

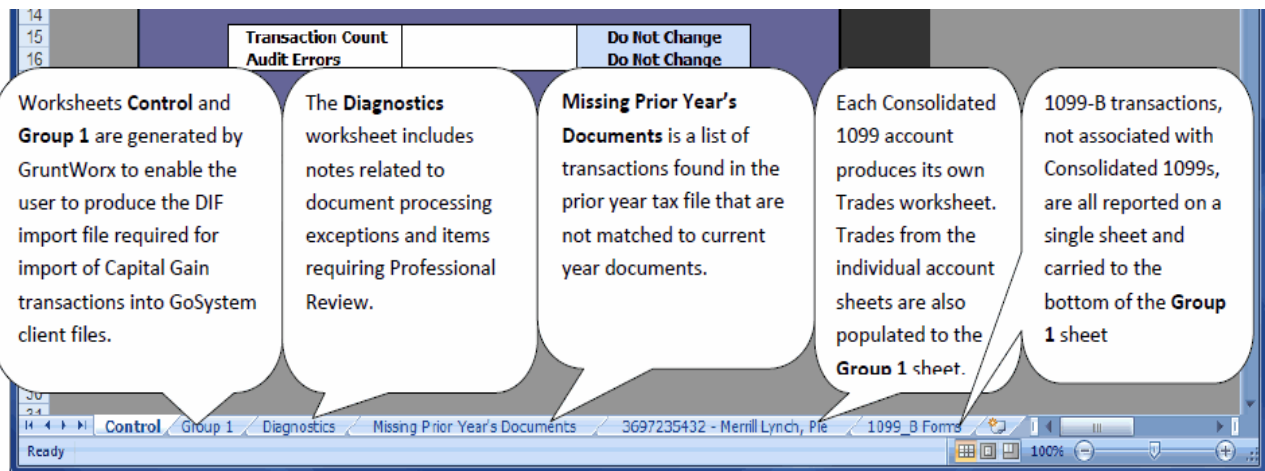
Step 5: Verify the GruntWorx Output

Verifying the output of GruntWorx output is a critical step in ensuring the accuracy of your client's tax return. Review the GruntWorx Pointsheet (excel spreadsheet) before you load the data into your tax program to complete the return.

Review the GruntWorx Pointsheet

The Pointsheet is an Excel workbook, provided with every GruntWorx Populate job. Included in the workbook are a worksheet with Diagnostic job notes, and another with a list of Missing Documents. When the GruntWorx Trades option is selected, worksheets for each Consolidated 1099 Trades account, a worksheet with separately reported 1099-B's as well as worksheets (Control and Group1) used to generate capital gains import file are also provided.

Sample Screen



Pointsheet Review - Diagnostics Sheet

GruntWorx reviewers will add comments in the diagnostics sheet (3rd tab of the workbook) for your review. Click the blue hyperlinks on the Diagnostic sheet linked to the corresponding page in the open Bookmarked PDF

Sample Screen

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
34	Forms classified but not extracted for population													
35	Inconsistent Tax Year - does not populate													
36	- SSA-1099 - page 26													
37														
38	Inconsistent Owner/SSN - does not populate													
39	765-44-1234 1099 INT - page 5													
40														
41														
42	Professional review required													
43	Issuer Name and/or Address for W-2, 1099-R or W-2G missing - correct in tax software													
44	- 1099 R - unknown1													
45														
46	Customer Diagnostic Notes													
47	- 1099 INT - More than one form/record on this page - Only one form/record extracted													
48														
49														

Pointsheet Review - Trades

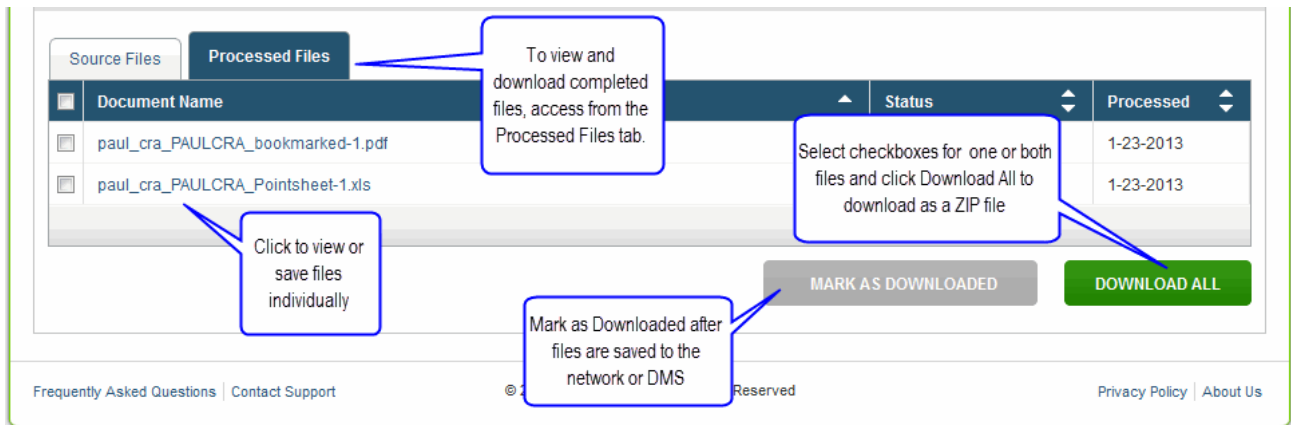
From the downloads section of GoSystem Tax RS, download the **1040 Capital Gains DIF Toolkit**, required to import Trades

- From the **1040 Capital Gains DIF Toolkit**, save
 - the “User Guide” for detailed instructions on editing and formatting the **Group 1** worksheet provided with the GruntWorx with Trades Pointsheet.
 - the **DIF Template file**
- In the GruntWorx Pointsheet, review trades for each Consolidated 1099 and 1099-B account. Edits completed on the individual brokerage account worksheets, will carry to the Group 1 sheet automatically.

Note: If either the “Audit” or “Make DIF” buttons on the Group 1 worksheet are activated before the review is complete, all subsequent transfers of changes from the individual brokerage account sheets to the Group 1 worksheet will need to be made manually.

Review Output files

- At the Dashboard, click the Client name associated with the “completed” job to go to the Client Details page.
- 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: Output files can be viewed from the GruntWorx “Processed File” tab but, to take advantage of the links between the Pointsheet and the Bookmarked PDF, the user must download and save the documents, to their desktop or local file system. To review the documents, it’s easiest to use two monitors: opening the PDF image in one monitor and the Pointsheet in the other.

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. When finished with your updates, click on the “Populate” button to populate the tax data into the client file

