

This guide is to help Intuit Lacerte users navigate through the GruntWorx-provided Excel workbook, or Pointsheet. A Pointsheet is provided to users with each Populate submission.

Extracted data for supported forms includes all necessary information required for e-filing; including Payer's Name, Address and Federal ID Number.

### GruntWorx System Requirements

#### Operating System:

PC running Windows 10 or newer

#### Processor:

2.0 Ghz or faster multi-core processor

#### RAM:

4.0 GB or more

#### Browser:

Latest versions of Chrome, Firefox, or MS Edge

#### Microsoft .Net Framework:

2.0.50727

#### Additional Programs:

Microsoft Excel version 2003 or higher

(Microsoft 365 Apps not supported at this time)

Adobe Reader (Adobe Acrobat Standard or DC required for PDF editing)

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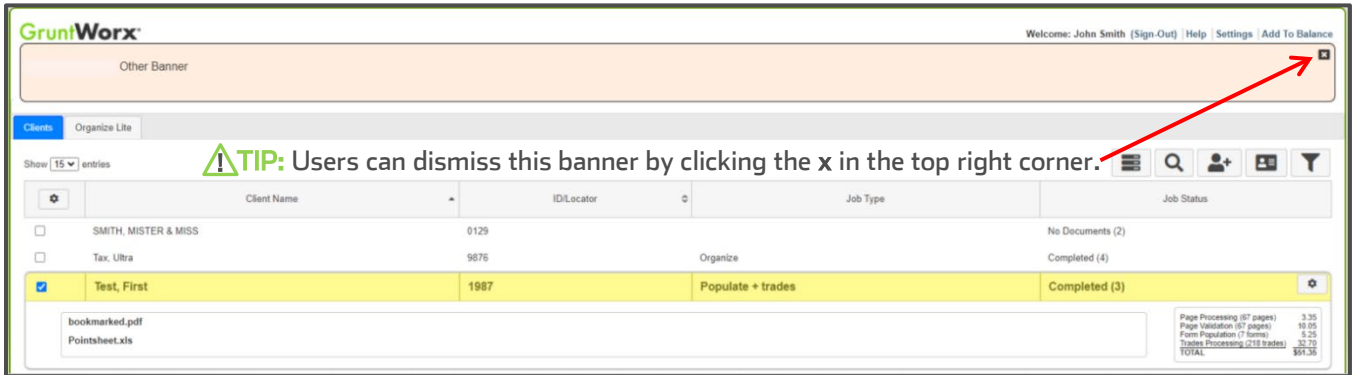
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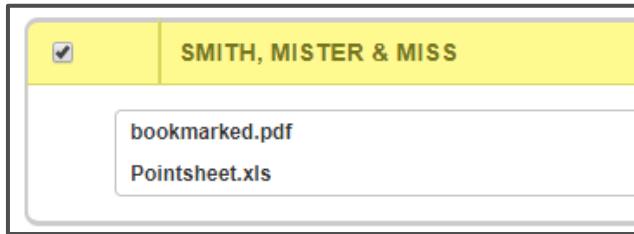
# How to Open Completed Files

→ Once a job has been completed, log in to the GruntWorx Dashboard.



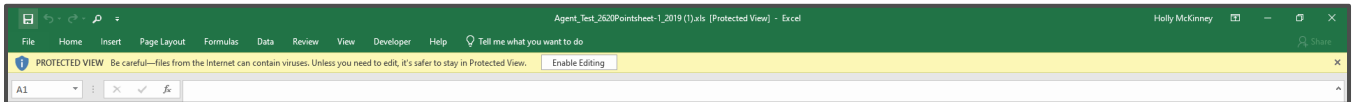
→ Select the client's name - the row will highlight in yellow.

→ Click on **bookmarked.pdf** to open the Organized PDF, or **Pointsheet.xls** to open the Excel workbook with the extracted data from uploaded files.

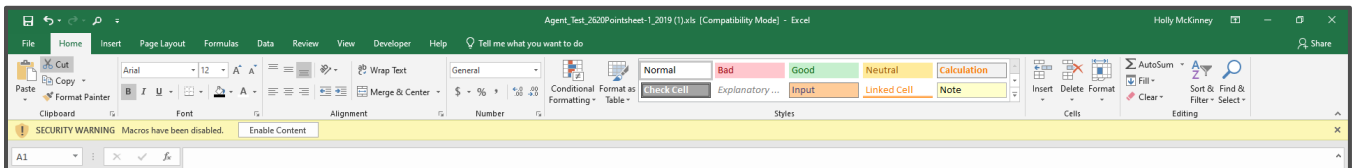
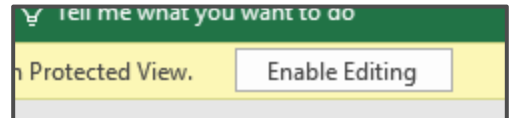


**TIP:** The Pointsheet and the Bookmarked PDF can be opened and viewed from the dashboard but users should download and store them in the client document file. Most web browsers will allow setting a default download location.

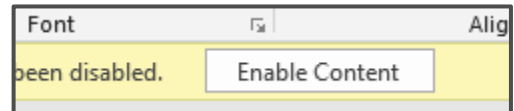
→ Once the Excel file has opened, users must enable editing and the macro feature.



1. Click Enable Editing highlighted in yellow at the top of the Excel window.



2. Then click Enable Content.



**TIP:** GruntWorx keeps all data on servers until the end of the calendar year of the tax preparation period. Users who wish to access completed files longer must save them to their workspace prior to the purge.

# Sheet 1: The Diagnostics Sheet

- The first sheet in the Excel workbook is the **Diagnostics Sheet**. The Diagnostics Sheet is a way for GruntWorx validators to communicate with the customer important information about the population of a job.
- This sheet will have the taxpayer's name, the tax year, and Client ID in the top left corner.

	A	B	C	D
1	<b>Tax Payer: CLIENT, MISTER &amp; MISS</b>			
2	<b>Tax Year: 2022</b>			
3	<b>Client Id: ACLIENT</b>			

**TIP:** Users should review this information **before** populating into client's return. There may be records needing edits or changes, that might otherwise cause a bad import.

- Any forms sent to GruntWorx that are identified and labeled but not supported for extraction will be listed here, as well as any forms from prior tax years (which GruntWorx does not extract data from).

7	<b>Diagnostics -</b>			
8	<b>Forms classified but not extracted for population</b>			
9	<b>Inconsistent Tax Year - does not populate</b>			
10	- <a href="#">SSA-1099 - page 3</a>			

**TIP:** Refer to the last page of this guide for a list of forms GruntWorx will identify and label but **will not** extract data from.

- Below this are any flags added for something needing Professional review. Potential duplicates are noted here, as well as Customer Diagnostic Notes. Things like Inconsistent Owner Social Security Number, Illegible fields on a page, or if there is More than one form on a page (we only extract one record per page).

11	<b>Professional review required</b>			
12	<b>Inconsistent Owner SSN - correct and un-check to populate</b>			
13	- <a href="#">SSA-1099 - page 4</a>			
14	- <a href="#">1099 R - page 10</a>			
15	- <a href="#">1041 K1 - page 9</a>			

**TIP:** Click on [blue hyperlinks](#) to go directly to the page in the opened Bookmarked PDF.

- Documents with Missing or Inconsistent SSN/s will be noted on the Diagnostics Sheet. These records will be displayed on the appropriate tab of the Pointsheet, marked **do not populate**. The user should make the edits required and delete the X from the do not populate field if importing is desired.
- Populate users should also look over their Pointsheet matches prior to population. Make sure the sheet numbers in the grayed area match the new record sheet numbers. If the sheet number on the new record does not match the sheet number on the record found during proforma collection, the user should **change the new record sheet number**.

## Tabs of The Pointsheet

- Depending on the form type, GruntWorx will provide a column or row of data per record. Each tab will contain all the common forms extracted data from the PDF files submitted. For instance, if a user sends in two W-2s, a consolidated 1099 brokerage statement, and three 1099-Rs, the Pointsheet will have the following:

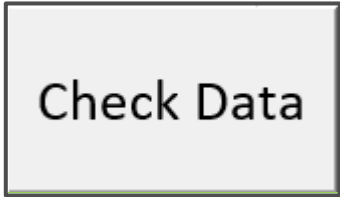
1. The first tab will be the Diagnostics Sheet, where the Check Data and Populate buttons are located.
2. The next tab will be labeled W-2 and contain the extracted data from both W-2s, recorded in their own columns.
3. The third tab will be labeled Cons\_1099 and will reflect the summary information from the brokerage.
  - If there were stock transactions, and a Trades product was selected at the time of submission, the next tab will be labeled Trades and will have each line item or summaries on this sheet.
4. The last tab of this Pointsheet will be labeled 1099-R and all three 1099-R records will be on this sheet.
  - Any forms in client proforma will be included in the Pointsheet and will be grayed. This is a way to check for client's missing documents.

These tabs are the sheets that make up the .CSV file, or Pointsheet.

<b>Diagnostics</b>	W-2	Cons_1099	1099-R
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## The Check Data & Populate Buttons

- ➔ If any edits were made in the Pointsheet, the user should click the **Check Data** button.
- ➔ This function will confirm that data added or changed by the user is in the correct format. Issues that must be fixed will appear under any Diagnostics after clicking the Check Data button. If nothing appears, it means the formatting is compatible to the tax software and no changes are necessary.



**⚠ TIP:** Check Data **only needs to be utilized if edits were made by the user** to the extracted data in the Pointsheet. Below is an example of what may appear after clicking Check Data.

Form/Field Level Check Data Errors - Resolve prior to Population						
Invalid data types detected - correct prior to population						
	-	Sheet[109	<a href="#">Link</a>			

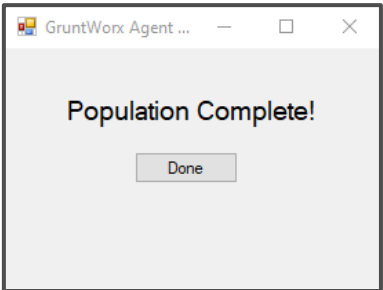
- ➔ To import the extracted data into a client's return, the user will click the **Populate** button.

A few things to keep in mind:

- Lacerte does not need to be open when clicking Populate.
- The **client tax file should be closed during this time** to give the Agent access.
- If Populate is clicked **twice**, it may cause duplicate data in the client's tax file.
- If Populate is clicked **before** reviewing Diagnostics, there is a chance the import will not include all the information from uploaded files.



- ➔ After clicking Populate, the GruntWorx Agent will be launched to import the extracted data into the client's return. The computer should be given the time to complete the import. When it is completed, there will be a notification letting the user know the population is finished (right).



- ➔ GruntWorx will process multiple fund 1099-DIVs found on the same statements as separate records. Here we show a VANGUARD statement with 3 different funds. Both VANGUARD and the Fund Name will populate into Lacerte.

X do not populate	SHEET	Owner TS	SSN	Payer Fed Id	Payer Name	Fund Name	Box 1a Ordinary Dividends	Box 1b Qualified Dividends
	2	T			<a href="#">Vanguard</a>	SHORT-TERM TREASURY INV	\$46.04	\$0.00
	3	T			<a href="#">Vanguard</a>	SHORT-TERM INVEST GR INV	\$78.15	\$0.00
	4	T			<a href="#">Vanguard</a>	500 INDEX FUND INV	\$110.43	\$110.43
	5	J			<a href="#">DODGE &amp; COX FUNDS</a>	DODGE & COX STOCK FUND	\$1,807.03	\$1,807.03

- ➔ Consolidated Brokerage Statements will have a tab in the Pointsheet, however this is for the Accountant's record only. Data from INT, DIV, MISC or OID will be populated from their specific form sheets.



## X Do Not Populate

- ➔ For each record extracted from uploaded documents, there is a field in the Pointsheet that allows the user to enter an X to stop the data from importing into a client's tax file.
- ➔ There is also a field to skip the whole sheet and all the records for that form type. This is located at the top of each sheet. Entering an X will ignore the entire page's records.

X do not populate
X
X

"X" Do Not Populate Entire Page
---------------------------------

- ➔ Where a match is not made to the SSN/s in Proforma a diagnostic message will be presented on the Diagnostics Sheet and the record is marked do not populate. If the extracted SSN is incorrect, correct the Owner and uncheck the record for population. Sheet numbers can also be changed to match an existing prior-year record.
- ➔ 1099-Gs, 1099-MISCs, 1099-NECs and 5498s default as Do Not Populate. These records are extracted to the Pointsheet but will not import into Lacerte tax software. User must un-check the do not populate field for 1099-G records they want to be populated.

Form 1099-G records are marked do not populate as they are most often used to compare against amounts rolled over from the prior tax year. If population is desired, the X can be cleared from the do not populate column.

## Trade Summary & Trade Details

GruntWorx gives users the option to add Trades products to Validated Organize, Populate LITE or Validated Populate submissions. There are a few things to keep in mind when utilizing Trade products:

- ➔ When Trade Details is selected, GruntWorx extracts **every line item** from the pages submitted.
  - GruntWorx will not extract the totals or subtotals except with Trade Summary.
- ➔ Extract All must be selected **during submission** to get every line item extracted.
- ➔ GruntWorx does not populate prior-year tax documents. However, GruntWorx will extract prior-year stock transactions if submitted as an **Organize** job, with a **Trades** product added on.
- ➔ GruntWorx does **not** extract trades from IRAs, Supplemental Stock Plan Lot Detail or Excel spreadsheets.
- ➔ For Trade Details, all lines must include data for **Description, Date Sold** and **Sales Price** in order to populate.
- ➔ Reviewers can insert rows for totals but should enter an X in the do not populate field to prevent the population of totals into the tax return.

	X do not populate	Payer Name	Account Number	Owner TS	SSN	Quantity	Description (required)	Date Acquired	Date Sold	Sales Price	Cost or Other Basis	Federal Tax Withheld	1099-B Code (0,1,2)	Term Code (S=1,L=2)	Wash Sale Loss Disallowed
10															
11		Stifel, Nicolaus & Company, Inc.		T		1737.48	LORD ABB S/DUR INC C	07/25/2016	04/25/2019	\$7,314.79	\$7,610.17	0			\$0.00
12		Stifel, Nicolaus & Company, Inc.		T		81.30	LORD ABB S/DUR INC C	07/25/2016	04/25/2019	\$342.26	\$356.08	0			\$13.82
13		Stifel, Nicolaus & Company, Inc.		T		81.46	LORD ABB S/DUR INC C	07/25/2016	04/25/2019	\$342.95	\$356.80	0			\$13.85
14		Stifel, Nicolaus & Company, Inc.		T		2215.30	LORD ABB S/DUR INC C	07/25/2016	07/15/2019	\$9,392.89	\$9,703.04	0			\$0.00
15		Stifel, Nicolaus & Company, Inc.		T		73.16	LORD ABB S/DUR INC C	07/25/2016	07/15/2019	\$310.18	\$320.42	0			\$10.24
16		Stifel, Nicolaus & Company, Inc.	15741107	T	43-0538770	70.03	LORD ABB S/DUR INC C	07/25/2016	07/15/2019	\$296.93	\$306.73	0			\$9.80
17		Stifel, Nicolaus & Company, Inc.	15741107	T	43-0538770	5411.77	LORD ABB S/DUR INC C	07/25/2016	08/02/2019	\$23,000.00	\$23,703.53	0			\$703.53

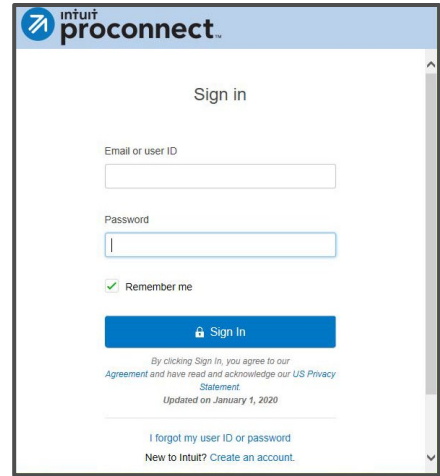
If a client has an Excel spreadsheet of their Capital Gains information, do not send this spreadsheet to GruntWorx. We do not extract data of this format. Use the Lacerte Capital Gains import wizard tool to have these transactions entered into the 8949 section of the return.

will be mapped in the Dispositions (Schedule D, 4797, etc.) screen							
Quantity	Description	Date Acquired	Date Sold	Sales Price	Cost Or Other Basis	<Select Heading>	1099-B: 1=basis not repr
G	H	I	J	K	L	M	N
				"X" Do Not Populate Entire...			
D	Quantity	Description (required)	Date Acquired	Date Sold	Sales Price	Cost or Other Basis	Federal Tax Withheld
31	21	STARBUCKS CORP		1/18/2018	1287.65		1099-B Code (0,1,2)
							1

**TIP:** Trades products are not available for use with Organize LITE.

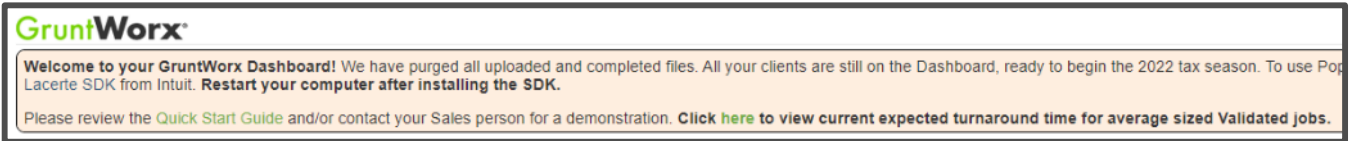
# Intuit Lacerte Considerations

→ The user may be prompted with an additional Lacerte login during job submission and population from the Pointsheet. Look for the Intuit Proconnect Sign In screen behind any open windows. Not signing in will cause proforma collection failure and the job will not process.



**TIP:** Minimum required fields in the client tax file: Taxpayer/spouse name/s, SSN/s and Filing Status.

→ Prior to submitting first Populate job, the user must download and install the 32-bit Lacerte SDK. The SDK link can be found on the GruntWorx Dashboard banner, shown below:



**TIP:** Lacerte will display a black screen during proforma collection (when a job is being sent to GruntWorx). Users do not have to click anything within the window, and can expect the window to close when the process is complete.

→ Users who store Client tax files on Dropbox should **pause syncing** before Populating from the Pointsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Tax Payer: SMITH, JOHN														Preparer Notes:
2	Tax Year: 2022														
3	Client Id: SMITHJ														
4						Check Data	Populate								
5															
6															
7	Diagnostics -														Review Notes:
8	Forms classified but not extracted for population														
9	Forms classified but not populated by GruntWorx														
10															
11	Professional review required														
12															
13															
14															
15															

→ If the user receives an error stating the Agent cannot locate a client with a matching SSN, first check that the Client ID matches in both the tax software and GruntWorx. If the Client ID matches, the user’s idata location may need to be corrected.

## Here are instructions for updating the idata path:

1. To find your idata path, open your Lacerte program and go to **Settings > Options**.
2. Copy the path displayed on the top line. It will be highlighted as default – key **Ctrl + C** to copy.
3. Open the Agent location: **C:\Program Files (x86)\GWAgent\GWProAgent**.
4. Open the **dataoc\_lacerte.exe.config** file (open with Notepad). Locate: **<appSettings>** then **DataDir=**.
5. Paste (**Ctrl + V**) the data path copied from Settings in Lacerte. If the user has administrator rights, **File > Save**. If not, **File > Save As** to the Desktop. Then exit out of Notepad, and with File Explorer still open to the GWProAgent location, drag and drop the file from the desktop.
6. When asked to replace existing file, select **Yes**.

For more detailed instructions on idata, reach out to [Support@GruntWorx.com](mailto:Support@GruntWorx.com) or call 877.830.6059 X3



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

## Organize LITE & Organize

- 
- |          |             |                     |            |                              |
|----------|-------------|---------------------|------------|------------------------------|
| • W-2    | • 1099-A    | • 1099-NEC          |            |                              |
| • W-2G   | • 1099-B    | • 1099-PATR         |            |                              |
| • W2C    | • 1099-C    | • 1099-Q            |            |                              |
| • 1042S  | • 1099-CAP  | • 1099-R            |            |                              |
| • 1095-A | • 1099-G    | • RRB-1099          |            |                              |
| • 1095-B | • 1099-DIV  | • RRB-1099-R        |            |                              |
| • 1095-C | • 1099-INT  | • 1099-S            |            | • 5498-SA                    |
| • 1098   | • 1099-H    | • 1099-SA           |            | • 5498-ESA                   |
| • 1098-C | • 1099-K    | • SSA-1099          |            | • Grantor Letter as 1041 K-1 |
| • 1098-E | • 1099-LTC  | • Consolidated 1099 |            | • Supporting Tax Documents   |
| • 1098-T | • 1099-MISC | • 2439              | • Receipts |                              |

## Populate LITE & Populate

- 
- |             |                                       |  |
|-------------|---------------------------------------|--|
| • W-2       | • 1099-R                              |  |
| • W-2G      | • RRB-1099                            |  |
| • 1095-A    | • SSA-1099                            |  |
| • 1098      | • 1099-OID                            |  |
| • 1098-E    | • Consolidated 1099                   |  |
| • 1098-T    | • 1120S K-1                           |  |
| • 1099-MISC | • 1065 K-1                            |  |
| • 1099 NEC  | • 1041 K-1                            |  |
| • 1099-B    | • 5498                                |  |
| • 1099-G    | • 1099-MISCs, 1099-NECs and 5498s are |  |
| • 1099-DIV  | extracted to the Pointsheet but not   |  |
| • 1099-INT  | imported into Lacerte                 |  |

## Forms Classified but Not Supported for Data Extraction

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- W2-C
- 1042 S
- 1095-B
- 1095-C
- 1099 A
- 1099 C
- 1099 CAP
- 1099 H
- 1099 K
- 1099 LTC
- 1099 PATR
- 1099 Q
- RRB-1099-R
- 1099 S
- 1099 SA
- 2439
- 5498 SA
- 5498 ESA
- Grantor Letter



Tips for best scanning practices can be found here in this [video](#).  
For the Lacerte Quick Start Guide click [here](#).

For any support questions, call 877-830-6059 X3  
or send an email to [Support@GruntWorx.com](mailto:Support@GruntWorx.com)

For any sales questions, call 877-830-6059 X2  
or send an email to [Sales@GruntWorx.com](mailto:Sales@GruntWorx.com)