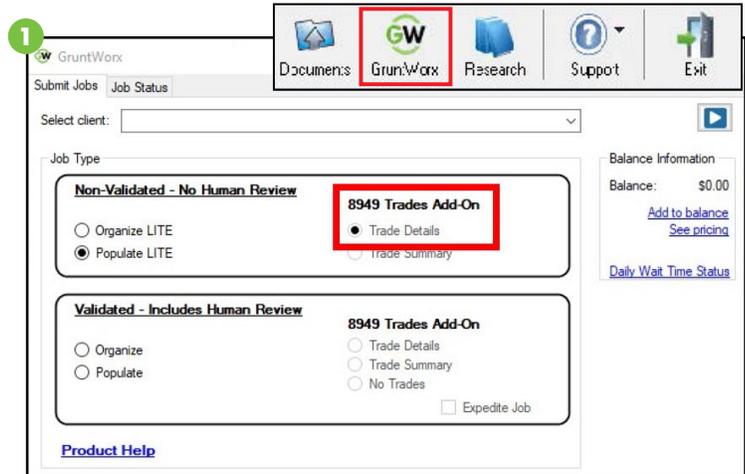


POPULATE LITE with TRADE DETAILS QUICK START GUIDE



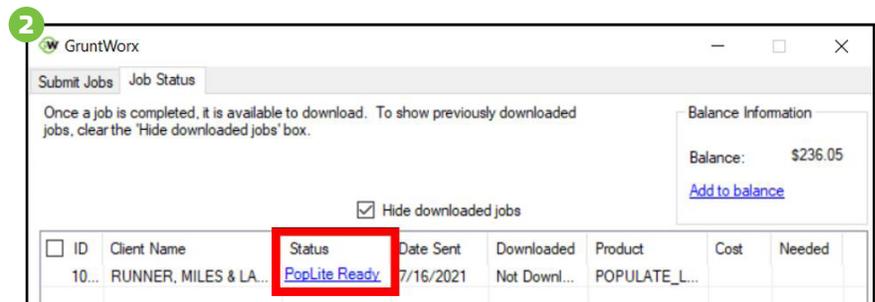
1 Submit Populate LITE Job

- Launch Drake Software.
- Select the **GruntWorx** icon in the toolbar.
- Submit Populate LITE job.
 - Choose **Trade Details** from the 8949 Trades Add-On section to extract and validate trade details from 1099-B Brokerages.
 - If you **do not** want detailed trades extracted, choose Trade Summary. Refer to the Populate LITE Quick Start Guide for more information.



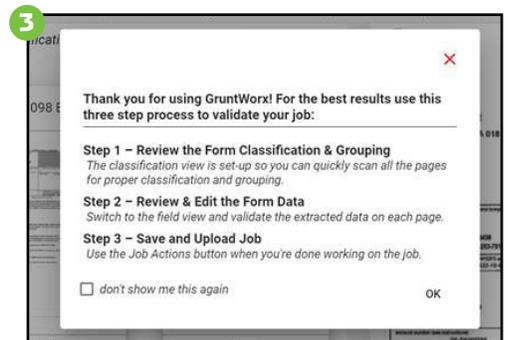
2 Access Job

- Once a job has been submitted, it shows on the **Job Status** tab of GruntWorx with a status of **Pending**.
- After the pages have been processed through GruntWorx, the status changes to **PopLite Ready**.
- Click directly on the [PopLite Ready](#) link to review and validate the Populate LITE job.

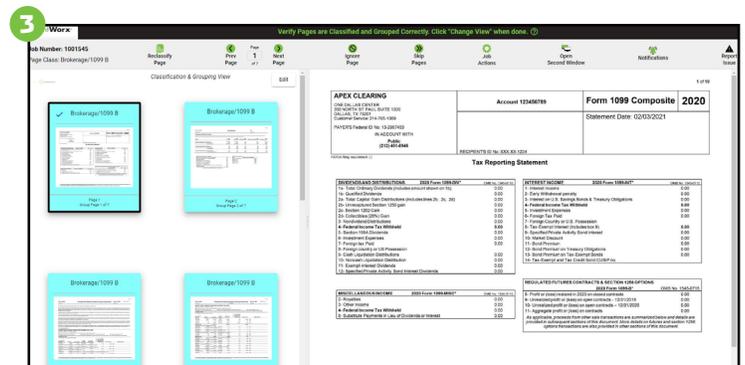


3 Classify & Group

- The review tool opens in the user's default web browser.
- When loading a job, you are presented with an instructional pop-up. The user can disable this at any time.
- All of the pages submitted are displayed in the **Classification & Grouping** view. Here, users click into each page, verify that the classification of the document is correct, rotate the page if needed, and make any necessary grouping adjustments.
 - Correctly grouping brokerages, K1s and multi-page 1099-Bs together is extremely important. Only pages that are next to each other can be grouped. The best way to ensure correct output is to upload brokerage or K1 accounts together in ascending order.



TIP: Pages appear in the tool in the order they were uploaded during job submission, and they cannot be moved around within the tool.

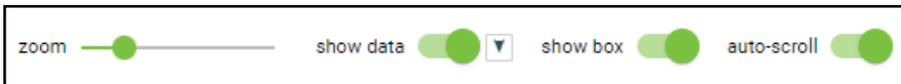


4 Review & Validate

- Switch to **Field View** to review the extracted data by clicking **Edit** in the Classification & Grouping View panel. Verify data using the right-hand Data Entry panel if in single-screen mode, or in full view in dual-screen mode. Click into the first field at the top of the data entry panel and tab through the fields to verify and validate the extracted data.

POPULATE LITE FEATURES TO USE DURING REVIEW & VALIDATION

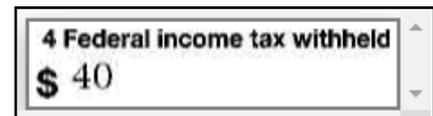
CONTROL BAR Manipulate the screen to fit visual preferences: zoom, show data (Mirror), show box (Data Finder), and auto-scroll. Auto-scroll allows the tool to center the scanned image around the active field. The Control Bar is available in Field View in single-screen mode and on the second screen in dual-screen mode.



MULTI SCREEN OPTIONS Users can choose to work in single-screen mode, which offers locking or unlocking of panels and expanding or collapsing panels. Jobs open in single-screen mode by default, but can switch to dual-screen mode by clicking Open Second Window in the toolbar.



DATA SNIPPET Dual-screen users have a snippet for easier review. The snippet displays the area on the scanned document that data was extracted from for the active field (what the Data Finder shows within the blue box).



The following features are produced by OCR and will not always be accurate so it is important to still make sure data is being reviewed for accuracy.

DATA FINDER This feature produces a blue box around the area on the scanned image that the data in the active field was extracted from. The Data Finder can be turned off in the Control Bar.

MIRROR The "mirror" feature displays the active field's data in black text with a green highlight. This data can be displayed above or below the Data Finder, or can be turned off in the Control Bar.

AUTO-FILL One of the handiest features within the self-validation tool is the Auto-Fill feature. This feature eliminates manual keystrokes. Using a database of all the data extracted by OCR while the pages of your job processed through GruntWorx, reviewers are able to right-click anywhere there is text on an image and see what OCR extracted. If in an active field, and either the field is blank or the data in the field is incorrect, simply right-click directly on the text or value on the scanned image and a drop-down menu opens with selections to choose from. Click on the data desired, and it auto-fills into the active field. The cursor must be active in the desired field to auto-fill.

Included with Populate LITE - Trade Details

- For Populate LITE with Trade Details ADD-ON, trades tables are provided on each page of a brokerage or 1099-B that has trade data. Users must review all the trade data, including data in each column. Best practice is to verify first that all columns have been properly identified and that the data has been assigned to the correct column. Columns may need to be renamed and missing/incorrect data will need to be entered manually or via the Auto-Fill feature.

Not Reported	Quantity	Description	Date Sold	Date Acquired	Date Fair	Cost Basis	Wash Loss	Federal Tax	Unadjusted
<input type="checkbox"/>	5.56452	DOORDASH INC CLASS A COMMON STOCK	12/10/2020	12/10/2020		89.848		0.00000	89.848
<input type="checkbox"/>	0.19904	ZOOM VIDEO COMMUNICATIONS INC CLASS A COMMON STOCK	12/01/2020	06/10/2020		89.848		0.00000	89.848
<input type="checkbox"/>	64.33848	RENAISSANCE CAPITAL GREENWICH FDS	12/28/2020					0.00000	
<input type="checkbox"/>	2.25456	ORACLE CORPORATION	12/01/2020					0.00000	
<input type="checkbox"/>	1.87369	***XPENG INC ADS EACH REPRESENTING TWO CLASS A ORDINARY SHARES	12/01/2020	11/20/2020				0.00000	

Not Reported	Quantity	Date Sold	Date Acquired	Date Fair	Cost Basis	Wash Loss	Federal Tax	Unadjusted
<input type="checkbox"/>	5.56452	12/10/2020	12/10/2020		89.848		0.00000	89.848
<input type="checkbox"/>	0.19904	12/01/2020	06/10/2020		89.848		0.00000	89.848
<input type="checkbox"/>	64.33848	12/28/2020					0.00000	
<input type="checkbox"/>	2.25456	12/01/2020					0.00000	
<input type="checkbox"/>	1.87369	12/01/2020	11/20/2020				0.00000	

- Prior to beginning review of a brokerage account's trades, the reviewer should determine if there is a Gain/Loss section in addition to a 1099-B Proceeds section. If there are both, the reviewer should make a choice as to which section should be used for extraction, and ignore the other section's pages using the **Ignore Page** function within the tool (found in the toolbar). If the other pages are not ignored those trades will also be populated resulting in duplicate trades.

- Reviewing Trade Detail tables is similar to working in a spreadsheet: Use arrow keys to maneuver around the table; Double-click to enter a field to make edits; Right-click to open a table menu. GruntWorx trains our Data Validation Experts to validate trades working left to right, top to bottom. Instructions for reviewing Trade Details in this tool will follow the same process, but as it is a self-validation tool, feel free to review the trades as you wish.

add row above
add row below
Add multiple Rows
remove row
show Gain/Loss Table
Rename Column

- On occasion, and especially depending on the clarity of the scanned documents, tables may need to be modified by the reviewer. Simply right click anywhere on a row to open the table menu. Here, you can add a single row above, add a single row below, add multiple rows at one time, remove a row, show the Gain/Loss table, and rename columns. The rename columns action is only available when the menu is opened from a column header.

GruntWorx Trade Details supports the following data for extraction:

- Covered/Non-Covered** Once the first trades page is located, begin review by verifying if the transactions on that page are Covered or Non-Covered. Trades tables default to Covered, reviewers only need to make a change to this column if the transactions are Non-Covered. To mark all trades on a page Non-Covered at once, click directly on the Not Reported column header. All check boxes will be marked. If not all rows are Non-Covered, check the boxes needed individually.
- Quantity** Click into the first row of the Quantity column and use the down arrow key to verify quantities. If edits are needed, double-click into the field and either key in the adjustment, or use the Auto-Fill feature.
- Description** Click into the first row of the Description column and use the down arrow key to verify descriptions. If edits are needed, double-click into the field and either key in the adjustment, or use the Auto-Fill feature. For a page with trades that have the same Description, only the first row needs the Description name, as it will carry down until there is a new Description name. It will not carry over onto a new page.

Not Reported	Quantity	Description
<input type="checkbox"/>	5.56452	DOORDASH INC CL
<input type="checkbox"/>	0.19904	ZOOM VIDEO COMM
<input type="checkbox"/>	64.33848	RENAISSANCE CAPI
<input type="checkbox"/>	2.25456	ORACLE CORPORAT
<input type="checkbox"/>	1.87369	***XPENG INC ADS

FATCA filing requirement []

SHORT TERM TRANSACTION
Report on Form 8949, Part I with Box A checked
Box 2: Type of Gain or Loss - Short-Term (unless otherwise specified)
Box 5: Box Not Checked (Covered Security)
The 1099-B data referenced by a Box Number is not reported to the IRS and is subject to the 1099-B data complete your return.

1c - Date Sold or Disposed	Quantity	1d - Description of property CUSIP Symbol
12/10/2020	5.56452	DOORDASH INC CLASS A COMM
12/01/2020	0.19904	ZOOM VIDEO COMMUNICATIONS INC CLASS A COMMON STOCK
12/28/2020	64.33848	RENAISSANCE CAPITAL GREENWICH FDS

4. **Date Sold** Click into the first row of the Date Sold column and use the down arrow key to verify sale dates. If edits are needed, double-click into the field and either key in the adjustment, or use the Auto-Fill feature.
 5. **Date Acquired** Click into the first row of the Date Acquired column and use the down arrow key to verify acquisition dates. If edits are needed, double-click into the field and either key in the adjustment, or use the Auto-Fill feature. If a transaction has a missing date or says Various, key an S or an L into the field. The code will export to the corresponding column in the Tradesheet created after job completion and will populate the trade with the correct term.
 6. **Sales Price** Click into the first row of the Sales Price column and use the down arrow key to verify purchase amounts. If edits are needed, double-click into the field and either key in the adjustment, or use the Auto-Fill feature.
 7. **Cost Basis** Click into the first row of the Cost Basis column and use the down arrow key to verify cost basis amounts. If edits are needed, double-click into the field and either key in the adjustment, or use the Auto-Fill feature.
 8. **Wash Loss** Click into the first row of the Wash Loss column and use the down arrow key to verify wash loss amounts. If edits are needed, double-click into the field and either key in the adjustment, or use the Auto-Fill feature.
 9. **Federal Income Tax Withheld** Click into the first row of the Federal Income Tax Withheld column and use the down arrow key to verify field amounts. Federal income tax withheld entries are rare, but if edits are needed, double-click into the field and either key in the adjustment, or use the Auto-Fill feature.
- **Gain/Loss** This column is not validated and the reviewer cannot make changes to the extracted values in these fields. The Gain/Loss will be automatically calculated in Drake Tax from the amounts entered in Sales Price, Cost Basis and Wash Loss.

Description	Date Sold	Date Acquired
DOORDASH INC CLASS A COMMON STOCK	12/10/2020	12/10/2020
ZOOM VIDEO COMMUNICATIONS INC CLASS A COMMON STOCK	12/01/2020	09/28/2020
RENAISSANCE CAPITAL GREENWICH FDS RENAISSANCE IPO ETF	12/28/2020	S
ORACLE CORPORATION CLASS A ORDINARY SHARES	12/02/2020	S
XPEV INC CLASS A ORDINARY SHARES	12/02/2020	11/23/2020

1b - Date Acquired	1e - Cost or Other Basis	1f - Accrued Market Discount (M) & 1g - Wash Sale Loss Disallowed (D)	Gain or Loss
12/10/2020	1,000.00	0.00	-6.52
12/01/2020	100.00	0.00	-19.38
12/28/2020	4,441.18	3.79 D	44.97
12/02/2020	132.35	0.00	5.35
12/02/2020	94.17	0.00	-13.83

TIP: If a column is empty that should have data in it, reviewers should always check the grayed columns for the missing data first. Most of the time, the data needed is in an 'Unknown' column. To move the data to the correct

Gain/Loss Calculator

- The **Gain/Loss Calculator** allows reviewers to compare the calculated gain/loss amounts to the gain/loss values on the brokerage statement. The purpose of this tool is to save time reviewing the Amount columns - if the Gain/Loss values in the calculator match the Gain/Loss values on the statement, then the amounts in Sales Price, Cost Basis and Wash Loss are correct and no further validation is needed for that trade.

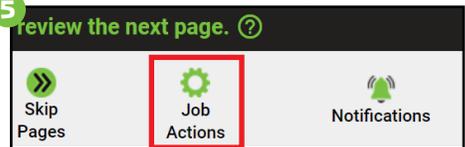
1c - Date Sold or Disposed	Quantity	1d - Proceeds	1b - Date Acquired	1e - Cost or Other Basis	1g - Wash Sale Loss Disallowed (D)	Gain or Loss (-)
DOORDASH INC CLASS A COMMON STOCK CUSIP: 25809K105 Symbol: DASH	5.56452	993.48	12/10/2020	1,000.00	0.00	-6.52
ZOOM VIDEO COMMUNICATIONS INC CLASS A COMMON STOCK CUSIP: 98980L101 Symbol: ZM	0.19904	80.62	09/28/2020	100.00	0.00	-19.38
RENAISSANCE CAPITAL GREENWICH FDS RENAISSANCE IPO ETF CUSIP: 759937204 Symbol: IPO	64.33848	4,441.18	Various	4,400.00	3.79 D	44.97
ORACLE CORPORATION CUSIP: 68389X105 Symbol: ORCL	2.25456	132.35	Various	127.00	0.00	5.35
XPEV INC CLASS A ORDINARY SHARES CUSIP: 98422D105 Symbol: XPEV	1.87369	94.17	11/23/2020	108.00	0.00	-13.83

1	Calculated Gain/Loss
1	\$-6.52
2	\$-19.38
3	\$44.97
4	\$5.35
5	\$-13.83

- An important thing to keep in mind when reviewing trade details is GruntWorx extracts trade amounts with two decimal places. The spreadsheet created by GruntWorx for import into the client's return has exact amounts. Oftentimes the Tax Software program rounds numbers to a whole amount, therefore the amounts in the 8949 after import may be slightly different. This is a Tax Software program function and is not controllable by GruntWorx.

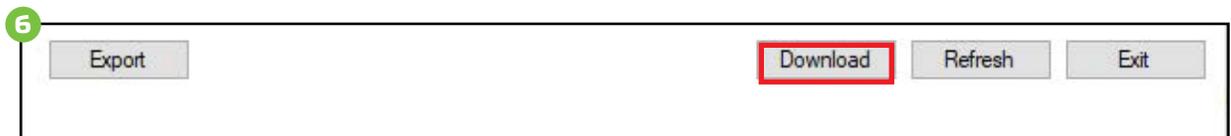
5 Send Back to GruntWorx

- Once every page has been reviewed by the user, it is ready to be sent back to GruntWorx for creation of import-ready files.
- Tabbing out of the last field on the last page opens the **Job Actions** menu (Users can also click **Job Actions** in the toolbar at any time).
- **Review complete: Save and upload job** – The job returns to GruntWorx for production of a bookmarked PDF, the Diagnostics Excel Sheet (if applicable), the Population XML file and the Tradesheet Excel file.
- **Have us verify the job for you** – This option sends the job to GruntWorx as a Populate with Trades job, where it is validated by US-based GruntWorx staff. Standard Populate with Trades charges apply and the turn-around time will be subject to normal wait times.
- **Cancel and Delete Job** – This option removes the job from processing. The job will not be charged.
- Select **Review Complete: Save and upload job**.



6 Download Completed Files

- After receiving a Job Completion Notification email, navigate back to GruntWorx from Drake Tax, go to the **Job Status** tab and locate client. Check the box to the left of the client's name and click **Download** in the bottom of the window.

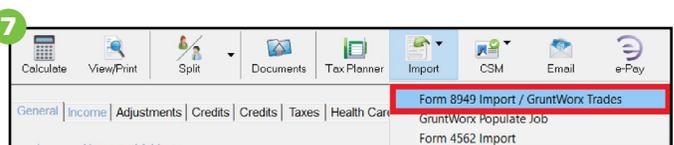
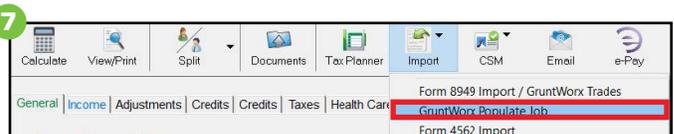


Best Practices for Downloaded Jobs

- ✓ GruntWorx recommends checking Drake Documents after downloading the job and looking for Diagnostics prior to population. Doing so will result in a better understanding of what to expect when the import takes place.
- ✓ It is also recommended to view any Tradesheet prior to population. Tradesheets for Populate LITE with Trade Details are created using data that the user validated while in the self-validation tool.
- ✓ Keep in mind, the XML file is not a file that is meant to be open and reviewed. It is all coding, and if altered, could negatively impact data population. There is no need to open and view this file.
- ✓ After confirming the contents of the GruntWorx completed files are what was expected, you are ready to import.

7 Import into Client's Tax Return

- Open the client's return—a prompt appears saying there is a Populate job ready for import for this client.
 - If there is no prompt on the data-entry screen.
 - ✓ Click **Import** from **Data Entry Screen** toolbar.
 - ✓ Select **GruntWorx Populate Job**.
 - ✓ Click **Import**.
- Trade Details data that was reviewed and validated should import at this time.
 - If Trade Details information didn't populate.
 - ✓ Click **Import** from the **Data Entry Screen**.
 - ✓ Select **Form 8949 Import / GruntWorx Trades**.
 - ✓ Follow prompts to populate the 8949.



Here is a list of all the supported forms for the GruntWorx Populate services.

- 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



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, call Drake Software® at **828.349.5505** or email Support@DrakeSoftware.com.