

**GruntWorx Populate
for UltraTax CS™**

Topics in this Quick Start Guide

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

**GruntWorx Populate
for UltraTax CS™**

NEED HELP?

Call us: 877-830-6059

X2 for Sales

X3 for Support

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Overview

GruntWorx Populate
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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 UltraTax CS™ 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, including Trades, if selected, which with the use of macros, populates into the client tax file

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.

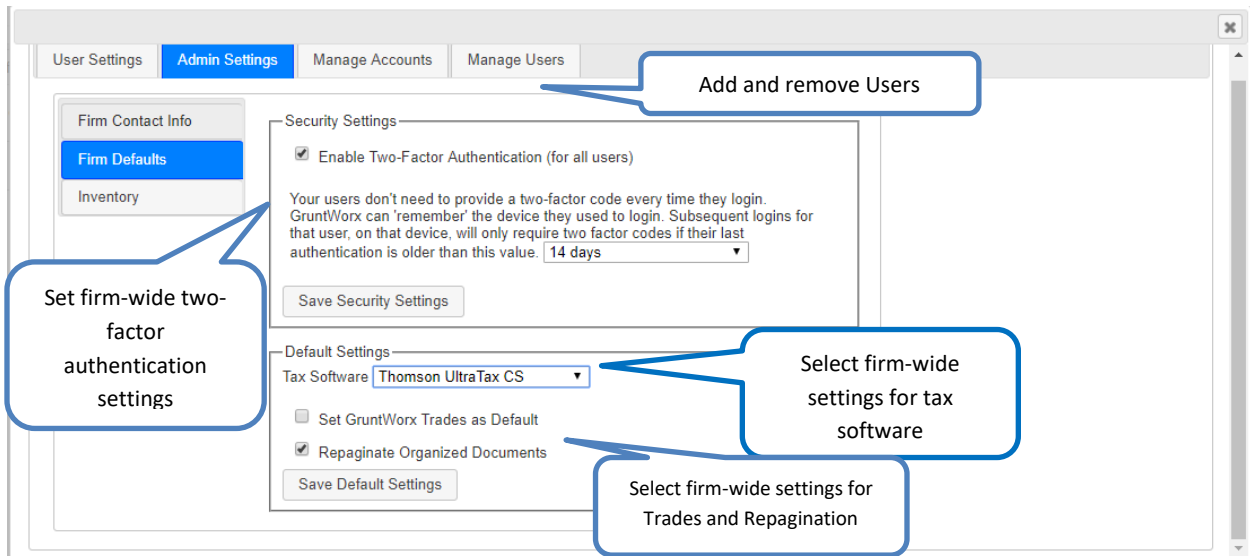
Scanning Note: The quality of the scanned documents submitted to GruntWorx is vitally important to your firm's successful use of GruntWorx products.

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 Thomson Ultratax™ tax software and firm-wide preferences
 - Hit “Save Default Settings”.



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

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.

The screenshot shows the 'Admin Settings' page with the 'Inventory' tab selected. A 'Job Cost Report' for 'October 2018' is displayed. The report table is as follows:

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

Callouts in the image indicate: 'See the price of individual jobs and your current balance' pointing to the table, and 'Run reports on job prices' pointing to the 'Job Cost Report' header.

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 Agent

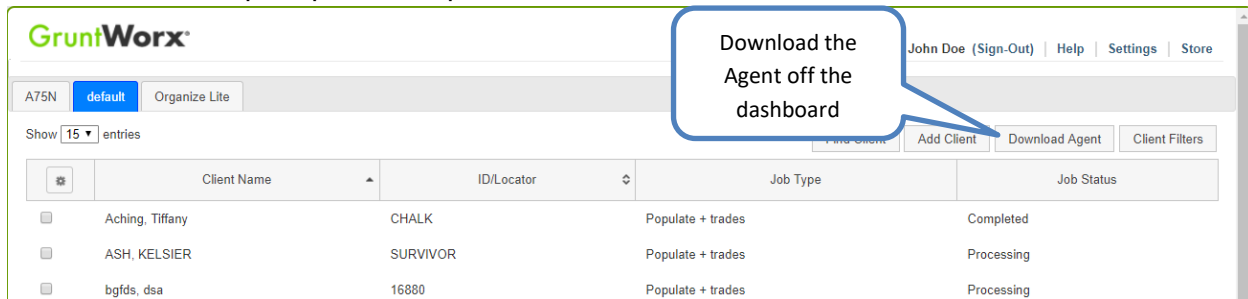
- Login using the one-time password from the new user registration email and choose a new password
- Accept EULA
- From the Dashboard, select “Settings” link - at top right
- At “User Settings” screen, set user preferences

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 instructions for several fields:

- User Contact Information:** Fields for first name (John), last name (Doe), and phone number ((555) 247-6523). A callout box says: "Add contact information for individual users".
- Job Status Notification:** A dropdown menu set to 'no notification', and fields for notification email and SMS notification phone number. A callout box says: "Add email address or phone number for job completion and error notification."
- Two Factor Authentication:** A dropdown menu set to 'SMS/text', and fields for authentication email and SMS authentication phone number ((555) 247-6523). A callout box says: "Set and control Two-Factor Authentication settings".
- User Preferences:** A dropdown menu set to 'Organize Lite' and a checkbox for 'Display billing data on dashboard'. A callout box says: "Users can set which tab they would like displayed on login and with Admin privileges choose to have billing data displayed for jobs on the dashboard".
- Change Your GruntWorx Password:** Fields for new password and confirm new password. A callout box says: "Users can change their 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



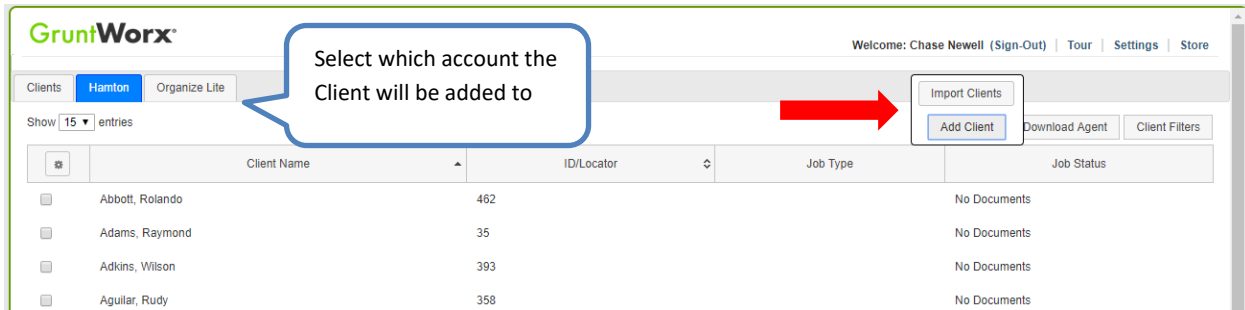
The screenshot shows the GruntWorx dashboard interface. At the top, there is a navigation bar with the GruntWorx logo, user information (John Doe | Sign-Out), and links for Help, Settings, and Store. Below the navigation bar, there are tabs for 'A75N', 'default', and 'Organize Lite'. A 'Show 15 entries' dropdown is visible. The main content area features a table with columns for Client Name, ID/Locator, Job Type, and Job Status. Three client entries are listed: 'Aching, Tiffany' (CHALK, Populate + trades, Completed), 'ASH, KELSIER' (SURVIVOR, Populate + trades, Processing), and 'bgfds, dsa' (16880, Populate + trades, Processing). To the right of the table, there are buttons for 'Add Client', 'Download Agent', and 'Client Filters'. A blue callout box with a speech bubble points to the 'Download Agent' button, containing the text 'Download the Agent off the dashboard'.

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 UltraTax CS™ 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

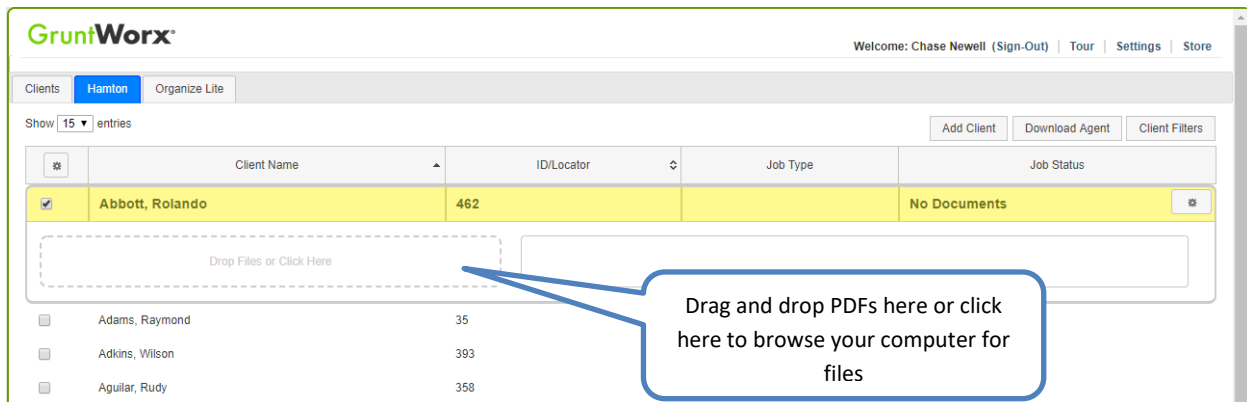
- A GruntWorx Populate Trial should be conducted on a fresh client return rolled from the prior to current tax year, or a newly added client
- Minimum required fields in the client tax file: **Taxpayer and Spouse name/s; SSN/s and filing status**
- The User must be logged-out of the Client tax file and on the UltraTax CS™ home screen during job submission and population

Note: If more than one version of 1040 tax files is maintained for any one client, be sure to exempt from Data Sharing, versions of the client tax files that you don't intend to be populated by GruntWorx.

Job Submission (continued)

3. Upload Documents

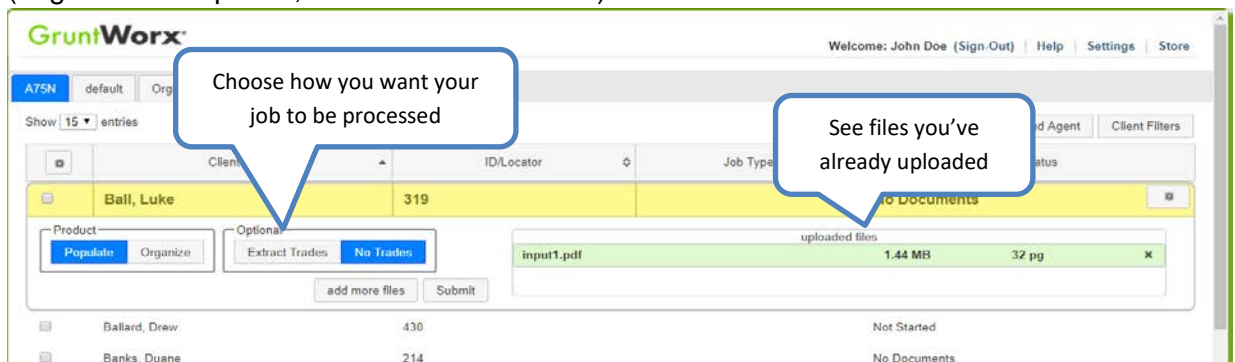
From the GruntWorx Dashboard, click on the client name to open the client's details.



- 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)
- Click the "Open" button

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.

- 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

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

Item	Cost
Processing (66 pages)	3.30
Reproduction (66 pages)	9.90
Form Population (27 forms)	18.80
Trades Processing (50 trades)	12.15
TOTAL	\$42.15

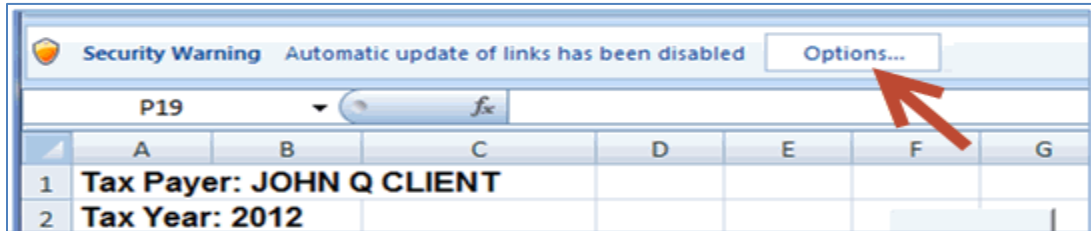
Note: If the client needs to be resubmitted they can be reset and submitted as a new job.

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

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	
-	Sheet[10] 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

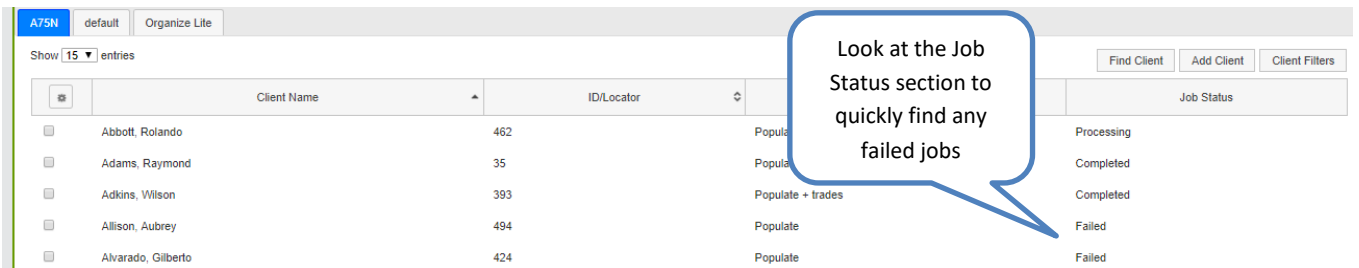
When edits are complete, from the Diagnostics tab

- 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 .
- Click on the “Populate” button to populate the tax data into the client file
- Open the client tax file and using Data Sharing, accept populated records into the tax program.

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

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 "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_nun	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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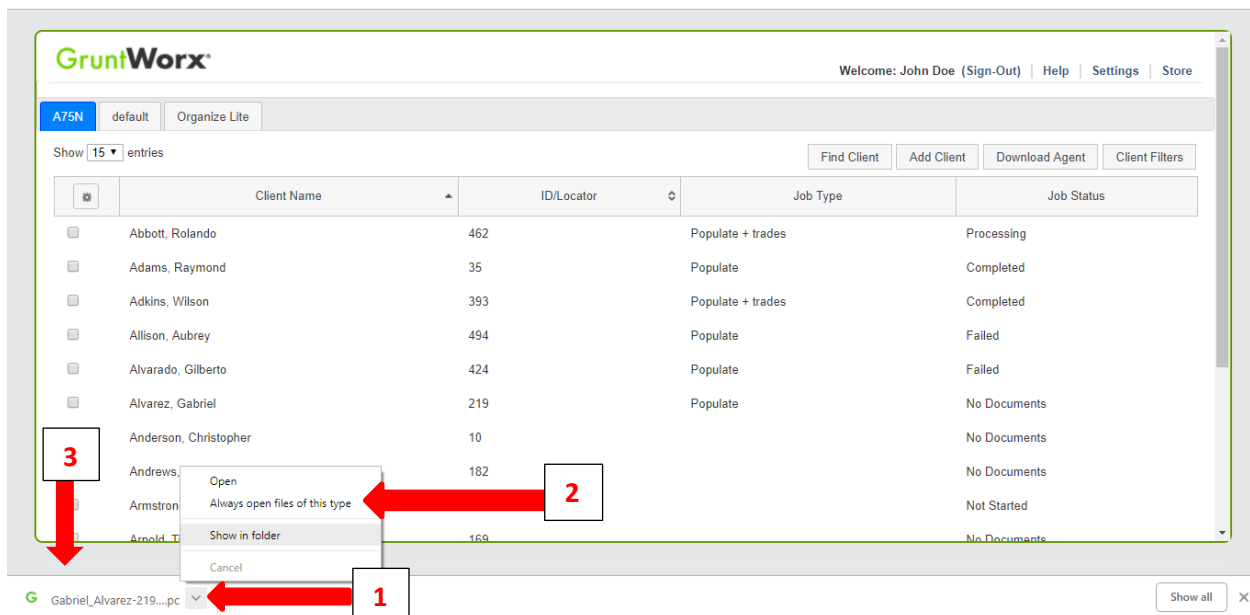
Appendix

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.

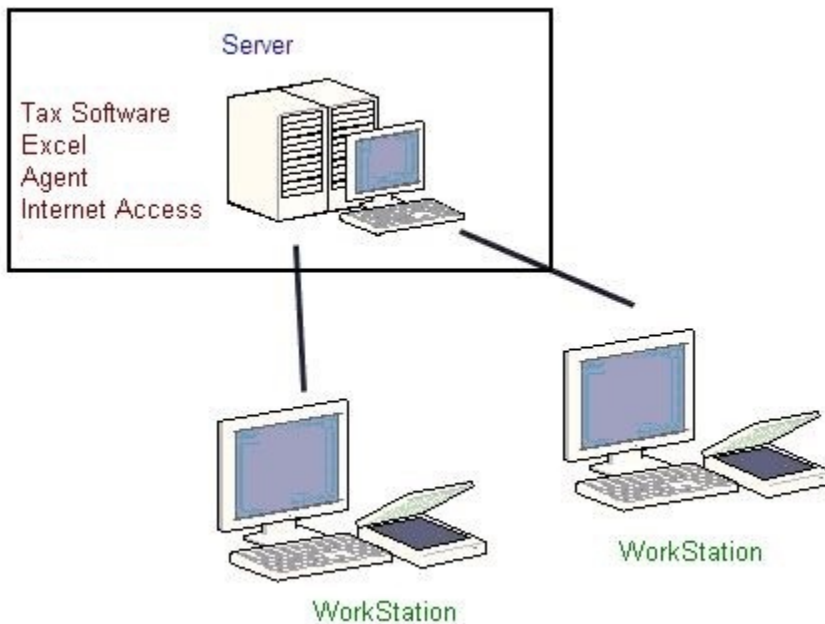
After you select “Submit”, look for the download button in the lower left of your Client Details page.

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

GruntWorx Remote Desktop/Citrix Server Installation Guide



Workstations connect to a [server](#) via Citrix OR Remote Desktop.

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

Appendix

Using GruntWorx to process 1040 returns with the Virtual Office version of UltraTax

Steps to Populate -

Step 1 – Download a Local copy of the tax program –

- From the UltraTax support site, download and install a copy of the UltraTax CS software to a local or network drive. UltraTax license holders are not charged for this.

Step 2 - Set up your GruntWorx account (one-time) - See GruntWorx Quick-Start Guide

- Sign up for GruntWorx, selecting UltraTax as your tax software on the Admin screen. Add users and (optional) accounts.
- From the GruntWorx website, download and install the GruntWorx Agent to your local computer.

Step 3 - Backup 1040 clients to local copy of the tax software

- From your Virtual Office copy of UltraTax, select the **Backup** option on the **File** dropdown in upper left section of the screen.
- Back up from the cloud to your local drive, any 1040 client tax files you intend to send to GruntWorx for processing.
- You can click “Modify Back-up Location” at the lower right of the backup screen to select the destination, e.g.: the C:\WinCSI\UTXXData directory. If installed on a network drive, substitute the drive letter.
- This can be done once, in batches, or as required.

Step 4 - Process GruntWorx Jobs. See GruntWorx Quick-Start Guide

- Add clients to the GruntWorx Dashboard (as needed or in batches)
- Submit Jobs to GruntWorx –
 - If Agent fails to find the Client Data File, the user is given the option to browse to select the location.
 - If still not found, the user is given the option to search again.
 - If the user cancels the search for the Client Data File, the user is given the option to input the Taxpayer and Spouse SSNs manually – dashes optional. At this point, the user may cancel the job.
- Download, review/edit the completed Pointsheet and Bookmarked PDF
- Populate the Excel sheet into the UltraTax Source Data Entry Program
- Accept the populated data (uses UT Data Share feature) into the client tax file.

Step 5 - Restore the populated client file to the cloud. (in batches or as required)

- From your Virtual Office copy of UltraTax CS, select the **restore** option from the “File” dropdown – upper left of the screen.
- Restore from your local drive to the cloud tax software, any 1040 client tax files you have populated. You can click “Modify Back-up Location” at the lower right of the backup screen to select the backup source location, e.g.: the C:\WinCSI\UT13Data directory. If installed on a network drive, substitute the drive letter.
- Open the client tax file and using Data Sharing, accept populated records into the tax program.