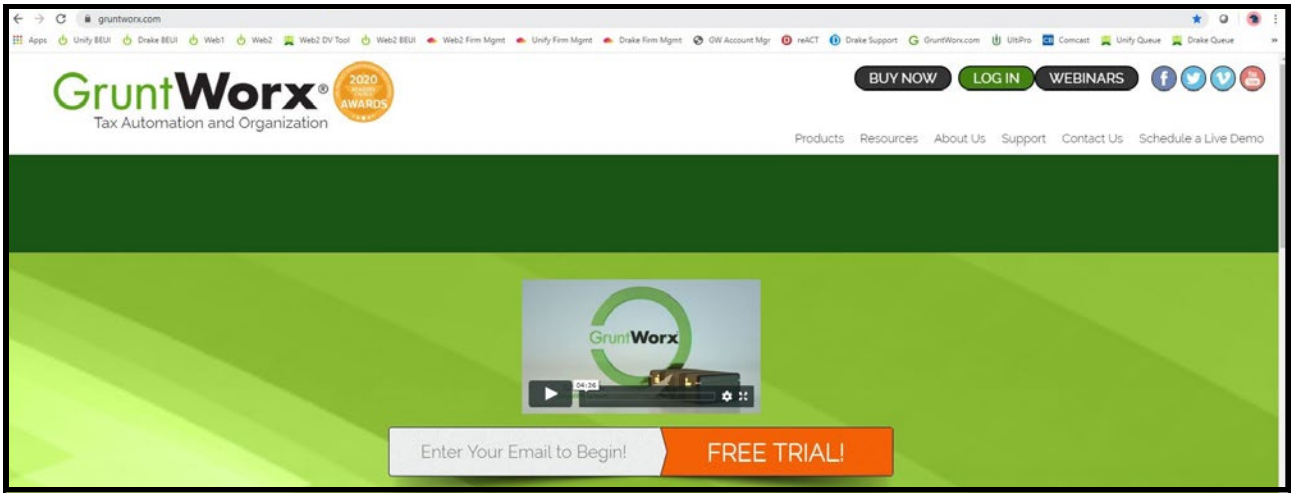
ProSystem fx Quick Start Guide

GruntWorx®

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

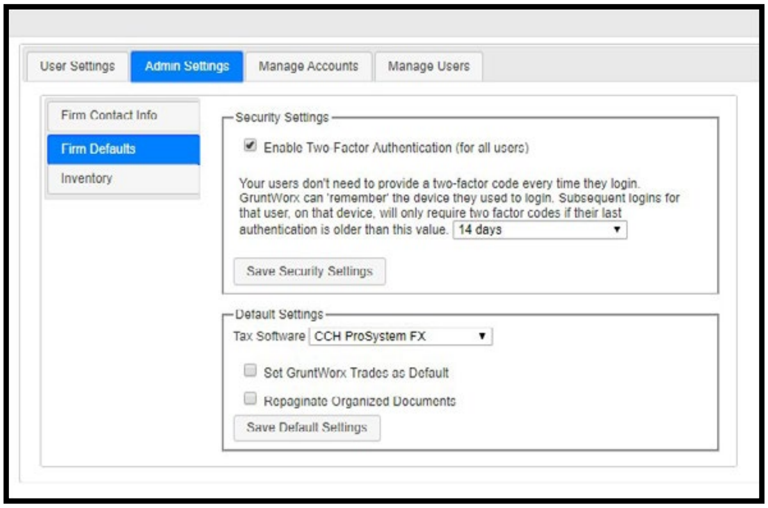


How to Set up a GruntWorx Account

- 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

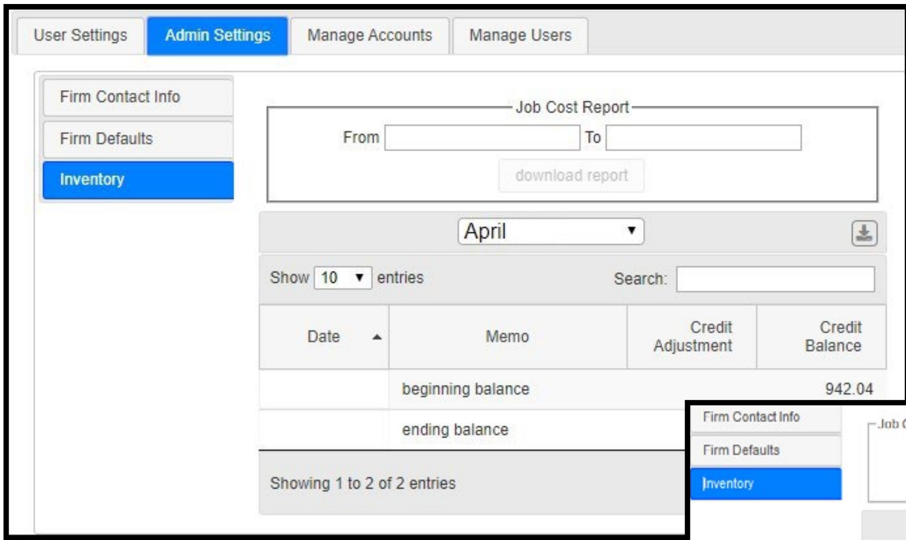
- Set firm-wide **Two-Factor Authentication** settings here

Default Settings

- Select **CCH ProSystem FX** 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

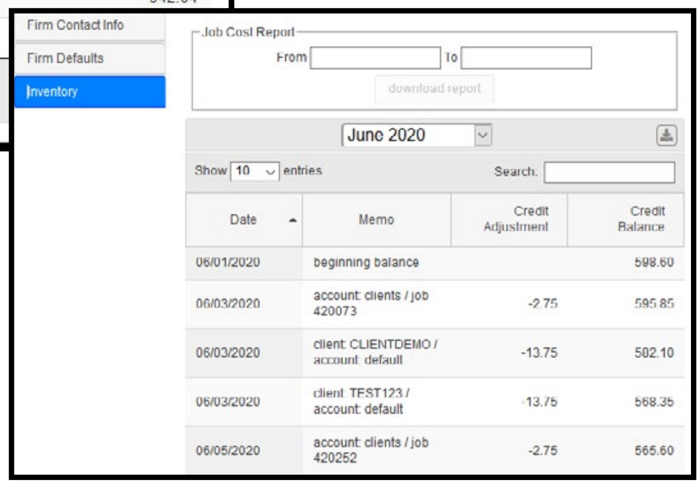


Firm Contact Info

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

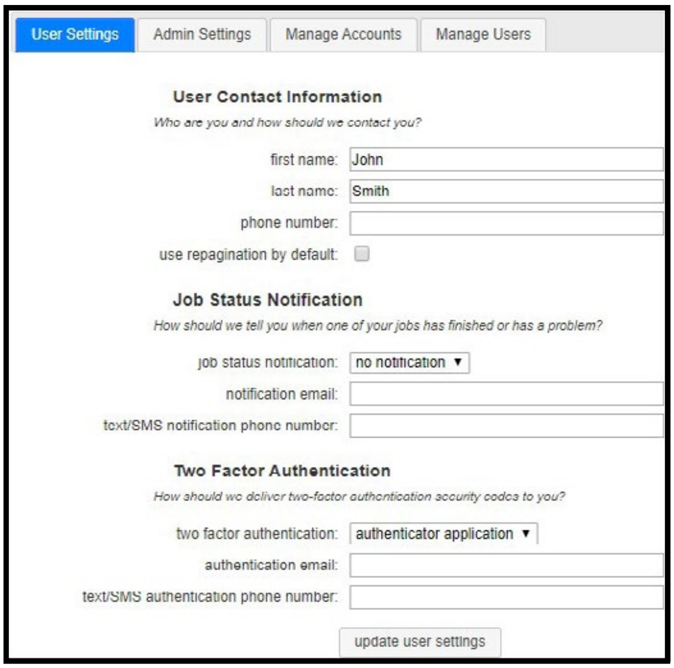
Inventory

- 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**



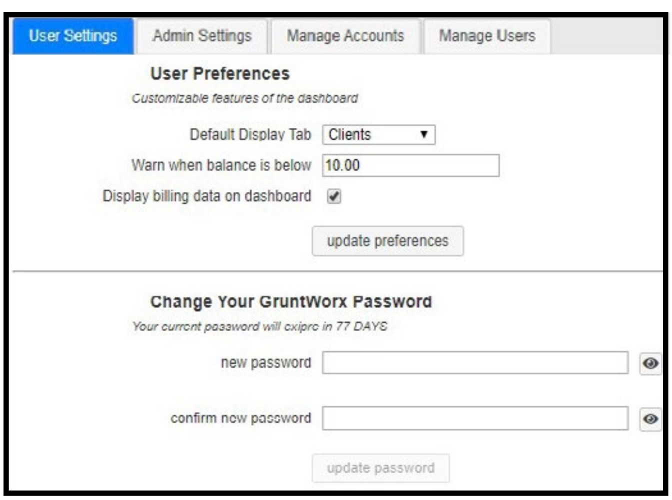
➔ Other Settings are **User Settings, Manage Accounts,** and **Manage Users**

⚠ **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 ProSystem fx**

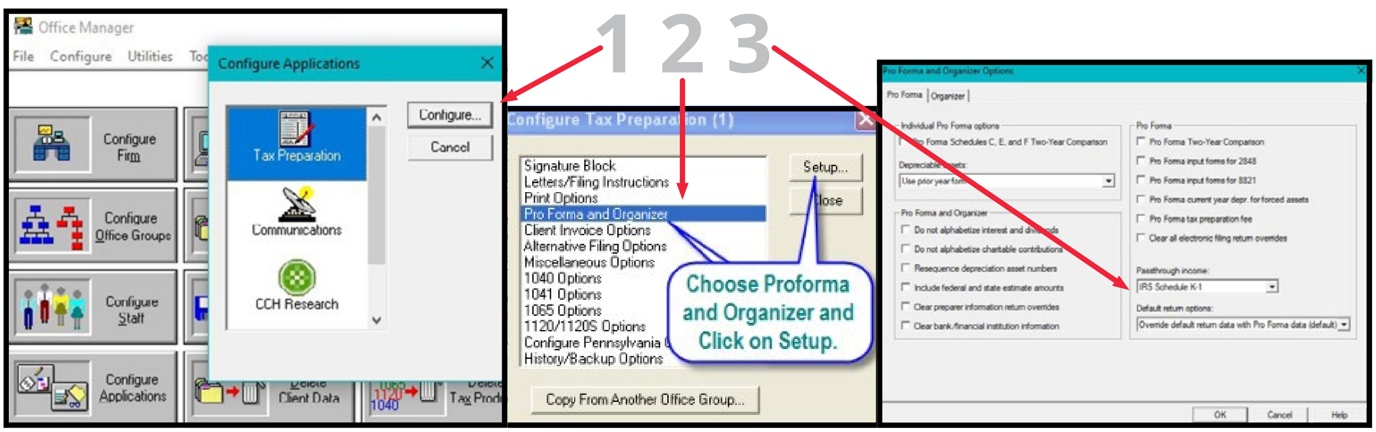
➔ Follow the prompts to complete installation

⚠ **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.*

Configure ProSystem fx for use with GruntWorx

Be sure to follow the configuration steps **before** submitting any jobs.

To configure the tax software, open Office Manager:
Step 1: Click **Configure Applications** > **Tax Preparation** > **Configure**
Step 2: Then select **Pro Forma and Organizer** > **Setup**
Step 3: At this window, make sure the Passthrough income field has **IRS Schedule K-1** selected from the menu



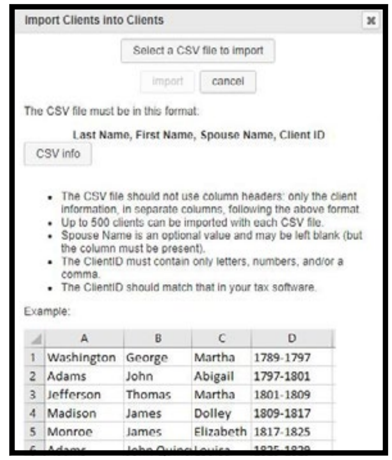
⚠ **IMPORTANT:** After the above settings have been configured, users must roll their clients from the prior year to apply the K-1 settings.

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 [icon] and fill out all required fields

⚠ **IMPORTANT:** Client ID must be identical to the ProSystem fx Client ID

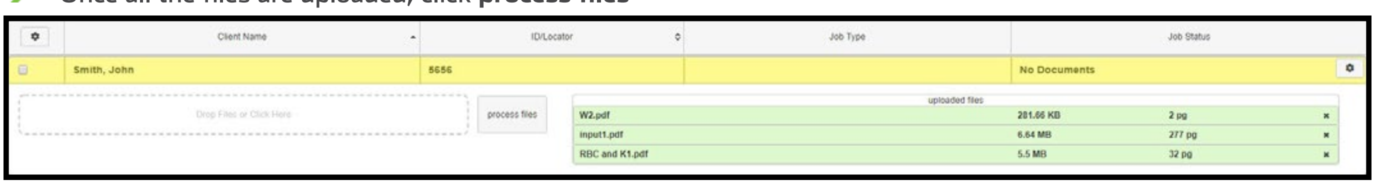


➔ To add multiple clients:
- Click on [icon] to upload a CSV file.
- Follow the instructions and template to create the .csv import file

➔ 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

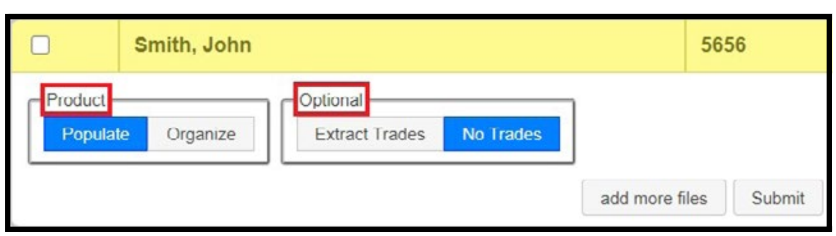
⚠ **IMPORTANT:** Add up to 15 PDFs per client, 150MB per PDF.

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



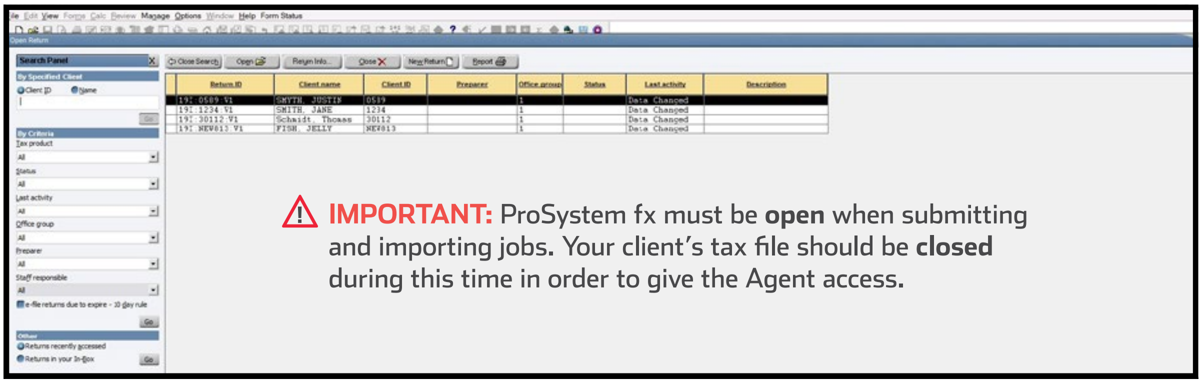
➔ Two boxes will appear
- Choose either **Populate**, to have all the data extracted and imported into ProSystem fx and have it Organized into a bookmarked PDF or **Organize**, to only receive a bookmarked PDF, labeled with Payer Names.
- Then choose to either **Extract Trades**, or have **No Trades** extracted.

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



- ➔ Proforma collection will begin
- ⚠ **TIP:** The GruntWorx Agent will access the client tax file in the ProSystem fx tax program to retrieve the client's proforma info and submit the job to GruntWorx

- Minimum required fields in the client tax file are Name(s), SSN(s), Filing Status and Home State
- If there are any discrepancies with the SSN or Client ID, an error will occur
- If multiple versions of the client exist in ProSystem, the user will select the version to process

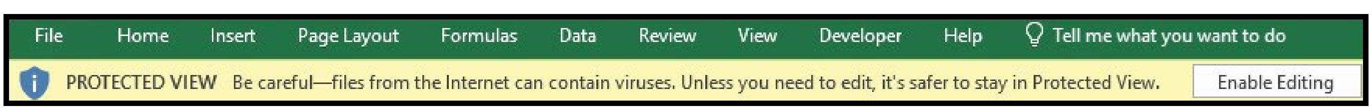


- ➔ Once the job is complete, a job completion **text message or email notification** is sent to the user

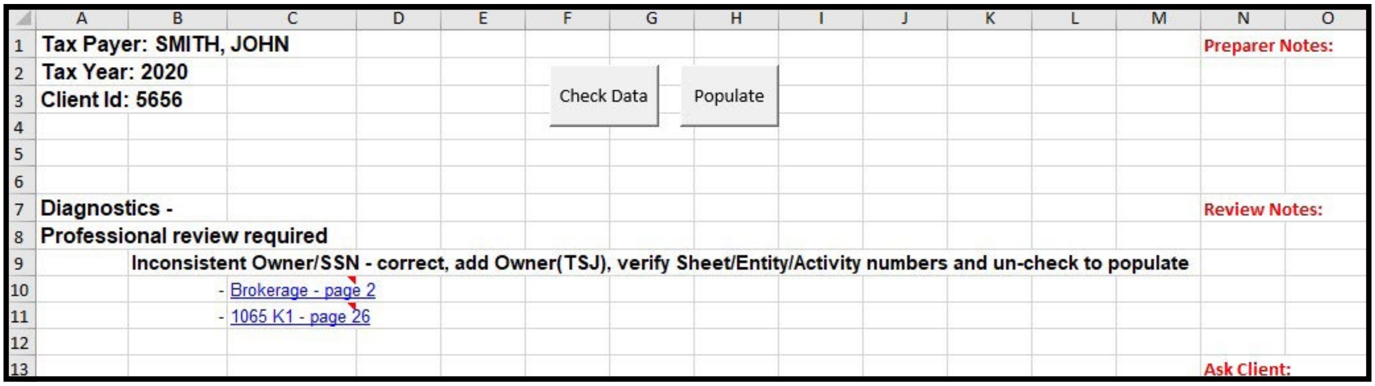
When a Job is Complete

- ➔ 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 in the column farthest to the right it states **Completed**
- If Organize was selected, there will be a PDF named **bookmarked.pdf**
- If Populate was selected, there will be a **bookmarked.pdf** and a **Pointsheet.xls**
- If trades was added to Organize or Populate, there will be a **Pointsheet.xls**

- ➔ Click on either file to download and open
- ➔ The **Pointsheet.xls** file requires Microsoft Excel to view and edit the document
- After opening the .xls file, the user will need to enable Excel's macro feature



- The user should then review the **Diagnostics sheet**
  - There will be comments related to this job, and, if it was a Populate job, there may be flags on certain pages or fields put there by GruntWorx validators.
  - If the job has any Customer Diagnostic Notes, we recommend checking those pages thoroughly and making changes if necessary before moving on.



- 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.
- With ProSystem fx open and the client's tax file closed, click **Populate** inside the Poinsheet excel file.

TIP: If multiple versions of the client exist in ProSystem, the user will select the version to process.

- 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 computer should be given the time to complete the import.
- When the import is complete, open your client's return and easily review or adjust any fields within your ProSystem fx tax software.

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

Supported Forms

GruntWorx®

Here is a list of all the supported forms for the GruntWorx Organize and ProSystem fx 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-NEC
- 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