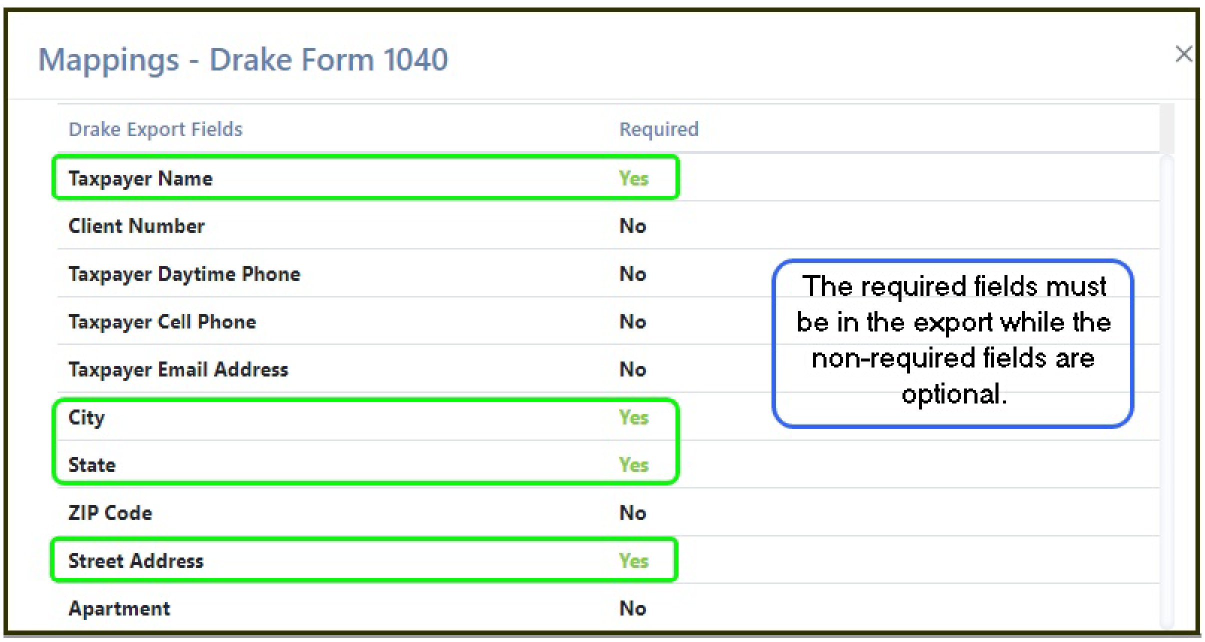
Importing Clients & Invoices from Drake

Export Clients from Drake.

In Drake

i. Select Reports/Report Manager from menu bar at the top left of the screen
ii. Select “My Reports” and choose the New Report button at the bottom of the screen
iii. Select “Tax Return Data” from the option group
iv. You will be creating two separate export reports
    1. One for 1040’s
    2. Another for All Clients from top left of the menu bar
v. Choose “1040”, “1120”, “1065” or “1120S” as tax type
vi. Select clients to export from the main screen by using the F3 “Group Select” feature or by using {Ctrl} + {Left Mouse Button} to select clients from different sections of the list
vii. Once the selection is complete, select Client from the top left of the menu bar
viii. Choose Export > Export to file
ix. Click the plus sign to expand the top three groups:
    1. Client Information
    2. Client Status
    3. Client Invoice
x. Select fields shown in the Mapping – to select a field, click an item from the list on the left side of the export client screen and use the > button to copy it to the display section at the right side of the screen.
xi. When finished selecting the fields, click [OK] at the top right to create the export file
xii. Notice the location of the file at the top left – export csv



Mappings - Drake Form 1040

Drake Export Fields	Required
Taxpayer Name	Yes
Client Number	No
Taxpayer Daytime Phone	No
Taxpayer Cell Phone	No
Taxpayer Email Address	No
City	Yes
State	Yes
ZIP Code	No
Street Address	Yes
Apartment	No

The required fields must be in the export while the non-required fields are optional.