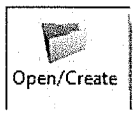
Creating a Return

To create a return in Drake:



1. From the **Home** window, click **Open/Create** (or ALT, F, O).
2. In the **Open/Create a New Return** box, enter the client's ID number (item #1 in Figure 3-9).
3. Click **OK**.
4. Click **Yes** when asked if you want to create a new return.
5. In the **New Return** dialog box, select the return type.
6. Enter the client's name.
7. Click **OK**. Data entry screen **1** for the new return is displayed.

NOTE: You may be required to verify the ID number for a new return. Verification is required for all Pay Per Return (PPR) clients.

Opening a Return

*Recently accessed returns can be selected from the **Recent Returns** list in the **Home** window.*

To open an existing return in Drake:

1. From the **Home** window, click **Open/Create**. The **Open/Create a New Return** dialog box is displayed (Figure 3-9).
2. Perform one of the following tasks:
   - Enter the ID number of the return (item #1 in Figure 3-9).
   - Select one of the last nine returns opened (item #2 in Figure 3-9). Click a row to select a return.
   - Select a return type (item #3 in Figure 3-9). Returns are displayed in the grid to the left. Click a row to select a return.

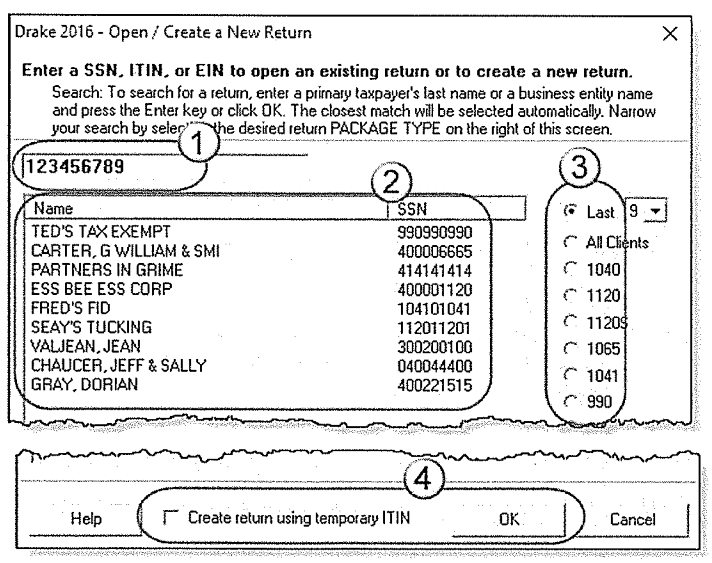


Figure 3-9: Open/Create a New Return dialog box