

## T4 version 1.1 Wizard Readme

This readme document applies to Microsoft Dynamics AX Payroll 4.0 users who wish to install the T4 Wizard. This wizard is used for filing statutory deduction reports in Canada.

In the US and Canada, Microsoft Dynamics AX Payroll collects data for quarterly and annual statutory reports (940, 941, SUTA and W-2 in the US, and T4 in Canada). Payroll submits that data to an external statutory reporting service provided by a company called Greenshades. The Greenshades service compiles the reports and provides various submission methods appropriate for each jurisdiction.

### Installing the T4 Wizard

Before installing the T4 wizard, you must complete these steps:

1. Navigate to the Greenshades download site for Microsoft Dynamics AX (<http://www.greenshades.com/support/gscenterax.aspx>).
2. Click the link **Download the T4 Wizard v1.1 for Dynamics AX 4.0 Payroll**.
3. Open or save the **T4WizardV1.1ForDynamicsAX4.0Payroll.zip** file.

Next, on each Microsoft Dynamics AX client machine that needs to be able to run the T4 Wizard, follow these instructions to install the T4 Wizard:

1. Before installing the wizard, make sure that .Net 2.0 is installed.
2. Locate the **T4 Wizard v1.1** files in the **T4WizardV1.1ForDynamicsAX4.0Payroll.zip** file.
3. Copy **T4 Wizard v1.1** files to this location on the required client machines: **C:\Program Files\Microsoft Dynamics AX\40\Client\Bin\eFile\Canada**.