

# GREENSHADES & AVIONTÉ

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*Setup and Filing with Greenshades*

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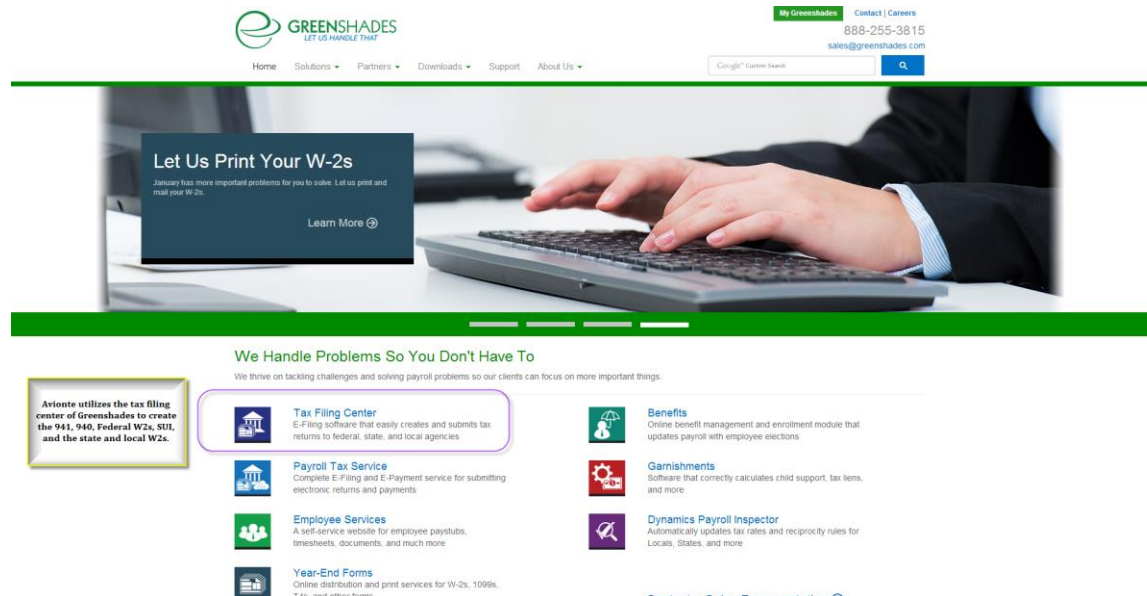
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## Greenshades & Avionté

Avionté partner, Greenshades, handles the Quarter End and Year End formatting of the files needed to upload to the Federal and State websites on a quarterly basis. Greenshades uses a third party to maintain the specifications from the agencies. With our feed in Avionté, you will create an XML which passes the raw data to Greenshades so that they can create your returns. Greenshades does have limited power of attorney which allows them to file the 941, 940, and Federal W2 for your convenience.

Be prepared to complete your Form 941, Schedule B and State SUI during one Greenshades session.



### Supported Forms

Greenshades supports the following forms:

940/941  
Federal W2 State  
SUTA Returns  
State W2  
Local W2

An additional fee is incurred for the following:

State New Hire  
Employee Verification  
Employee W2s (through Downloadmyforms.com)

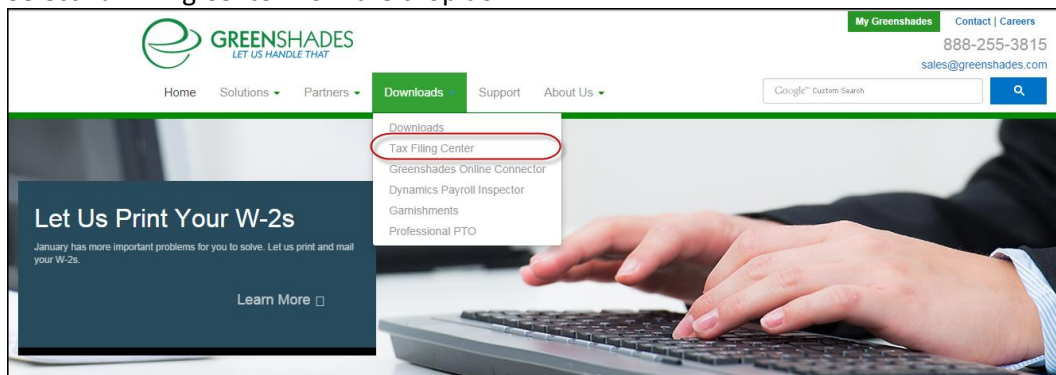
## Self-Hosted Clients

If Avionté hosts your database, you can skip the following steps and jump to Section 3, Greenshades Properties.

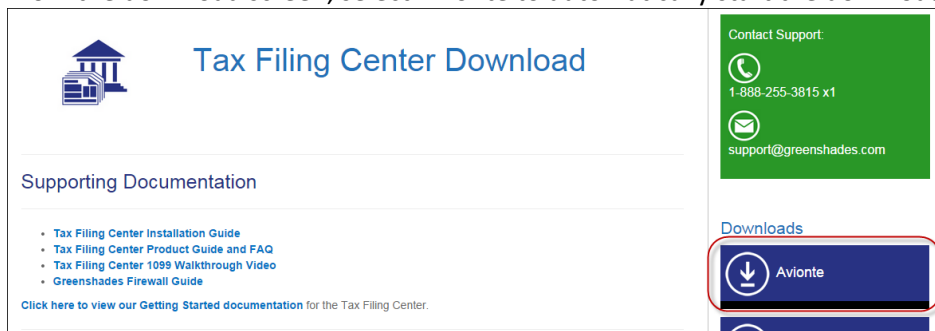
Greenshades offers a download for self-hosted Avionté clients. This will be your gateway to file through Greenshades.

### Download Greenshades Center

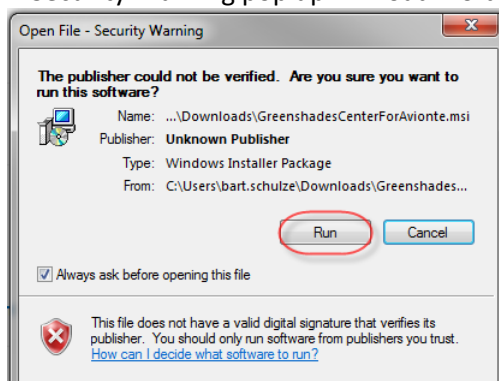
1. Open the URL in your web browser  
<https://www.greenshades.com/>
2. From the Greenshades page, click the Downloads option.
3. Select Tax Filing Center from the drop down.



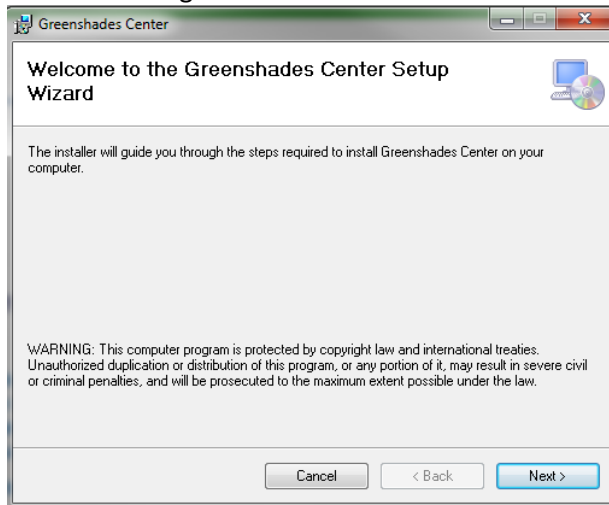
4. From the download screen, select Avionté to automatically start the download.



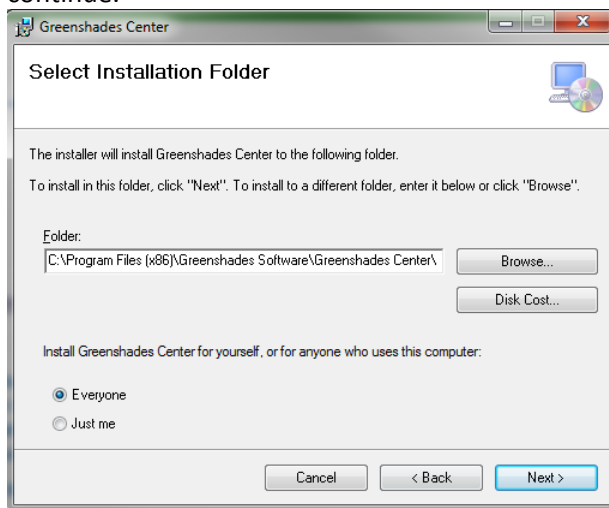
5. A Security Warning pop up will load. To begin the install, click Run.



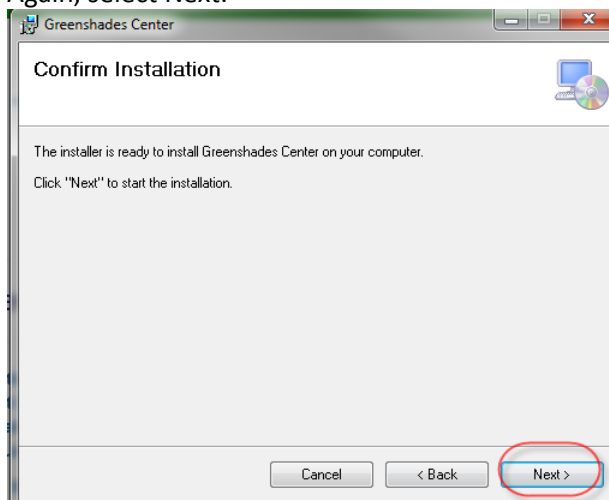
6. In the following screen select Next.



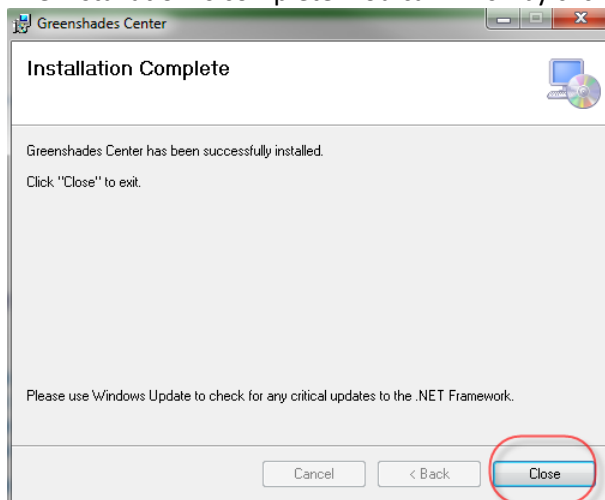
7. Allow the software to install in the default folder, we do not recommend changing the file location. Click Next to continue.



8. Again, select Next.



9. The installation is complete. You can finish by clicking Close.



A folder titled Greenshades Center will be created on your shared location, or locally if a user is accessing it remotely. Please make sure that the folder has the proper permissions for all users, with full read and write ability.

If you have installed Greenshades and have problems, we recommend that you go to <https://www.greenshades.com/> to update your information by installing the updater patch, or the .NET Framework. Greenshades updates their files regularly in addition to each quarter end so you will see updates when launching Greenshades. Always allow the updates to run so that you have the most current version.

**NOTE:** If there are updates to Greenshades, you should always select Update Now when asked.

## Greenshades in Avionté

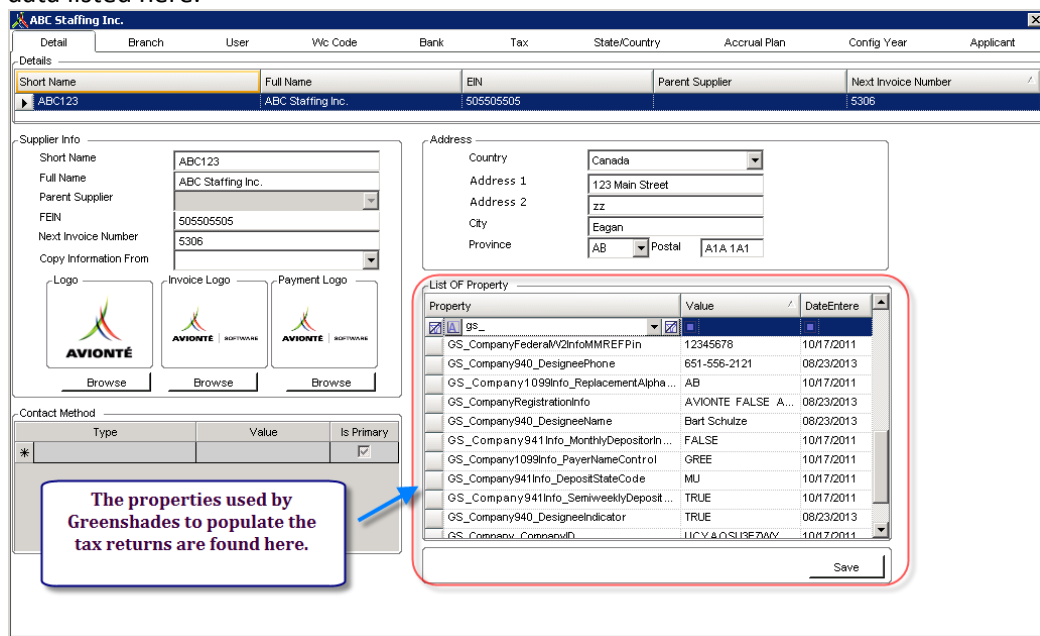
Both hosted and self-hosted users should always allow Greenshades to run updates if asked.

If this is your first time using Greenshades, we will happily walk you through the process and answer all of your questions. Contact the Avionté support team to set up an appointment.

Greenshades properties are housed in AdminTools of the Avionté core application. There are a few properties that will require special formatting.

### Greenshades Properties

1. From the Start Page select the AdminTools shortcut.
2. In the AdminTools window click Employer in the left panel
3. Double-click your company name in the right panel.
4. Select the Detail tab.
5. In the List of Property, select the Starts With filter option.
6. Type GS in the text field. The listed properties tell Greenshades that you are an Avionté customer and provide the data needed to populate the static information on your tax returns. You may make any corrections to the data listed here.



The screenshot shows the 'ABC Staffing Inc.' window in the AdminTools application. The 'List of Property' tab is active, displaying a table of properties. A red box highlights the table, and a blue arrow points to it from a text box that says: "The properties used by Greenshades to populate the tax returns are found here."

Property	Value	DateEntered
gs_		
GS_CompanyFederalV2InfoMMREFPin	12345678	10/17/2011
GS_Company940_DesigneePhone	651-556-2121	08/23/2013
GS_Company1099Info_ReplacementAlpha...	AB	10/17/2011
GS_CompanyRegistrationInfo	AVIONTE FALSE A...	08/23/2013
GS_Company940_DesigneeName	Bert Schulze	08/23/2013
GS_Company941Info_MonthlyDepositorIn...	FALSE	10/17/2011
GS_Company1099Info_PayerNameControl	GREE	10/17/2011
GS_Company941Info_DepositStateCode	MJ	10/17/2011
GS_Company941Info_SemiweeklyDeposit...	TRUE	10/17/2011
GS_Company940_DesigneeIndicator	TRUE	08/23/2013
GS_Company940_CompanyID	UCV40SUSEZNAV	10/17/2011

You may notice that a number of the values are intentionally blank; some are items which you may not use, while others are properties intended for future use.



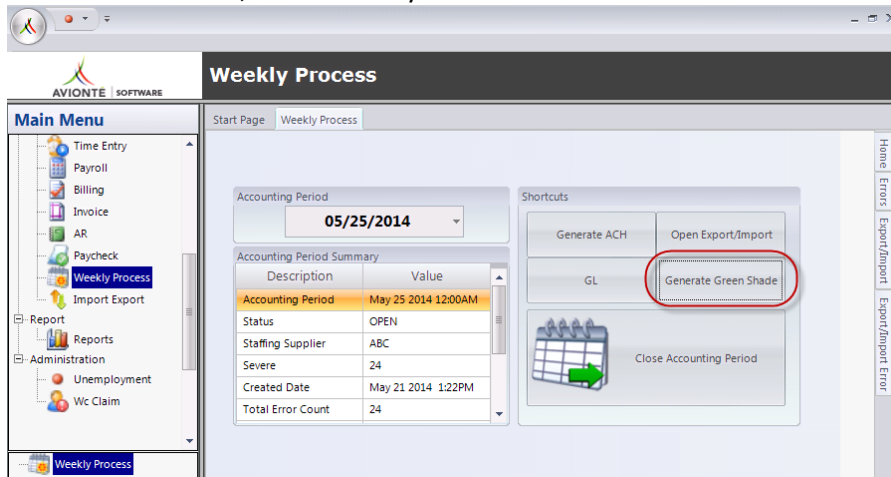
Quarter End

**QUARTER  
END**

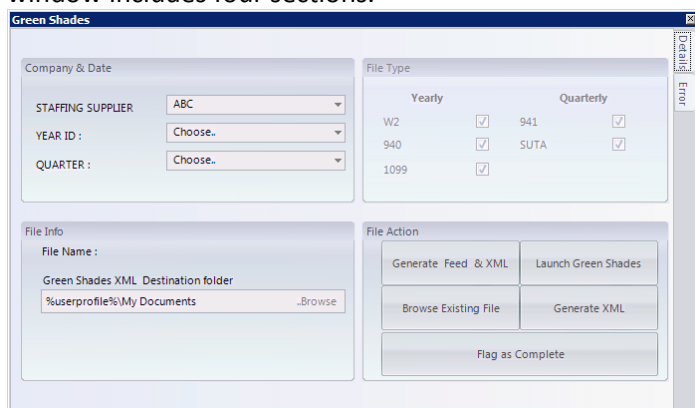
## Generate the Greenshades Feed and XML

Greenshades is accessed through your normal Avionté core application login.

1. From the Main tree, select Weekly Process.



2. Click on the Generate Green Shade shortcut button. The Green Shades window will load. The Green Shades window includes four sections.



3. Choose the proper Company & Date Information.

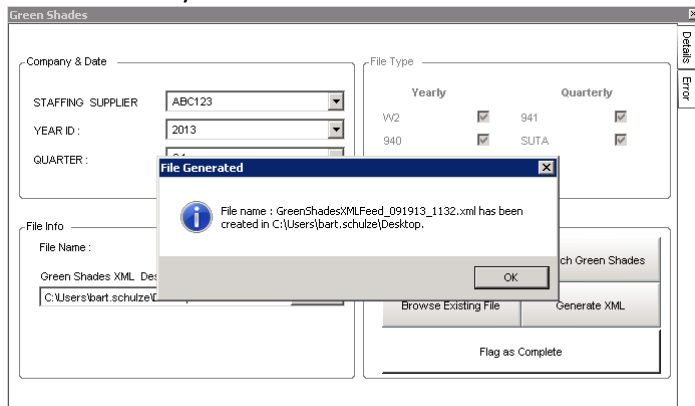
Property	Definition
Staffing Supplier	Company name by Federal ID
Year ID	Select the current year. Historically, you will have as many years as you have been with Avionté.
Quarter	Select the quarter for which the XML should be created. Historically, the four most recent quarters will be listed. However, if this is your first year with Avionté, you will see only the quarters which occurred within this calendar year.

4. In the File Type section, select the yearly and/or quarterly files, that you wish to submit via Greenshades at this time.
5. In the File Info section choose your designated folder to store the XML on your local machine. You are able to delete this folder once the quarter end process has been completed.

6. From the shortcuts, select the Generate Feed & XML button.

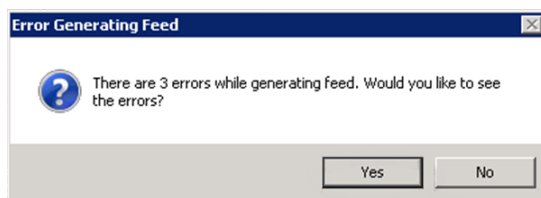
When the feed and XML have been successfully generated, the File Generated message is loaded. This message informs you that your file has been generated and is ready to be sent to Greenshades to build all of the year end returns. The XML file has been sent to the location that you designated.

7. Click OK. Next you will launch Greenshades from the Green Shades window.



Note: The XML format is not easy to review and it houses all of the raw data to build your returns. If you attempt to open this file, keep in mind that it is very large and will take time to open.

### Error Generating Feed

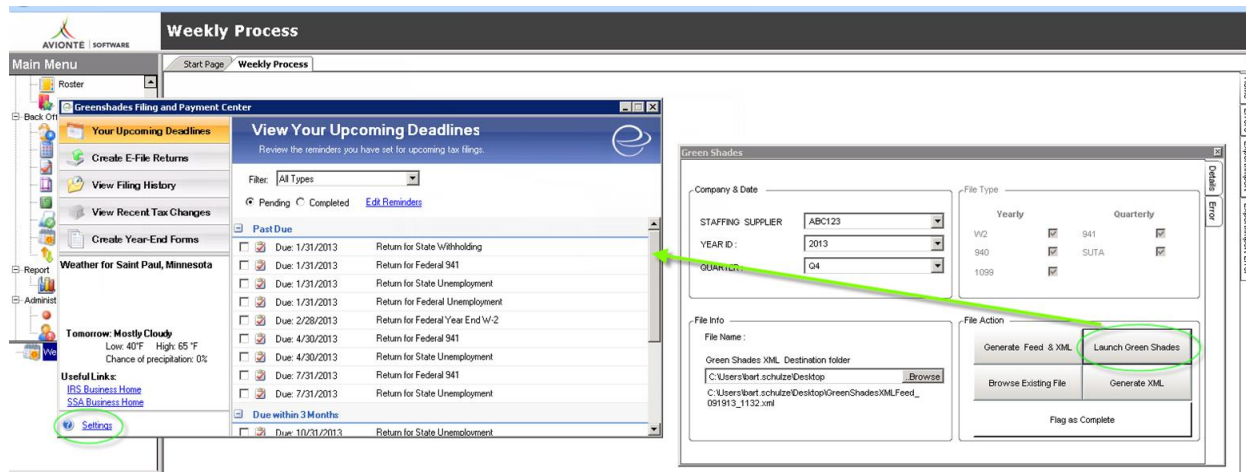


If you received a message stating errors occurred, turn to **Error Messages: When Generating the Feed and XML** on page \_\_\_\_\_. Common errors and their solutions are discussed here.

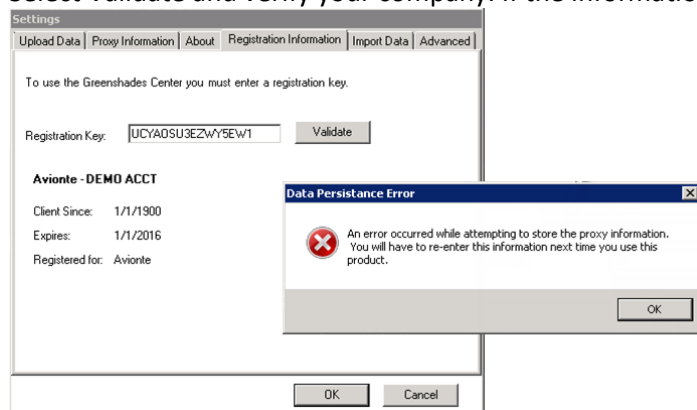
## E-File with Greenshades

When you select Launch Greenshades, you will be leaving Avionté and entering into Greenshades. As you can see in the figure below, Greenshades opens within Avionté but it is a separate window. When you launch Greenshades, you will transfer the data to Greenshades.

1. From the Green Shades window, select the Launch Green Shades shortcut button. The Greenshades Tax Filing Center window will be loaded.



2. You may be asked for your Registration Key before entering Greenshades.  
If you do not see a state in which you do business, there may be an issue with your registration key or you have not added this state to your list. If you need to add a state, contact Malik or Bart at Avionté.
3. If you have not been asked for your Registration Key, click Settings in the Greenshades window.
4. In the pop up, enter your registration key. Your registration key identifies your company as a client of Avionté and displays which state returns that you have registered.
5. Select Validate and verify your company. If the information is incorrect, call Avionté support for assistance.



6. Once you have validated the Registration Key, click OK. The Data Persistence Error message will appear.
7. Click OK. This message is normal. It states that you will need to re-enter your registration key each log in.

## Building the 941 Return

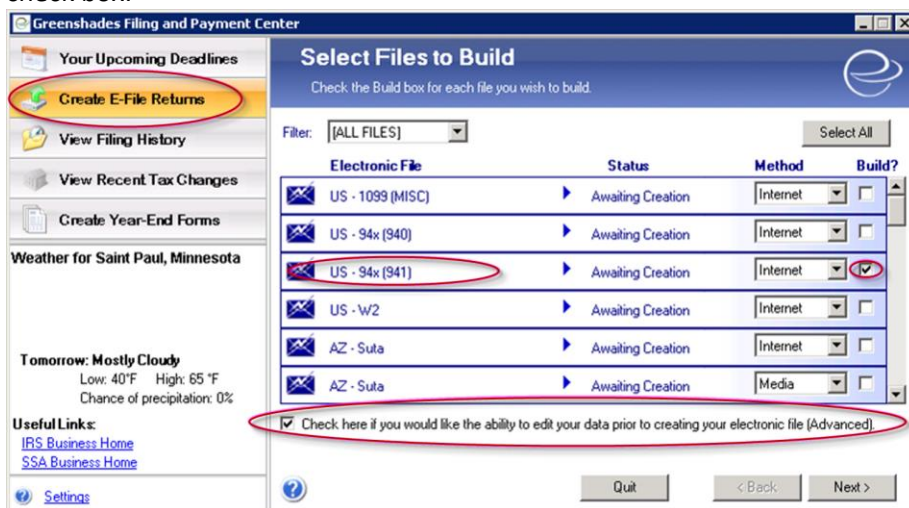
We will begin with the 941 return.

### Form 941

1. In the Greenshades Tax Filing Center window, select the Create E-file Returns from the menu. The Greenshades Filing and Payment Center window loads.



2. The Select Files to Build table displays the available forms to choose from. Locate the 941 and select the Build check box.



3. Select the check box below the table. This gives you the ability to edit your information.
4. Select Next. This will bring up the 941 form pre-populated with your data. You will be able to edit the information and add your deposits for the quarter.

## The 941 Editor

The 941 will load in full screen. You will notice that you have a message stating one or more errors have occurred. This is due to rounding from the calculation on the front page of the form. The amount does not match the liability from Schedule B.

1. Select OK in the message pop up.

**941 for 2014: Employer's QUARTERLY Federal Tax Return**

Form 941 (Rev. January 2014) Department of the Treasury - Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) 50-5505505

Name (not your trade name) ABC Staffing Inc.

Trade name (if any)

Address 123 Main Street

City Eaagan State AB ZIP code 11-1

**Report for this Quarter of 2014**  
(Check one.)

☐ 1: January, February, March

☐ 2: April, May, June

☒ 3: July, August, September

☐ 4: October, November, December

Prior-year forms are available at [www.irs.gov/form941](http://www.irs.gov/form941).

**Part 1: Answer these questions for this quarter.**

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1 0

2 Wages, tips, and other compensation 2 58436.07

3 Income tax withheld from wages, tips, and other compensation 3 10754.73

4 If no wages, tips, and other compensation, check this box ☒ Check and go to line 6.

5a Taxable social security wages You have one or more errors. Please mouse over the boxes in red to view instructions for correcting them.

5b Taxable social security tips

5c Taxable Medicare wages & tips

5d Taxable wages & tips subject to additional Medicare tax withholding

5e Add Column 2 from lines 5a, 5b, 5c, and 5d 5e 6228.43

5f Section 3121(q) Notice and Demand - Tax due on unreported tips (see instructions) 5f

6 Total taxes before adjustments (add lines 3, 5e, and 5f) 6 16983.16

7 Current quarter's adjustment for fractions of cents 7 0.00

8 Current quarter's adjustment for sick pay 8 0.00

9 Current quarter's adjustments for tips and group-term life insurance 9 0.00

10 Total taxes after adjustments. Combine lines 6 through 9 10 16983.16

11 Total deposits for this quarter, including overpayment applied from a prior quarter and overpayment applied from Form 941-X or Form 944-X 11 0.00

12a COBRA premium assistance payments (see instructions) 12a 0.00

12b Number of individuals provided COBRA premium assistance 12b 0

13 Add lines 11 and 12a 13 0.00

14 Balance due. If line 10 is more than line 13, enter the difference and see instructions 14 16983.16

15 Overpayment. If line 13 is more than line 10, enter the difference Check one: ☐ Apply to next return. ☐ Send a refund.

**Part 2: Tell us about your deposit schedule and tax liability for this quarter.**

If you are a monthly schedule depositor or a semi-weekly schedule depositor, see Pub. 15.

2. At the bottom of the form you can click the Next Page button to move ahead.
3. Schedule B can also be reached by clicking Form 941 at the top of the page.

Page: Form 941 Save & Close Print Form Save as PDF

4. Select Schedule B from the drop down.

## Form 941 Schedule B

On Schedule B, the liability from the check dates in Avionté are shown.

1. Edit the numbers as needed to match line 10 of the front page. Any remaining differences occurring from the fraction of cents rounding, will be shown on line 7 of the first page.
2. Combine or change these numbers as needed to make sure you are reporting the correct figures.

(EIN)  
Employer identification number 50 - 5505505

Name (not your trade name) ABC Staffing Inc.

Calendar

Use this (or Form 941-X) if Form 941 was \$100 or more. Pub. 15

**The three months combined must equal the total on line 10 of the front page of the 941. Here is where Avionte passes the liability from each checkdate and displays it on the Schedule B. You can change or combine as needed to reflect the correct time when you deposited the funds.**

Report for this Quarter ... (Check one.)

☐ 1: January, February, March

☐ 2: April, May, June

☒ 3: July, August, September

☐ 4: October, November, December

Month 1

1		9		17		25	
2		10		18		26	
3		11		19	333.25	27	
4		12	9756.25	20	456.18	28	
5		13		21		29	
6		14		22		30	
7		15		23		31	
8		16		24			

Tax liability for Month 1  
10545.68

Month 2

1		9		17		25	
2	427.37	10		18		26	
3		11		19		27	
4		12		20		28	
5		13		21		29	
6		14		22		30	
7		15		23		31	
8		16		24			

Tax liability for Month 2  
427.37

Month 3

1		9		17		25	
2		10		18		26	
3		11		19		27	2565.19
4		12		20		28	
5		13		21		29	
6	3445.03	14		22		30	
7		15		23		31	

Tax liability for Month 3  
6010.22

3. When finished making any needed corrections, return to Form 941 using the drop down at the top of the page. Your changes will be reflected on Form 941.



## Finalized Form 941

Your updates have been included in Form 941.

1. Account for the rounding amounts on line 7. This allows you to tie out line 10 with the total on Schedule B.
2. Make sure that you have entered the deposits for the quarter in line 11. If you have over/under deposited then lines 14 and/or 15 will automatically be updated.

Advanced Editor

Page: Form 941 Save & Close Print Form Save as PDF

**941 for 2014: Employer's QUARTERLY Federal Tax Return** 950114  
Form (Rev. January 2014) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) 50 - 5505505

Name (not your trade name) ABC Staffing Inc.

Trade name (if any)

Address 123 Main Street  
Number Street Suite or room number  
Eagan MN 55121  
City State ZIP code  
United States Foreign country name Foreign province/county Foreign postal code

**Report for this Quarter of 2014**  
(Check one.)  
☐ 1: January, February, March  
☐ 2: April, May, June  
☒ 3: July, August, September  
☐ 4: October, November, December  
Instructions and prior year forms are available at [www.irs.gov/forms941](http://www.irs.gov/forms941).

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	0
2	Wages, tips, and other compensation	2	58436.07
3	Income tax withheld from wages, tips, and other compensation	3	10754.73
4	If no wages, tips, and other compensation are subject to social security or Medicare tax <input type="checkbox"/> Check and go to line 6.		

	Column 1		Column 2
5a	Taxable social security wages . . . 36538.76	x .124 =	4530.81
5b	Taxable social security tips . . . 0.00	x .124 =	0.00
5c	Taxable Medicare wages & tips . . . 58538.76	x .029 =	1697.62
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	x .009 =	
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d . . . . .		6228.43
5f	Section 3121(g) Notice and Demand—Tax due on unreported tips (see instructions) . . . . .		
6	Total taxes before adjustments (add lines 3, 5e, and 5f) . . . . .		16983.16
7	Current quarter's adjustment for fractions of cents . . . . .		0.11
8	Current quarter's adjustment for sick pay . . . . .		0.00
9	Current quarter's adjustments for tips and group-term life insurance . . . . .		0.00
10	Total taxes after adjustments. Combine lines 6 through 9 . . . . .		16983.27
11	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayment applied from Form 941-X or Form 944-X . . . . .		16983.27
12a	COBRA premium assistance payments (see instructions) . . . . .		0.00
12b	Number of individuals provided COBRA premium assistance . . . . .		

3. Click Save as PDF. This saves the form as a PDF to your local computer.
4. After saving the PDF, select Save and Close and this will save the information with Greenshades and allow you to complete the filing process. The editor will close at this point.



## Filing the 941

You have completed the building process; the next step is to file Form 941.

1. Click on the Click to Begin Filing link. This will bring you to the totals page.

**Greenshades Tax Filing Center**

**Review Built Files**  
Select a built file below to submit or view errors.

Click on the link to either submit or view errors for each E-Filing.

Electronic Return	Status	Combined Summary
US - 94x (941)	✓ Employers: 1	<a href="#">Click to Begin Filing</a>

**Simplify Year End Processing**

**GREENSHADES**  
LET US HANDLE THAT

[Settings](#) [Quit](#) [< Back](#) [Finish](#)

2. From the Totals window you are able to Print Totals or Save Totals.

**US - 94x (941) View Totals**  
Please check the accuracy of the totals found below.

[Print Totals](#) [Save Totals](#)

**US - 94x (941)**

**Overall Totals**

Total Employers	1
Total Employees	12
Total 941 Wages	\$83,623.98
Total 941 Income Tax Withheld	\$11,277.07
Social Security Wages	\$83,755.26
Social Security Tips	\$0.00

[Quit](#) [< Back](#) [Next >](#)

3. Click on the Next button to continue with the filing process. The Contact Information screen loads.

**US - 94x (941) Provide Business Name Control**  
Provide your IRS-issued Business Name Control(s) below.

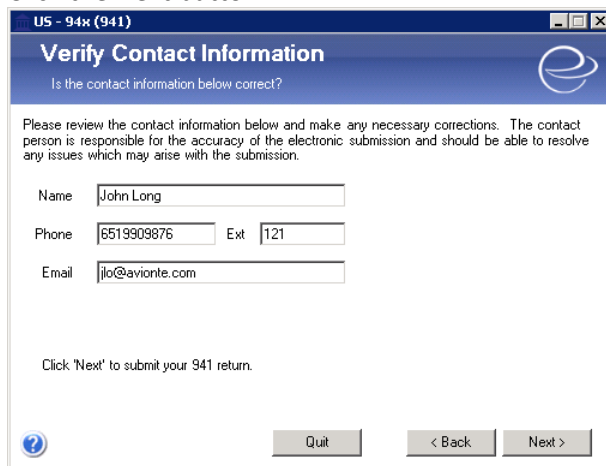
In order to E-File your return, please provide your IRS issued 'Business Name Control' (BNC). The BNC is a four digit code that is used to identify you as a taxpayer. Typically, it is the first 4 letters of your company name without spaces. If your company name has more than 2 words, please also exclude 'The'. If you are unsure of your BNC, [click here](#) to view the IRS guidelines on determining your BNC.

ABC Staffing Inc.

[Click here for Important Tax Information from the IRS](#)

[Quit](#) [< Back](#) [Next >](#)

4. Enter the Business Name Control (BNC) in all caps. The IRS recognizes you by both the FEIN and the BNC. The BNC is the first four letters of your company name as listed with the IRS.
5. Click the Next button.



US - 941 (941)

### Verify Contact Information

Is the contact information below correct?


Please review the contact information below and make any necessary corrections. The contact person is responsible for the accuracy of the electronic submission and should be able to resolve any issues which may arise with the submission.

Name

Phone  Ext

Email

Click 'Next' to submit your 941 return.



6. Review the contact information. If contact information is changed in this screen it will only be changed for this session. To change this information permanently, make the change in the Greenshades Properties within Avionté. This information will be provided to Greenshades.
7. Click the Next button to file your return via Greenshades. This screen will close, however you are still in Greenshades and should continue with the State SUI filing.

When Greenshades receives confirmation that your return has been filed, they will send a notification to the email address provided.

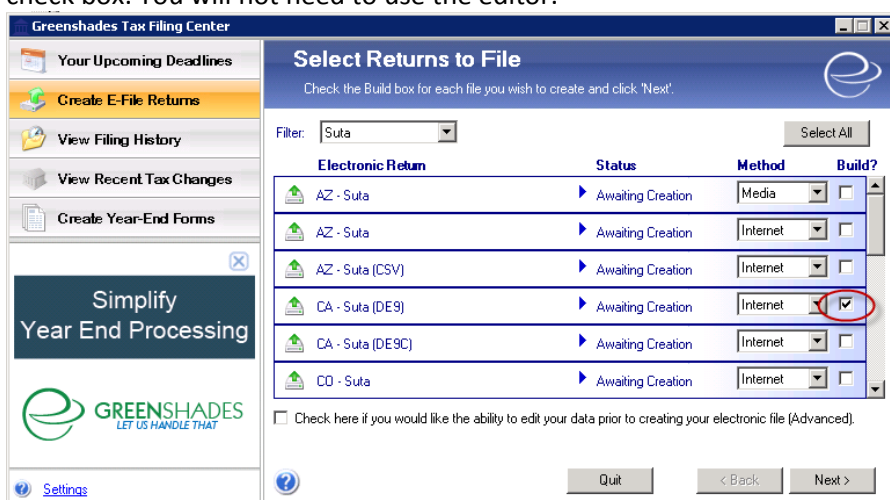
## State SUI Return

The SUI (Suta) return is an internet file and is approved by all fifty states according to their specifications.

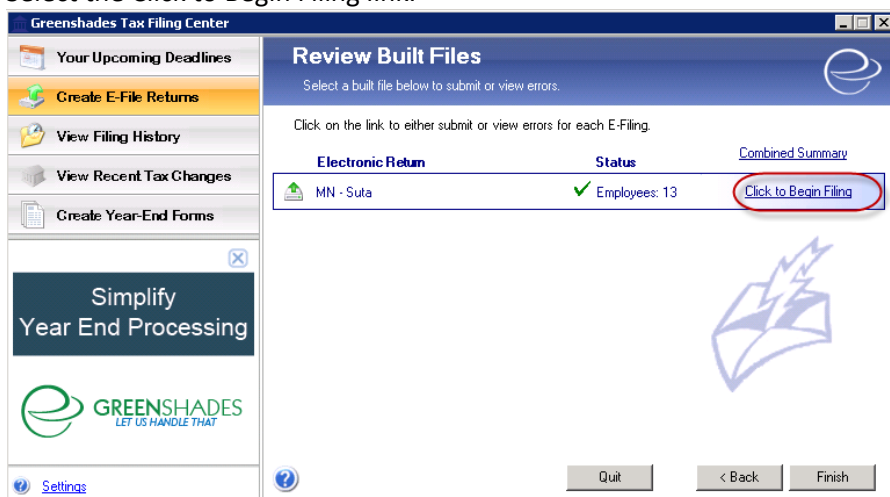
1. Return to the Create E-Files Returns screen.



2. The Select Files to Build table displays the available forms to choose from. Locate the Suta and select the Build check box. You will not need to use the editor.



3. Select the Next button to build the SUI return. After building the file you are able to review the totals and determine if there are differences.
4. Select the Click to Begin Filing link.



5. Review the data. If the data differs, you will need to locate the data in Avionté, find those differences and fix them.

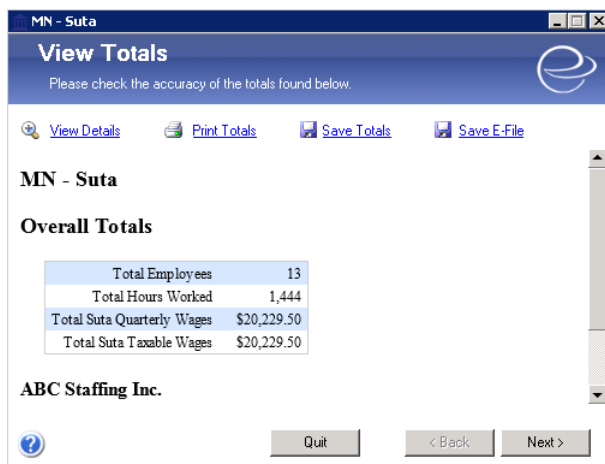
After any corrections are made, generate the feed again and pass it back to Greenshades to build the files.

## Greenshades SUI Reports and Saving the E-File

Once you have made any needed corrections in Avionté and regenerated the file, you may wish to save or print Greenshades reports for reference.

1. Select the View Details link, the report will load an excel spreadsheet of all of your employees and wages.
2. The totals on this page can be printed or saved using the two available links.
3. Finally, select the Save E-File link. You must save the file to your local machine with exactly the same name and file extension. This saves the upload file for this particular SUI state.

**NOTE: Greenshades has given these files a specific name that can NOT be changed prior to uploading it to the state website. If renamed, or the file extension is changed, an error will occur during the transfer.**

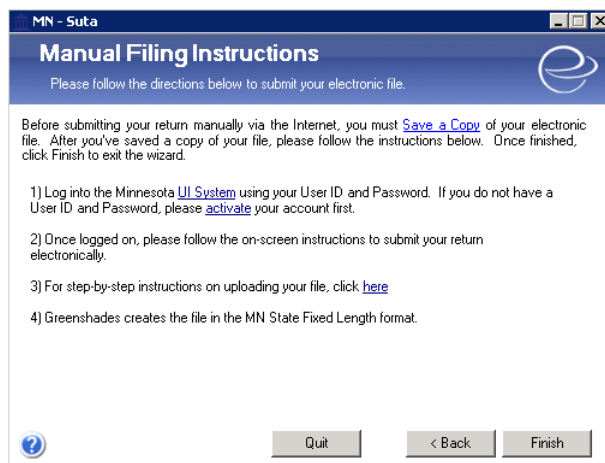


Overall Totals	
Total Employees	13
Total Hours Worked	1,444
Total Suta Quarterly Wages	\$20,229.50
Total Suta Taxable Wages	\$20,229.50

4. Select the Next button. The Filing Instructions screen loads.

## State SUI Filing Instructions

The instructions screen usually includes a key word link to the appropriate state website. The E-File that was saved in step 3 of **Greenshades SUI Reports and Saving the E-File** is the file that should be uploaded to the state website.



Before submitting your return manually via the Internet, you must [Save a Copy](#) of your electronic file. After you've saved a copy of your file, please follow the instructions below. Once finished, click Finish to exit the wizard.

- 1) Log into the Minnesota [UI System](#) using your User ID and Password. If you do not have a User ID and Password, please [activate](#) your account first.
- 2) Once logged on, please follow the on-screen instructions to submit your return electronically.
- 3) For step-by-step instructions on uploading your file, click [here](#)
- 4) Greenshades creates the file in the MN State Fixed Length format.

**NOTE: The Filing Instructions may differ from the past. Please read the instructions carefully.**

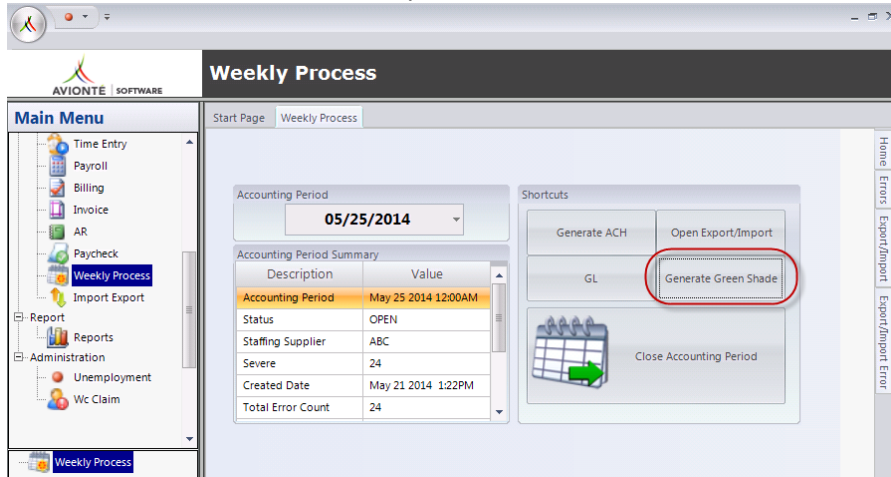
Year End

**YEAR  
END**

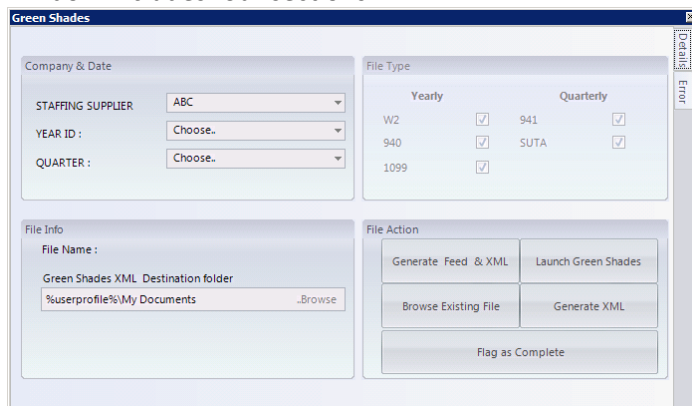
## Generate the Greenshades Feed and XML

Greenshades is accessed through your normal Avionté core application login.

1. From the Main tree, select Weekly Process.



2. Click on the Generate Green Shade shortcut button. The Green Shades window will load. The Green Shades window includes four sections.



3. Choose the proper Company & Date Information.

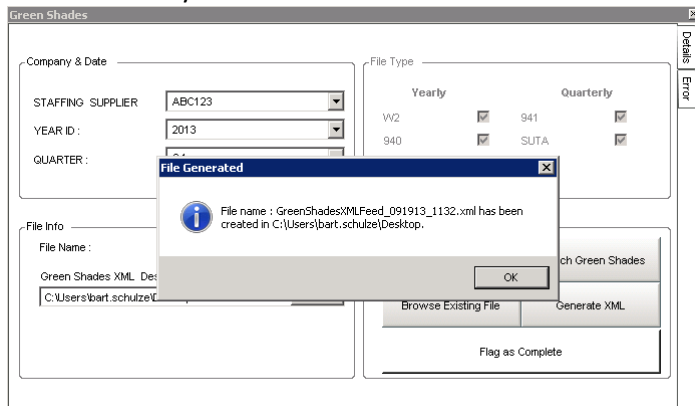
Property	Definition
Staffing Supplier	Company name by Federal ID
Year ID	Select the current year. Historically, you will have as many years as you have been with Avionté.
Quarter	Select the quarter for which the XML should be created. Historically, the four most recent quarters will be listed. However, if this is your first year with Avionté, you will see only the quarters which occurred within this calendar year.

4. In the File Type section, select the yearly and/or quarterly files, that you wish to submit via Greenshades at this time.
5. In the File Info section choose your designated folder to store the XML on your local machine. You are able to delete this folder once the quarter end process has been completed.

6. From the shortcuts, select the Generate Feed & XML button.

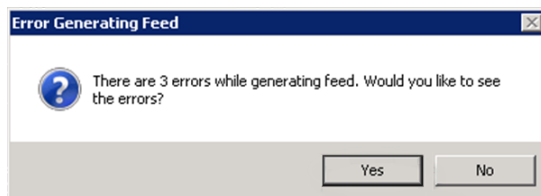
When the feed and XML have been successfully generated, the File Generated message is loaded. This message informs you that your file has been generated and is ready to be sent to Greenshades to build all of the year end returns. The XML file has been sent to the location that you designated.

7. Click OK. Next you will launch Greenshades from the Green Shades window.



Note: The XML format is not easy to review and it houses all of the raw data to build your returns. If you attempt to open this file, keep in mind that it is very large and will take time to open.

### Error Generating Feed

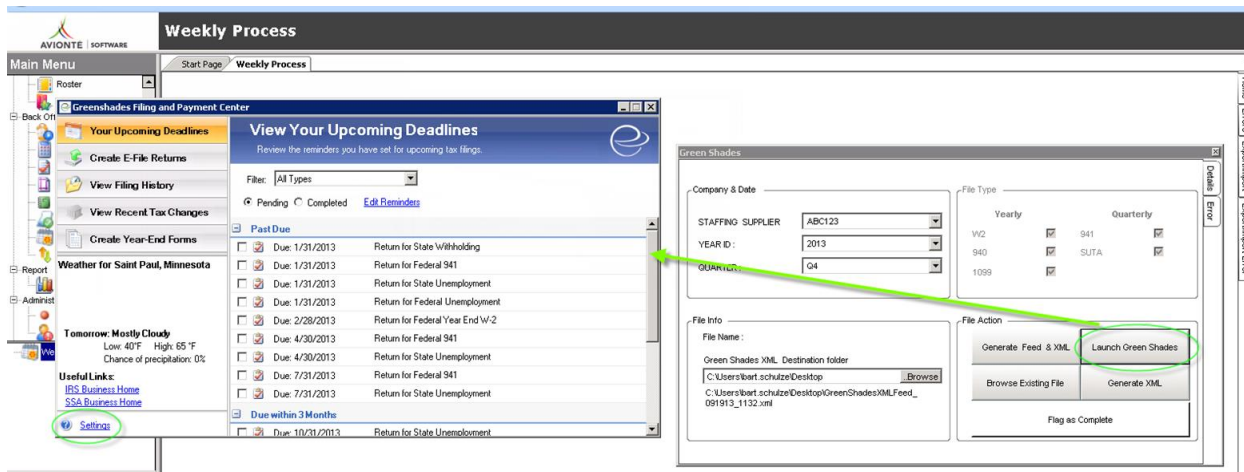


If you received a message stating errors occurred, turn to **Error Messages: When Generating the Feed and XML** on page \_\_\_\_\_. Common errors and their solutions are discussed here.

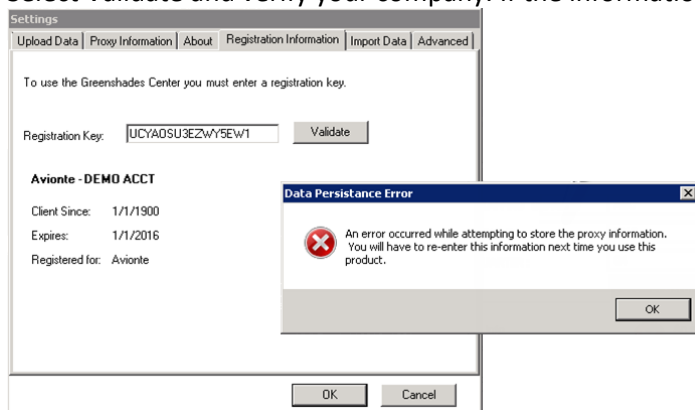
## E-File with Greenshades

When you select Launch Greenshades, you will be leaving Avionté and entering into Greenshades. As you can see in the figure below, Greenshades opens within Avionté but it is a separate window. When you launch Greenshades, you will transfer the data to Greenshades.

1. From the Green Shades window, select the Launch Green Shades shortcut button. The Greenshades Tax Filing Center window will be loaded.



2. You may be asked for your Registration Key before entering Greenshades.  
If you do not see a state in which you do business, there may be an issue with your registration key or you have not added this state to your list. If you need to add a state, contact Malik or Bart at Avionté.
3. If you have not been asked for your Registration Key, click Settings in the Greenshades window.
4. In the pop up, enter your registration key. Your registration key identifies your company as a client of Avionté and displays which state returns that you have registered.
5. Select Validate and verify your company. If the information is incorrect, call Avionté support for assistance.



6. Once you have validated the Registration Key, click OK. The Data Persistence Error message will appear.
7. Click OK. This message is normal. It states that you will need to re-enter your registration key each log in.



## Building the 941 Return

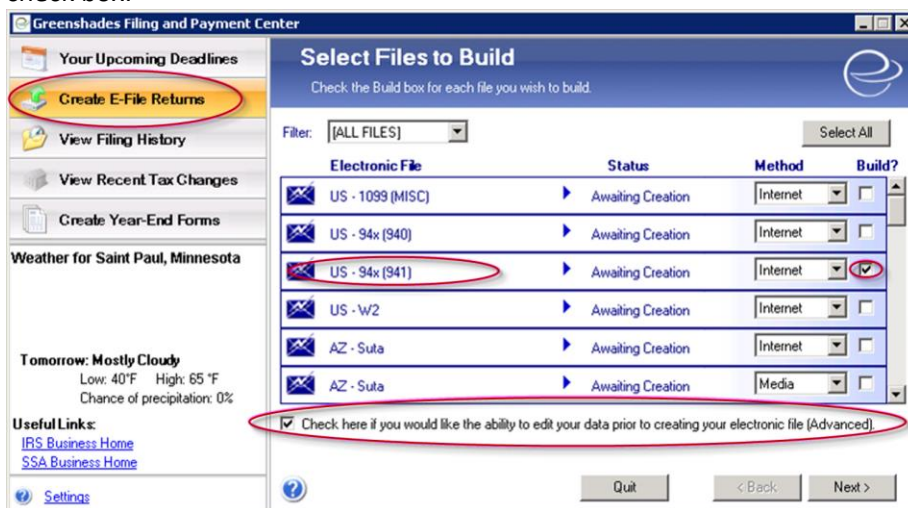
We will begin with the 941 return.

### Form 941

1. In the Greenshades Tax Filing Center window, select the Create E-file Returns from the menu. The Greenshades Filing and Payment Center window loads.



2. The Select Files to Build table displays the available forms to choose from. Locate the 941 and select the Build check box.



3. Select the check box below the table. This gives you the ability to edit your information.
4. Select Next. This will bring up the 941 form pre-populated with your data. You will be able to edit the information and add your deposits for the quarter.

## The 941 Editor

The 941 will load in full screen. You will notice that you have a message stating one or more errors have occurred. This is due to rounding from the calculation on the front page of the form. The amount does not match the liability from Schedule B.

1. Select OK in the message pop up.

2. At the bottom of the form you can click the Next Page button to move ahead.
3. Schedule B can also be reached by clicking Form 941 at the top of the page.

4. Select Schedule B from the drop down.

## Form 941 Schedule B

On Schedule B, the liability from the check dates in Avionté are shown.

1. Edit the numbers as needed to match line 10 of the front page. Any remaining differences occurring from the fraction of cents rounding, will be shown on line 7 of the first page.
2. Combine or change these numbers as needed to make sure you are reporting the correct figures.

(EIN)  
Employer identification number 50 - 5505505

Name (not your trade name) ABC Staffing Inc.

Calendar

Use this (or Form 941-X) if your Form 941 was \$100 or more. Pub. 15

**The three months combined must equal the total on line 10 of the front page of the 941. Here is where Avionte passes the liability from each checkdate and displays it on the Schedule B. You can change or combine as needed to reflect the correct time when you deposited the funds.**

Report for this Quarter ... (Check one.)

☐ 1: January, February, March

☐ 2: April, May, June

☒ 3: July, August, September

☐ 4: October, November, December

Month 1

1		9		17		25	
2		10		18		26	
3		11		19	333.25	27	
4		12	9756.25	20	456.18	28	
5		13		21		29	
6		14		22		30	
7		15		23		31	
8		16		24			

Tax liability for Month 1

10545.68

Month 2

1		9		17		25	
2	427.37	10		18		26	
3		11		19		27	
4		12		20		28	
5		13		21		29	
6		14		22		30	
7		15		23		31	
8		16		24			

Tax liability for Month 2

427.37

Month 3

1		9		17		25	
2		10		18		26	
3		11		19		27	2565.19
4		12		20		28	
5		13		21		29	
6	3445.03	14		22		30	
7		15		23		31	

Tax liability for Month 3

6010.22

3. When finished making any needed corrections, return to Form 941 using the drop down at the top of the page. Your changes will be reflected on Form 941.

## Finalized Form 941

Your updates have been included in Form 941.

1. Account for the rounding amounts on line 7. This allows you to tie out line 10 with the total on Schedule B.
2. Make sure that you have entered the deposits for the quarter in line 11. If you have over/under deposited then lines 14 and/or 15 will automatically be updated.

Advanced Editor

Page: Form 941 Save & Close Print Form Save as PDF

**941 for 2014: Employer's QUARTERLY Federal Tax Return** 950114  
Form (Rev. January 2014) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) 50 - 5505505

Name (not your trade name) ABC Staffing Inc.

Trade name (if any)

Address 123 Main Street  
Number Street Suite or room number  
Eagan MN 55121  
City State ZIP code  
United States Foreign country name Foreign province/county Foreign postal code

**Report for this Quarter of 2014**  
(Check one.)  
☐ 1: January, February, March  
☐ 2: April, May, June  
☒ 3: July, August, September  
☐ 4: October, November, December  
Instructions and prior year forms are available at [www.irs.gov/forms941](http://www.irs.gov/forms941).

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	0
2	Wages, tips, and other compensation	2	58436.07
3	Income tax withheld from wages, tips, and other compensation	3	10754.73
4	If no wages, tips, and other compensation are subject to social security or Medicare tax <input type="checkbox"/> Check and go to line 6.		

	Column 1		Column 2
5a	Taxable social security wages . . . . . 36538.76	x .124 =	4530.81
5b	Taxable social security tips . . . . . 0.00	x .124 =	0.00
5c	Taxable Medicare wages & tips . . . . . 58538.76	x .029 =	1697.62
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	x .009 =	
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d . . . . .		6228.43
5f	Section 3121(g) Notice and Demand—Tax due on unreported tips (see instructions)		
6	Total taxes before adjustments (add lines 3, 5e, and 5f) . . . . .		16983.16
7	Current quarter's adjustment for fractions of cents . . . . .		0.11
8	Current quarter's adjustment for sick pay . . . . .		0.00
9	Current quarter's adjustments for tips and group-term life insurance . . . . .		0.00
10	Total taxes after adjustments. Combine lines 6 through 9 . . . . .		16983.27
11	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayment applied from Form 941-X or Form 944-X . . . . .		16983.27
12a	COBRA premium assistance payments (see instructions)		0.00
12b	Number of individuals provided COBRA premium assistance		

3. Click Save as PDF. This saves the form as a PDF to your local computer.
4. After saving the PDF, select Save and Close and this will save the information with Greenshades and allow you to complete the filing process. The editor will close.

## Filing the 941

You have completed the building process; the next step is to file Form 941.

1. Click on the Click to Begin Filing link. This will bring you to the totals page.

**Greenshades Tax Filing Center**

**Review Built Files**  
Select a built file below to submit or view errors.

Click on the link to either submit or view errors for each E-Filing.

Electronic Return	Status	Combined Summary
US - 94x (941)	✓ Employers: 1	<a href="#">Click to Begin Filing</a>

**Simplify Year End Processing**

**GREENSHADES**  
LET US HANDLE THAT

[Settings](#)

[Quit](#) [< Back](#) [Finish](#)

2. From the Totals window you are able to Print Totals or Save Totals.

**US - 94x (941) View Totals**  
Please check the accuracy of the totals found below.

[Print Totals](#) [Save Totals](#)

**US - 94x (941)**

**Overall Totals**

Total Employers	1
Total Employees	12
Total 941 Wages	\$83,623.98
Total 941 Income Tax Withheld	\$11,277.07
Social Security Wages	\$83,755.26
Social Security Tips	\$0.00

[Quit](#) [< Back](#) [Next >](#)

3. Click on the Next button to continue with the filing process. The Business Name Control (BNC) Information screen loads.

**US - 94x (941) Provide Business Name Control**  
Provide your IRS-issued Business Name Control(s) below.

In order to E-File your return, please provide your IRS issued 'Business Name Control' (BNC). The BNC is a four digit code that is used to identify you as a taxpayer. Typically, it is the first 4 letters of your company name without spaces. If your company name has more than 2 words, please also exclude 'The'. If you are unsure of your BNC, [click here](#) to view the IRS guidelines on determining your BNC.

ABC Staffing Inc.

[Click here for Important Tax Information from the IRS](#)

[Quit](#) [< Back](#) [Next >](#)

4. Enter the Business Name Control (BNC) in all caps. The IRS recognizes you by both the FEIN and the BNC. The BNC is the first four letters of your company name as listed with the IRS.
5. Click the Next button. The Contact Information screen loads.

US - 941 (941)

### Verify Contact Information

Is the contact information below correct?

Please review the contact information below and make any necessary corrections. The contact person is responsible for the accuracy of the electronic submission and should be able to resolve any issues which may arise with the submission.

Name:

Phone:  Ext:

Email:

Click 'Next' to submit your 941 return.

6. Review the contact information. If contact information is changed in this screen it will only be changed for this session. To change this information permanently, make the change in the Greenshades Properties within Avionté. This information will be provided to Greenshades.
7. Click the Next button to file your return via Greenshades. This screen will close, however you are still in Greenshades and should continue with the State SUI filing.

When Greenshades receives confirmation that your return has been filed, they will send a notification to the email address provided.

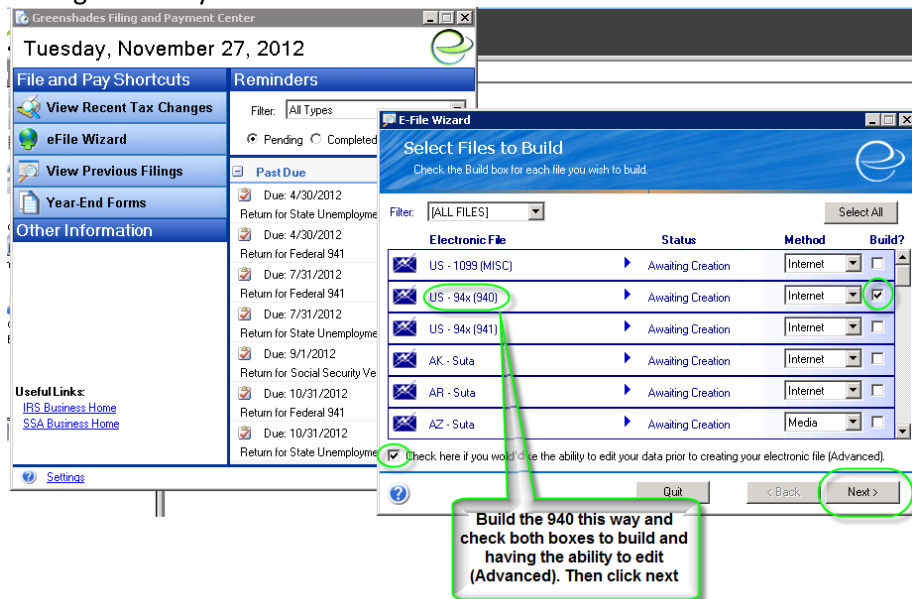


## Building the 940 Return

When building the Form 940, it will be very much like the 941 we have just discussed.

### Form 940

1. In the Select Files to Build table locate the 940 and select the Build check box.
2. Select the check box below the table, as you will need to edit the 940 and update the deposits that were made throughout the year.



3. Select Next.
4. In the editor view, you will be able to verify the data and update the Form 940.

**NOTE:** Avionté stores the liability but not the deposits for FUTA throughout the year. You will need to update this manually on the form using the editor.

## The 940 Editor

1 errors    Form 940    Save & Exit    Cancel & Exit

**Form 940 for 2012: Employer's Annual Federal Unemployment (FUTA) Tax Return**  
Department of the Treasury - Internal Revenue Service

**650112**  
OMB No. 1545-0028

**Employer identification number (EIN)** 50 - 5505505

**Name (not your trade name)** ABC Staffing Inc.

**Trade name (if any)**

**Address** 123 Main Street

Number Street Suite or room number

Eagan AB 11-1

City State ZIP code

**Type of Return**  
(Check all that apply.)

☐ a. Amended

☐ b. Successor employer

☐ c. No payments to employees in 2012

☐ d. Final: Business closed or stopped paying wages

Instructions and prior-year forms are available at [www.irs.gov/form940](http://www.irs.gov/form940).

Read the separate instructions before you complete this form. Please type or print within the boxes.

**Part 1: Tell us about your return. If any line does NOT apply, leave it blank.**

1a If you had to pay state unemployment tax in one state only, enter the state abbreviation . . . . . 1a ☐ ☐

1b If you had to pay state unemployment tax in more than one state, you are a multi-state employer . . . . . 1b ☒ Check here, Complete Schedule A (Form 940).

2 If you paid wages in a state that is subject to CREDIT REDUCTION . . . . . 2 ☐ Check here, Complete Schedule A (Form 940).

**Part 2: Determine your FUTA tax before adjustments for 2012. If any line does NOT apply, leave it blank.**

3 Total payments to all employees . . . . . 3 487105.25

4 Payments exempt from FUTA tax . . . . . 4 330.00

Check all that apply: 4a ☒ Fringe benefits 4b ☐ Group-term life insurance 4c ☐ Retirement/Pension 4d ☐ Dependent care 4e ☐ Other

5 Total of payments made to each employee in excess of \$7,000 . . . . . 5 135375.25

6 Subtotal (line 4 + line 5 = line 6) . . . . . 6 135705.25

7 Total taxable FUTA wages (line 3 - line 6 = line 7) (see instructions) . . . . . 7 351400.00

8 FUTA tax before adjustments (line 7 x .006 = line 8) . . . . . 8 2108.40

**Part 3: Determine your adjustments. If any line does NOT apply, leave it blank.**

9 If ALL of the taxable FUTA wages you paid were excluded from state unemployment tax, multiply line 7 by .054 (line 7 x .054 = line 9). Go to line 12. . . . . 9

10 If SOME of the taxable FUTA wages you paid were excluded from state unemployment tax, OR you paid ANY state unemployment tax late (after the due date for filing Form 940), complete the worksheet in the instructions. Enter the amount from line 7 of the worksheet . . . . . 10

11 If credit reduction applies, enter the total from Schedule A (Form 940) . . . . . 11 321.99

**Part 4: Determine your FUTA tax and balance due or overpayment for 2012. If any line does NOT apply, leave it blank.**

12 Total FUTA tax after adjustments (lines 8 + 9 + 10 + 11 = line 12) . . . . . 12 2430.39

13 FUTA tax deposited for the year, including any overpayment applied from a prior year . . . . . 13 2430.39

14 Balance due (if line 12 is more than line 13, enter the excess on line 14.)  
 • If line 14 is more than \$500, you must deposit your tax.  
 • If line 14 is \$500 or less, you may pay with this return. (see instructions) . . . . . 14

15 Overpayment (if line 13 is more than line 12, enter the excess on line 15 and check a box below) . . . . . 15

▶ You MUST complete both pages of this form and SIGN it. Check one: ☐ Apply to next return. ☐ Send a refund.

**Next** ➔

For Privacy Act and Paperwork Reduction Act Notice, see the back of Form 940-V, Payment Voucher. Cat. No. 112340 Form 940 (2012)

ABC Staffing Inc.

50-5505505

**Part 5: Report your FUTA tax liability by quarter only if line 12 is more than \$500. If not, go to Part 6.**

16 Report the amount of your FUTA tax liability for each quarter; do NOT enter the amount you deposited. If you had no liability for a quarter, leave the line blank.

16a 1st quarter (January 1 - March 31) . . . . . 16a 597.84

16b 2nd quarter (April 1 - June 30) . . . . . 16b 242.72

16c 3rd quarter (July 1 - September 30) . . . . . 16c 459.95

16d 4th quarter (October 1 - December 31) . . . . . 16d 1129.88

17 Total tax liability for the year (lines 16a + 16b + 16c + 16d = line 17) 17 2430.39 **Total must equal line 12.**

**Part 6: May we speak with your third-party designee?**

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

☒ Yes. Designee's name and phone number Bart Schulze 651-556-2121 0

Select a 5-digit Personal Identification Number (PIN) to use when talking to IRS 00000

☐ No.

**Part 7: Sign here. You MUST complete both pages of this form and SIGN it.**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete, and that no part of any payment made to a state unemployment fund claimed as a credit was, or is to be, deducted from the payments made to employees. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

**X Sign your name here**  Print your name here

Date  Print your title here

Best daytime phone

**Paid Preparer Use Only** Check if you are self-employed ☐



## Form 940 Schedule A

1. Load the Form 940 Schedule A from the drop down.

The Form 940 Schedule A will display all states. From the data we are passing, the Schedule A will display all state taxable wages. If there is an additional tax rate for that state you will see an amount due.

These rates are updated in November by the Federal agency so they may differ from what you saw on the Avionté reports. The total from Schedule A will be due when this form 940 is due. You can make the payment online like your other 940 payments.

### Schedule A (Form 940) for 2012.

#### Multi-State Employer and Credit Reduction Information

Department of the Treasury — Internal Revenue Service

OMB No. 1545-0028

See the instructions on page 2. File this schedule with Form 940.

Employer identification number (EIN)  -

Name (not your trade name)

Place an "X" in the box of EVERY state in which you were required to pay state unemployment tax this year. For states with a credit reduction rate greater than zero, enter the FUTA taxable wages, multiply by the reduction rate, and then enter the credit reduction amount for that state. If any states do not apply to you, leave them blank.

Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction	Postal Abbreviation	FUTA Taxable Wages	Reduction Rate	Credit Reduction
<input checked="" type="checkbox"/> AK	9861.25	0.000	0.00	<input type="checkbox"/> NC		0.006	
<input type="checkbox"/> AL		0.000		<input type="checkbox"/> ND		0.000	
<input type="checkbox"/> AR		0.006		<input type="checkbox"/> NE		0.000	
<input checked="" type="checkbox"/> AZ	7000.00	0.003	21.00	<input type="checkbox"/> NH		0.000	
<input checked="" type="checkbox"/> CA	2300.00	0.006	13.80	<input type="checkbox"/> NJ		0.006	
<input type="checkbox"/> CO		0.000		<input type="checkbox"/> NM		0.000	
<input checked="" type="checkbox"/> CT	7000.00	0.006	42.00	<input type="checkbox"/> NV		0.006	
<input type="checkbox"/> DC		0.000		<input checked="" type="checkbox"/> NY	14000.00	0.006	84.00
<input type="checkbox"/> DE		0.003		<input checked="" type="checkbox"/> OH	26865.00	0.006	161.19
<input type="checkbox"/> FL		0.006		<input type="checkbox"/> OK		0.000	
<input type="checkbox"/> GA		0.006		<input checked="" type="checkbox"/> OR	27112.00	0.000	0.00
<input type="checkbox"/> HI		0.000		<input type="checkbox"/> PA		0.000	
<input type="checkbox"/> IA		0.000		<input type="checkbox"/> RI		0.006	
<input type="checkbox"/> ID		0.000		<input type="checkbox"/> SC		0.000	
<input type="checkbox"/> IL		0.000		<input type="checkbox"/> SD		0.000	
<input type="checkbox"/> IN		0.009		<input type="checkbox"/> TN		0.000	
<input type="checkbox"/> KS		0.000		<input type="checkbox"/> TX		0.000	
<input type="checkbox"/> KY		0.006		<input type="checkbox"/> UT		0.000	
<input type="checkbox"/> LA		0.000		<input type="checkbox"/> VA		0.000	
<input type="checkbox"/> MA		0.000		<input type="checkbox"/> VT		0.003	
<input type="checkbox"/> MD		0.000		<input type="checkbox"/> WA		0.000	
<input type="checkbox"/> ME		0.000		<input type="checkbox"/> WI		0.006	
<input type="checkbox"/> MI		0.000		<input type="checkbox"/> WV		0.000	
<input checked="" type="checkbox"/> MN	250770.50	0.000	0.00	<input type="checkbox"/> WY		0.000	

2. Return to the Form 940.
3. Click Save as PDF. This saves the form as a PDF to your local computer.
4. After saving the PDF, select Save and Close and this will save the information with Greenshades and allow you to complete the filing process. The editor will close.

## Filing the 940

You have completed the building process; the next step is to file Form 940.

1. Click on the Click to Begin Filing link. This will bring you to the totals page.

2. From the Totals window you are able to Print Totals or Save Totals.
3. Click on the Next button to continue with the filing process. The Business Name Control (BNC) Information screen loads.
4. Enter the BNC in all caps. The IRS recognizes you by both the FEIN and the BNC. The BNC is the first four letters of your company name as listed with the IRS.
5. Click the Next button. The Contact Information screen loads.

6. Review the contact information. If contact information is changed in this screen it will only be changed for this session. To change this information permanently, make the change in the Greenshades Properties within Avionté. This information will be provided to Greenshades.
7. Click the Next button to file your return via Greenshades.

When Greenshades receives confirmation that your return has been filed, they will send a notification to the email address provided. This screen will close, however you are still in Greenshades and should continue with the State SUI filing

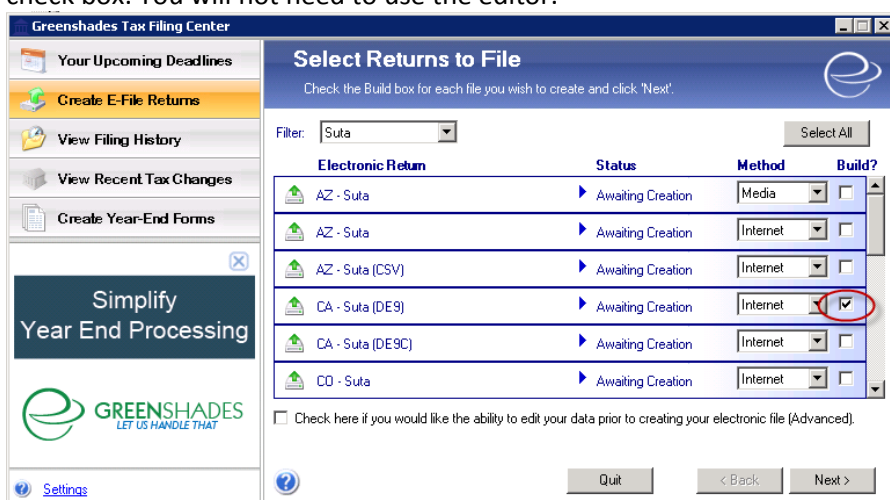
## State SUI Return

The SUI (Suta) return is an internet file and is approved by all fifty states according to their specifications.

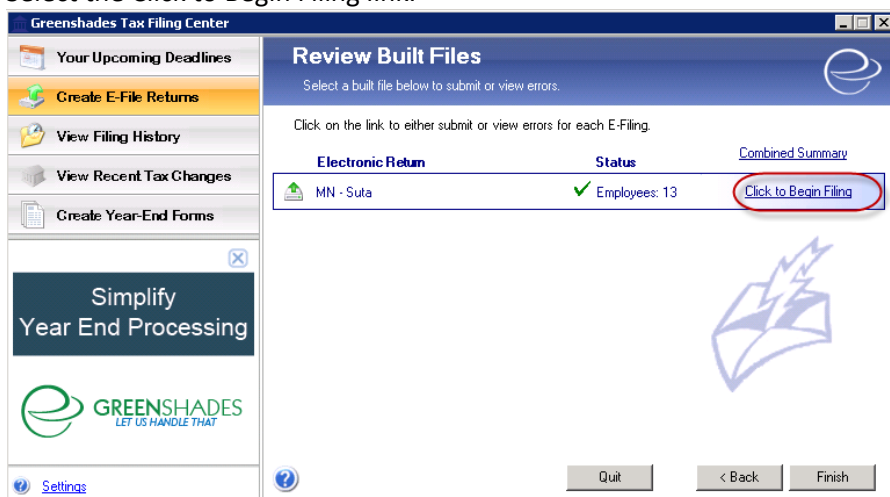
1. Return to the Create E-Files Returns screen.



2. The Select Files to Build table displays the available forms to choose from. Locate the Suta and select the Build check box. You will not need to use the editor.



3. Select the Next button to build the SUI return. After building the file you are able to review the totals and determine if there are differences.
4. Select the Click to Begin Filing link.



5. Review the data. If the data differs, you will need to locate the data in Avionté, find those differences and fix them.

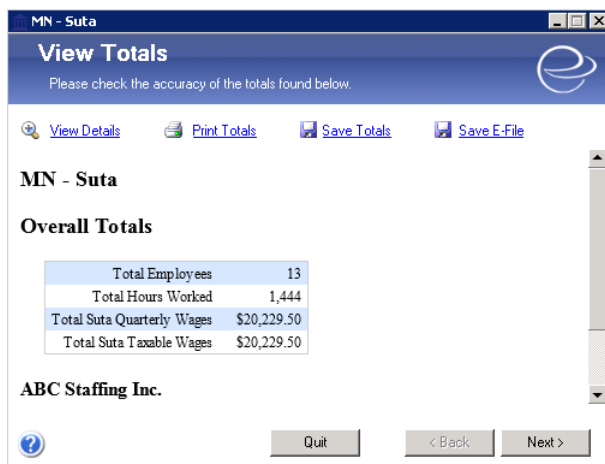
After any corrections are made, generate the feed again and pass it back to Greenshades to build the files.

## Greenshades SUI Reports and Saving the E-File

Once you have made any needed corrections in Avionté and regenerated the file, you may wish to save or print Greenshades reports for reference.

1. Select the View Details link, the report will load an excel spreadsheet of all of your employees and wages.
2. The totals on this page can be printed or saved using the two available links.
3. Finally, select the Save E-File link. You must save the file to your local machine with exactly the same name and file extension. This saves the upload file for this particular SUI state.

**NOTE: Greenshades has given these files a specific name that can NOT be changed prior to uploading to the state website. If renamed, or the file extension is changed, an error will occur during the transfer.**

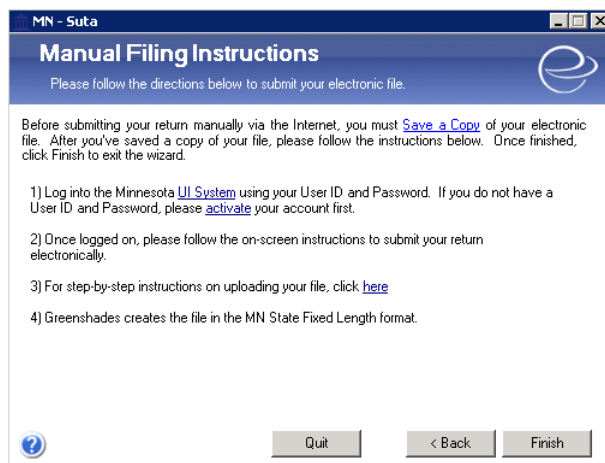


Overall Totals	
Total Employees	13
Total Hours Worked	1,444
Total Suta Quarterly Wages	\$20,229.50
Total Suta Taxable Wages	\$20,229.50

4. Select the Next button. The Filing Instructions screen loads.

## State SUI Filing Instructions

The instructions screen usually includes a key word link to the appropriate state website. The E-File that was saved in step 3 of **Greenshades SUI Reports and Saving the E-File** is the file that should be uploaded to the state website.



Before submitting your return manually via the Internet, you must [Save a Copy](#) of your electronic file. After you've saved a copy of your file, please follow the instructions below. Once finished, click Finish to exit the wizard.

- 1) Log into the Minnesota [UI System](#) using your User ID and Password. If you do not have a User ID and Password, please [activate](#) your account first.
- 2) Once logged on, please follow the on-screen instructions to submit your return electronically.
- 3) For step-by-step instructions on uploading your file, click [here](#)
- 4) Greenshades creates the file in the MN State Fixed Length format.

**NOTE: The Filing Instructions may differ from past years. Please read the instructions carefully.**

## Building the W2

The Federal W2s are created for you. Greenshades has limited power of attorney to submit them to the SSA.

### Federal W2

1. To start building the file, select the Build checkbox
2. Click the Next button. This builds the file.

**E-File Wizard**  
Select Files to Build  
Check the Build box for each file you wish to build.

Filter: [ALL FILES] Select All

Electronic File	Status	Method	Build?
US - 1099 (MISC)	Awaiting Creation	Internet	<input type="checkbox"/>
US - 94x (940)	Awaiting Creation	Internet	<input type="checkbox"/>
US - 94x (941)	Awaiting Creation	Internet	<input type="checkbox"/>
US - W2	Awaiting Creation	Internet	<input checked="" type="checkbox"/>
AK - Suta	Awaiting Creation	Internet	<input type="checkbox"/>
AR - Suta	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).

Quit < Back **Next >**

3. In the next screen, select the Click to Begin Filing link.

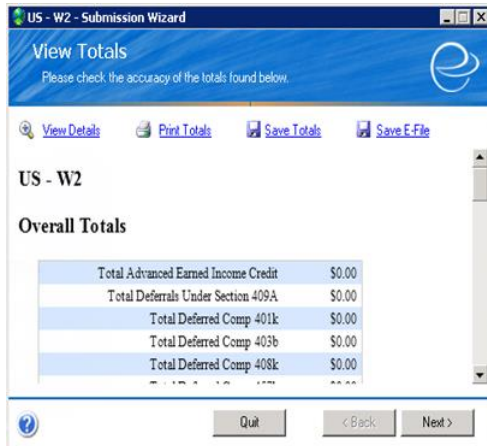
**E-File Wizard**  
Review Built Files  
Select a built file below to submit or view errors.

Click on the link to either submit or view errors for each e-filing.

Electronic File	Status	Combined Summary
US - W2	✓ Employees: 150	<a href="#">Click to Begin Filing</a>

Quit < Back Finish

4. Select the View Details link, the details of all W2s will load in an excel spreadsheet.



5. We recommend that the Totals be saved or printed for future reference using the available links. Notice that these totals include your W3. However, since you will be filing electronically, filing of the W3 is not required.
6. You may prefer to manually upload the file to the Social Security Administration (SSA) instead of using Greenshades. In this case, select the Save E-File link. You must save the file to your local machine with exactly the same name and file extension as the default.

**NOTE: Greenshades has given these files a specific name that can NOT be changed prior to uploading to the website. If renamed, or the file extension is changed, an error will occur during the transfer.**

7. Select the Next button to continue.

## Filing the W2

1. If you plan to manually submit the W2, select the Manual Submission radio button. If you did not save the E-File from the previous screen, click the Back button and save the E-File.
2. Click Next to follow the instructions which Greenshades provides. The same information is filed whether you choose to submit manually or automatically through Greenshades. The manual submission does not provide an email from Greenshades; however the SSA will let you know when your W2 is filed.
3. If you are choosing to have Greenshades file the W2 electronically, you will select Automatic Submission.

**US - W2 - Submission Wizard**

**Choose Submission Method**  
Choose how you wish to submit this electronic report.

☒ **Automatic Submission**  
Greenshades Software will log into the Social Security Administration's servers and securely transmit your W2 information. Once transmitted, you will receive a government EFile Identifier which can later be used to reference your submission.

☐ **Manual Submission**  
You will be given steps that guide you through logging into the Social Security Administration's website and uploading your W2 information. You will walk through pages of the website and will receive confirmation information when finished.

Buttons: ? Quit < Back Next >

4. Select the Next button.
5. Greenshades will ask for your contact information, including email and phone number, prior to submitting the file.

**US - W2 - Submission Wizard**

**Verify Contact Information**  
Is the contact information below correct?

Please review the contact information below and make any necessary corrections. The contact person is responsible for the accuracy of the electronic submission and should be able to resolve any issues which may arise with the submission.

Name: John Long

Phone: 6519909876 Ext: 121

Email: jlo@avionte.com

Click 'Next' to submit your 941 return.

Buttons: ? Quit < Back Next >

6. Click on next to submit the W2 file to the SSA. Greenshades will send your W2(s) to the SSA. You will receive an email confirming the submission.

Please note that once you have successfully submitted any return in Greenshades any changes must be made by amending the original submission.

## Form W2 Reporting Of Employer-Sponsored Health

Since 2012, the IRS requires that employee contributions for health insurance, found on the W2 in Box 12 labeled DD, are reported. Employer contributions made on behalf of the employee must also be reported. The IRS website provides additional detail:

<http://www.irs.gov/uac/Form-W-2-Reporting-of-Employer-Sponsored-Health-Coverage>

Please check with your accountant to determine if you fall into this category.

### Employee Contribution

In the Avionté core application, you can set the employee contribution to automatically populate the W2.

1. Choose Admin Tools.
2. Select System from the left panel.
3. Double-click Transaction Type from the right panel. The Config Transaction Type window opens.
4. In the Name column, type Medical.

ConfigTransactionTypeID	Name	Description	Deduction Category
109	ESC Medical Emp	ESC Medical Emp	ESC Healthcare
127	Medical	Medical	Caf125

Site	Staffing Supplier	
Minnesota Branch	ABC	<input checked="" type="checkbox"/>
New York	ABC	<input checked="" type="checkbox"/>
Eagan Branch	ABC	<input checked="" type="checkbox"/>
Los Angeles	ABC	<input checked="" type="checkbox"/>

Vertex CMP Code	
W2Box	12
W2Label	DD

5. Select the Medical row. The W2Box and W2Label fields are available.
6. Type 12 in the W2Box field.
7. Type DD in the W2Label field.
8. Save your updates.



## Employer Contribution

The employer contribution to health care can also be set to populate on the W2.

1. Navigate to the Employee Extra screen.
2. Add a label Employer Based Healthcare.
3. Add the employer yearly contribution.
4. This dollar amount will be added to the transaction type and populate the W2Box and W2Label fields.

Employee		Search Type	Search Criteria	Current Employee
		Set	Employee ID Search	Angela M. Smith : 012-34-5678

Start Page		Search	Summary	Extra	Actions	New Employee
Label		Value				
Category: EmployeeExtra (5 items)						
Check Delivery						
Emergency Contact Name						
Emergency Contact Phone						
Emergency Address						
Has Criminal Records?						
Enter New Here						
Label		Value				
Employer Based Healthcare		\$ 1,500.00				

## Posting the W2's to the Employee Portal

Once all payroll corrections have been finalized, you may follow the steps below to allow your employees the ability to view their W2's on the employee portal:

1. After the Greenshades Feed and XML has been generated, click on the 'Flag as Complete' button as shown in the screenshot below.

**NOTE:** This will stop the Greenshades feed from generating and modifying W2 and filing data.

The screenshot shows the 'Green Shades' application window. It has a title bar with 'Green Shades' and standard window controls. On the right side, there are two tabs: 'Details' (selected) and 'Error'. The main content area is divided into four sections:

- Company & Date:** Contains three dropdown menus: 'STAFFING SUPPLIER' (ABC123), 'YEAR ID' (2014), and 'QUARTER' (Q4).
- File Type:** Contains two columns of checkboxes. Under 'Yearly', 'W2' and '940' are checked. Under 'Quarterly', '941' and 'SUTA' are checked. '1099' is also checked under 'Yearly'.
- File Info:** Contains a 'File Name' field and a 'Green Shades XML Destination folder' field with a file path 'C:\Users\Malik.Ibrahim\Desktop' and a 'Browse' button.
- File Action:** Contains four buttons: 'Generate Feed & XML', 'Launch Green Shades', 'Browse Existing File', and 'Generate XML'. At the bottom of this section is a large green button labeled 'Flag as Complete'.

2. And click 'Yes' on the warning below:

The screenshot shows a warning dialog box titled 'Green Shades'. It contains an information icon (i) and the following text: 'Are you sure you want to flag this quarter as complete? This will not allow you to regenerate the datafeed for this quarter again.' At the bottom right, there are two buttons: 'Yes' (highlighted in green) and 'No'.

To remove the W2's from the Employee Portal temporarily, please follow the steps below:

- Navigate to Admin Tools > Config Year and select the appropriate year

Wc Code
Bank
Tax
Locality/Country
Accrual Plan
Config Year

Year
2014

Config Year Staffing Supplier
Year ID 2014

StartDate	EndDate
01/01/2014	01/01/2014

Config Year StaffingSupplier Quarter

Quarte	Start	EndD	DateCompleted	LastData
Q1	01/0...	03/3...		05/22/20...
Q2	04/0...	06/3...		09/05/20...
Q3	07/0...	09/3...		10/24/20...
Q4	10/0...	12/3...	10/24/2014	09/05/20...

Save

- Once the year is selected, the 'DateCompleted' field will need to be cleared to pull the W2's from the portal. Click save to finalize the changes. NOTE: You will have to follow the steps on page 41 to post the portals back up to the employee portal.

## Checklist of Items to prepare you for Quarter/Year End

Following is a list of Avionté Standard quarter end and year end reports. These reports will assist you in balancing the figures in Greenshades reports.

- **Taxes Summary:** A summary of all the EE/ER taxes – This is the number one most important report to run at quarter end and year end. It has several parameters to allow you to change the output of the report.
- **Taxes Summary Lite:** This is the same as above but with standard parameters so that you can run faster
- **State Tax WH:** Used to assist you in filing your state withholding return – This is something that Greenshades does not provide so we created this AQ for you.
- **Avionté Cash Requirement:** This report displays the liability for the time frame supplied and is used typically for your weekly deposits and well as a monthly summary of payroll costs. It will allow you to track how much a payroll will cost and what you will need to cover the taxes.
- **Get PA EIT Details:** This was designed for out PA clients that needed a report to export to excel and use in the uploading to the state of PA directly.

The following reports are driven from the Greenshades tables that are created after you generate the Feed and XML.

- **Get Employee SUI wage Detail:** Supplemental report to display SUI wages and tax amount by employee on a quarterly basis. You will need to enter the date range and the state you want to see.
- **Get W2 Details:** This report will display all of your W2s that you have created for a given year. This can also give you a summary of all W2s (in other words a W3). This will also give you a total count of employees so that you can order the W2 forms.
- Your Employee W2 report. Depending on your version it may be either of the following: **W2 Report 4 up blank** or **W2Report\_4up\_NotPreprintedEdit**: We recommend that you run a test copy and check alignment as well as missing information.
- **Get Employee Fed W2:** Federal W2 information is displayed once you run the Greenshades Feed for 4<sup>th</sup> quarter. This will have Federal, FICA, and Medicare taxable wages and tax amounts.
- **Get Employee State W2:** State W2 information is displayed once you run the Greenshades Feed for 4<sup>th</sup> quarter. This will display the State gross and taxable wages by employee and state.
- **Get Employee Local W2:** Local W2 information is displayed once you run the Greenshades Feed for 4<sup>th</sup> quarter. This will display the Local gross and taxable wages by employee, state and locality.

Please note that if you need a report in addition to the list of reports, we can customize one to your exact specifications. This is a onetime billable item, however you will then have the report available at any time. Please ask your Account Manager for details.

## Greenshades FAQs

### **How does Avionté come up with the number of employees who worked on the 12th of the month?**

Avionté uses the accounting period with the week of the 12th to determine the number of employees paid. This means that they have worked in the week of the 12<sup>th</sup>.

### **What is the BNC?**

It stands for Business Name Control. Typically, it is the first four letters of your company name in upper case, without spaces.

### **Can I verify my business name control before e-filing?**

Yes, you may call the Business & Specialty Help Line at 1-800-829-4933 for additional assistance.

### **Why do I have negative numbers on my 941 schedule B?**

If there are negative numbers on this schedule, they are reflecting any check(s) that were voided when there was no other payroll. You will need to combine the negative values with the positive values to reflect the total liability from the check date that you paid the IRS.

### **Why is there an amount on Box 7 on my 941?**

The amount is an adjustment for fractions of cents due to rounding relating to the employee share of social security and Medicare taxes withheld. The employee share of amounts shown in column 2 of lines 5a-td may differ slightly from amounts actually withheld from employee's pay due to the rounding of social security and Medicare taxes based on current rates.

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

If you used the automatic website submission method, you will receive a confirmation email from Greenshades Software. This email contains your E-File ID, which you can use to track your submission status. If you used the manual website submission method, Greenshades is unable to track your submission. When you submit your file to the IRS site, you will receive a confirmation number from their website.

### **My computer doesn't have a floppy drive, how do I save my media file?**

Save the file to your computer and then either burn a CD or find a computer with a floppy drive to copy the file. Many states have gotten away from this format and you should be able to upload using the internet.

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

Make sure that you save a copy of the totals prior to submitting the files. You are able to build the file in Avionté and Launch Greenshades again but this will be a new file. You will want to keep a folder for the totals and a separate one for the E-files that you upload to the State and Federal Government.

**NOTE: The E-file file name cannot be changed. The government will reject the file if the name is changed.**

**How do I know when the returns are due?**

The 941 return, State unemployment, and State Withholding return are all due on April 30<sup>th</sup>, July 31<sup>st</sup>, September 30<sup>th</sup>, and January 31<sup>st</sup>.

Form 940 is due to the IRS January 31<sup>st</sup>. The W2s will need to be issued to your employees by January 31<sup>st</sup>. The Federal government due date is February 28<sup>th</sup> and March 31<sup>st</sup> if you are electronically filing.

**What happens to the accruing deductions like Health Insurance or 401k from year to year?**

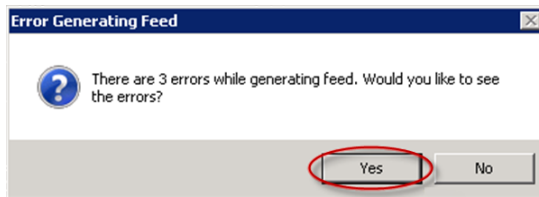
Avionté will clear out all deductions with the new check in the New Year to start over for you automatically. This makes the process seamless. Any accrual you have set up will run the way you set it up, like vacation or PTO, and those will not clear out.

**How do I correct a return that was already submitted?**

If you have submitted a return to an agency and find you need to make a change, then you will need to amend that return with the agency. Greenshades will not be able to file your amended returns. Many states will allow you to amend only the changes that need to be made online. You will have to wait until the return has processed through their system before you can amend that return.

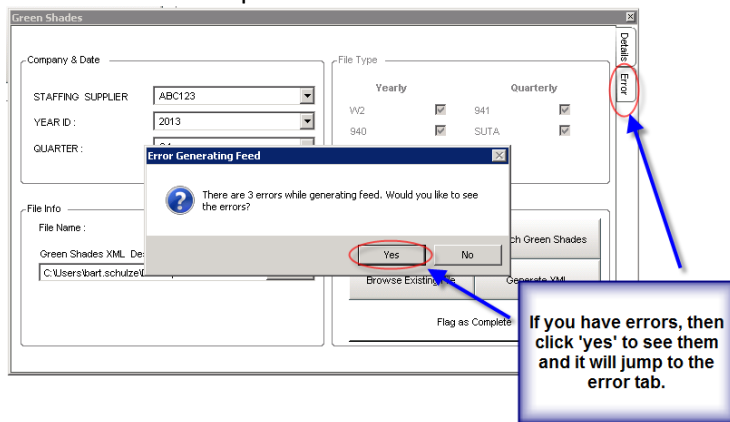
## Common Errors

When I generate the feed and XML, I get this message:

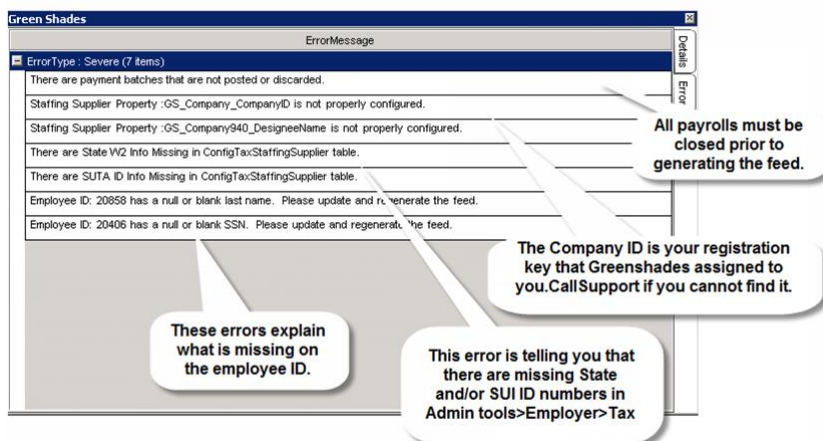


Select Yes.

The Error side tab opens.



A brief description of errors is listed. The description provides enough detail to enable you to fix the error.



### Missing Address

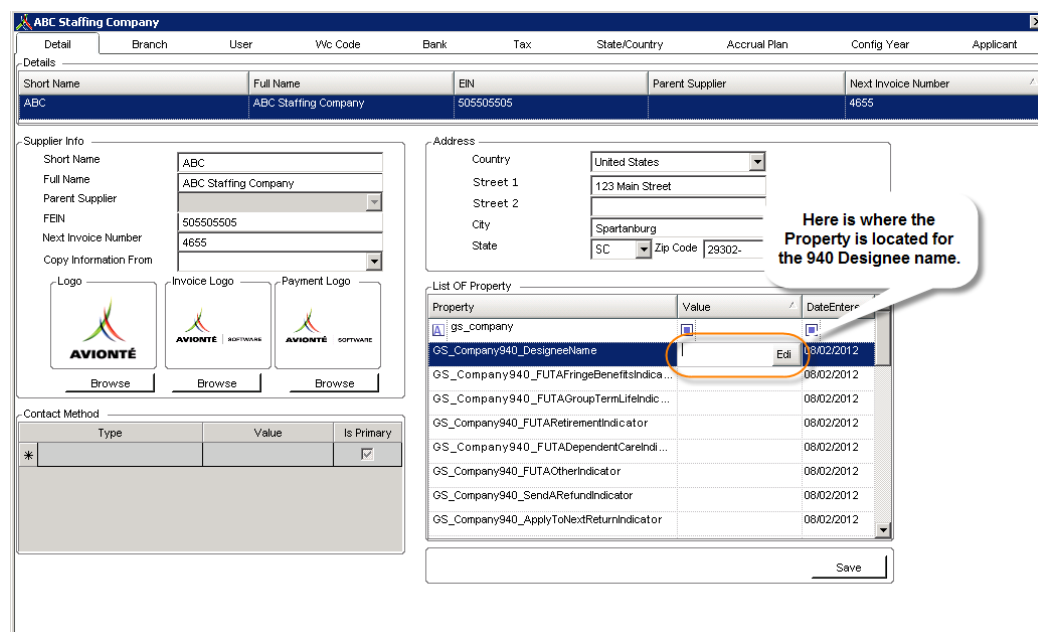
If an employee is shown as missing an address (city, zip, state) it may be partly because the employee address does not have the 'IsResident' box checked under **Employee > Detail > See All** on the address type.

## Payment Batches

Make sure all Payroll Batches are closed prior to generating the feed and XML.

## GS\_ Properties

Go to **AdminTools > Employer > Detail**. In the property section you may edit the Greenshades properties. All of the 'GS\_' properties in this section are designed to be part of the feed. It will populate when the file is complete and is, in turn, sent to Greenshades. Many are codes, and Greenshades has informed us as to how they should be set up in order to be properly submitted. If you have any questions regarding a property, please feel free to call support.



**ABC Staffing Company**

Details | Branch | User | Wic Code | Bank | Tax | State/Country | Accrual Plan | Config Year | Applicant

Short Name	Full Name	EIN	Parent Supplier	Next Invoice Number
ABC	ABC Staffing Company	505505505		4655

**Supplier Info**

Short Name: ABC  
 Full Name: ABC Staffing Company  
 Parent Supplier: [Dropdown]  
 FEIN: 505505505  
 Next Invoice Number: 4655  
 Copy Information From: [Dropdown]

**Address**

Country: United States  
 Street 1: 123 Main Street  
 Street 2:  
 City: Spartanburg  
 State: SC  
 Zip Code: 29302-

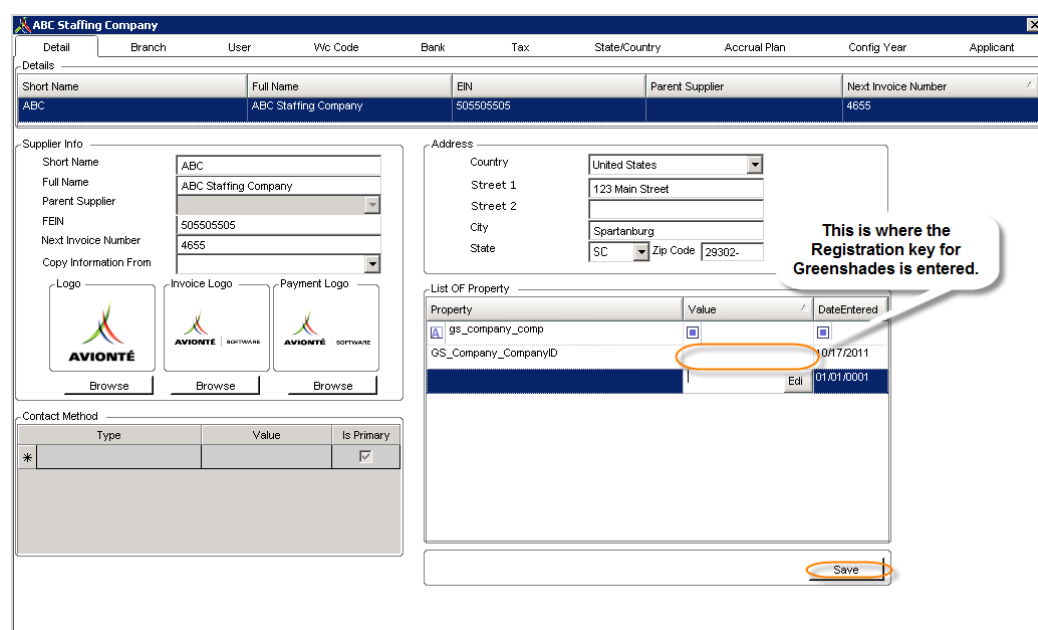
**List Of Property**

Property	Value	DateEntered
gs_company		08/02/2012
GS_Company940_DesigneeName		08/02/2012
GS_Company940_FUTAFringeBenefitsIndica...		08/02/2012
GS_Company940_FUTAGroupTermLifeIndic...		08/02/2012
GS_Company940_FUTARetirementIndicator		08/02/2012
GS_Company940_FUTADependentCareIndi...		08/02/2012
GS_Company940_FUTAOtherIndicator		08/02/2012
GS_Company940_SendARefundIndicator		08/02/2012
GS_Company940_ApplyToNextReturnIndicator		08/02/2012

Here is where the Property is located for the 940 Designee name.

Save

It is important to remember to save after you enter the values.



**ABC Staffing Company**

Details | Branch | User | Wic Code | Bank | Tax | State/Country | Accrual Plan | Config Year | Applicant

Short Name	Full Name	EIN	Parent Supplier	Next Invoice Number
ABC	ABC Staffing Company	505505505		4655

**Supplier Info**

Short Name: ABC  
 Full Name: ABC Staffing Company  
 Parent Supplier: [Dropdown]  
 FEIN: 505505505  
 Next Invoice Number: 4655  
 Copy Information From: [Dropdown]

**Address**

Country: United States  
 Street 1: 123 Main Street  
 Street 2:  
 City: Spartanburg  
 State: SC  
 Zip Code: 29302-

**List Of Property**

Property	Value	DateEntered
gs_company_comp		08/17/2011
GS_Company940_DesigneeName		01/01/0001

This is where the Registration key for Greenshades is entered.

Save



## Missing State ID or SUTA ID

If you are missing a State and/or SUTA identification the Greenshades feed will generate an error.

Most of your state IDs should be complete, but the Greenshades feed goes through the process of checking to see if any new states have been added.

This screen is located in **AdminTools > Employer > Tax** in the Tax EIN Details area.

ABC Staffing Company

Detail Branch User Wc Code Bank Tax State/Country Accrual Plan Config Year Applicant

TaxRate TaxEIN TaxReciprocalTreatment TaxStaffingSupplier TaxMaster

Generate

TaxEIN

TaxID	TaxName	GeoCode	VertexTaxId	EmployeeTax
9	VM WH	500000000	450	<input checked="" type="checkbox"/>
2054540	VM SUI ER	500000000	459	<input type="checkbox"/>
2054540	AL WH	010000000	450	<input checked="" type="checkbox"/>
5465454	AL SUI ER	010000000	459	<input type="checkbox"/>
2054540	AK SUI ER	020000000	459	<input type="checkbox"/>
2054540	AZ WH	030000000	450	<input checked="" type="checkbox"/>
2054540	AZ SUI ER	030000000	459	<input type="checkbox"/>

Tax EIN Details

Tax Name AR WH

EIN

Save

Enter the EIN here and click Save. Note: if you are not doing business in a state it will still require you to enter a number. I recommend entering a zero in that case.

## Missing Employee Information

If you are missing an employee last name Greenshades will generate an error.

If you receive this error, it most likely means there is a converted employee because Avionté does not allow you to add an employee without a last name.

Update the last name in **Employee > Detail** and tab off, it will save. This will eliminate the error.

The screenshot shows the 'Employee Detail' form. In the 'Name' section, the 'LastName' field is empty and highlighted with a red circle. A red arrow points from a text box on the right to this field. The text box contains the message: 'This employee was missing a lastname.' Other fields like 'First Name' (Chill), 'SSN' (706-99-0011), and 'Employee ID' (20858) are filled in.

## Correcting the Missing SSN

If a Social Security Number is missing from an employee the Greenshades feed will generate an error.

When adding new employees in Avionté, you will notice that you cannot enter an employee without having a SSN. This is by design to protect you from having this error.

Correct the SSN in **Employee > Detail** and tab off, to save. This will correct the error in Greenshades.

The screenshot shows the 'Employee Detail' form for an employee named Travis Johnson. The 'SSN' field is empty and highlighted with an orange circle. A blue arrow points from a callout box to this field. The callout box contains the text: 'In the main menu, we select the employee and look up the EmployeeId. As you can see the SSN is missing and you can add it here and tab off to save your changes.' Other fields like 'First Name' (Travis), 'LastName' (Johnson), 'Employee ID' (20417), and 'Status' (Active) are filled in.