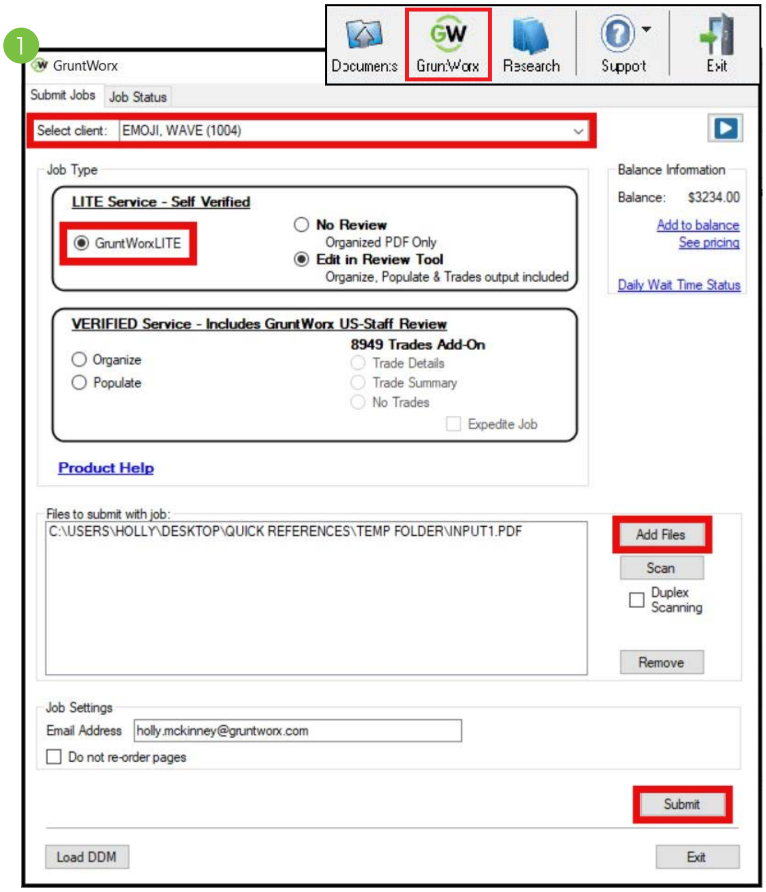
GruntWorx®

❶ Submit GruntWorxLITE Job

1



- Launch **Drake Software®.**
- Open the **GruntWorx** icon in the toolbar.
- Choose your client from the Client droplist.
- Select your Job Type options. **GruntWorxLITE** will be selected.
    - 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 and make corrections, and/or have federal form or trade data extracted and imported into Drake Tax®, choose **Edit in Review Tool.**
- Click **Add Files** to browse computer for client files.
    - The **Scan** feature can be utilized with Twain-compliant scanners.
- Enter a valid email address to receive **Job Completion** notifications.
- Check **Do not re-order pages** if the pages should not be organized into the order of a 1040.
- Click **Submit.**

Once the job processes through the GruntWorxLITE technology, you will have access to:

- **Populate:** Automated data entry! Scan and send your clients' source documents through Populate and we'll fill the client's return in Drake Tax® with federal form data.
- **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.
- **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.

❷ Access Job

- Once a job has been submitted, it shows on the Job Status tab of GruntWorx with a status of **Pending.**
- After the pages have been processed through GruntWorx, the status changes to **Edit in Review Tool.**
- Click directly on the Edit in Review Tool link to review and validate the GruntWorxLITE job.

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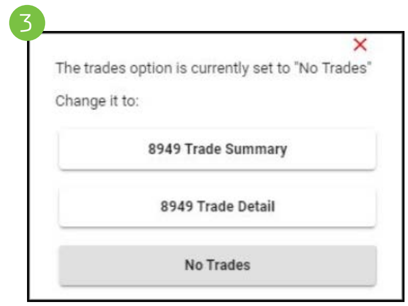
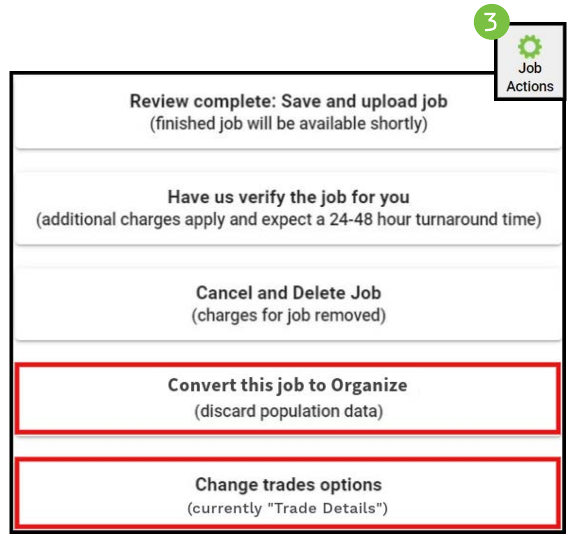
TIP: Depending on the complexity and size of the job, it could be pending for 5 to 30 minutes. Click **Refresh** or close and reopen GruntWorx to check job status.

❸ Make Product Selections in Tool



- The GruntWorxLITE job opens in your default web browser (not compatible with IE).
- When loading a job, you are presented with informational pop-ups. These can be disabled at any time.
    - The first pop-up asks if you would like to change from **No Trades** to **Trade Summary** to **Trade Details.**

TIP: The Trades choice you select at this time can be changed anytime in the tool under the **Job Actions** menu.

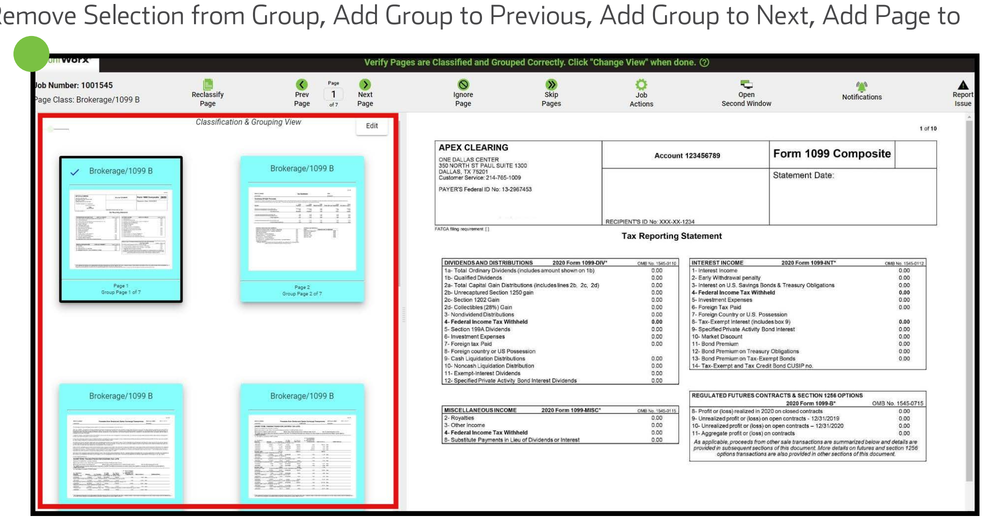


- The next pop-up gives a short explanation of what to do in the tool to complete self-validation.
- The third pop-up explains how to use **dual-screen mode.**

- If you do not want federal form data extracted for population into Drake Tax®, click **Job Actions** in the toolbar.
    - Select the fourth option **Convert this job to Organize.**
        - All extracted populate data will be discarded. This is not reversible.

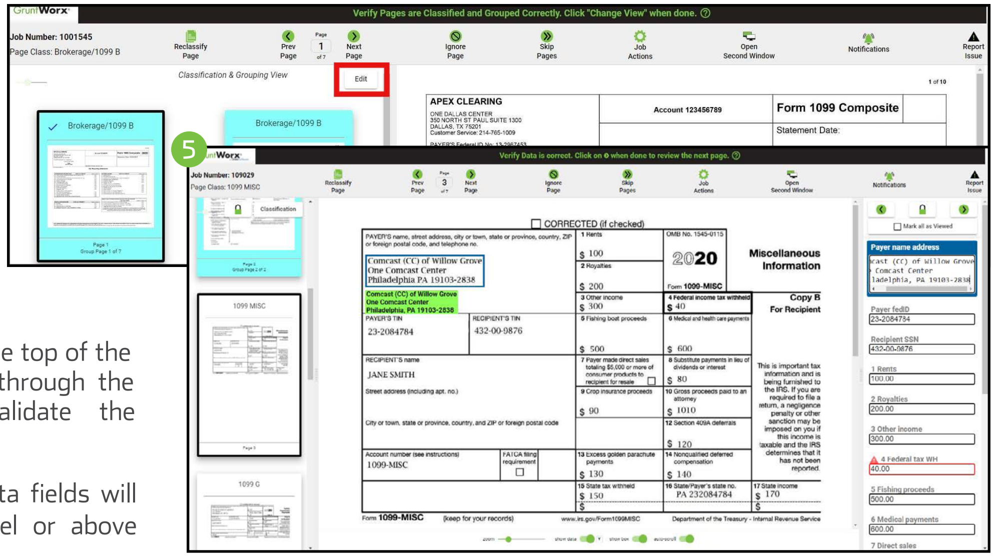
❹ Classify & Group

- After making your Trades selection, and either change to Organize Documents only or keep Populate Forms enabled, 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 you prefer 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 thumbnail image, and the page number is displayed at the bottom of each thumbnail 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 Unignore



TIP: Page Settings functions (Reclassify, Ignore, Unignore) are also available in the GruntWorxLITE Toolbar.

5 Review & Validate

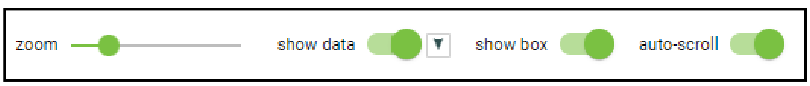


- Switch to the **Field** view to review the extracted data by clicking **Edit** in the Classification panel. Verify data using the right-hand **Data Entry Panel** if in single-screen mode, or in full view in dual-screen mode.
- Click into the first field at the top of the data entry panel and tab through 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.

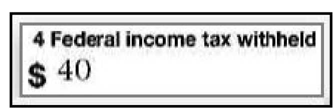
POPULATE LITE FEATURES TO USE DURING REVIEW & VALIDATION:

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.

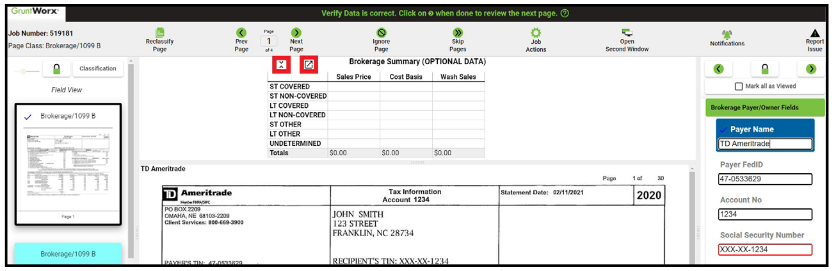
AUTO-FILL One of the handiest features within the self-validation tool is the Auto-Fill feature. This feature eliminates manual keystrokes. Using a database of all the data extracted by OCR while the pages of your job processed through GruntWorx, reviewers are able to right-click anywhere there is text 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 an Excel file. No data is extracted by GruntWorx, it is up to the user to input the data.

Brokerage Summary (OPTIONAL DATA)	Sales Price	Cost Basis	Wash Sales
ST COVERED			
ST NON-COVERED			
LT COVERED			
LT NON-COVERED			
ST OTHER			
LT OTHER			
UNDETERMINED			
Totals	$0.00	$0.00	$0.00

- 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.

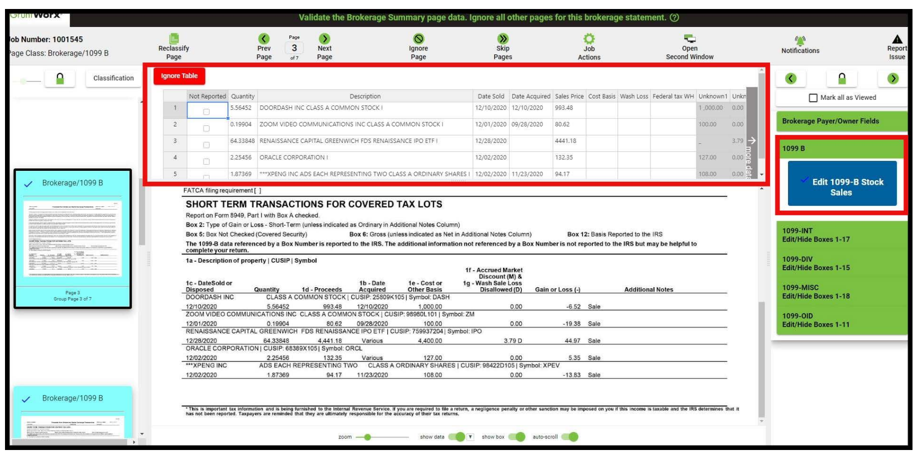


- The user may hide the table by clicking on the hide arrow, and show the table by clicking on the show arrow:
- The table displays above the form by default, but can be moved using the dock icon:

If Trade Details was selected

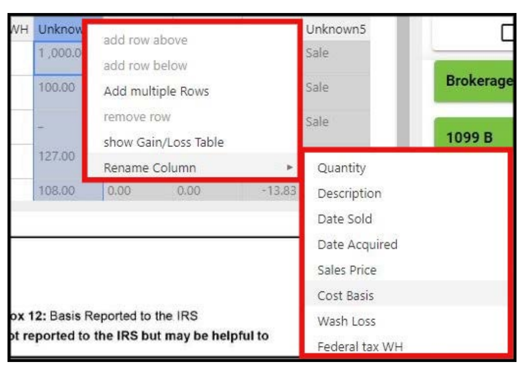
- For Trade Details, the technology extracts all trade detail data from Brokerage/1099 B pages. Trades tables are provided on each page of a brokerage or 1099-B that has trade data. Users must review all the trade data in each column. Best practice is to verify first that all columns have been properly 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.

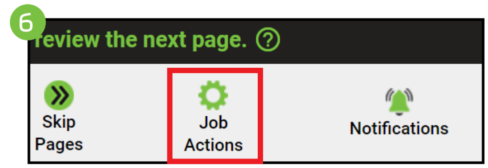
- On occasion, and especially depending on the clarity of the scanned documents, tables may need to be modified by the reviewer. Simply right click anywhere on a row to open the table menu. Here, you can add a single row above, add a single row below, add multiple rows at one time, remove a row, show the Gain/Loss table, and rename columns. The rename columns action is only available when the menu is opened from a column header.



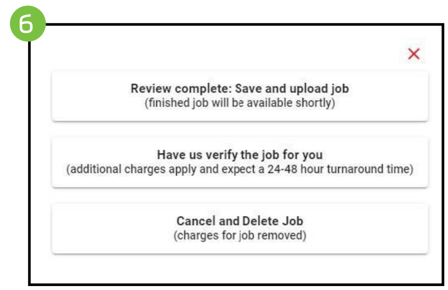
TIP: For more details on reviewing Trade Details in the GruntWorxLITE tool, refer to the **User Manual**.

6 Send Back to GruntWorx

- Once every page has been reviewed by the user, it is ready to be sent back to GruntWorx for completion.
  - o Tabbing out of the last field on the last page opens the Job Actions menu (Users can also click on Job Actions in the toolbar at any time).



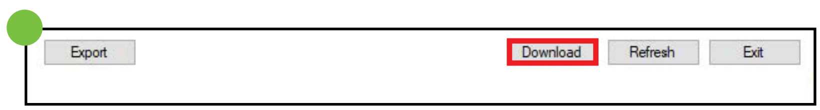
    - ✓ Review complete: Save and upload job – The job returns to GruntWorx for production of a bookmarked PDF, the Diagnostics Excel Sheet (if applicable), and the Population XML file. A Tradesheet Excel file will also be included if Trades Summary was selected and Brokerage Summary table/s were filled in by the user, or if Trades Details was selected.
    - ✓ 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 turn-around 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.



  - o Select Review Complete: Save and upload job.

7 Download Completed Files

- Users receive a notification email when the job is ready to download. Navigate to GruntWorx from Drake Tax® Software, go to the Job Status tab and locate client. Check the box to the left of the client's name and click Download in the bottom of the window.

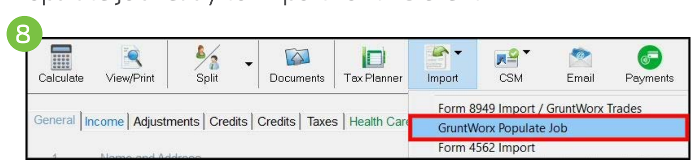


Best Practices for Downloaded Jobs

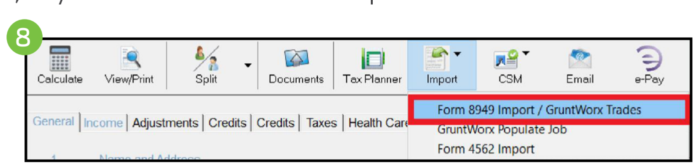
- ✓ GruntWorx recommends checking Drake Documents® after downloading the job and looking for Diagnostics prior to population. Doing so will result in a better understanding of what to expect when the import takes place.
- ✓ It is also recommended to view any Tradesheet prior to population. Tradesheets for GruntWorxLITE are created if the user selected Trade Details OR Trade Summary and manually entered data in the Brokerage Summary table while in the self-validation tool.
- ✓ Keep in mind, the XML file is not meant to be open and reviewed. It is all coding, and if altered, could negatively impact data population. There is no need to open and view this file.
- ✓ After confirming the contents of the GruntWorx completed files are what was expected, you are ready to import.

8 Import into Client's Tax Return

- Open the client's return—a prompt appears saying there is a Populate job ready to import for this client.
  - o If there is no prompt on the data-entry screen.
    - ✓ Click Import from Data Entry Screen toolbar.
    - ✓ Select GruntWorx Populate Job.
    - ✓ Click Import.



- If Trade Summary or Trade Details was included in the output, any available trade data will import at this time.
  - o If Trade data didn't populate:
    - ✓ Click Import from the Data Entry Screen.
    - ✓ Select Form 8949 Import / GruntWorx Trades.
    - ✓ Follow prompts to populate the 8949.



GruntWorx®

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

- W-2
- W-2G
- 1095-A
- 1098
- 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

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