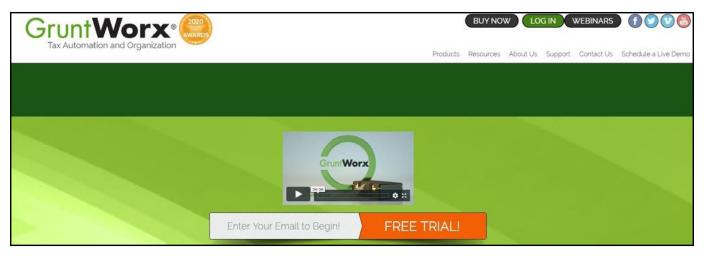
# **ULTRATAX CS QUICK START GUIDE**

# GruntWorx®

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

GruntWorx	Welcome: John Smith (Sign-Out)  Download Agent  Help   Settings  Add To Balance
Current expected lead-time for average size Populate jobs is available on our website	×
Welcome to the 2020 Tax Season You must download and install the GruntWorx Agent if you use our Populate product.	
Clients	
Long	
Show [15 ♥] entries	📰 Q 🛃 🎦 🍸 🖽

- 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

Jser Settings	Admin Settings	Manage Accounts	Manage Users	Inventory						
- Firm Contact	Information ———		702							
Firm Na	ame: Firm Name	Firm Name								
addre	ss1: 1 GruntWorx	1 GruntWorx Way								
addre	ss2:									
	city: Franklin	Franklin								
S	tate: NC	NC								
	zip: 28734	28734								
ph	one: 877-830-605	877-830-6059								
con	tact:									
		Save Firm Info								

#### **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.

			— Job Cost F	Report		12	
F	rom			То			
			download	report			
		Nov	ember 20	021 🗸			*
Show 10 🗸	entries			Sea	arch:		
Date		Memo	b	Adju	Credit stment	E	Credit Balance
11/01/2021		beginning balance					94.90
11/30/2021		current balance					94.90

Inventory

•

Provides detailed job history and the account's current balance which can be exported to a CSV.

Default Settings

Trades default

Tax Software Thomson UltraTax CS

Extract Detail Trades Summary
 No Trades
 Repaginate Organized Documents

Run a Job Cost Report by selecting start and end dates and clicking **download report**.

new account

test add all

MIMPORTANT: 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

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

Default Display Tab	Clients V	
Warn when balance is below	10.00	
Display Organize Lite tab		
	update preferences	
,	Change Your GruntWorx Password Your current password will exipre in 79 DAYS	
new password		0
		۲

ser Settings	Admin S	ettings	Manage Accounts	Manage User	s Inventory
add user					
Show 15 🗸	entries		Se	arch:	
status	name 🔺		email ≎		accounts
2	Smith, Jo	n	holly.mckinney@grunt	worx.com	Clients
	unlock	iser	set temp password deactivate user	get login code	
	first name:	John			i l
	last name:	Smith			
а	email: Idmin user:	holly.m	nckinney@gruntworx.co	m	
	job cost display;				

save changes

Clients

remove all

~

Note: This submission will reload the page

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

M 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.

3 2020 UltraTax CS								ø ×
File Edit View Utilities Setup Window Help								
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						Tuesday, December 14, 2021	📡 [Direct (l	AN) - Online]
2020 ULTRATAX CS®								
Alerts Product News 🔺	Client Profi	les [C:\Win	CSI\UT20DATA]					
Electronic Filing Live							[Forus list	of clients] Off
eSignature Status Live CS Connect Services			Client ID ^	Name	Entity	0	Complex	
00 0000000000000	[Open]	[Details]	01234	SMITH, JOHN	1040	V	complex	50
Recent Activity	[Open]	[Details]	1234	Summary, Trades	1040			50
	[Open]	[Details]	8888	Taxpaver, Mister & Misses	1040			50
S Client Profiles	[Open]	[Details]	9999	Barker, Bob	1040			50
	(Open)	[Details]	ACLIENT	A. CLIENT, MISTER & MISSES	1040			50
Product Releases	[Open]	[Details]	DEETS	Detailed, Trades	1040			50
Product Information	[Open]	[Details]	DETTEST	Detailed, Trades	1040			50
Data Locations	[Open]	[Details]	SMITH	SMITH, JOHN & JANE	1040			50
and a state of the second s	[open]	[Details]	antin	SMITH, JOHN & JANE	1040			50
System Information								
France CC								
Forms CS								
SUPPORT CENTER								
1								

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.

M 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

Adding Client to Clients	×			Imp	ort Clients into	o Clients		
First Name *	Client ID/Locator must match tax software save and add another save	be	Add a Single Client Click on the ricon and fill out all required fields PORTANT: Client ID must identical to the UltraTax ent ID.		<ul> <li>The CSV fill information,</li> <li>Up to 500 cl</li> <li>Spouse Nar the column</li> <li>The ClientIE comma.</li> </ul>	impor be in this for ne, First Nar e should not in separate lients can be must be pres 0 must conta	nat: ne, Spouse use column l columns, foll imported wit onal value ar sent). in only letters	-
Add Multiple Cli				Exa	mple:	o onoura mai	on that in you	
Click on the 💷 i	con to upload a .csv file	2.			А	В	С	D
Follow the instr	uctions and template to	o create a	nd import the file	1	Washington	George	Martha	1789-1797
					Adams	John	Abigail	1797-1301
				3	Jefferson	Thomas	Martha	1801-1309

GruntWorx

Welcon

Smith (Sign-Out) Download Agent Help Settings Add To Balance

5 Monroe

6 Adams

7 Jackson

lames

Andrew

John Quinc Louisa

Elizabeth 1817-1325

1825-1329

1829-1337

1837-1341

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	\$

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

on the icon on the far right of the client row. Client information cannot be

> Once all files are uploaded, make product selections

	LAST, FIRST	CLIENT				No Documents	
	Drop Files or Click Here				uploaded files		۵
ł			W2.pdf		502.83 KB	1 pg	×
		Non-Validated Choose a	a Product Validated by GruntVI Populate Organ		es		
		Product Help	Pricing Help	Submit			

- Choose either Non-Validated or Validated by GruntWorx
- Non-Validated products are <u>not</u> 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

edited for a job in process.

- 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.

MIMPORTANT: 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 launch	ed to collect the proforma data from your t	ax software. The job will be submitted when that process is complete.	٥

- 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

File	Home	Insert	Page Layout	Formulas	Data	Review	View	Developer	Help	👰 Tell me what you	want to do
D PR	OTECTED VI	EW Beca	reful—files from t	the Internet car	o contain	viruses. Unle	ess you ne	ed to edit, it's s	afer to stay	in Protected View.	Enable Editing
	CURITY W	ARNING	Macros have be	en disabled.	En	able Conte	nt				

 
 SMITH, JOHN & JANE
 SMITH
 Populate
 Completed

 bookmarked.pdf Pointsheet.xls
 Image: Complete Completed
 Image: Complete Completed
 Image: Complete Completed
 > The user should then review the Diagnostics sheet

1	A	В	С	D	E F	G	H	1	J	K	L	M	N	0	Р	Q
1	Tax Payer	r: Taxpay	er, Mister										Preparer	Notes:		
2	Tax Year:	2020				1	1									
3	Client Id:	8888			Check	Data Po	opulate									
4																
5																
6																
7	Diagnosti	Diagnostics -										Review N	otes:			
8	Forms cla	ssified b	ut not extra	cted for po	pulation											
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10			1095-C													
11																
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13													Ask Clien	t:		
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17																

- 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.

Alerts Product News	Product Information
Electronic Filing Live	Platform 1040
eSignature Status Live CS Connect Services	Platform User Bulletins
Recent Activity	€ Current
Client Profiles	Platform guides
Product Polozoo	🔁 Federal Financial Data Not Shared
Product Information	Data Mining Examples
Data Locations	State K-1 Financial Data Not Shared Destinations of Shared Data from Source Data Entre
System Information	Source Data Entry Examples
System Information	

Tips for best scanning practices can be found here in this <u>video</u>. For system requirements click <u>here</u>.

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
- 10425
- 1095-A
- 1095-B
- 1095-C
- 1098
- 1098-C
- 1098-E
- 1098-T

- 1099-A1099-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-1099SSA-1099
- 33A-1095
- 1099-0ID
- Consolidated 1099
- 11205 K-1
- 1065 K-1
- 1041 K-1

