

Step 5: Review the Return

(See Step 7 for Review and Population of ProSystem fx and UltraTax CS returns)

Review the GruntWorx Output - GoSystem Tax RS

- GruntWorx inserts the Data extracted from your client’s tax documents directly into the client Locator. ,
- An Excel workbook called the Pointsheet is provided as well as
- The Bookmarked PDF, which should be opened with the tax return in multiple screens for easy review

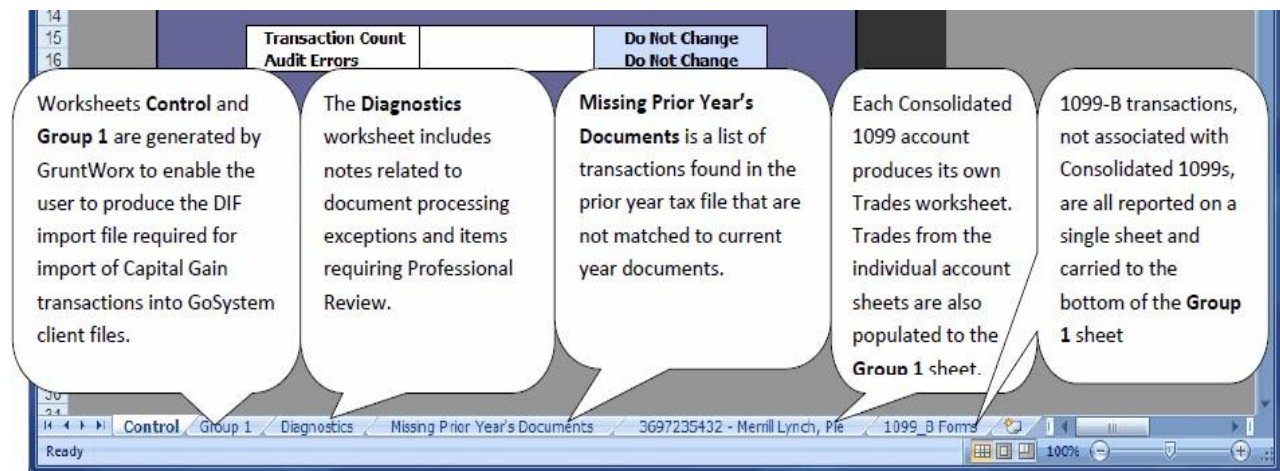
Pointsheet Review

The Pointsheet workbook includes several worksheets to aid in the preparation of the tax return.

On the Diagnostic tab you’ll find job notes that may require professional attention.

A second worksheet, on the “Missing Prior Year Documents” tab. includes the list of documents seen in the client’s prior year tax file, but not included in the documents submitted for the job.

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 capital gains import file are also provided.



Pointsheet Review - Diagnostics Sheet

The Diagnostics sheet (see tab name) includes job notes for your review. Mouse over the blue hyperlinks on the Diagnostic sheet to see the corresponding page number the open Bookmarked PDF.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
34	Forms classified but not extracted for population													
35	Inconsistent Tax Year - does not populate													
36	- SSA-1099 - page 26													
37														
38	Inconsistent Owner/SSN - does not populate													
39	765-44-1234	1099 INT - page 5												
40														
41														
42	Professional review required													
43	Issuer Name and/or Address for W-2, 1099-R or W-2G missing - correct in tax software													
44	- 1099 R - Unknown1													
45														
46	Customer Diagnostic Notes													
47	- 1099 INT - More than one form/record on this page - Only one form/record extracted													
48														
49														

Pointsheet Review - Trades

From the downloads section of the GoSystem Tax RS website, 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 (KAT)**. Save this file for use when importing the capital gains DIF files.
- 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.

Follow the instructions in the **1040 Capital Gains DIF Toolkit** User Guide to make the DIF file, using the populated Group 1 sheet included in the GruntWorx Pointsheet and import the Trades into the tax return.

Once the DIF file is produced and imported, the return is ready for review.