# GruntWorx Organize and Populate for Lacerte™

## Topics in this Quick Start Guide

- Key steps for using GruntWorx in your tax practice
- Job types
- How to submit jobs
- How to Populate Lacerte™ client tax files with GruntWorx
- How to purchase credits and run usage reports



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 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 either population or import from within the tax program

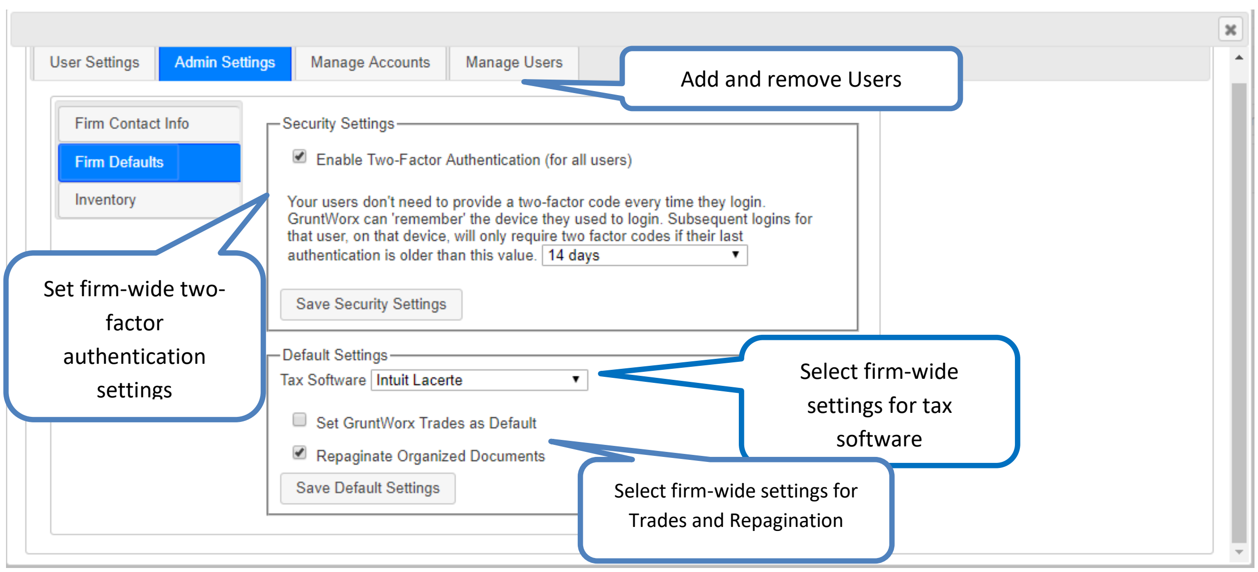
For the purpose of this guide, references to "**jobs**" are references to submissions to GruntWorx of client source documents (PDF format) associated with a single taxpayer/spouse tax return.

**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 Firm Set-up

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

- 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
- At dashboard, select “Settings” link and go under the “Admin Settings” tab
- Click the “Firm Defaults” section
- Select Lacerte™ tax software
- Hit “Save Default Settings”.



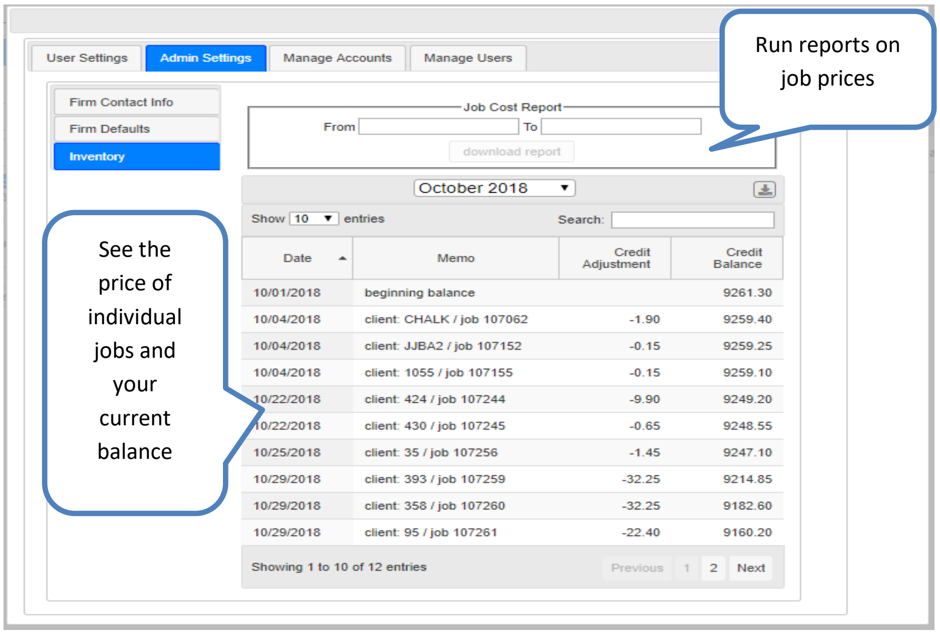

- At the “Manage Accounts” tab on the Admin screen, add Account/s (optional)
    - A “Default” account is supplied but can be re-named as required.

- At the “Manage Users” tab on the Admin screen, add or deactivate users and assign account access

## Firm Set-up (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.

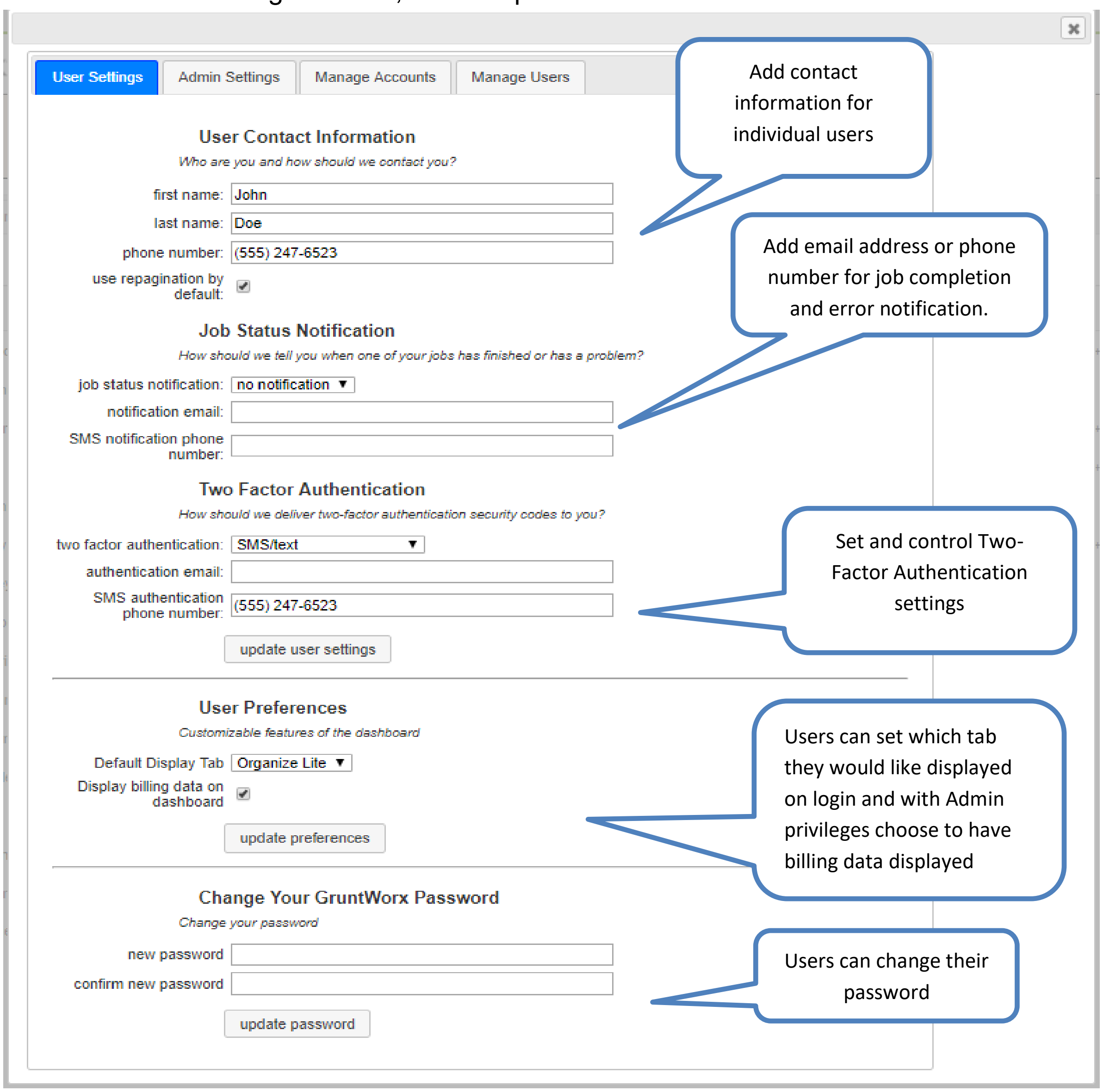



Credits - GruntWorx Credits are debited on a per page/per form/per trade basis giving the user more flexibility to control cost. Please call Sales for details, or you can use the *Store* button to access tools to help you estimate your needs.

# New User Set-up

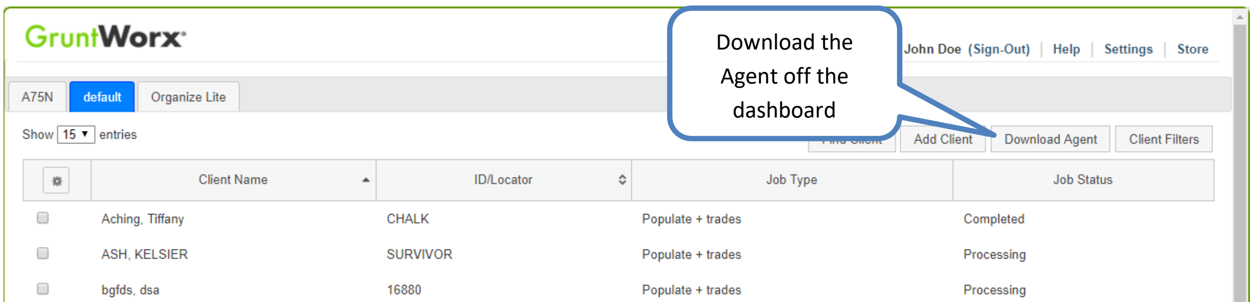
## Set Preferences, Download and Install Agent

- 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



## New User Set-up (continued)

- 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
- From the link on your dashboard, download and install the 32-bit Lacerte SDK ff

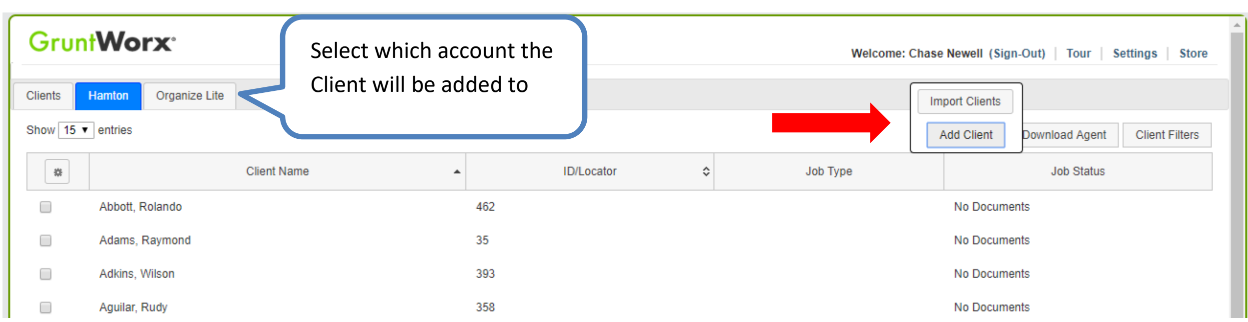



**Note:** Depending on your firm's IT policies, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases the User's anti-virus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software.

## Client Set-up

1. Add Client/s

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




**Important:** Client ID <u>must</u> be identical to the CCH Axcess™ Client ID used in the tax software.

# Client Set-up (continued)

**To add a single client -** on the "Add Client" dropdown menu click "Add 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

## GruntWorx job Selection

GruntWorx allows the user to select from three types of jobs

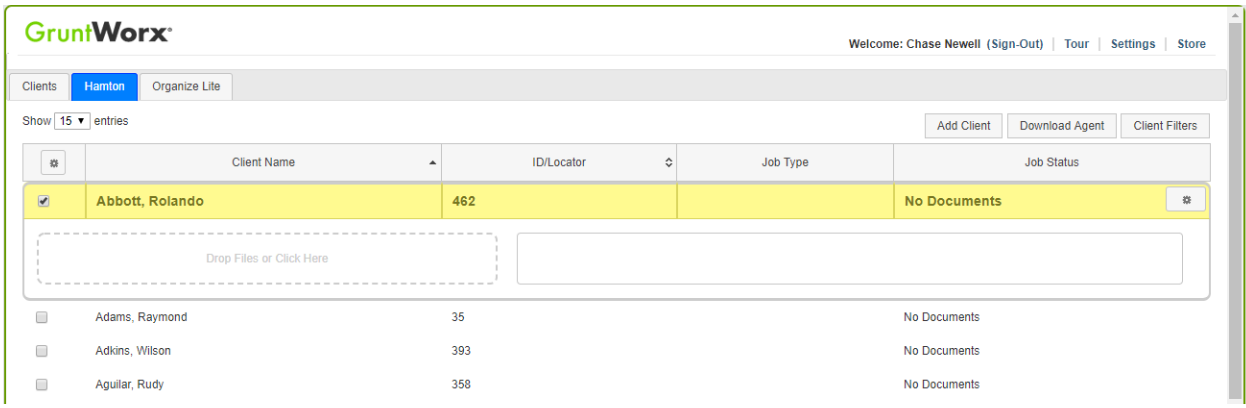
- **Organize Lite** – Our quickest turn-around and most cost-effective product.
  - Does <u>not</u> include human validation or population of tax data.
  - The user receives an organized and bookmarked PDF
- **Organize** with the option to select Trades.
  - Includes human validation
  - The user receives an organized and bookmarked PDF and,
  - If selected, **Trades** output to an excel workbook.
- **Populate** with the option to select Trades. Includes human validation
  - The user receives an organized and bookmarked PDF and,
  - An editable Excel workbook called the Pointsheet which contains all extracted data, ready for review and population into your client's tax file
  - If selected, **Trades** will also be included in the Pointsheet.

## Organize Lite - Job Submission (Installation of GruntWorx Agent not required)

**See the GruntWorx Organize Lite Quick Start Guide**

# Organize - Job Submission (Installation of GruntWorx Agent not required)

From the GruntWorx Dashboard, search for and click on the client name to open the client's details pane.

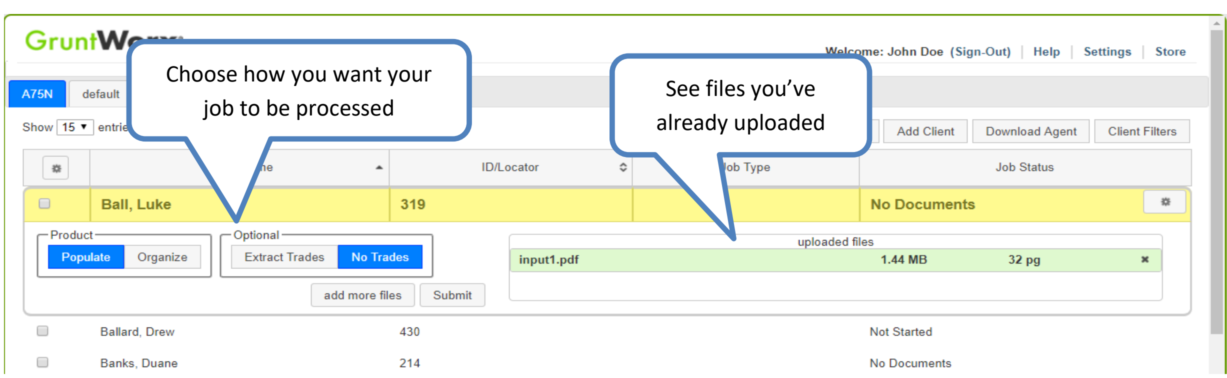



## 1. Upload Documents

- On the client details pane, drag and drop or click on the file upload box to browse for the client's PDF files to the File Upload box.
- Add as many as 15; maximum of 150MG per file)

## 2. Submit Job and Retrieve Completed Job

- Once documents are uploaded, select process files, choose Organize processing options (with or without Trades) and click "Submit". Retrieve completed jobs from the same client work pane.



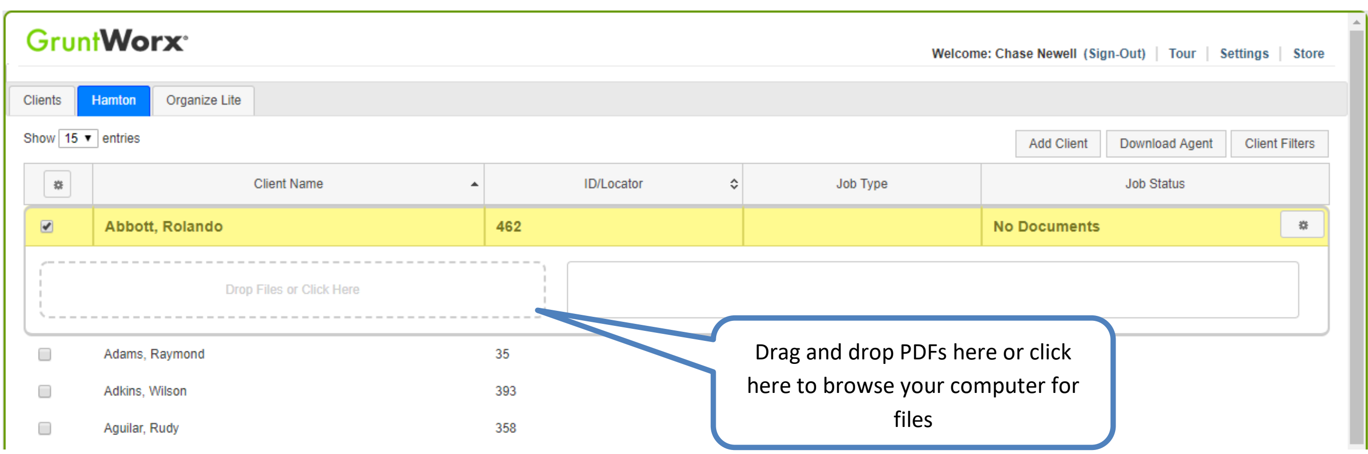
# Populate - Job Submission (Requires installation of the GruntWorx Agent)

## 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 and SSN/s, Filing Status and Home State**
- The User **should not** be logged-in to the client's file during job submission and population

1. Download and Install the GruntWorx Agent from the GruntWorx Dashboard
2. Upload Documents

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

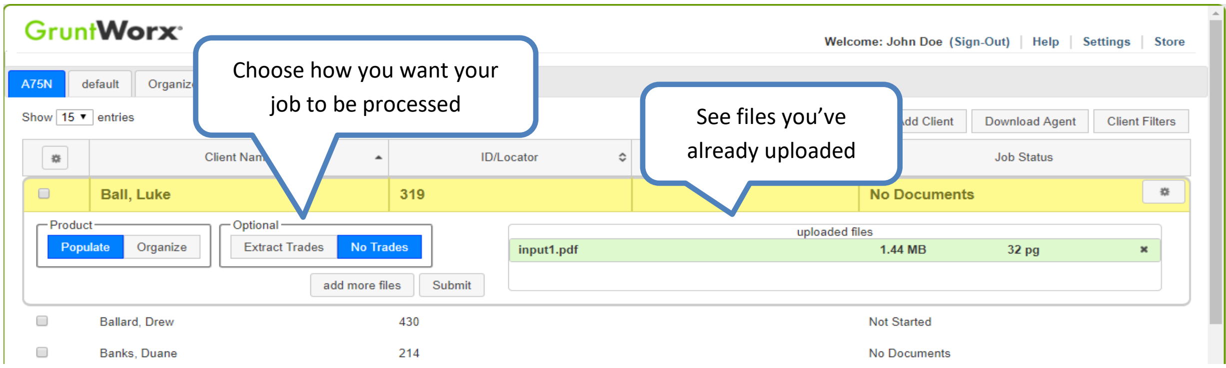



- In the client's details, Drag and drop client's PDF files to the File Upload box, **or**
- Click the File Upload box
- Browse and add files (as many as 15; maximum of 150MG per file)

## Populate - Job Submission (continued)

### 3. Submit to GruntWorx

- Once documents are uploaded, select process files, choose processing options (Organize or Populate; with or without Trades) and click “Submit”




### 4. Get Proforma

Once the user clicks “Submit”, the GruntWorx Agent will then access the client tax file to automatically retrieve the client Proforma information and submit the job to GruntWorx.

**Please note:** Lacerte may request an additional log in during submission or population. Signing in will allow the process to be completed normally

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

### 5. Download and Save Output 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, used to populate the tax file

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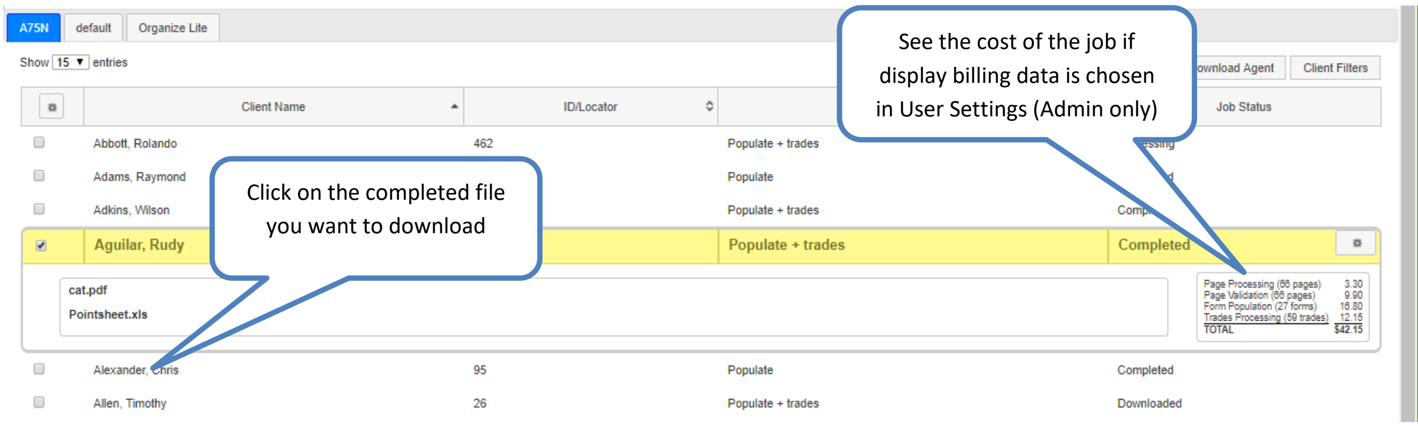
## Populate - Job Submission (continued)

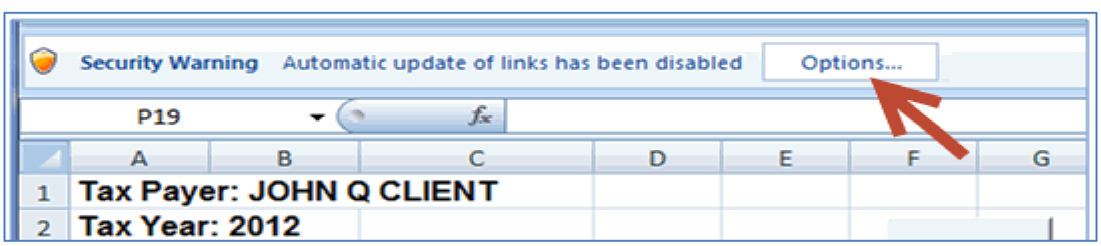



**Note:** If the client needs to be resubmitted they can be reset and submitted as a new job. To review the documents, it's easiest to use two monitors: opening the PDF image in one monitor and the Pointsheet in the other.

## 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.



## Populate - Job Submission (continued)

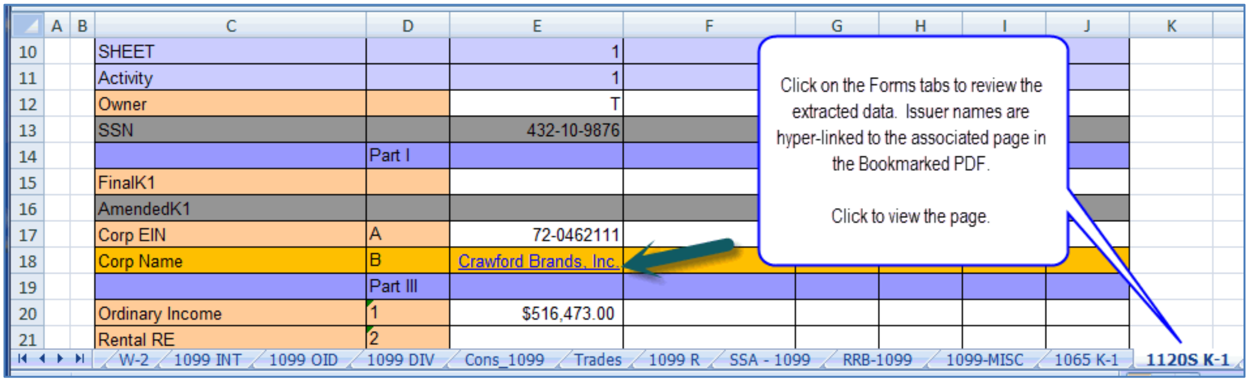
### 2. Review the Pointsheet with the Bookmarked PDF

- 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 |

- 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.

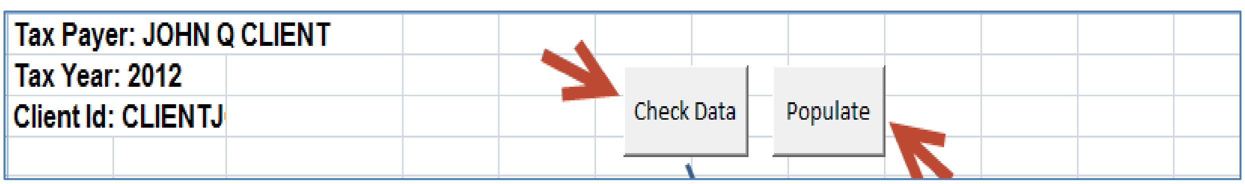



### 3. Populate the Client Tax File

When edits are complete, from the Diagnostics tab

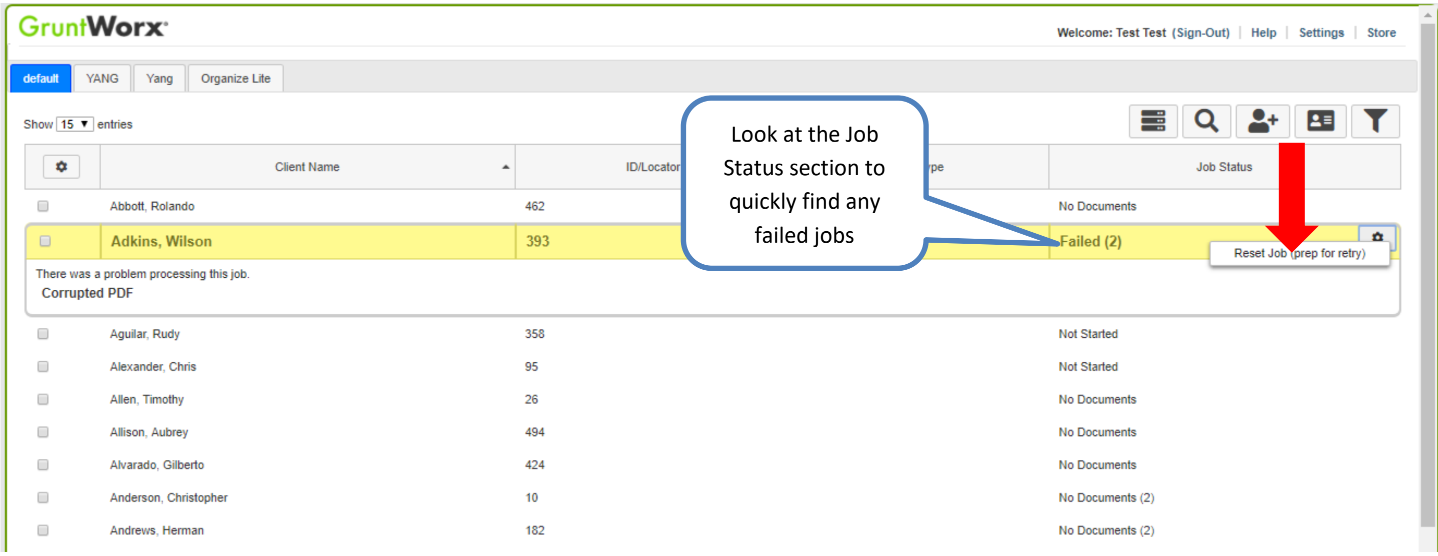
- Click on "Check Data" button to verify field formatting is OK
  Errors, if any, noted at the bottom of the Diagnostics sheet, should be fixed .
- Open the tax program and Click on the "Populate" button to populate the tax data into the client file

**Please note:** Lacerte may request an additional log in during submission or population. Signing in will allow the process to be completed normally



# 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 open the Client's Details and click the Gear icon button at upper right.
- Choose the Reset Job (prep for retry) option
- Fix the error, e.g.: Print and scan for password protected documents
- Upload documents and "Process".

GruntWorx Paperless Tax Office Automation

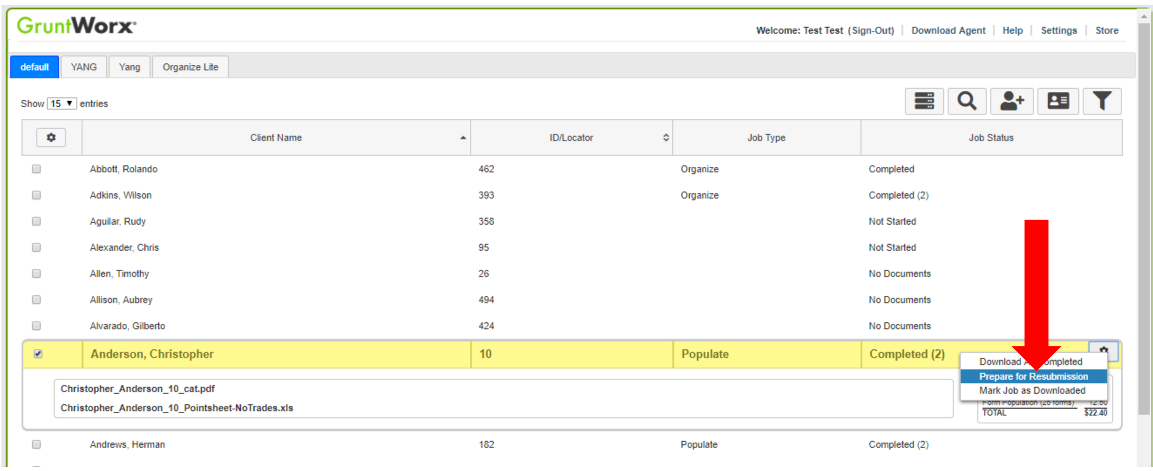
# Job Resubmission

To accommodate client's missing documents and/or extensions, GruntWorx allows resubmission for **Populate and Organize** Jobs.

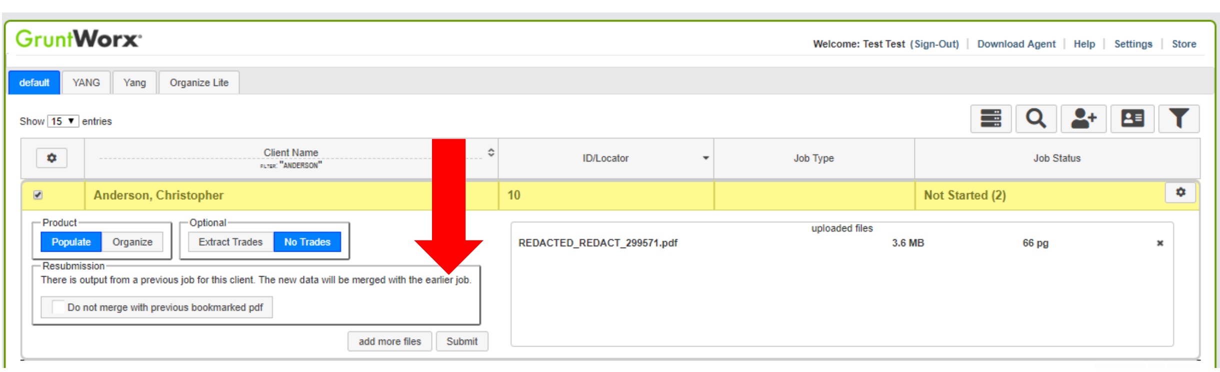
Only new, unpopulated (not previously populated by GruntWorx) documents should be populated for a resubmission.  A new Pointsheet and Bookmarked PDF will be returned.

**Please note**: Preparing a job for resubmission will remove all that client's documents. Make sure you have downloaded and documents you wish to keep before preparing for resubmission.

- The user should open the Client's Details and click the Gear icon in the upper right.



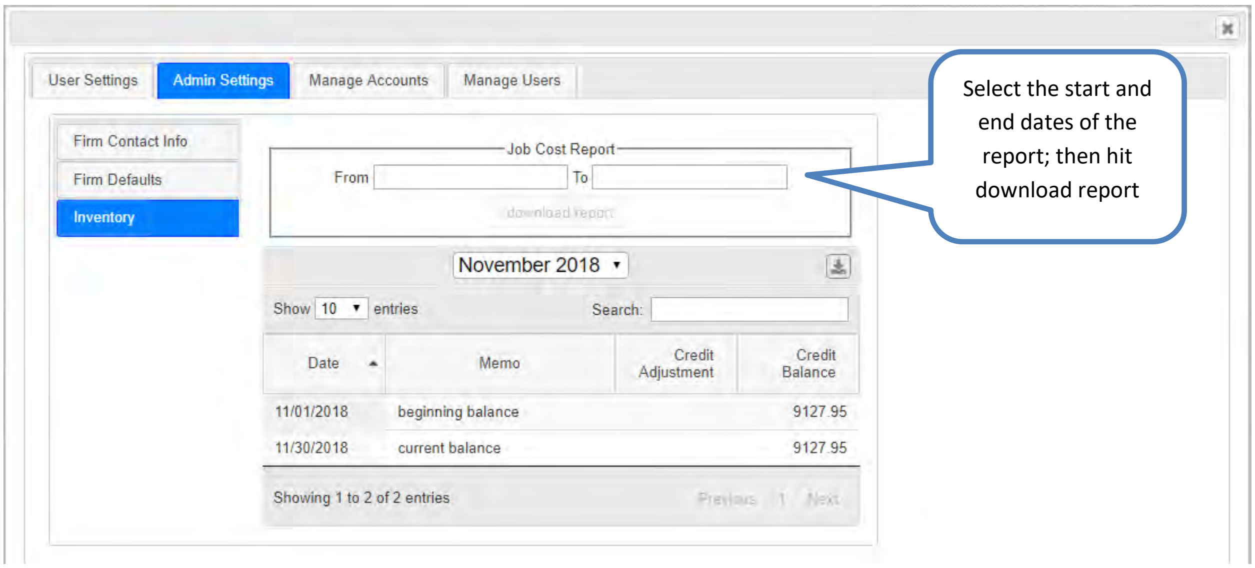

- On the dropdown menu choose Prepare for Resubmission
- Upload the client's files and submit as if it was an entirely new job
- When attempting to submit there will be a box to decide if the user wants to combine the new documents with the previous documents



# Reports

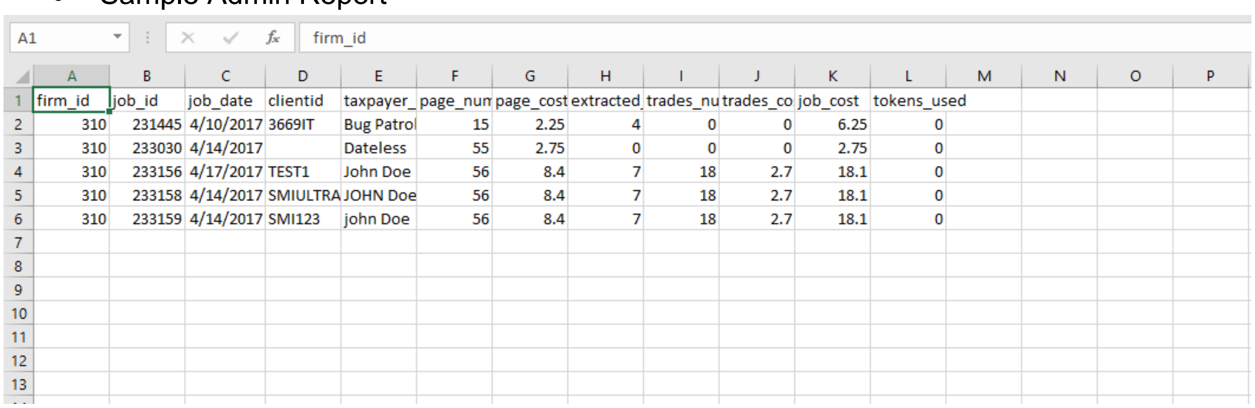
## Admin reports

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 |

# 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 "Submit", look for the download button in the lower left of your dashboard.

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