This guide is to help GoSystem Tax RS 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)

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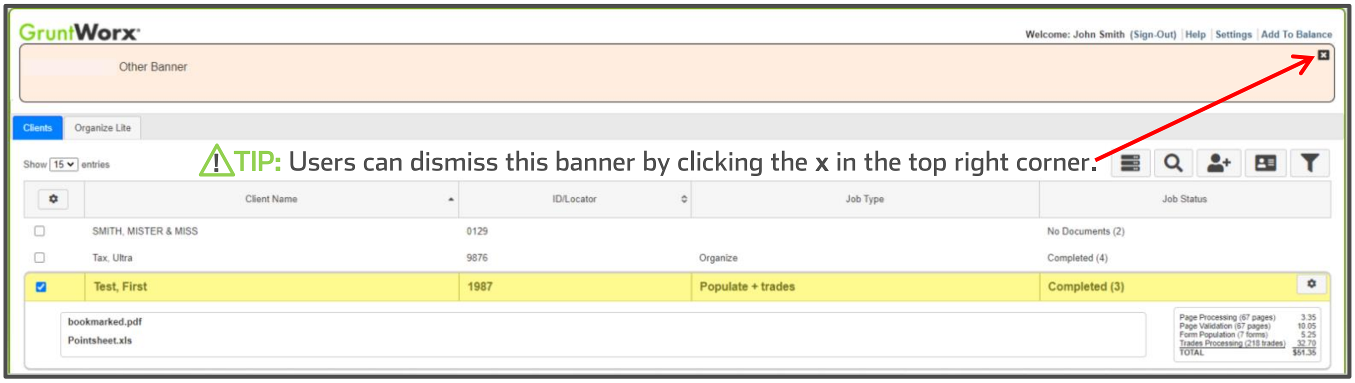
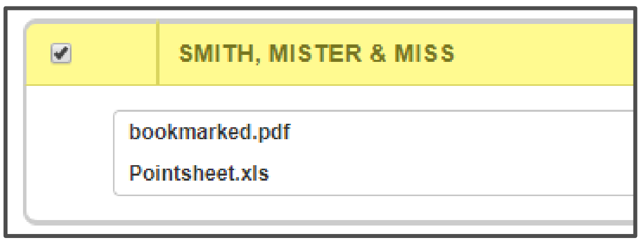
How to Open Completed Files

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

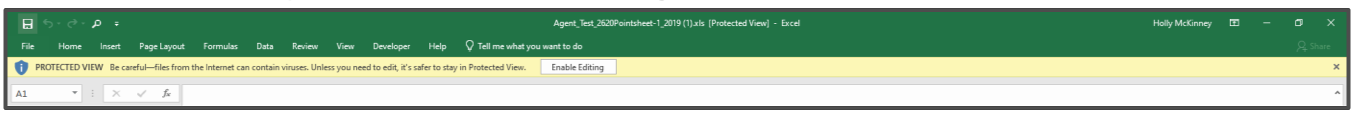


- Select the client's name - the row will highlight in yellow.
- Click on **bookmarked.pdf** to open the Organized PDF, or **Pointsheet.xls** to open the Excel workbook with the extracted data from uploaded files.

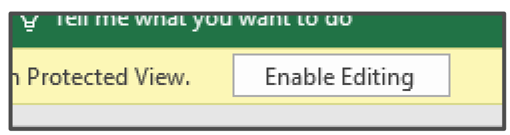


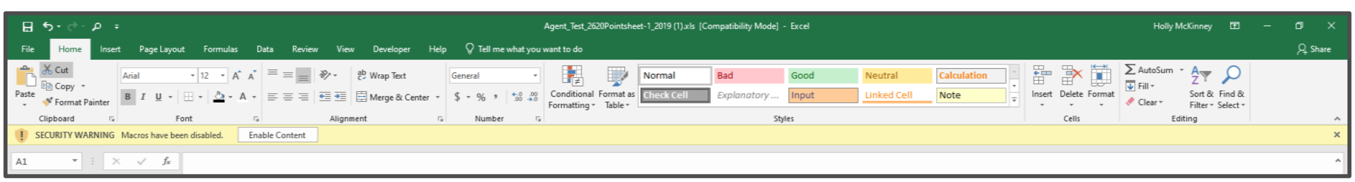
TIP: The Pointsheet and the Bookmarked PDF can be opened and viewed from the dashboard but users should download and store them in the client document file. Most web browsers will allow setting a default download location.

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

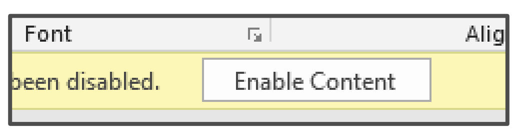


1. Click Enable Editing highlighted in yellow at the top of the Excel window.





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.

The Diagnostics Sheet

- The most important 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: Washington, George**			
2	**Tax Year: 2022**			
3	**Spouse: Martha**			

⚠ **TIP:** Users should review the Diagnostics as it provides vital information on the job, like if something wasn't populated into the client's tax file.

- 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).
- 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).
- Documents with Missing or Inconsistent SSN/s will be noted on the Diagnostics Sheet.

Diagnostics -

Unpopulated Forms

1099-G

Issuer	Descriptio	Value	Refund Year
STATE OF C/	Tax Refunc	########	2020

Forms classified but not extracted for population

Forms classified but not populated by GruntWorx

- 1095 B

Missing Owner/SSN - correct in tax software

- Brokerage - unknown1

Professional review required

Issuer Name and/or Address for W-2, 1099-R or W-2G missing - correc

- Brokerage - unknown1

Customer Diagnostic Notes

- Brokerage 8949 Type and/or Term Code/s must be supplied by accou

⚠ **TIP:** Click on blue hyperlinks to go directly to the page in the opened Bookmarked PDF.

⚠ **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.

Tabs of The Pointsheet

➔ Depending on the Job Type selected at the time of submission, the Pointsheet may contain different tabs.

They could be:

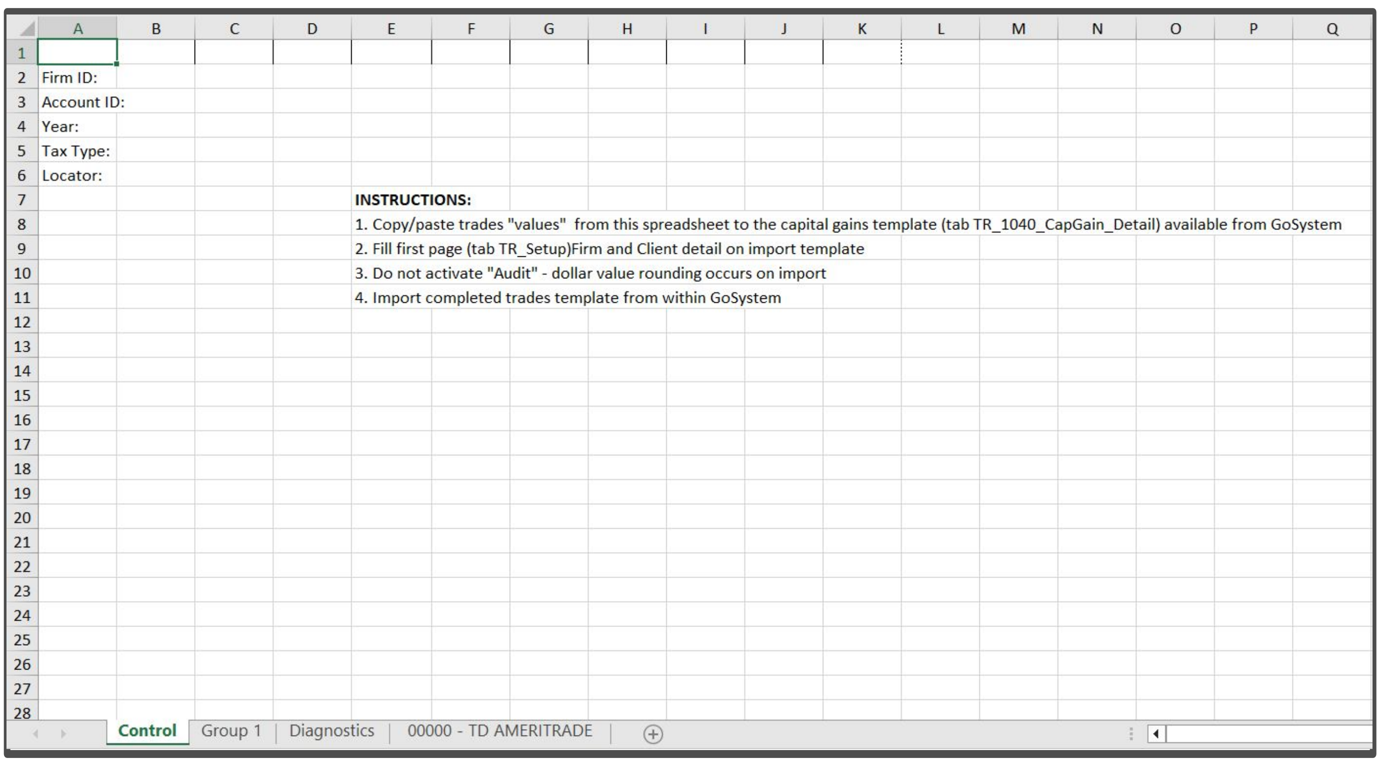
- Control.
- Group 1, 2, etc.
- Diagnostics.
- Missing Prior Year's Documents.
- Any Trades that were extracted for either Trade Details or Trade Summary will have a separate sheet per account.

➔ **Control & Groups** - These sheets are generated by GruntWorx to enable the user to produce the DIF import file required by GoSystem to import Capital Gains into the client's file.

➔ **Diagnostics** - Includes notes related to document processing exceptions and items requiring Professional Review.

➔ **Missing Prior Year's Documents** - Lists records found in proforma during job submission for which GruntWorx has not processed a document in the current job.

➔ Any following sheets are accounts that GruntWorx extracted Trade Details or Trade Summaries if added on by user at the time of submission. The sheets will be named by Account Number and Payer Name. Trades from each individual account are also populated to the Group sheet/s.



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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Asset Description	Ownership	Transaction	Date Acquire	Date Acquire	Date Sold (O	Date Sold (M	Holding Peri	Gross Sales	Gross Sales	Cost or Othe	Cost or Othe	State Basis	AMT Basis	State AMT Ba	Tax Withheld
2																
3																
4																
5																
6																
7																
8																
9																
10	100 TESLA INC COM	S	A		########		4/3/2022			########		########				0.00
11	100 TESLA INC COM	S	A		########		########			########		########				0.00
12	100 APPLE INC AAPL Jan 19 2018 100.0 Put	S	A		########		########			########		0.00				0.00
13	10 APPLIED MATERIALS INC AMAT Jan 19 2	S	A		1/4/2022		1/5/2022			46.00		0.00				0.00
14	19 APPLIED MATERIALS INC AMAT Jul 20 20	S	A		########		########			########		0.00				0.00
15	10 AMBARELLA INC AMBA Jan 19 2018 60.0	S	A		########		########			50.00		0.00				0.00
16	20 AMBARELLA INC AMBA Aug 17 2018 60.0	S	A		########		########			########		0.00				0.00
17	10 AMBARELLA INC AMBA Aug 17 2018 60.0	S	A		########		########			########		0.00				0.00
18	19 AMBARELLA INC AMBA Aug 17 2018 60.0	S	A		########		########			########		0.00				0.00

How to Import Capital Gains from Excel Spreadsheet

1. Open both the GruntWorx Pointsheet and the GoSystem Trades Template.
2. **Fill out the Firm ID, Account ID and Locator fields on the TR_Setup tab of the Trades Template.**
3. Copy the trades data from Group 1 of the Pointsheet to the Trades Template. TR_1040_CapGain_Detail tab for Trade Details
   - When copying data, remember to go out to Column BE to include all possible data.
   - Right-click and select Paste Values in cell A3 to have data properly align.
4. Remove any S or L indicators found in the Date Acquired column.
   - Please note: Do not round or audit any other data being entered on the Trades Template. GoSystem does this automatically during import.
5. Save the Trades Template with a new name in a place it can be easily accessed.
6. **Log in to GoSystem.**
7. **Go to the Returns Processing tab, then enter Import/Export › Data Templates › Import › Continue.**
8. **Locate and select client then click Continue.**
9. **Upload the Trades file created and saved in step 5. Click Next.**
10. **Ensure the correct client is selected and click Import.**
    - **Wait a few minutes before entering the client to allow GoSystem to complete import.**

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

For more assistance with importing Trades, contact GruntWorx Support:
Support@GruntWorx.com or call 877.830.6059 X3.

GoSystem Tax RS Considerations

- GoSystem users must contact GruntWorx prior to the submission of the firm's first Populate job**. Access to web services at Thomson Reuters must first be enabled.**

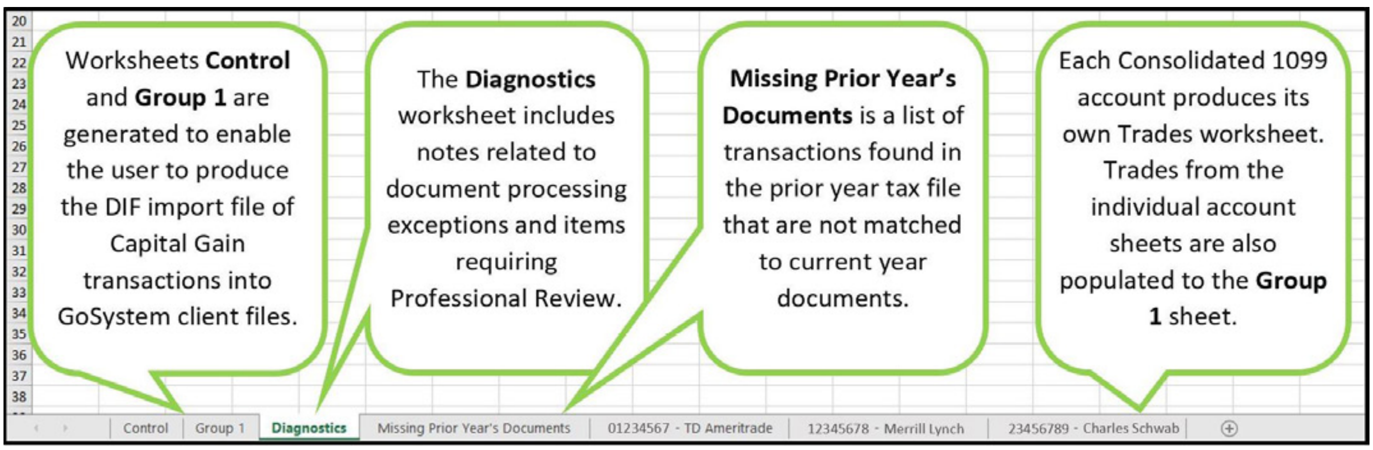
- Under **User Settings** within Settings on the GruntWorx Dashboard, users **must keep current** the GoSystem Tax RS Login Information - Login ID, Firm ID, Firm Location and Password.

- Under Manage Accounts within Settings on the GruntWorx Dashboard, users begin with a default account named Clients. During initial account setup and before the user's first submission, the default account **must be re-named to match** one of the firm's GoSystem Tax RS accounts.

- All Account names must match the specific GoSystem Tax RS accounts associated with the firm's client tax files.

⚠ **TIP: Minimum required fields in the client tax file:** Taxpayer/spouse name/s, SSN/s and Filing Status. This is found on the Taxpayer Information screen in the General Information section of the Client Organizer.

- If the GruntWorx Agent is unable to access GoSystem during job submission, or population, the job will fail. Most commonly, job failures are due to either the Password not matching in User Settings, or the Client's Tax File was open in the tax software.



Supported Forms

GruntWorx

Here is a list of all the supported forms for the GruntWorx Organize and GoSystem 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
    - 1099-Gs are extracted to the Pointsheet but not populated into GoSystem

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 GoSystem Tax RS 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