Using GruntWorx to Populate GoSystem Tax RS™

Topics in this Quick Start Guide

- Key steps to configuring GruntWorx
- How to submit jobs
- How GoSystem Tax RS™ client tax files are populated with GruntWorx
- How to purchase credits and run usage reports

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Using GruntWorx to Populate GoSystem Tax RS™

Table of Contents

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 GoSystem Tax RS™ 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
- Data extracted from client tax forms and automatically inserted into the client's GoSystem Locator
- A Pointsheet workbook including a Diagnostics sheet, a Missing Documents sheet and, if selected, spreadsheets with extracted capital gains.

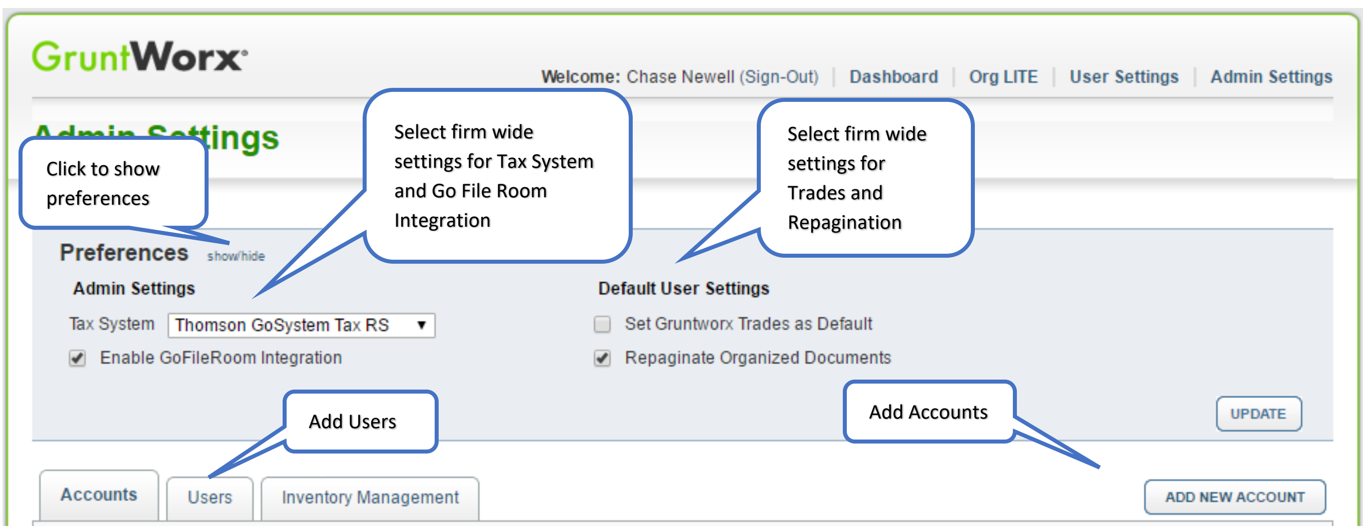
For the purpose of this guide, references to "**jobs**" are references to submissions to GruntWorx of client source documents (PDF format) associated with a single taxpayer/spouse tax return.

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).

Administrator Functions - for GoSystem Tax RS™

1. Set-up firm, Add Accounts, Add Users

- If no already registered, Click Free Trial Link
- At Registration screen - complete registration
- Accept master agreement
- Accept EULA
- **Important:** The GoSystem Tax RS™ user must have contacted GruntWorx prior to the submission of the firm's first Populate job to enable access to web services at Thomson Reuters. **Please call 877-830-6059 X2 if you have not yet spoken to GruntWorx.**
- At dashboard, select "Admin Settings" link - at top right
- Click "Show" Preferences link at left
- Select Thomson GoSystem Tax RS™ tax software and firm-wide preferences



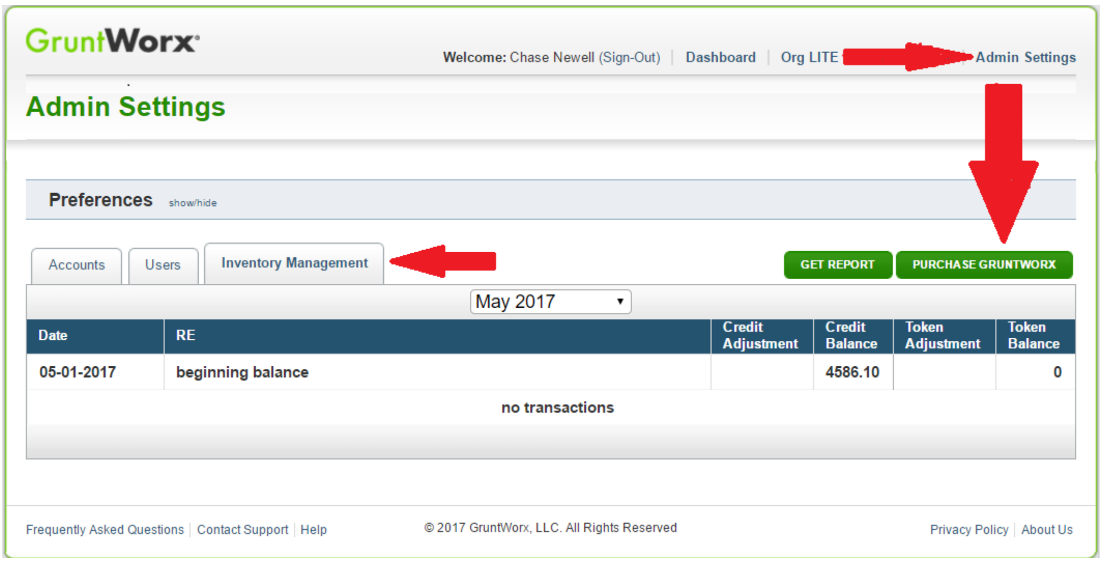
- At "Accounts" tab on the Admin screen, add Account/s (required). A "Default" account is supplied. The default account should be re-named to match one of the firm's GoSystem Tax RS™ accounts.
  All Account names must match the specific GoSystem Tax RS™ accounts associated with firm Client tax files.

- 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.

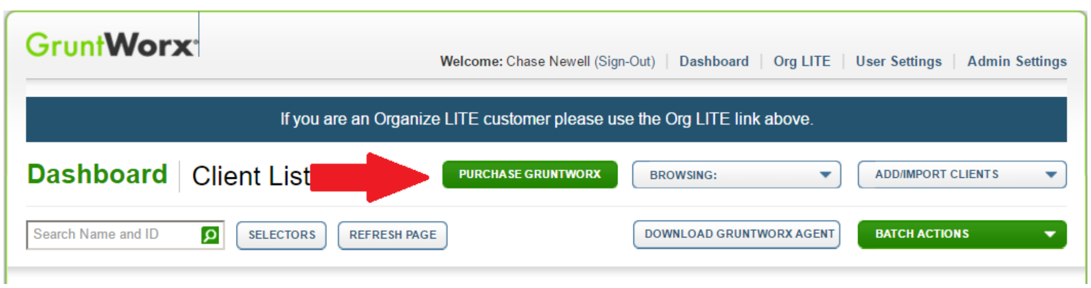
Administrator Functions (continued)

2. Check Inventory, Purchase Credits

- 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.



- The Purchase GruntWorx button is also enabled on the Dashboard of users with Admin privileges. Users 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.

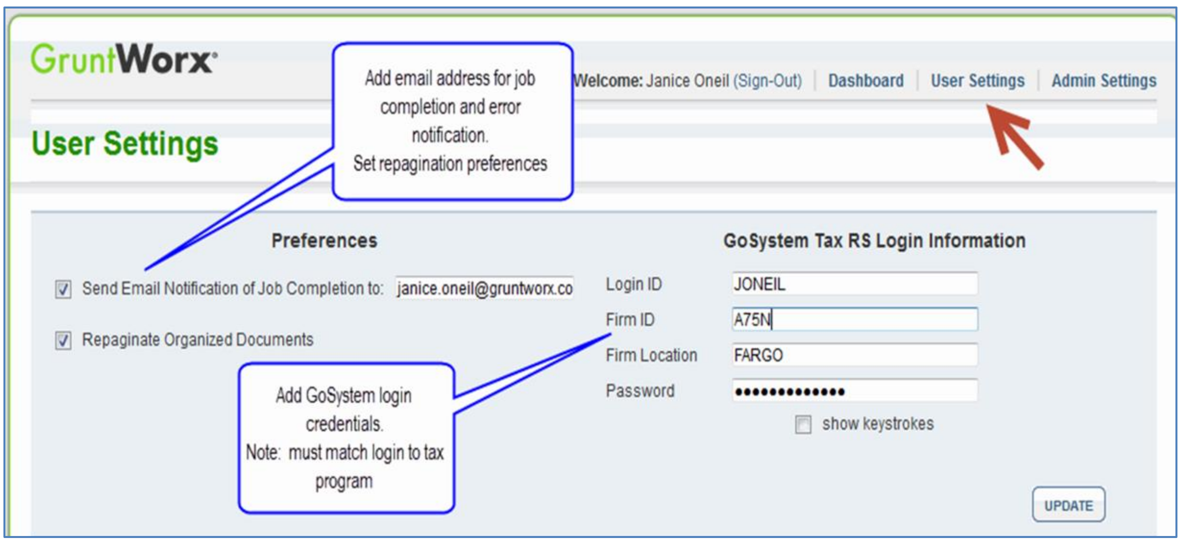
Credits - GruntWorx Credits are debited on a per page/per form/per trade basis giving the user more flexibility to control cost. Please call Sales for details, or you can use the PURCHASE GRUNTWORX button to access tools to help you estimate your needs.

User Functions

1. Set Preferences, add GoSystem Tax RS™ Login and Password

- Login to GruntWorx.com 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
- Add GoSystem Tax RS™ login credentials.

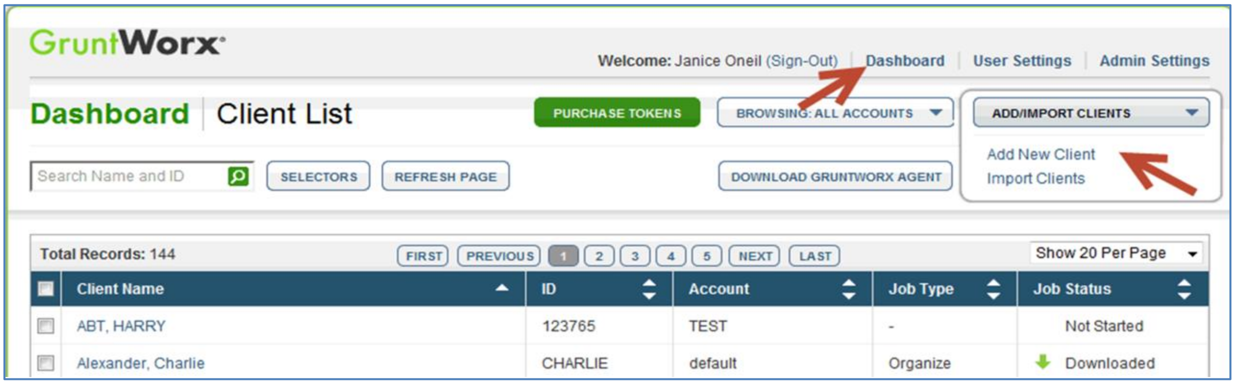
Important: when login or password to access the tax software is updated, the User must also update login/password in GruntWorx.



User Functions (continued)

2. Add Client/s

- At Dashboard – Click Add/Import Clients



Important: For each client added, the Client ID and Account number <u>must be identical</u> to the GoSystem Locator <u>and</u> Account in the GoSystem Tax RS™ 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.

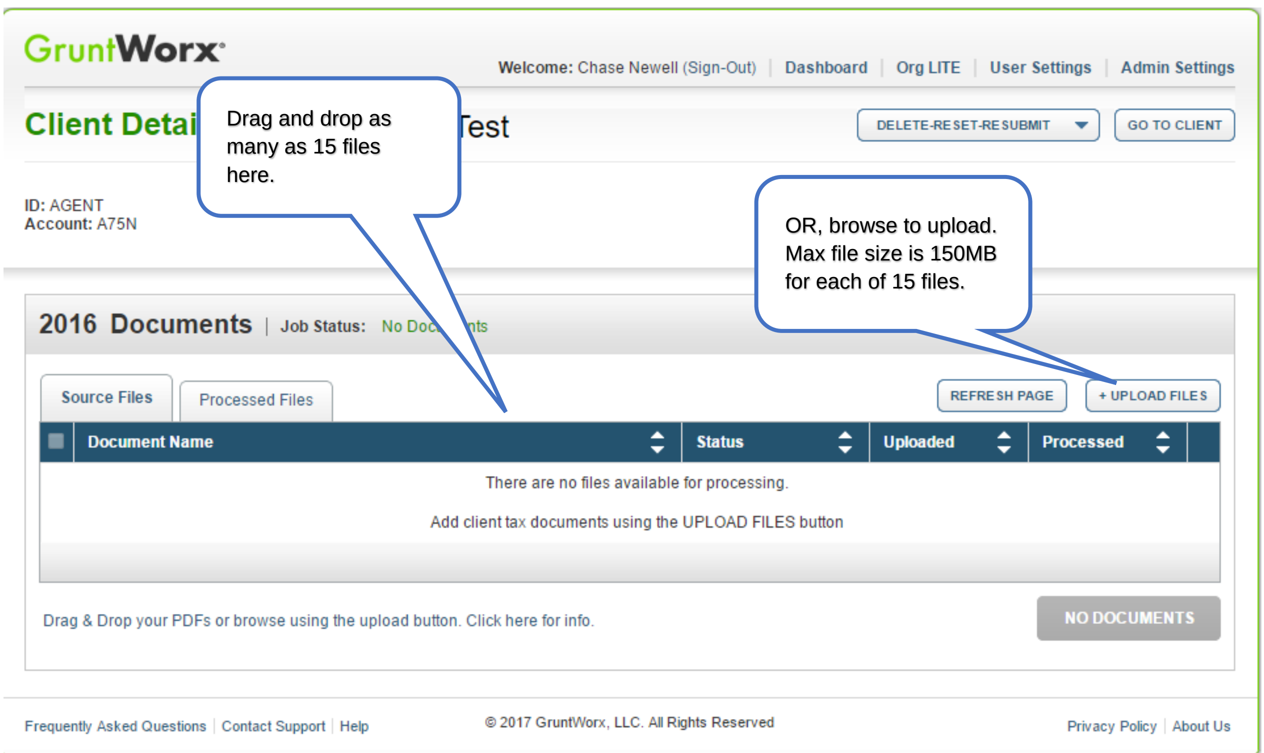
User Functions (continued)

3. Submit Job

- **Required:** Trial users should have a fresh client return rolled from the prior tax year to current <u>or</u>, in the tax software, start a new client file

Note: Minimum required client tax file data for Populate job processing: **Taxpayer and Spouse name/s; SSN/s and filing status** filled on the "Taxpayer Information" screen in the "General Information" section of the Client Organizer.

- The user may upload files after saving a new client, <u>or</u> at the GruntWorx Dashboard, click on the client name to access the Client Details Screen



- Click "Upload Files" button
- Browse and add files (as many as 15, five at a time; maximum of 150MG per file)
- click "Upload Documents" button
- At the "Client Details" screen click "Process Files"
- Select processing options and click "Process Files".

Important: the User <u>must</u> be logged-out of the GoSystem Tax RS™ Client tax file during job submission and population.

User Functions (continued)

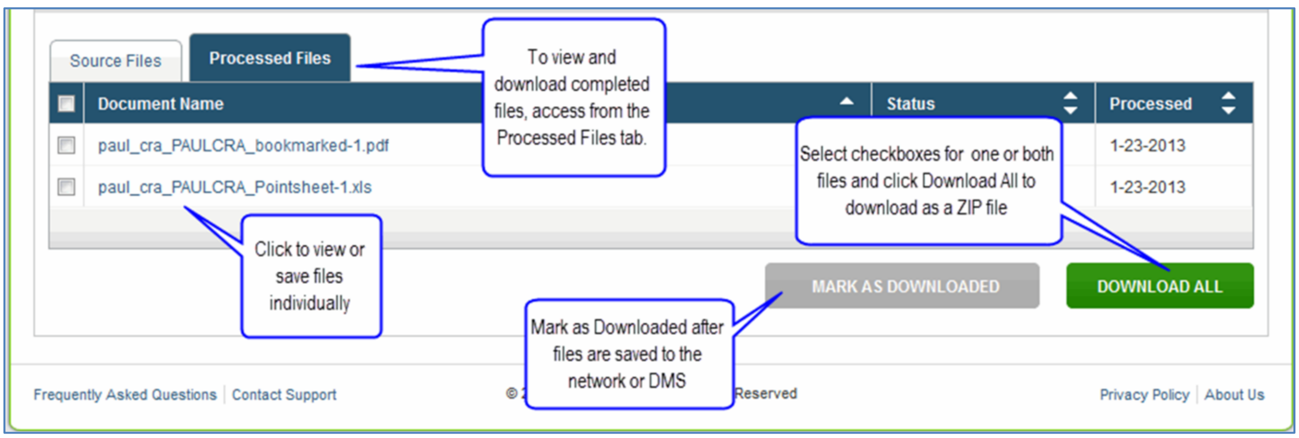
4. Review GruntWorx Output Files

Email notification, if selected in User preferences, alerts the user that the job is complete. The email serves also as notification that tax data has been populated into the Client Locator and that the GruntWorx Bookmarked PDF and Pointsheet, including the trades import file (if trades option selected), are ready for download and review.

A. Download and Save Files

At the Dashboard, click the Client name associated with the "completed" job to go 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.

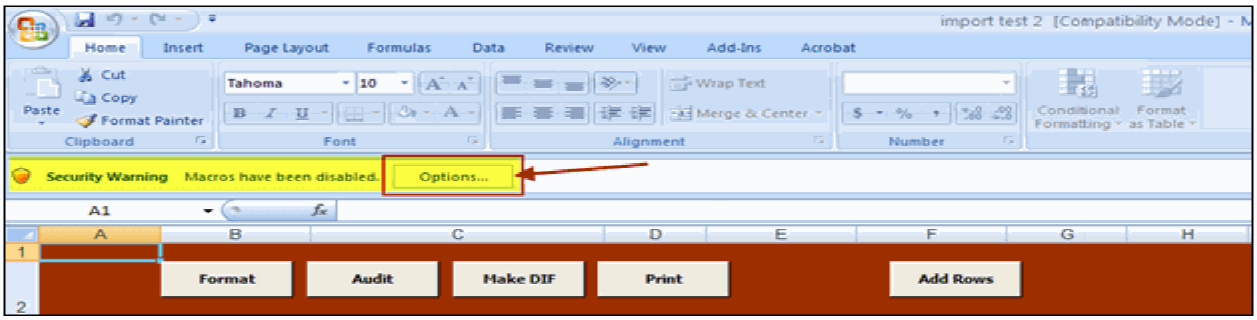


Note: Output files can be viewed from the GruntWorx "Processed File" tab but, to take advantage of the links between the Pointsheet and the Bookmarked PDF, the user must save the documents to their desktop or firm-designated file system.
To review the documents, it's easiest to use two monitors: opening the PDF image in one monitor and the Pointsheet in the other.

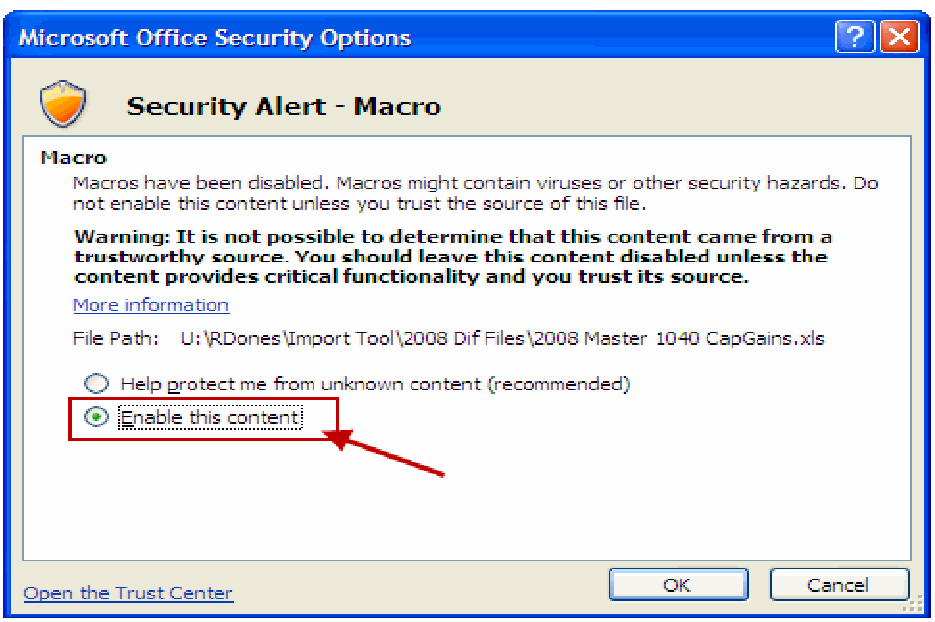
User Functions (continued)

B. Enable Pointsheet Macros

- Open the GruntWorx Pointsheet. If Macros are disabled a Security Warning is displayed
- Select the **Options** button below the Excel toolbar



- At the “Security Alert - Macro” pop-up, select radio button for “Enable this Content” and click “OK”

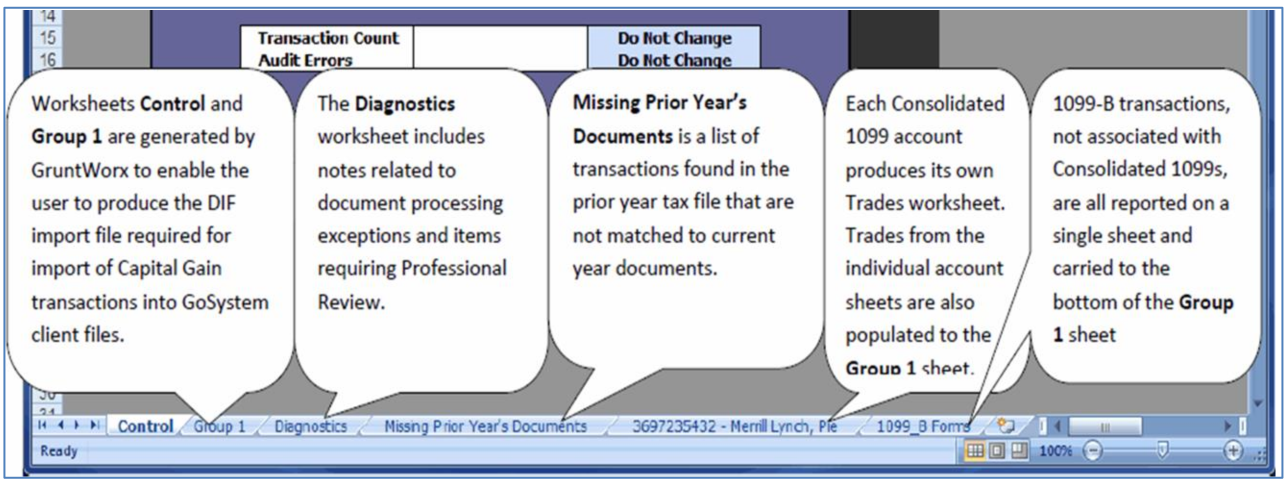


User Functions (continued)

C. Pointsheet Review - Worksheet Overview

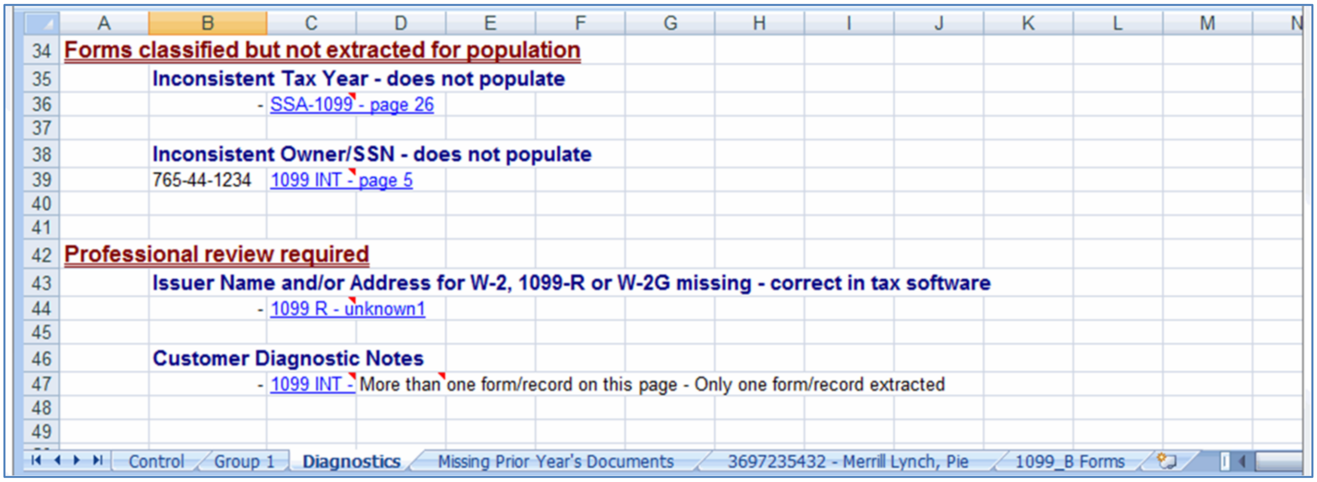
The Pointsheet is an Excel™ workbook, provided with every GruntWorx Populate job. Included in the workbook are a worksheet with Diagnostic job notes, and another with a list of Missing Documents.

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 Tax RS™ capital gains import file are also provided.



User Functions (continued)

D. Pointsheet Review - Diagnostics Sheet



- Review the Diagnostics sheet (3rd tab from left) for comments related to client file population
- Click the blue hyperlinks on the Diagnostic sheet linked to the corresponding page in the open Bookmarked PDF

E. Pointsheet Review - Trades

- From the Support section of GoSystem Tax RS™, 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**
- 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.

User Functions (continued)

Sample: Pointsheet Trades Sheet

Taxpayer: Smith, John
Spouse: Smith, Jane
Tax Year: 2012

Trades for Account "3697235432"

Trades Tip: Where "S" or "L" is seen in Purchase Date and Holding Period Columns - User action is required
The DIF file Audit will accept either a legitimate date in the Purchase Date with a blank Holding Period or if the Holding Period (S or L) is used, both Purchase and Sale Dates must be blank. One of these two approaches must be used for each transaction that includes S or L.

All Stock Trades

Quantity	Security Description	Purchase D	Sale Date	Sale Amo	Purchase	Gain/Loss	Fed Tax V	8949 Tran	Holding Period
824.00	JUNIPER NETWORKS INC	02/27/2007	04/26/2012	########	########	2,990.92	0.00	A	
176.00	JUNIPER NETWORKS INC	S	04/26/2012	3,900.11	3,261.27	638.84	0.00	A	S
800.00	JUNIPER NETWORKS INC	L	04/26/2012	########	########	351.79	0.00	A	L
200.00	JUNIPER NETWORKS INC			4,693.94	4,605.99	87.95	0.00	A	S
1,000.00	JUNIPER NETWORKS INC	12/25/2001	04/26/2012	########	########	19.73	0.00	A	
1,000.00	JPMORGAN CHASE & CO	07/24/2007	04/26/2012	########	########	1,789.37	0.00	B	
1,000.00	JPMORGAN CHASE & CO	08/09/2007	04/26/2012	########	########	3,569.36	0.00	B	
100.00	VERISIGN INC	02/06/2007	04/26/2012	2,575.92	2,519.00	56.92	0.00	B	
66.00	VERISIGN INC	02/06/2007	04/26/2012	1,700.11	1,662.54	37.57	0.00	B	
100.00	VERISIGN INC	02/06/2007	04/26/2012	2,575.92	2,519.00	56.92	0.00	B	

Sample: Corresponding Group 1 Sheet

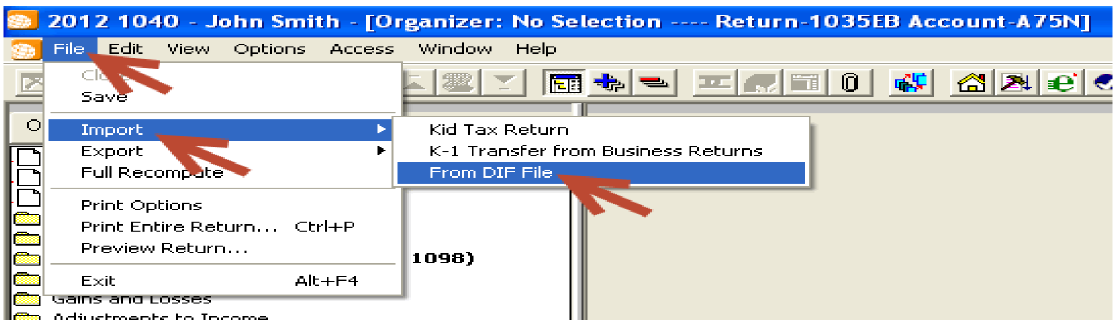
F. Make DIF Import File

- When review the Group 1 sheet is complete, be sure to fill columns G, M P and R with the appropriate code – not populated by GruntWorx
- Click the "Audit" button to format the trades for import. Follow the instructions on the screen. If errors are found, an "Audit" worksheet is generated to display the errors.
- When errors are corrected and the Audit successful, click the "Make DIF" button. Follow the instructions on the screen.
  Note: click the "Yes" button to add and remove placeholders when prompted.
- Name and save the **DIF Import file**

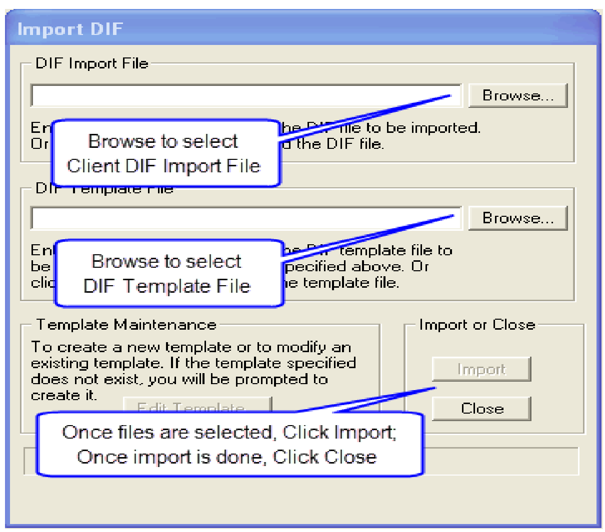
User Functions (continued)

5. Import Capital Gains

In the GoSystem Tax RS™ tax software, open the Client locator and Select **File > Import > From DIF File**



- At the Import DIF pop-up

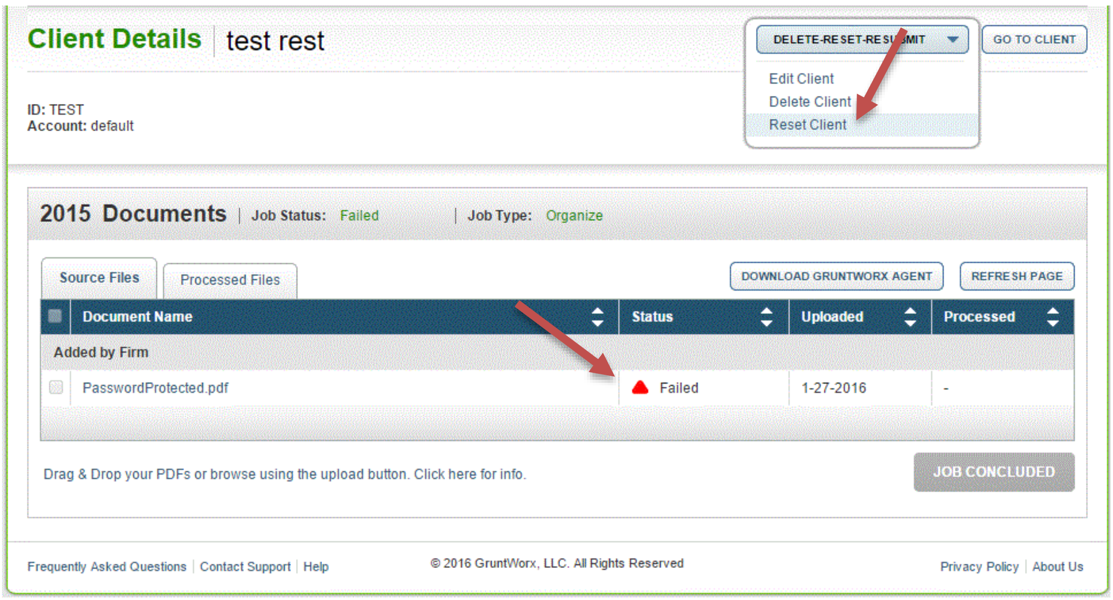


- Browse to select the Client **DIF Import File** made from the Pointsheet
- Browse to select the **DIF Template File** saved from the **Capital Gains Toolkit**
- Click the **Import** button
- Once the import is complete, click **Close**
- Refresh the locator and review the imported trades

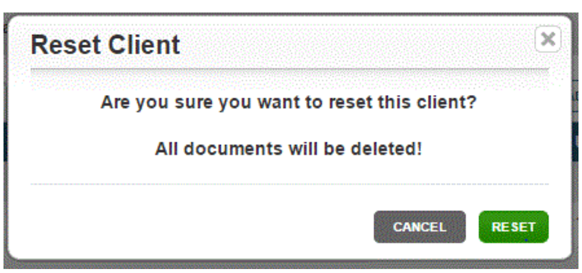
User Functions (continued)

6. 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.
NOTE: Reset cannot be used if the Locator Number is incorrect, the client must be deleted and added back.



- 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"

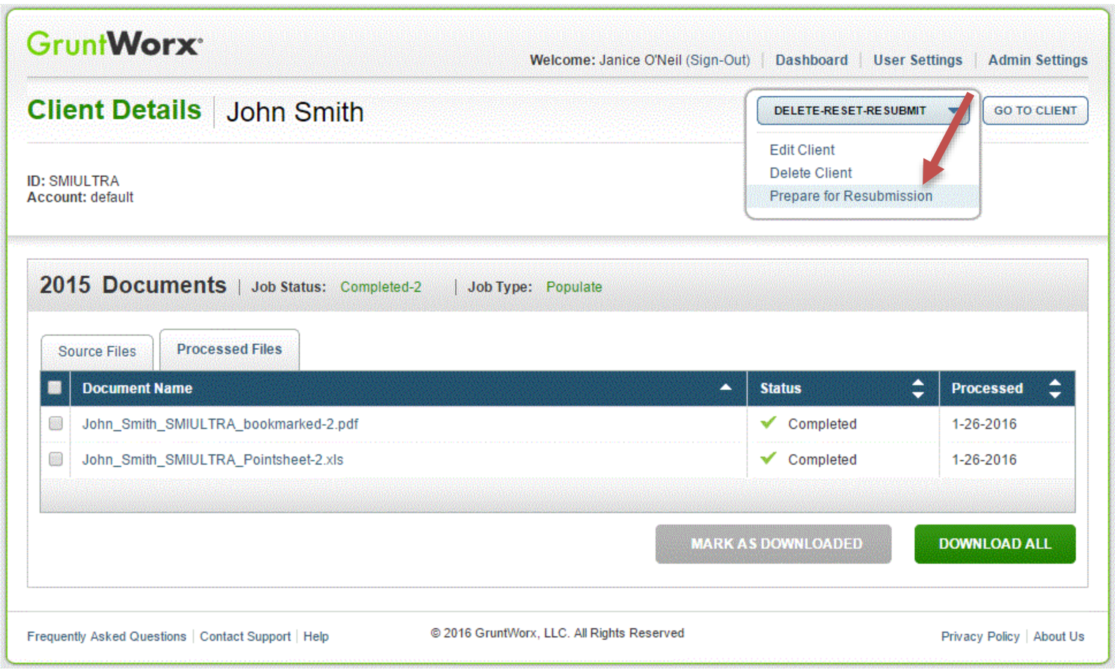


- Fix the error, e.g.: Print and scan for password protected documents, or update your GoSystem password on the GruntWorx site.
- Upload documents and "Process".

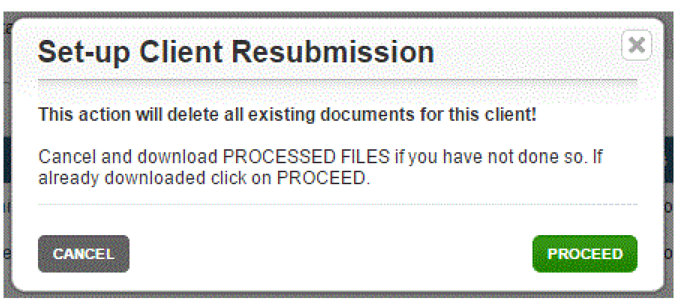
7. Job Resubmission

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

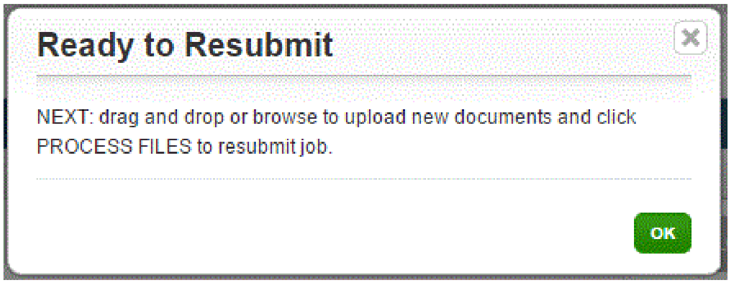
- The user should access the Client Details Page and click the **DELETE/EDIT/RESUBMIT** button at upper right.



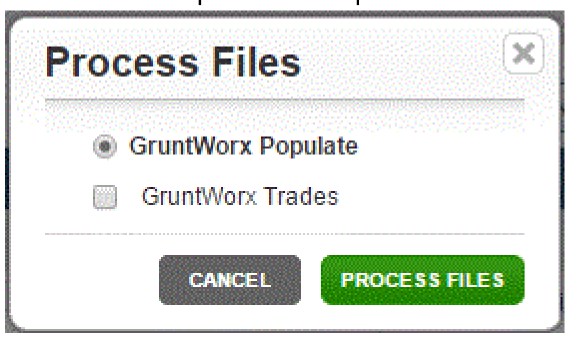
- Select "Prepare for Resubmission" to remove the documents
- Confirm Resubmission to delete the output of the client's original job



- 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



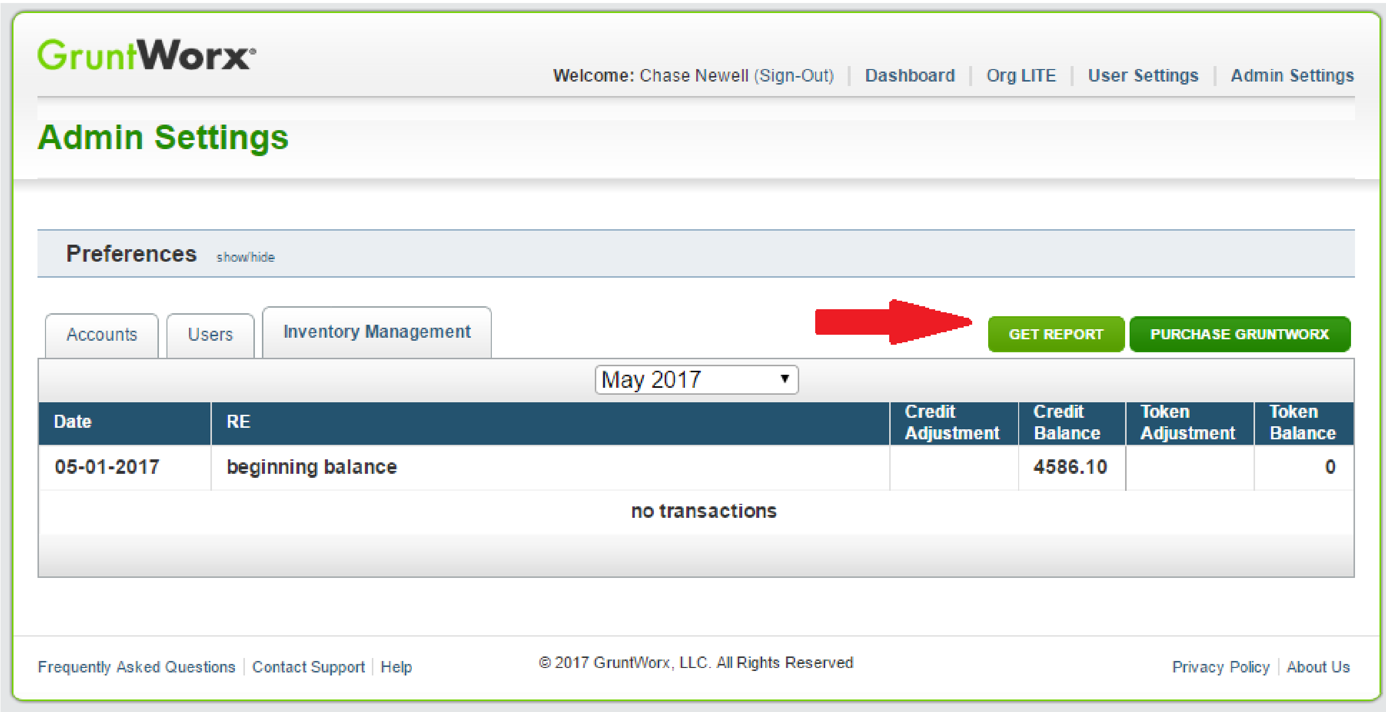
- Resubmission options are limited to Populate or Populate with Trades.



- When the job is complete, download the documents

Admin reports

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



GruntWorx **Save Time.** What you do with it is up to you

Reports (continued)

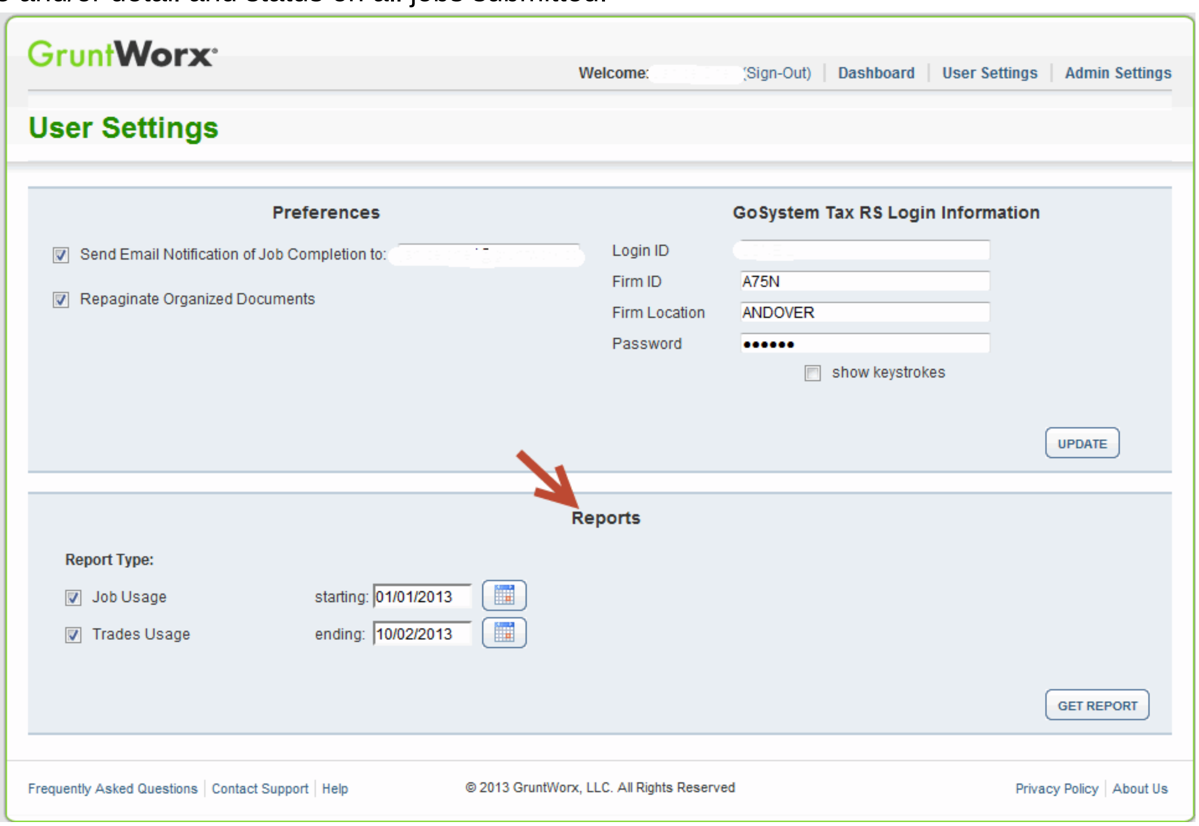
Select "GET REPORT" to download a spreadsheet with all details of GruntWorx activity to date.

- Sample Admin Report

firm_id	job_id	job_date	clientid	taxpayer_	page_num	page_cost	extracted_	trades_nu	trades_co	job_cost	tokens_used
310	231445	4/10/2017	3669IT	Bug Patrol	15	2.25	4	0	0	6.25	0
310	233030	4/14/2017		Dateless	55	2.75	0	0	0	2.75	0
310	233156	4/17/2017	TEST1	John Doe	56	8.4	7	18	2.7	18.1	0
310	233158	4/14/2017	SMIULTRA	JOHN Doe	56	8.4	7	18	2.7	18.1	0
310	233159	4/14/2017	SMI123	john Doe	56	8.4	7	18	2.7	18.1	0

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.



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NEED HELP?

Call us: 877-830-6059

X2 for Sales

X3 for Support

User Reports (continued)

- Sample Trades Report

	A	B	C	D	E	F
1	Client #	Client nan	Completed	# Trades	# Trade Tokens Charged	Pro or Org
2	CHARLIE	Charlie Al	1/1/2013 10:53	95	2	Organize
3	DAVE	Dave Alex	1/1/2013 11:16	62	2	Organize
4	BEL9953	Mary and	1/1/2013 11:19	13	1	Organize
5	ABC	Harry and	1/1/2013 11:24	37	1	Organize
6	3866BJ	John Smit	1/22/2013 11:45	62	2	Populate
7	0975EB	Bill and Su	4/4/2013 8:38	11	1	Populate
8	6644BD	John and J	6/7/2013 16:34	14	1	Populate
9						
10						
11		Reporting	1/1/2013			
12		Reporting	10/2/2013			
13		Report ge	10/2/2013 10:17			

- Sample Jobs Report