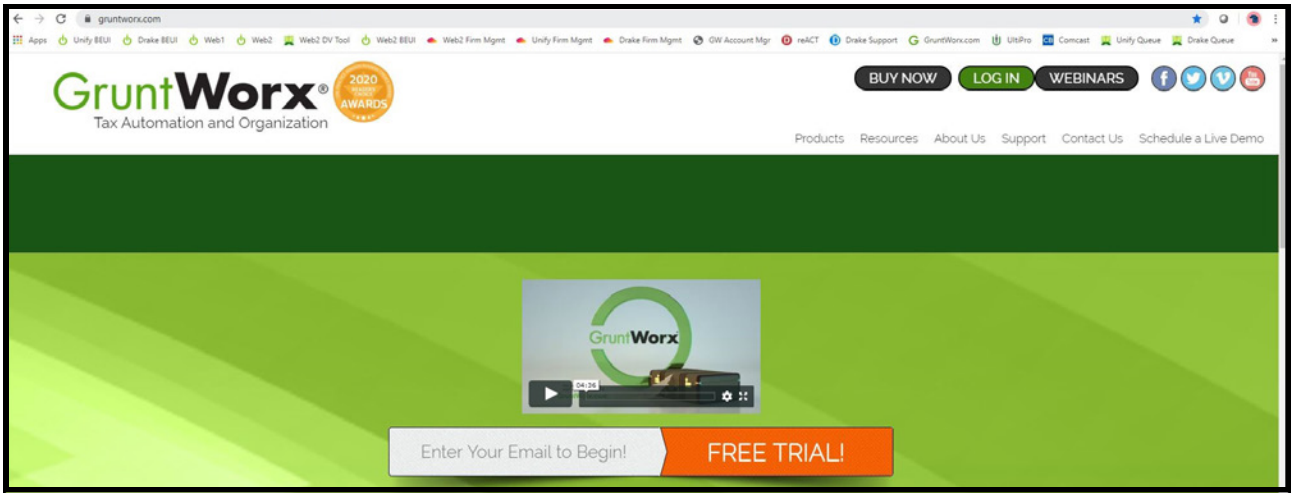
UltraTax CS Quick Start Guide

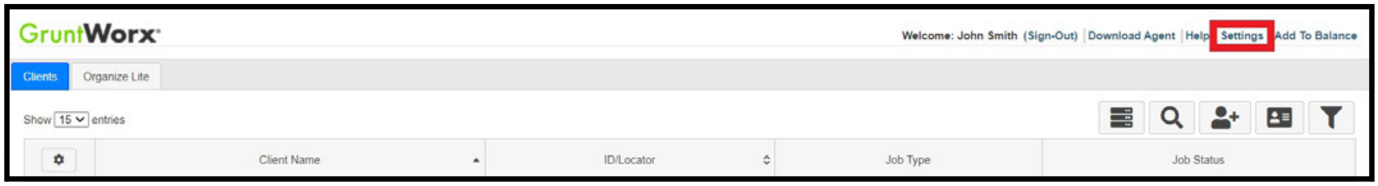
GruntWorx®

Here are instructions to help UltraTax users sign up for a Free Trial of GruntWorx and instructions for how to use GruntWorx with UltraTax CS.



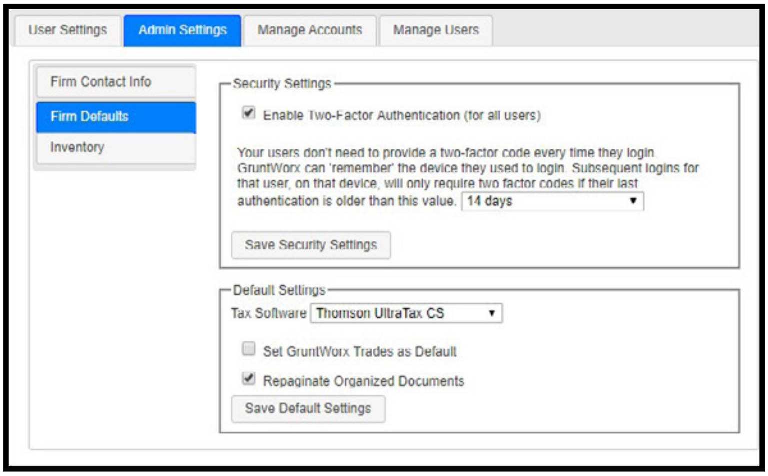
How to Set up a GruntWorx Account

- 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

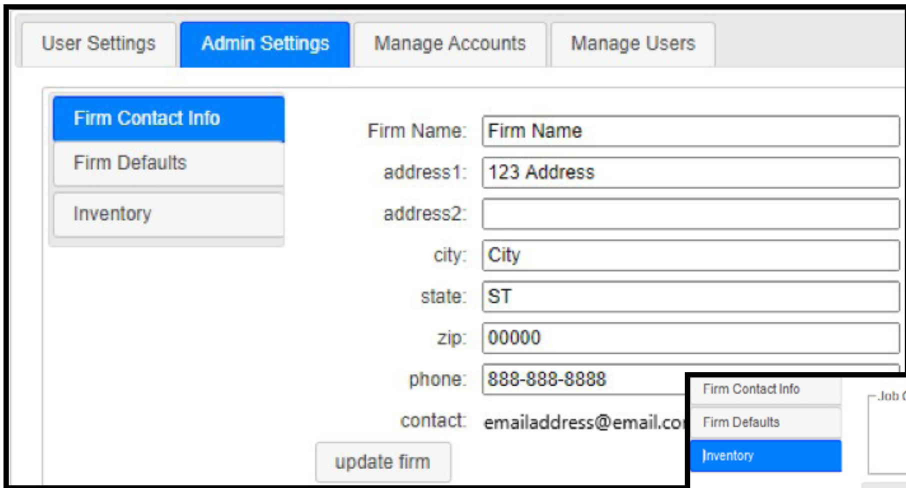
- Set firm-wide **Two-Factor Authentication** settings here

Default Settings

- Select **Thomson UltraTax CS** 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 you submitted in the order of the 1040.

➔ **Admin Settings** also provides **Firm Contact Info** and **Inventory** settings

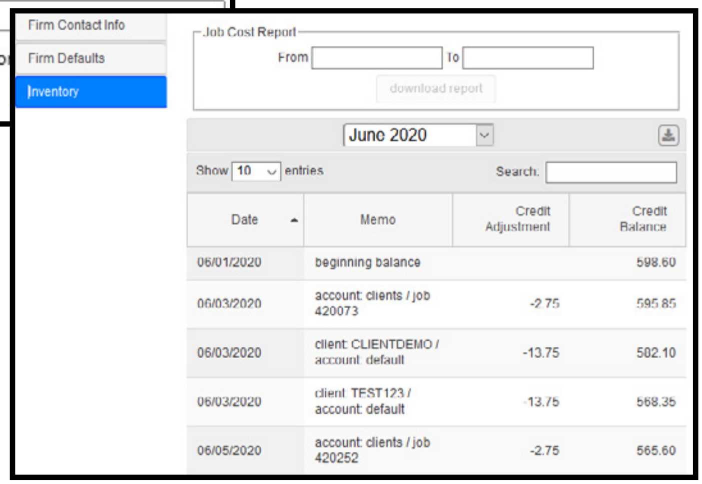


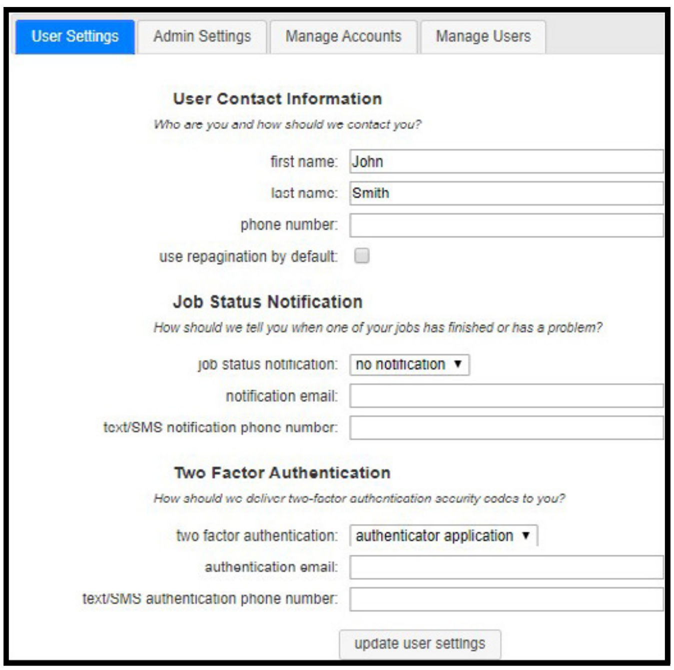
Firm Contact Info

- 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**



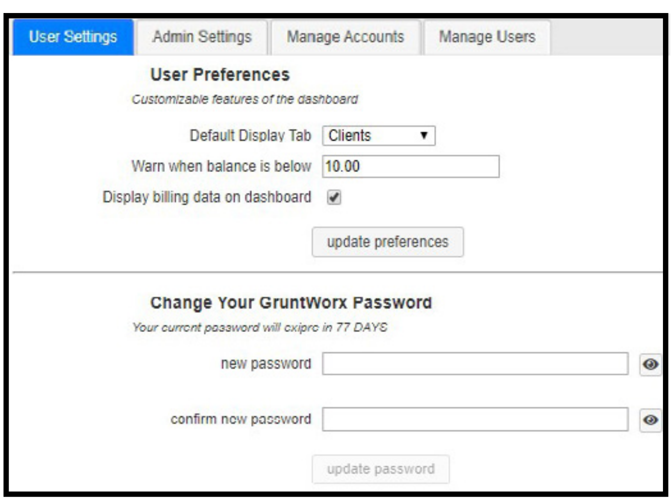


➔ Other Settings are **User Settings, Manage Accounts,** and **Manage Users**

⚠ **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
- Click **Update User Settings** after making any changes



User Preferences

- 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

➔ To continue set-up, click **Download Agent** from the GruntWorx Dashboard

➔ Once the download is complete, run GWAgentSetup.exe (the file you downloaded) and select **GruntWorx Agent for Thomson UltraTax CS**

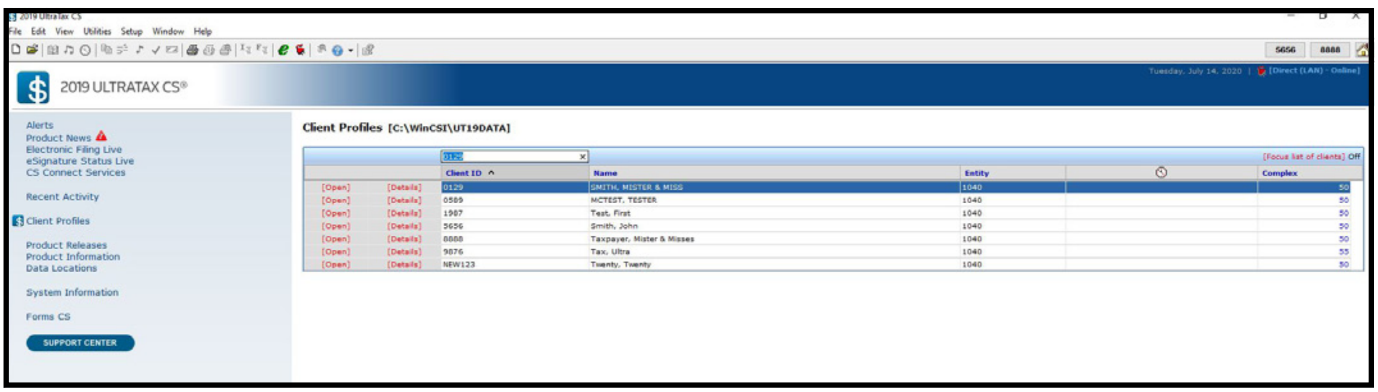
➔ Follow the prompts to complete installation

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

Considerations for UltraTax CS Users

➔ To submit jobs from the GruntWorx Dashboard or to populate data from the GruntWorx provided Excel Pointsheet, users should have the UltraTax **Client Profiles** screen open.

- The user must also be logged-out of the client tax file during these times.



⚠ **TIP:** Access the screen by clicking the Home button (house icon at upper right) and then selecting **Client Profiles** on the left panel with the Dollar sign. From a blank page after clicking on the **Home button**, click File in upper left, then Open Client. Dismiss the client selector to show the **Client Profiles** page.

⚠ **TIP:** If more than one version of 1040 tax files are maintained for any one client, be sure to exempt from Data Sharing the versions of the client tax files that the user doesn't want to be populated by GruntWorx.

⚠ **IMPORTANT:** **Minimum required fields in the client tax file**: Taxpayer and spouse name(s), SSN(s) and filing status

Steps to Populate for Using GruntWorx with the Virtual Office version of UltraTax

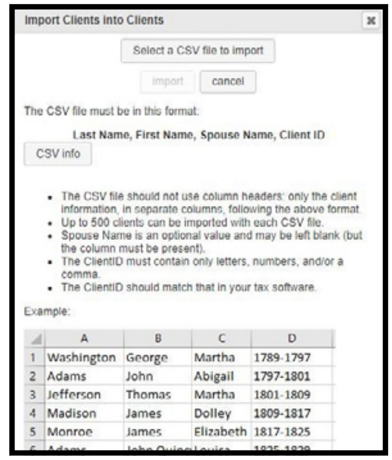
1. Download a Local copy of the tax program
2. Set up a GruntWorx Account and install Agent
3. Backup 1040 clients to local copy of the tax software
4. Process GruntWorx jobs following this Quick Start Guide
5. Restore the populated client file to the cloud – in batches or as required
6. Open the client tax file and using Data Sharing, accept populated records into the tax program

How to Submit Jobs

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

- ➔ To add a **single** client:
  - Click on the icon and fill out all required fields

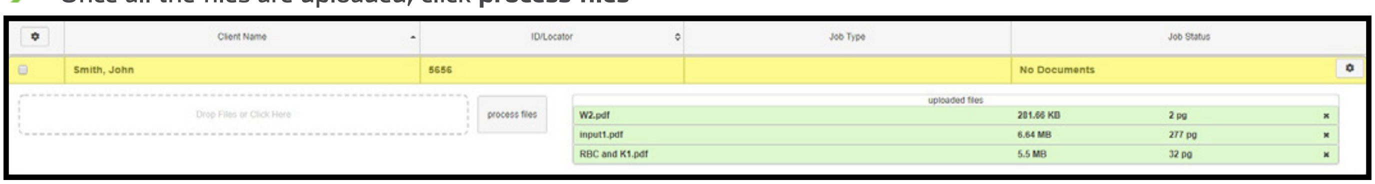
⚠ **IMPORTANT:** Client ID must be identical to the UltraTax Client ID



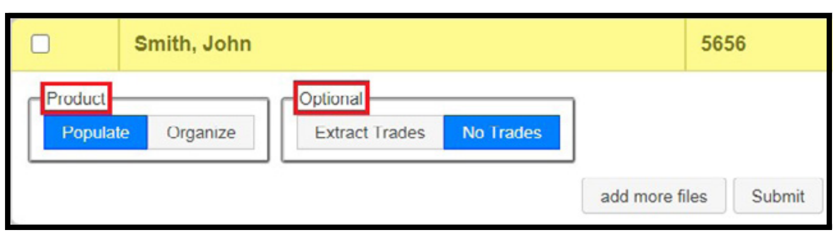
- ➔ To add **multiple** clients:
  - Click on the icon to upload a .csv file
  - Follow the instructions and template to create the .csv import file
- ➔ To submit the client source documents: Click on the client's name, then either drag-and-drop PDF files, or click in the field with the dotted lines 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 UltraTax 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**



⚠ **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.

- ➔ Proforma collection will begin
- ⚠ **TIP:** The GruntWorx Agent will access the client tax file in UltraTax to retrieve the client's proforma info and submit the job to GruntWorx
- ⚠ **IMPORTANT:** If the GruntWorx Agent does not find the client SSN/s, the user will be asked to browse to a different data path. If the user declines, they are given the option to type the client SSN/s. The user should select yes when asked to *always enter SSNs manually* **only** if it is the preferred method for each submission. GruntWorx Support can help to remove this setting.
- ➔ Once the job is complete, a job completion **text message or email notification** is sent to the user

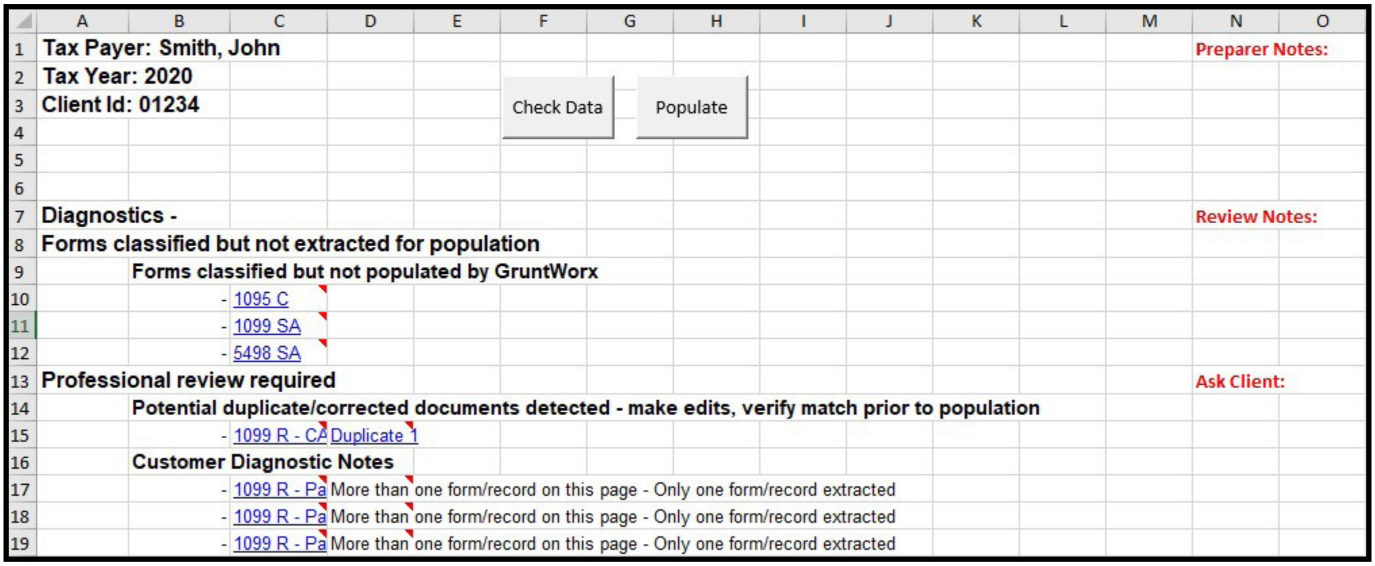
When a Job is Complete

- ➔ 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**
  - 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 **Pointsheet.xls** file requires Microsoft Excel to view, edit and Populate

- After opening the .xls file, the user will need to enable Excel's macro feature

- The user should then review the **Diagnostics sheet**
- 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 before moving on.



TIP: Review or edit the extracted data on each tab of the workbook.

- If edits were made in the Pointsheet, the user should click **Check Data** to verify field formatting is still correct after making the necessary changes.

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

- With UltraTax open, and the client's tax file closed, click **Populate** inside the Pointsheet excel file
- The Agent will then populate the data into the client file. These changes can be viewed on the screen as they are being imported. The Agent should be given the time to complete the import.
- When the import is complete, open your client's return.
- UltraTax's Data Sharing tool will prompt the user to accept populated records into the tax program
- Users can easily review or adjust any fields within the client's file in UltraTax.

For more information on the Pointsheet, please refer to the Pointsheet Guide and Pointsheet video

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

For any sales questions, call **877-830-6059 X2**
or send an email to Sales@GruntWorx.com

Here is a list of all the supported forms for the GruntWorx Organize and UltraTax Populate services.

Organize LITE & Organize

- 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

- 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
    - 5498s are extracted to the Pointsheet but not imported into UltraTax