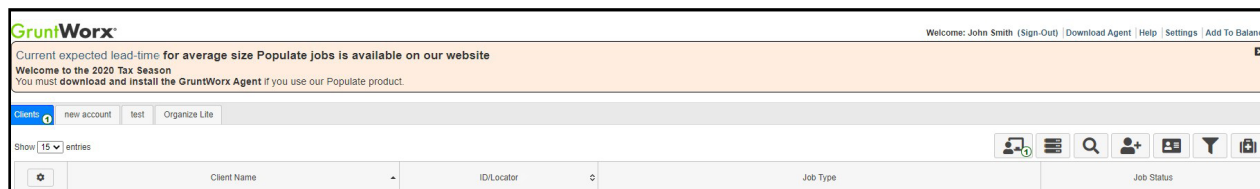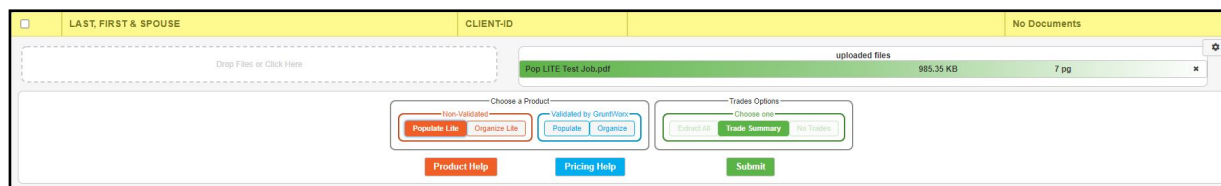# POPULATE LITE QUICK START GUIDE GruntWorx®

❶ How to Submit Populate LITE Job

- Log in to GruntWorx account

- 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**

- Make Trades selection

    - **Trade Summary**
    Brokerage Summary table will be provided in the tool for reviewers to enter category totals into. When there is more than one brokerage account in the submission, a Brokerage Summary table will be available for each account. **Trade Summary is automatically included in all Populate LITE jobs and will be selected by default.**

    - Extract All
    Detailed stock transaction data from brokerage statements and 1099-Bs will be extracted and available for review in the tool. GruntWorx recommends a thorough understanding of the Populate LITE tool before attempting to review Trade Details. **Please refer to the Quick Start Guide for Using Populate LITE with Trade Details.**

- **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.

❷ 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**

- 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

❸ 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.

❹ 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.

# 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.
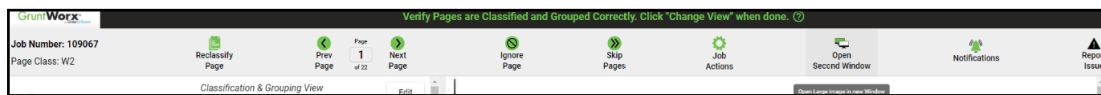
DATA SNIPPET Dual-screen users have a snippet for easier review. The snippet displays the area on the scanned document that data was extracted from for the active field (what the Data Finder shows within the blue box).
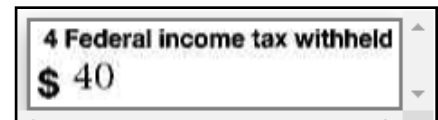
The following features are produced by OCR and will not always be accurate so it is important to still make sure data is being reviewed for accuracy.

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.
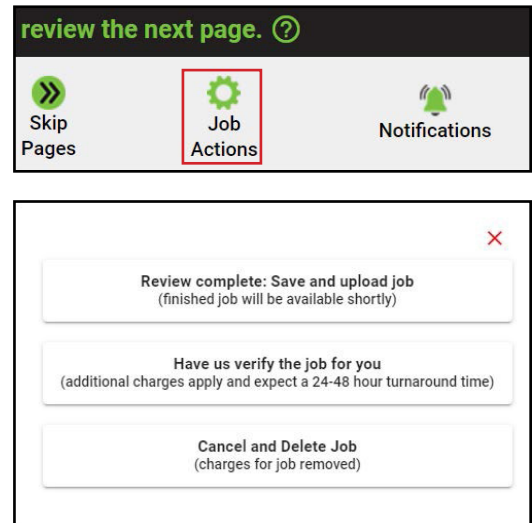
If Trade Summary was selected

- For Populate LITE with Trade Summary, a table is provided on Brokerage/1099 B pages. Category totals keyed into the table by the user or entered using the auto-fill feature exports to the Pointsheet. **No data is extracted by GruntWorx, it is up to the user to input the data.**

- If there is more than one brokerage account within the submitted pages, there will be a Brokerage Summary data entry table for each account. The table displays on every page of the brokerage and/or 1099-B, and the data is static through the account.

Brokerage Summary (OPTIONAL DATA)			
	Sales Price	Cost Basis	Wash Sales
ST COVERED			
ST NON-COVERED			
LT COVERED			
LT NON-COVERED			
ST OTHER			
LT OTHER			
UNDETERMINED			
Totals	$0.00	$0.00	$0.00

- The user may hide the table by clicking on the hide arrow, and show the table by clicking on the show arrow: ⌄⌃

- The table displays above the form by default, but can be moved using the dock icon: ⬈

review the next page. ⑦

Skip
Pages

Job
Actions

Notifications

❺ 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 files to GruntWorx as a Populate 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.

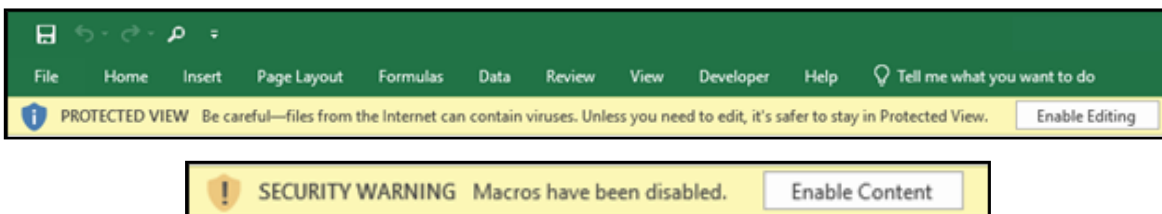- Select **Review complete: Save and upload job**

Review complete: Save and upload job
(finished job will be available shortly)

Have us verify the job for you
(additional charges apply and expect a 24-48 hour turnaround time)

Cancel and Delete Job
(charges for job removed)

❻ 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 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)
bookmarked.pdf			
Pointsheet.xls			

❼ 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**

File   Home   Insert   Page Layout   Formulas   Data   Review   View   Developer   Help   ♀ Tell me what you want to do

PROTECTED VIEW   Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.   Enable Editing

SECURITY WARNING   Macros have been disabled.   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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Tax Payer: SMITH, JOHN & JANE											
2	Tax Year: 2021											
3	Client Id: SMITH					Check Data	Populate					
4												

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

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