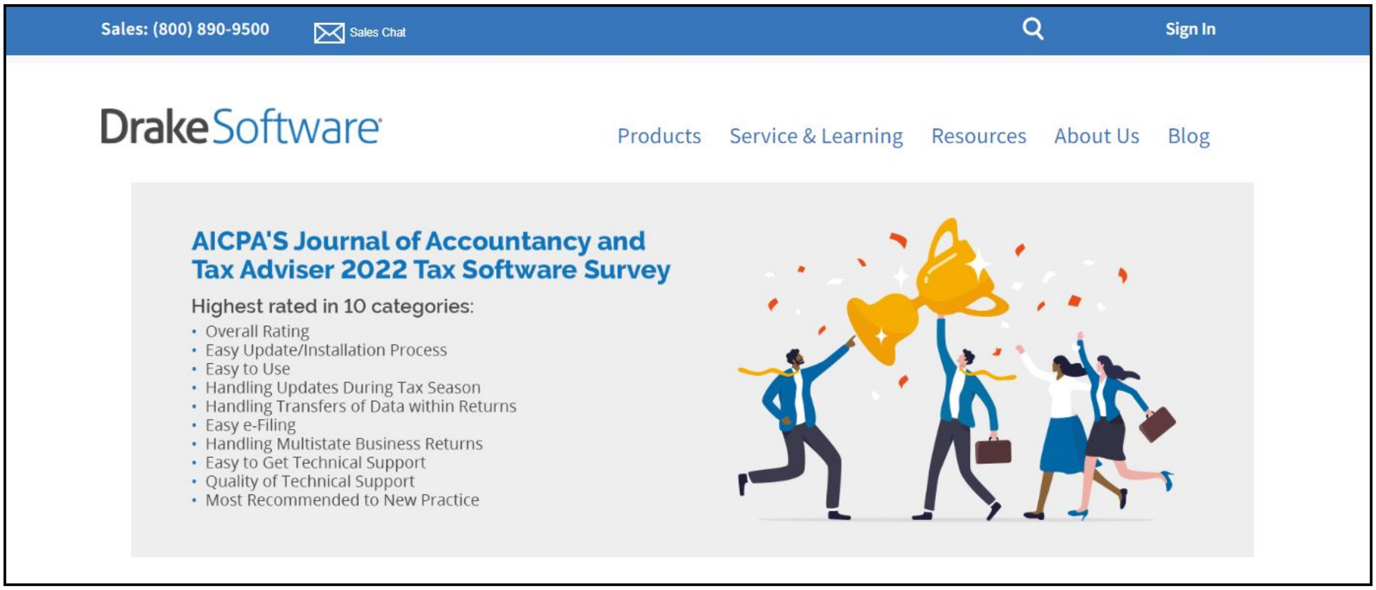
Drake Quick Start Guide

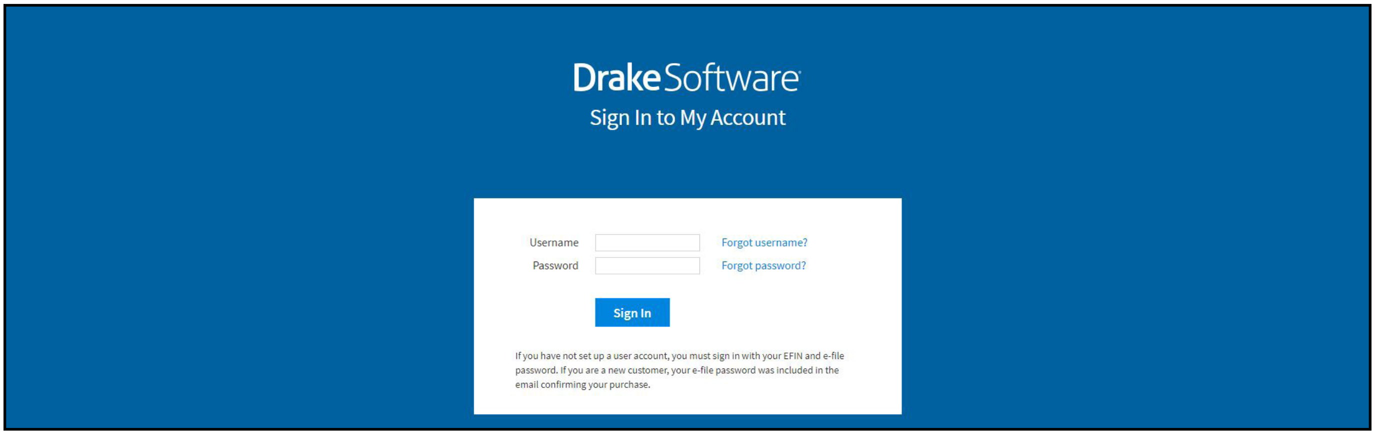
GruntWorx®

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.

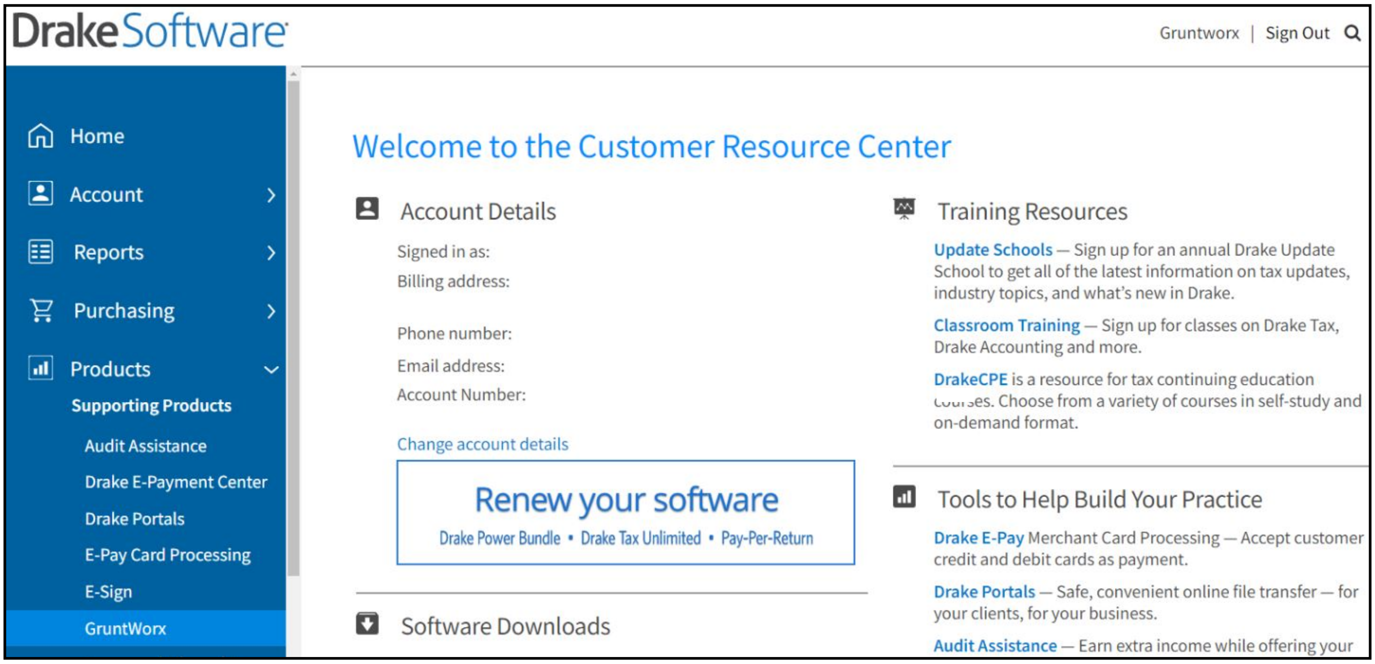
1. Go to DrakeSoftware.com.



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

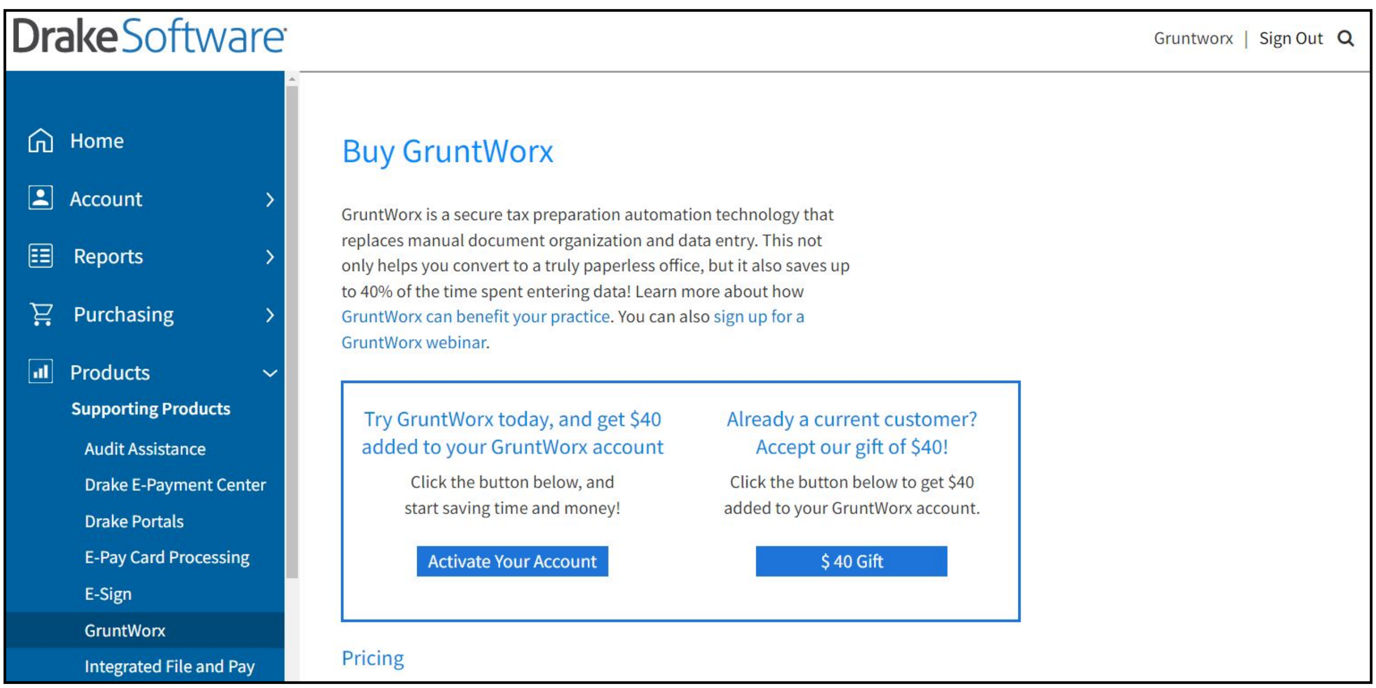


3 Select **GruntWorx** from the **Products** drop list.



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.



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

QUICK START GUIDE

GruntWorx®

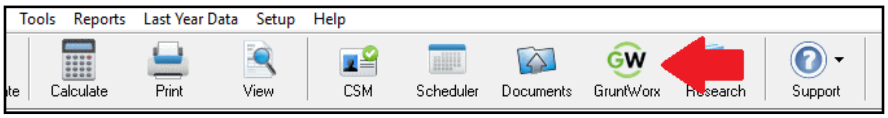
Using GruntWorx Within Drake Software

DrakeSoftware®

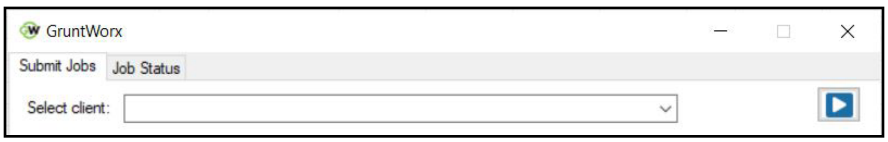
Below are the instructions to walk you through using GruntWorx within Drake Software.

1. Launch Drake Software.

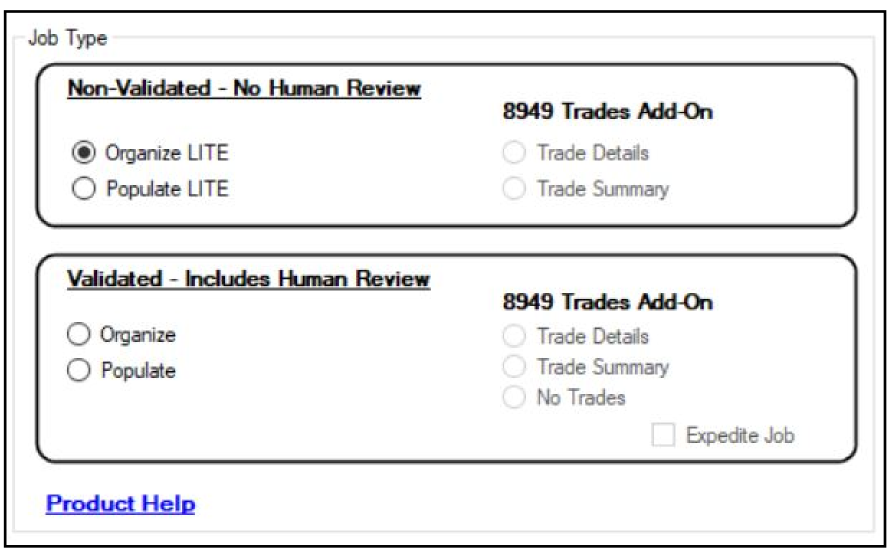
2. Select the **GruntWorx** icon in the toolbar.



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



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

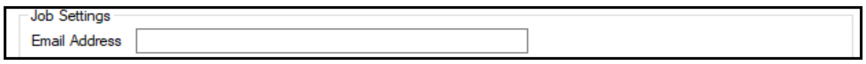


GruntWorx **Organize LITE**	GruntWorx **Populate LITE**	GruntWorx **Organize**	GruntWorx **Populate**	GruntWorx **Trades Detail**	GruntWorx **Trades Summary**
Organizes, bookmarks, and labels scanned tax documents so you can easily find and review any document without human validation within minutes.	Automate data entry into tax software using self-validation tool to review data before import. Includes Organize LITE.	Organizes, bookmarks, and labels scanned tax documents so you can easily find and review any document and includes human validation.	Reduces data entry with accurate data extraction and population into most tax software.	Transforms trade details on scanned consolidated brokerage statements into a spreadsheet file, which can be imported into most tax software.	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.

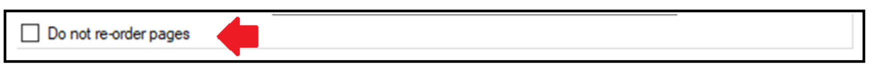
⚠ **IMPORTANT:** Make sure your files are in the PDF, JPG, or PNG file format. To use the scan feature you must use a TWAIN compatible scanner at 300 dpi in the black and white setting. If you don't have a TWAIN scanner, then use the **Add Files** option.

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

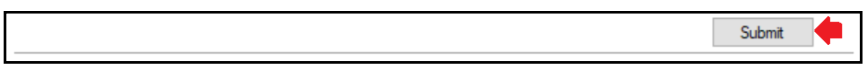


⚠ **TIP:** Click **Do not re-order pages** if you do not want your pages repaginated.

⚠ **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.**



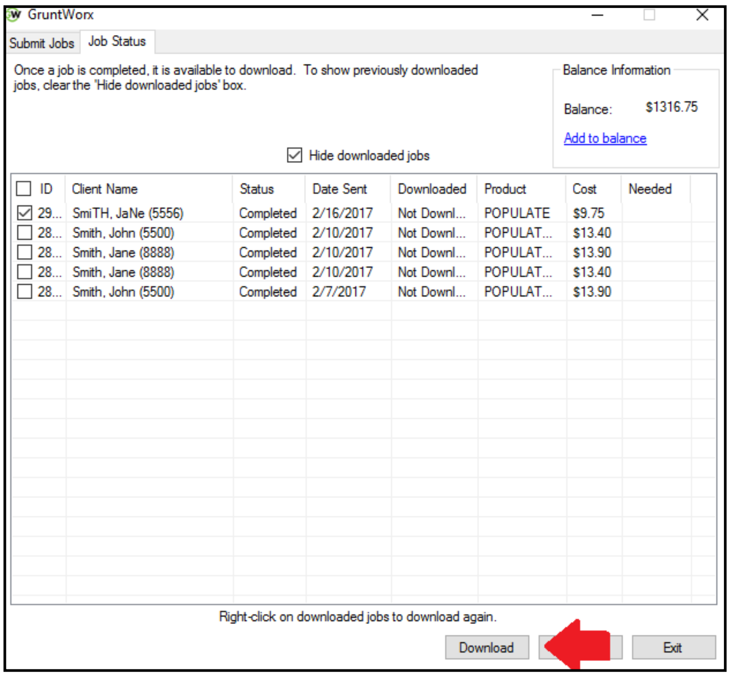
8 Once the job is uploaded, click **Close.** If you selected a **Non-Validated LITE** Product, the average turnaround time is 1-5 minutes.

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

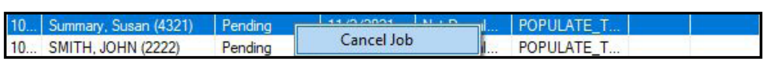
9 To download a completed GruntWorx job, you must navigate back to your **Drake Software Home Window** and click on the **GruntWorx** icon in the toolbar.

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.

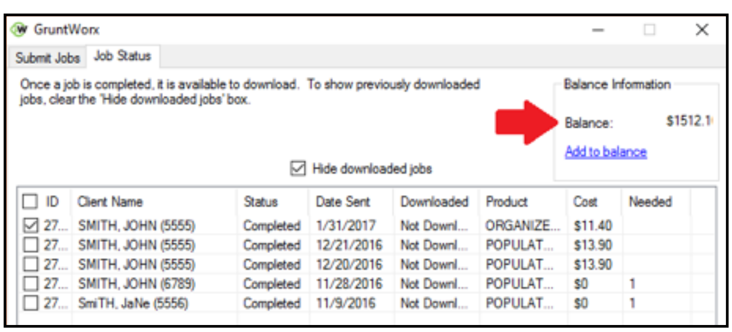
11 Select the job you want to use and click **Download.**



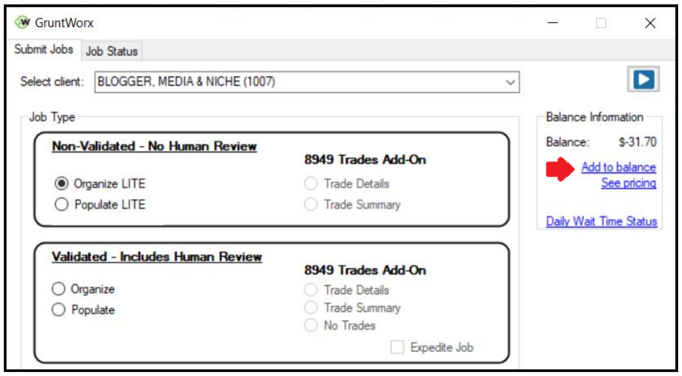
⚠ **TIP:** To cancel a pending job, right-click on client's row and select Cancel Job.



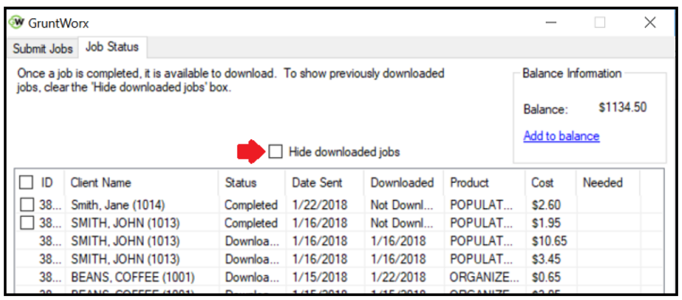
⚠ **TIP:** Under both the **Submit Jobs** and **Job Status** tabs, balance information is available in the upper right corner of the window.



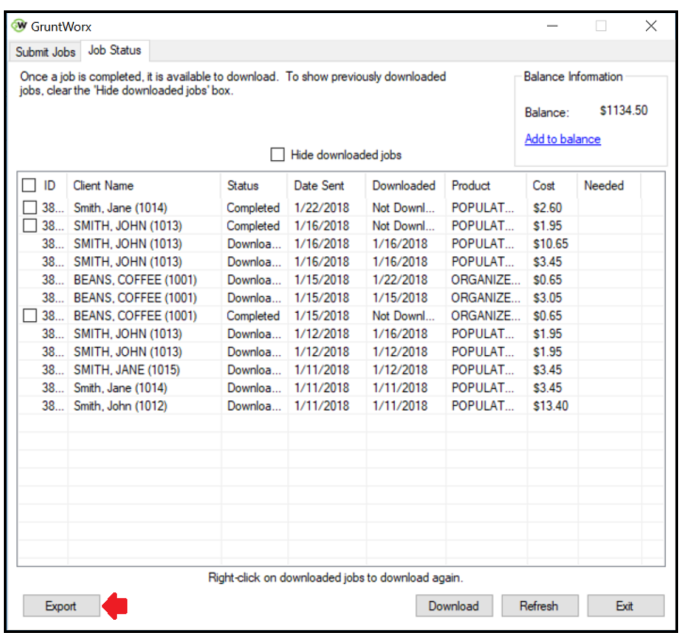
TIP: You can add to your GruntWorx account at any time by clicking **Add to Balance.**



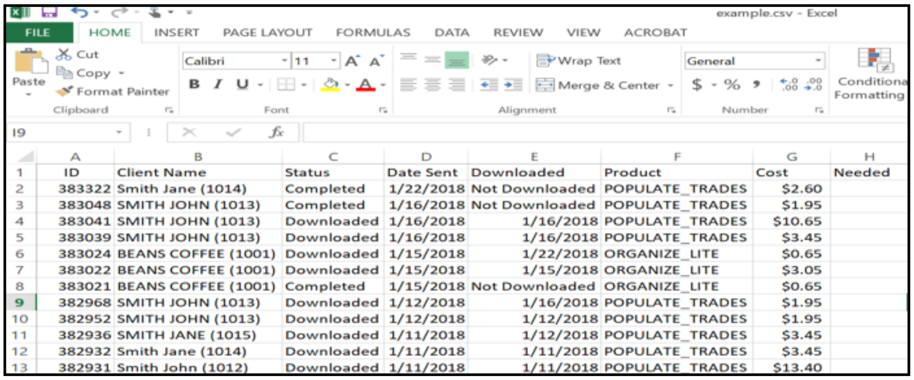
TIP: To find the cost-per-client information for processing a return, click on the **Job Status** tab and uncheck the **Hide downloaded jobs** box. Every return you have submitted will be here, displaying the following information: client name, status, the date it was sent to GruntWorx, the date it was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



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



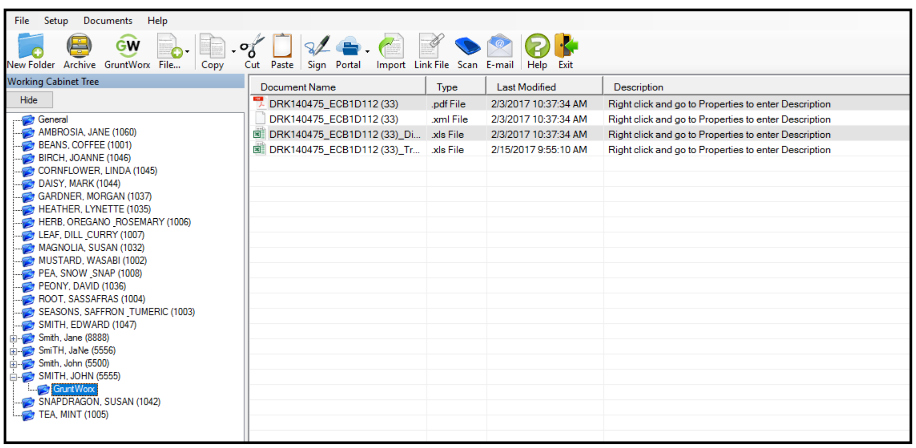
Example of Report:



	ID	Client Name	Status	Date Sent	Downloaded	Product	Cost	Needed
1	ID	Client Name	Status	Date Sent	Downloaded	Product	Cost	Needed
2	383322	Smith Jane (1014)	Completed	1/22/2018	Not Downloaded	POPULATE_TRADES	$2.60	
3	383048	SMITH JOHN (1013)	Completed	1/16/2018	Not Downloaded	POPULATE_TRADES	$1.95	
4	383041	SMITH JOHN (1013)	Downloaded	1/16/2018	1/16/2018	POPULATE_TRADES	$10.65	
5	383039	SMITH JOHN (1013)	Downloaded	1/16/2018	1/16/2018	POPULATE_TRADES	$3.45	
6	383024	BEANS COFFEE (1001)	Downloaded	1/15/2018	1/22/2018	ORGANIZE_LITE	$0.65	
7	383022	BEANS COFFEE (1001)	Downloaded	1/15/2018	1/15/2018	ORGANIZE_LITE	$3.05	
8	383021	BEANS COFFEE (1001)	Completed	1/15/2018	Not Downloaded	ORGANIZE_LITE	$0.65	
9	382968	SMITH JOHN (1013)	Downloaded	1/12/2018	1/16/2018	POPULATE_TRADES	$1.95	
10	382952	SMITH JOHN (1013)	Downloaded	1/12/2018	1/12/2018	POPULATE_TRADES	$1.95	
11	382936	SMITH JANE (1015)	Downloaded	1/11/2018	1/12/2018	POPULATE_TRADES	$3.45	
12	382932	Smith Jane (1014)	Downloaded	1/11/2018	1/11/2018	POPULATE_TRADES	$3.45	
13	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.



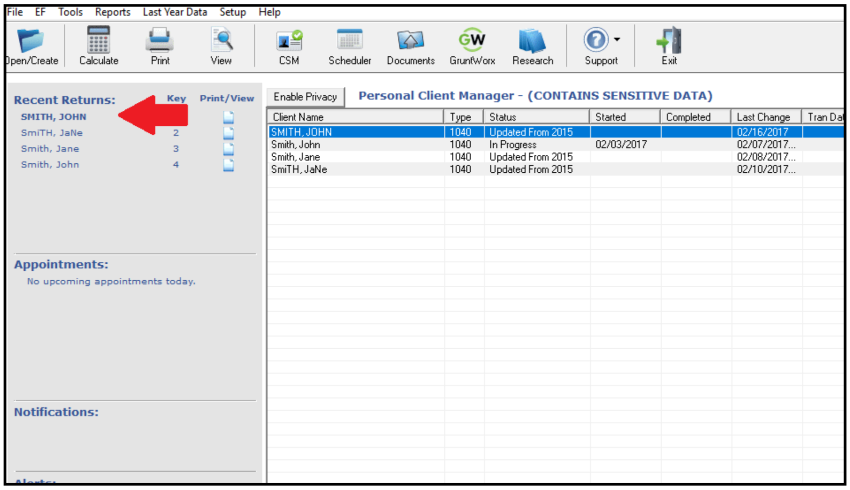
14. GruntWorx sends all the processed files back to the GruntWorx folder within Drake Documents. If you choose Organize, you will have a PDF file. If you choose Populate, you will have an XML file and an organized PDF. If adding a Trades product to Organize or Populate, you will also have an XLS file.

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

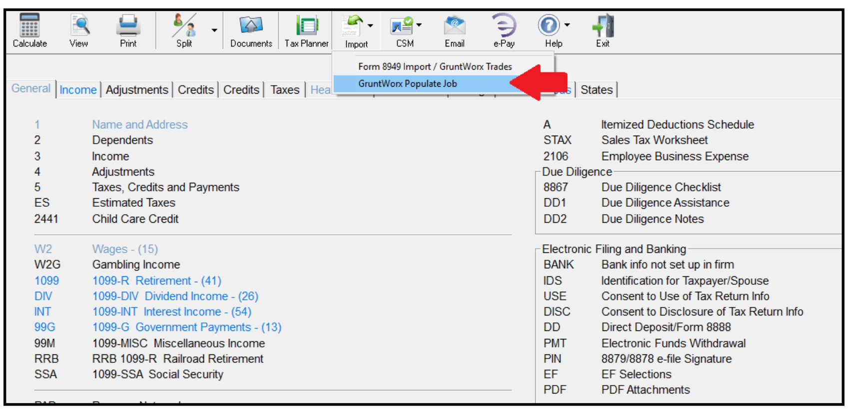
16. To review trades from Drake Documents, click on the XLS file and a spreadsheet will open where you can easily make adjustments before you import. Be sure to save the file when you are finished making changes. The file will be saved in your Drake Documents folder.

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

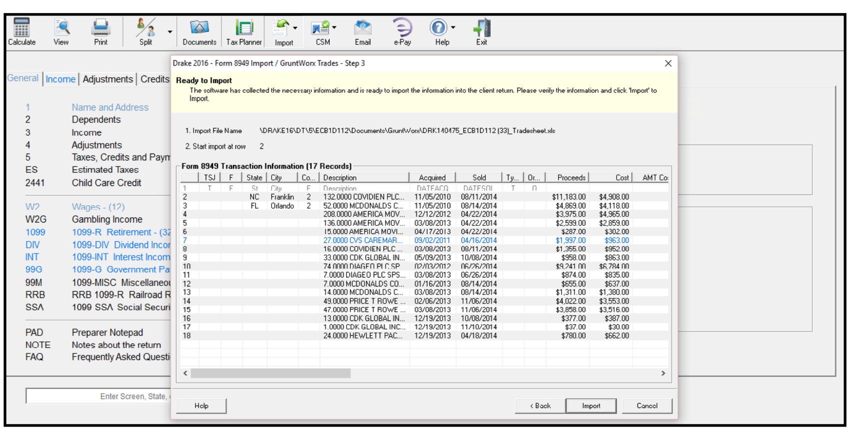
18 Once you have reviewed this information in the Drake Document Manager, return to the **Drake Software Home Window** and find your client. Click on your client's name.



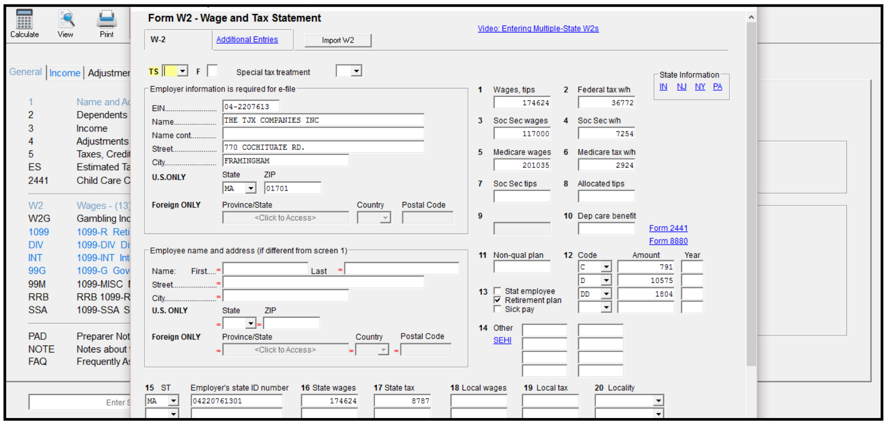
19 The **Data Entry Screen** will appear. Click on the **Import** tab in the tool bar and then **GruntWorx Populate Job.** If your job was an Organize with Trades ADD-ON, click **Import** then **Form 8949 / GruntWorx Trades.**



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.



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