

The Greenshades Center

Basic Product Guide



GREENSHADES
— *Let Us Handle That* —

Greenshades Software Support Team

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About the Greenshades Center

The Greenshades Center is the flagship electronic reporting solution by Greenshades Software. The Greenshades Center serves as a single point of access to many of Greenshades' services, including E-Filing, Forms, and Report Archiving functionality.

This guide will provide you with a brief overview of the Greenshades Center and its' related functions.

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 3.5 SP1 or newer to be installed.

Installing and Running the Greenshades Center

Since the Greenshades Center is used with various accounting packages, the exact installation steps will vary slightly. Information and assistance installing the Greenshades Center can be found within our Installation Guide at:

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

Starting the Greenshades Center

To run the Greenshades Center from Dynamics GP:

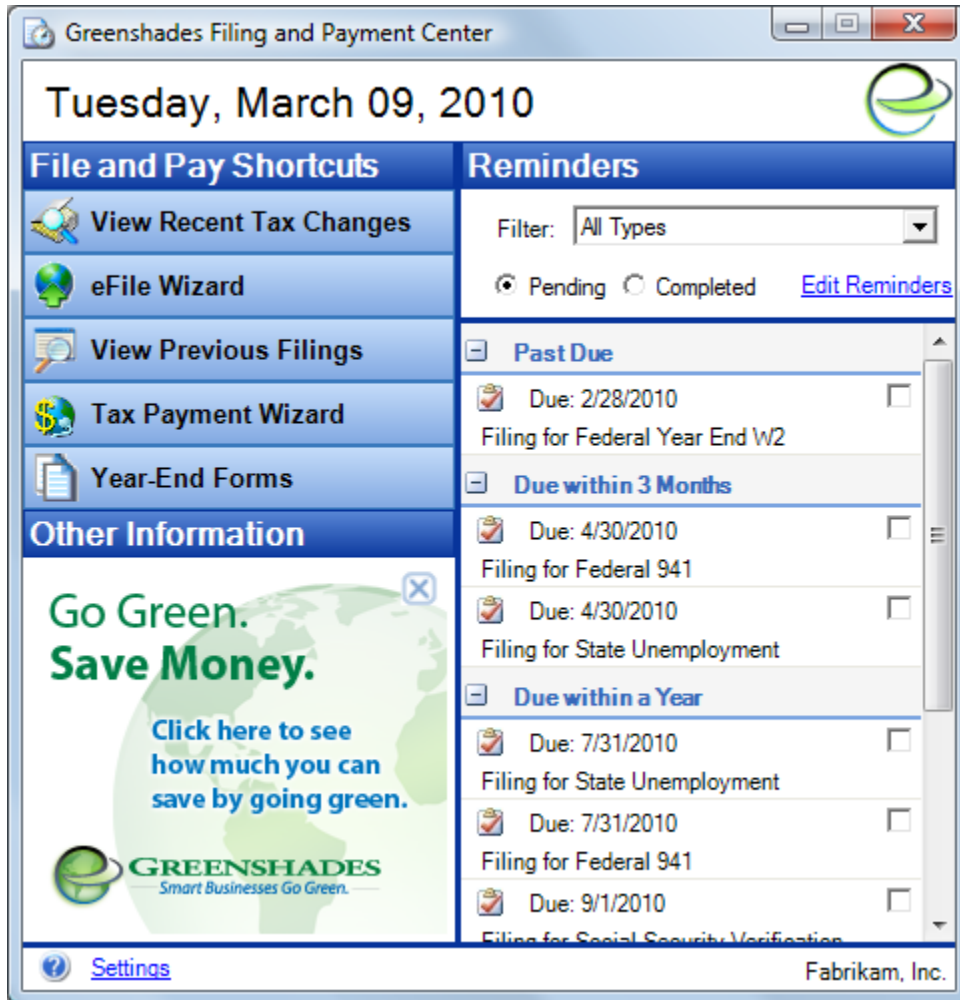
The Greenshades Center can be accessed in Dynamics GP version 8.0 and newer by navigating from the top bar menu through: Tools > Routines > Payroll > Greenshades Center. In version 7.5 or older, the Greenshades Center can be started by navigating to either: Routines > Greenshades, or: Routines > Payroll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

To run the Greenshades Center from Dynamics SL:

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.

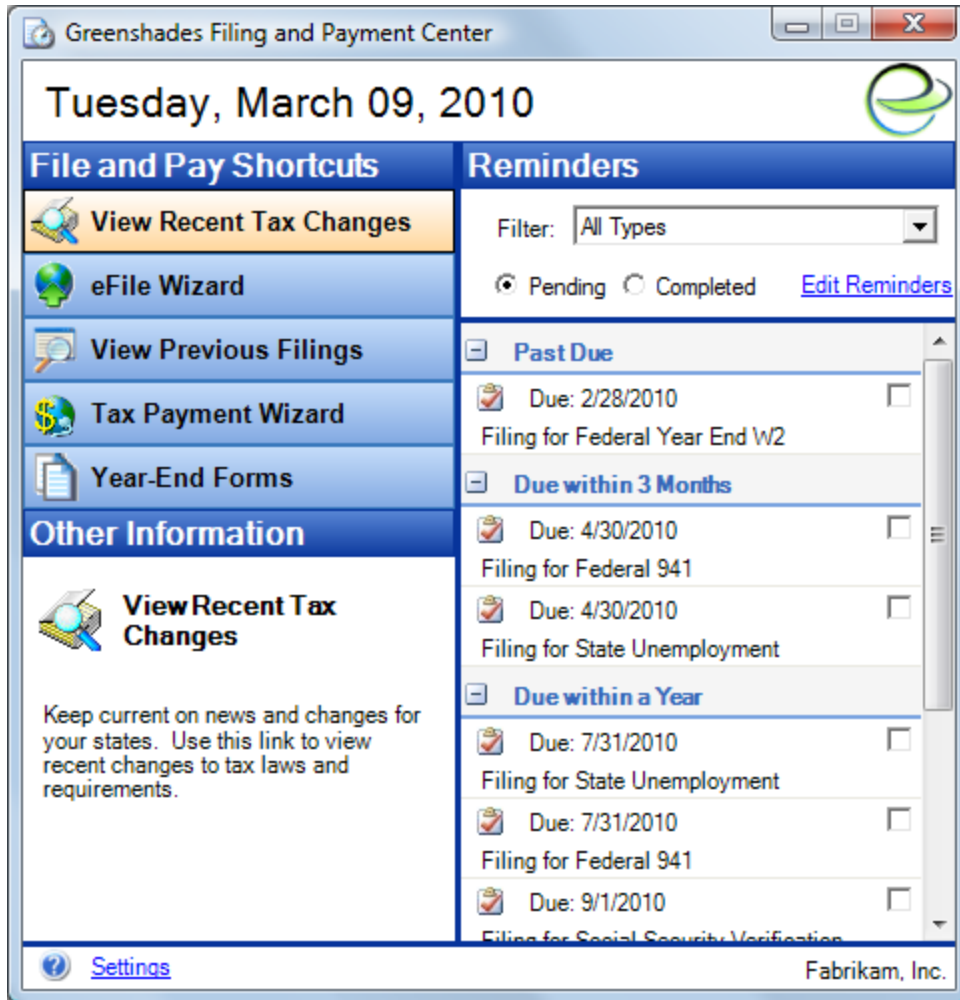


Basic Navigation within the Greenshades Center

The menu listed under 'File and Pay Shortcuts' will be your main point of navigation when using the Greenshades Center. Clicking on any of the menu selections will provide access to additional Greenshades features and options related to that category.

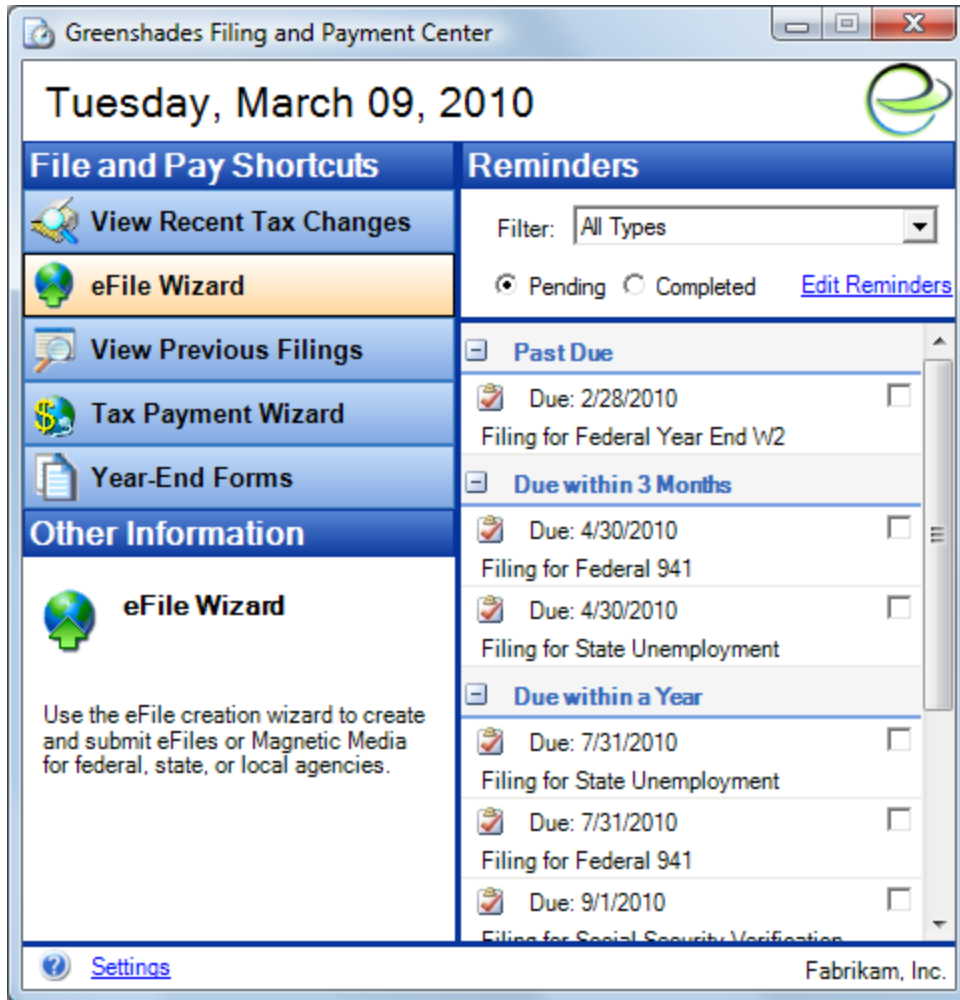
The list under 'Reminders' is a generic listing of upcoming tax deadlines. You can edit these reminders by clicking the 'Edit Reminders' link. You can also add these reminders to your Microsoft Outlook calendar by selecting the reminder you wish to add, right clicking, and selecting 'Add to Outlook.'

Also, when using the Greenshades Center, access in-product help by clicking the  icon in the bottom left corner of the wizard, which will bring up help that is related specifically to the screen you are currently viewing.



View Recent Tax Changes

Greenshades keeps up to date with recent Tax Changes and Updates and provides this information to our clients. Accessing this screen will present you with our most up to date information. You can filter the news selections, viewing only updates that apply to you. This feature connects to the Greenshades News Database and is updated each time you log into the Greenshades Center.



eFile Wizard

To create an electronic file to be submitted to a reporting agency, click 'eFile Wizard'. This begins the process of creating the electronic report that will be submitted to a local, state, or federal government agency. You will be presented with various options depending on the type of report you are producing which, by following the onscreen prompts, will aid you to create your eFile quickly and easily.



Once clicking the eFile Wizard, you will be presented with the following 3 selections, Annual Filing, Quarterly Filing, and Other Filing.

The following reports are currently supported by the eFile wizard

Annual Filing:

- Federal and State Withholding (W2s)
- Most Local Withholding Reports
- 940s (Federal unemployment)
- 1099s

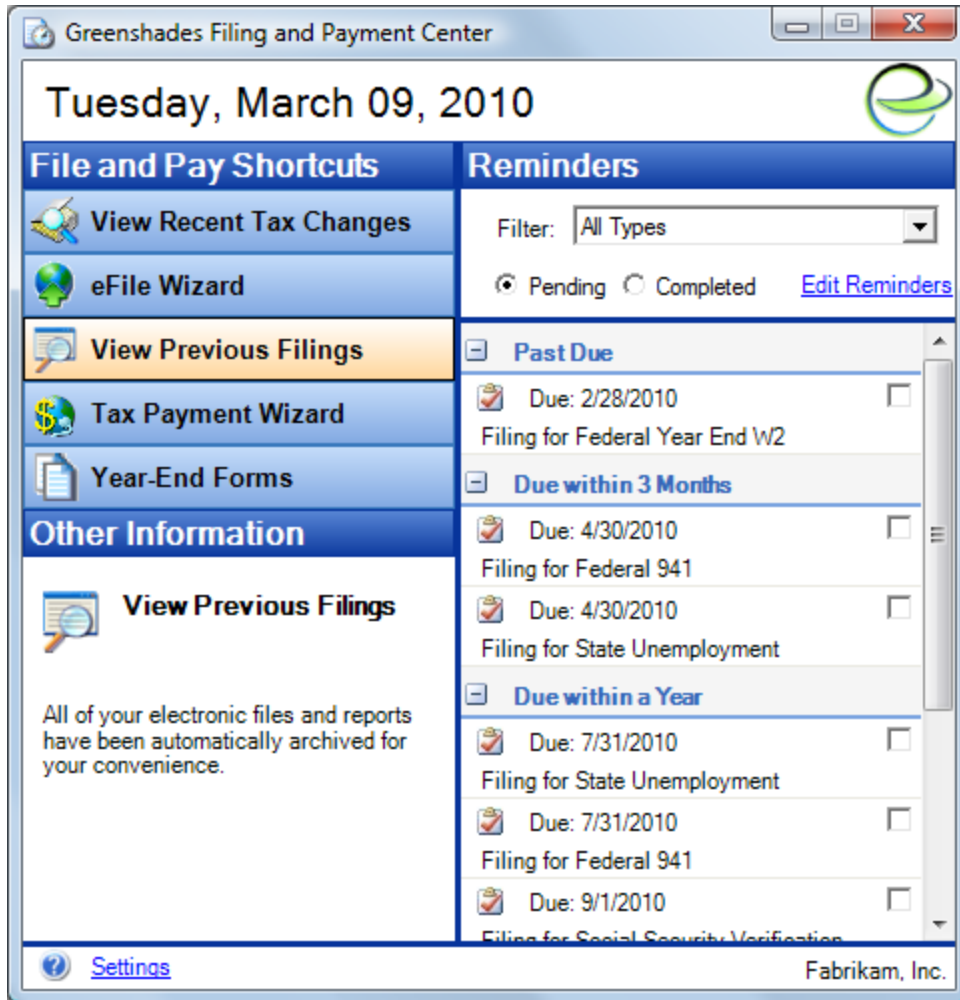
Quarterly Filing:

- State Unemployment (SUTA)
- Some Local Withholding Reports
- 941s

Other Filing:

- State New Hire Reports
- 401(k) Reports
- EEO-1 Survey
- Current Employee Statistics (CES)

If you have any questions about a specific filing type, please refer to the in-product help for more details or visit our [Greenshades Center Help](#) section online.



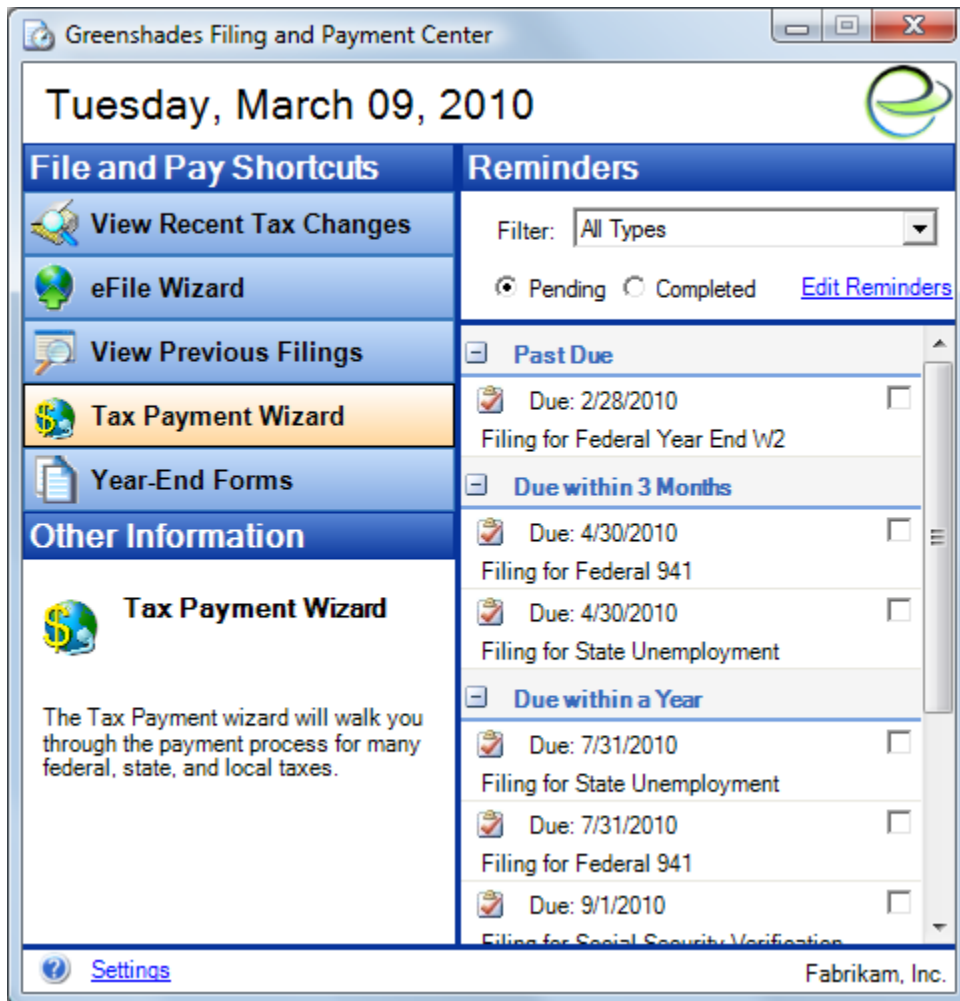
View Previous Filings

After you have successfully created an electronic file using the eFile Wizard, the Greenshades Center will automatically archive that data, to be accessed at a later time should you need. To view you previous filings, simply click ‘View Previous Filings’ from the File and Pay Shortcuts menu.

Company	Type	Filed To	Created On	Reporting Date
Fabrikam, Inc	Suta	AL	10/28/2009	09/30/1997
Fabrikam, Inc	W2	AR	09/09/2009	09/30/1997
Fabrikam, Inc	Suta	AZ	02/24/2010	09/30/1997
Fabrikam, Inc	W2	AZ	02/24/2010	09/30/1997
Fabrikam, Inc	W2	GA	03/10/2010	09/30/1997
Fabrikam, Inc	W2	GA	01/22/2010	09/30/1997
Fabrikam, Inc	Suta	IN	10/20/2009	09/30/1997
Fabrikam, Inc	W2	IN	02/09/2010	09/30/1997
Fabrikam, Inc	Suta	MN	10/13/2009	09/30/1997
Fabrikam, Inc	W2	MN	03/05/2010	09/30/1997
Fabrikam, Inc	Suta	MN	10/13/2009	09/30/1997
Fabrikam, Inc	Suta	ND	09/23/2009	09/30/1997
Fabrikam, Inc	Suta	NY	01/28/2010	09/30/1997
Fabrikam, Inc	W2	PA	02/25/2010	09/30/1997

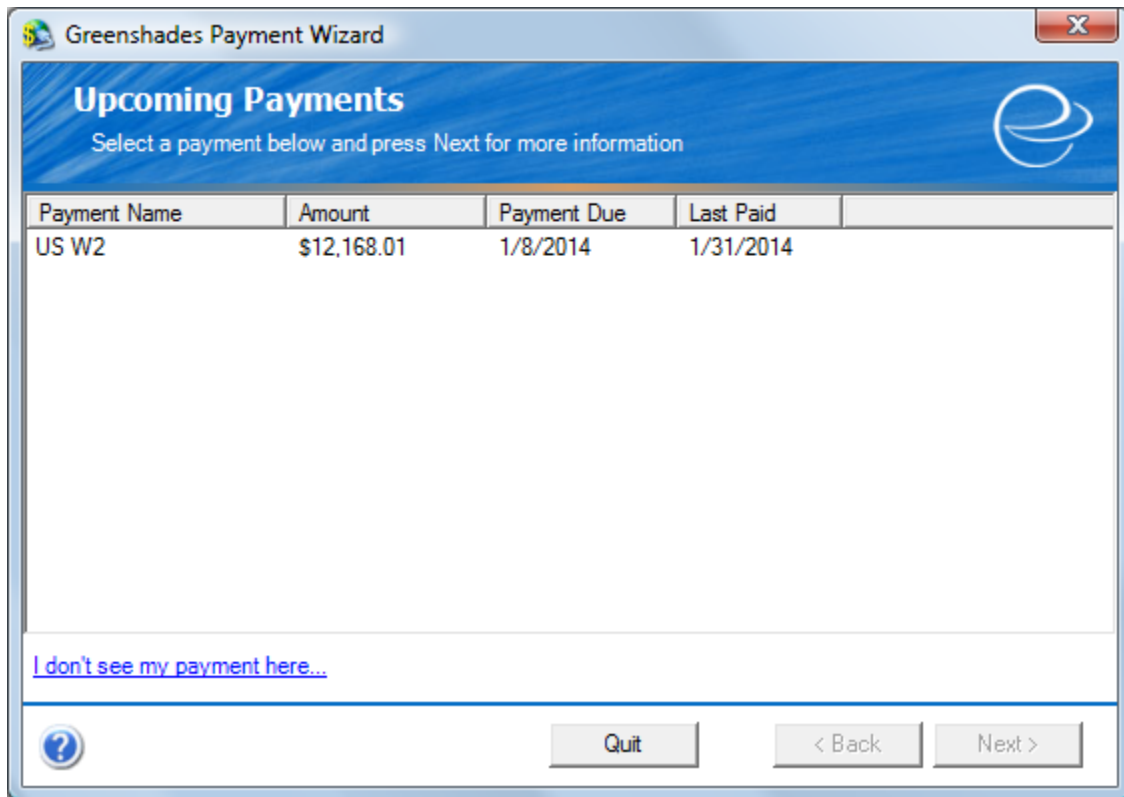
If you need to recreate a previously filed e-file, you will find it here, as long as the file you are searching for was created with the computer you are using, and with the Greenshades Center. To access the option to rebuild a file, simply right click the report and select the option to Rebuild Electronic Media.

If you have any additional questions about previous filings, please refer to the in-product help for more detail or contact Greenshades Support.



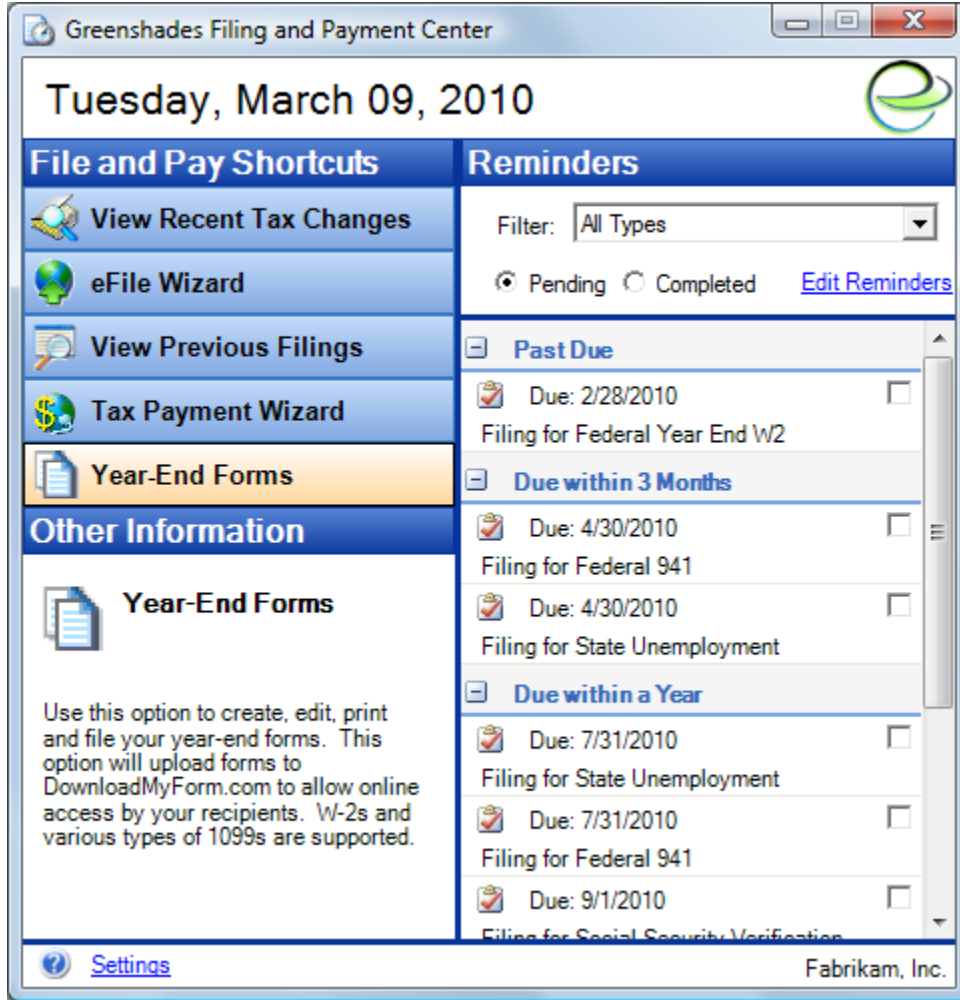
Tax Payment Wizard

The Tax Payment Wizard provides you with the ability to track your withholding payment due dates and aids you in submitting withholding payments to the state and federal government. To access the Tax Payment Wizard, select it from the File and Pay Shortcuts menu.



After selecting the Tax Payment Wizard from the menu on the previous screen, you will be presented with a listing of your upcoming payments. Simply select the payment you wish to make and continue through the wizard. The Tax Payment Wizard will assist you in selecting the appropriate filing frequency, explain the total remittance amount, and walk you through the process of submitting your payment.

The Tax Payment Wizard will also provide you with direct links to either the Electronic Funds Transfer (EFT) site or to the payment vouchers when available.



Year-End Forms

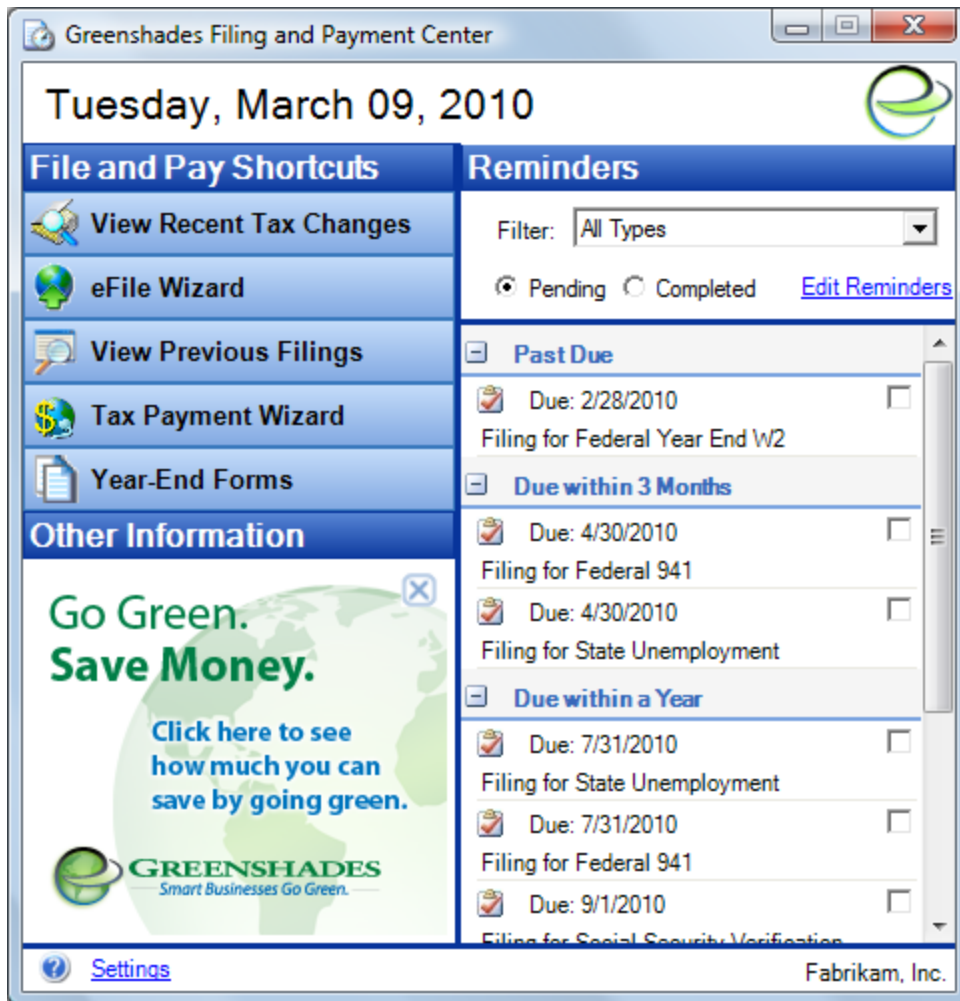
The Year-End forms selection provides you with the functionality of creating, editing, printing, filing, and viewing your year end W2's and 1099's. To access the Greenshades Forms module (which is purchased annually) select the Year-End Forms option from the File and Pay Shortcuts menu.

Once you have selected the Year-End Forms option from the File and Pay Shortcuts menu, select the type of tax form you need, and the Greenshades Center will create a formset for that type, and import it into our DownloadMyForm.com web portal, to then be printed, and provided to your employees.

Some of the forms currently supported by Greenshades for printing are:

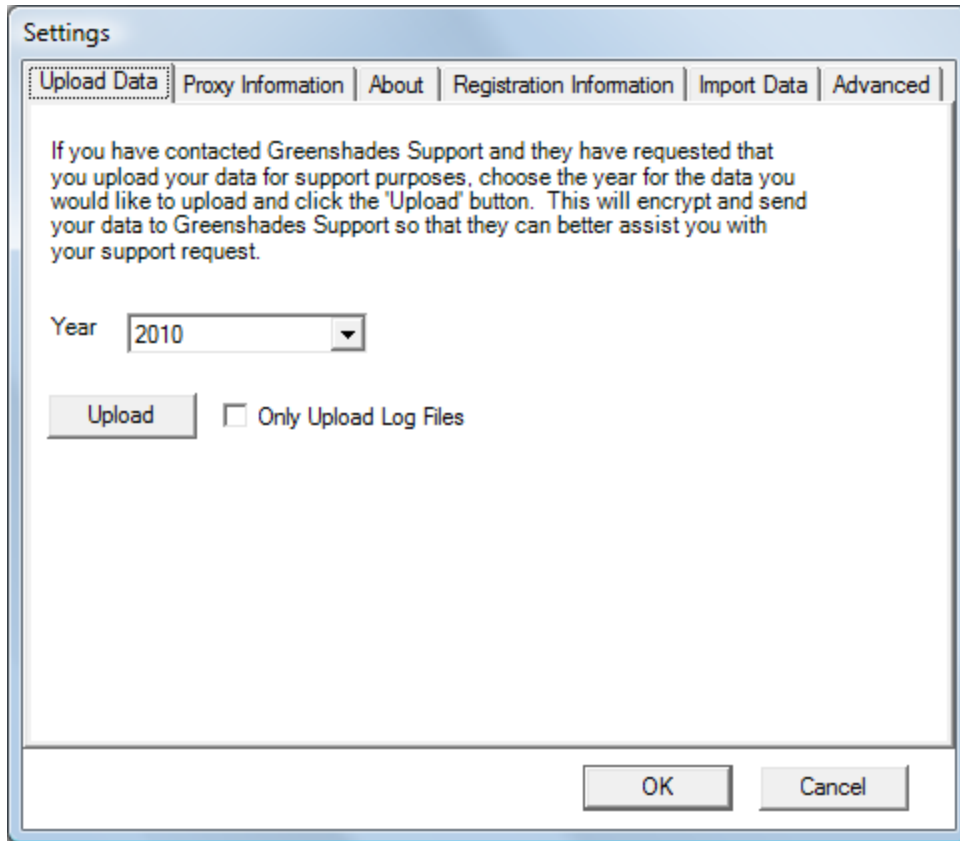
- 1099 MISC, INT, DIV, and PATR
- W2

If you do not see the specific form you need, please contact Greenshades Support, and we will do our best to provide you with that form. If you have any questions about the Year-End Forms module, please refer to the [Year-End Forms Guide](#) available on our website or contact Greenshades Support.



Settings

In the lower left-hand corner of the Greenshades Center you will see a Settings link. Generally, you will not need to enter this area unless you are registering the Greenshades Center, or have been otherwise directed by our support staff. We will briefly cover the different areas of the Greenshades Center Settings over the next few pages.



Upload Data

The Upload Data tab in Settings is used strictly for support issues. This option gathers and encrypts various pieces of data from the Greenshades Center, and uploads it directly to a company and date specific folder, which our technicians can then access to help in determining the root of the issue.

Settings

Upload Data | Proxy Information | About | Registration Information | Import Data | Advanced

Use a proxy server for my internet connection

Address:

Port:

Post-String (may be blank):

Fill out the following fields if your proxy server requires Authentication Information:

Domain (Optional):

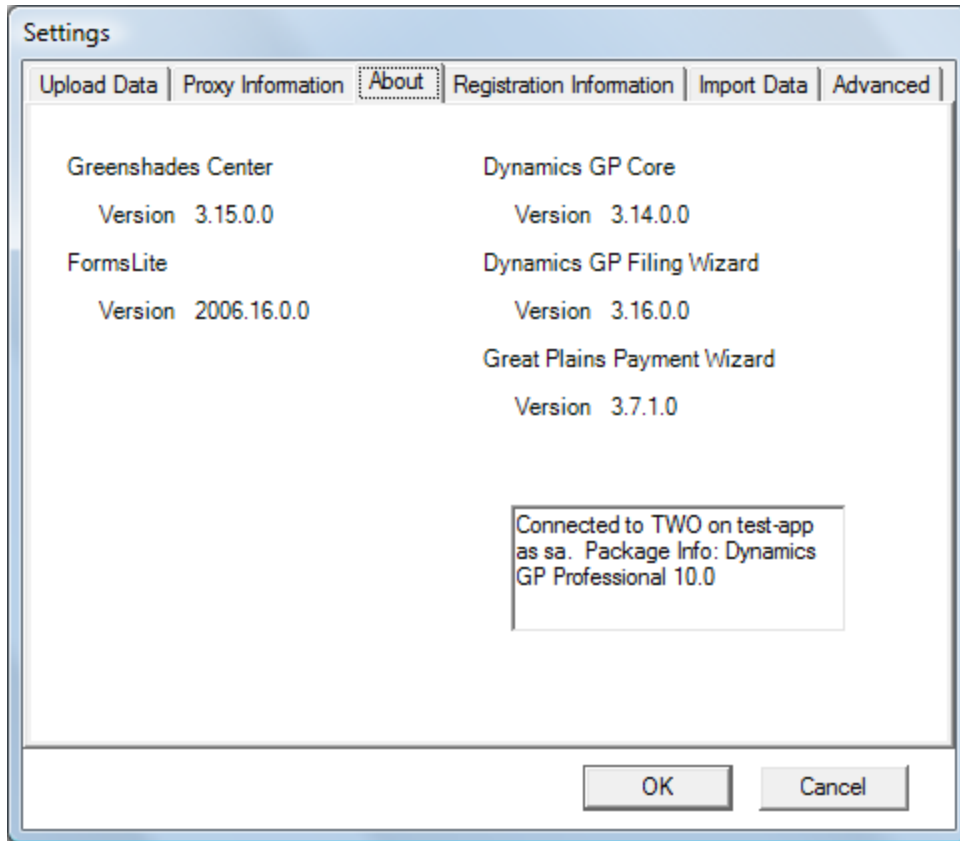
UserName:

Password:

OK Cancel

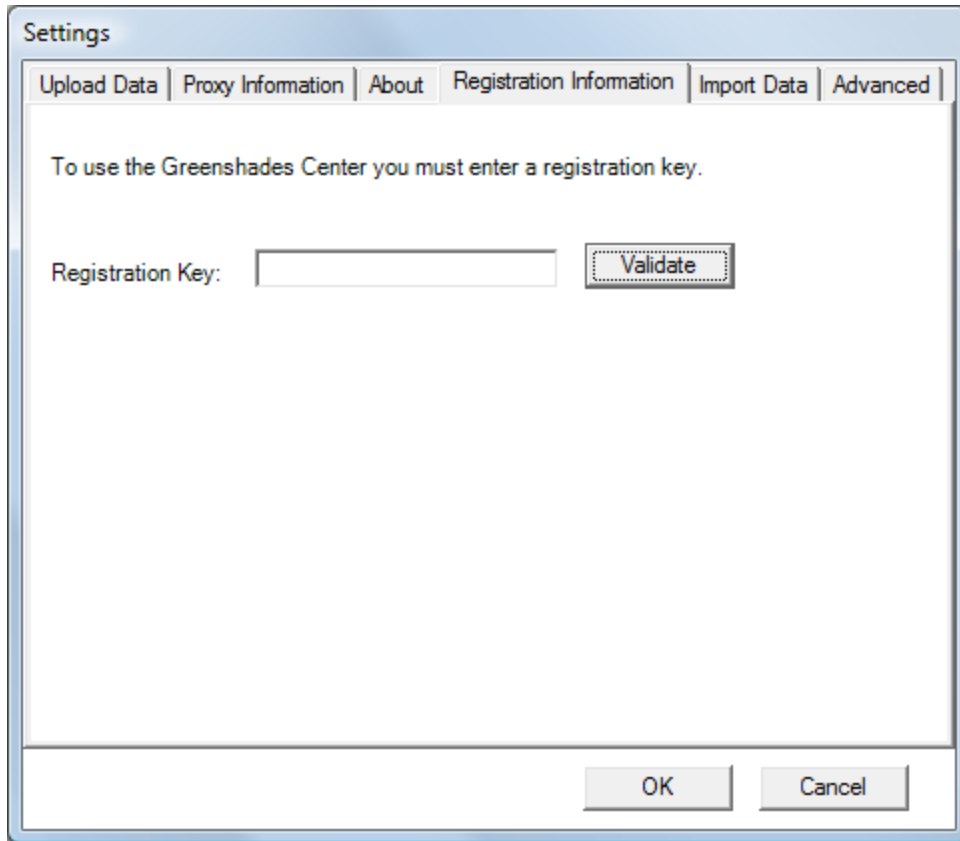
Proxy Information

The Proxy Information tab is to be used by your company IT department when proxy settings are required for an internet connection.



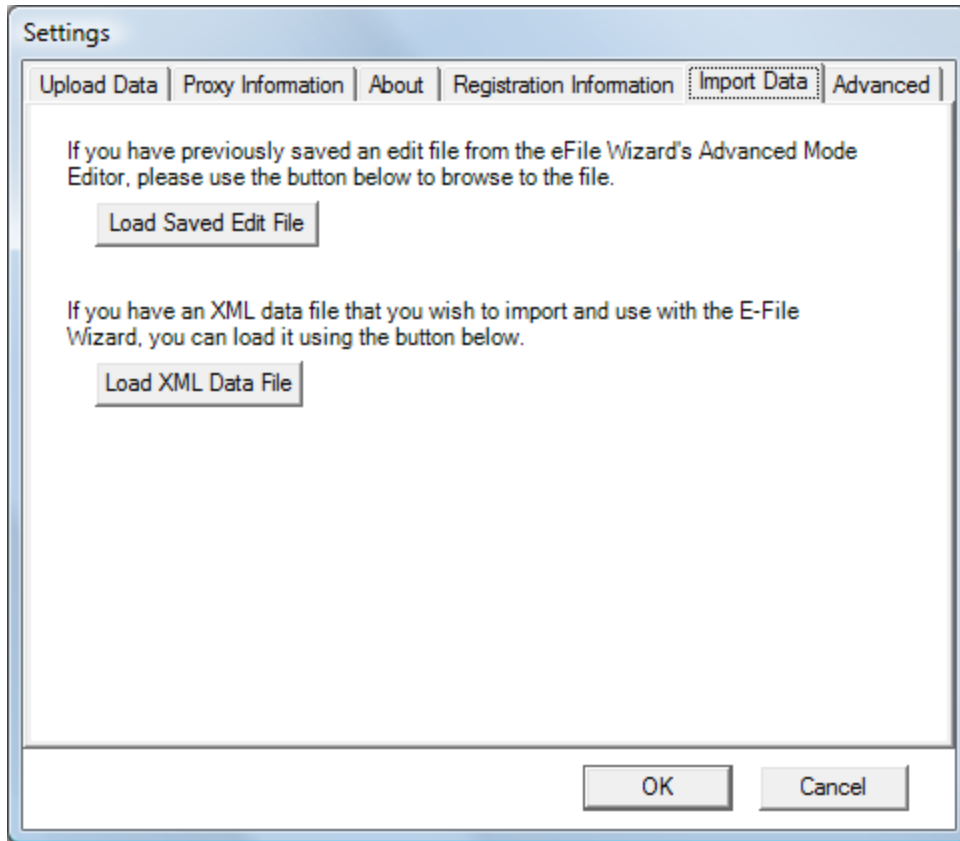
About

The About tab is also primarily used by our support staff, in determining if the software is up-to-date or not. Many problems can be avoided or fixed by simply making sure that the Greenshades Center being used is the most current version.



Registration Information

Crucial to the Greenshades Center functionality, is the Registration Key. The Registration Key is actually entered immediately after the initial installation, so chances are you may never need to use this tab, if only to view the Registration Key or to view the registration expiration date.



Import Data

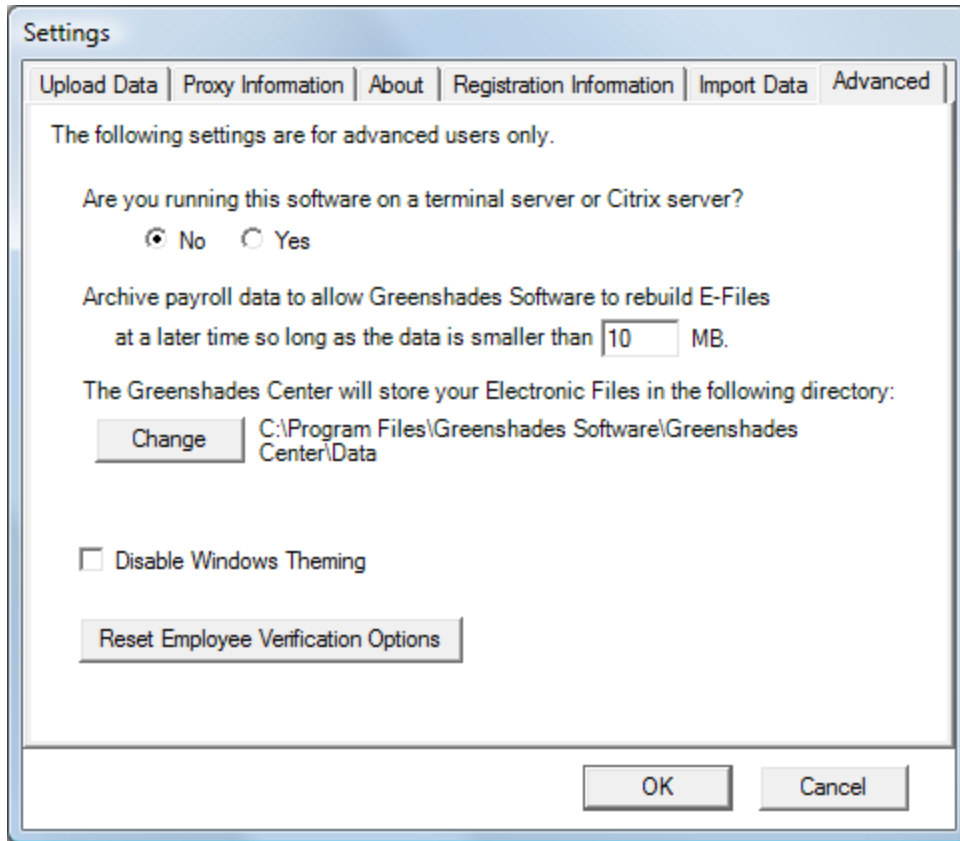
Occasionally you may need to import and edit file, or an xml file into the Greenshades Center. The Import Data tab allows you to do just that. Bear in mind that these are used for very specific actions within the Greenshades Center. If you are unsure if you need to use them, chances are you don't.

- **Load Saved Edit File**

If you were previously using the advanced editor when building your electronic file and saved a copy of the changes you were making to be imported at a later time, clicking the 'Load Saved Edit File' button will allow you to navigate to that saved ".mgd" file to be re-imported.

- **Load XML Data File**

Used to manually import a .xml file containing payroll reporting data.



Advanced

The Advance tab is the last tab in the Settings section of the Greenshades Center. Generally, you will not need to modify any of the settings contained in this section from their defaults.

- **Are you running this software on a terminal server or a Citrix server?**
Set this option to 'Yes' if you are, and 'No' if you are not to help the Greenshades Center run more efficiently.
- **Archive payroll data to allow Greenshades Software to rebuild E-files at a later time so long as the data is smaller than ___ MB.**
This setting is directly related to the View Previous Filings section of the Greenshades Center. Files over the specified file size will not be archived.
- **The Greenshades Center will store your Electronic Files in the following directory**
This setting is related to 'View Previous Filings'. Archived files will always be stored in the default directory (as shown above). If you would like to specify a different directory, click the 'Change' button, navigate to the desired folder, and click the 'OK' button.
- **Disable Windows Theming**
Certain font styles and sizes within Windows will not display correctly within the Greenshades Center. Select this option to disable Windows theming, and retain font integrity.
- **Reset Employee Verification Options**
If the SSN Verification has been disabled when using the E-file Wizard, you may re-enable it by clicking 'Reset Employee Verification Options'.

Frequently Asked Questions

How can I get live support?

Simple! Call us at (888) 255-3815 ext. 700 or by email us at support@greeshades.com.

How can I review my SUTA / W2 / 941, etc. totals after I've submitted them?

By clicking on the 'View Previous Filings' button from the opening screen of the Greenshades Center you will be presented with a list of media you previously filed using the Greenshades Center. Simply double click any report you would like to view and you will be presented with the details of file as it was originally created.

I am not familiar with Greenshades, may I schedule a walkthrough?

Yes, Greenshades technical support has limited walkthrough appointments available. Walkthroughs, referred to as OnRamp sessions, are available twice daily except the week prior to any major filing deadline. OnRamp time slots are 11:00am and 3:00pm, Eastern times. To schedule an OnRamp session, please contact Greenshades Support via email at support@greeshades.com or by calling 888-255-3815 extension 700.

Does Greenshades offer any additional guides?

Absolutely! Please visit the Greenshades Center Help section of our website for the latest guides available. New guides will be offered as we expand this section, so check back often. You can visit our Greenshades Center Help by clicking the following link: <http://www.greeshades.com/support/gschelp2.aspx> or by visiting <http://www.greeshades.com> and then clicking on Downloads from the menu, then User Guides and Videos.

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@greeshades.com.

