GruntWorx Paperless Tax Office Automation

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™ client tax files with GruntWorx
- How to purchase credits and run usage reports

GruntWorx Populate for Lacerte™

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

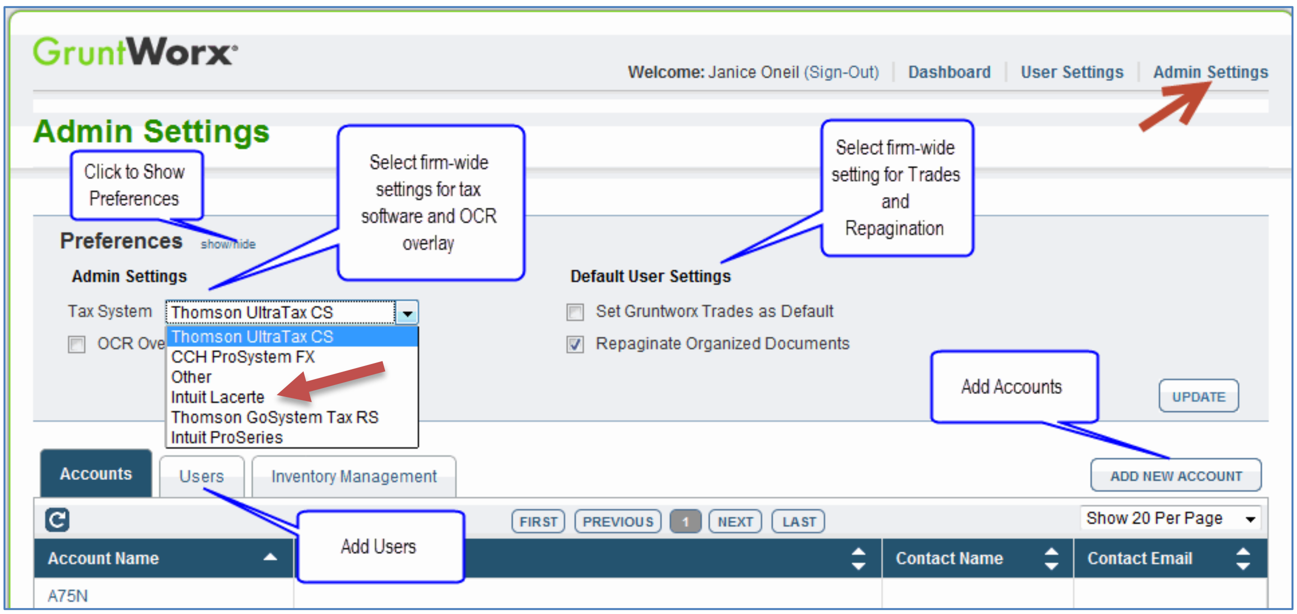
New this year:

- 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.

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™ tax software and firm-wide preferences



- At "Accounts" tab on the Admin screen, add Account/s (optional)
    - A "Default" account is supplied but can be re-named as required.

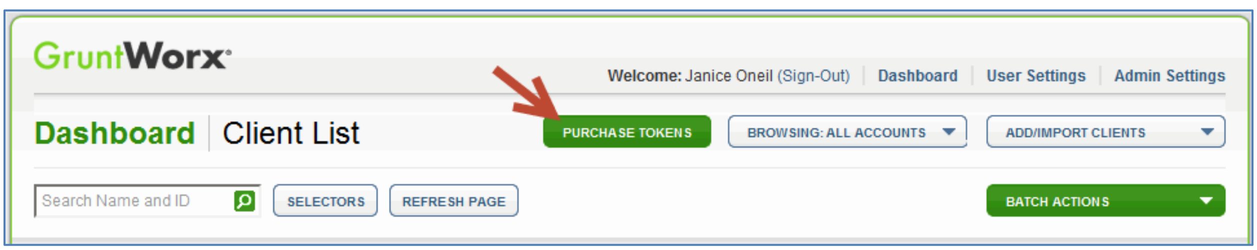
- At "Users" tab on the Admin screen, add users and assign passwords and account access
    - Add, Edit, Delete, Activate and Deactivate Users in individual and batch actions.

Firm Set-up (continued)

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.

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.



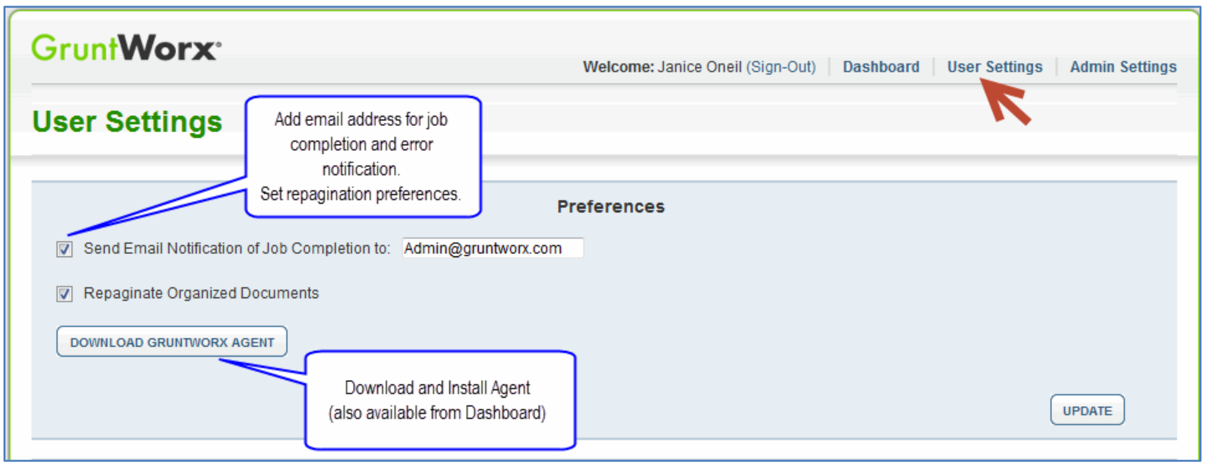
Tokens – GruntWorx tokens are in the process of being retired. You may use your tokens until they expire but you may also convert your tokens to dollar credits. Please call Sales for details.

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



- 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™ 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 anti-virus 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.
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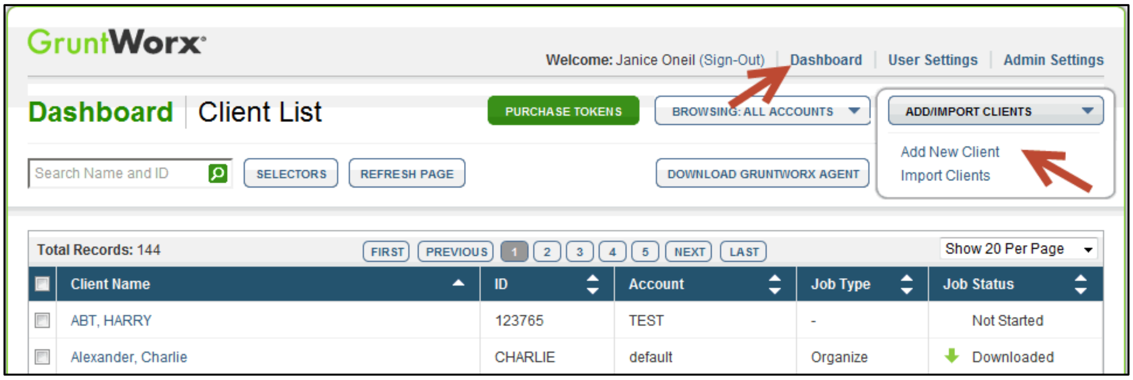
Job Submission

1. Add Client/s

- At Dashboard – Click Add/Import Clients



Important: Client ID <u>must</u> 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

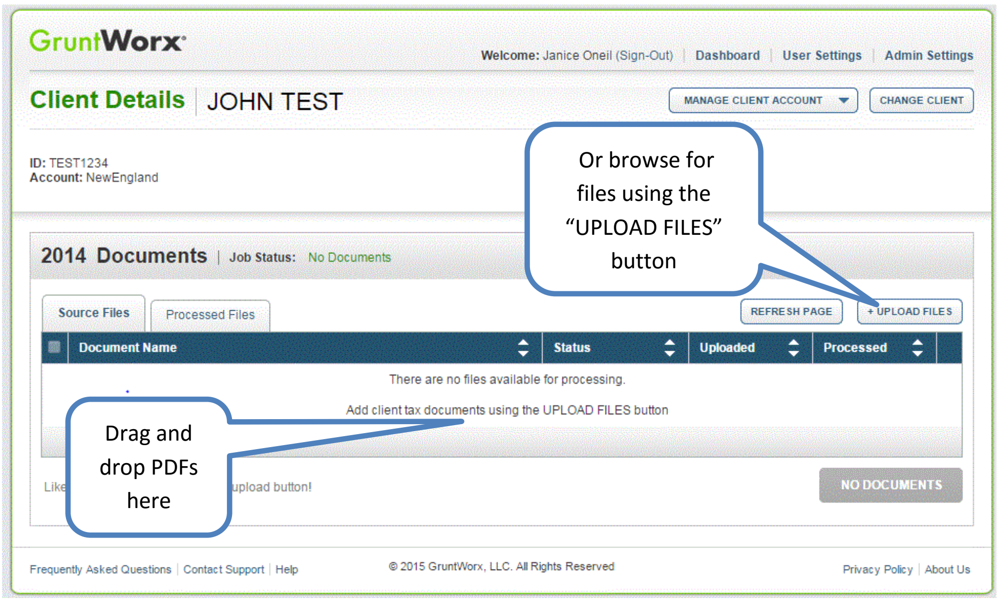
IMPORTANT: Before submitting or populating jobs, users must clear pop-ups.

- 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".

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.



- 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.

Job Submission (continued)

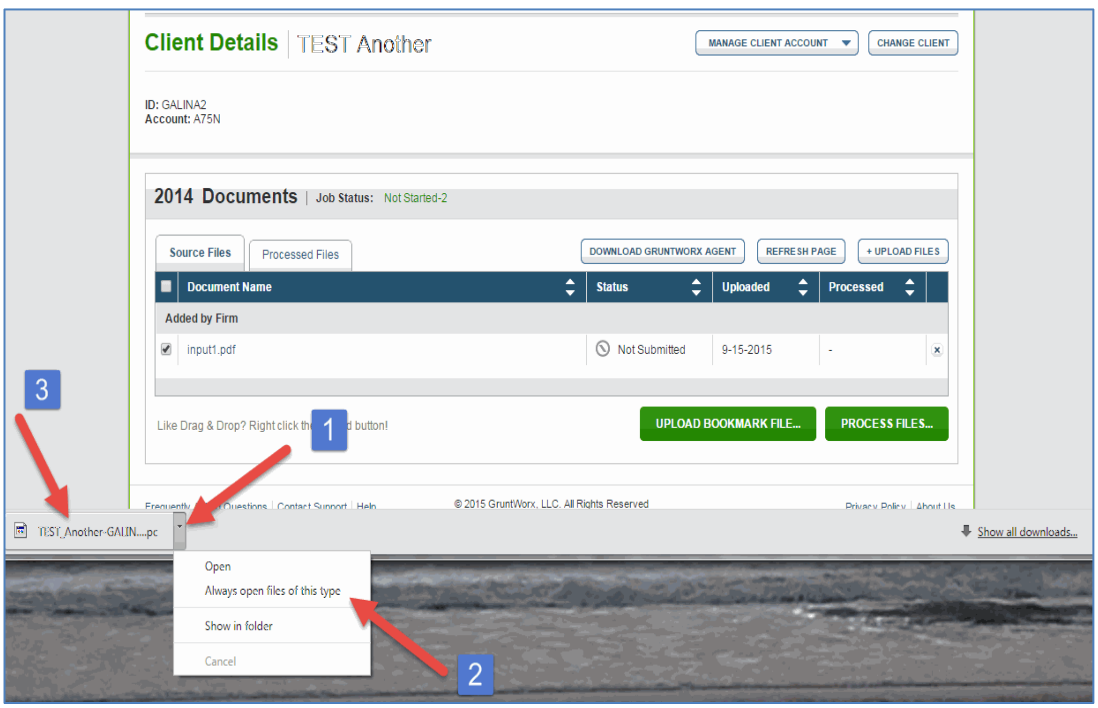
5. Get Proforma

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.

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 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



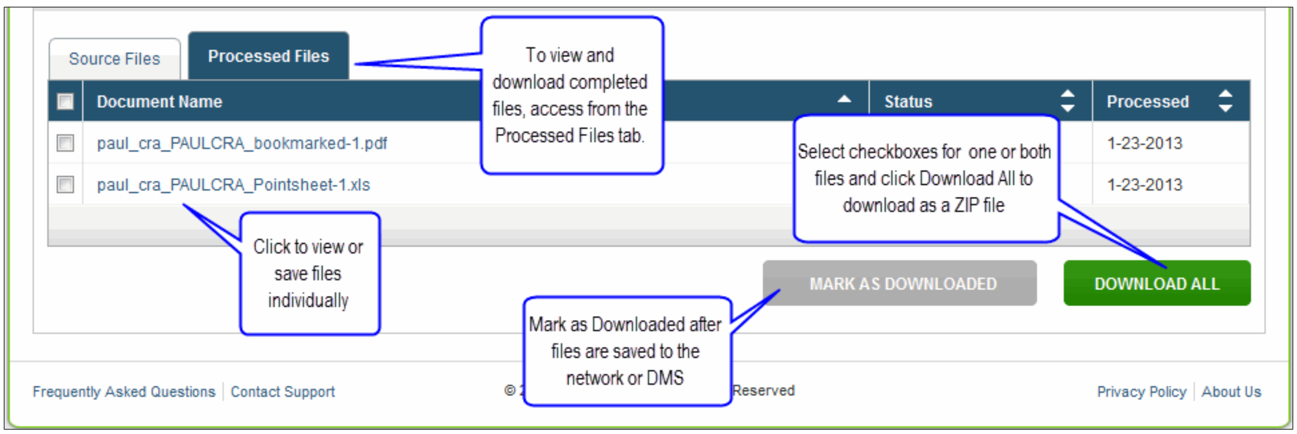
Job Completion Notification
If selected, the User is notified by email once the job is ready to be downloaded.

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



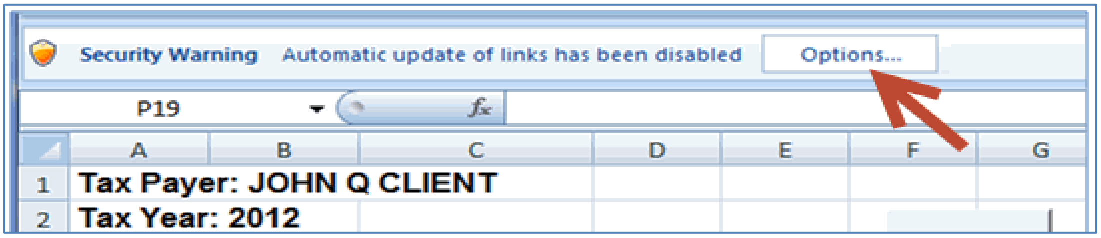
Note: Output files can be viewed from the GruntWorx “Processed File” tab but, to take advantage of the links between the Pointsheet and the Bookmarked PDF, the user must save the documents, either to their desktop or firm-designated file system.

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

Client Tax File Population

1. Enable Macros

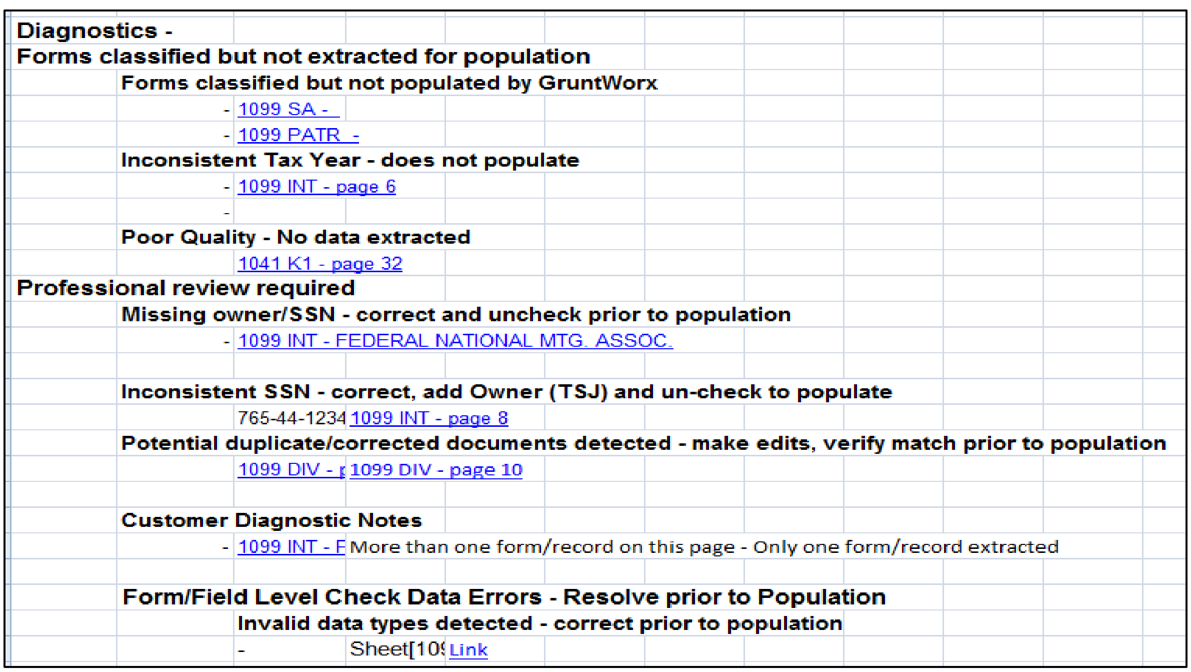
Population by Pointsheet utilizes the Excel™ macro feature. In some cases, the user's Security settings will require the enabling of macros, as indicated by the "Security Warning" at the top of the Pointsheet.



- 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.

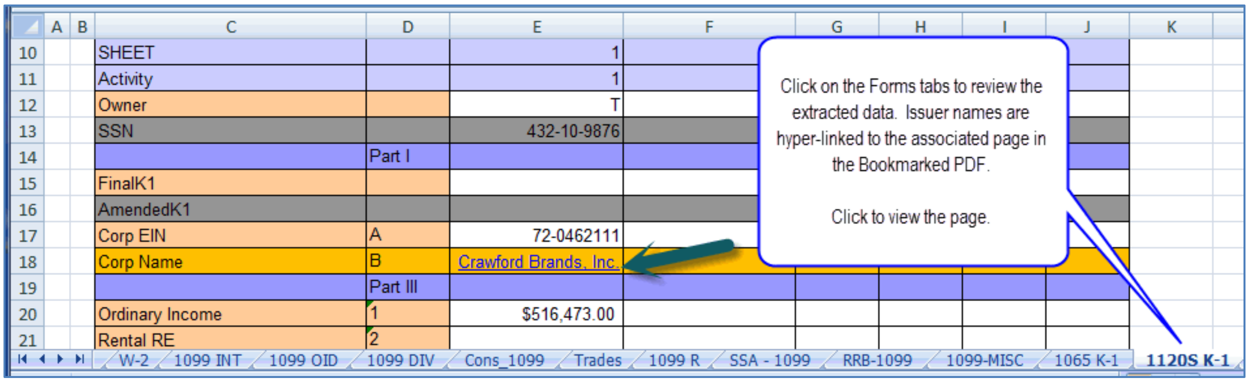


Diagnostics -				
Forms classified but not extracted for population				
	Forms classified but not populated by GruntWorx			
		-	1099 SA -	
		-	1099 PATR -	
	Inconsistent Tax Year - does not populate			
		-	1099 INT - page 6	
		-		
	Poor Quality - No data extracted			
			1041 K1 - page 32	
Professional 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

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

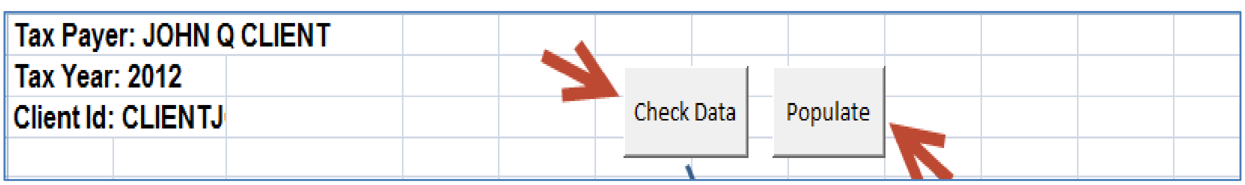
Note: Edit, add, delete or ignore records, but a new field cannot be added for population.



3. Populate the Client Tax File

When edits are complete, from the Diagnostics tab

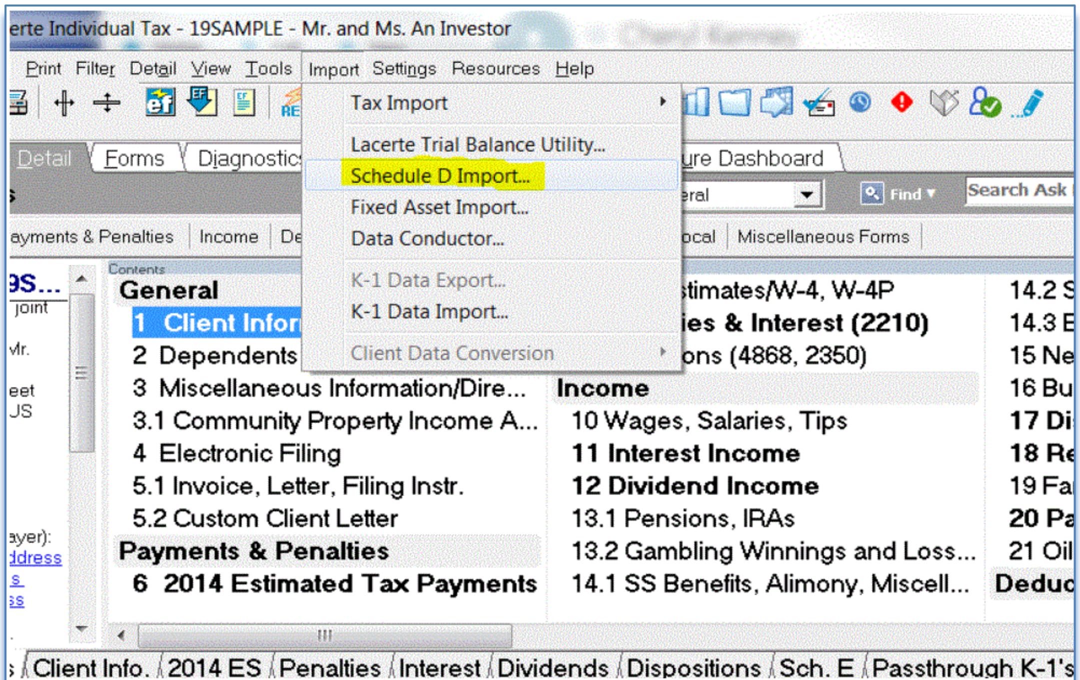
- Click on “Check Data” button to verify field formatting is OK
  Errors, if any, noted at the bottom of the Diagnostics sheet, should be fixed .
- Open the tax program and Click on the “Populate” button to populate the tax data into the client file



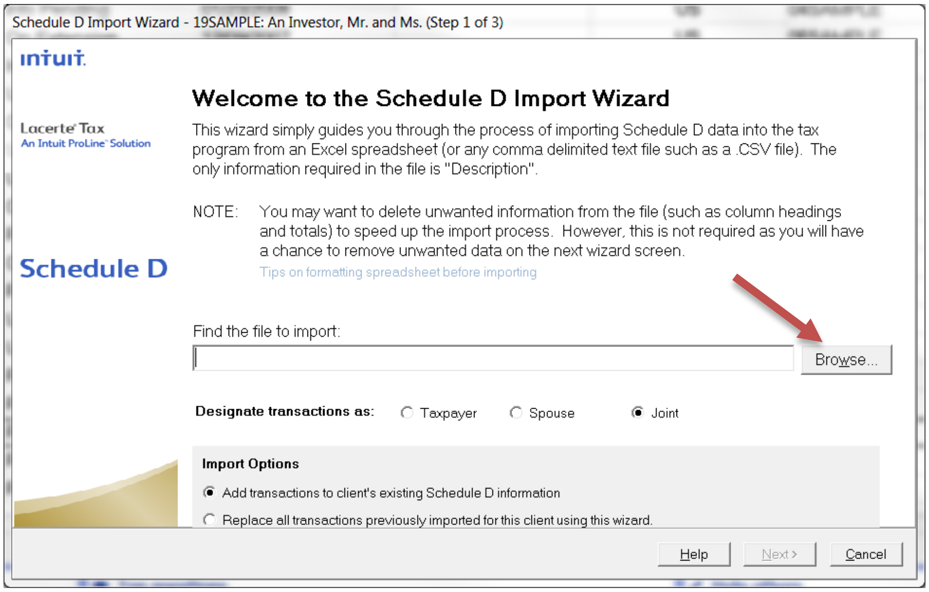
4. Alternate Trades Population

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

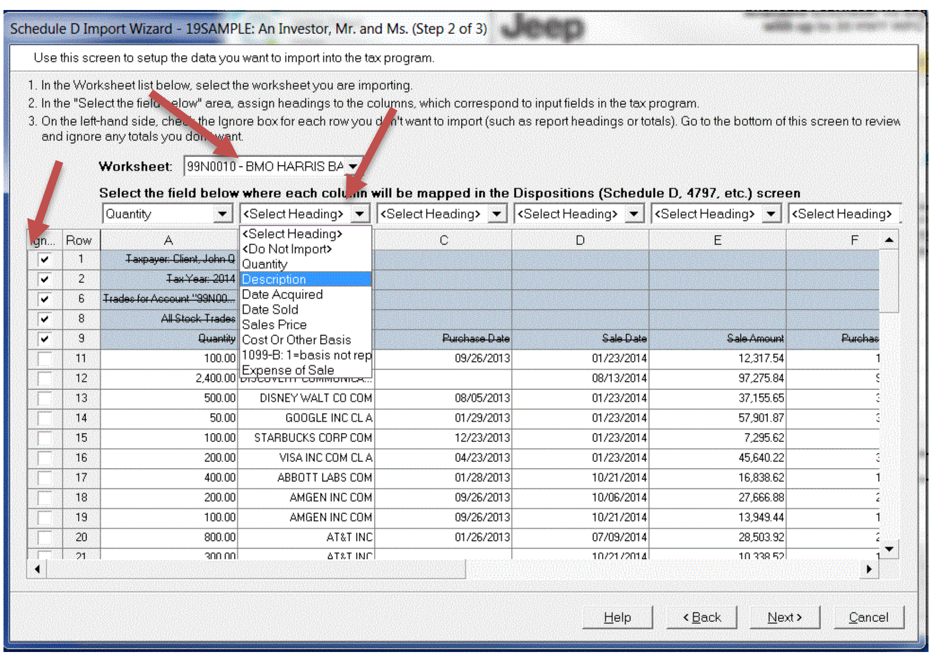
- In Lacerte, open the client tax file, select “Import” then “Schedule D Import” from the top of the page.



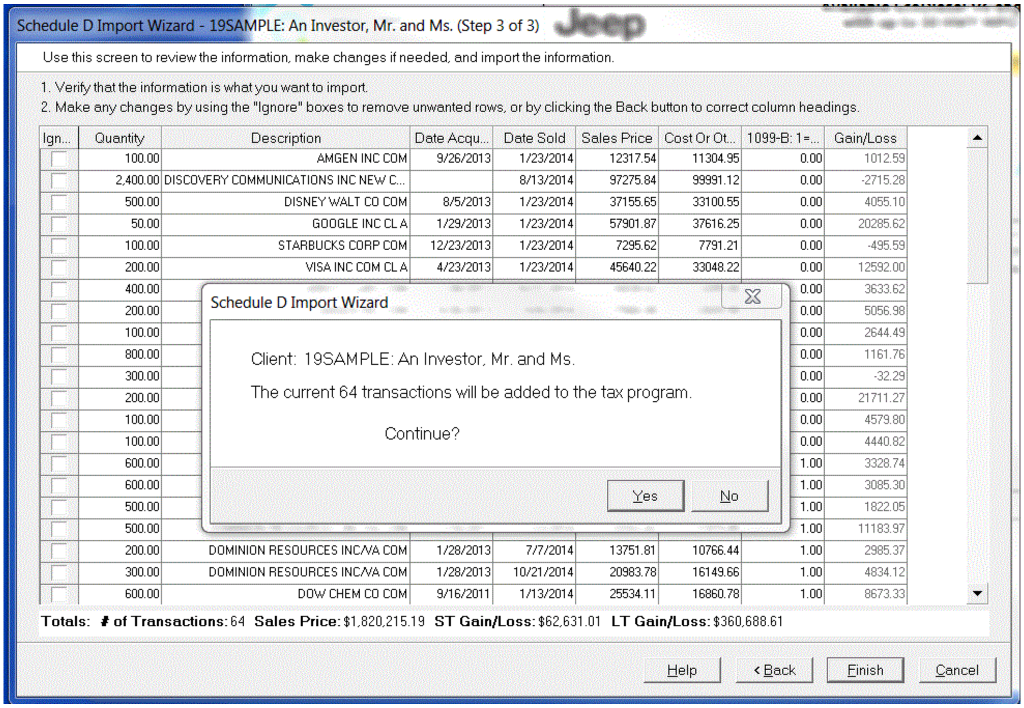
- From the import wizard, browse to upload the Pointsheet. Click Next



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

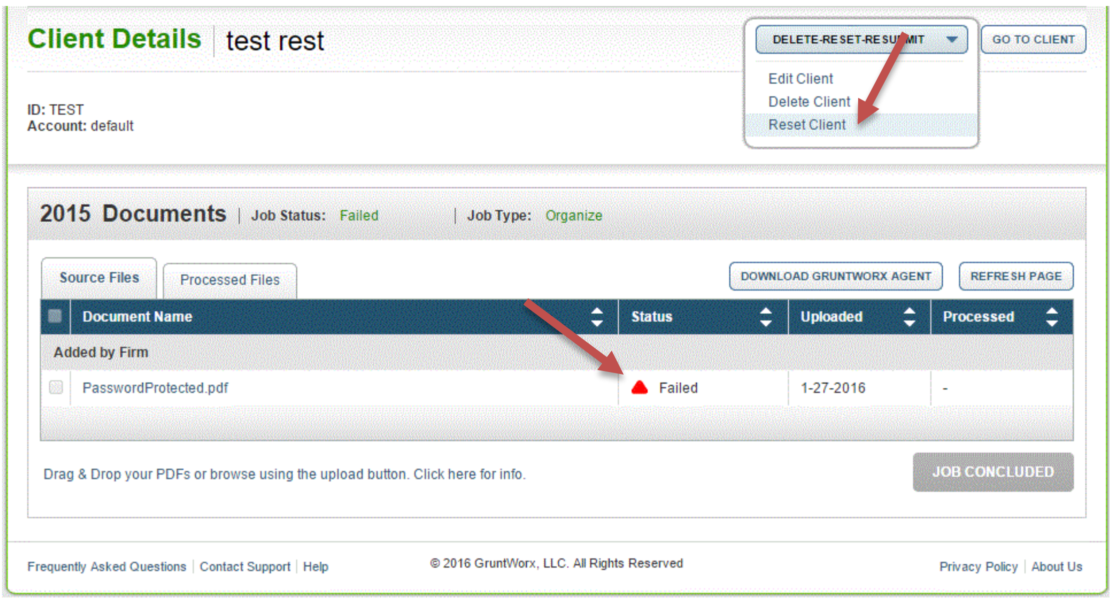


- Review/edit import, click Finish and Yes to complete the import

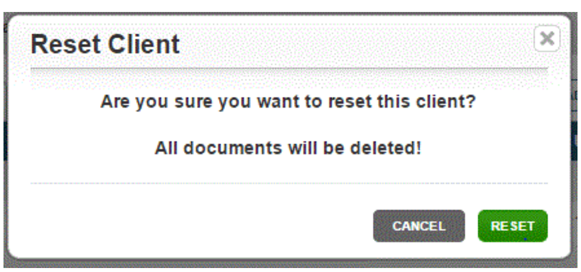


Reset Failed Job

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.



- 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”



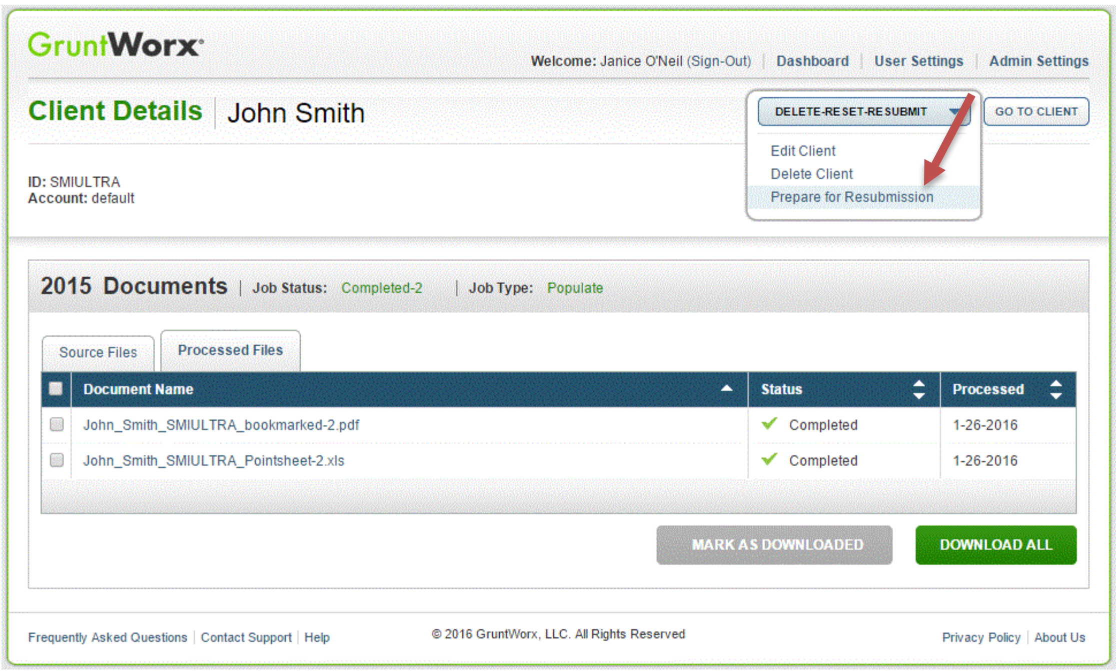
- Fix the error, e.g.: Print and scan for password protected documents
- Upload documents and “Process”.

Job Resubmission

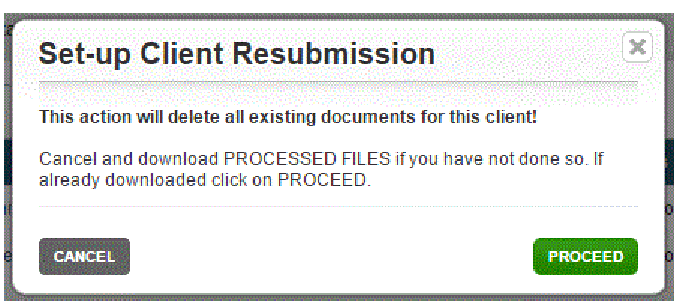
To accommodate client's missing documents and/or extensions, GruntWorx allows resubmission for **Populate** jobs. Resubmission is not available for Organize jobs.

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

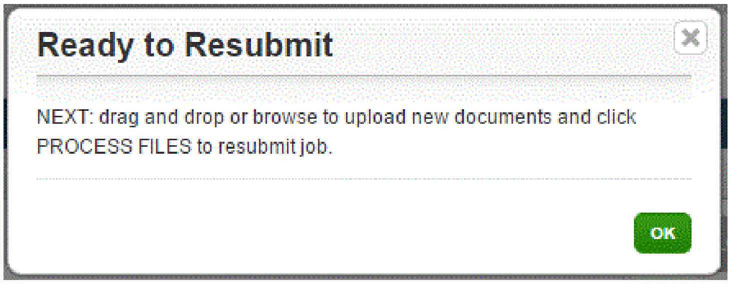
- The user should access the Client Details Page and click the **DELETE/EDIT/RESUBMIT** button at upper right.



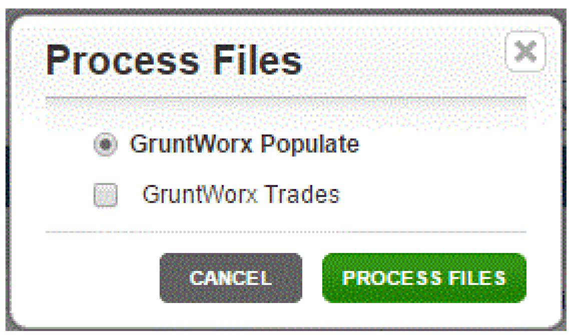
- Select "Prepare for Resubmission" to remove the document/s
- Confirm Resubmission to delete the output of the client's original job



- 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.

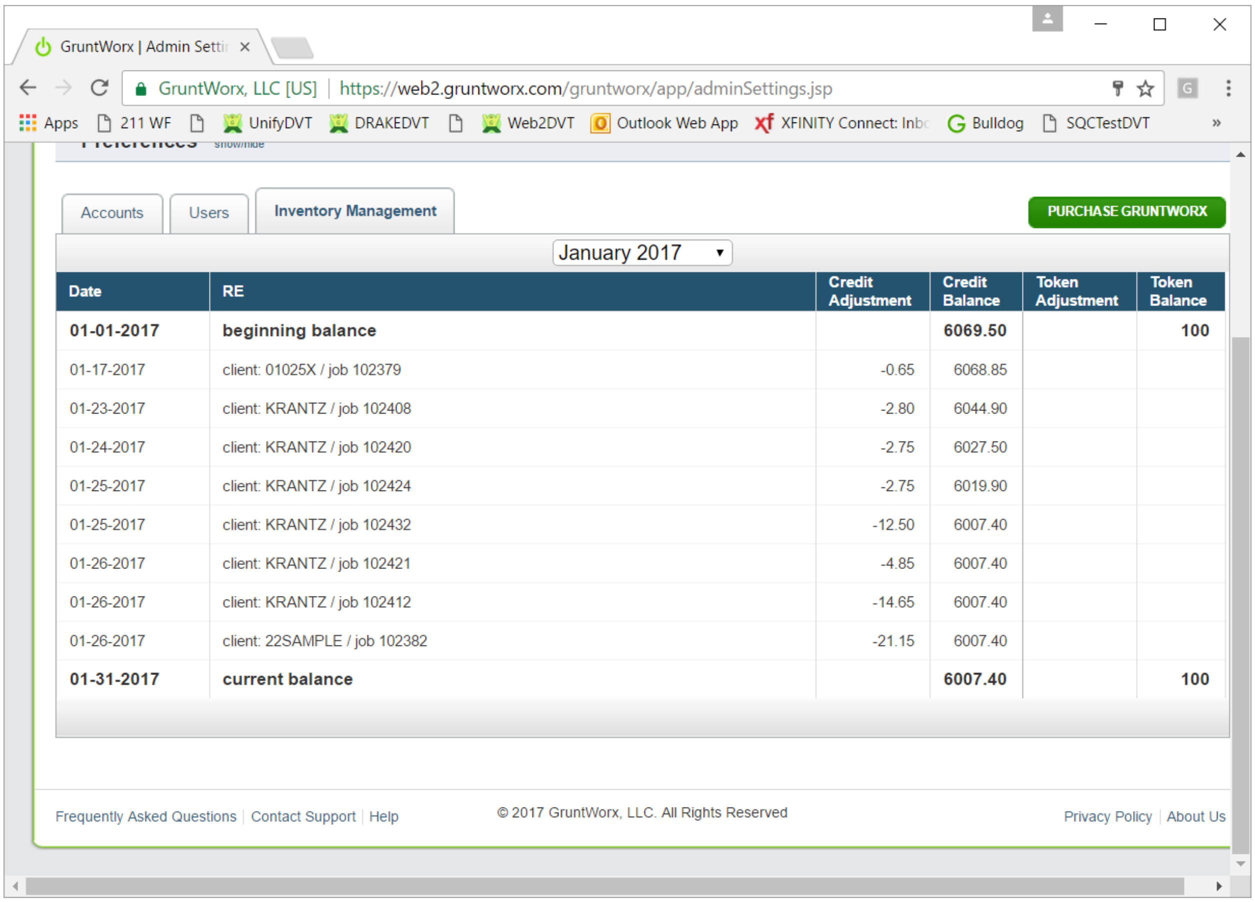


- When the job is complete, download the documents, review and populate.

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.

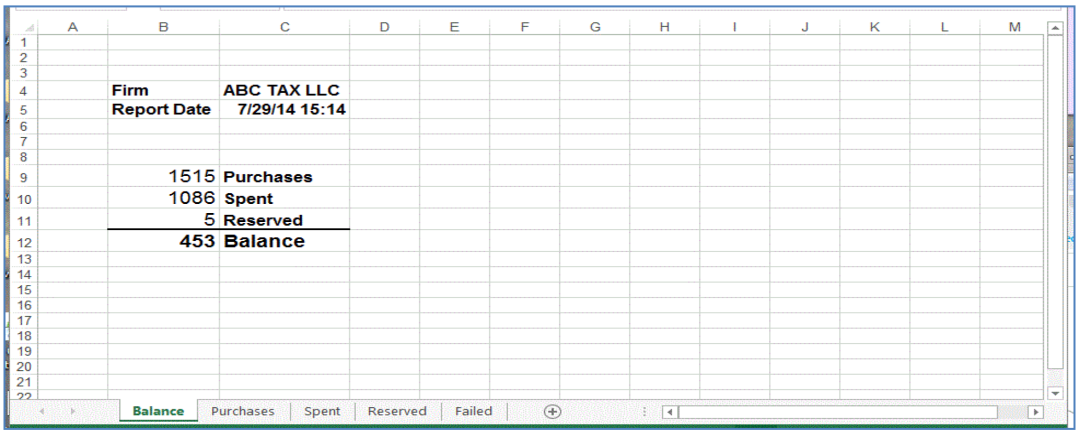


Date	RE	Credit Adjustment	Credit Balance	Token Adjustment	Token Balance
01-01-2017	**beginning balance**		**6069.50**		**100**
01-17-2017	client: 01025X / job 102379	-0.65	6068.85		
01-23-2017	client: KRANTZ / job 102408	-2.80	6044.90		
01-24-2017	client: KRANTZ / job 102420	-2.75	6027.50		
01-25-2017	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**		**100**

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**

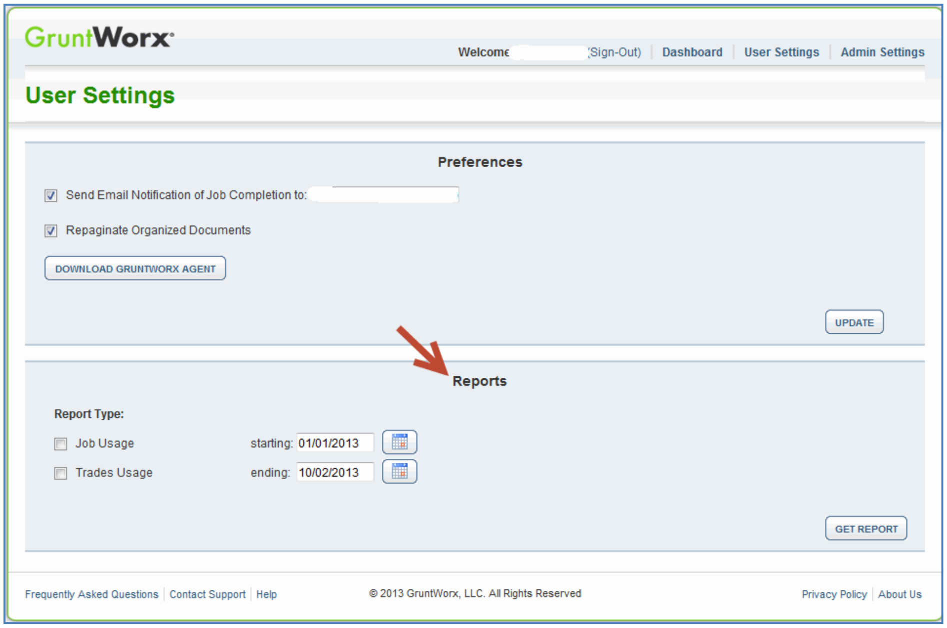
- Sample Admin Report



Firm	ABC TAX LLC
Report Date	7/29/14 15:14
1515	Purchases
1086	Spent
5	Reserved
453	Balance

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.



Reports (continued)

- Sample Trades Report

	A	B	C	D	E
1	Client #	Client name	Completed	# Trades	Pro or Org
2	5066EG	John Smith	3/6/2014 7:39	0	Populate
3	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

	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		

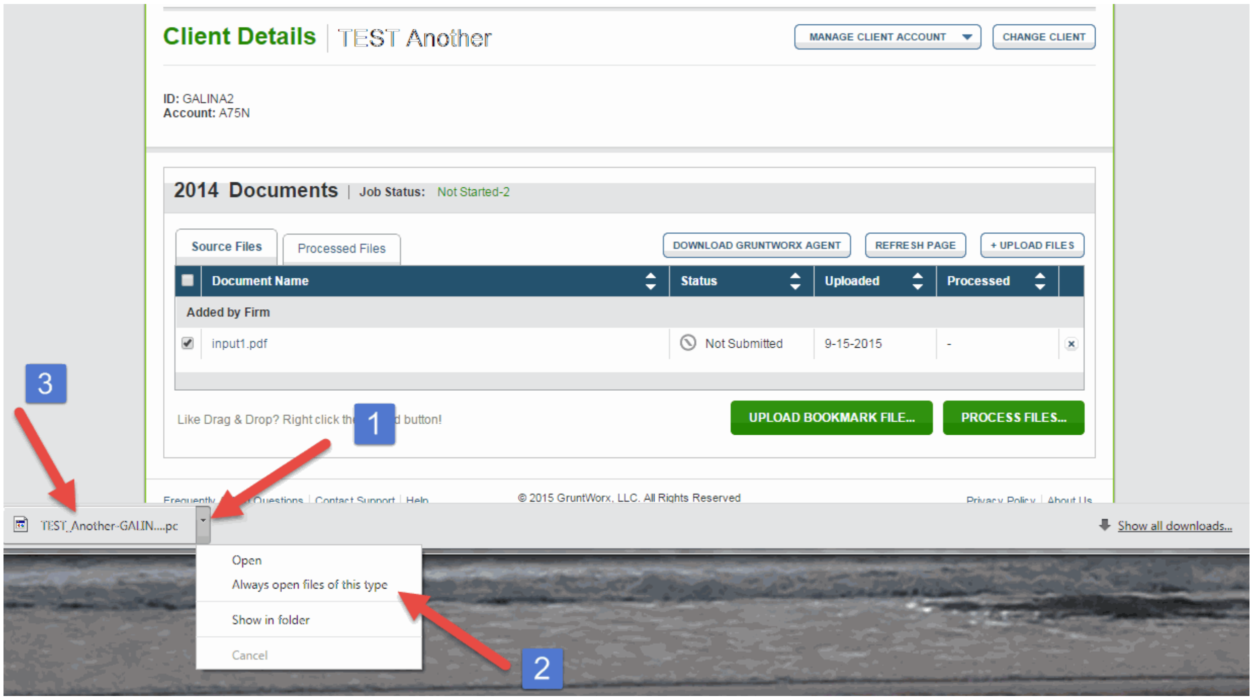
Appendix

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.

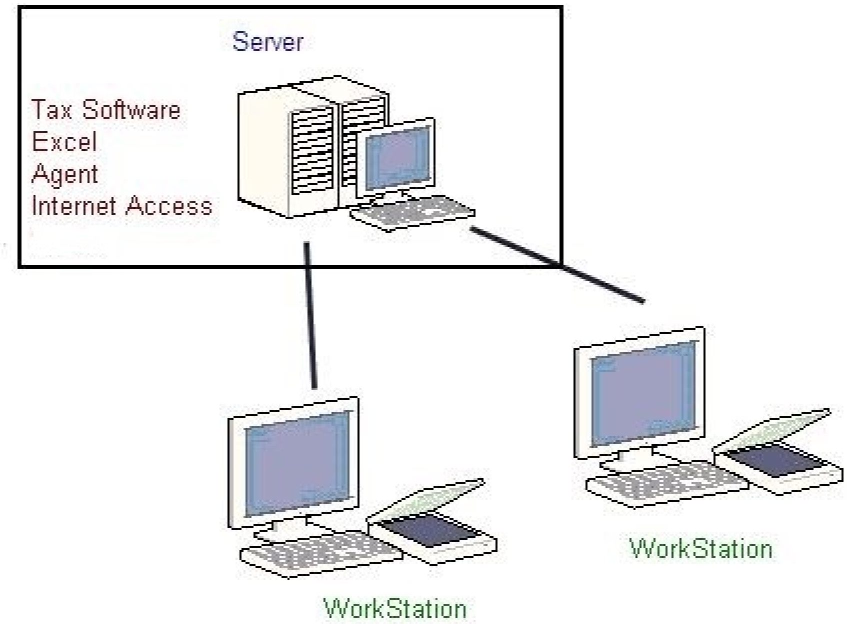
After you select “Process”, look for the download button in the lower left of your Client Details page.

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



Appendix

GruntWorx Remote Desktop/Citrix Server Installation Guide



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
- 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.