

Reverse Transactions

Modified on: Tue, 21 Dec, 2021 at 9:55 AM

Synopsis:

Primo Payday allows users to reverse payroll ledger entries with the click of a button. This manual will show you:

TABLE OF CONTENTS

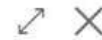
- [How to REVERSE INDIVIDUAL PAYROLL LEDGER ENTRIES](#)
- [How to REVERSE MULTIPLE PAYROLL LEDGER ENTRIES](#)

How to REVERSE INDIVIDUAL PAYROLL LEDGER ENTRIES

Step 1. Access PAYROLL LEDGER ENTRIES via NAVIGATION BAR

- Enter 'PAYROLL LEDGER' in Navigation Bar
- Select 'PAYROLL LEDGER ENTRIES' in NAVIGATION BAR

Tell me what you want to do



payroll ledger

On current page (Payroll Ledger Entries)



Card

Navigates user to the employee card corresponding to the employee number in the ...



941 Reconcile

This report will split out earnings applicable to social security and medicare and sho...



Set Payroll Ledger Employee State Exemptions

Go to Reports and Analysis

Show all (4)



Payroll Ledger Entries

Archive



Load Payroll Comm. Ledger

Reports and Analysis



Payroll Commission Ledger

Archive

Step 2. REVERSE PAYROLL LEDGER ENTRIES

- Select the 'Entry No' line you would like to reverse

Payroll Ledger Entries

Entry No. ↓	Payroll Date Code	Document No.	Employee No.	Payroll Type	Payroll Code	Description	Hours
1315	2021Q3M08	PRL10061	EMP10015	Earnings	REGULAR	Regular	40.00
1314	2021Q3M08	PRL10058	EMP10010	Withholding	FICA-EE - SS	FICA - Social Security	
1313	2021Q3M08	PRL10058	EMP10010	Payment	CHECK	Check	
1312	2021Q3M08	PRL10058	EMP10010	Employer Tax	SUTA	State Unemployment Tax	
1311	2021Q3M08	PRL10058	EMP10010	Employer Tax	FICA-ER - SS	FICA - Social Security (Employer)	
1310	2021Q3M08	PRL10058	EMP10010	Employer Tax	FICA-ER - MED	FICA - Medicare (Employer)	

- Select 'ACTIONS', then 'FUNCTIONS' from drop down menu then 'REVERSE TRANSACTIONS'

Payroll Ledger Entries

Search Process Reports **Actions** Related Reports Fewer options

Functions

Navigate

Reverse Transaction...

Reverse Multiple Entries

Daily Overtime Ledger

Send ACA Information

ACA Initial Measurement Period

State Income Tax Export

Set Payroll Ledger Employee State Exemptions

No. ↓	Payroll Date Code	Document No.	Employee No.	Payroll Type	Payroll Code	Description
1315	2021Q3M08	PRL10061	EMP10015	Earnings	REGULAR	Regular
1314	2021Q3M08	PRL10058	EMP10010	Withholding	FICA-EE - SS	FICA - Social Security
1313	2021Q3M08	PRL10058	EMP10010	Payment	CHECK	Check
1312	2021Q3M08	PRL10058	EMP10010	Employer Tax	SUTA	State Unemployment Tax
1311	2021Q3M08	PRL10058	EMP10010	Employer Tax	FICA-ER - SS	FICA - Social Security (Employer)
1310	2021Q3M08	PRL10058	EMP10010	Employer Tax	FICA-ER - MED	FICA - Medicare (Employer)
1309	2021Q3M08	PRL10058	EMP10010	Employer Tax	FUTA	Federal Unemployment

- The 'EDIT – REVERSE TRANSACTION ENTRIES' screen will appear

Edit - Reverse Transaction Entries - Bank Account WWB-OPERATING World Wide ...

Search Edit List Reverse Reverse and Print More options

Transaction No.	Account No.	Entry No. ↑	Posting Date ↑	Description
→ 58	Bank Account Ledger Entry	941	8/28/2021	Check
58	EMP10015	1315	8/28/2021	Regular
58	EMP10015	1316	8/28/2021	Regular
58	EMP10015	1317	8/28/2021	Health Insurance
58	EMP10015	1318	8/28/2021	Federal W/H
58	EMP10015	1319	8/28/2021	FICA - Medicare
58	EMP10015	1320	8/28/2021	State Income Tax W/H
58	EMP10015	1321	8/28/2021	Federal Unemployment
58	EMP10015	1322	8/28/2021	Federal Unemployment
58	EMP10015	1323	8/28/2021	FICA - Medicare (Employer)
58	EMP10015	1324	8/28/2021	FICA - Medicare (Employer)
58	EMP10015	1325	8/28/2021	FICA - Social Security (Emplo
58	EMP10015	1326	8/28/2021	FICA - Social Security (Emplo
58	EMP10015	1327	8/28/2021	State Unemployment Tax

Close

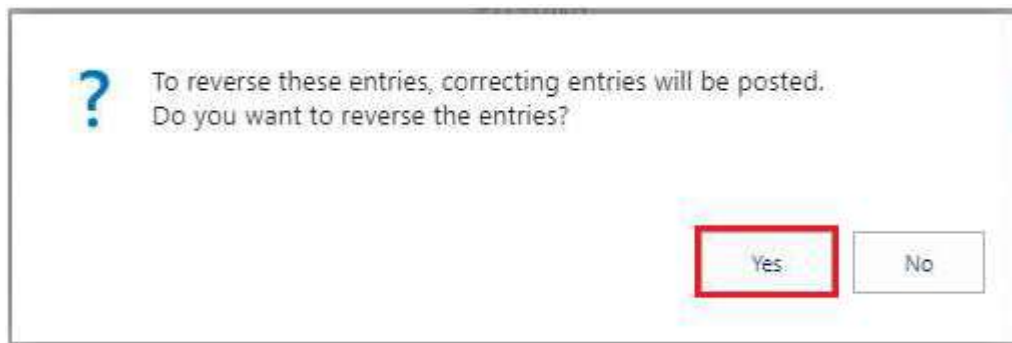
- Select ' REVERSE' page action to reverse all entries in the 'EDIT-REVERSE TRANSACTION ENTRIES' screen.

Edit - Reverse Transaction Entries - Bank Account WWB-OPERATING World Wide ...

Transaction No.	Account No.	Entry No. ↑	Posting Date ↑	Description	
→ 58	Bank Account Ledger Entry	WWB-OPER...	941	8/28/2021	Check
58		EMP10015	1315	8/28/2021	Regular
58		EMP10015	1316	8/28/2021	Regular
58		EMP10015	1317	8/28/2021	Health Insurance
58		EMP10015	1318	8/28/2021	Federal W/H
58		EMP10015	1319	8/28/2021	FICA - Medicare
58		EMP10015	1320	8/28/2021	State Income Tax W/H
58		EMP10015	1321	8/28/2021	Federal Unemployment
58		EMP10015	1322	8/28/2021	Federal Unemployment
58		EMP10015	1323	8/28/2021	FICA - Medicare (Employer)
58		EMP10015	1324	8/28/2021	FICA - Medicare (Employer)
58		EMP10015	1325	8/28/2021	FICA - Social Security (Emplo
58		EMP10015	1326	8/28/2021	FICA - Social Security (Emplo
58		EMP10015	1327	8/28/2021	State Unemployment Tax

Close

- A pop up window will ask you to confirm that by clicking 'YES' the entries will be reversed and correcting entries will be posted. Click 'YES'



- Another pop up window updates you on the successful reversal of the entries. Click 'OK'

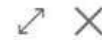


How to REVERSE MULTIPLE PAYROLL LEDGER ENTRIES

Step 1. Access PAYROLL LEDGER ENTRIES via NAVIGATION BAR

- Enter 'PAYROLL LEDGER' in Navigation Bar
- Select 'PAYROLL LEDGER ENTRIES' in NAVIGATION BAR

Tell me what you want to do



payroll ledger

On current page (Payroll Ledger Entries)



Card

Navigates user to the employee card corresponding to the employee number in the ...



941 Reconcile

This report will split out earnings applicable to social security and medicare and sho...



Set Payroll Ledger Employee State Exemptions

Go to Reports and Analysis

Show all (4)



Payroll Ledger Entries

Archive



Load Payroll Comm. Ledger

Reports and Analysis



Payroll Commission Ledger

Archive

Step 2. REVERSE PAYROLL LEDGER ENTRIES

There are 2 options for SELECTING MULTIPLE ENTRIES

Option 1. Select Multiple Ledger Entry Lines from PAYROLL LEDGER ENTRIES table

- Select the 'Entry No' lines you would like to reverse

Payroll Ledger Entries

Search Process Reports Actions Related Reports Fewer options

Views **All**

Filter list by:
× Reversed
No

+ Filter...

Entry No. 4	Payroll Date Code	Document No.	Employee No.	Payroll Type	Payroll Code	Description	Hours
✓ 1315	2021Q3M08	PRL10061	EMP10015	Earnings	REGULAR	Regular	40.00
✓ 1314	2021Q3M08	PRL10058	EMP10010	Withholding	FICA-EE-SS	FICA - Social Security	
✓ 1313	2021Q3M08	PRL10058	EMP10010	Payment	CHECK	Check	
✓ 1312	2021Q3M08	PRL10058	EMP10010	Employer Tax	SUTA	State Unemployment Tax	
✓ 1311	2021Q3M08	PRL10058	EMP10010	Employer Tax	FICA-ER-SS	FICA - Social Security (Employer)	
✓ 1310	2021Q3M08	PRL10058	EMP10010	Employer Tax	FICA-ER-MED	FICA - Medicare (Employer)	
✓ 1309	2021Q3M08	PRL10058	EMP10010	Employer Tax	FUTA	Federal Unemployment	
✓ 1308	2021Q3M08	PRL10058	EMP10010	Withholding	STATE	State Income Tax W/H	
○ 1307	2021Q3M08	PRL10058	EMP10010	Withholding	FICA-EE-MED	FICA - Medicare	
○ 1306	2021Q3M08	PRL10058	EMP10010	Withholding	FEDERAL INC...	Federal W/H	

- Select 'ACTIONS', then 'FUNCTIONS' from drop down menu then 'REVERSE TRANSACTIONS'

Payroll Ledger Entries

Search Process Reports **Actions** Related Reports Fewer options

Functions

Navigate

Reverse Transaction...

Reverse Multiple Entries

Daily Overtime Ledger

Send ACA Information

ACA Initial Measurement Period

State Income Tax Export

Set Payroll Ledger Employee State Exemptions

Payroll Code Liability by Day Export

SUTA / State Income Tax Export

SUTA Export Management

GA SUTA Export

Entry No. 4	Payroll Date Code	Document No.	Employee No.	Payroll Type	Payroll Code	Description	Hours
1315	2021Q3M08	PRL10061	EMP10015	Earnings	REGULAR	Regular	40.00
1314	2021Q3M08	PRL10058	EMP10010	Withholding	FICA-EE-SS	FICA - Social Security	
1313	2021Q3M08	PRL10058	EMP10010	Payment	CHECK	Check	
1312	2021Q3M08	PRL10058	EMP10010	Employer Tax	SUTA	State Unemployment Tax	
1311	2021Q3M08	PRL10058	EMP10010	Employer Tax	FICA-ER-SS	FICA - Social Security (Employer)	
1310	2021Q3M08	PRL10058	EMP10010	Employer Tax	FICA-ER-MED	FICA - Medicare (Employer)	
1309	2021Q3M08	PRL10058	EMP10010	Employer Tax	FUTA	Federal Unemployment	
1308	2021Q3M08	PRL10058	EMP10010	Withholding	STATE	State Income Tax W/H	
1307	2021Q3M08	PRL10058	EMP10010	Withholding	FICA-EE-MED	FICA - Medicare	
1306	2021Q3M08	PRL10058	EMP10010	Withholding	FEDERAL INC...	Federal W/H	
1305	2021Q3M08	PRL10058	EMP10010	Deduction	HEALTH INSU...	Health Insurance	
1304	2021Q3M08	PRL10058	EMP10010	Earnings	REGULAR	Regular	80.00

- The 'REVERSE TRANSACTION ENTRIES' screen will appear

Edit - Reverse Transaction Entries - Bank Account WWB-OPERATING World Wide ...

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58	EMP10015	1321	8/28/2021	Federal Unemployment
58	EMP10015	1322	8/28/2021	Federal Unemployment
58	EMP10015	1323	8/28/2021	FICA - Medicare (Employer)
58	EMP10015	1324	8/28/2021	FICA - Medicare (Employer)
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58	EMP10015	1326	8/28/2021	FICA - Social Security (Emplc
58	EMP10015	1327	8/28/2021	State Unemployment Tax

Close

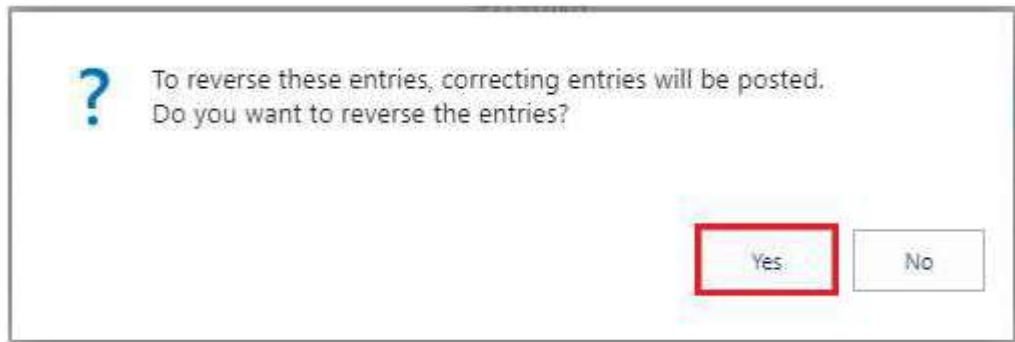
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Close

A pop up window will ask you to confirm that by clicking 'YES' the entries will be reversed and correcting entries will be posted. Click 'YES'



Another pop up window updates you on the successful reversal of the entries. Click 'OK'



Option 2. Select Multiple Ledger Entry Lines from PAYROLL LEDGER ENTRIES table

- Select Actions > Functions > Reverse Multiple Entries

Payroll Ledger Entries

Search Process Reports **Actions** Related Reports Fewer options

Functions

- Navigate
- Reverse Transaction...
- Reverse Multiple Entries**
- Daily Overtime Ledger
- Send ACA Information
- ACA Initial Measurement Period
- State Income Tax Export
- Set Payroll Ledger Employee State Exemptions
- Payroll Code Liability by Day Export
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1309	2021Q3M08	PRL10058	EMP10010	Employer Tax	FUTA	Federal Unemployment	
1308	2021Q3M08	PRL10058	EMP10010	Withholding	STATE	State Income Tax W/H	
1307	2021Q3M08	PRL10058	EMP10010	Withholding	FICA-EE-MED	FICA - Medicare	
1306	2021Q3M08	PRL10058	EMP10010	Withholding	FEDERAL INC.	Federal W/H	
1305	2021Q3M08	PRL10058	EMP10010	Deduction	HEALTH INSU...	Health Insurance	
1304	2021Q3M08	PRL10058	EMP10010	Earnings	REGULAR	Regular	80.00
1303	2021Q3M08	PRL10057	EMP10008	Withholding	FICA-EE-SS	FICA - Social Security	

- Filter Entries you wish to reverse

Reverse Payroll Entries  

Filter: Payroll Ledger Entry

× Document No.

× Employee No. 

× Payment Date

 [Filter...](#)

Advanced >

- A pop up window will ask you to confirm that by clicking 'YES' the entries will be reversed and correcting entries will be posted. Click 'YES'

 To reverse these entries, correcting entries will be posted.
Do you want to reverse the entries?

- Another pop up window updates you on the successful reversal of the entries. Click 'OK'

