Negative Payroll Transactions

User Guide

For Microsoft Dynamics® GP Version 2015 or 2016
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Introduction

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

Negative Payroll Transactions allows you to enter negative units for hourly 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, payroll transactions that are entered with negative amounts 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.

Process

The process for Negative Payroll Transactions is to enter a negative amount for an hourly pay type in the Payroll Transaction Entry window.

Quick Setup Steps

Negative Payroll Transactions does not require any additional security or setups. If Negative Payroll Transactions is installed, registered and the user has security to the Payroll Transaction Entry window the system is ready to create negative amounts.
Installation Overview
This section will discuss the prerequisites, list the files installed and go through the install process.

Prerequisite
The prerequisite for Negative Payroll Transactions is:

- Microsoft Dynamics GP Payroll

Install Notes
Prior to installing complete the steps:

- Confirm all users are logged out of Microsoft Dynamics GP
- Complete all payroll runs and validate no payroll runs are in process
- Make a backup of the Company and Dynamics databases

Server/Client
To install Negative Payroll Transactions downloaded the exe file from our website. Once the files have been downloaded, you can run them on the Server and/or Client Installations. The product will need to be installed on all machines that process payroll. If you will send with using Microsoft Outlook then download the Outlook Setup.exe in addition to the Integrity GP 2015 or 2016 Setup.exe

Complete the steps required at the Server and/or Client level to create the necessary Microsoft SQL Server® Components. Creating the Microsoft SQL Server Components needs to be performed on a single computer, typically the server.

1. Right click Integrity Data GP2015 or 2016 Setup.exe file and select “Run as Administrator”. If you do not see this option, hold the shift key down and right click.

2. Complete the steps in the wizard
3. Verify the GP directory is correct if it is not select Change
4. Select Custom to choose to install only the specific products you purchased.

5. Select Activation Components to only install activation manager files. This option will not install products and it is typically run only to fix an error with activation manager.

6. Select All Components to install all Integrity Data products. The products you did not purchase will register with a 30-day trial period.
If you are upgrading you will be prompted to uninstall the older version, select “y”. If you have multiple products, it will uninstall all products.

7. Select the product(s) to install, if installing multiple products, select all that need to be installed.
Integrity Data GP 2015 Setup - InstallShield Wizard

Custom Setup
Select the program features you want installed.

Click on an icon in the list below to change how a feature is installed.

Feature Description
Comprehensive Leave Manager
Manage payroll corrections and adjustments in Microsoft Dynamics® GP Payroll. Organizations need flexibility to make corrections and manage...

Employee Email Suite
This feature requires 2784KB on your hard drive.

HRM Solution Series Extensions

Employee Accounts and Sp

FTE Manager

Mid Pay Period Rate Changes

Negative Deductions Enhancer

Negative Payroll Transactions

Install to:
C:\Program Files (x86)\Microsoft Dynamics\GP2015\n
InstalShield
Help Space < Back Next > Cancel

Integrity Data GP 2015 Setup - InstallShield Wizard

Ready to Install the Program
The wizard is ready to begin installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

Current Settings:
Setup Type:
Custom

Destination Folder:
C:\Program Files (x86)\Microsoft Dynamics\GP2015\

User Information:
Name: Windows User
Company:

InstalShield
< Back Install Cancel

9. If prompted to include new code, choose yes.

10. Login as the ‘system administrator’ for each company to create the SQL Server components.

11. The system will auto activate the products you have purchased if you have access to the internet on the machine. If you receive a message Activation Manager failed contact support@integrity-data.com and include a screenshot of the Activation Manager window to receive manual keys.

**BEST PRACTICES**

- Install is not a requirement on the **Server**; however it is recommended.
- Install updated version on previously installed **Client** machines.
**Manual Install**

If the user encounters errors during the installation, complete the following steps to manually install Negative Payroll Transactions:

1. Contact support@integrity-data.com to receive the manual install files for the product(s).
2. Copy and paste the files into the appropriate locations.

**GP Folder (C:\Program Files\Microsoft Dynamics\GP2015) or (C:\Program Files\Microsoft Dynamics\GP2016)**

- NEGPAY.cnk or NEGPAY.DIC
- IDA6537.cnk
- Integrity.Registration.Addin.dll
- Application.IntegrityDataActivation.dll
- Integrity.Registration.Constructor.dll

**Documentation Folder(C:\Program Files\Microsoft Dynamics\GP2015\Documentation) or (C:\Program Files\Microsoft Dynamics\GP2016\Documentation)**

- Negative Payroll Transactions User Guide

3. Edit the Dynamics.exe.config
   
   a. Navigate to the GP folder (C:\Program Files\Microsoft Dynamics\GP2015)
   b. Backup the Dynamics.exe.config by making a copy and saving the copy **Important**
   c. Open Dynamics.exe.config in Notepad
   d. Find the <addin> and under <Dynamics> copy and paste the following:
      
      ```xml
      <addin name="IDKeyManagerAddIn"
        type="Integrity.Registration.Addin.GPAddIn,Integrity.Registration.Addin,Version=14.0.5.202 97,Culture=neutral,PublicKeyToken=b7ed37edf026e3bc"/>
      ```
   d. Under <DynamicsGPweb> copy and paste the following:
      
      ```xml
      <addin name="IDKeyManagerAddIn"
        type="Integrity.Registration.Addin.GPAddIn,Integrity.Registration.Addin,Version=14.0.5.202 97,Culture=neutral,PublicKeyToken=b7ed37edf026e3bc"/>
      ```
4. Launch Microsoft Dynamics GP.
5. Login as the ‘system administrator’ for each company to create the SQL Server components.

Files Installed

GP Folder (C:\Program Files\Microsoft Dynamics\GP2015) or (C:\Program Files\Microsoft Dynamics\GP2016)

- NEGPAY.cnk or NEGPAY.DIC
- IDA6537.cnk
- Integrity.Registration.Addin.dll
- Application.IntegrityDataActivation.dll
- Integrity.Registration.Constructor.dll

Documentation Folder (C:\Program Files\Microsoft Dynamics\GP2015\Documentation) or (C:\Program Files\Microsoft Dynamics\GP2016\Documentation)

- Negative Payroll Transactions User Guide
Registration

The system will automatically activate the product during the login process. If the activation was successful, the user will not receive any messages. However, if the activation process was unsuccessful the user will receive a message. If the activation process fails the user will need to open the Activation Manager window to activate the product.

Activation Manager Window

*Microsoft Dynamics GP > Tools > Setup > System > Activation Manager*

![Activation Manager Window](image)

The **Site Name** defaults from the session information on the About Microsoft Dynamics GP window.

From the **Product** drop-down list the user may select the product they wish to activate and review product information. Once the product is selected the following fields will display:

- **Installed Version** – Current version number installed.
- **Enhancement Plan Date** – Date of the enhancement plan expiration.
- **Activation Status** – Current status of the product.
  - Permanent – Product has been purchased.
  - Trial – Product has been issued a trial period.
  - Deactivated – Product has been deactivated.
- **Current Employees** – This count defaults from the session information on the About Microsoft Dynamics GP window. The count does not include inactive employees or employees in a Test or Historical company. If the current employee count is incorrect validate Test or Historical companies are named correctly.
- **Employees Allowed** – The number of employees allowed before the product will be inactivated. If the Current Employees exceeds the Employees Allowed the system will deactivate the product.
The scrolling window contains a list of all companies. By default, the product is active for all companies. If the user would like to inactivate a company, unmark the company checkbox.

The Auto Activation option may be selected if the user receives a message at login stating the product is not activated. When the user selects the Auto Activation option, the system will attempt to automatically activate the product. Once the Auto Activation process is complete, the system will display the Activation Messages. For a detailed list of activation messages, see the Activation Manager Messages section.

The Manual Activation option is used to manually enter a token. The user would only manually enter a token if they were sent a token by Integrity Data.

Select the OK button to close the window.

Test and/or Historical Companies
Registration will not count the active employees in Test or Historical company databases if the Company Name is named correctly, specifically at the end of the Company Name, the user must append the following: “<TEST>” or “<HISTORICAL>.” See examples below:

- Dextordinary, Inc. <TEST>
- Dextordinary, Inc. <HISTORICAL>

To access and modify the Company Name, open the Company Setup window via Microsoft Dynamics GP > Tools > Setup > Company > Company when logged into the Test or Historical Company that needs modified.

Version Information
To obtain the latest Negative Payroll Transactions version information, visit our website.

Within Microsoft Dynamics GP, verify the version for Negative Payroll Transactions by selecting the Help Button, select About Microsoft Dynamics GP and then select the Options button. Click OK until the Negative Payroll Transactions window appears.

Security Settings
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 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.

If the user receives an error message “This pay code cannot have a negative amount.” More detailed information and solution is provided in the Negative Payroll Transactions Messages section.
Payroll Processing

The user will enter a negative transaction on the Payroll Transaction Entry window and then continue with the payroll process.

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.

If the user receives an error message “Employee [Employee ID] wages are negative” during build and/or “Wages are negative” on the build report, see more detailed information and solution in the Negative Payroll Transactions Messages section.

The negative amounts maybe be validated on the calculate report.
Unsupported Transactions

*Negative Payroll Transactions does not support:*

- Deductions with a flat or additional withholding State, Federal and Local tax
- Fixed Amount Deductions and Benefits
- VAC/SICK accrual amounts within HR Time and Attendance or PTO Manager
Hints, Essentials and FAQs

Can Negative Payroll Transactions be used for Salary Transactions?
No, Negative Payroll Transactions is only available for hourly pay code transactions. Use the Payroll Salary Adjustment window from within the Payroll Transaction Entry window to make adjustments to a transaction based on a salary pay code.

Can Negative Payroll Transactions reverse Leave Transactions?
Yes, if you are using Integrity Data’s Comprehensive Leave Manager.

How does Negative Payroll Transactions work with a negative commission?
Negative Payroll Transactions will allow the system to create COMMRET batches as long as the gross wage amount (not including the total negative commission amount) is not negative.

Can the negative payroll transaction be for any pay code or does it have to be used to reverse earnings from a previous pay run?
Negative Payroll Transactions does not have to be used only to reverse earnings from a previous pay run. You can use it to reduce the wages using a different pay code.
Example: An employee earns $20/hour and you would like to use a different pay code to reduce the wages by a flat $100 (using a different pay code that has not been previously posted to for the employee).

Will Negative Payroll Transactions allow the total gross wages to be negative?
No, if the total gross wages are negative during the build process the system will generate an error message “Employee [Employee ID] wages are negative”.

Will Negative Payroll Transactions allow the total tips wages to be negative?
No, if the total tips wages are negative during the build process the system will generate an error message “Employee [Employee ID] wages are negative”.

Does Negative Payroll Transactions work if transactions are imported via Integration Manager?
Yes, Negative Payroll Transactions will function if transactions are imported via Integration Manager.

Does Negative Payroll Transactions work if transactions are imported via eConnect?
Yes, Negative Payroll Transactions will function if transactions are imported via eConnect, however, you will need to contact our support team (Support@integrity-data.com) to obtain the eConnect procedures.

Will the negative payroll transaction be reflected in GL Posting and other payroll reports?
Yes, the negative transaction will flow through the entire payroll process and be reflected in all the reports including financial, department, position, pay code and other reports.
Activation Manager Messages

**Activation Failed: Trial invalid or trial period expired**

*Situation:* The trial period has expired for the product.
*Solution:* Contact [sales@integrity-data.com](mailto:sales@integrity-data.com) and request additional trial period or purchase the product.

**Activation Failed: Site name does not match this installation**

*Situation:* The site name does not match the token which was issued.
*Solution:* Send [support@integrity-data.com](mailto:support@integrity-data.com) a screenshot of the Activation Manager window with the error message displayed so the token can be updated with the correct site name.

**Activation Failed: Product Name does not match this installation**

*Situation:* The product name does not match the token which was issued for a product.
*Solution:* Send [support@integrity-data.com](mailto:support@integrity-data.com) a screenshot of the Activation Manager window with the error message displayed so the token can be updated with the correct site name.

**Trial period for Negative Payroll Transactions has expired**

*Situation:* The trial period has expired for the product.
*Solution:* Contact [sales@integrity-data.com](mailto:sales@integrity-data.com) and request additional trial period or purchase the product.

**Employees Allowed has been exceeded**

*Situation:* The current employee count has exceeded the employees allowed.
*Solution:* Contact [sales@integrity-data.com](mailto:sales@integrity-data.com) to upgrade to the next tier.

**Activation Failed: Unable to contact web service. Activate manually or revert to previous product dictionary**

*Situation:* The system could not make a connection to the web service.
*Solution:* Contact [support@integrity-data.com](mailto:support@integrity-data.com) for assistance.

**Activation Failed: Product has been deactivated**

*Situation:* The product has been deactivated.
*Solution:* Contact [support@integrity-data.com](mailto:support@integrity-data.com) for assistance.

**Upgrade Failed: Enhancement Plan period expired. Renew Enhancement Plan or revert to previous product version.**

*Situation:* User attempted to upgrade a product when their enhancement plan was expired.
*Solution:* Contact [sales@integrity-data.com](mailto:sales@integrity-data.com) to renew the enhancement plan.

**Negative Payroll Transactions: Activation Failed**

*Situation:* Communication breakdown between the user machine and Integrity Data.
*Solution:* Contact [support@integrity-data.com](mailto:support@integrity-data.com) for assistance.
Negative Payroll Transactions Messages

This pay code cannot have a negative amount.

Situation: The user is attempting to enter a negative transaction on the Payroll Transaction Entry window; however, the product has not registered.

Solution: Register Negative Payroll Transactions.

Employee [Employee ID] wages are negative.

Situation: If during the Build process, the system generates a negative total gross wage or total tips amount for an employee, the user will not be able to proceed with the rest of the payroll process.

Solution: The user will be required to adjust the employee pay amount and rebuild the pay run.
Wages are negative.

**Situation:** If during the Build process, if the system generates a negative total gross wage or total tips amount for an employee, the user will not be able to proceed with the rest of the payroll process.

**Solution:** The user will be required to adjust the employee pay amount to ensure a positive total gross wage and total tips wage and then rebuild the pay run.
Deactivate Product

There are three ways to deactivate the product; disable, inactive and uninstall.

Disable

To disable Negative Payroll Transactions without having to exit Microsoft Dynamics GP, open the Customization Status window. To open this window, select the Microsoft Dynamics GP menu, point to Tools, select Customize and then click Customization Status. Select the product from the list and click Disable. The product can be enabled by closing and reopening Microsoft Dynamics GP.

Inactivate

Negative Payroll Transactions can be inactivated by company, open the Activation Manager window and unmark the company checkbox.

Uninstall

If Negative Payroll Transactions product needs to be uninstalled complete these steps on the server and the client where Negative Payroll Transactions have been installed.

1. Remove the NEGPAY.DIC from the Runtime Directory
   Default location is C:\Program Files\Microsoft Dynamics\GP2015 or C:\Program Files\Microsoft Dynamics\GP2016
2. Make a copy of the Dynamics.set file
3. Open the Dynamics.set file
   a. Decrease the top number by one:
      For example, if the top number is 21 change it to 20
   b. Remove the following lines from the Dynamics.set file:
      5333
      Negative Payroll Transactions
      :C:Program Files/Microsoft Dynamics/GP/NEGPAY.DIC
      :C:Program Files/Microsoft Dynamics/GP/Data/F5333.DIC
      :C:Program Files/Microsoft Dynamics/GP/Data/R5333.DIC
4. Save the Dynamics.set file
5. Launch Microsoft Dynamics GP and login as the ‘system administrator’
Uninstall Activation Manager

Activation Manager will manage activation for all Integrity Data Products. If you are uninstalling all Integrity Data products, you need to remove the Activation components.

IMPORTANT: If you uninstall one product but have other Integrity Data products do not uninstall the Activation Manager components.

1. Make a copy of the Dynamics.set file
2. Open the Dynamics.set file
   a. Decrease the top number by one:
      For example, if the top number is 21 change it to 20
   b. Remove the following lines from the Dynamics.set file:

      6537
      Integrity Data Activation
      :C:Program Files (x86)/Microsoft Dynamics/GP2013/IDA6537.DIC
      :C:Program Files (x86)/Microsoft Dynamics/GP2013/Data/IDA6537F.DIC
      :C:Program Files (x86)/Microsoft Dynamics/GP2013/Data/IDA6537R.DIC

3. Save the Dynamics.set file

Make a copy of the Dynamics.exe.config file.

4. Edit Dynamics.exe.config and find the line(s) beginning with:

   <addin name="IDKeyManagerAddin"

5. Remove the lines from both the <Dynamics> and <DynamicsGPWeb> sections.

6. Save the Dynamics.exe.config file

6. Launch Microsoft Dynamics GP and login as the ‘system administrator’
Contact Information

Get quick answers to your questions

Browse our convenient Knowledge Base for up-to-date answers to the most common questions. For additional questions, please contact your authorized Value Added Reseller (VAR) for support on this product (if you have one) or contact Integrity Data by emailing support@integrity-data.com or calling 888.786.6162.

If you have registered your product, Technical Customer Service is available for any customers with a current Enhancement Plan or subscription. Please have your Company or Site Name available. Your first line of support should always be your VAR (if you have one).

Join our User Groups

We have an HR and payroll focused one and an ACA one – email lbelley@integrity-data.com to join!

Rate us and our products

Are you pleased with your experience with us and our products? Provide a quote and get a gift card! Fill out the form on our contact page and leave your quote in the comment section.

Suggest new features or improvements

User input into improving this product and constructive feedback are appreciated. Please e-mail Tom, our Product Manager, at tfranz@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!

Browse our solutions

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’s HR & Payroll software pages include Demos, Features and Benefits, and ROI Calculators
- Visit our Services page to learn more about our additional customization services

If you would like to discuss your needs with a Sales Account Executive, please call 888.786.6162 or e-mail sales@integrity-data.com.