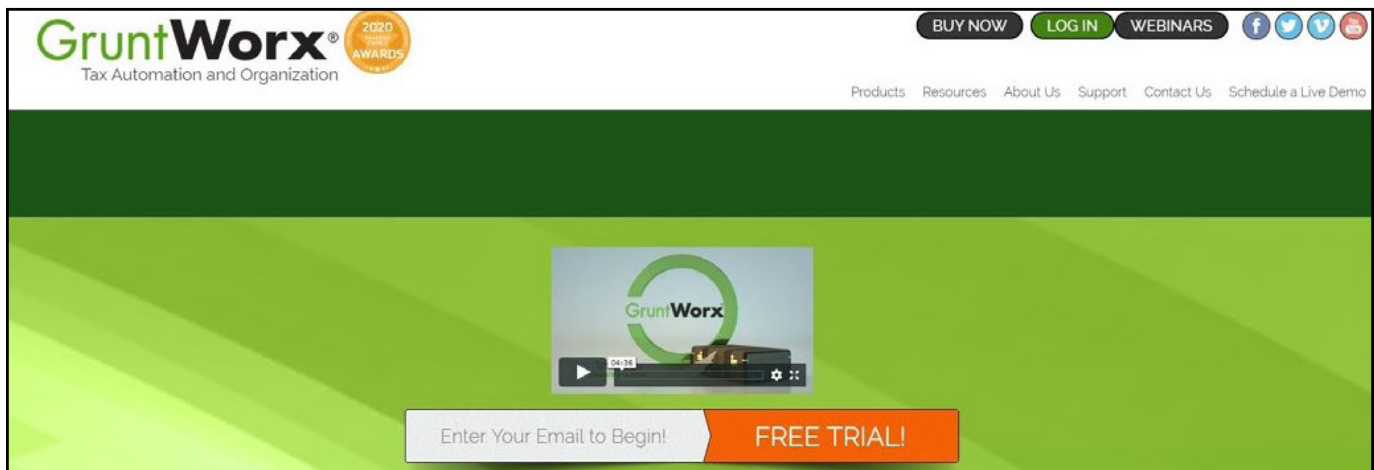


# CCH AXCESS QUICK START GUIDE



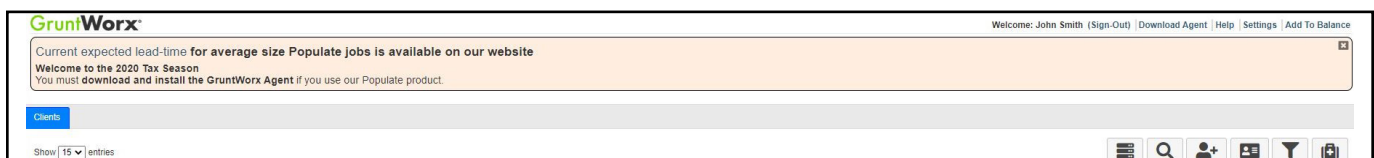
Follow these instructions to sign up for the GruntWorx Free Trial and use Organize LITE, Populate LITE, Organize, Populate, and Trades products with CCH Axcess tax software.



## How to Set up a GruntWorx Account

- > From the [GruntWorx.com](https://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

## GruntWorx Dashboard Navigation



- Each time a user logs in, a notification displays information about the current tax year, news or updates.
- The logo in the top left corner takes user to GruntWorx Homepage.
- Welcome corner displays user's name, option to Sign-Out, Download Agent link, a Help link which will turn on ? icons, Settings and Add To Balance.
  - Hovering over Add To Balance displays account's current balance.
- The Info Banner provides information relating to using GruntWorx and the Current Expected Lead-Time. New notifications are displayed on the Info Banner when posted until the user dismisses the post.
- Below the Peach Info Banner are buttons - Awaiting Populate Lite Jobs, Show Only Open Clients, Search/Find a Client, Add a Client, Import Multiple Clients, Filter Client Table and Tutorials.
- > In the top right-hand corner of the GruntWorx Dashboard, click **Settings**

### Admin Settings

#### Firm Contact Information

- Update any firm details
- Click **Save Firm Info** to save any changes

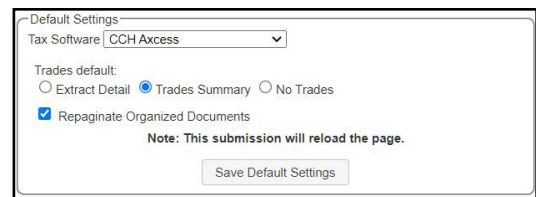
#### Security Settings

- Set firm-wide **Two-Factor Authentication** settings here
- Adjust code sending protocol under User Settings
  - New users must select 2FA code protocol at first login
- Click **Save Security Settings** after making any changes

User Settings	Admin Settings	Manage Accounts	Manage Users	Inventory
<b>Firm Contact Information</b>				
Firm Name: <input type="text"/>				
address1: <input type="text"/>				
address2: <input type="text"/>				
city: <input type="text"/>				
state: <input type="text"/>				
zip: <input type="text"/>				
phone: <input type="text"/>				
contact: <input type="text"/>				
<input type="button" value="Save Firm Info"/>				

## Default Settings

- Select **CCH Access** as Tax Software
- Set firm-wide job preferences:
  - Option for default Trades product (User can select alternate trades on a per job basis)
  - Repagate Organized Documents default option
- Click **Save Default Settings** after making any changes

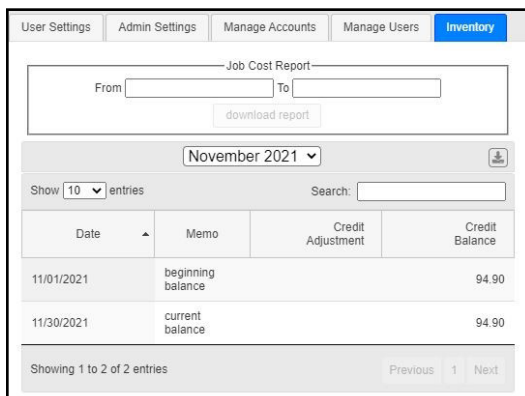
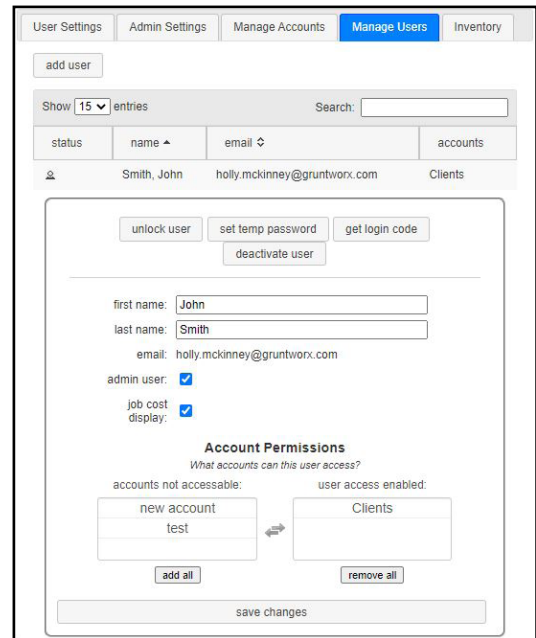


## Manage Accounts

- Add or edit accounts as needed to the **Manage Accounts** tab. Most often this is used for firms that have multiple locations. A default account is provided – Clients – but the name can be edited anytime under Manage Accounts.

## Manage Users

- Add or edit users in the **Manage Users** tab. Make any user an Admin on the account, option to enable job cost display on Dashboard, get two-factor authentication code if needed and adjust account access permissions.
- If a user's account gets Locked, under Manage Users, click **unlock user**.



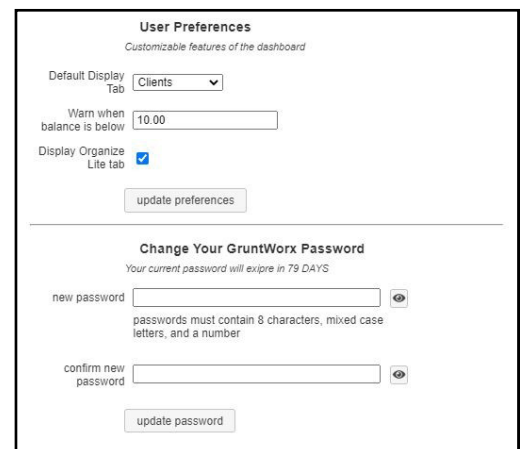
## Inventory

- Provides detailed job history and the account's current balance which can be exported to a CSV.
- Run a Job Cost Report by selecting start and end dates and clicking **download report**.

**! IMPORTANT:** Admins must add users and give account permissions to allow user access.

## User Settings

- Update **User Contact Information** at any time. This is used for GruntWorx to report any issues with jobs.
- **Job Status Notification** preferences can be changed to text, email or no notifications.
- If enabled by the Firm Admin, **Two Factor Authentication** settings can be adjusted here.
- Click **Update User Settings** after making changes
- Change the **Default Display Tab** in User Preferences
- A **Warn when balance is below** field allowing the user to be alerted when the account balance reaches the selected amount.
- Option to hide or display the **Organize Lite** tab. Organize Lite jobs can now be submitted from any tab or account.
- **Change Your GruntWorx Password** here



**! TIP:** Passwords expire every 90 days and must contain at least eight characters, mixed case and one number.

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

**! IMPORTANT:** The GruntWorx Agent is only needed for the Populate Lite and Populate products. The Agent should be installed at each workstation where GruntWorx will be utilized.

- Once the download is complete, run GWAgentSetup.exe (the file you downloaded) and select **GruntWorx Agent for CCH Access**.
- The Agent will install two new folders to the default location **C:\Users\{username}\Documents\GruntWorx**

**Step 1:** The **proforma** folder is provided for the user to save the client's export file from Access to be uploaded by the user to GruntWorx, along with the client's source documents.

**Step 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

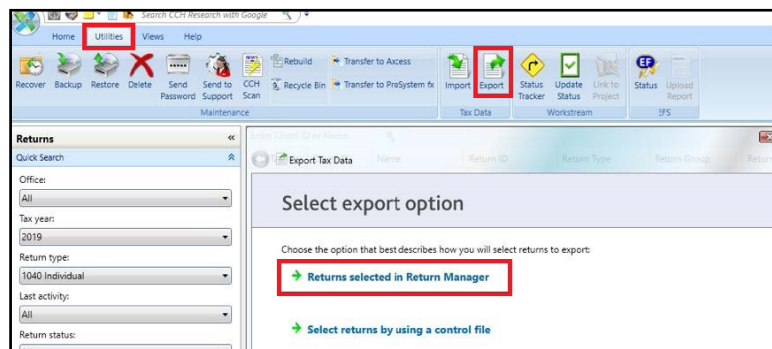
**! IMPORTANT:** Depending on the user's IT policies and browser permissions, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases, anti-virus software should be temporarily disabled to allow a complete installation of the GruntWorx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

### Considerations for CCH Access Users

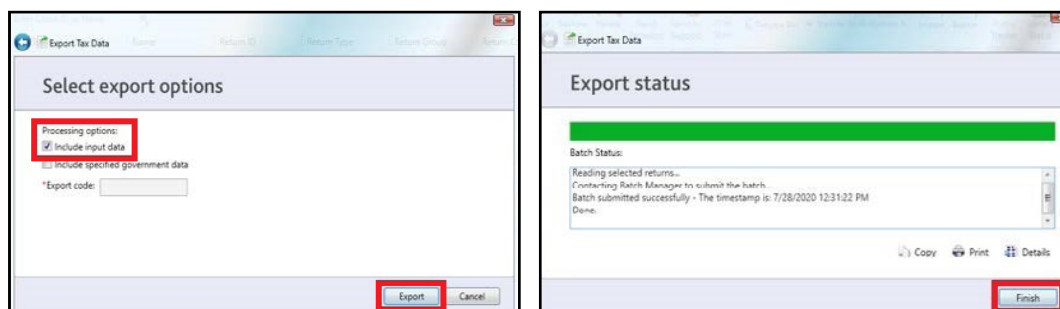
- GruntWorx Populate makes use of the **CCH Access Export/Import** functions found within the tax software
- The GruntWorx Agent does not populate the client data directly but provides a data file for import by the user

**! IMPORTANT:** **Minimum required fields in the client tax file:** Taxpayer and spouse name/s, SSN/s, filing status and home state.

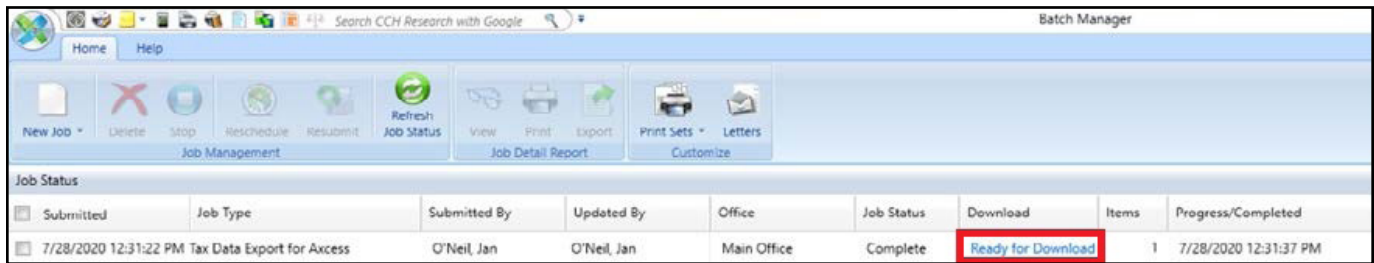
- Before submitting a job, users need to create the Access Export file containing client's proforma data
- From the **Return Manager**, highlight the return that will be submitted to GruntWorx
- Click on the **Utilities** tab, then click **Export**
- Select **Returns selected in Return Manager** from the Select export option window



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



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



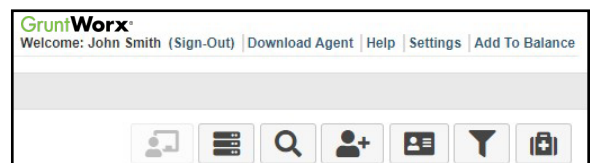
- Browse to save the export file to the proforma folder created by the GruntWorx Agent

**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 Access Batch Manager displays 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.

## 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

- Add a Single Client
  - Click on the icon and fill out all required fields

**IMPORTANT:** Client ID must be identical to the CCH Access 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.

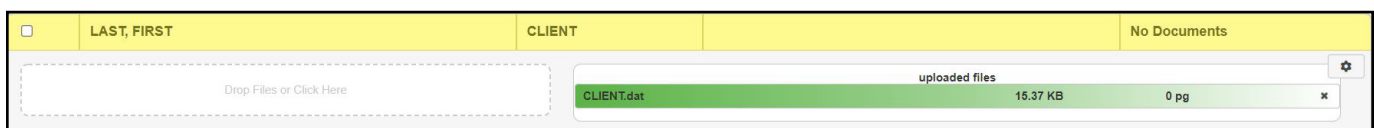
Example:

	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
6	Adams	John Quincy	Louisa	1825-1829
7	Jackson	Andrew		1829-1837
8	Van Buren	Martin		1837-1841

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

**TIP:** Clients' names and IDs can be edited prior to job submission by clicking on the icon on the far right of the client row. Client information cannot be edited for a job in process.

- Click anywhere on the client's row to open the client detail pane.
- Click in dotted box and browse to **proforma** folder. Select the **.dat** file that was saved for the client.
- Then either drag and drop PDF files into the dotted box or click in the box to browse computer for PDF files.



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

> Once all files are uploaded, make product selections

- Choose either **Non-Validated** or **Validated by GruntWorx**
  - Non-Validated products are **not** reviewed by GruntWorx for accuracy. The documents are processed with OCR and Business Intelligence technology only.
  - Validated products process through OCR and Business Intelligence as well as human review by GruntWorx Validators. Make the choice of **Organize Lite**, **Populate Lite**, **Organize** or **Populate**.
  - Make **Trades** selections
  - Non-Validated products do not have the option to add a Trades product. However, Populate Lite has an option for Trades Summary within the self-validation tool. There is no need to add Trades Summary to Populate Lite during Product selections.
  - Validated products can have **Extract All Trades** or **Trades Summary** added. Or have **No Trades** extracted.
- > Once selections are made, click **Submit**

**💡 TIP:** For Product and Pricing information, click a Help button.

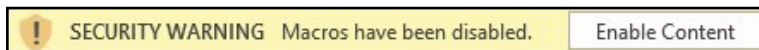
**⚠ IMPORTANT:** Any client with a Job Status of **Not Started** has not been submitted to GruntWorx.

- This Status means something went wrong during the submission process. Either the Agent is not installed, the browser needs to be configured to run the Agent, the client file has password protection in the tax software, or the Client ID was not found in the tax software. Users should fix the issue, click on the client row and try to submit again, making sure the tax software is open and the client tax file is closed.
- Turn-around time during tax season is 1-3 days. During this time, users can click a link in the Peach Info Banner to view the current estimated lead-time. Estimated lead-times are updated daily.

## When a Job is Complete

- When a job is complete, a job completion **text message or email notification** is sent to the user if set up in User Settings. Log back in to the GruntWorx Dashboard and locate client.
- If the site stayed open in the browser, the page will need to be refreshed, and sign in again
- When Job Status is **Completed**, click on the client's name
- If Organize Lite or Organize was selected, there will be a PDF named **bookmarked.pdf**. If a Trades product was added to Organize, there will also be a **Pointsheet.xls**.
- If Populate Lite or Populate, with or without a Trades product 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

<input checked="" type="checkbox"/>	SMITH, JOHN & JANE	SMITH	Populate	Completed
bookmarked.pdf Pointsheet.xls				



- The user should then review the **Diagnostics sheet**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Tax Payer: Taxpayer, Mister													Preparer Notes:			
2	Tax Year: 2020																
3	Client Id: 8888						Check Data	Populate									
4																	
5																	
6																	
7	Diagnostics -													Review Notes:			
8	Forms classified but not extracted for population																
9	Forms classified but not populated by GruntWorx																
10			- 1095-C														
11																	
12																	
13														Ask Client:			
14																	
15																	
16																	
17																	

- There may be comments or flags on certain pages added by GruntWorx Validators. It is recommended that the user check those pages thoroughly and make any necessary changes before moving on.

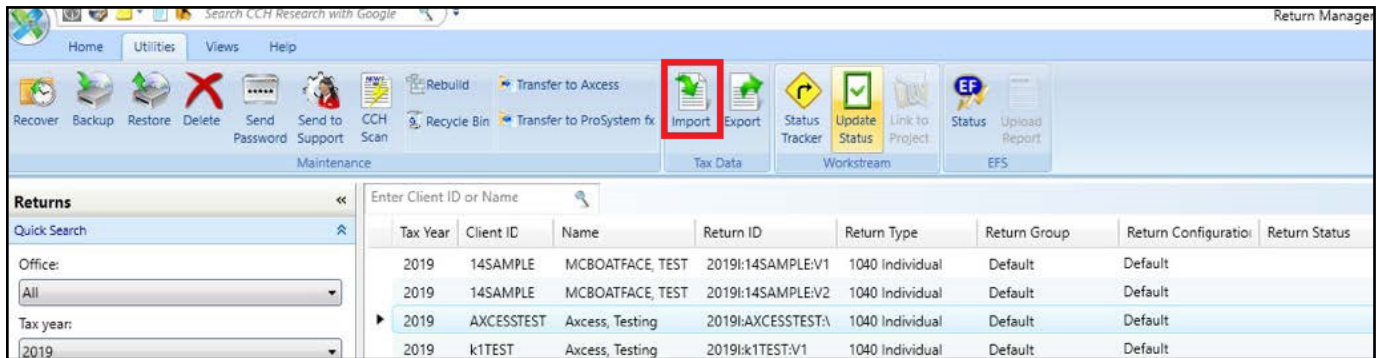
**TIP:** Review or edit the extracted data and assure matches are made to prior year records (grayed) on each tab of the workbook.

**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.

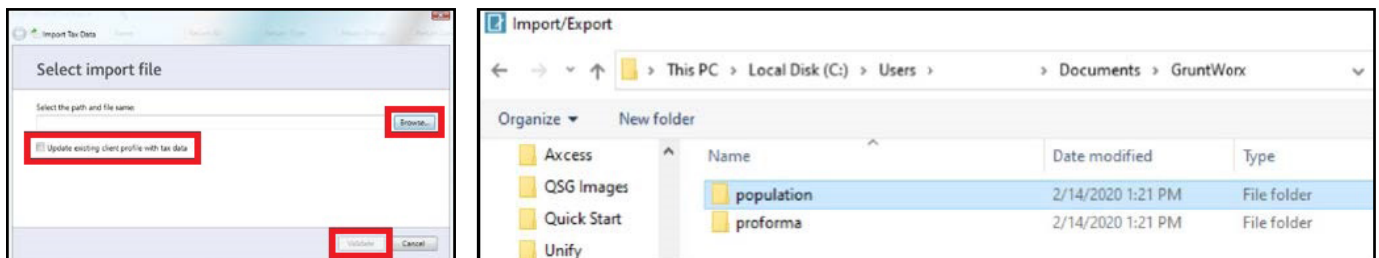
**IMPORTANT:** If edits were made in the Pointsheet, the user should click **Check Data** to verify field formatting is still correct. Only after making the necessary changes is this function necessary.



- > To generate the data 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** and highlight the client to populate
- > From the **Utilities** tab, click **Import**



- > Browse to the **population** folder and select the .dat file
- > Check the **Update existing client profile with tax data** box



- > Click **Validate**, then **Import**
- Then click **Finish** to complete the GruntWorx Population 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 CCH Access

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

Tips for best scanning practices can be found here in this [video](#).  
For system requirements click [here](#).

If you have any problems or need additional help you can reach us at:  
**Support@GruntWorx.com • 877.830.6059**

Here is a list of all the supported forms for the  
GruntWorx Organize and 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 LITE & Populate

- W-2
- W-2G
- 1095-A
- 1098
- 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

