TRADES PRODUCT GUIDE

GruntWorx

GruntWorx **Trades Products** allows automatic transformation of stock transactions from 1099 Consolidated Brokerage Statements into a standard Microsoft Excel file to quickly and easily manipulate trade data, perform calculations within the spreadsheet, and import the data into Drake Tax Software.

UTILIZING TRADE DETAILS

- GruntWorx only extracts trades from **Year-End Brokerage Statements** and **Federal 1099-Bs.**
  - Trades are **not extracted** from Form 8949 Worksheets or Excel file formats.
- Statements should be scanned and submitted in **consecutive order.**
  - Trades will be extracted and populated in the order they were uploaded.
- Summary pages or Total pages **should be included** in the documents submitted.

SUMMARY OF PROCEEDS, GAINS & LOSSES, ADJUSTMENTS AND WITHHOLDING

Refer to the 1099-B and Proceeds not reported to the IRS pages to ensure that you consider all relevant items and to determine the correct gains and losses. The amounts shown below are for informational purposes.

Term	Form 8949 type	Proceeds	Cost basis	Market discount	Wash sale loss disallowed	Net gain or loss(-)
Short	A (basis reported to the IRS)	121,271.56	153,859.78	0.00	28,157.25	-4,430.97
Short	B (basis not reported to the IRS)	108,925.44	116,574.54	0.00	6,817.79	-831.31
Short	C (Form 1099-B not received)	0.00	0.00	0.00	0.00	0.00
	Total Short-term	**230,197.00**	**270,434.32**	**0.00**	**34,975.04**	**-5,262.28**
Long	D (basis reported to the IRS)	0.00	0.00	0.00	0.00	0.00
Long	E (basis not reported to the IRS)	0.00	0.00	0.00	0.00	0.00
Long	F (Form 1099-B not received)	0.00	0.00	0.00	0.00	0.00
	Total Long-term	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Undetermined	B or E (basis not reported to the IRS)	0.00	0.00	0.00	0.00	0.00
Undetermined	C or F (Form 1099-B not received)	0.00	0.00	0.00	0.00	0.00
	Total Undetermined-term	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Grand total	**230,197.00**	**270,434.32**	**0.00**	**34,975.04**	**-5,262.28**

- Extracted for Trade Details:
  - Quantity and Description (1a)
  - Date Acquired (1b)
  - Date Sold (1c)
  - Sales Price (1d)
  - Cost Basis (1e)
  - Wash Loss Disallowed (1g)
  - Federal Income Tax Withheld (Box 4)
  - Covered/Non-Covered (Box 5)
  - Gain/Loss

- Amortized/Accretion Securities and Supplemental transactions are **not supported for extraction.**
- Cryptocurrency, Bitcoin and Coinbase transactions are **not supported for extraction.**

✔ **QUICKLY** calculate short-term and long-term capital gains and losses.

✔ Produces standard Microsoft Excel spreadsheet, allowing for quick and **EASY** manipulation and **CALCULATION.**

Form 1099-B — Proceeds From Broker and Barter Exchange Transactions — 2023

TIPS FOR TRADES

✓ Locate the Excel XLS file in client's GruntWorx folder within Drake Documents and review **before importing.**
✓ Upon opening the Excel file, click Enable Editing. **Do not click Enable Content.**
✓ Transactions will be listed in the order they are presented in the statement.
✓ Scan the rows and make sure to check for any Long-Term transactions with Short-Term acquisition dates that need to be adjusted.
✓ An empty Date Acquired field will have either an S or an L in the Type field to populate the transaction into the correct section of the Schedule D.

Completed Tradesheet:

	A	B	C	D	E Form 8949 Check Box	F Description	G Date Acquired	H Date Sold	I Type	J Ordinary	K Proceeds	L Cost	M AMT Cost Basis	N Accrued Discount	O Wash Sale Loss	P US R Prop
1	TSJ	F	State	City												
2						1.0000 BLACKROCK TOTAL RETURN	04/30/2019	03/30/2020			$11.77	$11.49			$0.00	
3						1.0000 BLACKROCK TOTAL RETURN	05/31/2019	03/30/2020			$11.77	$11.64			$0.00	
4						1.0000 BLACKROCK TOTAL RETURN	06/28/2019	03/30/2020			$11.77	$11.80			$0.00	
5						0.9510 BLACKROCK TOTAL RETURN	07/31/2019	03/30/2020			$11.19	$10.88			$0.00	
6						1.0000 BLACKROCK TOTAL RETURN	07/31/2019	03/30/2020			$11.77	$11.81			$0.00	
7						0.8870 BLACKROCK TOTAL RETURN	08/30/2019	03/30/2020			$10.44	$10.69			$0.00	
8						0.9350 BLACKROCK TOTAL RETURN	09/30/2019	03/30/2020			$11.01	$11.17			$0.00	
9						1.0000 BLACKROCK STRATEGIC	04/30/2019	03/30/2020			$9.29	$9.73			$0.00	
10						1.0000 BLACKROCK STRATEGIC	05/31/2019	03/30/2020			$9.29	$9.79			$0.00	
11						1.0000 BLACKROCK STRATEGIC	06/28/2019	03/30/2020			$9.29	$9.83			$0.00	
12						0.9420 BLACKROCK STRATEGIC	07/31/2019	03/30/2020			$8.75	$9.34			$0.00	
13						0.6620 BLACKROCK STRATEGIC	08/30/2019	03/30/2020			$6.15	$6.57			$0.00	
14						0.6390 BLACKROCK STRATEGIC	09/30/2019	03/30/2020			$5.94	$6.33			$0.00	
15						0.9551 BLACKROCK EQUITY	04/11/2019	03/30/2020			$15.20	$19.50			$0.00	
16						0.9551 BLACKROCK EQUITY	07/19/2019	03/30/2020			$15.21	$19.18			$0.00	

Scanned Statement:

Form 1099-B   2020 PROCEEDS FROM BROKER & BARTER EXCHANGE TRANSACTIONS   (OMB NO. 1545-0715)

1a. Description of Property	1b. Date Acquired	1c. Date Sold or Disposed	1d. Proceeds	1e. Cost Basis	1f. Accrued Market Discount	1g. Wash Sale Loss Disallowed	Gain or Loss

SHORT TERM CAPITAL GAINS AND LOSSES - 1099-B Line 2 - Box 6 Net Proceeds
COVERED TRANSACTIONS - Cost basis reported to IRS - Form 8949, Part I, (A)

BLACKROCK TOTAL RETURN   CUSIP Number   09252M503
FUND CL C

1.0000 Sale	04/30/19	03/30/20	11.77	11.49	0.00	0.00	0.28
1.0000 Sale	05/31/19	03/30/20	11.77	11.64	0.00	0.00	0.13
1.0000 Sale	06/28/19	03/30/20	11.77	11.80	0.00	0.00	(0.03)
.9510 Sale	07/31/19	03/30/20	11.19	10.88	0.00	0.00	0.31
1.0000 Sale	07/31/19	03/30/20	11.77	11.81	0.00	0.00	(0.04)
.8870 Sale	08/30/19	03/30/20	10.44	10.69	0.00	0.00	(0.25)
.9350 Sale	09/30/19	03/30/20	11.01	11.17	0.00	0.00	(0.16)
Security Subtotal			79.72	79.48	0.00	0.00	0.24

BLACKROCK STRATEGIC   CUSIP Number   09260B390
INCOME OPPS PTF C

1.0000 Sale	04/30/19	03/30/20	9.29	9.73	0.00	0.00	(0.44)
1.0000 Sale	05/31/19	03/30/20	9.29	9.79	0.00	0.00	(0.50)
1.0000 Sale	06/28/19	03/30/20	9.29	9.83	0.00	0.00	(0.54)
.9420 Sale	07/31/19	03/30/20	8.75	9.34	0.00	0.00	(0.59)
.6620 Sale	08/30/19	03/30/20	6.15	6.57	0.00	0.00	(0.42)
.6390 Sale	09/30/19	03/30/20	5.94	6.33	0.00	0.00	(0.39)
Security Subtotal			48.71	51.59	0.00	0.00	(2.88)

GruntWorx Validators use totals provided in the statement to verify that the amounts are all extracted correctly. Using a tool specifically designed for trades, Validators make sure amounts match down to the penny. Upon import of the Tradesheet into the client's return, rounding occurs on each amount and causes a slight discrepancy. The amounts in the Tradesheet will match the statement amounts exactly.

UTILIZING TRADE SUMMARY

- GruntWorx only extracts trades from **Year-End Brokerage Statements** and **Federal 1099-Bs.**
  - Trades are **not extracted** from Form 8949 Worksheets or Excel file formats.
- Choose to submit just the Summary page or pages or submit the full statement.
  - Trade Summaries will be extracted and populated in the order they were uploaded.
- If a Statement has trade details, but no totals, GruntWorx will not extract anything and the Trade Summary cost is not charged.

Covered Short-Term Gains or Losses on Gross Proceeds
Report on **Form 8949, Part I** with **Box A** checked

Box 6: Gross Proceeds   Box 5: Box Not Checked (Covered Security)   Box 12: Basis Reported to the IRS   Box 2: Type of Gain or Loss −Short−Term

The 1099–B data referenced by a Box Number is reported to the IRS. The additional information not referenced by a Box Number is not reported to the IRS, but may be helpful to complete your return.

Description of property CUSIP (Box 1a)	Quantity Sold	Date Acquired (Box 1b)	Date Sold or Disposed (Box 1c)	Proceeds (Box 1d)	Cost or Other Basis (Box 1e)	Accrued Market Discount (Box 1f)	Wash Sale Loss Disallowed (Box 1g)	Gain/Loss Amount	Additional Inform
AMAZON.COM INC	2.00000	04/20/2020	04/20/2020	$4,823.81	$4,826.00	$0.00	$0.00	($2.19)	
CUSIP: 023135106	2.00000	04/20/2020	04/20/2020	$4,823.81	$4,813.00	$0.00	$0.00	$10.81	
Subtotals	4.00000			$9,647.62	$9,639.00	$0.00	$0.00	$8.62	
AMERICAN AIRLINES GROUP INC	100.00000	04/13/2020	04/29/2020	$1,278.97	$1,160.63	$0.00	$0.00	$118.34	
CUSIP: 02376R102	50.00000	04/15/2020	04/29/2020	$639.59	$591.88	$0.00	$0.00	$47.71	
	250.00000	04/15/2020	04/29/2020	$3,198.10	$2,959.37	$0.00	$0.00	$238.73	
	10.00000	04/20/2020	04/29/2020	$127.92	$110.65	$0.00	$0.00	$17.27	
	100.00000	04/20/2020	04/29/2020	$1,279.24	$1,096.83	$0.00	$0.00	$182.41	
Subtotals	510.00000			$6,523.82	$5,919.36	$0.00	$0.00	$604.46	
BEYOND MEAT INC COMMON STOCK	65.00000	04/22/2020	04/22/2020	$5,770.41	$5,666.73	$0.00	$0.00	$103.68	
CUSIP: 08862E109	20.00000	04/22/2020	04/22/2020	$1,775.51	$1,757.95	$0.00	$0.00	$17.56	

- Extracted for each of the 7 Categories in Trade Summary:
  - Form 8949 Checkbox
  - Type
  - Proceeds
  - Cost Basis
  - Wash Loss

ADDING TRADES PRODUCTS TO YOUR JOB

Users can add a Trades product to Validated Organize, Populate LITE and Populate jobs.

To add a Trades product, select the desired add on during job submission:
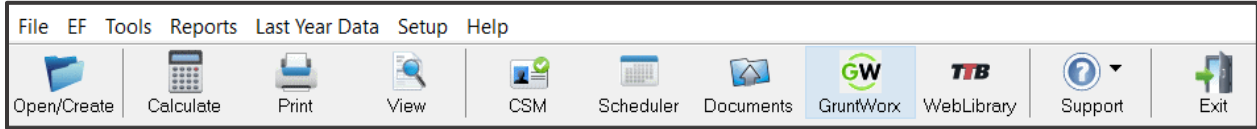
HOW TO IMPORT TRADES PRODUCTS INTO CLIENT'S RETURN
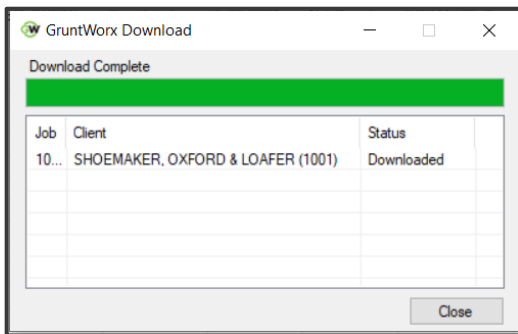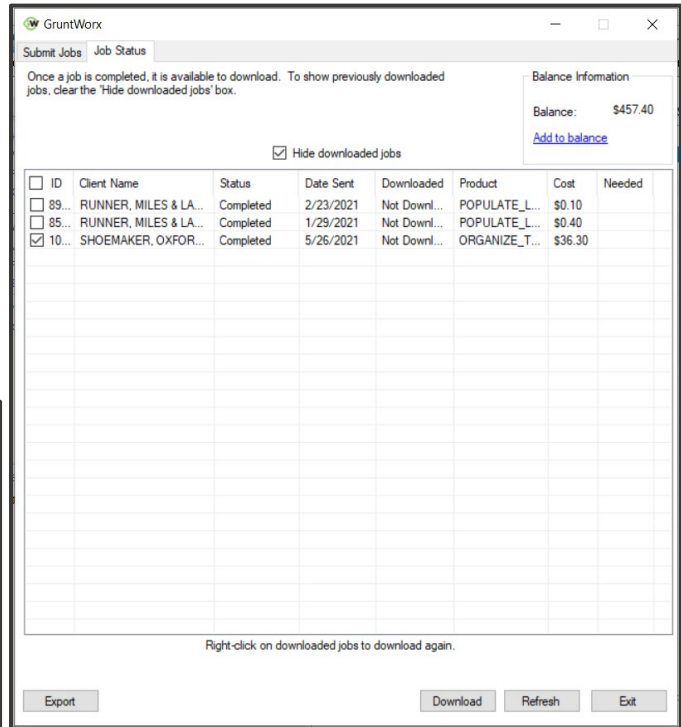
1. After receiving the Job Completion email - Launch **Drake Tax Software.**

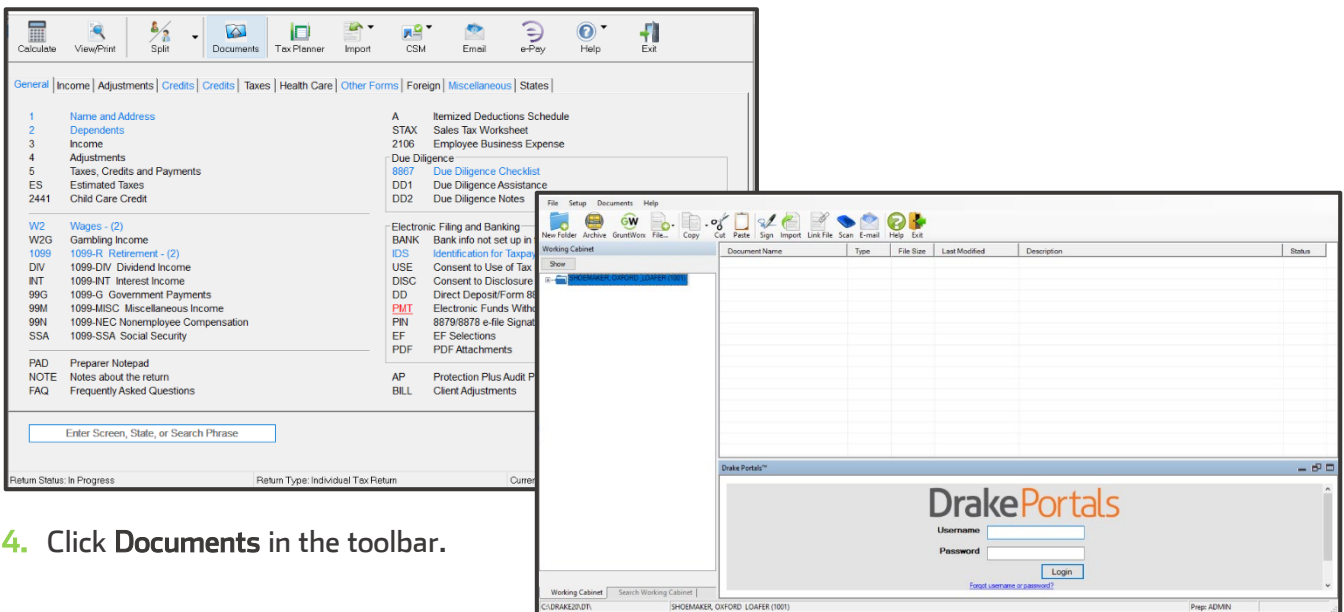   - Click on the **GruntWorx** icon in the toolbar.

2. Go to the **Job Status** tab.

   - Select the Trades job you wish to populate. Check the box in the far left of row.

   - Click **Download** in bottom of window. Wait for it to complete.

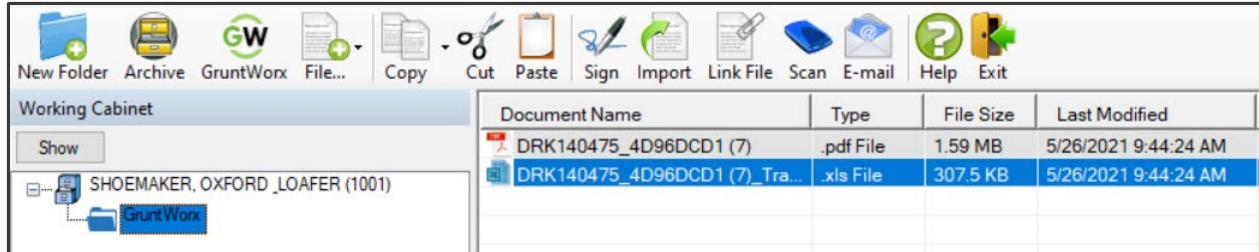   - Close GruntWorx Download window. Exit GruntWorx completely.

3. Open client's **Data Entry Screen.**

4. Click **Documents** in the toolbar.

5. The client's GruntWorx folder will open

   - If folder isn't visible, click plus sign to left of client name in Working Cabinet panel.

   - Double-click on the .xls File to open the Tradesheet in Excel.

6. Review the Tradesheet, **Save** and close.

   - Trades will not import if file is open.
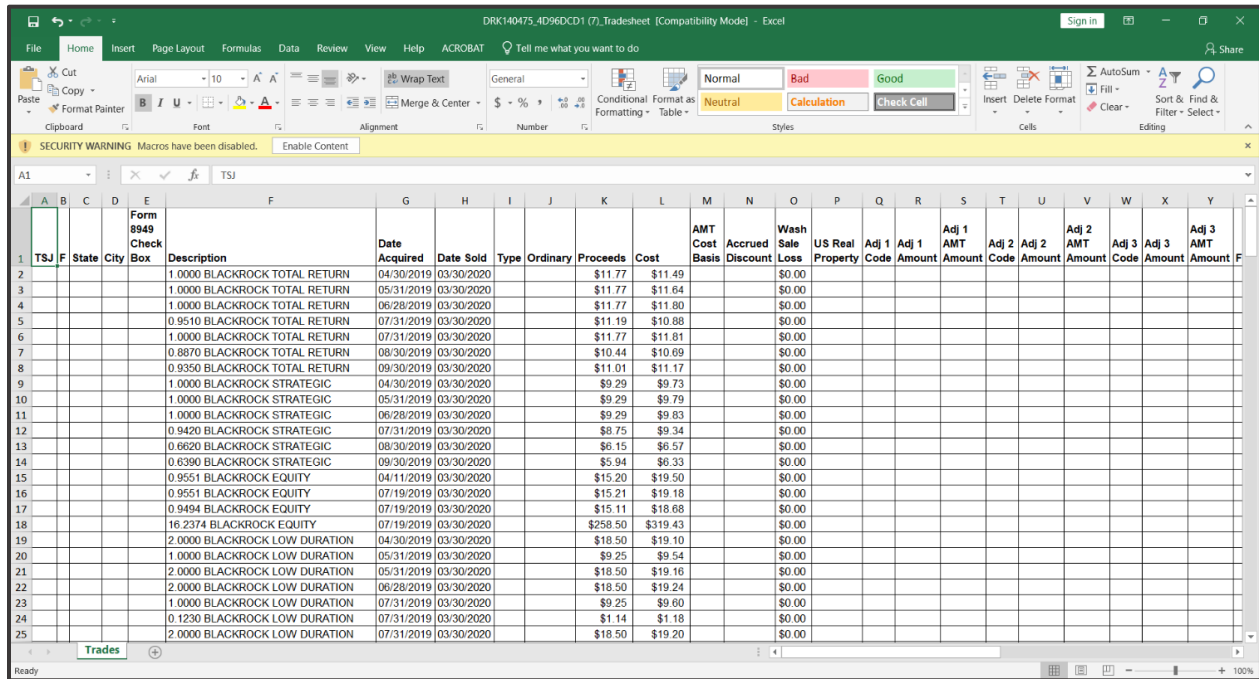
7. Return to client's Data Entry Screen, click **Import**.

8. Select **Form 8949 Import / GruntWorx Trades**.
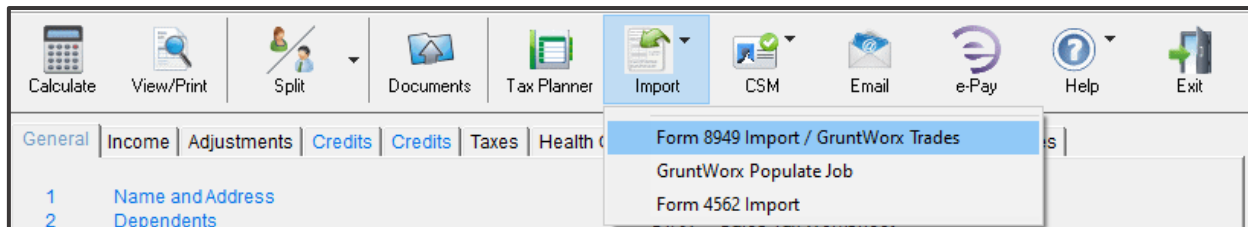
9. The Import Tool opens the .xls Excel File and a window opens that reads **Retrieving row/column __ of __.**

10. Once retrieval is finished, the following message appears - click **OK** then **Import.**

o When the import is complete, the 8949 list opens and displays all of the transactions that were just imported.

For more assistance with Trades Products, reach out to GruntWorx
877.830.6059 X2 for Sales X3 for Support