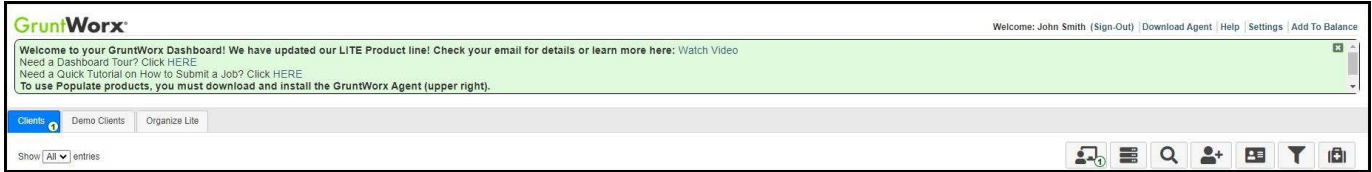
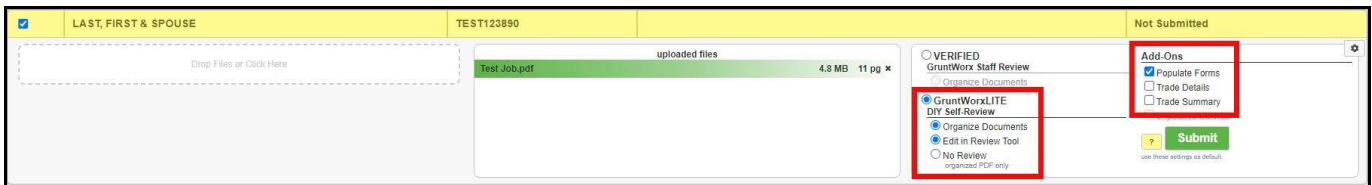


1 Submit GruntWorxLITE Job

- Log in to GruntWorx account.



- Upload PDFs to client - up to 15 PDFs, 150MB each.
 - If adding a new client, click the Add a Client icon and enter first, last and spouse (if applicable) name as well as the client ID. The client ID must match exactly in the tax software.
- Once all files are uploaded, make product selections.
 - Select GruntWorxLITE DIY Self-Review.
 - If you would like a Bookmarked PDF back with no data and no review, choose **No Review**.
 - If you would like to review the Bookmarked PDF within the Self-Validation Tool, choose **Edit in Review Tool**.



- Choose **Add-Ons**.
 - **Populate Forms** Automated data entry! Scan and send your clients' source documents through Populate and we'll fill the client's return with federal form data.
 - **Trade Details** Detailed stock transaction data from brokerage statements and 1099-Bs will be extracted and available for review in the tool. GruntWorx recommends a thorough understanding of the review tool before attempting to review Trade Details. Please refer to the GruntWorxLITE User Manual.
 - **Trade Summary** Brokerage Summary table will be provided in the tool for reviewers to enter category totals into. When there is more than one brokerage account in the submission, a Brokerage Summary table will be available for each account.
- GruntWorxLITE jobs with **Populate Forms** selected require installation of GruntWorx Agent. Tax Software should be open during job submission, with client tax file closed.
- Click **Submit**. For initial job submission, look for a file download after clicking Submit. Open download (.a .pc file) and choose GWAgent when asked how to run file.

2 Access Job

- Once a GruntWorxLITE job has been submitted, it will show in the Job Status column as **Processing**.
- After the pages process through GruntWorx technology, the Status changes to **Awaiting Review**.
- Click anywhere on the client row to open client details. Select **edit in review tool** button to launch the Self-Validation tool.

	Client Name	ID/Locator	Job Type	Job Status
<input checked="" type="checkbox"/>	LAST, FIRST & SPOUSE	TEST1238	GruntWorxLITE + summarized trades	Awaiting Review

The data for this job has been extracted and it is ready for your review.

[edit in review tool](#)

TIP: To see all jobs ready for review on your Dashboard, click the  button above the client table to filter them.

You can also see how many jobs are Awaiting Review in the Tab of the Client Table: Clients 4

- Click on the client name then click **edit in review tool** to open the self-validation tool in a new browser window.
- When loading a job, you are presented with informational pop-ups. These can be disabled at any time.
 - The first pop-up gives a short explanation of what to do in the tool to complete self-validation.
 - The second pop-up explains how to use **dual-screen mode**.

✕


Thank you for using GruntWorx! For the best results use this three step process to validate your job:

Step 1 – Review the Form Classification & Grouping
The classification view is set-up so you can quickly scan all the pages for proper classification and grouping.

Step 2 – Review & Edit the Form Data
Switch to the field view and validate the extracted data on each page.

Step 3 – Save and Upload Job
Use the Job Actions button when you're done working on the job.

don't show me this again OK



Convert this job to Organize
(discard population data)

Change trades options
(currently "No Trades")

TIP: You can discard the Populate Forms data at any time from within the **Job Actions** menu. This is non-reversible. Also available in the **Job Actions** menu, change your Trades product selection. Note: Any corrections you have made in the tool will be lost upon changing a Trades Add-On in the tool.

3 Classify & Group

- Once the review tool is open, in the left-hand **Classification & Grouping View**, click into each page, verify that the classification of the document is correct, rotate the page if needed, and make any grouping adjustments that are necessary.
- The **Classification & Grouping View** can be extended to the right if the user prefers to see more pages at one time.
- The active page (the page currently being viewed, displayed in the center of the screen) is bordered in black.
- The form name, or class, is displayed at the top of each image, and the page number is displayed at the bottom of each image.
- K-1 and brokerage pages that belong together are highlighted by color as groups.
- Right-clicking on a page opens the **Page Menu**, which includes:
 - **Grouping:** New Group, Remove Selection from Group, Add Group to Previous, Add Group to Next, Add Page to Previous, Add Page to Next, and Ungroup
 - **Image Manipulation:** Rotate Clockwise and Rotate Counterclockwise
 - **Page Settings:** Reclassify, Ignore and Don't Ignore

4 Review & Validate

- Switch to the **Field View** to review the extracted data by clicking **Edit** in the **Classification** panel. Verify data using the right-hand Data Entry Panel if in single-screen mode, or in full view in dual-screen mode.

The screenshot shows the GruntWorx interface with two windows. The left window shows the 'Classification & Grouping View' with a red box around the 'Edit' button. The right window shows a '1099-MISC' form with various fields for payer and recipient information, tax amounts, and a 'Data Entry Panel' on the right side.

- Click into the first field at the top of the data entry panel and tab through the fields to verify and validate the extracted data.

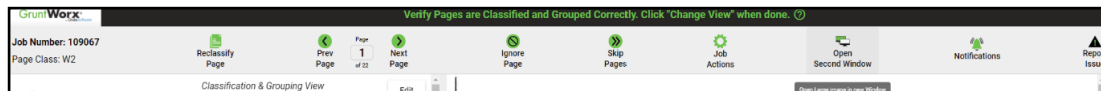
TIP: Depending on the form, data fields will be in the right data entry panel or above the form image.

POPULATE LITE FEATURES TO USE DURING REVIEW & VALIDATION:

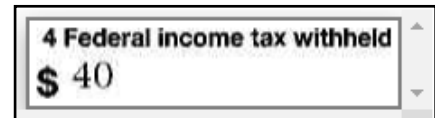
CONTROL BAR Manipulate the screen to fit visual preferences: zoom, show data (Mirror), show box (Data Finder), and auto-scroll. Auto-scroll allows the tool to center the scanned image around the active field. The Control Bar is available in Edit Field view in single-screen mode and on the second screen in dual-screen mode.



MULTI SCREEN OPTIONS Users can choose to work in single-screen mode, which offers locking or unlocking of panels and expanding or collapsing panels. Jobs open in single-screen mode by default, but can switch to dual-screen mode by clicking Open Second Window in the toolbar.



DATA SNIPPET Dual-screen users have a snippet for easier review. The snippet displays the area on the scanned document that data was extracted from for the active field (what the Data Finder shows within the blue box).





The following features are produced by OCR and will not always be accurate so it is important to still make sure data is being reviewed for accuracy.

DATA FINDER This feature produces a blue box around the area on the scanned image that the data in the active field was extracted from. The Data Finder can be turned off in the Control Bar.

MIRROR The "mirror" feature displays the active field's data in black text with a green highlight. This data can be displayed above or below the Data Finder, or can be turned off in the Control Bar.

AUTO-FILL One of the handiest features within the self-validation tool is the Auto-Fill. This feature eliminates manual keystrokes. Using a database of all the data extracted by OCR while the pages of your job processed through GruntWorx, reviewers are able to right-click anywhere there is text on an image and see what OCR extracted. If in an active field, and either the field is blank or the data in the field is incorrect, simply right-click directly on the text or value on the scanned image and a drop-down menu opens with selections to choose from. Click on the data desired, and it auto-fills into the active field. The cursor must be active in the desired field to auto-fill.

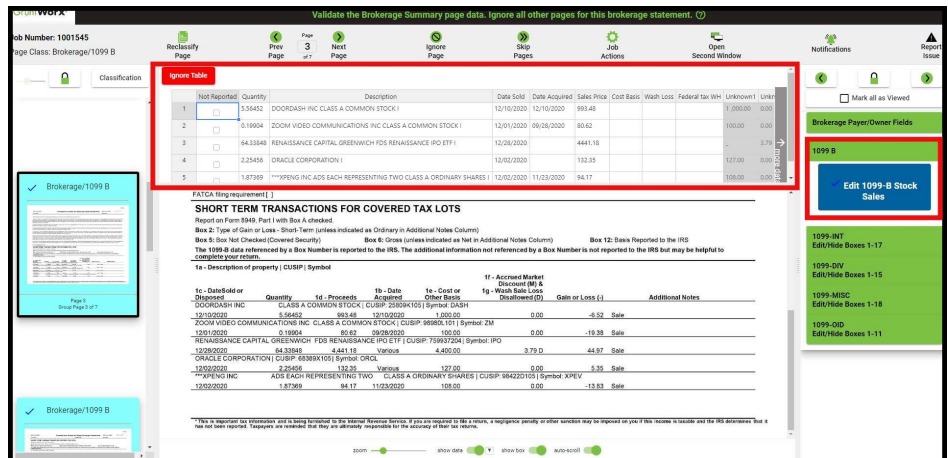
If Trade Summary was selected

- For Trade Summary, a table is provided on Brokerage/1099 B pages. Category totals keyed into the table by the user or entered using the auto-fill feature exports to the Pointsheet. **No data is extracted by GruntWorx, it is up to the user to input the data.**
- If there is more than one brokerage account within the submitted pages, there will be a Brokerage Summary data entry table for each account. The table displays on every page of the brokerage and/or 1099-B, and the data is static through the account.
- The user may hide the table by clicking on the hide arrow, and show the table by clicking on the show arrow: 
- The table displays above the form by default, but can be moved using the dock icon: 

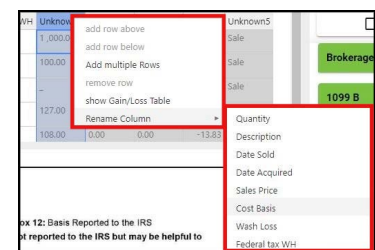
Brokerage Summary (OPTIONAL DATA)			
	Sales Price	Cost Basis	Wash Sales
1099-B			
ST COVERED	1194.36	1079.48	109.25
ST NON-COVERED			
LT COVERED	31132.52	27611.09	
LT NON-COVERED	16051.44	9025.95	
ST OTHER			
LT OTHER			
UNDETERMINED			
Totals	\$48378.32	\$37716.52	\$109.25
Noncovered Long Term Capital Gains and Losses Subtotal		16,051.44	9,025.95
NET LONG TERM CAPITAL GAINS AND LOSSES		47,183.96	36,637.04
SALES PROCEEDS AND NET GAINS AND LOSSES		48,378.32	

If Trade Details was selected

- For Trade Details, the technology extracts all trade detail data from Brokerage/1099 B pages. Trades tables are provided on each page of a brokerage or 1099-B that has trade data. Users must review all the trade data in each column. Best practice is to verify first that all columns have been properly identified and that the data has been assigned to the correct column. Columns may need to be renamed and missing/incorrect data will need to be entered manually or via the Auto-Fill feature.
- Prior to beginning review of a brokerage account's trades, the reviewer should determine if there is a Gain/Loss section in addition to a 1099-B Proceeds section. If there are both, the reviewer should make a choice as to which section should be used for extraction and ignore the other section's pages using the Ignore Page function within the tool. If the other pages are not ignored, those trades will also be populated resulting in duplicate trades.



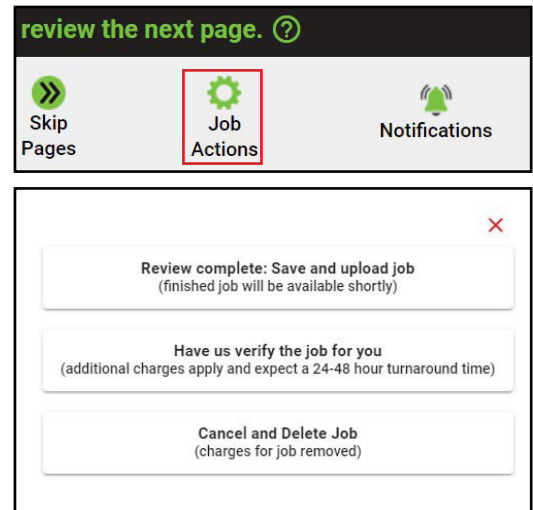
- Reviewing Trade Detail tables is similar to working in a spreadsheet: Use arrow keys to maneuver around the table; Double-click to enter a field to make edits; Right-click to open a table menu.
- On occasion, and especially depending on the clarity of the scanned documents, tables may need to be modified by the reviewer. Simply right click anywhere on a row to open the table menu. Here, you can add a single row above, add a single row below, add multiple rows at one time, remove a row, show the Gain/Loss table, and rename columns. The rename columns action is only available when the menu is opened from a column header.



TIP: For more details on reviewing Trade Details in the GruntWorxLITE tool, refer to the User Manual.

5 Send Back to GruntWorx

- Once every page has been reviewed by the user, it is ready to be sent back to GruntWorx for completion.
- Tabbing out of the last field of the last page opens the **Job Actions** menu (Users can also click **Job Actions** in the toolbar at any time).
 - Review complete: Save and upload job** - The job returns to GruntWorx for production of the bookmarked PDF and Population file.
 - Have us verify the job for you** - This option sends the files to GruntWorx as a Populate job, where it is validated by US-based GruntWorx staff. Standard Populate charges apply and the turnaround time will be subject to normal wait times.
 - Cancel and Delete Job** - This option removes the job from processing. The job will not be charged.
- Select **Review complete: Save and upload job**.



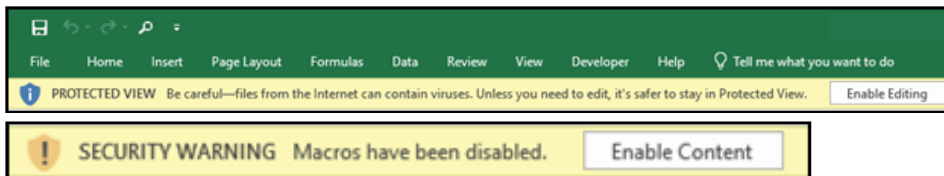
6 Download Completed Files

- To receive an email notification when the job is ready for download, set up notifications in **Settings > User Settings > Job Status Notification**.
 - Job Notifications** for GruntWorxLITE jobs are sent once the import files are available on Dashboard.
- Click on the client's name to open the Client Details.
 - GruntWorxLITE provides an organized and bookmarked PDF and an import XLSM file.
 - Simply click on the file name to download and open.

<input checked="" type="checkbox"/>	SMITH, JANE	01072021	GruntWorxLITE + summarized trades	Completed
bookmarked.pdf Pointsheet.xlsm				15 Page Processing 3.00 total 3.00

7 Import into Tax Software

- The Pointsheet file requires Microsoft Excel to view, edit and Populate.
 - After opening the Pointsheet, click **Enable Editing** and **Enable Content**.



For assistance with the Pointsheet, reach out to Support@GruntWorx.com or call 877-830-6059 X3.

- Review the **Diagnostics Sheet**. Sometimes the GruntWorx software will find an error that would otherwise be overlooked.

- Click **Populate** to import all the data from the Excel file into your tax software.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Tax Payer:		Test, Taxpayer												Preparer Notes:
2	Tax Year:		2024												
3	Client Id:		TEST.123												
4															
5															
6															
7															
8	Professional review required														
9	Inconsistent Owner/SSN - correct, add Owner(TSJ), verify Sheet/Entity/Activity numbers and un-check to populate														
10															
11															

TIP: Depending on your specific tax software, you may have additional steps to complete the population process. Please refer to the Quick Start Guide for Using GruntWorx with your Supported Tax Software.

Here is a list of all supported forms for the GruntWorxLITE 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

Please note that this list varies according to your tax software. Please refer to the Quick Start Guide for your Supported Tax Software for your specific list.

- W-2
- W-2G
- 1095-A
- 1098
- 1098-E
- 1098-T
- 1099-MISC
- 1099-NEC
- 1099-B
- 1099-G
- 5498
- 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

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