# Greenshades Garnishments Web Services Guide

GREENSHADES
LET US HANDLE THAT

1. *General Overview* ..... 3
*1.1.* About Greenshades Garnishments ..... 3
*1.2.* Requirements for Greenshades Garnishments ..... 3
*1.3.* Installing Greenshades Garnishments ..... 3
*2. Web Services Installation* ..... 5
*2.1.* Why do we need Web Services with Microsoft Dynamics GP 10? ..... 5
*2.2.* Installation of Web Services ..... 5
*2.3.* GP Web Services when running Windows Server 2008 and SQL server 2008 ..... 6
*3. After Web Services has been installed* ..... 6
*3.1.* Test to make sure Web Services are running ..... 6
*3.2.* Add Role in Dynamics Security Console ..... 6
*3.3.* Assign User to the Role in Dynamics Security Console ..... 7
*3.4.* Setup Currency for Dynamics GP ..... 7
*4. Garnishments* ..... 10
Launching Greenshades Garnishments ..... 10
Initial Setup of Garnishments ..... 10
4.1. Applying Web Services ..... 11
5. Frequently Asked Questions (FAQ) ..... 12
5.1. I am not familiar with Greenshades Garnishments, can I get a walkthrough? ..... 12
5.2. How can I get live support? ..... 12
5.3. Why does web services only work with when I'm signed in as SA? ..... 12
5.4. Why have I received an error stating "Error while creating Check Transaction" while trying to create my payables? ..... 12
5.5. Why do I get an error when trying to apply the URL within Garnishments? ..... 13
5.6. Client feedback: ..... 13

# 1. *General Overview*

## *1.1.* About Greenshades Garnishments

The Greenshades Garnishments program was designed to provide our Dynamics GP clients with a convenient way of properly tracking and deducting garnishments for their employees. In addition to calculating garnishments based off state specific rules, Greenshades Garnishments also provides you with the ability to track arrears, generate helpful reports, and create ACH payments. Greenshades Garnishments also has the ability to handle confliction and pro-ration of garnishments.

## *1.2.* Requirements for Greenshades Garnishments

Greenshades Garnishments does have a couple of prerequisites in order to function properly. First, it requires an active internet connection in order to utilize all of its functionality. Greenshades does offer an "Offline Mode" however using this will highly limit the capability of our product.

Greenshades Garnishments can be configured to authenticate with a corporate proxy server, but it is our client's responsibility to ensure that adequate internet access is provided to the Greenshades Center. For information on setting up Greenshades with your Proxy Server or Firewall, please see our Firewall Guide available at: http://www.greenshades.com/pub/downloads/documentation/firewallguide.pdf

Also, Greenshades Garnishments requires an update to Microsoft Windows called the 'Microsoft .NET Framework.' Please install version 2.0 or later of this component.

While a user will not need to be a computer administrator or logged into Dynamics as System Administrator (SA), they will need to have permission to write to the file system and the registry and may need to have an authorized user provide an administrative database password when performing some updates.

## *1.3.* Installing Greenshades Garnishments

To install Greenshades Garnishments you will need to run the "GarnishmentsSetup.msi" file available on our website, http://www.greenshades.com/pub/downloads/garnishmentssetup.msi.

Once it has completed, Greenshades Garnishments will be installed on your workstation.

Further information for installing Greenshades Garnishments can be found within our Installation Guide at:

http://www.greenshades.com/pub/downloads/documentation/GarnishmentInstallation.pdf

# 2. Web Services Installation

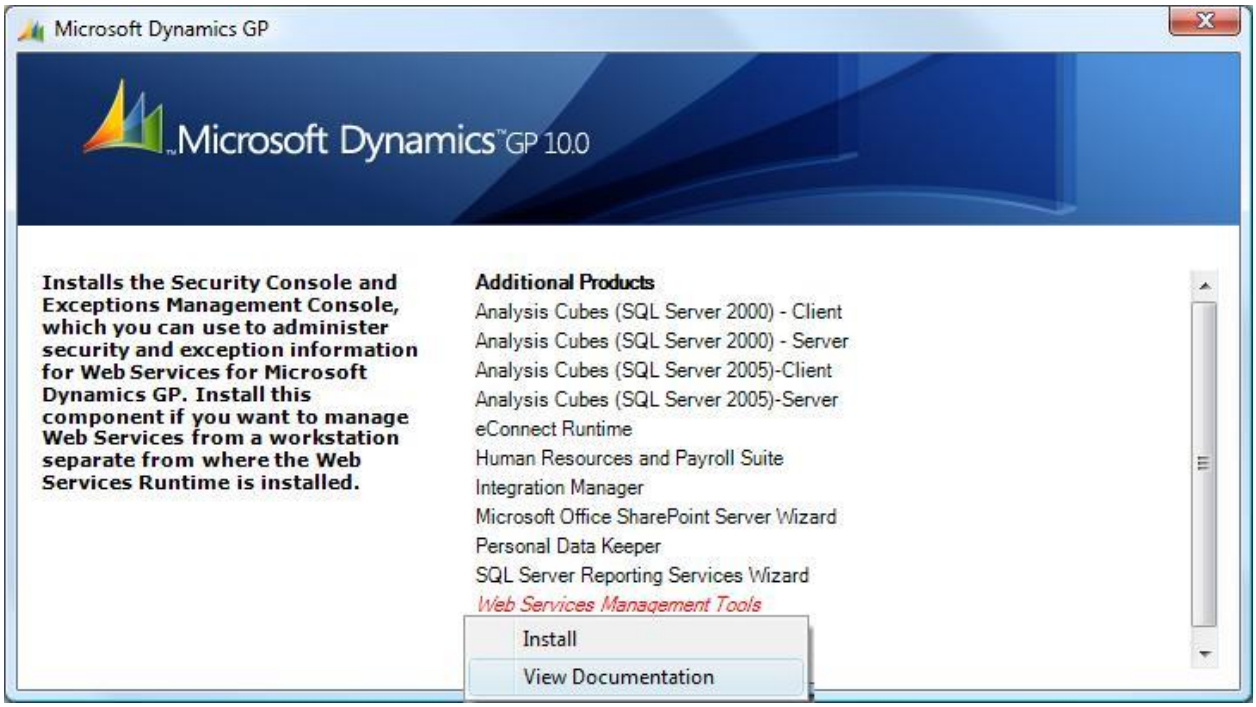
## 2.1. Why do we need Web Services with Microsoft Dynamics GP 10?

You will need Web Services to make the exchange from Greenshades Garnishments back into Microsoft GP 10 to create payables. The following will assist you with the initial installation instructions and what Greenshades Garnishments needs to connect properly to Web Services.

## 2.2. Installation of Web Services

If you are running Windows Server 2008 and SQL Server 2008 please see the section named GP Web Services when running Windows Server 2008 and SQL server 2008, on the lower part of this page.

Microsoft gives a very informative guide that you can access from your Microsoft Dynamics GP 10 CD 2 by right clicking “Web Services Management Tools” and selecting “View Documentation”. You can also access this guide by going to the following link:
http://mbs.microsoft.com/downloads/public/GP90Docs/WSInstallAdminGuide.pdf



### 2.3. GP Web Services when running Windows Server 2008 and SQL server 2008

Please only use these steps if you are running both.

1. Install GP Web Services from the DVD GP SP3 Install instead of the Dynamics
2. In IIS7, under the DynamicsGPWebService, enable Anonymous Authentication

# 3. After Web Services has been installed

### 3.1. Test to make sure Web Services are running

Test the URL that is created when installing Web Services within Internet Explorer (typically: http://*computername*/DynamicsGPWebServices/DynamicsGPService.asmx). Now that you've tested that it works, do the following steps to set up Garnishments to your security.

### 3.2. Add Role in Dynamics Security Console

1. Launch the Dynamics Security Console under Administrative Tools in the Control Panel
2. Click on the Select Applications button
3. From the Select Applications window, select Security Service from the drop-down menu and with Dynamics GP Web Services marked, hit the OK button
4. Expand Microsoft Dynamics Security (it will take a moment to expand the menu)
5. Expand DynamicsGPWebServices (it will take a moment to expand the menu)
6. Click on Roles and from the Actions Pane, select New
7. From the New Role window, type 'Greenshades' in the Name: field
8. Click the Add button at the bottom of the New Role window
9. On the Add Role Definition window, highlight Financial and place a check in Manage GL Transactions
10. From the same window, highlight Purchasing and place a check in Manage Payables Documents
11. Click the OK button on the Add Role Definition window and you should be taken back to the New Role window with the Manage GL Transactions and Manage Payables Documents tasks marked.
12. Click the OK button on the New Role window

### *3.3.* Assign User to the Role in Dynamics Security Console

Now that the role as been added, you have to give access for users to the new role. To do this:

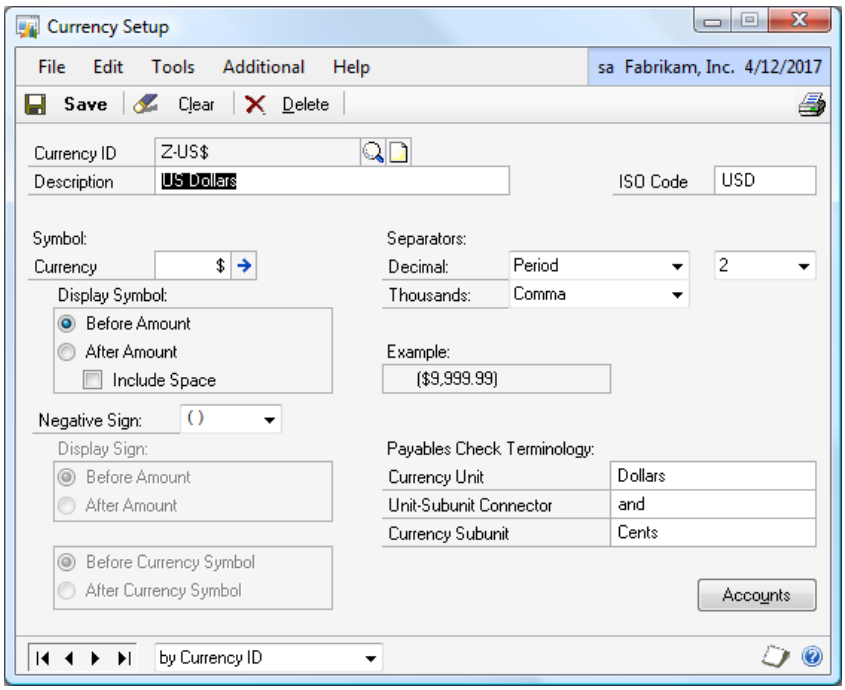
1. From the Dynamics Security Console, you will want to highlight Role Assignments
2. Click on the Add button from the Actions Pane and the Add Role Assignments window will appear
3. From the Role drop-down menu, select Greenshades
4. Click the Add Windows Users button (or Add Groups if you want an domain or local group to be assigned at one time)
5. From the Select Users window, add the individuals that you want to have access. Click the Check Names button to validate the user and when complete, click the OK button
6. All of the user(s) that you selected will now appear in a textbox at the top half of the Add Role Assignments window
7. Select either the All Companies radio button to grant access to all companies for Great Plains or place the bullet in Select Individual Companies button and you can then select from the list of companies in Great Plains.
8. Accept all other defaults and click the OK button

**Once this is done, please wait approx 30 minutes before you apply the URL into Greenshades Garnishments**.

### *3.4.* Setup Currency for Dynamics GP

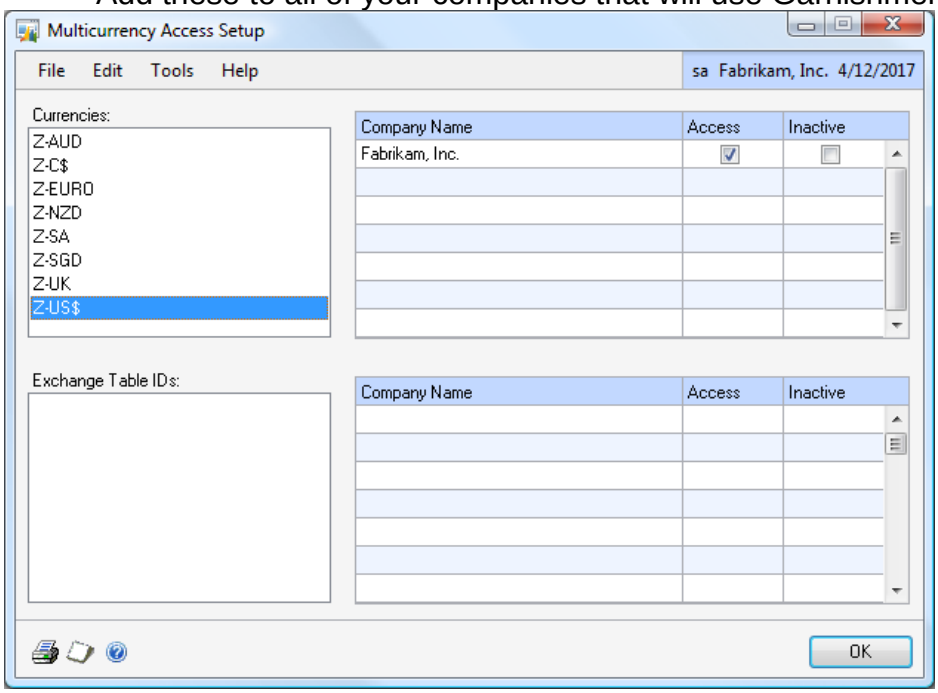
This needs to be set up in three locations as seen in the screens below. The paths in which currency needs to be set up in GP are:

Tools>Setup>System>Currency

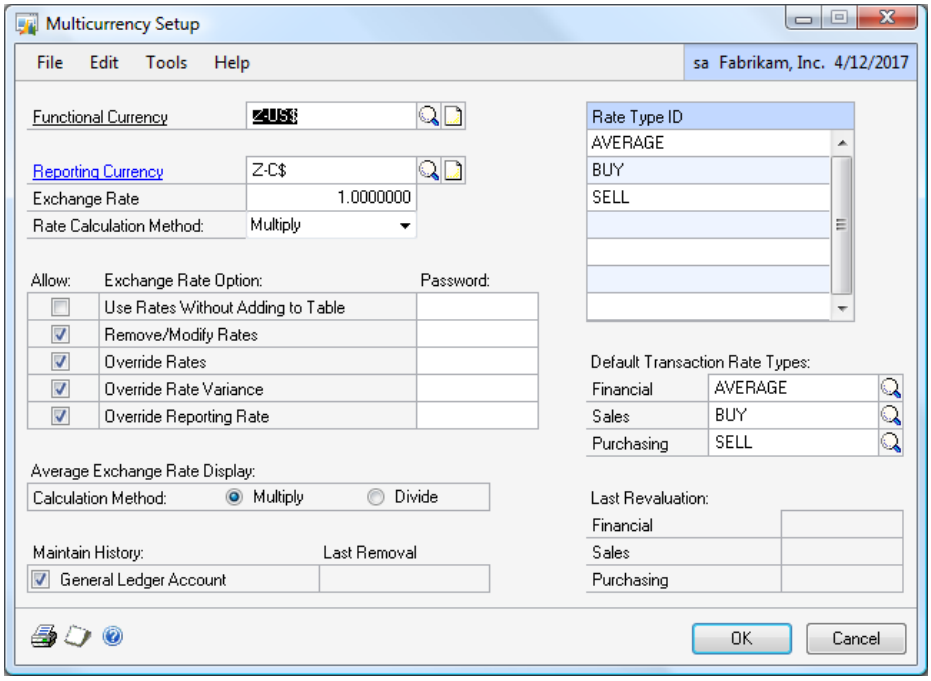



Tools>Setup>System>Multicurrency Access

* Add these to all of your companies that will use Garnishments payables




Tools>Setup>Financial>Multicurrency


Multicurrency Setup
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Functional Currency
Z-US$
Reporting Currency
Z-C$
Exchange Rate
1.0000000
Rate Calculation Method:
Multiply
Rate Type ID
AVERAGE
BUY
SELL
Allow:
Exchange Rate Option:
Password:
Use Rates Without Adding to Table
Remove/Modify Rates
Override Rates
Override Rate Variance
Override Reporting Rate
Default Transaction Rate Types:
Financial
AVERAGE
Sales
BUY
Purchasing
SELL
Average Exchange Rate Display:
Calculation Method:
Multiply
Divide
Last Revaluation:
Financial
Sales
Purchasing
Maintain History:
Last Removal
General Ledger Account
OK
Cancel

# 4. Garnishments

## Launching Greenshades Garnishments

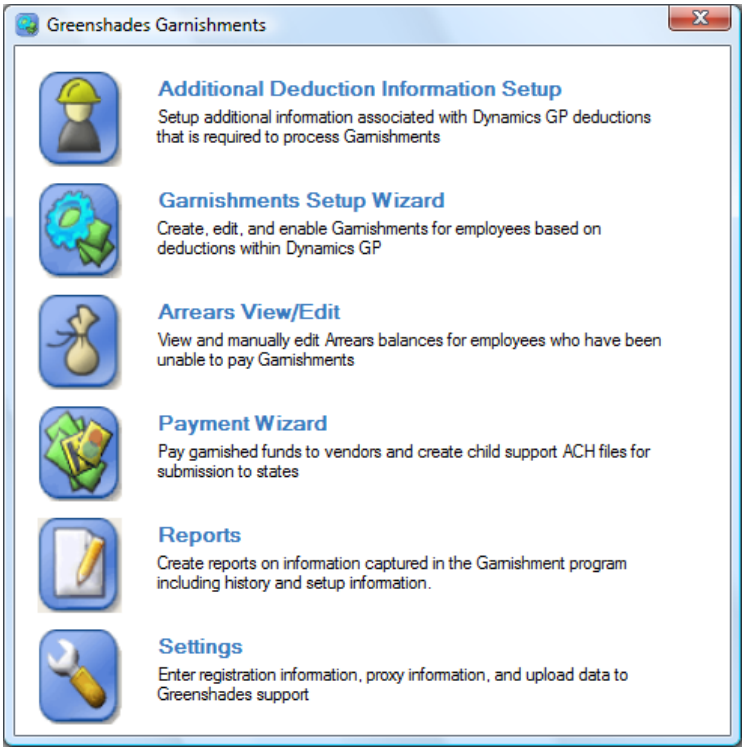
Greenshades Garnishments can be accessed through Dynamics GP by navigating from the top bar menu through Cards > Payroll > Garnishments.

The program will also automatically launch every time you calculate checks within Dynamics.

## Initial Setup of Garnishments

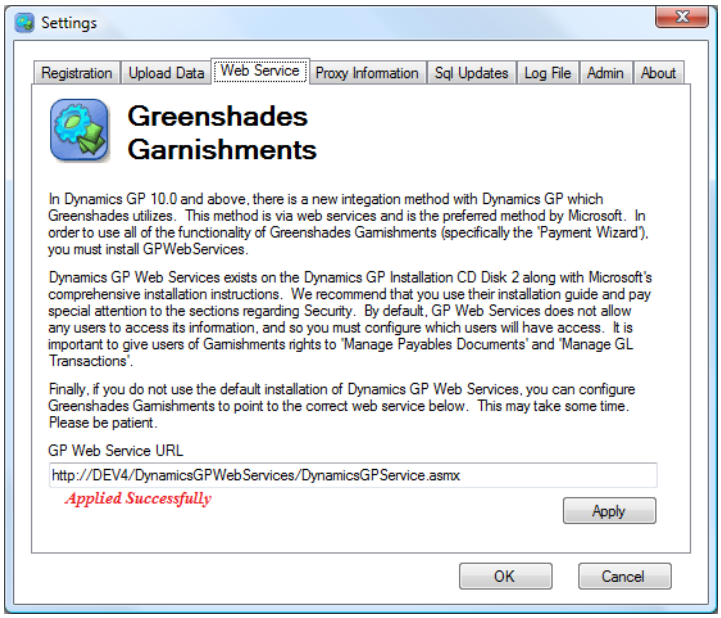
When you launch Greenshades Garnishments for the first time you will need to enter in your registration key. Your registration key was emailed to you at the time of the initial purchase. You can also find your registration key on the MyGreenshades web portal at: http://www.greenshades.com/mygreenshades.

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.




## 4.1. Applying Web Services

**Select the Settings button and then click on the Web Services tab.**




Greenshades Garnishments will default to the default URL for the computer in which it is installed. If this URL isn't correct replace it with the correct one and then click "Apply". At this point you should see a "Applied Successfully" image.

# 5. Frequently Asked Questions (FAQ)

## 5.1. 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.

## 5.2. How can I get live support?

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

## 5.3. Why does web services only work with when I'm signed in as SA?

The most common reason for this is assigning a user to the role within the Dynamics Security Console. Please follow the steps provided on page 6 within this guide.

## 5.4. Why have I received an error stating "Error while creating Check Transaction" while trying to create my payables?

This error happens when if we are unable to connect to Dynamics web services. First thing to check is going into the settings and making sure you can apply your Web services URL within Garnishments once it applies it should fix the problem. If that fails then make sure your web services running, one of the easiest methods is to check the URL within Internet Explorer. If you were at one point able to connect but are not now, this typically is some change within your system check to make sure nothing has changed on security within your system.

## 5.5. Why do I get an error when trying to apply the URL within Garnishments?

The typical reason for this problem is going to be security settings. You will want to look at a number of things. The three things you will want to check are firewall and proxy settings, check your security roles and user settings, and check your currency settings within GP.

## 5.6. Client feedback:

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