GruntWorx with UltraTax CS® User Manual

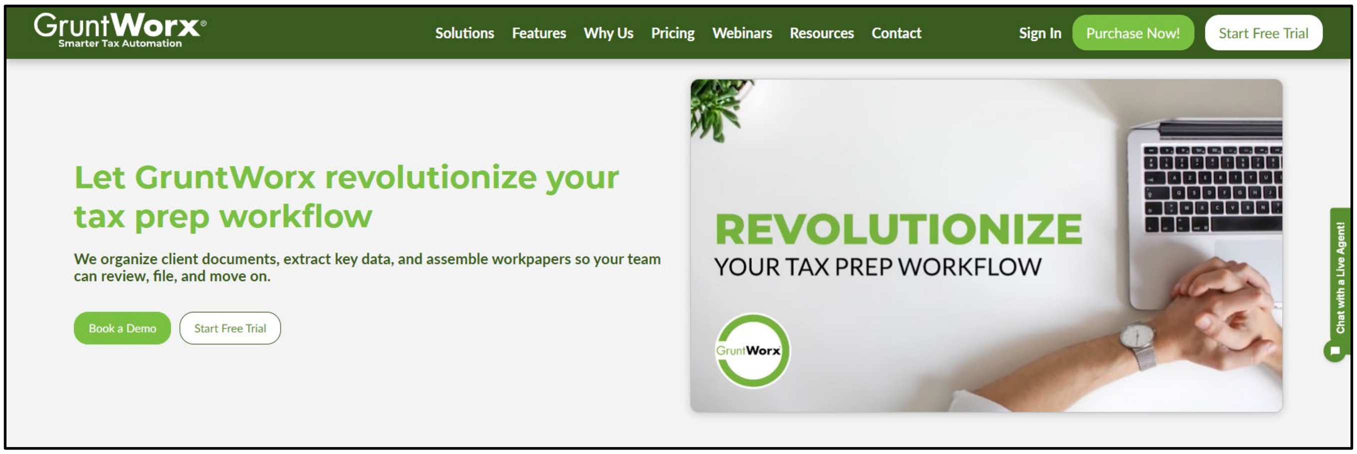
This User Manual is to help you sign up for the GruntWorx Free Trial and use
PREMIUM
Organize, Populate, and Trades features with UltraTax CS Tax Software.

GruntWorx System Requirements
Operating System: PC running Windows 8.1 or newer
Processor: 2.0 Ghz or faster multi-core processor
RAM: 4.0 GB or more
Browser: Latest versions of Chrome, Firefox, MS Edge, IE11
Microsoft .Net Framework: 2.0.50727
Additional Programs: Microsoft Excel® version 2003 or higher & Adobe Reader (Adobe Acrobat Standard or DC required for PDF editing)

Table of Contents

How to Set up a GruntWorx Account

Before setting up an account, check first that another member of your firm hasn't already signed up for the free trial. All members of the same firm will have one account. Accounts can have an unlimited number of members. If your firm has multiple locations, you can use the same account and add Locations via Manage Accounts in Settings.



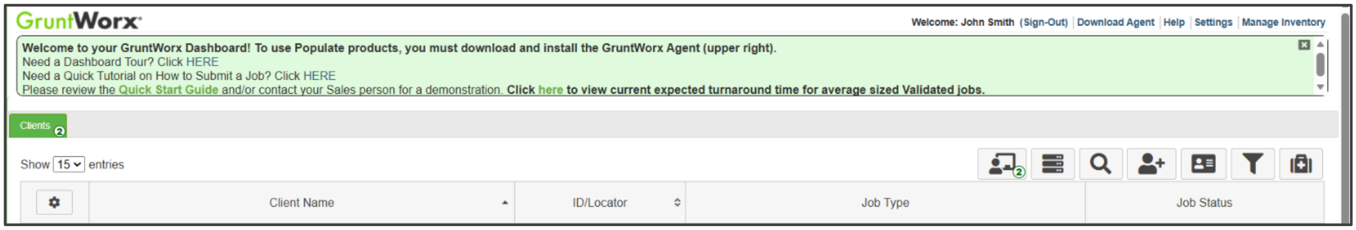
➔ From the GruntWorx.com homepage, click **Start Free Trial**.

- Complete the Registration.
- Look for the sign-up email including the temporary password.
- Log in to the GruntWorx Portal and set up new password.
- Read and accept the master agreement and EULA.

TIP: GruntWorx offers free Live Webinars to help you get started with GruntWorx. To sign up for your free session, on the GruntWorx.com homepage click **Webinars** in the top banner.

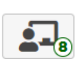
GruntWorx Dashboard Navigation

- The Dashboard is where you will do everything for GruntWorx, Submit Jobs, Download Completed Files, Manage the Account, Add Funds, and Run Reports.



- When a user logs in, a notification displays information about the current tax year, news or updates.
- The logo in the top left corner takes user to GruntWorx.com homepage.
- The Welcome corner displays user's name, option to Sign-Out, Download Agent link, a Help link which turns on ? icons, Settings and Manage Inventory.

- Hovering over **Manage Inventory** displays account's current balance.
- The **Green Info Banner** provides Help Info, the Learning Hub link for using GruntWorx and the Current Expected Lead-Time. New notifications are displayed on the Info Banner when posted. Close the banner with the **x** in top right, re-open with the **i** above the Dashboard buttons.
- Below the Info Banner are buttons –

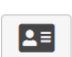


  - **Awaiting GruntWorxCORE Jobs:** If there are any GruntWorxCORE jobs ready for review, the number will be displayed on the button, and clicking the button will filter the client table to only show jobs that are Awaiting Review.

  - **Show Only Open Clients:** Clicking on a client row opens the Client Details Pane. When there are one or multiple Client Detail Panes open, click this button to filter out all closed clients.

  - **Search/Find a Client:** Search for a client by Client ID, first or last name.

  - **Add a Client:** Add a single client to your Dashboard. Enter in the client's First name, Spouse name if applicable, Last name, and Client ID. Client IDs must match exactly to Client IDs in the tax software if using Populate products.



  - **Import Multiple Clients:** Import up to 500 clients at a time. Export client list out of tax software and edit the csv to the required specifications.

  - **Filter Client Table:** Turn the filter on to filter by Job Types (Organize or Populate) or Job Statuses (No Documents, Not Submitted, Awaiting Review, Review in Progress, Processing, Completed, Downloaded, Failed or Cancelled).

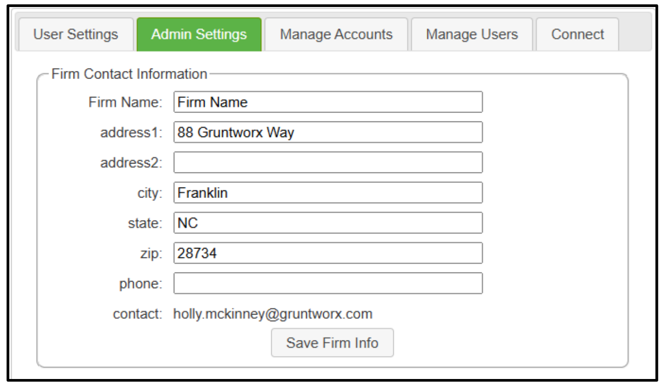
  - **Tutorials:** Opens a new window to gruntworx.com.

- In the top right-hand corner of the GruntWorx Dashboard, click **Settings** to continue setting up your account.

Admin Settings

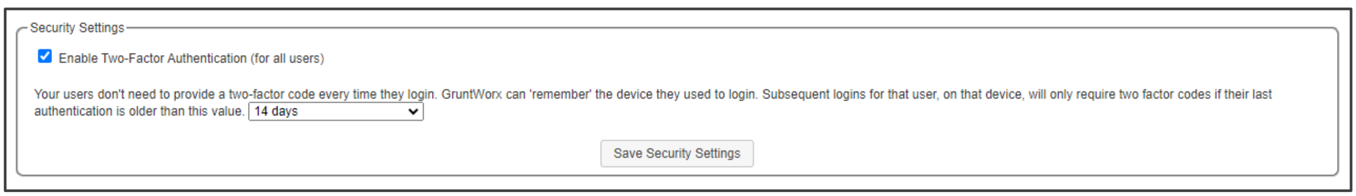
➔ Firm Contact Information

- Update any firm details
- Click **Save Firm Info** to save any changes



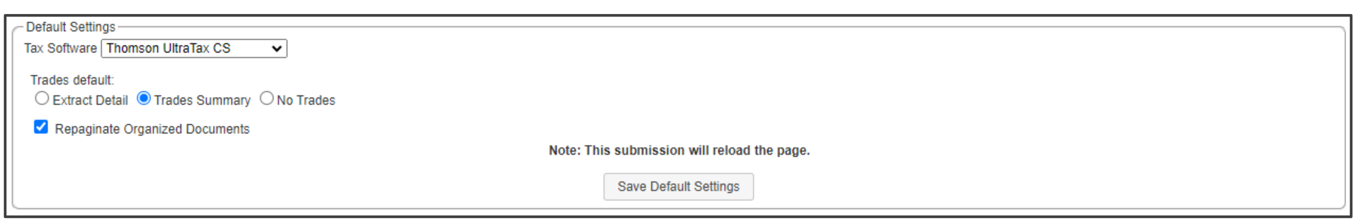
➔ Security Settings

- Set firm-wide **Two-Factor Authentication** settings here.
  - Adjust code sending protocol under User Settings.
  - New users must select 2FA code protocol at first login.
    - If Authenticator App is selected, when the user goes to login it will provide the relevant information at that time.
- Click **Save Security Settings** after making any changes.

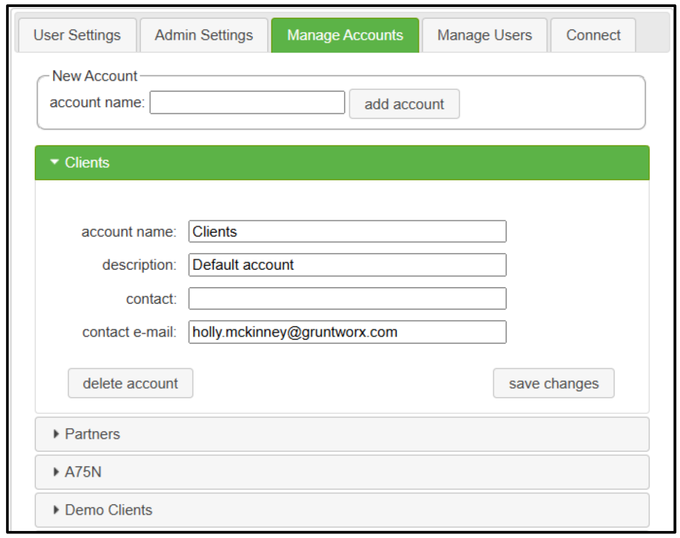


➔ Default Settings

- Select **Thomson UltraTax CS** as Tax Software.
- Set firm-wide job preferences:
  - Option for default Trades product (User can select alternate trades on a per job basis).
    - Users have the option to save selections when submitting documents to GruntWorx. The 'Set Default' button saves the Solution and Features selections to the browser.
  - Repaginate Organized Documents default option.
- Click **Save Default Settings** after making any changes.



Manage Accounts

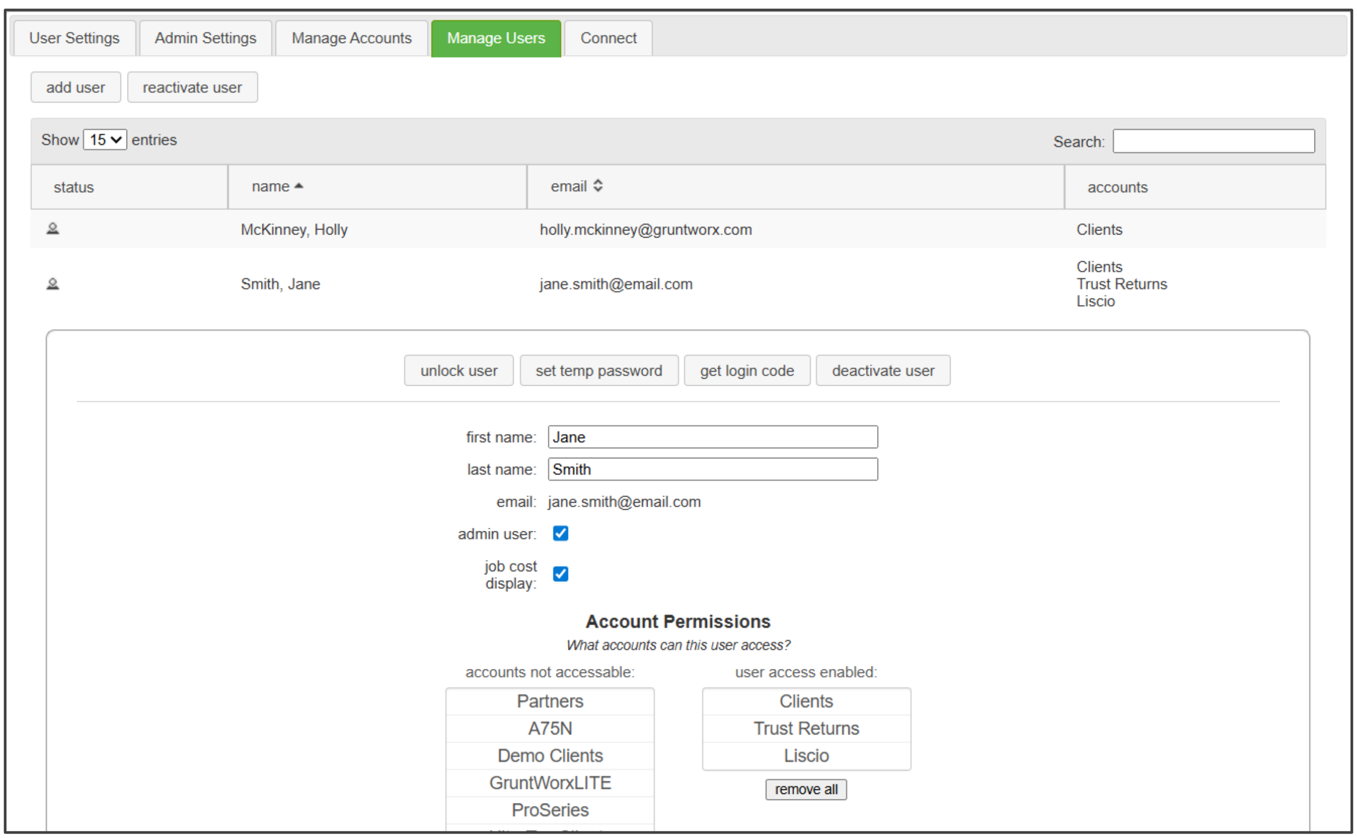


Add or edit accounts as needed to the Manage Accounts tab. Most often this is used for firms that have multiple locations. A default account is provided – Clients – but the name can be edited anytime under Manage Accounts.

Manage Users

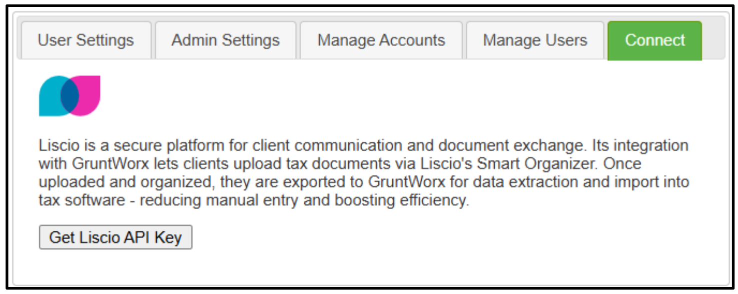
Add or edit users in the Manage Users tab. Make any user an Admin on the account, get two-factor authentication code if needed and adjust account access permissions.

- To enable users to have the Inventory tab, check the **job cost display** box.
- If a user's account gets Locked, under Manage Users click **unlock user**.



Connect

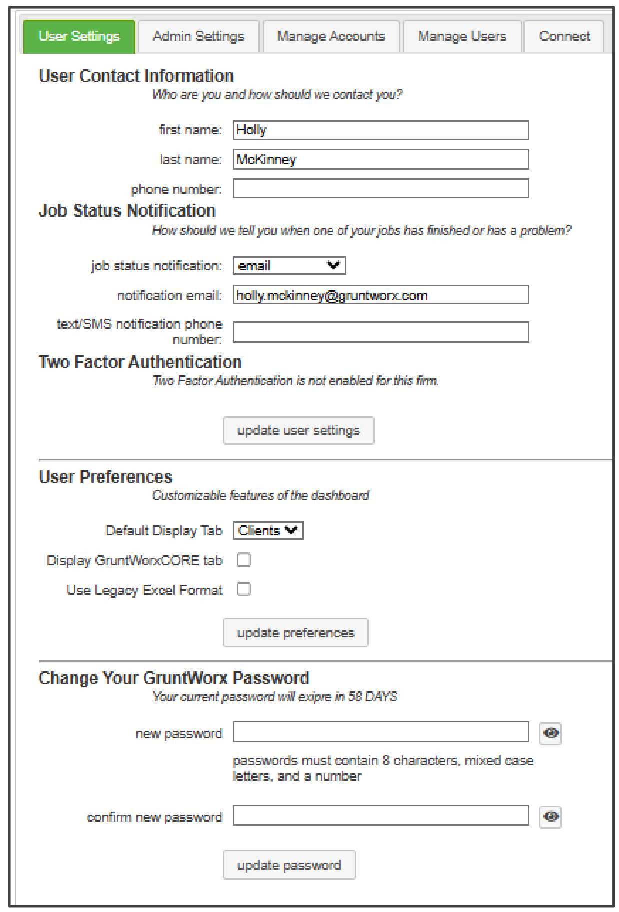
The Connect tab is where any integration can be connected.



User Settings

- All email addresses added as a User to GruntWorx have access to the **User Settings** tab.
  - Update **User Contact Information** at any time. This is used for GruntWorx to report any issues with jobs.
  - **Job Status Notification** preferences can be changed to text, email or no notifications.
  - If enabled by the Firm Admin, **Two Factor Authentication** settings can be adjusted here.
    - Click **Update User Settings** after making changes.
  - Change the **Default Display Tab** under User Preferences.
  - Option to hide or display the **GruntWorxCORE** tab.
  - GruntWorx offers Pointsheets in XLSM or XLS file format. Choose to have both file options available by checking the **Use Legacy Excel Format** box.

- Change Your **GruntWorx Password** here.



TIP: Passwords expire every 90 days and must contain at least eight characters, mixed case and one number.

GruntWorx Agent Installation

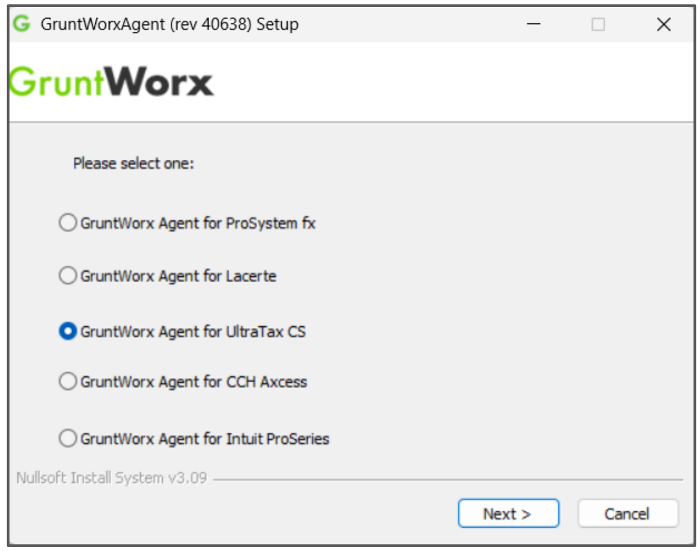
➔ To continue set-up, click **Download Agent** from the top right corner of the GruntWorx Dashboard.

IMPORTANT: The GruntWorx Agent is only needed for Populate products. The Agent should be installed at each workstation where GruntWorx will be utilized.

➔ Once the download is complete, run GWAgentSetup.exe (the file you downloaded).

TIP: Some users receive a ***Windows protected your PC*** message. To continue download, click **More info** then **Run anyway**.

➔ Select **GruntWorx Agent for UltraTax CS**.
- Follow the prompts to complete installation.



IMPORTANT: For UltraTax users in a **hosted** environment, please note that the GruntWorx Agent must be installed through your cloud provider account before the submission of any Populate jobs.

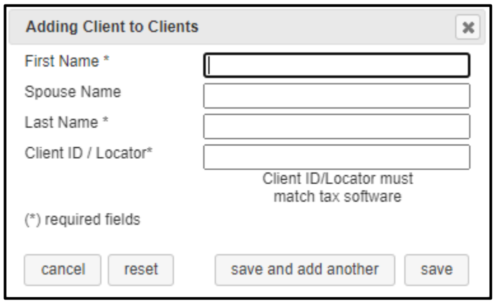
Depending on the user's IT policies and browser permissions, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases, antivirus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software.

TIP: The GruntWorx Agent is a yearly download as it is updated each January to map to the current year tax software. On occasion, there will be new Agent releases throughout the year due to system fixes or software updates. When a new Agent is released, a message is posted in the **Message of the Day** as well as in the **Green Info Banner** on the GruntWorx Dashboard.

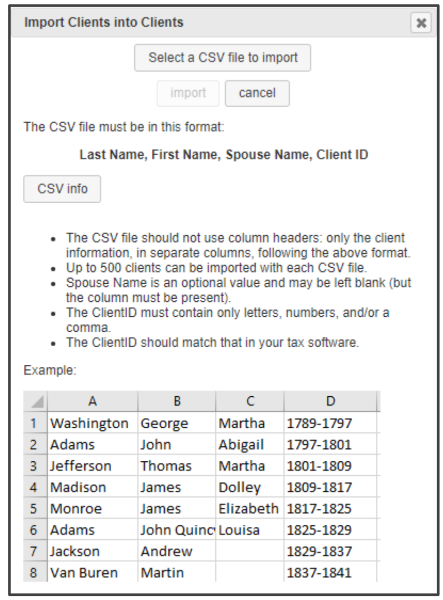
How to Submit Jobs

➔ Add Clients.

- From the GruntWorx Dashboard, click on an icon to add client/s.



IMPORTANT: Client ID **must be identical** to the UltraTax Client ID.



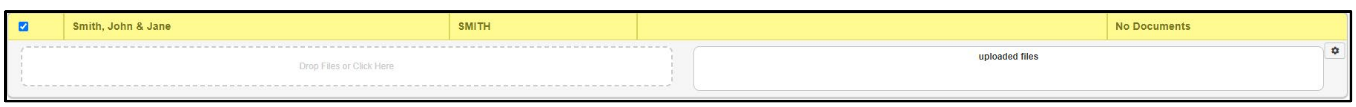
	A	B	C	D
1	Washington	George	Martha	1789-1797
2	Adams	John	Abigail	1797-1801
3	Jefferson	Thomas	Martha	1801-1809
4	Madison	James	Dolley	1809-1817
5	Monroe	James	Elizabeth	1817-1825
6	Adams	John Quinc	Louisa	1825-1829
7	Jackson	Andrew		1829-1837
8	Van Buren	Martin		1837-1841

- Add a Single Client:
  - Click on the icon and fill out required fields.
- Add Multiple Clients:
  - Click on the icon to upload a CSV file.
  - Follow the instructions and template to create and import the file.

TIP: Clients' names and IDs can be edited prior to job submission by clicking on the gear icon on the far right of the client row. Client information cannot be edited for a job in process.

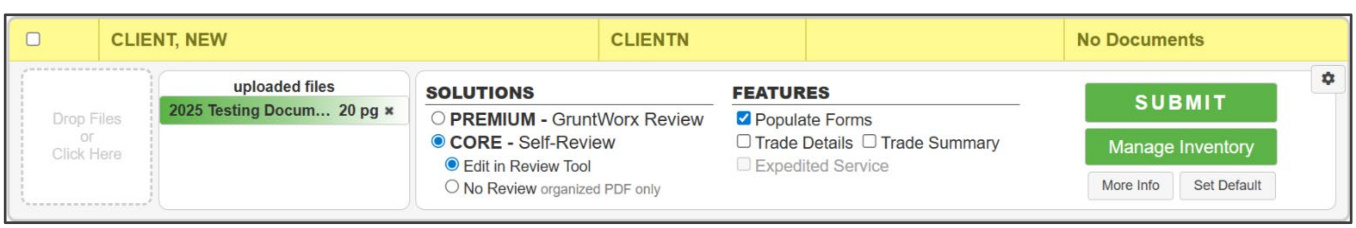
➔ To submit client's source documents: Click on the client's name, then either drag and drop PDF files into the dotted box or click in the box to browse computer for PDF files.

IMPORTANT: Add up to 15 PDFs per client, 150 MB per PDF.

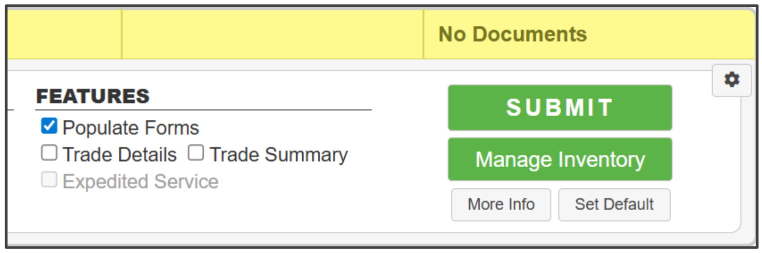


➔ Once all files are uploaded, make selections.

- Choose from **PREMIUM** - GruntWorx Staff Review or **GruntWorxCORE** - DIY Self-Review.
  - **GruntWorxCORE** is not reviewed by GruntWorx for accuracy. The documents are processed with OCR and Business Intelligence technology only.
  - **PREMIUM** processes through OCR and Business Intelligence as well as human review by GruntWorx US-based Data Validators.



Choose **Features**



- **Populate Forms** to have federal form data extracted and populated into UltraTax.
- **Trade Details** to have individual transactions extracted off Brokerage Statements & 1099-Bs.
- **Trade Summary** to have only category totals extracted off of Brokerage Statements or 1099-Bs.
- **Expedited Service** for priority processing (100% premium added to job cost).

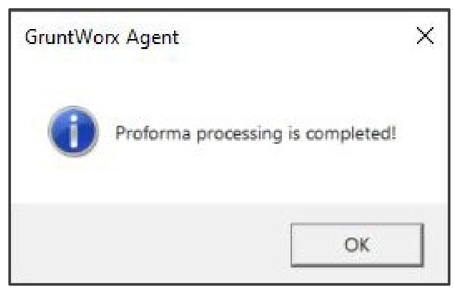
TIP: For Product and Pricing information, click the **More Info** button.

TIP: To save your selections for future clients, click **Set Default** below the Submit button.

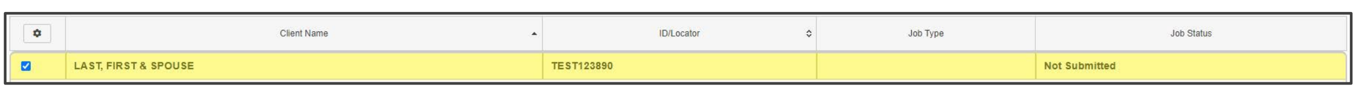
➔ Once selections are made, click **Submit**.

- For jobs with **Populate Forms** selected, proforma collection begins.
  - The first submission after installing the Agent requires the user to open and run the downloaded proforma .pc file. This file must be opened from downloads to allow submission.
  - The GruntWorx Agent will retrieve the client's data from the client tax file in UltraTax and submit the job to GruntWorx. This can be seen in real time, the computer should be given the time to finish. Client's file must be closed for successful submission.

➔ A successful job submission provides the user with a **Proforma processing is completed!** message.



IMPORTANT: A **Not Submitted** status means something went wrong during the submission process. Either the Agent is not installed, the browser needs to be configured to run the Agent, the client file has password protection in the tax software, or the Client ID was not found in the tax software. Users should fix the issue, click on the client row and try to submit again, making sure the tax software is open and the client tax file is closed.



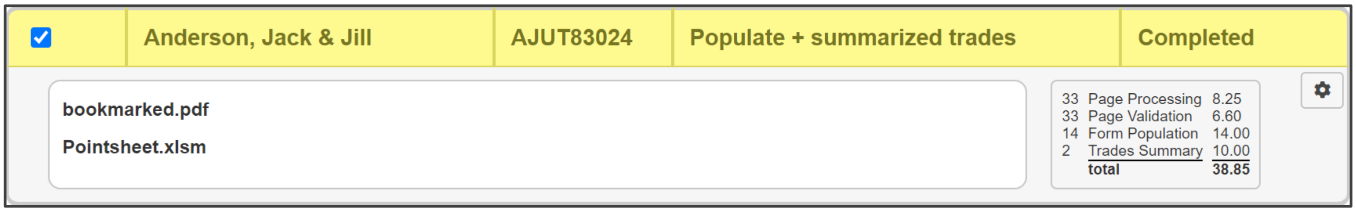
TIP: If GruntWorxCORE was selected, there will be an **edit in review tool** button to access the self-validation tool. **For instructions on how to use the Self-Validation Tool, refer to the GruntWorxCORE User Manual**.

Turnaround time during tax season varies. During this time, users can click a link in the Info Banner to view the current estimated lead-time. Estimated lead-times are updated daily during peak seasons.

When a Job is Complete

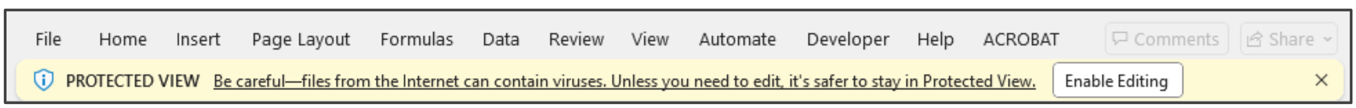
- When a job is complete, a job completion text message or email notification is sent to the user if set up in User Settings. Log back in to the GruntWorx Dashboard and locate client.
  - If the site stayed open in the browser, the page will need to be refreshed, and sign in again.

- When Job Status is **Completed**, click on the client's name.
  - Your first file is a PDF named **bookmarked.pdf**.
  - If Populate Forms and/or a Trades product was selected, there will also be a **Pointsheet.xlsm**.



TIP: When **job cost display** is enabled from Manage Users in Settings, a breakdown of the job cost displays in the client's details pane.

- Simply click on either file name to download and open.
  - The Pointsheet file requires Microsoft Excel to view, edit and Populate into UltraTax CS.
  - After opening the file, the user will need to enable Excel's macro feature.
    - Click **Enable Editing** then **Enable Content**.



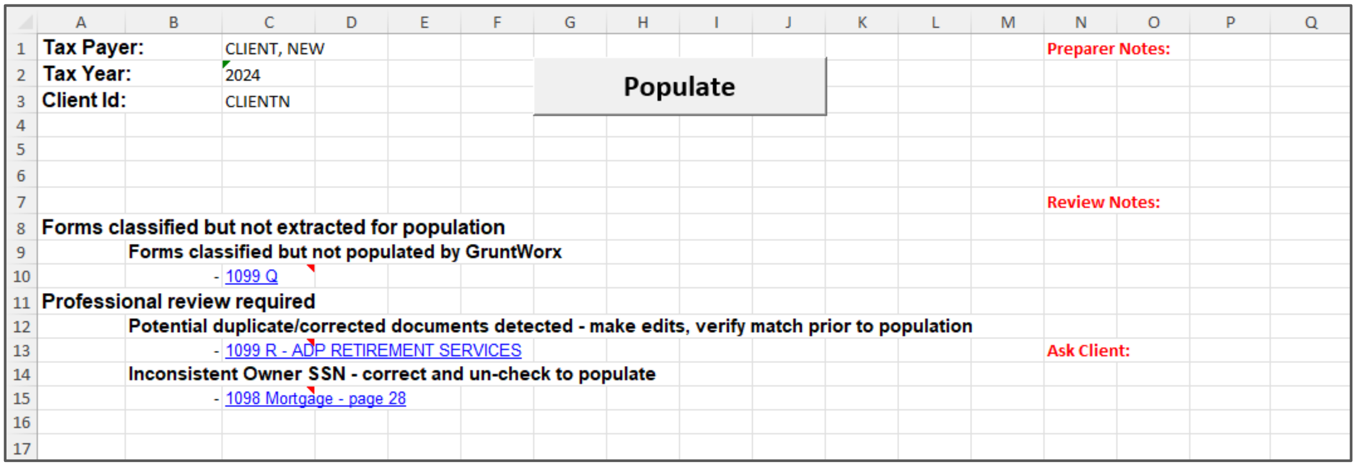
TIP: Some users' Security Settings in Microsoft may not allow the enabling of macros. This is usually indicated by a red warning banner in Excel that reads Security Risk. If users have IT, they should ask for assistance with adding GruntWorx as a Trusted Publisher, or setting up a Trusted Location for GruntWorx Pointsheets.

Although GruntWorx Support is unable to assist with making security adjustments to user's workstations, if you do not have IT and are having trouble, please reach out to us. Call **877.830.6059 x3 or** email **Support@GruntWorx.com**.

Populating UltraTax CS

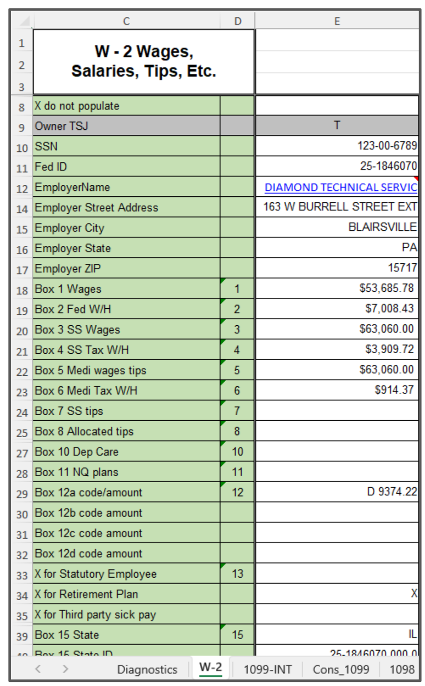
- The user should then **review the Pointsheet**.
  - There may be comments or flags on certain pages added by GruntWorx Validators. It is recommended that the user check those pages thoroughly and make any necessary changes before moving on.

TIP: Blue hyperlinks are provided with each form extraction and, when clicked, will bring the user directly to the corresponding page in the opened PDF.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Tax Payer:		CLIENT, NEW											Preparer Notes:			
2	Tax Year:		2024				Populate										
3	Client Id:		CLIENTN														
4																	
5																	
6																	
7														Review Notes:			
8	Forms classified but not extracted for population																
9		Forms classified but not populated by GruntWorx															
10		-	1099 Q														
11	Professional review required																
12		Potential duplicate/corrected documents detected - make edits, verify match prior to population															
13		-	1099 R - ADP RETIREMENT SERVICES											Ask Client:			
14		Inconsistent Owner SSN - correct and un-check to populate															
15		-	1098 Mortgage - page 28														
16																	
17																	

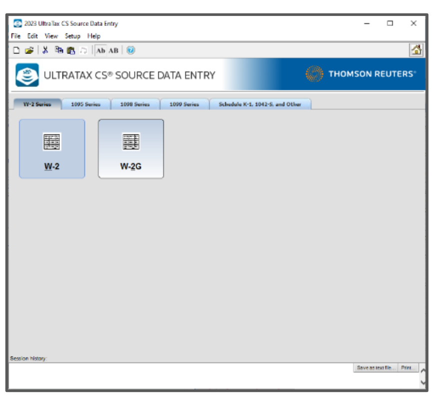
- Users can review or edit the extracted data on each tab of the workbook prior to importing.
  - For each supported form, there is a corresponding sheet in the workbook. If any Diagnostics marked records as do not populate, users should make any necessary adjustments and, if necessary, remove the x from the do not populate field to enable data import.



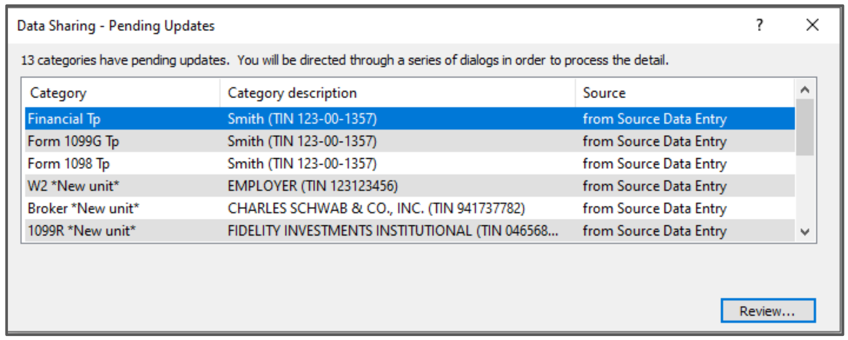
	C	D	E
1–3	W - 2 Wages, Salaries, Tips, Etc.		
8	X do not populate		
9	Owner TSJ		T
10	SSN		123-00-6789
11	Fed ID		25-1846070
12	EmployerName		DIAMOND TECHNICAL SERVIC
14	Employer Street Address		163 W BURRELL STREET EXT
15	Employer City		BLAIRSVILLE
16	Employer State		PA
17	Employer ZIP		15717
18	Box 1 Wages	1	$53,685.78
19	Box 2 Fed W/H	2	$7,008.43
20	Box 3 SS Wages	3	$63,060.00
21	Box 4 SS Tax W/H	4	$3,909.72
22	Box 5 Medi wages tips	5	$63,060.00
23	Box 6 Medi Tax W/H	6	$914.37
24	Box 7 SS tips	7	
25	Box 8 Allocated tips	8	
27	Box 10 Dep Care	10	
28	Box 11 NQ plans	11	
29	Box 12a code/amount	12	D 9374.22
30	Box 12b code amount		
31	Box 12c code amount		
32	Box 12d code amount		
33	X for Statutory Employee	13	
34	X for Retirement Plan		X
35	X for Third party sick pay		
39	Box 15 State	15	IL
40	Box 15 State ID		25-1846070 000 0

Diagnostics | W-2 | 1099-INT | Cons_1099 | 1098

- With UltraTax CS open, and the client's tax file closed, click **Populate** on the Diagnostics tab of the Pointsheet.
  - The Agent then opens the UltraTax CS **Source Data Entry** program and populates the data into each form. This is seen in real time. The Agent should be given the time to complete the import.
  - When Source Data Entry closes, the population is complete.



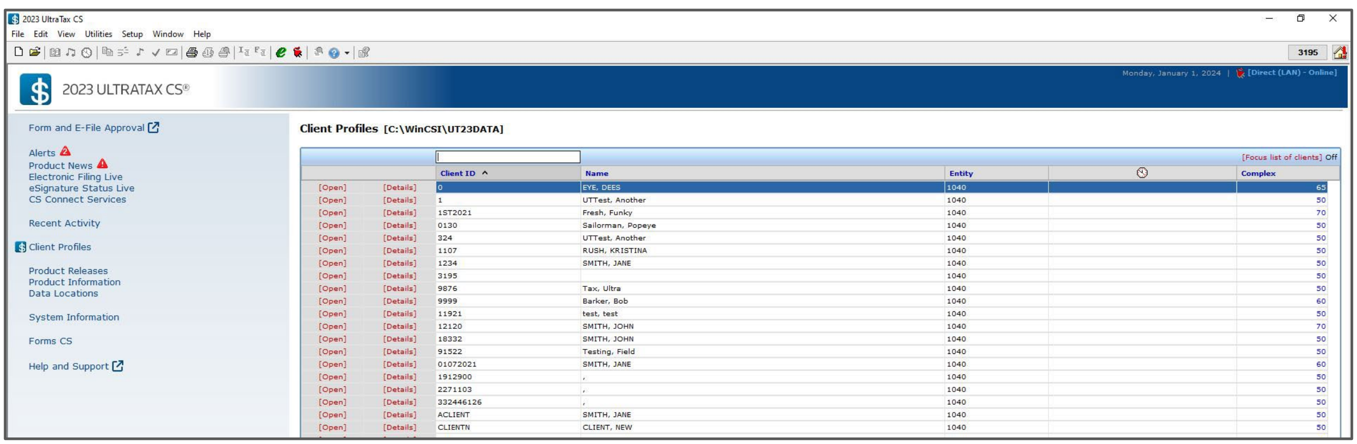
- When the import is complete, open the client's tax file and **accept the pending updates from Data Sharing**.
  - Users can easily review or adjust any field within the client's file in UltraTax CS.



Considerations for UltraTax CS Users

IMPORTANT: If using **UltraTax SaaS**, GruntWorx Populate products will not integrate. Organize and Trades products can be used with any version of the tax software.

- To submit jobs from the GruntWorx Dashboard or to populate data from the GruntWorx-provided Excel Pointsheet, it is recommended to have the UltraTax **Client Profiles** screen open.
  - The user must also be logged out of the client tax file during these times.
  - Access the screen by clicking the Home button (house icon at upper right) and then selecting Client Profiles on the left panel. From a blank page after clicking on the Home button, click File, Open Client. Dismiss the client selector to show the Client Profiles page.



- If the user receives an error stating that the Agent cannot locate a client with a matching SSN, first check that the Client ID matches in both the tax software and GruntWorx.

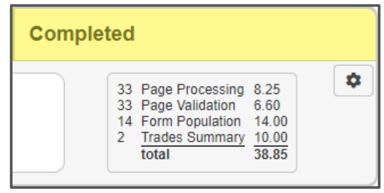
TIP: If more than one version of 1040 tax files are maintained for any one client, be sure to exempt from Data Sharing the versions of the client tax files that you don't want to be populated.

TIP: When accepting records from data sharing, certain forms allow users to **choose the Schedule** to import data to. 1098 Mortgage, 1099-NEC and the 1099-MISC.

IMPORTANT: **Minimum required fields in the client tax file:** Taxpayer and spouse name/s, SSN/s and filing status.

How to Find Job Costs

To see individual job costs, open Settings and go to Manage Users. Under your username, check the **job cost display** box. A breakdown of the job cost will be displayed on each Completed job. Click Manage Inventory in the Dashboard header to see your balance and job history. Run a report of all transactions by selecting Start and End dates and downloading the csv file.



If a Job Fails

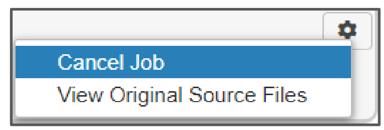
If you have a job failure, you will need to reset the client and submit the documents again. Before resending the client's documents, check to make sure there are no document restrictions on the PDFs. Also make sure, if it is a Populate job, that the client has all required information in the client file in your tax software. To reset the client, click the gear icon in the client's row and select **Reset client (Prep for retry)**.

If a Job is Cancelled

If you have a cancelled job, check your email where the reason for the cancellation will be noted. Things like bad quality, prior year documents, duplex scan issue, or documents submitted are not supported are some reasons a job may be cancelled by GruntWorx. You are not charged for cancelled jobs.

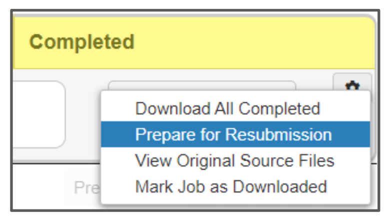
How to Cancel a Job

To cancel a job that is processing, locate client on your GruntWorx Dashboard and open the Client Details Pane (click anywhere on the client row to open). Click the gear icon and select **Cancel Job**. You can then reset the client and start over.



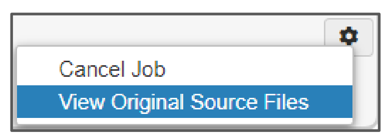
How to Send Additional Documents for a Client

If you need to send additional documents for a client, you will make a Resubmission. Before doing so, make sure you have saved the client's completed GruntWorx files to your local workstation, as they will be discarded. After saving the files, click the gear icon in the far right of the client row and choose **Prepare for Resubmission**. Click Yes to continue. If you need to go back and download the original job's files, click No and start over. After clicking Yes, the Client is reset so you can upload the new documents. GruntWorx automatically merges the documents from the first job, with documents from the new job, so you have a complete Bookmarked PDF with all pages submitted in all jobs.



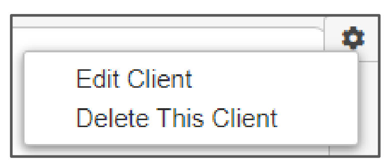
How to See What You Sent GruntWorx

To view the PDFs that were uploaded to GruntWorx for processing, click the gear icon in the far right of the client's row. Choose View Original Source Files. You can view these files when a job is processing and/or when it is completed.



How to Edit or Delete Clients

If you need to edit a client name/ID, or delete a client from your Dashboard, you will first need to Prepare for Resubmission (from the gear icon on client row). After resetting the client, click the gear icon again and choose Edit Client or Delete This Client. Clients that have jobs in progress cannot be edited.



UltraTax CS® Supported Forms

Here is a list of all the supported forms for the GruntWorx Organize, Populate and Trades products.

ORGANIZE

- W-2
- W-2G
- W2C
- 1042S
- 1095-A
- 1095-B
- 1095-C
- 1098
- 1098-C
- 1098-E
- 1098-T

- 1099-A
- 1099-B
- 1099-C
- 1099-CAP
- 1099-G
- 1099-DIV
- 1099-INT
- 1099-H
- 1099-K
- 1099-LTC
- 1099-MISC

- 1099-NEC
- 1099-PATR
- 1099-Q
- 1099-R
- RRB-1099
- RRB-1099-R
- 1099-S
- 1099-SA
- SSA-1099
- Consolidated 1099
- 2439

- 5498-SA
- 5498-ESA
- Grantor Letter as 1041 K-1
- Supporting Documents
- Receipts

POPULATE

- W-2
- W-2G
- 1095-A
- 1098
- 1098-E
- 1098-T
- 1099-B
- 1099-G
- 1099-DIV
- 1099-INT

- 1099-MISC
- 1099-NEC
- 1099-R
- RRB-1099
- SSA-1099
- 1099-OID
- Consolidated 1099
- 1120S K-1
- 1065 K-1
- 1041 K-1

TRADE DETAILS & TRADE SUMMARY

- Federal 1099-Bs
- Year-End Brokerage Statements

The following documents are not supported for Trades products:

- Coinbase Statements
- 8949 Worksheets
- Monthly Statements
- IRA Account Statements

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