GruntWorx CORE Quick Start Guide

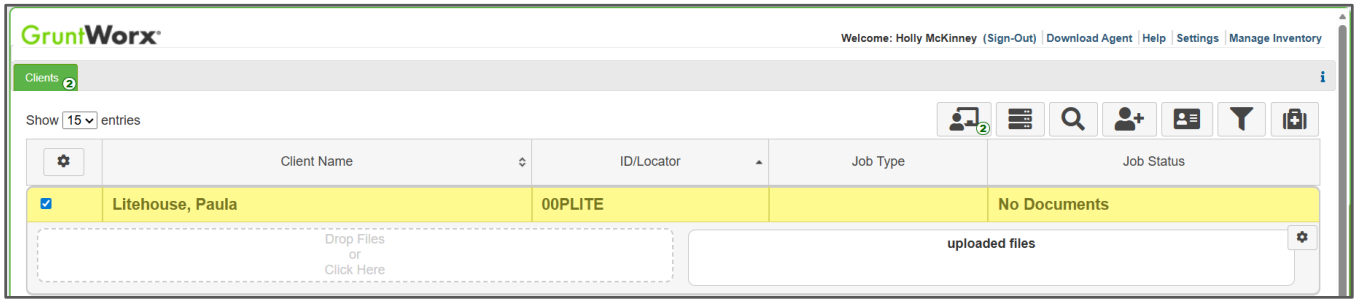
Follow these Quick Steps to try out GruntWorx CORE.

CCH Axcess™, CCH ProSystem *fx*®, GoSystem Tax RS™, Intuit Lacerte®, Intuit ProSeries®, and UltraTax CS® users can use **Populate** and **Trades** Features.

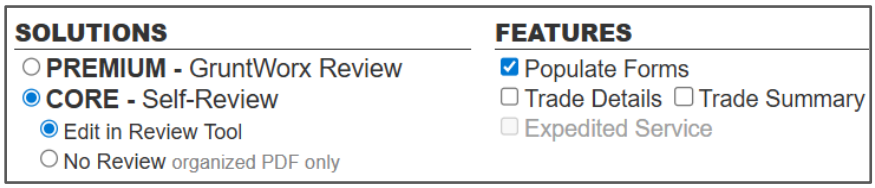
Other Tax Software users can use **Organize** and **Trades** Features.

Submit a GruntWorx CORE Return

- Log in to your GruntWorx **Dashboard**.
- Add your client/s
  - Click  to add a single client. Click  to import a CSV of your clients.

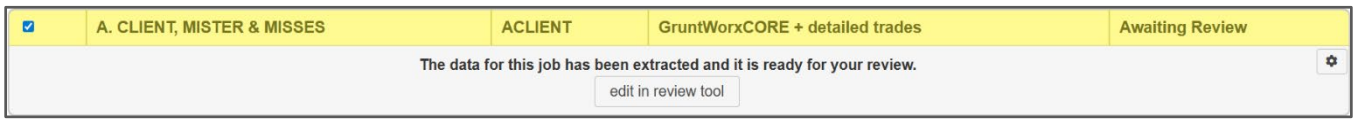


- Upload client's source documents.
  - Add up to 15 PDFs per client, 150 MB per PDF. There are no page limitations per PDF.
- Select the Solution **CORE - Self-Review**.
  - For a Bookmarked PDF with no data import and no review, select **No Review**.
  - If you would like to review the Bookmarked PDF within the Self-Validation Tool and/or Populate your client's return with federal form data or Trades, select **Edit in Review Tool**.
- Choose **Features** at this time: **Populate Forms** to have federal form data extracted by GruntWorx technology, **Trade Details** to have detailed stock transactions extracted by the technology, or **Trade Summary** to have a brokerage category totals input table provided in the tool.
- Click **Submit**.



Follow your specific tax software Quick Start Guide instructions for submitting jobs, as some processes vary.

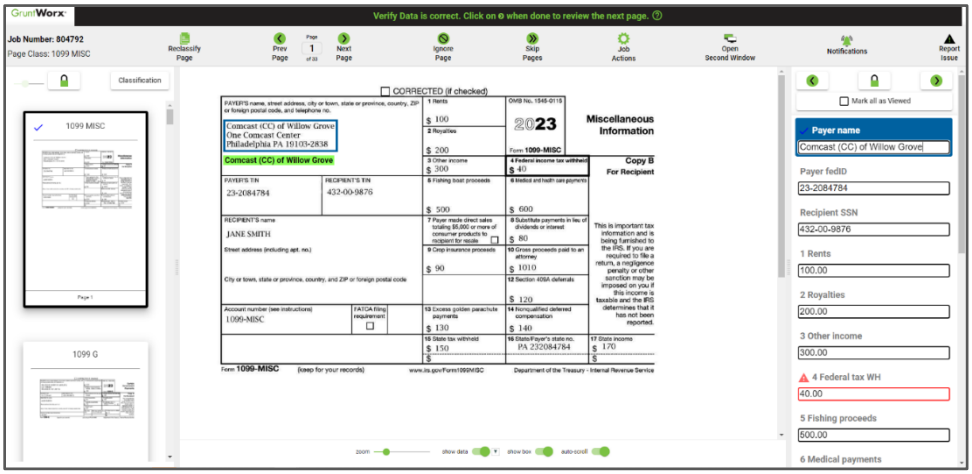
- After the pages process through GruntWorx technology, the Job Status changes to **Awaiting Review**.
  - Depending on the complexity and size of the job, it could take 1-15 minutes to process through technology.



- Click anywhere on the client row to open client details. Select **edit in review tool** to enter the Self-Validation tool.
  - A new web browser window is launched to open the tool.

Self-Review in the Self-Validation CORE Tool

- Going page by page, confirm that the label on each thumbnail in the left panel matches to what the enlarged active document is in the middle of the screen.

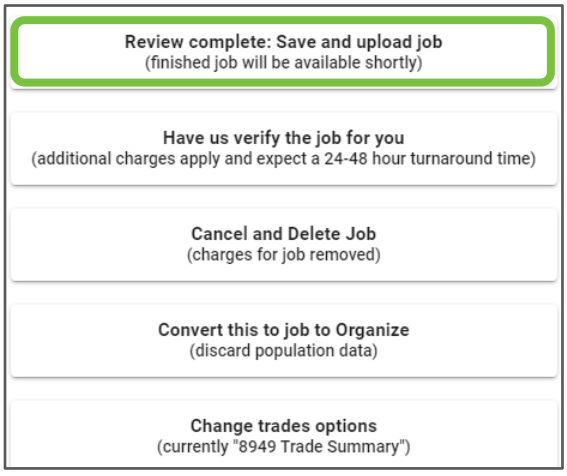


- For each page supported for Population, check the extracted data for accuracy in the right panel.
  - **Rotate** pages as needed, adjust **grouping** for brokerage statements, multi-page 1099-B, and K-1 packages, and use **Ignore Page** in the toolbar on all Brokerage pages that do not have extractable data.
- To change a document's classification: right-click a thumbnail → **Reclassify** or click **Reclassify** in the Toolbar and choose the correct form type (use Supporting Documents for unsupported forms).
  - If re-extraction is offered, you may rerun the page through OCR (typically 1–5 minutes).
- Use **AutoFill**: right-click text on the image to insert OCR-captured values into the active field.
- For **Trade Summary**: use AutoFill to enter the totals into the Brokerage Summary table at the top of the Self-Validation Tool.

Brokerage Summary (OPTIONAL DATA)

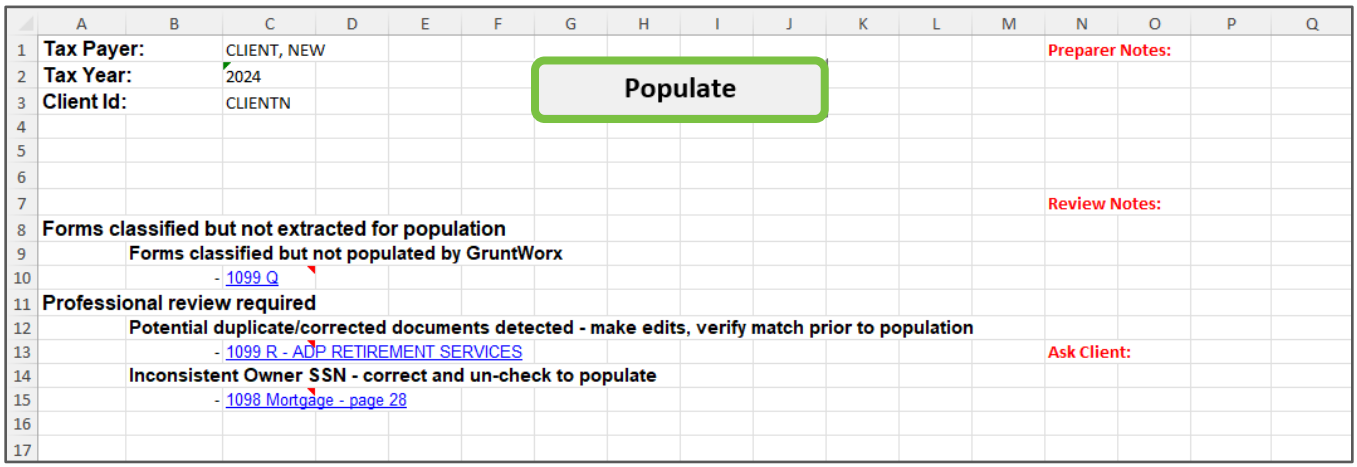
	Sales Price	Cost Basis	Wash Sales
ST COVERED	1194.36	1079.48	109.25
ST NON-COVERED			
LT COVERED	31132.52	27611.09	
LT NON-COVERED	16,051.44		
ST OTHER			
LT OTHER			
UNDETERMINED			
Totals	$32326.88	$28690.57	$109.25

- For **Trade Details**: click Edit 1099-B Stock Sales to open the Trade Details table and review/edit. Rename columns and add or remove rows to validate.
- Select **Review complete: Save and upload Job** from **Job Actions** to finish.
  - Close the browser window after finishing the review.



Download & Import Completed Files

- Click on the client's row to open the Client Details Pane.
  - GruntWorx CORE always provides an organized file of all documents submitted: **bookmarked.pdf**.
  - If Populate Forms and/or Trades were added, you have an import XLSM file: **Pointsheet.xlsm**.
- Simply click on either file name to download and open.
- Click **Populate** to import all the data from the Excel file into your tax software.



Specifications for Supported Tax Software

- **CCH Axcess™**
  Users must export and upload a proforma.dat file with the PDFs they submit to GruntWorx. When they click Populate in the Pointsheet, a new Import file is saved and then imported via the CCH Axcess Return Manager Utilities menu.
- **CCH ProSystem *fx*®**
  Users must have the software open when submitting and populating. Match SHEET numbers in the Pointsheet to ensure the new data flows to the rolled forward records.
- **GoSystem Tax RS™**
  Users do not receive a Pointsheet of data. The data is automatically populated into the client's return via GoSystem's Import/Export functionality.
- **Intuit Lacerte®**
  Users must configure their GruntWorx Agent to the appropriate idata location. Lacerte can be open or closed when submitting and populating, but the client's file should be closed. Match SHEET numbers in the Pointsheet to ensure the new data flows to the rolled forward records.
- **Intuit ProSeries®**
  Users must be sure the taxpayers last 4 is entered into the client details before clicking Submit. Population is seen in real time so ProSeries should be open when importing.
- **UltraTax CS®**
  Users must have the tax program open when submitting. Population is completed through the Source Data Entry program and is seen in real time. After import completes, open client's return and Accept Pending updates from Data Sharing.

For more detailed instructions, refer to the User Manual.

If you need assistance contact Customer Service at **Support@GruntWorx.com** | **877.830.6059**