

**GruntWorx Populate
for Lacerte™**

Topics in this Quick Start Guide

- Key steps for using GruntWorx in your tax practice
- How to submit jobs
- How to Populate Lacerte™ client tax files with GruntWorx
- How to purchase credits and run usage reports

**GruntWorx Populate
for Lacerte™**

NEED HELP?

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X2 for Sales

X3 for Support

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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 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.

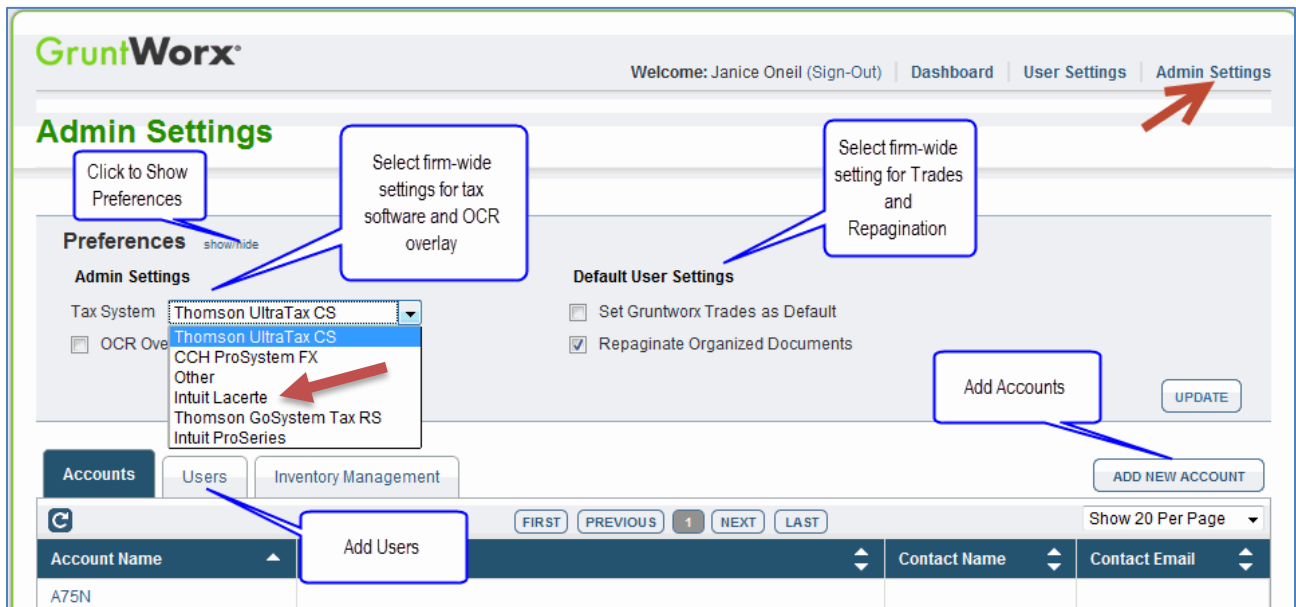
Scanning Note: The quality of the scanned documents submitted to GruntWorx is vitally important to your firm's successful use of GruntWorx products.

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

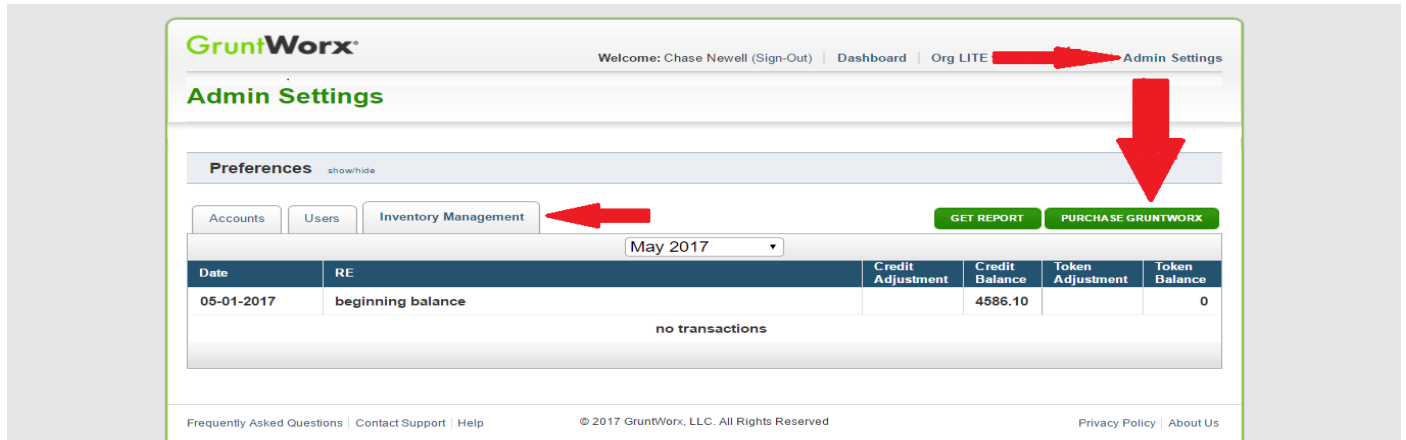
1. Set-up Firm, Add Accounts, Add Users
 - Click Free Trial Link
 - At Registration screen - complete registration
 - Accept master agreement
 - Accept EULA
 - At dashboard, select “Admin Settings” link - at top right
 - Click “Show” Preferences link
 - Select Lacerte™ tax software and firm-wide preferences
 - Hit update.



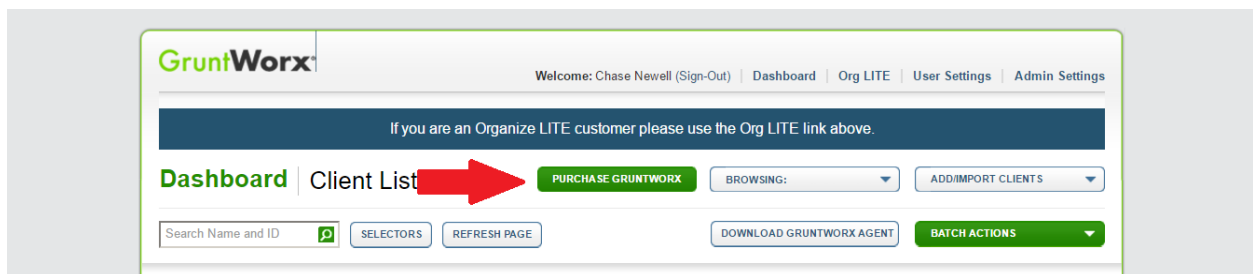
- At “Accounts” tab on the Admin screen, add Account/s (optional)
 - A “Default” account is supplied but can be re-named as required.
- At “Users” tab on the Admin screen, add users and assign passwords and account access
 - Add, Edit, Delete, Activate and Deactivate Users in individual and batch actions.

Firm Set-up (continued)

2. Check Inventory; Purchase Credits (Administrator only)
 - At dashboard, select “Admin Settings”
 - Select “Inventory Management” tab to see token and credit balances.
 - Select “Purchase GruntWorx” button to purchase credits with a credit card.



Note: The Purchase GruntWorx button is also enabled on the Dashboard of users with Admin privileges. Users without Admin rights will see the button but will not be able to purchase.



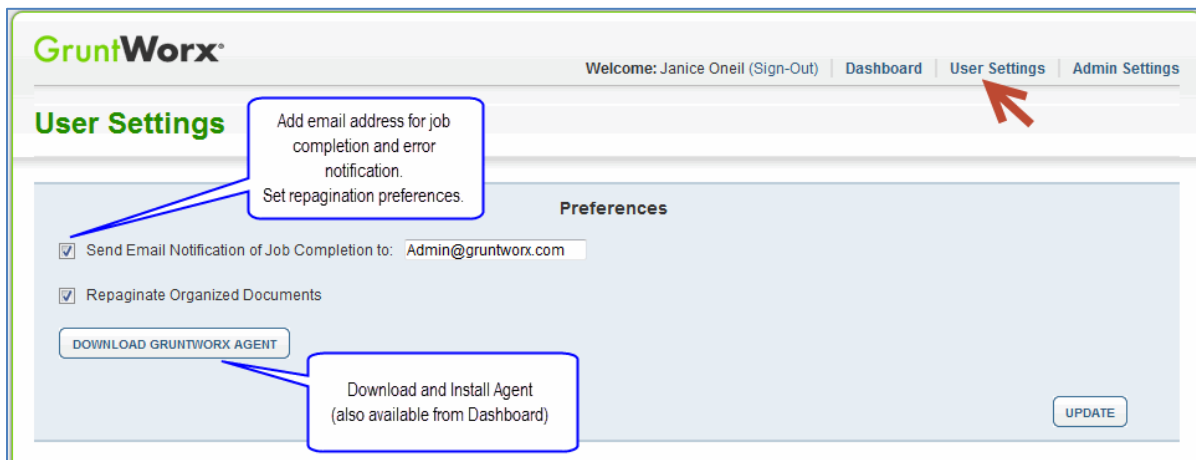
Tokens – GruntWorx tokens are in the process of being retired. You may use your tokens until they expire but you may also convert your tokens to dollar credits. Please call Sales for details.

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.

New User Set-up

Set Preferences, Download and Install GruntWorx Agent

- Login using credentials supplied by the Administrator
- Accept EULA
- From the Dashboard, select “User Settings” link - at top right
- At “User Settings” screen, set user preferences



- 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

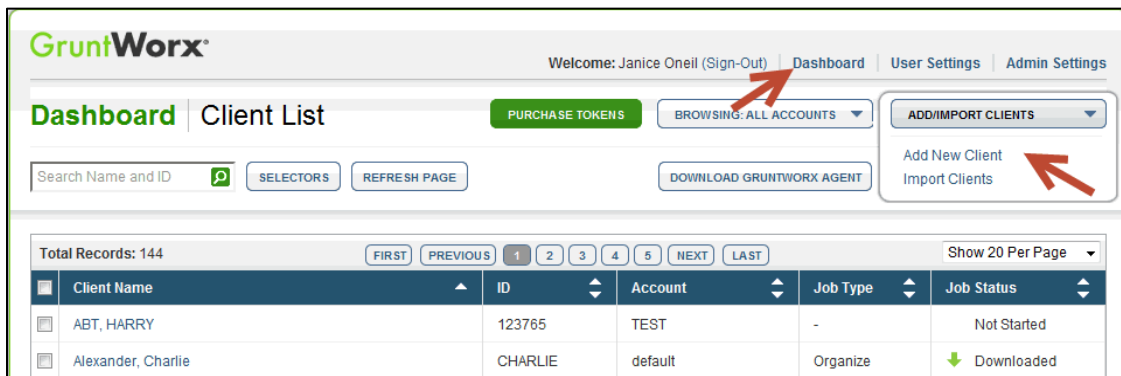
Note: Depending on your firm’s IT policies, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases the User’s anti-virus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software.

The GruntWorx Agent can be downloaded from any one of three locations – the User Settings screen, the Dashboard or the Client Details Screen.

Job Submission

1. Add Client/s

- At Dashboard – Click Add/Import Clients



Important: Client ID must be identical to the Lacerte Client ID used in the tax software.

To add a single client - on the “Add/Import Clients” dropdown menu click “Add New 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, 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 must be logged-in to the client screen during job submission and population

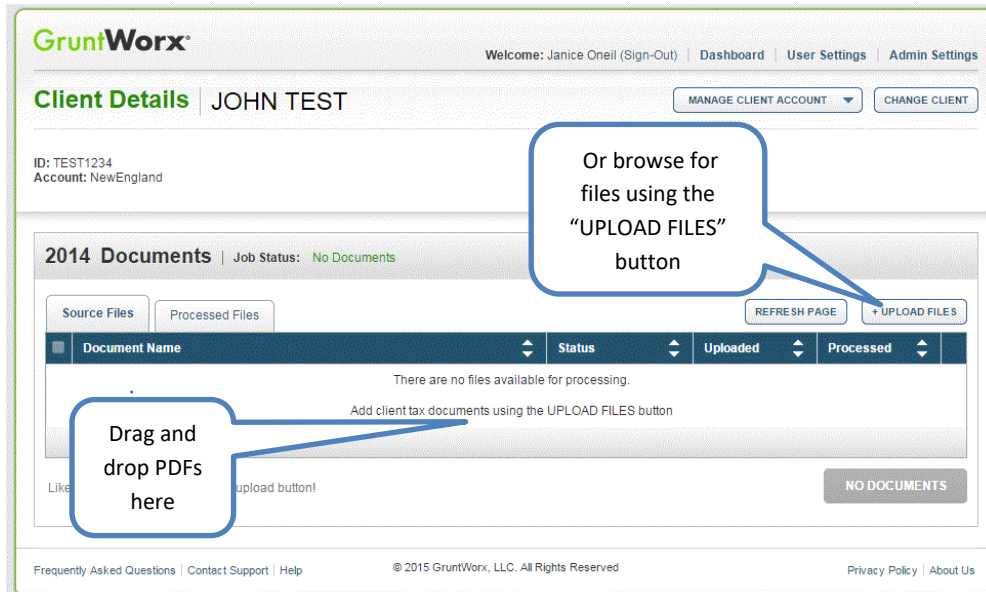
IMPORTANT: Before submitting or populating jobs, users must clear pop-ups.

- Open the tax software and mark pop-ups “Don’t show me this again”.
- Open the client and mark pop-ups “Don’t show me this again”.

Job Submission (continued)

3. Upload Documents

The user may upload files in two places. From the GruntWorx Dashboard, click on the client name to access the Client Details Screen, or the user can upload files as each client is added.



- On the Client Details Page, Drag and drop client's PDF files to the Source Files tab, or
- Click "Upload Files" button
- Browse and add files (as many as 15; maximum of 150MG per file)
- Click "Upload Documents" button

4. Submit Job

- Once documents are uploaded, at the "Client Details" screen click "PROCESS FILES" (green button, lower right)
- Select processing options (Organize or Populate; with or without Trades) and click "PROCESS FILES"

The GruntWorx Agent will then access the client tax file to automatically retrieve the client Proforma information and submit the job to GruntWorx.

Job Submission (continued)

5. Get Proforma

Once the user clicks “PROCESS”, the GruntWorx Agent will then access the client tax file to automatically retrieve the client Proforma information and submit the job to GruntWorx.

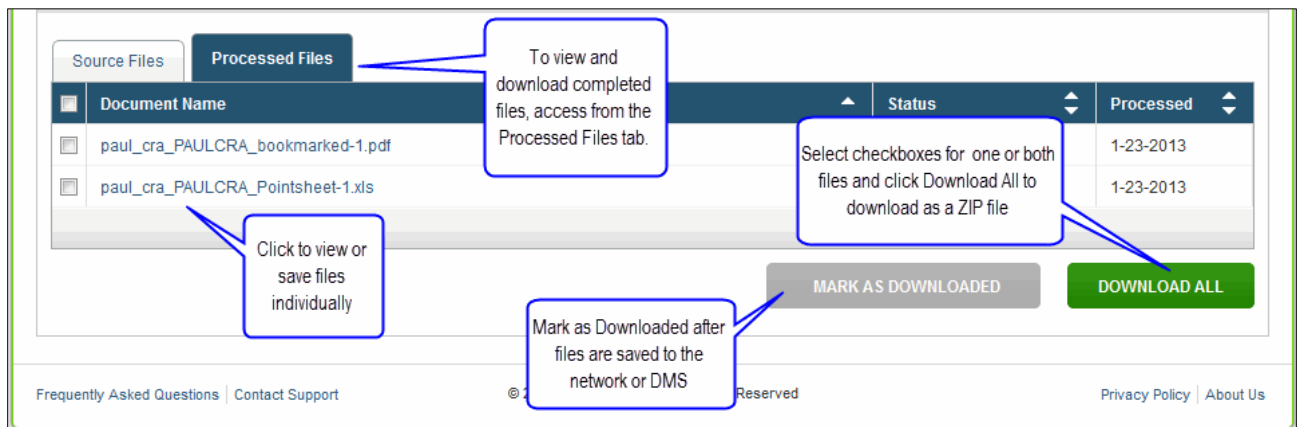
Job Completion Notification

If selected, the User is notified by email 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 User is directed 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



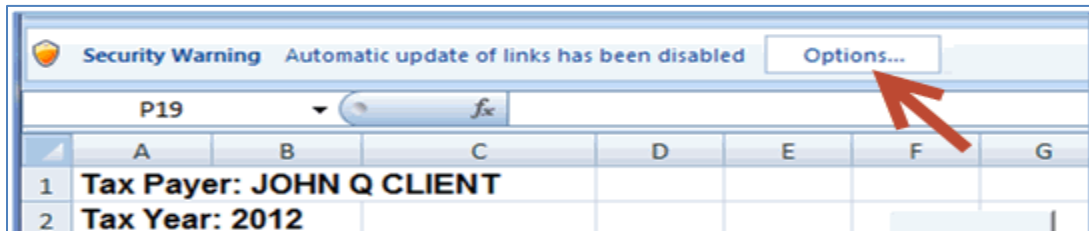
Note: Output files can be viewed from the GruntWorx “Processed File” tab but, to take advantage of the links between the Pointsheet and the Bookmarked PDF, the user must save the documents, either to their desktop or firm-designated file system.

To review the documents, it’s easiest to use two monitors: opening the PDF image in one monitor and the Pointsheet in the other.

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.



- 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. Click on hyperlinks to go to the page in the Bookmarked PDF.

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 - r 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	
- Sheet10!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.

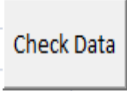

	A	B	C	D	E	F	G	H	I	J	K
10			SHEET			1					
11			Activity			1					
12			Owner			T					
13			SSN			432-10-9876					
14				Part I							
15			FinalK1								
16			AmendedK1								
17			Corp EIN	A		72-0462111					
18			Corp Name	B		Crawford Brands, Inc.					
19				Part III							
20			Ordinary Income	1		\$516,473.00					
21			Rental RE	2							

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

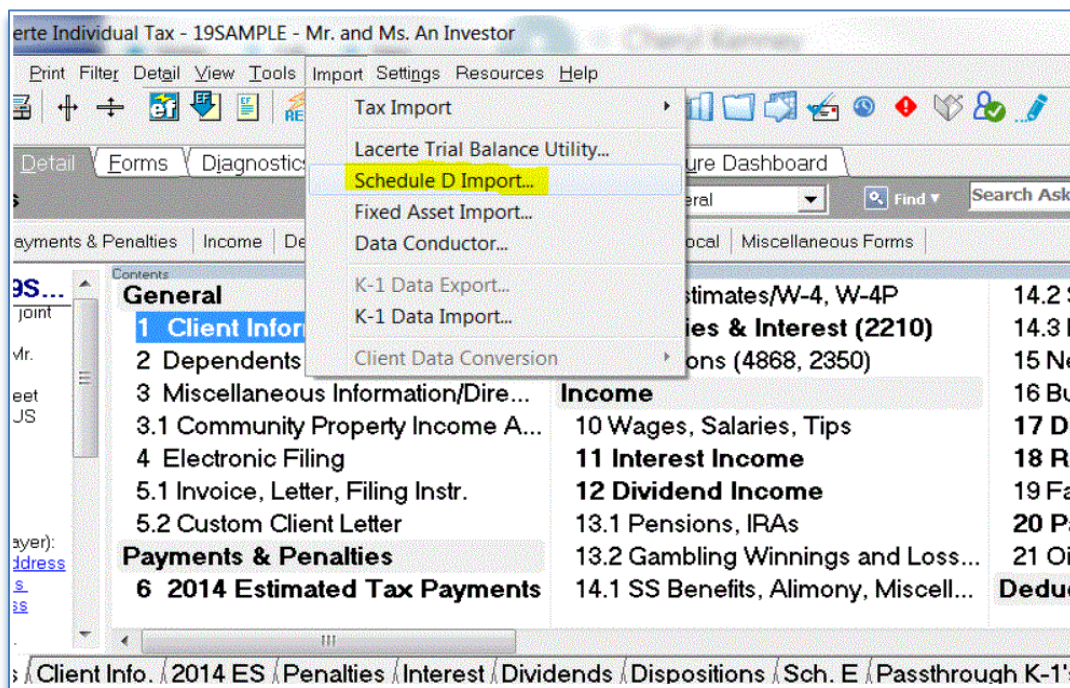
Tax Payer: JOHN Q CLIENT										
Tax Year: 2012										
Client Id: CLIENTJ										

4. Alternate Trades Population

Trades are populated from the Pointsheet when associated with a populate job. The user can also import from within the tax software. This method may be required with older or slower computers.

- Open the Lacerte client tax file, select “Import” then “Schedule D Import” from the top of the page.



Alternate Trades Population (continued)

- From the import wizard, browse to upload the Pointsheet. Click Next

Schedule D Import Wizard - 19SAMPLE: An Investor, Mr. and Ms. (Step 1 of 3)

intuit.
Lacerte Tax
An Intuit ProLine Solution

Welcome to the Schedule D Import Wizard

This wizard simply guides you through the process of importing Schedule D data into the tax program from an Excel spreadsheet (or any comma delimited text file such as a .CSV file). The only information required in the file is "Description".

NOTE: You may want to delete unwanted information from the file (such as column headings and totals) to speed up the import process. However, this is not required as you will have a chance to remove unwanted data on the next wizard screen.

Schedule D
[Tips on formatting spreadsheet before importing](#)

Find the file to import:

Designate transactions as: Taxpayer Spouse Joint

Import Options

Add transactions to client's existing Schedule D information
 Replace all transactions previously imported for this client using this wizard.

- Select Pointsheet "Trades" worksheet from the drop down, ignore rows and assign column names, Click Next.

Schedule D Import Wizard - 19SAMPLE: An Investor, Mr. and Ms. (Step 2 of 3)

Use this screen to setup the data you want to import into the tax program.

- In the Worksheet list below, select the worksheet you are importing.
- In the "Select the field below" area, assign headings to the columns, which correspond to input fields in the tax program.
- On the left-hand side, check the Ignore box for each row you don't want to import (such as report headings or totals). Go to the bottom of this screen to review and ignore any totals you don't want.

Worksheet: 99N0010 - BMO HARRIS BA

Select the field below where each column will be mapped in the Dispositions (Schedule D, 4797, etc.) screen

Quantity	<Select Heading>	<Select Heading>	<Select Heading>	<Select Heading>	<Select Heading>
<input type="checkbox"/>	Quantity				
<input checked="" type="checkbox"/>	Taxpayer-Client: John G				
<input checked="" type="checkbox"/>	Tax Year: 2014				
<input checked="" type="checkbox"/>	Trades for Account: 99N0010				
<input checked="" type="checkbox"/>	All Stock Trades				
<input checked="" type="checkbox"/>	Quantity	Purchase-Date	Sale-Date	Sale-Amount	Purchase-Date
<input type="checkbox"/>	100.00	09/26/2013	01/23/2014	12,317.54	
<input type="checkbox"/>	2,400.00		08/13/2014	97,275.84	
<input type="checkbox"/>	500.00	DISNEY WALT CD CDM	01/23/2014	37,155.65	
<input type="checkbox"/>	50.00	GOOGLE INC CL A	01/23/2014	57,901.87	
<input type="checkbox"/>	100.00	STARBUCKS CDRP CDM	01/23/2014	7,295.62	
<input type="checkbox"/>	200.00	VISA INC CDM CL A	01/23/2014	45,640.22	
<input type="checkbox"/>	400.00	ABBOTT LABS CDM	01/28/2013	16,838.62	
<input type="checkbox"/>	200.00	AMGEN INC CDM	09/26/2013	27,666.88	
<input type="checkbox"/>	100.00	AMGEN INC CDM	09/26/2013	13,943.44	
<input type="checkbox"/>	800.00	AT&T INC	01/26/2013	28,503.92	
<input type="checkbox"/>	200.00	AT&T INC	10/21/2014	10,938.52	

Alternate Trades Population (continued)

- Review/edit import, click Finish and Yes to complete the import

Schedule D Import Wizard - 19SAMPLE: An Investor, Mr. and Ms. (Step 3 of 3)

Use this screen to review the information, make changes if needed, and import the information.

- Verify that the information is what you want to import.
- Make any changes by using the "Ignore" boxes to remove unwanted rows, or by clicking the Back button to correct column headings.

Ign...	Quantity	Description	Date Acq...	Date Sold	Sales Price	Cost Or Ot...	1099-B: 1=...	Gain/Loss
<input type="checkbox"/>	100.00	AMGEN INC COM	9/26/2013	1/23/2014	12317.54	11304.95	0.00	1012.59
<input type="checkbox"/>	2,400.00	DISCOVERY COMMUNICATIONS INC NEW C...		8/13/2014	97275.84	99991.12	0.00	-2715.28
<input type="checkbox"/>	500.00	DISNEY WALT CO COM	8/5/2013	1/23/2014	37155.65	33100.55	0.00	4055.10
<input type="checkbox"/>	50.00	GOOGLE INC CL A	1/29/2013	1/23/2014	57901.87	37616.25	0.00	20285.62
<input type="checkbox"/>	100.00	STARBUCKS CORP COM	12/23/2013	1/23/2014	7295.62	7791.21	0.00	-495.59
<input type="checkbox"/>	200.00	VISA INC COM CL A	4/23/2013	1/23/2014	45640.22	33048.22	0.00	12592.00
<input type="checkbox"/>	400.00						0.00	3633.62
<input type="checkbox"/>	200.00						0.00	5056.98
<input type="checkbox"/>	100.00						0.00	2644.49
<input type="checkbox"/>	800.00						0.00	1161.76
<input type="checkbox"/>	300.00						0.00	-32.29
<input type="checkbox"/>	200.00						0.00	21711.27
<input type="checkbox"/>	100.00						0.00	4579.80
<input type="checkbox"/>	100.00						0.00	4440.82
<input type="checkbox"/>	600.00						1.00	3328.74
<input type="checkbox"/>	600.00						1.00	3085.30
<input type="checkbox"/>	500.00						1.00	1822.05
<input type="checkbox"/>	500.00						1.00	11183.97
<input type="checkbox"/>	200.00	DOMINION RESOURCES INC/A COM	1/28/2013	7/7/2014	13751.81	10766.44	1.00	2985.37
<input type="checkbox"/>	300.00	DOMINION RESOURCES INC/A COM	1/28/2013	10/21/2014	20983.78	16149.66	1.00	4834.12
<input type="checkbox"/>	600.00	DOW CHEM CO COM	9/16/2011	1/13/2014	25634.11	16860.78	1.00	8673.33

Totals: # of Transactions: 64 Sales Price: \$1,820,215.19 ST Gain/Loss: \$62,631.01 LT Gain/Loss: \$360,688.61

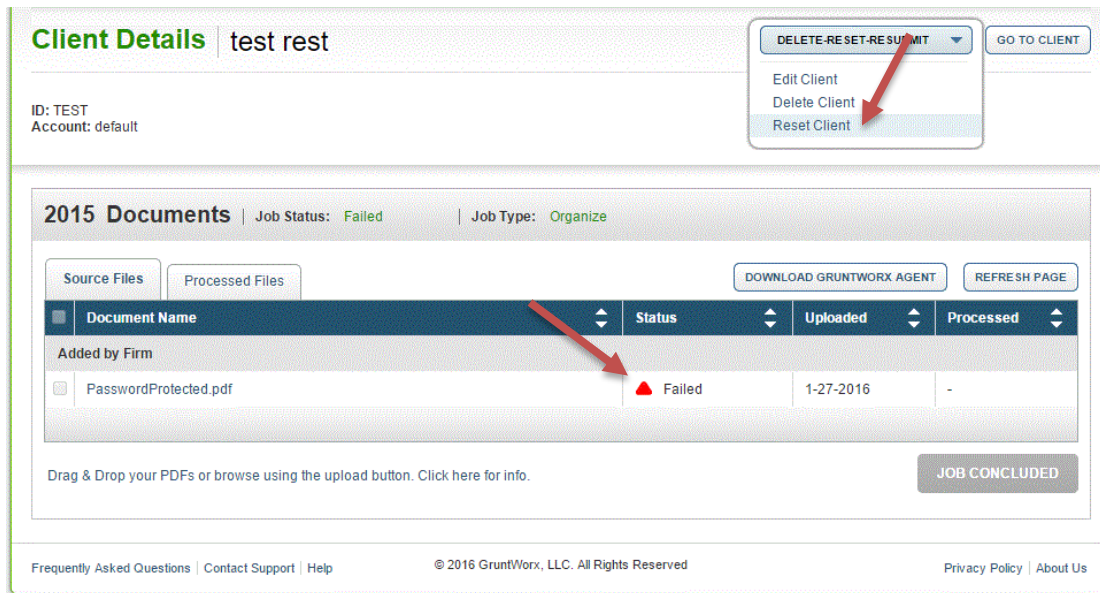
Client: 19SAMPLE: An Investor, Mr. and Ms.
The current 64 transactions will be added to the tax program.
Continue?

Yes No

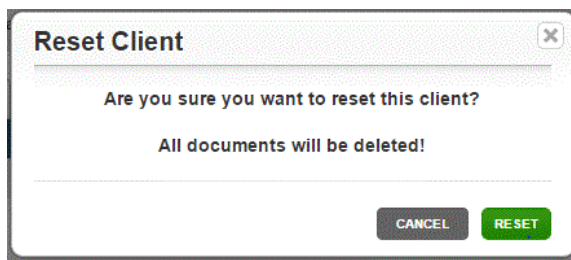
Help < Back Finish Cancel

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 access the Client Details Page and click the **DELETE/EDIT/RESUBMIT** button at upper right.
- Select “Reset Client” to remove the document/s
- Confirm Reset to set the job as a “new job”



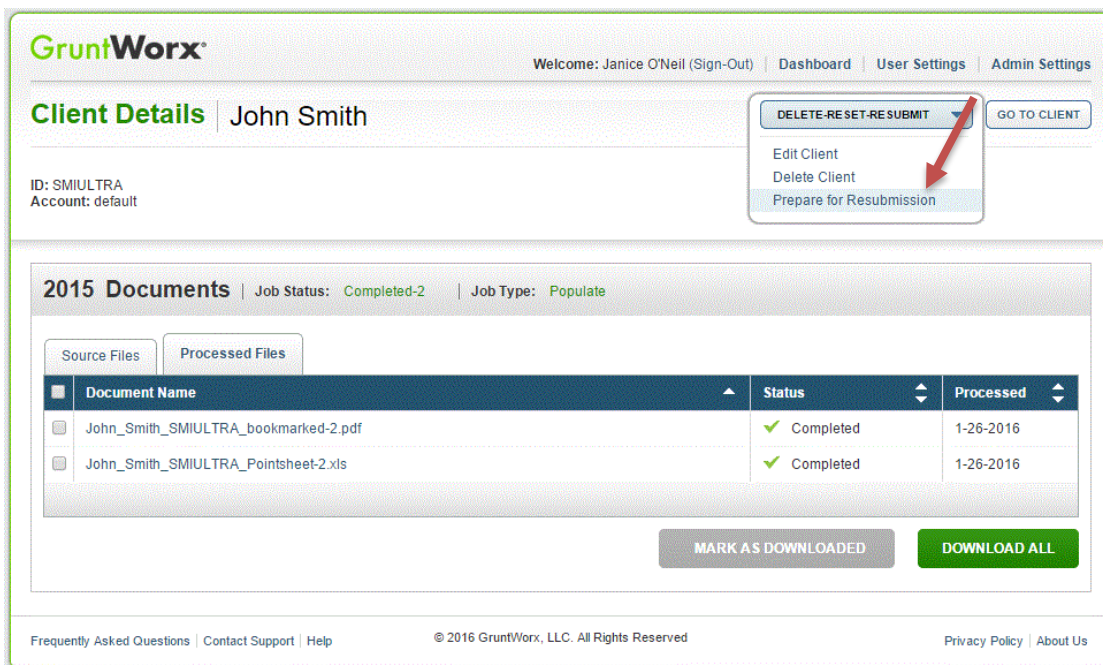
- Fix the error, e.g.: Print and scan for password protected documents
- Upload documents and “Process”.

Job Resubmission

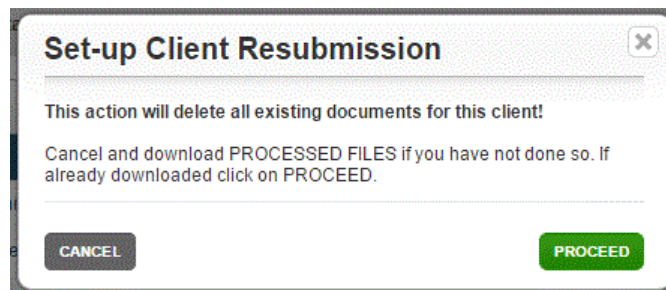
To accommodate client’s missing documents and/or extensions, GruntWorx allows resubmission for **Populate** jobs. Resubmission is not available for Organize jobs.

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

- The user should access the Client Details Page and click the **DELETE/EDIT/RESUBMIT** button at upper right.

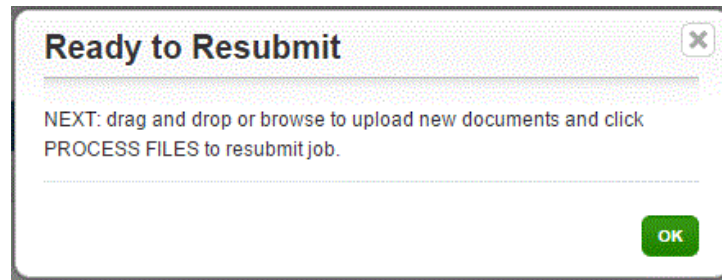


- Select “Prepare for Resubmission” to remove the document/s
- Confirm Resubmission to delete the output of the client’s original job

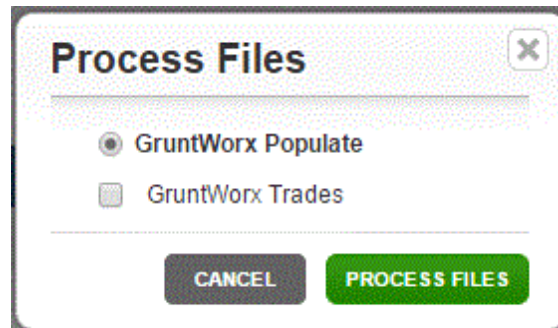


Job Resubmission (continued)

- The user is instructed to upload or drag and drop documents to the screen and to click on the process button as he did for the original job



- Resubmission options are limited to Populate or Populate with Trades.



- When the job is complete, download the documents, review and populate.

Reports

Admin reports

Available only to users with Admin rights, access a token and credit usage snapshot from the Dashboard, selecting the Admin Settings tab, then the Inventory Management tab.

GruntWorx Welcome: Chase Newell (Sign-Out) | Dashboard | Org LITE | User Settings | Admin Settings

Admin Settings

Preferences show/hide

Accounts | Users | **Inventory Management**

May 2017

Date	RE	Credit Adjustment	Credit Balance	Token Adjustment	Token Balance
05-01-2017	beginning balance		4586.10		0
no transactions					

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

- Sample Admin Report

firm_id	job_id	job_date	clientid	taxpayer	page_num	page_cost	extracted	trades_nu	trades_co	job_cost	tokens_used
310	231445	4/10/2017	3669IT	Bug Patrol	15	2.25	4	0	0	6.25	0
310	233030	4/14/2017		Dateless	55	2.75	0	0	0	2.75	0
310	233156	4/17/2017	TEST1	John Doe	56	8.4	7	18	2.7	18.1	0
310	233158	4/14/2017	SMIULTRA	JOHN Doe	56	8.4	7	18	2.7	18.1	0
310	233159	4/14/2017	SMI123	john Doe	56	8.4	7	18	2.7	18.1	0

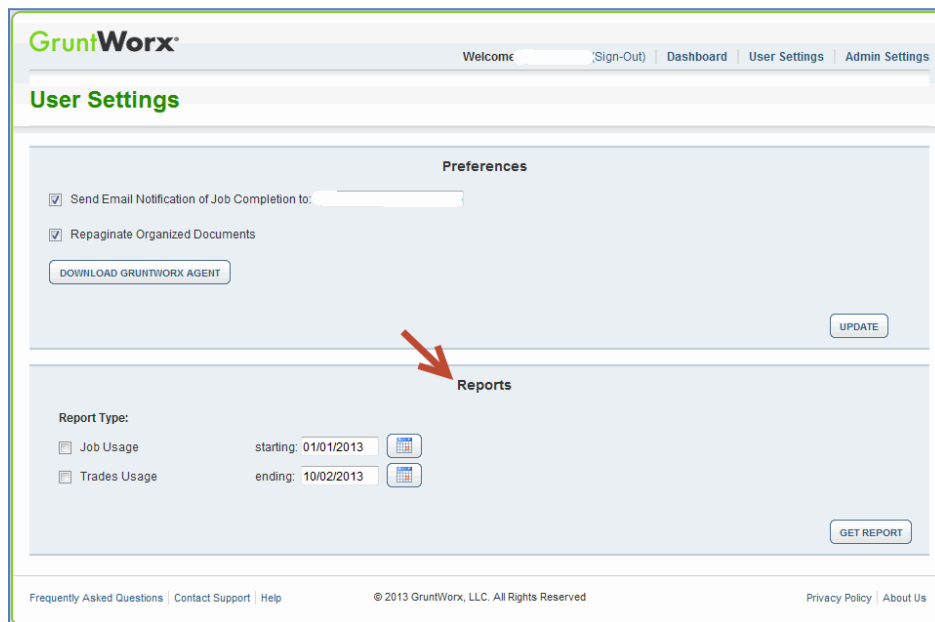


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Reports (continued)

User reports

User-based reporting on both Job and Trades Usage is available on the lower half of the User Settings page. Select one or both Report Types, by date range to download spreadsheets with detail on trades usage and/or detail and status on all jobs submitted.



- Sample Trades Report

	A	B	C	D	E
1	Client #	Client name	Completed	# Trades	Pro or Org
2	5066EG	John Smith	3/6/2014 7:39	0	Populate
3	CRAPAU	Paul Crawford	3/5/2014 13:57	25	Populate
4	03158Z	test ignorejob	3/14/2014 20:55	14	Populate
5	FRACAS	Mary Fracas	6/3/2014 15:54	200	Populate
6	GALINA2	TEST Another	6/4/2014 12:06	40	Populate
7	KEEG7291	Tax Payer	6/4/2014 15:52	0	Populate
8					
9					
10		Reporting from	1/1/2014		
11		Reporting to	8/6/2014		
12		Report generated	8/6/2014 17:11		

Reports (continued)

- Sample Jobs Report

	A	B	C	D	E
1	Client #	John and J	Submitted	Completed	Status
2	CHARLIE	Charlie Al	1/1/2013 10:34	1/1/2013 10:53	Completed
3	DAVE	Dave Alex	1/1/2013 10:37	1/1/2013 11:16	Completed
4	BEL9953	Bob and S	1/1/2013 10:38	1/1/2013 11:19	Completed
5	ABC	Harry and	1/1/2013 10:39	1/1/2013 11:24	Completed
6	0975EB	Mary and	1/19/2013 11:10	1/19/2013 11:17	Completed
7	3866BJ	John Smit	1/22/2013 11:25	1/22/2013 11:45	Completed
8	1035EB	John Smit	2/1/2013 21:46	2/1/2013 21:59	Completed
9	40221X	Dave Alex	3/13/2013 7:11	n/a	Failed
10	1939DW	Bob and S	3/13/2013 7:15	3/13/2013 7:18	Completed
11	01025X	Harry and	3/16/2013 8:24	3/16/2013 8:33	Completed
12	0975EB	Mary and	3/21/2013 6:55	3/21/2013 7:06	Completed
13	0975EB	John Smit	4/4/2013 7:47	n/a	Failed
14	0975EB	Mary and	4/4/2013 7:54	n/a	Failed
15	0975EB	John Smit	4/4/2013 8:06	4/4/2013 8:38	Completed
16	6644BD	John and J	6/7/2013 16:14	6/7/2013 16:34	Completed
17	AUNT	Mary Barr	8/26/2013 11:16	n/a	Failed
18					
19					
20		Reporting	1/1/2013		
21		Reporting	10/2/2013		
22		Report ge	10/2/2013 10:33		

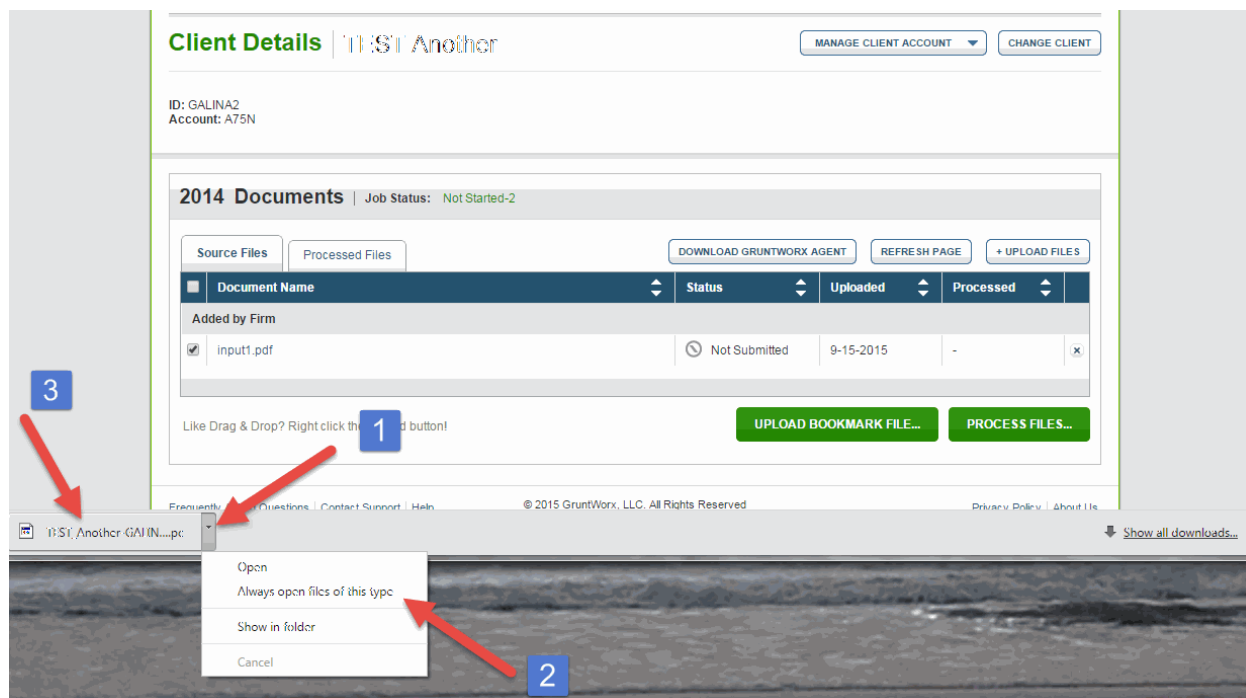
Appendix

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.

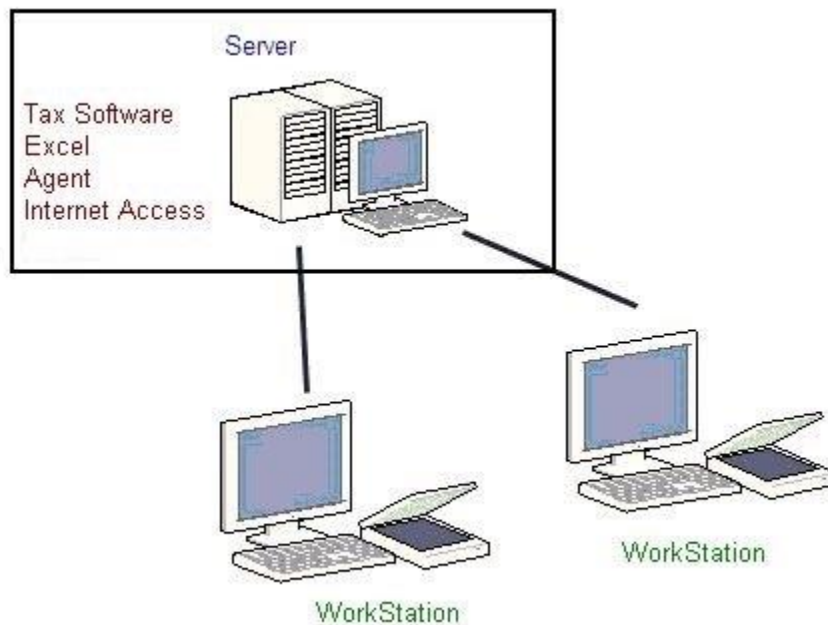
After you select “Process”, look for the download button in the lower left of your Client Details page.

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



Appendix (continued)

GruntWorx Remote Desktop/Citrix Server Installation Guide



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 PDF and Pointsheet