

**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

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.

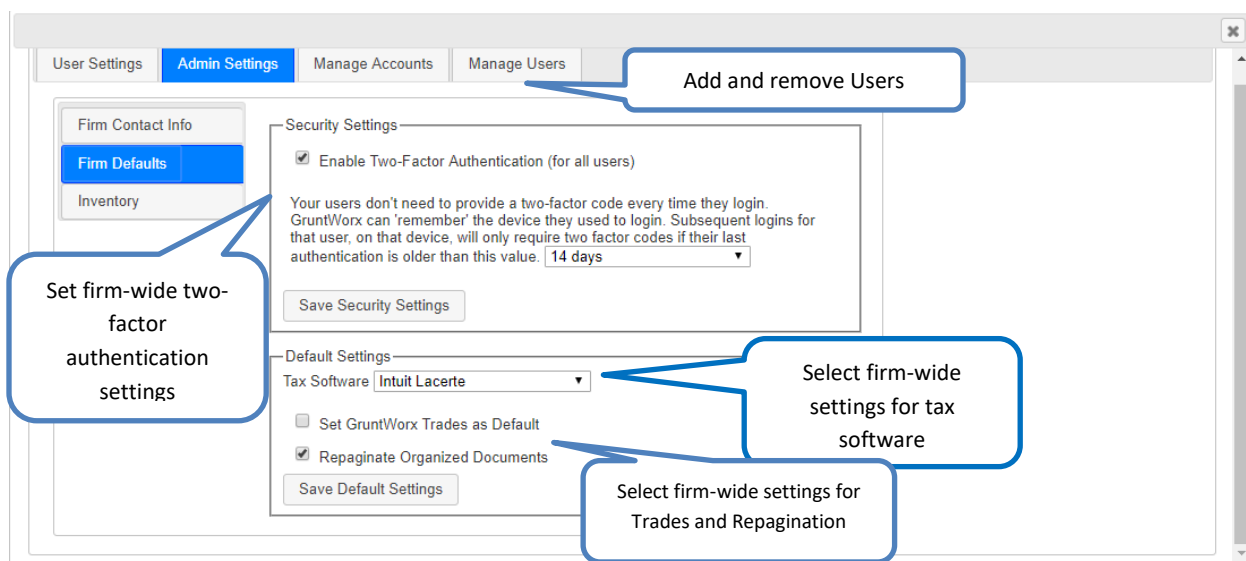
Scanning Note: The quality of the scanned documents submitted to GruntWorx is vitally important to your firm's successful use of GruntWorx products.

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”.

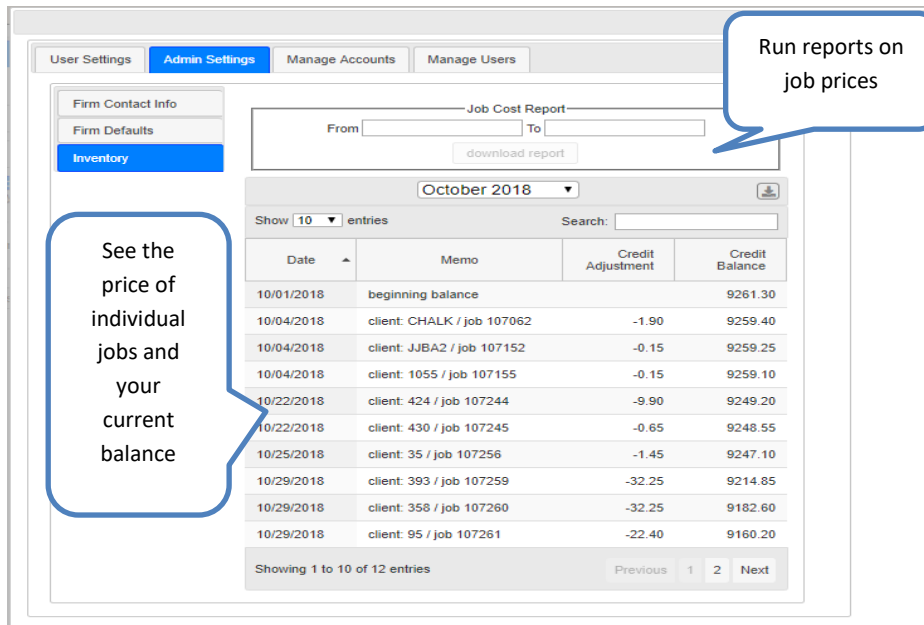


- At the “Manage Accounts” tab on the Admin screen, add Account/s (optional)
 - A “Default” account is supplied but can be re-named as required.
- At the “Manage Users” tab on the Admin screen, add or deactivate users and assign account access

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.



The screenshot displays the 'Admin Settings' page with the 'Inventory' tab selected. The left sidebar contains links for 'Firm Contact Info', 'Firm Defaults', and 'Inventory'. The main content area shows a 'Job Cost Report' for 'October 2018'. A table lists transactions with columns for Date, Memo, Credit Adjustment, and Credit Balance. The table shows a beginning balance of 9261.30 and several adjustments throughout the month, ending with a balance of 9160.20 on 10/29/2018.

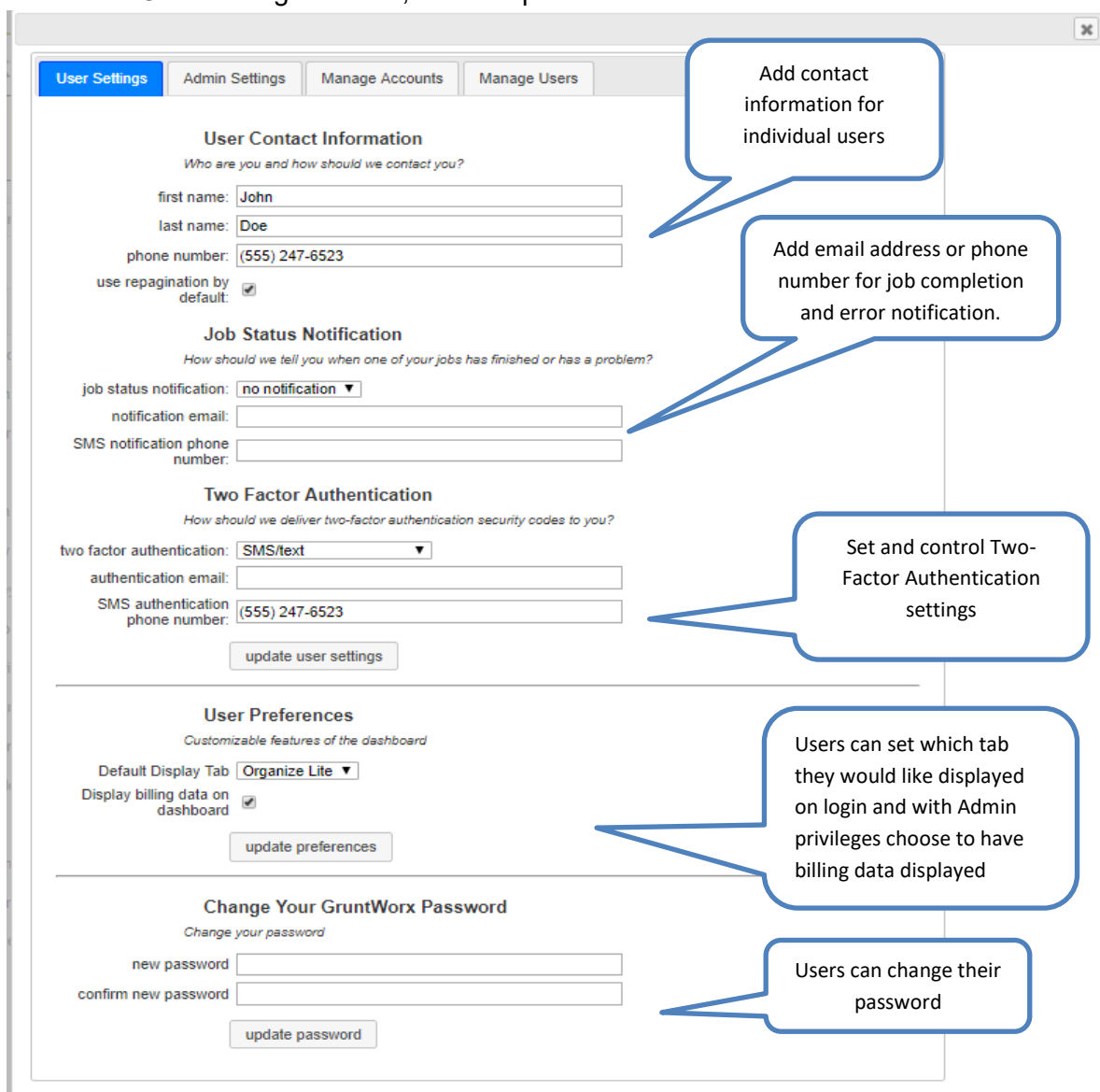
Date	Memo	Credit Adjustment	Credit Balance
10/01/2018	beginning balance		9261.30
10/04/2018	client: CHALK / job 107062	-1.90	9259.40
10/04/2018	client: JBA2 / job 107152	-0.15	9259.25
10/04/2018	client: 1055 / job 107155	-0.15	9259.10
10/22/2018	client: 424 / job 107244	-9.90	9249.20
10/22/2018	client: 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.

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

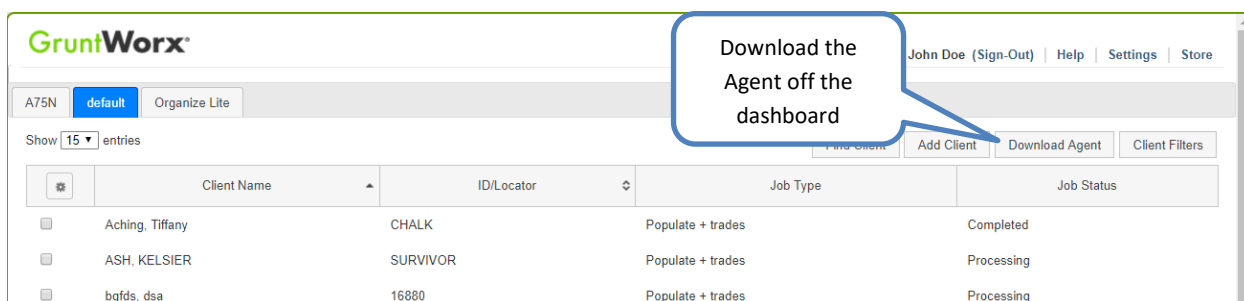


The screenshot shows the 'User Settings' page with the following sections and callouts:

- User Contact Information**: Includes fields for first name (John), last name (Doe), and phone number ((555) 247-6523). A callout states: "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 states: "Add email address or phone number for job completion and error notification."
- Two Factor Authentication**: Includes a dropdown for two factor authentication (SMS/text), authentication email, and SMS authentication phone number. A callout states: "Set and control Two-Factor Authentication settings".
- User Preferences**: Includes a dropdown for Default Display Tab (Organize Lite) and a checkbox for Display billing data on dashboard. A callout states: "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 states: "Users can change their password".

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

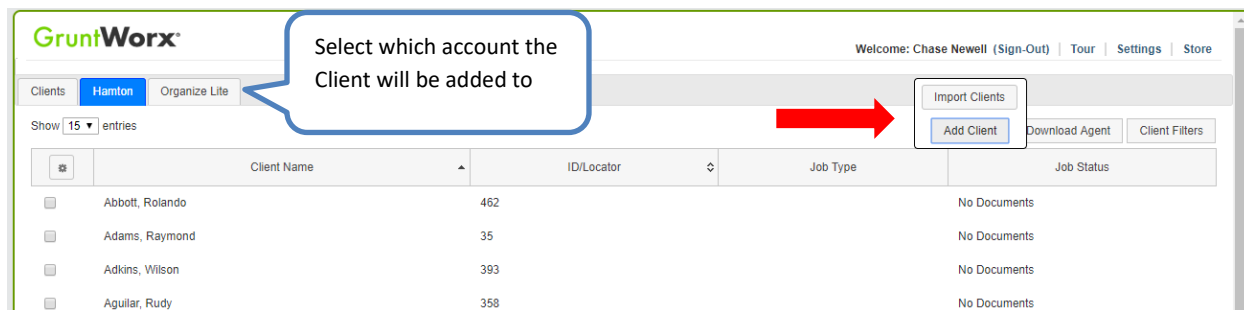


Note: Depending on your firm's IT policies, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases the User's anti-virus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software.

Client Set-up

1. Add Client/s

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



Important: Client ID must 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

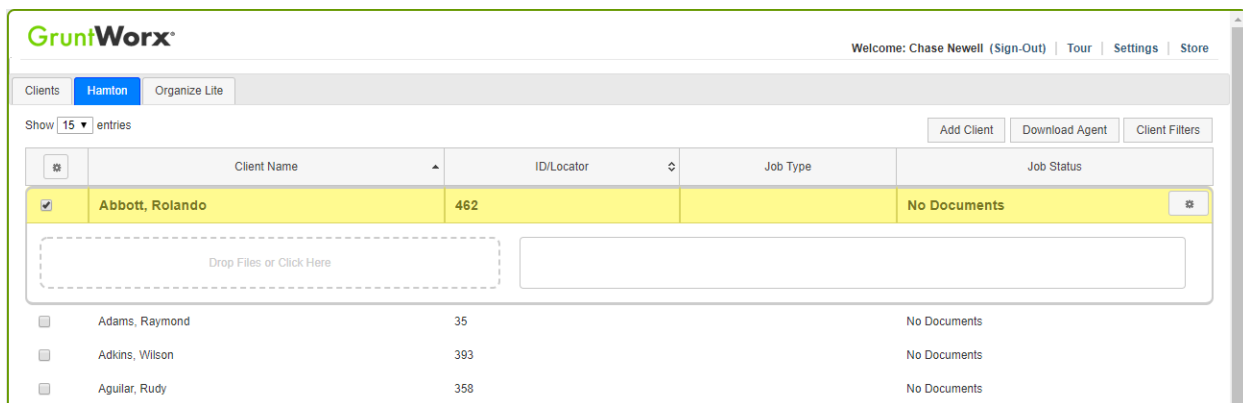
- **Organize Lite** – Our quickest turn-around and most cost-effective product.
 - Does not include human validation or population of tax data.
 - The user receives an organized and bookmarked PDF
- **Organize** with the option to select Trades.
 - Includes human validation
 - The user receives an organized 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 Pointsheets 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 Pointsheets.

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.

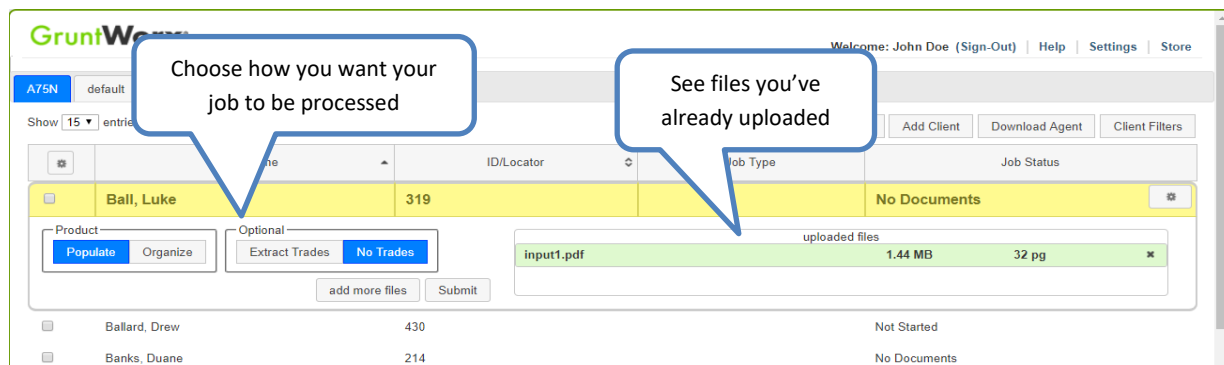


1. Upload Documents

- 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.

The screenshot shows the GruntWorx dashboard interface. At the top, it says 'Welcome: Chase Newell (Sign-Out) | Tour | Settings | Store'. Below this, there are tabs for 'Clients' and 'Hamton', and a button 'Organize Lite'. A dropdown menu shows 'Show 15 entries'. On the right, there are buttons for 'Add Client', 'Download Agent', and 'Client Filters'. The main table has columns: Client Name, ID/Locator, Job Type, and Job Status. The first row is highlighted in yellow and shows 'Abbott, Rolando' with ID/Locator '462' and Job Status 'No Documents'. Below the table, there is a dashed box labeled 'Drop Files or Click Here'. A callout box points to this area with the text: 'Drag and drop PDFs here or click here to browse your computer for files'. Below the dashed box, there is a list of other clients: Adams, Raymond (35), Adkins, Wilson (393), and Aguilar, Rudy (358).

- 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"

Choose how you want your job to be processed

See files you've already uploaded

Client Name	ID/Locator	Job Status
Ball, Luke	319	No Documents
Ballard, Drew	430	Not Started
Banks, Duane	214	No Documents

Product: **Populate** Organize

Optional: Extract Trades **No Trades**

uploaded files: input1.pdf 1.44 MB 32 pg

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

Populate - Job Submission (continued)

See the cost of the job if display billing data is chosen in User Settings (Admin only)

Click on the completed file you want to download

Client Name	ID/Locator	Job Status
Abbott, Rolando	462	Populate + trades
Adams, Raymond		Populate
Adkins, Wilson		Populate + trades
Aguilar, Rudy		Completed
Alexander, Chris	95	Completed
Allen, Timothy	26	Downloaded

cat.pdf
Pointsheet.xls

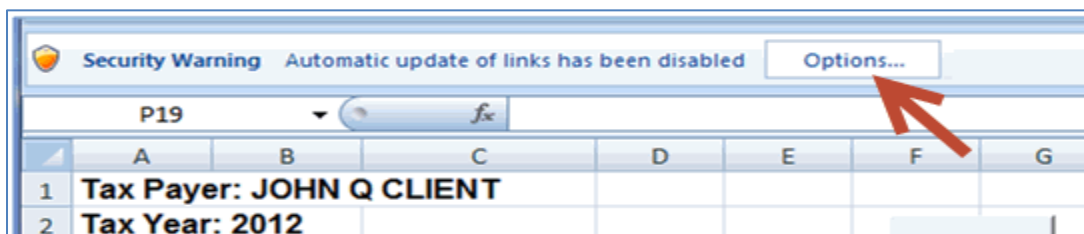
Page Processing (88 pages) 3.30
Page Validation (88 pages) 9.90
Form Population (27 forms) 16.80
Trades Processing (59 trades) 12.15
TOTAL \$42.15

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.

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.

<p>Diagnostics -</p> <p>Forms classified but not extracted for population</p> <p>Forms classified but not populated by GruntWorx</p> <ul style="list-style-type: none"> - 1099 SA - - 1099 PATR - <p>Inconsistent Tax Year - does not populate</p> <ul style="list-style-type: none"> - 1099 INT - page 6 - <p>Poor Quality - No data extracted</p> <p>1041 K1 - page 32</p> <p>Professional review required</p> <p>Missing owner/SSN - correct and uncheck prior to population</p> <ul style="list-style-type: none"> - 1099 INT - FEDERAL NATIONAL MTG. ASSOC. <p>Inconsistent SSN - correct, add Owner (TSJ) and un-check to populate</p> <p>765-44-1234 1099 INT - page 8</p> <p>Potential duplicate/corrected documents detected - make edits, verify match prior to population</p> <p>1099 DIV - 1099 DIV - page 10</p> <p>Customer Diagnostic Notes</p> <ul style="list-style-type: none"> - 1099 INT - F More than one form/record on this page - Only one form/record extracted <p>Form/Field Level Check Data Errors - Resolve prior to Population</p> <p>Invalid data types detected - correct prior to population</p> <ul style="list-style-type: none"> - Sheet106 Link
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- 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							

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.

W-2 1099 INT 1099 OID 1099 DIV Cons 1099 Trades 1099 R SSA - 1099 RRB-1099 1099-MISC 1065 K-1 1120S K-1

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

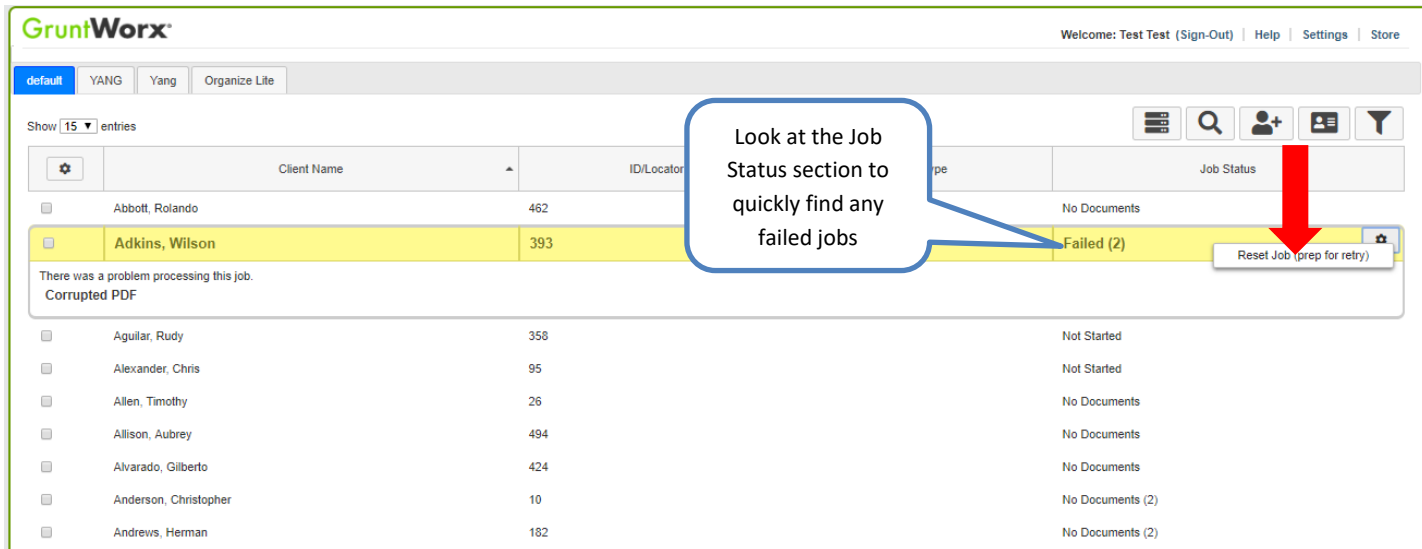
Tax Payer: JOHN Q CLIENT									
Tax Year: 2012									
Client Id: CLIENTJ									

Check Data

Populate

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.



Look at the Job Status section to quickly find any failed jobs

Client Name	ID/Location	Job Status
Abbott, Rolando	462	No Documents
Adkins, Wilson	393	Failed (2)
There was a problem processing this job. Corrupted PDF		
Aguilar, Rudy	358	Not Started
Alexander, Chris	95	Not Started
Allen, Timothy	26	No Documents
Allison, Aubrey	494	No Documents
Alvarado, Gilberto	424	No Documents
Anderson, Christopher	10	No Documents (2)
Andrews, Herman	182	No Documents (2)

Reset Job (prep for retry)

- 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".

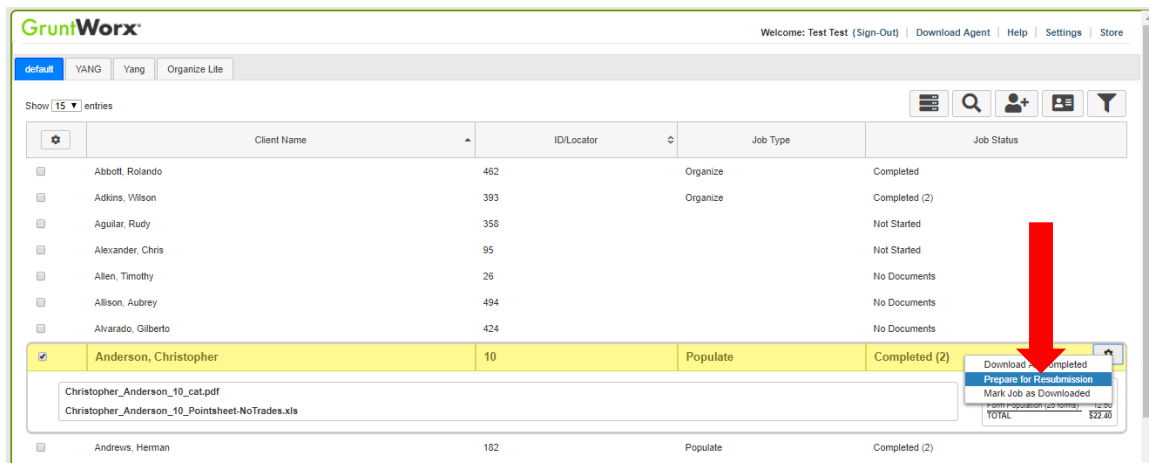
Job Resubmission

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

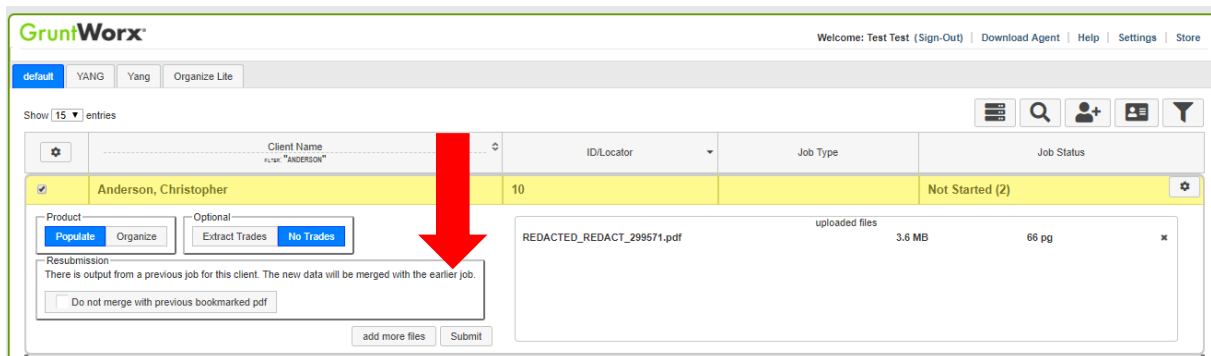
Only new, unpopulated (not previously populated by GruntWorx) documents should be populated for a resubmission. A new Pointsheet and Bookmarked PDF will be returned.

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

A1	:	✕	✓	f_x	firm_id													
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
1	firm_id	job_id	job_date	clientid	taxpayer_	page_num	page_cost	extracted	trades_nu	trades_co	job_cost	tokens_used						
2	310	231445	4/10/2017	3669IT	Bug Patrol	15	2.25	4	0	0	6.25	0						
3	310	233030	4/14/2017		Dateless	55	2.75	0	0	0	2.75	0						
4	310	233156	4/17/2017	TEST1	John Doe	56	8.4	7	18	2.7	18.1	0						
5	310	233158	4/14/2017	SMIULTRA	JOHN Doe	56	8.4	7	18	2.7	18.1	0						
6	310	233159	4/14/2017	SMI123	john Doe	56	8.4	7	18	2.7	18.1	0						
7																		
8																		
9																		
10																		
11																		
12																		
13																		

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

