

The Greenshades Center

941 E-File Creation Guide



GREENSHADES
— *Let Us Handle That* —

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General Overview

About the Greenshades Center

The Greenshades Center serves as a single point of access to all of Greenshades' tax filing products. By assembling our E-Filing, Forms, and Archive capabilities into a single application we can provide easier access for our clients and better communication between our services.

Requirements for the Greenshades Center

The Greenshades Center has some basic requirements that must be met in order to function properly. First, the Greenshades Center requires an active internet connection. We require this so that we can ensure that the files we create comply with the very latest government regulations. Greenshades does not offer an "Offline Mode" or any way to operate without an active internet connection. The Greenshades Center can be configured to authenticate with a corporate proxy server, but the responsibility is on the client to ensure that adequate internet access is provided to the Greenshades Center.

Secondly, the Greenshades Center requires an update to Microsoft Windows called the 'Microsoft .NET Framework'. Specifically, the center requires version 2.0 of this software to be installed.

While a user will not need to be a computer administrator or logged into their accounting package as system administrator, they will need to have permission to write to the file system and the registry and may need to have an authorized user provide a database password when performing some updates.

Starting the Greenshades Center

To run the Greenshades Center from Dynamics GP:

The Greenshades Center can be accessed in Dynamics GP version 8.0 and newer by navigating from the top bar menu through: Tools > Routines > Payroll > Greenshades Center. In version 7.5 or older, the Greenshades Center can be started by navigating to either: Routines > Greenshades, or: Routines > Payroll > File and Pay Center.

To run the Greenshades Center from Dynamics SL:

The Greenshades Center can be accessed in Dynamics SL by navigating through: Modules > Payroll > Greenshades Center. With newer versions of SL, you will open Greenshades using the desktop icon placed on your desktop after installation.

To run the Greenshades Center from Thinkware Darwin:

The Greenshades Center can be accessed in Thinkware Darwin by navigating from the top bar menu by selecting: Routines > Greenshades Center.

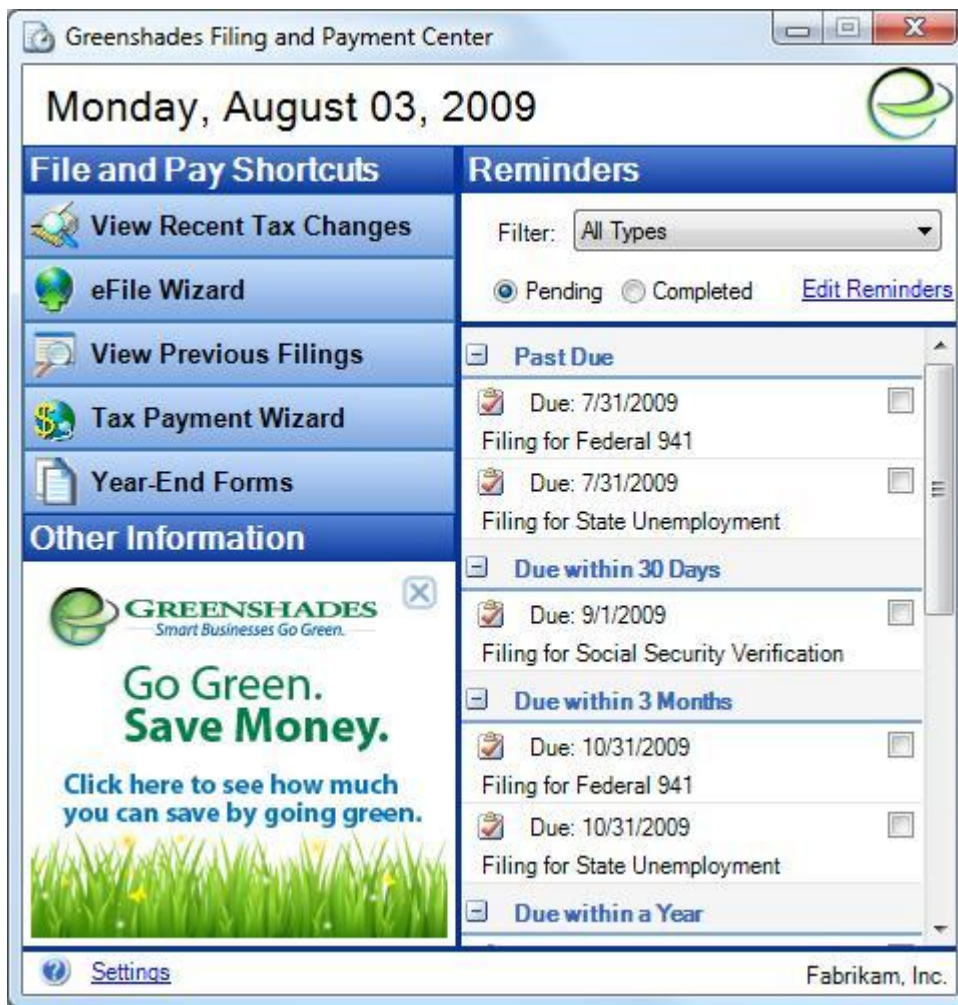
Filing your 941's


Preparation: E-File Wizard.

Once you have the Greenshades Center open, you will notice several options listed. Specifically, to create and electronically submit an E-file, you will select the E-file Wizard.

Step 1 – Starting the E-File Wizard

When you are ready to create an electronic file to be submitted to the IRS, click the E-File Wizard.



At any time you can access in-product help by clicking the  icon in the bottom left corner of the wizard.

Step 2 – Company Name and Period Selection

As 941's need to be filed quarterly, you will want to select the radio button next to 'Quarterly Filing'.

E-File Wizard

E-Filing Wizard

Select the type of filing you would like to create from the list below.

This wizard will assist you in building various electronic files, both tax and otherwise. Once the file has been built, you can use the Generate E-File Wizard to take the information and generate the electronic file. To begin, please select a filing type from the options below.

Annual Filing

Quarterly Filing

Other Filing

Enter the Company Name as it should appear on your e-file

Fabrikam, Inc.

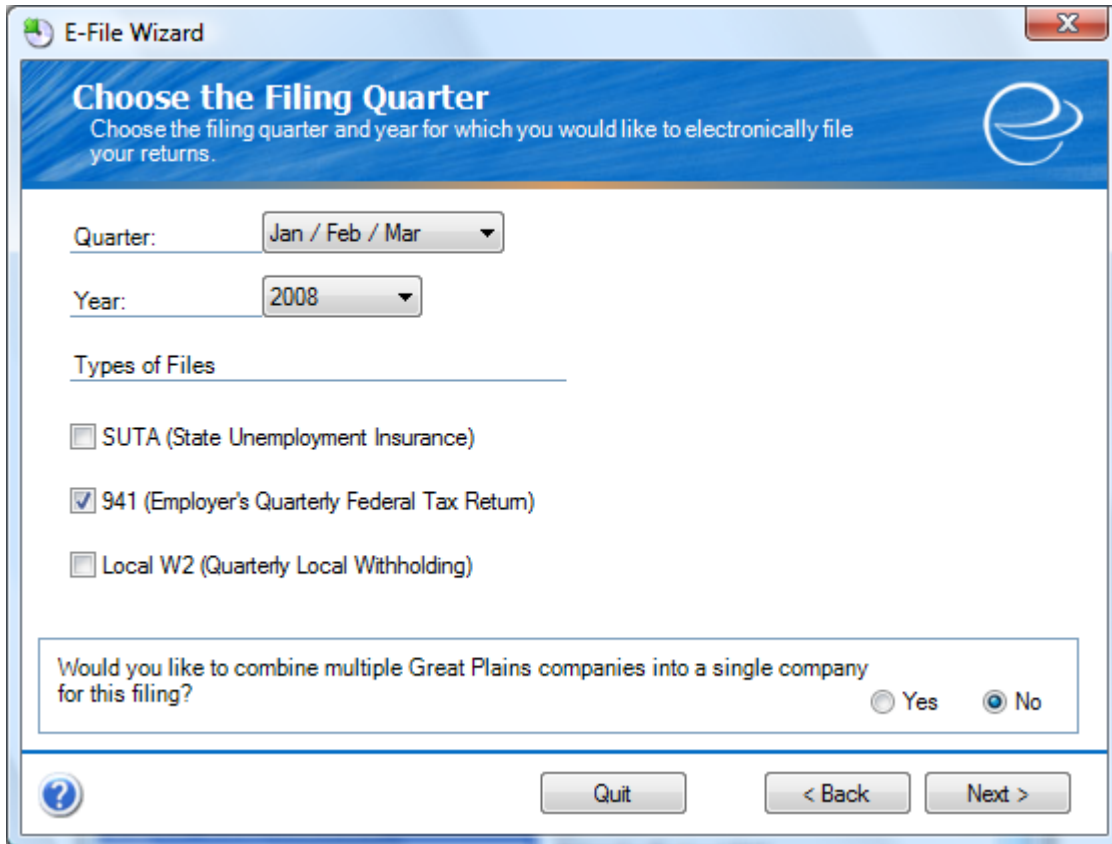
? Quit < Back Next >

You will also notice that there is a 'Company Name' field. This defaults to the company name retrieved from your accounting package but you can modify it to match the company name you wish to appear in your 941 E-File. The company name in your 941 E-File should match the name your company used to register with the IRS for your EIN.

Once you are satisfied with your selections, click 'Next'.

Step 3 – Choosing your file type and reporting period

Select the tax year that you wish to create your report for. This is the year that payments were made, not the year you are currently reporting in.



The screenshot shows a window titled "E-File Wizard" with a close button in the top right corner. The main heading is "Choose the Filing Quarter" with a sub-heading "Choose the filing quarter and year for which you would like to electronically file your returns." and a logo on the right. Below the heading, there are two dropdown menus: "Quarter:" with "Jan / Feb / Mar" selected, and "Year:" with "2008" selected. Under the heading "Types of Files", there are three checkboxes: "SUTA (State Unemployment Insurance)" which is unchecked, "941 (Employer's Quarterly Federal Tax Return)" which is checked, and "Local W2 (Quarterly Local Withholding)" which is unchecked. At the bottom of the form area, there is a question: "Would you like to combine multiple Great Plains companies into a single company for this filing?" with radio buttons for "Yes" and "No", where "No" is selected. At the bottom of the window, there is a help icon (question mark) on the left and three buttons: "Quit", "< Back", and "Next >".

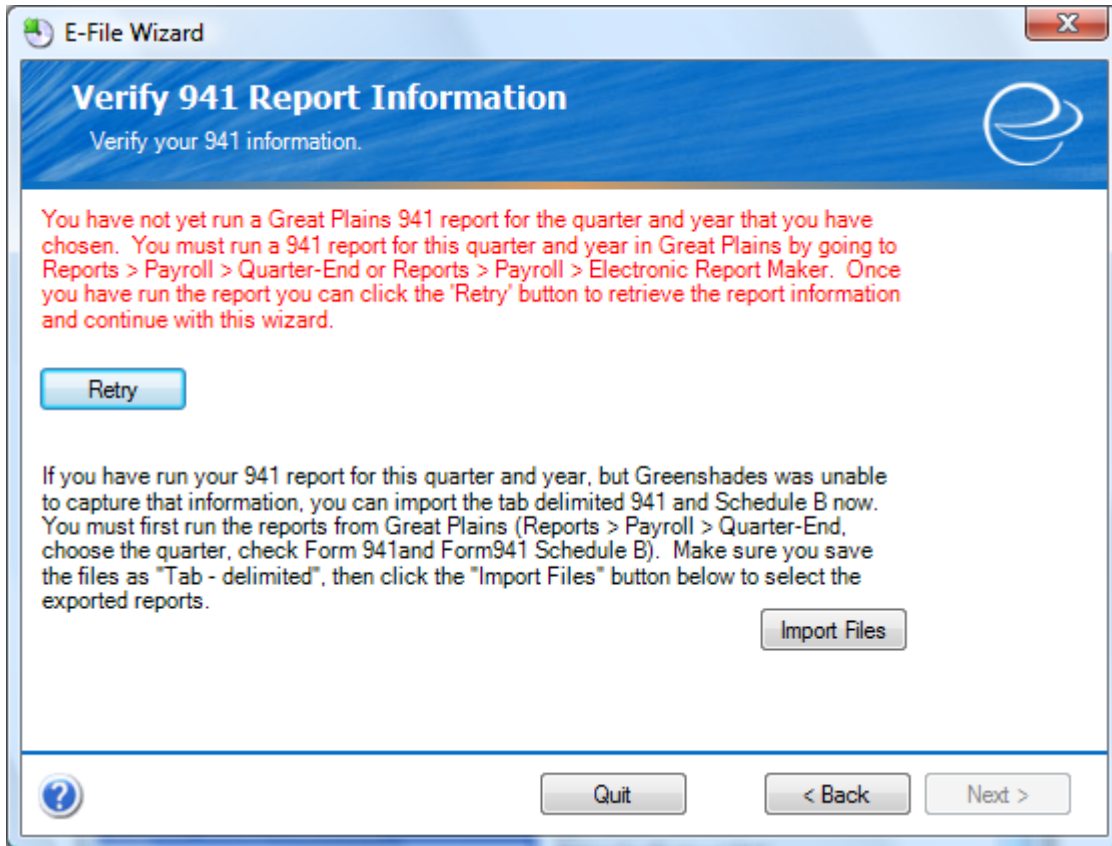
Now select the types of files you wish to build. While you may select options other than 941, this guide only deals with the 941 E-File creation process.

The third option is for combining multiple companies into a single file. This is an additional option for the Greenshades Center and must be purchased for it to be activated. If you have not purchased the combined companies option, this question will be grayed out.

Once you are satisfied with your selections, click 'Next'.

Step 4a – Verify 941 Report Information (No 941 Data Found)

If the 941 report has not yet been run within your accounting software, you will see the message displayed below. At this point you should run the 941 report in your accounting software, as the on screen instructions suggest.



If you have re-run your 941 report while leaving the Greenshades Center open, click 'Retry' and your totals should then be displayed. If the Greenshades Center still does not reflect those totals, you still have the option of importing your 941 information. To do this, you will run your 941 report, ensuring that you select both the 941 and 941 Schedule B, and save the file as Tab-delimited. Select the 'Import Files' button (shown on the screen above), locate the file you just saved, and click OK.

Step 4b – Verify 941 Report Information

If the 941 report has been run from your accounting software, the Greenshades Center will display the 941 totals, as shown on the screen below. If those totals are not correct, try re-running the 941 report, then quit and restart the E-file Wizard, as this will ensure the Greenshades Center reflects the most recent totals.

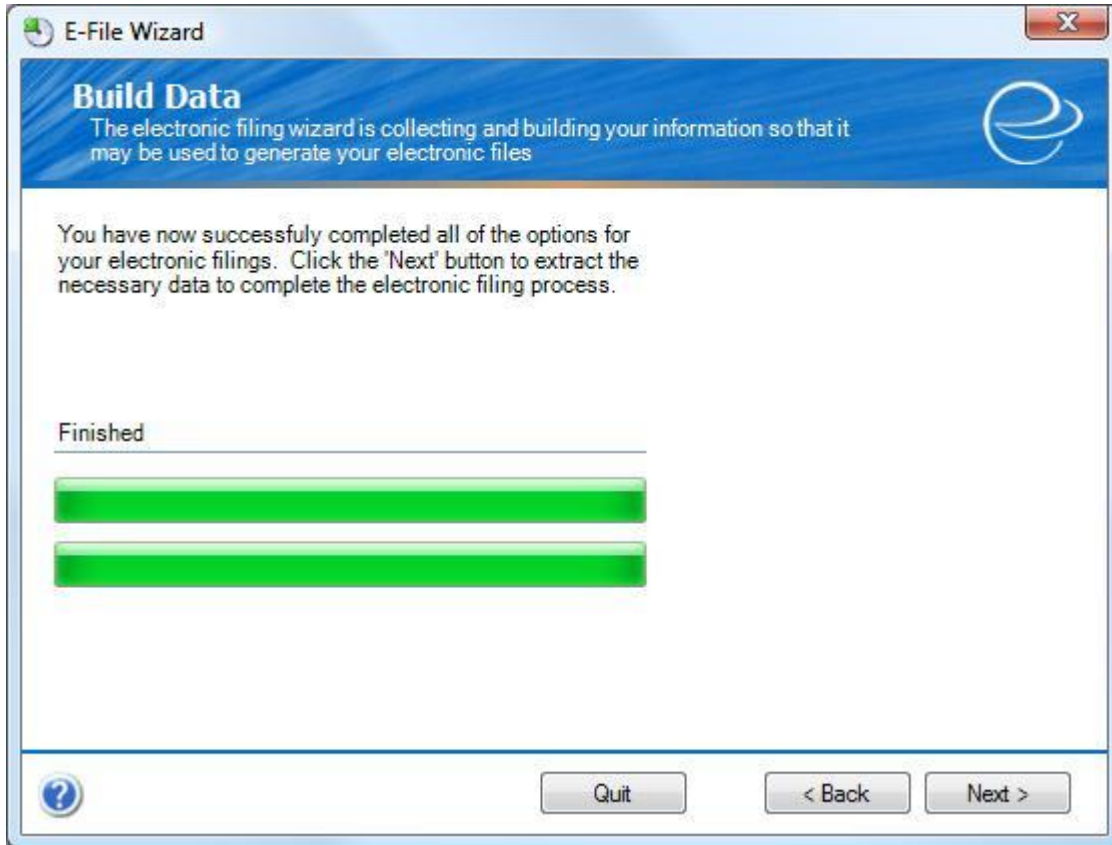
Please verify your 941 totals found below. If these are incorrect, please re-run the Great Plains 941 report for the specified quarter and year (Reports > Payroll > Quarter-End or Reports > Payroll > Electronic Report Maker).

Total Wages, Tips, and Other	\$114,448.19
Total Tax Withheld	\$14,953.12

Once you are satisfied with the totals, click 'Next'.

Step 5 – Build Data

The Build Data extracts your 941 data from your accounting package with the settings you selected in the E-File wizard. When you are ready to export your data, click 'Next' to begin the export process. This process may take a few minutes.



Please note this does not electronically file your data.

Step 6 – Select Files to Build

The ‘Select Files to Build’ screen lets you choose which files you would like create and E-File at this time. Simply place a check in the box shown under ‘Build?’ next to the file you would like to create.

Electronic File	Status	Submission Method	Build?
US - 94x (941)	▶ Awaiting Creation	Internet	<input checked="" type="checkbox"/>

At the bottom of the screen there is an option that will allow you to edit your data during the build process. While this functionality is available to you, it is recommended that 941 edits be made in Dynamics.

Once you are satisfied with your selections, click ‘Next’.

Step 7a – Using the Advanced Editor to Edit Your 941, Page 1

The screen shown below is the 1st page of the 941 Advanced Editor, as mentioned in step 6. You will notice that the layout mirrors that of an actual 941 form. The fields shown will be populated with your 941 data, which was loaded from the 941 report you ran from Dynamics. As you can see a red “X” may appear which indicates that adjustments will need to be made. Each of the fields in white can be edited, and the fields in gray will be auto-sum accordingly, allowing for any final adjustments before E-filing. However, as stated previously, while this functionality is available to you, it is recommended that 941 edits be made in Dynamics, as editing these fields will not update your Dynamics data.

941 for 2009: Employer's QUARTERLY Federal Tax Return

Form 950109
Rev. January 2009 Department of the Treasury - Internal Revenue Service OMB No. 1545-0029

(EIN) Employer identification number 55-5555555

Name (not your trade name) FABRIKAM, INC.

Trade name (if any)

Address 4277 WEST OAK PARKWAY
Number Street City State ZIP code
CHICAGO IL 60601-4277

Report for this Quarter of 2009 (Check one)
 1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec 12 (Quarter 4)	1	28
2	Wages, tips, and other compensation	2	114448.19
3	Income tax withheld from wages, tips, and other compensation	3	14953.12
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	
5	Taxable social security and Medicare wages and tips:		
	Column 1	Column 2	
5a	Taxable social security wages	117402.98 = .124 =	14557.97
5b	Taxable social security tips	0.00 = .124 =	0.00
5c	Taxable Medicare wages & tips	117402.98 = .029 =	3404.89
5d	Total social security and Medicare taxes (Column 2, lines 5a + 5b + 5c = line 5d)	5d	17962.86
6	Total taxes before adjustments (lines 3 + 5d = line 6)	6	32915.78
7	CURRENT QUARTER ADJUSTMENTS. See the instructions. For example, a fraction of cents adjustment.		
7a	Current quarter's fractions of cents		0.00
7b	Current quarter's sick pay		0.00
7c	Current quarter's adjustments for tips and group-term life insurance		0.00
7d	TOTAL ADJUSTMENTS. Combine all amounts on lines 7a through 7c	7d	0.00
8	Total taxes after adjustments. Combine lines 6 and 7d	8	32915.78
9	Advance earned income credit (EIC) payments made to employees	9	0.00
10	Total taxes after adjustment for advance EIC (line 8 - line 9 = line 10)	10	32915.78
11	Total deposits for this quarter including overpayment applied from prior quarter and overpayment applied from Form 941-X or Form 944-X		32915.78
12a	COBRA premium assistance payments (see instructions)		0.00
12b	Number of individuals provided COBRA premium assistance reported on line 12a		0
13	Add lines 11 and 12a	13	32915.78
14	Balance due. If line 10 is more than line 13, write the difference here. For information on how to pay, see the instructions.	14	0.02
15	Overpayment. If line 13 is more than line 10, write the difference here	15	0.00

You MUST complete both pages of Form 941 and SIGN it.

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 170012 Form 941 (Rev. 1-2009)

Step 7b – 941 Advanced Editor, Page 2

Page 2 of the 941 Advanced Editor. As with page 1, all fields can be edited, allowing for any last minute changes before filing to the IRS. Depending on if you are a monthly or a semiweekly depositor make sure it is checked correctly on page 2.

Editor | 69 % | 2 / 3

Fabrikam, Inc. (55-5555555)

- (1) Page 1
- (1) Page 2
- Page 3

Name (not your trade name) Employer identification number (EIN)
EDIT COMPANY NAME ON PAGE 1

Part 2: Tell us about your deposit schedule and tax liability for this quarter.
If you are unsure about whether you are a monthly scheduled depositor or a semiweekly scheduled depositor see Pub. 15 (Circular E), section 11.

16 M L Write the state abbreviation for the state where you made your deposits OR write "MU" if you made your deposits in multiple states.

17 Check one: Line 10 is less than \$2,500. Go to Part 3.
 You were a monthly scheduled depositor for the entire quarter. Enter your tax liability for each month. Then go to Part 3.

Tax liability: Month 1
Month 2
Month 3

Total liability for quarter Total must equal line 10.

You were a semiweekly scheduled depositor for any part of this quarter. Complete Schedule B (Form 941): Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

18 If your business has closed or you stopped paying wages Check here, and enter the final date you paid wages

19 If you are a seasonal employer and you do not have to file a return for every quarter of the year Check here.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

Yes. Designee's name and phone number
Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS
 No.

Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

X Sign your name here Print your name here
Date Print your title here
Best daytime phone

Paid preparer's use only Check if you are self-employed

Preparer's name Preparer's SSN/PTIN
Preparer's signature Date
Firm's name (or yours if self-employed) EIN
Address Phone State ZIP code

Page 2 Form 941 (Rev. 1-2009)

Step 7c – 941 Advanced Editor, Page 3

Page 3 of the 941 Advanced Editor refers to the Schedule B form. If you are not presented with the Schedule B editor, please ensure that when running your quarter-end payroll report from Dynamics you are selecting the Form 941 Schedule B option in addition to Form 941. If you have not done so, close and quit the Greenshades Center, re-run the quarter-end payroll report from Dynamics and once completed, return to the Greenshades Center and restart the 941 E-file creation, beginning with the E-file Wizard. Once all your data is correct you will appear all green check marks you can print, save a copy of your data, or click the windows red “X” box to save and continue.

Schedule B (Form 941):
Report of Tax Liability for Semiregular Schedule Depositors
 (Rev. February 2009) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

Employer identification number: 55-5555555
 Name (not your trade name): EDIT COMPANY NAME ON PAGE 1
 Calendar year: 2007 (Also check quarter)

Report for this Quarter (Check one):
 1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December

Use this schedule to show your TAX LIABILITY for the quarter; DO NOT use it to show your deposits. When you file this form with Form 941 (or Form 941-SB), DO NOT change your tax liability by adjustments reported on any Forms 941-X. You must fill out this form and attach it to Form 941 (or Form 941-SB) if you are a semiregular schedule depositor or became one because your accumulated tax liability on any day was \$100,000 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 (Circular E), Employer's Tax Guide, for details.

Month 1								Tax liability for Month 1
1	20016.21	9	0.00	17	0.00	25	0.00	20016.21
2	0.00	10	0.00	18	0.00	26	0.00	
3	0.00	11	0.00	19	0.00	27	0.00	
4	0.00	12	0.00	20	0.00	28	0.00	
5	0.00	13	0.00	21	0.00	29	0.00	
6	0.00	14	0.00	22	0.00	30	0.00	
7	0.00	15	0.00	23	0.00	31	0.00	
8	0.00	16	0.00	24	0.00			

Month 2								Tax liability for Month 2
1	6308.39	9	0.00	17	0.00	25	0.00	6308.39
2	0.00	10	0.00	18	0.00	26	0.00	
3	0.00	11	0.00	19	0.00	27	0.00	
4	0.00	12	0.00	20	0.00	28	0.00	
5	0.00	13	0.00	21	0.00	29	0.00	
6	0.00	14	0.00	22	0.00	30	0.00	
7	0.00	15	0.00	23	0.00	31	0.00	
8	0.00	16	0.00	24	0.00			

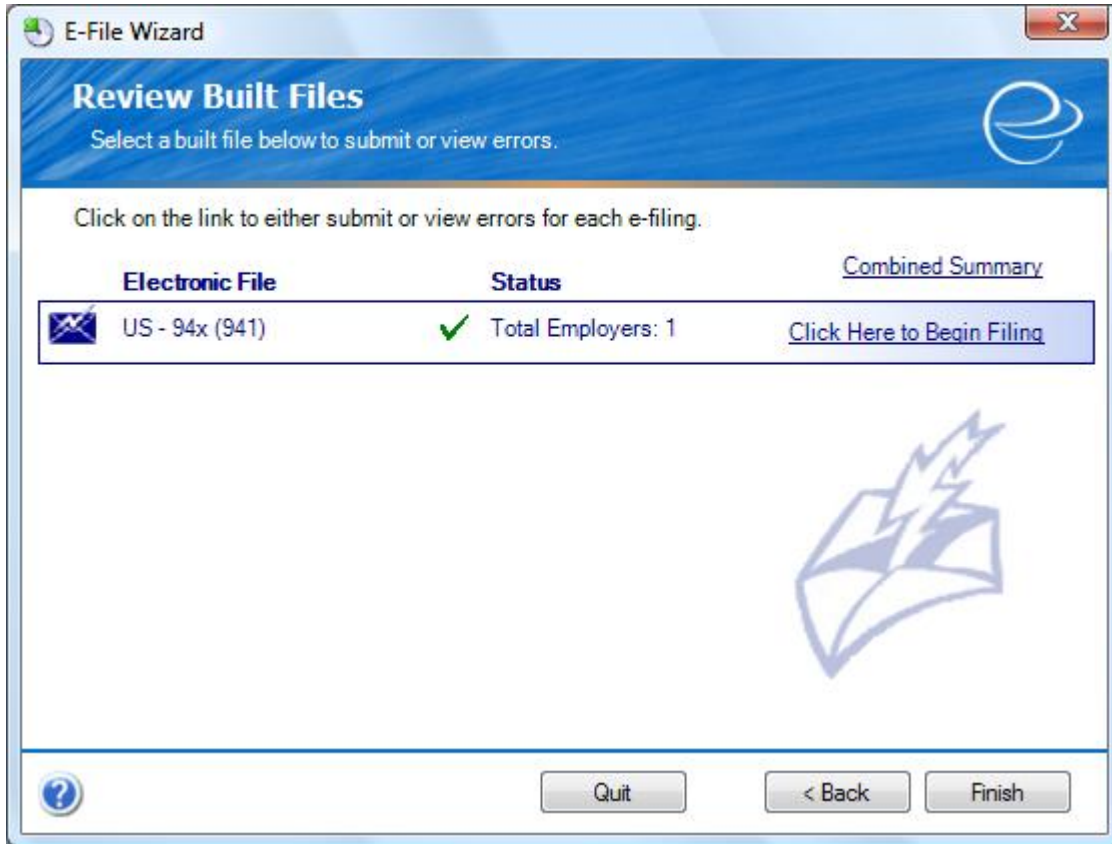
Month 3								Tax liability for Month 3
1	6591.16	9	0.00	17	0.00	25	0.00	6591.16
2	0.00	10	0.00	18	0.00	26	0.00	
3	0.00	11	0.00	19	0.00	27	0.00	
4	0.00	12	0.00	20	0.00	28	0.00	
5	0.00	13	0.00	21	0.00	29	0.00	
6	0.00	14	0.00	22	0.00	30	0.00	
7	0.00	15	0.00	23	0.00	31	0.00	
8	0.00	16	0.00	24	0.00			

Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3) = Total tax liability for the quarter = **32915.76**
 Total must equal line 10 on Form 941 (or line 8 on Form 941-SB).

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 11967Q Schedule B (Form 941) Rev. 2-2009

Step 8 – Review Built Files

Your final totals have been calculated and your E-File has been created but not submitted. If your file has successfully been created and your Total Vendors count matches what you expect, you may continue to Step 13 by clicking the link titled “Click Here to Begin Filing”.



If your file failed to build you will receive see a link with the option of either “Click Here to Provide Information” or “Click Here to View Errors.” Please enter in the required information or make any necessary corrections within Dynamics and rebuild your file.

Step 9 – View Totals

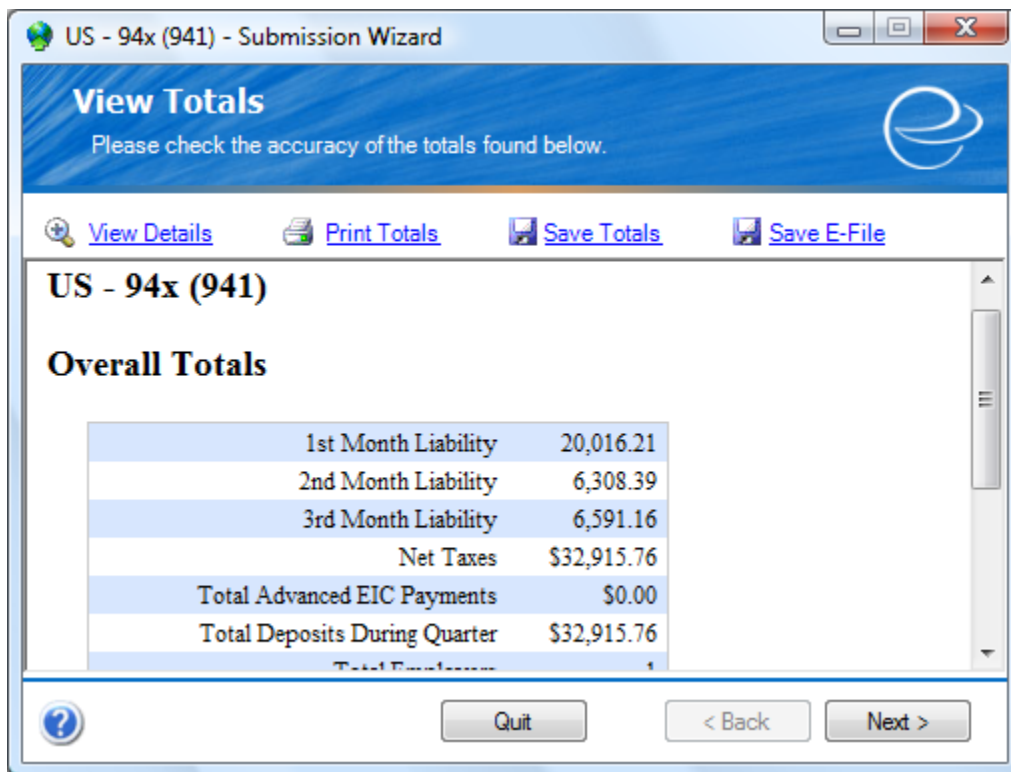
View Totals is an assessment screen providing you with detailed totals for final review before submission. You will notice 4 separate options displayed above the listed totals. The details for each are listed below:

[View Details](#). With View Details, you can export your 941 data to an Excel file for an even more detailed review. This is to be read or printed only, and not to be E-filed.

[Print Totals](#). Print Totals prints the total screen you are currently viewing.

[Save Totals](#). Save Totals will save the total screen you are viewing in an HTML format that can be viewed at a later date in Internet Explorer.

[Save E-File](#). Save E-File allows you to save a copy of the exact electronic file that is going to be submitted to the IRS.



US - 94x (941)

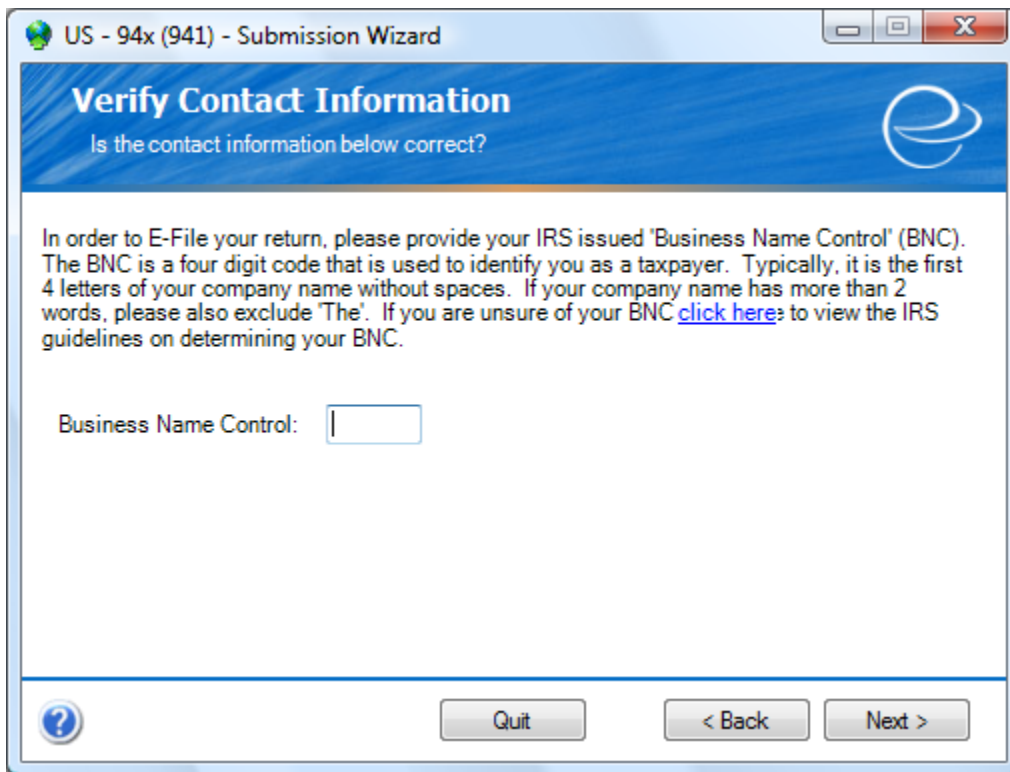
Overall Totals

1st Month Liability	20,016.21
2nd Month Liability	6,308.39
3rd Month Liability	6,591.16
Net Taxes	\$32,915.76
Total Advanced EIC Payments	\$0.00
Total Deposits During Quarter	\$32,915.76
Total Employment	1

Once you are satisfied your totals are correct, click 'Next'.

Step 10 – Business Name Control

When e-filing, the Employer Identification Number (EIN) and Business Name Control must match the data in the IRS e-file database. Your BNC is usually the 1st four letters of your business name. For example, Greenshades Business Name Control would be GREE. On this screen, you can access the IRS’s guidelines on determining your BNC by clicking the ‘click here’ link. If you have unsure, or have any questions concerning the BNC, please contact the IRS at 1 (800) 829-4933.

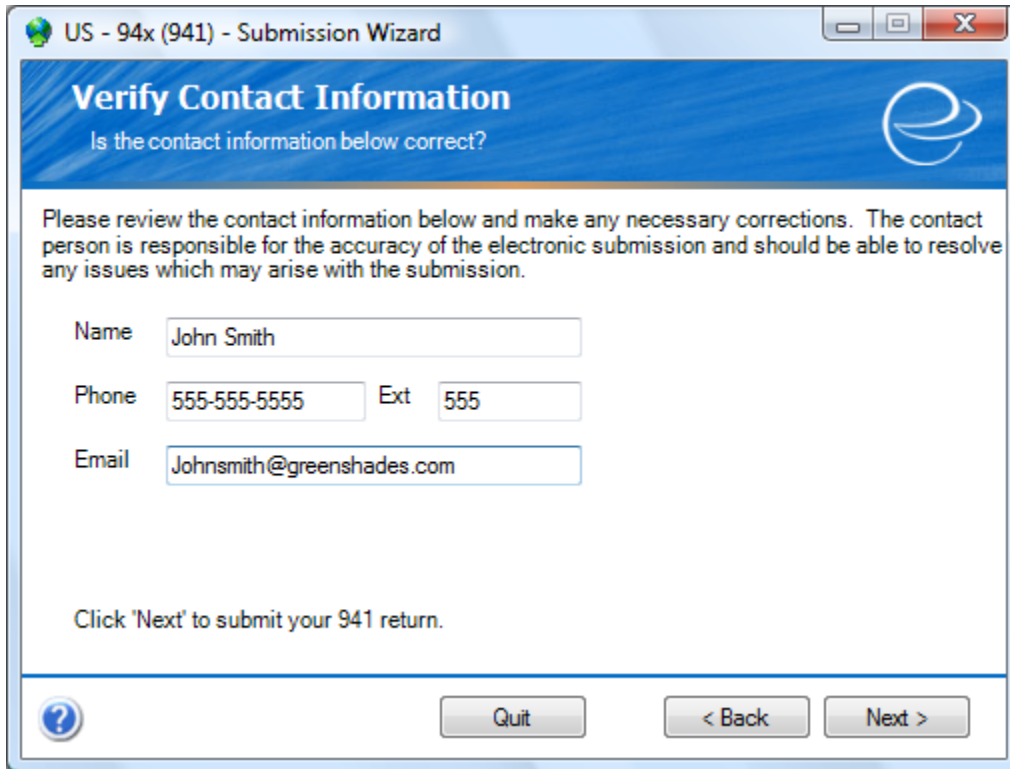


The screenshot shows a window titled "US - 94x (941) - Submission Wizard". The main heading is "Verify Contact Information" with the question "Is the contact information below correct?". Below this, there is a paragraph explaining the Business Name Control (BNC): "In order to E-File your return, please provide your IRS issued 'Business Name Control' (BNC). The BNC is a four digit code that is used to identify you as a taxpayer. Typically, it is the first 4 letters of your company name without spaces. If your company name has more than 2 words, please also exclude 'The'. If you are unsure of your BNC [click here](#) to view the IRS guidelines on determining your BNC." Below the text is a label "Business Name Control:" followed by an empty text input field. At the bottom of the window, there are three buttons: "Quit", "< Back", and "Next >". A help icon (question mark in a circle) is located in the bottom left corner.

Once you are satisfied with your selections, click ‘Next’

Step 11 – Verify Contact Info

The listed fields will need to be completed with the contact information of the person best suited to answer questions concerning the data within the 941 E-file. Please ensure the accuracy of the contact information entered.

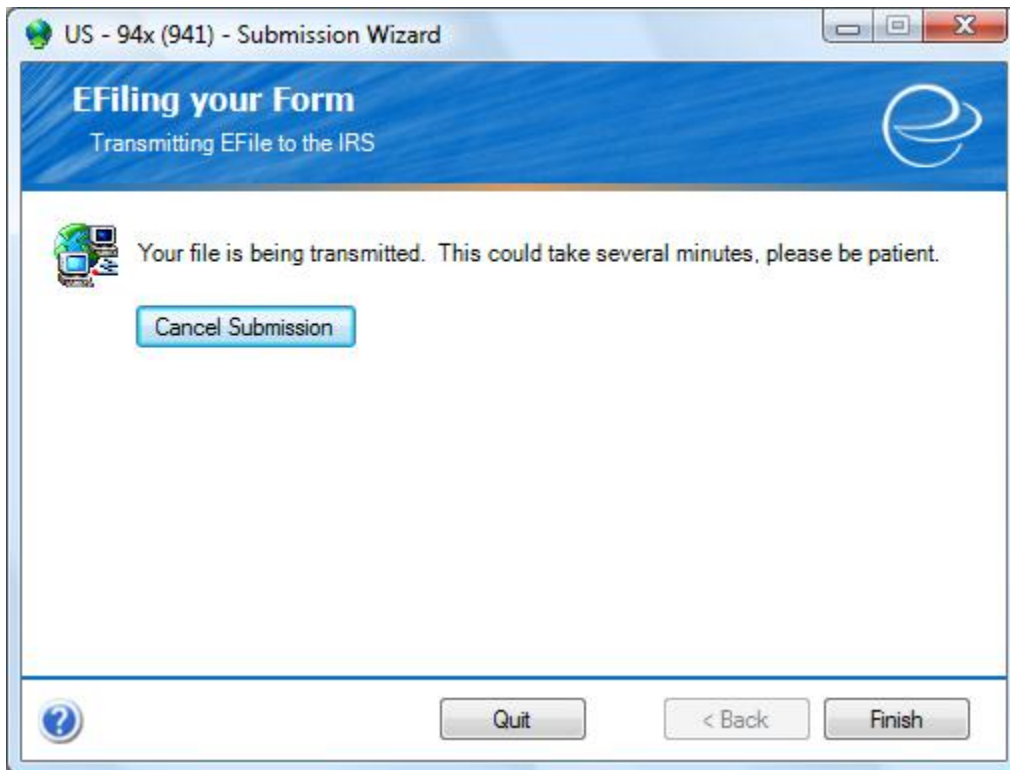


The screenshot shows a software window titled "US - 94x (941) - Submission Wizard". The main heading is "Verify Contact Information" with the subtext "Is the contact information below correct?". A paragraph of instructions reads: "Please review the contact information below and make any necessary corrections. The contact person is responsible for the accuracy of the electronic submission and should be able to resolve any issues which may arise with the submission." Below this, there are three input fields: "Name" with the value "John Smith", "Phone" with "555-555-5555" and "Ext" with "555", and "Email" with "Johnsmith@greenshades.com". At the bottom, there is a question mark icon, a "Quit" button, and two navigation buttons: "< Back" and "Next >".

At this point, clicking 'Next' will submit your 941 E-file to the IRS. If you are ready to submit your 941 E-file, click 'Next'.

Step 12 – E-Filing Your File

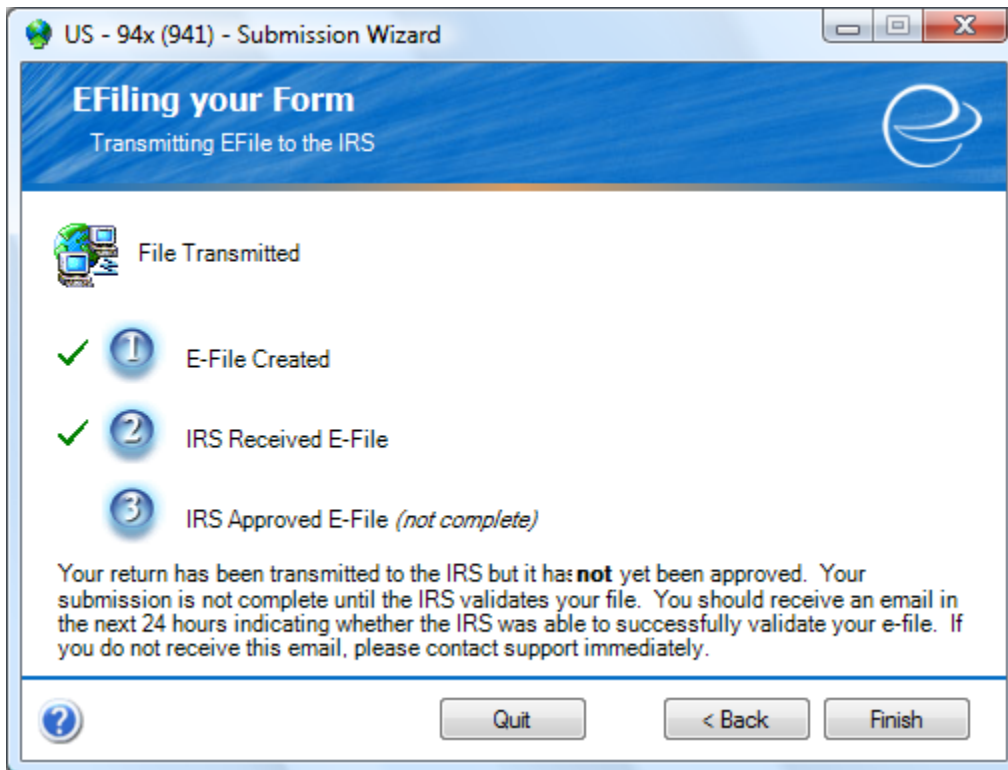
You have almost completed the E-File process. At this point, your file is being transferred to the IRS and could take several minutes.



Do not click 'Finish' until you see the confirmation screen, stating that your E-file has been transmitted.

Step 13 – Submission Confirmation

Congratulations! You have successfully created and E-Filed your 941 data to the IRS. The final step in this process will be when the IRS approves of your file.



Click 'Finish', and that completes the 941 E-file creation and submission.

Frequently Asked Questions

Here we have provided some of our most commonly asked questions. Many of these are problems that people have encountered while running the Greenshades Center and possible workarounds to those problems.

How can I get live support?

Simply call us at (888) 255-3815 ext. 700 or by email us at support@greenshades.com.

How can I review my 941 totals after I've submitted them?

Any time you create a report or produce forms in the Greenshades Center, the final report is stored so that it can be accessed later. By clicking on the 'View Previous Filings' button, you will be presented with a list of media you have previous produced in the Center. Simply double click any report you would like to view and you will be presented with the Totals, Transmittal Information and File that was created originally.

How can I verify my file has been successfully filed to the IRS?

If you used the automatic website submission method, you will receive a confirmation email from Greenshades Software. This email contains your E-File ID which you can use to track your submission status.

If you used the manual website submission method Greenshades is unable to track your submission. When you submit your file to the IRS FIRE site you will receive a confirmation number from their website.

Can I submit my 941 file on diskette?

No, the IRS is no longer accepting E-Files submitted on diskette. If you submit the file Greenshades Center creates for you on diskette or CD your file will be rejected by the IRS.

Client feedback:

Was this guide helpful to you? We would love to hear your feedback. Make our day and let us know! Please send all feedback to support@greenshades.com.