# GruntWorx Populate for Lacerte™

#### **Topics in this Quick Start Guide**

- Key steps for using GruntWorx in your tax practice
- How to submit jobs
- How to Populate Lacerte<sup>™</sup> client tax files with GruntWorx
- How to purchase credits and run usage reports

## GruntWorx Populate

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#### **NEED HELP?**

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### **GruntWorx Populate**

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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 Lacerte<sup>™</sup> 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
- A Pointsheet (spreadsheet) with all data extracted from the client source tax documents, which with the use of macros, populates into the client tax file
- Trades, if selected, are extracted for import from within the tax program

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 <u>Best Practices for Scanning Tax Documents Guide</u>, available by calling 877-830-6059 and selecting either Sales (X2) or Support (X3).

#### New this year:

- Users submit to GruntWorx and also Populate with the Lacerte tax program open
- Users are no longer required to have admin rights on their computers
- Better handling of W-2 state and locality data
- Trades (stock transactions) will populate automatically and do not have to be imported from within the tax program.
- Tokens are being retired. Please call Sales for details.

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## NEED HELP?

#### New Firm Set-up

- 1. Set-up Firm, Add Accounts, Add Users
- Click Free Trial Link
- At Registration screen complete registration
- Accept master agreement
- Accept EULA
- At dashboard, select "Admin Settings" link at top right
- Click "Show" Preferences link
- Select Lacerte<sup>™</sup> tax software and firm-wide preferences

GruntWorx <sup>•</sup>	Welcome: Janice Oneil (Sign-Out)   Dashboard   User Settings   Admin Settings
Admin Settings Click to Show Preferences Select firm-wide settings for tax software and OCR overlay Momin Settings Tax System Thomson UltraTax CS OCR Ove CCH ProSystem FX Other	Select firm-wide setting for Trades and Repagination Default User Settings Set Gruntworx Trades as Default IV Repaginate Organized Documents Add Accounts
Accounts Users Inventory Management  C Account Name A75N	ADD NEW ACCOUNT RST PREVIOUS 1 NEXT LAST Contact Name Contact Email Contact Email

- At "Accounts" tab on the Admin screen, add Account/s (optional)
  - A "Default" account is supplied but can be re-named as required.
- At "Users" tab on the Admin screen, add users and assign passwords and account access
  - o Add, Edit, Delete, Activate and Deactivate Users in individual and batch actions.



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#### Firm Set-up (continued)

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- 2. Check Inventory; Purchase Credits (Administrator only)
- At dashboard, select "Admin Settings" link
- Select "Inventory Management" tab to see token and credit balances.
- Select "Purchase GruntWorx" button to purchase credits with a credit card.

GruntWorx.		
	Welcome: Janice Oneil (Sign-Out) Dashboard User Settings Admin Set	tings
Admin Settings	7	
Preferences show/hide		
Accounts Users Inventory Management	PURCHASE TOKEN	IS
C	FIRST PREVIOUS 1 NEXT LAST Show 20 Per Page	•

**Note:** The Purchase GruntWorx button is also enabled on the Dashboard of users with Admin privileges. Users without Admin rights will see the button but will not be able to purchase.

GruntWorx.	
	Welcome: Janice Oneil (Sign-Out) Dashboard User Settings Admin Settings
Dashboard Client List	PURCHASE TOKENS BROWSING: ALL ACCOUNTS  ADD/IMPORT CLIENTS
Search Name and ID (SELECTORS) REFRESH PAGE	BATCH ACTIONS

**Tokens** – GruntWorx tokens are in the process of being retired. You may use your tokens until they expire but you may also convert your tokens to dollar credits. Please call Sales for details.

**Credits** – GruntWorx Credits are debited on a per page/per form/per trade basis giving the user more flexibility to control cost. Please call Sales for details, or you can use the PURCHASE GRUNTWORX button to access tools to help you estimate your needs.

#### New User Set-up

Set Preferences, Download and Install GruntWorx Agent

- Login 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

GruntWorx <sup>.</sup>		Welcome: Janice Oneil (Sign-Out) Dashboard User Settings Admin Settings
User Settings	Add email address for job completion and error notification. Set repagination preferences.	Preferences
Repaginate Organized		

- Download the GruntWorx Agent
- Once the download is complete, the user must click on the agent to install
- Select the radio button for the Lacerte<sup>™</sup> Agent
- Follow the prompts to complete the installation

**Note:** Depending on your firm's IT policies, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases the User's antivirus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software.

The GruntWorx Agent can be downloaded from any one of four locations – the Trial Registration page, the User Settings screen, the Dashboard or the Client Details Screen.

### GruntWorx Populate for Lacerte™

### NEED HELP?

### Job Submission

- 1. Add Client/s
- At Dashboard Click Add/Import Clients

GruntWorx <sup>•</sup>	Welcom	e: Janice Oneil (Sign-Out	) Dashboard liser	Settings Admin Settings
Dashboard Client List	PURCHASE TOK			DD/IMPORT CLIENTS
Search Name and ID (SELECTORS) REFRESH	PAGE	DOWNLOAD GR		d New Client port Clients
Total Records: 144	PREVIOUS 1 2 3	4 5 NEXT LAST	)	Show 20 Per Page 👻
Client Name	▲ ID 🗘	Account	Job Type	Job Status 🗘
ABT, HARRY	123765	TEST	-	Not Started
Alexander, Charlie	CHARLIE	default	Organize	+ Downloaded

Important: Client ID must be identical to the Lacerte Client ID used in the 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

- 2. Job Submission Considerations
- A GruntWorx Populate Trial should be conducted on a fresh client return rolled from the prior to current tax year, <u>or</u> a newly added client
- Minimum required fields in the client tax file: Taxpayer and Spouse name/s and SSN/s, Filing Status and Home State
- The User <u>must</u> be logged-in to the client screen during job submission and population

IMPORTANT: Before submitting or populating jobs, users must clear pop-ups.

- Open the tax software and mark pop-ups "Don't show me this again".
- Open the client and mark pop-ups "Don't show me this again".

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#### Job Submission (continued)

3. Upload Documents

The user may upload files in two places. From the GruntWorx Dashboard, click on the client name to access the Client Details Screen, or the user can upload files as each client is added.

GruntWorx.	Welcome: Janice Oneil (Sign-Out)   Dashboard   User Settings   Admin Settings
Client Details JOHN TEST	MANAGE CLIENT ACCOUNT
ID: TEST1234 Account: NewEngland	Or browse for files using the "UPLOAD FILES" button
Source Files Processed Files	REFRESH PAGE + UPLOAD FILES
Document Name	♣ Status ♣ Uploaded ♣ Processed ♣
. There are no files	s available for processing.
Drag and	susing the UPLOAD FILES button
Like here upload button!	NO DOCUMENTS
Frequently Asked Questions   Contact Support   Help @ 2015 GruntWorx	, LLC. All Rights Reserved Privacy Policy   About Us

- On the Client Details Page, Drag and drop client's PDF files to the Source Files tab, or
- Click "Upload Files" button
- Browse and add files (as many as 15; maximum of 150MG per file)
- Click "Upload Documents" button

#### 4. Submit Job

- Once documents are uploaded, at the "Client Details" screen click "PROCESS FILES" (green button, lower right)
- Select processing options (Organize or Populate; with or without Trades) and click "PROCESS FILES"

The GruntWorx Agent will then access the client tax file to automatically retrieve the client Proforma information and submit the job to GruntWorx.



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#### Job Submission (continued)

#### 5. Get Proforma

Once the user clicks "PROCESS", the GruntWorx Agent will then access the client tax file to automatically retrieve the client Proforma information and submit the job to GruntWorx.

<u>Chrome User Instructions</u>: At first submission, users of Chrome must tell the browser what to do with the Proforma file collected from the tax software. Once set, the user should not have to set the action again.

After you select "Process Files", look for the download button in the lower left of your Client Details page.

- 1. Click on the arrow at the right of the button to reveal a dropdown
- 2. Select "Always open files of this type"
- 3. Double-click the button itself to upload the proforma

	Client Details TEST Another	
	ID: GALINA2 Account: A75N	
	2014 Documents   Job Status: Not Started-2	
	Source Files DOWNLOAD GRUNTWORX AGENT REFRESH PAGE + UPLOAD FILES	
	■ Document Name	
	Added by Firm	
3		
	Like Drag & Drop? Right click th 1 d button! UPLOAD BOOKMARK FILE PROCESS FILES	
	Frequenty De Origetions   Contact Support   Help. @ 2015 GruntWorx, LLC. All Rights Reserved Privacy Delay   About   Is	
TEST_Another-GALI		nloads
and the second s	Open	Since
The second second	Always open files of this type	
	Show in folder	
	Cancel 2	
	2	

#### **Job Completion Notification**

If selected, the User is notified by email once the job is ready to be downloaded.

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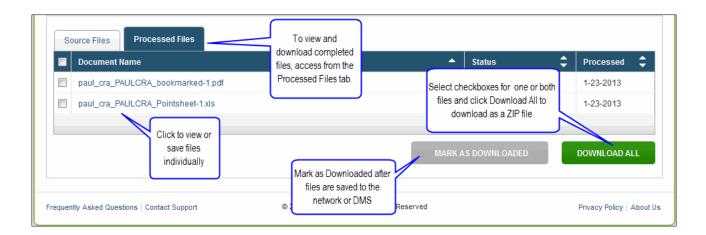
**NEED HELP?** 

#### Job Submission (continued)

6. Download and Save Output Files

At the Dashboard, click the Client name associated with the "completed" job. The User is directed 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, used to populate the tax file



**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, either 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.

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### **Client Tax File Population**

#### 1. Enable Macros

Population by Pointsheet utilizes the Excel<sup>™</sup> 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.

0	Security War	ning Automat	ic update of links	has been disabl	ed Opti	ons	
	P19	- (*	$f_{\mathbf{x}}$			N	
	А	В	С	D	E	F	G
1	Tax Paye	er: JOHN Q	CLIENT				
2	Tax Year	: 2012					1

- 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.

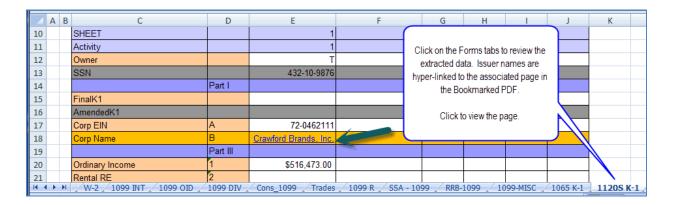
Diagnostics -					
-	d but not extracted for po	nulation			
	•	•			
Forms	classified but not populate	d by Gruntworx			
	- <u>1099 SA -</u>				
	- <u>1099 PATR</u> -				
Inconsi	stent Tax Year - does not p	populate			
	- <u>1099 INT - page 6</u>				
	-				
Poor Q	uality - No data extracted				
	<u>1041 K1 - page 32</u>				
Professional re-	-				
Missing	owner/SSN - correct and	uncheck prior t	o population		
	- 1099 INT - FEDERAL NATIO	DNAL MTG. ASSO	<u>C.</u>		
Inconsi	stent SSN - correct, add O	wner (TSJ) and	un-check to popula	ate	
	765-44-1234 1099 INT - page	<u>9 8</u>			
Potenti	al duplicate/corrected doc	uments detecte	d - make edits, ver	ify match prior to pop	oulation
	<u>1099 DIV - p1099 DIV - page</u>	<u>e 10</u>			
Custon	er Diagnostic Notes				
	- <u>1099 INT - F</u> More than one	form/record on t	his page - Only one fo	rm/record extracted	
Form/F	Field Level Check Data E	rrors - Resolve	prior to Population	on	
	Invalid data types deter	cted - correct p	rior to population		
	- Sheet[10!Link				

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#### 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.
- Open the tax program and Click on the "Populate" button to populate the tax data into the client file

Tax Payer: JOHN Q CLIENT	
Tax Year: 2012	
Client Id: CLIENTJ	Check Data Populate



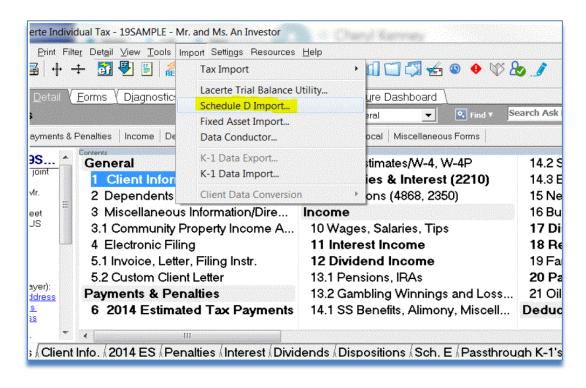
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#### 4. Alternate Trades Population

If the user prefers, Trades can be imported from within the tax software.

In Lacerte, open the client tax file, select "Import" then "Schedule D Import" from the top
of the page.

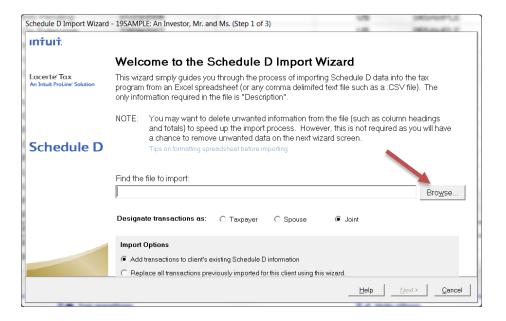


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• From the import wizard, browse to upload the Pointsheet. Click Next



• Select Pointsheet "Trades" worksheet from the drop down, ignore rows and assign column names, Click Next.

In th On	ne "Seli the left- d ignore	hand side, checy the Igno any totals you don wan Worksheet: 99N0010	assign headings to the c ore box for each row you t. - BMO HARRIS BA	olumns, which correspor d n't want to import (suc	d to input fields in the tax p n as report headings or to Dispositions (Schedu	tals). Go to the bottom of	
		Quantity	<select heading=""></select>	and the second	<select heading=""></select>		Select Heading:
an	Row	A	<select heading=""></select>	c	D	E	, F -
-	1	Taxpayer: Client, John Q	<do import="" not=""> Quantity</do>				
~	2	Tax Year: 2014	Description				and the second
-	6	Trades for Account "99N00	Date Acquired				
~	8	All Stock Trades	Date Sold Sales Price				
~	9		Cost Or Other Basis	Purchase Date	Sale Date	Sale Amount	Purchas
	11		1099-B: 1=basis not rep	09/26/2013	01/23/2014	12,317.54	1
	12	2,400.00	Expense of Sale		08/13/2014	97,275.84	9
	13	500.00	DISNEY WALT CO COM	08/05/2013	01/23/2014	37,155.65	3
	14	50.00	GOOGLE INC CL A	01/29/2013	01/23/2014	57,901.87	3
	15	100.00	STARBUCKS CORP COM	12/23/2013	01/23/2014	7,295.62	
	16	200.00	VISA INC COM CL A	04/23/2013	01/23/2014	45,640.22	3
	17	400.00	ABBOTT LABS COM	01/28/2013	10/21/2014	16,838.62	1
	18	200.00	AMGEN INC COM	09/26/2013	10/06/2014	27,666.88	ĩ
	19	100.00	AMGEN INC COM	09/26/2013	10/21/2014	13,949.44	1
	20	800.00	AT&T INC	01/26/2013	07/09/2014	28,503.92	2
1	21	300.00	ΔΤΣΤ ΙΝΓ		10/21/2014	10 338 52	

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#### **NEED HELP?**

• Review/edit import, click Finish and Yes to complete the import

		rmation is what yo es by using the "lo	ou want to import. Inore" boxes to remove	unwanted row	s, or by clickir	ng the Back b	utton to correc	t column head	dings.	
lgn	Quantity	De	escription	Date Acqu	Date Sold	Sales Price	Cost Or Ot	1099-B: 1=	Gain/Loss	-
	100.00		AMGEN INC COM	9/26/2013	1/23/2014	12317.54	11304.95	0.00	1012.59	
	2,400.00	DISCOVERY COMM	UNICATIONS INC NEW C		8/13/2014	97275.84	99991.12	0.00	-2715.28	
	500.00		DISNEY WALT CO COM	8/5/2013	1/23/2014	37155.65	33100.55	0.00	4055.10	
	50.00		GOOGLE INC CL A	1/29/2013	1/23/2014	57901.87	37616.25	0.00	20285.62	
	100.00		STARBUCKS CORP COM	12/23/2013	1/23/2014	7295.62	7791.21	0.00	-495.59	
	200.00		VISA INC COM CL A	4/23/2013	1/23/2014	45640.22	33048.22	0.00	12592.00	
	400.00	Guin	and and a state					0.00	3633.62	
	200.00	Schedule	e D Import Wizard	and the state of			interest and	0.00	5056.98	
	100.00							0.00	2644.49	
	800.00	a	Client: 19SAMPLE: An Investor. Mr. and Ms.							
	300.00							0.00	-32.29	
	200.00	Th	The current 64 transactions will be added to the tax program. Continue?						21711.27	
	100.00								4579.80	
	100.00								4440.82	0.82
	600.00							1.00	3328.74	
	600.00						N.	1.00	3085.30	
	500.00					Yes	<u>N</u> o	1.00	1822.05	
	500.00				ALL STREET	synthics - since	110000-000	1.00	11183.97	
	200.00	DOMINION	RESOURCES INC/VA COM	1/28/2013	7/7/2014	13751.81	10766.44	1.00	2985.37	
	300.00	DOMINION	RESOURCES INC/VA COM	1/28/2013	10/21/2014	20983.78	16149.66	1.00	4834.12	
	600.00		DOW CHEM CO COM	9/16/2011	1/13/2014	25534.11	16860.78	1.00	8673.33	
Totals	. tof Tran	sactions:64 S	ales Price: \$1,820,215."	9 ST Gain	nee: \$62.63	1.01 IT Gai	n/l oss: \$360	688 61		

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### Reset Failed Job

Occasionally the user will receive notification of a failed job. To try again, using the same ClientID, a **Reset Client** function is available for both Populate and Organize jobs.

lient Details test rest		DELETE-RESET-RESULT	GO TO CLIE	
		Edit Client Delete Client		
TEST count: default		Reset Client		
1015 Documents   Job Status: Failed   Job Type: Organi	ze			
Source Files Processed Files	(	DOWNLOAD GRUNTWORX AG	ENT REFRESH PAGE	
Document Name	Status	Uploaded <	Processed	
Added by Firm				
			-	
PasswordProtected.pdf	Failed	1-27-2016		
PasswordProtected.pdf Drag & Drop your PDFs or browse using the upload button. Click here for info.	Failed	1-27-2016	JOB CONCLUDED	

- The user should access the Client Details Page and click the DELETE/EDIT/RESUBMIT button at upper right.
- Select "Reset Client" to remove the document/s
- Confirm Reset to set the job as a "new job"

Reset Client	×
Are you sure you want to reset the	nis client?
All documents will be dele	ted!
	CANCEL RESET

- Fix the error, e.g.: Print and scan for password protected documents
- Upload documents and "Process".



#### **NEED HELP?**

### Job Resubmission

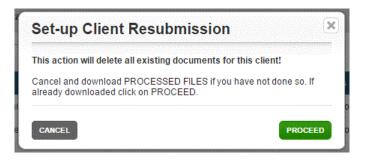
To accommodate client's missing documents and/or extensions, GruntWorx allows resubmission for **Populate** jobs. Resubmission is not available for Organize jobs.

Only new, unpopulated (not previously populated by GruntWorx) documents should be populated for a resubmission. A new Pointsheet and Bookmarked PDF will be returned.

• The user should access the Client Details Page and click the **DELETE/EDIT/RESUBMIT** button at upper right.

Client Details John Smith	DELETE-RE SET-RE SU		GO TO CLIE	
	Edit Client			
: SMIULTRA ccount: default		Delete Client Prepare for Resubmission		
2015 Documents   Job Status: Completed-2   Job Type: F Source Files Processed Files	<sup>o</sup> opulate			
	Populate Status	Proces	sed 🛟	
Source Files Processed Files		Proces 1-26-20	TRANSFERRE	
Source Files Processed Files Document Name	▲ Status		016	
Source Files     Processed Files       Document Name     John_Smith_SMIULTRA_bookmarked-2.pdf	<ul> <li>▲ Status</li> <li>✓ Completed</li> </ul>	1-26-20	016 016	

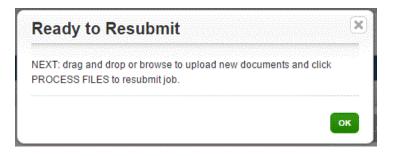
- Select "Prepare for Resubmission" to remove the document/s
- Confirm Resubmission to delete the output of the client's original job



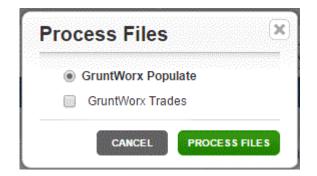
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• The user is instructed to upload or drag and drop documents to the screen and to click on the process button as he did for the original job



• Resubmission options are limited to Populate or Populate with Trades.



• When the job is complete, download the documents, review and populate.

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### Reports

#### Admin reports

Available only to users with Admin rights, access a token and credit usage snapshot from the Dashboard, selecting the Admin Settings tab, then the Inventory Management tab.

Accounts	Users Inventory Management					PURCHASE G	RUNTWO
		Ja	nuary 2017 🔹				
Date	RE			Credit Adjustment	Credit Balance	Token Adjustment	Toke Balar
01-01-2017	beginning balance				6069.50		1
01-17-2017	client: 01025X / job 102379			-0.65	6068.85		
01-23-2017	client: KRANTZ / job 102408			-2.80	6044.90		
01-24-2017	client: KRANTZ / job 102420			-2.75	6027.50		
01-25-2017	client: KRANTZ / job 102424			-2.75	6019.90		
01-25-2017	client: KRANTZ / job 102432			-12.50	6007.40		
01-26-2017	client: KRANTZ / job 102421			-4.85	6007.40		
01-26-2017	client: KRANTZ / job 102412			-14.65	6007.40		
01-26-2017	client: 22SAMPLE / job 102382			-21.15	6007.40		
01-31-2017	current balance				6007.40		1

GruntWorx Populate for Lacerte™

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#### **Reports (continued)**

Select "GET REPORT" to download a spreadsheet with all details of GruntWorx activity to date. Please note – reports are in development samples below do not display dollar credits

- в С D Е F G н ĸ М ABC TAX LLC Firm 4 Report Date 7/29/14 15:14 5 6 7 1515 Purchases 9 10 1086 Spent 5 Reserved 11 453 Balance 12 13 14 15 16 17 19 20 21 Balance Purchases Spent Reserved Failed (+)
- Sample Admin Report

#### User 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.

## **GruntWorx Populate**

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#### **NEED HELP?**

GruntWorx <sup>.</sup>		Welcome	(Sign-Out) Dashboard	User Settings Admin Settings
User Settings				
		Preferences		
Send Email Notification o	Job Completion to:			
Repaginate Organized D	cuments			
DOWNLOAD GRUNTWORX AGE	NT			
				UPDATE
		N		
		Reports		
Report Type:				
Job Usage				
Trades Usage	ending: 10/02/2013			
				GET REPORT
requently Asked Questions Contac	t Support Help © 20	013 GruntWorx, LLC. All Rights Reserve	d	Privacy Policy About Us

### Reports (continued)

• Sample Trades Report

4	Α	В	С	D	E
1	Client #	Client name	Completed	# Trades	Pro or Org
2	5066EG	John Smith	3/6/2014 7:39	0	Populate
з	CRAPAUL	Paul Crawford	3/5/2014 13:57	25	Populate
4	03158Z	test ignorejob	3/14/2014 20:55	14	Populate
5	FRACAS	Mary Fracas	6/3/2014 15:54	200	Populate
6	GALINA2	TEST Another	6/4/2014 12:06	40	Populate
7	KEEG7291	Tax Payer	6/4/2014 15:52	0	Populate
8					
9					
10		Reporting from	1/1/2014		
11		Reporting to	8/6/2014		
12		Report generated	8/6/2014 17:11		

• Sample Jobs Report

GruntWorx Populate for Lacerte™

#### **NEED HELP?**

	А	В	С	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	1
3	DAVE	Dave Alex	1/1/2013 10:37	1/1/2013 11:16	Completed	I.
4	BEL9953	Bob and S	1/1/2013 10:38	1/1/2013 11:19	Completed	I
5	ABC	Harry and	1/1/2013 10:39	1/1/2013 11:24	Completed	I
6	0975EB	Mary and	1/19/2013 11:10	1/19/2013 11:17	Completed	I
7	3866BJ	John Smit	1/22/2013 11:25	1/22/2013 11:45	Completed	I
8	1035EB	John Smit	2/1/2013 21:46	2/1/2013 21:59	Completed	I
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	I
11	01025X	Harry and	3/16/2013 8:24	3/16/2013 8:33	Completed	I
12	0975EB	Mary and	3/21/2013 6:55	3/21/2013 7:06	Completed	I
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	I
16	6644BD	John and J	6/7/2013 16:14	6/7/2013 16:34	Completed	1
17	AUNT	Mary Barro	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			

### Appendix

Chrome User Instructions:

At first submission, users of Chrome must tell the browser what to do with the Proforma file collected from the tax software. Once set, the user should not have to set the action again.

After you select "Process", look for the download button in the lower left of your Client Details page.

- 1. Click on the arrow at the right of the button to reveal a dropdown
- 2. Select "Always open files of this type"
- 3. Double-click the button itself to upload the proforma



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**NEED HELP?** 

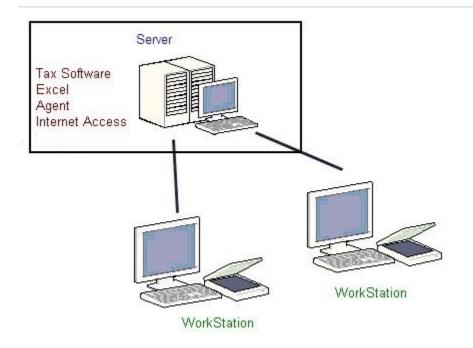
	ID: GALINA2 Account: A75N
	2014 Documents   Job Status: Not Started-2
	Source Files Processed Files DOWNLOAD GRUNTWORX AGENT REFRESH PAGE + UPLOAD FILES
	Document Name
	Added by Firm                ✓             Input1.pdf                 ✓             Input1.pdf                   ✓             Xot Submitted
3	
	Like Drag & Drop? Right click the 1 d button! UPLOAD BOOKMARK File PROCESS FILES
	Frequenty Contect Support Heb. @ 2015 GruntWorx, LLC, All Rights Reserved Drivacy Delay Labort Lie
TEST_Another-GALIN	pc
Service St	Open Always open files of this type
	Show in folder
	Cancel 2

### Appendix

GruntWorx Remote Desktop/Citrix Server Installation Guide

## GruntWorx Populate for Lacerte™

#### **NEED HELP?**



Workstations connect to a server via Citrix OR Remote Desktop.

The workstations serve no purpose other than to view the screen of the server.

The server requires installation of:

tax software

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for Lacerte<sup>™</sup>

- Microsoft Excel (to view populate pointsheet)
- Agent (to produce population data from excel OR upload proforma to our web server)
- Internet Access (to upload the proforma to our web server, or download pointsheet)
- Agent (to interact with the tax software getting the proforma or populate)

During installation of the agent, the user must be:

- physically at the server, OR
- use their workstation to first login into the server

before downloading and running the agent installer.

#### **NEED HELP?**