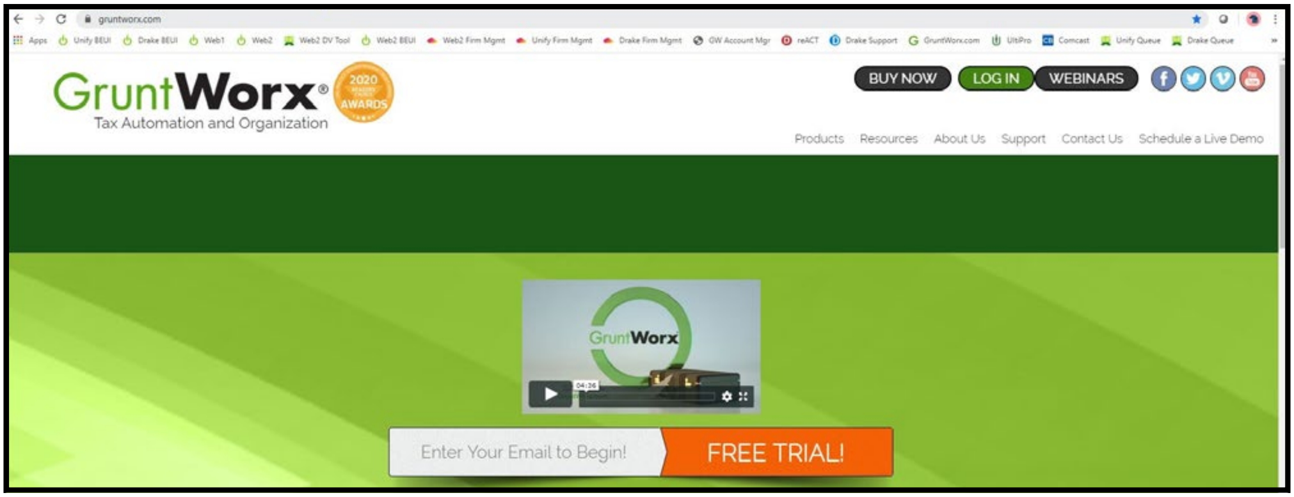
Intuit Lacerte Quick Start Guide

GruntWorx®

Follow these instructions to sign up for the GruntWorx free trial or use Organize, Organize LITE, Populate, and Trades with Intuit Lacerte tax software.

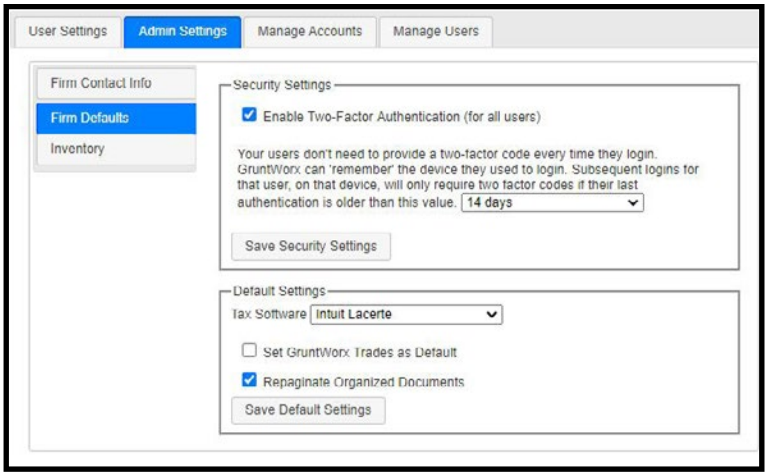


How to Set up a GruntWorx Account

- 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

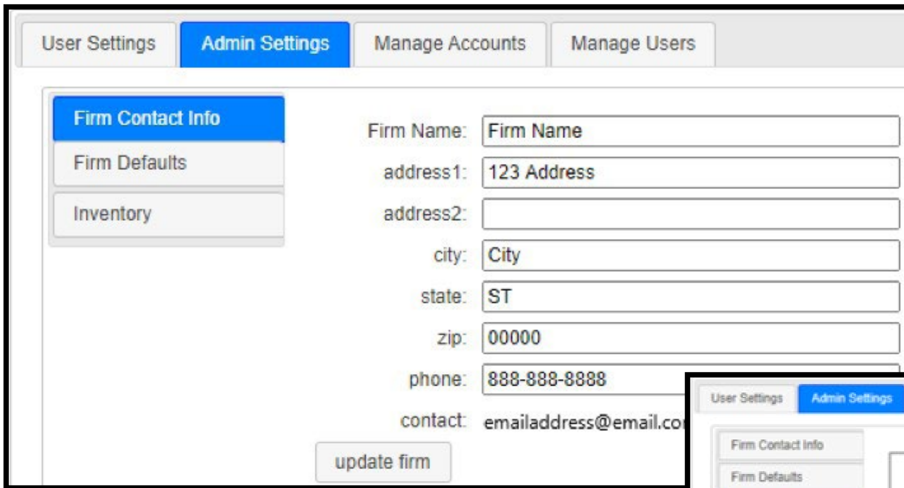
- Set firm-wide **Two-Factor Authentication** settings here

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

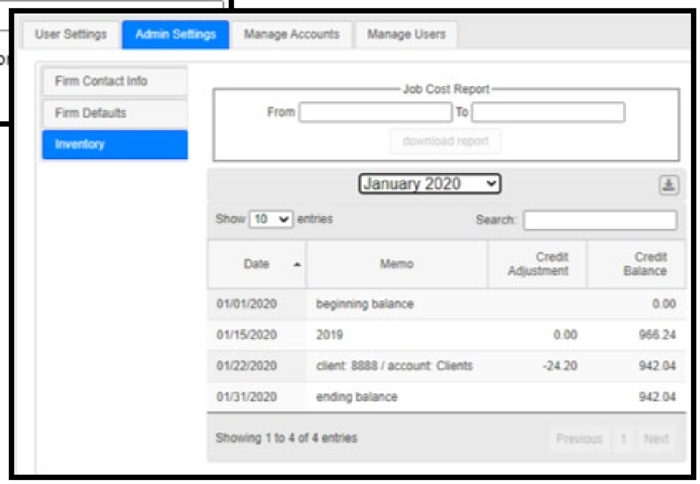


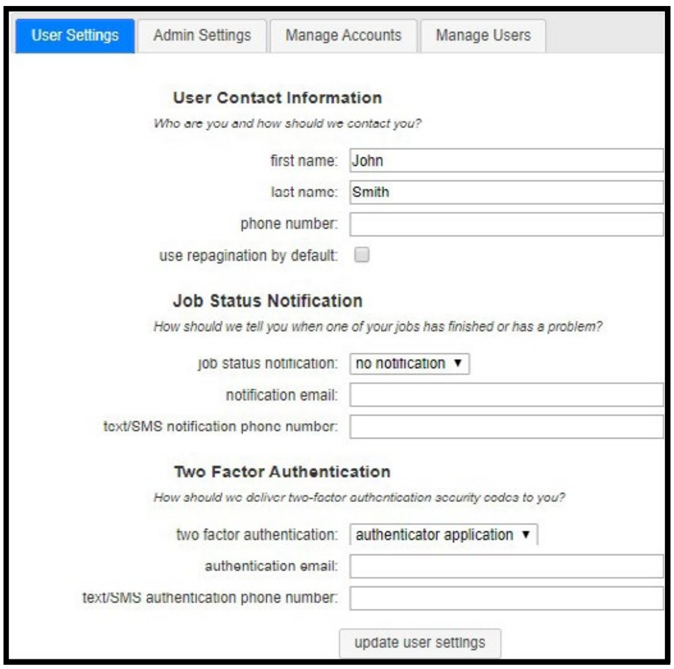
Firm Contact Info

- 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**



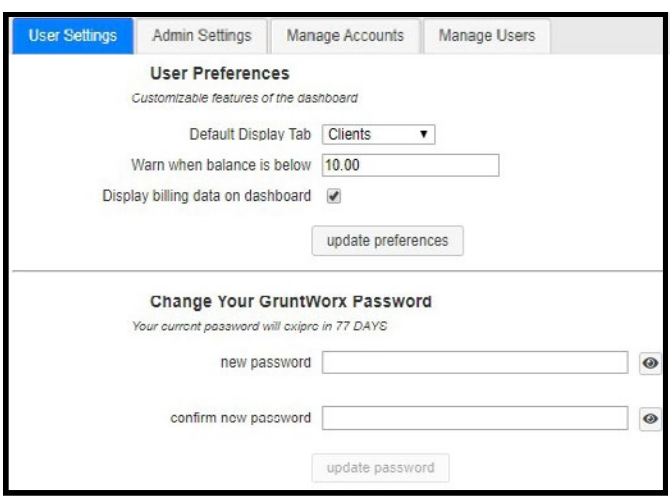


➔ Other Settings are **User Settings, Manage Accounts,** and **Manage Users**

⚠ **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

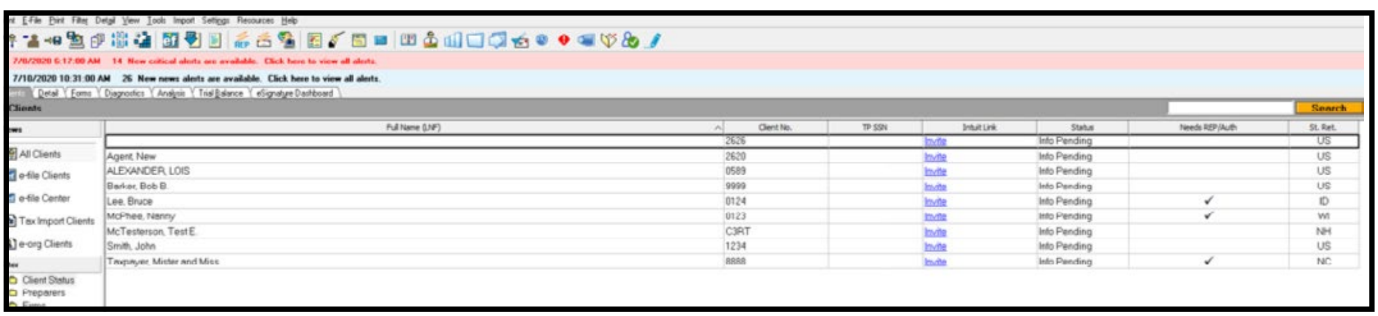
⚠ **IMPORTANT:** *Depending on the user's IT policies and browser permissions, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases, anti-virus software should be temporarily disabled to allow a complete installation of the GruntWorx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



➔ 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

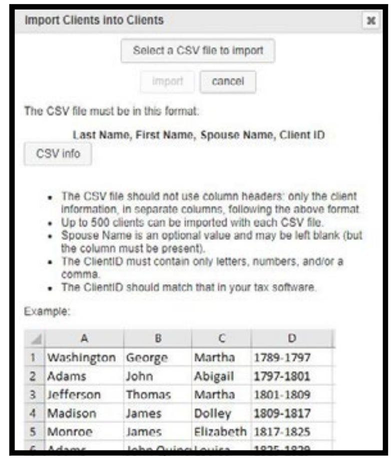
➔ **Add Clients**

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

➔ 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



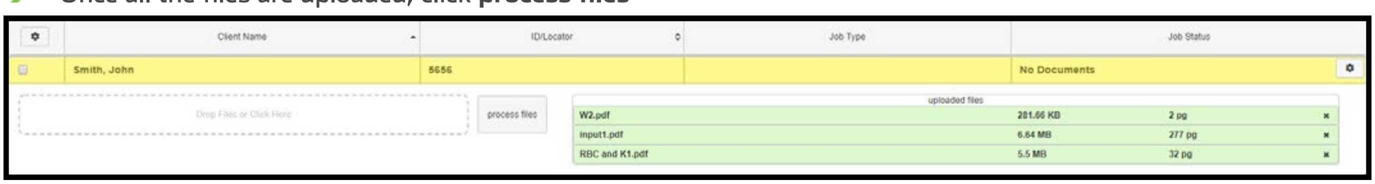
➔ To add **multiple** clients:

- 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.

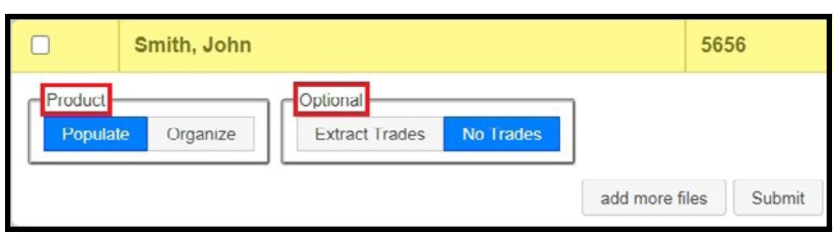
➔ Once all the files are uploaded, click **process files**



➔ 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.

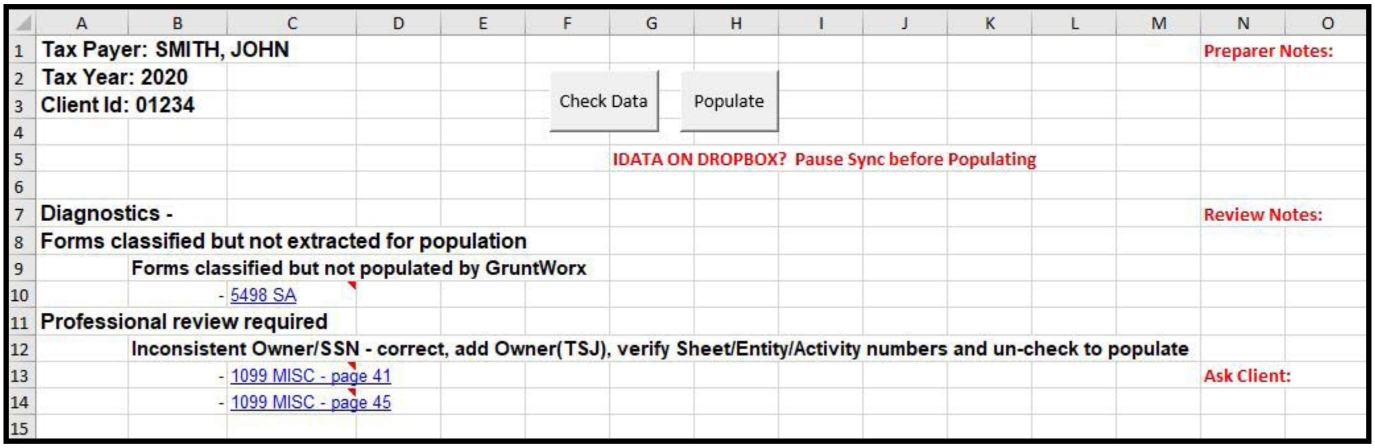
- ➔ Proforma collection will begin
- ⚠ **TIP:** After clicking Submit, a black window will appear on your screen.
- ⚠ **TIP:** The GruntWorx Agent will access the client tax file in Lacerte to retrieve the client's proforma data and submit the job to GruntWorx
- ➔ Once the job is complete, a job completion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

- ➔ 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.

⚠ **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

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

GruntWorx®

Here is a list of all the supported forms for the GruntWorx Organize and Lacerte 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-NEC
- 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, 1099-NECs, and 5498 are extracted to the Pointsheet but not imported into Lacerte