

**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

---

**Using GruntWorx to Populate  
GoSystem Tax RS™**

**NEED HELP?**

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

## Table of Contents

### Overview

#### Administrator Functions - for GoSystem Tax RS™

Set-up firm, Add Accounts, Add Users

Check Inventory, Purchase Credits

#### User Functions

Set Preferences, add GoSystem Tax RS™ Login and Password

Add Client/s

Submit Trial Job

Review GruntWorx Output Files

Reset Failed Job

### Reports

---

**Using GruntWorx to Populate  
GoSystem Tax RS™**

#### **NEED HELP?**

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

## 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).

---

**Using GruntWorx to Populate  
GoSystem Tax RS™**

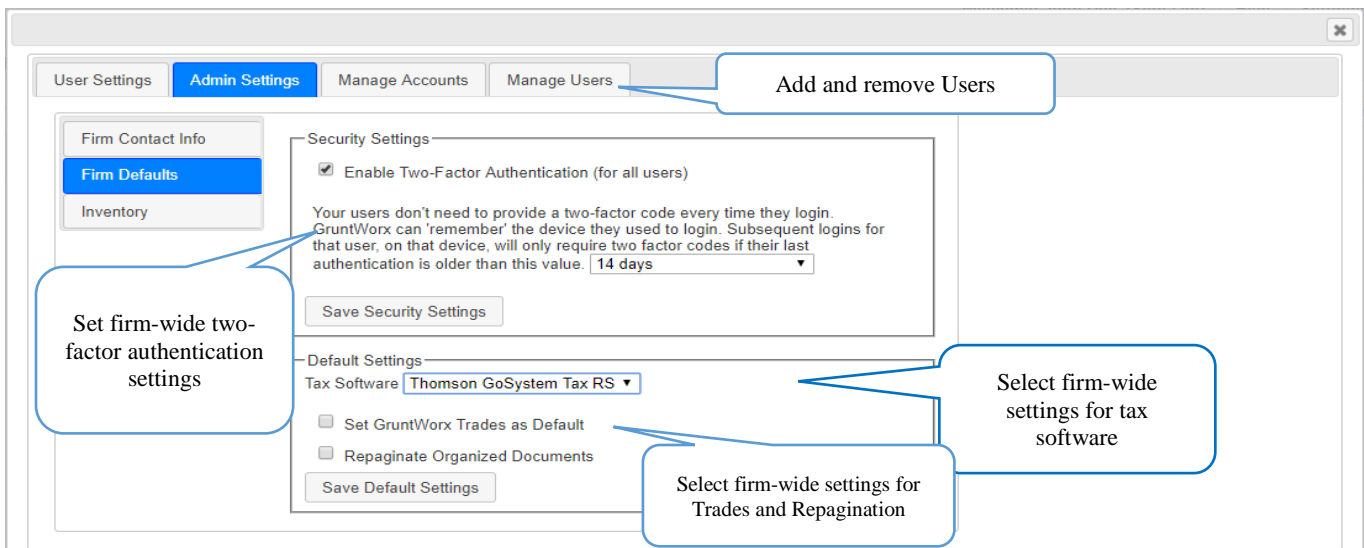
### NEED HELP?

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

## Administrator Functions - for GoSystem Tax RS™

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

- If not already registered, Click Free Trial Link
- At Registration screen - complete registration
- Look for the sign-up email including the temporary password
- Sign in and set the new password
- 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 “Settings” link - at top right- and go under the “Admin Settings” tab
- Click the “Firm Defaults” section
- Select Thomson GoSystem Tax RS™ tax software
- Hit “Save Default Settings”



- At “the “Manage 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 the “User Management” 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.

Using **GruntWorx** to Populate  
GoSystem Tax RS™

### NEED HELP?

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

## Administrator Functions (continued)

### 2. Check Inventory; Purchase Credits (Administrator only)

- At dashboard, select the “Settings” link in the upper right
- Select “Inventory” tab to see credit balances.
- Select the “Store” link to purchase credits with a credit card.

The screenshot shows the 'Admin Settings' page with the 'Inventory' tab selected. A 'Job Cost Report' section is visible, including a 'download report' button. Below this is a table for October 2018 showing credit adjustments and balances for various jobs. A callout box points to the 'download report' button with the text 'Run reports on job prices'. Another callout box points to the table with the text 'See the price of individual jobs and your current balance'.

| Date       | Memo                       | Credit Adjustment | Credit Balance |
|------------|----------------------------|-------------------|----------------|
| 10/01/2018 | beginning balance          |                   | 9261.30        |
| 10/04/2018 | client: CHALK / job 107062 | -1.90             | 9259.40        |
| 10/04/2018 | client: JJBA2 / job 107152 | -0.15             | 9259.25        |
| 10/04/2018 | client: 1055 / job 107155  | -0.15             | 9259.10        |
| 10/22/2018 | client: 424 / job 107244   | -9.90             | 9249.20        |
| 10/22/2018 | client: 430 / job 107245   | -0.65             | 9248.55        |
| 10/25/2018 | client: 35 / job 107256    | -1.45             | 9247.10        |
| 10/29/2018 | client: 393 / job 107259   | -32.25            | 9214.85        |
| 10/29/2018 | client: 358 / job 107260   | -32.25            | 9182.60        |
| 10/29/2018 | client: 95 / job 107261    | -22.40            | 9160.20        |

**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 *Store* button to access tools to help you estimate your needs.

Using GruntWorx to Populate  
GoSystem Tax RS™

### NEED HELP?

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

## User Functions

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

- Login using the one-time password from the new user registration email and choose a new password
- Accept EULA
- From the Dashboard, select “Settings” link - at top right
- At “User Settings” screen, set user preferences
- Add GoSystem Tax RS™ login credentials.

The screenshot shows the 'User Settings' page with several sections and callout boxes:

- User Contact Information:** Includes fields for first name (John), last name (Doe), and phone number ((555) 247-6235). A callout box says: "Add contact information for individual users".
- Job Status Notification:** Includes a dropdown for job status notification (no notification), notification email, and SMS notification phone number. A callout box says: "Add email address or phone number for job completion and error notification."
- Two Factor Authentication:** Includes a dropdown for two factor authentication (email), authentication email (John.Doe@quickstartguide.com), and SMS authentication phone number. A callout box says: "Set and control Two-Factor Authentication settings".
- GoSystem Tax RS Login Information:** Includes fields for Login ID (JOHN), Firm ID (A43Q), Firm Location (ANDOVER), and Password. A callout box says: "Users must enter their GoSystem login information".
- User Preferences:** Includes a dropdown for Default Display Tab (Organize Lite) and a checkbox for Display billing data on dashboard. A callout box says: "Users can set which tab they would like displayed on login and with Admin privileges choose to have billing data displayed".
- Change Your GruntWorx Password:** Includes fields for new password and confirm new password. A callout box says: "Users can change their password".

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

Using **GruntWorx** to Populate  
**GoSystem Tax RS™**

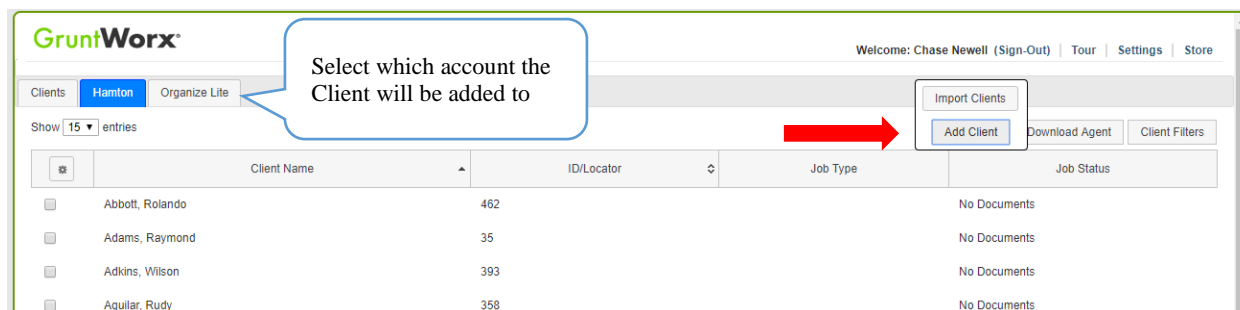
### NEED HELP?

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

## User Functions (continued)

### 2. Add Client/s

- At Dashboard – Under the Appropriate Account – Click Add Client



**Important:** For each client added, the Client ID and Account number must be identical to the GoSystem Locator and Account in the GoSystem Tax RS™ tax software.

**To add a single client** - on the “Add Client” 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.

Using GruntWorx to Populate  
GoSystem Tax RS™

### NEED HELP?

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

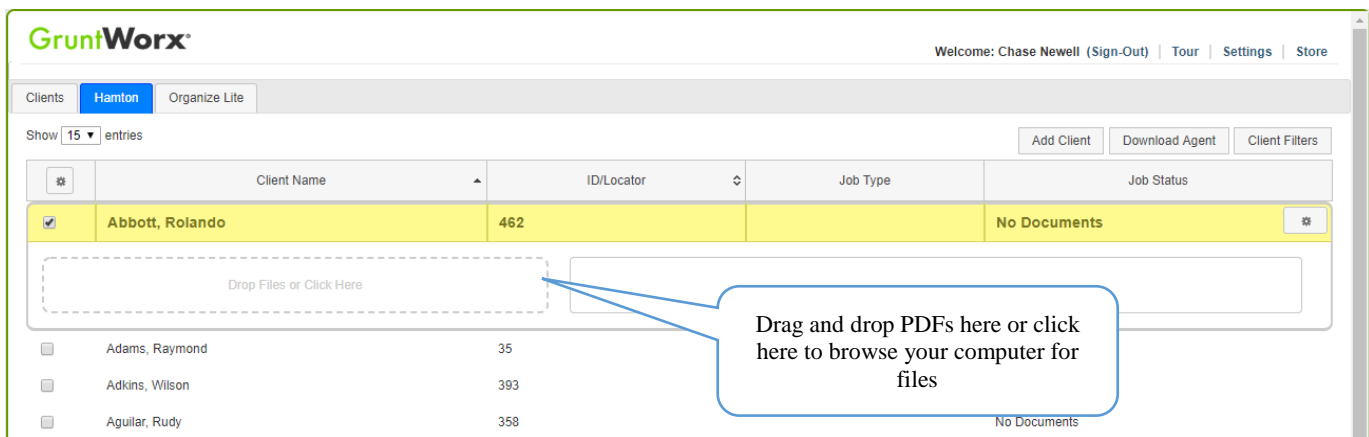
## User Functions (continued)

### 3. Submit Job

- **Required:** Trial users should have a fresh client return rolled from the prior tax year to current or, 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.

From the GruntWorx Dashboard, click on the client name to open the client’s details.



- In the client’s details, Drag and drop client’s PDF files to the File Upload box, or
- Click the File Upload box
- Browse and add files (as many as 15; maximum of 150MG per file)
- Click the “Open” button
- Once documents are uploaded, select process files, choose processing options (Organize or Populate; with or without Trades) and click “Submit”



**Important:** The User must be logged-out of the GoSystem Tax RS™ Client tax file during job submission and population.

Using GruntWorx to Populate  
GoSystem Tax RS™

### NEED HELP?

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



## User Functions (continued)

### 4. Review GruntWorx Output Files

Email or SMS notification, if selected in User Settings, alerts the user that the job is complete. The message 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. The Client’s details will be opened.

- The first file listed is the organized and bookmarked PDF.
- The second file is an Excel workbook called the Pointsheet.

| Client Name          | Job Type                 | Status           |
|----------------------|--------------------------|------------------|
| Abbott, Rolando      | Populate + trades        | Completed        |
| Adams, Raymond       | Populate                 | Completed        |
| Adkins, Wilson       | Populate + trades        | Completed        |
| <b>Aguilar, Rudy</b> | <b>Populate + trades</b> | <b>Completed</b> |
| Alexander, Chris     | Populate                 | Completed        |
| Allen, Timothy       | Populate + trades        | Downloaded       |

cat.pdf  
Pointsheet.xls

Page Processing (88 pages) 30.00  
Page Validation (88 pages) 9.00  
Form Population (27 forms) 18.80  
Trades Processing (59 trades) 12.15  
**TOTAL \$42.15**

**Note:** If the client needs to be resubmitted they can be reset and submitted as a new job.

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

Using GruntWorx to Populate  
GoSystem Tax RS™

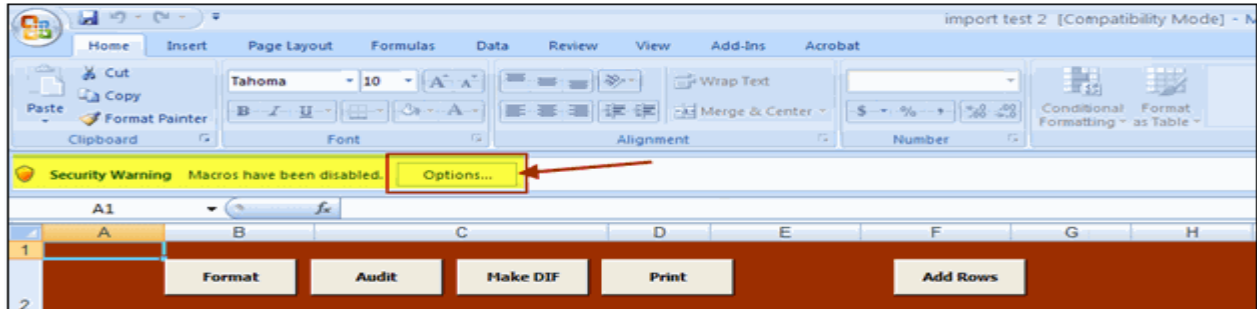
#### NEED HELP?

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

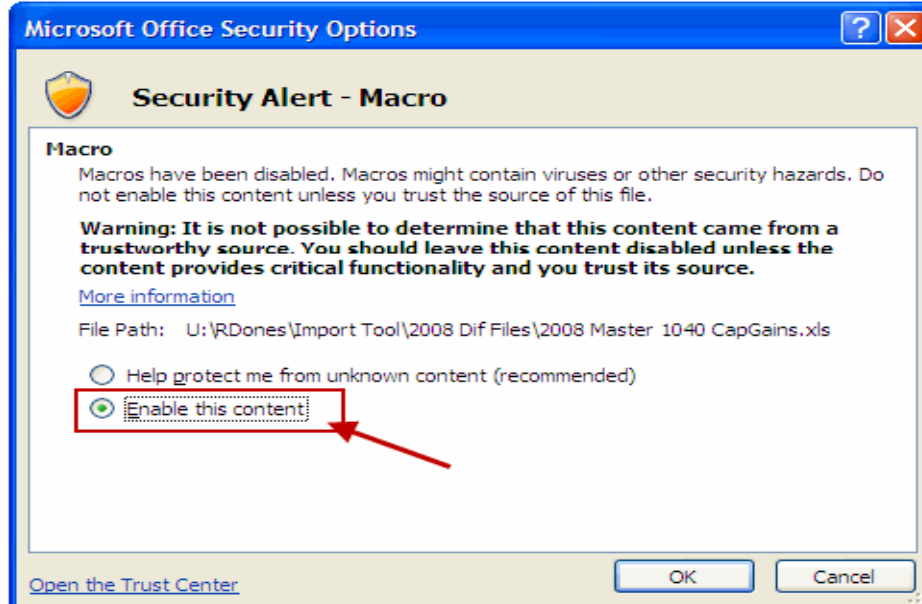
## User Functions (continued)

### 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”

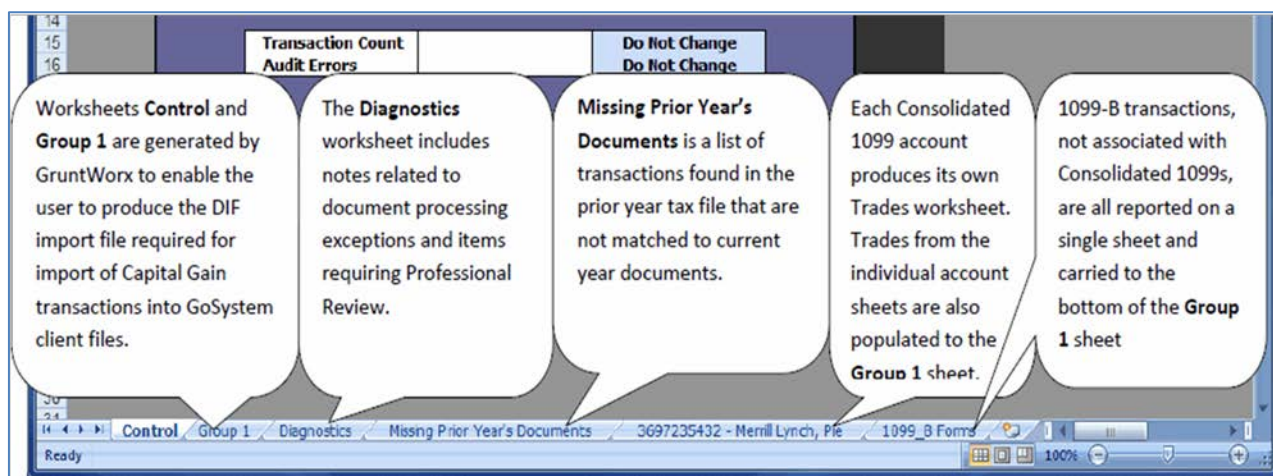


## User Functions (continued)

### 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.



Using GruntWorx to Populate  
GoSystem Tax RS™

#### NEED HELP?

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

User Functions (continued)

**D. Pointsheet Review - Diagnostics Sheet**

|    | A | B   | C  | D | E | F | G | H | I | J | K | L | M | N |
|----|---|---|--|---|---|---|---|---|---|---|---|---|---|---|
| 34 |   | <b>Forms classified but not extracted for population</b>                                    |  |   |   |   |   |   |   |   |   |   |   |   |
| 35 |   | <b>Inconsistent Tax Year - does not populate</b>  |  |   |   |   |   |   |   |   |   |   |   |   |
| 36 |   |   | - <a href="#">SSA-1099</a> - page 26   |   |   |   |   |   |   |   |   |   |   |   |
| 37 |   |   |  |   |   |   |   |   |   |   |   |   |   |   |
| 38 |   | <b>Inconsistent Owner/SSN - does not populate</b>   |  |   |   |   |   |   |   |   |   |   |   |   |
| 39 |   | 765-44-1234   | - <a href="#">1099 INT</a> - page 5  |   |   |   |   |   |   |   |   |   |   |   |
| 40 |   |   |  |   |   |   |   |   |   |   |   |   |   |   |
| 41 |   |   |  |   |   |   |   |   |   |   |   |   |   |   |
| 42 |   | <b>Professional review required</b>   |  |   |   |   |   |   |   |   |   |   |   |   |
| 43 |   | <b>Issuer Name and/or Address for W-2, 1099-R or W-2G missing - correct in tax software</b> |  |   |   |   |   |   |   |   |   |   |   |   |
| 44 |   |   | - <a href="#">1099 R</a> - unknown1  |   |   |   |   |   |   |   |   |   |   |   |
| 45 |   |   |  |   |   |   |   |   |   |   |   |   |   |   |
| 46 |   | <b>Customer Diagnostic Notes</b>  |  |   |   |   |   |   |   |   |   |   |   |   |
| 47 |   |   | - <a href="#">1099 INT</a> - More than one form/record on this page - Only one form/record extracted |   |   |   |   |   |   |   |   |   |   |   |
| 48 |   |   |  |   |   |   |   |   |   |   |   |   |   |   |
| 49 |   |   |  |   |   |   |   |   |   |   |   |   |   |   |

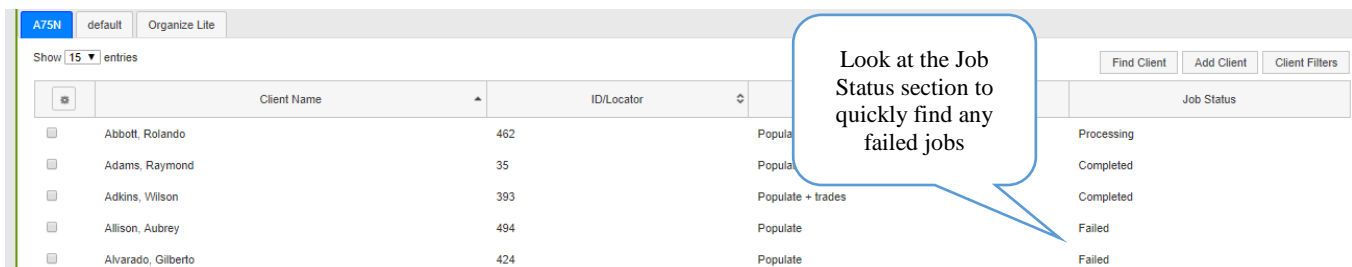
- Review the Diagnostics sheet (3rd tab from left) for comments related to client file population
- Click the blue hyperlinks on the Diagnostic sheet linked to the corresponding page in the open Bookmarked PDF

## User Functions (continued)

### 5. 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.



| Client Name        | ID/Locator | Job Status |
|--------------------|------------|------------|
| Abbott, Rolando    | 462        | Processing |
| Adams, Raymond     | 35         | Completed  |
| Adkins, Wilson     | 393        | Completed  |
| Allison, Aubrey    | 494        | Failed     |
| Alvarado, Gilberto | 424        | Failed     |

- The user should open the Client's Details and click the Gear icon button at upper right.
- Choose to Reset with or without the original documents
- 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".

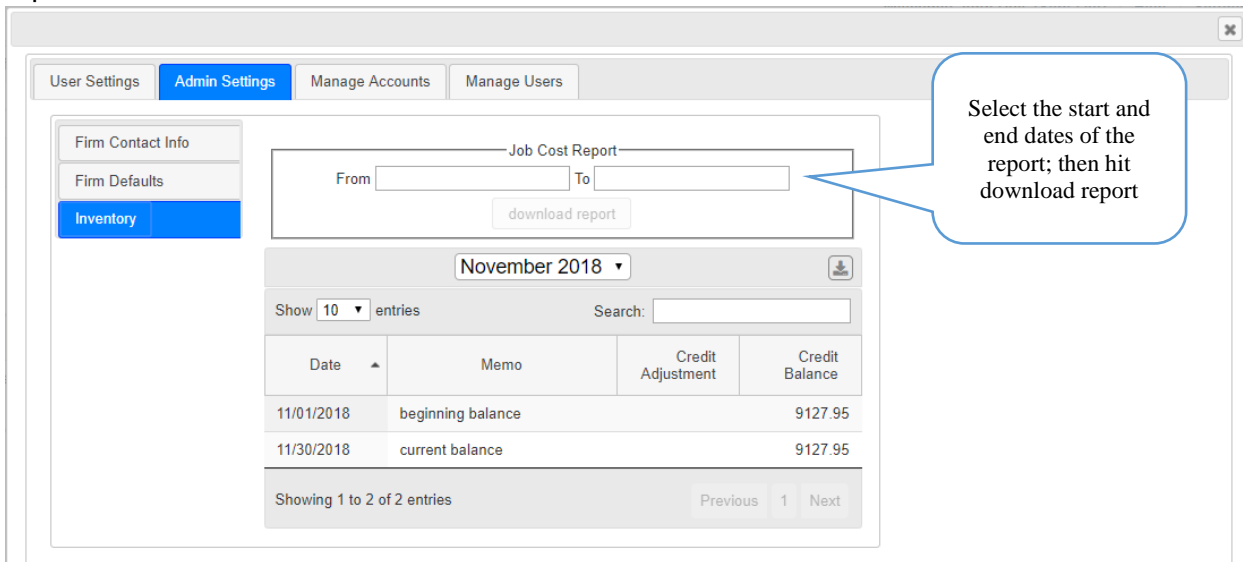
Using GruntWorx to Populate  
GoSystem Tax RS™

### NEED HELP?

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

### Admin reports

Available only to users with Admin rights, access a credit usage snapshot from the Dashboard, go into settings, select the Admin Settings tab, then Inventory, and choose the period of the time the report will cover.



Select "download 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           |

Using GruntWorx to Populate  
GoSystem Tax RS™

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