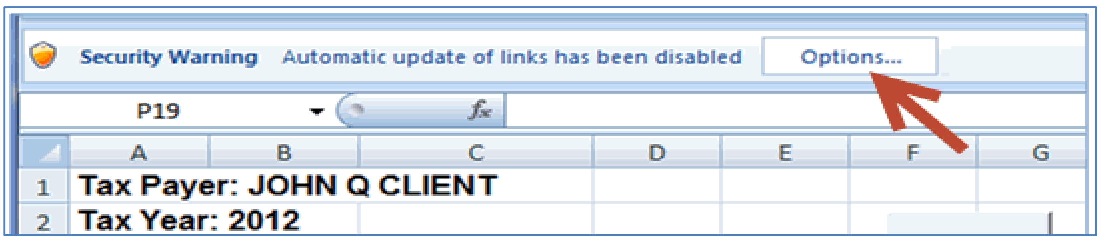
GruntWorx Paperless Tax Office Automation

Client Tax File Population

Once the GruntWorx Pointsheet is downloaded from the Dashboard, ProSystem FX and UltraTax CS users should follow the steps below to Populate the data into the client tax file.

1. Enable Macros

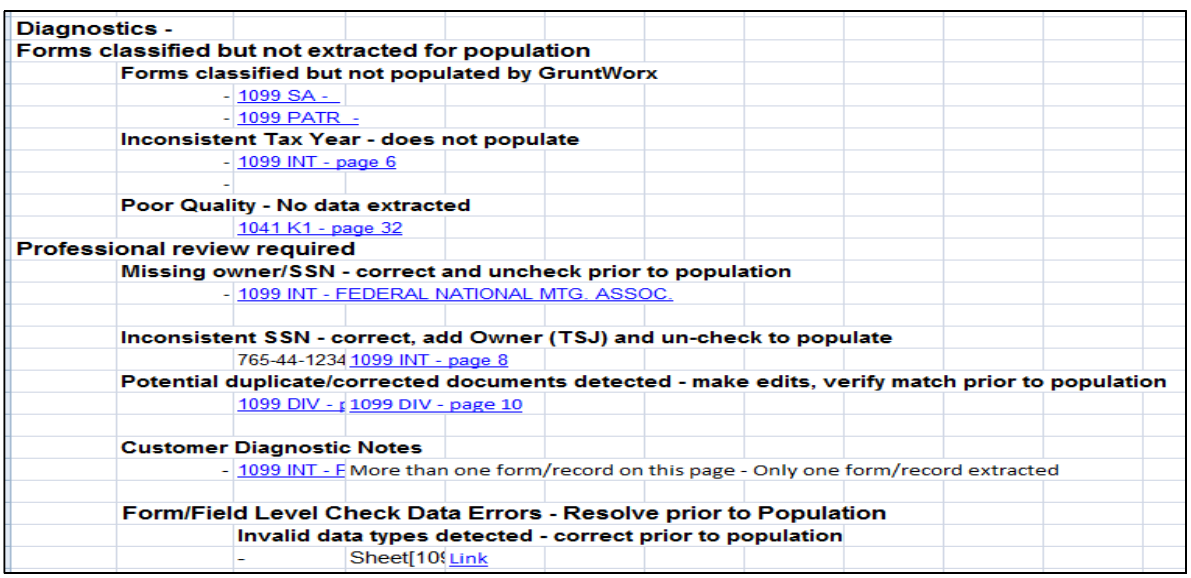
Population by Pointsheet utilizes the Excel™ macro feature. In some cases, the user's Security settings will require the enabling of macros, as indicated by the "Security Warning" at the top of the Pointsheet.



- Click "Options" on the Security Alert
- On the "Security Alert - Macro" pop-up, select "Enable this Content" and "OK"

2. Review the Pointsheet with the Bookmarked PDF

- Review the Diagnostics sheet (first worksheet) for comments related to the job. Click on hyperlinks to go to the page in the Bookmarked PDF.


Diagnostics -
Forms classified but not extracted for population
Forms classified but not populated by GruntWorx
- 1099 SA -
- 1099 PATR -
Inconsistent Tax Year - does not populate
- 1099 INT - page 6
-
Poor Quality - No data extracted
1041 K1 - page 32
Professional review required
Missing owner/SSN - correct and uncheck prior to population
- 1099 INT - FEDERAL NATIONAL MTG. ASSOC.
Inconsistent SSN - correct, add Owner (TSJ) and un-check to populate
765-44-1234 1099 INT - page 8
Potential duplicate/corrected documents detected - make edits, verify match prior to population
1099 DIV - p 1099 DIV - page 10
Customer Diagnostic Notes
- 1099 INT - F More than one form/record on this page - Only one form/record extracted
Form/Field Level Check Data Errors - Resolve prior to Population
Invalid data types detected - correct prior to population
- Sheet[10! Link

GruntWorx Populate

NEED HELP?

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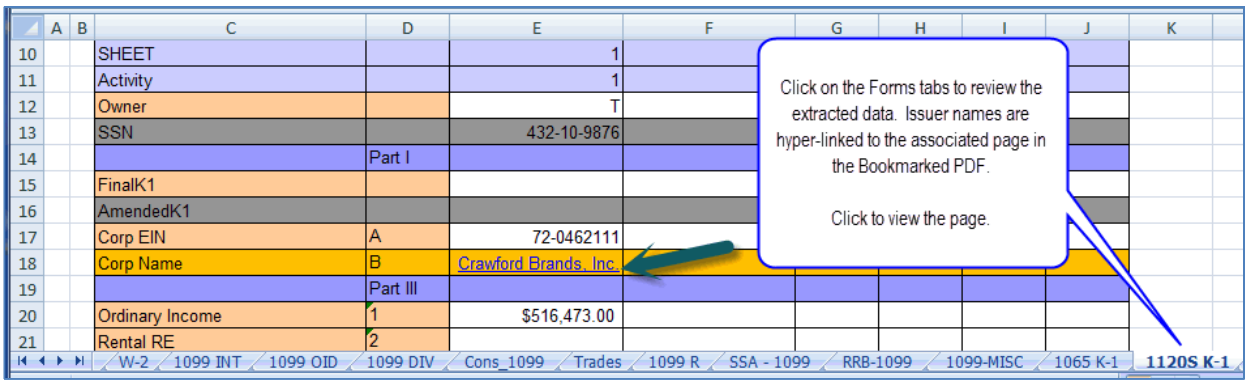
X2 for Sales

X3 for Support

Population (continued)

- Click on each form tab to review/edit the extracted data. As the user becomes more familiar with the output, he/she may opt to skip this step.
- Click the blue hyperlinks to see the page in the opened Bookmarked PDF
- Use “X” to set “Do not Populate” for worksheets, records and individual trades not required for population

Note: Edit, add, delete or ignore records, but a new field cannot be added for population.



3. Populate the Client Tax File

When edits are complete, from the Diagnostics tab

- Click on “Check Data” button to verify field formatting is OK
  Errors, if any, noted at the bottom of the Diagnostics sheet, should be fixed
- Click on the “Populate” button to populate the tax data into the client file