

**GruntWorx Populate
for UltraTax CS™**

Topics in this Quick Start Guide

- Key steps for using GruntWorx in your tax practice
- How to submit jobs
- How to Populate UltraTax CS™ client tax files with GruntWorx
- How to purchase GruntWorx credits 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 UltraTax CS™ 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, including Trades, if selected, which with the use of macros, populates into the client tax file

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.

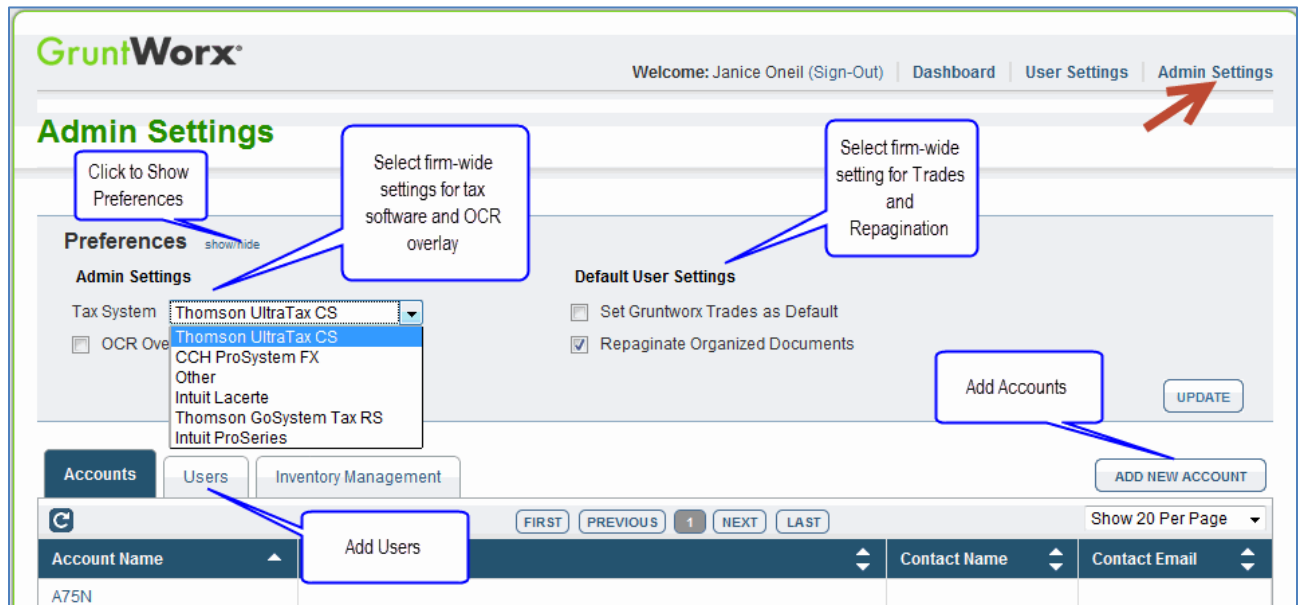
Scanning Note: The quality of the scanned documents submitted to GruntWorx is vitally important to your firm's successful use of GruntWorx products.

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 Firm Set-up

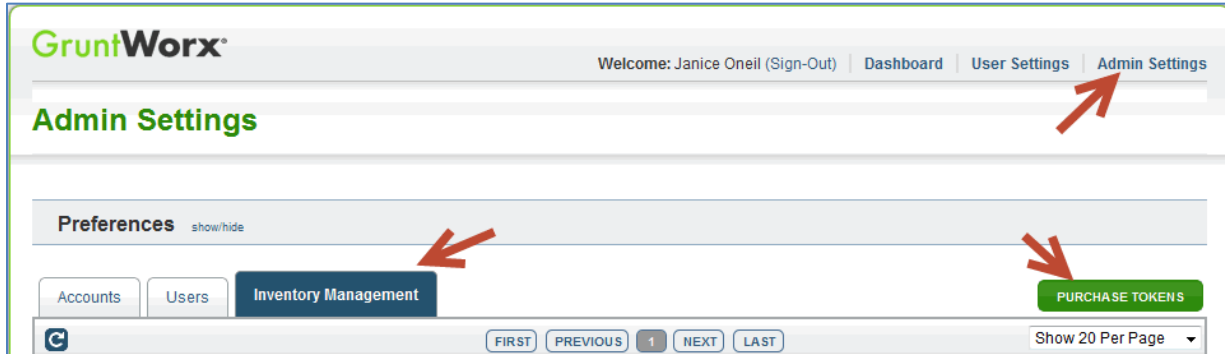
1. Set-up Firm, Add Accounts, Add Users
 - Click Free Trial Link
 - At Registration screen - complete registration
 - Accept master agreement
 - Accept EULA
 - At dashboard, select “Admin Settings” link - at top right
 - Click “Show” Preferences link
 - Select Thomson UltraTax CS™ tax software and firm-wide preferences



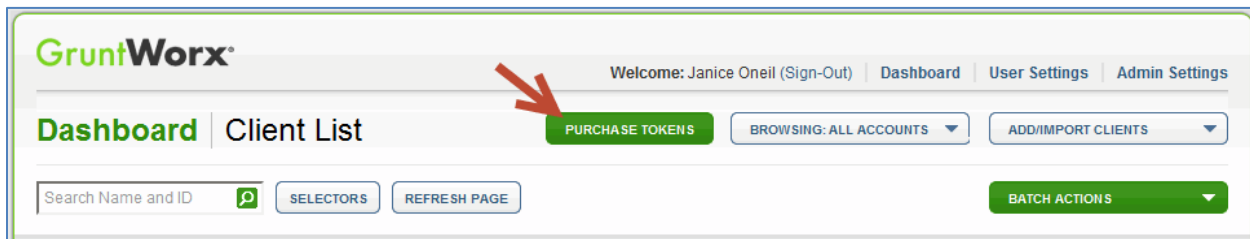
- At “Accounts” tab on the Admin screen, add Account/s (optional)
 - A “Default” account is supplied but can be re-named as required.
- At “Users” tab on the Admin screen, add users and assign passwords and account access
 - Add, Edit, Delete, Activate and Deactivate Users in individual and batch actions.

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/or credit balances
 - Select “Purchase GruntWorx” button to purchase credits with a credit card.



Note: The Purchase Tokens 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.



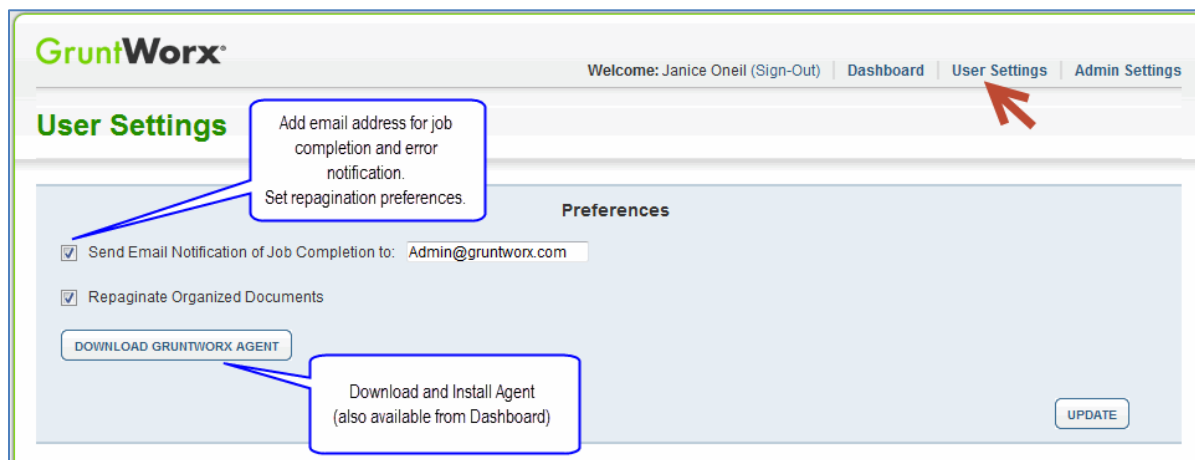
Tokens – GruntWorx tokens are in the process of being retired. You may use your tokens until they expire but you may also convert your tokens to dollar credits. Please call Sales for details.

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 UltraTax CS™ Agent
- Follow the prompts to complete the installation

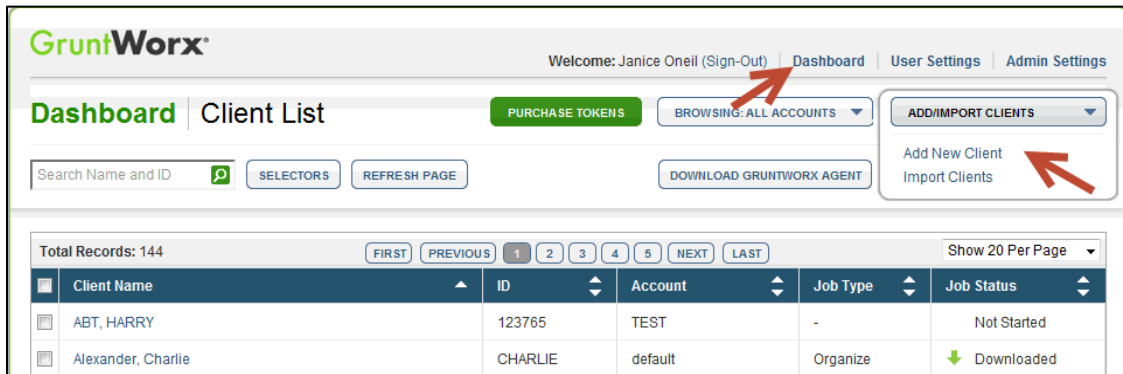
Note: Depending on your firm’s IT policies, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases the User’s anti-virus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software.

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.

Job Submission

1. Add Client/s

- At Dashboard – Click Add/Import Clients



Important: Client ID must be identical to the UltraTax CS™ 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, or a newly added client
- Minimum required fields in the client tax file: **Taxpayer and Spouse name/s; SSN/s and filing status**
- The User must be logged-out of the Client tax file during job submission and population

Job Submission (continued)

Note: If more than one version of 1040 tax files is maintained for any one client, be sure to exempt from Data Sharing, versions of the client tax files that you don't intend to be populated by GruntWorx.

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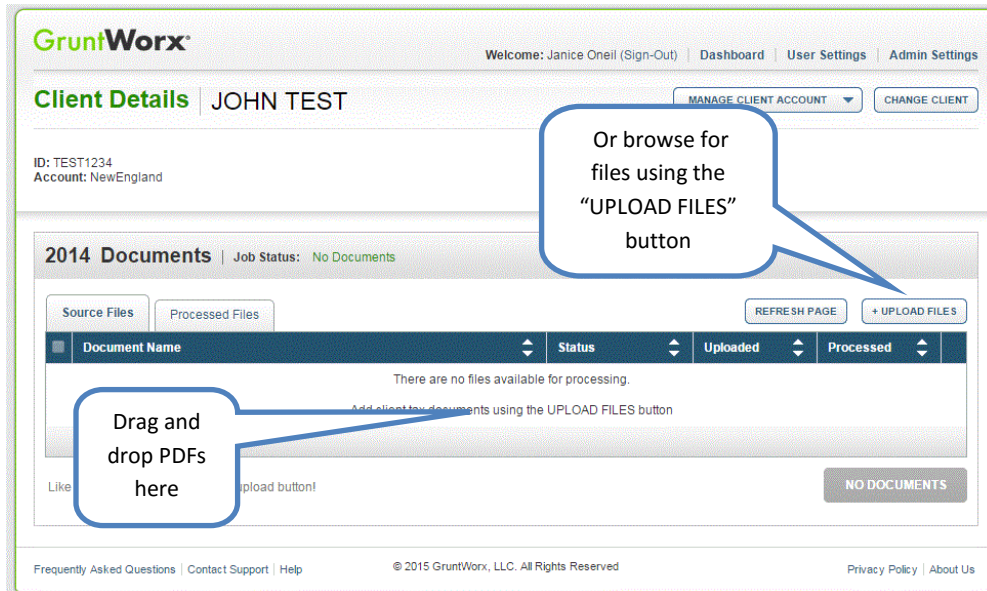
X2 for Sales

X3 for Support

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 Completion Notification

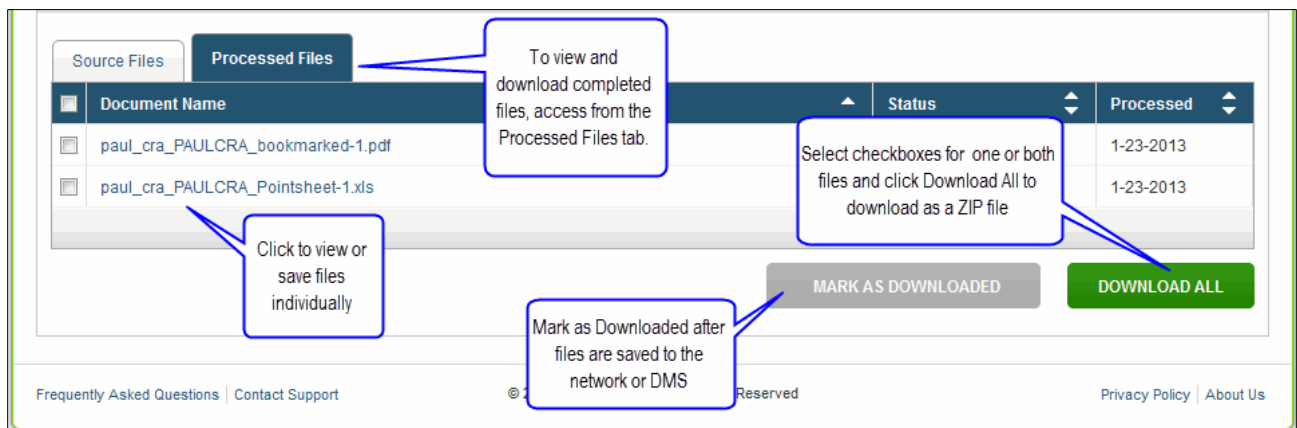
If the user wants to be notified by email once the job is ready to be downloaded they should check that option on the User screen of the Dashboard.

Job Submission (continued)

5. 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



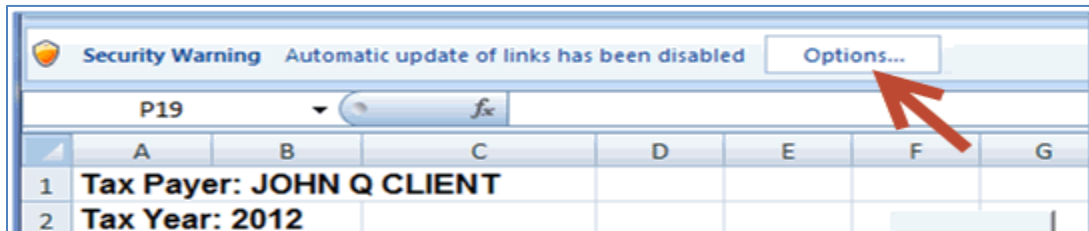
Note: Output files can be viewed from the GruntWorx “Processed File” tab but, to take advantage of the links between the Pointsheet and the Bookmarked PDF, the user must save the documents, either to their desktop or firm-designated file system.

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.

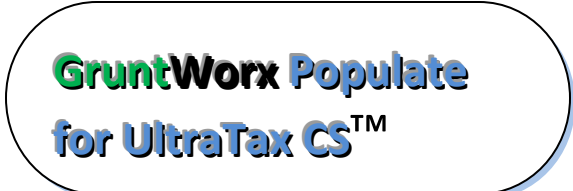


- Click “Options” on the Security Alert
- On the “Security Alert - Macro” pop-up, select “Enable this Content” and “OK”

2. Review the Pointsheet with the Bookmarked PDF

- Review the Diagnostics sheet (first worksheet) for comments related to the job

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 - r 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	



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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.

	A	B	C	D	E	F	G	H	I	J	K
10			SHEET			1					
11			Activity			1					
12			Owner			T					
13			SSN			432-10-9876					
14				Part I							
15			FinalK1								
16			AmendedK1								
17			Corp EIN	A		72-0462111					
18			Corp Name	B		Crawford Brands, Inc.					
19				Part III							
20			Ordinary Income	1		\$516,473.00					
21			Rental RE	2							

Callout box text: Click on the Forms tabs to review the extracted data. Issuer names are hyper-linked to the associated page in the Bookmarked PDF. Click to view the page.

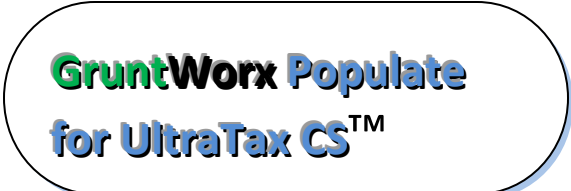
3. Populate the Client Tax File

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

Tax Payer: JOHN Q CLIENT										
Tax Year: 2012										
Client Id: CLIENTJ										

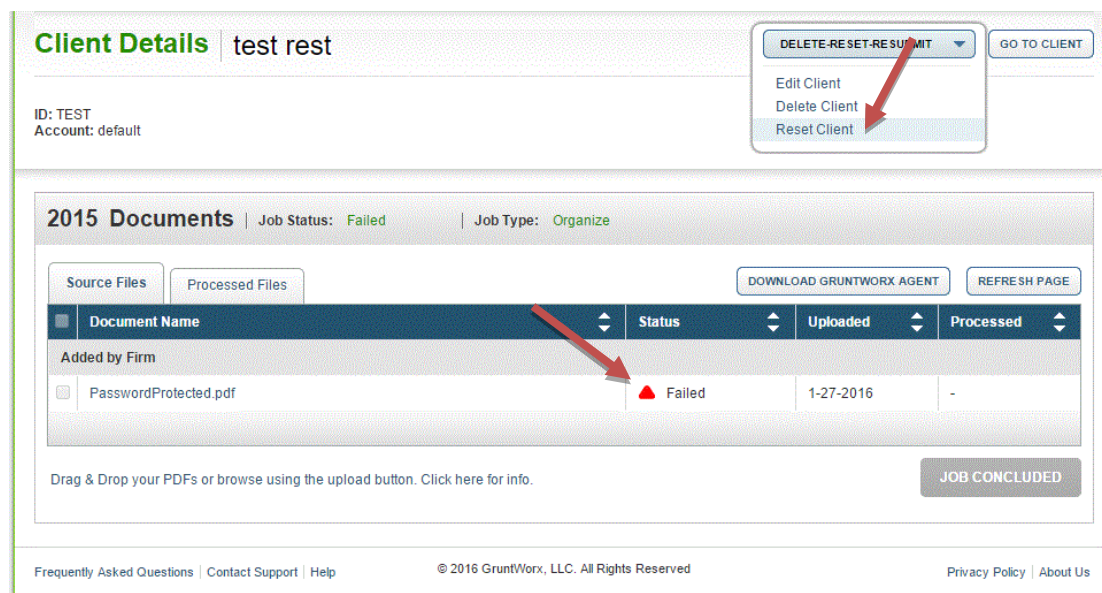
Buttons: Check Data, Populate



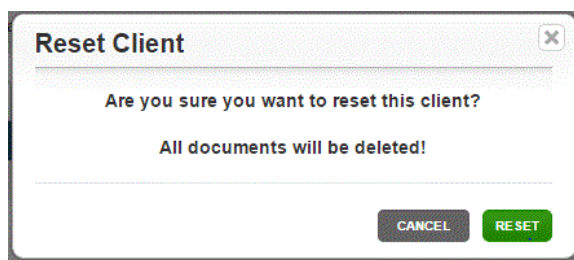
NEED HELP?
 Call us: 877-830-6059
 X2 for Sales
 X3 for Support

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.

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.

GruntWorx® Welcome: Janice O'Neil (Sign-Out) | Dashboard | User Settings | Admin Settings

Client Details | John Smith

ID: SMIULTRA
Account: default

DELETED-RE-SET-RE-SUBMIT | GO TO CLIENT

Edit Client
Delete Client
Prepare for Resubmission

2015 Documents | Job Status: Completed-2 | Job Type: Populate

Source Files | Processed Files

Document Name	Status	Processed
John_Smith_SMIULTRA_bookmarked-2.pdf	✓ Completed	1-26-2016
John_Smith_SMIULTRA_Pointsheet-2.xls	✓ Completed	1-26-2016

MARK AS DOWNLOADED | DOWNLOAD ALL

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

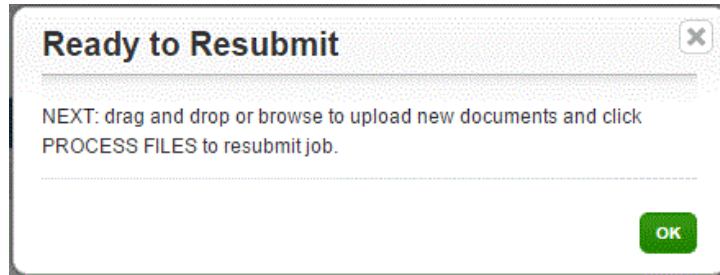
Set-up Client Resubmission

This action will delete all existing documents for this client!

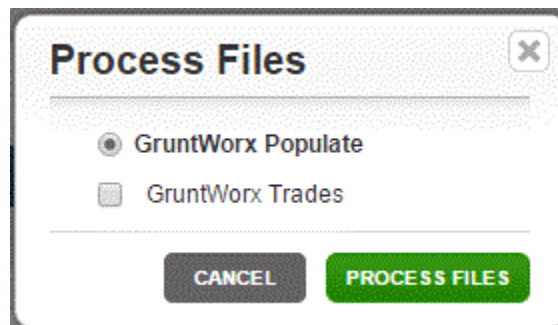
Cancel and download PROCESSED FILES if you have not done so. If already downloaded click on PROCEED.

CANCEL | PROCEED

- 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/credit usage snapshot from the Dashboard, selecting the Admin Settings tab, then the Inventory Management tab.

GruntWorx | Admin Settings

GruntWorx, LLC [US] | https://web2.gruntworx.com/gruntworx/app/adminSettings.jsp

Accounts Users **Inventory Management** PURCHASE GRUNTWORX

January 2017

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: [REDACTED] / job 102408	-2.80	6044.90		
01-24-2017	client: [REDACTED] / job 102420	-2.75	6027.50		
01-25-2017	client: [REDACTED] / job 102424	-2.75	6019.90		
01-25-2017	client: [REDACTED] / job 102421	-12.50	6007.40		
01-26-2017	client: [REDACTED] / job 102421	-4.85	6007.40		
01-26-2017	client: [REDACTED] / 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

Client ID will appear here

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X2 for Sales

X3 for Support

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3													
4		Firm	ABC TAX LLC										
5		Report Date	7/29/14 15:14										
6													
7													
8													
9			1515 Purchases										
10			1086 Spent										
11			5 Reserved										
12			453 Balance										
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													

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 Welcome [User] | Sign-Out | Dashboard | User Settings | Admin Settings

User Settings

Preferences

Send Email Notification of Job Completion to: [Email Address]

Repaginate Organized Documents

[DOWNLOAD GRUNTWORX AGENT](#) [UPDATE](#)

Reports

Report Type:

Job Usage starting: 01/01/2013 [Calendar Icon]

Trades Usage ending: 10/02/2013 [Calendar Icon]

[GET REPORT](#)

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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	CRAPAU	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		

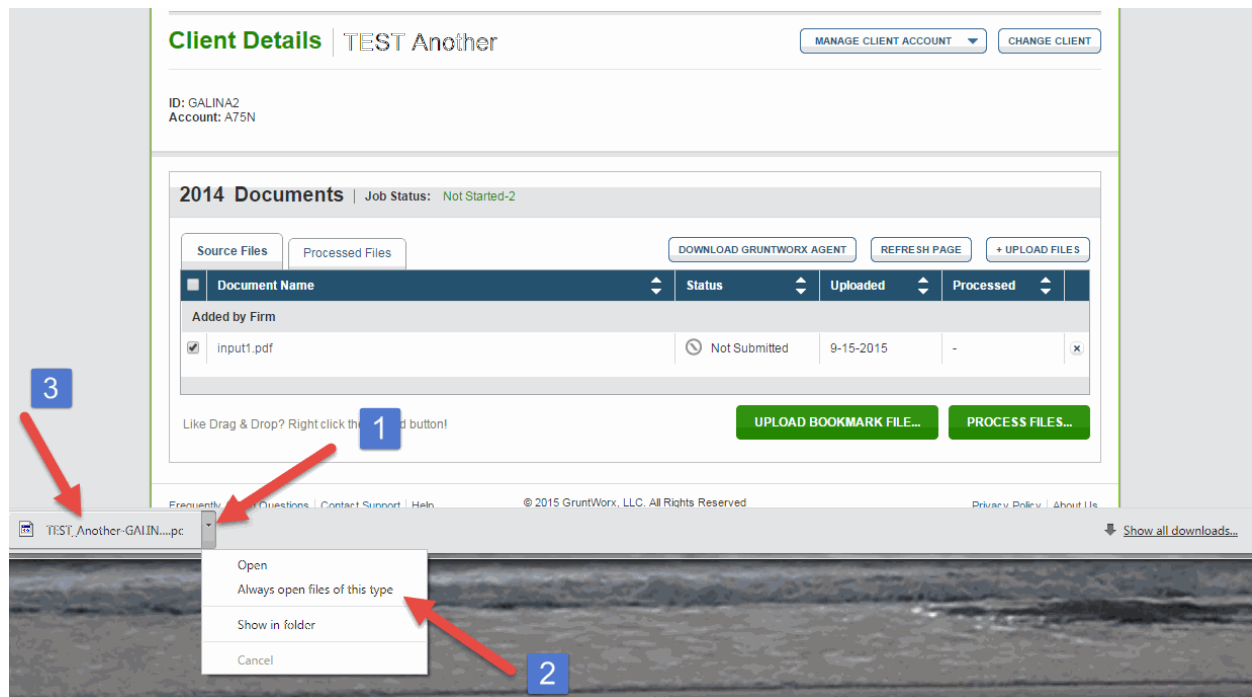
Appendix

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.

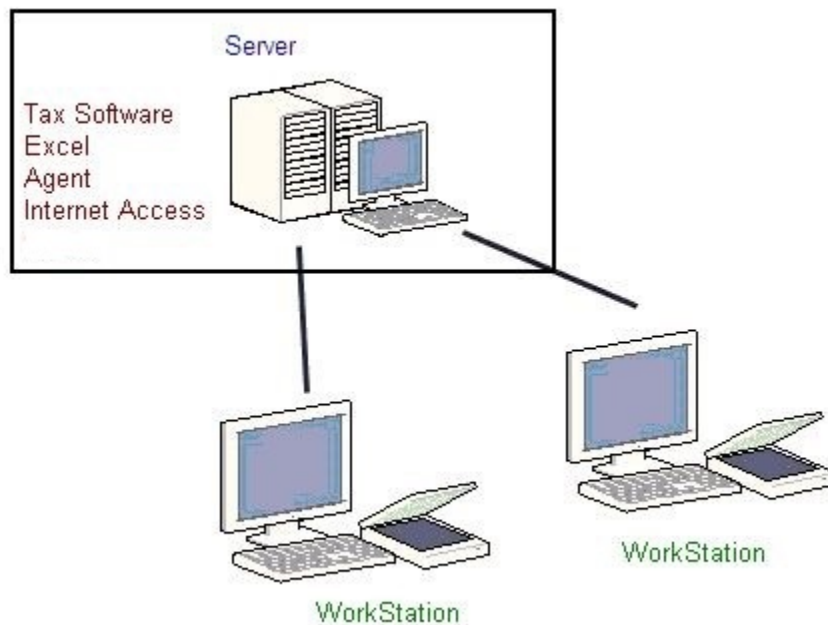
After you select “Process”, look for the download button in the lower left of your Client Details page.

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.

Appendix

Using GruntWorx to process 1040 returns with the Virtual Office version of UltraTax

Three methods to Populate -

Option 1 – Local copy of the tax program - From the UltraTax support site, download and install a copy of the UltraTax CS software to a local or network drive. UltraTax license holders are not charged for this.

Option 2 – Local folder – instead of installing a local copy of the tax software, establish a folder named “Backup” (or a folder name you choose) on a local or network drive, e.g.: C:\Backup. You must still have a copy of Source Data Entry for population.

Note for options 1 and 2: backing up to the local file will have the effect of checking the return out of the cloud based tax program. To populate, the user must restore the client file to the cloud.

Option 3 – Input the Taxpayer and Spouse SSNs directly – no local installation of software or backup client folder required. The user is not required to backup or restore the client file. Population can be completed from any desktop with access to UltraTax Source Data Entry.

Set up your GruntWorx account (one-time). See GruntWorx Quick-Start Guide

- Sign up for GruntWorx, selecting UltraTax as your tax software on the Admin screen. Add users and (optional) accounts.
- From the GruntWorx website, download and install the GruntWorx Agent to your local computer.

Backup 1040 clients to local copy of the tax software (one-time, in batches or as required)

Option 1 - From your Virtual Office copy of UltraTax, select the **Backup** option on the **File** dropdown – upper left of the screen. Back up from the cloud to your local drive, any 1040 client tax files you intend to send to GruntWorx for processing. You can click “Modify Back-up Location” at the lower right of the backup screen to select the destination, e.g.: the C:\WinCSI\UT13Data directory. If installed on a network drive, substitute the drive letter.

Option 2 - Follow the directions above but back up to your local “Backup” folder.

Option 3 - No backup required.

Process GruntWorx Jobs. See GruntWorx Quick-Start Guide

- Add clients to the GruntWorx Dashboard (as needed or in batches)
- Submit Jobs to GruntWorx –
 - If Agent fails to find the Client Data File, the user is given the option to browse to select the location.

- If still not found, the user is given the option to search again.
- If the user cancels the search for the Client Data File, the user is given the option to input the Taxpayer and Spouse SSNs manually – dashes optional. At this point, the user may cancel the job.
- Download, review/edit the completed Pointsheet and Bookmarked PDF
- Populate the Excel sheet into the UltraTax Source Data Entry Program

Restore the populated client file to the cloud. (in batches or as required)

Option 1 - From your Virtual Office copy of UltraTax CS, select the **restore** option from the “File” dropdown – upper left of the screen. Restore from your local drive to the cloud tax software, any 1040 client tax files you have populated. You can click “Modify Back-up Location” at the lower right of the backup screen to select the backup source location, e.g.: the C:\WinCSI\UT13Data directory. If installed on a network drive, substitute the drive letter.

Option 2 - Local Folder Option – Follow the directions above but restore from your Backup folder

Option 3 - No restoration of clients to your cloud-based software.

Open the client tax file and accept populated records into the tax program.