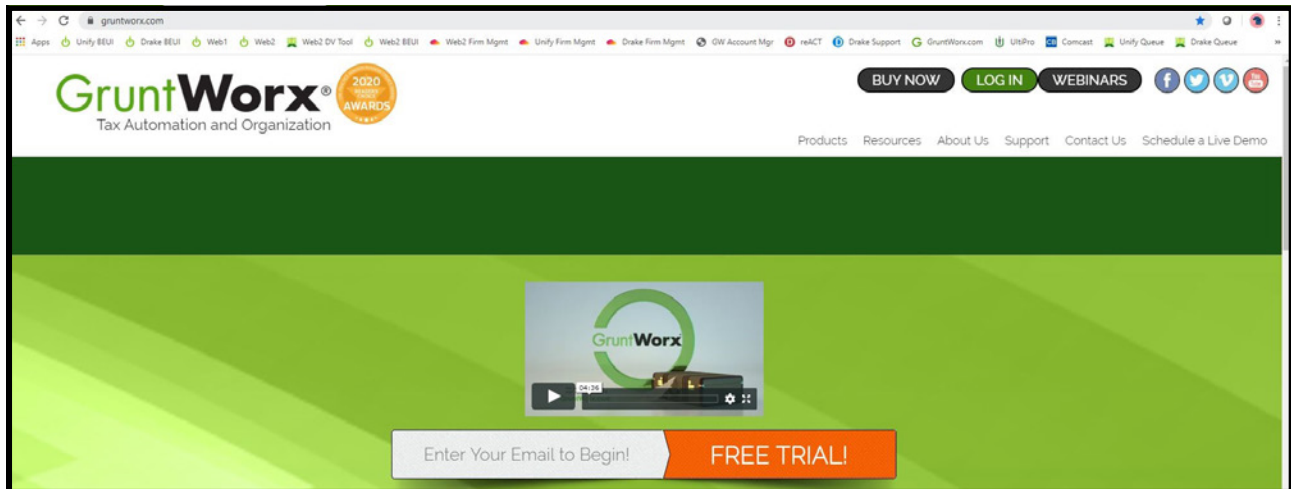


Here are instructions to help GoSystem users sign up for a Free Trial of GruntWorx and instructions for how to use GruntWorx with Thomson GoSystem tax software. **Please note that GoSystem users must contact GruntWorx prior to the submission of the firm's first Populate job. Access to web services at Thomson Reuters must first be enabled.**  
Call 877-830-6059 X2 for Sales X3 for Support

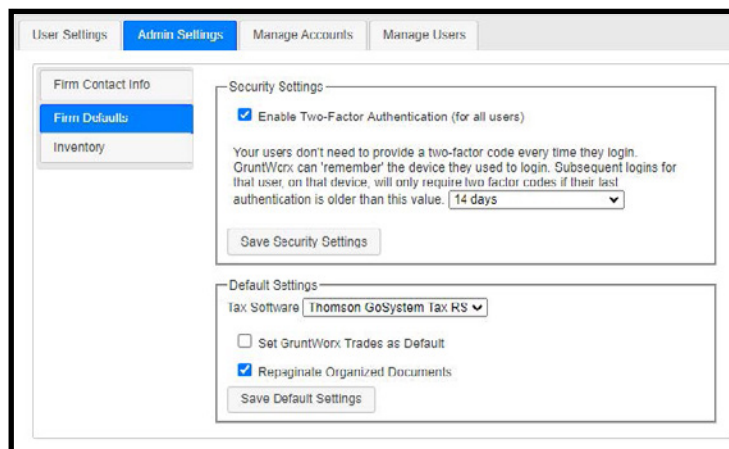


## How to Set up a GruntWorx Account

- ➔ From the GruntWorx.com homepage, enter email address and click **FREE TRIAL!**
- ➔ Complete the Registration
- ➔ Look for the sign-up email including the temporary password
- ➔ Log in to the GruntWorx Portal and set up new password
- ➔ Read and accept the master agreement and EULA
- ➔ In the top right-hand corner of the GruntWorx Dashboard, click on **Settings**



- ➔ Select the **Admin Settings** tab, then **Firm Defaults**
- ⚠ **TIP:** Only users with Administrator rights have access to Admin Settings.



### Security Settings

- Set firm-wide **Two-Factor Authentication** settings here

### Default Settings

- Select **Thomson GoSystem Tax RS as Tax Software**
- Set firm-wide job preferences:
  - Option to have Trades Add-On as default
  - Option for Repagination as default
- Click **Save Settings** after making any changes

⚠ **TIP:** Repagination is where GruntWorx Organize sorts the pages submitted in the order of the 1040.

→ Admin Settings also provides Firm Contact Info and Inventory settings

## Firm Contact Info

- Update any firm details
- Click **update firm** to save changes

## Inventory

- Provides detailed job history and the account's current balance
- Run a Job Cost Report by selecting start and end dates and clicking **download report**

The screenshot shows the 'Admin Settings' tab with 'Firm Contact Info' selected. The form contains the following fields: Firm Name (text), address1 (text, value: 123 Address), address2 (text), city (text, value: City), state (text, value: ST), zip (text, value: 00000), phone (text, value: 888-888-8888), and contact (text, value: emailaddress@email.co). An 'update firm' button is at the bottom.

The screenshot shows the 'Inventory' section with a 'Job Cost Report' form. It includes a 'From' and 'To' date range, a 'download report' button, a month selector (January 2020), and a table of entries.

Date	Memo	Credit Adjustment	Credit Balance
01/01/2020	beginning balance		0.00
01/15/2020	2019	0.00	966.24
01/22/2020	client: 8888 / account: Clients	-24.20	942.04
01/31/2020	ending balance		942.04

The screenshot shows the 'User Contact Information' form with sections for: User Contact Information (first name: John, last name: Smith, phone number, use repagination by default checkbox), Job Status Notification (job status notification: no notification, notification email, text/SMS notification phone number), Two Factor Authentication (two factor authentication: authenticator application, authentication email, text/SMS authentication phone number), GoSystem Tax RS Login Information (Login ID, Firm ID, Firm Location, Password), User Preferences (Default Display Tab: Clients, Warn when balance is below: 10.00, Display billing data on dashboard checkbox), and Change Your GruntWorx Password (new password, confirm new password).

→ Other Settings are **User Settings, Manage Accounts, and Manage Users**

**IMPORTANT:** Admins must add users and give account permissions in order for others in the firm to have access.

## User Settings

- Update **User Contact Information** at any time. This is used for GruntWorx to report any issues with job submissions.
- **Job Status Notification** preferences can be changed to text, email or no notifications
- Set the user's **Two Factor Authentication** settings
- Enter Login ID, Firm ID, Firm Location and Password, **identical to GoSystem Tax RS**
- Click **Update User Settings** after making any changes
- Under User Preferences, the user can change the **Default Display Tab**
- A **Warn when balance is below** field allowing the user to be alerted when the account balance reaches the selected amount.
- Admin users will have a check box to have the **billing data displayed on the dashboard**

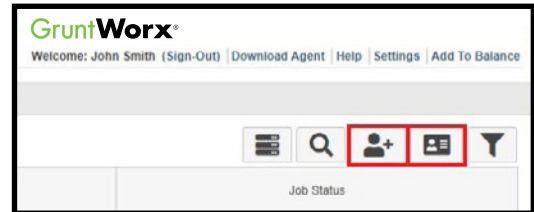
**TIP:** This is a great way to see individual costs at a glance

- **Change Your GruntWorx Password** here

**TIP:** Passwords expire every 90 days

# How to Add Clients

➔ From the **GruntWorx Dashboard**, click on an icon to add client(s)



**Adding Client to Clients**

First Name \*

Spouse Name

Last Name \*

Client ID / Locator\*

Client ID/Locator must match tax software

(\*) required fields

cancel reset save and add another save

- ➔ To add a **single** client:
  - Click on the icon and fill out all required fields
- ➔ To add **multiple** clients:
  - Click on the icon to upload a .csv file
  - Follow the instructions and template to create the .csv import file

**Import Clients into Clients**

Select a CSV file to import

import cancel

The CSV file must be in this format:

Last Name, First Name, Spouse Name, Client ID

CSV info

- The CSV file should not use column headers: only the client information, in separate columns, following the above format.
- Up to 500 clients can be imported with each CSV file.
- Spouse Name is an optional value and may be left blank (but the column must be present).
- The ClientID must contain only letters, numbers, and/or a comma
- The ClientID should match that in your tax software.

Example:

	A	B	C	D
1	Washington	George	Martha	1789-1797
2	Adams	John	Abigail	1797-1801
3	Jefferson	Thomas	Martha	1801-1809
4	Madison	James	Dolley	1809-1817

⚠ **TIP:** Trial users should have a **fresh client return rolled** from the prior tax year to current or make a new client in the GoSystem Tax RS tax software.

⚠ **IMPORTANT:** Each Client ID and Account number **must be identical** to the GoSystem Locator and Account number in the GoSystem Tax RS tax software.

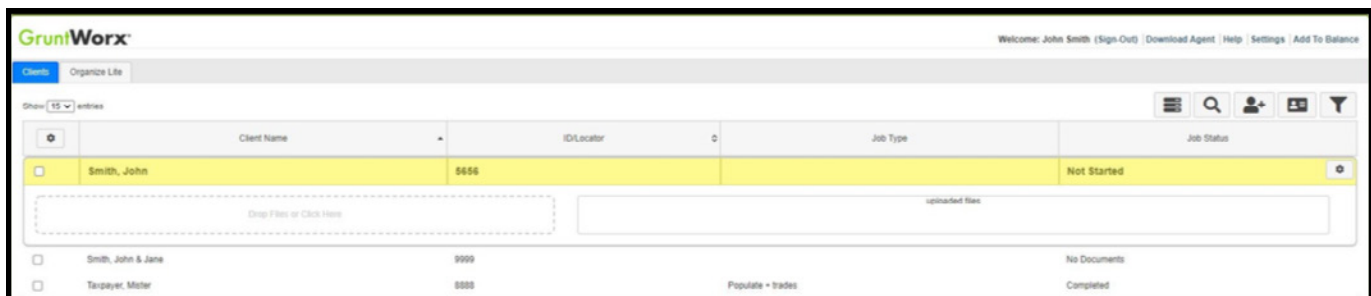
⚠ **TIP:** When adding clients, make sure they are being added under the appropriate account tab.

# How to Submit Jobs to GruntWorx

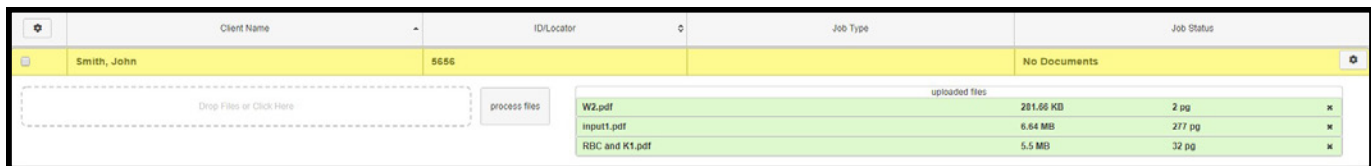
➔ From the **GruntWorx Dashboard**, click the client's name to open the client details pane

➔ To upload the client's source documents: either drag-and-drop PDF files, or click in the field with the dotted lines to browse the computer for files

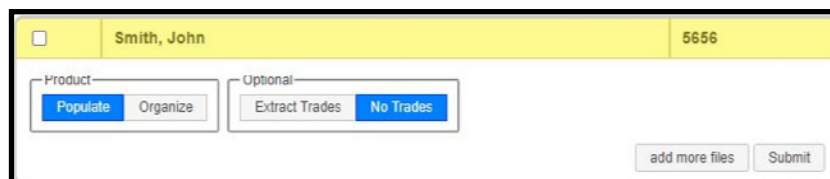
⚠ **IMPORTANT:** Add up to 15 PDFs per client, 150MB per PDF.



➔ Once all the files are uploaded, click **process files**



- ➔ Two boxes will appear
  - Choose either **Populate**, to have all the data extracted and imported into GoSystem and have it Organized into a bookmarked PDF or **Organize**, to only receive a bookmarked PDF, labeled with Payer Names.



- Then choose to either **Extract Trades**, or have **No Trades** extracted.

➔ Once selections are made, click **Submit**

➔ When the job is complete, a job completion **text message or email notification** is sent to the user

⚠ **TIP:** If a client provides their Capital Gains transactions or trades in excel format, do not submit to GruntWorx. Import the transactions directly into the return from within the tax software.

# When a Job is Complete

- ➔ After receiving a Job Completion notification, log back in to the GruntWorx Dashboard
- If the site stayed open in the browser, the page will need to be refreshed, and sign in again
- ➔ Click on the client's name—notice the Job Status is **Completed**
- ⚠ **TIP:** When the status is **Completed**, it means the extracted data has been imported into the client's return within the GoSystem tax software. If **Trades** was selected during submission, the user will populate the transactions into the client's tax file utilizing **GoSystem's Capital Gains Import** tool.
- If Organize was selected, there will be a PDF named **bookmarked.pdf**
- If Trades was added to Organize, there will also be a **Pointsheet.xls**
- If Populate or Populate with Trades was selected, there will be a **bookmarked.pdf** and a **Pointsheet.xls**
- ➔ Simply click on either file name to download and open



- ➔ The user should review the **Diagnostics sheet** in the Pointsheet.xls file.
- There may be comments or flags on certain pages added by GruntWorx validators. If the job has any Customer Diagnostic Notes, it is recommended that the user check those pages thoroughly and make any necessary changes in the client tax file within GoSystem tax software.

	A	B	C	D	E	F	G	H	I	J
1	Tax Payer: Smith, John									
2	Tax Year: 2020									
3	Spouse:									
4										
5										
6										
7	Diagnostics -									
8	<b>Professional review required</b>									
9	Potential duplicate/corrected documents detected - column C form populated									
10	- 1098 Mortgage Duplicate 1									
11	<b>Forms classified but not extracted for population</b>									
12	Forms classified but not populated by GruntWorx									
13	- 1095 C									
14	- 1099 S									

⚠ **TIP:** Blue hyperlinks are provided with each Diagnostic and, when clicked, will bring the user directly to the corresponding page in the opened Bookmarked PDF.

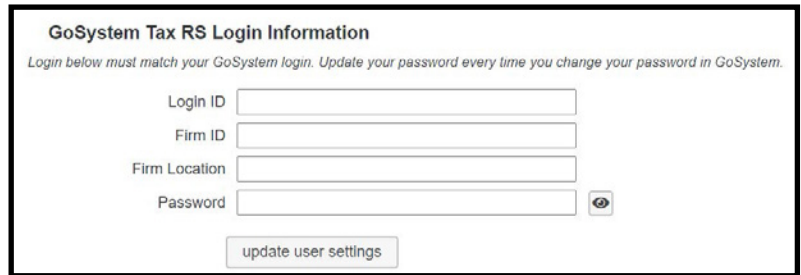
⚠ **IMPORTANT:** The Diagnostics Sheet is purely for user review, as the extracted data in the Pointsheet has already been imported into the client's return.

<p>The <b>Diagnostics</b> worksheet includes notes related to document processing exceptions and items requiring Professional Review.</p>	<p><b>Missing Prior Year's Documents</b> is a list of transactions found in the prior year tax file that are not matched to current year documents.</p>	<p>Each Consolidated 1099 account produces its own Trades worksheet and are generated to enable users to populate extracted data into the client's tax file using the <b>Capital Gains Import</b> function provided by GoSystem.</p>
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# Considerations for Thomson GoSystem Tax RS Users

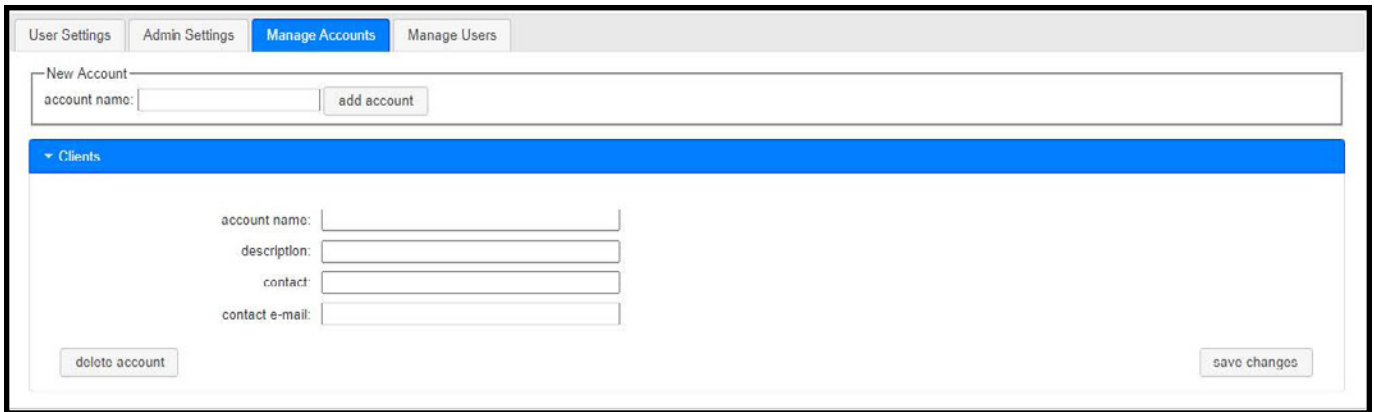
→ At the **User Settings** tab of the GruntWorx Dashboard **Settings**, users will add their GoSystem Tax RS login credentials.

⚠ **IMPORTANT:** When a user's login or password for GoSystem is updated, the GoSystem Login Information in **GruntWorx User Settings** must also be updated.



The screenshot shows a form titled "GoSystem Tax RS Login Information". Below the title is a note: "Login below must match your GoSystem login. Update your password every time you change your password in GoSystem." The form contains four input fields: "Login ID", "Firm ID", "Firm Location", and "Password". The "Password" field has an eye icon to its right. At the bottom of the form is a button labeled "update user settings".

→ Under the **Manage Accounts** tab in Settings, users begin with a default account named **Clients**. During set-up and before the user's first submission, the default account should be **re-named to match** one of the firm's GoSystem Tax RS accounts.



The screenshot shows the "Manage Accounts" tab in the GruntWorx settings. At the top, there are tabs for "User Settings", "Admin Settings", "Manage Accounts" (which is selected), and "Manage Users". Below the tabs is a "New Account" section with an "account name:" input field and an "add account" button. Underneath is a blue header for "Clients". Below this header are four input fields: "account name:", "description:", "contact:", and "contact e-mail:". At the bottom left is a "delete account" button and at the bottom right is a "save changes" button.

⚠ **TIP:** All Account names must match the specific GoSystem Tax RS accounts associated with the firm's client tax files.

⚠ **IMPORTANT:** **Minimum required fields in the client tax file:** Taxpayer and spouse name/s, SSN/s and filing status located on the Taxpayer Information screen in the General Information section of the Client Organizer.

⚠ **TIP:** The user must be **logged out** of the GoSystem Client tax file during job submission.

Tips for best scanning practices can be found here in this [video](#).  
For system requirements click [here](#).

For any support questions, call **877-830-6059 X3**  
or send an email to [Support@GruntWorx.com](mailto:Support@GruntWorx.com)

For any sales questions, call **877-830-6059 X2**  
or send an email to [Sales@GruntWorx.com](mailto:Sales@GruntWorx.com)

Here is a list of all the supported forms for the GruntWorx Organize and Thomson GoSystem Tax RS Populate services.

### Organize LITE & Organize

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- W-2
- W-2G
- W2C
- 1042S
- 1095-A
- 1095-B
- 1095-C
- 1098
- 1098-C
- 1098-E
- 1098-T
- 1099-A
- 1099-B
- 1099-C
- 1099-CAP
- 1099-G
- 1099-DIV
- 1099-INT
- 1099-H
- 1099-K
- 1099-LTC
- 1099-MISC
- 1099-PATR
- 1099-Q
- 1099-R
- RRB-1099
- RRB-1099-R
- 1099-S
- 1099-SA
- SSA-1099
- Consolidated 1099
- 2439
- 5498-SA
- 5498-ESA
- Grantor Letter as 1041 K-1
- Supporting Tax Documents
- Receipts



### Populate

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- W-2
- W-2G
- 1095-A
- 1098
- 1098-E
- 1098-T
- 1099-MISC
- 1099-B
- 1099-G
- 1099-DIV
- 1099-INT
- 1099-R
- RRB-1099
- SSA-1099
- 1099-OID
- Consolidated 1099
- 1120S K-1
- 1065 K-1
- 1041 K-1
- 5498
- 1099-MISCs are extracted to the Pointsheet but not imported into Thomson GoSystem

