

**Using GruntWorx to Populate  
GoSystem Tax RS™**

**Topics in this Quick Start Guide**

- Key steps to configuring GruntWorx
- How to submit jobs
- How GoSystem Tax RS™ client tax files are populated with GruntWorx
- How to purchase tokens and run usage reports

---

**Using GruntWorx to Populate  
GoSystem Tax RS™**

**NEED HELP?**

**Call us: 877-830-6059**

**X2 for Sales**

**X3 for Support**

## Table of Contents

### [Overview](#)

### [Administrator Functions - for GoSystem Tax RS™](#)

[Set-up firm, Add Accounts, Add Users](#)

[Check Inventory, Purchase Tokens](#)

### [User Functions](#)

[Set Preferences, add GoSystem Tax RS™ Login and Password](#)

[Add Client/s](#)

[Submit Trial Job](#)

[Review GruntWorx Output Files](#)

[Import Capital Gains](#)

[Run Reports](#)

---

Using **GruntWorx** to Populate  
GoSystem Tax RS™

### **NEED HELP?**

**Call us: 877-830-6059**

**X2 for Sales**

**X3 for Support**

## Overview

The purpose of this document is to assist tax firms with initial GruntWorx set-up and to provide a quick reference for the ongoing use of GruntWorx to populate 1040 client tax forms into GoSystem Tax RS™ 1040 tax software client files.

### What you get:

- Your client's tax forms - identified, labeled and organized in the order of a 1040 and returned in a bookmarked PDF
- Data extracted from client tax forms and automatically inserted into the client's GoSystem Locator
- A Pointsheet workbook including a Diagnostics sheet, a Missing Documents sheet and, if selected, spreadsheets with extracted capital gains.

For the purpose of this guide, references to “**jobs**” are references to submissions to GruntWorx of client source documents (PDF format) associated with a single taxpayer/spouse tax return.

**Scanning Note:** The quality of the scanned documents submitted to GruntWorx is vitally important to your firm's successful use of GruntWorx products.

This guide assumes the client's tax forms have already been scanned to PDF format **using the black and white or monochrome setting, at a minimum quality setting of 300dpi.**

For best results, please read the [Best Practices for Scanning Tax Documents Guide](#), available by calling 877-830-6059 and selecting either Sales (X2) or Support (X3).

Using **GruntWorx** to Populate  
GoSystem Tax RS™

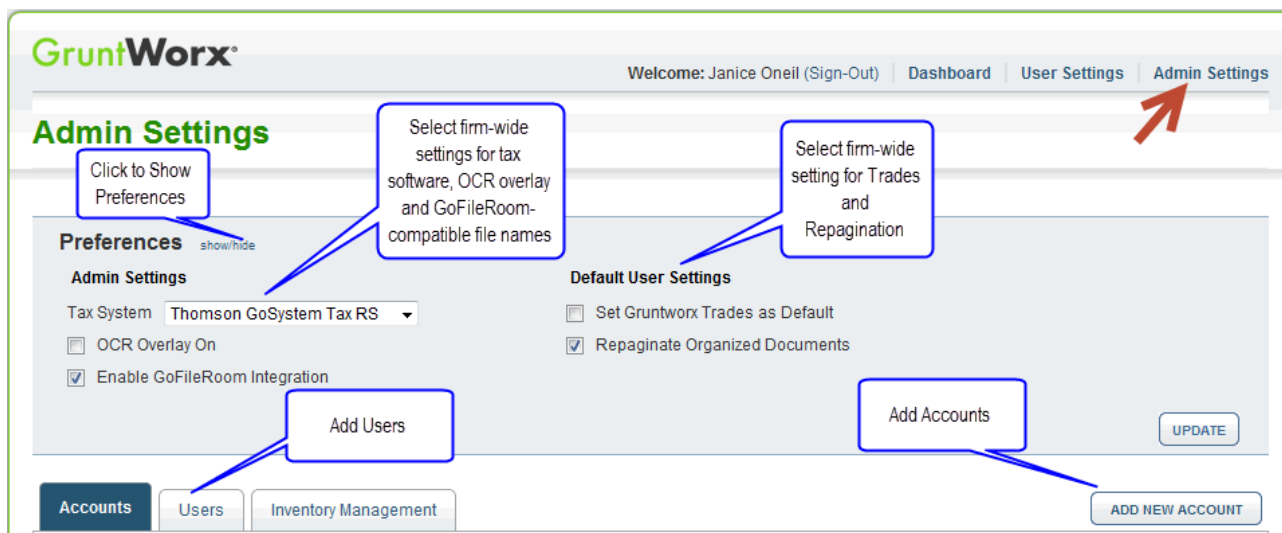
### NEED HELP?

**Call us: 877-830-6059**  
**X2 for Sales**  
**X3 for Support**

## Administrator Functions - for GoSystem Tax RS™

### 1. Set-up firm, Add Accounts, Add Users

- Click Free Trial Link
- At Registration screen - complete registration
- Accept master agreement
- Accept EULA
- **Important:** The GoSystem Tax RS™ user must have contacted GruntWorx prior to the submission of the firm's first Populate job to enable access to web services at Thomson Reuters. **Please call 877-830-6059 X2 if you have not yet spoken to GruntWorx.**
- At dashboard, select "Admin Settings" link - at top right
- Click "Show" Preferences link at left
- Select Thomson GoSystem Tax RS™ tax software and firm-wide preferences



- At "Accounts" tab on the Admin screen, add Account/s (required). A "Default" account is supplied. The default account should be re-named to match one of the firm's GoSystem Tax RS™ accounts.  
All Account names must match the specific GoSystem Tax RS™ accounts associated with firm Client tax files.
- At "Users" tab on the Admin screen, add users and assign passwords and account access. Add, Edit, Delete, Activate and Deactivate Users in individual and batch actions.

Using **GruntWorx** to Populate  
GoSystem Tax RS™

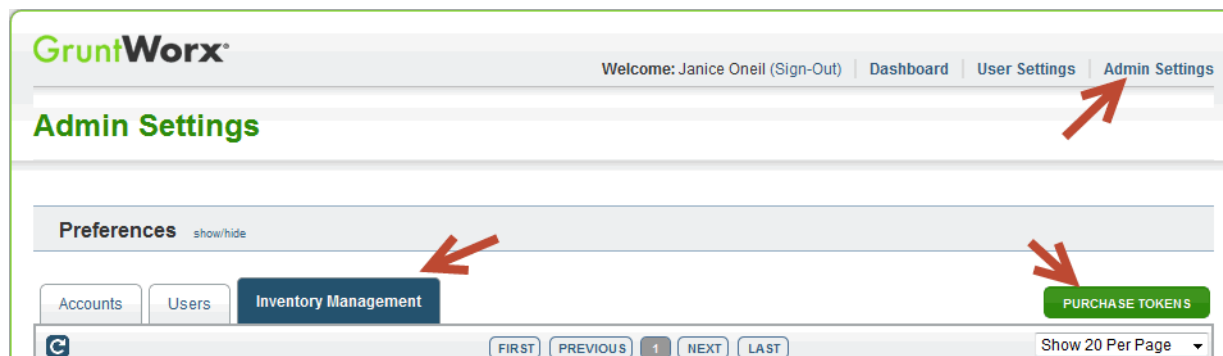
### NEED HELP?

**Call us: 877-830-6059**  
**X2 for Sales**  
**X3 for Support**

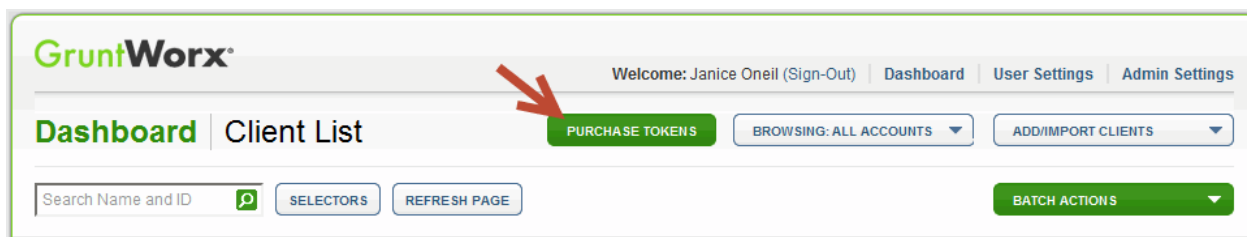
## Administrator Functions (continued)

### 2. Check Inventory, Purchase Tokens

- At dashboard, select “Admin Settings” Link
- Select “Inventory Management” tab to see token balance
- Select “Purchase Tokens” button to purchase tokens with a credit card.



- The Purchase Tokens button is also enabled on the Dashboard of users with Admin privileges. Users will see the button but will not be able to purchase.



**Token Usage** - Universal tokens can be used for Organize jobs, Populate jobs and Trades.

	TOKEN USE	USER RECEIVES
Organize Return	1	Bookmarked PDF
Populate Return	5	Bookmarked PDF + Tax Population
Trades Option(add)	1 for up to 25 trades	Capital Gains Import File

Using **GruntWorx** to Populate  
GoSystem Tax RS™

### NEED HELP?

**Call us: 877-830-6059**  
**X2 for Sales**  
**X3 for Support**

## User Functions

### 1. Set Preferences, add GoSystem Tax RS™ Login and Password

- Login to GruntWorx.com using credentials supplied by the Administrator
- Accept EULA
- From the Dashboard, select “User Settings” link - at top right
- At “User Settings” screen, set user preferences
- Add GoSystem Tax RS™ login credentials.

**Important:** when login or password to access the tax software is updated, the User must also update login/password in GruntWorx.

The screenshot shows the GruntWorx User Settings page. At the top, the GruntWorx logo is on the left, and a navigation bar on the right says "Welcome: Janice Oneil (Sign-Out)" followed by links for "Dashboard", "User Settings" (highlighted with a red arrow), and "Admin Settings". The main heading is "User Settings". Below it, there are two sections: "Preferences" and "GoSystem Tax RS Login Information".

**Preferences:**

- ☒ Send Email Notification of Job Completion to:  (An annotation box points to this field with the text: "Add email address for job completion and error notification. Set repagination preferences.")
- ☒ Repagate Organized Documents

**GoSystem Tax RS Login Information:**

- Login ID:
- Firm ID:  (An annotation box points to this field with the text: "Add GoSystem login credentials. Note: must match login to tax program")
- Firm Location:
- Password:
- ☐ show keystrokes
- 

Using **GruntWorx** to Populate  
GoSystem Tax RS™

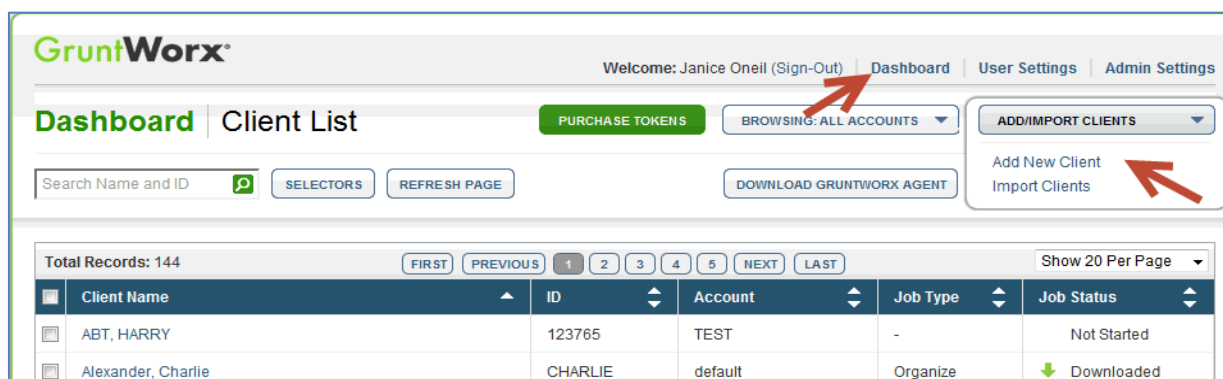
### NEED HELP?

**Call us: 877-830-6059**  
**X2 for Sales**  
**X3 for Support**

## User Functions (continued)

### 2. Add Client/s

- At Dashboard – Click Add/Import Clients



The screenshot shows the GruntWorx Dashboard interface. At the top, there's a navigation bar with 'Welcome: Janice Oneil (Sign-Out)', 'Dashboard', 'User Settings', and 'Admin Settings'. Below this, the 'Dashboard' tab is active, showing a 'Client List' section. A red arrow points to the 'ADD/IMPORT CLIENTS' dropdown menu. Another red arrow points to the 'Add New Client' option within this menu. The 'Import Clients' option is also visible. Below the menu, there's a search bar and buttons for 'SELECTORS', 'REFRESH PAGE', and 'DOWNLOAD GRUNTWORKX AGENT'. A table at the bottom displays client records with columns for Client Name, ID, Account, Job Type, and Job Status. The table shows two records: 'ABT, HARRY' and 'Alexander, Charlie'.

Client Name	ID	Account	Job Type	Job Status
ABT, HARRY	123765	TEST	-	Not Started
Alexander, Charlie	CHARLIE	default	Organize	Downloaded

**Important:** For each client added, the Client ID and Account number must be identical to the GoSystem Locator and Account in the GoSystem Tax RS™ tax software.

**To add a single client** - on the “Add/Import Clients” dropdown menu click “Add New Client”; fill all required fields

**To upload multiple clients** - on dropdown menu click “Import Clients”, follow instructions and template to create the csv import file.

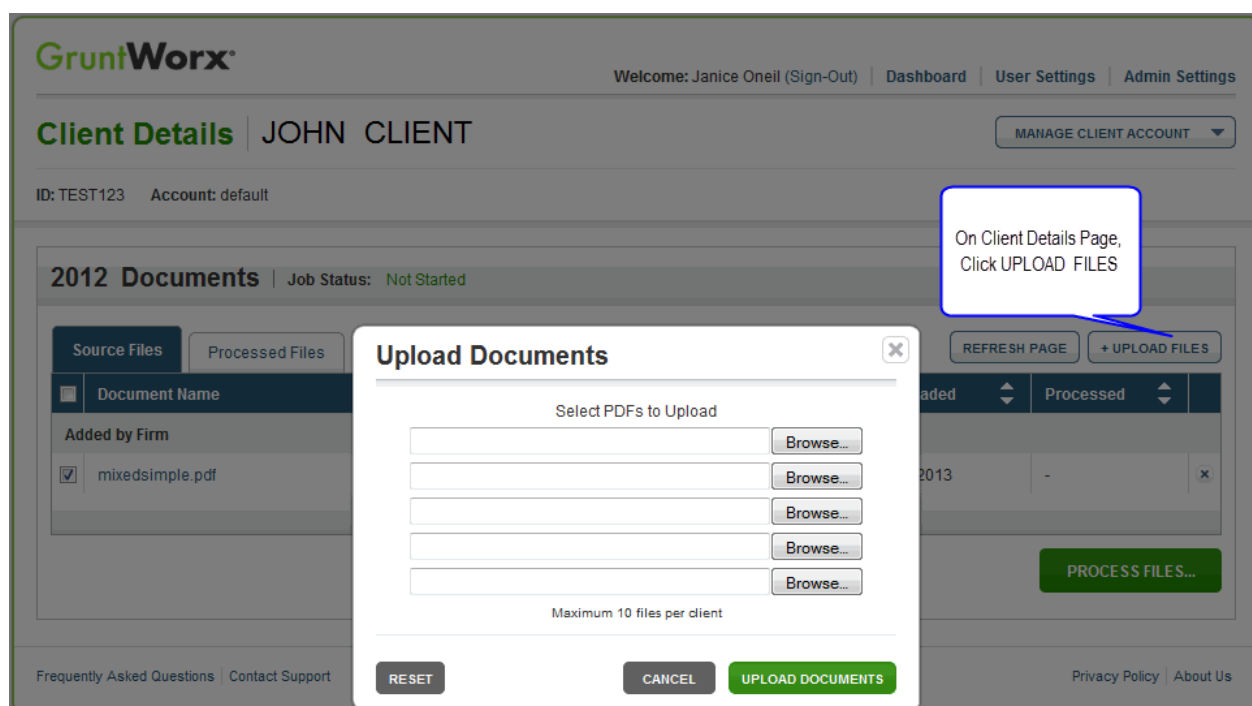
## User Functions (continued)

### 3. Submit Trial Job

- **Required:** A fresh client return rolled from the prior tax year to current or, in the tax software, start a new client file

**Note:** Minimum required client tax file data for Populate job processing: **Taxpayer and Spouse name/s; SSN/s and filing status** filled on the “Taxpayer Information” screen in the “General Information” section of the Client Organizer.

- The user may upload files after saving a new client, or at the GruntWorx Dashboard, click on the client name to access the Client Details Screen



- Click “Upload Files” button
- Browse and add files (as many as 10, five at a time; maximum of 50MG per file)
- click “Upload Documents” button
- At the “Client Details” screen click “Process Files”
- Select processing options and click “Process Files”.

**Important:** the User must be logged-out of the GoSystem Tax RS™ Client tax file during job submission and population.

Using **GruntWorx** to Populate  
GoSystem Tax RS™

### NEED HELP?

**Call us: 877-830-6059**  
**X2 for Sales**  
**X3 for Support**



## User Functions (continued)

### 4. Review GruntWorx Output Files

Email notification, if selected in User preferences, alerts the user that the job is complete. The email serves also as notification that tax data has been populated into the Client Locator and that the GruntWorx Bookmarked PDF and Pointsheet, including the trades import file (if trades option selected), are ready for download and review.

#### A. Download and Save Files

At the Dashboard, click the Client name associated with the “completed” job to go to the Client Details page.

- Under the “Processed” tab, the first file listed is the organized and bookmarked PDF.
- The second file is an Excel workbook called the Pointsheet.

The screenshot shows the 'Processed Files' tab in the GruntWorx interface. It contains a table with two files: 'paul\_cra\_PAULCRA\_bookmarked-1.pdf' and 'paul\_cra\_PAULCRA\_Pointsheet-1.xls'. The table has columns for 'Document Name', 'Status', and 'Processed'. Below the table are two buttons: 'MARK AS DOWNLOADED' and 'DOWNLOAD ALL'. Callouts provide instructions: 'To view and download completed files, access from the Processed Files tab.' points to the 'Processed Files' tab; 'Click to view or save files individually' points to the first file; 'Select checkboxes for one or both files and click Download All to download as a ZIP file' points to the 'DOWNLOAD ALL' button; and 'Mark as Downloaded after files are saved to the network or DMS' points to the 'MARK AS DOWNLOADED' button.

Document Name	Status	Processed
<input type="checkbox"/> paul_cra_PAULCRA_bookmarked-1.pdf		1-23-2013
<input type="checkbox"/> paul_cra_PAULCRA_Pointsheet-1.xls		1-23-2013

Buttons: MARK AS DOWNLOADED, DOWNLOAD ALL

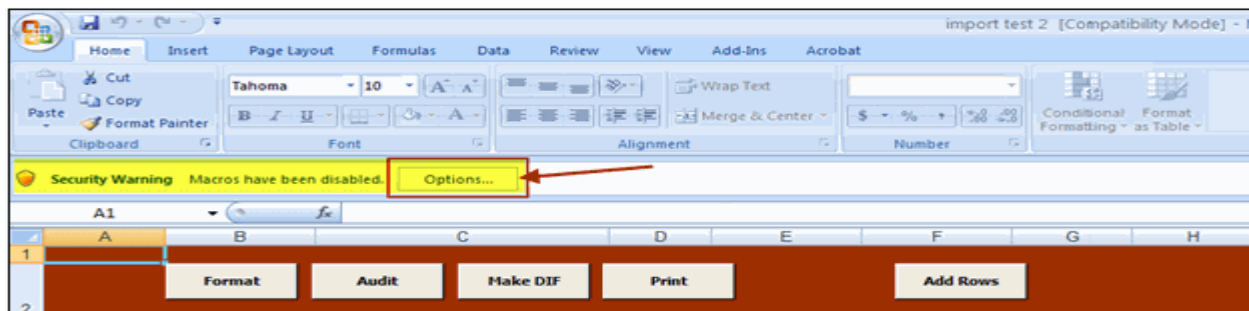
**Note:** Output files can be viewed from the GruntWorx “Processed File” tab but, to take advantage of the links between the Pointsheet and the Bookmarked PDF, the user must save the documents to their desktop or firm-designated file system.

To review the documents, it’s easiest to use two monitors: opening the PDF image in one monitor and the Pointsheet in the other.

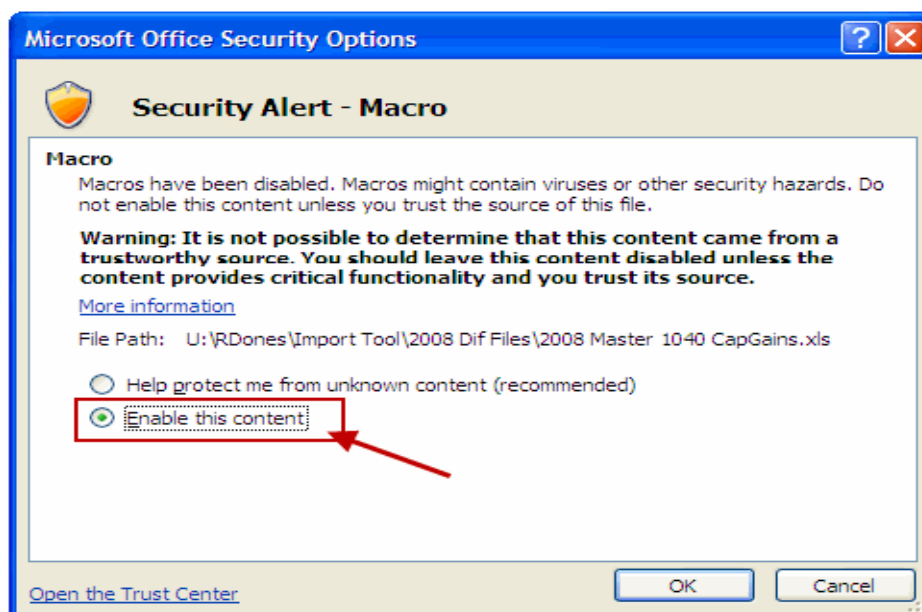
## User Functions (continued)

### B. Enable Pointsheet Macros

- Open the GruntWorx Pointsheet. If Macros are disabled a Security Warning is displayed
- Select the **Options** button below the Excel toolbar



- At the “Security Alert - Macro” pop-up, select radio button for “Enable this Content” and click “OK”

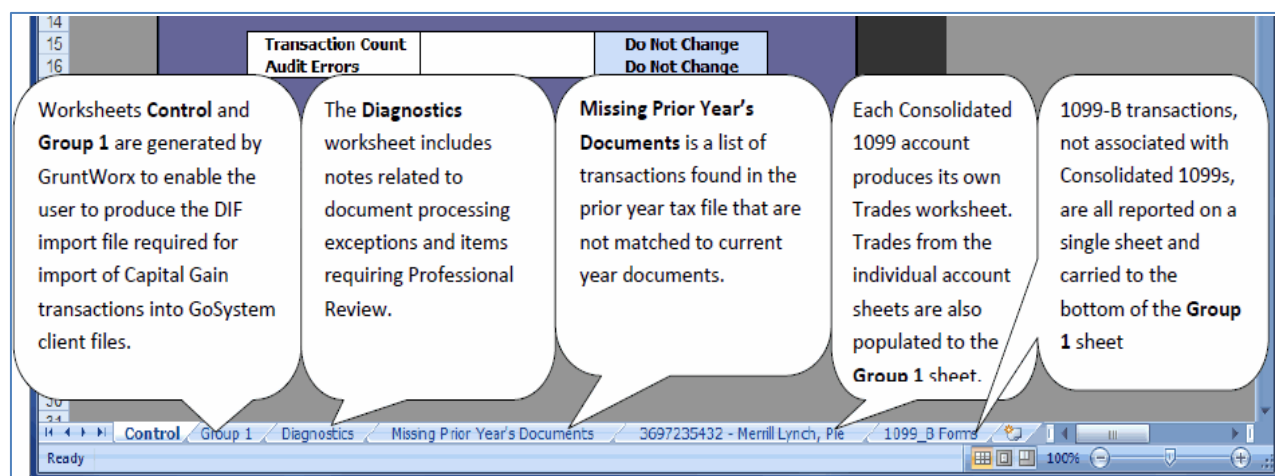


## User Functions (continued)

### C. Pointsheet Review - Worksheet Overview

The Pointsheet is an Excel™ workbook, provided with every GruntWorx Populate job. Included in the workbook are a worksheet with Diagnostic job notes, and another with a list of Missing Documents.

When the GruntWorx Trades option is selected, worksheets for each Consolidated 1099 Trades account, a worksheet with separately reported 1099-B's as well as worksheets (Control and Group1) used to generate the GoSystem Tax RS™ capital gains import file are also provided.



Using **GruntWorx** to Populate  
GoSystem Tax RS™

#### NEED HELP?

**Call us: 877-830-6059**  
**X2 for Sales**  
**X3 for Support**

## User Functions (continued)

### D. Pointsheet Review - Diagnostics Sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
34		<b>Forms classified but not extracted for population</b>												
35		<b>Inconsistent Tax Year - does not populate</b>												
36			- <a href="#">SSA-1099 - page 26</a>											
37														
38		<b>Inconsistent Owner/SSN - does not populate</b>												
39		765-44-1234	<a href="#">1099 INT - page 5</a>											
40														
41														
42		<b>Professional review required</b>												
43		<b>Issuer Name and/or Address for W-2, 1099-R or W-2G missing - correct in tax software</b>												
44			- <a href="#">1099 R - unknown1</a>											
45														
46		<b>Customer Diagnostic Notes</b>												
47			- <a href="#">1099 INT</a> - More than one form/record on this page - Only one form/record extracted											
48														
49														

- Review the Diagnostics sheet (3rd tab from left) for comments related to client file population
- Click the blue hyperlinks on the Diagnostic sheet linked to the corresponding page in the open Bookmarked PDF

### E. Pointsheet Review - Trades

- From the downloads section of GoSystem Tax RS™, download the **1040 Capital Gains DIF Toolkit**, required to import Trades
- From the **1040 Capital Gains DIF Toolkit**, save
  - the “User Guide” for detailed instructions on editing and formatting the **Group 1** worksheet provided with the GruntWorx with Trades Pointsheet.
  - the **DIF Template file**
- In the GruntWorx Pointsheet, review trades for each Consolidated 1099 and 1099-B account. Edits completed on the individual brokerage account worksheets, will carry to the Group 1 sheet automatically.

**Note:** If either the “Audit” or “Make DIF” buttons on the Group 1 worksheet are activated before the review is complete, all subsequent transfers of changes from the individual brokerage account sheets to the Group 1 worksheet will need to be made manually.

Using **GruntWorx** to Populate  
GoSystem Tax RS™

#### NEED HELP?

**Call us: 877-830-6059**  
**X2 for Sales**  
**X3 for Support**

## User Functions (continued)

### Sample: Pointsheet Trades Sheet

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Taxpayer: Smith, John</b>										
2	<b>Spouse: Smith, Jane</b>										
3	<b>Tax Year: 2012</b>										
4											
5											
6											
7	<b><u>Trades for Account "3697235432"</u></b>										
8											
9	<b>All Stock Trades</b>										
10	<b>Quantity</b>	<b>Security Description</b>	<b>Purchase</b>	<b>Sale Date</b>	<b>Sale Amt</b>	<b>Purchase</b>	<b>Gain/Loss</b>	<b>Fed Tax</b>	<b>8949 Tran</b>	<b>Holding Period</b>	
26	824.00	JUNIPER NETWORKS INC	02/27/2007	04/26/2012	#####	#####	2,990.92	0.00	A		
27	176.00	JUNIPER NETWORKS INC	S	04/26/2012	3,900.11	3,261.27	638.84	0.00	A	S	
28	800.00	JUNIPER NETWORKS INC	L	04/26/2012	#####	#####	351.79	0.00	A	L	
29	200.00	JUNIPER NETWORKS INC			4,693.94	4,605.99	87.95	0.00	A	S	
30	1,000.00	JUNIPER NETWORKS INC	12/25/2001	04/26/2012	#####	#####	19.73	0.00	A		
31	1,000.00	JPMORGAN CHASE & CO	07/24/2007	04/26/2012	#####	#####	1,789.37	0.00	B		
32	1,000.00	JPMORGAN CHASE & CO	08/09/2007	04/26/2012	#####	#####	3,569.36	0.00	B		
33	100.00	VERISIGN INC	02/06/2007	04/26/2012	2,575.92	2,519.00	56.92	0.00	B		
34	66.00	VERISIGN INC	02/06/2007	04/26/2012	1,700.11	1,662.54	37.57	0.00	B		
35	100.00	VERISIGN INC	02/06/2007	04/26/2012	2,575.92	2,519.00	56.92	0.00	B		

**Trades Tip:** Where "S" or "L" is seen in Purchase Date and Holding Period Columns - User action is required

The DIF file Audit will accept either a legitimate date in the Purchase Date with a blank Holding Period or if the Holding Period (S or L) is used, both Purchase and Sale Dates must be blank. One of these two approaches must be used for each transaction that includes S or L.

**Sample: Corresponding Group 1 Sheet**

Audit		Make DIF		Print		Add Rows					
Asset Description		Owner	Acquired	Sold	Computational Dates						
1000 AT&T INC		T	01/05/2007	01/19/2012							
400 JUNIPER NETWORKS INC		T	02/27/2007	04/26/2012							
		YS INC	T	02/27/2007	04/26/2012						
		S INC	T	S	04/26/2012						
		S INC	T	L	04/26/2012						
		S INC	T								
		XS INC	T	12/25/2001	04/26/2012						
1000 JPMORGAN CHASE & CO		T	07/24/2007	04/26/2012							
1000 JPMORGAN CHASE & CO		T	08/09/2007	04/26/2012							
1000 VEBISIC INC		T	02/06/2007	04/26/2012							

Group 1 sheet (tab 2) showing Trades corresponding to records from individual brokerage account sheet.

Rows 25 and 26 are not valid and must be edited to display either both dates or Holding Period.

Row 27 is a valid format where dates have been cleared and Holding Period retained.

Row 28 is valid. "L" was cleared from "Holding Period" column and a date replaced "L" in Acquired column

**Note:** some columns hidden for display

415,970		-					
18		22		23		24	
Computational Gain or Loss							
Cost or Other Basis		Tax Withheld		Classification Code		Holding Period	
34,023.95		0.00					
7,655.98		0.00					
15,268.68		0.00					
3,261.27		0.00					
18,423.96		0.00				S	
4,605.39		0.00				L	
23,939.95		0.00				S	
45,629.95		0.00					
44,379.95		0.00					
2,519.00		0.00					

Audit and Make DIF buttons

## F. Make DIF Import File

- When review of trades is complete, on the Group 1 sheet, click the “Audit” button to format the trades for import. Follow the instructions on the screen. If errors are found, an “Audit” worksheet is generated to display the errors.
- When errors are corrected and the Audit successful, click the “Make DIF” button. Follow the instructions on the screen.  
**Note:** click the “Yes” button to add and remove placeholders when prompted.
- Name and save the **DIF Import file**

## Using GruntWorx to Populate GoSystem Tax RS™

## NEED HELP?

**Call us: 877-830-6059**

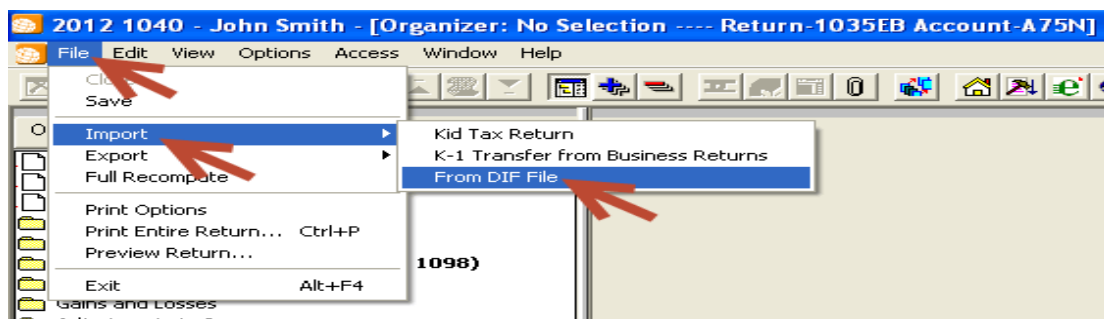
## X2 for Sales

### X3 for Support

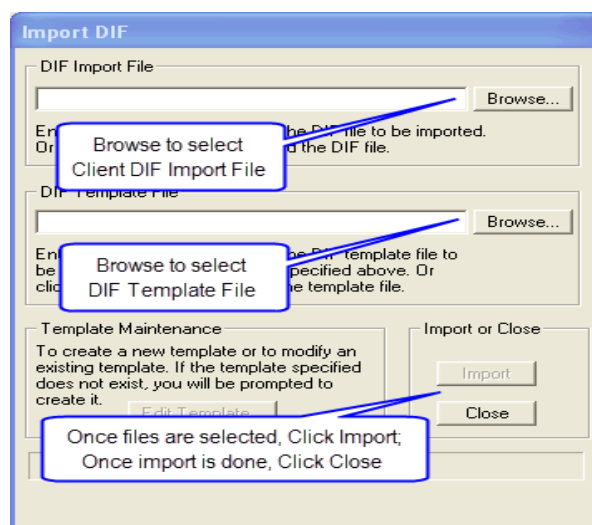
## User Functions (continued)

### 5. Import Capital Gains

In the GoSystem Tax RS™ tax software, open the Client locator and Select **File > Import > From DIF File**



- At the Import DIF pop-up

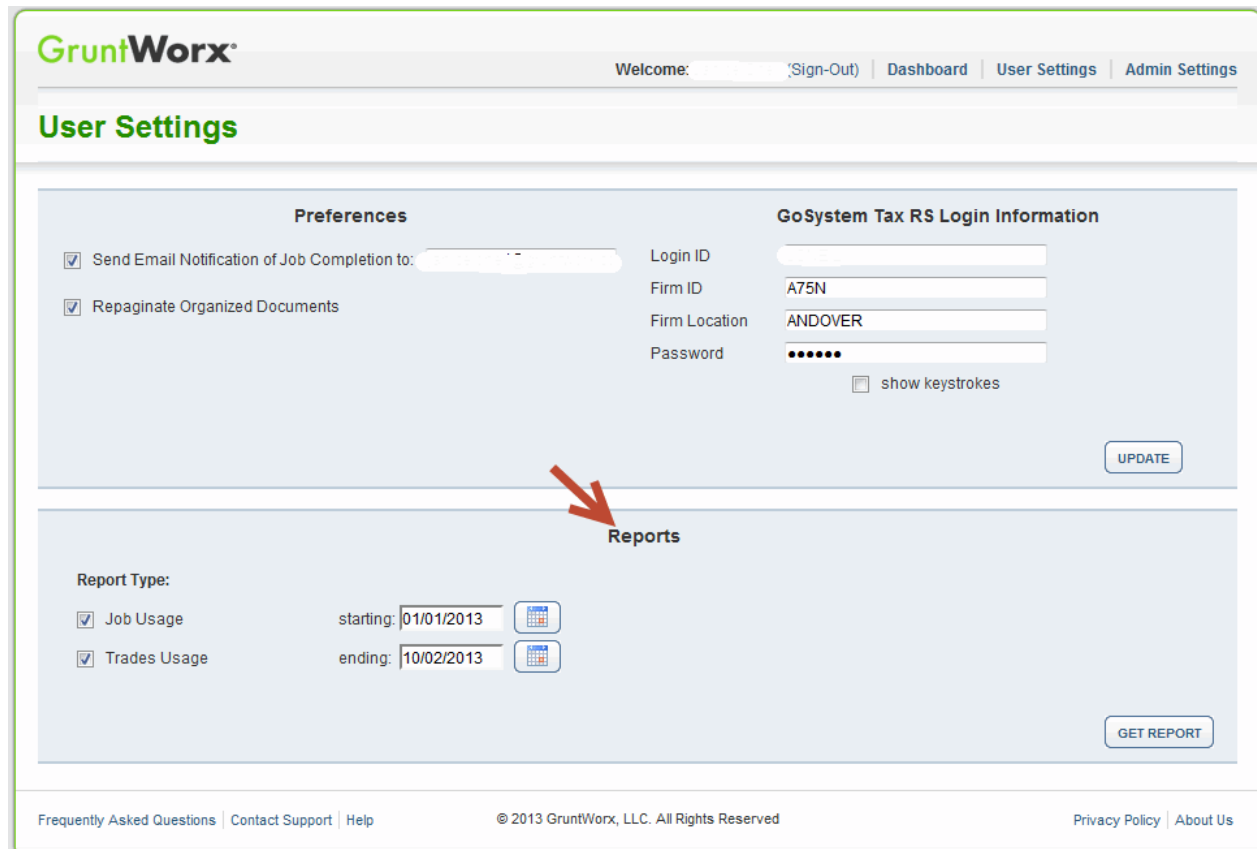


- Browse to select the Client **DIF Import File** made from the Pointsheet
- Browse to select the **DIF Template File** saved from the **Capital Gains Toolkit**
- Click the **Import** button
- Once the import is complete, click **Close**
- Refresh the locator and review the imported trades

## User Functions (continued)

### 6. Run Reports

User-based reporting on both Job and Trades Usage is available on the lower half of the User Settings page.



The screenshot shows the GruntWorx User Settings page. At the top, there's a navigation bar with 'Welcome: [username] (Sign-Out)', 'Dashboard', 'User Settings', and 'Admin Settings'. Below this is the 'User Settings' header. The main content area is divided into two sections: 'Preferences' and 'GoSystem Tax RS Login Information'. The 'Preferences' section has two checkboxes: 'Send Email Notification of Job Completion to: [email address]' and 'Repaginate Organized Documents'. The 'GoSystem Tax RS Login Information' section has fields for 'Login ID', 'Firm ID' (A75N), 'Firm Location' (ANDOVER), and 'Password' (masked with dots), with a 'show keystrokes' checkbox. An 'UPDATE' button is at the bottom right of this section. Below these is the 'Reports' section, indicated by a red arrow. It has a 'Report Type:' label and two checkboxes: 'Job Usage' and 'Trades Usage'. There are also date range selectors: 'starting: 01/01/2013' and 'ending: 10/02/2013', each with a calendar icon. A 'GET REPORT' button is at the bottom right of the Reports section. The footer contains links for 'Frequently Asked Questions', 'Contact Support', 'Help', copyright information '© 2013 GruntWorx, LLC. All Rights Reserved', and links for 'Privacy Policy' and 'About Us'.

Select one or both Report Types, by date range to download spreadsheets with detail on trades usage and/or detail and status on all jobs submitted.

Using **GruntWorx** to Populate  
**GoSystem Tax RS™**

#### NEED HELP?

**Call us: 877-830-6059**

**X2 for Sales**

**X3 for Support**



## User Functions (continued)

- Sample Trades Report

	A	B	C	D	E	F
1	Client #	Client name	Completed	# Trades	# Trade Tokens Charged	Pro or Org
2	CHARLIE	Charlie Al	1/1/2013 10:53	95		2 Organize
3	DAVE	Dave Alex	1/1/2013 11:16	62		2 Organize
4	BEL9953	Mary and	1/1/2013 11:19	13		1 Organize
5	ABC	Harry and	1/1/2013 11:24	37		1 Organize
6	3866BJ	John Smit	1/22/2013 11:45	62		2 Populate
7	0975EB	Bill and Su	4/4/2013 8:38	11		1 Populate
8	6644BD	John and J	6/7/2013 16:34	14		1 Populate
9						
10						
11		Reporting	1/1/2013			
12		Reporting	10/2/2013			
13		Report ge	10/2/2013 10:17			

- Sample Jobs Report

	A	B	C	D	E	
1	Client #	John and J	Submitted	Completed	Status	
2	CHARLIE	Charlie Al	1/1/2013 10:34	1/1/2013 10:53	Completed	
3	DAVE	Dave Alex	1/1/2013 10:37	1/1/2013 11:16	Completed	
4	BEL9953	Bob and S	1/1/2013 10:38	1/1/2013 11:19	Completed	
5	ABC	Harry and	1/1/2013 10:39	1/1/2013 11:24	Completed	
6	0975EB	Mary and	1/19/2013 11:10	1/19/2013 11:17	Completed	
7	3866BJ	John Smit	1/22/2013 11:25	1/22/2013 11:45	Completed	
8	1035EB	John Smit	2/1/2013 21:46	2/1/2013 21:59	Completed	
9	40221X	Dave Alex	3/13/2013 7:11	n/a	Failed	
10	1939DW	Bob and S	3/13/2013 7:15	3/13/2013 7:18	Completed	
11	01025X	Harry and	3/16/2013 8:24	3/16/2013 8:33	Completed	
12	0975EB	Mary and	3/21/2013 6:55	3/21/2013 7:06	Completed	
13	0975EB	John Smit	4/4/2013 7:47	n/a	Failed	
14	0975EB	Mary and	4/4/2013 7:54	n/a	Failed	
15	0975EB	John Smit	4/4/2013 8:06	4/4/2013 8:38	Completed	
16	6644BD	John and J	6/7/2013 16:14	6/7/2013 16:34	Completed	
17	AUNT	Mary Barr	8/26/2013 11:16	n/a	Failed	
18						
19						
20		Reporting	1/1/2013			
21		Reporting	10/2/2013			
22		Report ge	10/2/2013 10:33			