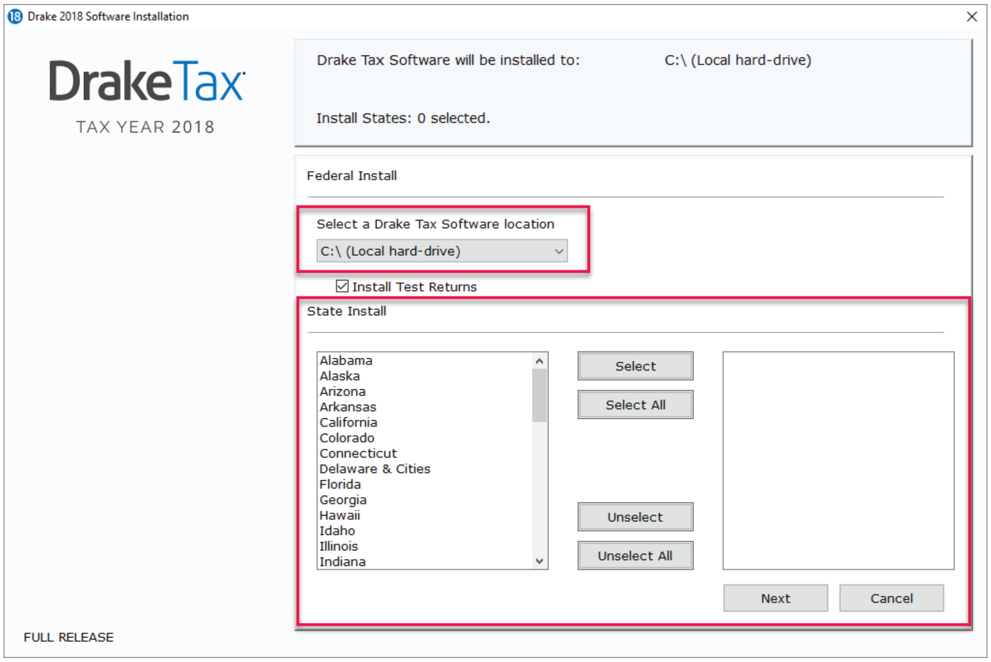
QUICK START

Drake Software

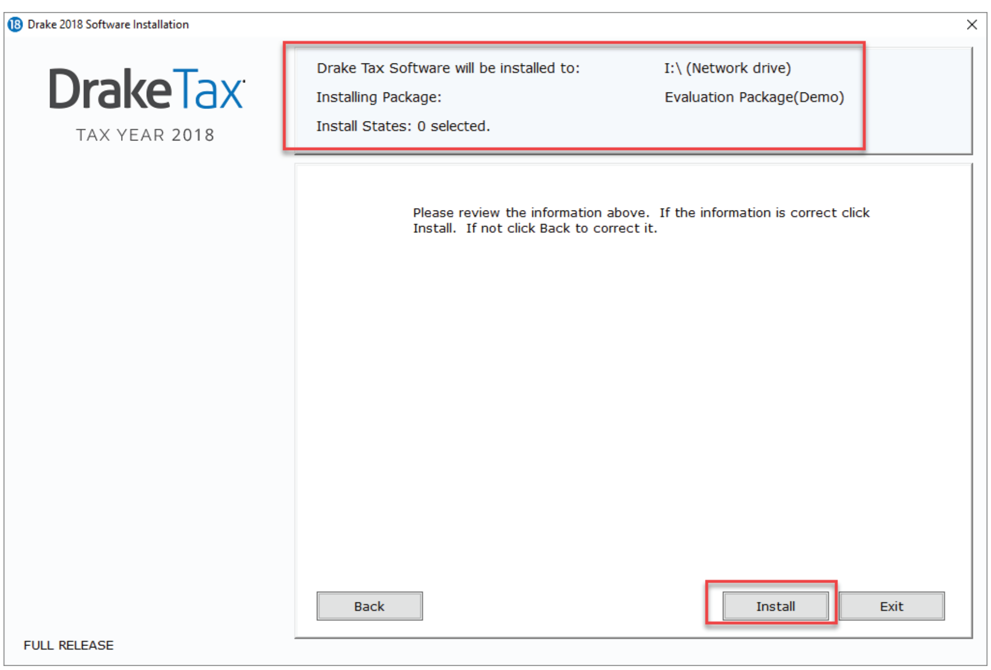
INSTALLATION

Install Drake Tax from your demo CD or from the online Download Center. On the **Software Installation** screen, choose an install location for Drake Tax, then select the states you want to install from the **State Install** window—choose all that apply—and click **Next** to continue.



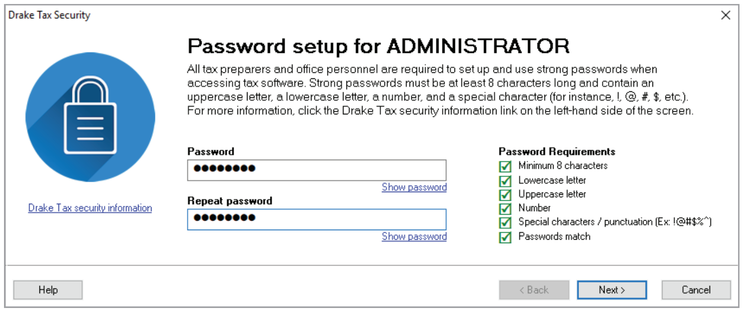
On the next screen, if you agree to the license and nondisclosure agreement, select the **I accept the terms of the Drake Software 2018 License Agreement** check box. Then select the **Evaluation Version (Demo)** option and click **Next**.

Review the information at the top of the software installation screen, if it is correct click **Install**.

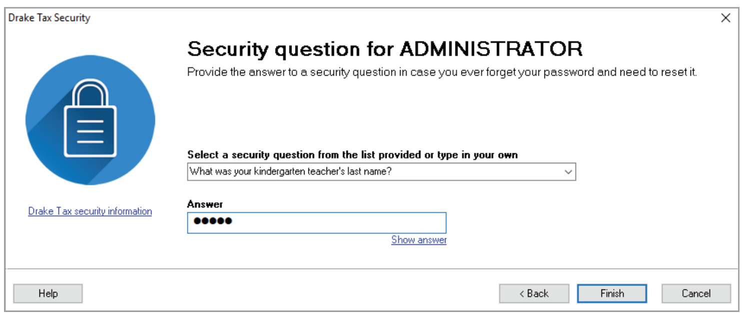


SETUP

The first time you open the program, you are prompted to set an administrator password. The password must be a minimum of eight characters and have at least one uppercase letter, lowercase letter, numeral, and special character. Confirm the entered password by re-entering it in the **Repeat** password field, then click **Next**.

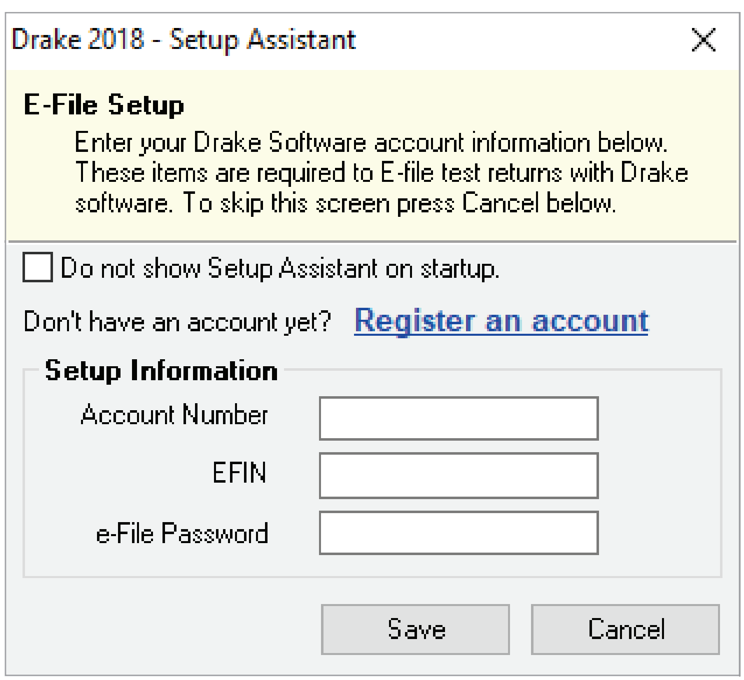


Select a security question from the drop list and type an answer. Click **Finish**.



Next, you are presented with the **Setup Assistant**. Enter your Drake account number, EFIN, and Drake password. This information is needed in order for Drake Tax to connect to Drake servers.

If you have not registered your demo, click **Register an account**.

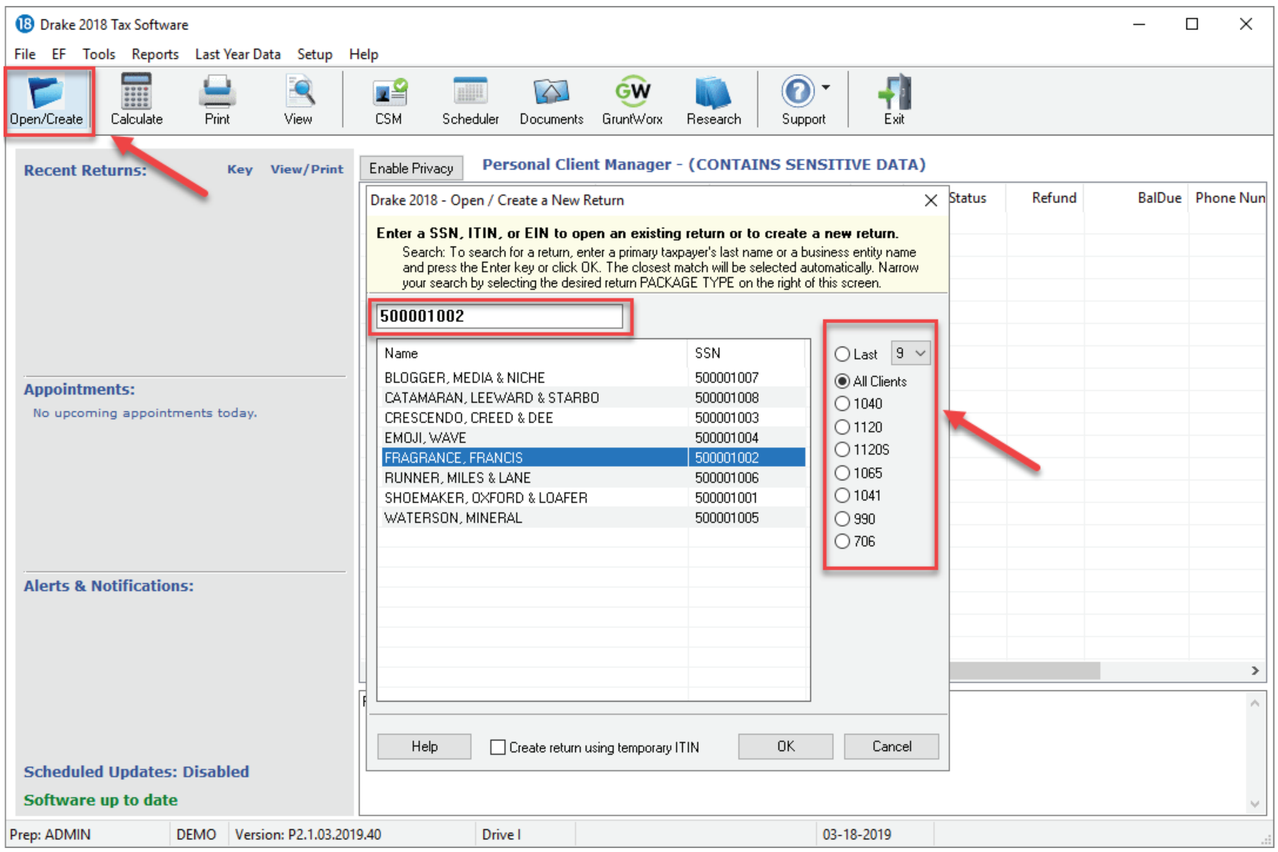


OPEN A RETURN

To begin data entry, click **Open/Create** from the toolbar.

To open an existing return in Drake Tax, click the name from the list or enter the taxpayer's ID number or last name. Use the filters on the right side to show the last nine returns, all clients, or filter by return type. To create a new return, enter the client's ID number and click **OK**.

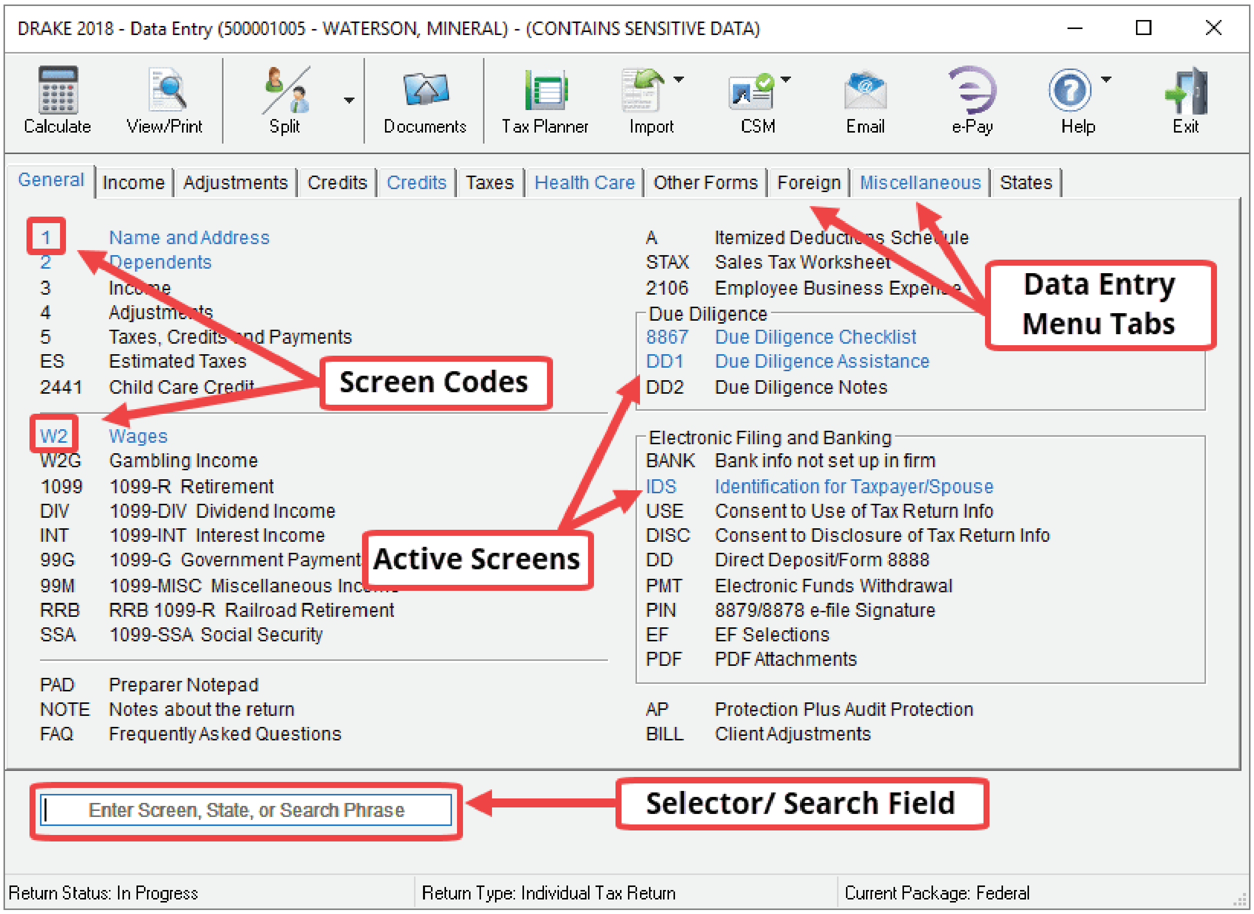
To view a completed practice return in Drake Tax, enter a test SSN (500-00-1001 to 500-00-1008).



DATA ENTRY

This is the **Data Entry Menu** of the return. To select a data entry screen, click the line item or type the screen code, state abbreviation, form number, or a search phrase in the **Selector/Search** field and press ENTER. You may also enter keywords, phrases, or numbers in the **Selector/Search** field to locate specific data within a return.

Note: Tabs and screen names in blue indicate data is present.

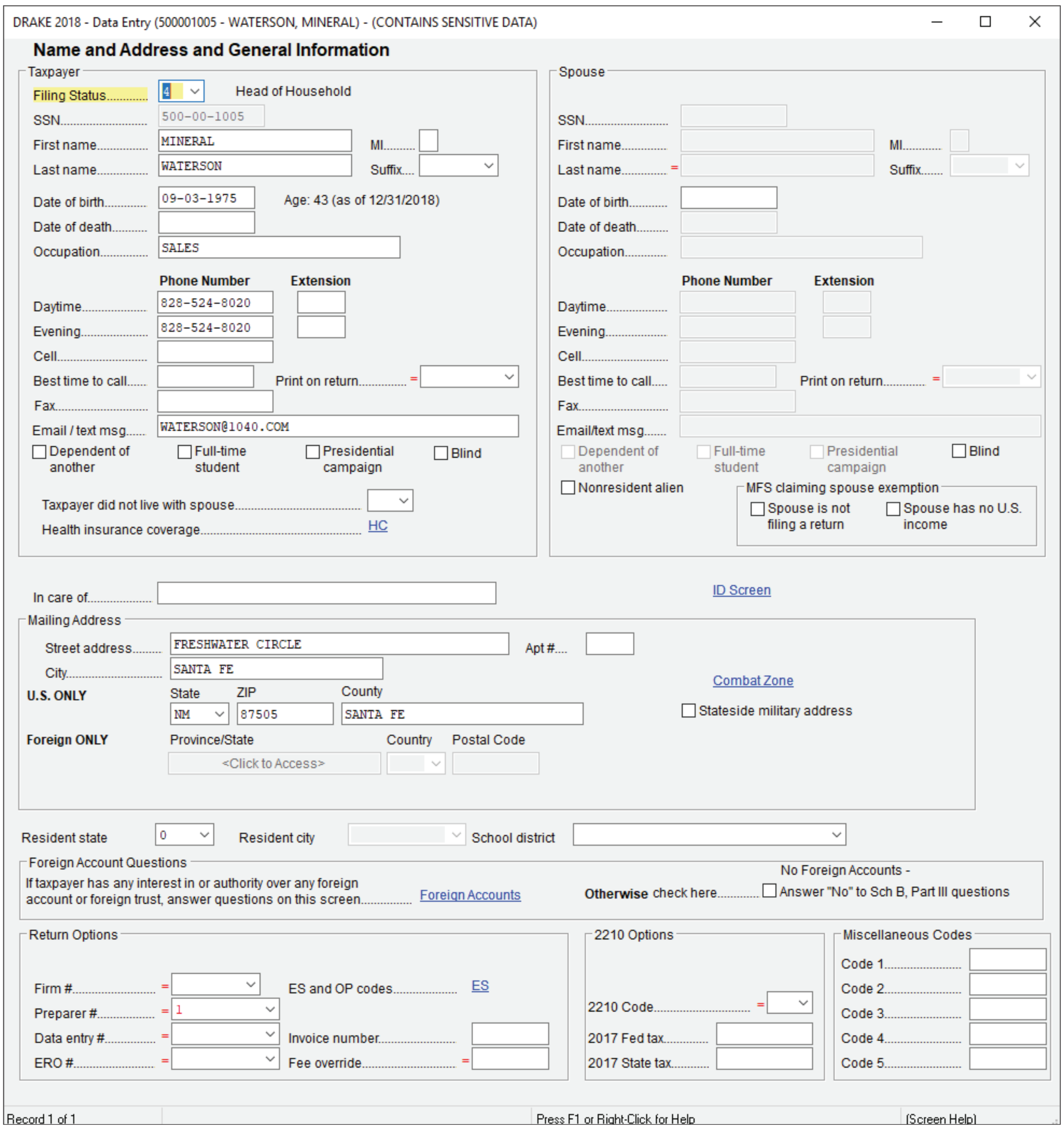


NAME AND ADDRESS

To open the **Name and Address** screen, click the screen name from the menu or type **1** in the selector field and press ENTER. The **Name and Address** screen is normally the first screen completed on a new return.

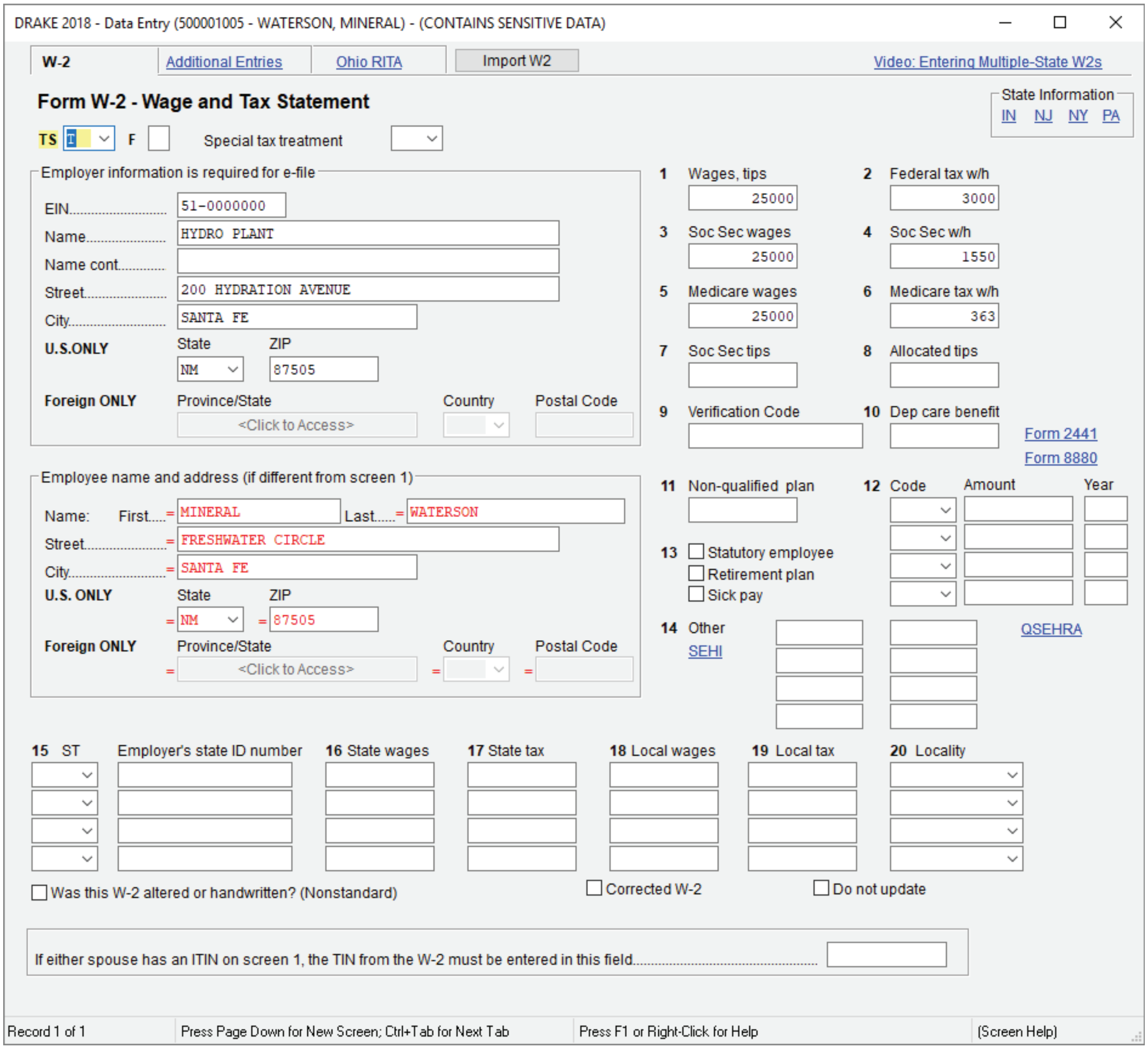
Enter the taxpayer's street address. Entering a ZIP code will automatically fill in the **City**, **State**, **County**, and **Resident State** fields.

By default, the return is assigned to the preparer logged in to Drake Tax. To choose a different preparer, make a selection from the **Preparer #** drop list.



FORM W-2

Type "W2" in the selector field and press ENTER, or click **W2** to enter Form W-2 information. Enter the W-2 information as it appears on the taxpayer's actual form. In the first field, enter "T" (taxpayer) or "S" (spouse) to fill the employee's fields. Enter the employer's EIN (Employer Identification Number). After you have used this EIN once, the employer's fields fill automatically on subsequent returns.

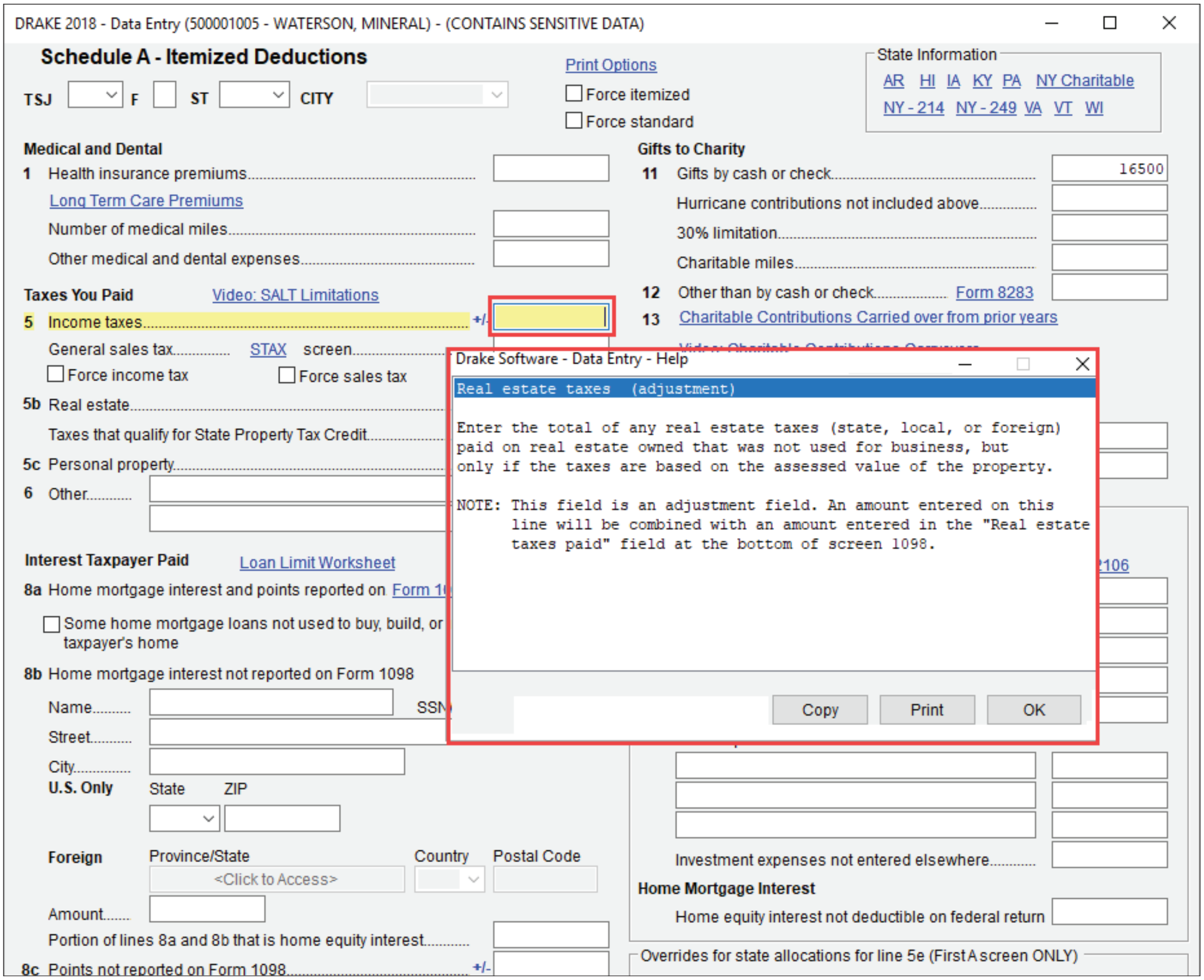


Press PAGE DOWN to enter additional W-2s. When finished, press Esc to save the entries and return to the **Data Entry Menu**.

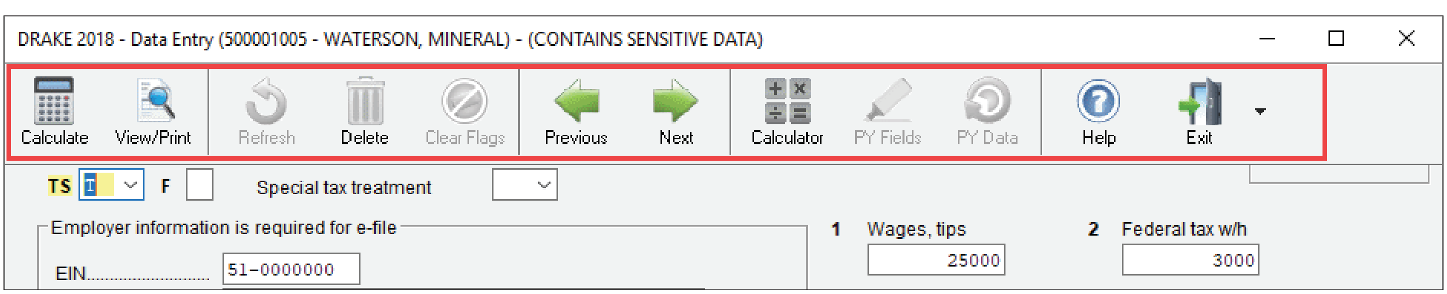
FIELD HELP

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 menu

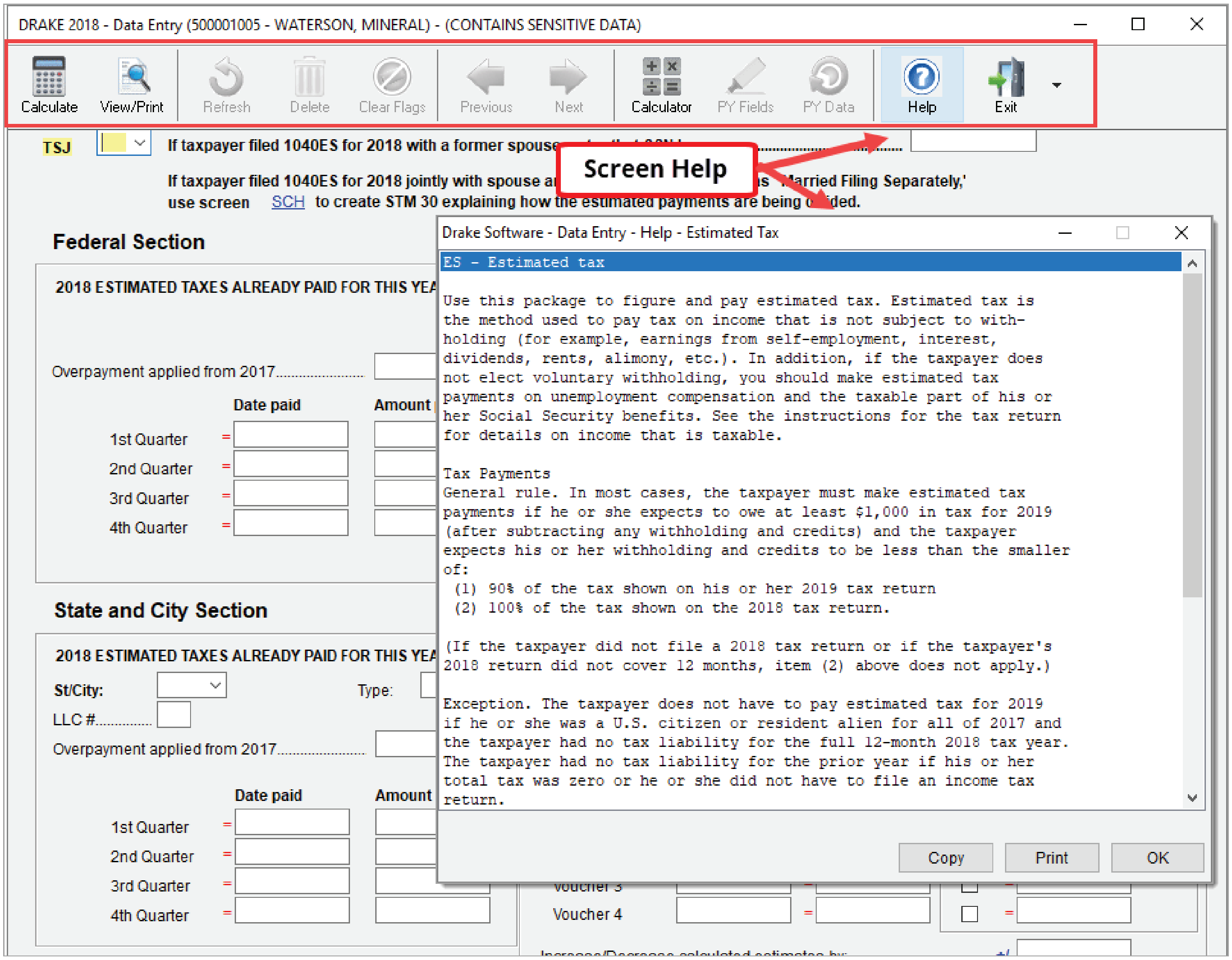


The **Data Entry Toolbar** appears on data entry screens when the mouse pointer is moved to the top of the screen. Click the buttons of the toolbar to quickly perform the various functions. To close the toolbar, click elsewhere on the screen.



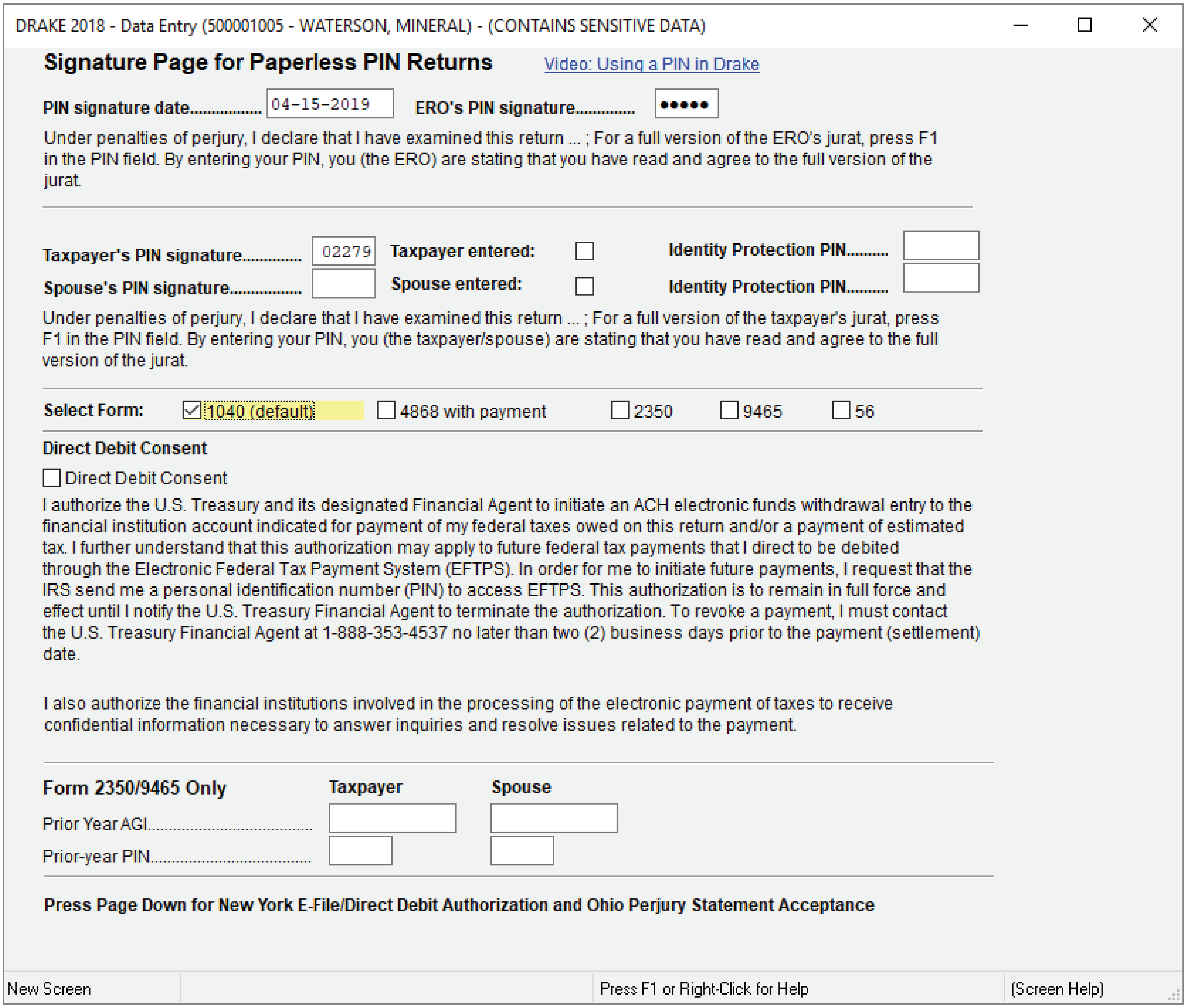
SCREEN HELP

Most data entry screens have **Screen Help** to provide more information about the open screen. Click the **Help** button from the **Data Entry Toolbar** or select **Help** from the right-click menu.



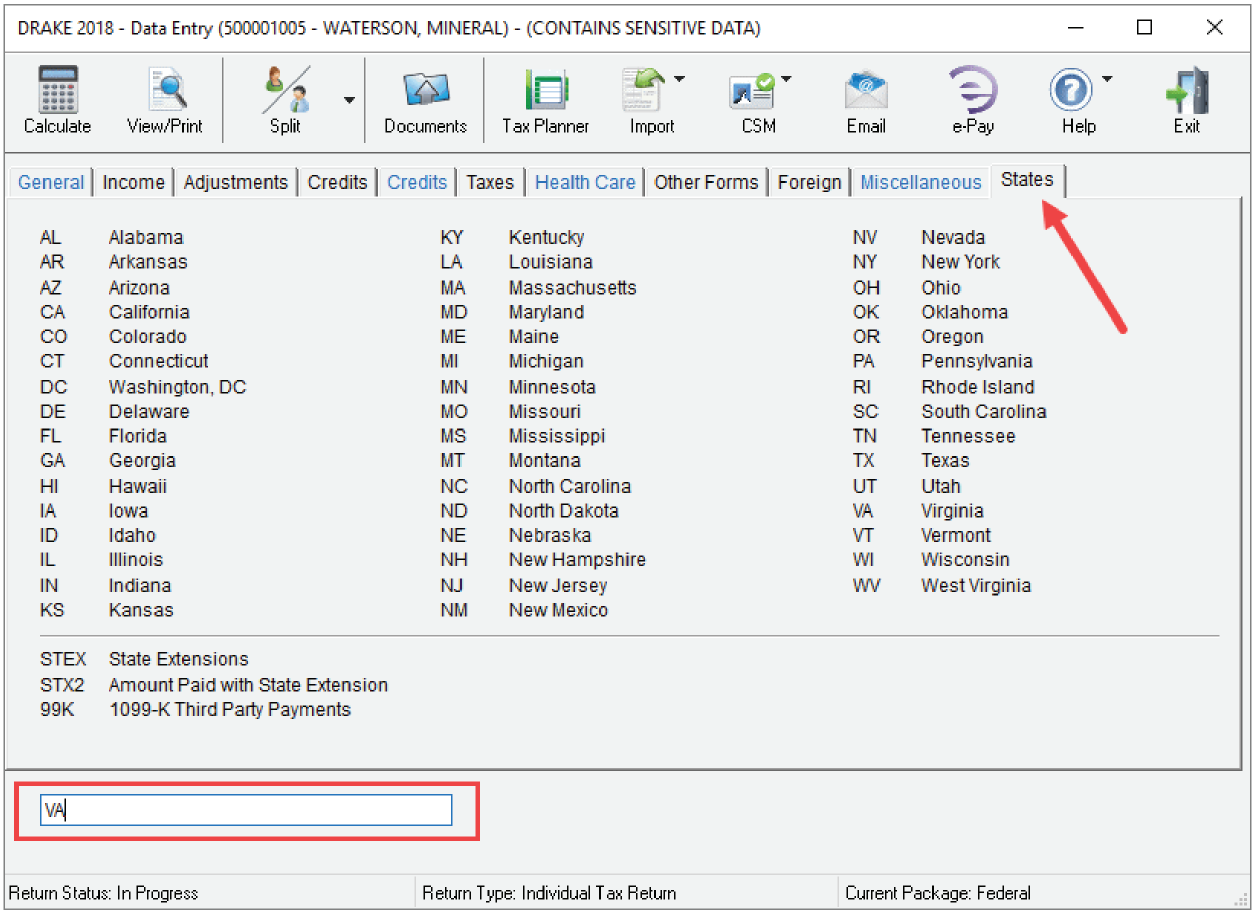
SIGN THE RETURN

Type "PIN" in the **selector** field or click the **8879/8878 e-file Signature** screen to open the **PIN** screen. Enter the PIN signature date or press Alt+D to automatically enter today's date. Then proceed by entering the ERO's PIN signature. The taxpayers' PIN signatures will be automatically generated.

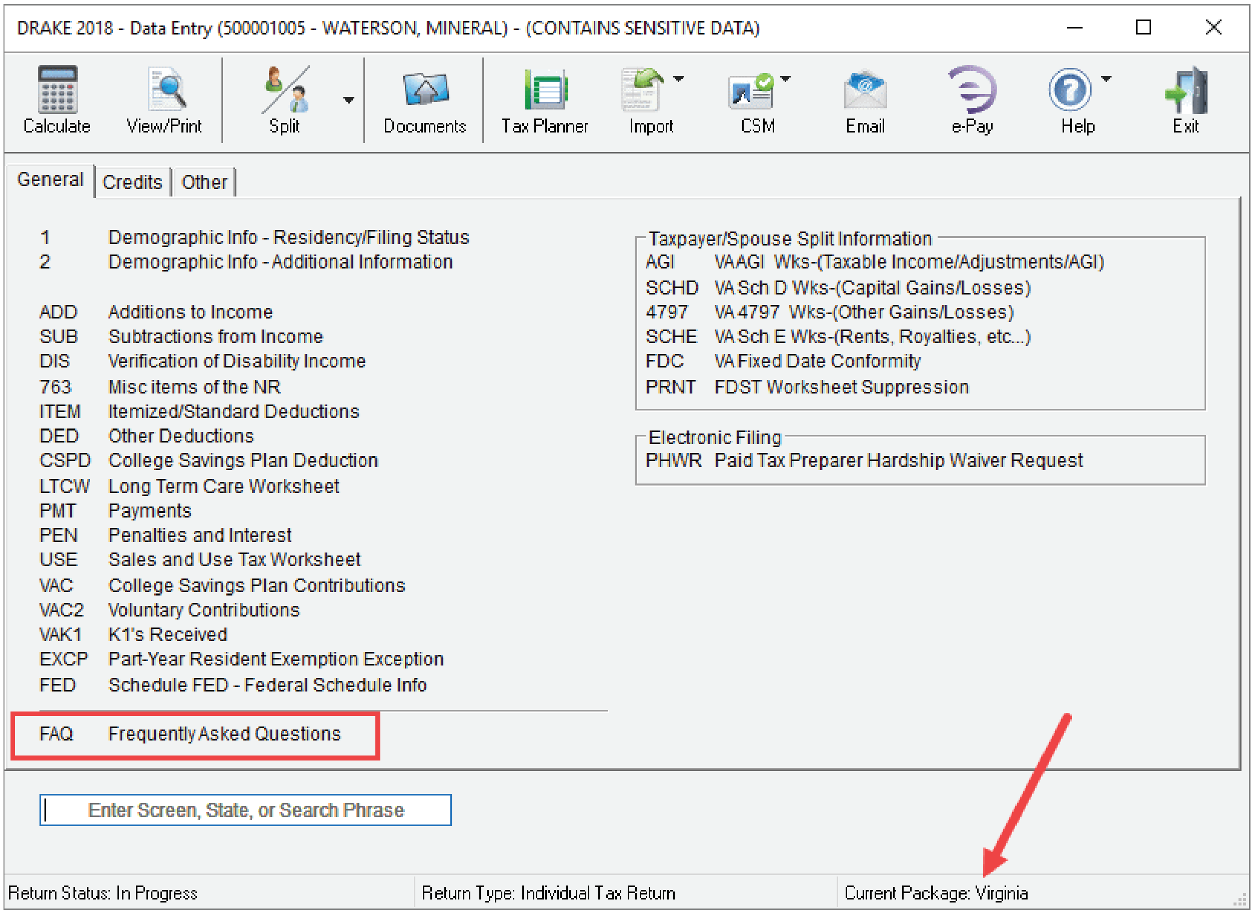


STATE & CITY PROGRAMS

Drake Tax produces state returns using the data entered on federal screens. To override or supplement information from federal screens, enter the state code in the **selector** field and press Enter or select the state from the **States** tab.

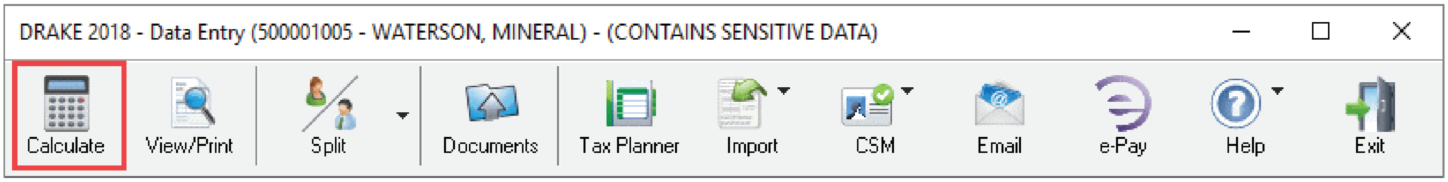


Available forms are found on each state's **Data Entry Menu**. For more information on accessing state and city programs, refer to the Drake Tax User's Manual: Tax Year 2018.



CALCULATION RESULTS

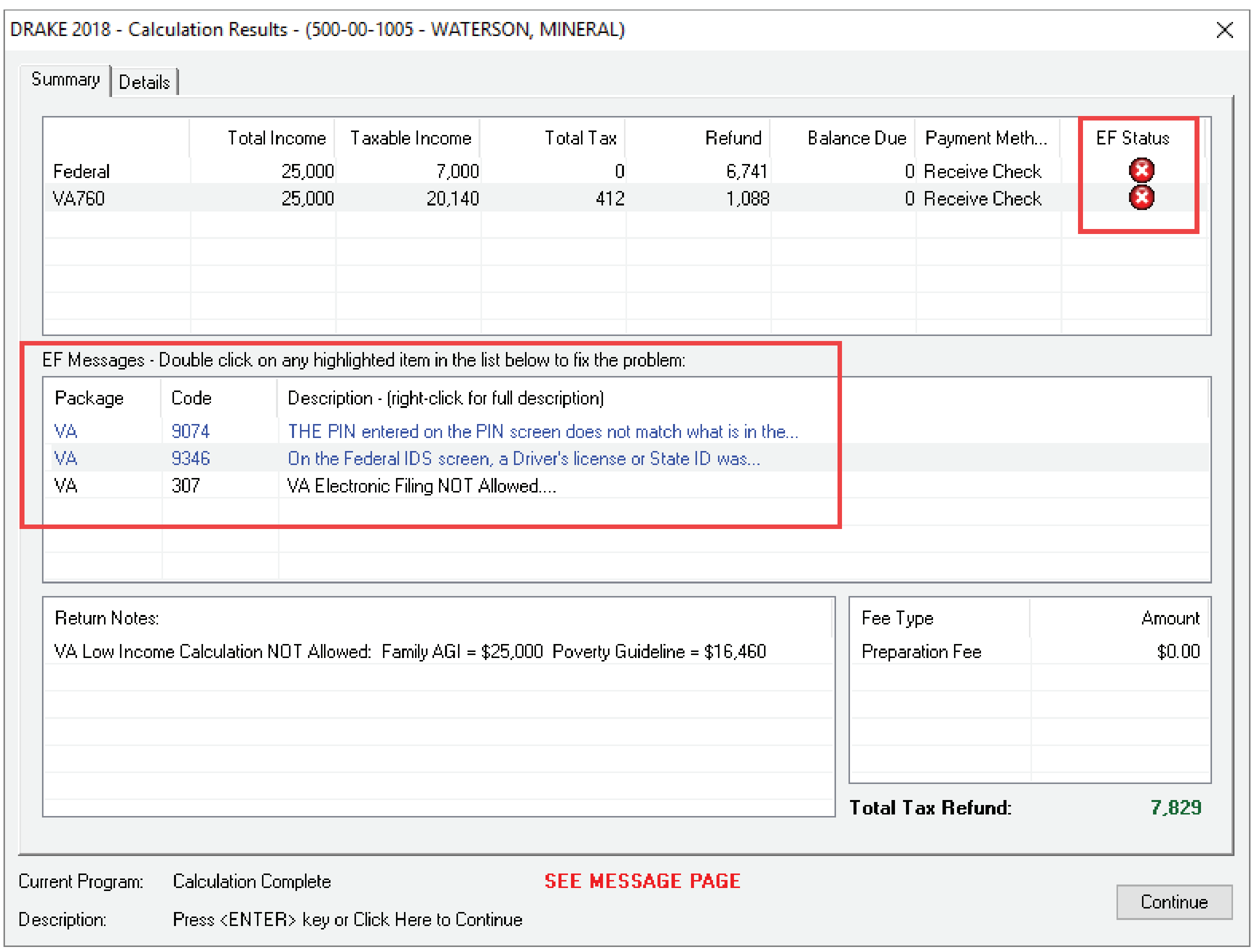
To calculate a return from data entry, click the **Calculate** button from the **Data Entry Menu** or from the data entry toolbar on any entry screen (or press CTRL + C).



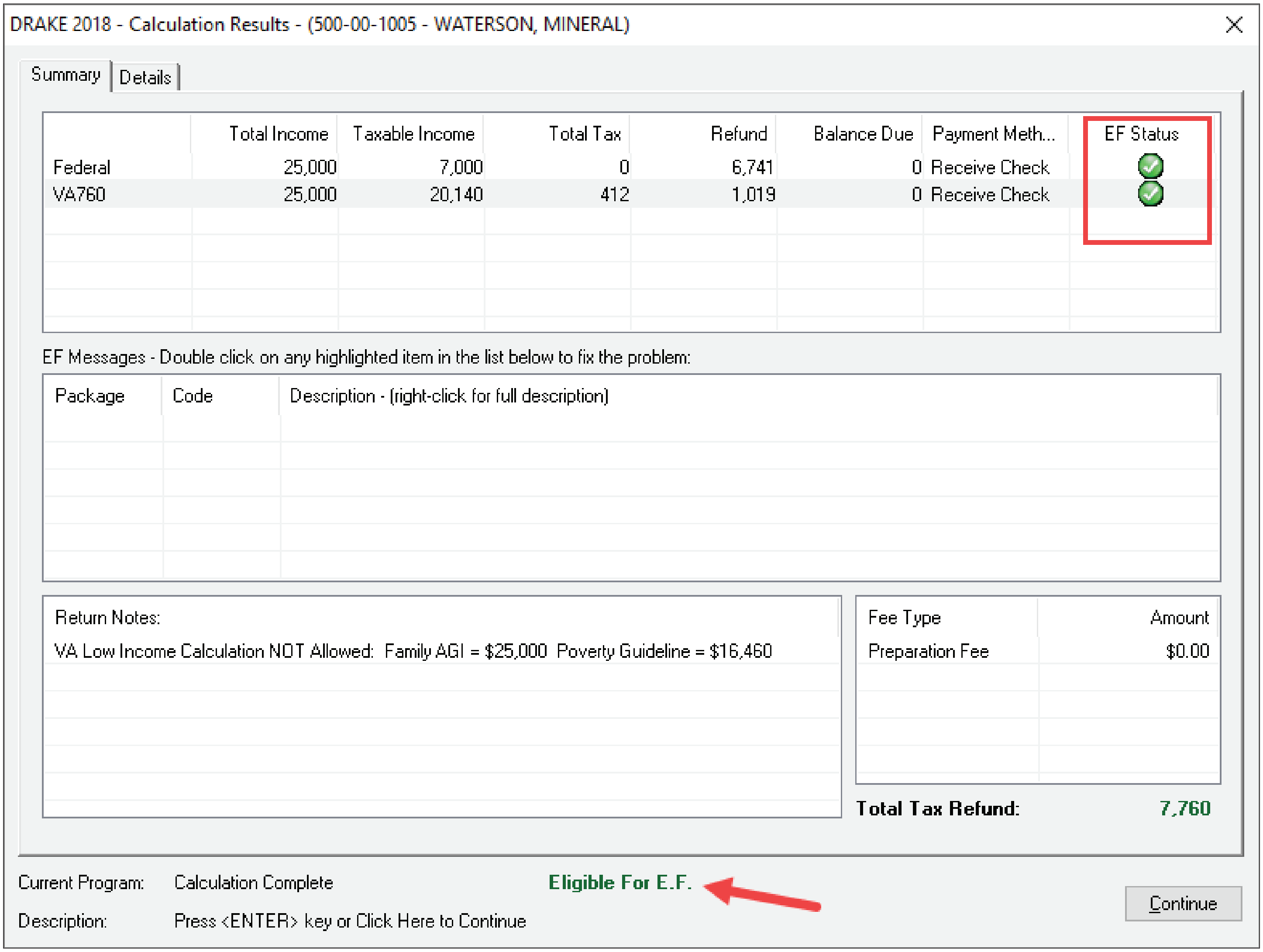
The **Calculation Results** window displays the taxpayer's total income, taxable income, total tax refund amount, balance due, payment method, and the e-file eligibility of the return.

The **EF Status** column displays a green check mark for each return that is eligible for e-file. A red "x" indicates the return is not eligible for e-file and has an e-file message page.

EF messages are displayed in the center of the **Calculation Results** window. Review EF messages by right-clicking to read the full description of the problem. If an EF message is blue, double-clicking it opens the data entry screen that contains the error. All identified issues must be corrected for a return to be eligible for e-file.



Once all EF messages are cleared and the return is eligible, it is available for selection during the EF process.



DRAKE 2018 - Calculation Results - (500-00-1005 - WATERSON, MINERAL)

Summary | Details

	Total Income	Taxable Income	Total Tax	Refund	Balance Due	Payment Meth...	EF Status
Federal	25,000	7,000	0	6,741	0	Receive Check	
VA760	25,000	20,140	412	1,019	0	Receive Check	

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

Package	Code	Description - (right-click for full description)

Return Notes:
VA Low Income Calculation NOT Allowed: Family AGI = $25,000 Poverty Guideline = $16,460

Fee Type	Amount
Preparation Fee	$0.00

Total Tax Refund: 7,760

Current Program: Calculation Complete **Eligible For E.F.**

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

Continue

VIEW & PRINT A RETURN

At any time during data entry, click **View** or press CTRL + V to view the return. All forms generated for the return are listed in the tree view in the left pane.

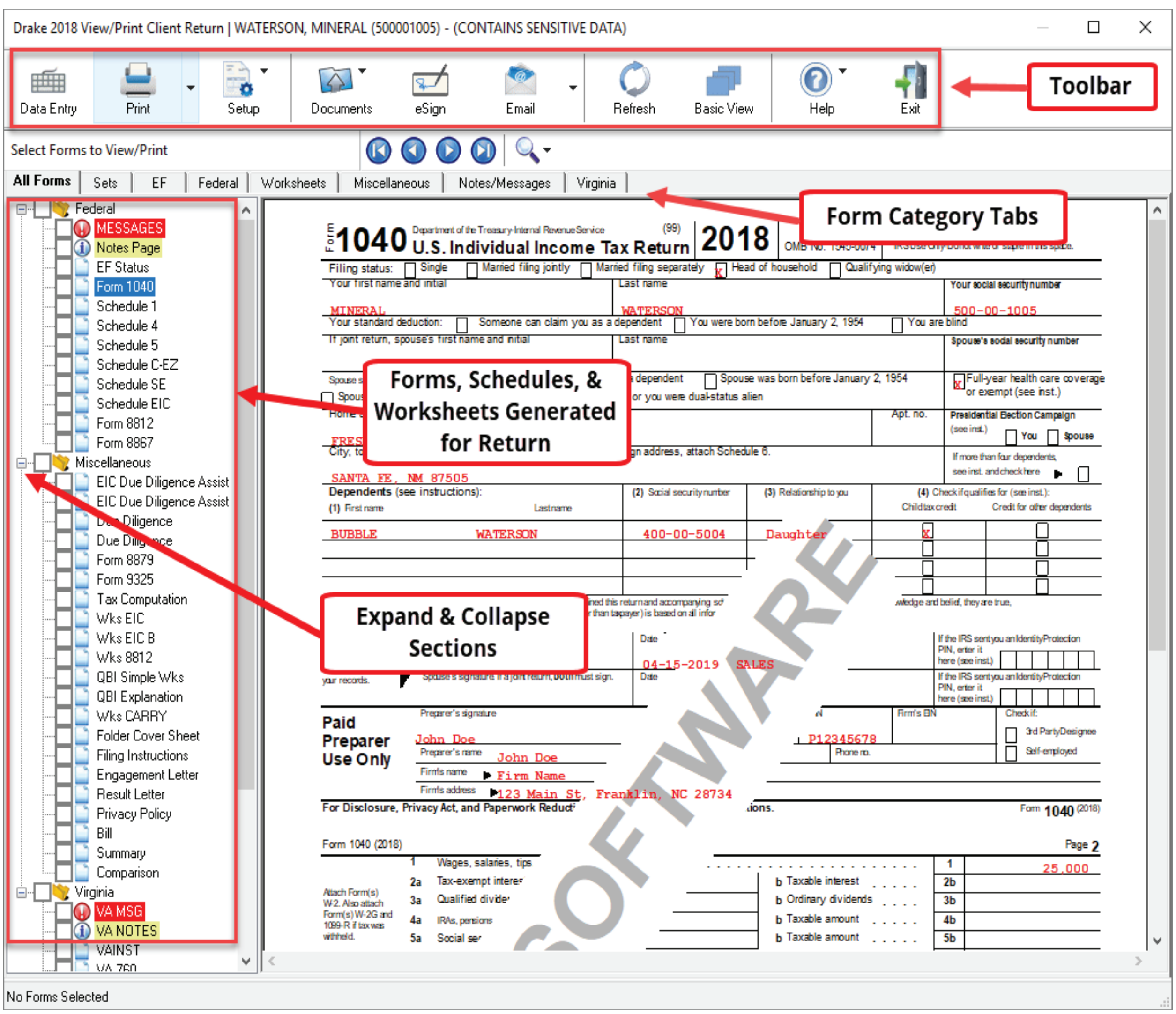
Click the plus to expand and the minus to collapse categories.

Click check boxes or use the ARROW keys to navigate the forms. The selected form is displayed in the viewing pane.

Click a category header to select the entire group of forms for printing, or select specific forms. Press CTRL + P to print all selected forms, or, to print only the form displayed in the viewing pane, press CTRL + Q for a quick print.

In this example, a quick print will print Form 1040.

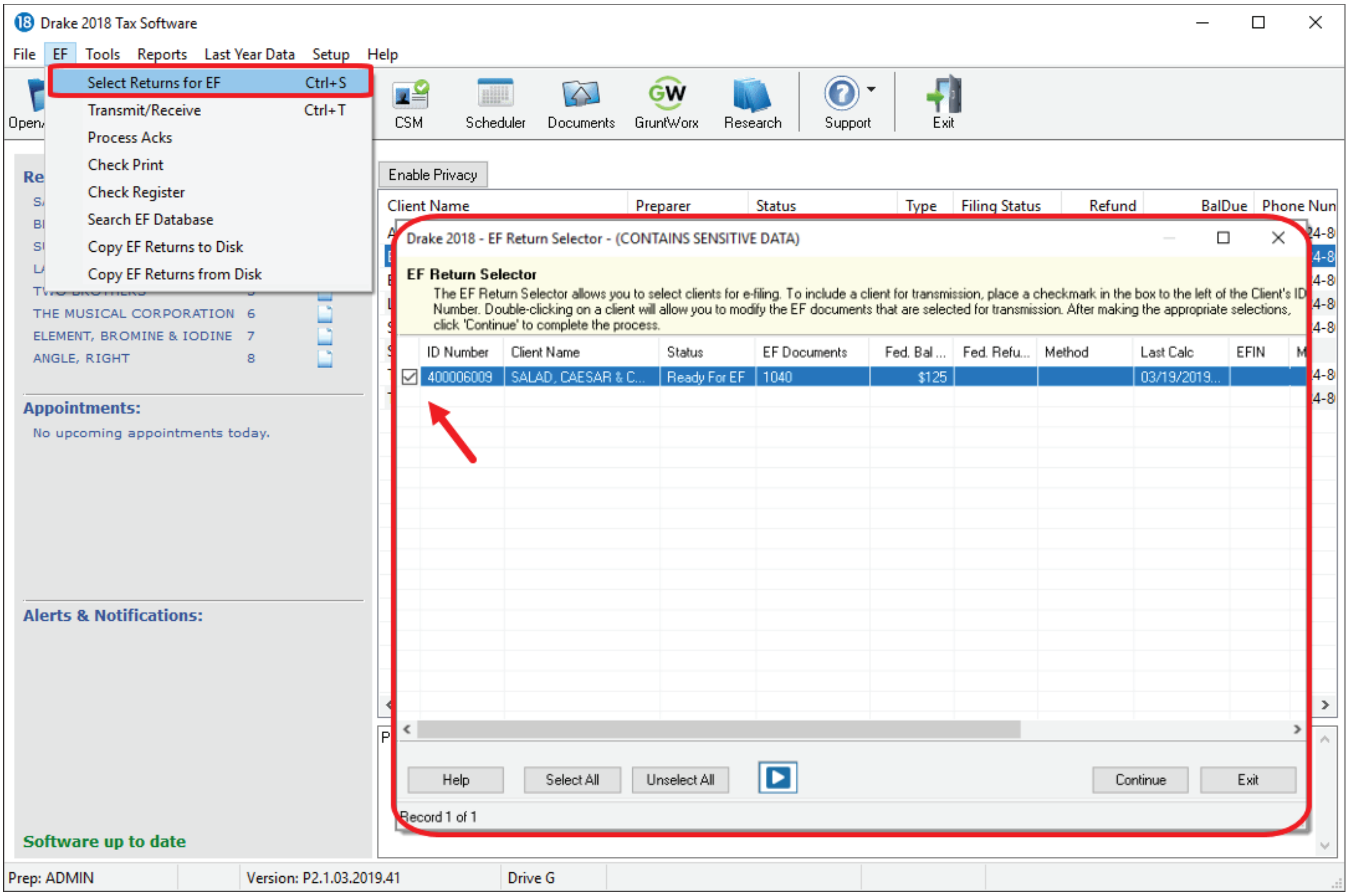
To close View/Print mode and return to data entry, press CTRL + E or click **Data Entry** from the toolbar.



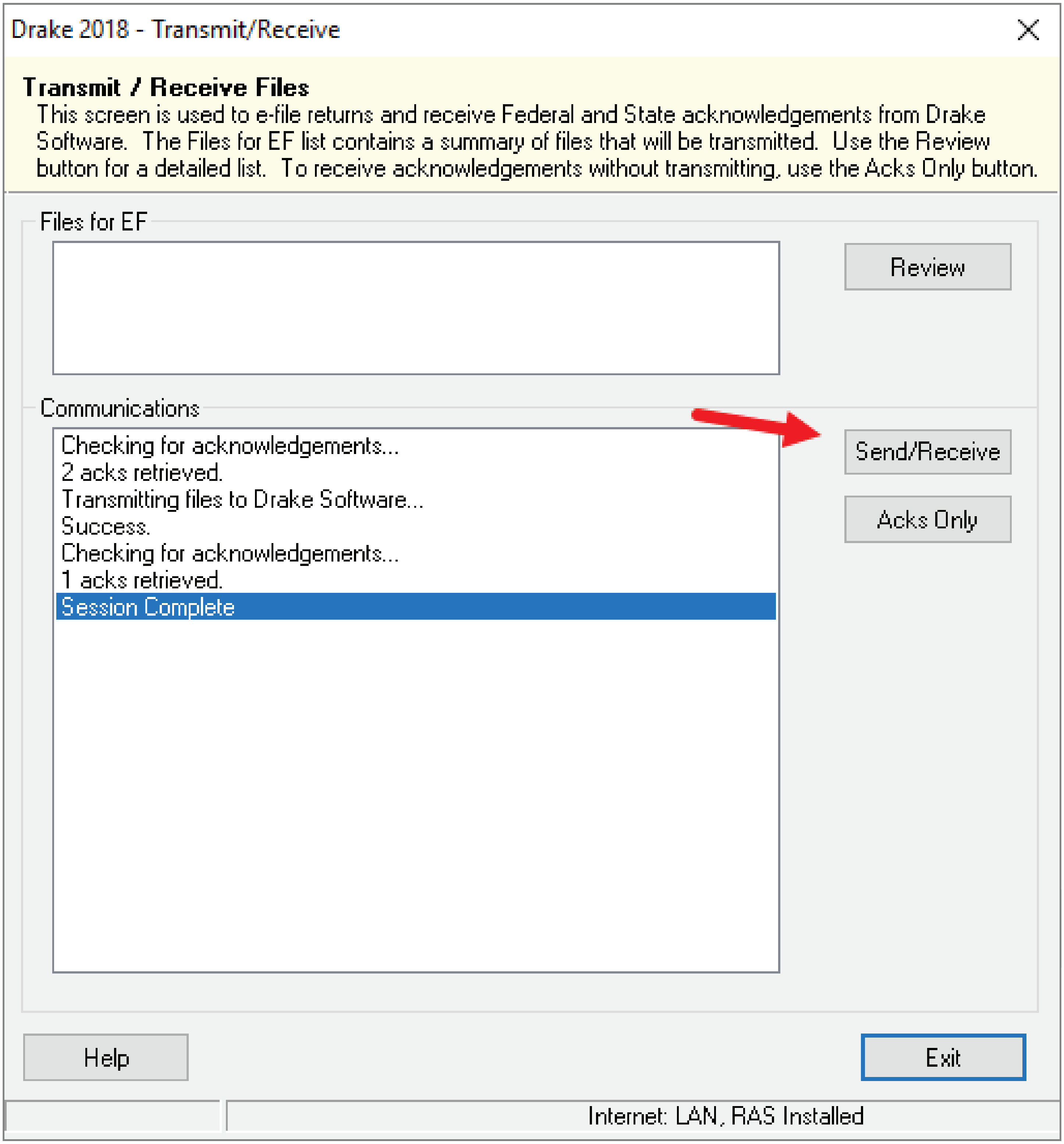
E-FILE A RETURN

e-Filing in Drake Tax is a simple, three-step process.

1. **Select Returns for e-File**. Choose **EF > Select Returns for EF** on the menu bar. Select the checkbox to the left of the return to select it for e-file and click **Continue**. The Report Viewer lists the returns selected for transmission. Click **Exit**.

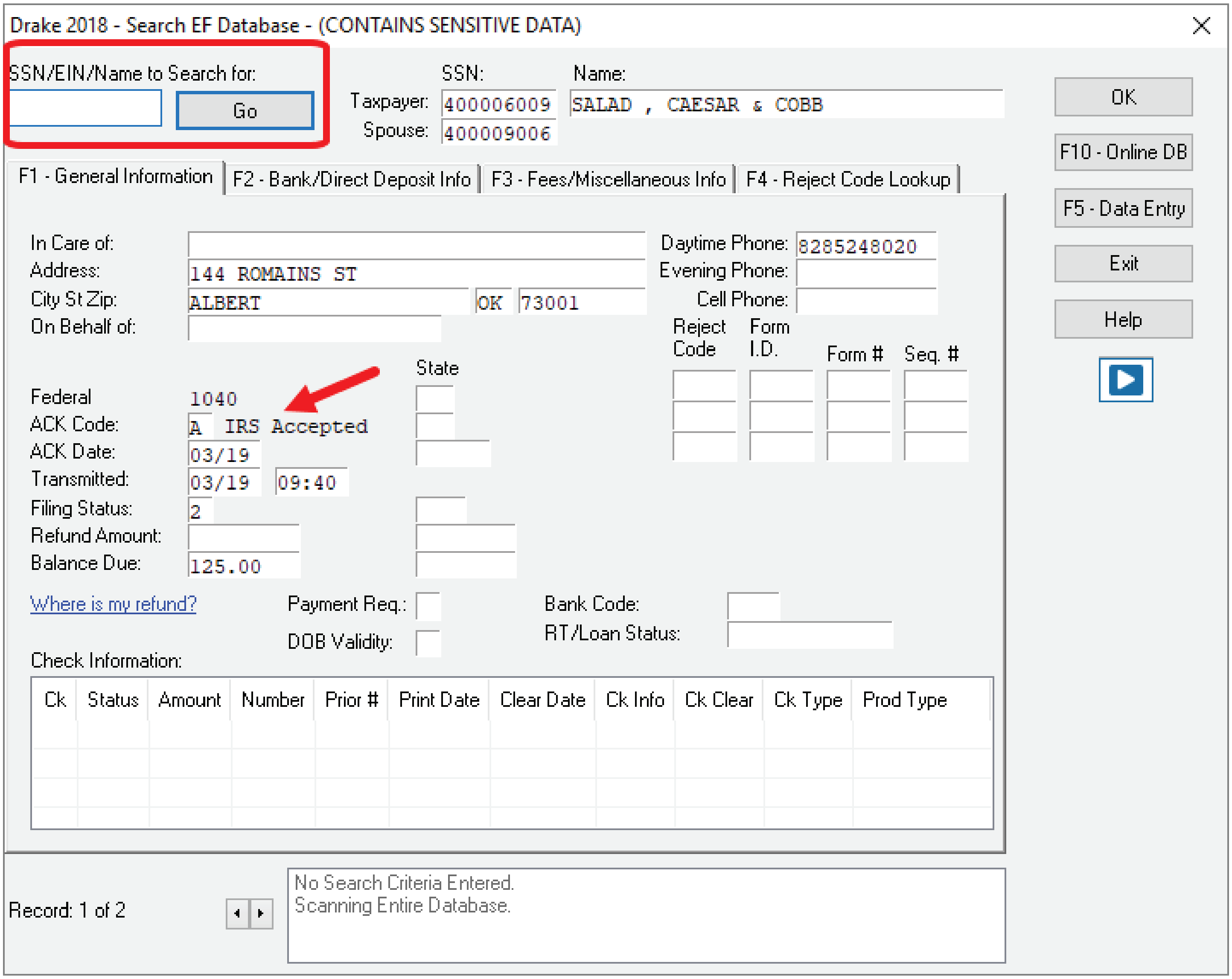


2. **Transmit Returns**. Go to **EF > Transmit/Receive** and click **Send/Receive** to transmit the return and pick up acknowledgements.

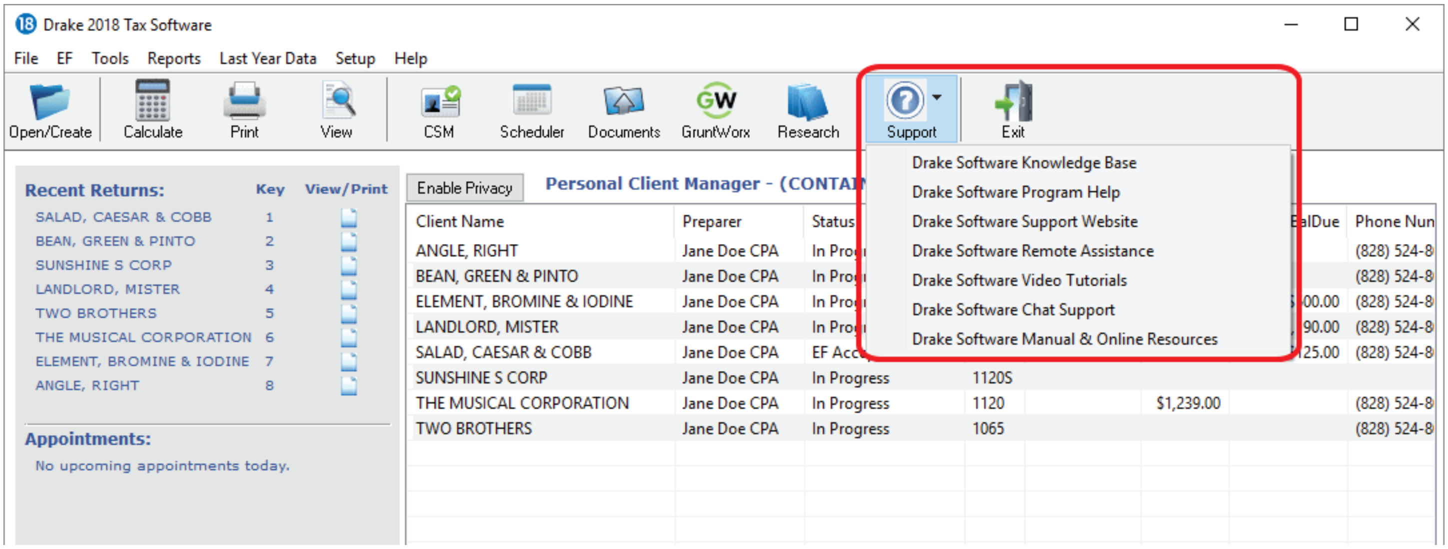


3. **Process Acknowledgements**. Finally, go to **EF > Process Acks**. Your acknowledgements are posted to the EF database. You should receive a "**T**" ack for a test return.

To review the transmission details, go to **EF > Search EF Database**. The e-file database is a searchable database that displays information about all returns your office has e-filed for the current tax year. Enter the SSN, ITIN, EIN, or last name and click **Go**. The EF database displays data about the return and the associated bank products, fees, reject codes, and more. Click the tabs to access more information about the return.



ACCESSING HELP



Drake Software offers a wide range of support resources including a variety of online and program help.

Click the **Support** button from the **Drake Tax** window toolbar to access many resources including:

- **Drake Software Knowledge Base**, an online reference source containing answers to common tax and program questions.
- **Drake Software Program Help**, a searchable "Drake encyclopedia," arranged in "books." The Program Help includes a Search feature, a searchable index, and a Favorites list. Program Help answers many of the most commonly asked questions about the tax program.
- **Drake Software Support Website**, a website with links to all of our online help resources, including the Knowledge Base, Drake ETC and many other helpful webpages.
- **Video Tutorials**, a compendium of more than 200 instructional videos showing how to use Drake Tax and related programs.
- **Manual and Online Resources**, a link to Drake Tax manuals, practice returns, IRS pubs, and Drake Software shipment letters, all in PDF format, readable online or available for download.