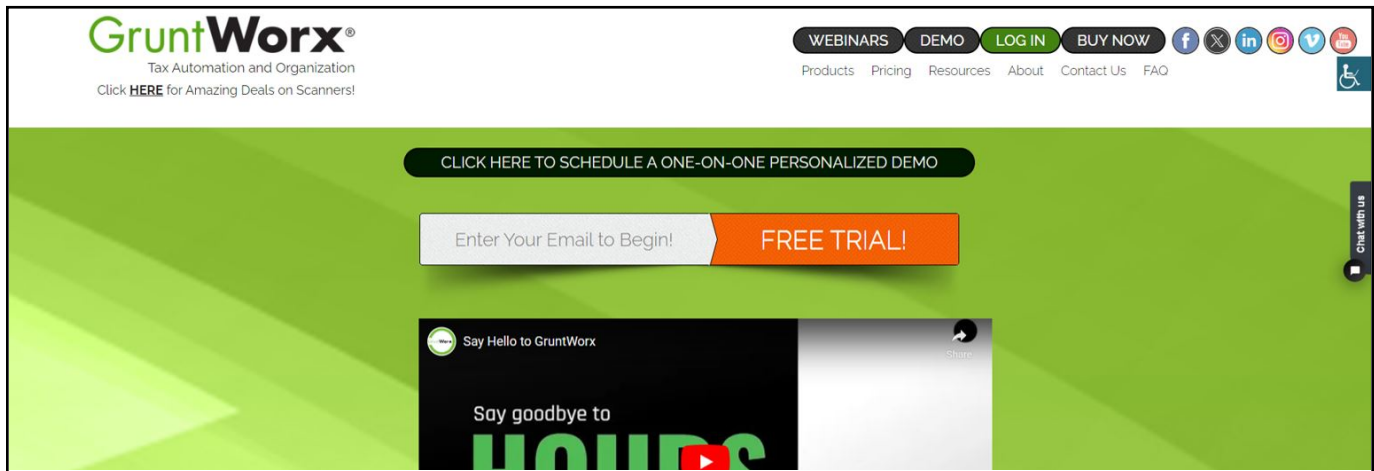# ULTRATAX CS QUICK START GUIDE

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
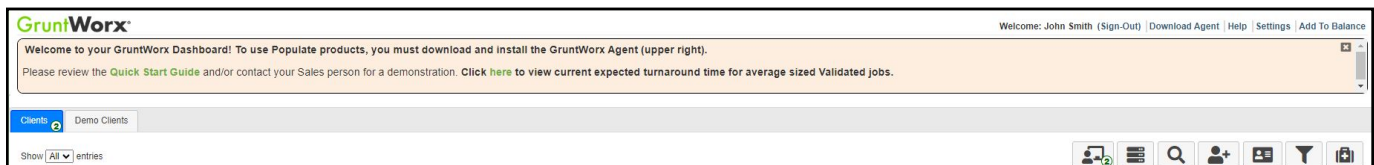
- Each time a user logs in, a notification displays information about the current tax year, news or updates
- The logo in the top left corner takes user to GruntWorx Homepage
- Welcome corner displays user's name, option to Sign-Out, Download Agent link, a Help link which will turn on ❓ icons, Settings 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 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
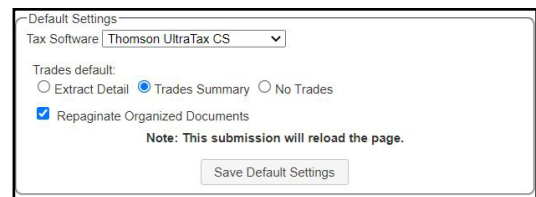- Update any firm details
- Click **Save Firm Info** to save any changes

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 **Thomson 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
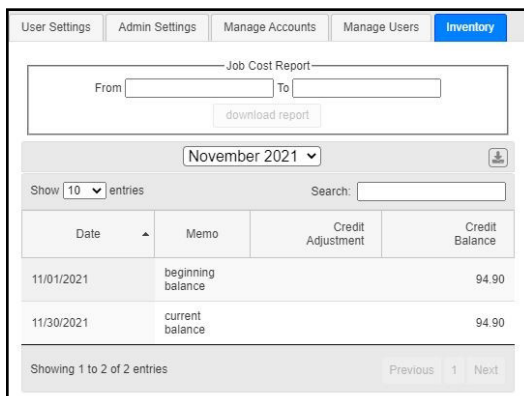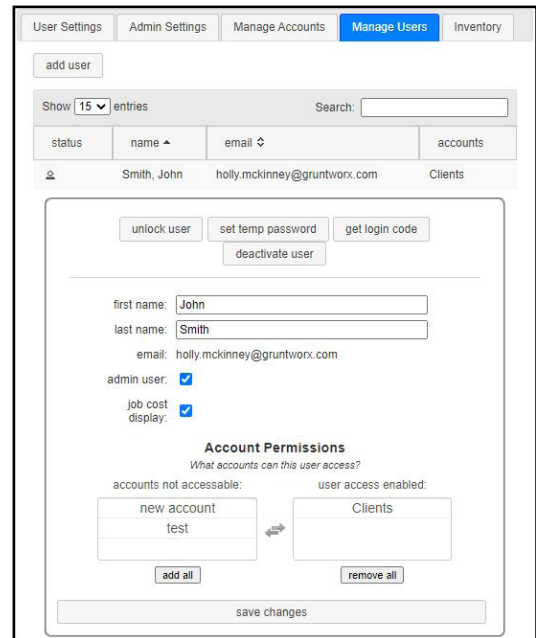- Click **Save Default Settings** after making any changes

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, get two-factor authentication code if needed and adjust account access permissions.
- To enable users to have the Inventory tab, check the **job cost display** box.
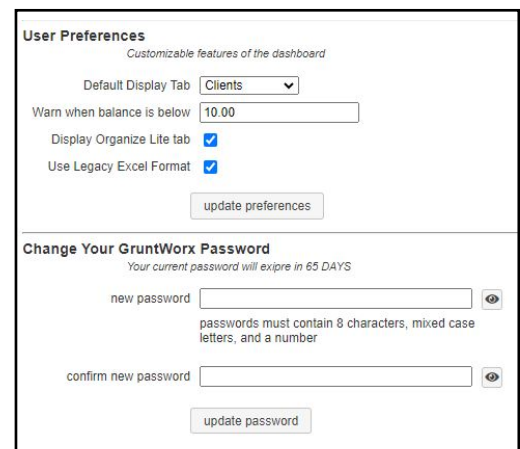- If a user's account gets Locked, under Manage Users, click **unlock user**.

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.
- GruntWorx offers Pointsheets in XLSM or XLS file format. Choose to have both file options available by checking the **Use Legacy Excel Format** box.
- **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 top right corner of 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, antivirus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software. Error code 0200 is an indication that the antivirus software is blocking the Agent.

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 UltraTax open, preferably to the UltraTax **Client Profiles** screen.

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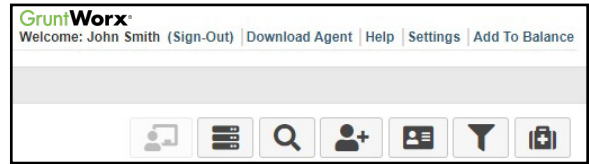
  1. Download a Local copy of the tax program
  2. Set up a GruntWorx Account and install Agent
  3. Backup 1040 clients to local copy of the tax software
  4. Process GruntWorx jobs following this Quick Start Guide
  5. Open the client tax file and using Data Sharing, accept populated records into the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

⚠ IMPORTANT: If using UltraTax SaaS, GruntWorx Populate products will not integrate. Organize and Trades products can be used with any version of the tax software.

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.

> **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 an Organize product for source document management
> - Choose a Populate product for automated data entry
> - Add a Trades product for 1099-B automated data entry

- 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
- Populate LITE has an option for a Trades Add-On within the self-validation tool. Trade Summary is selected by default. If you would like detailed transactions, select Extract All at the time of submission.
- Validated products can have Extract All Trades or Trade 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

- The first submission after installing the Agent requires the user to open and run the downloaded proforma .pc file. Not opening this file causes a submission failure.

⚠ 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 Submitted** means there was an issue during job submission and the job was not sent to GruntWorx.

⚙	Client Name ▲	ID/Locator ⬍	Job Type ⬍	Job Status
☑	LAST, FIRST & SPOUSE	TEST123890		Not Submitted

- A Not Submitted 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.

- Turnaround time during tax season is 1-3 days. During this time, users can click a link in the Info Banner to view the current estimated lead-time. Estimated lead-times are updated daily.

❯ A successful job submission provides the user with a **proforma processing is completed** message
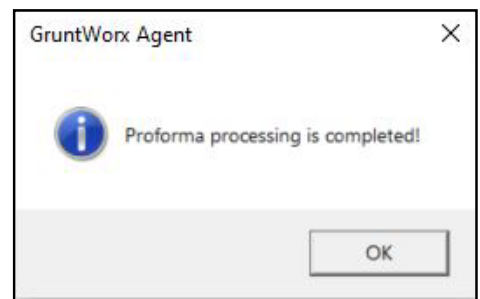
When a Job is Complete

❯ 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.xlsm**.
- If Populate LITE or Populate was selected, with or without a Trades product, there will be a **bookmarked.pdf** and a **Pointsheet.xlsm**.

❯ Simply click on either file name to download and open

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

❯ After opening the file, the user will need to enable Excel's macro feature
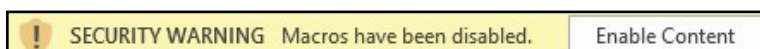
- Some users Security Settings in Microsoft may not allow the enabling of macros. This is usually indicated by a red warning banner in Excel that reads Security Risk. If users have IT, they should ask for assistance with adding GruntWorx as a Trusted Publisher, or setting up a Trusted Location for Pointsheets.
- Although GruntWorx Support is unable to assist with making security adjustments to user's workstations, if you do not have IT and are having trouble, please reach out to us. Call 877.830.6059 x3 or email Support@GruntWorx.com.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Tax Payer: SMITH, JANE													Preparer Notes:			
2	Tax Year: 2022																
3	Client Id: 1234			Check Data			Populate										
4																	
5																	
6																	
7	Diagnostics -													Review Notes:			
8	Forms classified but not extracted for population																
9		Forms classified but not populated by GruntWorx															
10		- 1099 S															
11	Professional review required																
12		Potential duplicate/corrected documents detected - make edits, verify match prior to population															
13		- 1065 K1 - WFF	Duplicate											Ask Client:			
14		- 1065 K1 - WFF	Duplicate														
15																	
16																	
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.
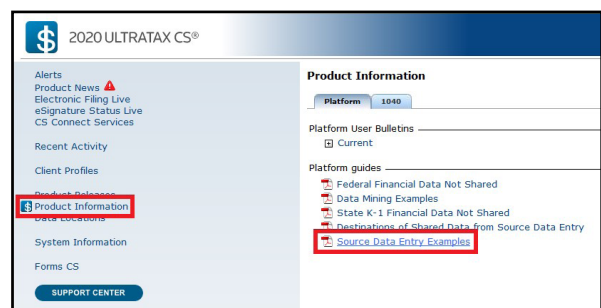
Tips for best scanning practices can be found here in this **video**.
For system requirements click **here**.

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
- 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

Trade Details & Trade Summary

- Federal 1099-Bs
- Year-End Brokerage Statements

The following documents are not supported for Trades products:

- Coinbase Statements
- 8949 Worksheets
- Monthly Statements
- IRA Account Statements

To see specific fields that GruntWorx populates, refer to the Supported Forms & Fields document located on the [Customer Resources](#) page.