

Greenshades Garnishments User Guide



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1. General Overview

1.1. About this Guide

The following guide is offered to assist users in understanding setup and use of the Greenshades Garnishment product. It will review and provide information on functions such as setting up a Garnishment to applying the deductions to your payroll.

The guide is not intended to replace our unlimited Technical Support or Customer Service which can be reached at 888-255-3815 x 1 or support@greenshades.com.

For instructions on how to install the Greenshades Garnishments and the requirements to use the product please refer to our installation guide located at <http://www.greenshades.com/pub/downloads/documentation/GarnishmentsInstallation.pdf>.

1.2. How Greenshades Garnishments Works

Greenshades Garnishments is designed to help manage the difficult processes, reporting and calculations that are required for proper management of court ordered payroll deductions.

The Greenshades Garnishments product uses a series of wizard driven screens to collect the information needed to ensure that a court order is able to be applied correctly, including calculation of proper disposable earnings, maximum allowable deductions, and application of proper proration in conflicting garnishments.

Greenshades Garnishments also allows the ability to manage your garnishment payments by creating a payables batch back into Dynamics GP, this requires proper set up of the Dynamics GP's Web Services. For information on setting up GP web services with Greenshades Garnishments, please review our Garnishment web services guide from the following:

<http://www.greenshades.com/pub/downloads/documentation/GarnishmentsWebservices.pdf>

(Dynamics Web Services is a Microsoft product and is supported through the Dynamics Technical Support organization. Please contact Microsoft or your Microsoft partner for Web Services questions)

1.3. Default Deduction Setup within GP

Deductions must be setup within GP before they can appear within Garnishments. The preferred deduction type is 'Standard', as this allows the ability of setting a lifetime maximum. Greenshades Garnishments will pull the following from GP:

- Deduction code
- Start/End date
- Method (fixed amount or not a fixed amount)
- Life to Date summary
- Lifetime max

In addition, Greenshades Garnishments will also reflect the 'TSA Sheltered Form' and 'Based on Pay Codes' settings as well.

1.4. Employee Deduction Setup within GP

In order to set the rules for a particular employee, you must first apply deductions within GP to the appropriate employees. With GP's Deduction code defaults setup, the majority of the setup will automatically be filled in on the employee's deduction setup screen. Be sure to verify the method settings to specify if this should be a fixed amount or based on a percentage.

In addition, Greenshades Garnishments will pull lifetime maximum and date summary from the employee deduction maintenance as well.

1.5. Launching Greenshades Garnishments

Greenshades Garnishments can be accessed through Dynamics GP by navigating from the top bar menu through Cards > Payroll > Garnishments.

In addition, the program will also automatically launch every time you calculate checks within Dynamics.

1.6. Initial Setup of Garnishments

When you launch Greenshades Garnishments for the first time you will need to enter in your registration key. Your registration key would have been emailed to you once you completed your purchase. You can also find your registration key on the MyGreenshades web portal at <http://www.greenshades.com/mygreenshades>.

After entering in your registration key, click the Apply button. You will only need to enter in your registration key the first time you launch Greenshades Garnishments. After validating your registration key, click OK to enter into Greenshades Garnishments.

1.7. Basic Navigation within Greenshades Garnishments

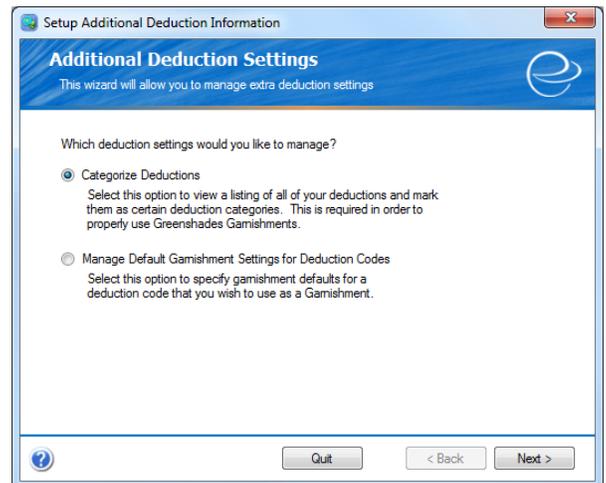
The functionality of Greenshades Garnishments is separated into six separate wizards that provide you with the ability to complete multiple tasks including setting up multiple garnishments, track arrearage, convert garnishments into Payables Transactions, and create reports. This section of the user guide will briefly go over the functionality of each wizard.

2. Additional Deduction Information Setup

The first step in ensuring your garnishments will be properly calculated is to go through the 'Additional Deduction Information Setup'. Once selected you will have two options

2.1. Categorize Deductions

- Manage Default Garnishment Settings For Deduction Codes



2.2. Categorize Deduction

During this setup you will categorize your deductions into certain deduction categories, Retirement, Child Support, Tax, Union Dues, and Medical Insurance. Correctly categorizing your deductions will enable Greenshades Garnishments to properly calculate maximum garnishment amounts. If the deduction does not apply to any of the listed categories leave it blank.

Deduction	Retirement	Child Support	Tax	Union Dues	Medical Insurance
401K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHILD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHILD2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COURT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EPU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEE1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INS1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INS2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.3. Manage Default Garnishment Settings for Deduction Codes

In this stage of the setup, we will specify the default values for any existing deductions. These default values will be used when an employee has a garnishment with the specific deduction code. You will however, be able to change the values per employee. Managing the defaults is broken down into four stages:

1. Select Deduction
2. Edit Deduction Settings
3. Garnishment Settings
4. Select Vendor and Check book

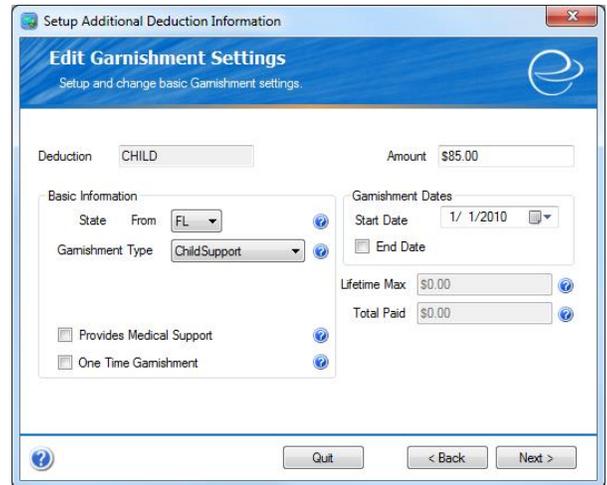
2.3.1. Select Deduction

Choose the deduction in which you would like to set the defaults

Deduction	Description
401K	401(k) Deduction
CHD	Child Care Deduction
CHILD	Child Support
CHILD2	Child Support 2
COURT	Court Order
EPU	Employee Purchases
FEE1	Fee
INS1	Insurance (-1 dependent)
INS2	Insurance family coverage)
MED	Medical Flex
TEST	Child support
LIW	United Way

2.3.2. Edit Deduction Settings

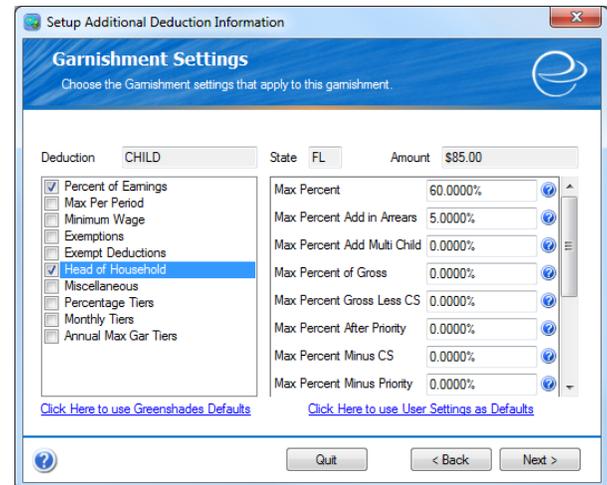
Select the default state and amount that will apply to this deduction code. You must also specify what type of garnishment that this deduction code is in reference to. If the deduction is setup as a garnishment deduction within GP you will not have the ability to use the lifetime max field. To have the ability to use this field it must be set as a standard deduction within GP.



The screenshot shows the 'Edit Garnishment Settings' window. At the top, it says 'Setup Additional Deduction Information' and 'Edit Garnishment Settings'. Below this, there are several fields: 'Deduction' is set to 'CHILD', 'Amount' is '\$85.00'. Under 'Basic Information', 'State' is 'FL' and 'Garnishment Type' is 'ChildSupport'. There are checkboxes for 'Provides Medical Support' and 'One Time Garnishment'. Under 'Garnishment Dates', 'Start Date' is '1/ 1/2010'. There are also fields for 'Lifetime Max' and 'Total Paid', both set to '\$0.00'. At the bottom, there are 'Quit', '< Back', and 'Next >' buttons.

2.3.3. Garnishment Settings

This is where you will setup the default rules that will be applicable to this deduction code. Default values will be populated to accommodate a conjecture to what the rules should apply to. Please verify that the rules are correct and make any changes if necessary. To apply these rules, click the link in the lower left hand section of the page.



The screenshot shows the 'Garnishment Settings' window. At the top, it says 'Setup Additional Deduction Information' and 'Garnishment Settings'. Below this, it says 'Choose the Garnishment settings that apply to this garnishment.' There are fields for 'Deduction' (CHILD), 'State' (FL), and 'Amount' (\$85.00). On the left, there is a list of checkboxes: 'Percent of Earnings' (checked), 'Max Per Period', 'Minimum Wage', 'Exemptions', 'Exempt Deductions', 'Head of Household' (checked), 'Miscellaneous', 'Percentage Tiers', 'Monthly Tiers', and 'Annual Max Gar Tiers'. On the right, there are percentage fields: 'Max Percent' (60.0000%), 'Max Percent Add in Ayears' (5.0000%), 'Max Percent Add Multi Child' (0.0000%), 'Max Percent of Gross' (0.0000%), 'Max Percent Gross Less CS' (0.0000%), 'Max Percent After Priority' (0.0000%), 'Max Percent Minus CS' (0.0000%), and 'Max Percent Minus Priority' (0.0000%). At the bottom, there are links for 'Click Here to use Greenshades Defaults' and 'Click Here to use User Settings as Defaults', along with 'Quit', '< Back', and 'Next >' buttons.

2.3.4. Select Vendor and Checkbook

This is the final stage of setting up your defaults. You can select a vendor and a checkbook to be associated with this garnishment. If you find that this is too general of a decision you may check the checkbox above the vendor selection and opt to not create a default payable. You will still be able to set these fields per employee in the Garnishment Setup Wizard.

The screenshot shows a software window titled "Setup Additional Deduction Information" with a sub-header "Select Vendor and Checkbook". The sub-header also includes the instruction "Select a Vendor and Checkbook for this Garnishment". The window contains the following elements:

- Deduction: CHILD
- State: FL
- Amount: \$85.00
- Checkbox: I do not want this garnishment to generate a payable.
- Vendor Setup: Vendor: ASSOCIAT0001
- Checkbook Setup: Checkbook: FIRST BANK
- Buttons: Quit, < Back, Finish

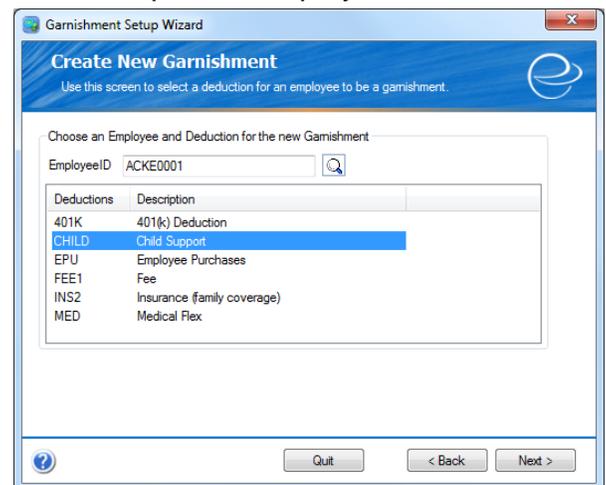
3. Garnishment Setup Wizard

The Garnishment Setup Wizard is where all the garnishment setup and management is located. The Garnishment Setup Wizard is probably the most used portion of Greenshades Garnishments. This wizard guides you through creating a new garnishment, editing an existing garnishment, deleting a garnishment, and creating a report of all active garnishments.



3.1. Create a New Garnishment

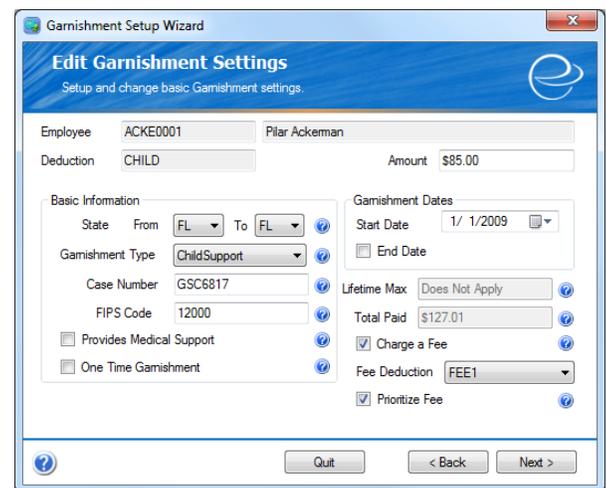
The 'Create a New Garnishment' option is where you will setup each employee garnishment. This process is similar to setting up the defaults for each deduction with the exception that it is employee specific. Along with garnishment setup you will also be able to apply an optional fee with associated rules. When applying a fee to a garnishment, you have the ability to make the associated fee a "Priority Fee", meaning that the fee amount will be taken out of the employee wages before the actual garnishment.



In order to create a garnishment, click the magnifying glass button and select an employee that needs a garnishment setup. Click the next button.

3.2. Edit Garnishment Settings

This will bring you to the 'Edit Garnishments' screen. Here is where you will setup the employee specific information for this garnishment. If the garnishment is for a child support, select the state 'From' where the employee resides and also 'To', the state that the payment is being sent to. Also, if the garnishment being set up is for a child support, a case number is required. On this screen you can also opt to 'Charge a Fee'.



3.3. Create Garnishment Settings

The next step is to setup the rules that will apply to this garnishment. You can select the default settings from Greenshades or if you created different default values for this deduction code in the 'Additional Deduction Information' section you can select the 'Click Here to use User Settings as Defaults' link.

The next section will go in detail with an explanation of each setting.

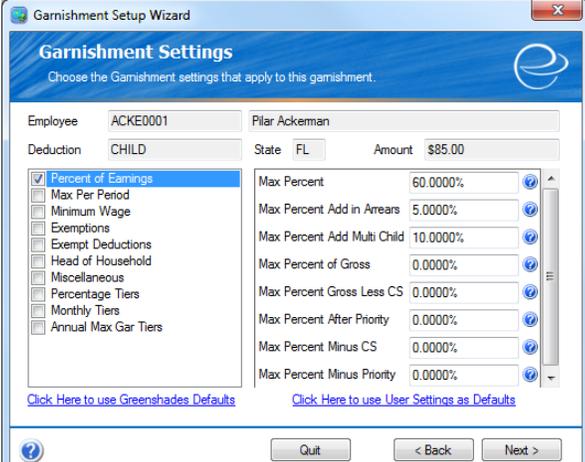
The screenshot shows the 'Garnishment Setup Wizard' window. The title bar reads 'Garnishment Setup Wizard'. The main heading is 'Garnishment Settings' with the instruction 'Choose the Garnishment settings that apply to this garnishment.' The interface includes a header area with fields for 'Employee' (ACKE0001), 'Pilar Ackeman', 'Deduction' (CHILD), 'State' (FL), and 'Amount' (\$85.00). Below this is a list of settings with checkboxes: 'Percent of Earnings' (checked), 'Max Per Period', 'Minimum Wage', 'Exemptions', 'Exempt Deductions', 'Head of Household' (checked), 'Miscellaneous', 'Percentage Tiers', 'Monthly Tiers', and 'Annual Max Gar Tiers'. To the right, there are input fields for 'Max Percent' (60.0000%), 'Max Percent Add in Arrears' (5.0000%), 'Max Percent Add Multi Child' (0.0000%), 'Max Percent of Gross' (0.0000%), 'Max Percent Gross Less CS' (0.0000%), 'Max Percent After Priority' (0.0000%), and 'Max Percent Minus CS' (0.0000%). There is also an unchecked checkbox for 'Is Head of Household'. At the bottom, there are two links: 'Click Here to use Greenshades Defaults' and 'Click Here to use User Settings as Defaults'. Navigation buttons 'Quit', '< Back', and 'Next >' are located at the bottom right.

3.4. Garnishment Settings Explanations

3.4.1. Percent of Earnings

- **Max Percent** - The maximum percentage of disposable earnings that can be taken for this garnishment. If the employee has withheld more than this maximum percent (higher priority garnishments included), the remaining amount will not be garnished and will be placed in arrears.

Equation: Disposable Earnings (Gross – Taxes – Exemptions) * Max Percent



- **Max Percent Add in Arrears** - The additional maximum percentage (above the Maximum Percent) of disposable earnings that can be used for this garnishment when the employee is already in arrears from a prior paycheck.
- **Max Percent Add Multi Child** - The additional maximum percentage (above the Maximum Percent) of disposable earnings that can be used for this garnishment the employee has multiple Child Support garnishments.
- **Max Percent of Gross** - The maximum percentage of gross earnings that can be used for this garnishment. Once the employee has withheld more than this maximum percent in this (and higher priority garnishments), no more will be garnished and the remainder will be placed in arrears.

Equation: (Gross * Max Percent)

- **Max Percent Gross Less CS** - The maximum percentage of gross earnings less child support that can be used for this garnishment. Once the employee has withheld more than this maximum percent in this (and higher priority garnishments), no more will be garnished and the remainder will be placed in arrears.

Equation: (Gross - Child Supports) * Max Percent

- **Max Percent after Priority** - The maximum percentage to be take if a higher priority garnishment has already been withheld.

Equation: (Disposable Earnings - Higher Priorities) * Max Percent

- Max Percent Minus CS - This rule will calculate the maximum amount of the garnishment based on max percent of disposable earnings minus the amount of child support.

Equation: (Disposable Earnings * Max Percent) - Child Supports

- Max Percent Minus Priority - This rule will calculate the maximum amount of the garnishment based on max percent of disposable earnings minus the amount of any higher priority garnishment.

Equation: (Disposable Earnings * Max Percent) - Higher Priorities

3.4.2. Max Per Period

- Max Per Pay Period - Maximum amount of money that can be garnished by this (and higher priority garnishments) in this pay check.

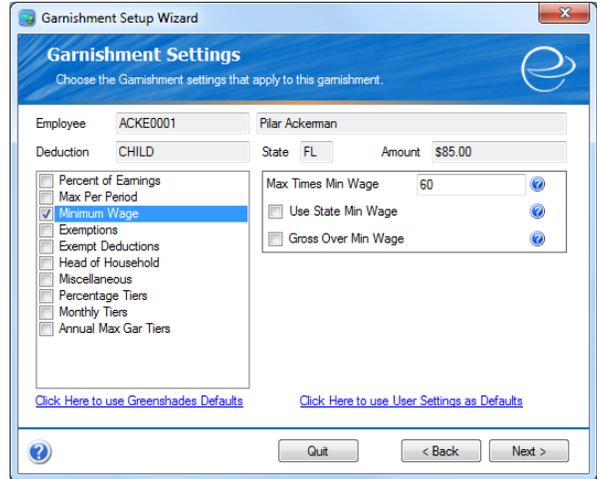
- Max Per Month - Maximum amount of money that can be garnished by this (and higher priority garnishments) in during a calendar month.

- Leave Specific Net Wage - The amount of money that the employee is guaranteed to receive. All money above this amount is subject to be garnished.

- Max Per Fiscal Week - The amount of money that the employee can pay towards this garnishment in the pay period's fiscal week. If the employee receives two paychecks in the same pay period, this rule will be satisfied across both paychecks.

3.4.3. Minimum Wage

- Max Times Min Wage - The multiplier of the minimum wage that represents the lowest amount of net wages the employee can receive.
- Use State Min Wage - Use the state minimum wage (as opposed to the federal) when calculating rules using the Minimum Wage.
- Gross Over Min Wage - Calculates the earnings that are being garnished as the amount of gross earnings over the minimum wage.



3.4.4. Exemptions

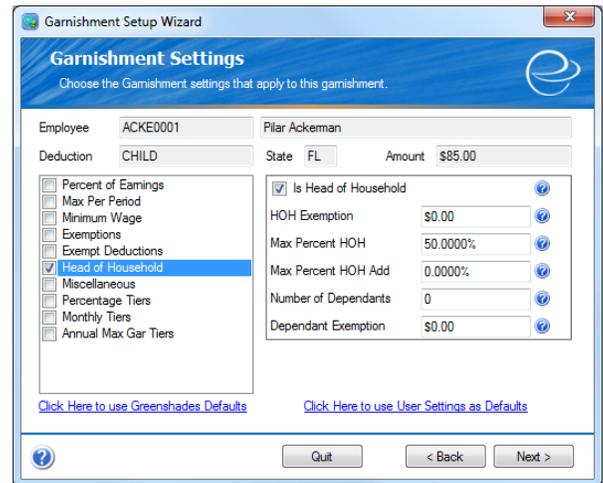
- Flat Exemption - The flat amount of the employee's wages that will not be garnished (exempt from garnishment). All disposable earnings over this amount can be garnished.
- Single Exemption - The flat amount of a single (marital status) employee's wages that are unable to be garnished (exempt from garnishment). All disposable earnings over this amount can be garnished.

3.4.5. Exempt Deductions

- Exempt Retirement Deductions - Check this box if Retirement deductions are exempt from earnings when calculating disposable earnings.
- Exempt Child Support Deductions - Check this box if Child Support deductions are exempt from earnings when calculating disposable earnings.
- Exempt Union Dues Deductions - Check this box if Union Dues deductions are exempt from earnings when calculating disposable earnings
- Exempt Medical Insurance Deductions - Check this box if Medical Insurance deductions are exempt from earnings when calculating disposable earnings
- Use TSA Rules - Check this box if you would like to use Microsoft GP's sequencing rules for TSA (Tax Sheltered Annuities).

3.4.6. Head of Household

- Is Head Of Household - Check if the employee is the head of a household.
- HOH Exemption - The flat amount of a head of household (marital status) employee's wages that are unable to be garnished (exempt from garnishment). All disposable earnings over this amount can be garnished.



- Max Percent HOH - The maximum percentage of disposable earnings that can be used for garnishment of a head of household employee. Once the employee has withheld more than this maximum percent for this (and higher priority garnishments), no further amounts will be garnished and the remainder will be placed in arrears.
- Max Percent HOH Add - The additional maximum percentage (above the Maximum Percent HOH) of disposable earnings that can be used for this garnishment when the employee has multiple Child Support garnishments.
- Number of Dependents - Number of dependents for which the employee is responsible.
- Dependent Exemption - The amount per dependent of the employee's wages that are unable to be garnished (exempt from garnishment). All disposable earnings over this amount can be garnished.

3.4.7. Miscellaneous

- Do Not Accumulate Arrears - Any arrears occurring from deductions that cannot be paid in full will be ignored and not stored for later deduction.
- Pay in Full Only - Only deduct the garnishment if the entire amount of the deduction can be paid on this paycheck. Otherwise ignore the deduction (usually used for One Time Garnishments).
- Use Lesser Of - When multiple rules are selected for this garnishment, you may select this option if you would like to use lesser of the two calculations.

The screenshot shows the 'Garnishment Setup Wizard' window. The title bar reads 'Garnishment Setup Wizard'. The main heading is 'Garnishment Settings' with the instruction 'Choose the Garnishment settings that apply to this garnishment.' Below this, the employee information is displayed: Employee ID 'ACKE0001', Name 'Pilar Ackerman', Deduction 'CHILD', State 'FL', and Amount '\$85.00'. A list of settings is shown on the left, with 'Miscellaneous' selected. On the right, three options are checked: 'Do Not Accumulate Arrears', 'Pay in Full Only', and 'Use Lesser Of'. At the bottom, there are buttons for 'Quit', '< Back', and 'Next >', along with two links: 'Click Here to use Greenshades Defaults' and 'Click Here to use User Settings as Defaults'.

3.4.8. Percentage Tiers

Percent Tiers allows you to give a variety of percentages based on how much the employee's deposable earnings are. It is common that 'Tier Wage 1' will typically be \$0.00 and 'Tier Percentage 1' will be the percentage between 'Tier Percentage 1' to 'Tier Percentage 2'. In 'Tier Wage 2' you will place the amount in which the second tier should start and the percentage in which the garnishment should be based off of until the amount hits 'Tier wage 3'. Continue this until an infinite wage is needed.

The screenshot shows the 'Garnishment Setup Wizard' window. The title bar reads 'Garnishment Setup Wizard'. The main heading is 'Garnishment Settings' with the instruction 'Choose the Garnishment settings that apply to this garnishment.' Below this, the employee information is displayed: Employee ID 'ACKE0001', Name 'Pilar Ackerman', Deduction 'CHILD', State 'FL', and Amount '\$85.00'. A list of settings is shown on the left, with 'Percentage Tiers' selected. On the right, a table of settings is displayed:

Tier Wage 1	\$0.00
Tier Percentage 1	5.0000%
Tier Wage 2	\$100.00
Tier Percentage 2	10.0000%
Tier Wage 3	\$500.00
Tier Percentage 3	25.0000%
Tier Wage 4	\$0.00
Tier Percentage 4	0.0000%

At the bottom, there are buttons for 'Quit', '< Back', and 'Next >', along with two links: 'Click Here to use Greenshades Defaults' and 'Click Here to use User Settings as Defaults'.

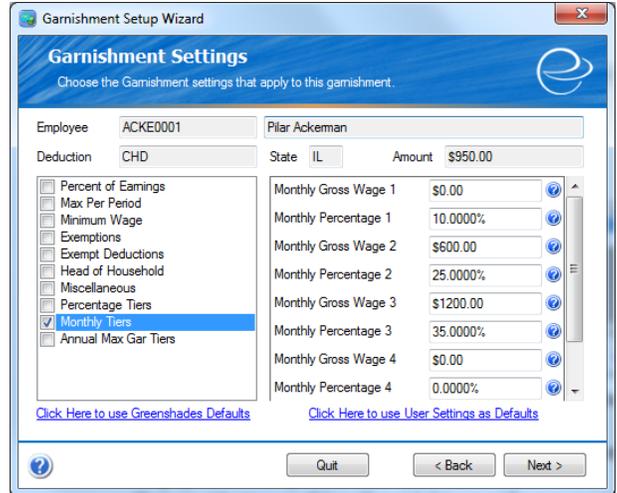
NOTE: The product will see the last tier not used as the infinite wage tier.

3.4.9. Monthly Tiers

'Monthly Tiers' allows you to set percentages of what needs to be garnished based on the monthly gross wages of an employee. It is typical that Monthly Gross Wage 1 be set at \$0.00 unless the percentage amount is also 0% until the next monthly tier.

Monthly Percentage 1 is going to be the percentage of gross earnings from tier 1 to tier 2. Monthly Percentage 2 is going to be the percent of gross from tier 2 to tier 3 and so forth.

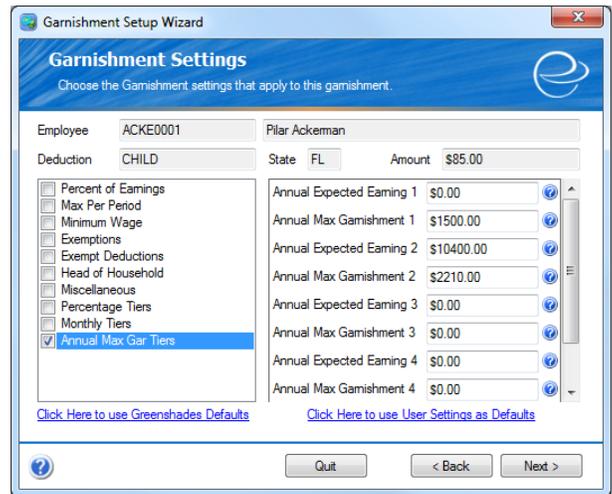
NOTE: The last tier not used the product will use it as the infinite wage tier.



3.4.10. Annual Tiers

Annual Max Gar Tiers will be based on the annual expected earnings of the employee. Each level of the Annual Expected Earnings is the maximum amount of expected annual earnings between the last tier (zero in first tier) and set amount that will stipulate the amount of 'Maximum Annual Garnishment' per creditor. Calculation of the Annual Expected Earning is based off the current pay period multiplied by 52 if weekly, and 26 if biweekly.

Note: The last used tier will be consisted the infinite tier.



3.5. Garnishment Fee Settings

If you opted to charge a fee during a garnishment setup at the Edit Garnishment screen (pg. 8), the following screen will let you set the rules associated with this fee. The fees are set to conjecture to what the state applies to. Please review the rules and make any changes if necessary.

NOTE: If you have setup Dynamics GP to handle fee transactions you can click the 'I do not want to create a transaction' to not create a GL entry for this fee.

The screenshot shows the 'Garnishment Fee Settings' window. At the top, it says 'Choose the Garnishment. Fee settings that apply to this garnishment fee.' Below this, there are fields for Employee (ACKE0001), Deduction (CHILD), State (FL), and Amount (\$85.00). A list on the left shows 'Fee Settings' and 'Max Fee Settings' (selected). On the right, there are checkboxes for 'Charge Max Fees' (checked) and 'Use Lesser Of' (unchecked). Below these are input fields for 'Max Fee Amount' (\$2.00), 'Max Fee Percent' (0.0000%), and 'Max Fee Per Month' (\$0.00). At the bottom, there is a checkbox for 'I do not want to create a transaction' (checked) and a link to 'Click here to set limits to comply with state law.' There are also 'Quit', '< Back', and 'Next >' buttons.

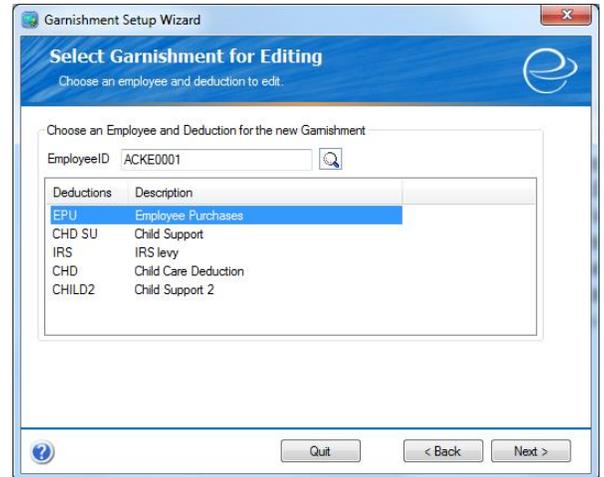
3.6. Select Vendor and Checkbook

The last page in the Garnishment Settings wizard is where you will select the vendor and checkbook that will be associated in the payment for the garnishment. If you do not wish to create a payable, select 'I do not want this garnishment to generate a payable' located above the vendor field.

The screenshot shows the 'Select Vendor and Checkbook' window. At the top, it says 'Select a Vendor and Checkbook for this Garnishment.' Below this, there are fields for Employee (ACKE0001), Deduction (CHILD), State (FL), and Amount (\$85.00). There is a checkbox for 'I do not want this garnishment to generate a payable.' Below this are two sections: 'Vendor Setup' with a field for Vendor (ACETRAVE0001) and 'Checkbook Setup' with a field for Checkbook (FIRST BANK). There are 'Quit', '< Back', and 'Finish' buttons at the bottom.

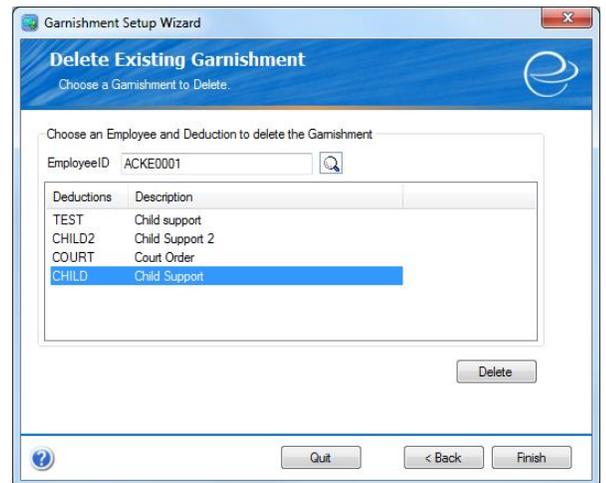
3.7. Edit Existing Garnishment

If you wish to edit an existing Garnishment that is already been applied to an employee, select “Edit an Existing Garnishment” at the Garnishment Setup Wizard. To edit an existing garnishment, select the magnifying glass and choose an employee. Only employees with garnishments are listed. Pick the garnishment to edit and click next. Only certain fields on the ‘Edit Garnishment Settings’ screen are available to edit. For example, the ‘From’ state is not editable. If you need to change the state of an existing garnishment you will need to delete the garnishment then recreate it with the correct state.



3.8. Delete Existing Garnishment

Choose the magnifying glass button and select an employee with a garnishment. Click next. Now select the garnishment that you wish to delete and click the ‘Delete’ button. Click Finish when complete.



3.9. View/Export Existing Garnishment

Here you can view all of your garnishments that are currently setup within your GP Company. You also have the ability to print, export to Excel, or save the list of the displayed garnishments.

4. Arrears View/Edit

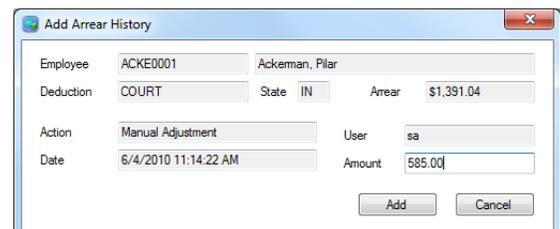
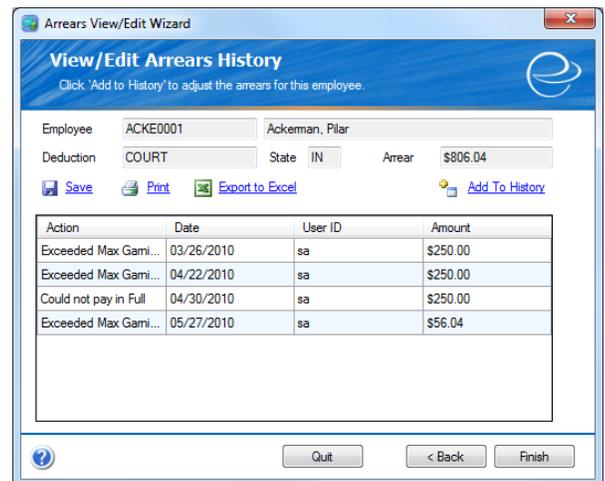
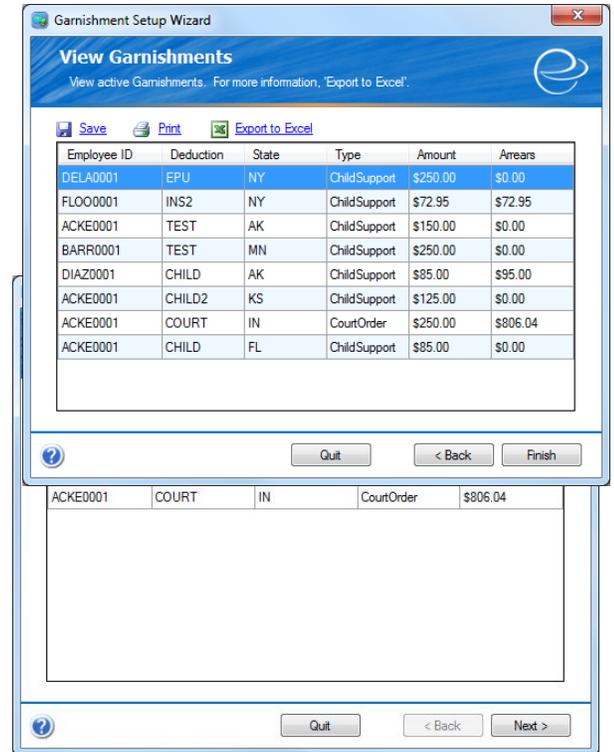
In order for Greenshades Garnishments to properly track amounts in arrears, it is required to input the current balance employees that are in arrears. To add arrears first launch the View/Edit Arrears Wizard and then click on the 'Add New Arrears'.

Use the magnifying glass to select the employee, and then select the garnishment you need to add arrears for and type in the appropriate amount. Please note, that you will only be able to add an arrear for any employee that you have setup using the Garnishment Setup Wizard.

Within the Arrears portion of Greenshades Garnishments you can view and manually edit arrear balances for employees who have been unable to pay garnishments. You will also be able to view the arrear history.

To make an edit to the arrear balance, click on the 'Add to History' link, this will bring up a separate Add Arrears History window.

To increase the amount in arrears, simply type the amount in the Amount field on the Add Arrears History window. To decrease the amount in arrears, type the amount as a negative number in the 'Add Arrears History' window.



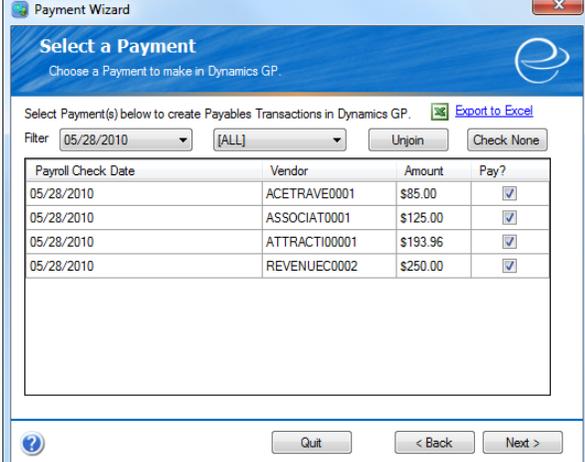
After making the appropriate adjustments, click the Add button, this will bring you back to the View/Edit Arrears History screen. You will now see the edit you just made to this arrear. Click Finish to bring you back to the main Greenshades Garnishments window.

5. Payment Wizard

In this section, you will create check transactions, General Ledger entries, and ACH files. As well as manage the status of existing payments. For GP 10 users, if you wish for Garnishments to create payables batches into GP, before continuing please read “Why does Garnishments need GP Web Services and where can I find specific setup information for it to work with Garnishments?” in the FAQ section of this guide.

5.1. Create Payments for Garnishments

The first step in payment creation is to select a payment to pay. You can use the filters to view only the desired payments. You can click unjoin to separate the payments that have been grouped according to vendor and check date. Doing so allows you to make payments towards specific employee garnishments compared to a specific vendor. Once a group has been “unjoined” and a check transaction has been created, the remaining group members will not be able to be rejoined. If you would like to unjoin some payments but not others then you should create transactions for the payments that you want to keep grouped first then go back and unjoin the remaining payables as preferred. Also, keep in mind that only garnishments that have vendors and checkbooks associated with them will show up in this payables screen. Finally, select the payments that you wish to create by checking the ‘Pay?’ checkbox.



The screenshot shows the 'Payment Wizard' window with the title 'Select a Payment'. Below the title, it says 'Choose a Payment to make in Dynamics GP.' There is a filter dropdown set to '05/28/2010' and another dropdown set to '[ALL]'. There are buttons for 'Unjoin' and 'Check None'. Below this is a table with the following data:

Payroll Check Date	Vendor	Amount	Pay?
05/28/2010	ACETRAVE0001	\$85.00	<input checked="" type="checkbox"/>
05/28/2010	ASSOCIAT0001	\$125.00	<input checked="" type="checkbox"/>
05/28/2010	ATTRACTI00001	\$193.96	<input checked="" type="checkbox"/>
05/28/2010	REVENUEC0002	\$250.00	<input checked="" type="checkbox"/>

At the bottom of the window, there are buttons for 'Quit', '< Back', and 'Next >'.

5.2. Create a Check Transaction

After selecting the payment that you wish to pay, you will come to this screen. First you must enter a batch ID. This ID will be sent to GP. Next you will verify that you are using the correct checkbook. If you wish to specify settings that will help to identify the check transaction, click the 'Advanced' button and choose the desired settings.

Now you will have the option to either click 'Next' or 'Finish'. If the wizard is displaying the next button on this screen this means that the payment you selected is also a child support payment and the next button will take you to the Create ACH file screen where you can optionally create and save an ACH payment for this payment.

Vendor	Account	Debit	Credit
ASSOCIAT0001	Payroll Deductions Payable	\$125.00	\$0.00
ASSOCIAT0001	Accounts Payable	\$0.00	\$125.00

- If the finish button is displayed, clicking it will create the transaction with the corresponding batch Id in GP.

5.3. Create General Ledger Transaction

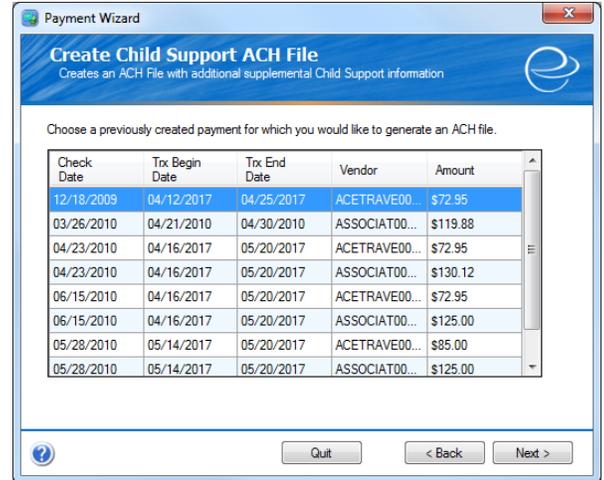
To create a General Ledger Transaction, first select the fee in which you would like to create a GL entry. Once you have completed this click 'next'.

Fill the fields in this screen with information pertaining to this specific fee. Once completed click 'Finish'.

Account	Debit	Credit
000-2200-00	\$2.50	\$0.00
000-1120-00	\$0.00	\$2.50

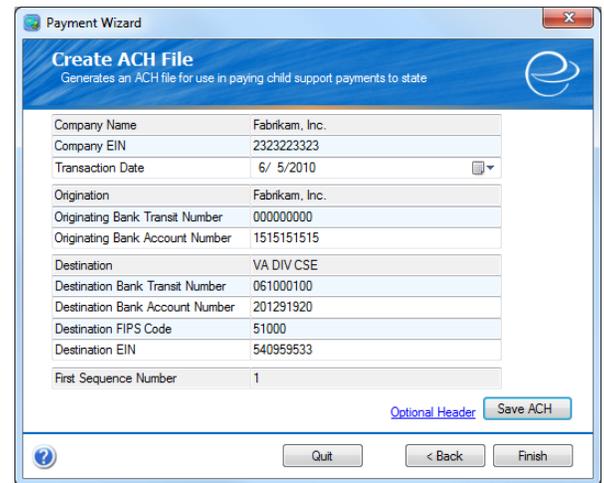
5.4. Create Child Support ACH File

Greenshades Garnishments is capable of creating ACH files in the correct state specified format. To do this, select a payment that you wish to create an ACH file for and click next.



5.5. Create ACH File

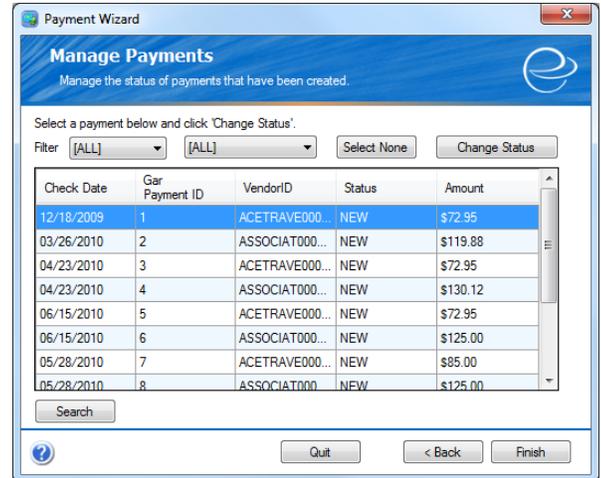
Now enter the requested information in any blank fields and click save. If your financial organization requires that you have the optional header filled in then click the 'Optional Header' link. Once you have the information filled in, save the file to a location on your computer. Finally, click Finish to return to the main Greenshades Garnishments window.



5.6. Manage Payments

In this section you will be able to view all existing payments. Payments will start to exist in this portion of the product after a pay run has been committed using the Garnishment product and the GP batch has been posted. This screen will allow the ability to view and change the status of existing payments.

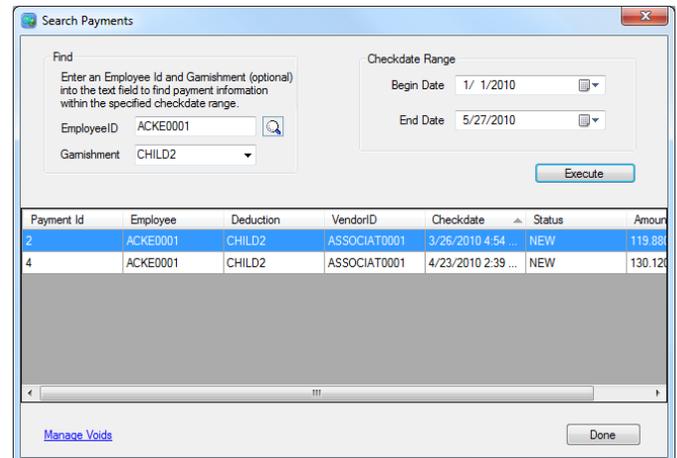
If you wish to change the status of a payment, select the appropriate payments then select the 'Change Status' button. There is a select all option and filters menu for your convenience if there is more than one payment that needs to be changed. If you hold down ctrl and left click, you can select multiple payments at once as well.



5.7. Search Payments

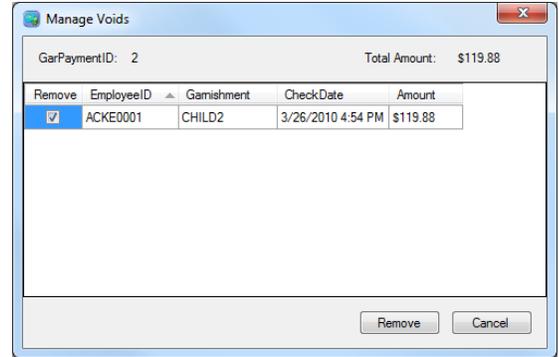
If you were to select 'Search' on the Manage Payment Screen, this will bring up the Search Payments window. Search Payments will allow you to search individual payments on an employee by employee basis.

You can search by Employee ID, and by using the Check Date Range will allow you to narrow down the specific payment. Also using the Garnishment drop down will allow you to filter by specific deduction code.



If you wish to void a payment, highlight the appropriate payment and select 'Manage Voids'.

On the next screen, place a check on the Remove option on the payments that you wish to void. Then select the 'Remove' button as this will void this specific payment from any group ACH or Payables matches you may need to create.

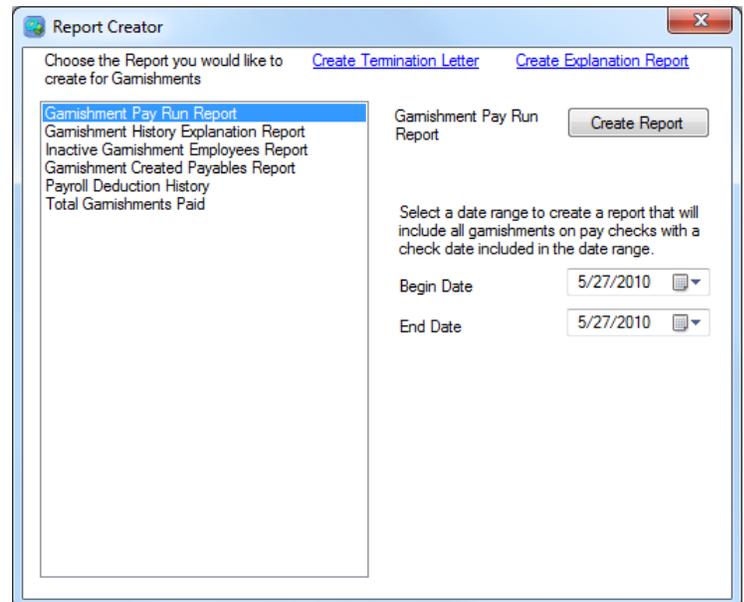


6. Reports

Greenshades Garnishments comes equipped with the ability to generate various helpful reports. These reports can be filtered to display only entries between the specified dates. Reports will be generated as a Microsoft Excel spreadsheet (.xls). It is required to have Microsoft Excel installed on the machine to generate the reports.

Garnishments Pay Run Report

This report will show what amounts were garnished during the date range indicated. This file will consist of Employee ID, Employee Name, Case Number, Check Date, Amount and Vendor.



Garnishments History Explanation Report

This report will show what amounts were garnished and a detailed explanation of why the amount was garnished. This file will consist of Employee ID, Employee Name, Deduction Code, Check Date, Amount and Explanation.

Inactive Garnishment Employees Report

This report will show all employees that have garnishments setup, that have been inactivated within GP. This file will consist of Employee ID, Employee Name, Inactivated Date, Deduction Code, Status, Case Number, Vendor ID, and Total Amount Paid.

Garnishment Created Payables Report

This report will be a more condensed version of the pay run report. This file will consist of Employee ID, Employee Name, Check Date, Deduction, and Amount.

Payroll Deduction History

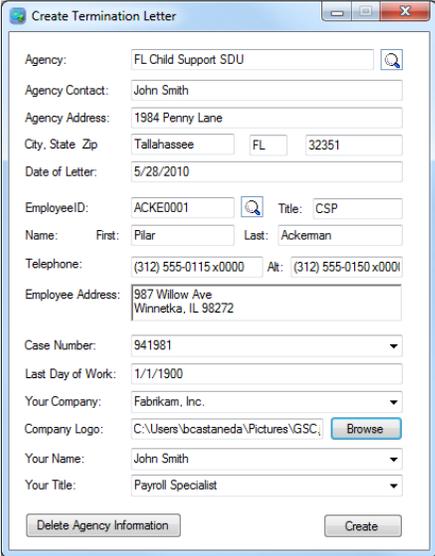
This report will be a more condensed version of the garnishment pay run report. This file will consist of Employee ID, Employee Name, Check Date, Deduction, and Amount.

Total Garnishments Paid

This report will show each deduction for each employee total amount paid towards that deduction. This file will consist of Employee ID, Employee Name, Deduction Code, Case Number, and Total Amount Withheld.

Create Termination Letter

Selecting ‘Create Termination Letter’ at the report generator screen will allow you to create a termination letter quick and easy. At this screen simply select the magnifying glass to find the Agency and Employee ID from GP. The employee’s information will automatically populate from their information straight out of GP. Once the necessary information has been filled, click ‘Create’ and a word document (.doc) will populate.



The screenshot shows a software window titled "Create Termination Letter" with the following fields and values:

- Agency: FL Child Support SDU
- Agency Contact: John Smith
- Agency Address: 1984 Penny Lane
- City, State, Zip: Tallahassee, FL, 32351
- Date of Letter: 5/28/2010
- EmployeeID: ACKE0001
- Title: CSP
- Name: First: Pilar, Last: Ackerman
- Telephone: (312) 555-0115 x0000, Alt: (312) 555-0150 x0001
- Employee Address: 987 Willow Ave, Winnetka, IL 98272
- Case Number: 941981
- Last Day of Work: 1/1/1900
- Your Company: Fabrikam, Inc.
- Company Logo: C:\Users\bcastaneda\Pictures\GSC; (with a Browse button)
- Your Name: John Smith
- Your Title: Payroll Specialist

Buttons at the bottom include "Delete Agency Information" and "Create".

Create Explanation Report

Selecting 'Create Explanation Report' at the report generator screen will populate a tool that can generate a list of Garnishment Explanations within a given date range. At this screen simply select a method to filter your list (i.e. Employee ID, Vendor ID, or Department), then provide a Begin Date and End date. Afterwards, selecting 'Execute' will populate the list of Garnishment Explanations given for that time frame.

The screenshot shows a web-based application window titled "Explanation Report". It features a search interface with the following elements:

- Find:** A search box containing "Employee Id".
- Filter:** A dropdown menu currently set to "Employee Id".
- Employee Id:** A text input field containing "ACKE0001" with a search icon to its right.
- Checkdate Range:** Two date pickers: "Begin Date" set to "1/ 1/2010" and "End Date" set to "5/27/2010".
- Execute:** A blue button to execute the search.

Below the search area is a table with the following data:

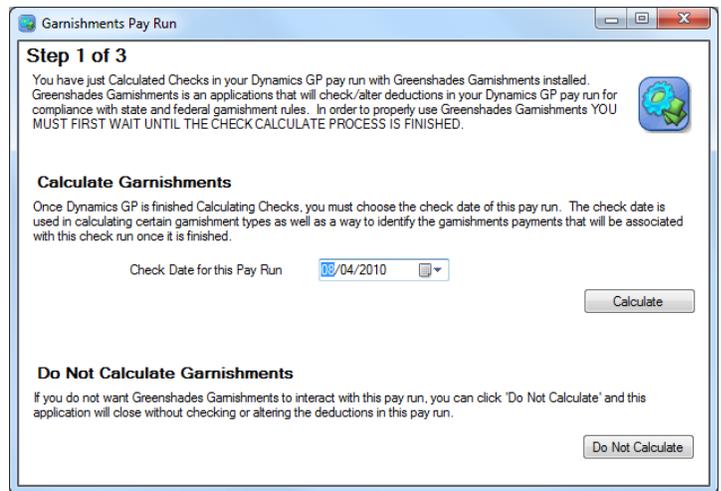
Employee Id	Garnishment	CheckDate	Department	Vendor ID	View
ACKE0001	TEST	4/23/2010	SPTS		View
ACKE0001	CHILD	4/23/2010	SPTS		View
ACKE0001	CHILD2	4/23/2010	SPTS	ASSOCIAT0001	View
ACKE0001	COURT	4/23/2010	SPTS	ATTRACTI00...	View
ACKE0001	COURT	3/26/2010	SPTS	ATTRACTI00...	View
ACKE0001	CHILD2	3/26/2010	SPTS	ASSOCIAT0001	View
ACKE0001	TEST	3/26/2010	SPTS		View
ACKE0001	CHILD	3/26/2010	SPTS		View
ACKE0001	CHILD	2/26/2010	SPTS		View

7. Calculate Garnishments

Once you have completed the process of setting up your employee garnishments within Greenshades Garnishment, you are ready to begin to having Greenshades Garnishments calculate your employee's garnishments.

7.1. Step 1 - Calculate Garnishments

After installing Greenshades Garnishments, the program will automatically launch every time you calculate checks within Dynamics GP. If you have not yet setup Greenshades Garnishments entirely and do not wish to have Greenshades Garnishments calculate your garnishments, click the 'Do Not Calculate' button when the product launches.

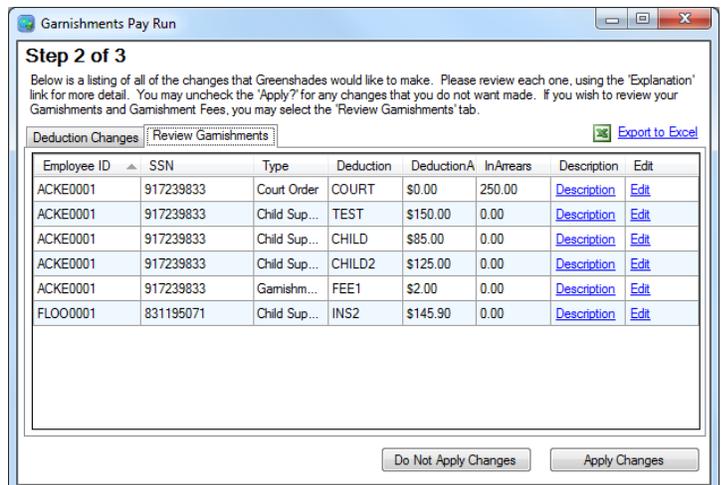


After the calculation process in Dynamics has completed (NOTE: Greenshades Garnishments may appear before the calculation has been processed. Please be patient and wait for the calculation to process before using Greenshades Garnishment), select the appropriate check date for the pay run, and click the 'Calculate' button.

7.2. Step 2 - Review Deduction Changes

The second step to calculating garnishments is to review the deduction changes recommended based upon Greenshades Garnishments' calculations. Here you see a list of deduction changes where Greenshades Garnishments' calculations do not match Dynamics GP deduction calculations. To view an explanation of the recommended change, click the 'View Explanation' link.

To review the amount being garnished, select the Review Garnishment tab. This list displays all garnishments that are being deducted from your employees as well as any amount that will be placed in



arrears. To view an explanation of the garnishment calculation, click the ‘Explanation’ link. If you would like to manually edit the amount of a garnishment or arrears in the current pay run, click the edit link that is located in the same row as the deduction that you wish to change.

Edit Garnishment/Arrears Amount

If you decide to manually edit the amount of a garnishment you will be brought to this screen:

Here you can update the amount of the selected garnishment and the arrears associated with this garnishment due to the current pay run’s garnishment calculation. Please note that negative net wages are not permitted and any changes to the amount will result in the garnishment description being updated to show that a manual edit has been applied.

Apply/Do Not Apply Changes

After reviewing the Greenshades deduction changes or manually editing any deductions you must choose which deduction changes you wish to keep.

Employee ID	SSN	Deduction	Explanation	Original Amount	New Amount	Apply?	Type
ACKE0001	917239833	401K	View Expl...	353.34	351.34	<input checked="" type="checkbox"/>	Deduction
ACKE0001	917239833	FEE1	View Expl...	0.00	2.00	<input checked="" type="checkbox"/>	Garnishm...
ACKE0001	917239833	COURT	View Expl...	0.00	0.00	<input checked="" type="checkbox"/>	Garnishm...
FLOO0001	831195071	INS2	View Expl...	72.95	145.90	<input checked="" type="checkbox"/>	Garnishm...

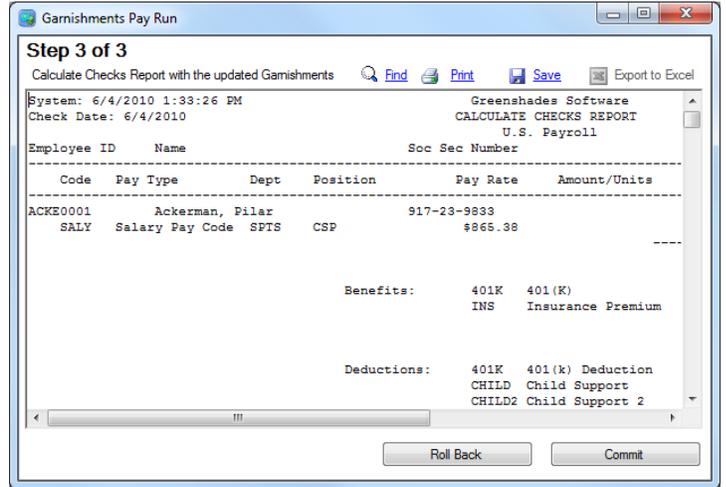
If you agree with the Greenshades Garnishments’ calculation, leave the ‘Apply?’ Box checked, otherwise unselect any amounts you wish to not apply.

Next, simply select ‘Apply Changes’ to update the corresponding amounts. This will keep only the changes with the ‘Apply?’ checkbox checked. If you do not wish to include the recommended changes, use the ‘Do Not Apply Changes’ button.

7.3. Step 3

You will now see an updated Calculate Checks report that includes the information from the previous step.

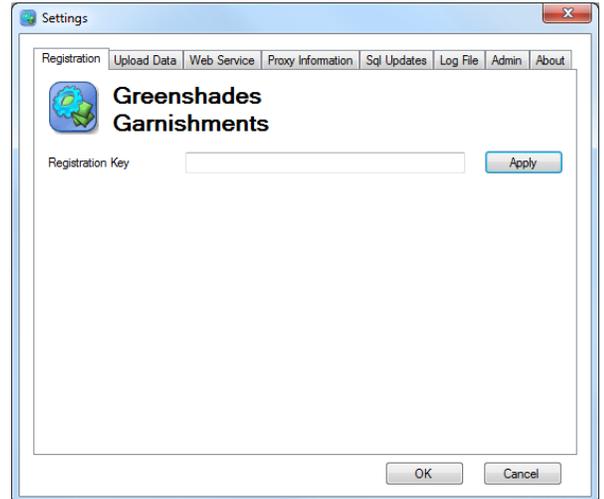
To update the Dynamics information with the information shown on this report, click Commit. Otherwise select the Roll Back button. This button will close the Greenshades Garnishment pay run without applying any changes.



8. Settings

The information on the Settings screen will not need to be used by most of our users with the exception of the initial setup. The registration key and any necessary proxy server information is stored within the Settings screen.

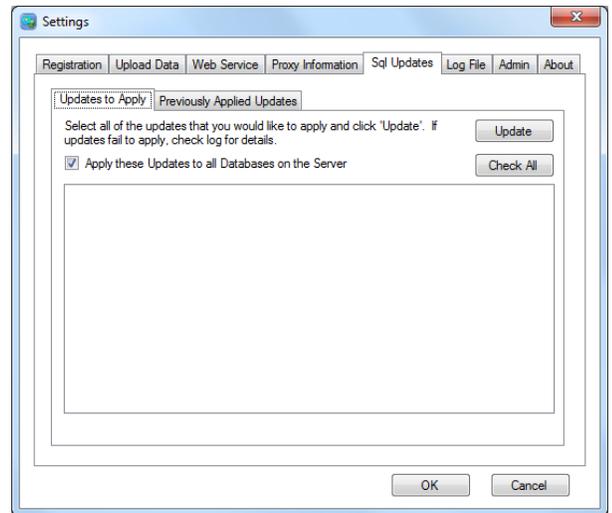
GP web services URL will need to be applied within the Settings Screen, for users using the Payment Wizard. Also, information useful to Greenshades Support is also found within the Settings screen on the Upload Data, Log File, and About tabs.



8.1.1. SQL Updates

From time to time, you may be prompted that there are new SQL updates available. For this you need to sign into GP as 'SA'. This will only need to be applied once to each database on your company's SQL server. To apply the updates, click on settings and select the SQL Updates tab. Click 'Check All' and check off the box 'Apply these updates to all Databases on the Server' (these will only apply to these databases with Garnishment tables installed). Click 'Update' to finish the SQL update.

Select the "Previously Applied Updates" tab to review any SQL updates you have applied.



9. Payroll Scenarios

This section will discuss five common instances where an employee has multiple garnishments. Please note that these are general scenarios and should not be taken as legal advice. Always be sure to follow the rules the government agency sent out on the order.

Payroll Scenario 1

1. An employee has multiple child support orders.

Angela has two child support orders; one for \$85, the other for \$125. Each account is \$50 in arrears. Angela is not supporting another spouse or child.

Set up: There should be one garnishment code set up for each order. Be sure to put the fixed amount for each order into the Dynamics GP deduction set up screen. Both orders are set up in Greenshades Garnishments using the “Percent of Earnings” rule. The “Max Percent” according to the orders are 60%, and “Max Percent Add in Arrears” are 5%.

Calculation: Angela grossed \$400 this pay period, she paid \$50 in taxes, her disposable earnings are \$350.

The maximum amount to garnish ($\$350 \times 65\% = \227.50) is greater than the amount being garnished ($\$85 + \$125 = \$210$). Therefore, \$85 will be paid to the first order and \$125 will be paid to the second order. We can pay up to the maximum garnishment (\$227.50), so this garnishment will be adjusted to pay an additional \$17.50 ($\$227.50 - \210) to arrears. The arrearage payment of \$17.50 will be allocated to the oldest child support order’s arrearage (based on Start Date). The new arrearage amounts are now \$50 (the newer child support order’s arrearage), and \$32.50 ($\$50 - \17.50) to the oldest child support’s arrearage. The final amount to be garnished is \$227.50.

Payroll Scenario 2

2. Some employees will have a child support order and an IRS tax levy. If the child support order has an earlier start date than the IRS tax levy, the support order has priority.

Tim has a child support order for \$180, and an IRS tax levy. He is also supporting another child, and is not in arrears.

Set Up: There should be one garnishment code set up for each garnishment. Be sure to place the fixed amount for the child support order into the Dynamics GP deduction set up. The child support should be set up using the “Percent of Earnings” rule using a “Max Percent” with the percentage entered according to the order.

The IRS tax levy set up depends on the employees’ personal exemptions and standard deduction amount. In this case, we will use the “Max Per Period” rule and the “Leave Specific Net Wage” option with a value of \$250 (IRS Publication 1494).

Calculation: Tim grossed \$700 this pay period, he paid \$110 in taxes, leaving his disposable earnings for child support to be \$590. Since the child support start date is before the IRS tax levy, the child support is calculated first.

The maximum amount to garnish ($\$590 \times 50\% = \295) is greater than the amount being garnished for child support (\$180). Therefore, \$180 will be paid to the child support order.

This employee has a “Leave Specific Net Wage” rule of \$250. He has \$410 ($\$590 - \180) of net wages left over after a higher priority garnishment. \$160 ($\$410 - \250) will be paid to the IRS tax levy. The final amount to be garnished is \$340 ($\$160 + \180) leaving Tim with \$250 of take home pay.

Payroll Scenario 3

3. An employee has a creditor garnishment and a child support Order. The child support order will have priority.

Heather has a child support order for \$150 and a creditor garnishment for \$300. She is supporting another spouse child, and is not in arrears.

Set up: There should be one garnishment code set up for each order. Be sure to enter the fixed amount for each order into the Dynamics GP deduction set up. The child support should be set up using the “Percent of Earnings” rule using a “Max Percent” of 50%.

The creditor garnishment should be set up using the “Percent of Earnings” rule with a “Max Percent” of 25%. Use the “Minimum Wage” rule with a “Max Times Min Wage” of 30 for each workweek. Also enable the “Lesser Of” option found under “Miscellaneous.”

Calculation: Heather grossed \$1000 this weekly pay period and paid \$200 in taxes. Her disposable earnings will be \$800. The child support has priority and will be calculated first.

The maximum amount to garnish ($\$800 \times 50\% = \400) is more than the amount being garnished for child support (\$150). \$150 will be paid to the child support order.

The maximum amount to garnish ($\$800 \times 25\% = \200) is less than the amount being garnished for the creditor garnishment (\$300). This garnishment has a minimum wage rule to leave 30 times minimum wage ($\$7.25 \times 30 = \217.50). \$217.50 is more than the maximum amount to garnish (\$200), yet \$150 has already been taken in a higher priority garnishment and will reduce the amount from \$200 to \$50 ($\$200 - \$150 = \$50$) will be paid to the creditor garnishment. The total amount to be garnished is \$350 ($\$150 + \50). Heather will take home \$600 ($\$800 - \200).

Payroll Scenario 4

4. On occasion an employee will have two court orders. Generally you should only withhold for one order at a time although certain states require multiple orders to receive equal payments of available disposable earnings. Check with your state to determine the proper rules.

George has two court orders for creditor garnishments. The earliest levy (by Start Date) is for \$75, the most recent order (later Start Date) is for \$200. For this example, George is in the state of Alabama (follows the CCPA rules).

Set up: There should be one garnishment code set up for each order. Be sure to put the fixed amount for the each order into the Dynamics GP deduction set up. We will use the “Percent of Earnings” rule of “Max Percent” with a value of 25% for both garnishments. We will use the “Minimum Wage” rule with a value of 30 for “Max Times Min Wage” since this employee is paid weekly. Also, use the “Miscellaneous” rule and check the box “Use lesser of”. Be sure to place the correct “Start Date” for each order into the Dynamics GP set up. We will use this to determine the priority of the order.

Calculation: George grossed \$480 and paid \$100 in taxes. George’s disposable earnings are \$380 (\$480 - \$100).

The maximum amount to garnish ($\$380 \times 25\% = \95) is less than the amount being garnished (\$75) for the “Max Percent” rule. There is also a rule to take the lesser of 25% or the amount that exceeds 30 times federal minimum wage or \$217.50 ($30 \times \7.25). In this case, the amount that exceeds 30 times minimum wage is \$162.50 ($\$380 - \217.50). Therefore, we will garnish the lesser of the two calculations in the amount of \$75.

Only one court order can be withheld at one time, we will not garnish any money for the later court order. The final amount to garnish is \$75, leaving George with net wages of \$305 ($\$380 - \75).

Payroll Scenario 5

5. An employee has two child support orders and one IRS tax levy. You must follow the rules for the state where the employee works for child support. Generally, money is distributed to all support orders using proration.

Teresa has an older child support order for \$200 and a newer child support order for \$300. She also has an IRS tax levy. Teresa is not supporting another spouse or child, and is not in arrears.

Set up: There should be one garnishment code set up for each order. Be sure to place the fixed amount for each order into the Dynamics GP deduction set up. Both orders are set up in Greenshades Garnishments using the “Percent of Earnings” rule with a “Max Percent” of 60%.

The IRS tax levy set up depends on the employees’ personal exemptions and standard deduction amount. In this case, we will use the “Max Per Period” rule and the “Leave Specific Net Wage” option with a value of \$250.00.

Calculation: Teresa grossed \$600 this pay period and paid \$100 in taxes leaving her disposable earnings to be \$500.

The maximum amount to garnish is less than the total needed to fulfill both child support orders ($\$200 + \$300 = \$500$). Since neither child has priority over the other, we will use the pro rata method. The first order is 40% ($\$200 / \500) of the total amount of the child supports and the second order is 60% ($\$300 / \500) of the total amount of the child support.

The first child support order will be paid \$120 ($\$300 \times 40\%$). Teresa will now owe \$80 ($\$200 - \120) that could not be met this pay period. This \$80 will be placed into arrears.

The second child support order will be paid \$180 ($\$300 \times 60\%$). Teresa will now owe \$120 ($\$300 - \180) that could not be met this pay period. This \$80 will be placed into arrears.

This employee has a “Leave Specific Net Wage” rule of \$250 for an IRS tax levy. Since Teresa only has \$200 left over in net wages after higher priority garnishments, no money can be paid to the IRS tax levy this pay period.

The final amount to be garnished is \$300 ($\$120 + \180) leaving Teresa with \$200 of take home pay.

10. Frequently Asked Questions

10.1. I am not familiar with Greenshades Garnishments, can I get a walkthrough?

Yes, Greenshades technical support has limited walkthrough appointments available. Walkthroughs are available during business hours except the week prior to any major filing deadline. To schedule a walkthrough please contact Greenshades Support via email at support@greenshades.com or by calling 888-255-3815 extension 700.

10.2. How can I get live support?

Live support comes with Greenshades Software. You can access Greenshades Support online at: <http://www.greenshades.com/support>. You can also send an email directly to support at: support@greenshades.com. Finally, you can also call support at 1-888-255-3815 extension 700.

10.3. If I need to make adjustments on a deduction, what is the process to make sure it is done correctly?

Greenshades Garnishments was designed to specifically to update GP, adjustments on a deduction done in GP will not update Garnishments deduction setup. You can make all your adjustments in the Garnishment setup wizard, under 'Edit an Existing Garnishment'.

10.4. Why do I keep getting a message that garnishments must be setup as a Fixed Amount deduction?

Greenshades Garnishments was designed to specifically handle garnishments that were not supported within Dynamics. Almost all garnishment orders are for fixed amount, either a lump sum or amount per paycheck.

10.5. How do I remove a pay run in Garnishments, once it has already been committed?

It is recommended to always verify the deduction amounts before committing to Garnishment's calculations but the product does have away to remove previously committed calculations. Click Settings > Admin tab > Remove Pay Run, then select the pay run in which you would like to remove. Once the pay run is selected click remove. All payments and history will be removed from that pay run.

10.6. We are use to looking up employees by their SSN instead of Employee ID. How do I get employee's SSN to display?

There is a setting to get SSN to display on any employee look up. If you click 'Settings' on the main screen of Garnishments, select the Admin tab, check the box that says 'I would Like for employee social Security numbers to be displayed' and click OK.

10.7. What state do I select for an IRS tax levy garnishment?

If you are setting up a garnishment for an employee with an IRS tax levy, you will need to select the state in which the individual resides.

10.8. I do not want to track arrears, what is the easiest way to have the ‘Do not accumulate arrears’ box to be checked off on all my garnishments?

The easiest way is to go through the Additional Deduction Setup wizard and go through the manage default deductions. At this screen verify to check off the ‘Do not accumulate arrears’ box.

10.9. Why does Garnishments need GP Web Services for GP 10 and where can I find specific setup information for it to work with Garnishments?

Dynamics GP 10 uses a new transaction integration method, which Greenshades Utilizes. This is the preferred method by Microsoft to transfer transaction securely through a client’s network. You can find more details GP web services and how it corresponds with Greenshades Garnishments from the following:

<http://www.greenshades.com/pub/downloads/documentation/GarnishmentsWebservices.pdf>

10.10. Client feedback:

Was this guide helpful to you? We would love to hear your feedback. Was there something else that you feel should have been included? We will do our best to accommodate you! Did this guide make your task easier? Make our day and let us know! Please send all feedback to support@greenshades.com.