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

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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.

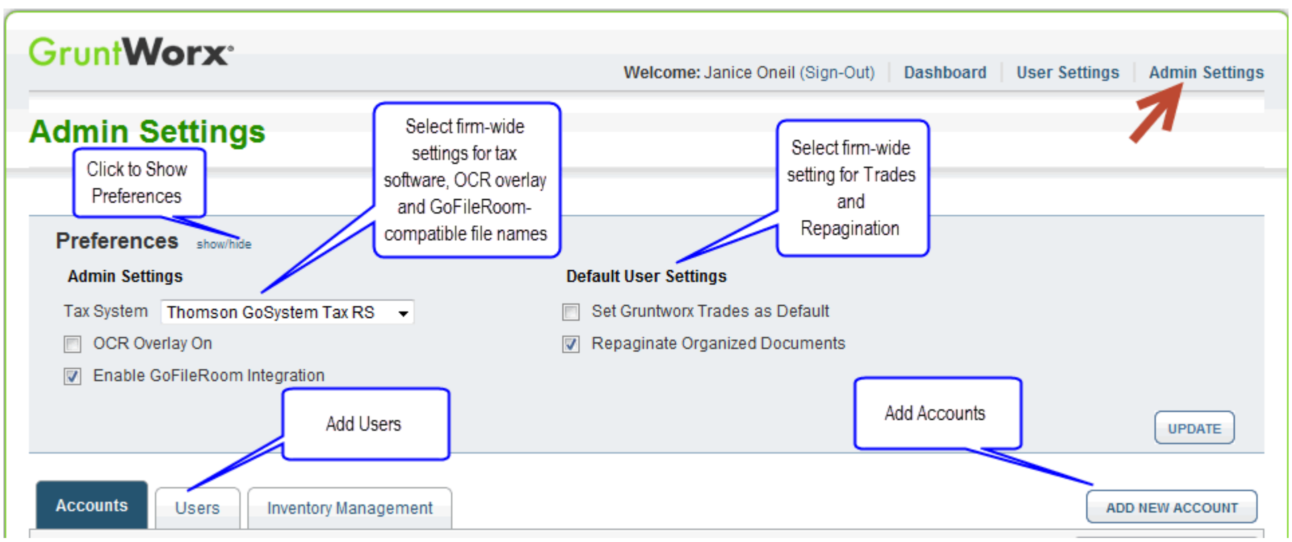
For the purpose of this guide, references to "**jobs**" are references to submissions to GruntWorx of client source documents (PDF format) associated with a single taxpayer/spouse tax return.

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).

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.

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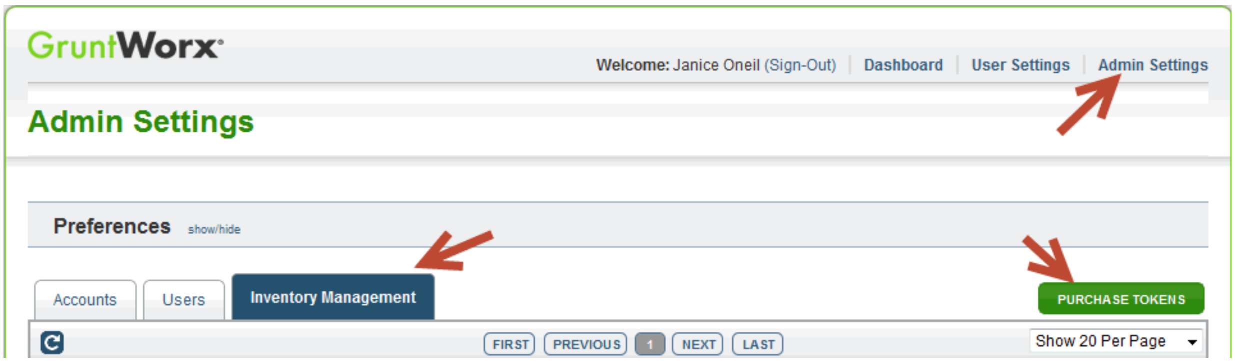
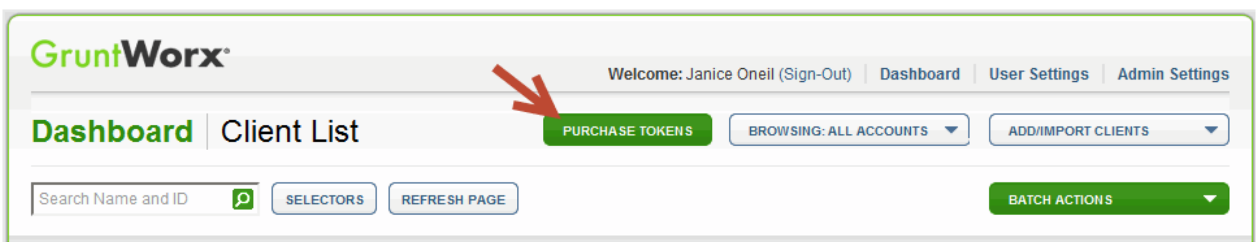
Administrator Functions (continued)

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.

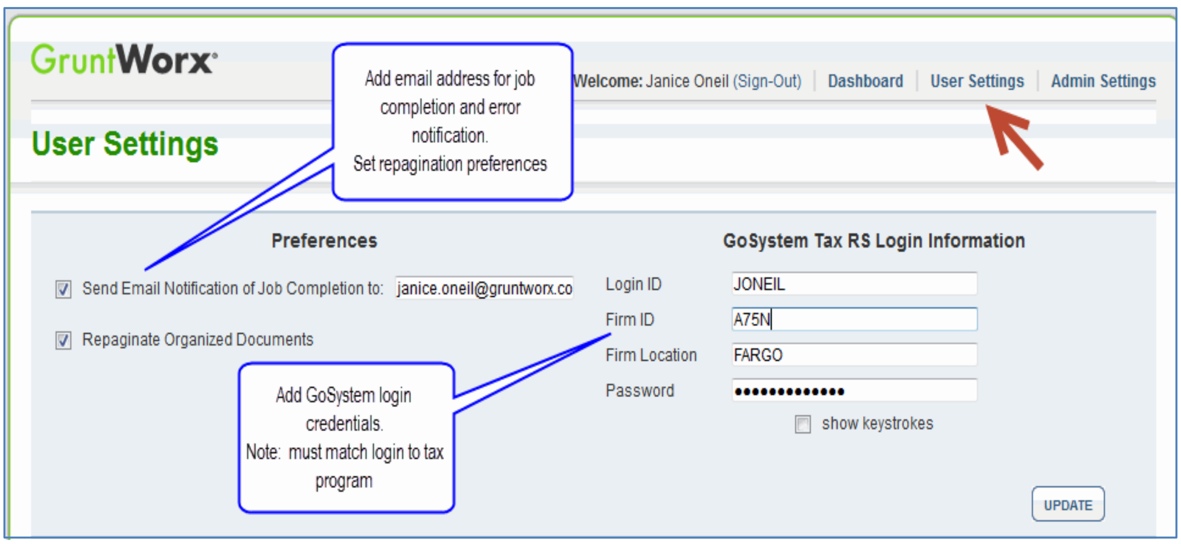
	TOKEN USE	USER RECEIVES
Organize Return	**1**	**Bookmarked PDF**
Populate Return	**5**	**Bookmarked PDF + Tax Population**
Trades Option(add)	**1 for up to 25 trades**	**Capital Gains Import File**

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.

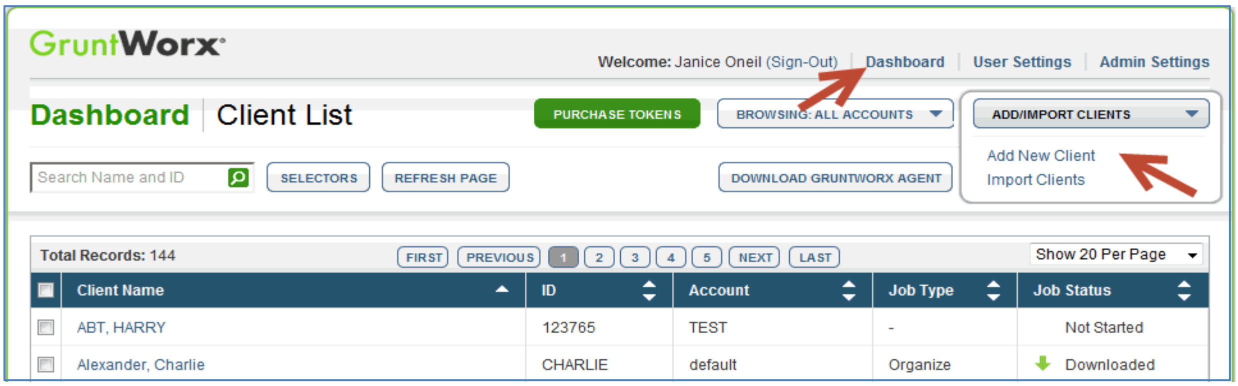
Important: when login or password to access the tax software is updated, the User must also update login/password in GruntWorx.



User Functions (continued)

2. Add Client/s

- At Dashboard – Click Add/Import Clients



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.

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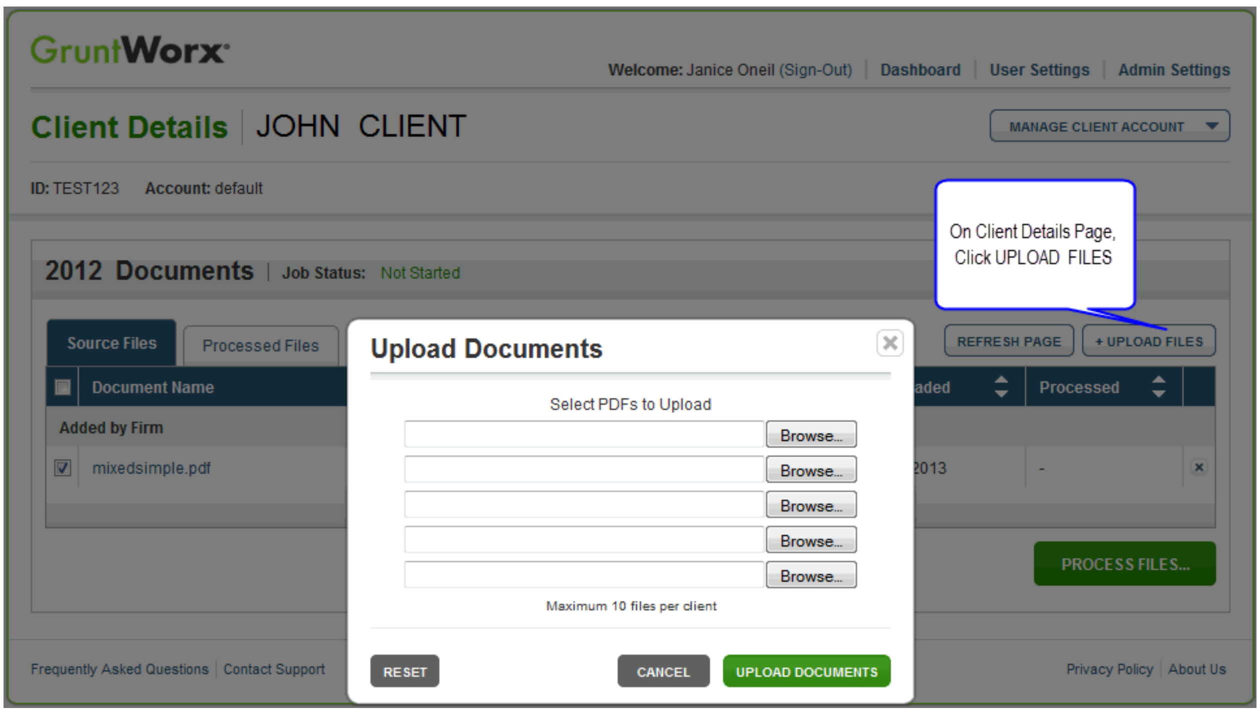
User Functions (continued)

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.

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User Functions (continued)

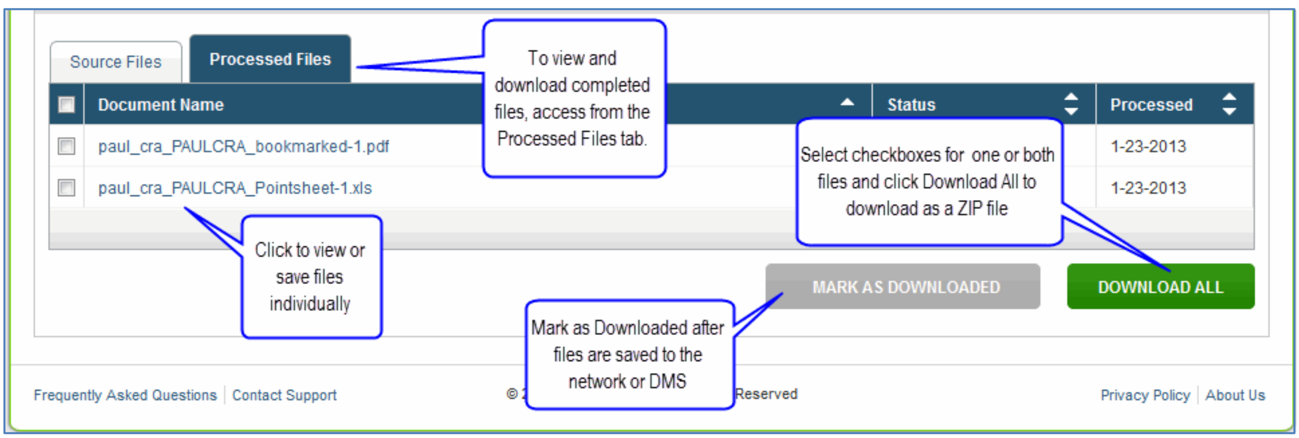
4. Review GruntWorx Output Files

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.

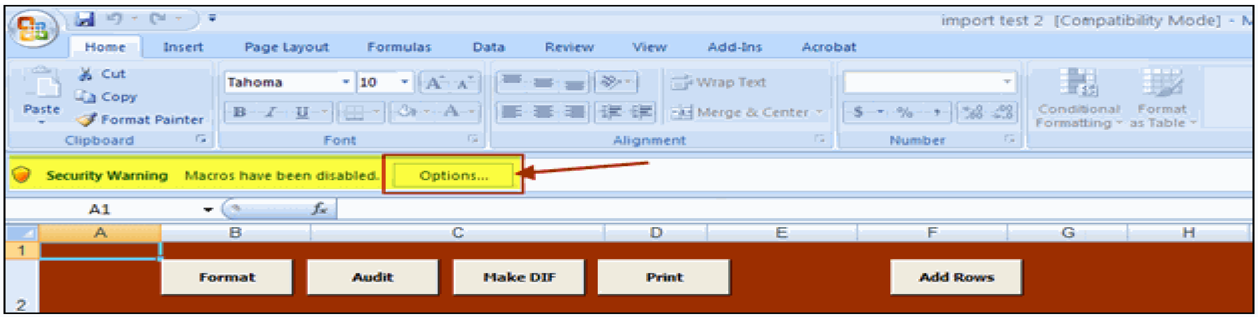


Note: Output files can be viewed from the GruntWorx "Processed File" tab but, to take advantage of the links between the Pointsheet and the Bookmarked PDF, the user must save the documents to their desktop or firm-designated file system.
To review the documents, it's easiest to use two monitors: opening the PDF image in one monitor and the Pointsheet in the other.

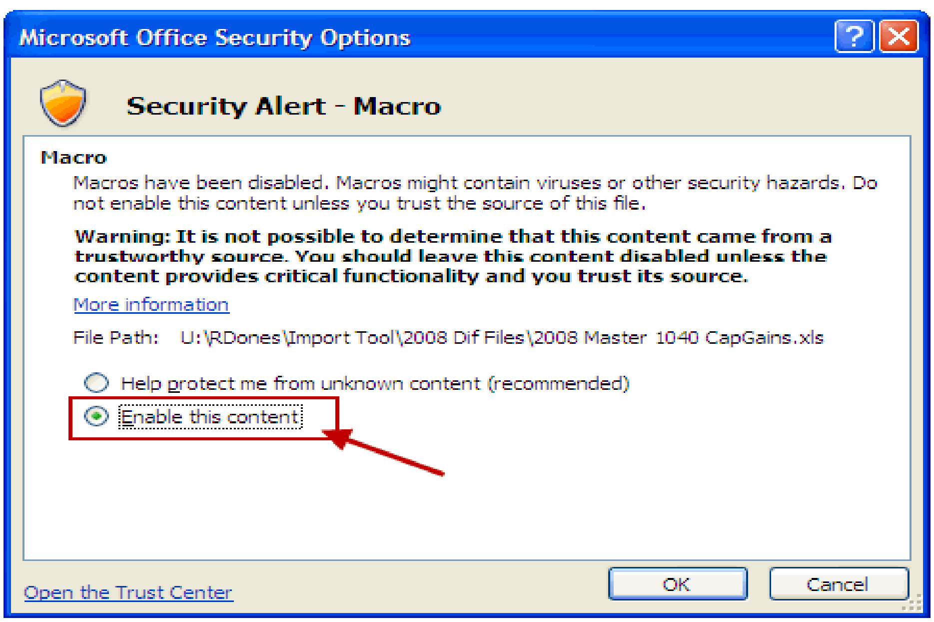
User Functions (continued)

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”

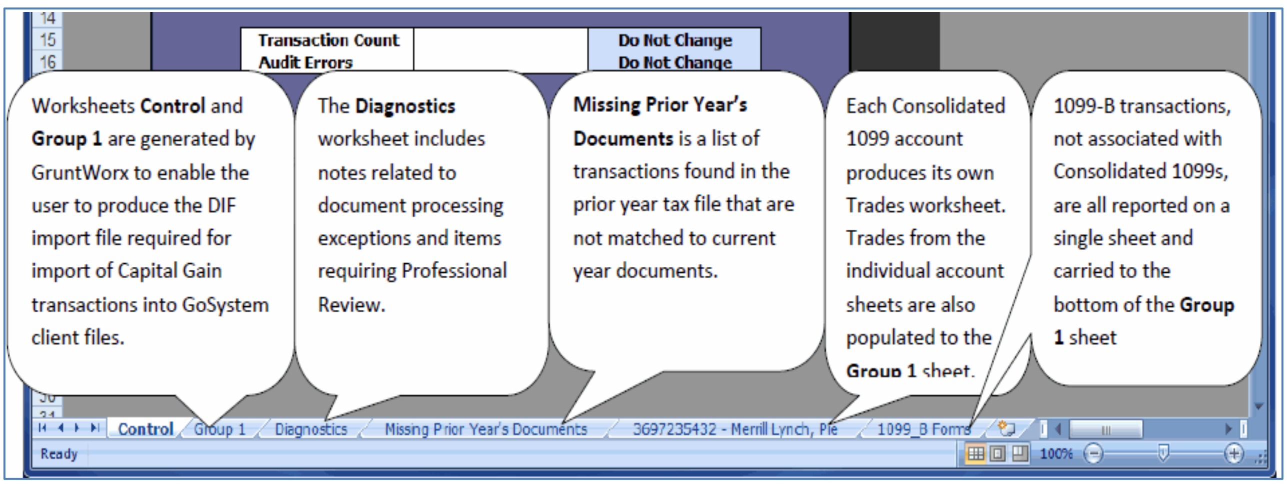


User Functions (continued)

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.



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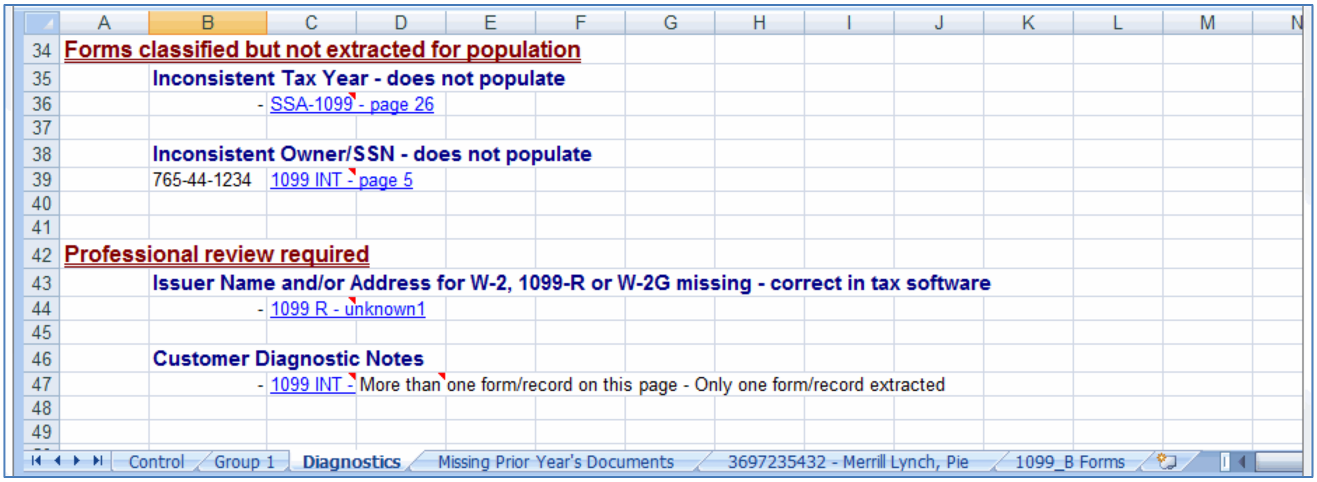
User Functions (continued)

D. Pointsheet Review - Diagnostics Sheet



- 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

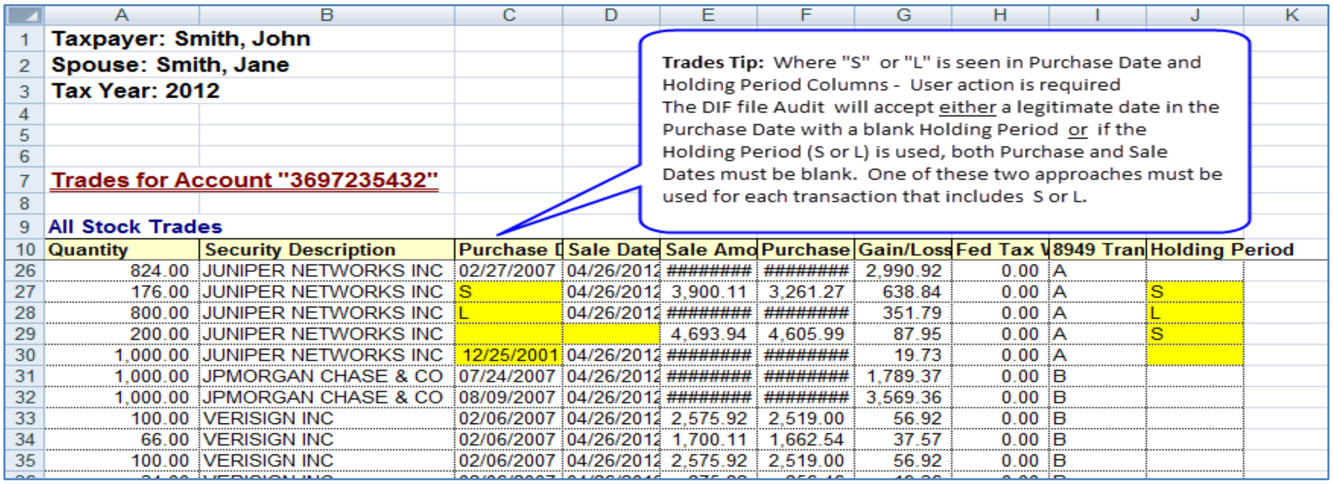
E. Pointsheet Review - Trades

- 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.

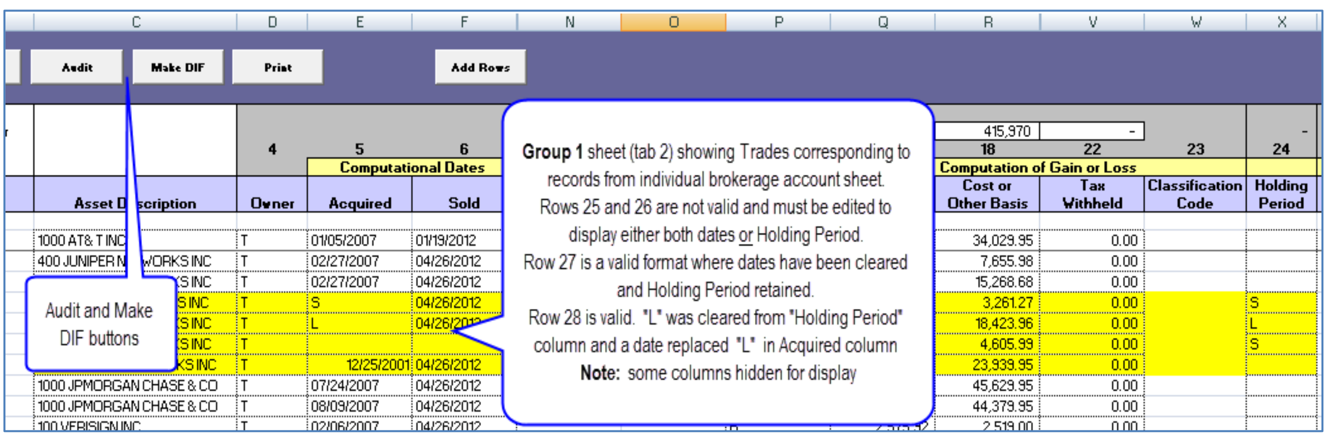
Note: If either the “Audit” or “Make DIF” buttons on the Group 1 worksheet are activated before the review is complete, all subsequent transfers of changes from the individual brokerage account sheets to the Group 1 worksheet will need to be made manually.

User Functions (continued)

Sample: Pointsheet Trades Sheet



Sample: Corresponding Group 1 Sheet



F. Make DIF Import File

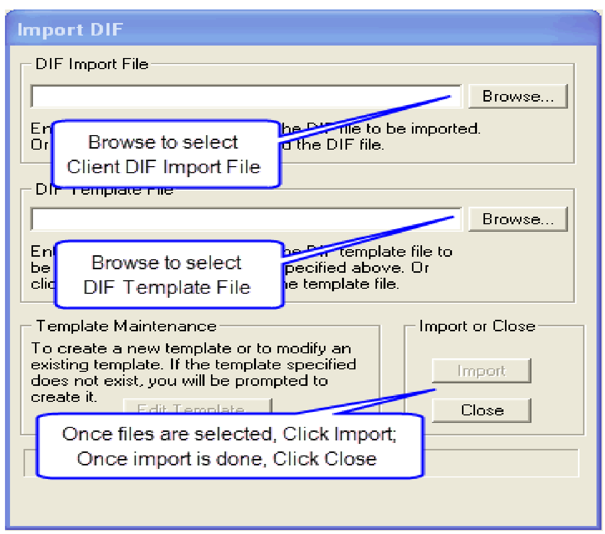
- When review of trades is complete, on the Group 1 sheet, click the “Audit” button to format the trades for import. Follow the instructions on the screen. If errors are found, an “Audit” worksheet is generated to display the errors.
- When errors are corrected and the Audit successful, click the “Make 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**

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

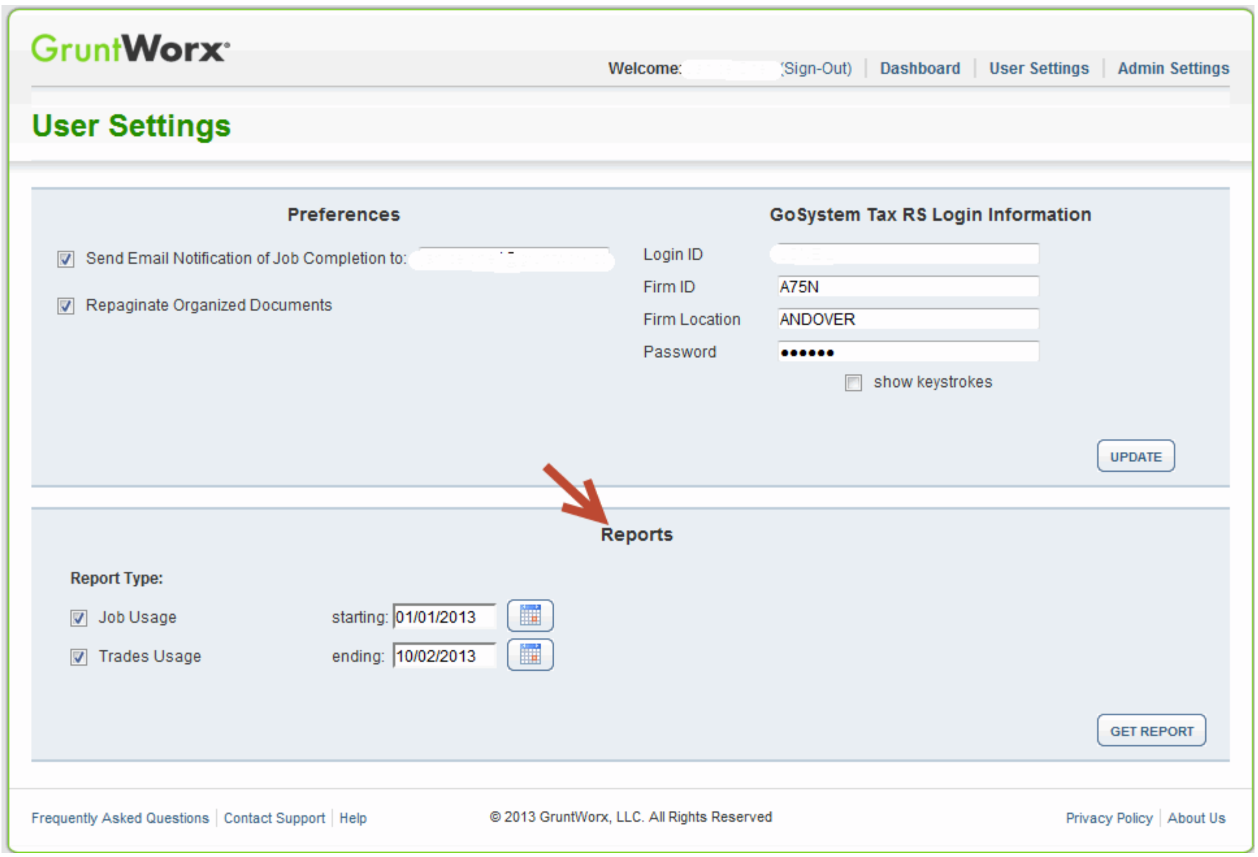


- Browse to select the Client **DIF Import File** made from the Pointsheet
- Browse to select the **DIF Template File** saved from the **Capital Gains Toolkit**
- Click the **Import** button
- Once the import is complete, click **Close**
- Refresh the locator and review the imported trades

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.



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.

User Functions (continued)

- Sample Trades Report

	A	B	C	D	E	F
1	Client #	Client nan	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		