

Greenshades Mag.NET

Package User Manual

Steps From within your accounting package
Solomon IV 5.0



Mag.NET Package User Manual

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If you have any questions about steps in this documentation, please contact technical support by email at support@greenshades.com or by phone at 904-807-0160.

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Important Information for Solomon SUTA Users

The data used on the SUTA magnetic media file is captured directly off of the Unemployment Tax Worksheet reports. Greenshades is able to start capturing this information only after the successful installation of Mag.NET. If you wish to generate SUTA MagMedia for one or more deduction codes whose reports have not been run since the installation of Mag.NET, you will need to rerun these reports in the normal fashion. You may run these reports either through options in the Greenshades Mag.NET options module or else by simply using Payroll -> Unemployment Tax Worksheet.

Usage Instructions

1. After installing Mag.NET, new functionality should be available to your accounting package.
2. Log into Solomon using the database you are planning to work with.
3. After you login, you will be able to access the Mag.NET Integration Module form. (Modules→General Ledger→Greenshades MagNET Options)
4. Once you have accessed the Mag.NET module, you will be prompted to choose between two different modes: Standard and Advanced.

Standard Mode

1. Standard Mode- Standard mode is the easier of the two modes and allows users to carefully step through each option using a question and answer format. Greenshades recommends using the standard mode until you are familiar with the product. It is very important to read and follow the directions while in standard mode in order to create a successful magnetic media file.

Advanced Mode

In advanced mode, you will be presented with a screen that allows you to select and provide data for whatever options you desire. This mode will not have detailed instructions for you to follow, but it will allow you to quickly navigate to exactly the information you need to verify and enter.

1. After you select advanced mode, you will be able select the server that you will be working with.
2. When the advanced screen is launched, you will be able to select the company database via the first dropdown menu.
3. Check the check box that corresponds to appropriate spec you wish to run in order to unlock the features to that specification.

Once you have selected the appropriate spec and have gone through each of its features you will need to click the “Process” button. This will launch the MagMedia Wizard.