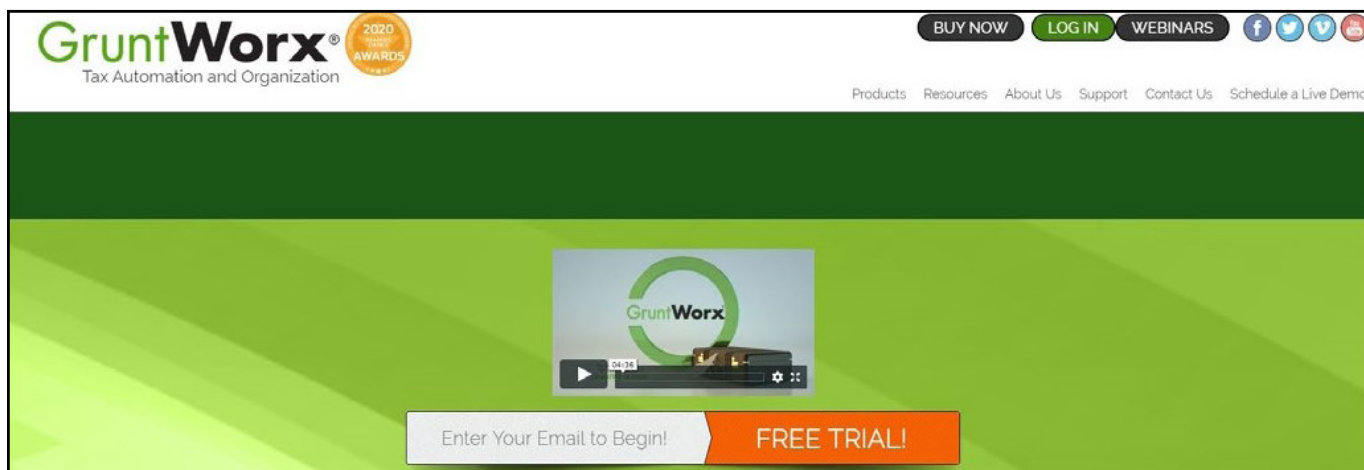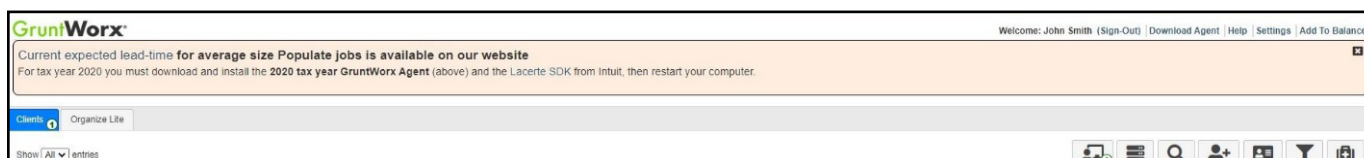# INTUIT LACERTE QUICK START GUIDE   Grunt**Worx**®

Follow these instructions to sign up for the GruntWorx Free Trial and use Organize LITE, Populate LITE, Organize, Populate, and Trades products with Intuit Lacerte tax software.

How to Set up a GruntWorx Account

> From the GruntWorx.com homepage, enter email address and click **FREE TRIAL!**
> Complete the Registration
> Look for the sign-up email including the temporary password
> Log in to the GruntWorx Portal and set up new password
> Read and accept the master agreement and EULA

GruntWorx Dashboard Navigation

- Each time a user logs in, a notification displays information about the current tax year, news or updates.
- The logo in the top left corner takes user to GruntWorx Homepage
- Welcome corner displays user's name, option to Sign-Out, Download Agent link, a Help link which will turn on ❓ icons, Settings and Add To Balance.
- Hovering over Add To Balance displays account's current balance
- The Info Banner provides information relating to using GruntWorx and the Current Expected Lead-Time. New notifications are displayed on the Info Banner when posted until the user dismisses the post.
- Below the Peach Info Banner are buttons - Awaiting Populate Lite Jobs, Show Only Open Clients, Search/Find a Client, Add a Client, Import Multiple Clients, Filter Client Table and Tutorials.
> In the top right-hand corner of the GruntWorx Dashboard, click **Settings**
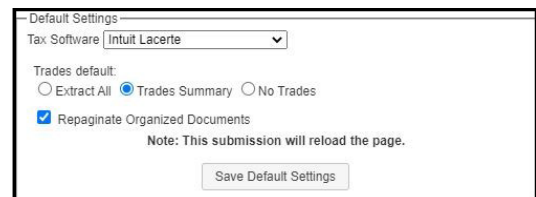
Admin Settings

Firm Contact Information
- Update any firm details
- Click **Save Firm Info** to save any changes

Security Settings
- Set firm-wide **Two-Factor Authentication** settings here
- Adjust code sending protocol under User Settings
  - New users must select 2FA code protocol at first login
- Click **Save Security Settings** after making any changes

Default Settings
- Select **Intuit Lacerte** as Tax Software
- Set firm-wide job preferences:
  - Option for default Trades product (User can select alternate trades on a per job basis)
  - Repaginate Organized Documents default option
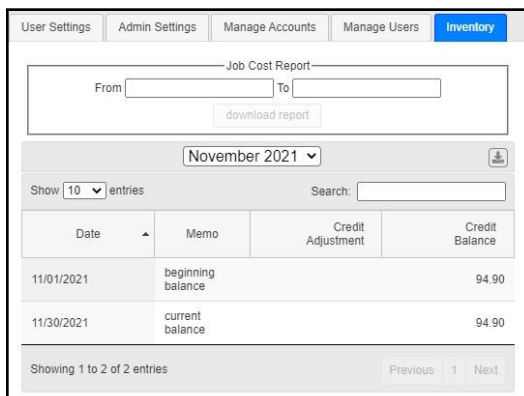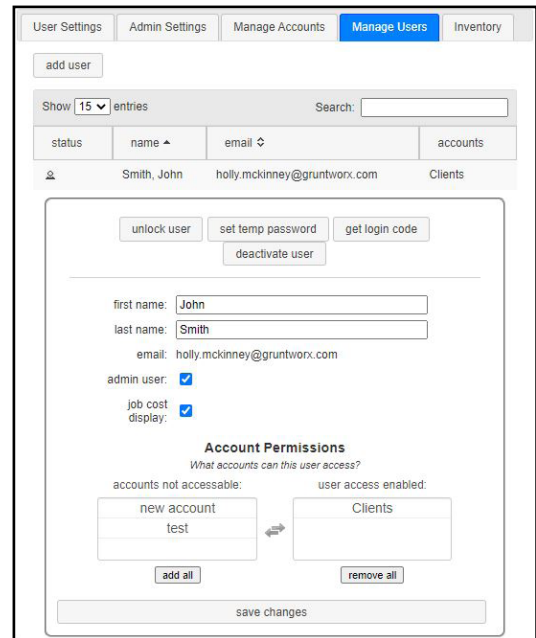- Click **Save Default Settings** after making any changes

Manage Accounts

- Add or edit accounts as needed to the **Manage Accounts** tab. Most often this is used for firms that have multiple locations. A default account is provided – Clients – but the name can be edited anytime under Manage Accounts.

Manage Users

- Add or edit users in the **Manage Users** tab. Make any user an Admin on the account, option to enable job cost display on Dashboard, get two-factor authentication code if needed and adjust account access permissions.
- If a user's account gets Locked, under Manage Users, click **unlock user**.
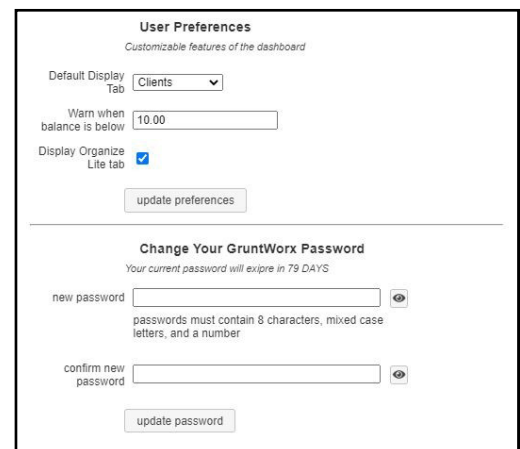
Inventory

- Provides detailed job history and the account's current balance which can be exported to a CSV
- Run a Job Cost Report by selecting start and end dates and clicking **download report**

⚠ IMPORTANT: Admins must add users and give account permissions to allow user access.

User Settings

- Update **User Contact Information** at any time. This is used for GruntWorx to report any issues with jobs.
- **Job Status Notification** preferences can be changed to text, email or no notifications
- If enabled by the Firm Admin, **Two Factor Authentication** settings can be adjusted here
- Click **Update User Settings** after making changes
- Change the **Default Display Tab** in User Preferences
- A **Warn when balance is below** field allowing the user to be alerted when the account balance reaches the selected amount.
- Option to hide or display the **Organize Lite** tab. Organize Lite jobs can now be submitted from any tab or account.
- **Change Your GruntWorx Password** here

⚠ TIP: Passwords expire every 90 days and must contain at least eight characters, mixed case and one number.

> To continue set-up, click **Download Agent** from the GruntWorx Dashboard

⚠ IMPORTANT: The GruntWorx Agent is only needed for the Populate Lite and Populate products. The Agent should be installed at each workstation where GruntWorx will be utilized.

> Once the download is complete, run GWAgentSetup.exe (the file you downloaded) and select **GruntWorx Agent for Intuit Lacerte**.

- Follow the prompts to complete installation
- The Agent installation will ask the user to select the location of their Lacerte idata. If idata location is on a server, and the server is not visible in the location selector, choose the default location given and complete the Agent installation. Then contact GruntWorx Support to change the location.

⚠ IMPORTANT: Depending on the user's IT policies and browser permissions, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases, anti-virus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software.

Considerations for Intuit Lacerte Users

> Lacerte users must install the **Intuit-provided Software Development Kit**, or SDK

- This tool allows the GruntWorx Agent to work with Lacerte
- The SDK link is located on the GruntWorx Dashboard banner

GruntWorx®

Current expected lead-time **for average size Populate jobs is available on our website**
For tax year 2020 you must download and install the **2020 tax year GruntWorx Agent** (above) and the Lacerte SDK from Intuit, then restart your computer.
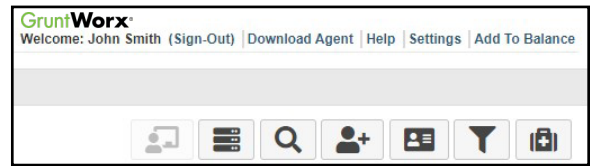
> To submit jobs from the GruntWorx Dashboard or to populate data from the GruntWorx-provided Pointsheet, users do not need to have the tax software open but if they do, should have the Lacerte Client tax file closed.
> If the user receives an error stating the Agent cannot locate a client with a matching 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. Contact GruntWorx Support to assist.

⚠ TIP: The user may be prompted with an additional Lacerte login during submission or population. 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.

⚠ IMPORTANT: **Minimum required fields in the client tax file:** Taxpayer and spouse name/s, SSN/s and filing status.

INTUIT Accountants

Sign in

Email or user ID

Password

☑ Remember me

🔒 Sign In

By selecting Sign In, you agree to our *Agreement* and have read and acknowledge our *Global Privacy Statement*.

I forgot my user ID or password

New to Intuit? Create an account.

How to Submit Jobs

> **Add Clients**

- From the **GruntWorx Dashboard,** click on an icon to add client/s

Adding Client to Clients ✖

First Name *

Spouse Name

Last Name *

Client ID / Locator*

Client ID/Locator must match tax software

(*) required fields

cancel   reset   save and add another   save

> **Add Single Clients**

- Click on the 👤+ icon and fill out all required fields

⚠ IMPORTANT: Client ID must be identical to the Lacerte Client ID.

Import Clients into Clients ✖

Select a CSV file to import

import   cancel

The CSV file must be in this format:

Last Name, First Name, Spouse Name, Client ID

CSV info

- The CSV file should not use column headers: only the client information, in separate columns, following the above format.
- Up to 500 clients can be imported with each CSV file.
- Spouse Name is an optional value and may be left blank (but the column must be present).
- The ClientID must contain only letters, numbers, and/or a comma.
- The ClientID should match that in your tax software.

Example:

	A	B	C	D
1	Washington	George	Martha	1789-1797
2	Adams	John	Abigail	1797-1301
3	Jefferson	Thomas	Martha	1801-1309
4	Madison	James	Dolley	1809-1317
5	Monroe	James	Elizabeth	1817-1325
6	Adams	John Quinc	Louisa	1825-1329
7	Jackson	Andrew		1829-1337
8	Van Buren	Martin		1837-1341

> **Add Multiple Clients**

- Click on the 🖼 icon to upload a .csv file.
- Follow the instructions and template to create and import the file

⚠ TIP: Clients' names and IDs can be edited prior to job submission by clicking on the icon on the far right of the client row. Client information cannot be edited for a job in process.

> To submit client's source documents: Click on the client's name, then either drag and drop PDF files into the dotted box or click in the box to browse computer for PDF files.

☑	LAST, FIRST	CLIENT		No Documents
	Drop Files or Click Here		uploaded files	⚙

⚠ IMPORTANT: Add up to 15 PDFs per client, 150 MB per PDF.

> Once all files are uploaded, make product selections

☐	LAST, FIRST	CLIENT		No Documents
	Drop Files or Click Here		uploaded files	⚙
			W2.pdf 502.83 KB 1 pg	✖

Choose a Product — Non-Validated: Populate Lite | Organize Lite — Validated by GruntWorx: Populate | Organize — Trades Options (Choose one): Extract All | Trade Summary | No Trades

Product Help   Pricing Help   Submit

- Choose either **Non-Validated** or **Validated**
- Non-Validated products are **not** reviewed by GruntWorx for accuracy. The documents are processed with OCR and Business Intelligence technology only.
- Validated products process through OCR and Business Intelligence as well as human review by GruntWorx Validators. Make the choice of Organize Lite, Populate Lite, Organize or Populate.
- Make **Trades** selections
- Non-Validated products do not have the option to add a Trades product. However, Populate Lite has an option for Trades Summary within the self-validation tool. There is no need to add Trades Summary to Populate Lite during Product selections.
- Validated products can have Extract All Trades or Trades Summary added. Or have **No Trades** extracted.

> Once selections are made, click **Submit**

⚠ TIP: For Product and Pricing information, click a Help button.

> For Populate and Populate Lite jobs, proforma collection will begin

⚠ TIP: After clicking Submit, a black window will appear on your screen. This is Intuit's SDK running to allow access to the client tax file in Lacerte.

⚠ TIP: The GruntWorx Agent will retrieve the client's proforma data from the client tax file in Lacerte and submit the job to GruntWorx. **Client's file must be closed during this time.**

⚠ IMPORTANT: Any client with a Job Status of **Not Started** has not been submitted to GruntWorx.

☐	LAST, FIRST & SPOUSE	CLIENTID	Populate Lite		Not Started
	The Agent was launched to collect the proforma data from your tax software. The job will be submitted when that process is complete.				⚙

- This Status means something went wrong during the submission process. Either the Agent is not installed, the browser needs to be configured to run the Agent, the client file has password protection in the tax software, or the Client ID was not found in the tax software. Users should fix the issue, click on the client row and try to submit again, making sure the tax software is open and the client tax file is closed.
- Turn-around time during tax season is 1-3 days. During this time, users can click a link in the Peach Info Banner to view the current estimated lead-time. Estimated lead-times are updated daily.

When a Job is Complete

> When a job is complete, a job completion **text message or email notification** is sent to the user if set up in User Settings. Log back in to the GruntWorx Dashboard and locate client.

- If the site stayed open in the browser, the page will need to be refreshed, and sign in again

☑	SMITH, JOHN & JANE	SMITH	Populate	Completed
	bookmarked.pdf Pointsheet.xls			⚙

> When Job Status is **Completed**, click on the client's name

- If Organize Lite or Organize was selected, there will be a PDF named **bookmarked.pdf.** If a Trades product was added to Organize, there will also be a **Pointsheet.xls**.
- If Populate Lite or Populate, with or without a Trades product was selected, there will be a **bookmarked.pdf** and a **Pointsheet.xls**.

> Simply click on either file name to download and open

- The Pointsheet.xls file requires Microsoft Excel to view, edit and Populate

> After opening the .xls file, the user will need to enable Excel's macro feature

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

ℹ 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]

> The user should then review the **Diagnostics sheet**

- There may be comments or flags on certain pages added by GruntWorx Validators. It is recommended that the user check those pages thoroughly and make any necessary changes before moving on.

⚠ TIP: Users can review or edit the extracted data on each tab of the workbook prior to importing. If edits were made in the Pointsheet, the user should click **Check Data** to verify field formatting is still correct.

⚠ TIP: Blue hyperlinks are provided with each form extraction and, when clicked, will bring the user directly to the corresponding page in the opened PDF.

⚠ IMPORTANT: Dropbox users will need to pause syncing prior to clicking Populate in the Pointsheet.

> With Lacerte open, and the client's tax file closed, click **Populate** on the Diagnostics tab of the Pointsheet

- The Agent then populates the data into the client file. The Agent should be given the time to complete the import.

> When the import is complete, open the client's return.

- Users can easily review or adjust any fields within the client's file in Lacerte

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

Supported Forms

GruntWorx®

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

Please Note: 1099-MISCs, 1099-NECs, and 5498s are extracted to the Pointsheet but not populated into Lacerte.