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

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Call us: 877-830-6059
X2 for Sales
X3 for Support

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(Ctrl + Click to follow links)

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

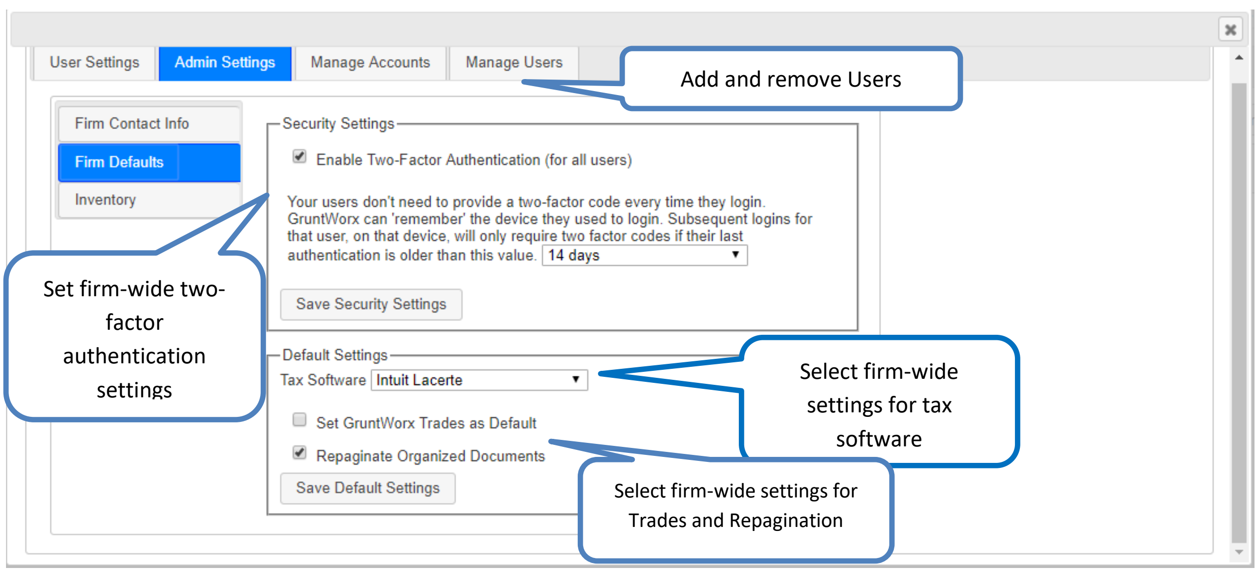
For the purpose of this guide, references to "**jobs**" are references to submissions to GruntWorx of client source documents (PDF format) associated with a single taxpayer/spouse tax return.

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
- 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 Lacerte™ tax software
- Hit “Save Default Settings”.



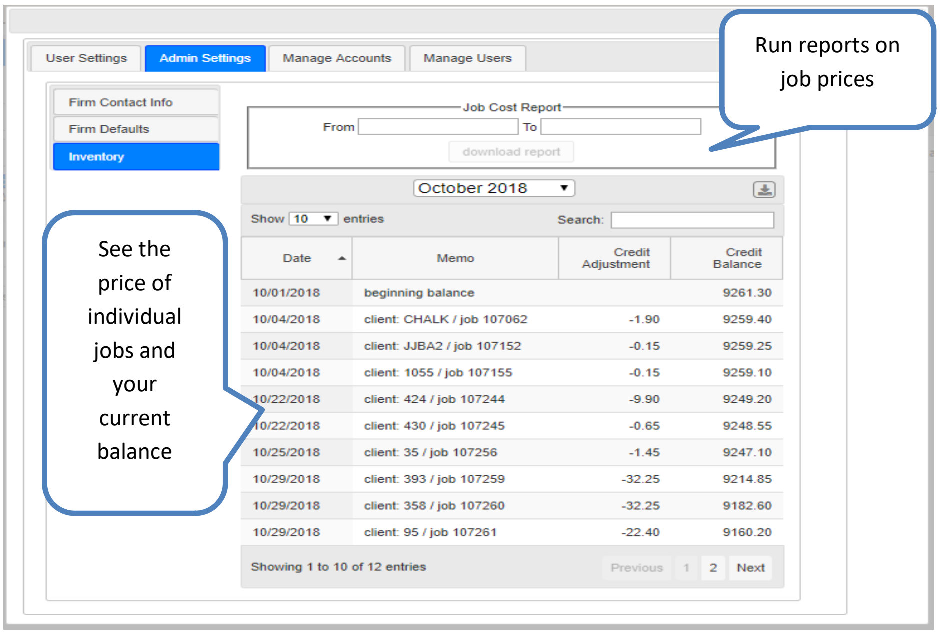
- At the “Manage Accounts” tab on the Admin screen, add Account/s (optional)
  - o A “Default” account is supplied but can be re-named as required.

- At the “Manage Users” tab on the Admin screen, add or deactivate users and assign account access

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.

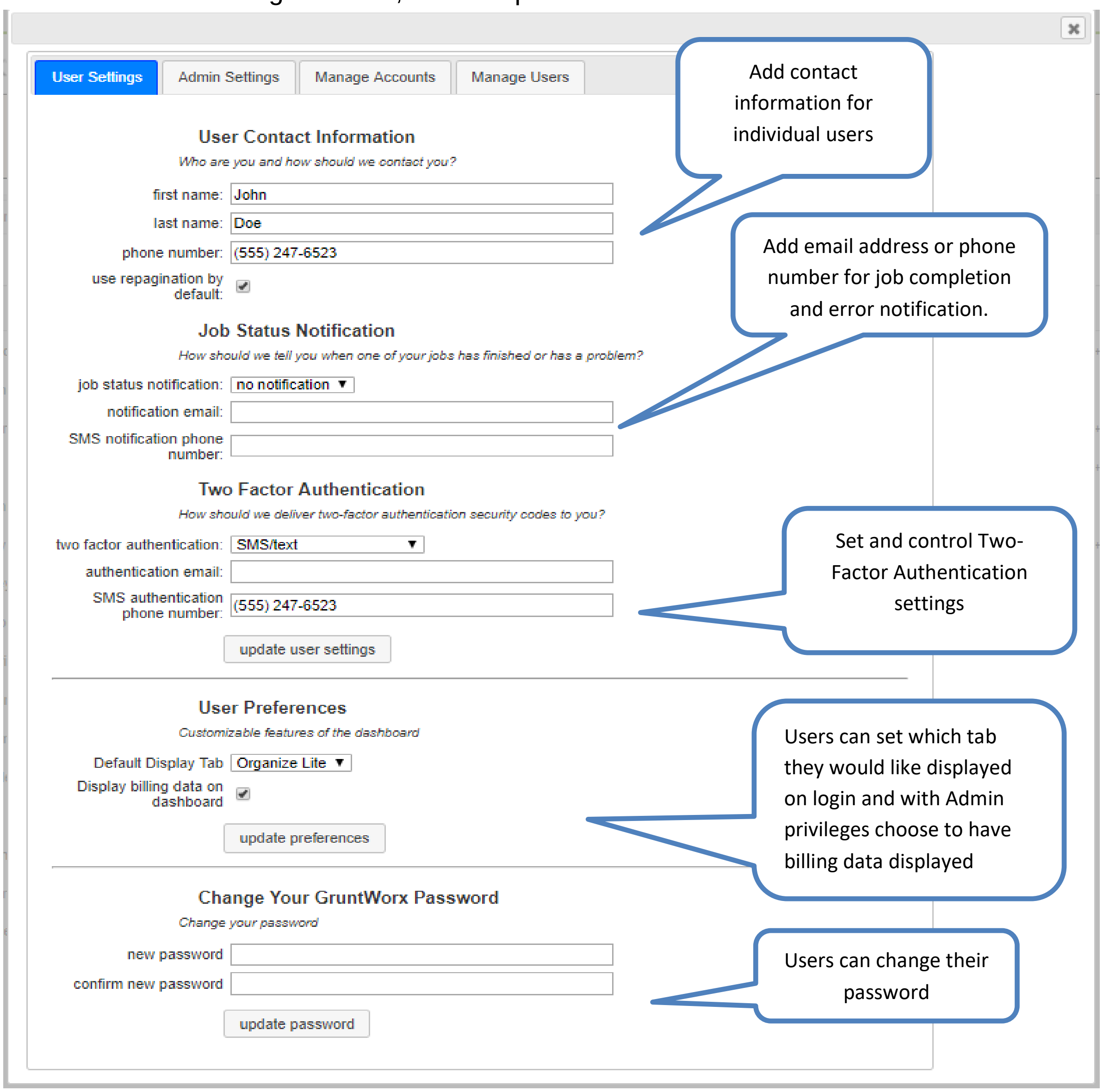


Credits – GruntWorx Credits are debited on a per page/per form/per trade basis giving the user more flexibility to control cost. Please call Sales for details, or you can use the *Store* button to access tools to help you estimate your needs.

New User Set-up

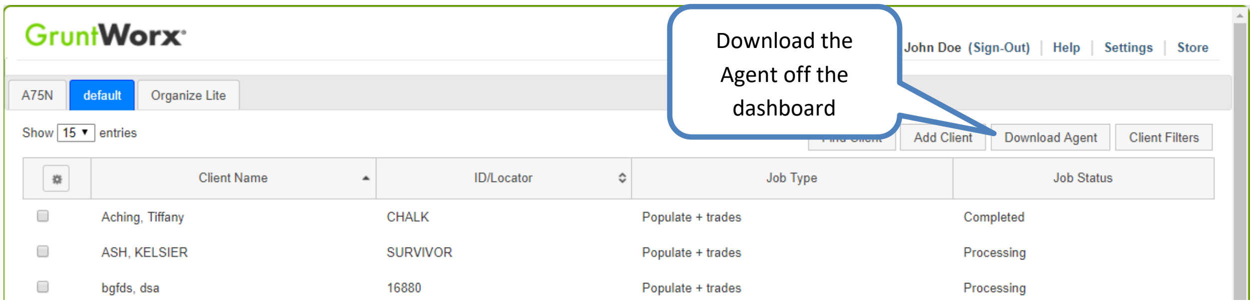
Set Preferences, Download and Install Agent

- 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



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 Lacerte™ Agent
- Follow the prompts to complete the installation



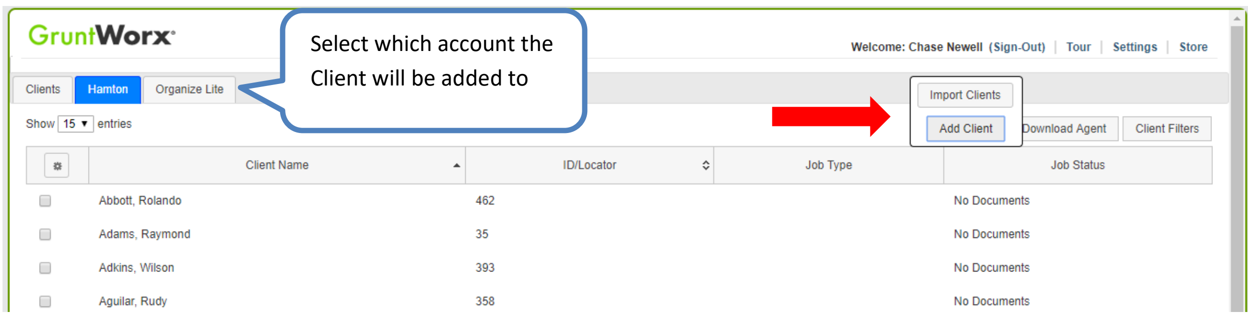
Note: Depending on your firm's IT policies, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases the User's anti-virus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software.

GruntWorx Paperless Tax Office Automation

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 Lacerte 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 and SSN/s, Filing Status and Home State**
- The User **<u>must</u>** be logged-in to the client screen during job submission and population

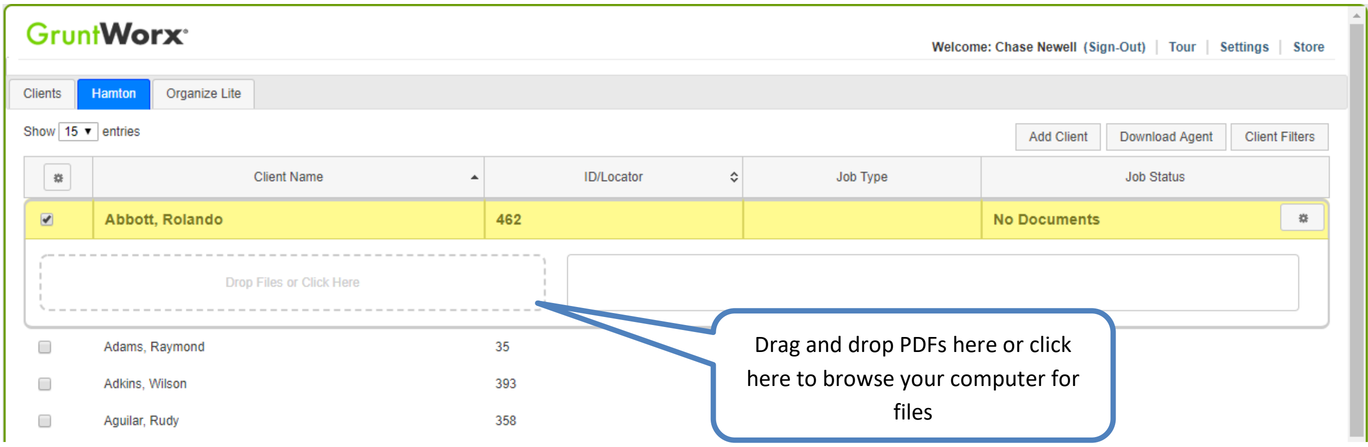
IMPORTANT: Before submitting or populating jobs, users must clear pop-ups.

- 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

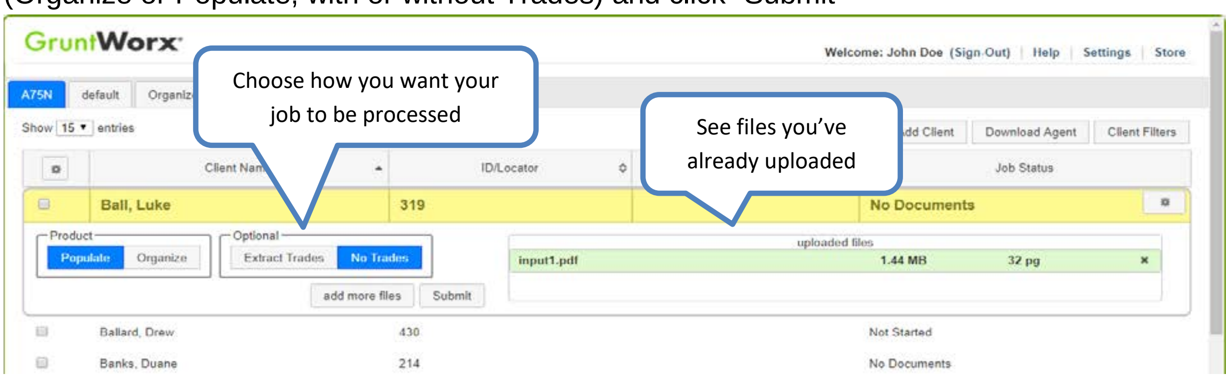
From the GruntWorx Dashboard, click on the client name to open the client's details.



- In the client's details, Drag and drop client's PDF files to the File Upload box, **<u>or</u>**
- Click the File Upload box
- Browse and add files (as many as 15; maximum of 150MG per file)

4. Submit Job

- Once documents are uploaded, select process files, choose processing options (Organize or Populate; with or without Trades) and 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 Submission (continued)

5. Get Proforma

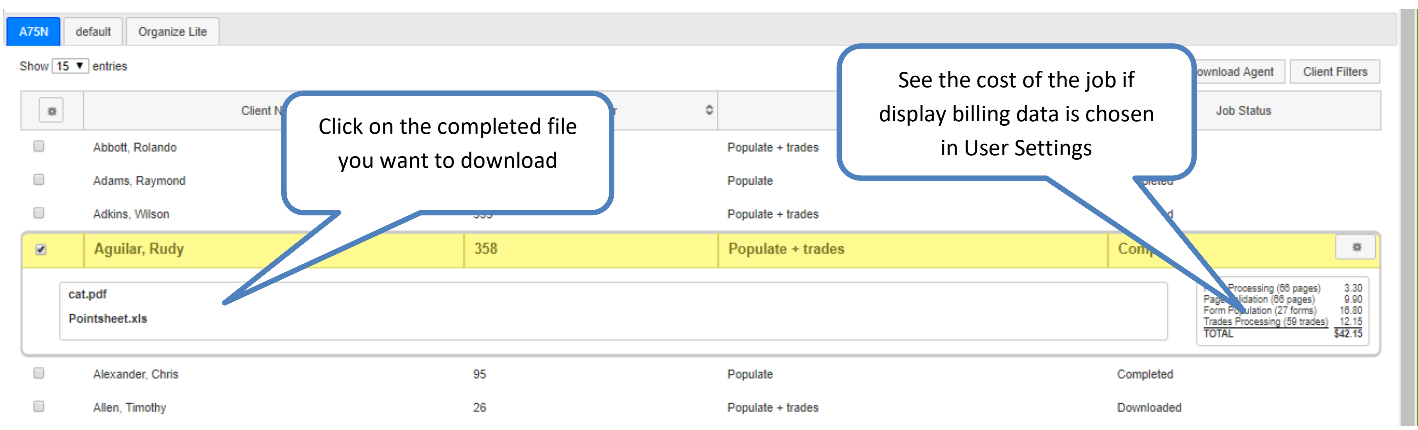
Once the user clicks “Submit”, the GruntWorx Agent will then access the client tax file to automatically retrieve the client Proforma information and submit the job to GruntWorx.

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.

- 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



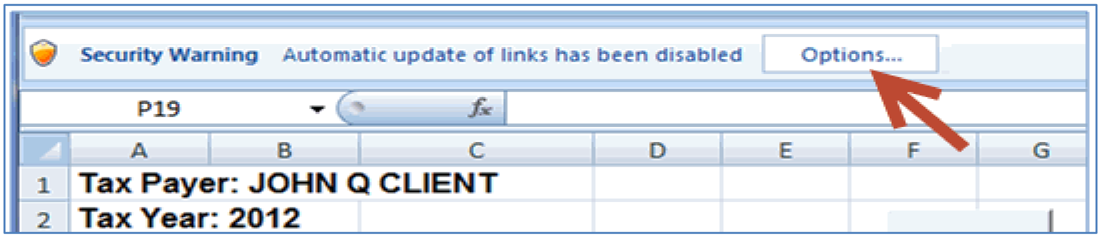
Note: If the client needs to be resubmitted they can be reset and submitted as a new job.

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.



- 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 - 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[10(Link

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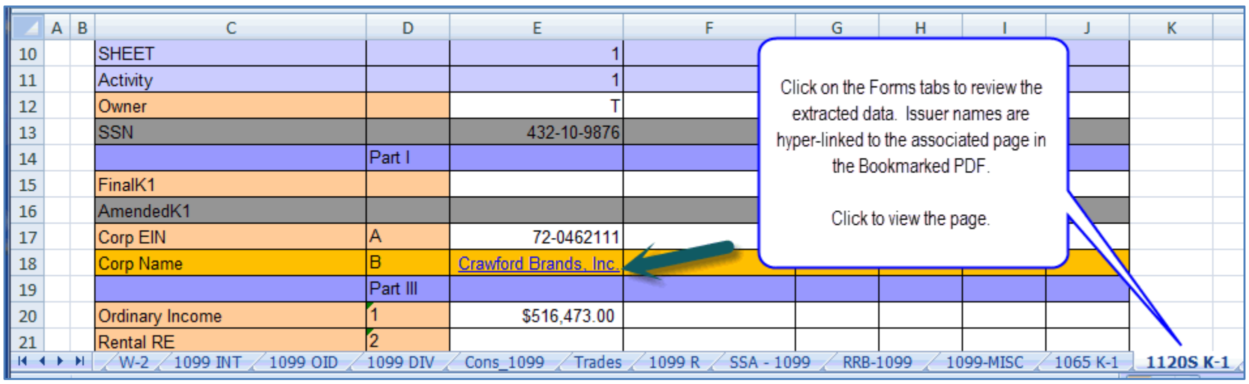
Population (continued)

- 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

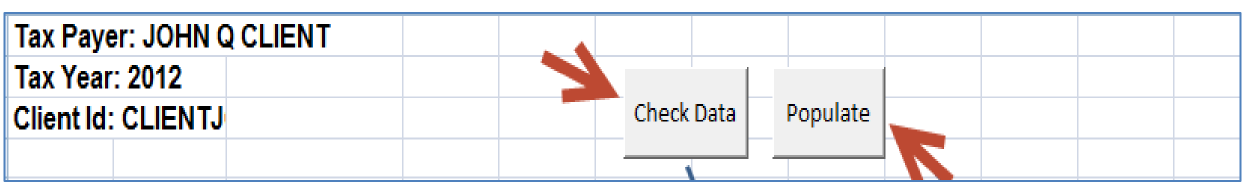
Note: Edit, add, delete or ignore records, but a new field cannot be added for population.



3. Populate the Client Tax File

When edits are complete, from the Diagnostics tab

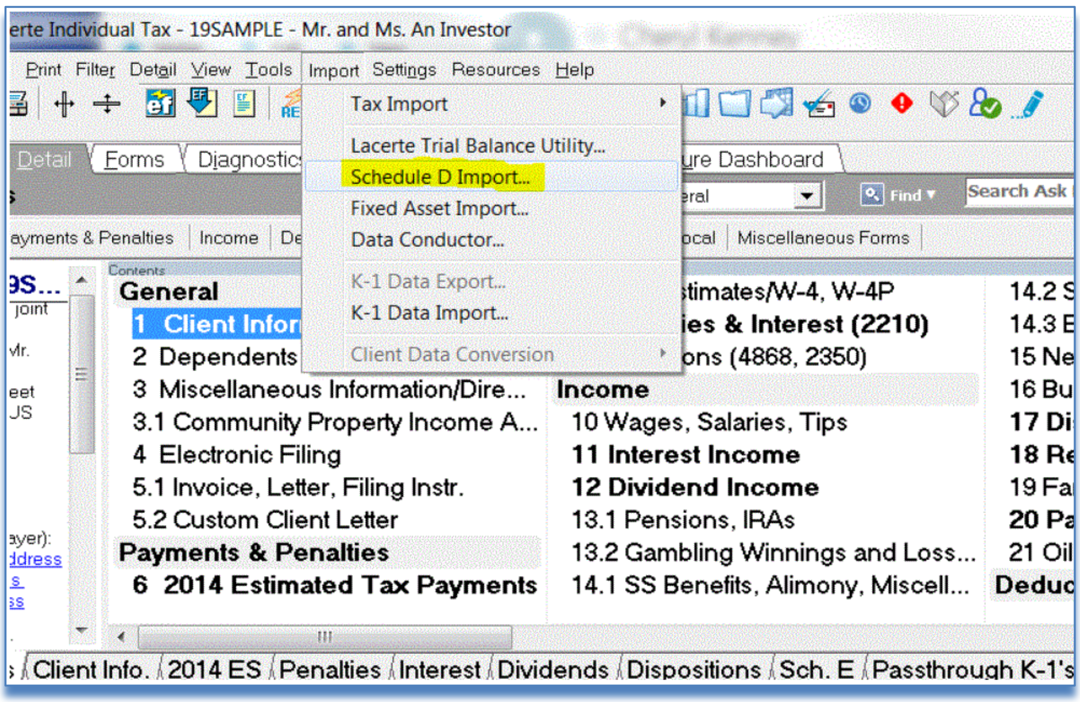
- Click on “Check Data” button to verify field formatting is OK
  Errors, if any, noted at the bottom of the Diagnostics sheet, should be fixed .
- Open the tax program and Click on the “Populate” button to populate the tax data into the client file



4. Alternate Trades Population

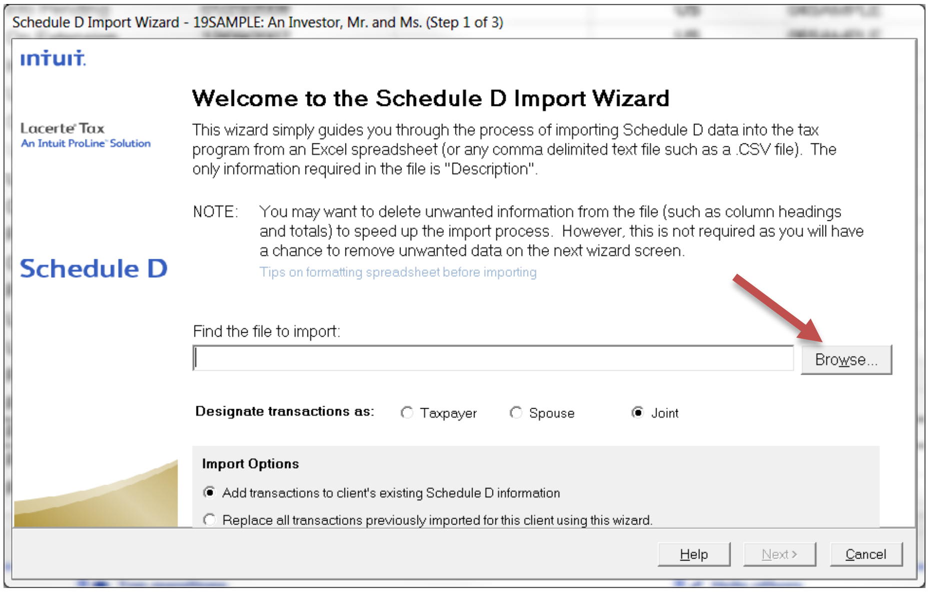
Trades are populated from the Pointsheet when associated with a populate job. The user can also import from within the tax software. This method may be required with older or slower computers.

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

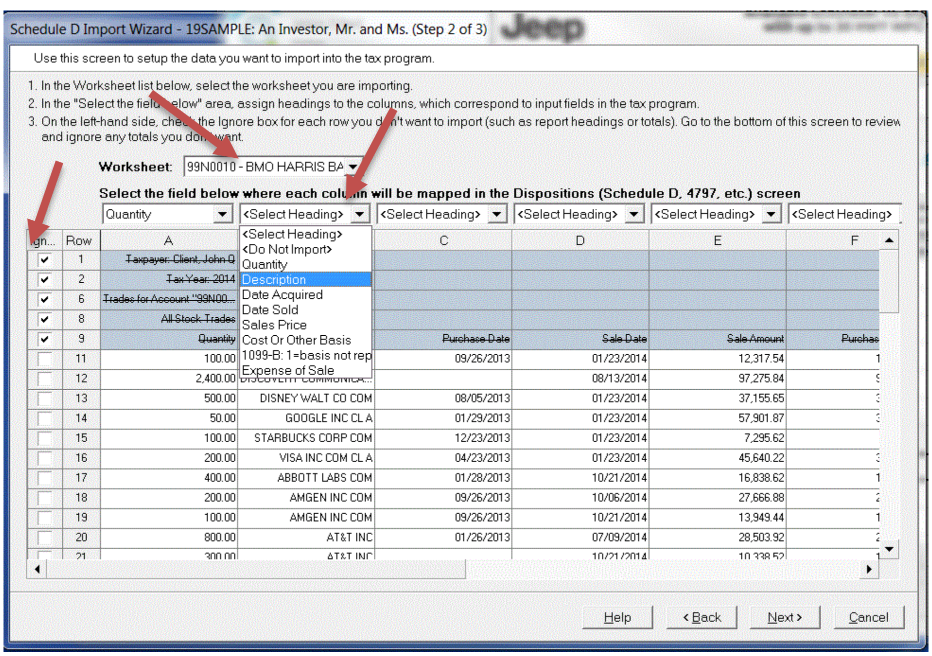


Alternate Trades Population (continued)

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

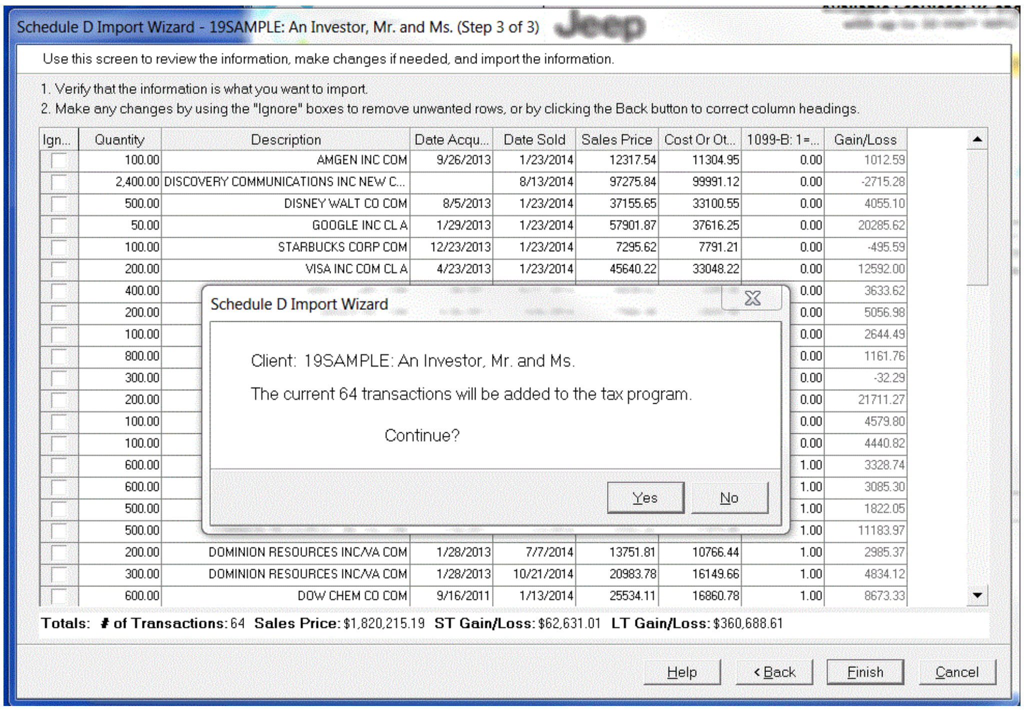


- Select Pointsheet “Trades” worksheet from the drop down, ignore rows and assign column names, Click Next.



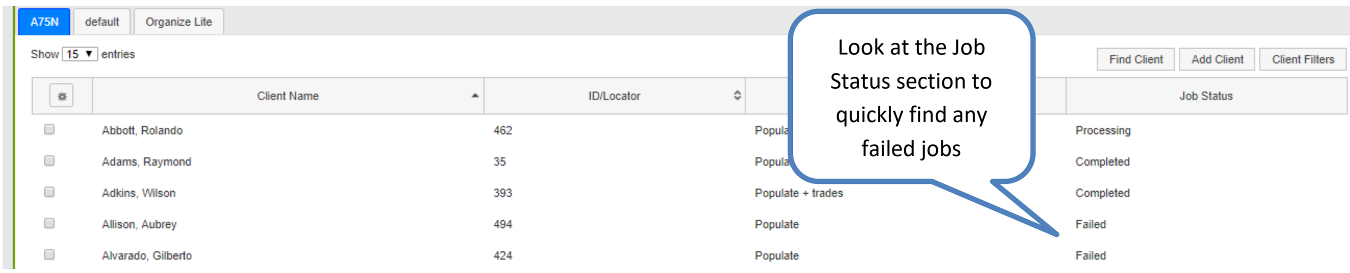
Alternate Trades Population (continued)

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



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.

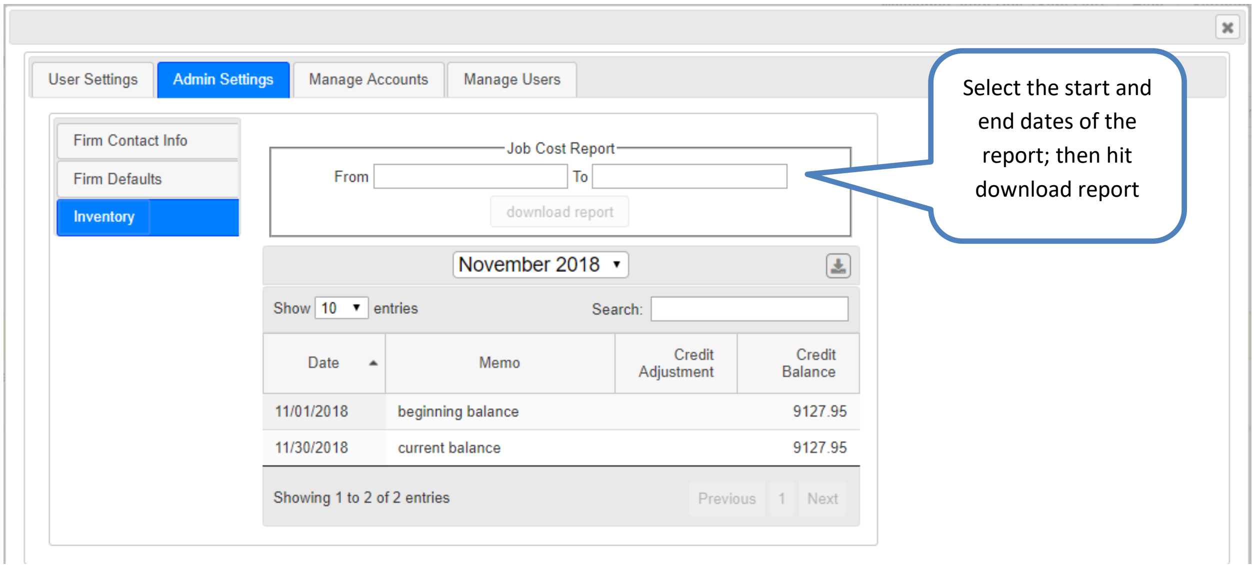


- The user should open the Client's Details and click the Gear icon button at upper right.
- Choose to Reset with or without the original documents
- Confirm Reset to set the job as a "new job"
- Fix the error, e.g.: Print and scan for password protected documents
- Upload documents and "Process".

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 "download 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

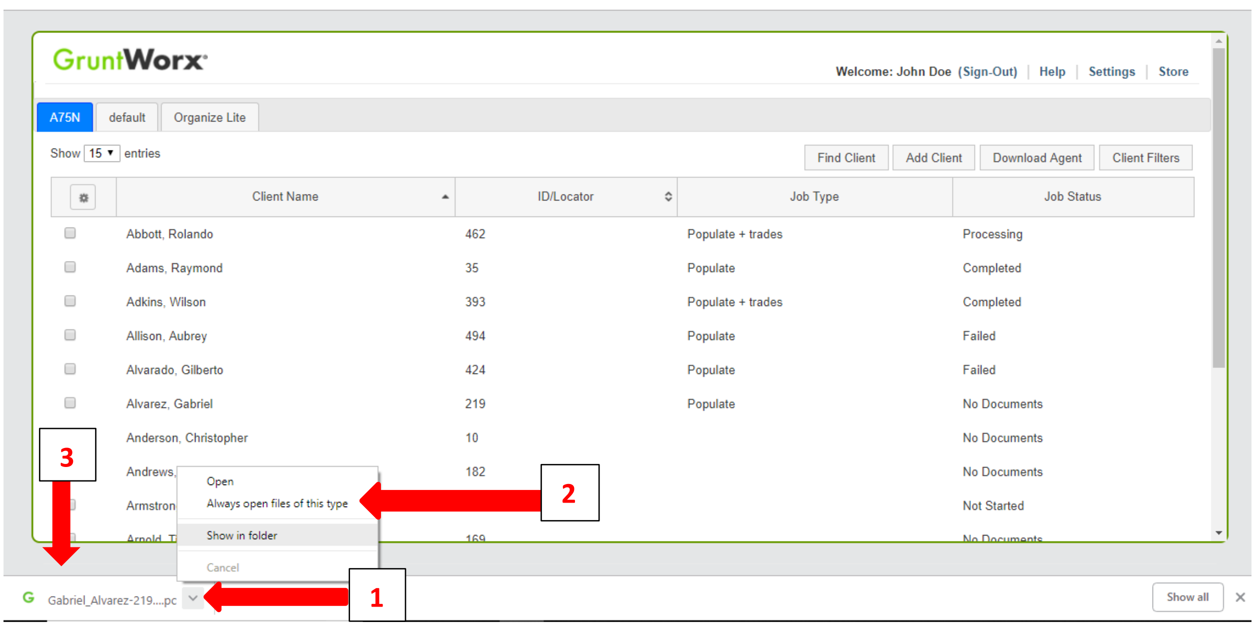
Appendix

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.

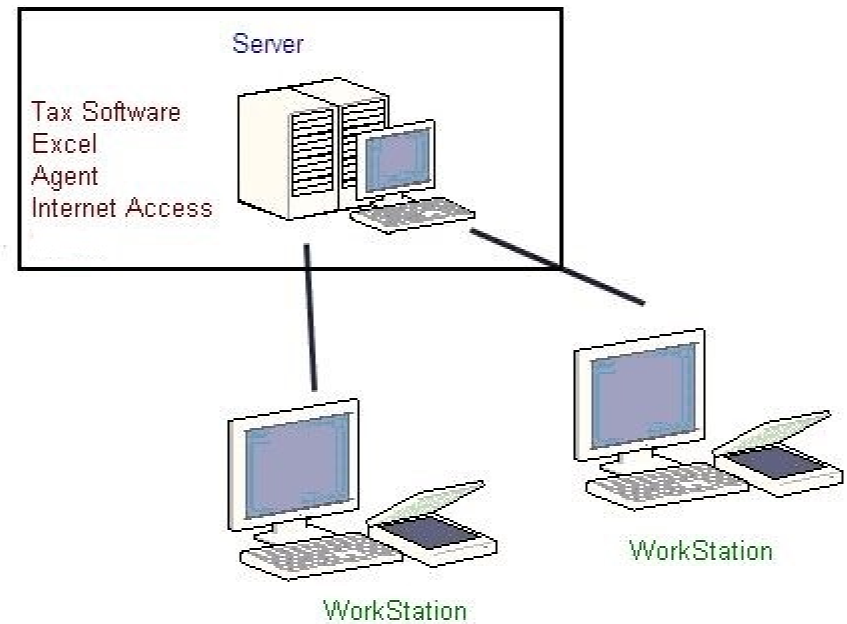
After you select "Submit", look for the download button in the lower left of your dashboard.

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 PDFand Pointsheet