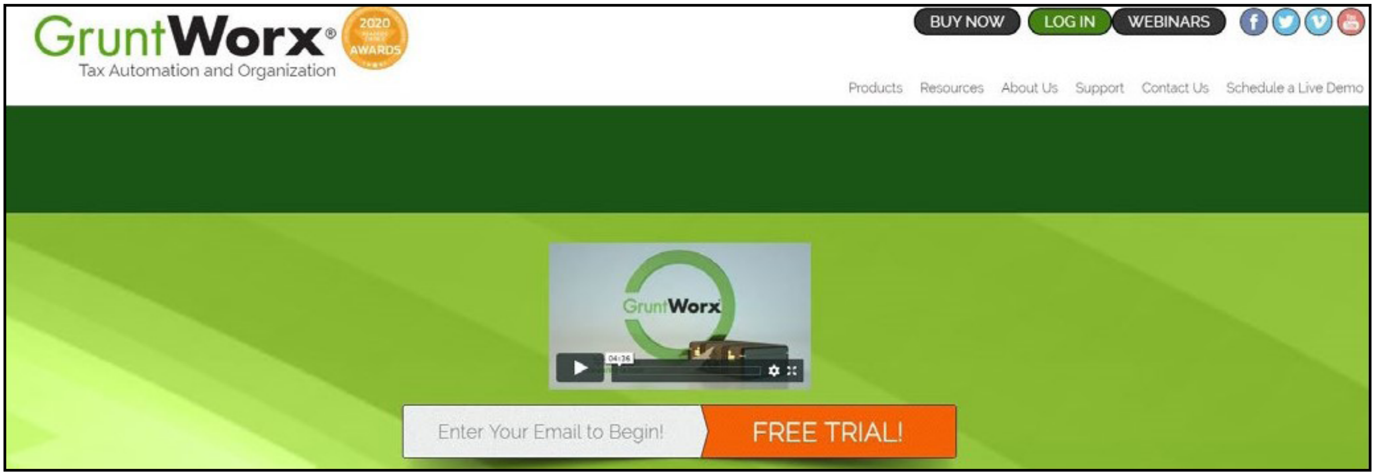
ULTRATAX CS QUICK START GUIDE

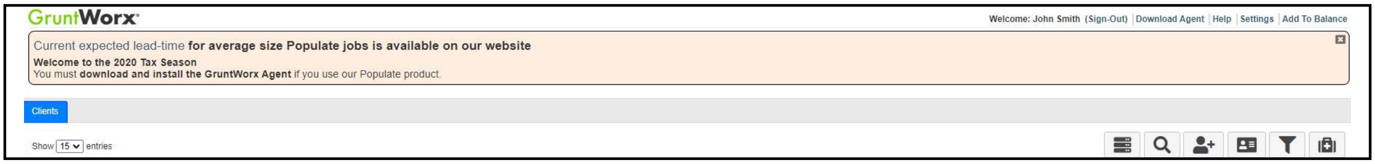
Follow these instructions to sign up for the GruntWorx Free Trial and use Organize LITE, Populate LITE, Organize, Populate, and Trades products with UltraTax CS tax software.



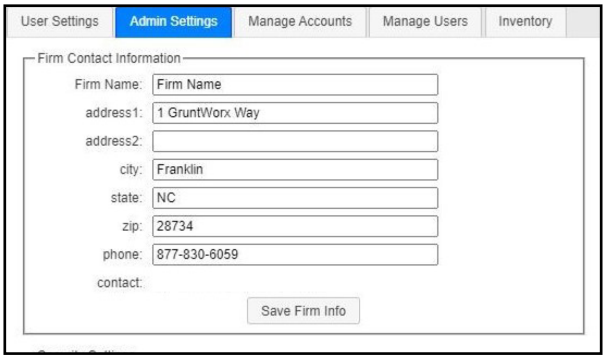
How to Set up a GruntWorx Account

- 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

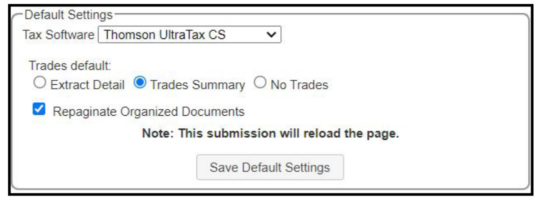
- Update any firm details
- Click **Save Firm Info** to save any changes

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 **UltraTax CS** 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

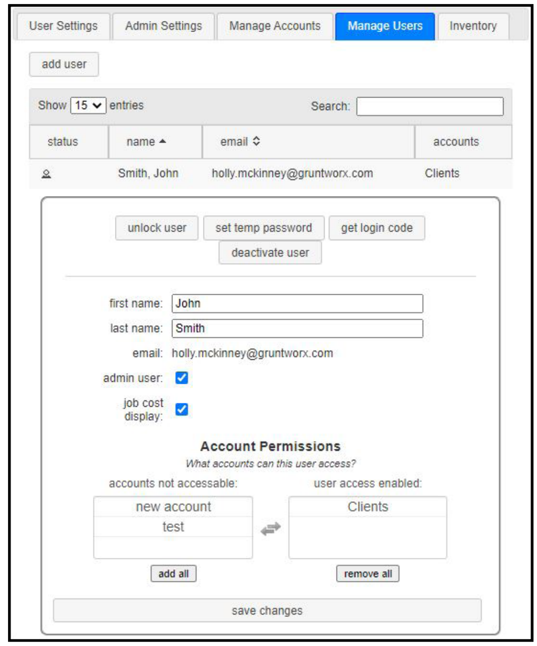


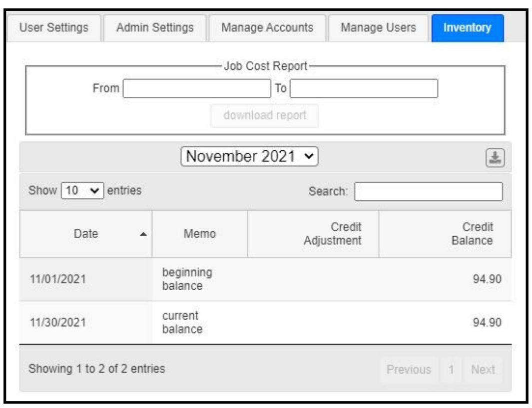
Manage Accounts

- 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**.





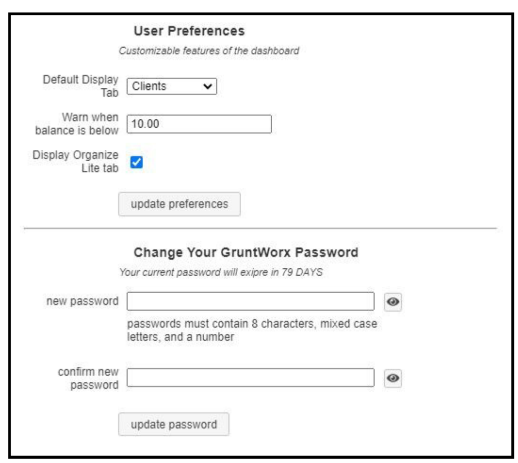
Inventory

- 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 UltraTax CS.**

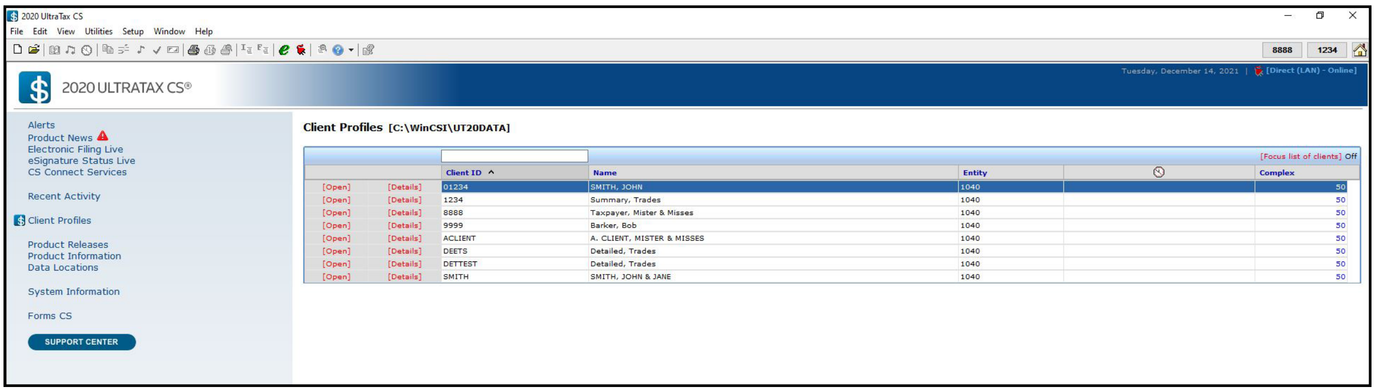
- Follow the prompts to complete installation

⚠ 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 UltraTax CS Users

- To submit jobs from the GruntWorx Dashboard or to populate data from the GruntWorx provided Excel Pointsheet, users should have the UltraTax **Client Profiles** screen open.

- The user must also be logged out of the client tax file during these times.



- Access the screen by clicking the Home button (house icon at upper right) and then selecting Client Profiles on the left panel. From a blank page after clicking on the Home button, click File in upper left, then Open Client. Dismiss the client selector to show the Client Profiles page.

⚠ TIP: If more than one version of 1040 tax files are maintained for any one client, be sure to exempt from Data Sharing the versions of the client tax files that the user doesn't want to be populated by GruntWorx.

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

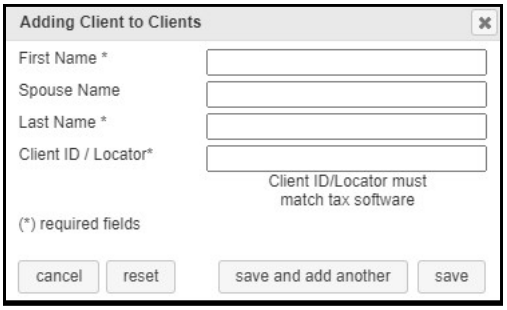
⚠ TIP: If using the **Virtual Office version of UltraTax**, you must install a local copy of UltraTax CS to local desktop.

Steps to Populate for Using GruntWorx with the Virtual Office version of UltraTax

1. Download a Local copy of the tax program
2. Set up a GruntWorx Account and install Agent
3. Backup 1040 clients to local copy of the tax software
4. Process GruntWorx jobs following this Quick Start Guide
5. Restore the populated client file to the cloud – in batches or as required
6. Open the client tax file and using Data Sharing, accept populated records into the tax program

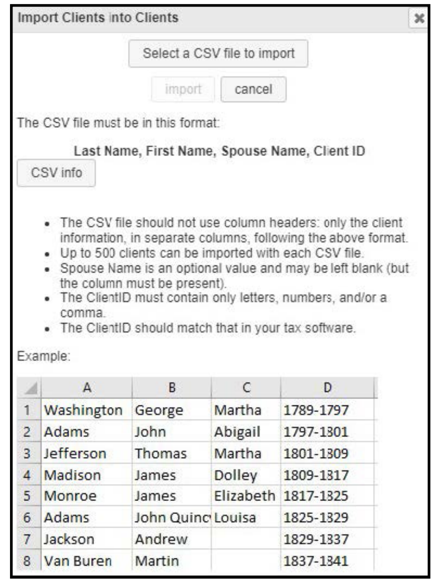
How to Submit Jobs

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



- Add a Single Client
- Click on the icon and fill out all required fields

IMPORTANT: Client ID must be identical to the UltraTax Client ID.

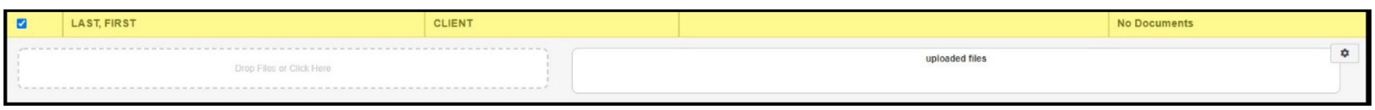


	A	B	C	D
1	Washington	George	Martha	1789-1797
2	Adams	John	Abigail	1797-1301
3	Jefferson	Thomas	Martha	1801-1309
4	Madison	James	Dolley	1809-1317
5	Monroe	James	Elizabeth	1817-1325
6	Adams	John Quinc	Louisa	1825-1329
7	Jackson	Andrew		1829-1337
8	Van Buren	Martin		1837-1341

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

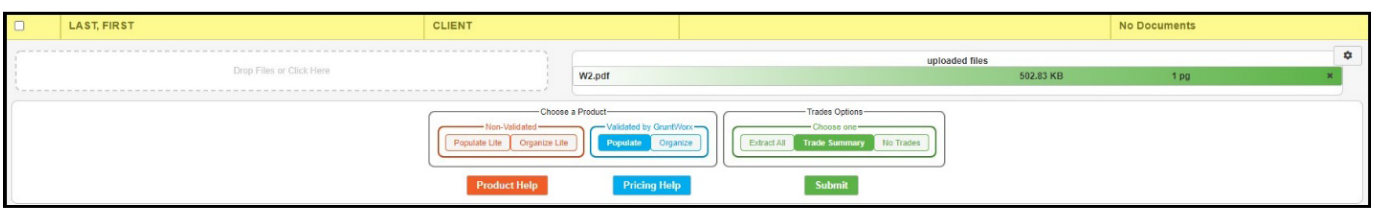
TIP: Clients' names and IDs can be edited prior to job submission by clicking on the icon on the far right of the client row. Client information cannot be edited for a job in process.

- 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.



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

- Once all files are uploaded, make product selections



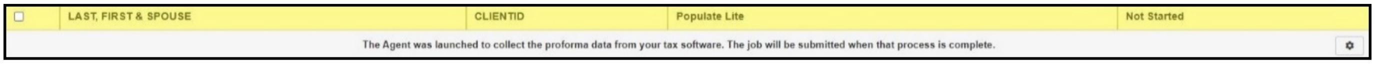
- Choose either **Non-Validated** or **Validated by GruntWorx**
- Non-Validated products are **not** reviewed by GruntWorx for accuracy. The documents are processed with OCR and Business Intelligence technology only.
- Validated products process through OCR and Business Intelligence as well as human 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: The GruntWorx Agent will retrieve the client's proforma data from the client tax file in UltraTax 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.



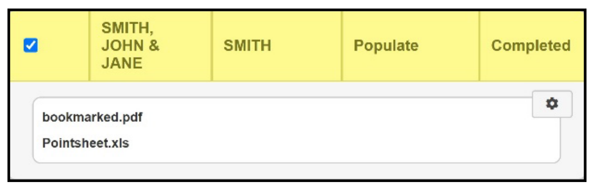
- This Status means something went wrong during the submission process. Either the Agent is not installed, the browser needs to be configured to run the Agent, the client file has password protection in the tax software, or the Client ID was not found in the tax software. Users should fix the issue, 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

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



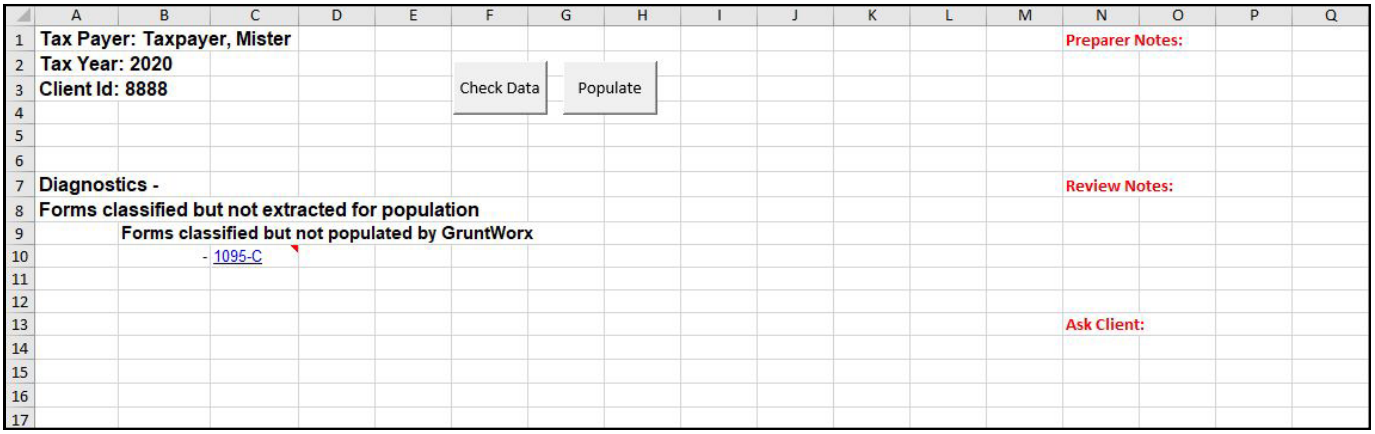
- If Organize Lite or Organize was selected, there will be a PDF named **bookmarked.pdf.** If a Trades product was added to Organize, there will also be a **Pointsheet.xls.**
- If Populate Lite or Populate, with or without a Trades product was selected, there will be a **bookmarked.pdf** and a **Pointsheet.xls.**

- 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

- 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.

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

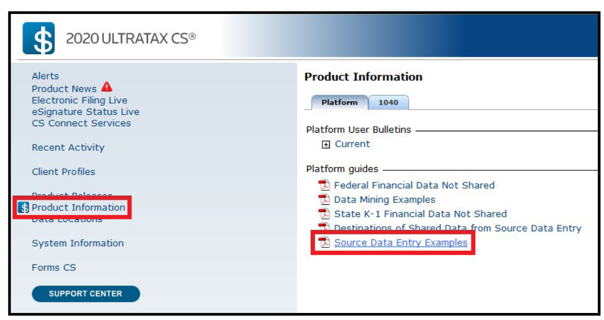
- The Agent then opens UltraTax CS Source Data Entry and populates the data into each form. This is seen in real time. The Agent should be given the time to complete the import. When Source Data Entry closes, the population is complete.

- When the import is complete, open the client's tax file and accept the pending updates from Data Sharing.

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

⚠ IMPORTANT: When accepting the records from Data Sharing, users are shown the data before accepting it and in some cases are given an opportunity to choose Schedules depending on the form. Users are also able to discard or postpone records during this time.

⚠ TIP: For more information on Data Sharing, refer to the information provided by UltraTax.
Go to Product Information › Source Data Entry Examples.



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

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