GruntWorx Organize and Populate for CCH Axcess™

Topics in this Quick Start Guide

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

NEED HELP?

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

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 Organize and GruntWorx Populate for use with CCH Axcess™ 1040 tax software.

What you get:

- A PDF of your client's tax forms - identified, labeled and organized in the order of a 1040 and returned in a bookmarked PDF
- If a Populate job, in addition to the PDF, a Pointsheet (spreadsheet) with all data extracted from the client source tax documents, including Trades, if selected, which by import, 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.

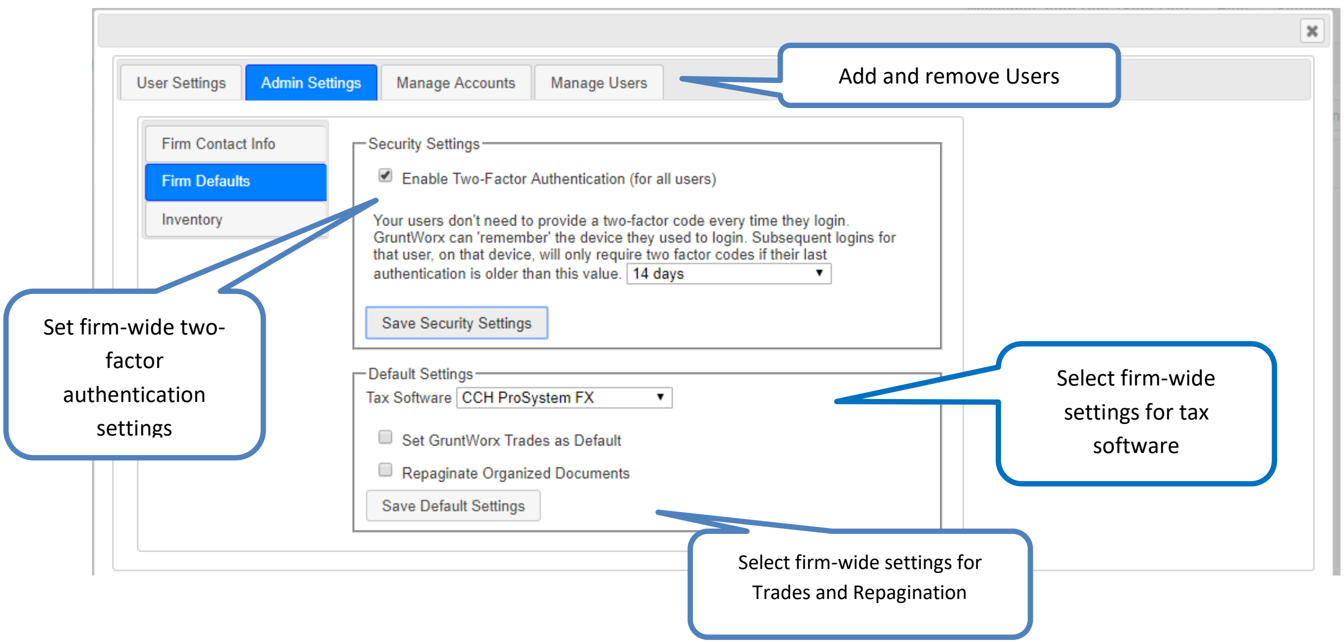
Scanning Note: The quality of the scanned documents submitted to GruntWorx is vitally important to your firm's successful use of GruntWorx products.
This guide assumes the client's tax forms have already been scanned to PDF format **using the black and white or monochrome setting, at a minimum quality 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).

GruntWorx Paperless Tax Office Automation

New Firm Set-up *Admin Permissions Required

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 your new password
- Accept master agreement
- Accept EULA
- At dashboard, select “Settings” link and go under the “Admin Settings” tab
- Click the “Firm Defaults” section
- CCH Axcess™ is pre-selected as your tax software
- Set firm-wide preferences for Trades and Repagination
- Click “Update Firm”.



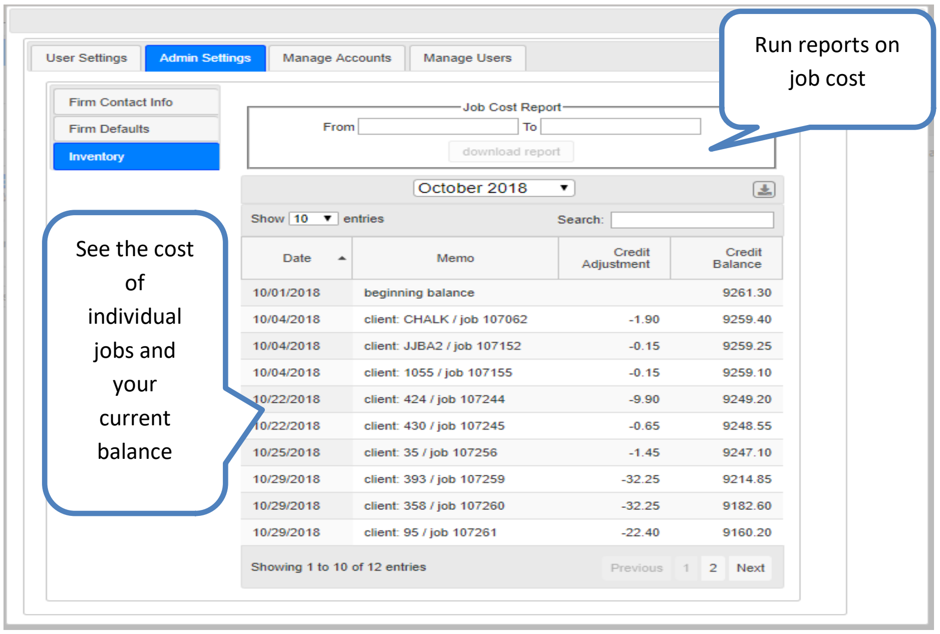
- At the “Manage Accounts” tab on the Admin screen, add Account/s (optional)
  - A “Default” account is supplied but can be re-named as required.

- At the “Manage Users” tab on the Admin screen, add or deactivate users and assign account access. To allow for maximum flexibility, GruntWorx recommends that more than one User be designated as an Admin.

Firm Set-up (continued) *Admin Permissions Required

2. Check Inventory; Purchase Credits

- 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.

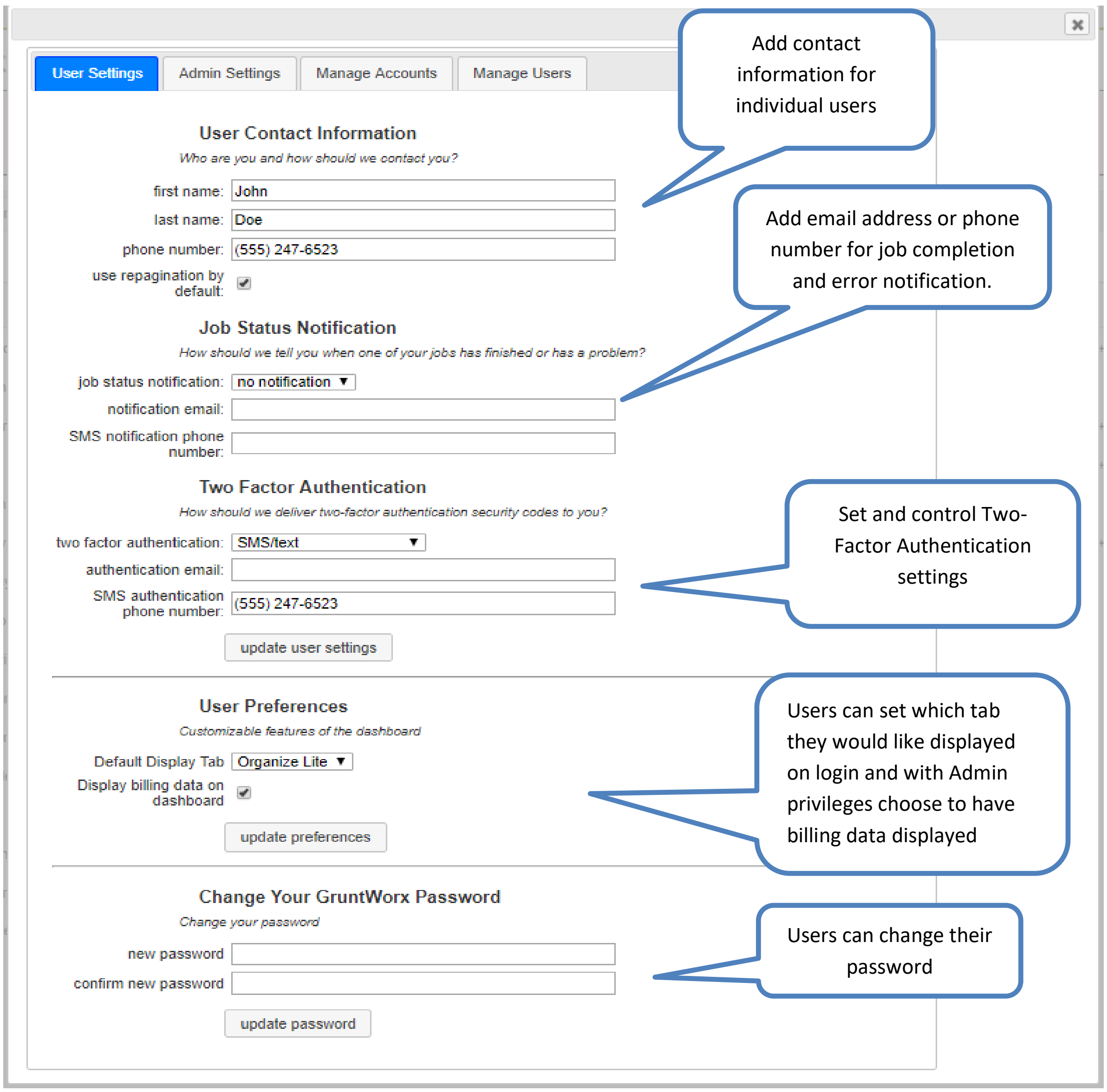


Credits – GruntWorx Credits are debited on a per page/per form/per trade basis giving the user more flexibility to control cost. Please call Sales for details, or you can use the *Store* button to access tools to help you estimate your needs.

User Set-up

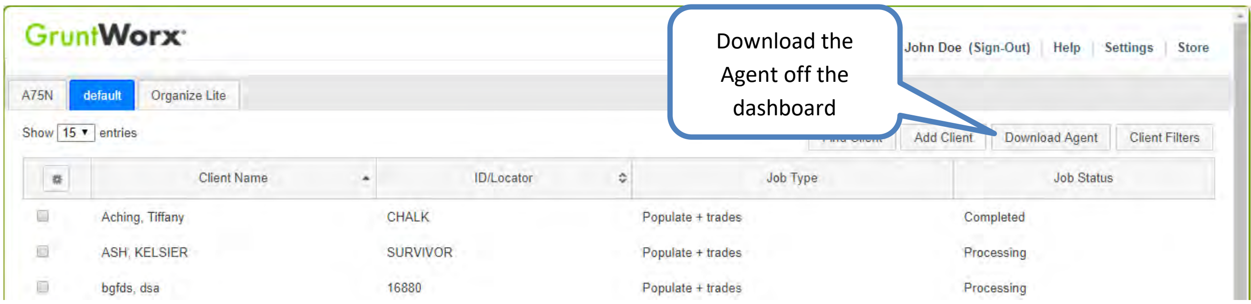
Set Preferences, Download and Install Agent

- 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



User Set-up (continued)

- Download the GruntWorx Agent from the dashboard (Populate users only)
- Click on the agent to install
- Select the radio button for the CCH Axcess™ Agent
- Follow the prompts to complete the installation

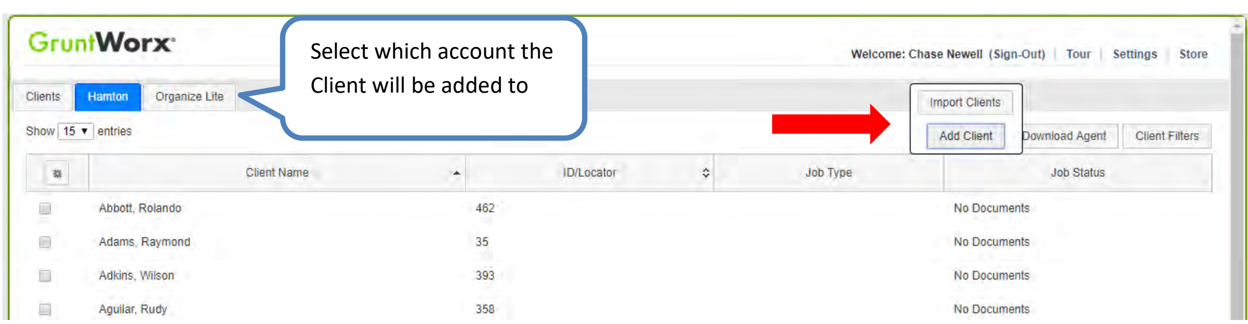


Note: Depending on your firm's IT policies, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases, the User's anti-virus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software.

Client Set-up

1. Add Client/s

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



Important: Client ID <u>must</u> be identical to the CCH Axcess™ Client ID used in the tax software.

Client Set-up (continued)

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

GruntWorx job Selection

GruntWorx allows the user to select from three types of jobs

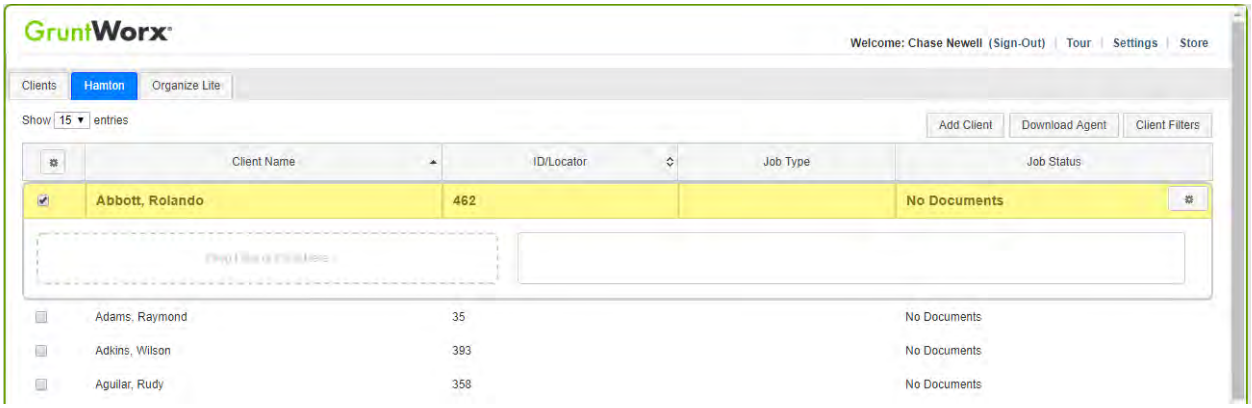
- **Organize Lite** – Our quickest turn-around and most cost-effective product.
  - Does not include human validation or population of tax data.
  - The user receives an organized and bookmarked PDF
- **Organize** with the option to select Trades.
  - Includes human validation
  - The user receives an organized and bookmarked PDF and,
  - If selected, **Trades** output to an excel workbook.
- **Populate** with the option to select Trades. Includes human validation
  - The user receives an organized and bookmarked PDF and,
  - An editable Excel workbook called the Pointsheet which contains all extracted data, ready for review and population into your client's tax file
  - If selected, **Trades** will also be included in the Pointsheet.

Organize Lite - Job Submission (Installation of GruntWorx Agent not required)

See the GruntWorx Organize Lite Quick Start Guide

Organize - Job Submission (Installation of GruntWorx Agent not required)

From the GruntWorx Dashboard, search for and click on the client name to open the client's details pane.

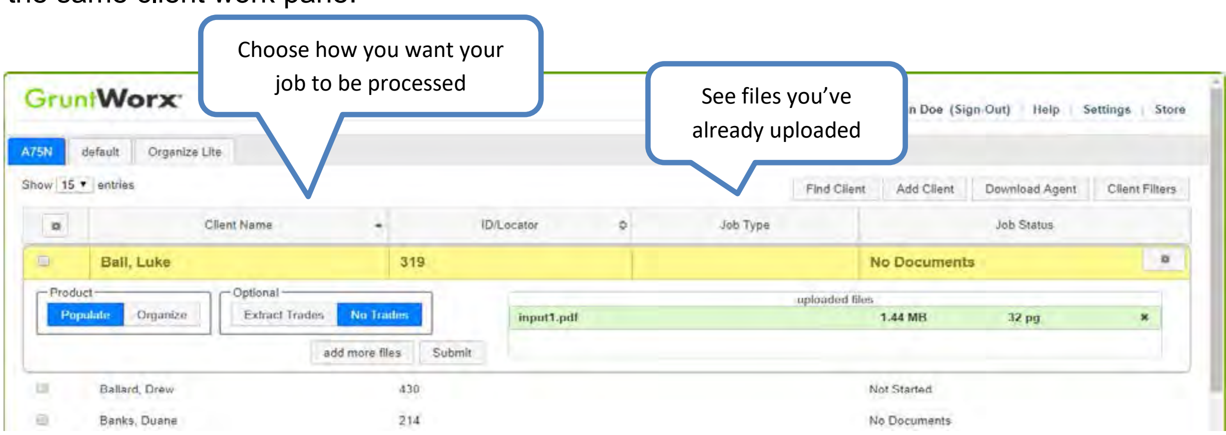


1. Upload Documents

- On the client details pane, drag and drop or click on the file upload box to browse for the client's PDF files to the File Upload box.
- Add as many as 15; maximum of 150MG per file)

2. Submit Job and Retrieve Completed Job

- Once documents are uploaded, select process files, choose Organize processing options (with or without Trades) and click "Submit". Retrieve completed jobs from the same client work pane.



Populate - Job Submission (Requires installation of the GruntWorx Agent)

GruntWorx Populate makes use of the CCH Axcess™ Export/Import functions found with the user's tax software. The GruntWorx Agent does not populate the client tax data directly but provides a data file for import by the user.

Note: Minimum required fields in the CCH Axcess™ client tax file: **Taxpayer and Spouse name/s and SSN/s, Filing Status and Home State**

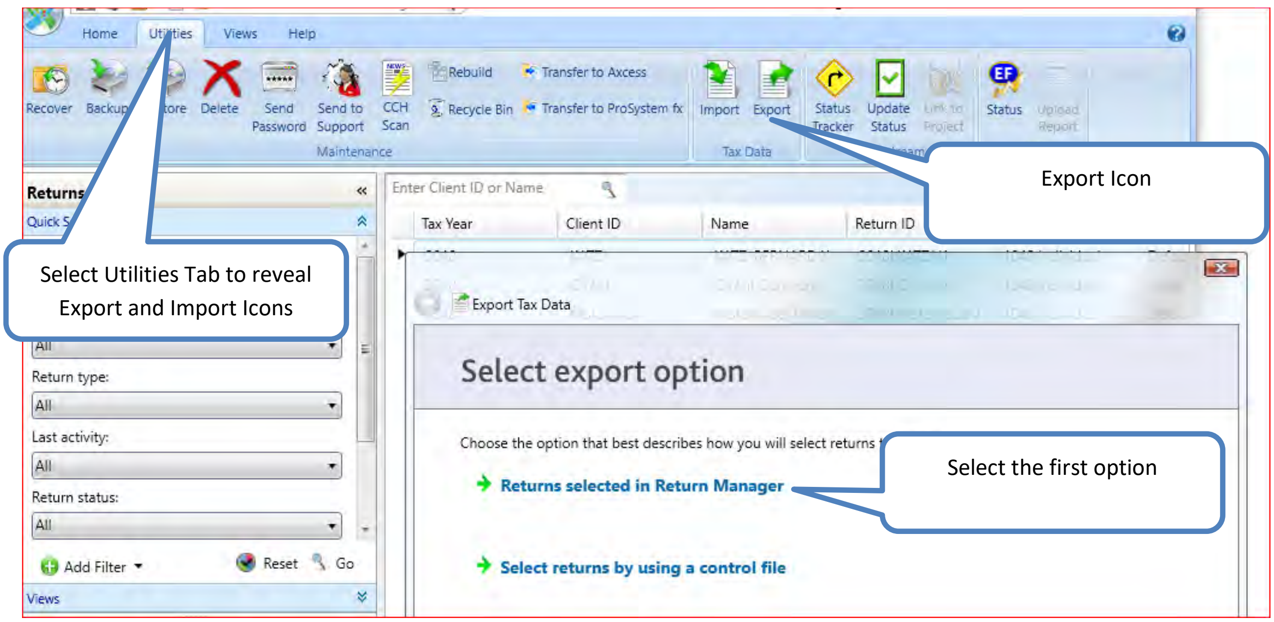
1. Download and Install the GruntWorx Agent from the GruntWorx Dashboard

Note: The Agent will install two new folders to default location C:\Users\(username)\Documents\GruntWorx.
The **proforma** folder is provided for the user to save the Client's export file which will then be uploaded by the user to GruntWorx along with the client's source documents.
The **population** folder is provided to store the import file generated by the GruntWorx Pointsheet which is then imported to populate the client tax file.

Populate - Job Submission (continued)

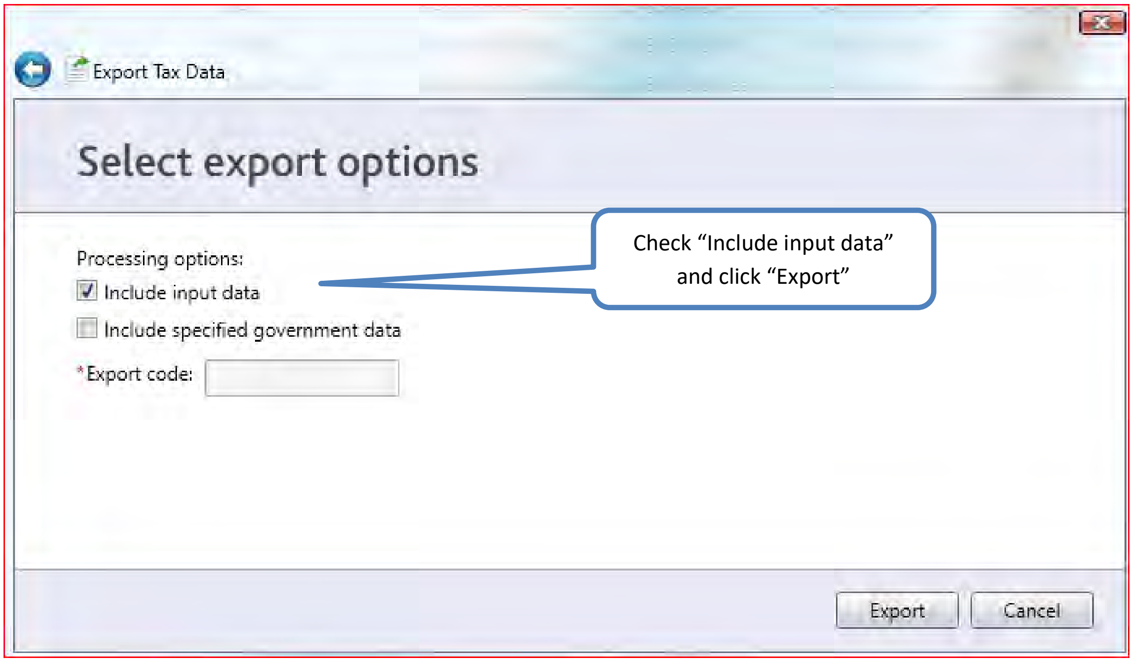
2. Create Axcess Export File - Proforma

- From the Axcess Tax “Return Manager” screen, highlight the return that will be submitted
- Click on the Axcess “Utilities” tab at the top of your screen and click on the “Export” icon, upper right
- Select “Returns selected in Return Manager” (first of 2 options)

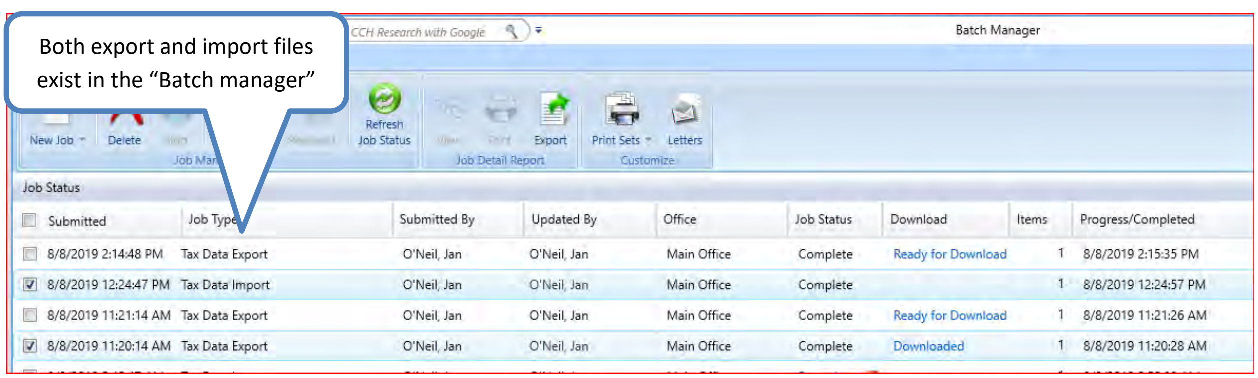


Populate - Job Submission (continued)

- On the next screen, select “Include input data” then click the “Export” button



- Return to the Axcess Tax Dashboard and select “Batch Manager”
- Download the Tax Data Export file marked “Ready for Download” browse to save the export file to the proforma folder created by the GruntWorx Agent. See default location above. Be sure to name the file with either the clientID or the client name – for your convenience.

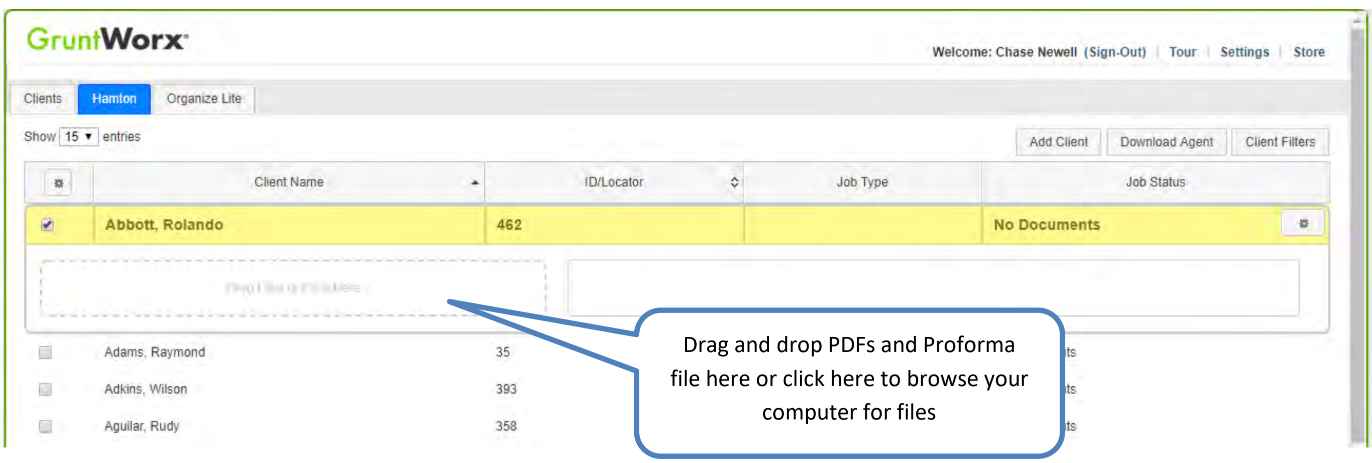


Populate - Job Submission (continued)

Note: The Axcess “Batch Manager” will display both Export and Import rows. After jobs are processed by GruntWorx, users should delete both Export and Import files from the Batch Manager to free up space and to prevent confusion. Note: Right clicking on the Tax Data row and selecting “View Report” will allow you to verify the name on the client file.

3. Upload Documents

From the GruntWorx Dashboard, search for and click on the client name to open the client details pane.

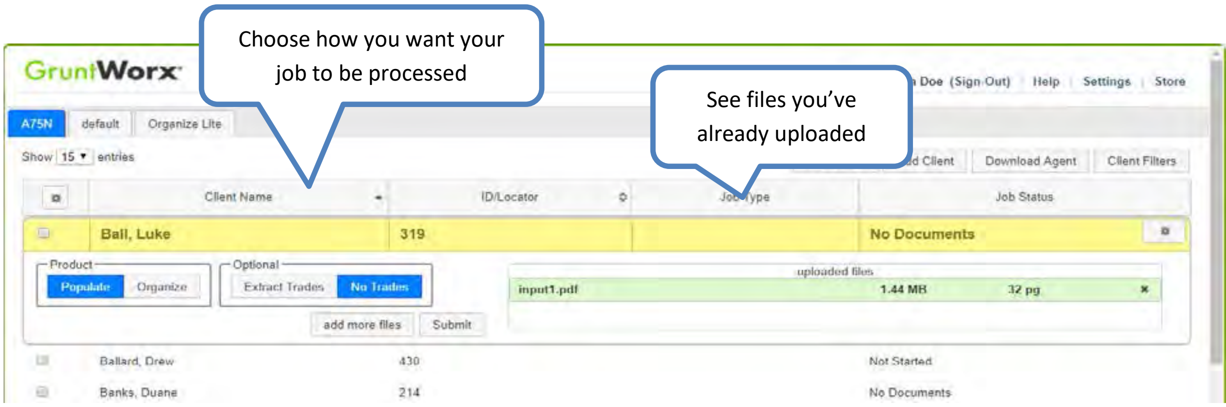


- In the client details pane, drag and drop or click on the file upload box to browse for the client’s Proforma file - just saved to your Proforma folder. Upload the client’s PDF files to the File Upload box in the same manner.
- Add as many as 15 files can be uploaded; maximum of 150MG per file)

4. Submit to GruntWorx

Once the PDF/s and proforma (.dat) document are uploaded, select process files, choose processing options (Populate; with or without Trades) and click “Submit”

Populate - Job Submission (continued)



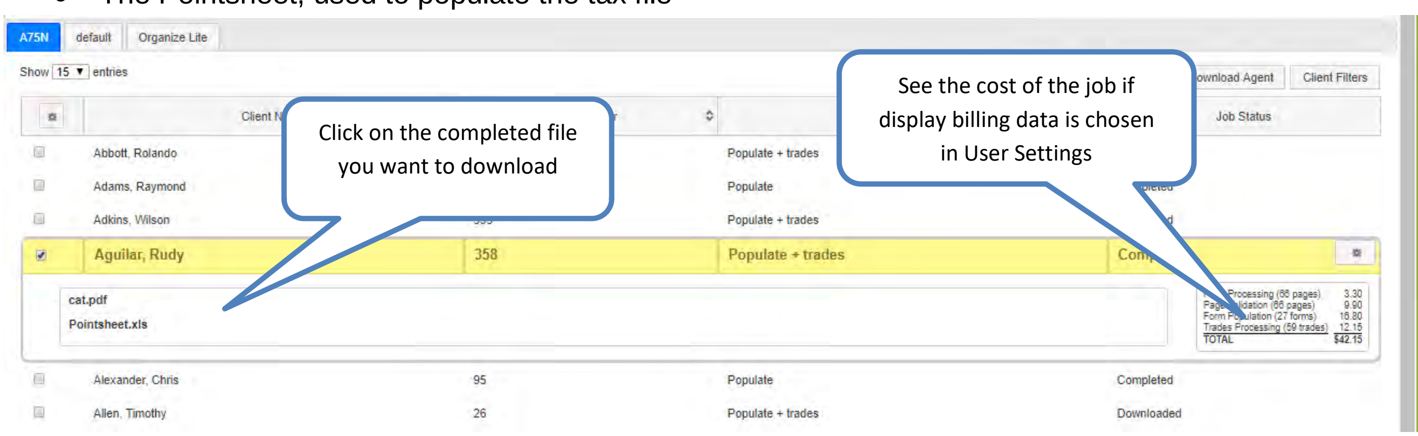
5. Job Completion

If selected, the User is notified by email or SMS once the job is ready to be downloaded. User notification preferences can beset or changed on the User Settings screen – upper right on the dashboard.

6. Download and Save Completed Files

At the Dashboard, click the Client name associated with the “completed” job to reveal the output files. Download and save

- The organized and bookmarked PDF
- The Pointsheet, used to populate the tax file



Populate -Job Submission (continued)

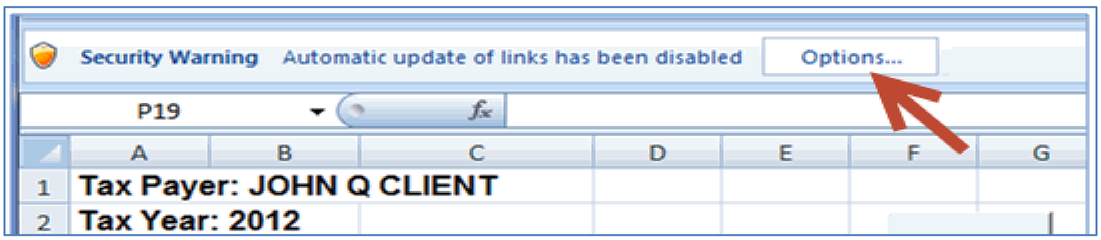
Note: Output files can be viewed from the GruntWorx client panel but to take advantage of the links between the Pointsheet and the Bookmarked PDF, the user must save the documents, either to their desktop or firm-designated file system and open both files for review.

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

Populate - Client Tax File Population

1. Enable Macros

Population by Pointsheet utilizes the Excel™ macro feature.



- Select "Enable this Content"

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 associated page in the Bookmarked PDF.

Populate - Client Tax File Population (continued)

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

- Click on each form tab to review/edit the extracted data and assure matches are made to prior year records (grayed). 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
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		

W-2 | 1099 INT | 1099 OID | 1099 DIV | Cons_1099 | Trades | 1099 R | SSA - 1099 | RRB-1099 | 1099-MISC | 1065 K-1 | 1120S K-1

Click on the Forms tabs to review the extracted data. Issuer names are hyper-linked to the associated page in the Bookmarked PDF.

Click to view the page.

Populate - Client Tax File Population (continued)

3. Generate the Client Tax Import File

When the edit/review step is complete, from the Pointsheet Diagnostics tab

- Click on "Check Data" button to verify field formatting is OK
  Errors or notes, if any, at the bottom of the Diagnostics sheet may need to be fixed.

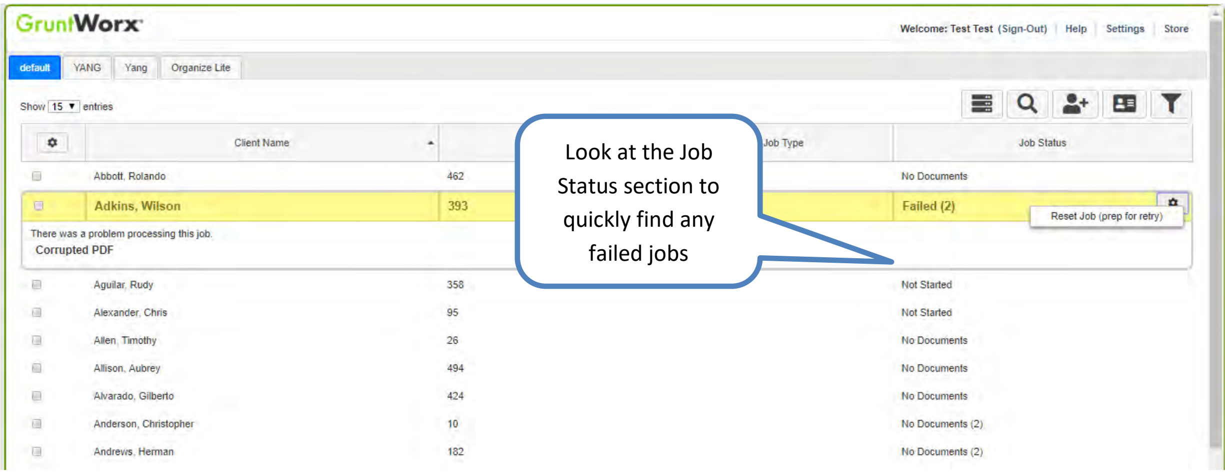
1. Click on the "Populate" button to generate the tax data import file
2. Name the Gruntworx.dat file using the clientID or name and save to the **population** folder created by the Agent

4. Import the GruntWorx Data File

- Log in to the tax software. Do **not** open the tax client.
- From the Axcess Tax "Return Manager" screen, highlight the return that will be populated
- Click on the Axcess "Utilities" tab at the top of your screen and click on the "Import" icon, upper right
- Browse to your **population** folder and select the file to populate
- Click 'Import" to complete the GruntWorx process.

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 panel and click the Gear icon button at upper right.
- Choose the Reset Job (prep for retry) option
- Fix the error, e.g.: Print and scan for password protected documents
- Upload documents, including the Client export file saved to the user's **proforma** folder and click "Process".

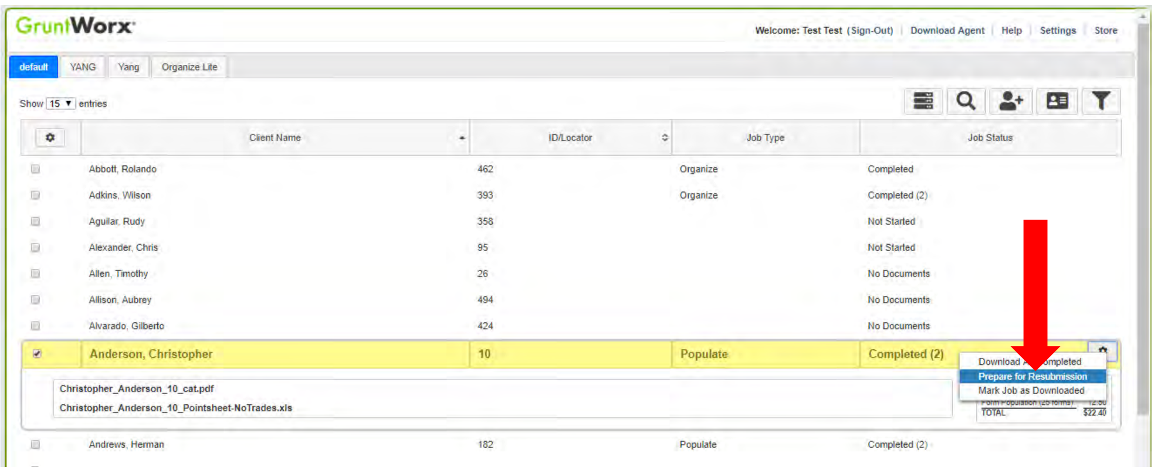
Job Resubmission

To accommodate client's missing documents and/or extensions, GruntWorx allows resubmission for **Populate and 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.

Please note: Preparing a job for resubmission will remove all that client's documents. Make sure you have downloaded and documents you wish to keep before preparing for resubmission.

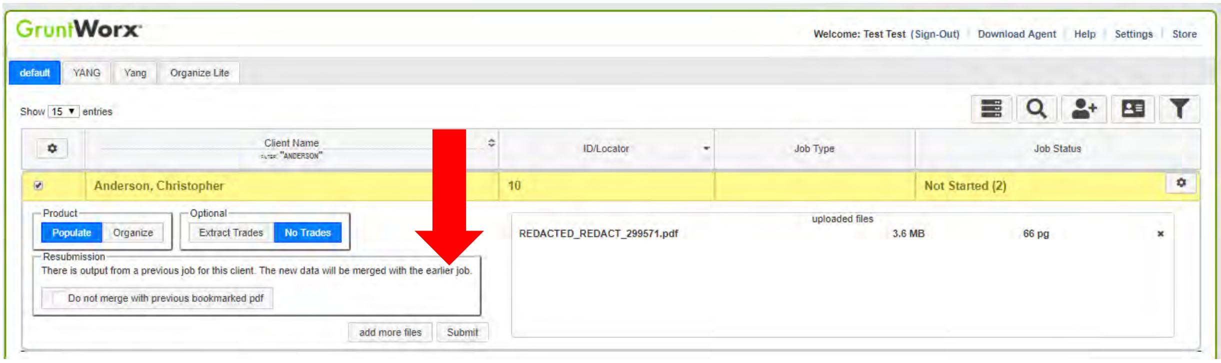
- The user should open the Client's Details and click the Gear icon in the upper right.



- On the dropdown menu choose Prepare for Resubmission
- Upload the client's files including a newly generated Client export file saved to the user's **proforma** folder and submit as if it was an entirely new job

Job Resubmission (continued)

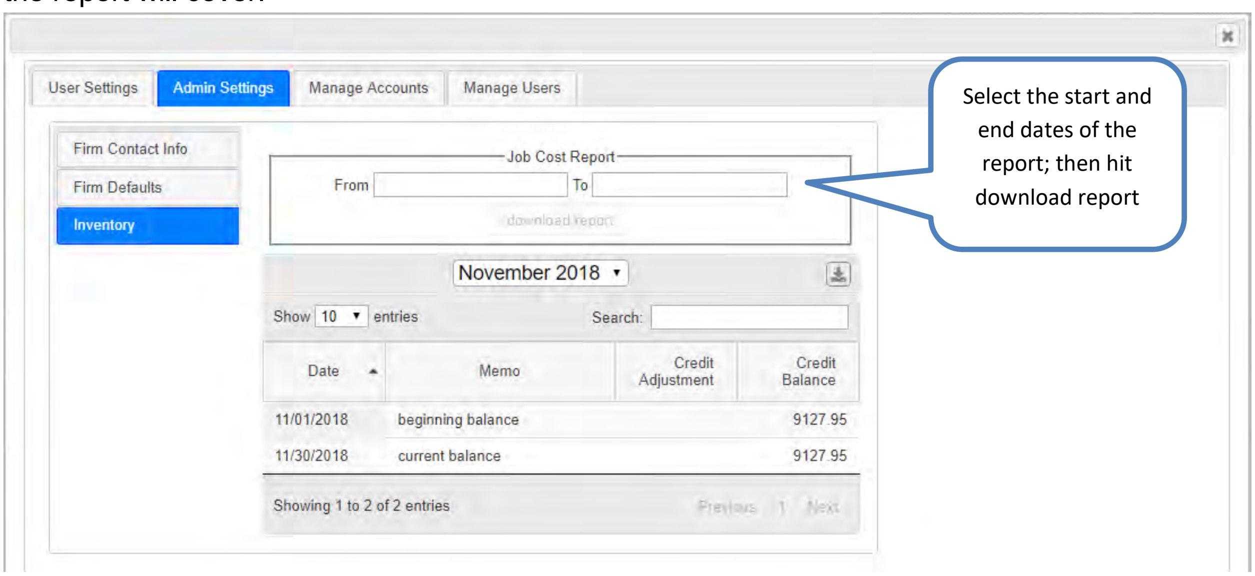
- If the user does not want the previous and new bookmarked pdfs to be combined into the newly generated bookmarked pdf, check the box



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.



Reports (continued)

Select “download report” to download a spreadsheet with all details of GruntWorx activity to date.

4. Sample Admin Report

A1 | firm_id

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	firm_id	job_id	job_date	clientid	taxpayer_	page_nun	page_cost	extracted_	trades_nu	trades_co	job_cost	tokens_used				
2	310	231445	4/10/2017	3669IT	Bug Patrol	15	2.25	4	0	0	6.25	0				
3	310	233030	4/14/2017		Dateless	55	2.75	0	0	0	2.75	0				
4	310	233156	4/17/2017	TEST1	John Doe	56	8.4	7	18	2.7	18.1	0				
5	310	233158	4/14/2017	SMIULTRA	JOHN Doe	56	8.4	7	18	2.7	18.1	0				
6	310	233159	4/14/2017	SMI123	john Doe	56	8.4	7	18	2.7	18.1	0				
7																
8																
9																
10																
11																
12																
13																

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