

**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?

Call us: 877-830-6059

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.

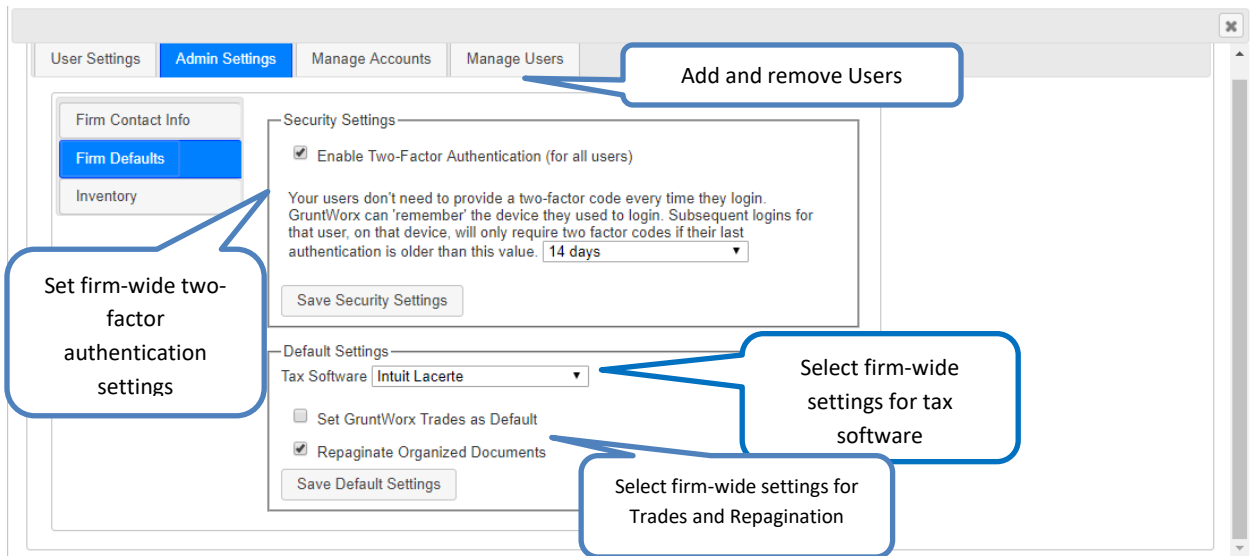
Scanning Note: The quality of the scanned documents submitted to GruntWorx is vitally important to your firm's successful use of GruntWorx products.

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
 - 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)
 - 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.

Run reports on job prices

See the price of individual jobs and your current balance

Date	Memo	Credit Adjustment	Credit Balance
10/01/2018	beginning balance		9261.30
10/04/2018	client: CHALK / job 107062	-1.90	9259.40
10/04/2018	client: JJBA2 / job 107152	-0.15	9259.25
10/04/2018	client: 1055 / job 107155	-0.15	9259.10
10/22/2018	client: 424 / job 107244	-9.90	9249.20
10/22/2018	client: 430 / job 107245	-0.65	9248.55
10/25/2018	client: 35 / job 107256	-1.45	9247.10
10/29/2018	client: 393 / job 107259	-32.25	9214.85
10/29/2018	client: 358 / job 107260	-32.25	9182.60
10/29/2018	client: 95 / job 107261	-22.40	9160.20

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

The screenshot shows the 'User Settings' page with four main sections: User Contact Information, Job Status Notification, Two Factor Authentication, and User Preferences. A fifth section, 'Change Your GruntWorx Password', is partially visible at the bottom. Callout boxes provide additional context for each section.

User Contact Information
Who are you and how should we contact you?
first name: John
last name: Doe
phone number: (555) 247-6523
use repagination by default:

Job Status Notification
How should we tell you when one of your jobs has finished or has a problem?
job status notification: no notification
notification email:
SMS notification phone number:

Two Factor Authentication
How should we deliver two-factor authentication security codes to you?
two factor authentication: SMS/text
authentication email:
SMS authentication phone number: (555) 247-6523
update user settings

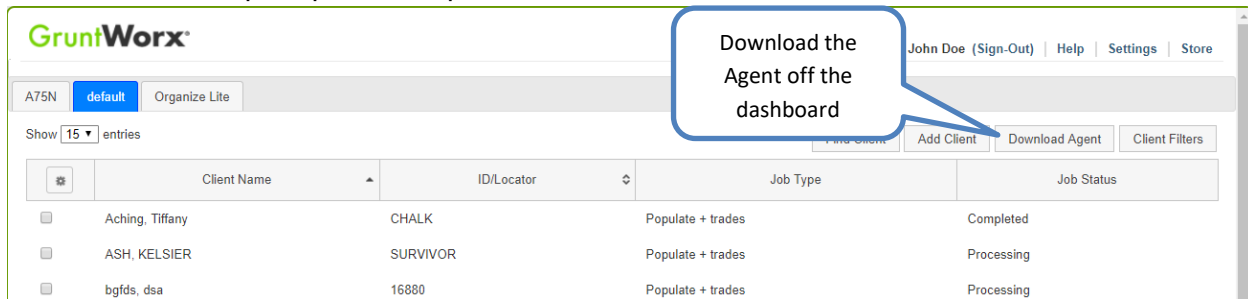
User Preferences
Customizable features of the dashboard
Default Display Tab: Organize Lite
Display billing data on dashboard:
update preferences

Change Your GruntWorx Password
Change your password
new password
confirm new password
update password

Callout Boxes:
1. Add contact information for individual users (points to User Contact Information)
2. Add email address or phone number for job completion and error notification. (points to Job Status Notification)
3. Set and control Two-Factor Authentication settings (points to Two Factor Authentication)
4. Users can set which tab they would like displayed on login and with Admin privileges choose to have billing data displayed (points to User Preferences)
5. Users can change their password (points to Change Your GruntWorx Password)

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



The screenshot shows the GruntWorx dashboard interface. At the top, there is a navigation bar with the GruntWorx logo, user information (John Doe), and links for Sign-Out, Help, Settings, and Store. Below the navigation bar, there are tabs for 'A75N', 'default', and 'Organize Lite'. A 'Show 15 entries' dropdown is visible. A table lists client information with columns for Client Name, ID/Locator, Job Type, and Job Status. A callout box with a blue border and arrow points to the 'Download Agent' button in the top right corner of the table area.

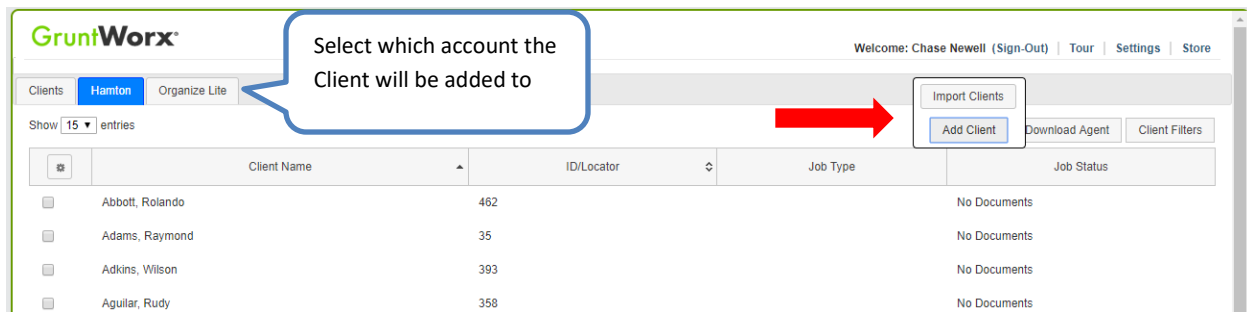
	Client Name	ID/Locator	Job Type	Job Status
<input type="checkbox"/>	Aching, Tiffany	CHALK	Populate + trades	Completed
<input type="checkbox"/>	ASH, KELSIER	SURVIVOR	Populate + trades	Processing
<input type="checkbox"/>	bgfds, dsa	16880	Populate + trades	Processing

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.

Job Submission

1. Add Client/s

- At Dashboard – Under the Appropriate Account – Click Add Client



Important: Client ID must 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, 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

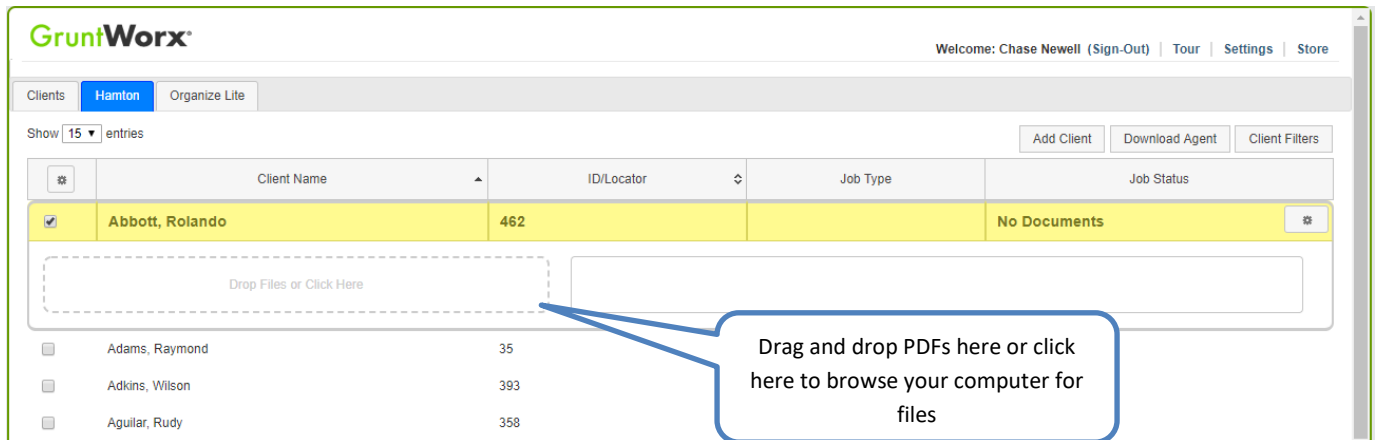
IMPORTANT: Before submitting or populating jobs, users must clear pop-ups.

- 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

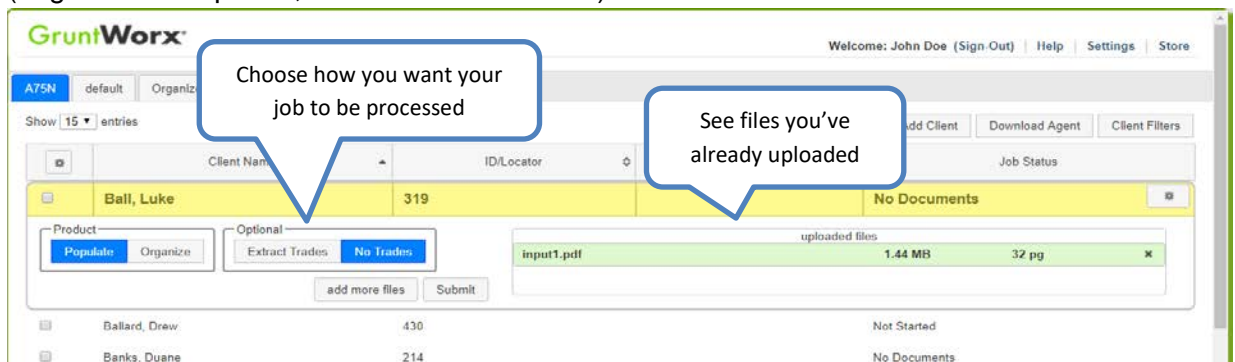
From the GruntWorx Dashboard, click on the client name to open the client's details.



- In the client's details, Drag and drop client's PDF files to the File Upload box, or
- 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

Client Name	Count	Action	Status
Abbott, Rolando		Populate + trades	
Adams, Raymond		Populate	
Adkins, Wilson		Populate + trades	
Aguilar, Rudy	358	Populate + trades	Completed
Alexander, Chris	95	Populate	Completed
Allen, Timothy	26	Populate + trades	Downloaded

cat.pdf
Pointsheet.xls

Processing (66 pages) 3.30
Form Population (27 forms) 12.15
Trades Processing (50 trades) 12.15
TOTAL \$42.15

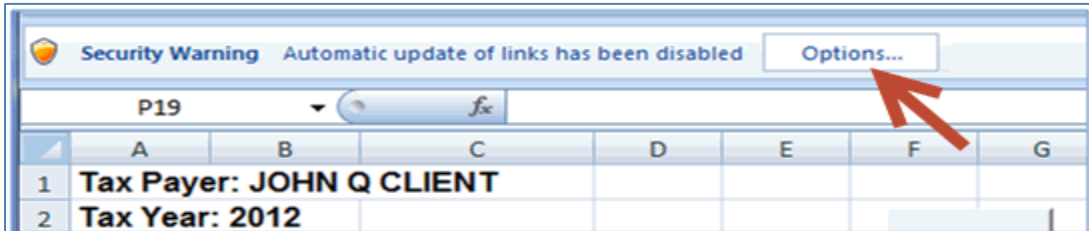
Note: If the client needs to be resubmitted they can be reset and submitted as a new job.

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 - 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

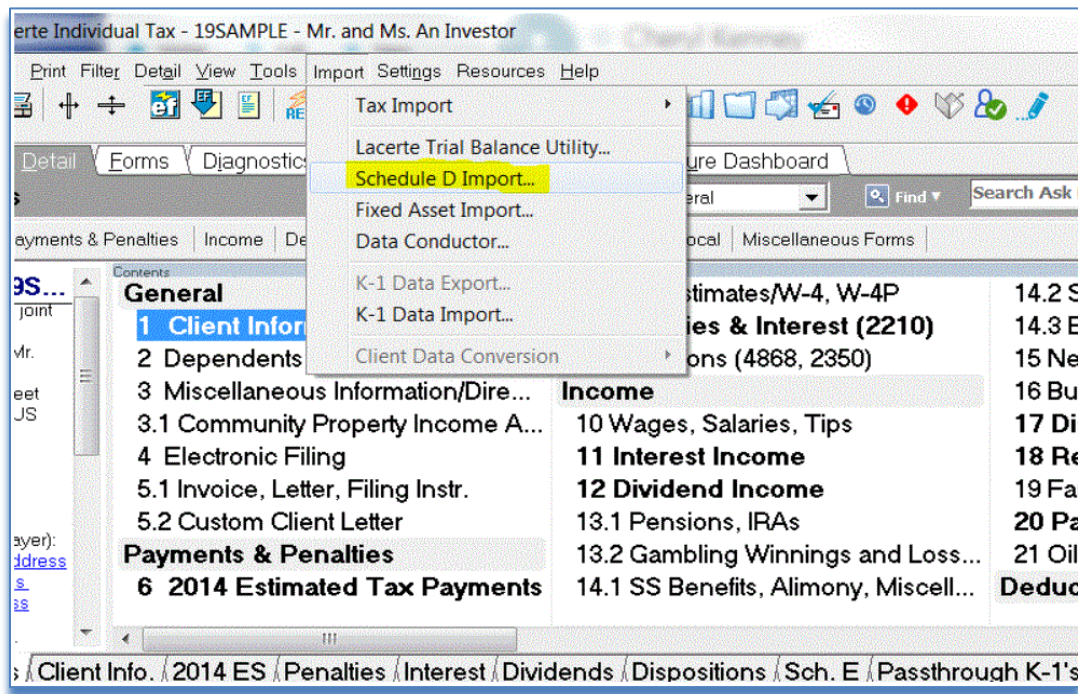
- Click on “Check Data” button to verify field formatting is OK
Errors, if any, noted at the bottom of the Diagnostics sheet, should be fixed .
- Open the tax program and Click on the “Populate” button to populate the tax data into the client file

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

4. Alternate Trades Population

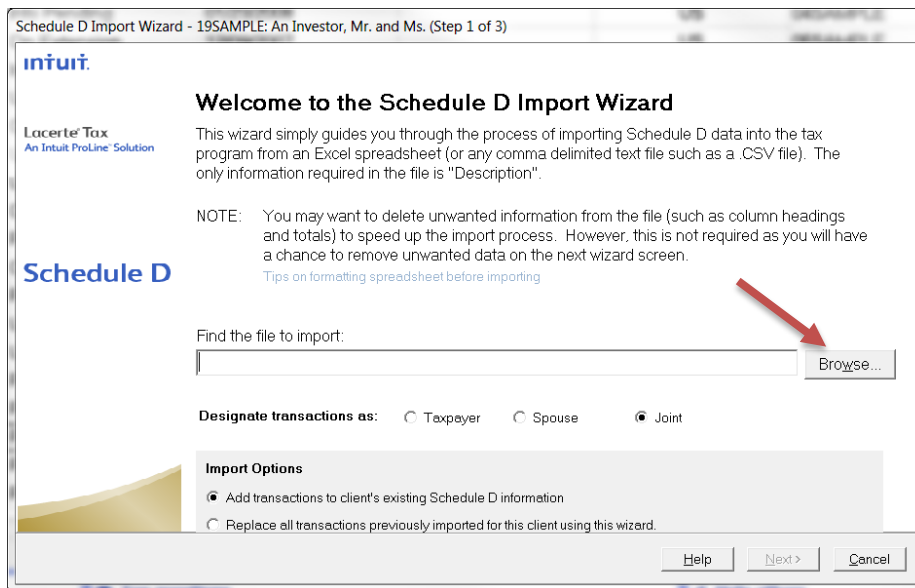
Trades are populated from the Pointsheet when associated with a populate job. The user can also import from within the tax software. This method may be required with older or slower computers.

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

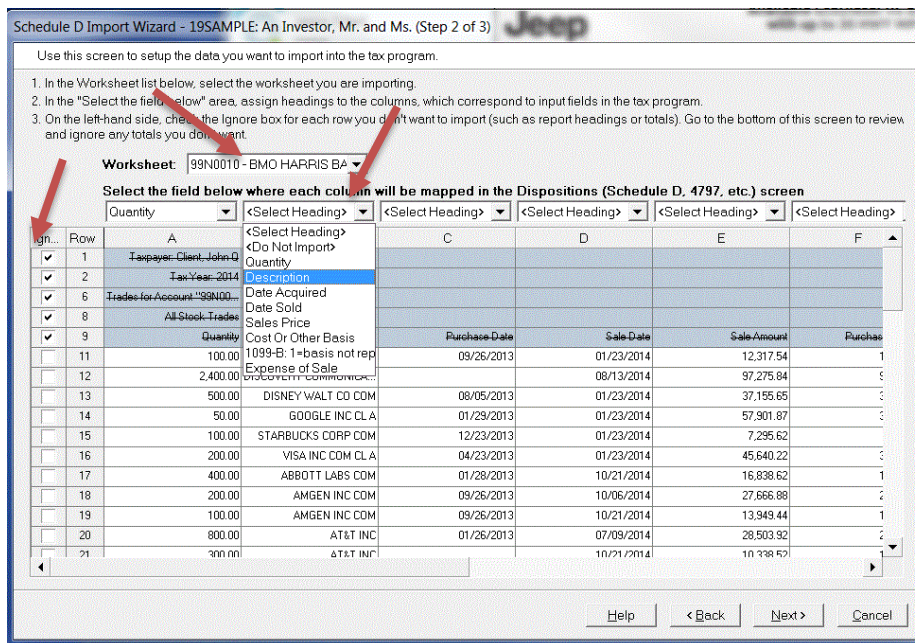


Alternate Trades Population (continued)

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



- 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

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 Acqu...	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

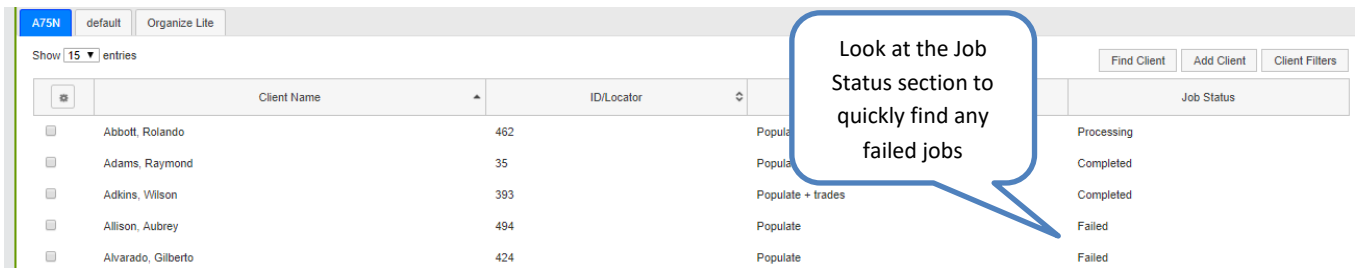
Client: 19SAMPLE: An Investor, Mr. and Ms.
The current 64 transactions will be added to the tax program.
Continue?

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.



	Client Name	ID/Locator		Job Status
<input type="checkbox"/>	Abbott, Rolando	462	Populate	Processing
<input type="checkbox"/>	Adams, Raymond	35	Populate	Completed
<input type="checkbox"/>	Adkins, Wilson	393	Populate + trades	Completed
<input type="checkbox"/>	Allison, Aubrey	494	Populate	Failed
<input type="checkbox"/>	Alvarado, Gilberto	424	Populate	Failed

- 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.

The screenshot shows the 'Admin Settings' tab selected. Under the 'Inventory' sub-tab, there is a 'Job Cost Report' section. It includes 'From' and 'To' date input fields, a 'download report' button, and a dropdown menu currently set to 'November 2018'. Below this is a table showing report entries.

Date	Memo	Credit Adjustment	Credit Balance
11/01/2018	beginning balance		9127.95
11/30/2018	current balance		9127.95

Showing 1 to 2 of 2 entries. Navigation: Previous 1 Next

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



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X3 for Support

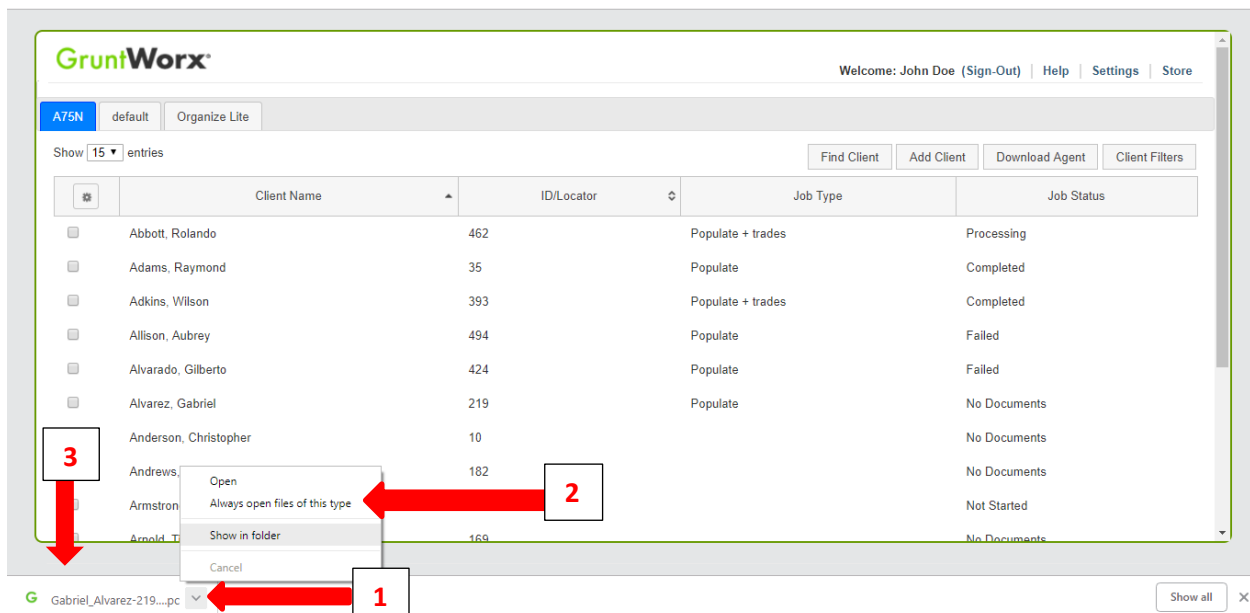
Appendix

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.

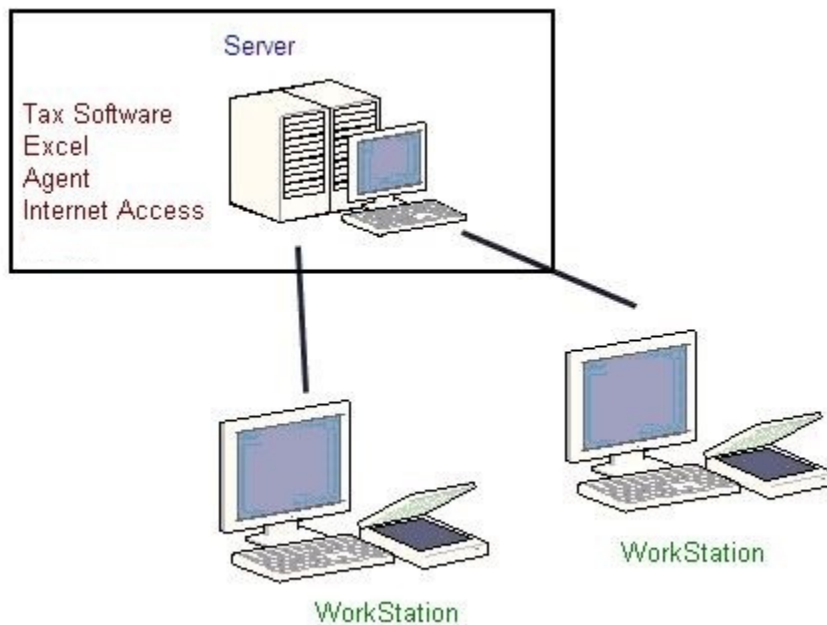
After you select "Submit", look for the download button in the lower left of your dashboard.

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 PDF and Pointsheet