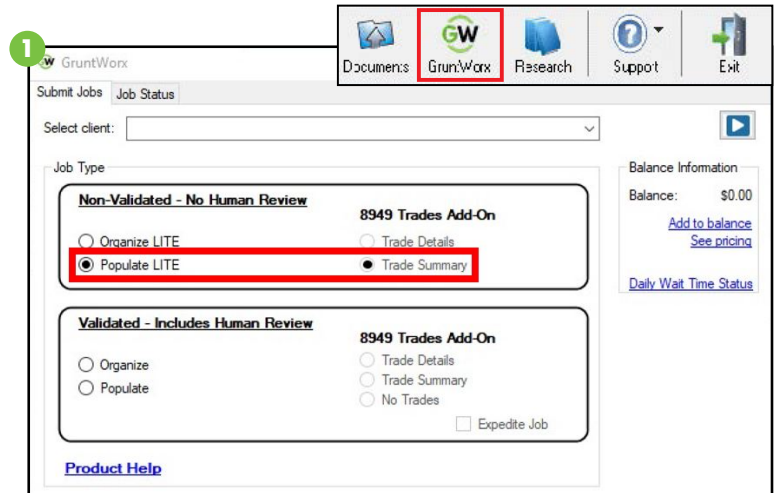


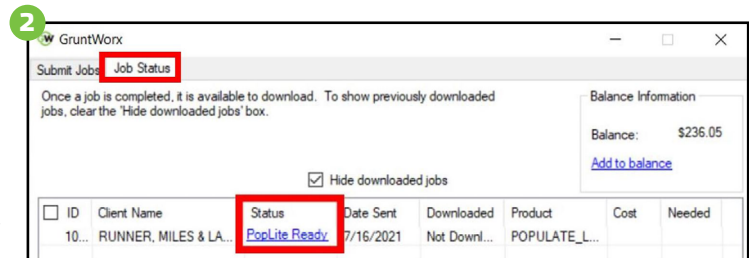
1 Submit Populate LITE Job

- Launch Drake Software.
- Select the **GruntWorx** icon in the toolbar.
- Submit Populate LITE job.
 - **NEW!** You can now select which 8949 Trades Add-On you would like to use for your Populate LITE job. Trade Summary is automatically included in all Populate LITE jobs and will be selected by default.
 - **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 Populate LITE tool before attempting to review Trade Details. Please refer to the Quick Start Guide for Using Populate LITE with Trade Details.



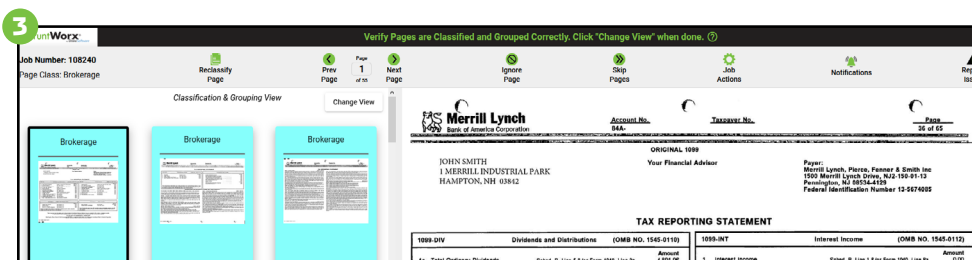
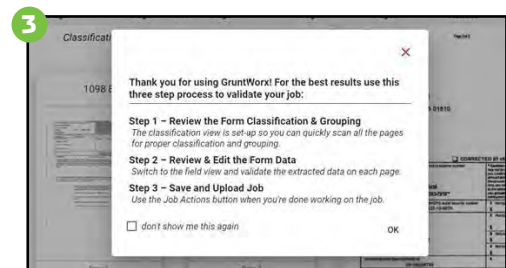
2 Access Job

- 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 **PopLite Ready**.
- Click directly on the **PopLITE Ready** link to review and validate the Populate LITE job.



3 Classify & Group

- The review tool opens in the user's default web browser.
- When loading a job, you are presented with an instructional pop-up. The user can disable this at any time.
- 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.



4 Review & Validate

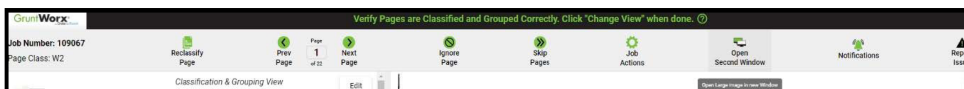
- Switch to the **Field** view to review the extracted data by clicking **Edit** in the Classification panel. Verify data using the right-hand Data Entry Panel if in single-screen mode, or in full view in dual-screen mode. Click into the first field at the top of the data entry panel and tab through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

POPULATE LITE FEATURES TO USE DURING REVIEW & VALIDATION:

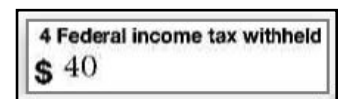
CONTROL BAR Manipulate the screen to fit visual preferences: zoom, show data (Mirror), show box (Data Finder), and auto-scroll. Auto-scroll allows the tool to center the scanned image around the active field. The Control Bar is available in Edit Field view in single-screen mode and on the second screen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

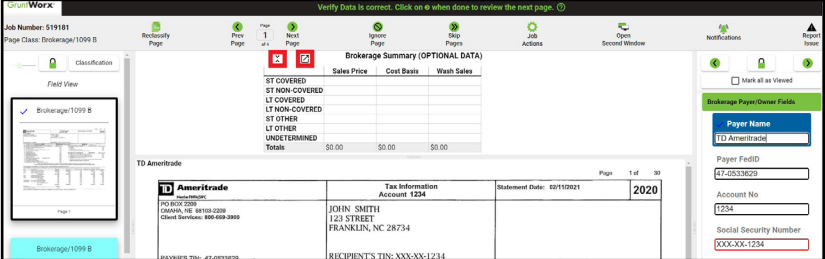
MIRROR The “mirror” feature displays the active field’s data in black text with a green highlight. This data can be displayed above or below the Data Finder, or can be turned off in the Control Bar.

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 Populate LITE with 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.**
- 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: 

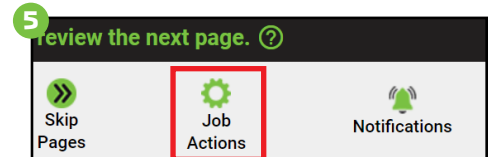
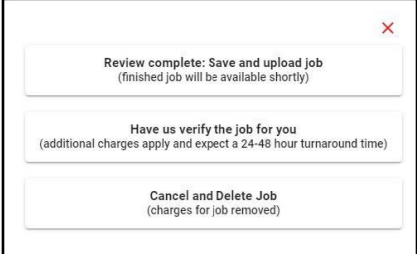
| Brokerage Summary (OPTIONAL DATA) | | | |
|-----------------------------------|-------------|------------|------------|
| | Sales Price | Cost Basis | Wash Sales |
| ST COVERED | | | |
| ST NON-COVERED | | | |
| LT COVERED | | | |
| LT NON-COVERED | | | |
| ST OTHER | | | |
| LT OTHER | | | |
| UNDETERMINED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



The screenshot shows the GruntWorx interface with the Brokerage Summary table visible above the form. The table is titled "Brokerage Summary (OPTIONAL DATA)" and has columns for Sales Price, Cost Basis, and Wash Sales. Below the table, there are form fields for Payer Name, Payer FID, Account No, and Social Security Number. The interface also includes navigation buttons like "Prev Page", "Next Page", and "Job Actions".

5 Send Back to GruntWorx

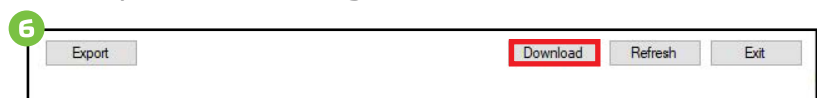
- Once every page has been reviewed by the user, it is ready to be sent back to GruntWorx for completion.
 - Tabbing out of the last field on the last page opens the **Job Actions** menu (Users can also click on **Job Actions** in the toolbar at any time).
 - ✓ **Review complete: Save and upload job** – 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 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**.

The screenshot shows a dialog box with three options: "Review complete: Save and upload job (finished job will be available shortly)", "Have us verify the job for you (additional charges apply and expect a 24-48 hour turnaround time)", and "Cancel and Delete Job (charges for job removed)".

6 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.



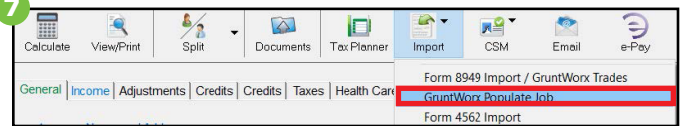
Best Practices for Downloaded Jobs

- ✓ 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 Populate LITE are created if the user selected Trades Summary and manually entered data in the Brokerage Summary table while in the self-validation tool.
- ✓ Keep in mind, the XML file is not a file that is 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.

7 Import into Client's Tax Return

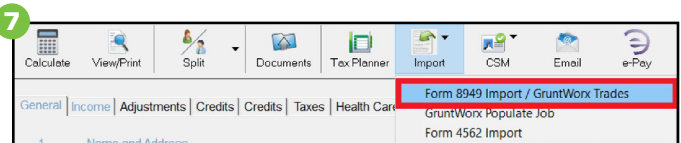
- Open the client's return—a prompt appears saying there is a Populate job ready to import for this client.

- If there is no prompt on the data-entry screen.
 - ✓ Click **Import** from **Data Entry Screen** toolbar.
 - ✓ Select **GruntWorx Populate Job**.
 - ✓ Click **Import**.



- If Trades Summary or Trades Details was selected, any available trade data will import at this time.

- If Trades data didn't populate:
 - ✓ Click **Import** from the **Data Entry Screen**.
 - ✓ Select **Form 8949 Import / GruntWorx Trades**.
 - ✓ Follow prompts to populate the 8949.



Supported Forms

GruntWorx®

Here is a list of all the supported forms for the GruntWorx Populate services.

- 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



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, call Drake Software® at **828.349.5505** or email Support@DrakeSoftware.com.