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Providing Products & Services to Enhance Microsoft Dynamics® GP Payroll and Human Resources

Negative Payroll Transactions User Documentation

Negative Payroll Transactions **for Microsoft Dynamics® GP 2010**

Prepared by: Integrity Data
110 N. Kickapoo St.
Lincoln, IL 62656
Fax #: 217.732.2717

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Negative Payroll Transactions Introduction

Organizations need flexibility to make corrections and manage adjustments to payroll amounts.

Negative Payroll Transactions allows you to enter negative units for a pay code transaction in order to reverse earnings on previous payroll runs. This allows managers to reverse incorrectly paid earnings from previous periods or to make other necessary adjustments.

In addition, negative payroll transactions that are entered into the Payroll Transaction Entry window will be carried through the payroll process and reflect on all reports in Microsoft Dynamics® GP Core Payroll.

The negative payroll transaction flows all the way through to the posting process. During Posting, the GL Accounts are updated with the adjustment.

Payroll Transaction Entry Window

Transaction → Payroll → Transaction Entry

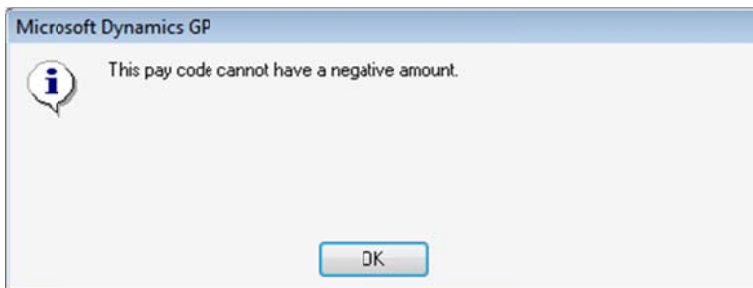
Negative Payroll Transactions allows the user to place a negative amount into the Amount column on the Payroll Transaction Entry window. The user will signify a negative transaction by placing a minus sign into the amount field. Once the user has set focus to a different field on the Payroll Transaction Entry window the negative amount will be signified with parentheses.

The screenshot shows the 'Payroll Transaction Entry' window for 'sa Fabrikam, Inc.' dated 4/12/2017. The window includes a menu bar (File, Edit, Tools, Help), a toolbar (New Batch, Delete Batch, Print, Calculate), and a 'Batch ID' field containing 'TEST002'. Below this are 'Transaction Defaults' and 'Data Entry Options' sections. The main area is a table titled 'View Transactions: by Codes Entered' with columns: TRX#H, Employee ID, Employee Name, Trx Type, Code, Dept, Amount, and Pay Rate. The table contains two rows of data:

TRX#H	Employee ID	Employee Name	Trx Type	Code	Dept	Amount	Pay Rate
747	NEG001	Test, Test Test	Pay Code	HOUR	ACCT	(40.00)	\$5.00
0	NEG001	Test, Test Test	Pay Code	HOUR	ACCT	60.00	\$5.00

The status bar at the bottom indicates: Employee: Test, Test T., 111-11-1111, (40.00) Hours, Batch: TES1002, 1 Employee, 1 Transaction.

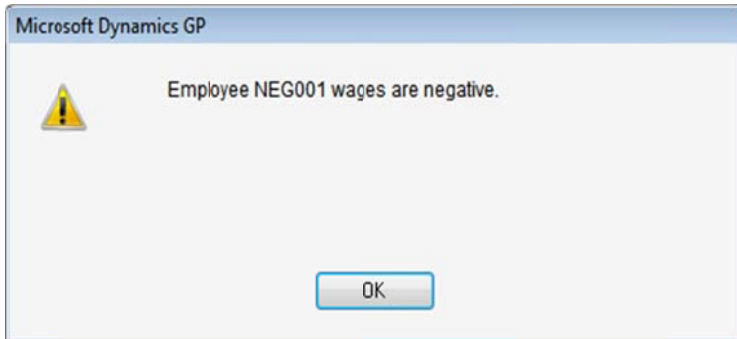
TIP: *If the user attempts to input a negative amount and receives an error message as the one below, ensure that Negative Payroll Transactions product has been properly installed and registered.*



Warning! *All users that have access to the Payroll Transaction Entry window will have access to the Negative Payroll Transactions functionality. There is no security surrounding Negative Payroll Transactions.*

Payroll Processing

If during the Build process, the system generates a negative total wage amount for an employee, the user will not be able to proceed with the rest of the payroll process. The user will receive a message stating that a specific Employee ID has a negative total wage amount. The user will be required to adjust the employee pay amount and rebuild the pay run.



Unsupported Transactions

There are instances in which Negative Payroll Transactions will calculate an amount in which the user may not expect:

- Pay Codes with different Fed/State/Local Tax codes – The flat or additional amount tax deduction is calculating a positive amount if based solely on the pay code in the negative transaction.
- Deductions and Benefits – Fixed amount deductions and benefits are calculating a positive amount if the deduction/benefit is based solely on the pay code in the negative transaction.
- Negative Payroll Transactions will not create negative VAC/SICK accrual amounts.

Contact Information

Please contact your authorized Value Added Reseller (VAR) for support on this product. Or, contact Integrity Data at support@integrity-data.com or (217) 732-3737 x220.

User input into improving this product and constructive feedback are greatly appreciated. Please e-mail us at support@integrity-data.com. As always, technical ideas and user input are highly encouraged. At Integrity Data, we want to hear your input, so drop us a line.

If you have registered your product, Technical Customer Service is available for any customers with a current Support and Maintenance Plan. Please have your Site Name available. Your first line of support should always be your VAR.

The Integrity Data website is a great place to get additional information on products and services. The following information is available on our website:

- Integrity Data [Product Demo's and Features and Benefits](#)
- [Product Order Forms](#)
- [Consulting Services](#)
 - Integrity Data's Client Services team is ready to assist Partners and Customers with Microsoft Dynamics® GP Payroll and Human Resources implementations.
- [Development Services](#)
 - Integrity Data develops custom enhancements for Microsoft Dynamics® GP and Microsoft's Business Portal. These enhancements provide the user with an experience that meets their specific needs.
- [Training Services](#)
 - Integrity Data is dedicated to helping you build successful program implementation skills. With expert instruction, we prepare you with the tools for moving your customers' HR operations forward. Learn more about our current classes.

If you would like to discuss your needs with a sales consultant, you can do so via phone (217)732-3737 x210 or e-mail sales@integrity-data.com.