# UltraTax CS Pointsheet Guide

This guide is to help UltraTax CS 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, MS Edge, IE11

### Microsoft .Net Framework:

2.0.50727

### Additional Programs:

Microsoft Excel version 2003 or higher

(Microsoft 365 App not supported at this time)

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

UltraTax CS SaaS is not compatible with GruntWorx

# Table of Contents

# How to Open Completed Files

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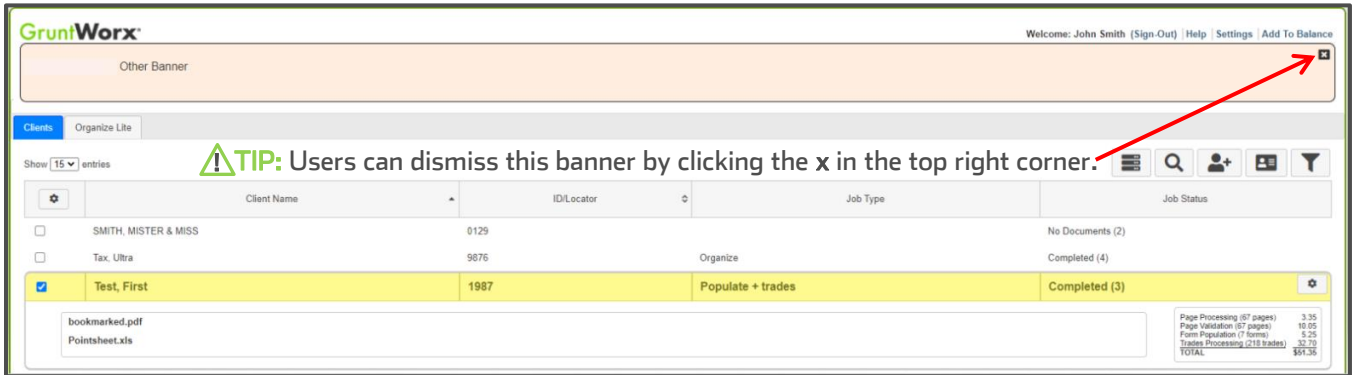


➜ Select the client's name - the row will highlight in yellow.

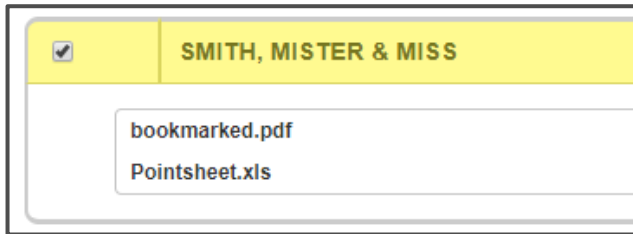➜ Click on **bookmarked.pdf** to open the Organized PDF, or **Pointsheet.xls** to open the Excel workbook with the extracted data from uploaded files.



⚠**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.
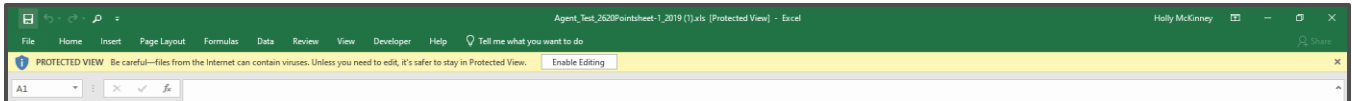


1. Click Enable Editing highlighted in yellow at the top of the Excel window.
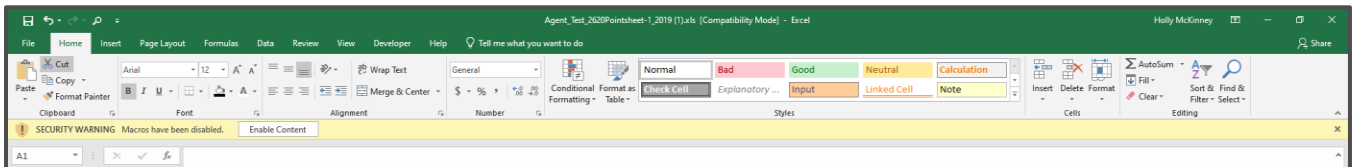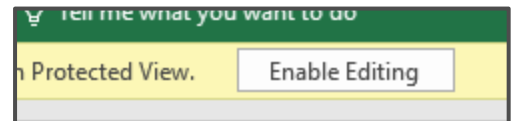




2. Then click Enable Content.



⚠**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.
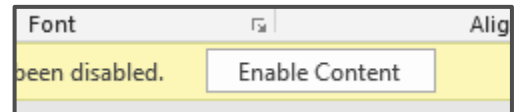
➜ This sheet will have the taxpayer's name, the tax year, and Client ID in the top left corner.

|   | A | B | C |
|---|---|---|---|
| 1 | Tax Payer: SMITH, JOHN | | |
| 2 | Tax Year: 2022 | | |
| 3 | Client Id: SMITHJ | | |

⚠️**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 | Diagnostics - | | |
|---|---|---|---|
| 8 | Forms classified but not extracted for population | | |
| 9 | | Inconsistent Tax Year - does not populate | |
| 10 | | - SSA-1099 - page 3 | |

⚠️ **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 | Professional review required | | | |
|----|---|---|---|---|
| 12 | Inconsistent Owner SSN - correct and un-check to populate | | | |
| 13 | - SSA-1099 - page 4 | | | |
| 14 | - 1099 R - page 10 | | | |
| 15 | - 1041 K1 - page 9 | | | |

⚠️ **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.

# 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.

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

| **Diagnostics** | W-2 | Cons_1099 | 1099-R |
|---|---|---|---|

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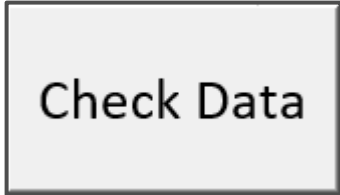
⚠**TIP:** Check Data **only needs to be utilized if edits were made by the user** to the extracted data in the Pointsheet. Below is an example of what may appear after clicking Check Data.

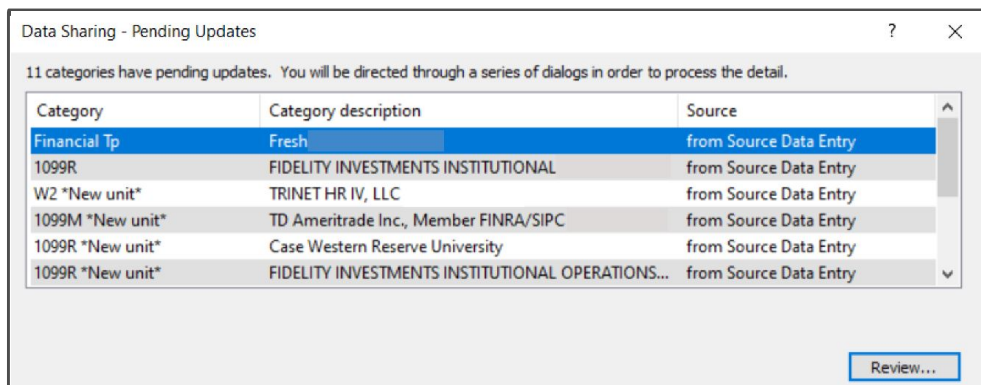| Form/Field Level Check Data Errors - Resolve prior to Population | | | | |
|---|---|---|---|---|
| | Invalid data types detected - correct prior to population | | | |
| | - | Sheet[10! Link | | |

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

A few things to keep in mind:
- UltraTax should 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.

➔ **Before** clicking Populate within the Excel Pointsheet, please note that if multiple versions of the client exist in UltraTax, the user will need to disable Data Sharing on the tax files that should not be populated.

➔ **After** clicking Populate, the GruntWorx Agent will be launched to import the extracted data into the Source Data Entry program. The population can be viewed on the screen as they are being imported. The computer should be given the time to complete the import. When Source Data Entry closes, population is complete.

➔ Open the client's tax file within the tax software. UltraTax will prompt the user to approve the pending updates. Click on each pending update and follow prompts to complete import. Do this for each form and all the data will be successfully populated into UltraTax.

Data Sharing - Pending Updates ? ✕

11 categories have pending updates. You will be directed through a series of dialogs in order to process the detail.

| Category | Category description | Source |
|---|---|---|
| Financial Tp | Fresh | from Source Data Entry |
| 1099R | FIDELITY INVESTMENTS INSTITUTIONAL | from Source Data Entry |
| W2 *New unit* | TRINET HR IV, LLC | from Source Data Entry |
| 1099M *New unit* | TD Ameritrade Inc., Member FINRA/SIPC | from Source Data Entry |
| 1099R *New unit* | Case Western Reserve University | from Source Data Entry |
| 1099R *New unit* | FIDELITY INVESTMENTS INSTITUTIONAL OPERATIONS... | from Source Data Entry |

Review…

# Editing Data Within the Pointsheet

➔ To enlarge a column to view data in its entirety, double click the mouse in-between the headers of the columns.
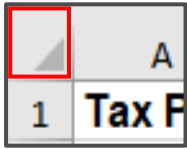
⚠ **TIP:** To enlarge all cells at once, right mouse-click the top-left corner of the sheet (left). This will highlight the whole sheet. Then double-click the mouse at any header (right), and all fields will enlarge at once, making all extracted data visible.
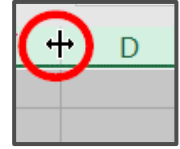
➔ Reviewing extracted data in the editable Pointsheet prior to population may save the user time. A good thing to keep in mind is the validation that the documents go through is purely from a proofreading standpoint. GruntWorx validators have no tax knowledge and will extract data off of forms exactly as they appear on the submitted documents.

➔ Payer/Issuer Names for each record are hyperlinked to the source page in the Bookmarked PDF.

➔ Any changes made in the Pointsheet will not be saved on the GruntWorx Dashboard. The edited Pointsheet should be saved to the user's computer.

# Grayed-Out Data

➔ Grayed fields within the Pointsheet display data that has been extracted by GruntWorx, but are not allowed for import into the client tax file by UltraTax. **The user must manually add this data to the client file.**

# 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 keep 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 Entire Page

➔ 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.

➔ 5498 detail is extracted to the Pointsheet but will not import into UltraTax tax software.
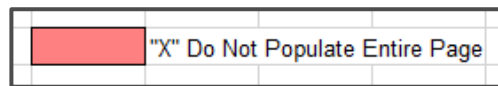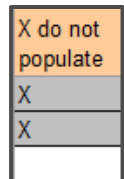
> 1098, 1099-MISC and 1099-NEC records can be assigned to business entities from the default of Schedule A, when the records are accepted by the user.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | |
| 2 | | | W - 2 Wages, Salaries, Tips | | Any form can be prevented from populating in the tax software by placing an "X" in the cell on this line. "X" Do Not Populate Entire Page is also available on each class page | | | | | | "X" Do Not Populate Entire Page | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | X do not populate | | | X | | | | | | | |

# Trade Details & Trade Summary

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 selected.
- ➔ 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.

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Trades from Consolidated 1099s - Stock, Securites, Other Trans** | | | | | | | | | | | "X" Do Not Populate Entire Page | |
| X do not populate | Payer Name | Payer Fed ID | Account Number | Owner SSN | Form 1099B | Description | Quantity Sold | Stock/Oth er Symbol | Date Acquired | Date Sold | Default is ST - Enter 2 to force LT | Term-Not Populate d Force LT in Col L | Sales Price | Cost/Basis |
| | NATIONAL F | 04-3523567 | | 123-00-1234 | 1 | ACTION QUANTITY 1B DATE 1C DATE-NATIONAL | 1.00 | | 03/26/2022 | 03/26/2022 | | | $457.19 | $454.28 |
| | NATIONAL F | 04-3523567 | | 123-00-1234 | 1 | ACTION QUANTITY 1B DATE 1C DATE ACQUIRED | 3.00 | | 03/26/2022 | 03/26/2022 | | | $467.20 | $481.00 |
| | NATIONAL F | 04-3523567 | | 123-00-1234 | 1 | ADOBE SYSTEMS INCORPORATED COM, ADBE,-NA | 1.00 | | 03/26/2022 | 03/26/2022 | | | $83.96 | $88.18 |
| | NATIONAL F | 04-3523567 | | 123-00-1234 | 1 | AIRBNB INC COM CL A, ABNB, 009066101-NAT | 2.00 | | 03/26/2022 | 03/26/2022 | | | $174.13 | $155.32 |
| | NATIONAL F | 04-3523567 | | 123-00-1234 | 1 | AMERICAN ELEC PWR COINC COM, AEP, 025537 | 1.00 | | 03/26/2022 | 03/26/2022 | | | $222.58 | $224.81 |
| | NATIONAL F | 04-3523567 | | 123-00-1234 | 1 | AMERICAN TOWER CORP COM USD0.01, AMT,-NA | 1.00 | | 03/26/2022 | 03/26/2022 | | | $222.59 | $242.61 |
| | NATIONAL F | 04-3523567 | | 123-00-1234 | 1 | AMGEN INC, AMGN, 031162100-NATIONAL FINA | 1.00 | | 03/26/2022 | 03/26/2022 | | | $246.64 | $228.76 |
| | NATIONAL F | 04-3523567 | | 123-00-1234 | 1 | ANTHEM INC, ANTM, 036752103-NATIONAL FIN | 1.00 | | 03/26/2022 | 03/26/2022 | | | $246.64 | $247.67 |
| | NATIONAL F | 04-3523567 | | 123-00-1234 | 1 | ANTHEM INC, ANTM, 036752103-NATIONAL FIN | 1.00 | | 03/26/2022 | 03/26/2022 | | | $206.53 | $215.70 |
| | NATIONAL F | 04-3523567 | | 123-00-1234 | 1 | ANTHEM INC, ANTM, 036752103-NATIONAL FIN | 1.00 | | 03/26/2022 | 03/26/2022 | | | $304.23 | $293.03 |

## How to Import Capital Gains from Excel Spreadsheet

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

1. On the B&D Input Screen, click on the **s** button
2. On the Capital Gains statement page, click **Statement** at upper left, then **Import Spreadsheet**
3. Browse for the excel file
4. Select the **Trades** page in the Pointsheet workbook
5. Using the Mapping wizard, select column names from the dropdown lists
   - Columns with inconsistent format are marked red and must be renamed prior to import
   - Mark rows to be omitted by clicking in the checkbox at the far left of each row.
6. Click **Import**

⚠️**TIP:** Trade add-ons are not available for use with Organize LITE.
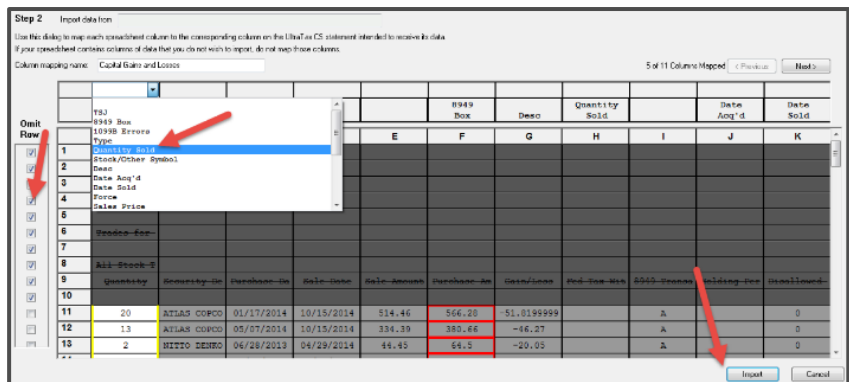
# UltraTax CS Considerations

➔ To submit jobs from the GruntWorx Dashboard or to Populate from the GruntWorx-provided Excel Pointsheet, users should have the **UltraTax Client Profiles screen** open (below).  The user must also be **logged out** of the client tax file during these processes.
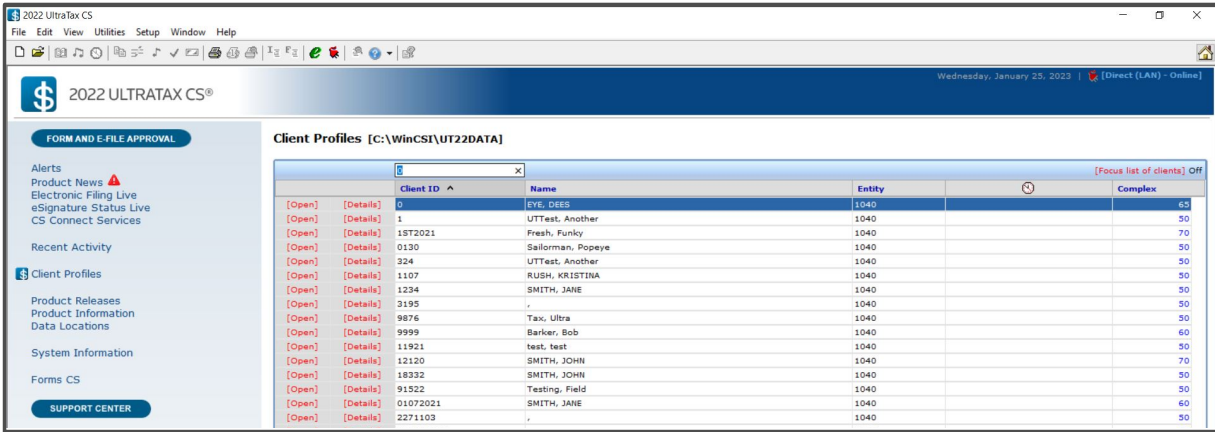


⚠ **TIP:** **Minimum required fields in the client tax file:** Taxpayer/spouse name/s, SSN/s and Filing Status.

➔ If more than one version of 1040 tax files are maintained for any one client, be sure to exempt from Data Sharing the versions that should not be populated by GruntWorx.

➔ If the GruntWorx Agent does not find the client SSN/s, the user will be asked to browse to a different data path. If the user declines, they are given the option to key the client SSN/s in manually. The user should select yes when asked to always enter SSN/s manually **only if** it is the preferred method for each submission. GruntWorx Support can help to remove this setting.
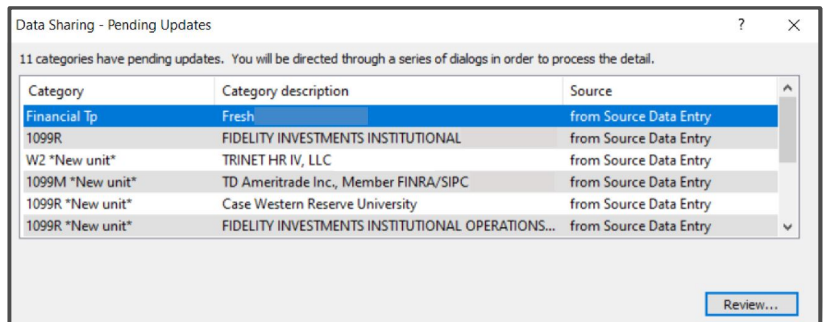
➔ When an import is complete, users should open the client's tax file and use UltraTax's Data Sharing tool to accept populated records into the tax program.
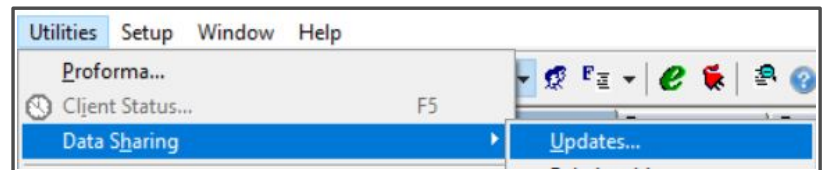




⚠ **TIP:** If a user accidentally closes the Pending Updates, in the UltraTax toolbar click Utilities. Choose Data Sharing then Updates to re-open the Pending Updates dialog box.

## Steps to Populate with the Virtual Office version of UltraTax CS

1. Download a Local copy of the tax program.
2. Install the GruntWorx Agent - found on the GruntWorx Dashboard.
3. Backup 1040 clients to local copy of the tax software - in batches or one return at a time.
4. Process GruntWorx jobs following the UltraTax CS Quick Start Guide.
5. Open the client tax file and using Data Sharing, accept populated records into the tax program.
6. Restore the populated client file to the cloud – in batches or as required.

For questions on using **GruntWorx with a Virtual Office** setup, reach out to
Support@GruntWorx.com or call 877.830.6059 X3

# Supported Forms

**GruntWorx®**

Here is a list of all the supported forms for the
GruntWorx Organize and UltraTax 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-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
- 1098-E
- 1098-T
- 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
- 5498
  - º 5498s are extracted to the Pointsheet but not imported into UltraTax

## Forms Classified but Not Supported for Data Extraction

- 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 UltraTax CS Quick Start Guide click here.

For any support questions, call 877-830-6059 X3
or send an email to Support@GruntWorx.com

For any sales questions, call 877-830-6059 X2
or send an email to Sales@GruntWorx.com