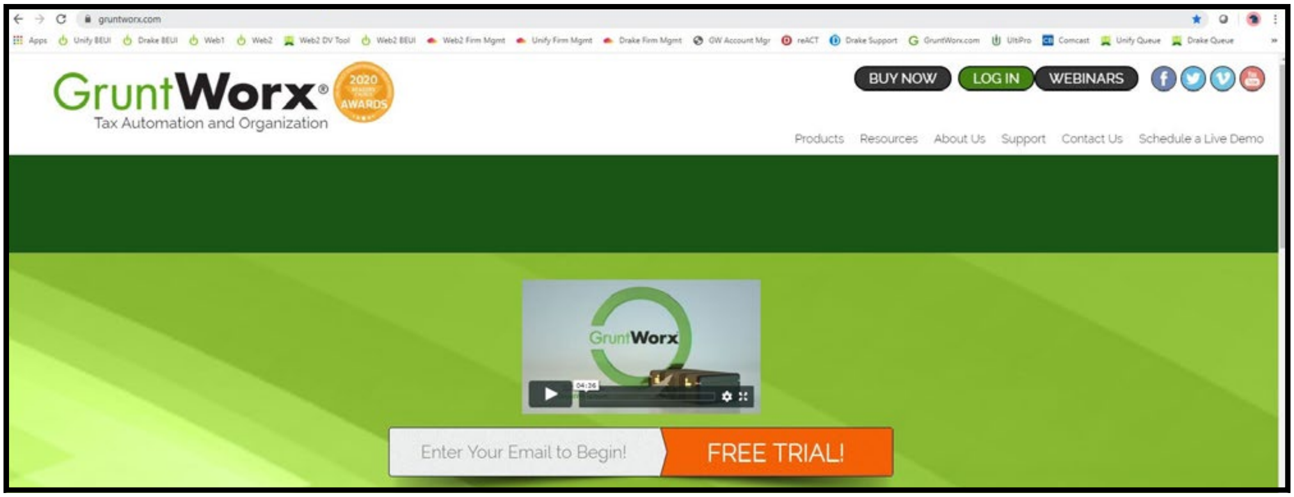
CCH Axcess Quick Start Guide

GruntWorx®

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

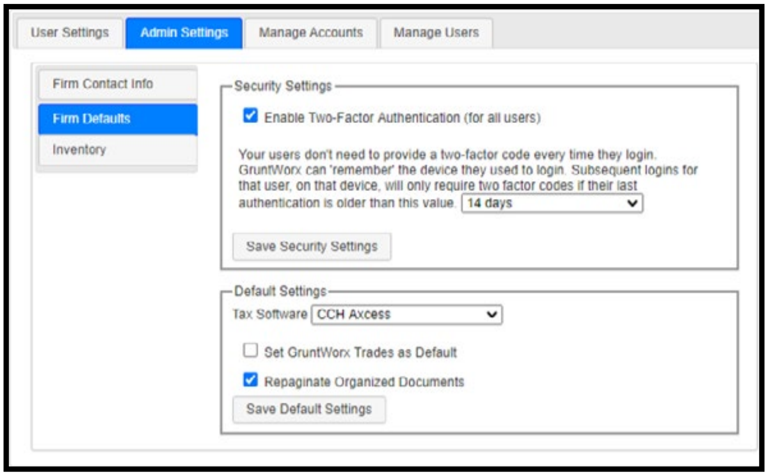


How to Set up a GruntWorx Account

- 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

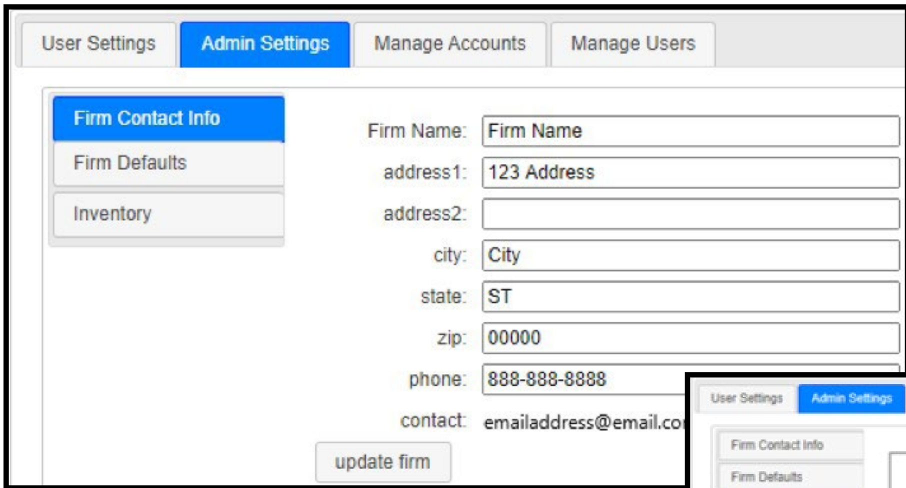
- Set firm-wide **Two-Factor Authentication** settings here

Default Settings

- Select **CCH Axcess** 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

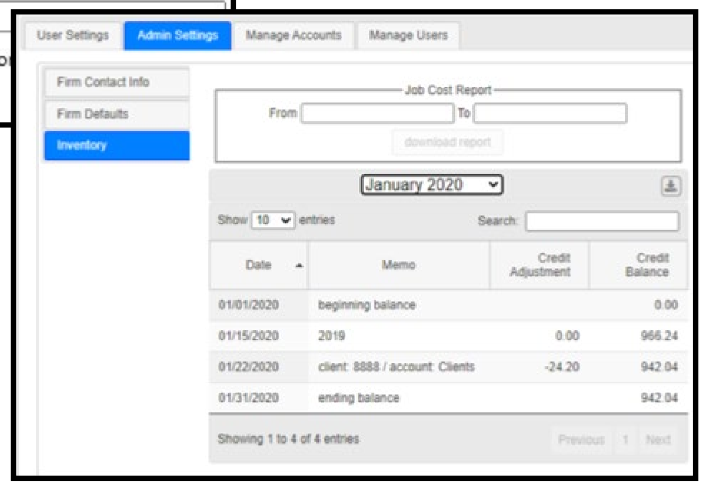


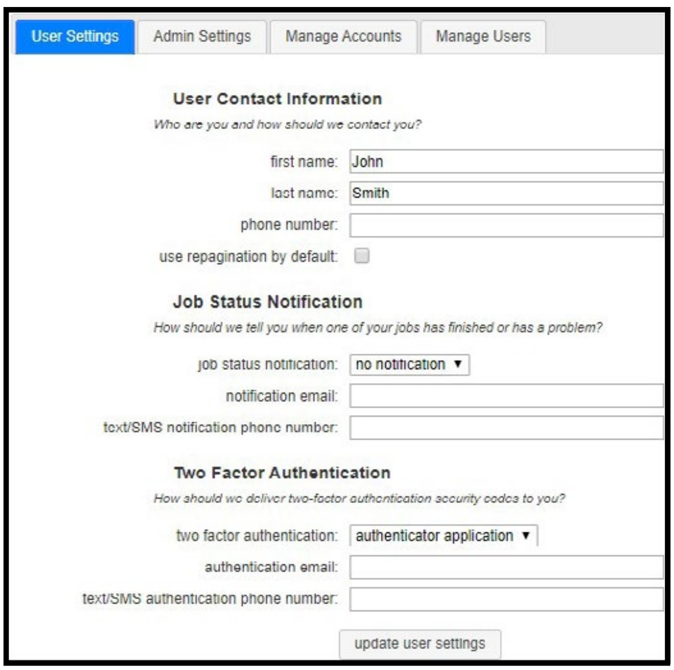
Firm Contact Info

- 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**





➔ 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

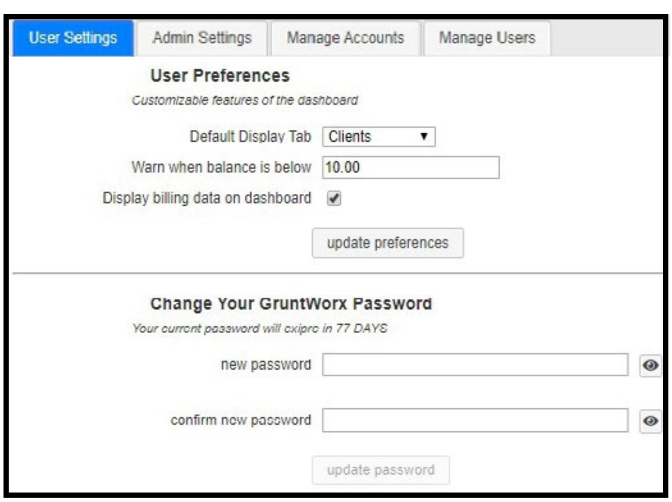
User Preferences

- 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 downloaded) and select **GruntWorx Agent for CCH Axcess**

➔ The Agent will install two new folders to the default location **C:\Users\(username)\Documents\GruntWorx**

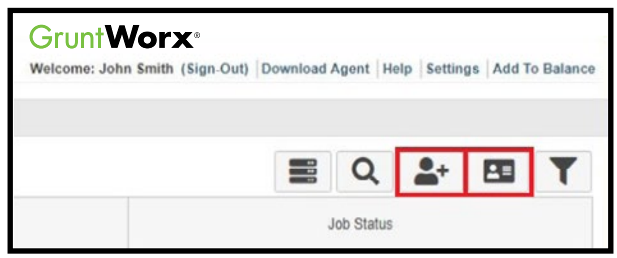
1. The **proforma** folder is provided for the user to save the client's **export** file from Axcess to be uploaded by the user to GruntWorx, along with the client's source documents.
2. The **population** folder is provided to store the **import** file generated by the GruntWorx Pointsheet which is then imported by the user to populate the client's return in the tax software.

➔ 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.*

How to Add Clients

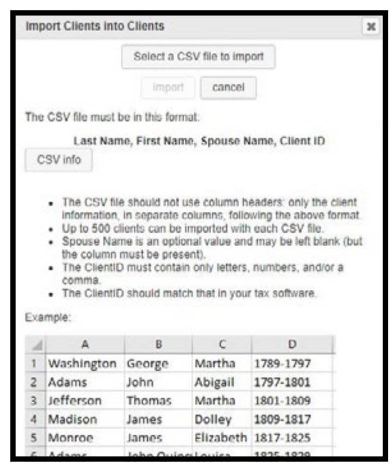
➔ From the **GruntWorx Dashboard**, click on an icon to add client(s)



➔ To add a **single** client:

- Click on the icon and fill out all required fields

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



➔ To add **multiple** clients:

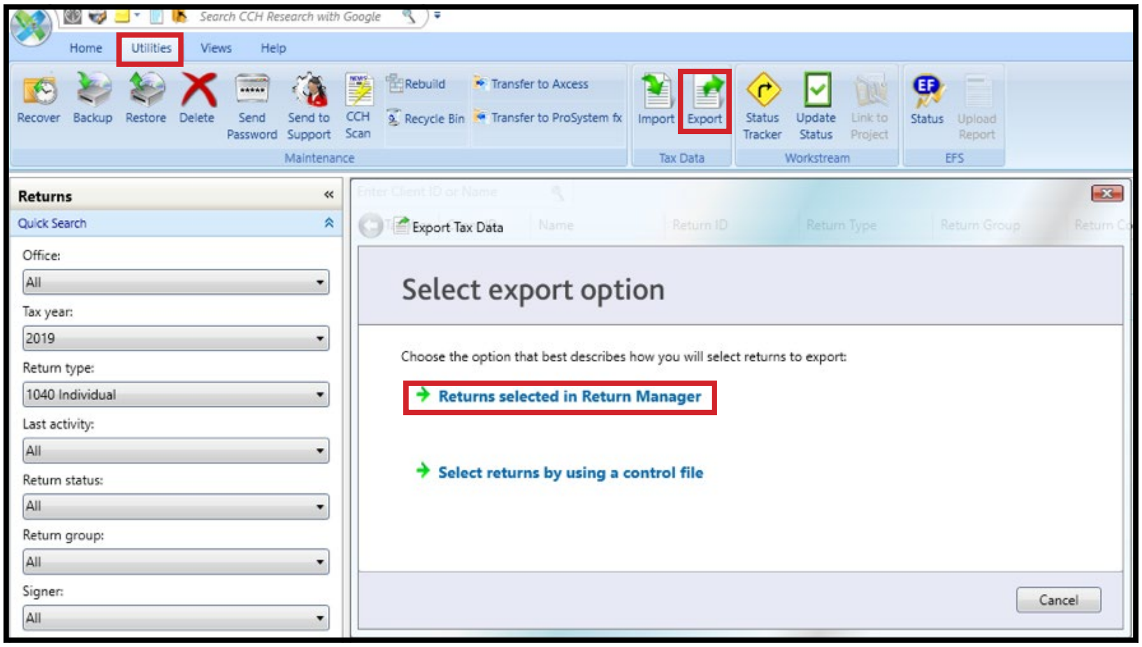
- Click on the icon to upload a .csv file
- Follow the instructions and template to create the .csv import file

How to Submit Jobs to GruntWorx

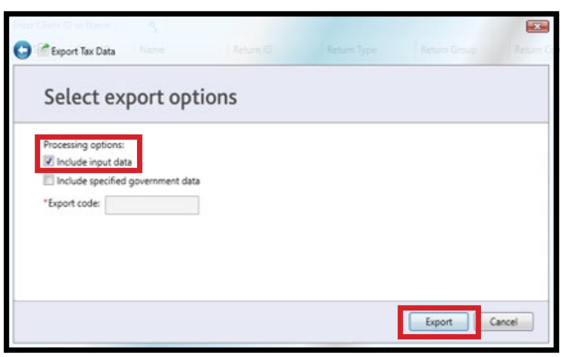
- GruntWorx Populate makes use of the CCH Axcess **Export/Import** functions found within the tax software
  - The GruntWorx Agent does not populate the client data directly but provides a data file for import by the user

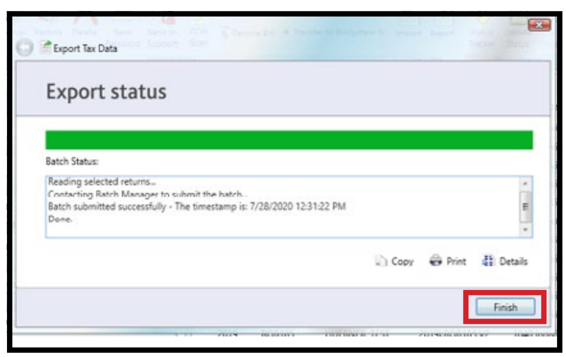
⚠ **IMPORTANT: Minimum required fields in client tax file:** Taxpayer/spouse name/s, SSN/s, Filing Status, and Home State

- Create the Axcess Export file containing client's proforma data
  - From the **Return Manager** in CCH Axcess, highlight the return that will be submitted to GruntWorx
  - Click on the **Utilities** tab, then click **Export**
  - Select **Returns selected in Return Manager** from the Select export option window

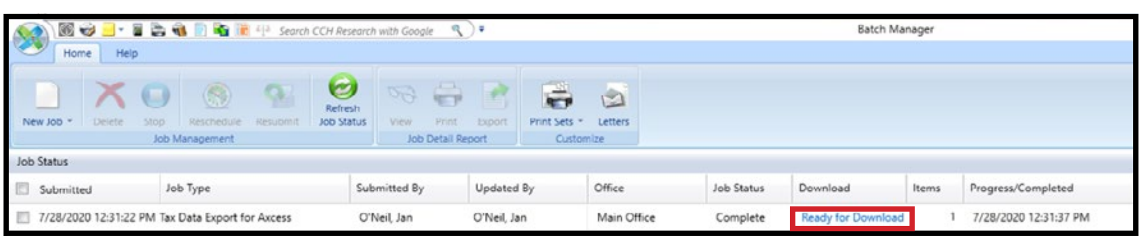


- On the next screen, under Processing options: check **Include input data** then click **Export** and **Finish**





- From Axcess Dashboard, open **Batch Manager**
- Download the Tax Data Export file by clicking **Ready for Download**



- Browse to save the export file to the **proforma** folder created by the GruntWorx Agent

⚠ **TIP:** Name the file with either the client ID or the client name so it will be easier to locate.
Right-clicking on the Tax Data row and selecting **View Report** will allow users to verify the name on the client file.

⚠ **IMPORTANT:** The Axcess Batch Manager will display both Export and Import files. After jobs are processed by GruntWorx, users should delete both export and import files from the Batch Manager to free up space and to prevent confusion.

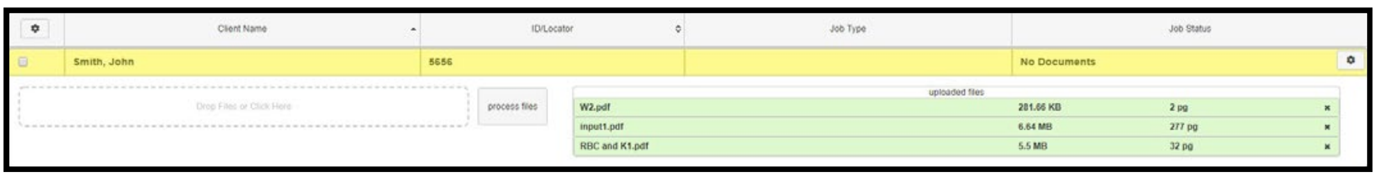
➔ From the GruntWorx Dashboard, click the client's name to open the client details pane

➔ Click in the file upload box to browse to the **proforma** folder and select the .dat file just saved

➔ To submit the client source documents drag-and-drop PDF files, or click in the file upload box with the dotted lines to browse the computer for PDF 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 CCH Axcess 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.

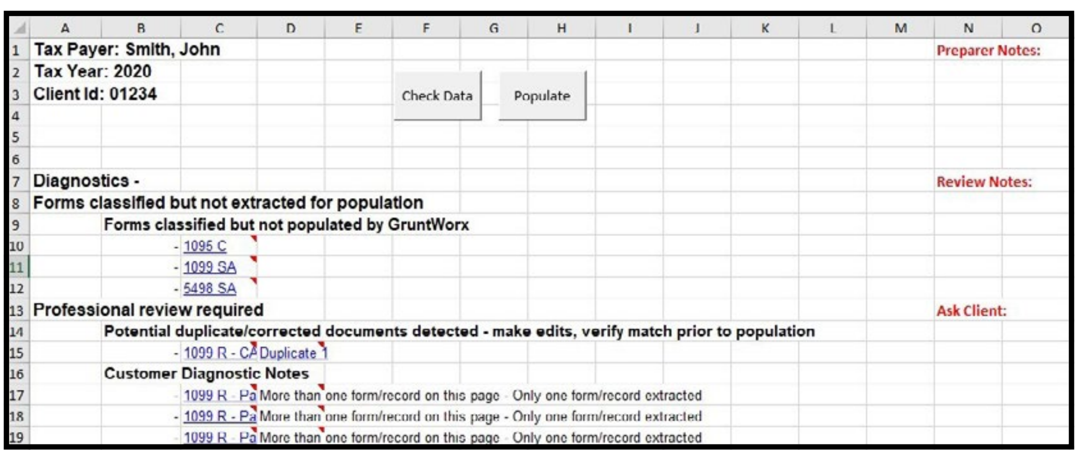
➔ Once the job is complete, a job completion **text message or email notification** is sent to the user

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 and assure matches are made to prior year records (greyed) on each tab of the workbook.

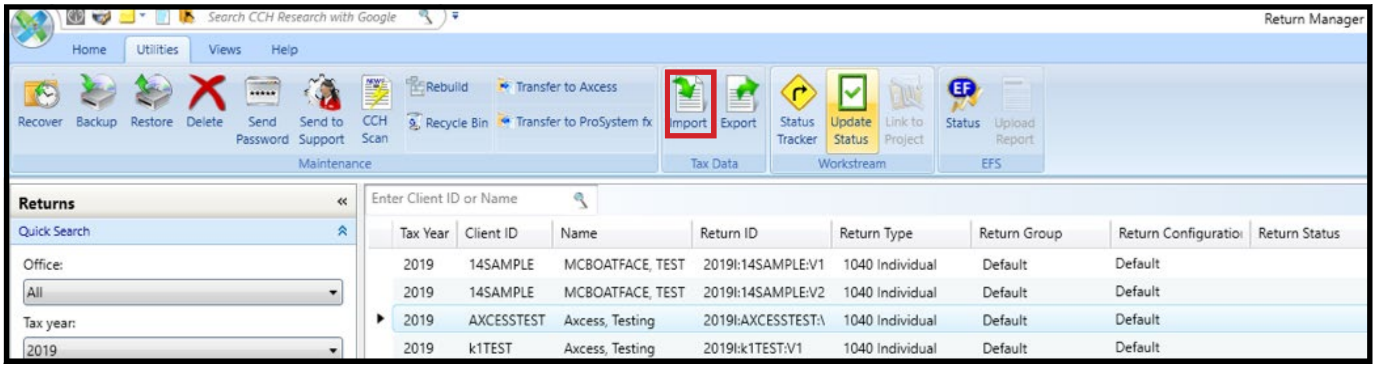
⚠ **TIP:** Blue hyperlinks are provided with each diagnostic and, when clicked, will bring the user directly to the corresponding page in the opened PDF.

⚠ **IMPORTANT:** 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.

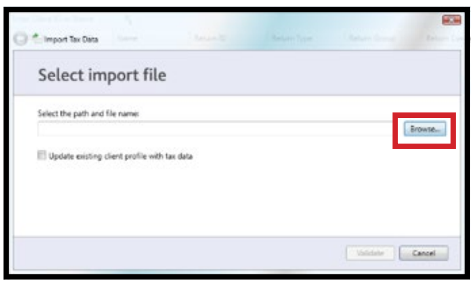
- To generate the client tax import file, click **Populate** inside the Pointsheet Excel file.
- Save the .dat file using the client ID or client name and save to the **population** folder created by the Agent

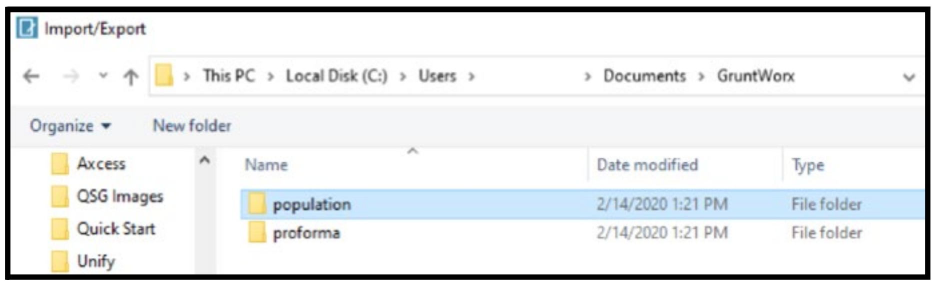
Local Disk (C:) › Users › (username) › Documents › GruntWorx › population

- Open **Return Manager** in CCH Axcess, highlight the client that will be populated
- From the **Utilities** tab, click **Import**



- Browse to the **population** folder and select the .dat file





- Click **Validate**, then **Import**
- Then click **Finish** to complete the GruntWorx process
- When the import is complete, open the client's return
  - Users can easily review or adjust any fields within the client's file in Axcess

⚠ **TIP:** Users should check the Batch Manager program for errors or to make sure the import is complete before opening the client file.

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 CCH Axcess 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
    - 1099-MISCs and 5498s are extracted to the Pointsheet but not imported into CCH Axcess