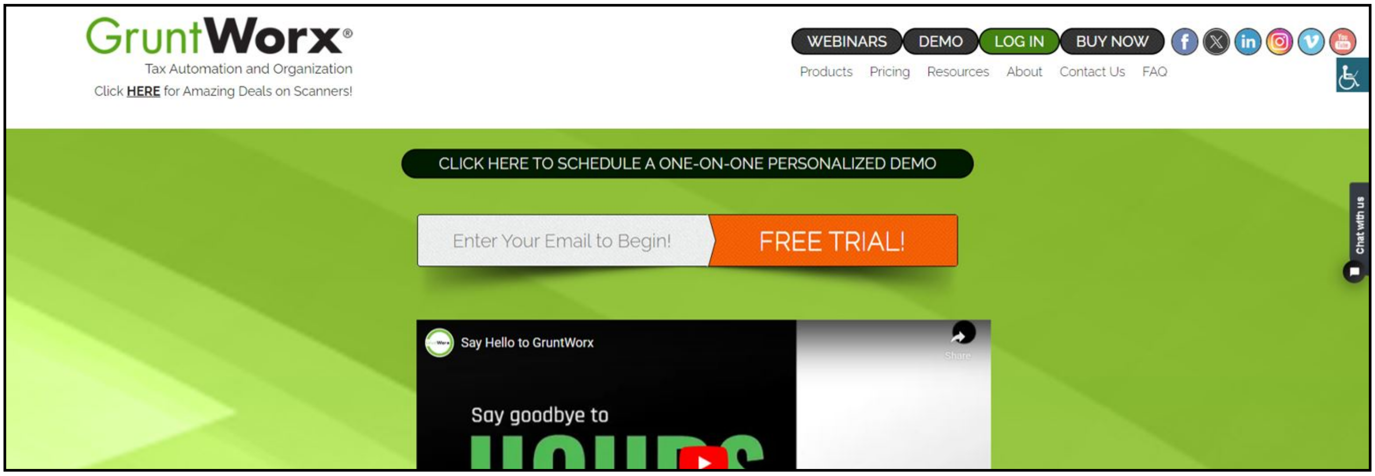
CCH AXCESS QUICK START GUIDE

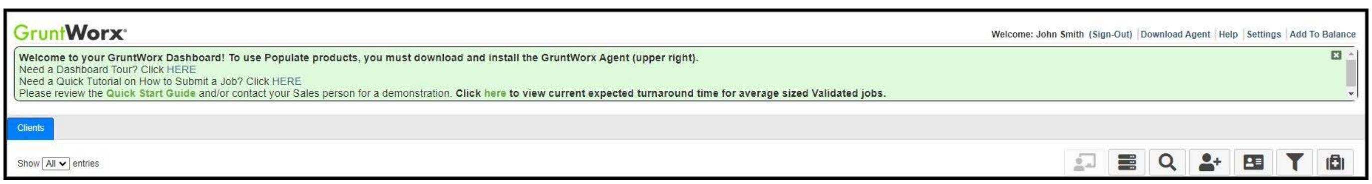
Follow these instructions to sign up for the GruntWorx Free Trial and use GruntWorxLITE, Organize, Populate, and Trades products with CCH Axcess tax software.



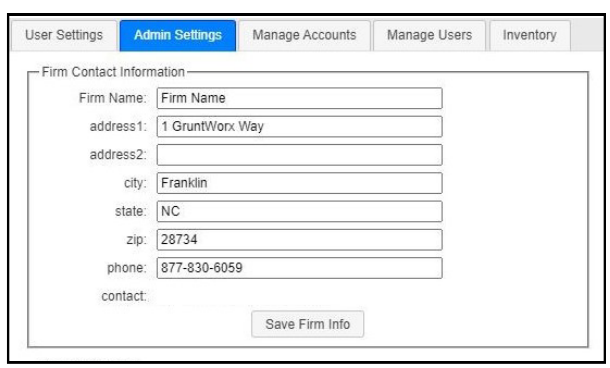
How to Set up a GruntWorx Account

- 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 GruntWorxLITE 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

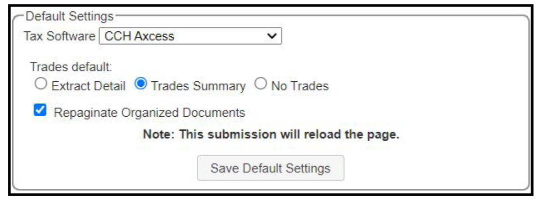
- Update any firm details
- Click **Save Firm Info** to save any changes

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 **CCH Axcess** 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

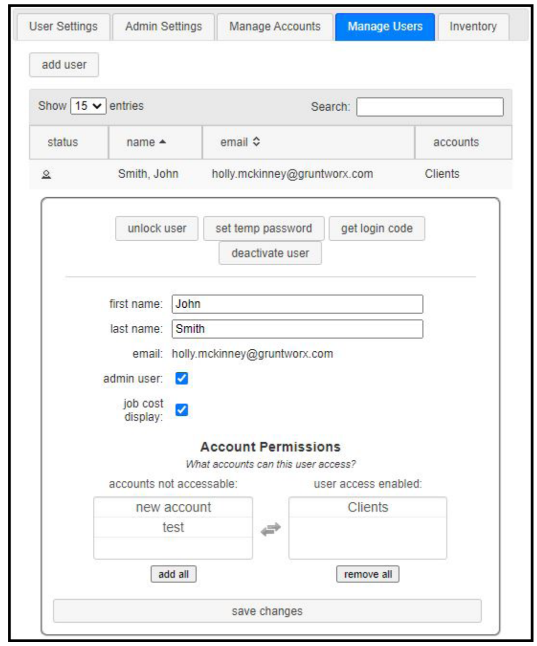


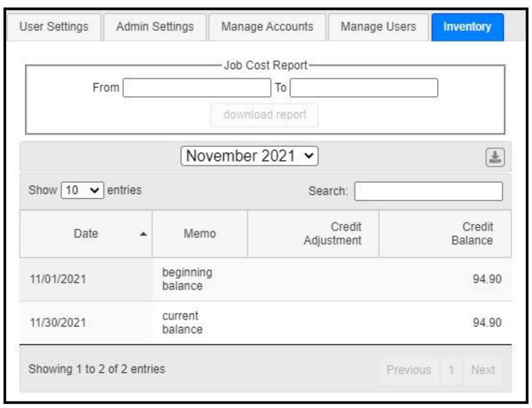
Manage Accounts

- 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**.





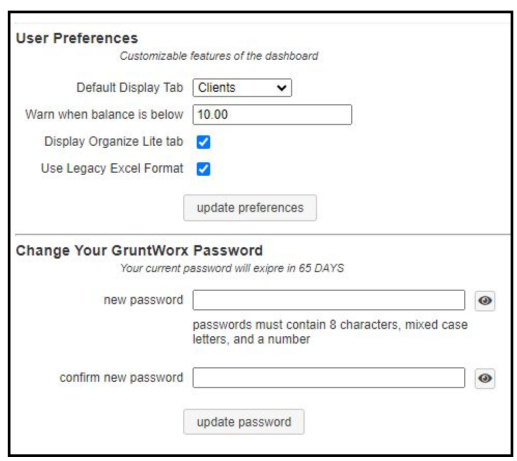
Inventory

- 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 GruntWorx Dashboard

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

- Once the download is complete, run the GWAgentSetup.exe and select **GruntWorx Agent for CCH Axcess.**
- The Agent will install two new folders to the default location **C:\Users\(username)\Documents\GruntWorx**

  1st Folder (used in step 1): The **proforma** folder is provided for the user to save the client's export file from Axcess to be uploaded by the user to GruntWorx, along with the client's source documents.
  2nd Folder (used in step 2): The **populat**e folder is provided to store the import file generated by the GruntWorx Pointsheet which is then imported by the user to populate the client's return in the tax software.

  - Follow the prompts to complete installation

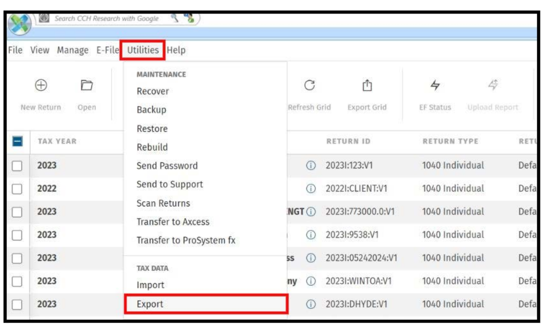
⚠ IMPORTANT: Depending on the user's IT policies and browser permissions, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases, antivirus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software. Error code AC0200 is an indication that the antivirus software is blocking the Agent.

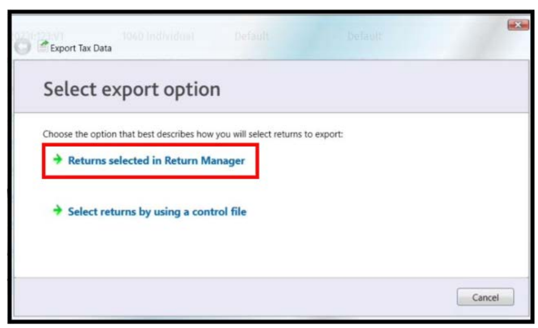
Considerations for CCH Axcess Users

- GruntWorx Populate makes use of the **CCH Axcess Export/Import** functions found within the tax software
  - The GruntWorx Agent does not populate client data directly but provides a data file for import by the user

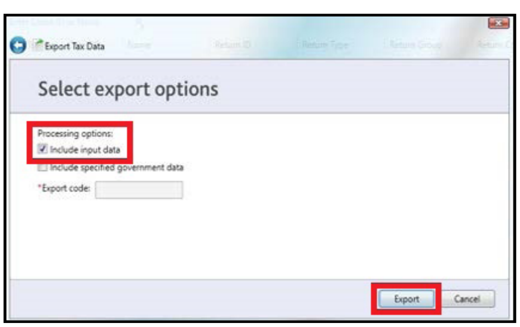
⚠ IMPORTANT: **Minimum required fields in client file:** Taxpayer & spouse name/s, SSN/s, filing status and home state.

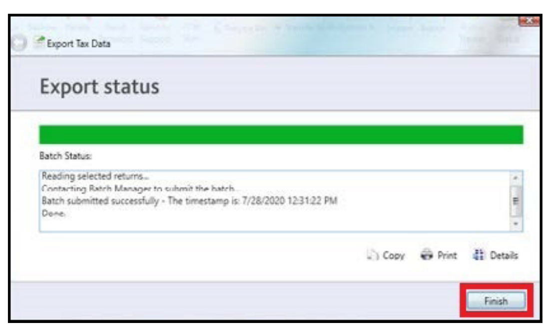
- Before submitting a job, users need to create the Axcess Export file containing client's proforma data
  - From the **Return Manager**, highlight the return that will be submitted to GruntWorx
  - Click on the **Utilities** tab, then click **Export**
  - Select **Returns selected in Return Manager** from the Select export option window



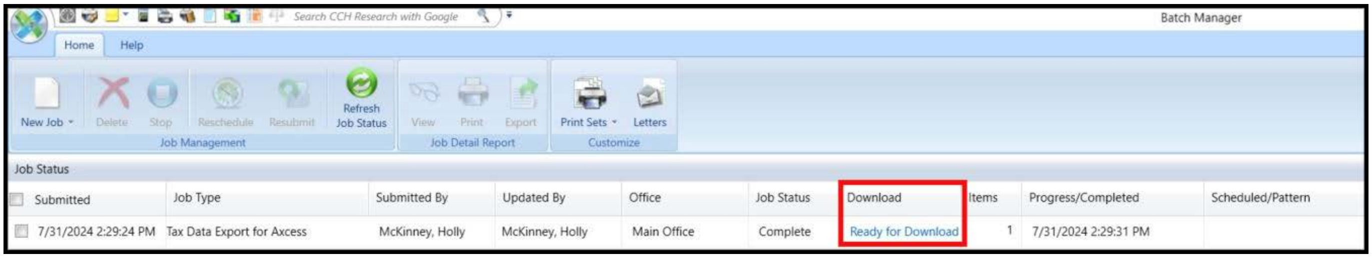


  - On the next screen, under Processing options: check **Include input data** then click **Export** and **Finish**





- From the Axcess Dashboard, open **Batch Manager**
- Download the Tax Data Export file by clicking **Ready for Download**



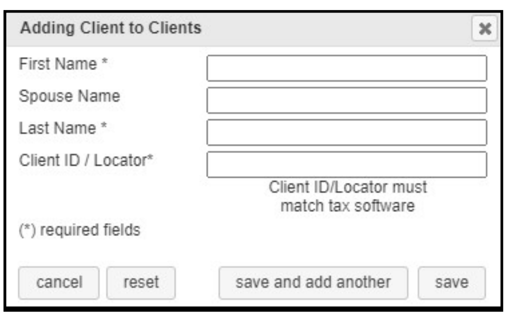
- Browse to save the export file to the proforma folder created by the GruntWorx Agent C: › Documents › GruntWorx › proforma

⚠ TIP: Name the file with either the client ID or the client name so it will be easier to locate. Right-clicking on the Tax Data row and selecting **View Report** will allow users to verify the name on the client file.

⚠ IMPORTANT: The Axcess Batch Manager displays both Export and Import files. After jobs are processed by GruntWorx, users should delete both export and import files from the Batch Manager to free up space and to prevent confusion.

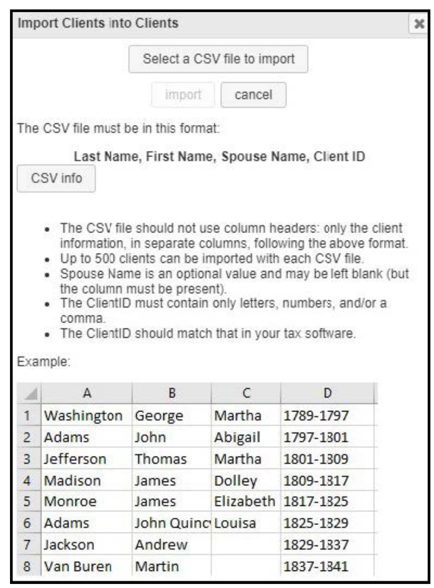
How to Submit Jobs

- 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

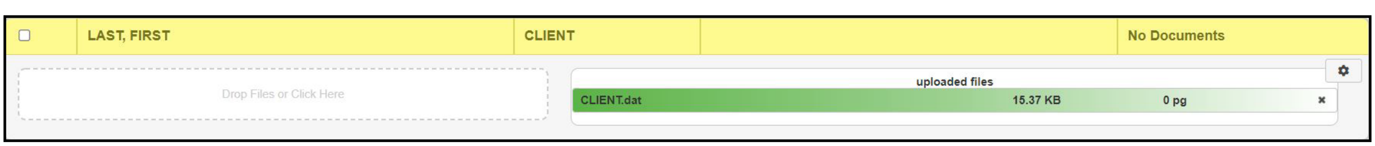
⚠ IMPORTANT: Client ID must be identical to the CCH Axcess Client ID.



- 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.

- Click anywhere on the client's row to open the client detail pane.
- Click in dotted box and browse to **proforma** folder. Select the **.dat** file that was saved for the client.
- 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 from **VERIFIED - GruntWorx Staff Review** or **GruntWorx LITE - DIY Self-Review**
    - Organize Documents is automatically selected upon choosing a Level of Service (VERIFIED or GruntWorxLITE)
        - **GruntWorxLITE** is not reviewed by GruntWorx for accuracy. The documents are processed with OCR and Business Intelligence technology only.
        - **VERIFIED** processes through OCR and Business Intelligence as well as human review by GruntWorx US-based Data Validators.

- Choose Add-Ons
    - **Populate Forms** to have federal form data extracted and populated into CCH Axcess
    - **Trade Details** to have individual transactions extracted off of Brokerage Statements or 1099-Bs for population into CCH Axcess.
    - **Trade Summary** to have only category totals extracted off of Brokerage Statements or 1099-Bs for population into CCH Axcess.
    - **Expedited Service** for priority processing (100% premium added to job cost)

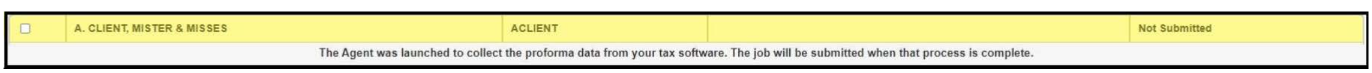
⚠ TIP: For Product and Pricing information, click the ? button.

⚠ TIP: To save your selections as default, click the link below the Submit button

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

⚠ TIP: If **GruntWorxLITE** was selected, there will be an edit in review tool button to access the self-validation tool. For instructions on how to use GruntWorxLITE, refer to the **GruntWorxLITE Guide** or **User Manual.**

⚠ 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.

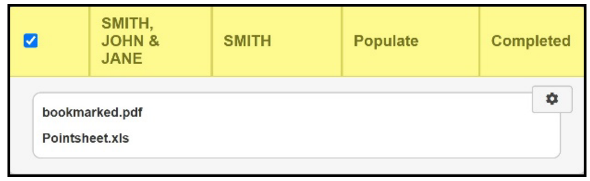


- A **Not Submitted** status means something went wrong during the submission process. Either the Agent is not installed, the browser needs to be configured to run the Agent, the client file has password protection in the tax software, or the Client ID was not found in the tax software. Users should fix the issue, click on the client row and try to submit again.

- Turnaround time during tax season is 1-3 days for VERIFIED jobs. 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 during peak seasons.

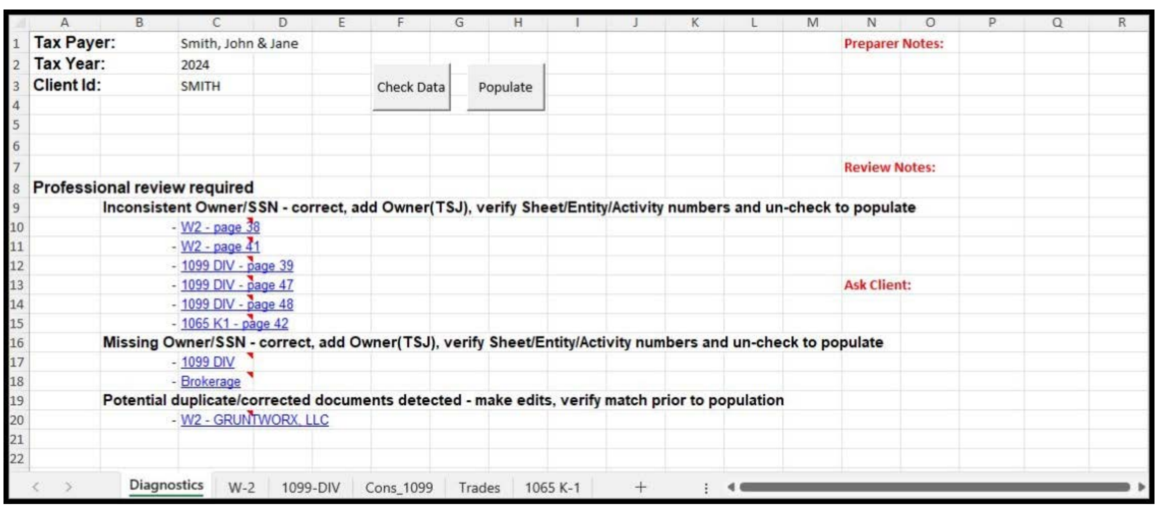
When a Job is Complete

- When a job is complete, a job completion **text message or email noti ication** 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



  - Your first file will be a PDF named **bookmarked.pdf.**
  - If Populate Forms and/or a Trades product was selected, there will also be 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 **Pointsheet**

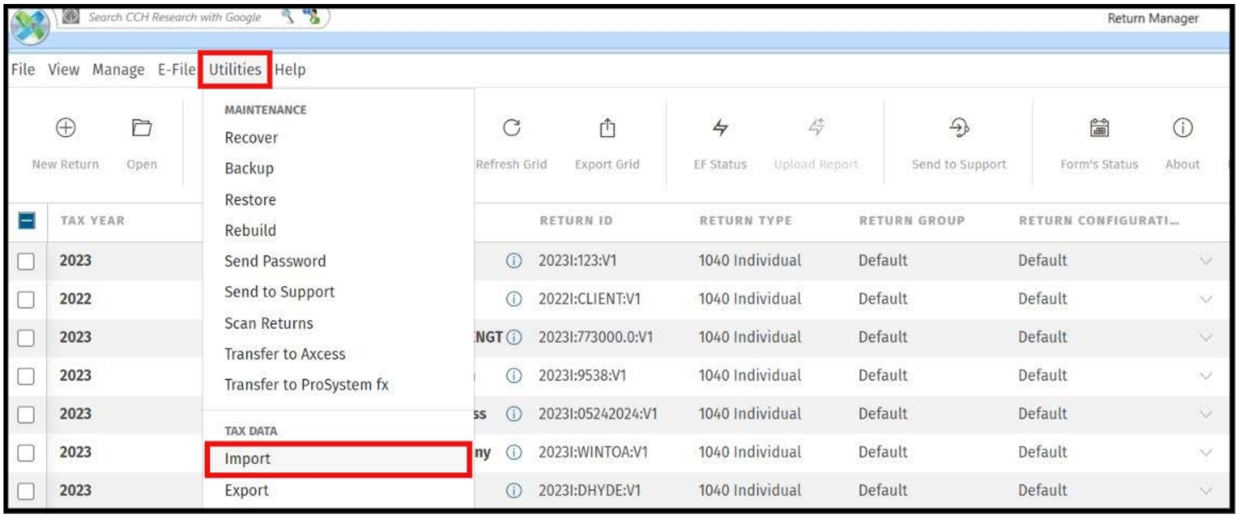


  - There may be comments or flags on certain pages added by GruntWorx Validators. It is recommended that the user check those pages thoroughly and make any necessary changes before moving on.
  - Review or edit the extracted data and assure matches are made to prior year records (grayed) on each tab of the workbook. If edits were made in the Pointsheet, the user should click **Check Data** to verify field formatting is still correct.

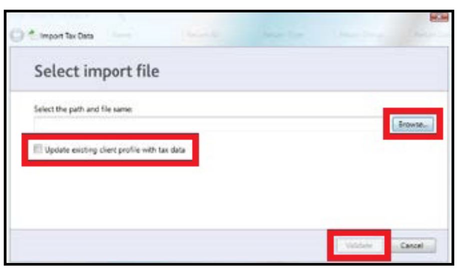
For more information on the GruntWorx Pointsheet, refer to the Pointsheet Guide located on the **Customer Resources** page.

⚠ 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.

- To generate the data import file, click **Populate** inside the Pointsheet Excel file.
  - Save the .dat file using the client ID or client name and save to the **population** folder created by the Agent **Local Disk (C:)** > **Users** > **(username)** > **Documents** > **GruntWorx** > populate
- Open **Return Manager** and highlight the client to populate
- From the **Utilities** tab, click **Import**



- Browse to the populate folder and select the .dat file
- Check the **Update existing client** profile **with tax data** box



- Click **Validate**, then **Import**
  - Then click **Finish** to complete the GruntWorx population process
- When the import is complete, open the client's return
  - Users can easily review or adjust any fields within the client's file in CCH Axcess

⚠ TIP: Users should check the Batch Manager program for errors or to make sure the import is complete before opening the client file.

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, Populate and Trades services.

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

- 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
- 5498

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.