



Your people. Our priority.*

Negative Deductions Enhancement

User Guide

For Microsoft Dynamics® GP Version 2018

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Publication Date

January 2018

Contents

Introduction	5
Negative Deduction Setup	5
Negative Deduction Entry	5
Negative Deduction Processing / Reporting.....	6
Quick Setup Steps.....	7
Negative Deduction Setup	7
Deduction Mapping Setup	7
Installation Overview.....	8
Prerequisite	8
Install	8
Notes.....	8
Server/Client.....	8
Manual Install.....	14
Files Installed	15
Registration	16
Activation Manager Window.....	16
Test and/or Historical Companies	17
Version Information	17
Security Settings	18
Security Tasks	18
Setup Windows	20
Negative Deduction Setup	20
Deduction Mapping Setup	21
Transaction windows.....	22
Convert Deduction	22
Negative Deduction	23
Process	24
Payroll Transaction Entry.....	24
Negative Batches and Imported Transactions.....	27
Checks and Earnings Statements	27
Manual Adjustments	30
Reports.....	32
Negative Deduction Report	32
Deduction Mapping Report.....	33

Payroll Transaction Edit List Report	34
Payroll Transaction Audit List Report	34
Hints, Essentials and FAQs	35
Converting a Deduction	35
Benefits based on deductions	35
Activation Manager Messages	36
Negative Deductions Enhancement Messages	37
Deactivate Product	38
Disable	38
Inactivate	38
Uninstall	38
Uninstall Activation Manager	39
Contact Information	40

Introduction

Negative Deductions Enhancement for Microsoft Dynamics GP is designed to provide functionality that will allow the system to process negative deduction transactions during payroll processing, which otherwise would be disallowed by Dynamics GP. The deductions may appear on a check with wages (thereby affecting the wage amount) or may appear on a check with no wages (resulting in a net positive check). This is useful for situations such as

- 1) When a reimbursement is due to be remitted to an employee
- 2) When an employee deduction (eg...health insurance) has been over-withheld due to a termination or other mid pay period event
- 3) When payroll wishes to make an adjustment to a previous deduction amount on a paycheck without modifying deduction maintenance records.

The Product builds upon Microsoft's recommended procedure for processing negative deductions, which involves a negative deduction conversion during payroll processing and the creation of a manual check during posting. The negative deduction conversion is a process whereby the system removes the negative deduction and replaces it with a positive pay code transaction of the same amount. The manual check adjustment acts as the reversing entry for the converted deduction and re-balances the accounts. This product saves time for payroll personnel by automating the process of manual check adjustment creation and posting. It also prevents the re-training of staff by allowing them to enter deductions as they normally would, but having the system convert them automatically transparent to the user.

Negative Deduction Setup

Negative Deduction Setup gives the user the ability to set general configuration options including the behavior of adjustment posting and the ability of the user to override default mappings.

Deduction Mapping Setup is where the user can define which pay codes will be used during the deduction-to- pay code conversion process.

Negative Deduction Entry

The user can create negative deductions in transaction entry or import negative deduction transactions using third party tools or separate functionality. Negative Deductions Enhancement allows the user to designate a transaction batch as a negative batch. If so, the batch will process all negative deduction records therein, by converting them to a pay code ("business expense" pay type) during payroll processing. Negative deductions can also be processed in a normal batch alongside other transactions.

When a user modifies or creates a negative deduction transaction, the system will prompt with confirmation and may also prompt the user for conversion information depending on setup options.

Negative Deduction Processing / Reporting

Negative deductions are processed during the payroll build in one of two ways.

- 1) The system will process a negative deduction according to current functionality (eg... a transaction required, negative, fixed amount deduction in payroll transaction entry)
- 2) The system will convert the negative deduction to a pay code transaction

Payroll build checks processing then occurs as normal, and the system will present a report (see below) of the negative deductions that were included in the build. The build completes and the user continues processing payroll by calculating and printing checks. Depending on setup options and conversions during the build, the system will include negative deductions on the checks or pay codes representing negative deductions. Then, at posting, the system will create manual check adjustment records for converted negative deductions. The manual check adjustment will reverse the pay code transaction that appeared on the earnings statement (or paycheck) and create negative deduction amounts for the manual check adjustment. The user can then post the manual adjustment batch or the system will auto post the batch depending on setup options.

Just prior to the Build report, the system provides a Negative Deduction Transaction Report (configurable via posting settings) detailing ALL negative deductions regardless of the batch type (normal or negative) and regardless if a negative deduction is to be processed normally or as a converted pay code.

Quick Setup Steps

The following are the quick reference steps necessary to set up the Negative Deductions Enhancement product and begin using the features.

Negative Deduction Setup

If business rules dictate that the user responsible for processing payroll is also authorized to change pay code mappings for negative deduction (eg...user is also the payroll administrator) then check the box "Allow Pay Code Mapping Override" This will enable the user to change what pay codes the negative deduction can map to during the entry of a negative deduction transaction.

Checking "Auto Post Adjustment" will cause the system to post all manual adjustments reversing entries automatically after the payroll process is completed and the pay run is posted. It is recommended not to check this box if you wish to audit or verify the adjustments.

Deduction Mapping Setup

In order to process negative deductions by using the conversion to pay code process, a pay code mapping is required. If the system is configured to allow designation of a pay code during transaction entry then you can specify one at that time. If not then you must set up pay code mapping defaults. Enter a pay code or select one from the lookup. Note that the available pay codes are limited to those of type business expense not marked to report as wages. Then insert one or more deduction codes that will map to the pay code during the conversion process. More than one deduction can map to a pay code but any given deduction can only be mapped to a single pay code. The system makes a window level report available, designed to provide the user with a list of pay codes with their respective deduction mappings.

Installation Overview

This section will discuss the prerequisites, list the files installed and go through the install process.

Prerequisite

Negative Deductions Enhancement requires the use of the Microsoft Dynamics GP Payroll module. This document will assume Payroll is installed and registered.

Install

Notes

Prior to installing complete the steps:

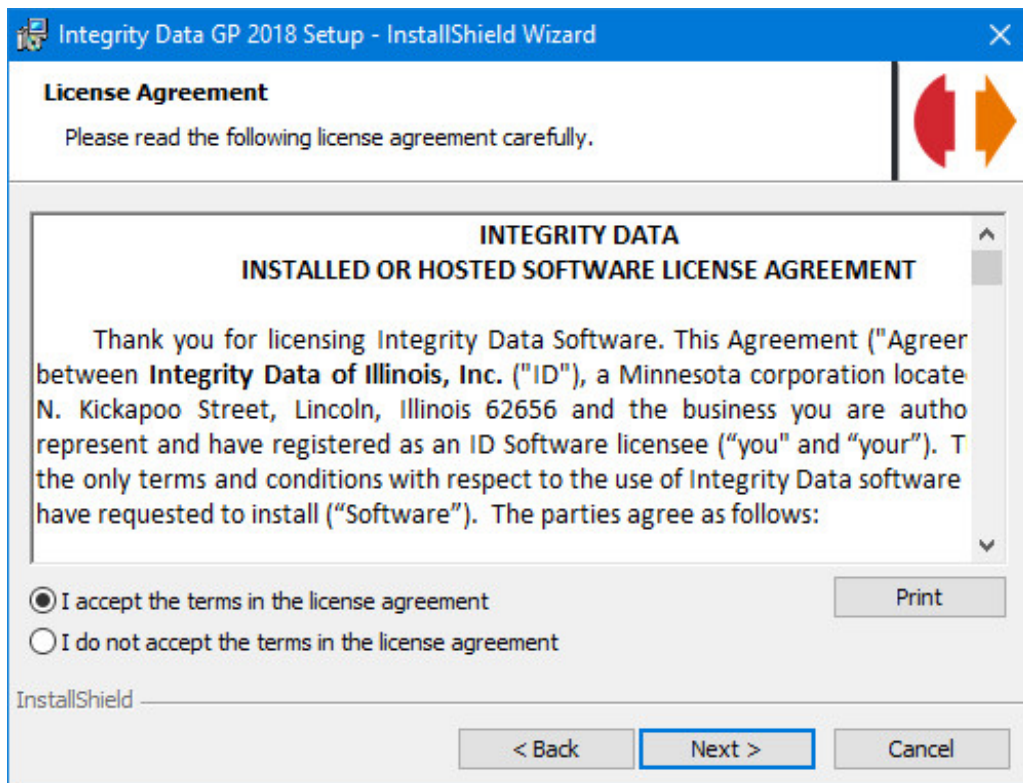
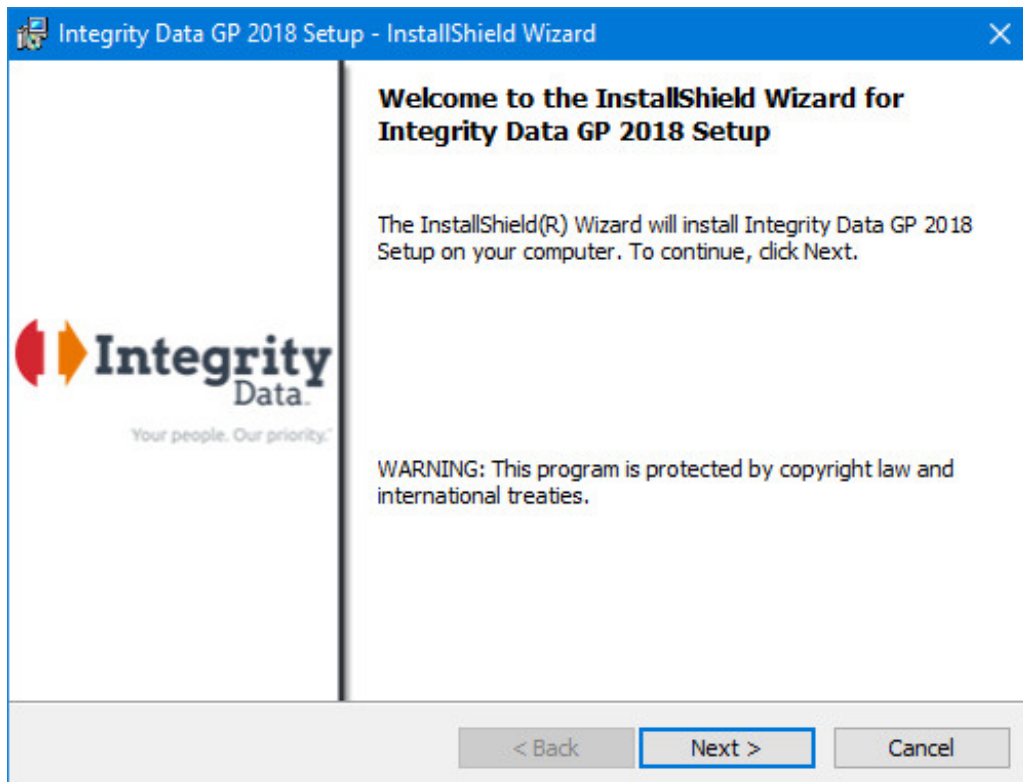
- Confirm all users are logged out of Microsoft Dynamics GP
- Complete all payroll runs and validate no payroll runs are in process
- Make a backup of the Company and Dynamics databases

Server/Client

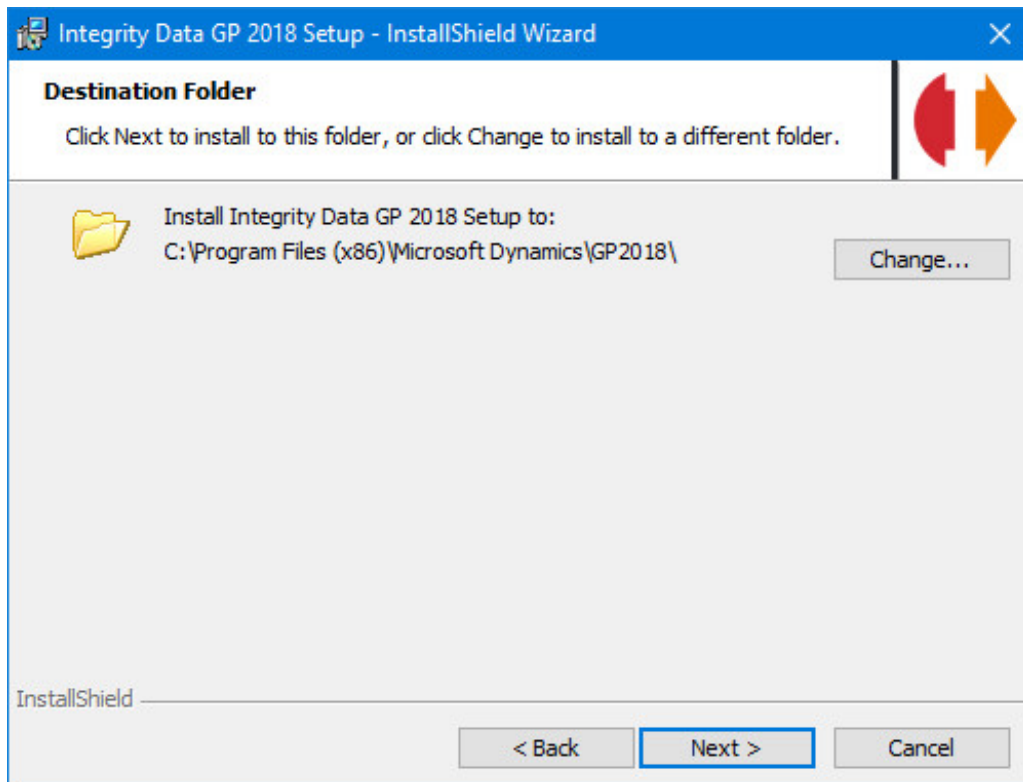
To install Negative Deductions Enhancement downloaded the exe file from our [website](#). Once the files have been downloaded, you can run them on the Server and/or Client Installations. The product will need to be installed on all machines that process payroll.

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.

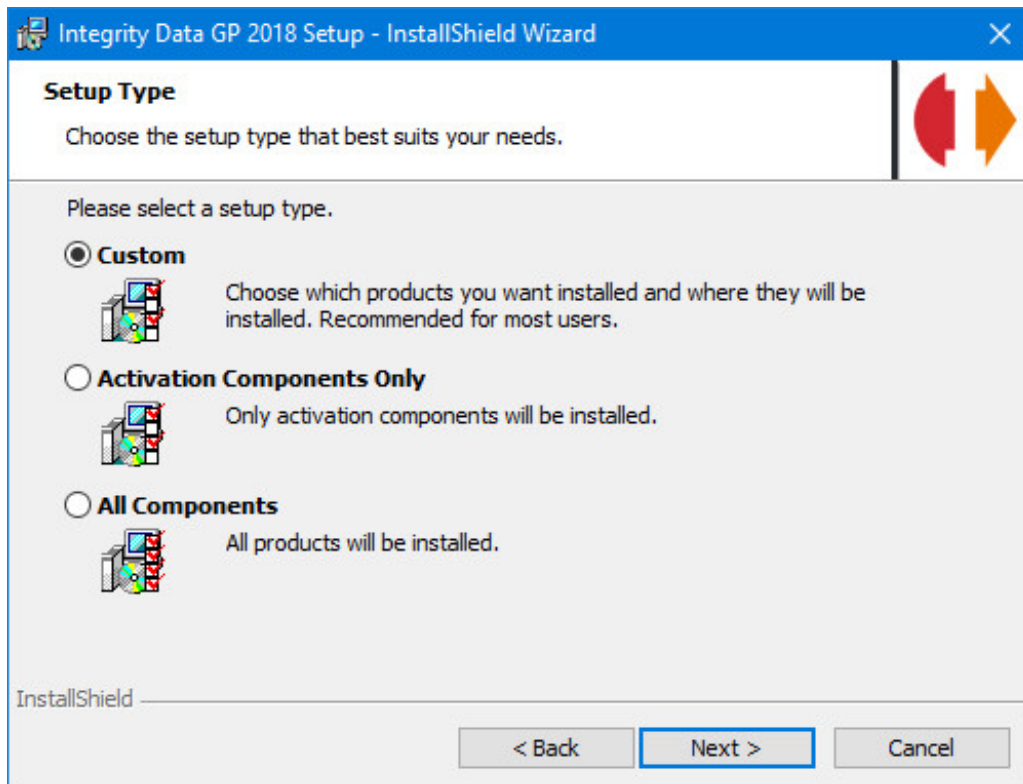
1. Right click Integrity Data GP2018 Setup.exe file and select "Run as Administrator". If you do not see this option, hold the shift key down and right click.
2. Complete the steps in the wizard



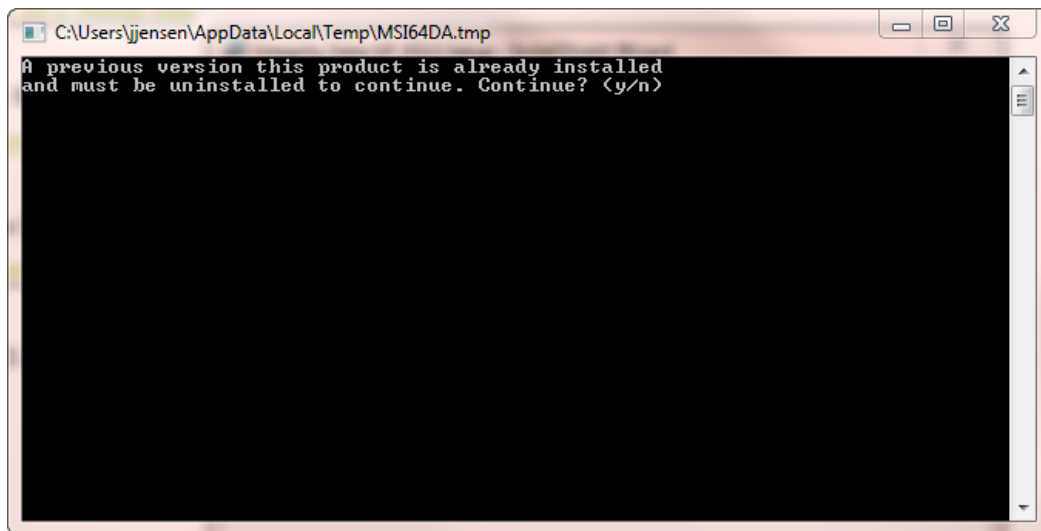
3. Verify the GP directory is correct if it is not select Change



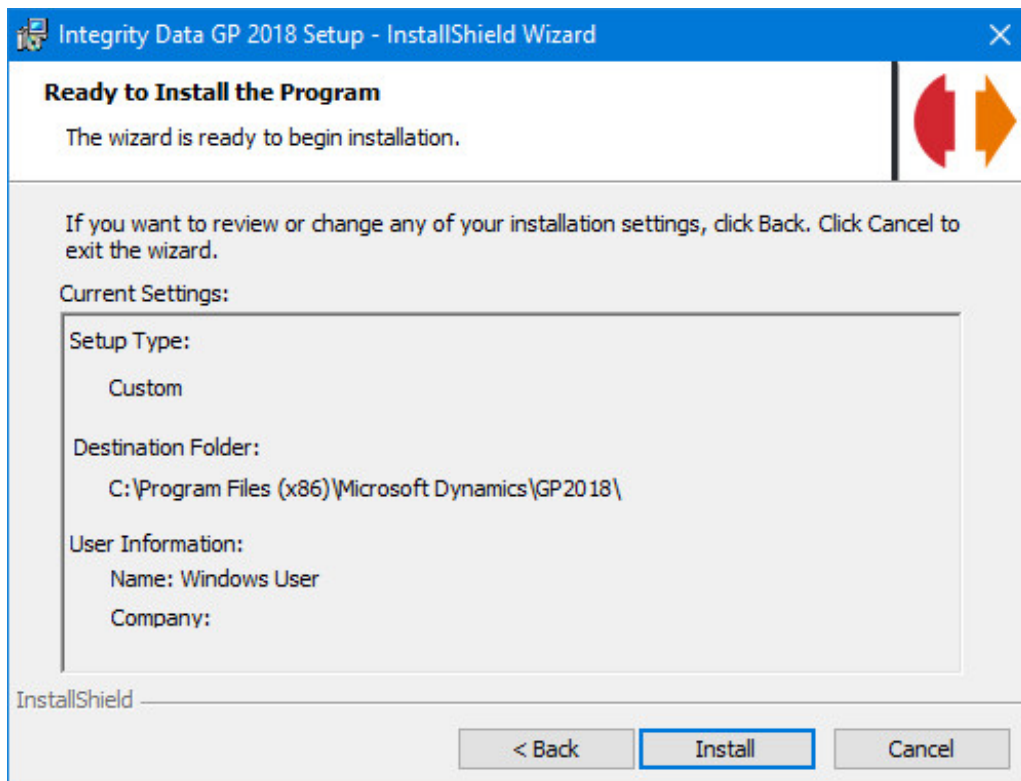
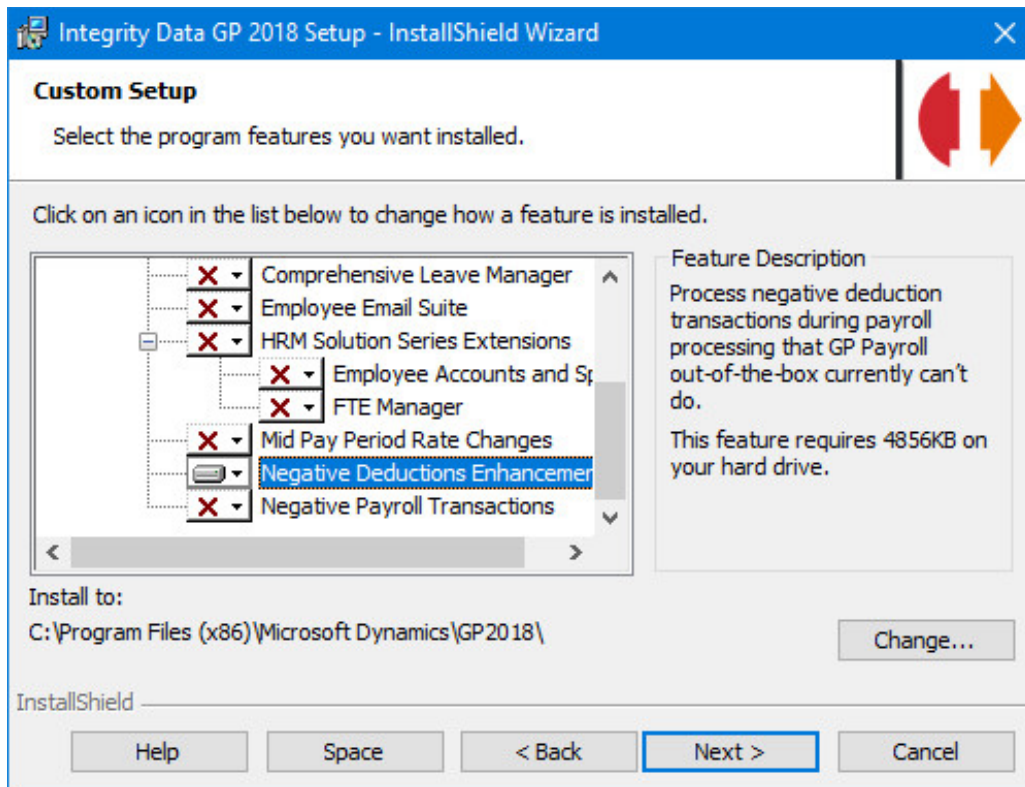
4. Select Custom to choose to install only the specific products you purchased.
5. Select Activation Components to only install activation manager files. This option will not install products and it is typically run only to fix an error with activation manager.
6. Select All Components to install all Integrity Data products. The products you did not purchase will register with a 30-day trial period.

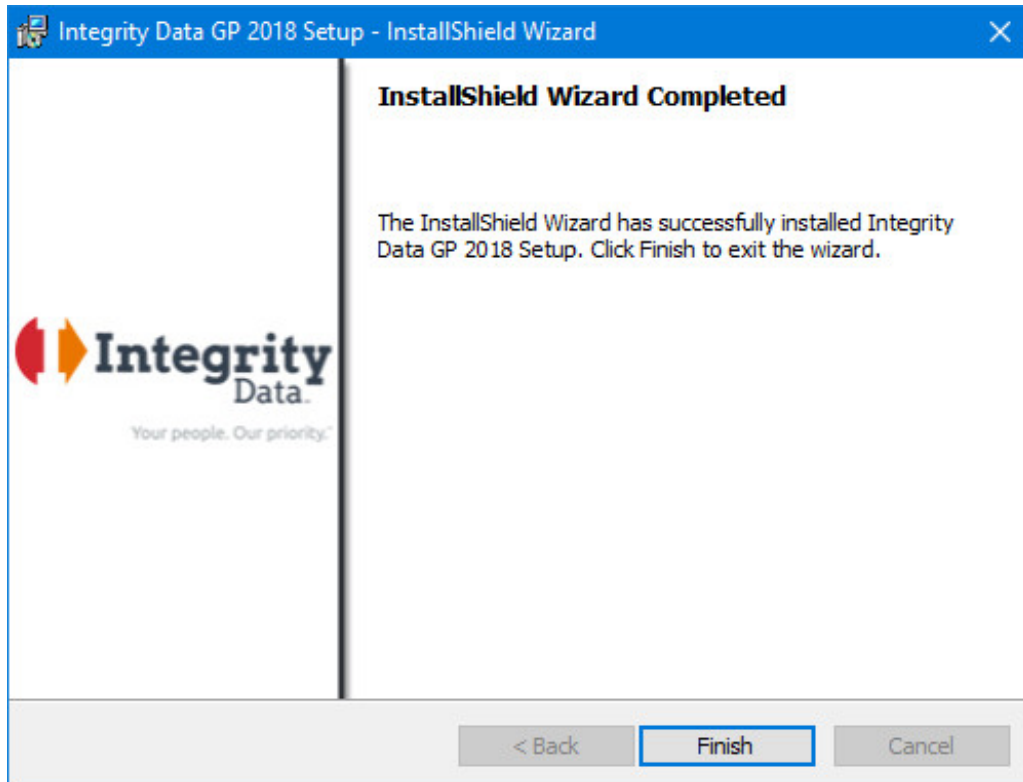


If you are upgrading you will be prompted to uninstall the older version, select “y”. If you have multiple products, it will uninstall all products.



7. Select the product(s) to install, if installing multiple products, select all that need to be installed.





8. Launch Microsoft Dynamics GP 2018.
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 Deductions Enhancement:

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 (x86)\Microsoft Dynamics\GP2018)

- NDE7224.cnk
- Application.IntegrityDataActivation.dll
- Integrity.Registration.Constructor.dll
- IDA6537.cnk
- Integrity.Registration.Addin.dll

Documentation Folder (C:\Program Files (x86)\Microsoft Dynamics\GP2018\Documentation)

- Negative Deductions Enhancement User Guide.pdf

3. Edit the Dynamics.exe.config
 - a. Navigate to the GP folder (C:\Program Files (x86)\Microsoft Dynamics\GP2018)
 - a. Backup the Dynamics.exe.config by making a copy and saving the copy ****Important****
 - b. Open Dynamics.exe.config in Notepad
 - c. Find the <addin> and under <Dynamics> copy and paste the following:
<addin name="IDKeyManagerAddIn"
type="Integrity.Registration.Addin.GPAddIn,Integrity.Registration.Addin,Version=14.0.5.20297,Culture=neutral,PublicKeyToken=b7ed37edf026e3bc"/>
 - d. Under <DynamicsGPweb> copy and paste the following:
<addin name="IDKeyManagerAddIn"
type="Integrity.Registration.Addin.GPAddIn,Integrity.Registration.Addin,Version=14.0.5.20297,Culture=neutral,PublicKeyToken=b7ed37edf026e3bc"/>

```

Dynamics.exe.config - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="utf-8"?>
<configuration>
  <configSections>
    <section name="shell" type="Microsoft.Dexterity.Shell.ShellConfigurationSection,Microsoft.Dext
    <sectionGroup name="addins">
      <section name="Dynamics" type="Microsoft.Dexterity.Bridge.AddinsConfigurationSection,Microsc
      <section name="DynamicsGPWeb" type="Microsoft.Dexterity.Bridge.AddinsConfigurationSection,Mi
      <section name="Dynutils" type="Microsoft.Dexterity.Bridge.AddinsConfigurationSection,Microsc
    </sectionGroup>
  </configSections>
  <shell>
    <formFactories>
      <!--Factory type specifies "fully.qualified.class.name,assemblyName"-->
      <!--ProductId is the id of the dex dictionary containing the forms you want to control-->
      <!--tag structure is-->
      <!--<add name="yournamehere" factoryType="fully.qualified.class.name,assemblyName" productId
      <add name="workflow-SwitchCompany/SwitchCompany" productId="0" formId="101" windowId="1" facto
      5"/><add name="workflow-GL_Batch_Entry/GL_Batch_Entry" productId="0" formId="34" windowId="1" fact
      =12.0.0.0,Culture=neutral,PublicKeyToken=31bf3856ad364e35"/><add name="workflow-PM_Batch_Entry/PM
      ry,Microsoft.Dynamics.GP.workflow.Client,Version=12.0.0.0,Culture=neutral,PublicKeyToken=31bf3856a
      cs.GP.workflow.workflowFormFactory,Microsoft.Dynamics.GP.workflow.Client,Version=12.0.0.0,Culture=
      owId="1" factoryType="Microsoft.Dynamics.GP.workflow.workflowFormFactory,Microsoft.Dynamics.GP.wor
      owId="402" windowId="1" factoryType="Microsoft.Dynamics.GP.workflow.workflowFormFactory,Microsoft.D
      d="682" windowId="1" factoryType="Microsoft.Dynamics.GP.workflow.workflowFormFactory,Microsoft.Dyr
      windowId="1" factoryType="Microsoft.Dynamics.GP.workflow.workflowFormFactory,Microsoft.Dynamics.Gf
      loyee_MNT" productId="1911" formId="303" windowId="1" factoryType="Microsoft.Dynamics.GP.workflow.
    </formFactories>
  </shell>
  <addins>
    <!-- Each addin needs an entry in the dynamics.exe.config file in the proper section(s). -->
    <!-- The format of the entry is: <addin name="<name>" type="<fully qualified type name>" /> --
    <!-- <name> is just a friendly name for the addin, but it does need to be unique within the se
    <!-- <fully qualified type name> has the following format: "<class name>,<assembly name>[,<ver
  <Dynamics>
    <addin name="IDKeyManagerAddin" type="Integrity.Registration.Addin.GPAddin,Integrity.Registra
    <addin name="BIREportDeploymentDU" type="Microsoft.Dynamics.GP.BusinessIntelligence.BIREportD
    .GP.ExcelBuilder.GPAddin,eone.Dynamics.GP.ExcelBuilder.Engine,Version=12.0.0.0,Culture=neutral,Pu
    soft.Dynamics.GP.DocAttach.GPAddin,Microsoft.Dynamics.GP.DocAttach,Version=12.0.0.0,Culture=neutr
  <Dynutils>
    <addin name="BIREportDeploymentDU" type="Microsoft.Dynamics.GP.BusinessIntelligence.BIREportD
  <DynamicsGPWeb>
    <addin name="IDKeyManagerAddin" type="Integrity.Registration.Addin.GPAddin,Integrity.Registrat
    <addin name="ManagedStorage" type="Microsoft.Dynamics.GP.ManagedStorage.ManagedStorage,Microst
  </addins>
  <startup useLegacyV2RuntimeActivationPolicy="true">

```

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 (x86)\Microsoft Dynamics\GP2018)

- NDE7224.cnk or NDE7224.dic
- Application.IntegrityDataActivation.dll
- Integrity.Registration.Constructor.dll
- IDA6537.cnk
- Integrity.Registration.Addin.dll

Documentation Folder (C:\Program Files (x86)\Microsoft Dynamics\GP2018\Documentation)

- Negative Deductions Enhancement User Guide.pdf

Registration

The system will automatically activate the product during the log in 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 activation the product.

Activation Manager Window

Microsoft Dynamics GP > Tools > Setup > System Activation Manager

Company	Active
Fabrikam, Inc.	☒

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
- Trial Expiration Date – Date of the trial expiration period typically 15 days, if applicable
- Activation Status – Current status of the product
 - o Permanent –Product has been purchased
 - o Trial – Product has been issued a trial period
 - o 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 log in 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 Deductions Enhancement version information, visit our [website](#).

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

Security Settings

The Security Task Setup window may be used to grant or restrict access to the Negative Deductions Enhancement windows. To open the window, select the Microsoft Dynamics GP menu, select Tools, select Setup, select System, select Security Tasks and enter the system password.

1. Select the appropriate Task items. To identify the appropriate task item complete the steps below:
 - Open the User Security Setup window (Microsoft Dynamics GP > Tools > Setup > User Security), select the appropriate user and make a note of the Security Role ID assigned to the user.
 - Open the Security Role Setup window (Microsoft Dynamics GP > Tools > Setup > Security Roles), select the Role ID that has been assigned to the user and make note of the Security Task ID assigned to the Role. Use this Task ID to grant security to the Negative Deductions Enhancement.
NOTE: Negative Deductions Enhancement uses two tasks; NDE_ADMN_001* and NDE_TRX_001*
2. Select Negative Deductions Enhancement for the Product.
3. Select Windows for the Type and select 3rd Party for the Series.
4. Use the Access List to grant or restrict access to individual items.
 - To grant or restrict access to an item for this Task ID, click the checkbox to mark or unmark the item.
 - Click the Mark All button to grant access to all items in the list or click the Unmark All button to restrict access to all items in the list.
5. Click File > Print to print the Security Task Setup Report for the selected Task ID.
6. Choose OK to save your changes.

Negative Deductions Enhancement > Windows > 3rd Party > Access List

- APR Main Menu
- Convert Deduction
- Deduction Mapping Setup
- Negative Deduction
- Negative Deduction Setup

Negative Deductions Enhancement > Reports > 3rd Party > Access List

- Negative Deduction Build Report
- Negative Deduction Mapping Report

Security Tasks

Two tasks are created by Negative Deductions Enhancement; The NDE_ADMN_001* task and the NDE_TRX_001* task.

NDE_ADMN_001* is used for setup level activity

The following windows will be assigned to the NDE_ADMN_001* task:

- Deduction Mapping Setup
- Negative Deduction Setup

The following reports will be assigned to the NDE_ADMN_001* task:

- Negative Deduction Mapping Report

NDE_TRX_001* is used for transactional level activity and data entry

The following windows will be assigned to the NDE_TRX_001* task:

- Convert Deduction
- Negative Deduction

The following reports will be assigned to the NDE_TRX_001* task:

- Negative Deduction Build Report

Setup Windows

Negative Deduction Setup

Microsoft Dynamics GP > Tools > Setup > Payroll > Negative Deduction Setup

Use the Negative Deduction Setup window to specify settings for adjustment posting and deduction-to-pay code mapping.

To open the Negative Deduction Setup window, within the Navigation Pane select HR & Payroll. In the Content Pane, select Setup. Under the heading Payroll, select Negative Deduction Setup

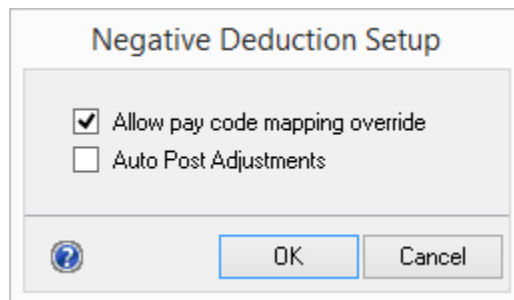


Figure 1.1

Allow pay code mapping override checkbox – select to enable the user to modify the Map to Pay Code field in the Convert Deduction window.

Auto Post Adjustments – select to have the system automatically post the reversing adjustments for converted deductions after payroll is finished the normal posting procedure.

NOTE: The system will use the Posting Settings selections when determining whether to Post to or Post Through the General Ledger.

Deduction Mapping Setup

Microsoft Dynamics GP > Tools > Setup > Payroll > Deduction Mapping Setup

Use the Deduction Mapping Setup window to set up a mapping record which ties one or more deductions to a pay code. During the negative deduction conversion process the deductions will be changed to a pay code transaction using the pay code specified. Later during the manual adjustment process the distributions are reversed and cleared so the negative deduction is properly recorded.

To open the Deduction Mapping Setup window, within the Navigation Pane select HR & Payroll. In the Content Pane, select Setup. Under the heading Payroll, select Deduction Mapping Setup

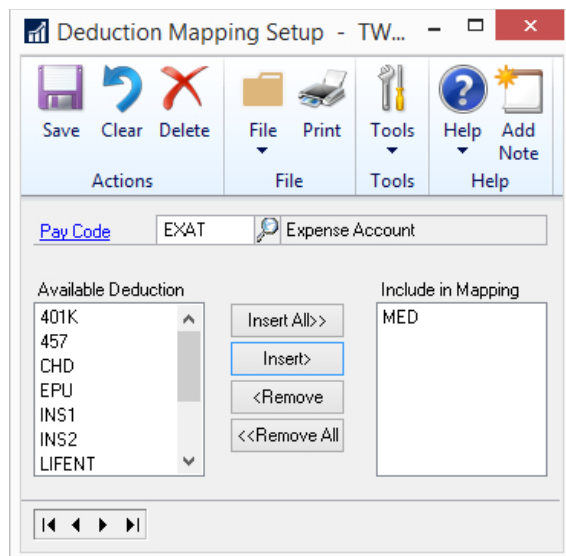


Figure 1.2

Pay Code lookup – enter a pay code or select one using the lookup. This code will be the one to appear on the check/earnings statement in the event a user elects to convert a negative deduction mapped to it. The lookup field will only display pay codes of type “business expense” which are not marked “Report as Wages”. Even though the report as wages is unmarked the “Subject to Taxes” checkbox will affect the taxability of a pay code, and deductions that are sheltered from specific taxes will affect the “Wages” (Report As Wages amount field) once the manual check is posted.

Available Deduction – select one or more deductions to map to the codes listed in the Pay Code field above. When creating a negative deduction and choosing to convert it, the system will convert to the pay code specified.

Transaction windows

Convert Deduction

Microsoft Dynamics GP > Transactions > Payroll > Transaction Entry> [Tab off row containing negative deduction]

Microsoft Dynamics GP > Transactions > Payroll > Transaction Entry> [Additional Menu] > Deduction Conversion

Use the Convert Deduction window to select whether a negative deduction should be converted or not during payroll processing. Additionally you can specify which pay code to use for the deduction during the conversion.

To open the Convert Deduction window, within the Navigation Pane select HR & Payroll. In the Content Pane, select Transaction. Under the heading "Payroll", select Transaction Entry. You must have a negative deduction transaction selected or created to open this window

TRX #	1,269
Employee ID	ACKE0001
Employee Name	Ackerman, Pilar
Deduction	MED
Amount	(\$20.00)
☒ Convert Negative Deduction	
Map to Pay Code	EXAT

Figure 2.1

Convert Negative Deduction – The checkbox is enabled by default. Therefore the system will convert the negative deduction being edited to the pay code listed in the field below. You can unmark this checkbox if you wish to process the deduction code without benefit of the conversion.

NOTE: Unchecking the "Convert Negative Deduction" checkbox may lead to unexpected processing results for the deduction during payroll processing. This is especially true of negative deductions that are not both fixed amount transaction required.

Map to Pay Code – enter a pay code or use the lookup to select a code. The pay code should be assigned to the employee whose negative deduction transaction you are editing. This field may not be available if the Negative Deduction Setup option is not marked to “Allow pay code mapping override”. Only pay codes of type “Business Expense” are allowed.

Negative Deduction

Microsoft Dynamics GP > Transactions > Payroll > Batches > [Additional Menu] > Negative Batch

Use the Negative Deduction window to select whether a batch is designated as “negative”. Doing so will cause the system to attempt to convert all negative deductions in the batch during payroll processing. These settings can be overridden on a per transaction basis if desired by:

- recalling the batch
- selecting the transaction
- navigating to the Convert Deduction window from additional menu
- unmarking the Convert Negative Deduction checkbox

To open the Negative Deduction window, within the Navigation Pane select HR & Payroll. In the Content Pane, select Transaction. Under the heading “Payroll”, select Batches. Enter or select a batch ID and then under the Additional menu select “Negative Deduction”.

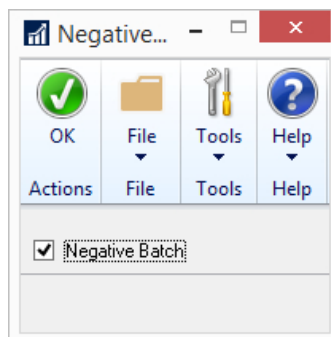


Figure 2.2

Negative Batch – select the Negative Batch checkbox to mark the batch as a negative batch. A negative batch is processed differently than a normal batch during payroll processing, in that, it attempts to convert all negative deductions contained in the batch during the build process. The system will use existing Deduction Mappings settings assuming that the user has not overridden the defaults in Payroll Transaction Entry. The conversion happens unless a transaction has been specifically selected to not convert.

Process

To process a negative deduction using Negative Deductions Enhancement, you must follow a series of steps to either create a negative deduction transaction in Payroll transaction Entry, or import one or more negative deduction transactions into a batch. Once created, modified or imported, these transactions will be processed by the system in one of two ways depending on setup options and the transactions themselves:

- 1) The system will process a negative deduction according to current functionality (eg... a transaction required, negative, fixed amount deduction in payroll transaction entry)
- 2) The system will convert the negative deduction to a pay code transaction for the pay check and then create a manual check adjustment to update the pay code and deduction balances in history with the appropriate negative amounts.

Payroll Transaction Entry

In most scenarios, negative deductions are created in a normal batch and may be mixed with other types of transactions. They can however, be imported (see Negative Batches and Imported Transactions below) Regardless of batch type, a negative deduction transaction begins in transaction entry in the same way other transactions are entered.

TRX #	Employee ID	Employee Name	Trx Type	Code	Dept	Amount	Pay Rate
1,270	BARR0001	Barr, Adam	Pay Code	HOUR	INST	86.67	\$16.10
1,271	ACKE0001	Ackerman, Pilar	Deduction	MED		(\$20.00)	\$0.00
0						\$0.00	\$0.00

Figure 3.1

A deduction transaction is entered and the user moves to the code field. At this point the user must enter the deduction code which will end up being a negative deduction. After entering the deduction code and tabbing off the field the system will prompt whether this deduction is to become a negative deduction.

Payroll Transaction Entry - TWO20 (sa)

Batch ID: NEGDED Negative Deductions Mix

Transaction Defaults: Pay Period From: 4/12/2027 To: 4/12/2027 Days Worked: 0.00 Weeks Worked: 0.00

Data Entry Options: Current Options: No Options Options...

View: Transactions: by Order Entered

TRX #	Employee ID	Employee Name	Trx Type	Code	Dept	Amount	Pay Rate
1,270	BARR0001	Barr, Adam	Pay Code	HOUR	INST	86.67	\$16.10
0	ACKE0001	Ackerman, Pilar	Deduction	MED		\$0.00	\$0.00

Microsoft Dynamics GP

Create a negative deduction transaction?

Continue Cancel

Employee: Ackerman, Pilar Transaction

Figure 3.2

After selecting continue and entering an amount the system will automatically ensure that the deduction is displayed as an amount and that the number is negative. Thus, if the user selects to create a negative deduction and then fails to input a negative amount, the system will automatically adjust the amount to be negative when leaving the field.

Now that the deduction has been created and the user moves off the row the system may prompt yet again for further information as depicted in figure 3.3

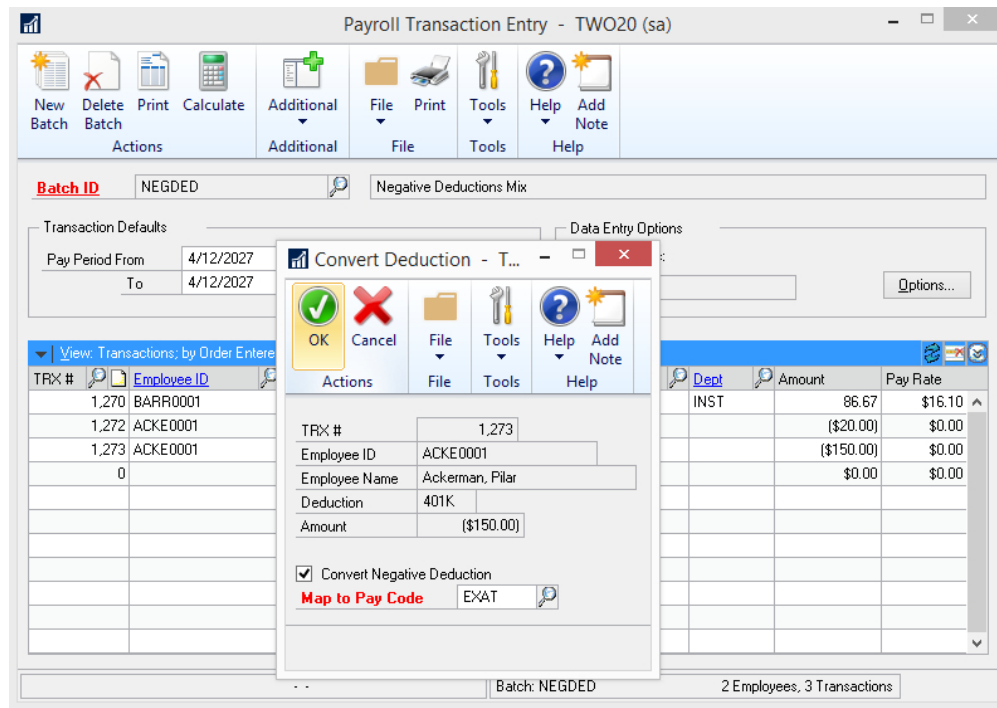


Figure 3.3

The user has entered the negative deduction in transaction entry and is now prompted to either convert the deduction. If the user accepts the defaults the system will convert this deduction during the payroll build process resulting in a pay code transaction for \$20 for pay code EXAT. If the user decides not to convert the deduction the system will attempt to process the MED deduction as a negative amount. Depending on the deduction type this may process with unexpected results. It is recommended to accept the defaults for the decision to convert. Notice that you can alter which pay code is used for the conversion if the "Allow Pay Code Override" option is checked in Negative Deduction setup.

NOTE: Due to existing Dynamic GP functionality, the Code lookup will only display deduction codes which have transaction required selected. You will need to manually enter the desired code for deductions that are not marked transaction required. Zoom to Employee Deduction Maintenance for a quick way to obtain the codes assigned to the employee.

The next step is to process payroll by creating a build which will contain the batches containing negative deduction transactions. The Negative Deduction report, which displays during the build process, as well as other payroll transaction reports are detailed in the "Reports" section below. Once these have been viewed and the build is completed, the system will process payroll normally until post. At that time the system will create manual adjustments for the converted negative deduction transactions.

Negative Batches and Imported Transactions

When importing transactions into a batch it is advisable to mark the batch as negative so the system will attempt to process the negative deductions using the pay code conversion method. Recall that the conversion will utilize the pay codes selected in Deduction Mapping Setup. This is best for large numbers of transactions where you do not want to modify each transaction individually.

To use a negative batch you must first designate a normal batch as negative. This can be done from Payroll Batch Entry by recalling a batch and then choosing “Negative Batch” from the additional menu.

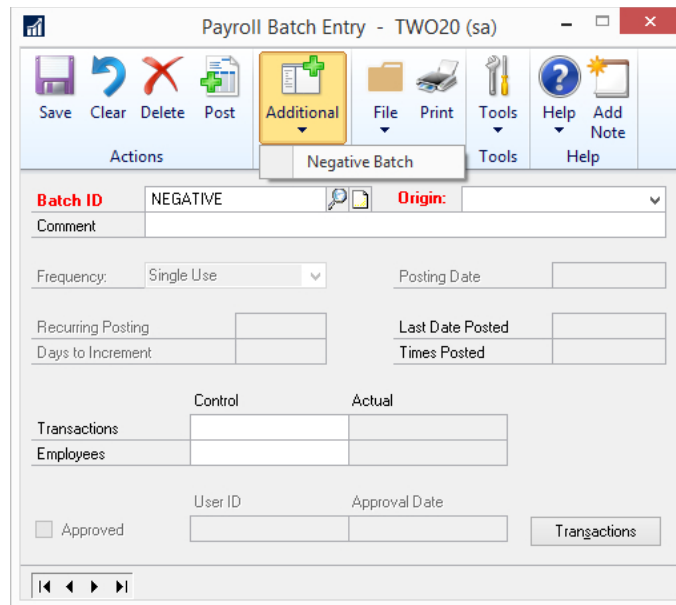


Figure 4.1

This will bring up the Negative Deduction window where the user can select to mark a batch as Negative.

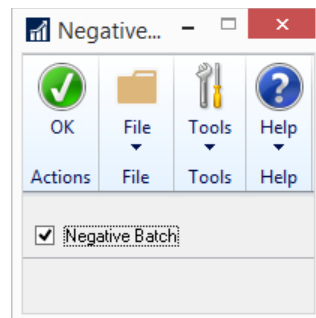


Figure 4.2

Checks and Earnings Statements

For negative deductions that are not already supported by Microsoft Dynamics GP, the system creates pay code transactions as part of the conversion process. The mapped pay code can appear on a check independently of any wage amount. Thus, the MED deduction illustrated below represents a deduction

that was not transaction required and could not be processed as a percent of gross wage on a check with no gross wages. Therefore, we instead see its mapped pay code of EXAT.

Screen Output - Build Check File Report

File Edit Tools Find Help Debug sa Fabrikam, Inc. 4/12/2017

Print Send To Modify 1000 Completed 1 Page Page 1

System: 10/22/2012 3:11:53 PM Fabrikam, Inc. Page: 1
 User Date: 4/12/2017 CHECK FILE REPORT User ID: sa
 U.S. Payroll

Employee ID	Name								
Code	Description	Dept	Position	Shift	Pay Rate	Premium	Amount/Units		
State	Local	M/Comp	SUTA	Weeks	Days	Receipts	Batch ID		
ACKB0001	Ackerman, Pilar								
Pay:	EXAT	Bus Expense	SPTS	CSP					\$100.00
	IL		ILWC01	IL	0.00	0.00		FRANKIN	
Benefit:	401K	401(K)				5.00% of Deduction			
	INS	Insurance Premium				\$49.36			
Deduction:	INS2	Insurance (family coverage)				\$72.95			
	MED	Medical Flex				10.00% of Gross Wages			
State Tax:	IL	Illinois							
Total Employees:	1								

Figure 5.1

The check (in this case an earnings statement) itself then contains no wages but the negative deduction is present as a positive amount for a business expense. Note that taxes and deductions are still taken from the check resulting in a net amount of \$21.41. Deduction Setup, Deduction Maintenance, and the choice of a “business expense” pay type for the converted negative deduction can all influence how a check will calculate. For a brief list of best practices see the Tips/Hints section.

Fabrikam, Inc. 4277 West Oak Parkway				Direct Deposit Earnings Statement DD0000000000000000213		
Chicago IL 60601-4277				Pay Date	Start Period	End Period
				4/12/2017	4/12/2017	4/12/2017
Earnings				Taxes		
Code	Rate	Hours	Amount	Code	Amount	Year To Date
EXAT	\$100.00		\$100.00	FICA		
				Med	\$1.45	\$237.74
				SS	\$4.19	\$913.14
				Federal		\$1,077.48
				State		
				IL		\$350.33
				Local		
Totals		0.00	\$100.00	Total	\$5.64	
Payroll Deductions				Payroll Benefits		
Code	Amount	Year To Date		Code	Amount	Year To Date
INS2	\$72.95	\$1,386.05		401K		\$24.47
MED		\$360.00		INS	\$49.36	\$937.84
				Total	\$49.36	
				Wage Amounts		
				Net wages/period		\$21.41
				Net wages YTD		\$13,256.33
				Gross wages YTD		\$17,969.22
Total	\$72.95					
Direct Deposit Information					Miscellaneous	
Bank	Account	Amount		Employee ID	ACKE0001	
123456780	12345	\$21.41		Employee SSN	917-23-9833	
				Vacation Available	0.00	
				Sick Time Available	0.00	

PILAR ACKERMAN
987 Willow Ave

Winnetka IL 98272

Figure 5.2

Manual Adjustments

Thus far the employee has received the reimbursement for an over-withheld medical deduction in the form of a negative deduction, which was converted and appeared as a pay code on the earnings statement. Now that the reimbursement has been processed and delivered, the system must make some adjustments to bring the balances back in line. Specifically, the system needs to show a negative amount for the deduction code to offset the over withheld amount from before. It also needs to show a negative amount for the pay code it used in the conversion transaction to offset the positive amount that was used during payroll processing. To accomplish this, the system creates a manual adjustment with two transactions.

Payroll Manual Check-Adjustment Entry - TWO (sa)

Save Clear Delete Post File Print Tools Help Add Note

Actions File Tools Help

Check Type: ☐ Manual Check ☒ Adjustment ☐ Beginning Balances

Adjustment Number 1

Batch ID NDMC20170412001 Checks

Comment Negative Deduction Adjustment

Checkbook ID

Name

Check Number

Check Date 4/12/2017

Posted Date 4/12/2017

Employee ID ACKE0001

Name Ackerman, Pilar

Gross Amount (\$100.00)

Net Amount \$0.00

Distributions

Transactions

Figure 6.1

The adjustment is contained in a batch which is prefixed NDMC and has the date of creation with an increment factor appended to the end. Any other batches created on this date will be incremented using the suffix number beginning with "001".

NOTE: The batch will contain an adjustment for each employee that had a negative deduction transaction in the pay run. Posting adjustments for large numbers of employees can be done automatically if edit checks are not needed. Mark "Auto Post Adjustments" in Negative Deduction Setup.

The first transaction to be reversed is the MED deduction, which in this case, needs to be a negative amount. Recall that during the build process, this code was converted to a pay code and an amount was

never processed for it to offset the over-withholding that occurred during a previous pay run. The system now accounts for this and creates the negative amount for MED.

The screenshot shows the 'Payroll Manual Check Transaction Entry - TWO (sa)' window. The 'Transaction Type' is set to 'Deduction'. The 'Code' is 'MED' and the 'Description' is 'Medical Flex'. The 'Pay Rate' is '\$0.00'. The 'Date From' and 'Date To' are both '4/12/2017'. The 'Amount' is '(\$100.00)'. The 'Total Rate' is '\$0.00' and the 'EFIC Amount' is '\$0.00'. The 'Gross Amount' is '(\$100.00)' and the 'Net Amount' is '\$0.00'. The 'Department' is 'SPTS', 'Position' is 'CSP', 'State' is 'IL', 'Local' is 'IL', 'SUTA State' is 'IL', 'Workers' Comp' is 'ILWC01', and 'Receipts' is '\$0.00'.

Figure 6.2

The second transaction included is the adjustment is for the pay code that was using during the conversion. The system creates a negative amount for the pay code "EXAT" to offset the amount used on the earnings statement.

The screenshot shows the 'Payroll Manual Check Transaction Entry - TWO (sa)' window. The 'Transaction Type' is set to 'Pay Code'. The 'Code' is 'EXAT' and the 'Description' is 'Expense Account'. The 'Pay Rate' is '\$0.00'. The 'Date From' and 'Date To' are both '4/12/2017'. The 'Amount' is '(\$100.00)'. The 'Total Rate' is '\$0.00' and the 'EFIC Amount' is '\$0.00'. The 'Gross Amount' is '(\$100.00)' and the 'Net Amount' is '\$0.00'. The 'Department' is 'SPTS', 'Position' is 'CSP', 'State' is 'IL', 'Local' is 'IL', 'SUTA State' is 'IL', 'Workers' Comp' is 'ILWC01', and 'Receipts' is '\$0.00'.

Figure 6.3

Reports

Negative Deduction Report

This report displays just prior to the build report and displays all negative deductions contained within the build. It is sorted by Employee then Batch ID.

System: 01/01/1965 4:15:00 AM		Dextordinary Inc.			Page: 1
User Date: 01/01/1965		NEGATIVE DEDUCTION REPORT			User ID: sa
		U.S. Payroll			
Employee ID	Name				
	Batch ID	TRX#	Original Code	Converted to Code	Amount
ACKB0001	Ackerman, Pilar				
	NDE	751	401K	EXAT	(\$10.00)
	NDE	751	401K	EXAT	(\$10.00)
	NDE	752	MED	EXAT	(\$20.00)
BARB0001	Barbariol, Angela				
	NDE	753	EPU		(\$5.00)
	NDE	754	401K	EXAT	(\$25.00)

Figure 7.1

Each negative deduction transaction is listed with the following information

- o Batch ID
- o Trx #
- o Original Deduction Code
- o Converted to Code
- o Amount

If a negative deduction cannot be converted then the system will display a warning underneath the transaction (see Figure 7.1). In some cases a negative deduction transaction will be listed without a warning but still have the "converted to" column missing a code. This occurs when a deduction was purposely marked to not convert and was allowed to proceed through payroll processing anyway.

Deduction Mapping Report

This report is invoked from the Print button on the Deduction Mapping Setup window and displays all pay codes which have deductions mapped to them. The report is sorted by pay code and then deduction code.

System:	01/01/1965	Dextordinary Inc.	Page:	1
User Date:	01/01/1965	Deduction Mapping Report	User ID:	sa
		U.S. Payroll		
Pay Code	Description			
	Deduction Code	Description		
EXAT		Expense Account		
	401K	401(k) Deduction		
EXAT2		Expense Reimbursement		
	CHD	Child Care Deduction		
	EPU	Employee Purchases		
EXAT		Expense Account		
	INS1	Insurance (+1 dependent)		
	INS2	Insurance (family coverage)		
	MED	Medical Flex		
EXAT2		Expense Reimbursement		
	UW	United Way		

Figure 7.2

Each pay code and corresponding description lists the following

- o Deduction Code
- o Description

Payroll Transaction Edit List Report

This report has been modified to allow the system to display converted negative deductions, with the amount in parenthesis. Security setting will not need to be modified to view this report.

```
System:      01/01/1965 4:15:00 AM          Dextordinary Inc.          Page:      1
User Date:   12/10/2004                    PAYROLL TRANSACTION EDIT LIST  User ID:   DEXTR
                                                U.S. Payroll

Ranges:
Batch:      NDE          Negative Deductions Batch
Trx Total Actual: 4      Trx Total Control: 0
Employee Total Actual: 2  Employee Total Control: 0
Approved: No      Approved By:              Approval Date: 00/00/0000
```

```
TRX Type
-----
TRX No.  Employee ID  Employee Name  Code  Begin Date  End Date  Pay Rate  Premium  Amount
-----
                        Dept  Position  Shift      Receipts  Retro Payment
-----
Deduction
751 ACKE0001      Ackerman, Pilar  401K  12/10/2004  12/10/2004          $0.00          ($10.00)
752 ACKE0001      Ackerman, Pilar  MED   12/10/2004  12/10/2004          $0.00          ($20.00)
754 BARB0001      Barbariol, Angela 401K  12/10/2004  12/10/2004          $0.00          ($25.00)
753 BARB0001      Barbariol, Angela EPU   12/10/2004  12/10/2004          $0.00          ($5.00)
                          $0.00
```

Figure 8.1

Payroll Transaction Audit List Report

This report has been modified to allow the system to display converted negative deductions, with the amount in parenthesis. Security setting will not need to be modified to view this report.

```
System:      01/01/1965 4:15:00 AM          Dextordinary Inc.          Page:      1
User Date:   01/01/1965                    PAYROLL TRANSACTION AUDIT LIST User ID:   sa
                                                U.S. Payroll
```

```
A = New Transaction O = Modified Old Transaction N = Modified New Transaction
D = Deleted Transaction Z = Zero Units
X = No transaction created; vacation/sick time exceeded. Need password.
M = No transaction created; employee maximum for pay code per period exceeded.
```

```
TRX  Employee ID  Batch Number  Code  Date      Pay Rate  Premium  Amount
-----
O    BARB0001      NDE          401K  12/10/2004  12/10/2004          $25.00          ($25.00)
N    BARB0001      NDE          401K  12/10/2004  12/10/2004          $15.00          ($15.00)
O    BARB0001      NDE          401K  12/10/2004  12/10/2004          $15.00          ($15.00)
N    BARB0001      NDE          401K  12/10/2004  12/10/2004          $25.00          ($25.00)

Total Transactions:      4
```

Figure 8.2

Hints, Essentials and FAQs

Converting a Deduction

Deductions that are fixed amount and transaction required can be entered as a negative deduction amount using existing Microsoft Dynamics GP core functionality. Entering negative deductions of other types (“special negative deductions”) relies upon Negative Deductions Enhancement to process a conversion. As such, the Convert Negative Deduction checkbox is checked by default. See below:

Convert Deduction - T...

OK Cancel File Tools Help Add Note

Actions File Tools Help

TRX #	1,274
Employee ID	ACKE0001
Employee Name	Ackerman, Pilar
Deduction	401K
Amount	(\$150.00)

☒ Convert Negative Deduction

Map to Pay Code EXAT

However, the system does support turning off the conversion process if you wish to process a “special negative deduction” without benefit of a conversion. ***Please note that this may generate unexpected results as the core Microsoft Dynamics GP environment does not support this natively. It is advisable to consult all build and calculate reports before attempting this in a live environment.

Benefits based on deductions

Negative Deductions Enhancement does not make adjustments to benefits.

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 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 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 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 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 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 for assistance.

Activation Failed: Product has been deactivated

Situation: The product has been deactivated.

Solution: Contact 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 to renew the enhancement plan.

Negative Deductions Enhancement Messages

"Code for Negative Deduction not mapped to a Pay Code. Transaction not converted"

Situation: Warning appears on the Negative Deduction Report

Solution: Edit the transaction if necessary or allow the negative deduction to continue without conversion

"Mapped Code for Negative Deduction not assigned to employee. Transaction not converted"

Situation: Warning appears on the Negative Deduction Report

Solution: Edit the transaction if necessary or allow the negative deduction to continue without conversion

Deactivate Product

There are three ways to deactivate the Negative Deductions Enhancement; disable, inactive or uninstall.

Disable

To disable Negative Deductions Enhancement 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 Deductions Enhancement can be inactivated by company, open the [Activation Manager window](#) and unmark the company checkbox.

Uninstall

If Negative Deductions Enhancement needs to be uninstalled complete these steps on the server and the client where Negative Deductions Enhancement has been installed.

1. Remove the NDE7224.DIC file from the Runtime Directory
Default location is C:\Program Files (x86)\Microsoft Dynamics\GP 2018
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:
7224
Negative Deductions Enhancement
:C:\Program Files (x86)\Microsoft Dynamics\GP\NDE7224.DIC
:C:\Program Files (x86)\Microsoft Dynamics\GP\Data\NDE7224F.DIC
:C:\Program Files (x86)\Microsoft Dynamics\GP\Data\NDE7224R.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\GP2018\IDA6537.DIC
:C:\Program Files (x86)\Microsoft Dynamics\GP2018\Data\IDA6537F.DIC
:C:\Program Files (x86)\Microsoft Dynamics\GP2018\Data\IDA6537R.DIC
```

1. Save the Dynamics.set file

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

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

<addin name="IDKeyManagerAddin"
4. Remove the lines from both the <Dynamics> and <DynamicsGPWeb> sections.
5. 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 Director of Client Services, at tfranz@integrity-data.com or David, our Product Manager at dwilmert@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.