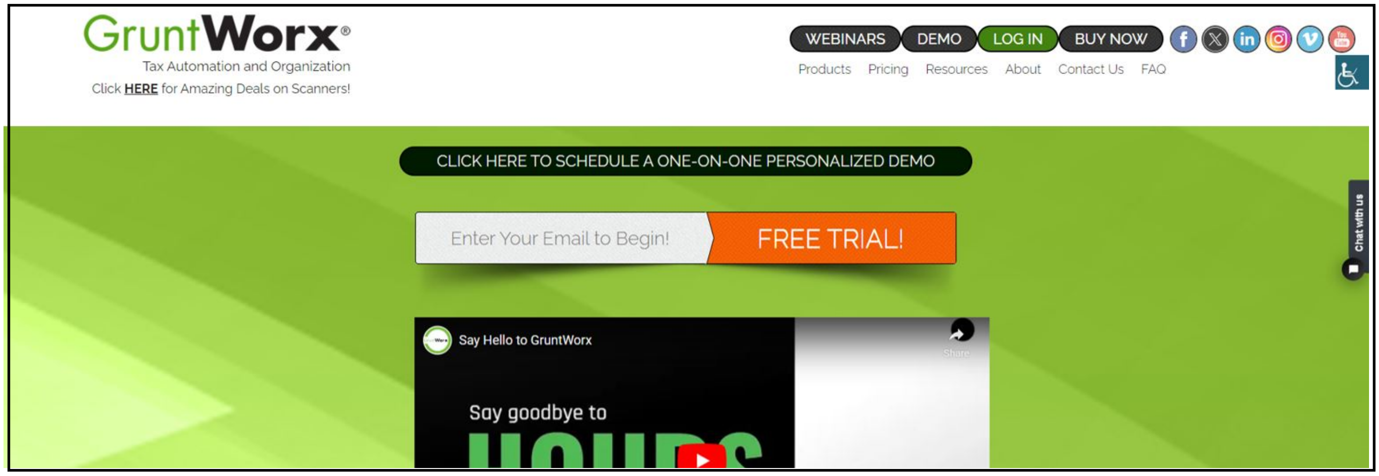
PROSYSTEM FX QUICK START GUIDE

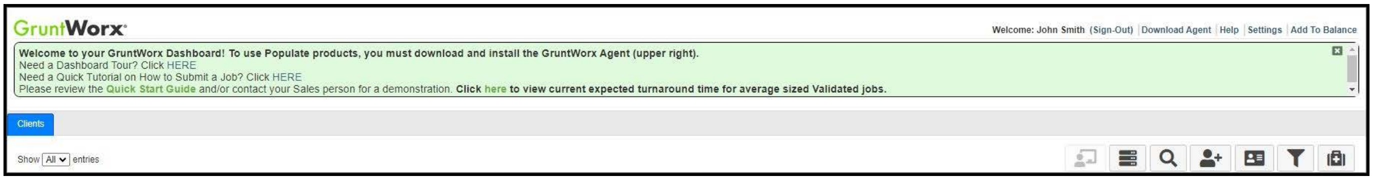
Follow these instructions to sign up for the GruntWorx Free Trial and use GruntWorxLITE, Organize, Populate, and Trades products with CCH ProSystem fx tax software.



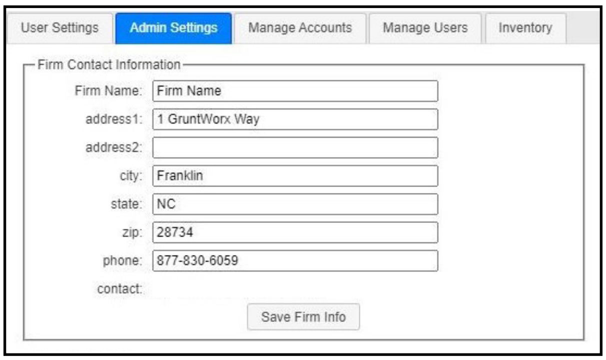
How to Set up a GruntWorx Account

- 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

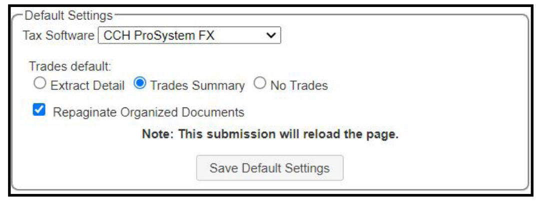
- Update any firm details
- Click **Save Firm Info** to save any changes

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 ProSystem FX** 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

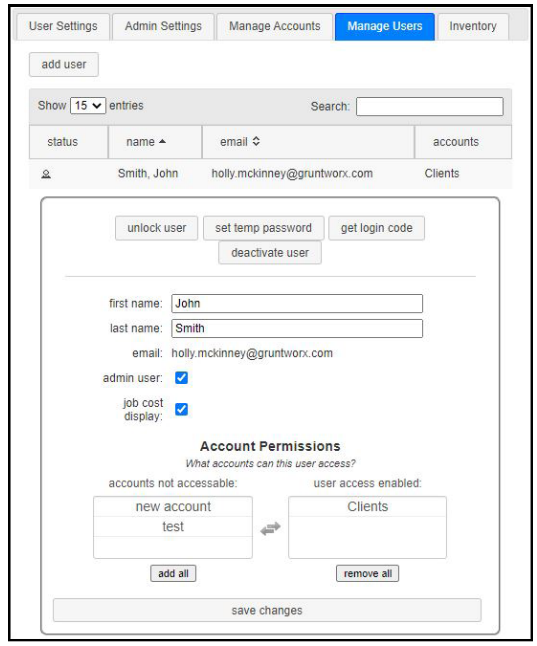


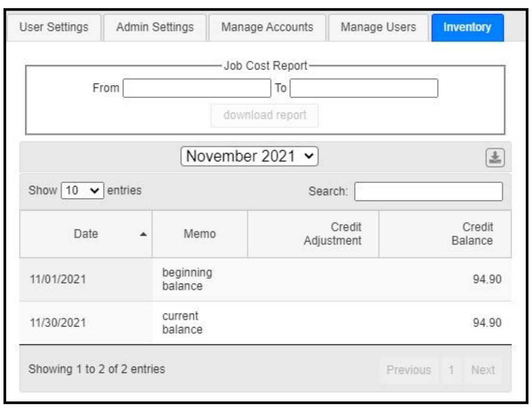
Manage Accounts

- 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**.





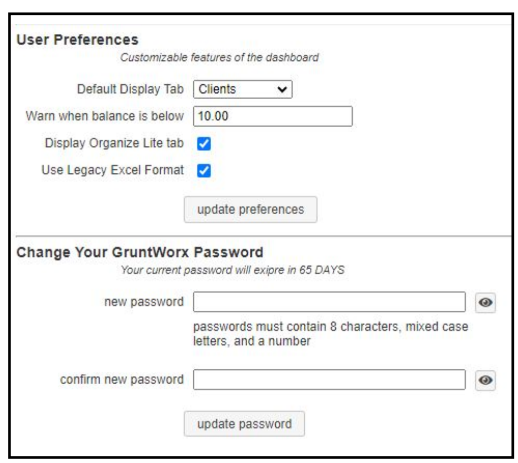
Inventory

- 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

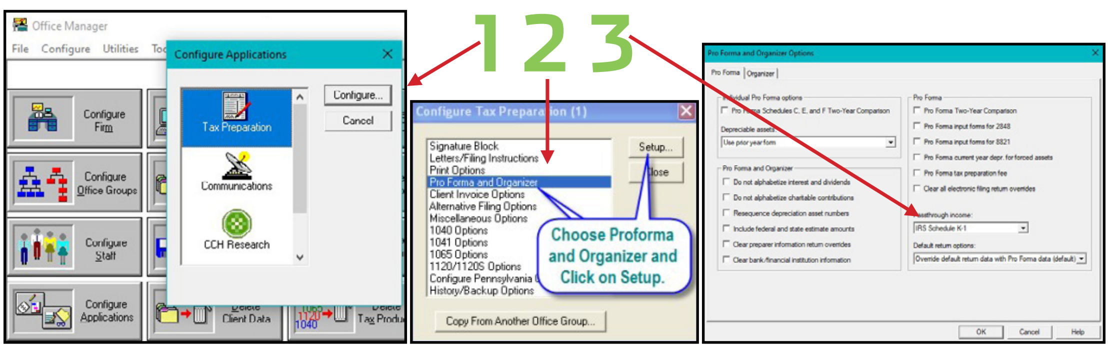
⚠ IMPORTANT: The GruntWorx Agent is only needed for Populate products. The Agent should be installed at each workstation where GruntWorx will be utilized.

- Once the download is complete, run GWAgentSetup.exe (the file you downloaded) and select **GruntWorx Agent for ProSystem fx.**
    - 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 ProSystem fx Users

- ProSystem fx requires configuration prior to using GruntWorx Population Services.
    - To configure the tax software, open Office Manager:
      Step 1: Click **Configure Applications** › **Tax Preparation** › **Configure**
      Step 2: Then select **Pro Forma and Organizer** › **Setup**
      Step 3: At this window, make sure the **Passthrough income** field has **IRS Schedule K-1** selected



- After the above settings have been configured, users must roll their clients from the prior year to apply the K-1 settings.
- ProSystem fx must be open when submitting and importing jobs. Your client's tax file should be closed during this time in order to give the Agent access.

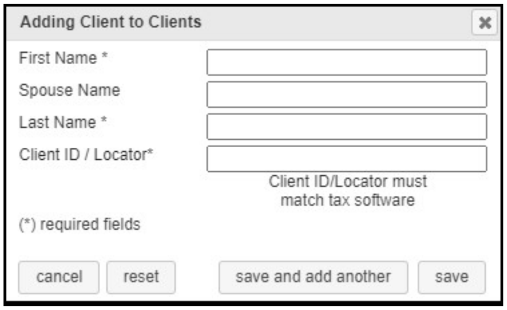
⚠ TIP: If more than one version of 1040 tax files are maintained for any one client, user will select the desired client for population during submission.

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

How to Submit Jobs

> Add Clients

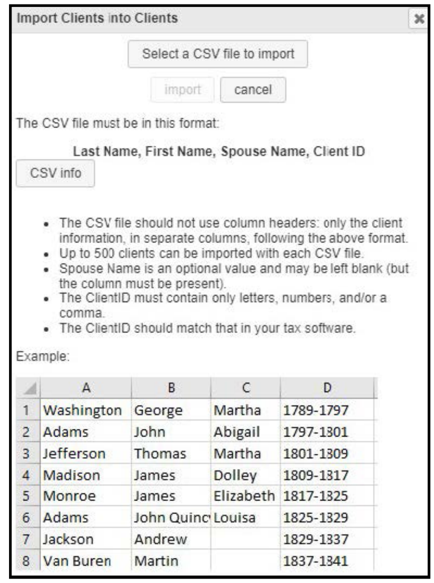
- From the **GruntWorx Dashboard**, click on an icon to add client/s



> Add a Single Client

- Click on the icon and fill out all required fields

⚠ IMPORTANT: Client ID must be identical to the ProSystem fx Client ID.


Import Clients into Clients

Select a CSV file to import

import | cancel

The CSV file must be in this format:

Last Name, First Name, Spouse Name, Client ID

CSV info

- The CSV file should not use column headers: only the client information, in separate columns, following the above format.
- Up to 500 clients can be imported with each CSV file.
- Spouse Name is an optional value and may be left blank (but the column must be present).
- The ClientID must contain only letters, numbers, and/or a comma.
- The ClientID should match that in your tax software.

Example:

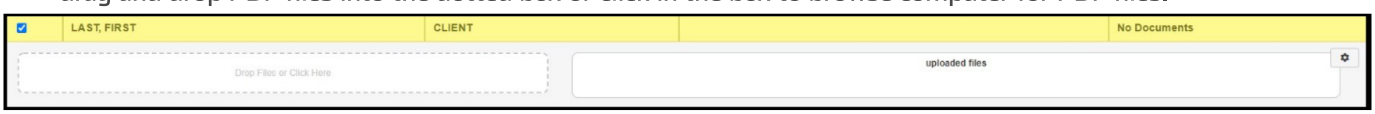
	A	B	C	D
1	Washington	George	Martha	1789-1797
2	Adams	John	Abigail	1797-1301
3	Jefferson	Thomas	Martha	1801-1309
4	Madison	James	Dolley	1809-1317
5	Monroe	James	Elizabeth	1817-1325
6	Adams	John Quinc	Louisa	1825-1329
7	Jackson	Andrew		1829-1337
8	Van Buren	Martin		1837-1341

> 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.

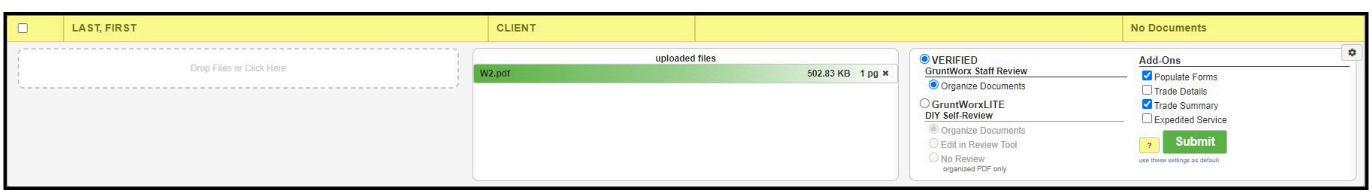
> To submit client's source documents: Click on the client's name, then either drag and drop PDF files into the dotted box or click in the box to browse computer for PDF files.



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

> Once all files are uploaded, make product selections

- Choose from **VERIFIED - GruntWorx Staff Review** or **GruntWorxLITE - 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 technology 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 ProSystem fx
- **Trade Details** to have individual transactions extracted off of Brokerage Statements or 1099-Bs for population into ProSystem fx.
- **Trade Summary** to have only category totals extracted off of Brokerage Statements or 1099-Bs for
- population into ProSystem fx.
- **Expedited Service** for priority processing (100% premium added to job cost)

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

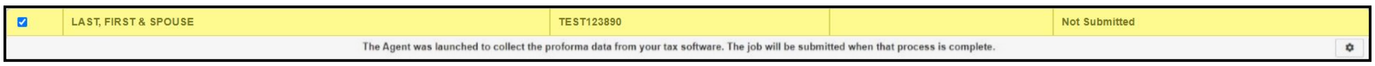
⚠ TIP: To save your selections as default, click the link below the Submit button

- Once selections are made, click **Submit**
- For jobs with Populate Forms selected, 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 ProSystem fx and submit the job to GruntWorx. **Client's file must be closed during this time.**

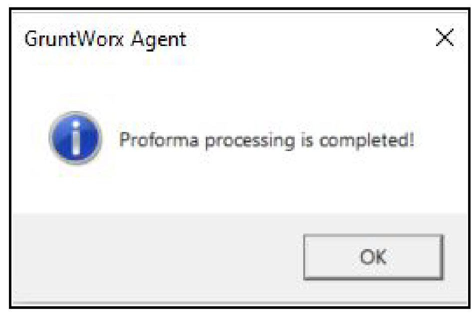
⚠ TIP: If **GruntWorxLITE** was selected, there will be an edit in review tool button to access the self-validation tool. For instructions on how to use GruntWorxLITE, refer to the **GruntWorxLITE Guide** or **User Manual.**

⚠ 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.



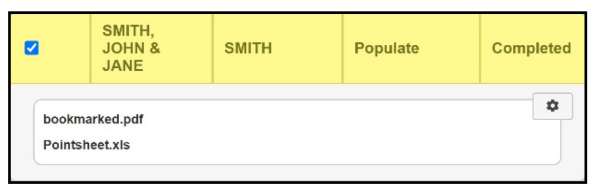
- A **Not Submitted** status means something went wrong during the submission process. Either the Agent is not installed, the browser needs to be configured to run the Agent, the client file has password protection in the tax software, or the Client ID was not found in the tax software. Users should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

- A successful job submission provides the user with a **Proforma processing is completed!** message



When a Job is Complete

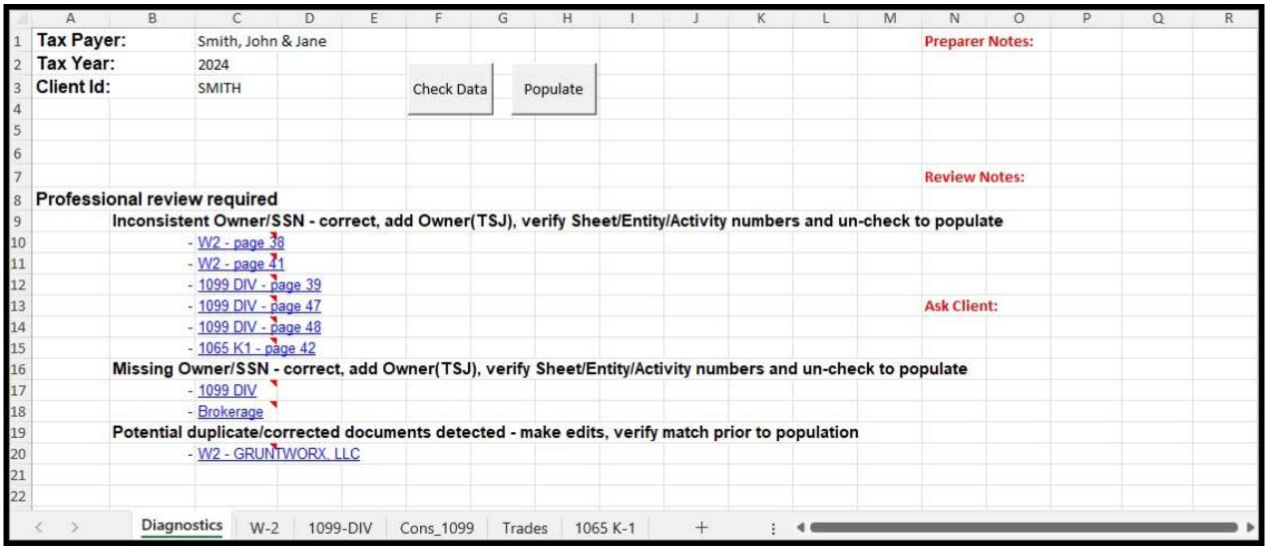
- When a job is complete, a job completion **text message or email notification** is sent to the user if set up in User Settings. Log back in to the GruntWorx Dashboard and locate client.
  - If the site stayed open in the browser, the page will need to be refreshed, and sign in again
- When Job Status is **Completed**, click on the client's name
  - 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.

⚠ 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.

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

- With ProSystem fx open, and the client's tax file closed, click **Populate** on the Diagnostics tab of the Pointsheet
  - The Agent then populates the data into the client file. This is seen in real time. The Agent should be given the time to complete the import.
- 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 ProSystem fx

Tips for best scanning practices can be found here in this **video**.
For system requirements click **here**.

Supported Forms

GruntWorx®

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.