

The Greenshades Center

SUTA Electronic Filing 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 or newer to be installed.

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.

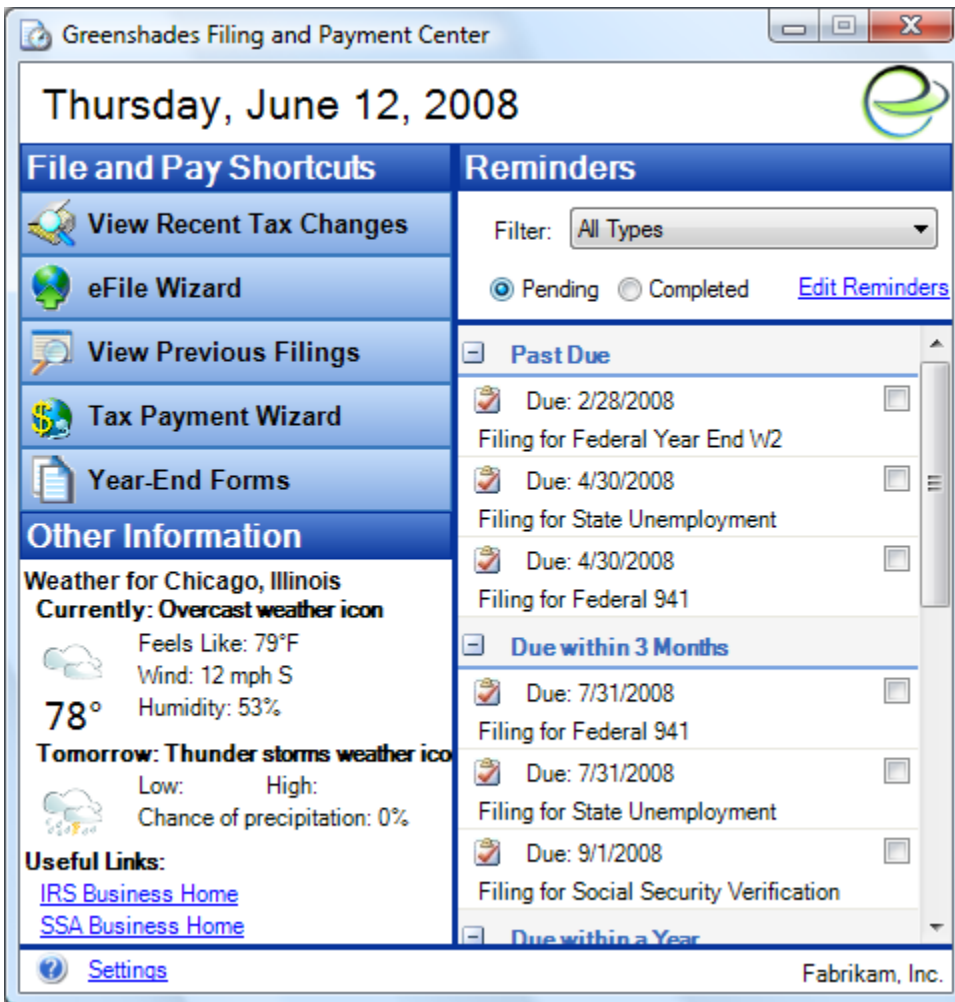
Filing your Quarterly Unemployment or Wage Report (SUTA)

This guide will explain each screen you will encounter as you create your electronic SUTA file. If you have any questions that are not addressed in this guide, please contact our support team.

When using the Greenshades Center, you can also access in-product help by clicking the  icon in the bottom left corner of the wizard.

Step 1 – Starting the E-File Wizard

You will use the E-File Wizard to create your electronic quarterly SUTA file. You can begin by clicking ‘E-File Wizard’ on the main Greenshades Filing Center page.



Step 2 – Company Name and Period Selection

Since SUTA files must be submitted once a quarter, select the radio button next to ‘Quarterly Filing’ to begin your quarterly SUTA 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.

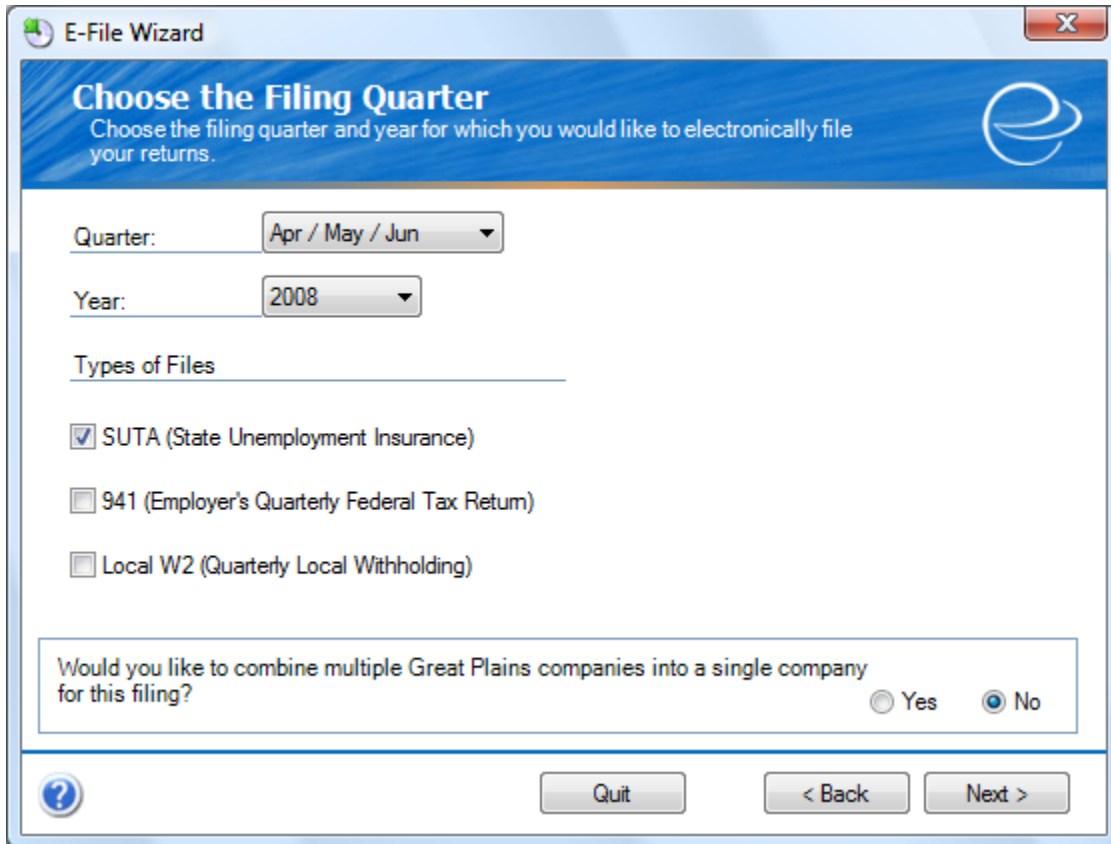
? Quit < Back Next >

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 SUTA file.

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

Step 3 – Choosing your File Type and Reporting Period

On this screen select the quarter and year that you are filing your SUTA for first. Make sure you select the quarter and year that payments were made.



The screenshot shows a software window titled "E-File Wizard" with a blue header. The main heading is "Choose the Filing Quarter" with the instruction "Choose the filing quarter and year for which you would like to electronically file your returns." Below this, there are two dropdown menus: "Quarter:" set to "Apr / May / Jun" and "Year:" set to "2008". A section titled "Types of Files" contains three checkboxes: "SUTA (State Unemployment Insurance)" which is checked, "941 (Employer's Quarterly Federal Tax Return)" which is unchecked, and "Local W2 (Quarterly Local Withholding)" which is unchecked. At the bottom of this section 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. The window footer contains a help icon, a "Quit" button, and "< Back" and "Next >" buttons.

Since Greenshades pulls all information for your SUTA file from your accounting package you will need to have run a SUTA report in your accounting package before continuing this process. If you have not done so, the next screen will prompt you to do this.

Next, select the types of files you wish to build. It is possible to select multiple options on this screen if you would like to create SUTA and other quarterly electronic files simultaneously.

The third option is for combining multiple companies into a single file. This is an additional module and must be purchased for it to be activated. If you are interested in purchasing this feature or if you have any questions about this function please contact our support team.

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

Step 4 – Verify SUTA Report Information

This screen displays the wage information gathered from the SUTA report in your accounting package and displays it for you to verify. The wage totals for all states are displayed on the right while the wage breakdowns by state are on the left. If these totals are not correct, you will need to go back into your accounting package, edit the necessary data, then re-run the report before continuing on to the next step.

State	Total Wages	Taxable Wages
IA	\$4,944.70	\$4,944.70
IL	\$58,329.89	\$58,329.89
IN	\$12,959.30	\$11,693.38
MI	\$5,097.80	\$5,097.80
MN	\$9,181.39	\$9,181.39
MO	\$4,441.17	\$4,441.17
NE	\$14,590.23	\$10,504.85
WI	\$4,903.71	\$4,903.71

Total Wages: \$114,448.19

Total Taxable: \$109,096.89

State: IA

Buttons: ? Quit < Back Next >

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

Step 5 – Verify Unemployment Tax IDs

This screen displays the unemployment tax IDs gathered from the SUTA report and displays it for you to verify. This screen allows you to edit the unemployment IDs and wage bases if necessary. Please take a moment to ensure the accuracy of the state unemployment ID's.

State	Description	Unemployment ID	Wage Base
IA	Iowa	23-0216-345	14200.00
IL	Illinois	5027-8310	12200.00
IN	Indiana	391735836017	7000.00
MI	Michigan	23-0216-T251	9500.00
MN	Minnesota	8264017	15300.00
MO	Missouri	00 509353472	8500.00
NE	Nebraska	23-0216-0023	7000.00
WI	Wisconsin	916385-5	10500.00

Do you need advanced options like specifying Officers to be reported or the ability to exclude certain Employee Classes? Yes No

It is important to note that edits made to this screen will not affect data and information stored within your accounting package.

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

Step 5a – Set Advanced SUTA Options (Optional)

You may have noticed the Yes or No question at the bottom of the previous screen. Selecting ‘Yes’ before clicking ‘Next’ provides a few advanced options such as allowing you to exclude certain employee classes, or to identify certain employees as officers, should you need to do so.

E-File Wizard

Set Advanced SUTA Options

Choose the appropriate advanced SUTA options for your company.

Would you like to retrieve Hours Worked from history instead of summary? Yes No

Choose your New Mexico Workers Comp Deduction Code.

Exclude the following Employee Classes

Employee Class
ACCT
SUPP
ADMN

Mark the following Employees as Officers

Employee ID
BARR0001
BONI0001
CLAY0001

[Click here to edit special information that is not otherwise included in this wizard.](#)

Additional options are accessed by clicking the link at the bottom of this screen. These options are covered on the next page of this guide.

Step 5b – Additional Special Information (Optional)

Clicking the [‘Click here to edit special information that is not otherwise included in this wizard’](#) link located at the bottom of the previous window will bring you to the following screen and provides you with the ability to edit non-standard fields, should you need to. Depending on the number of states or types of files you are creating, this screen could have many entries listed. The three drop-down menus shown will allow you to filter the entries displayed to only those you need to work with. It is worth noting that some states require you to specify a location code with your filing. This screen provides that ability, where you would simply type in the code, next to the ‘LocationCode’ field, under the ‘Value’ column.

Some electronic filings require or make available to be completed information that is not saved in your accounting package. This tool will aid you in being able to complete this non-standard information. You will need to fill in the 'Value' field to enter the information into the e-file. Once you have completed filling in all of the information that is pertinent to you, click 'OK' to continue.

CompanyID: two

Jurisdiction: IA

Mag Media Type:

Choose the filters on the right to narrow the special information which is viewable in the grid below. You can also select a line in the grid to view a description of that item below.

	CompanyID	Jurisdiction	MagMediaTyp	FieldName	Length	Value
	two	IA	NewHire	IowaEINSuffix	3	(null)
▶	two	IA	Suta	MagneticAuth	6	(null)
	two	IA	NewHire	DependentHe	1	(null)
	two	IA	Suta	LocationCode	3	(null)
	two	IA	Suta	PlantCode	15	(null)

Description

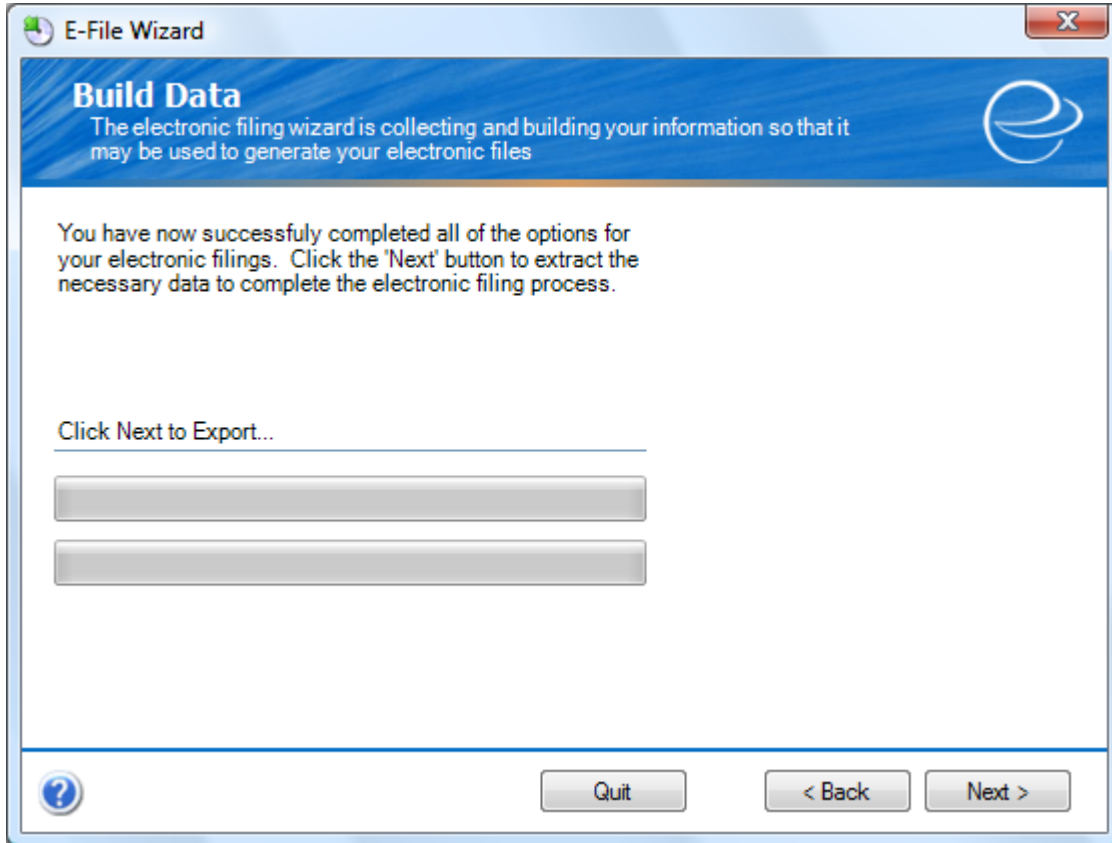
Additional Magnetic Media Authorization Number granted to the company for use with magnetic media only.

OK

To save your changes, click the ‘OK’ button, and you will return to the ‘Set Advanced SUTA Options’ screen, where you can click the ‘Next’ button to continue.

Step 6 – Build Data

The Build Data step extracts your SUTA data from Dynamics with the settings you have previously selected in the E-File wizard. Depending on the number of employees you are exporting, this process may take a few minutes.



Clicking 'Next' will start the extraction process.

Step 7 – Employee Verification

Greenshades offers you the opportunity to electronically verify your employee identification each time you create a file using the E-File Wizard. The electronic employee verification service is provided to prevent any potential filing penalties associated with submitting incorrect employee information to government agencies.

Employee Identity Verification
Read the information below to decide if you wish to verify the identity of your employees.

Would you like to take this opportunity to verify the identity of your employees by having them cross-referenced with the Social Security Administration's records?

The process of verifying names and SSNs is performed free of charge. If inconsistencies are found, you will later be given the option to pay a small, per-employee fee for the detailed report.

Yes, please verify my employee information. I agree to the [Terms of Use.](#)

No, do not verify my employee information at this time.

No, do not verify my employee information now and never ask me again.

Quit < Back Next >

If you would like Greenshades to verify your employee identification, you will be informed of the number of discrepancies found. To view a detailed report, there is a charge of \$1.99 per discrepancies. Greenshades will process the employees you selected and then show you how many employees were found to be incorrect. Once presented with that information, you can choose whether or not to purchase a report listing the problems. You are not obligated to purchase this report.

Once you have made your decision, click 'Next'.

Step 8 – Select Files to Build

Select Files to Build lets you choose which files you would like create and submit at this time. First, select the method that you would like to use to submit the file. Some states will accept both media and internet submissions and others will accept only internet or media submissions. This will vary from state to state, as each state has their own set of specifications.

Next, simply place a check in the “Build?” box next to the file you would like to create.

Electronic File	Status	Submission Method	Build?
IA - Suta	Awaiting Creation	Media	<input type="checkbox"/>
IL - Suta	Awaiting Creation	Internet	<input type="checkbox"/>
IN - Suta	Awaiting Creation	Media	<input type="checkbox"/>
MI - Suta	Awaiting Creation	Internet	<input type="checkbox"/>
MN - Suta	Awaiting Creation	Internet	<input type="checkbox"/>
MN - Suta (With Location)	Awaiting Creation	Internet	<input type="checkbox"/>

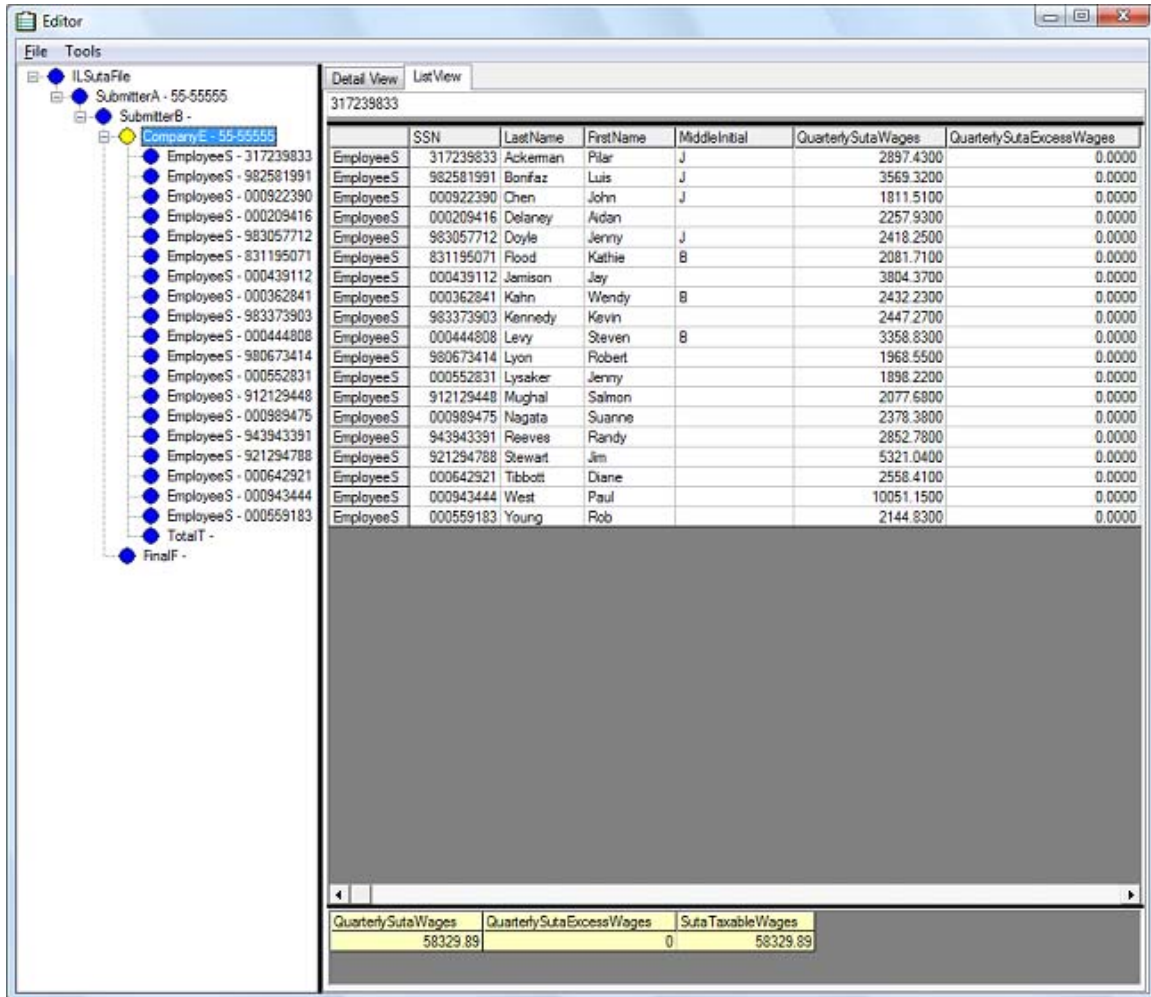
Check here if you would like the ability to edit your data prior to creating your electronic file (Advanced).

At the bottom of this screen there is an option that will allow you make any final corrections before creating and filing your E-File. While this functionality is available to you, it is recommended that SUTA edits be made in your accounting package, as correcting the errors using the advanced editor does not correct the errors with the data in your accounting package.

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

Step 8a – Advanced Editor (optional)

Shown below is an example of the advanced editor when used while building your SUTA E-File. Virtually every field you see can be edited. You can even add rows if needed (right click on any row and select the ‘Add Row’ option), giving you the ability to include employees who have not yet been entered into your accounting package software. Again, keep in mind that these changes do not update your accounting software, and the advanced editor should only be used as a means to correct your E-File if you do not have the ability to correct the data within your accounting software.

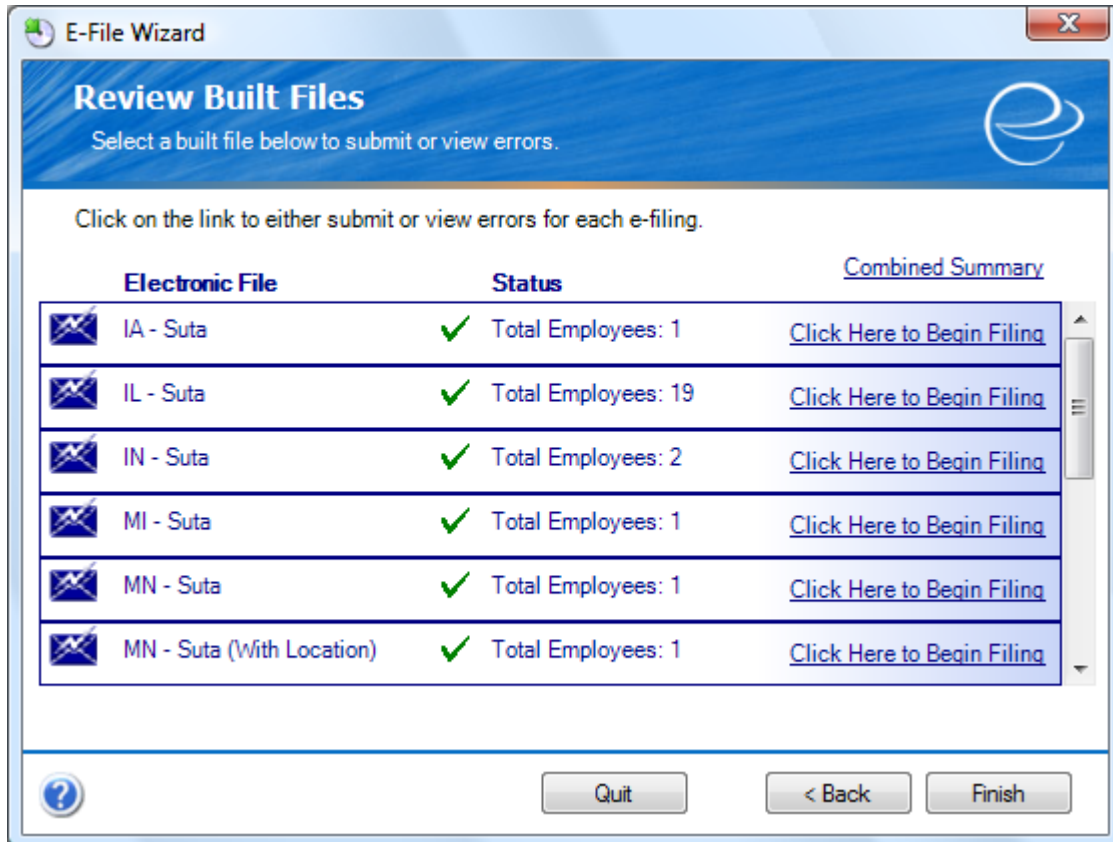


	SSN	Last Name	First Name	Middle Initial	Quarterly SUTA Wages	Quarterly SUTA Excess Wages
EmployeeS	317239833	Ackerman	Pilar	J	2897.4300	0.0000
EmployeeS	982581991	Bonifaz	Luis	J	3569.3200	0.0000
EmployeeS	000922390	Chen	John	J	1811.5100	0.0000
EmployeeS	000209416	Delaney	Aidan		2257.9300	0.0000
EmployeeS	983057712	Doyle	Jenny	J	2418.2500	0.0000
EmployeeS	831195071	Flood	Kathie	B	2081.7100	0.0000
EmployeeS	000439112	Jamison	Jay		3804.3700	0.0000
EmployeeS	000362841	Kahn	Wendy	B	2432.2300	0.0000
EmployeeS	983373903	Kennedy	Kevin		2447.2700	0.0000
EmployeeS	000444808	Levy	Steven	B	3358.8300	0.0000
EmployeeS	980673414	Lyon	Robert		1968.5500	0.0000
EmployeeS	000552831	Lysaker	Jenny		1898.2200	0.0000
EmployeeS	912129448	Mughal	Salmon		2077.6900	0.0000
EmployeeS	000989475	Nagata	Suarne		2378.3800	0.0000
EmployeeS	943943391	Reeves	Randy		2852.7800	0.0000
EmployeeS	921294788	Stewart	Jim		5321.0400	0.0000
EmployeeS	000642921	Tibbott	Diane		2558.4100	0.0000
EmployeeS	000943444	West	Paul		10051.1500	0.0000
EmployeeS	000559183	Young	Rob		2144.8300	0.0000
					58329.89	0
					SUTA Taxable Wages	58329.89

When you are finished with the advanced editor, select ‘File’ then ‘Done Editing’ if satisfied with your changes, or ‘Discard Changes’ if you would like to cancel any changes you made.

Step 9 – Review Built Files

At this point, your final totals have been calculated and your SUTA file has been created but not submitted. If your file was successfully created you will see a green check (as shown below). Continue the filing process by clicking the “[Click Here to Begin Filing](#)” link. If you have many states to file for, you will need to select ‘Click Here to Begin Filing’ for each.



If your file failed to build a red ‘X’ will appear. You will be able to review the problem by clicking the “Click Here to View Errors” link. Usually these errors are easy to understand, but if you have any questions please contact our support team.

Step 10 – View Totals

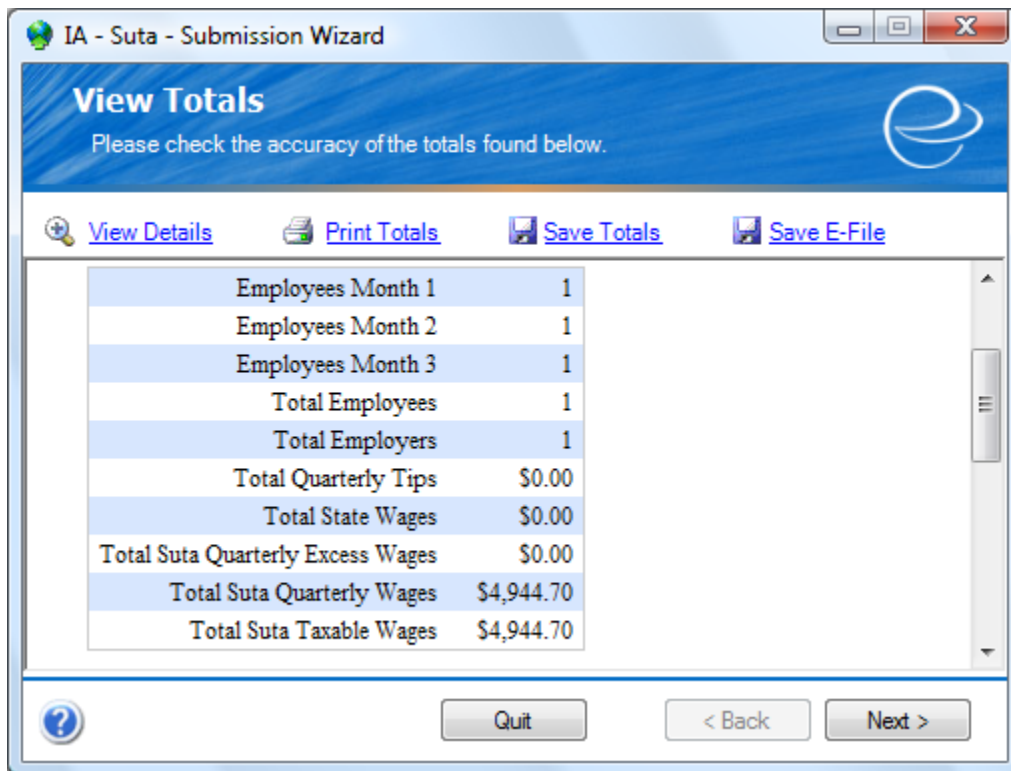
View Totals is an assessment screen providing you with detailed totals for final review before submission. You will notice 4 separate options displayed above the listed totals. The details for each are listed below:

[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. Be sure to note where you save it, as you will need it in a moment.

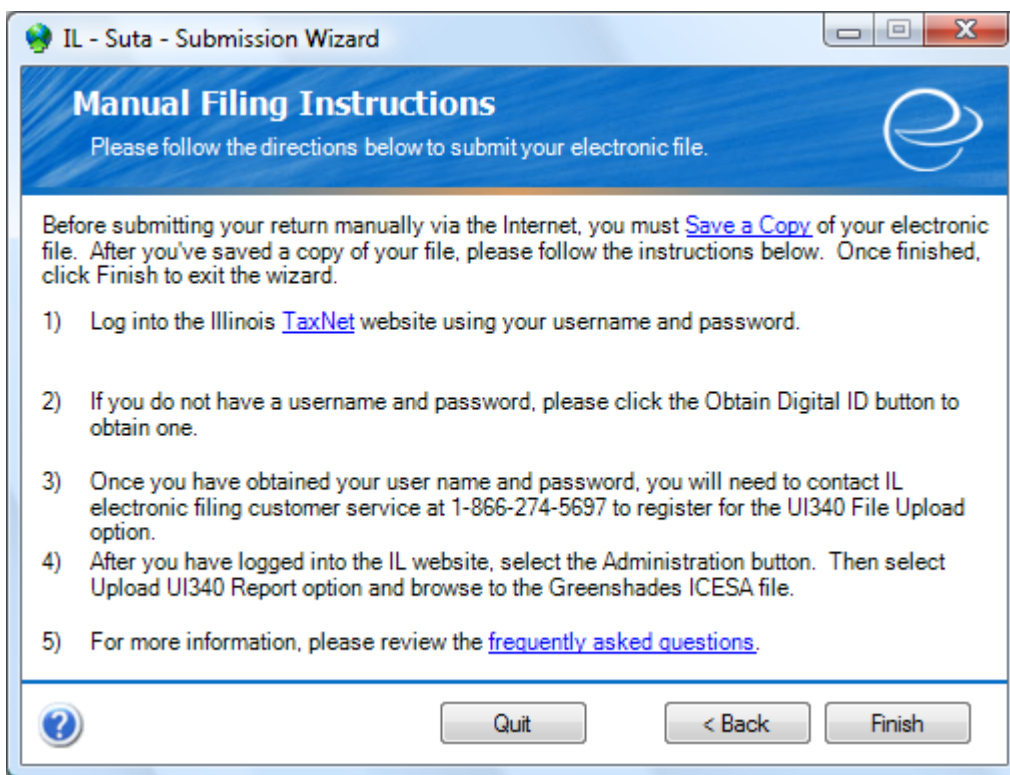


Once you've reviewed your totals, click 'Next'.

Step 11 (Internet Submission) – Manual Filing Instructions

While some states offer ‘Automatic’ internet filing (think “one-click filing”), most states have their own website and instructions for manually uploading your E-File. If the automated E-File upload is not an option, the Greenshades Center will provide you with a direct link to the state website and instructions on uploading your file to the state. Before uploading your file to the state website, you must first select the ‘Save a Copy’ link at the top of this page. It is worth noting that ‘Save E-File’ from the previous screen and ‘Save a Copy’ on this screen produce the exact same E-File, so if you have already saved your E-File you do not need to do this a second time.

Follow the provided instructions and links to upload your file. These instructions can vary from state to state so make sure you follow these steps closely.

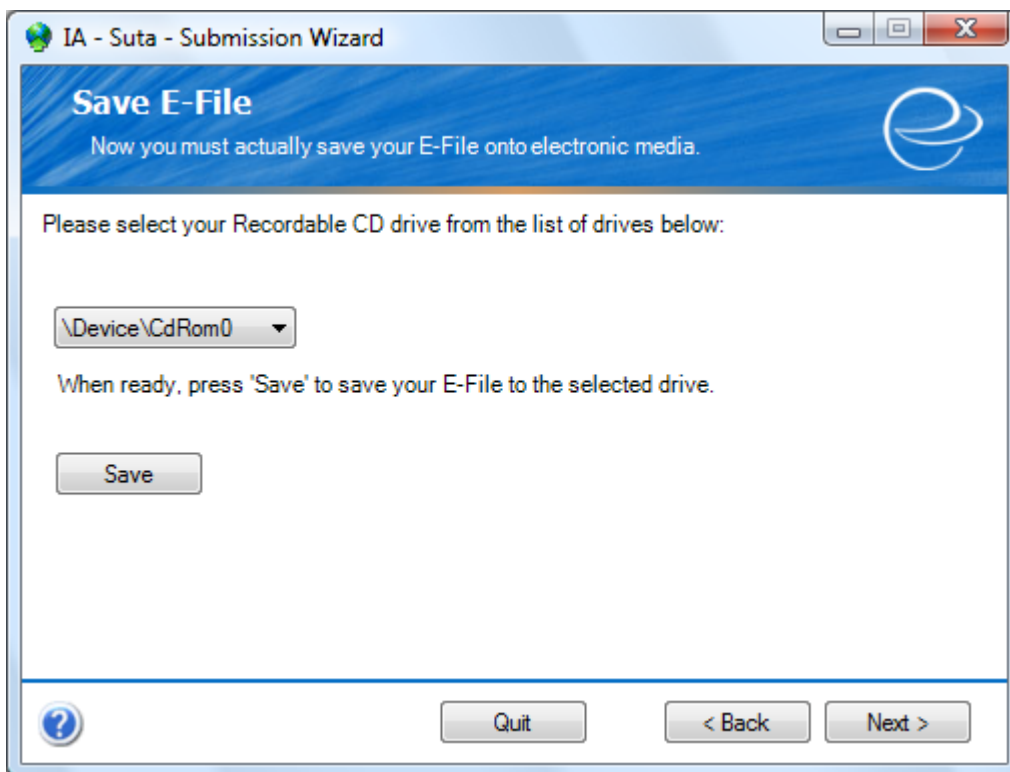


Congratulations! You have successfully created and filed your SUTA data.

Click ‘Finish’ here, and once more from the ‘Review Built Files’ screen, and you are done. If additional states remain, return to Step 8 until all states have been completed.

Step 11 (Media Submission) – Save E-File

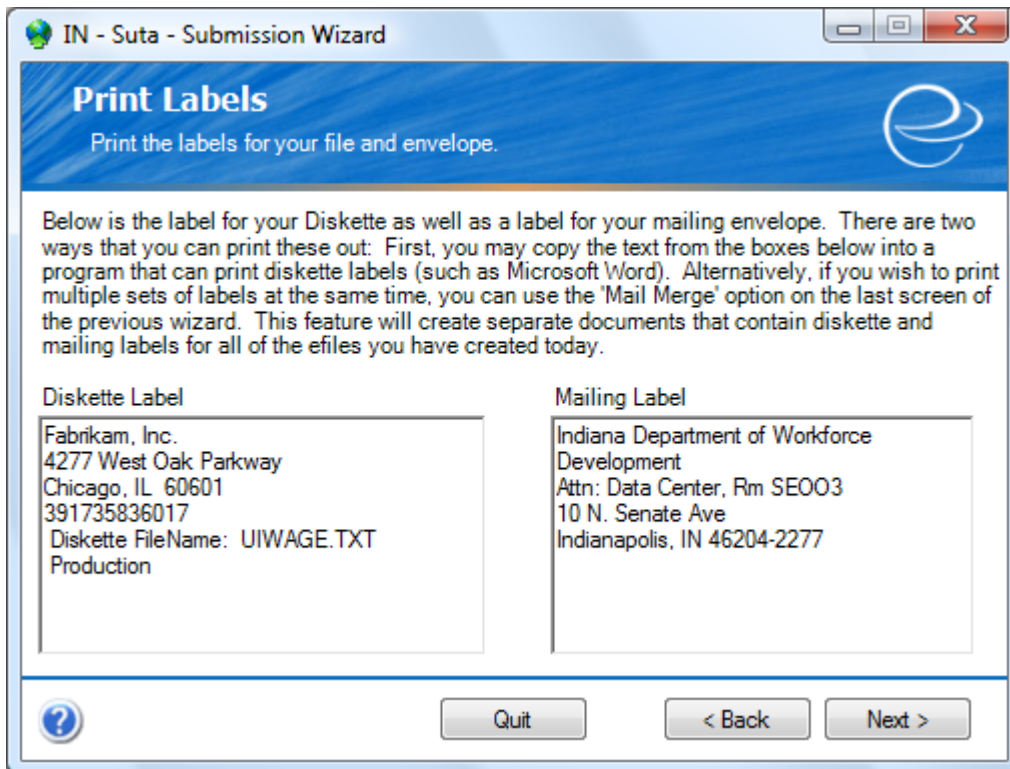
If the state you are submitting SUTA for does not accept files via internet submission, you will need to save your E-File to diskette or CD and mail it to the state. The Greenshades Center will automatically detect any drives installed on your computer, which you can then select using the dropdown menu, assuming you have more than one. Once you have selected the drive you wish to use, click the ‘Save’ button. If you do not have a CD or diskette drive, contact your network administrator for assistance with saving your SUTA file to computer with one of these drives via the network, or possibly to connect an external diskette or CD drive to your computer.



After saving your file to CD or diskette, click ‘Next.’

Step 12 (Media Submission) – Print Labels

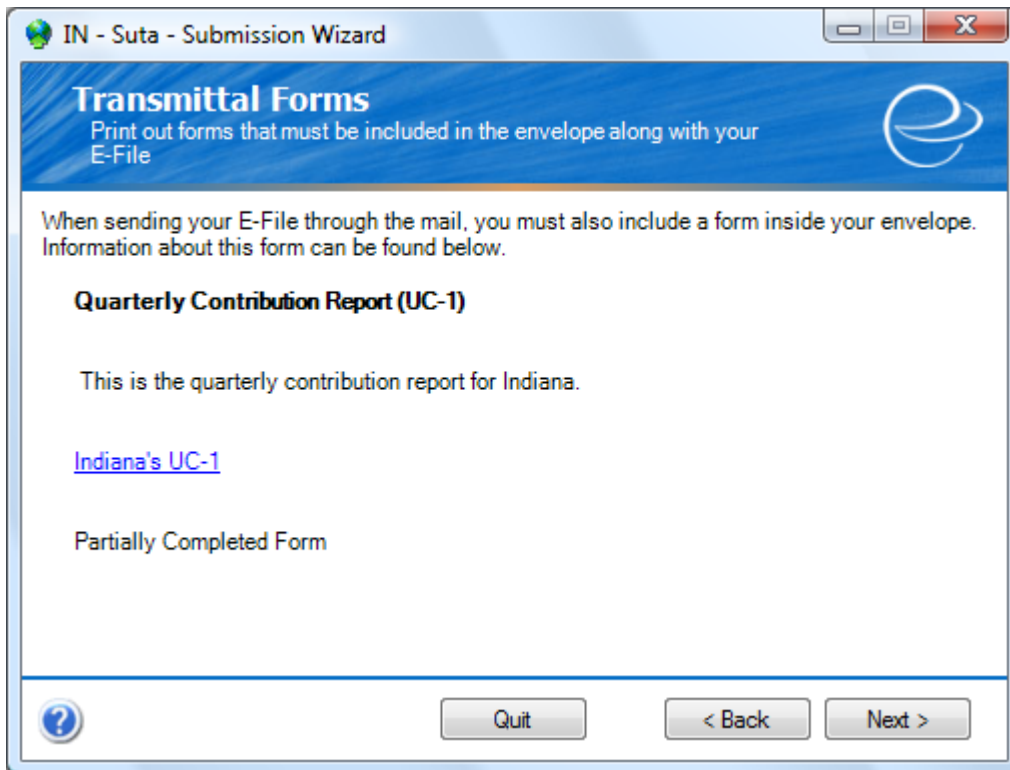
Greenshades provides you with the information that you will need to put on your diskette or CD and mailing address. You can select and copy this information into a program that can print diskette and mailing labels, or simply use the old fashioned method of labeling by hand via pen-and-ink.



Once you have your media and mailing package labeled, click 'Next'.

Step 13 (Media Submission) – Transmittal Forms

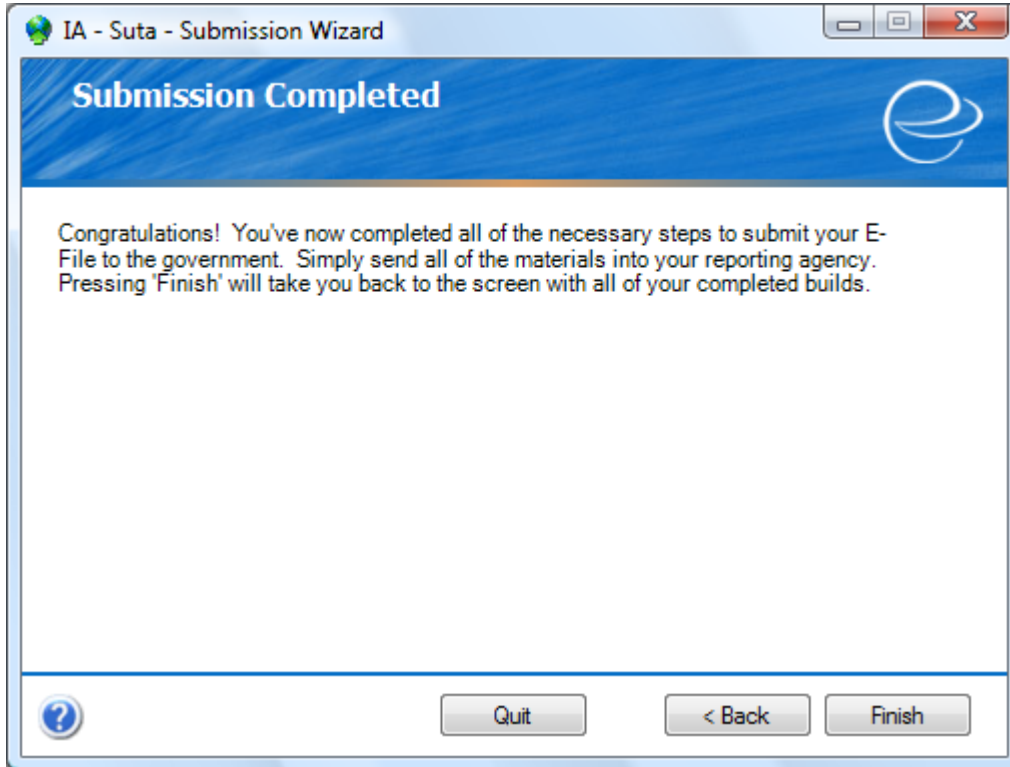
A few states require transmittal letters be included with your diskette or CD. If the state you're filing for requires a transmittal letter, we will provide you with a link to this form.



Follow the link, print and fill out the form, and then include it in your mailing package.

Step 14 (Media Submission) – Submission Completed

Congratulations! You have successfully created and saved your SUTA data to media. You have now completed all the steps in creating and filing your SUTA E-File. Make sure it is properly labeled and packaged before mailing.



Once ready, you may click 'Finish'. If you have additional states to file for, click 'Finish' to return to the Review Built Files screen, then continue at Step 8 until all states have been completed.

Frequently Asked Questions

How can I get live support?

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

How can I review my SUTA 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.

Why do my updates keep failing?

Greenshades Software releases updates frequently to make sure our clients are able to create files according to the state and federal government specification. Whenever there are updates available, please apply the updates. If your updates are failing, please download the Greenshades Updater Patch. The updater patch is available from our website. Visit the following link: <http://www.greenshades.com/support/gscenter.shtml> and click the link that reads [Download the Updater Patch](#). You may need to contact your IT department for permission if you do not have administrator rights.

How can I edit my file prior to submitting it?

You can edit your E-File by using the advanced editor we have provided in the Greenshades Center. See Step 8 of this guide, and more specifically, Step 8a on how to access the advanced editor.

Our state requires us to specify a Location Code. How can I do this?

Step 5a and 5b of this guide refers to some of the advanced options that some of our clients may need. Specifically, you will enter the location code in the 'Value' field to the right of the row titled LocationCode, under the column titled 'FieldName', (see the screenshot in Step 5b) then click ok to save it.