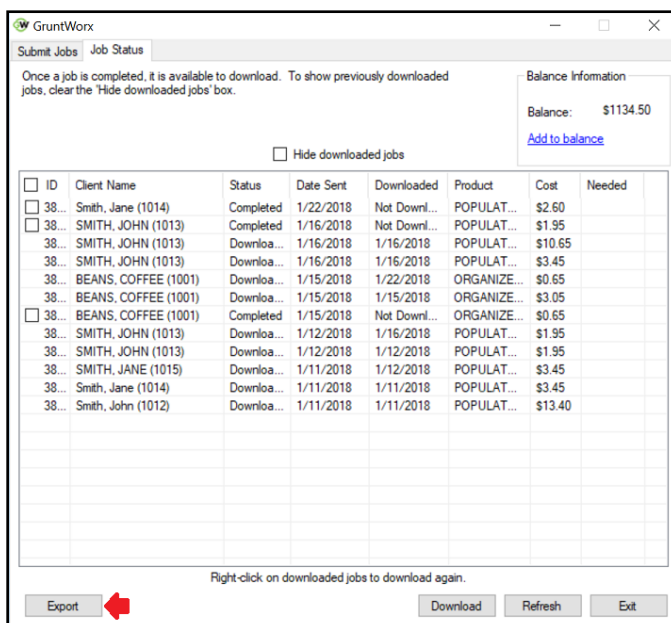
 **TIP:** To find the cost-per-client information for processing a return, click on the **Job Status** tab and uncheck the **Hide downloaded jobs** box. Every return you have submitted will be here, displaying the following information: client name, status, the date it was sent to GruntWorx, the date it was downloaded from GruntWorx, the product used, and the costs.



The screenshot shows the GruntWorx Job Status window with the 'Hide downloaded jobs' checkbox unchecked. Below the checkbox is a table with the following data:

ID	Client Name	Status	Date Sent	Downloaded	Product	Cost	Needed
38...	Smith, Jane (1014)	Completed	1/22/2018	Not Downl...	POPULAT...	\$2.60	
38...	SMITH, JOHN (1013)	Completed	1/16/2018	Not Downl...	POPULAT...	\$1.95	
38...	SMITH, JOHN (1013)	Download...	1/16/2018	1/16/2018	POPULAT...	\$10.65	
38...	SMITH, JOHN (1013)	Download...	1/16/2018	1/16/2018	POPULAT...	\$3.45	
38...	BEANS, COFFEE (1001)	Download...	1/15/2018	1/22/2018	ORGANIZE...	\$0.65	

 **TIP:** You can click on the **Export** button to extract all of this information into a CSV format.



The screenshot shows the GruntWorx Job Status window with the 'Hide downloaded jobs' checkbox unchecked. Below the checkbox is a table with the following data:

ID	Client Name	Status	Date Sent	Downloaded	Product	Cost	Needed
38...	Smith, Jane (1014)	Completed	1/22/2018	Not Downl...	POPULAT...	\$2.60	
38...	SMITH, JOHN (1013)	Completed	1/16/2018	Not Downl...	POPULAT...	\$1.95	
38...	SMITH, JOHN (1013)	Download...	1/16/2018	1/16/2018	POPULAT...	\$10.65	
38...	SMITH, JOHN (1013)	Download...	1/16/2018	1/16/2018	POPULAT...	\$3.45	
38...	BEANS, COFFEE (1001)	Download...	1/15/2018	1/22/2018	ORGANIZE...	\$0.65	
38...	BEANS, COFFEE (1001)	Download...	1/15/2018	1/15/2018	ORGANIZE...	\$3.05	
38...	BEANS, COFFEE (1001)	Completed	1/15/2018	Not Downl...	ORGANIZE...	\$0.65	
38...	SMITH, JOHN (1013)	Download...	1/12/2018	1/16/2018	POPULAT...	\$1.95	
38...	SMITH, JOHN (1013)	Download...	1/12/2018	1/12/2018	POPULAT...	\$1.95	
38...	SMITH, JANE (1015)	Download...	1/11/2018	1/12/2018	POPULAT...	\$3.45	
38...	Smith, Jane (1014)	Download...	1/11/2018	1/11/2018	POPULAT...	\$3.45	
38...	Smith, John (1012)	Download...	1/11/2018	1/11/2018	POPULAT...	\$13.40	

Below the table, there's a message: 'Right-click on downloaded jobs to download again.' At the bottom, there are buttons for 'Export', 'Download', 'Refresh', and 'Exit'. The 'Export' button is highlighted with a red arrow.

Example of Report:

ID	Client Name	Status	Date Sent	Downloaded	Product	Cost	Needed
383322	Smith Jane (1014)	Completed	1/22/2018	Not Downloaded	POPULATE_TRADES	\$2.60	
383048	SMITH JOHN (1013)	Completed	1/16/2018	Not Downloaded	POPULATE_TRADES	\$1.95	
383041	SMITH JOHN (1013)	Downloaded	1/16/2018	1/16/2018	POPULATE_TRADES	\$10.65	
383039	SMITH JOHN (1013)	Downloaded	1/16/2018	1/16/2018	POPULATE_TRADES	\$3.45	
383024	BEANS COFFEE (1001)	Downloaded	1/15/2018	1/22/2018	ORGANIZE_LITE	\$0.65	
383022	BEANS COFFEE (1001)	Downloaded	1/15/2018	1/15/2018	ORGANIZE_LITE	\$3.05	
383021	BEANS COFFEE (1001)	Completed	1/15/2018	Not Downloaded	ORGANIZE_LITE	\$0.65	
382968	SMITH JOHN (1013)	Downloaded	1/12/2018	1/16/2018	POPULATE_TRADES	\$1.95	
382952	SMITH JOHN (1013)	Downloaded	1/12/2018	1/12/2018	POPULATE_TRADES	\$1.95	
382936	SMITH JANE (1015)	Downloaded	1/11/2018	1/12/2018	POPULATE_TRADES	\$3.45	
382932	Smith Jane (1014)	Downloaded	1/11/2018	1/11/2018	POPULATE_TRADES	\$3.45	
382931	Smith John (1012)	Downloaded	1/11/2018	1/11/2018	POPULATE_TRADES	\$13.40	

12 When the download is complete, go to **Drake Documents** and find your client.

13 You will see that your client now has a plus sign by their name. Click the plus sign to open the client's **GruntWorx** folder.

Document Name	Type	Last Modified	Description
DRK140475_ECB1D112 (33)	pdf File	2/3/2017 10:37:34 AM	Right click and go to Properties to enter Description
DRK140475_ECB1D112 (33)	xml File	2/3/2017 10:37:34 AM	Right click and go to Properties to enter Description
DRK140475_ECB1D112 (33)_Di...	xls File	2/3/2017 10:37:34 AM	Right click and go to Properties to enter Description
DRK140475_ECB1D112 (33)_Tr...	xls File	2/15/2017 9:55:10 AM	Right click and go to Properties to enter Description

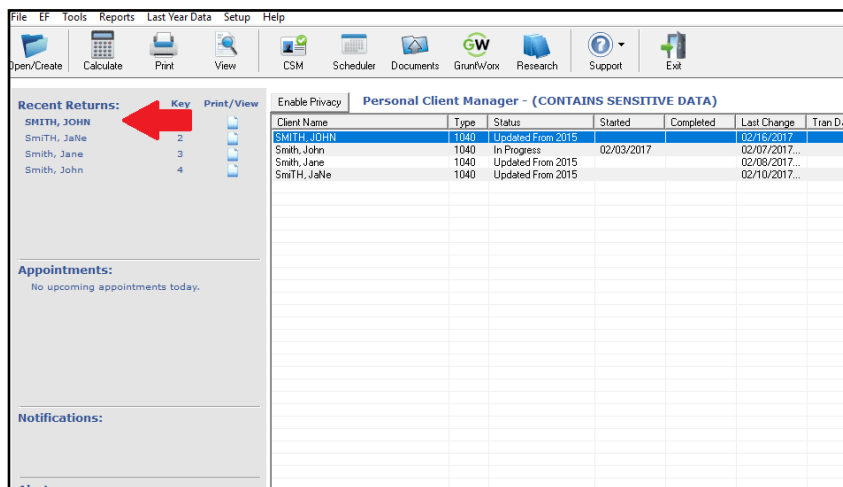
14 GruntWorx sends all the processed files back to the GruntWorx folder within Drake Documents. If you choose Organize, you will have a PDF file. If you choose Populate, you will have an XML file and an organized PDF. If adding a Trades product to Organize or Populate, you will also have an XLS file.

15 To review the organized PDF from **Drake Documents**, click on the PDF file.

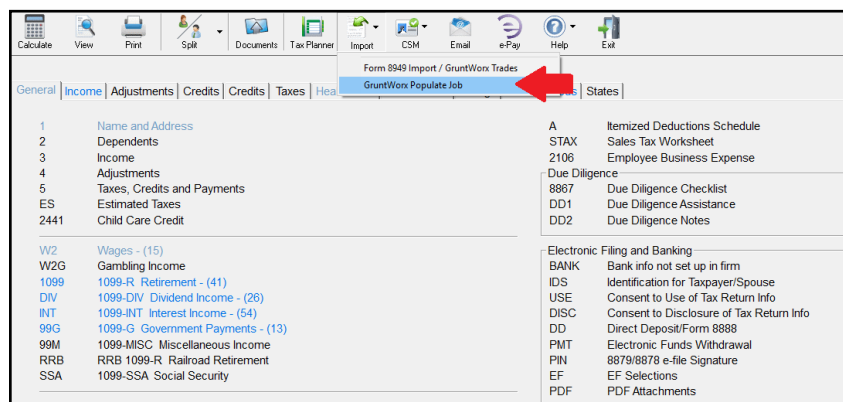
16 To review trades from Drake Documents, click on the XLS file and a spreadsheet will open where you can easily make adjustments before you import. Be sure to save the file when you are finished making changes. The file will be saved in your Drake Documents folder.

17 The XML file contains your Populate job extracted data and should not be edited.

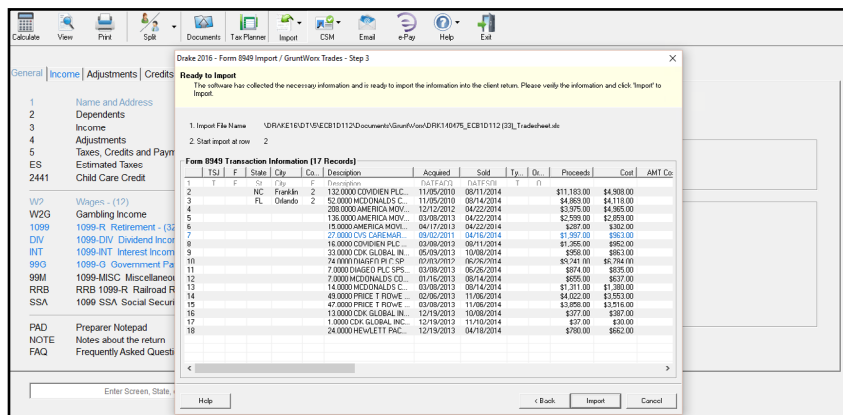
18 Once you have reviewed this information in the Drake Document Manager, return to the **Drake Software Home Window** and find your client. Click on your client's name.



19 The **Data Entry Screen** will appear. Click on the **Import** tab in the tool bar and then **GruntWorx Populate Job**. If your job was an Organize with Trades ADD-ON, click **Import** then **Form 8949 / GruntWorx Trades**.



20 If you added a Trades product, your trades file will open. Click **Import** to automatically populate into your client's 8949.



- 21 Once the import is complete, you will be directed to your client's **Data Entry Screen**. You can now easily manipulate or adjust any fields within the software.

Form W-2 - Wage and Tax Statement

W-2 Additional Entries Import W-2

TS F Special tax treatment

Employer information is required for e-file

EIN 04-2207613

Name TRE TJK COMPANIES INC

Name cont.

Street 770 COCHRAN RD

City FRASER

State MA ZIP 01701

U.S. ONLY

Foreign ONLY Province/State Country Postal Code

Employee name and address (if different from screen 1)

Name First Last

Street

City State ZIP

U.S. ONLY

Foreign ONLY Province/State Country Postal Code

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

1 Wages, tips 2 Federal tax withheld 3 Soc Sec wages 4 Soc Sec tax withheld 5 Medicare wages 6 Medicare tax withheld 7 Soc Sec tips 8 Allocated tips 9 Dep care benefit 10 Non-qual plan 11 Code Amount Year 12 Stat employee 13 Retirement plan Sick pay 14 Other

Form 2441 Form 8880

Calculate View Print

General Income Adjuster

1 Name and Address 2 Dependents 3 Income 4 Adjustments 5 Taxes, Credits 6 Estimated Tax 7 Child Care Credit 8 W-2 Wages (13) 9 W-2 G Gambling Inc 10 1099-R Ref 11 1099-DIV Div 12 1099-INT Int 13 1099-G Gov 14 1099-MISC I 15 RRB 1099-R 16 SSA 1099-SSA S 17 PD 18 Preparer Not 19 Notes about 20 FAQ

Enter

Multi-Site Account Information

If a Drake user is a part of a Multi-Site Account, the Multi-Site Admin (Master Account) user needs to select the office control for each location when logging into the GruntWorx page on the Drake Support Site. The user is prompted with two options:

- **Home Office Control** - This option allows only the home office to purchase GruntWorx Dollars. Both the home office and sub-office can use dollars from the home office's dollar bank. When the dollar bank is used up, the sub-offices will have to request the home office to purchase more dollars. The home office can create reports in Enterprise Office Manager to show the dollars each sub-office has used.
- **Individual Office Control** - This option allows each office (home office or sub-office) to purchase its own GruntWorx Dollars, and each office has its own dollar bank. With this option, the home office will not have control or reporting to track the dollars that sub-offices have purchased or used.

The Admin needs to make sure to select the correct option as this decision is final and cannot be changed.

Once this selection is made, the user can move forward with activating the GruntWorx account.

GruntWorx for Multi-Sites

GruntWorx is a secure tax preparation automation technology that replaces manual document organization and data entry. GruntWorx is affordable, easy to use, and helps you immediately and dramatically increase productivity. We've integrated this technology into Drake Tax.

GruntWorx Purchasing

GruntWorx is purchased in GruntWorx Dollars. For multi-site offices, there are two options for purchasing dollars:

- **Home Office Control** - This option allows only the home office to purchase GruntWorx Dollars. Both the home office and sub-office can use dollars from the home office's dollar bank. When the dollar bank is used up, the sub-offices will have to request the home office to purchase more dollars. The home office can create reports in Enterprise Office Manager to show the dollars each sub-office has used.
- **Individual Office Control** - This option allows each office (home office or sub-office) to purchase its own GruntWorx Dollars, and each office has its own dollar bank. With this option, the home office will not have control or reporting to track the dollars that sub-offices have purchased or used.

Select the purchase control option for your offices below. **This decision is final and cannot be changed.**

- ☐ Home Office Control
- ☒ Individual Office Control

Save

Here is a list of all supported forms for the GruntWorx Organize, Populate and Trades services.

Organize LITE & Organize

- W-2
- W-2G
- W2C
- 1042S
- 1095-A
- 1095-B
- 1095-C
- 1098
- 1098-C
- 1098-E
- 1098-T
- 1099-A
- 1099-B
- 1099-C
- 1099-CAP
- 1099-G
- 1099-DIV
- 1099-INT
- 1099-H
- 1099-K
- 1099-LTC
- 1099-MISC
- 1099-NEC
- 1099-PATR
- 1099-Q
- 1099-R
- RRB-1099
- RRB-1099-R
- 1099-S
- 1099-SA
- SSA-1099
- Consolidated 1099
- 2439
- 5498-SA
- 5498-ESA
- Grantor Letter as 1041 K-1
- Supporting Tax Documents
- Receipts



Populate LITE & Populate

- W-2
- W-2G
- 1095-A
- 1098
- 1099-MISC
- 1099-NEC
- 1099-B
- 1099-G
- 1099-DIV
- 1099-INT
- 1099-R
- RRB-1099
- SSA-1099
- 1099-OID
- Consolidated 1099
- 1120S K-1
- 1065 K-1
- 1041 K-1

Trade Details & Trade Summary

- Federal 1099-Bs
- Year-End Brokerage Statements

The following documents are not supported for Trades products:

- Coinbase Statements
- 8949 Worksheets
- Monthly Statements
- IRA Account Statements

Tips for best scanning practices can be found here in this [video](#).

For system requirements click [here](#).

If you have any problems or need additional help you can reach us at:
Support@GruntWorx.com • 828.349.5505