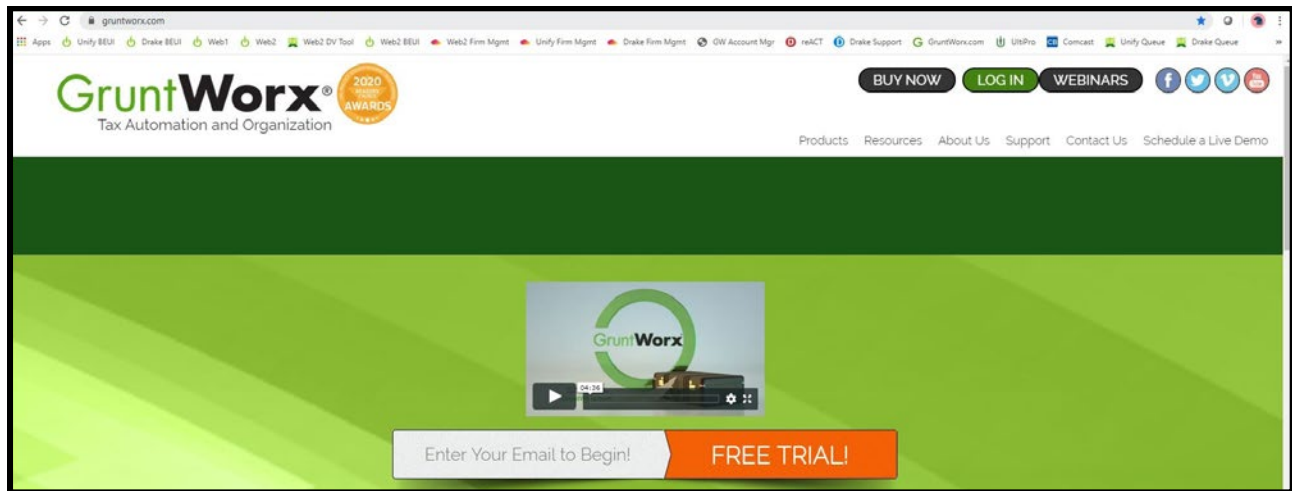


Here are instructions to help Lacerte users sign up for a Free Trial of GruntWorx and instructions for how to use GruntWorx with Intuit Lacerte tax software.

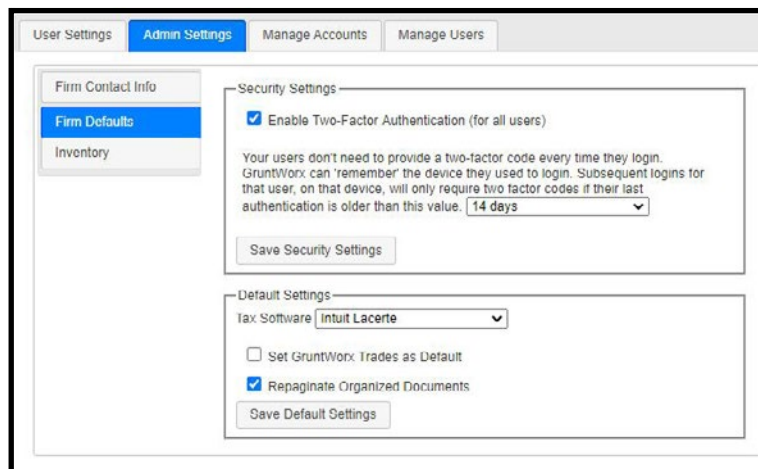


## How to Set up a GruntWorx Account

- ➔ 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 **Intuit Lacerte** 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**

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

→ 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 Intuit Lacerte**

→ Follow the prompts to complete installation

- The Agent installation will ask the user to select the location of their Lacerte idata

**⚠ 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.

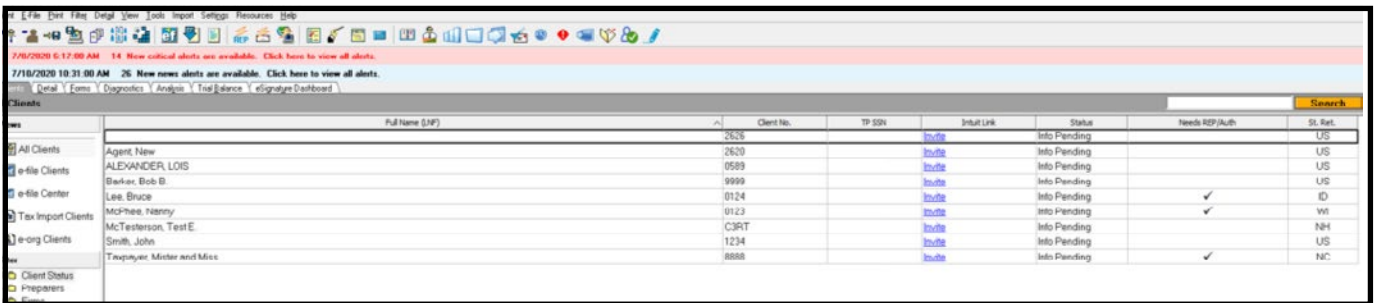
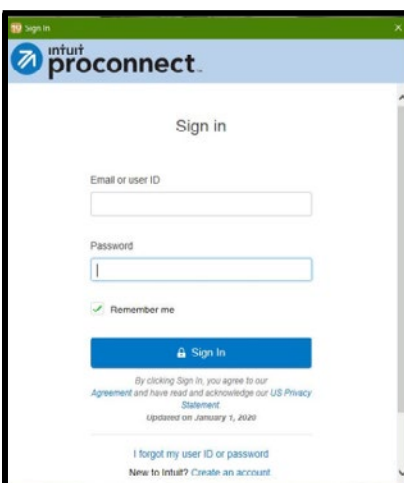
## Considerations for Intuit Lacerte Users

→ Lacerte users must install the **Intuit-provided Software Development Kit, or SDK.**

- This tool allows the GruntWorx Agent to work with Lacerte.
- The SDK link is located on the GruntWorx Dashboard banner.



→ To submit jobs from the GruntWorx Dashboard or to populate data from the GruntWorx-provided Pointsheet, users do not need to have the tax software open but if they do, should have the Lacerte Client tax file closed.

The image shows a screenshot of the GruntWorx dashboard with a table of client information. The table has columns for 'Full Name (LRF)', 'Client No.', 'TP SSN', 'Intuit Link', 'Status', 'Needs REP/Auth', and 'SC Ref.'. The table contains several rows of client data, including 'Agent New', 'ALEXANDER, LOIS', 'Barker, Bob B.', 'Lee, Bruce', 'McPhee, Nancy', 'McTesterson, Test E.', 'Smith, John', and 'Taxpayer, Mister and Miss'.

→ If the user receives an error stating the Agent cannot locate a client with a matching SSN, first check that the Client ID matches in both the tax software and GruntWorx.

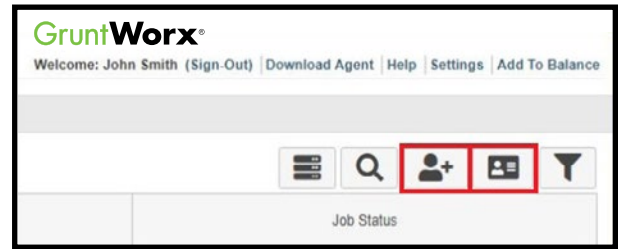
- If the Client ID matches, the user's idata location may need to be corrected. Contact GruntWorx Support to assist.

**⚠ TIP:** The user may be prompted with an additional Lacerte login during submission or population. Look for the Intuit Proconnect Sign In screen behind any open windows. Not signing in will cause proforma collection failure and the job will not process.

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

# How to Submit Jobs

- ➔ **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

**! IMPORTANT:** Client ID must be identical to the Lacerte Client ID

**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:

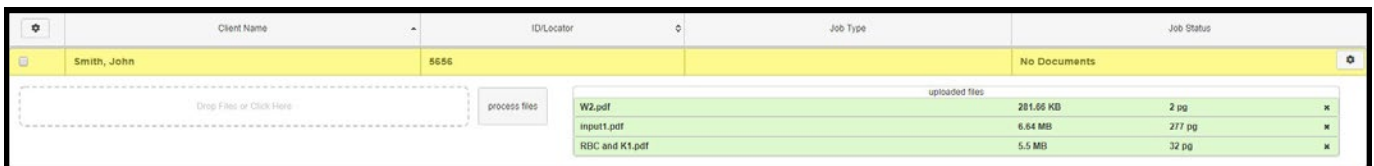
	A	B	C	D
1	Washington	George	Martha	1789-1797
2	Adams	John	Abigail	1797-1801
3	Jefferson	Thomas	Martha	1801-1809
4	Madison	James	Dolley	1809-1817
5	Monroe	James	Elizabeth	1817-1825

- ➔ 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

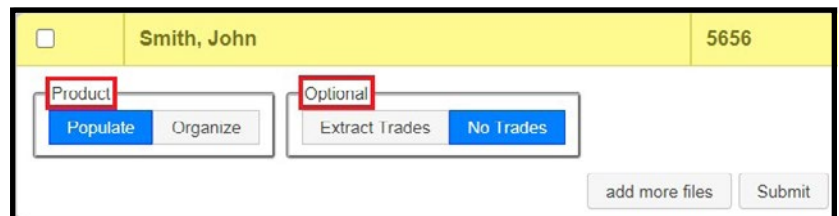
**! IMPORTANT:** Add up to 15 PDFs per client, 150MB per PDF.



- ➔ 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 Lacerte 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:** After clicking Submit, a black window will appear on your screen.
- ⚠ **TIP:** The GruntWorx Agent will access the client tax file in Lacerte to retrieve the client's proforma data and submit the job to GruntWorx
- ➔ Once the job is complete, a job completion **text message or email notification** is sent to the user

## When a Job is Complete

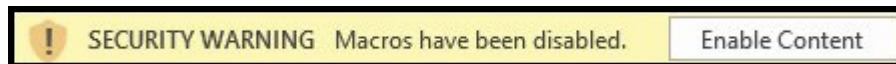
- ➔ After receiving a Job Completion notification, log back in to the GruntWorx Dashboard
  - If the site stayed open in the browser, the page will need to be refreshed, and sign in again
- ➔ Click on the client's name—notice the Job Status is **Completed**
  - If Organize was selected, there will be 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**

Client Name	ID/Locator	Job Type	Job Status
SMITH, JANE	1234	Populate	Completed (3)
SMYTH, JUSTIN	0589	Populate + trades	Completed (3)

Showing 1 to 5 of 5 entries

Page Processing (2 pages) 0:10  
 Page Validation (2 pages) 0:30  
 Form Population (2 forms) 1:50  
**TOTAL** 2:30

- ➔ 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Tax Payer: SMITH, JOHN														Preparer Notes:	
2	Tax Year: 2020															
3	Client Id: 01234															
4							Check Data	Populate								
5							IDATA ON DROPBOX? Pause Sync before Populating									
6																
7	Diagnostics -														Review Notes:	
8	Forms classified but not extracted for population															
9	Forms classified but not populated by GruntWorx															
10																
11	Professional review required															
12							Inconsistent Owner/SSN - correct, add Owner(TSJ), verify Sheet/Entity/Activity numbers and un-check to populate									
13																
14														Ask Client:		
15																

- ⚠ **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.
- ⚠ **IMPORTANT:** Dropbox users will need to pause syncing prior to clicking Populate in the Pointsheet.
- Click **Populate** inside the Pointsheet Excel file. The user should make sure the client tax file is closed before clicking Populate.
- The Agent will then populate the data into the client file. The Agent should be given the time to complete the import.
- When the import is complete, open the client's return.
  - Users can easily review or adjust any fields within the client's file in Lacerte.

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](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 Lacerte 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

---

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

