



Your people. Our priority.*

Negative Payroll Transactions

User Guide

For Microsoft Dynamics® GP Version 2018

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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:

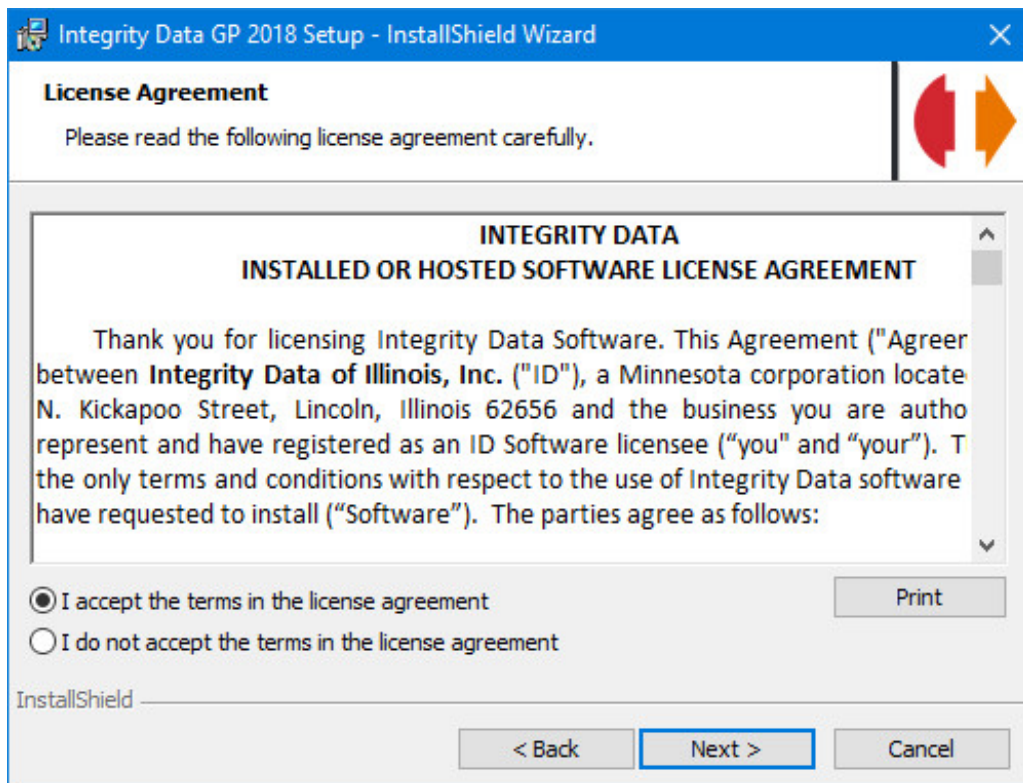
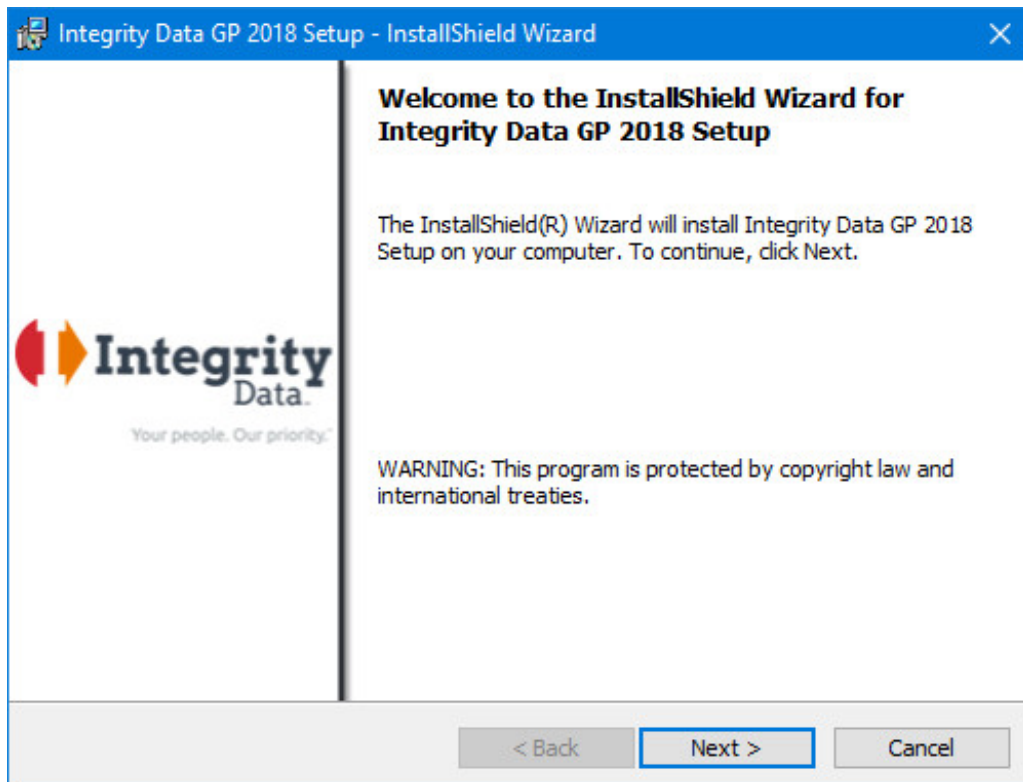
- Confirm all users are logged out of Microsoft Dynamics GP
- Complete all payroll runs and validate no payroll runs are in process
- Make a backup of the Company and Dynamics databases

Server/Client

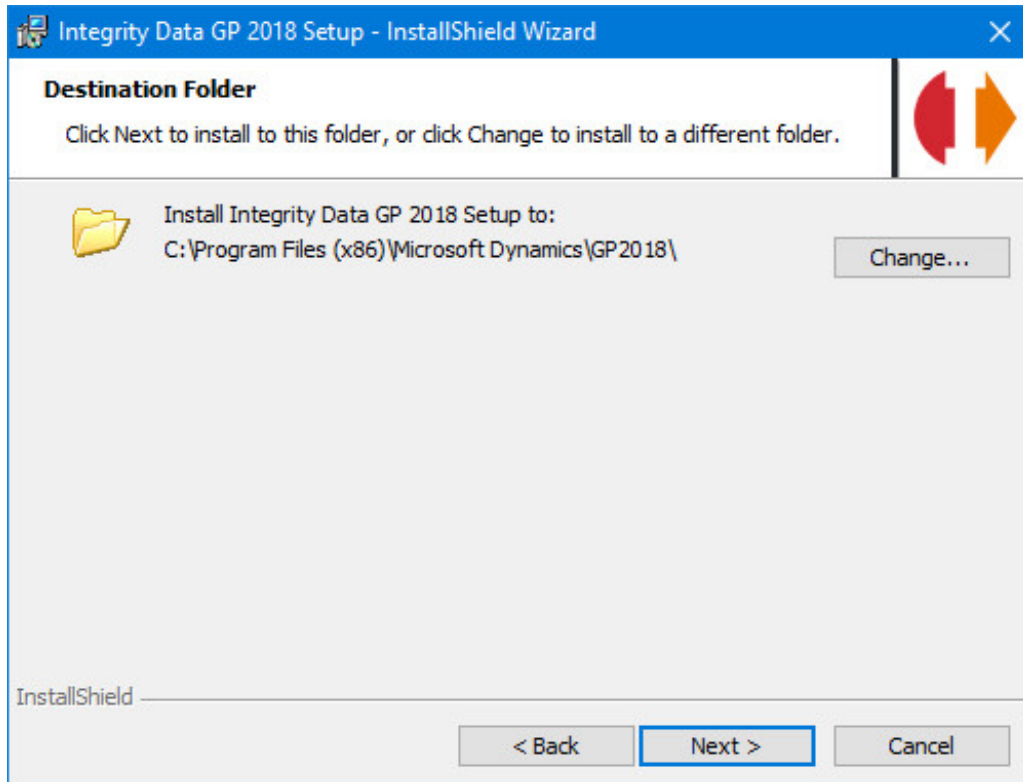
To install Negative Payroll Transactions downloaded the exe file from our [website](#). Once the files have been downloaded, you can run them on the Server and/or Client Installations. The product will need to be installed on all machines that process payroll.

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.

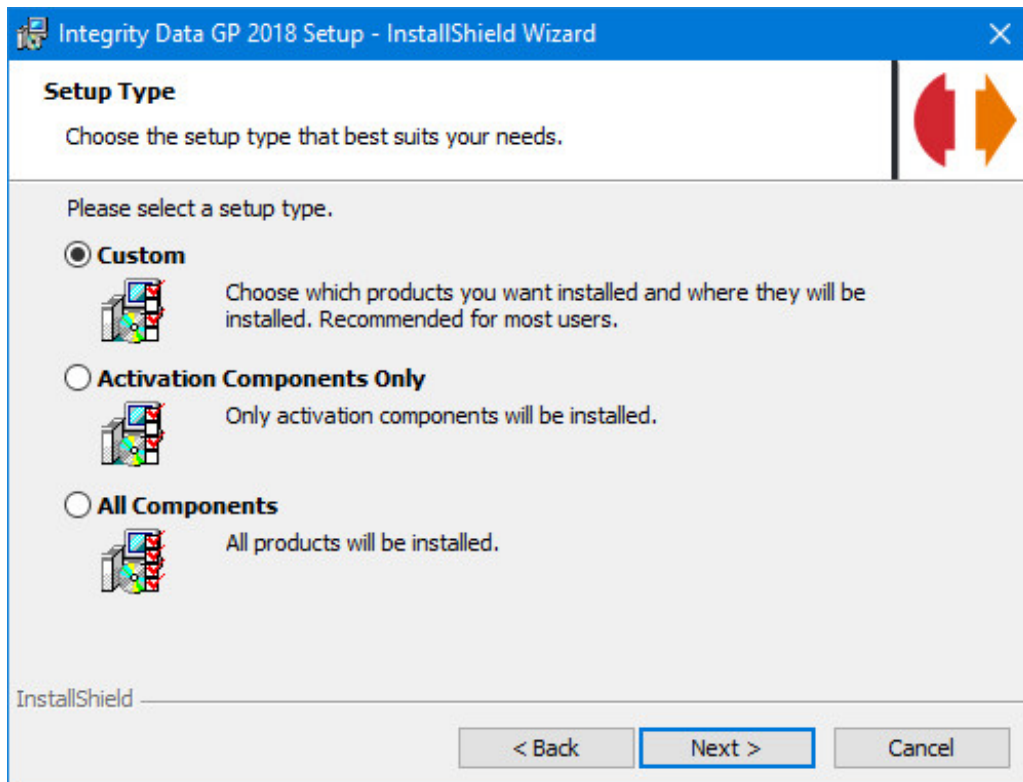
1. Right click Integrity Data GP2018 Setup.exe file and select "Run as Administrator". If you do not see this option, hold the shift key down and right click.
2. Complete the steps in the wizard



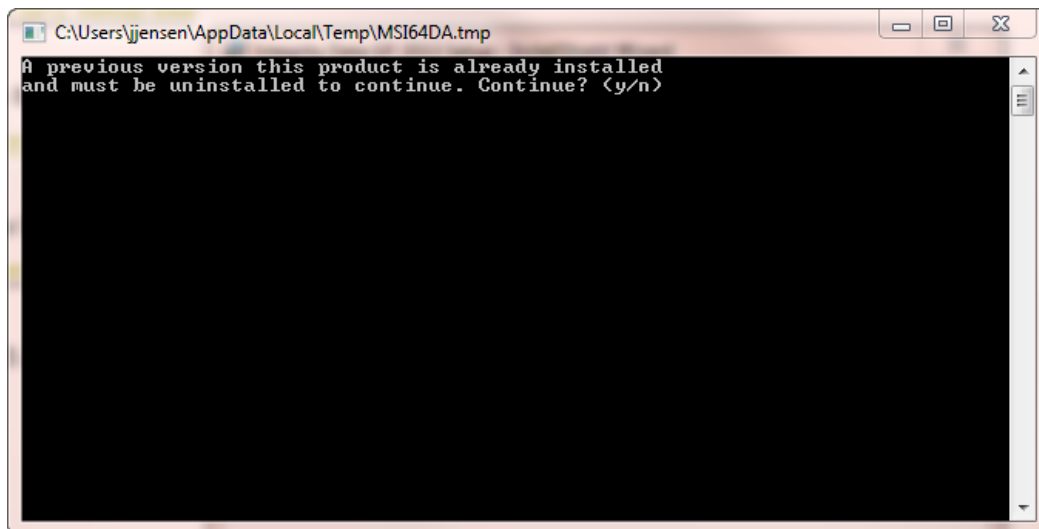
3. Verify the GP directory is correct if it is not select Change



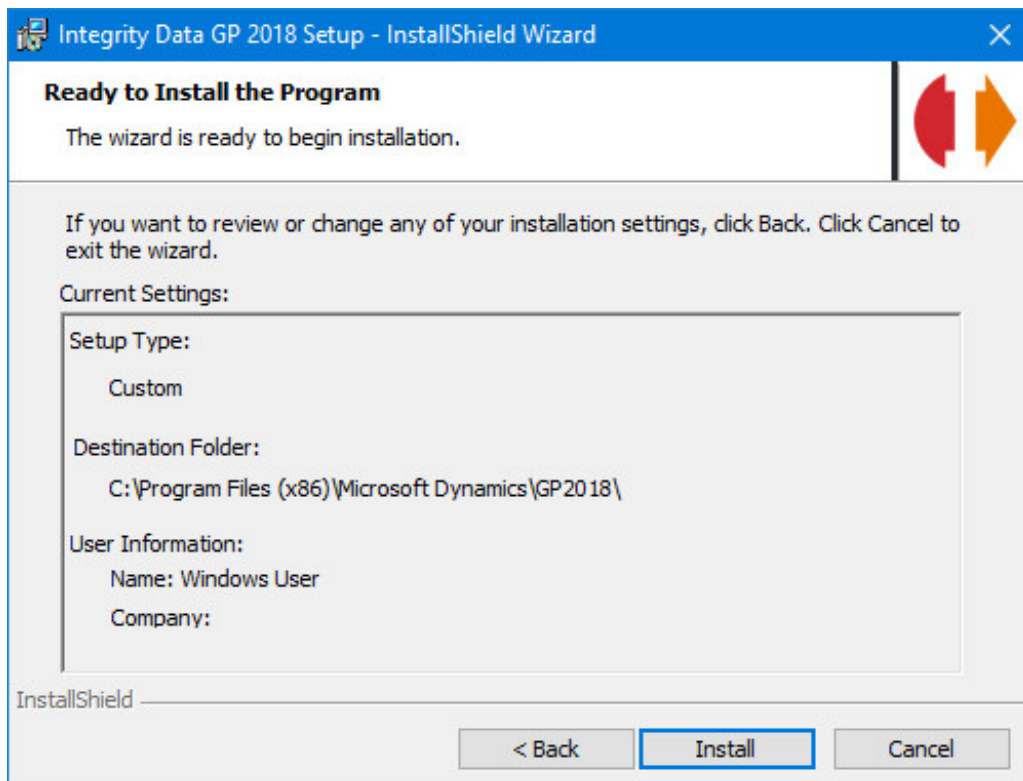
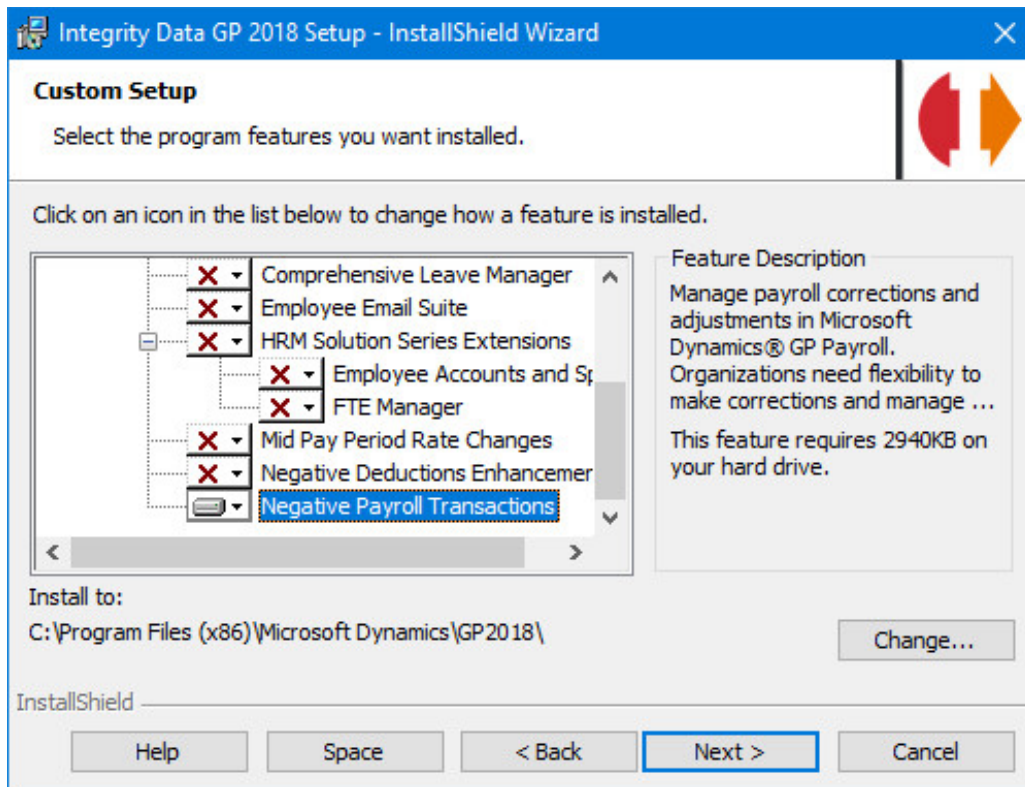
4. Select Custom to choose to install only the specific products you purchased.
5. Select Activation Components to only install activation manager files. This option will not install products and it is typically run only to fix an error with activation manager.
6. Select All Components to install all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

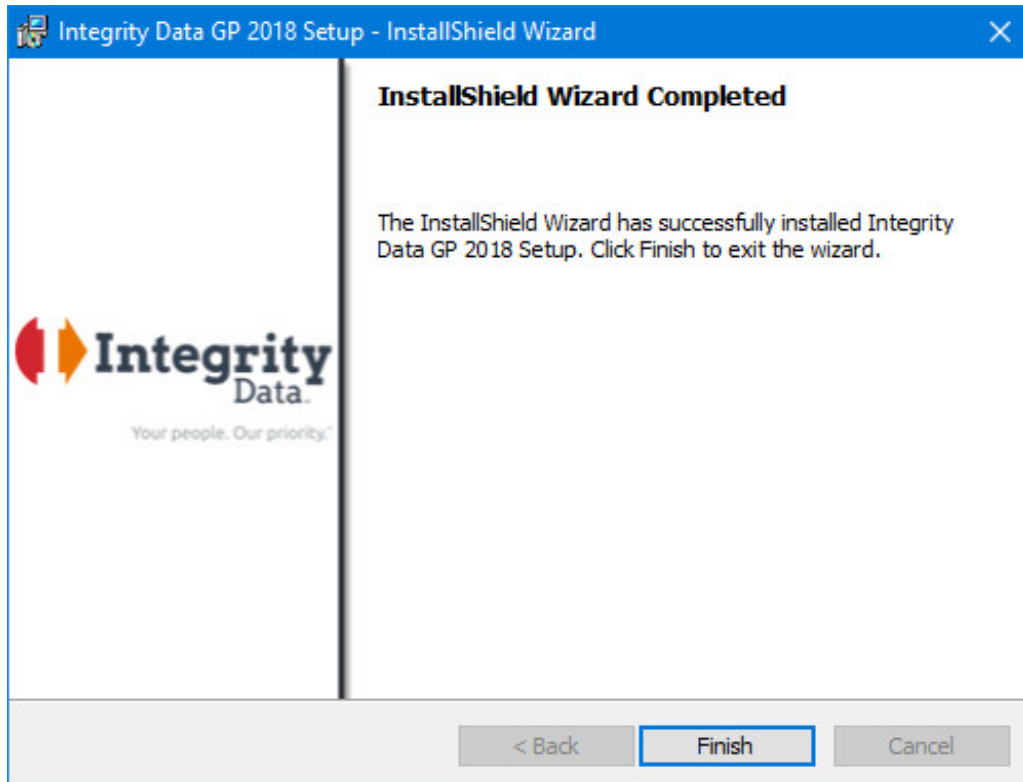


If you are upgrading you will be prompted to uninstall the older version, select “y”. If you have multiple products, it will uninstall all products.



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 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 (x86)\Microsoft Dynamics\GP2018)

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

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

- Negative Payroll Transactions User Guide

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" fact
5"/><add name="workflow-GL_Batch_Entry/GL_Batch_Entry" productId="0" formId="34" windowId="1" fact
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
mid="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.
</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.Registrat
    <addin name="B2ReportDeploymentDU" type="Microsoft.Dynamics.GP.BusinessIntelligence.B2ReportD
    .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="B2ReportDeploymentDU" type="Microsoft.Dynamics.GP.BusinessIntelligence.B2ReportD
  <!-- DynamicsGPWeb -->
    <addin name="IDKeyManagerAddin" type="Integrity.Registration.Addin.GPAddin,Integrity.Registrat
    <addin name="ManagedStorage" type="Microsoft.Dynamics.GP.ManagedStorage.ManagedStorage,Microso
  </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)

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

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

- 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 - TWO20 (sa)

OK File Tools Help Add Note

Actions File Tools Help

Site Name PreviewKeys

Account Number 0

Product Negative Pay

Installed Version 18.0.1

Trial Expiration Date 0/0/0000

Activation Status Trial

Current Employees

Employees Allowed Unlimited

Activation Engine 14.0.5

Company	Active
Fabrikam, Inc.	☒
	☐
	☐
	☐

Activation Messages

Manual Activation Auto Activation

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.
 - 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 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.

The screenshot shows the 'Payroll Transaction Entry - TWO20 (sa)' window. The 'Batch ID' is 'NEGPAY' and the transaction type is 'Negative Payroll'. The 'Transaction Defaults' section shows a 'Pay Period From' of 4/12/2027 and 'To' of 4/12/2027. The 'Data Entry Options' section shows 'Current Options: No Options'. The main table displays transactions for Adam Barr (Employee ID: BARR0001). The first transaction (TRX # 739) has a pay code of 'Pay Code', a rate of '50.00', and a pay rate of '\$0.00'. The second transaction (TRX # 740) has a pay code of 'Pay Code', a rate of '86.67', and a pay rate of '\$0.00'. The third transaction (TRX # 0) has a pay code of 'Pay Code', a rate of '\$0.00', and a pay rate of '\$0.00'.

TRX #	Employee ID	Employee Name	Trx Type	Code	Dept	Amount	Pay Rate
739	BARR0001	Barr, Adam	Pay Code	HOUR	INST	(50.00)	\$0.00
740	BARR0001	Barr, Adam	Pay Code	HOUR	INST	86.67	\$0.00
0						\$0.00	\$0.00

Batch: NEGPAY 1 Employee, 2 Transactions

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 may 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 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.

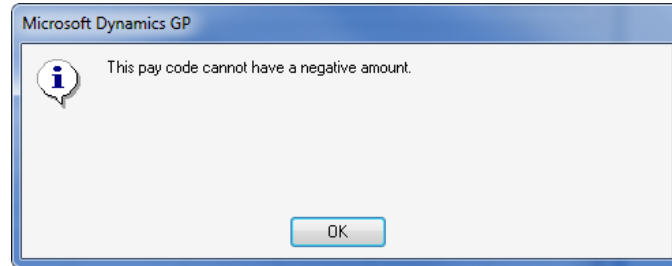
Negative Payroll Transactions: Activation Failed

Situation: Communication breakdown between the user machine and Integrity Data.

Solution: Contact support@integrity-data.com for assistance.

Negative Payroll Transactions Messages

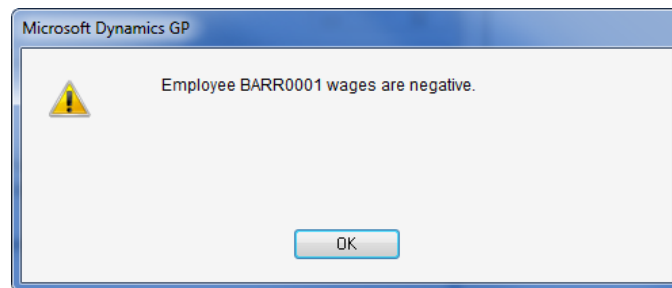
This pay code cannot have a negative amount.



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.

Screen Output - Build Check File Report

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

Print Send To Modify 100% Completed 1 Page Page 1

System: 1/24/2013 6:17:48 AM Fabrikam, Inc. Pa
User Date: 4/12/2017 CHECK FILE REPORT Us
U.S. Payroll

Employee ID	Name	Code	Description	Dept	Position	Shift	Pay Rate	Premi
		State	Local	W/Comp	SUTA	Weeks	Days	Receipts
BARR0001	Barr, Adam							
Pay:	HOURLY	Hourly		INST	TEC		\$16.10	
	WI			WING01	WI	0.00	0.00	
**** Wages are negative. **** CRITICAL ****								
	State Tax: WI	Wisconsin						
Total Employees:	1							

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 (x86)\Microsoft Dynamics\GP2018
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 (x86)\Microsoft Dynamics\GP2018\NEGPAY.DIC
:C:\Program Files (x86)\Microsoft Dynamics\GP2018\Data\F5333.DIC
:C:\Program Files (x86)\Microsoft Dynamics\GP2018\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\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.