

Greenshades Mag.NET

# User Manual

Using the Mag.NET Wizard



# Mag.NET User Manual

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**GREENSHADES**  
— Smart Businesses Go Green. —

If you have any questions about steps in this documentation, please contact technical support by email at [support@greenshades.com](mailto:support@greenshades.com) or by phone at 904-807-0160.

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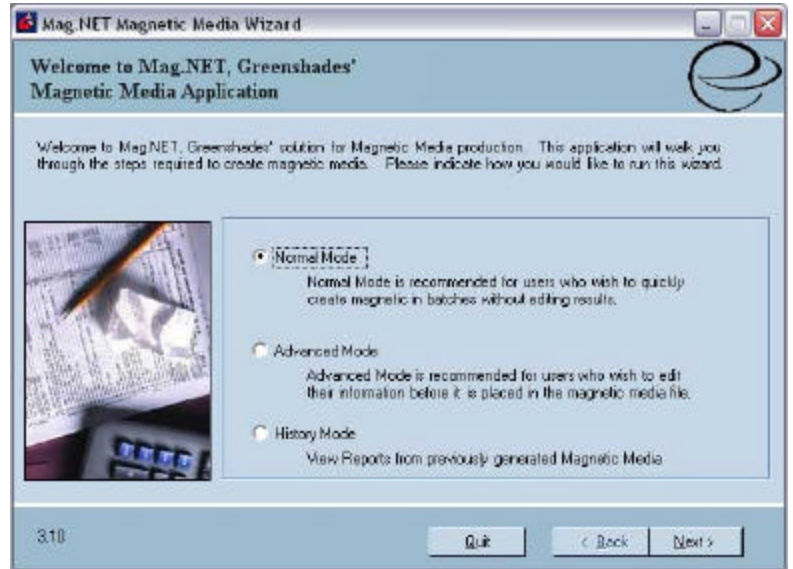
## Common Steps Within Mag.NET Magnetic Media Wizard

Regardless of which accounting package you use, Mag.NET should have been launched and will allow you to produce your magnetic media. Each screen of Mag.NET contains a short explanation of the information it requires from the user. The following is an overview of using Mag.NET. Note that the colors and other aspects of the appearance of Mag.NET in the following pages may not be exactly the same as it will appear on your machine. Mag.NET changes its appearance to mimic the accounting package installed on your system.

## Section 1: Normal Mode

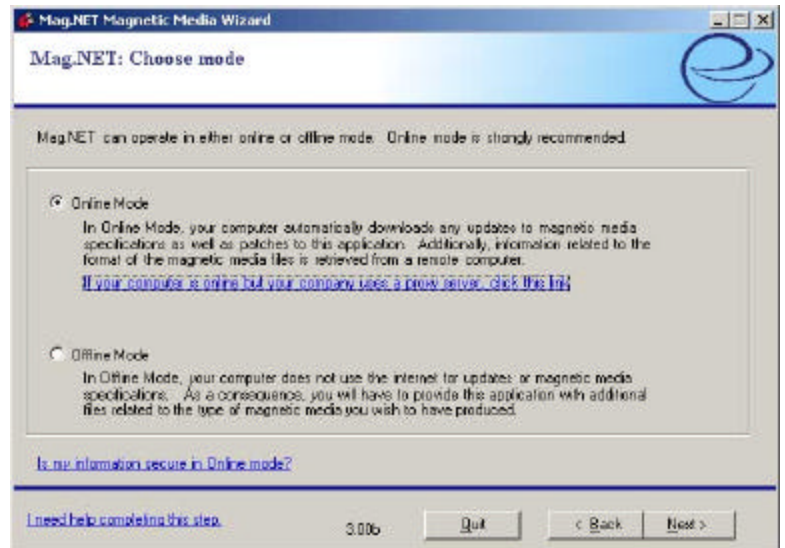
### Step 1. – Mode Selection

Normal Mode is the quickest way to generate your Mag Media files. It will allow you to generate multiple reports quickly and easily. Because Normal Mode allows you to generate multiple reports, it does not allow any editing of the files. To use Normal Mode, click the circle next to Normal Mode, and then click next.



### Step 2. – On-line or Off-line Mode (optional)

If this screen appears, then the Mag.NET wizard cannot detect your internet connection. You may not be online or you could be running through a proxy or firewall. On this screen you will need to select whether you are running on on-line or off-line mode. Greenshades recommends that you run in on-line mode to get the most up to date specifications for your Mag Media filing needs. To run in on-line or off-line mode, click the circle next to the desired option you wish to run and click next. If you are behind a proxy server, please click on the link labeled, “If your computer is on-line but your computer is behind a proxy server.” You will need to fill out this information to run behind a proxy server. If you are unsure if you are behind a proxy server, please consult your IT or IS departments.



\*Note: Using the Mag.NET Wizard in on-line mode, will not transfer data to Greenshades or any of the filing agencies.

### Step 3a – Online Mode

The Mag.NET Wizard May try to automatically authorize for you. This only happens if you have previously used Mag.NET. If the automatic authorization fails Mag.NET will bring you to the authorization screen.

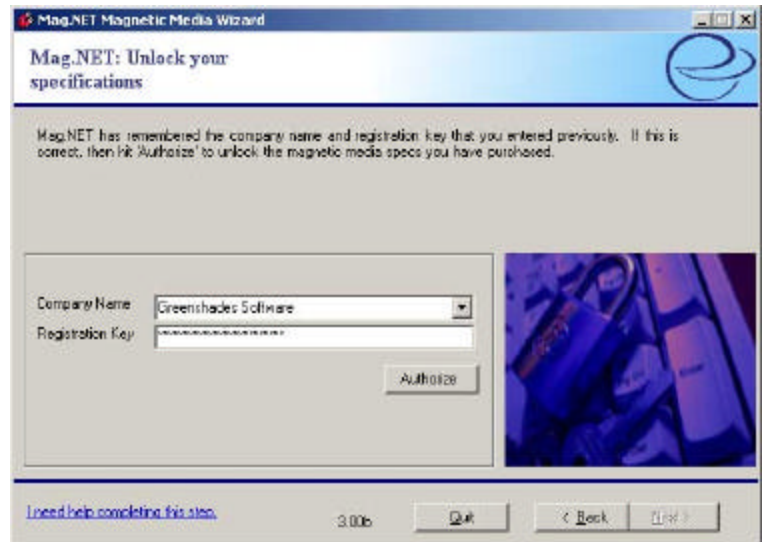
You will need to enter your registration name and key that has been provided to you from Greenshades Software. If you do not have a registration code, please contact Greenshades Customer Service Department. After you enter in your company name and registration code, press the 'Authorize' button. The picture to the right will change, and display your number of specifications, accounting package and the date you must renew. Once this info is displayed, click next.

### Step 3b – Offline Mode

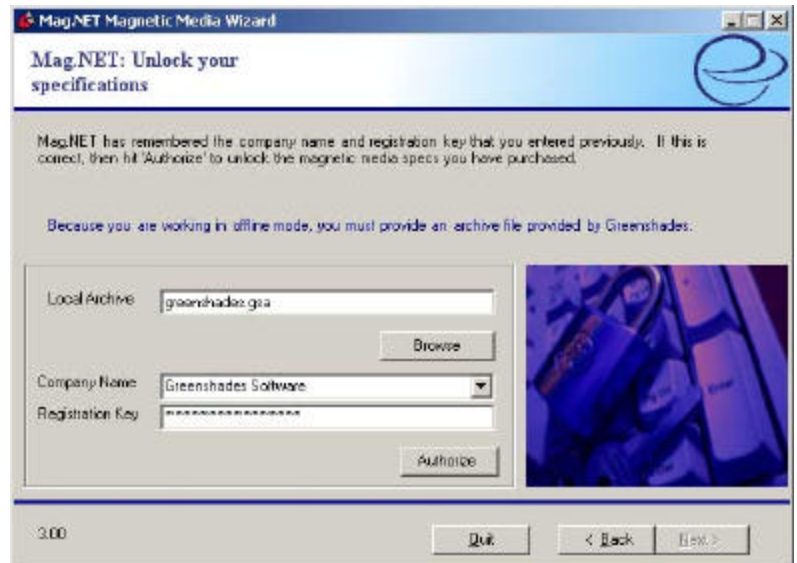
To run Mag.NET in off-line mode, you will need to get an archive file from Greenshades Software. If you do not have an archive file, please contact Greenshades Technical Support.

Enter in the path to the Archive file, either by typing in the path, or browsing to the file. Then, enter in your company name and registration key. If you do not have these, please contact Greenshades Customer Service for them. Once you have entered in this information, press the 'Authorize' button. The picture to the right will change, and display your number of specifications, accounting package and the date you must renew. Once this info is displayed, click next.

### Online Mode

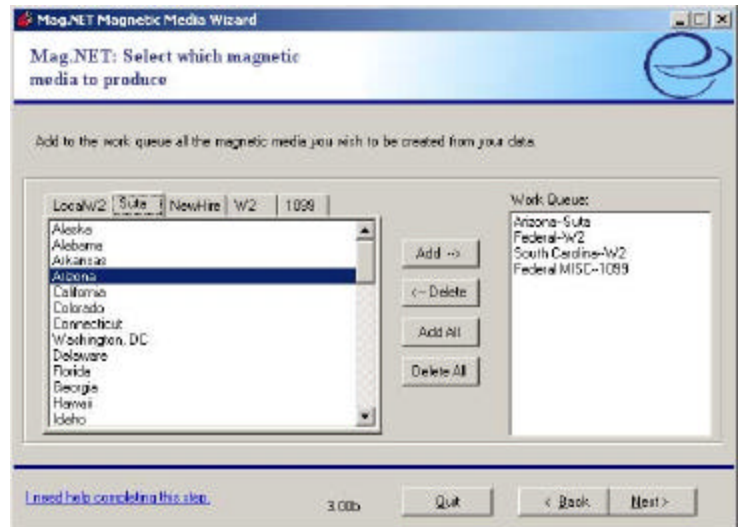


### Offline Mode



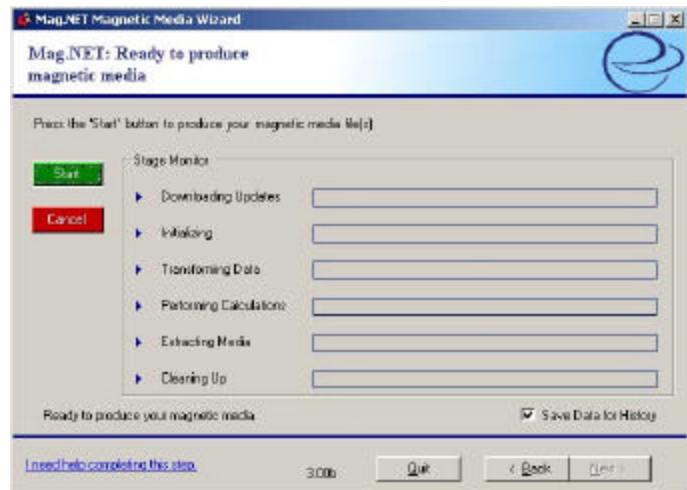
### Step 4 – Work Queue

On this screen you will need to select the specifications that you need to run (i.e. Suta, W2, 1099 Misc, 1099 Div, or New Hire). To add a spec to the work queue, click on the spec, and then click “Add”. You can change the type (i.e. Suta or W2) of Magnetic Media by clicking on the tabs on the top of the specifications box. Once you have finished selecting the specs that you wish to run, click next. If the spec that you are trying to run is not listed, please contact Greenshades Customer Service to get your specifications updated.



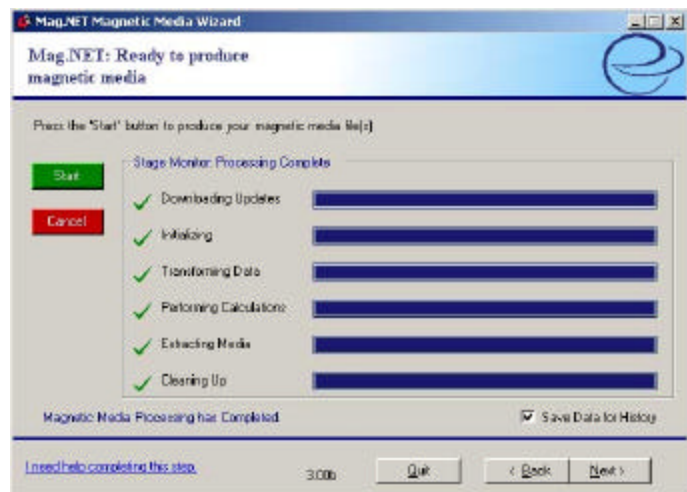
### Step 5a – Produce Your Magnetic Media

To start producing your magnetic media, click the green ‘Start’ button.



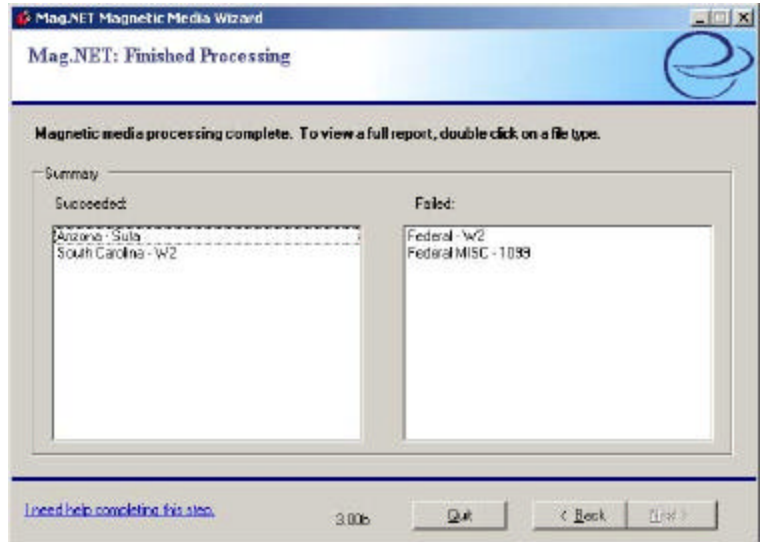
### Step 5b - Produce Your Magnetic Media

Once the process has finished. Click the ‘Next’ button.



### Step 6. – Summary

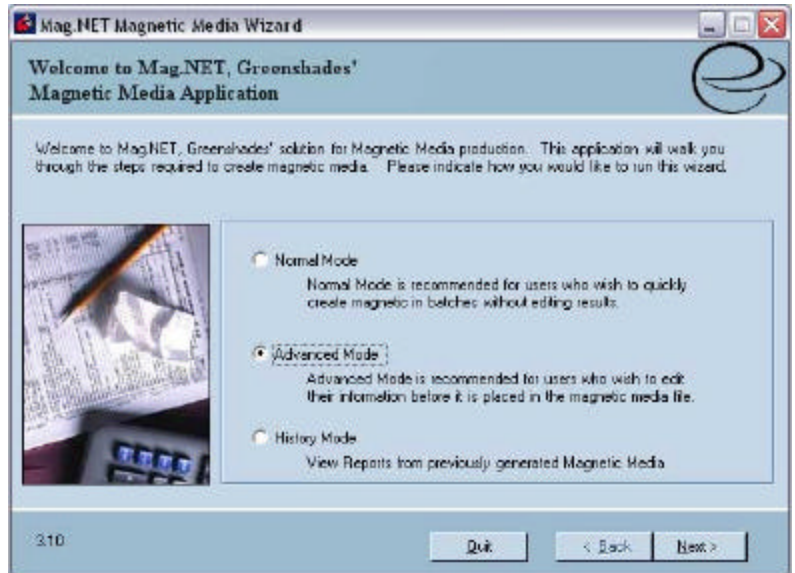
To view your Magnetic Media double click on the name of the specification. (i.e. If you were running South Carolina W2's. you would double click on South Carolina – W2). You will need to double click on the specification even if the Magnetic Media has failed. This will bring up the reports screen. The reports screen will be covered in the Reports Section.



## Section 2: Advanced Mode

### Step 1. – Mode Selection

To run your Magnetic Media in advanced mode, click the circle next to advanced mode, click 'Next.' Running in advanced mode means that you will only be able to run one specification at a time, and you will be able to edit this file if you desire.

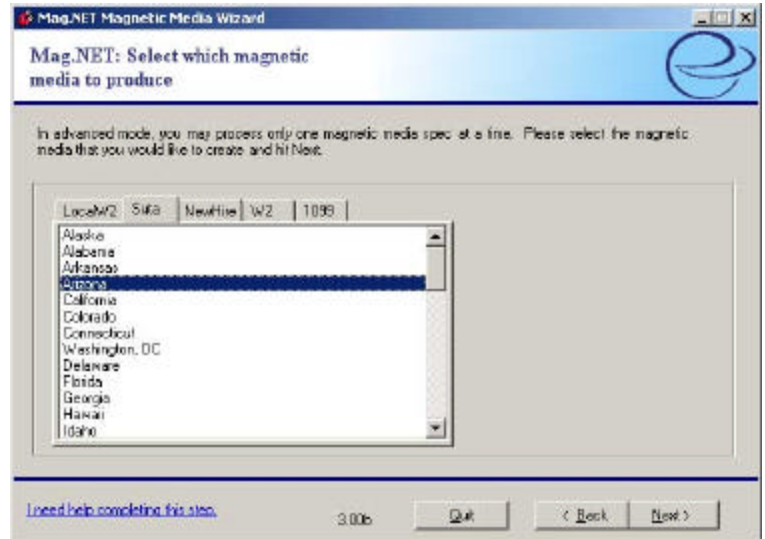


### Step 2. - Online or Offline & Authorization

See steps 2 – 3 from the Normal Mode Section.

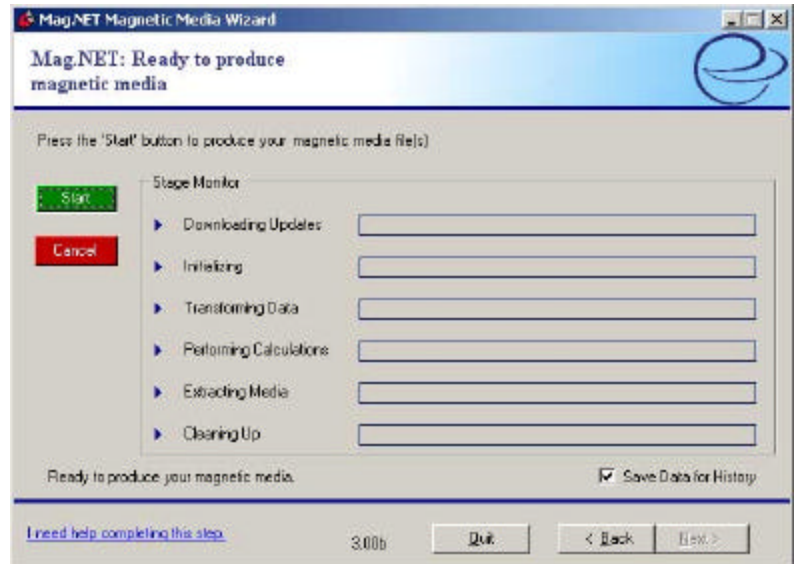
### Step 3. - Work Queue

Select the specification that you need to run then click 'Next.' In advanced mode you can only run one specification at a time.



### Step 4. - Produce You Magnetic Media

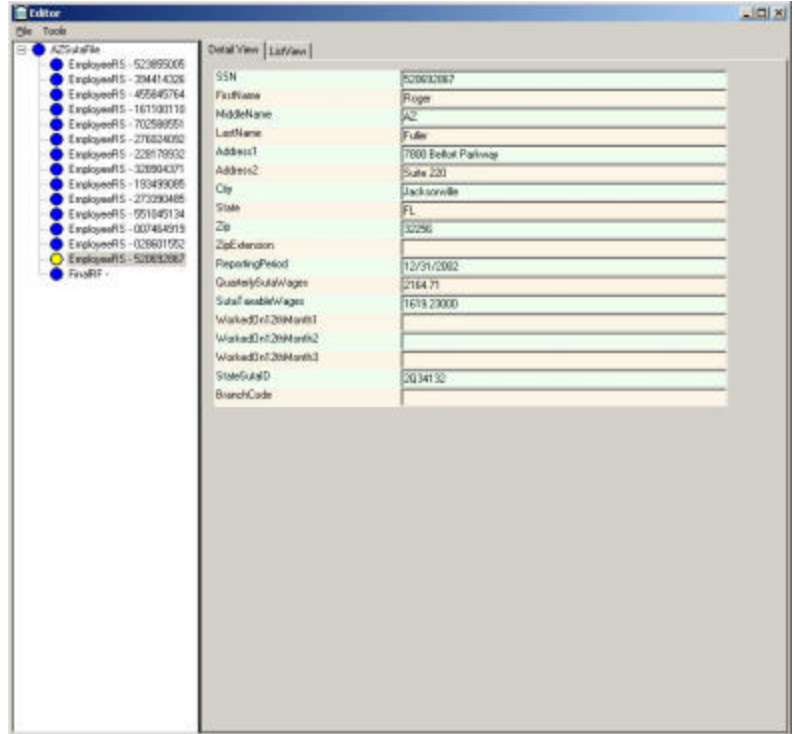
Click the 'Start' button to start producing your magnetic media.



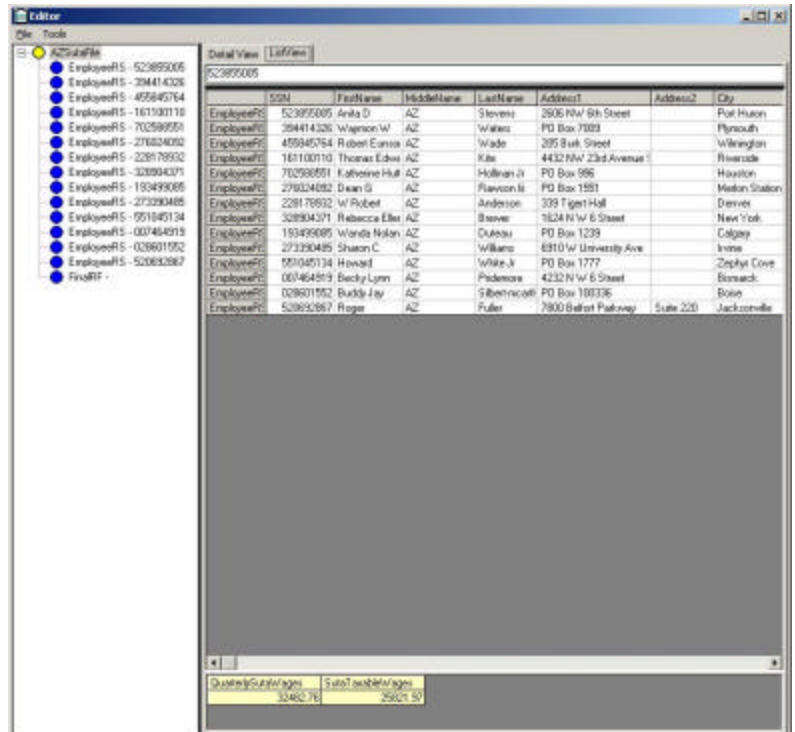


## Step 5. – Editor

While producing your magnetic media, this editor will appear on your screen. This view is the Detailed View, enabling you to view one record at a time.



This view is the List View, enabling you to view multiple records at one time. You can edit these records in detail or list view, once finished you can either save the file to use later, by clicking on File -> Save a Copy, or you can close the editor by clicking on the x in the upper right corner or click on File -> Done Editing.



If any changes have been made, Greenshades suggests that a copy is saved, so that the file does not have to be edited again.

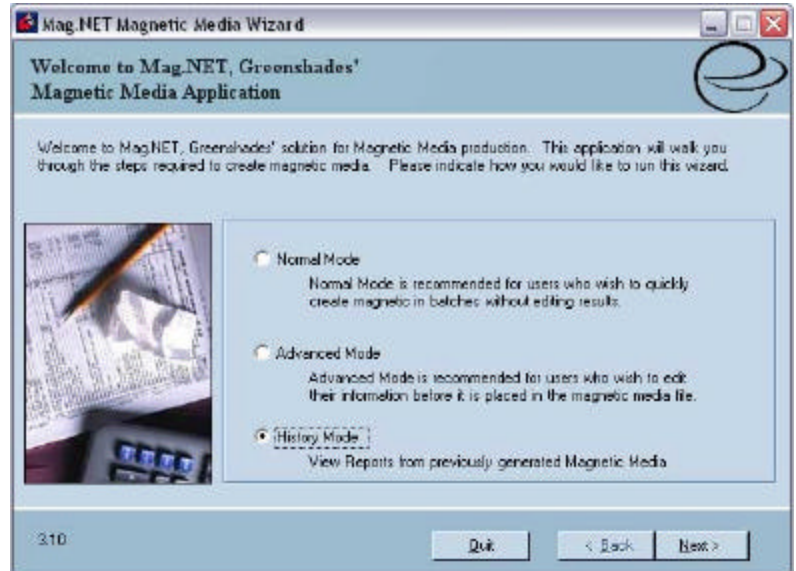
## Step 6. - Producing your Magnetic Media & Summary.

Please see steps 5b – 6 in the Normal Mode section for these steps.

## Section 3: History Mode

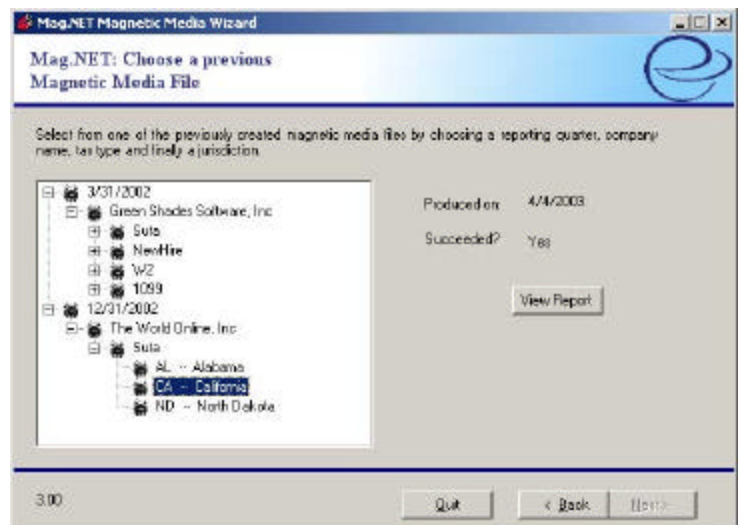
### Step 1 – Mode Selection

History Mode is used to view the reports from previously produced magnetic media files. To use this mode select the circle next to History Mode, then click 'Next.'



### Step 2 – Select a Report

To view an old report, click the + next to the reporting date when the report was made. Next, click the + beside the company the report was made for. Click the + next to the type of the report (i.e. Suta or W2). Then click on the Jurisdiction that the report was created in. Last, click the 'View Report' button. This will bring up the reports screen. The reports screen will be covered in the Reports Section.



### Step 3 – Optional Features of History Mode

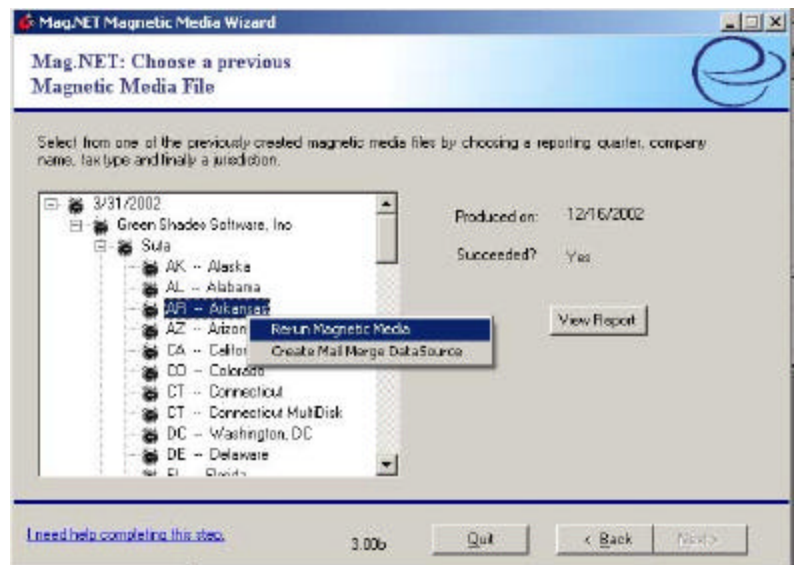
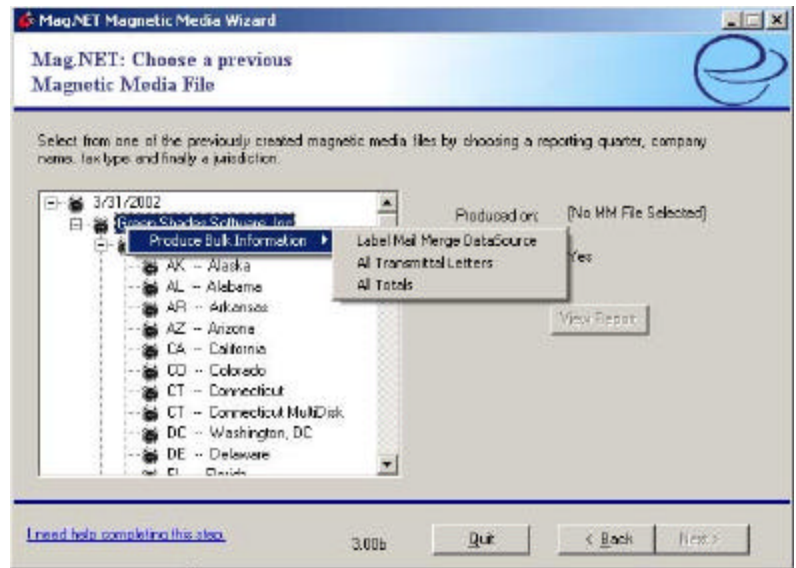
Producing Bulk Information- To open this option, right click on a company listing.

The first option is to create Label Mail Merge DataSource. This can be used to create new labels for your magnetic media, The file is saved in the same directory Mag.NET is installed to and the default path for this is C:\Program Files\Greenshades Software\Mag.NET.

The second option is view All Transmittal Letters. This will create a report listing all information on all the transmittal letters that have been sent out under that company.

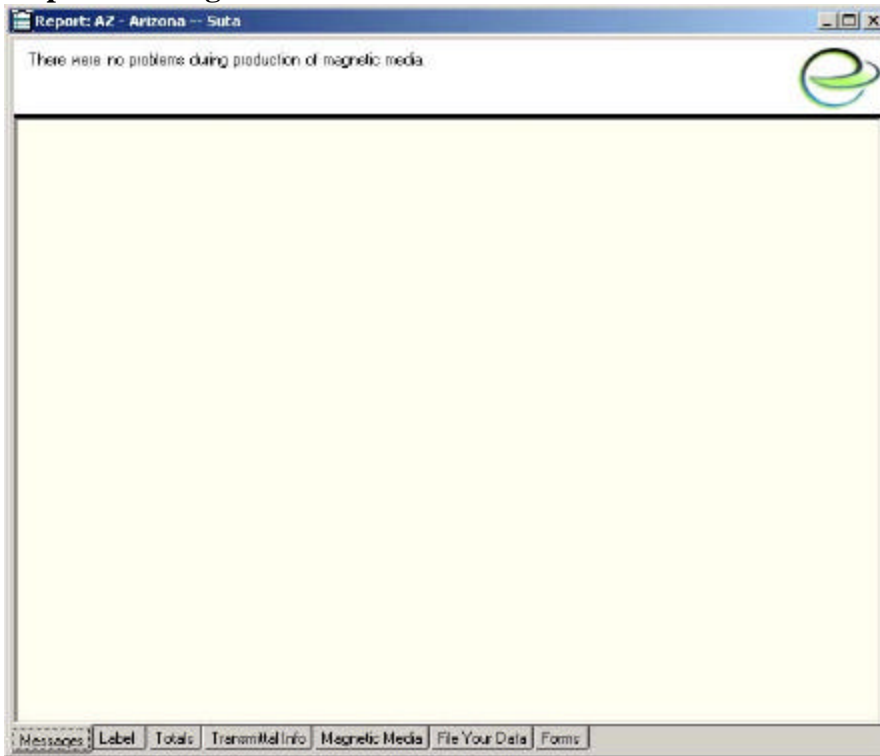
The third option is to view All Totals. This option allows you to create a report that shows you all totals for all the magnetic media that has been created under that company. The Bulk Information reports will work at the Date, Company, or Tax Type (i.e. Suta or 1099) levels.

The final option is to rerun your magnetic media. You will only be able to use this option if you checked the box to save your data to history, when you previously created your magnetic media. To use this option, right click on the jurisdiction you wish to rerun (i.e. New York Suta), then click on 'Rerun Magnetic Media' button. This will ask if you wish to run in Advanced Mode, click yes or no. Clicking yes will rerun the data in advanced mode. Clicking no will rerun the data in normal mode. It will take you back to the 'Produce your Magnetic Media' screen. Follow the steps from that point to complete reproducing your magnetic media.



## Section 4: Reports

### Step 1 – Messages



The 'Messages' tab lists all errors and warnings that occurred during the creation of your magnetic media. Errors indicate that there were critical problems while producing your magnetic media (such as a required piece of data not being found). Warnings indicate that something may potentially be incorrect, such as a piece of data being longer than Mag.NET expected it to be. If you are missing data, you may enter it into your accounting package or you may run Mag.NET in advanced mode and add the information in the editor.

## Step 2 – Totals

MagNET was able to extract the following totals from your magnetic media:

Total Employees	14
Total Suta Quarterly Wages	\$32,482.76
Total Suta Taxable Wages	\$25,821.97

The 'Totals' screen displays a list of totals generated by your financial information. You may check these to ensure that the proper information was gathered and saved in your magnetic media file.

### Step 3. Transmittal Info

The following is transmittal letter information:

**MAGNETIC MEDIA TRANSMITTAL INFORMATION**  
The information provided below is intended to provide basic transmittal information applicable to your magnetic media type and filing agency.

**Submitter Information:**  
Reporting for the Period Ending: 12/31/2002  
Taylor Stewart-Cray  
4377 West Oak Parkway  
Chicago, IL 60601  
Phone: 312/462671  
Fax: 312/4362896

**The agency to which this magnetic media should be reported is:**  
ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Unemployment Tax Section  
P.O. Box 50027  
Phoenix, Arizona 85071-2027  
Customer Support Services Unit  
Phone: (602)540-9999  
Fax:  
[Unemployment Insurance Tax Publications For Arizona Employers](#)

**The following forms are requested by your filing agency:**  
[Unemployment Tax and Wage Report \(UCR-018\)](#)  
The Unemployment Tax and Wage report for Arizona is the form that you will need to send with your magnetic media file.

**The following data is contained within your magnetic media file:**

Total Employees	14
-----------------	----

Messages | Label | Totals | Transmittal Info | Magnetic Media | File Your Data | Forms

The 'Transmittal Info' tab displays information that will be applicable to your magnetic media type and filing agency. Some states require specific forms to be filled out. That information may all be found on this transmittal letter. The 'Save' button saves the displayed text to a file on your computer, and the print button sends the displayed content to a printer.

## Step 4 – Magnetic Media

Report: CA - California -- Suta

The following information is an exact reproduction of the produced magnetic media file.

E	THE WORLD ONLINE, INC.	4277 WEST OAK PARKWA
S37006151	SHANDLEY URBAN L C06	00000000249777
S639034977	MILES MARION A C06	00000000279108
S674917910	RICHARDSON JOHN DANIEL C06	00000000223676
S104532367	SIMMONS JOHN O C06	00000000272944
S134059323	LASSITER B QUINN C06	00000000263380
S591956338	YOUNG LUCIA Y C06	00000000216946
S237049694	WICKLUND LORETTA M C06	00000000286735
S25022867	SHOGAN JULIUS JOHN C06	00000000214079
S611501408	CHAMBERS THOMAS AQUINO C06	00000000253768
S56979799	SBERGMANN KATHERINE BOC06	00000000280613
S397556323	VILLEMAIRE AUDREY S C06	00000000232846
S093813284	THOMPSON DENNIS MICHA C06	00000000270937
S04998997	SHARROD TERESA BIC C06	00000000274155
S03957415	DENNY JOSEPH JAY C06	00000000267958
T0000014	00000003586922	

[1:1:4416] [Line:Position:Selection Length] Save

Messages Totals Transmittal Info Label **Magnetic Media** File Your Data Forms

The Magnetic Media tab displays the actual magnetic media file. This is the information that needs to be sent to the government for processing. This file is very complicated. There are specific requirements for what data is required on each line at each location. No matter how simple this file looks, editing it is highly discouraged. This magnetic media file may be saved anywhere (including on a floppy diskette) by using the 'Save' button.

## Step 5 - File Your Data

Report: AZ - Arizona -- Suta

After saving your magnetic media file to disk, it will be ready to send into your reporting agency.

Select one of the following filing methods:

File By Disk     E-File

Select a Drive from the drop down list and press the 'Save To Disk' button to save. Once saved, print out the Label from the 'Label' tab and send to the appropriate address, along with any required forms, as described in the 'Transmittal Info' tab.

Target Drive:

Disk Drive (A:\)

Save To Disk

Total Files: \_\_\_\_\_

Current File: \_\_\_\_\_

Messages   Label   Totals   Transmittal Info   Magnetic Media   **File Your Data**   Forms

The 'File Your Data' tab allows you to save your magnetic media to a floppy disk and will also give you information on how to e-file for the report you are trying to file.

\*Note: On some Citrix and Terminal server environments, the 'Save To Disk' button will not work or will give an error message, to save your magnetic media if this happens, please click on the magnetic media tab and save the file from there.

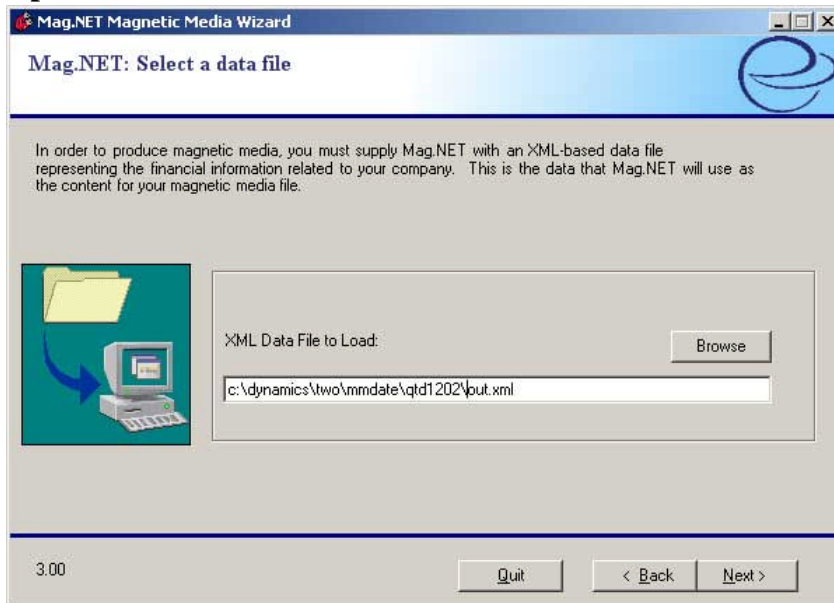
## Step 6 – Forms

Please see the FormsLite Manual for instructions on how to use Forms.



## Section 5: Mag.NET Options

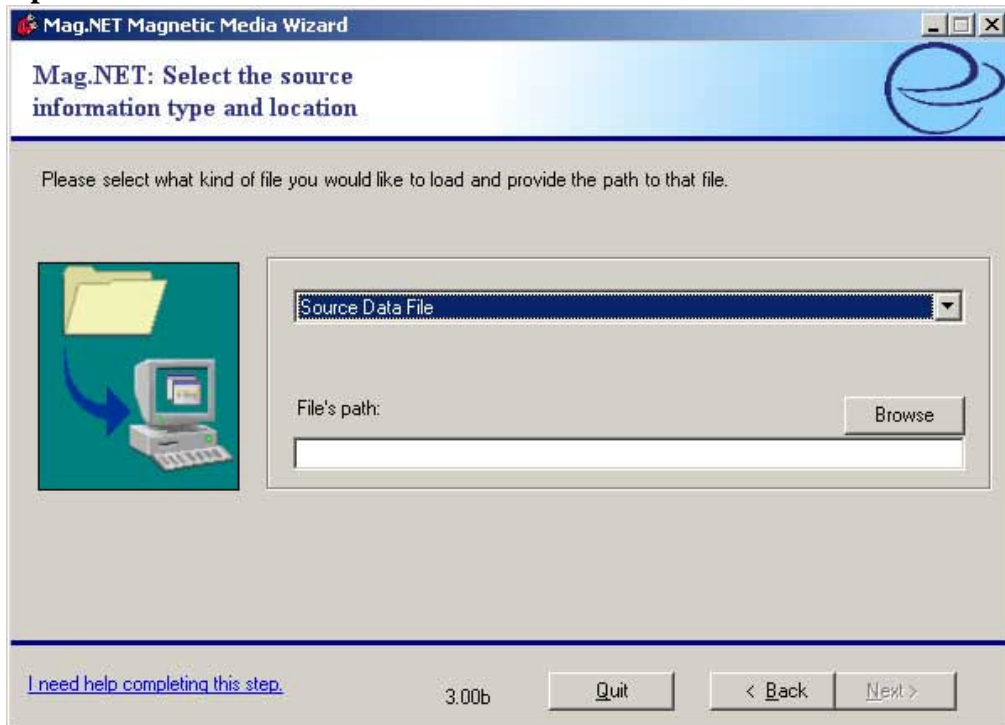
### Option 1. – Normal Mode XML Data File



If you load Greenshades Mag.NET from the Start Menu and select 'Normal Mode', Mag.NET will ask you for an xml data file to load. This file is in the directory your accounting package is installed to. (You will have to browse to this directory.) There, you should find a directory named after your company (i.e. If your company name is The World Online, the directory will be named TWO). In this directory you will find a MMDATA directory, go into this folder. From there go into the quarter you were trying to run for (i.e. if you were running for 4<sup>th</sup> Quarter for 2002, you would go into the folder named QTD1202). There will be a file named "out.xml" double click on this file to put the path in the bar. The path in the bar will look something like this; c:\dynamics\two\mmdata\QTD1202\out.xml. Then click 'Next,' and follow the directions for normal mode.

\*Note: If you made any changes in your accounting package to your data, these changes will NOT be reflected in this file until you press the 'Mag Media' button in your accounting package.

## Option 2. – Advanced Mode



If you are running Mag.NET from the start menu, and select advanced mode, Mag.NET will ask you for a source data file or a saved merged file. If you are loading a source data file, please follow the directions from Option 1 to load an xml file, these files are the same. If you loaded a previously created saved merged file, you will need to browse to where you saved the file to and select the file. You will also need to select saved merged file from the drop down list. Then click 'Next.' Please follow the directions for advanced mode to complete processing your magnetic media.

## Section 6: License Agreement

Green Shades Software, Inc. licenses this software to the user for use for one year from the date of purchase and subsequent maintenance plan renewals. We warrant that we have put forth our best efforts to ensure that this software will properly generate the magnetic media files required by the various governmental agencies. We warrant we will respond promptly to resolve any rejections of the magnetic media by these governmental agencies. It is the client's responsibility to forward us all communications from these agencies within 48 hours of their receipt by fax or email. It is the client's responsibility to contest all proposed penalties. The extent of Greenshades Software's liability shall be limited to the replacement of the diskettes or the full refund of the purchase price of the software.

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