This guide is to help CCH ProSystem fx 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)

Table of Contents

How to Open Completed Files

Sheet 1: The Diagnostics Sheet

Tabs of The Pointsheet

The Check Data & Populate Buttons

Editing Data Within the Pointsheet

Grayed-Out Data

X Do Not Populate

Trade Summary & Trade Details

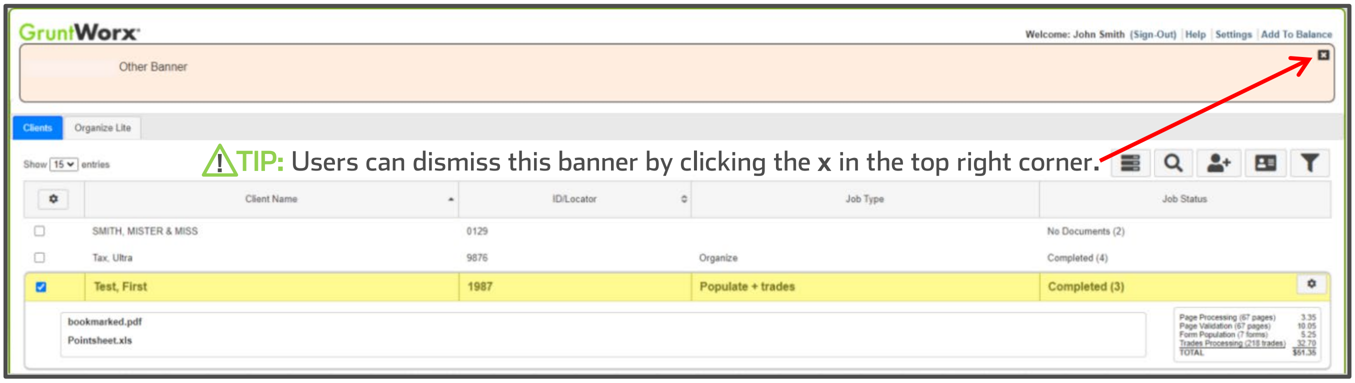
ProSystem fx Considerations

Supported Forms for Extraction

Forms Classified but Not Supported for Data Extraction

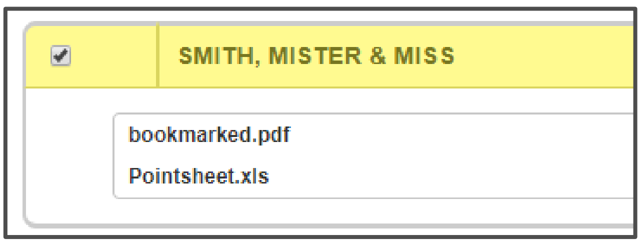
How to Open Completed Files

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



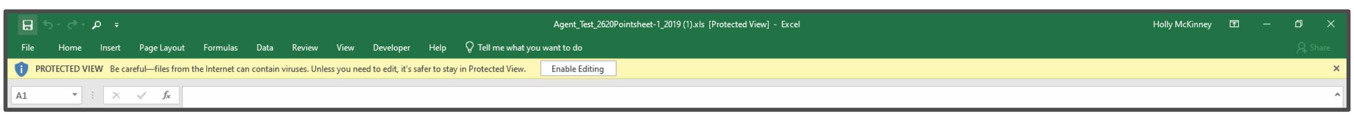
➔ Select the client's name - the row will highlight in yellow.

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

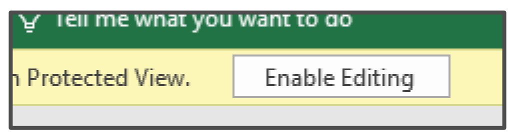


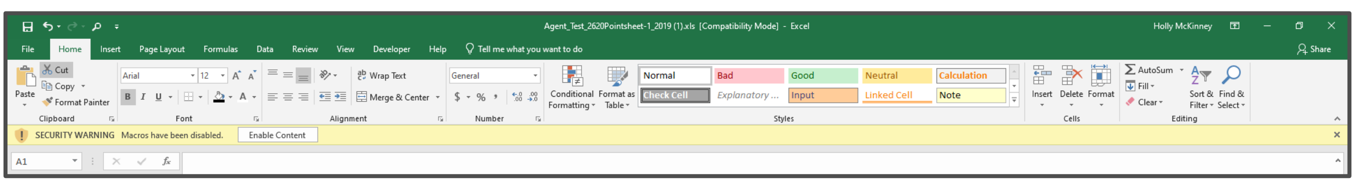
⚠TIP: The Pointsheet and the Bookmarked PDF can be opened and viewed from the dashboard but users should download and store them in the client document file. Most web browsers will allow setting a default download location.

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

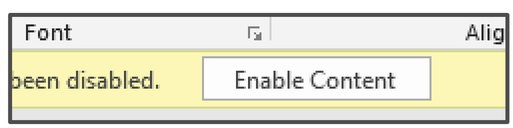


1. Click Enable Editing highlighted in yellow at the top of the Excel window.





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	Tax Payer: CLIENT, MISTER & MISS			
2	Tax Year: 2022			
3	Client Id: ACLIENT			

⚠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.
- Populate users should also look over their Pointsheet Entity, Activity and Sheet matches prior to population. Make sure the numbers in the grayed area match the new record numbers. If the Entity/Activity/Sheet number on the new record does not match the number on the record found during proforma collection, the user should **change the new record 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 produce 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.

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:

- ProSystem fx must 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.

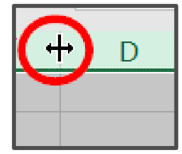
- ➔ **Before** clicking Populate within the Excel Pointsheet, please note that if multiple versions of the client exist in ProSystem, the user will need to select which version of the client they wish to populate.
- ➔ **After** clicking Populate, the GruntWorx Agent will be launched to import the extracted data into the client's return. The import can be viewed on the screen as the Agent populates records. The computer should be given the time to complete the import.
- ➔ 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 the client's return in ProSystem fx.

X do not populate	SHEET	Owner TSJ	SSN	Payer Fed ID	Payer Name	Fund Name	Box 1a Ordinary Dividends	Box 1b Qualified Dividends
	2	T			Vanguard	SHORT-TERM TREASURY INV	$46.04	$0.00
	3	T			Vanguard	SHORT-TERM INVEST-GR INV	$78.15	$0.00
	4	T			Vanguard	500 INDEX FUND INV	$110.43	$110.43
	5	J			DODGE & COX FUNDS	DODGE & COX STOCK FUND	$1,807.03	$1,807.03

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.

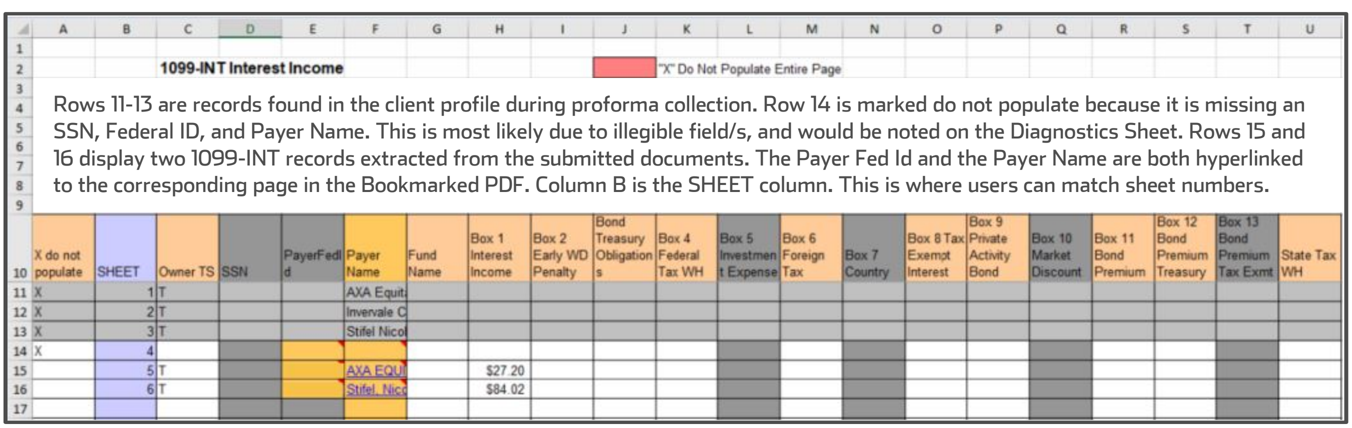
Grayed-Out Data

- Grayed columns or rows are records found in the client's tax file during proforma collection and are used to match sheet numbers. These records should not be edited or deleted. Where a record does not exist in Proforma, a new sheet is created. Proforma will reconstruct masked SSN/s, allows identification of documents with inconsistent SSN/s and matches current to prior-year records.

- There may be individual grayed rows or fields in the Pointsheet - data in these fields have been extracted from the documents sent to GruntWorx, but will not populate into the client's return. **The user should manually add this data to the tax software.**

- Any time a user **resubmits** documents for a client, the new Pointsheet will reflect the already extracted data from any prior job submissions for that client, in addition to the newly extracted data. The previously extracted records in grayed-out columns or rows will not import.

- Below is a 1099-INT worksheet from a Pointsheet. The grayed columns are fields that GruntWorx has extracted data from forms sent in, but is not supported for import by CCH. The grayed rows are records found in the client tax file during proforma collection. These records are marked as do not populate and should only be used as a tool for reference and review. Row 14 shows a record that is not grayed, but has no data. This indicates there was an INT that was illegible, so GruntWorx identified it but was not able to take any information off the page. Users can either enter the data here in the Pointsheet, remove the x in the do not populate field (A14) and the record will import during population, or add the record manually into the tax software.



1099-INT Interest Income — "X" Do Not Populate Entire Page

Rows 11-13 are records found in the client profile during proforma collection. Row 14 is marked do not populate because it is missing an SSN, Federal ID, and Payer Name. This is most likely due to illegible field/s, and would be noted on the Diagnostics Sheet. Rows 15 and 16 display two 1099-INT records extracted from the submitted documents. The Payer Fed Id and the Payer Name are both hyperlinked to the corresponding page in the Bookmarked PDF. Column B is the SHEET column. This is where users can match sheet numbers.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
10	X do not populate	SHEET	Owner TS	SSN	PayerFedId	Payer Name	Fund Name	Box 1 Interest Income	Box 2 Early WD Penalty	Bond Treasury Obligations	Box 4 Federal Tax WH	Box 5 Investment Expense	Box 6 Foreign Tax	Box 7 Country	Box 8 Tax Exempt Interest	Box 9 Private Activity Bond	Box 10 Market Discount	Box 11 Bond Premium	Box 12 Bond Premium Treasury	Box 13 Bond Premium Tax Exmt	State Tax WH
11	X	1	T			AXA Equit															
12	X	2	T			Invervale C															
13	X	3	T			Stifel Nicol															
14	X	4																			
15		5	T			AXA EQUI		$27.20													
16		6	T			Stifel, Nico		$84.02													
17																					

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.

X do not populate
X
X

- 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

- 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. Entity/Activity/Sheet numbers can also be changed to match an existing prior-year record.
- 1099-Gs, 1099-MISCs and 5498s default as Do Not Populate. Users must un-check the do not populate field for the 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 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.

X do not populate	SHEET	Payer Name	Account Number	Owner TSJ	SSN	Payer Fed ID	Quantity	Description	Date Acquired	Date Sold	Sales Price	Cost or Other Basis	Federal Tax Withheld	1099-B Code	Term Override Code(S,L)	Wash Sale Loss Disallowed	Adjustment Code
	1	TD AMERITRADE		T			100.00	TESLA INC COM	03/29/2018	04/03/2018	$35,505.23	$26,260.53		A			
	1	TD AMERITRADE		T			100.00	TESLA INC COM	09/28/2018	10/02/2018	$36,992.56	$26,612.95		A			
	1	TD AMERITRADE		T			100.00	APPLE INC AAPL Jan 19 2018 100.0 Put	01/19/2018	01/19/2018	$5,392.15	$0.00		A			
	2	TD AMERITRADE		T			10.00	APPLIED MATERIALS INC AMAT Jan 19 2018 46.0 Call	01/04/2018	01/05/2018	$46.00	$0.00		A			
	2	TD AMERITRADE		T			19.00	APPLIED MATERIALS INC AMAT Jul 20 2018 50.0 Call	07/20/2018	07/20/2018	($5,642.41)	$0.00		A			
	2	TD AMERITRADE		T			10.00	AMBARELLA INC AMBA Jan 19 2018 60.0 Call	01/19/2018	01/19/2018	$50.00	$0.00		A			
	2	TD AMERITRADE		T			20.00	AMBARELLA INC AMBA Aug 17 2018 60.0 Call	08/17/2018	08/17/2018	$7,575.17	$0.00		A			
	2	TD AMERITRADE		T			10.00	AMBARELLA INC AMBA Aug 17 2018 60.0 Call	01/19/2018	01/19/2018	$1,264.17	$0.00		A			
	3	TD AMERITRADE		T			19.00	AMBARELLA INC AMBA Aug 17 2018 60.0 Call	01/19/2018	01/19/2018	$2,289.17	$0.00		A			
	3	TD AMERITRADE		T			19.00	1C- DATE	01/19/2018	01/19/2018	$100.00	$100.00		A		$50.00	W

How to Import Capital Gains from Excel Spreadsheet

1. Open **Capital Gains and Losses** within client's file, then **Import** - the **Worksheet Import Wizard** opens.
2. Click **Next** on the first screen, then **Browse** for Excel file and choose **Mapping Template.**
3. Choose the **Trades** sheet from the Pointsheet workbook in the **Source Excel sheet name** dropdown menu.
4. Map the columns per the wizard instructions.
5. Click **Next**, then **Import.**

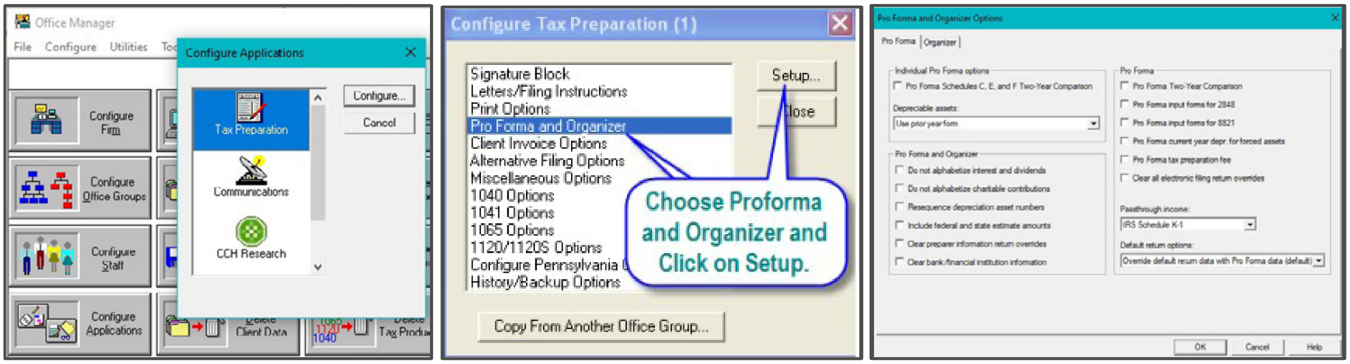
⚠ **TIP:** Trades products are not available for use with Organize LITE.

ProSystem *fx* Considerations

➔ ProSystem fx requires configuration prior to using GruntWorx Population services.

To configure the tax software:

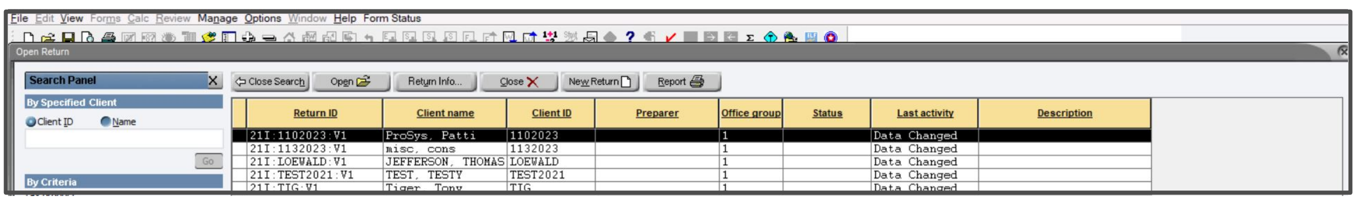
1. Open **Office Manager.**
2. Select **Configure Applications.**
3. Select **Tax Preparation** and click **Configure...**
4. Select **Pro Forma and Organizer** and click **Setup...**
5. At this screen, make sure the **Passthrough income** field has **IRS Schedule K-1** selected from the menu.



➔ After these settings have been configured, users must roll their clients from the prior year to apply the K-1 settings.

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

➔ ProSystem fx must be open when submitting and importing jobs. The client's file should be closed to allow the Agent access.



➔ If more than one version of 1040 tax files are maintained for any one client, user must select the desired client for population during job submission.

➔ On occasion, users need to adjust their Input Methods if population won't work. To fix this issue, open the Office Manager program. Go to **Configure Firm › Input Methods** and choose **Enable both Interview forms and Worksheets as data input methods.** Click **OK** and reattempt population from the Pointsheet.

Supported Forms

GruntWorx

Here is a list of all the supported forms for the GruntWorx Organize and ProSystem 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-NEC
- 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

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 ProSystem fx 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