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

GruntWorx Populate for UltraTax CS™

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**GruntWorx Populate
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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).

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X2 for Sales

X3 for Support

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 Thomson Ultratax™ tax software and firm-wide preferences
- Hit "Save Default Settings".
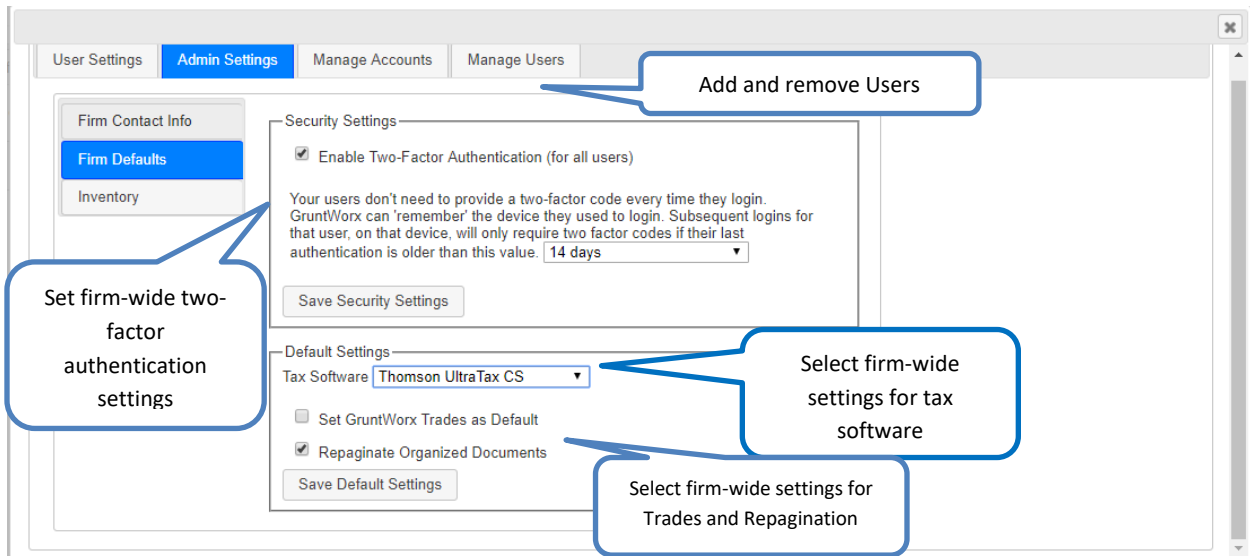
- At the "Account Management" tab on the Admin screen, add Account/s (optional)
  - o A "Default" account is supplied but can be re-named as required.

- At the "User Management" tab on the Admin screen, add users and assign account access
  - o Add, Edit, Delete, Activate and Deactivate Users in individual and batch actions.
- At the "Security Settings" tab on the Admin screen, set two-factor authentication settings

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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 PURCHASE GRUNTWORX button to access tools to help you estimate your needs.

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GruntWorx

Paperless Tax Office Automation

New User Set-up

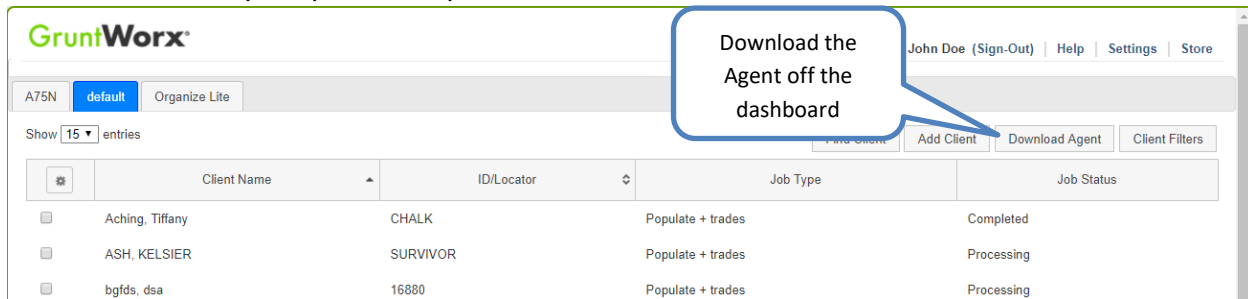## Set Preferences, Download and Install Agent

- 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

User Settings | Admin Settings | Manage Accounts | Manage Users

User Contact Information
Who are you and how should we contact you?

first name: John
last name: Doe
phone number: (555) 247-6523
use repagination by default: ☑

Add contact information for individual users

Job Status Notification
How should we tell you when one of your jobs has finished or has a problem?

job status notification: no notification ▼
notification email:
SMS notification phone number:

Add email address or phone number for job completion and error notification.

Two Factor Authentication
How should we deliver two-factor authentication security codes to you?

two factor authentication: SMS/text ▼
authentication email:
SMS authentication phone number: (555) 247-6523

[update user settings]

Set and control Two-Factor Authentication settings

User Preferences
Customizable features of the dashboard

Default Display Tab: Organize Lite ▼
Display billing data on dashboard: ☑

[update preferences]

Users can set which tab they would like displayed on login and with Admin privileges choose to have billing data displayed for jobs on the dashboard

Change Your GruntWorx Password
Change your password

new password:
confirm new password:

[update password]

Users can change their password

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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 UltraTax™ 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.

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Job Submission

1. Add Client/s
   ● At Dashboard – Under the Appropriate Account – Click Add Client
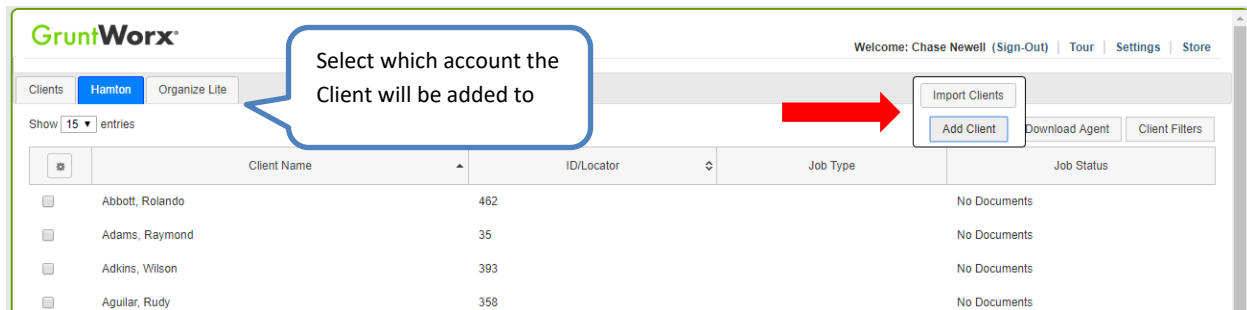
Important: Client ID <u>must</u> be identical to the UltraTax CS™ Client ID used in the tax software.

To add a single client - on the "Add 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

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 and on the UltraTax CS™ home screen 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.

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Job Submission (continued)

3. Upload Documents

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

Drag and drop PDFs here or click here to browse your computer for files
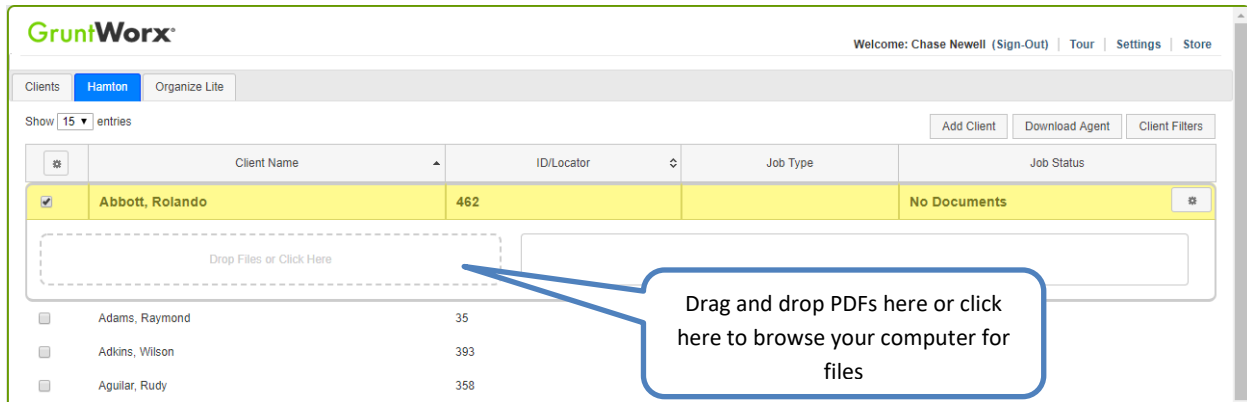
- In the client's details, Drag and drop client's PDF files to the File Upload box, **or**
- Click the File Upload box
- Browse and add files (as many as 15; maximum of 150MG per file)
- Click the "Open" button

4. Submit Job

- 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

![GruntWorx logo] **GruntWorx**
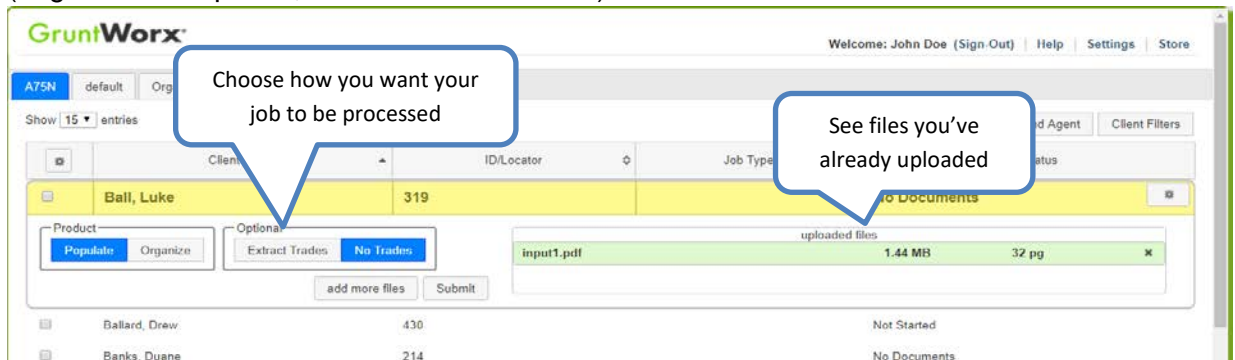
Job Submission (continued)

5. Get Proforma

Open the UltraTax program to the Client Profiles list.
From the dashboard, click "Submit". The GruntWorx Agent will then access the client tax file to automatically retrieve the client Proforma information and submit the job to GruntWorx.

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

6. Download and Save Output Files

At the Dashboard, click the Client name associated with the "completed" job. The Client's details will be opened.
- Under the "Processed" tab, the first file listed is the organized and bookmarked PDF
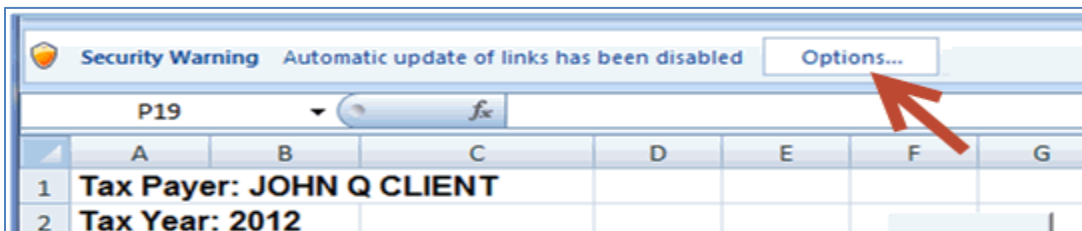- The second file is an Excel workbook called the Pointsheet, used to populate the tax file

Note: 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.

	A	B	C	D	E	F	G
1	Tax Payer: JOHN Q CLIENT						
2	Tax Year: 2012						

Security Warning Automatic update of links has been disabled Options...

P19

- 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[109 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.

	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							

Tabs: 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**

> 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.

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.

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

[Check Data]   [Populate]

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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".

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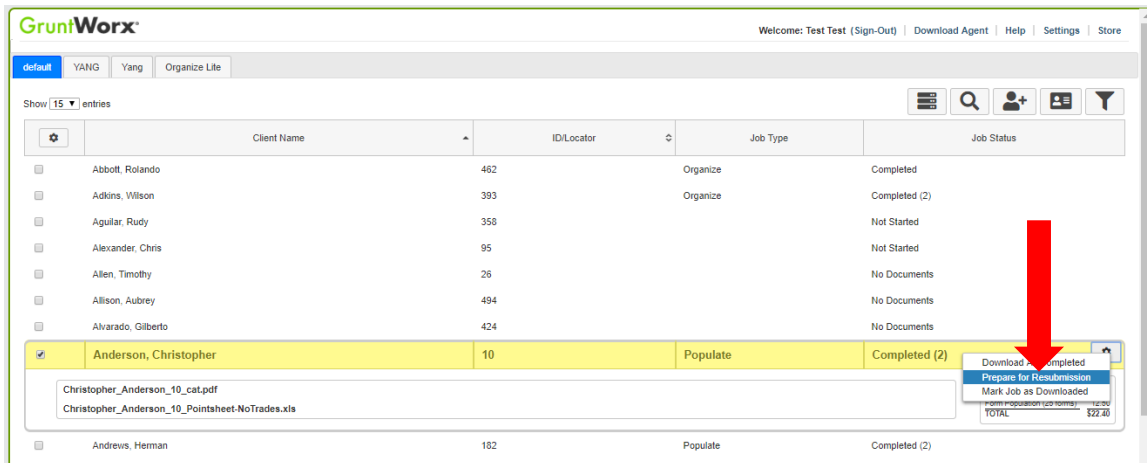
- On the dropdown menu choose Prepare for Resubmission
- Upload the client's files and submit as if it was an entirely new job
- When attempting to submit there will be a box to decide if the user wants to combine the new documents with the previous documents

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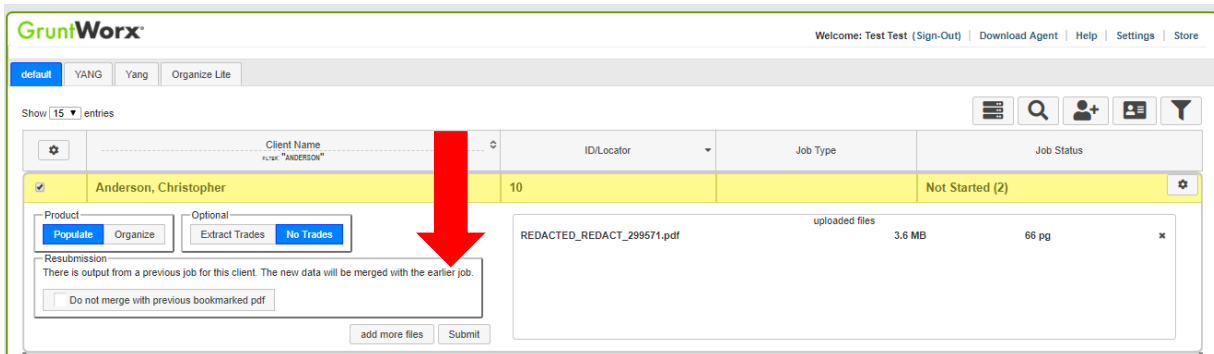
Reports

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 the start and end dates of the report; then hit download report

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

- Sample Admin Report

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 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

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X3 for Support
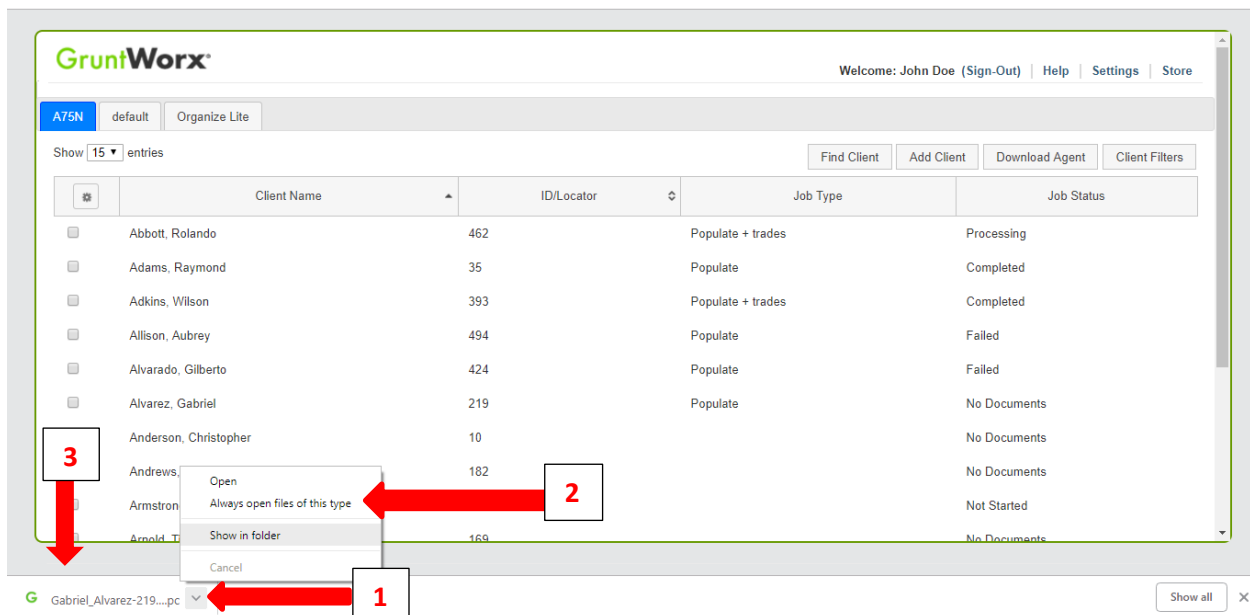
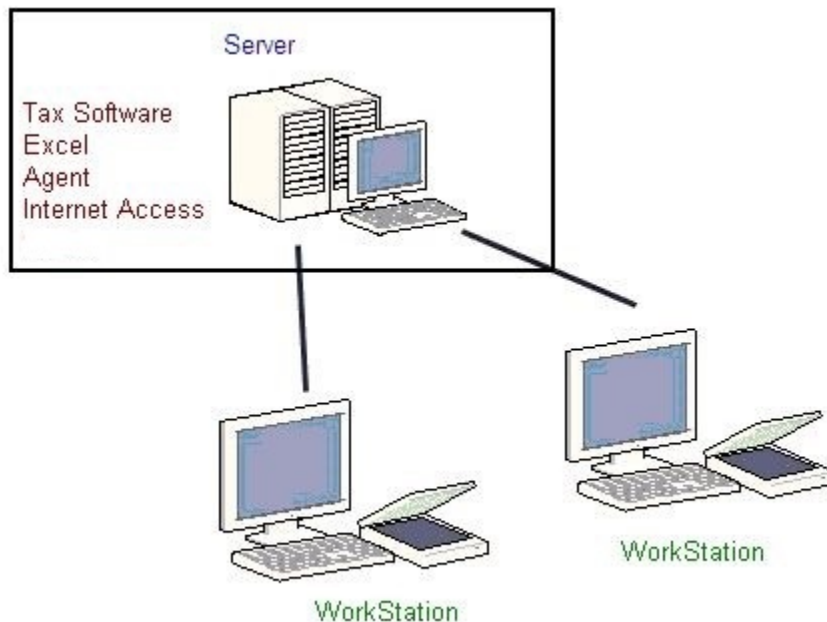## Appendix

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

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X2 for Sales
X3 for Support

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 –
    - o If Agent fails to find the Client Data File, the user is given the option to browse to select the location.
    - o If still not found, the user is given the option to search again.
    - o 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.

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.