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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X2 for Sales
X3 for Support

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(Ctrl + Click to follow links)

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

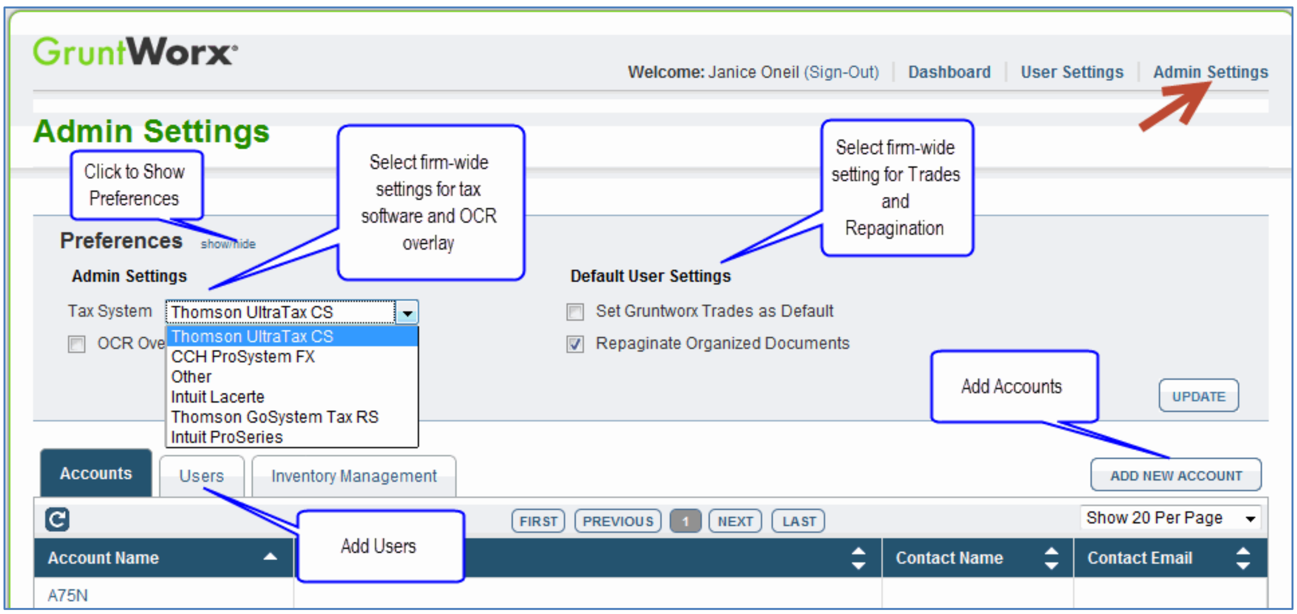
For the purpose of this guide, references to "**jobs**" are references to submissions to GruntWorx of client source documents (PDF format) associated with a single taxpayer/spouse tax return.

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



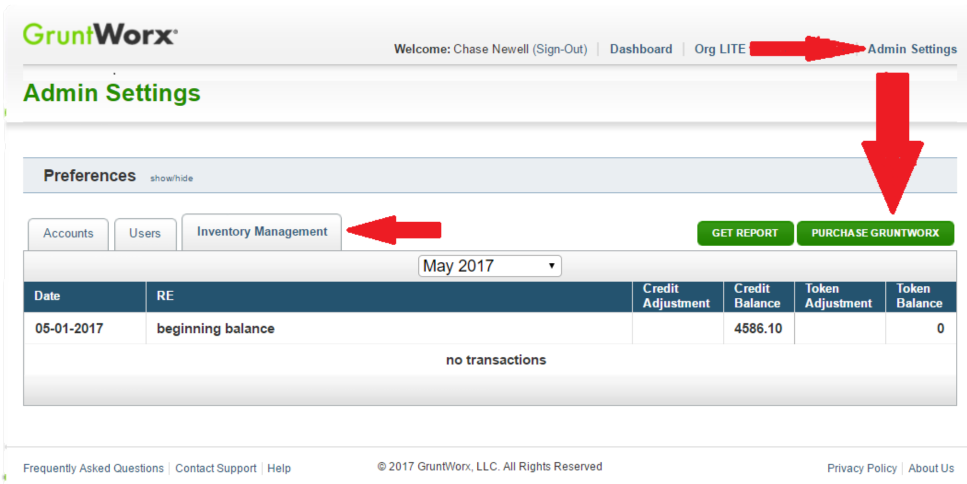
- At "Accounts" tab on the Admin screen, add Account/s (optional)
    - A "Default" account is supplied but can be re-named as required.

- 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.

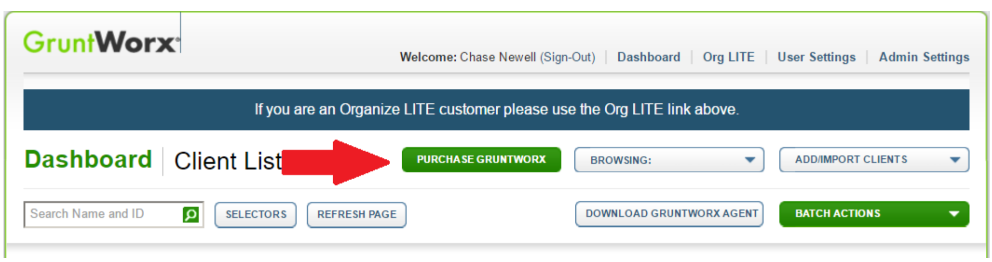
Firm Set-up (continued)

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 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.



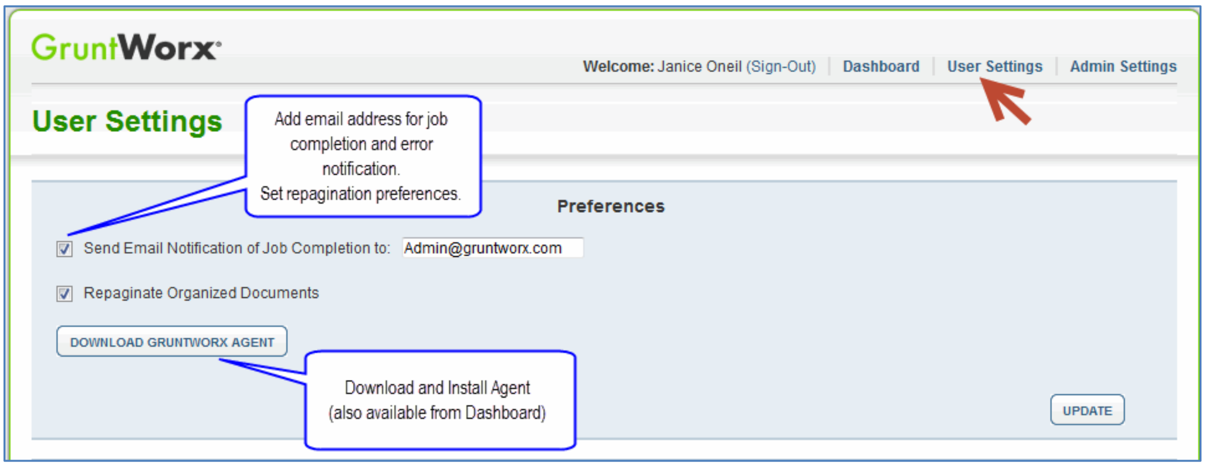
Tokens – GruntWorx tokens are in the process of being retired. You may use your tokens until they expire but you may also convert your tokens to dollar credits. Please call Sales for details.

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 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



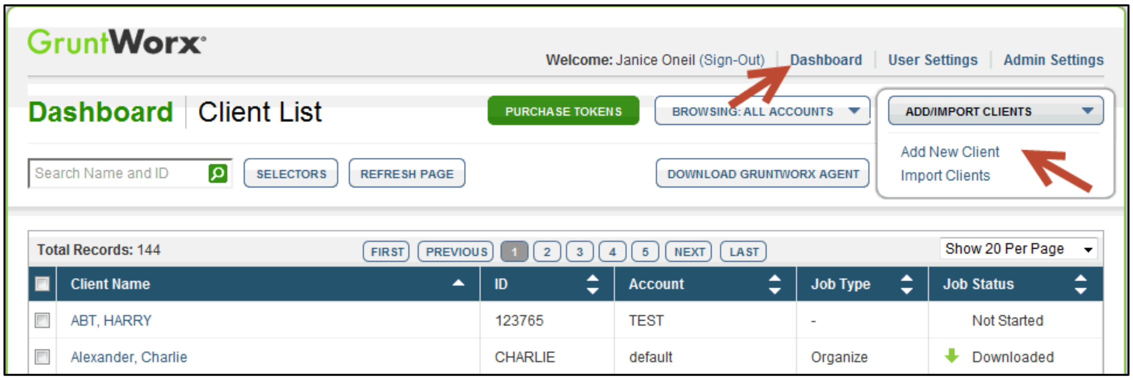
- Download the GruntWorx Agent
- Once the download is complete, the user must click on the agent to install
- Select the radio button for the UltraTax CS™ Agent
- Follow the prompts to complete the installation

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 three locations –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 <u>must</u> 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

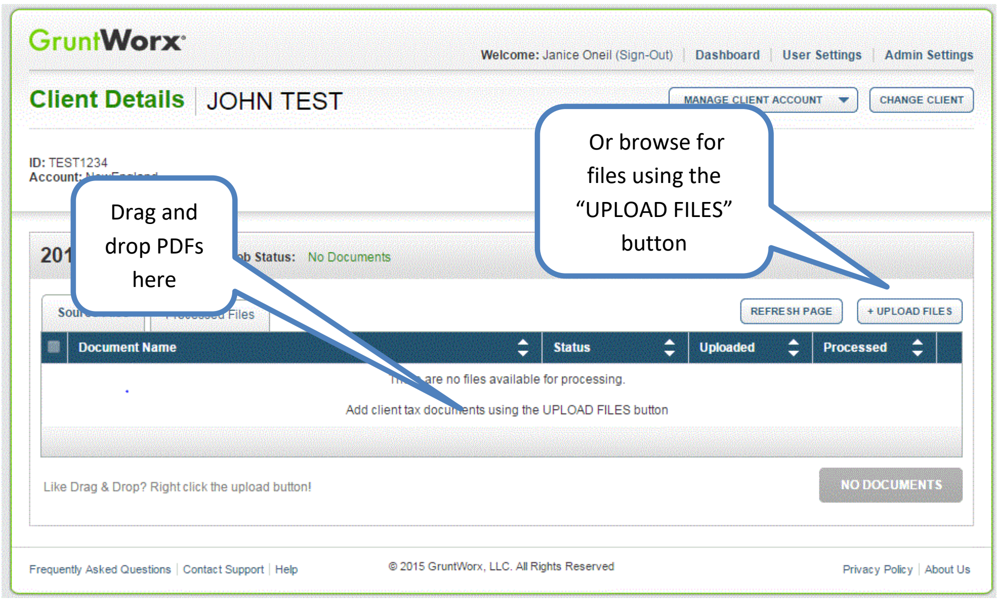
- A GruntWorx Populate Trial should be conducted on a fresh client return rolled from the prior to current tax year, <u>or</u> a newly added client
- Minimum required fields in the client tax file: **Taxpayer and Spouse name/s; SSN/s and filing status**
- The User **<u>must</u>** be logged-out of the Client tax file during job submission and population

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.

Job Submission (continued)

3. Upload Documents

Upload files in either of 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, <ins>**or**</ins>
- Click "Upload Files" button
- Browse and add files (as many as 15; maximum of 150MG per file)
- Click "Upload Documents" button

4. Submit Job

- Open the UltraTax software to the client list page (Populate jobs only)
- Once documents are uploaded, at the GruntWorx "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.

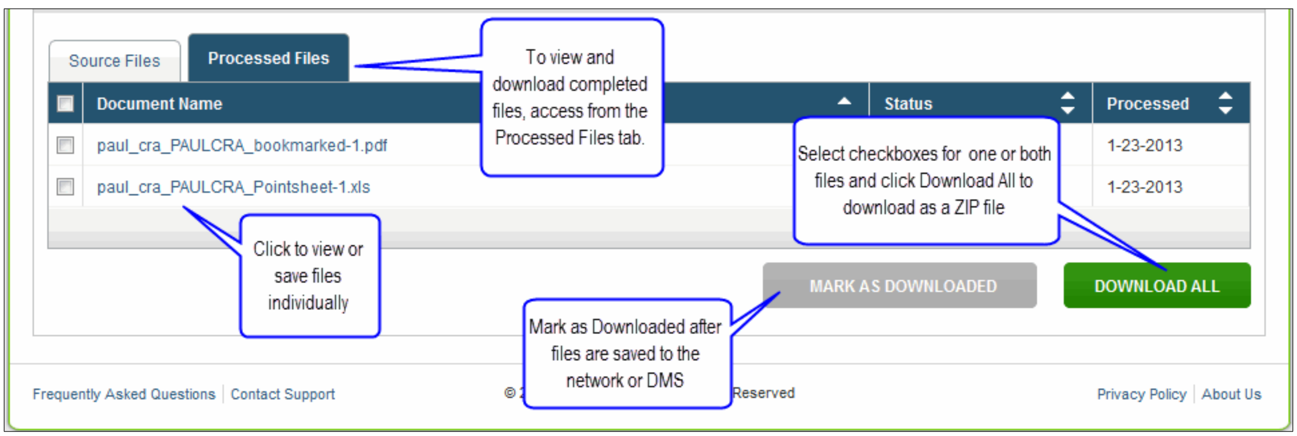
Job Submission (continued)

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.

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



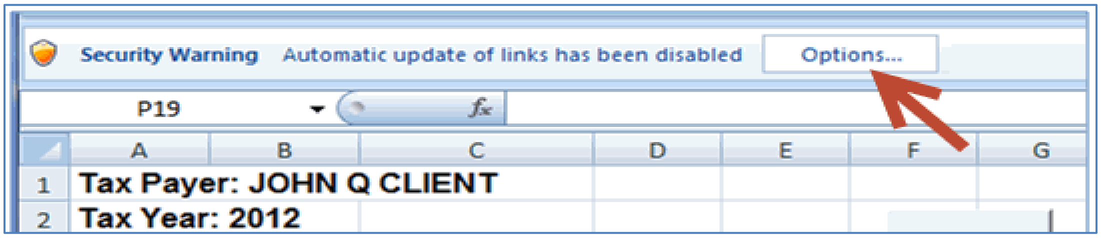
Note: Output files can be viewed from the GruntWorx “Processed File” tab but, to take advantage of the links between the Pointsheet and the Bookmarked PDF, the user must save the documents, either to their desktop or firm-designated file system.

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

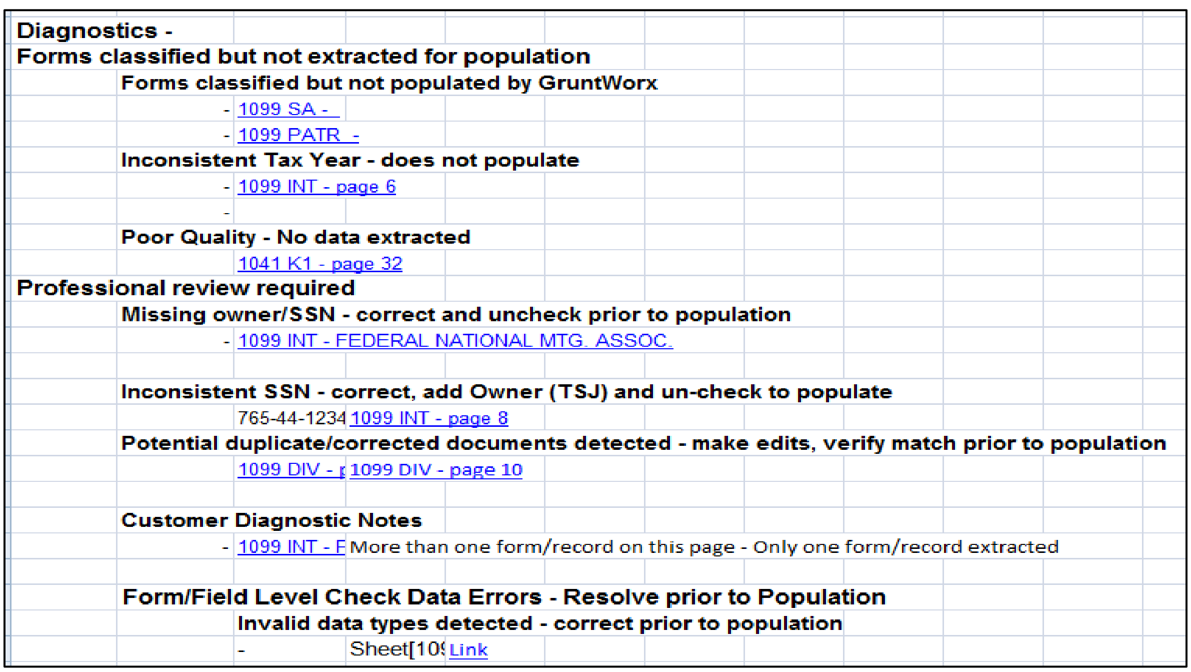
Population by Pointsheet utilizes the Excel™ macro feature. In some cases, the user's Security settings will require the enabling of macros, as indicated by the "Security Warning" at the top of the Pointsheet.



- 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

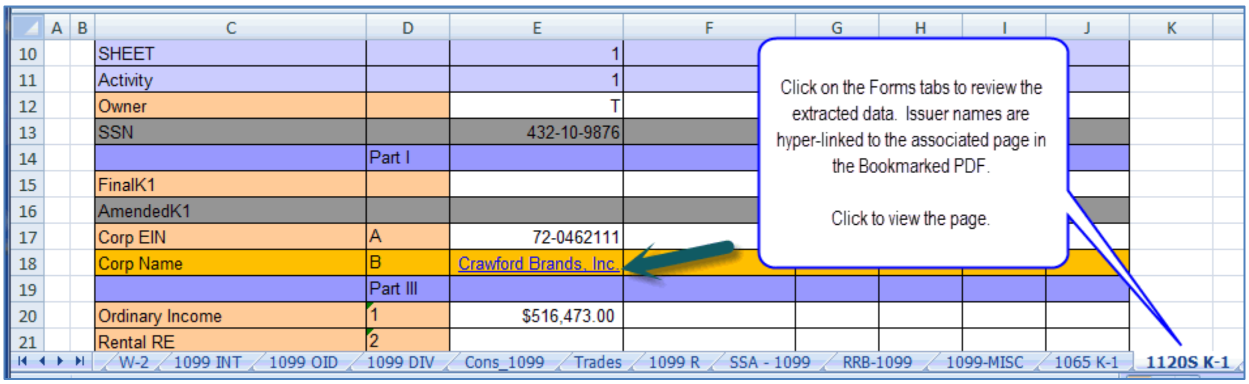
- Review the Diagnostics sheet (first worksheet) for comments related to the job


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 - 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

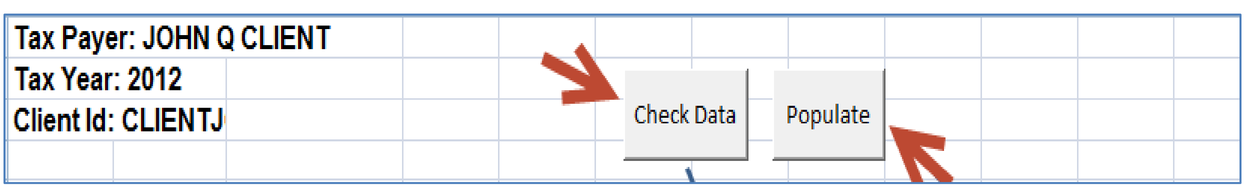
Note: Edit, add, delete or ignore records, but a new field cannot be added for population.



3. Populate the Client Tax File

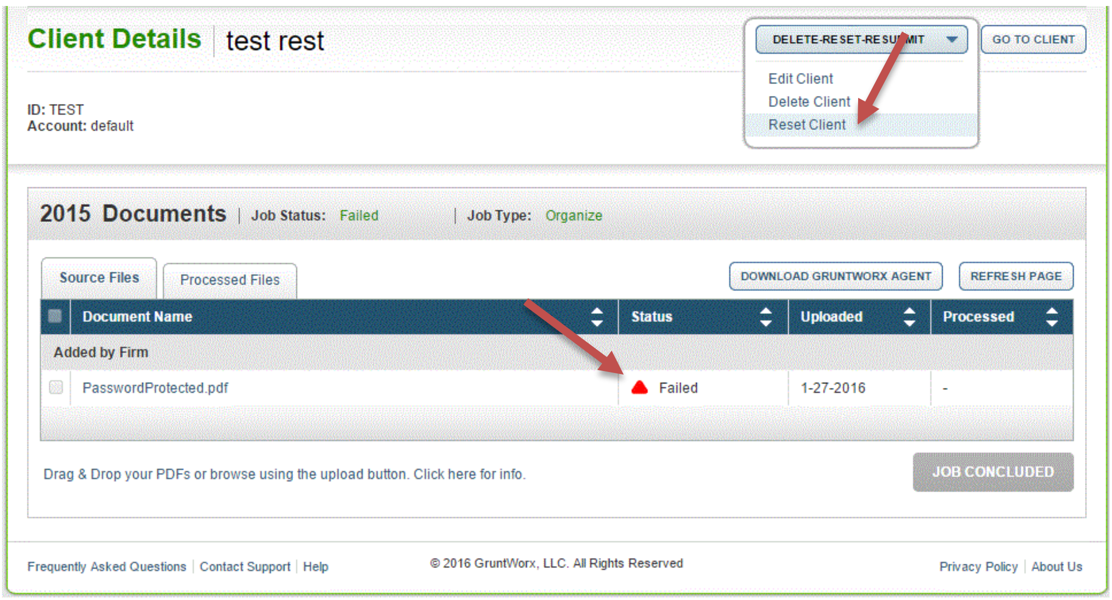
When edits are complete, from the Diagnostics tab

- 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 .
- Click on the “Populate” button to populate the tax data into the client file
- Open the client tax file and using Data Sharing, accept populated records into the tax program.

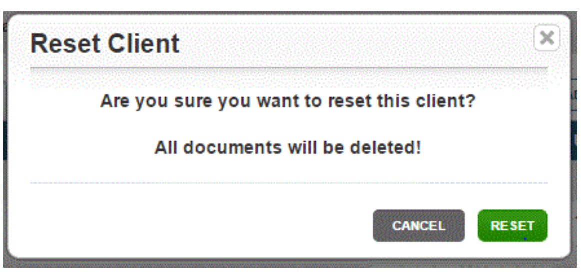


Reset Failed Job

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"



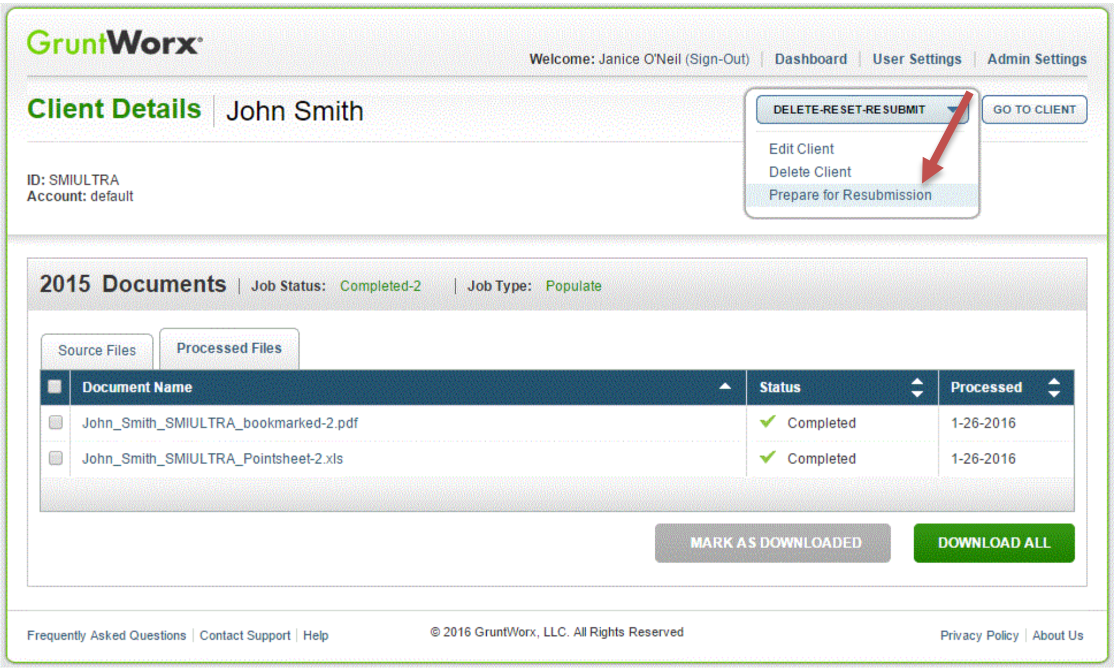
- Fix the error, e.g.: Print and scan for password protected documents
- Upload documents and "Process".

Job Resubmission

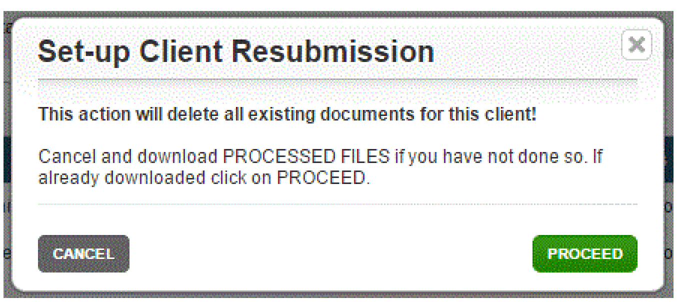
To accommodate client's missing documents and/or extensions, GruntWorx allows resubmission for **Populate** jobs. Resubmission is not available for Organize jobs.

A new Pointsheet and Bookmarked PDF will be returned.

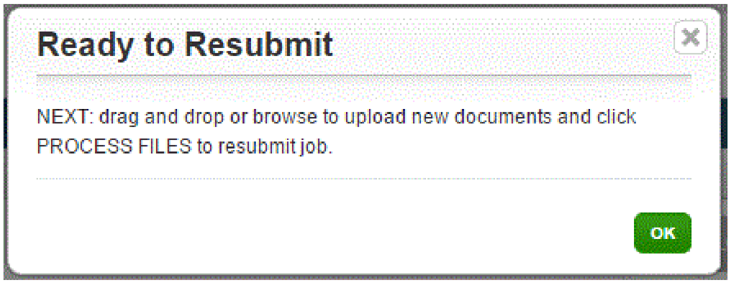
- The user should access the Client Details Page and click the **DELETE/EDIT/RESUBMIT** button at upper right.



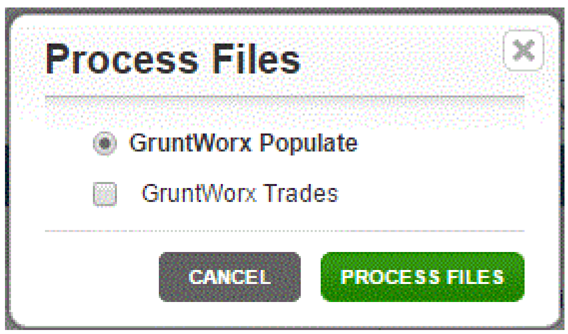
- Select "Prepare for Resubmission" to remove the document/s
- Confirm Resubmission to delete the output of the client's original job



- 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.

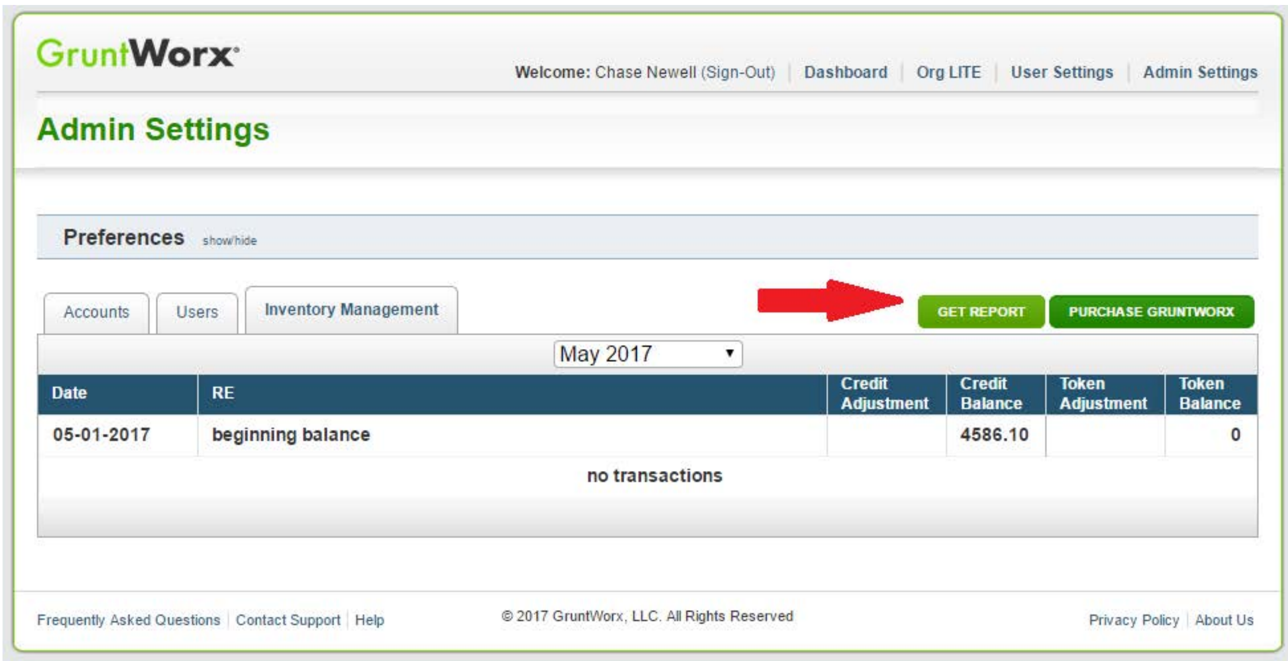


- When the job is complete, download the documents, review and populate.

Reports

Admin reports

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



Reports (continued)

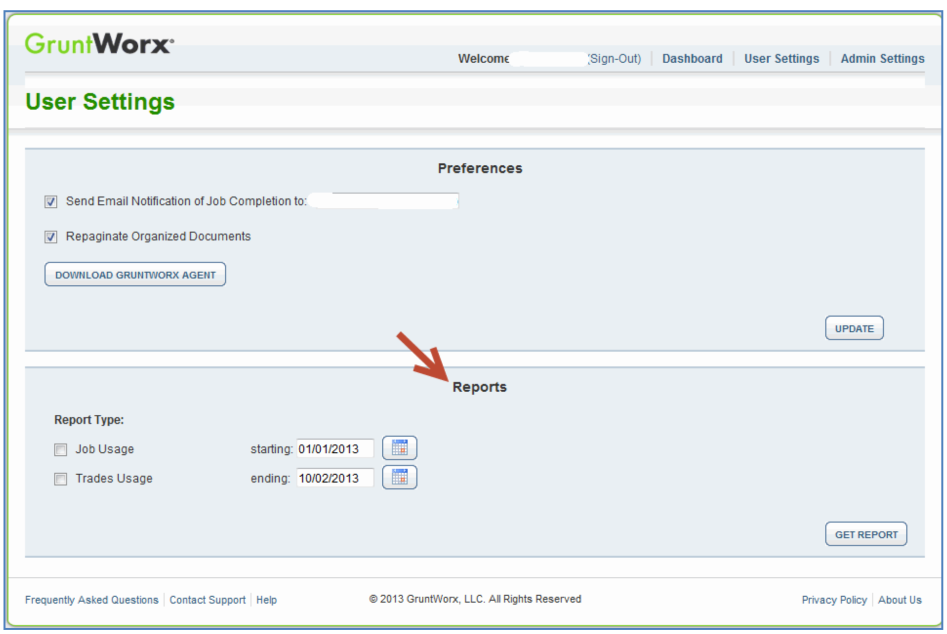
Select “GET REPORT” to download a spreadsheet with all details of GruntWorx activity to date.
Please note – reports are in development samples below do not display dollar credits

- Sample Admin Report

firm_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.



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		

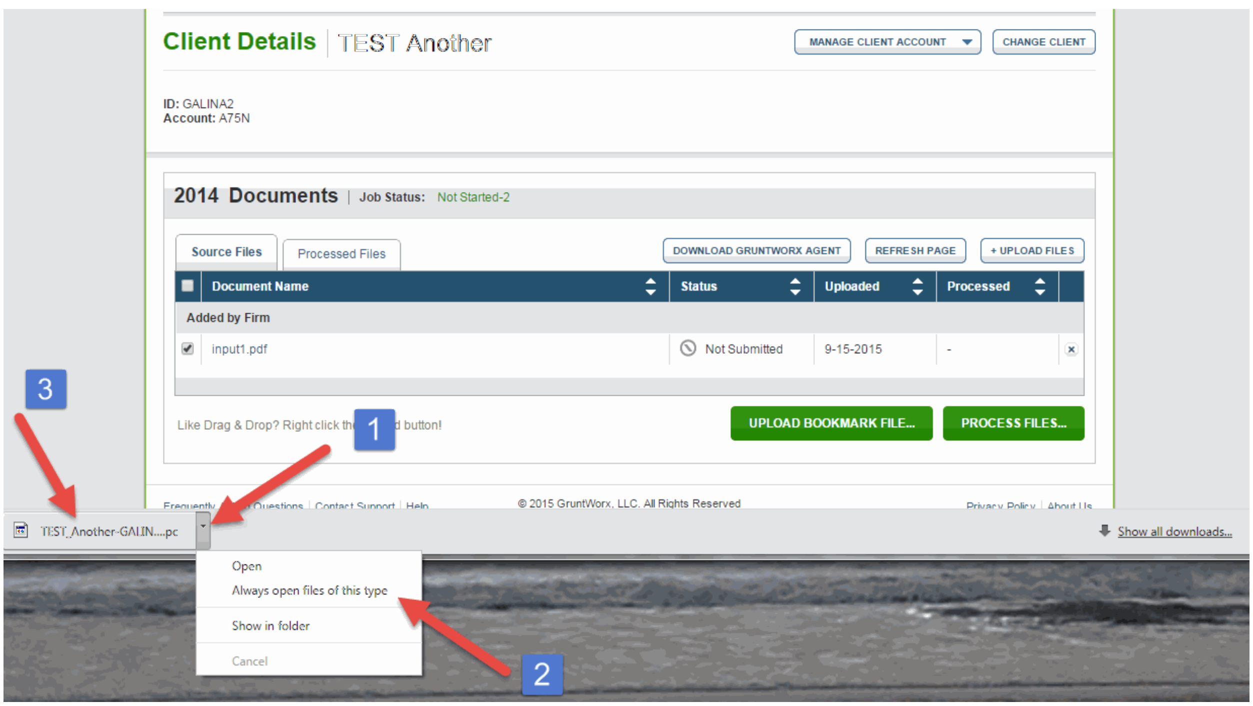
Appendix

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.

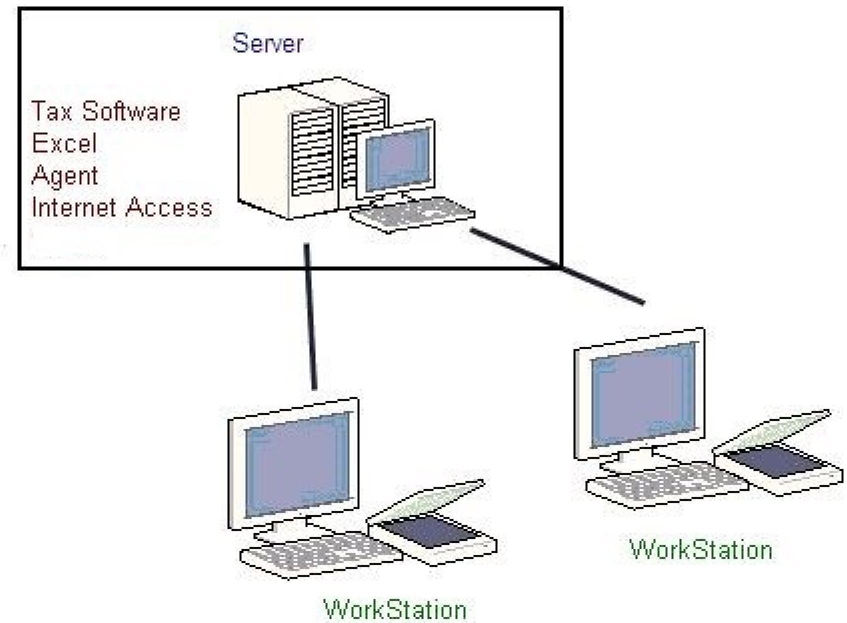
After you select "Process", look for the download button in the lower left of your Client Details page.

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.

Workstations connect to a server via Citrix OR Remote Desktop.

Each user workspace on the server requires access to:

- Tax software
- Microsoft Excel - to view and populate the Pointsheet
- GruntWorx Agent - to interact with the tax software – both job submission and population
- Internet Access - to submit to GruntWorx, and download the bookmarked PDFand Pointsheet

Appendix

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

Steps to Populate -

Step 1 – Download a 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.

Step 2 - 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.

Step 3 - Backup 1040 clients to local copy of the tax software

- From your Virtual Office copy of UltraTax, select the **Backup** option on the **File** dropdown in upper left section 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\UTXXData directory. If installed on a network drive, substitute the drive letter.
- This can be done once, in batches, or as required.

Step 4 - 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
- Accept the populated data (uses UT Data Share feature) into the client tax file.

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Step 5 - Restore the populated client file to the cloud. (in batches or as required)

- 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.
- Open the client tax file and using Data Sharing, accept populated records into the tax program.