

POPULATE LITE WITH TRADE DETAILS QUICK START GUIDE



1 How to Submit Populate LITE Job

- Log in to GruntWorx account

The screenshot shows the GruntWorx login page. At the top, there's a navigation bar with links: 'Welcome: John Smith (Sign-Out) | Download Agent | Help | Settings | Add To Balance'. Below this is a message: 'Current expected lead-time for average size Populate jobs is available on our website. Welcome to the 2020 Tax Season. You must download and install the GruntWorx Agent if you use our Populate product.' The main area has a 'Clients' tab with sub-tabs 'new account', 'test', and 'Organize Life'. There's a 'Show 15 entries' dropdown and a table with columns: 'Client Name', 'ID/Locator', 'Job Type', and 'Job Status'. On the right, there are icons for adding a client, viewing details, searching, and filtering.

- Upload PDFs to client
 - If adding a new client, click the **Add a Client** icon and enter first, last and spouse (if applicable) name as well as the client ID. **The client ID must match exactly in the tax software.**
- Select **Populate LITE** under **Non-Validated**

The screenshot shows the client upload interface. At the top, there's a header with 'LAST, FIRST & SPOUSE', 'TEST123890', and 'Not Started'. Below this is a 'Drop Files or Click Here' area. A file named 'Pop LITE Test Job.pdf' (1 MB, 9 pg) is shown as uploaded. There are two main sections: 'Choose a Product' and 'Trades Options'. Under 'Choose a Product', there are buttons for 'Non-Validated' (Populate Lite, Organize Life) and 'Validated by GruntWorx' (Populate, Organize). Under 'Trades Options', there are buttons for 'Extract All', 'Trade Summary', and 'No Trades'. At the bottom, there are buttons for 'Product Help', 'Pricing Help', and 'Submit'.

- Make Trades selection
 - Select **Extract All** to have all trades extracted
Detailed stock transaction data from brokerage statements and 1099-Bs will be extracted and available for review in the tool.
- Populate LITE jobs require installation of GruntWorx Agent.** Tax Software should be open during job submission, with client tax file closed.
- Click **Submit**. For initial job submission, look for a file download after clicking Submit. Open download (a .pc file) and choose GWAgent when asked how to run file.

2 Access Job

- Once a Populate LITE job has been submitted, it will show in the Job Status column as **Processing**
- After the pages process through GruntWorx technology, the Status changes to **Awaiting Review**

The screenshot shows a table with job status. The table has columns: 'Client Name', 'ID/Locator', 'Job Type', and 'Job Status'. The first row shows 'SMITH, JOHN', '01234', 'Populate Lite + summarized trades', and 'Awaiting Review'. Below the table, there's a message: 'The data for this job has been extracted and it is ready for review.' and a button 'review this job'.

- Click on the client name then click **review this job** to open the self-validation tool to review and validate the Populate LITE job. A message appears explaining how to review the job for optimal output. You can disable this message at any time.

Thank you for using GruntWorx! For the best results use this three step process to validate your job:

Step 1 – Review the Form Classification & Grouping

The classification view is set-up so you can quickly scan all the pages for proper classification and grouping.

Step 2 – Review & Edit the Form Data

Switch to the field view and validate the extracted data on each page.

Step 3 – Save and Upload Job

Use the Job Actions button when you're done working on the job.

☐ don't show me this again

OK

3 Classify & Group

- 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.

The screenshot shows the 'Classification & Grouping View' in the GrumWorx application. The top bar indicates 'Verify Pages are Classified and Grouped Correctly. Click "Change View" when done.' The left sidebar shows a list of pages, with 'Brokerage/1099 B' selected. The main area displays a preview of a 1099-B form for 'APEX CLEARING'. The form includes fields for 'Account 123456789', 'Form 1099 Composite 2020', and 'Statement Date: 02/03/2021'. Below the form, there are sections for 'DIVIDENDS AND DISTRIBUTIONS', 'INTEREST INCOME', 'MISCELLANEOUS INCOME', and 'REGULATED FUTURES CONTRACTS & SECTION 1256 OPTIONS'. The bottom of the screen shows a 'Tax Reporting Statement' with various income and deduction categories.

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.
- Users click into the first field at the top of the entry panel and tab through the fields to verify and validate the extracted data.

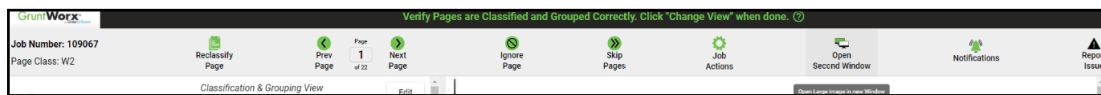
The screenshot shows the 'Field View' in the GrumWorx application. The top bar indicates 'Verify Data is correct. Click on [icon] when done to review the next page.' The left sidebar shows a list of pages, with '1099 MISC' selected. The main area displays a preview of a 1099-MISC form for 'Comcast (CC) of Willow Grove One Comcast Center Philadelphia PA 19103-2838'. The form includes fields for 'PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.', 'PAYER'S TIN', 'RECIPIENT'S TIN', 'RECIPIENT'S name', 'Street address (including apt. no.)', 'City or town, state or province, country, and ZIP or foreign postal code', 'Account number (see instructions)', 'FATCA filing requirement', 'Form 1099-MISC', and 'Department of the Treasury - Internal Revenue Service'. The right-hand side shows a 'Miscellaneous Information' panel with fields for 'Payer name address', 'Payer fedID', 'Recipient SSN', and various income and deduction categories.

POPULATE LITE FEATURES TO USE DURING REVIEW & VALIDATION:

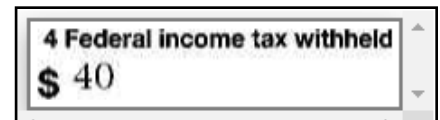
CONTROL BAR Manipulate the screen to fit visual preferences: zoom, show data (Mirror), show box (Data Finder), and auto-scroll. Auto-scroll allows the tool to center the scanned image around the active field. The Control Bar is available in Edit Field view in single-screen mode and on the second screen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

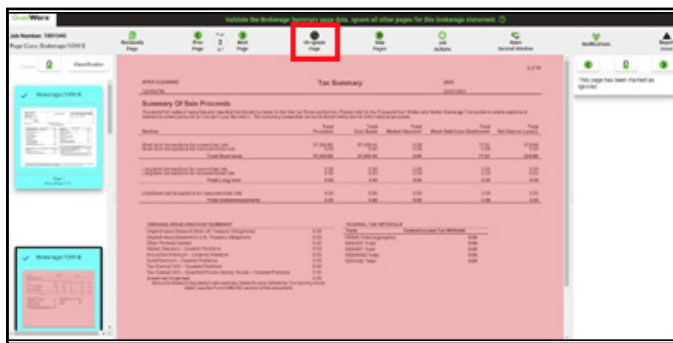
MIRROR The "mirror" feature displays the active field's data in black text with a green highlight. This data can be displayed above or below the Data Finder, or can be turned off in the Control Bar.

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

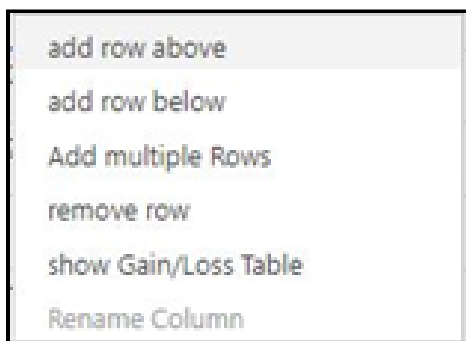
- For Populate LITE with Trade Details ADD-ON, trades tables are provided on each page of a brokerage or 1099-B that has trade data. Users must review all the trade data, including data in each column. Best practice is to verify first that all columns have been properly identified and that the data has 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.

The screenshot shows the GruntWorx interface with the 'Trade Details' table. The table has columns for 'Net Reported', 'Quantity', 'Description', 'Date Sold', 'Date Acquired', 'Sales Price', 'Cost Basis', 'Wash Loss', 'Federal Tax Wht', 'Unknown', and 'Units'. The table contains several rows of trade data. On the right side, there are buttons for 'Brokerage Payer/Owner Fields', '1099-B', 'Edit 1099-B Stock Sales', '1099-DIV', '1099-MISC', and '1099-INT'. The bottom of the interface shows a status bar with 'GruntWorx' and 'Verify the Brokerage Summary page data. Ignore all other pages for this brokerage statement.'



- 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.



- 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:

1. **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.
2. **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.
3. **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.
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.

Not Reported	Quantity	
<input type="checkbox"/>	5.56452	DOORDASH INC CL
<input type="checkbox"/>	0.19904	ZOOM VIDEO COM
<input type="checkbox"/>	64.33848	RENAISSANCE CAP
<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 required to be complete your return.		
1a - Description of property CUSIP Symbol		
1c - Date Sold or Disposed	Quantity	1d -
DOORDASH INC	CLASS A COMM	
12/10/2020	5.56452	
ZOOM VIDEO COMMUNICATIONS INC. CLAS	5.56452	
12/01/2020	0.19904	
RENAISSANCE CAPITAL GREENWICH FDS		
12/28/2020	64.33848	

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.

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	09/28/2020
ORACLE CORPORATION	12/02/2020	11/23/2020
XPENG INC	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	100.00	0.00	44.97
12/02/2020	127.00	0.00	5.35
11/23/2020	108.00	0.00	-13.83

- **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 the tax software program from the amounts entered in Sales Price, Cost Basis and Wash Loss.

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 column, right-click on the 'Unknown' column header and select Rename column. Choose the correct column and the data will be moved to the correct location.

Date Sold	Date Acquired	Sales Price	Cost Basis	Wash Loss	Federal tax withheld	Unknown
12/10/2020	12/10/2020	993.48				1,000.00
12/01/2020	09/28/2020	80.62				100.00
12/28/2020		4441.18				100.00
12/02/2020		132.35				127.00
12/02/2020	11/23/2020	94.17				108.00

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	100.00	0.00	44.97
12/02/2020	127.00	0.00	5.35
11/23/2020	108.00	0.00	-13.83

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.

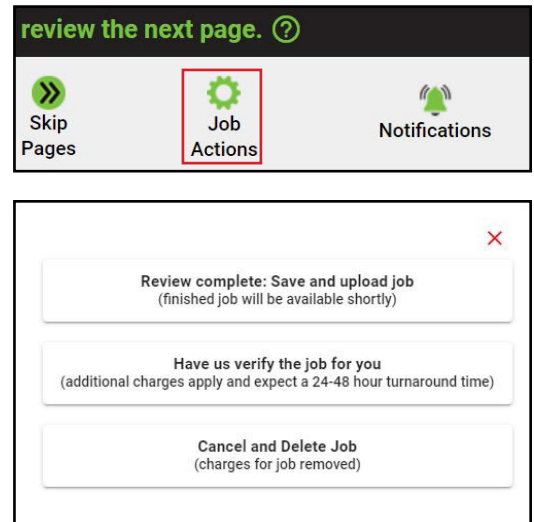
1c - Date Sold or Disposed	Quantity	1d - Proceeds	1b - Date Acquired	1e - Cost or Other Basis	1g - Wash Sale Loss Disallowed (D)	Gain or Loss (-)
DOORDASH INC CLASS A COMMON STOCK CUSIP: 25809K105 Symbol: DASH	5.56452	993.48	12/10/2020	1,000.00	0.00	-6.52
ZOOM VIDEO COMMUNICATIONS INC CLASS A COMMON 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	64.33846	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
***XPENG INC ADS EACH REPRESENTING TWO CLASS A ORDINARY SHARES CUSIP: 98422D105 Symbol: XPEV	1.87369	94.17	11/23/2020	108.00	0.00	-13.83

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	100.00	0.00	44.97
12/02/2020	127.00	0.00	5.35
11/23/2020	108.00	0.00	-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 completion.
- Tabbing out of the last field of 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 the bookmarked PDF and Population 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 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**



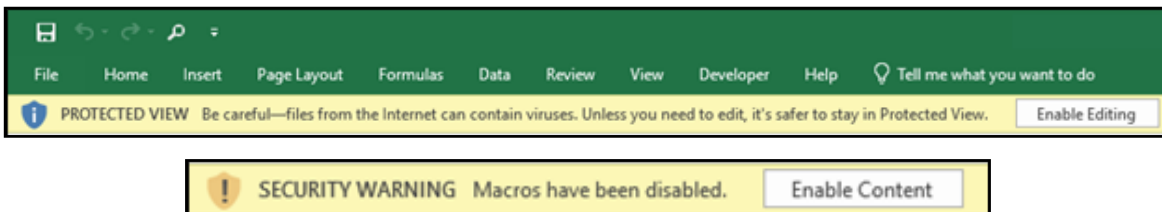
6 Download Completed Files

- To receive an email notification when the job is ready for download, set up notifications in **Settings > User Settings > Job Status Notification**
 - **Job Notifications** for Populate LITE jobs are sent once the import files are available on the Dashboard
- Click on the client's name to open the Client Details Pane
 - Populate LITE provides an organized and bookmarked PDF and an import XLS file
 - Simply click on the file name to download and open

Eye of the Tiger	5555	Populate Lite + summarized trades	Completed (4)
<div> <div>bookmarked.pdf</div> <div>Pointsheet.xls</div> </div>			

7 Import into Tax Software

- The Pointsheet.xls file requires Microsoft Excel to view, edit and Populate
 - After opening the Pointsheet, click **Enable Editing** and **Enable Content**



- Review the **Diagnostics Sheet**. Sometimes the GruntWorx software will find an error that would otherwise be overlooked.
- Click **Populate** to import all the data from the Excel file into your tax software

[illegible]

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

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
- 1098-E
- 1098-T
- 5498

Not all forms are supported by all tax software programs.
Refer to GruntWorx.com/Products/Populate for a full list of forms supported
by each tax software program.

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