DSD Business Systems

Sage 100 Enhancements

Q019

Location Processing

PR-1019

Version 7.10

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Location Processing User's Manual
Version 7.10

27 April, 2022

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

Web Resources

DSD web site: **http://www.dsdinc.com**

The Enhancement page contains:

Current Release Schedule
Purchasing Information
Installation Instructions
Product Support
Enhancement Links

Q019 Location Processing:

http://www.dsdinc.com/enhancement/location-processing-2

The product web page contains:

Product Description
Web Links
Current Product Version Table
Product Installation File Download
Product Manual in .pdf Format
Revision History
FAQ

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

Error number.
Program name.
Line number.
Program version.
Exact sequence that caused the error, including menus and menu selections.

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Other pertinent information.

If leaving a message or faxing, please include:

Your name.
Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

Location Processing Features

This DSD Extended Solution to the Payroll module adds the ability to assign an employee a 2-character 'Location' code as an additional method of categorization. Checks and Direct Deposit stubs can be printed in location code order; reports can be run and summarized by location code. Wage, tax expense, tax liabilities and deductions can be posted to different General Ledger account numbers based on this location code.

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Section B: Getting Started

- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**

Required Levels

Sage 100 Module	Module Required	Required Level
P/R	**Y**	7.10 / 2.xx

Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Send your Sage Serial Number to your DSD Representative:** Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

   Note: *On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.*

   After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

   File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

   Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web

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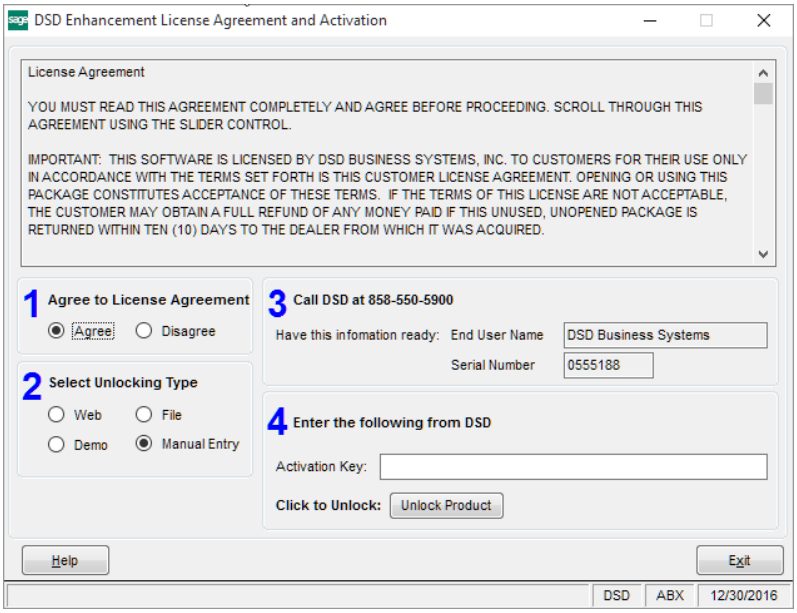
Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- *The Sage 100 system that is being used must have web access for this option to be effective.*
- *You can send your Sage Serial Number to your DSD Enhancements sales representative.*

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

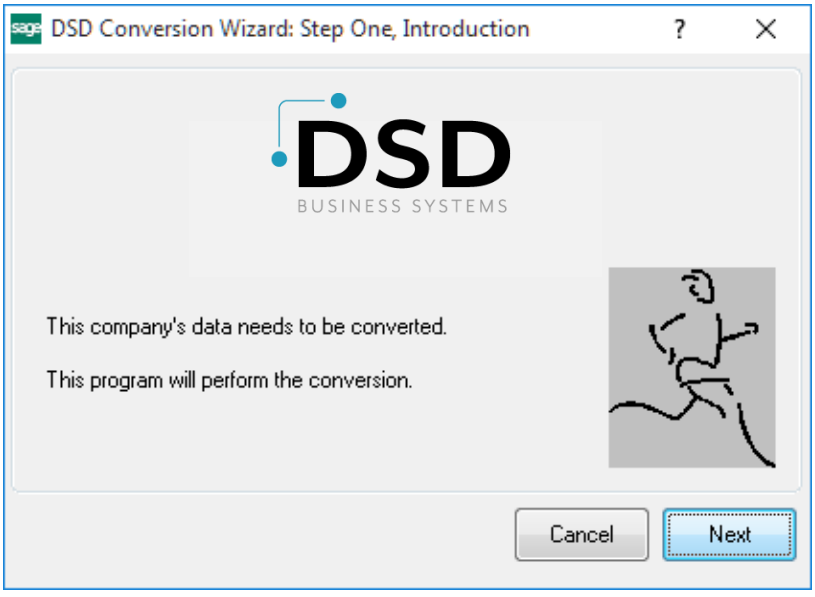
- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*



Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

Note: *You can also unlock a DSD Enhancement through the* ***DSD Enhancement Control Panel*** *found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the* ***Unlock Product*** *button on the right side of the window.*

7. **Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*



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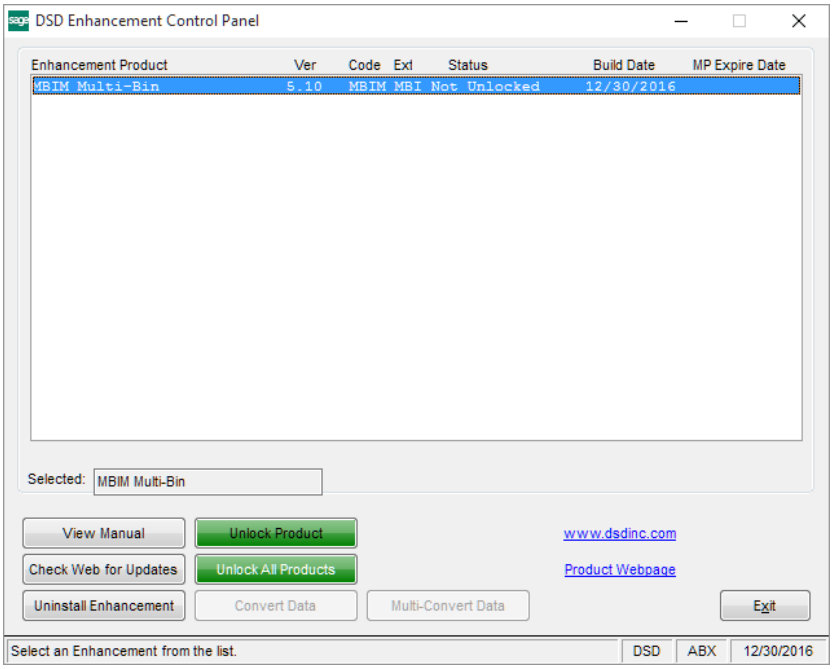
DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel is accessed from the Library Master Utilities menu**.



The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

Unlock All Products: This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

Convert Data: After verification, the selected Enhancement's data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.

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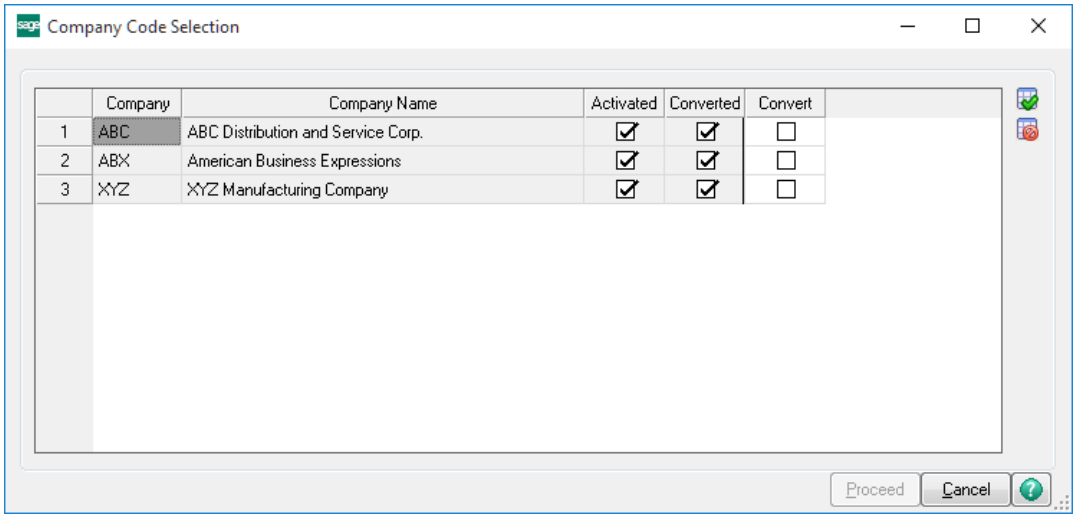
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



Help: The Help button, located at the bottom right of the window, opens an HTML help file.

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see Uninstall DSD Enhancements)

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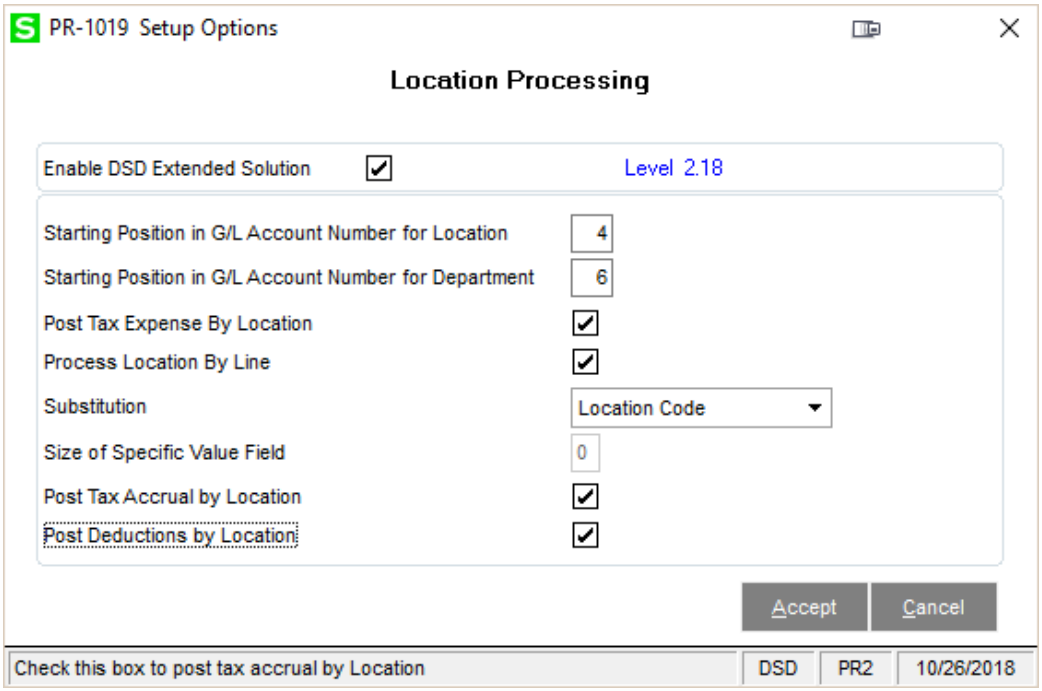
Section C: Setup

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Payroll Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.



Answer the following prompts:

Starting Position in G/L Account Number for Location: Enter the starting position in the G/L Account Number for Location.
Be certain that you have created a GL Account to match your location/department codes.

Starting Position in G/L Account Number for Department: Enter the starting position in the G/L Account Number for Department.

Post Tax Expense by Location/Department: Check this box to enable account substitution for tax expense accounts.

Process Location by Line: If this box is checked, then the program will use the line for wage expense posting. If it is unchecked, the header will be used.

Substitution: This will default to 'Location Code.' Select 'Location Code' or 'Specific Value.' If you select Specific Value, the next prompt will be available:

Size Of Specific Value Field: Enter a single character to designate the size of the Specific Value field that will be added to Location Maintenance.

The following option will only be available if you have specified that you use graphical Checks on the Forms tab in P/R Setup:

Sort Graphical Checks In Location Order: Check this box to sort Payroll checks by Default Location.

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Post Tax Accrual By Location: Check this box to enable account substitution for tax accrual accounts.

Post Deductions By Location: Check this box to enable account substitution for deductions.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Role Maintenance

The following Task has been added to Payroll, Setup Options:

- Extended Solutions Setup

Please review your security setup in Role Maintenance and make appropriate changes.

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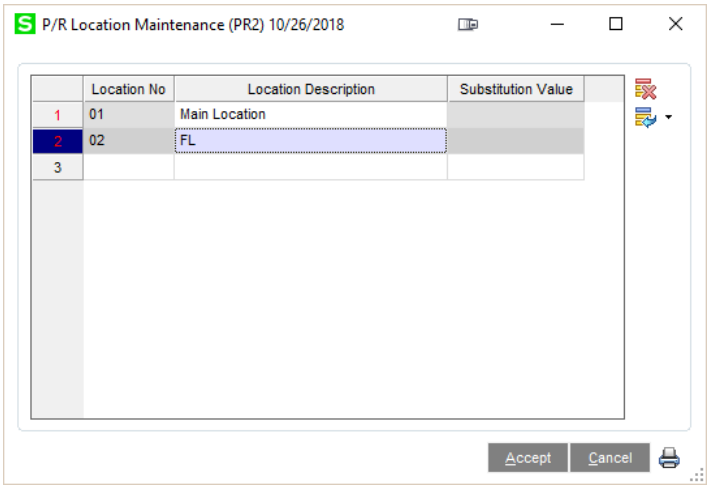
Section D: System Operations

Location Processing

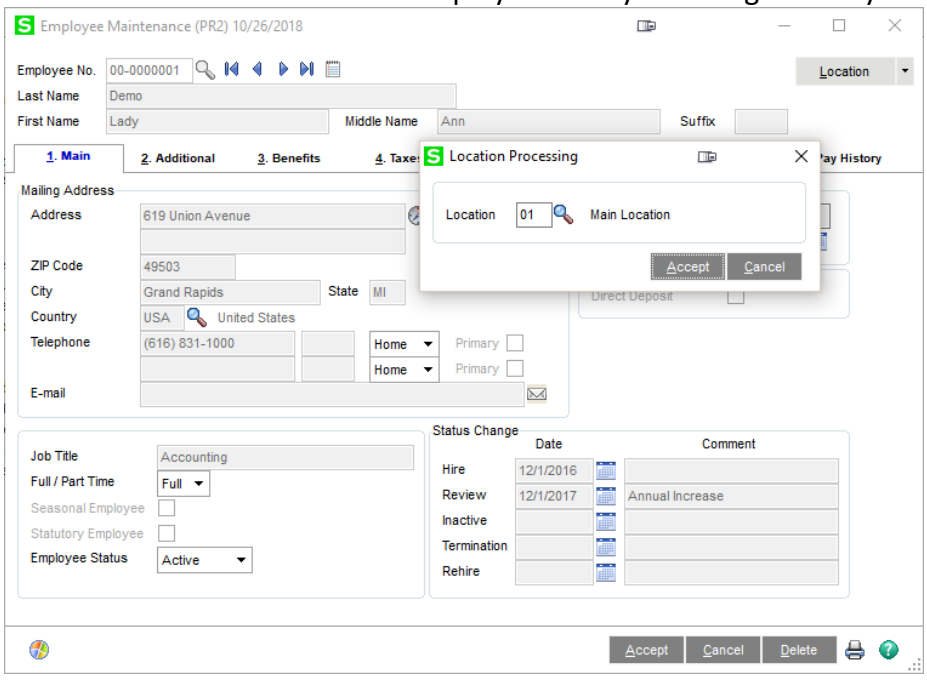
Choose ‘Location Processing’ from the Payroll Setup menu to set up locations.

If you selected 'Specific Value' for the ‘Substitution’ option in Setup, Location Maintenance will be modified with a new 'Substitution Value' field of the length specified in the 'Size of Specific Value' field. Input the value you wish to have substituted in General Ledger Accounts.



Employee Maintenance

A new field, accessible via the ‘More’ button, on the Employee Address and Constant Information screen stores the default location code for each employee. It may be changed at any time.



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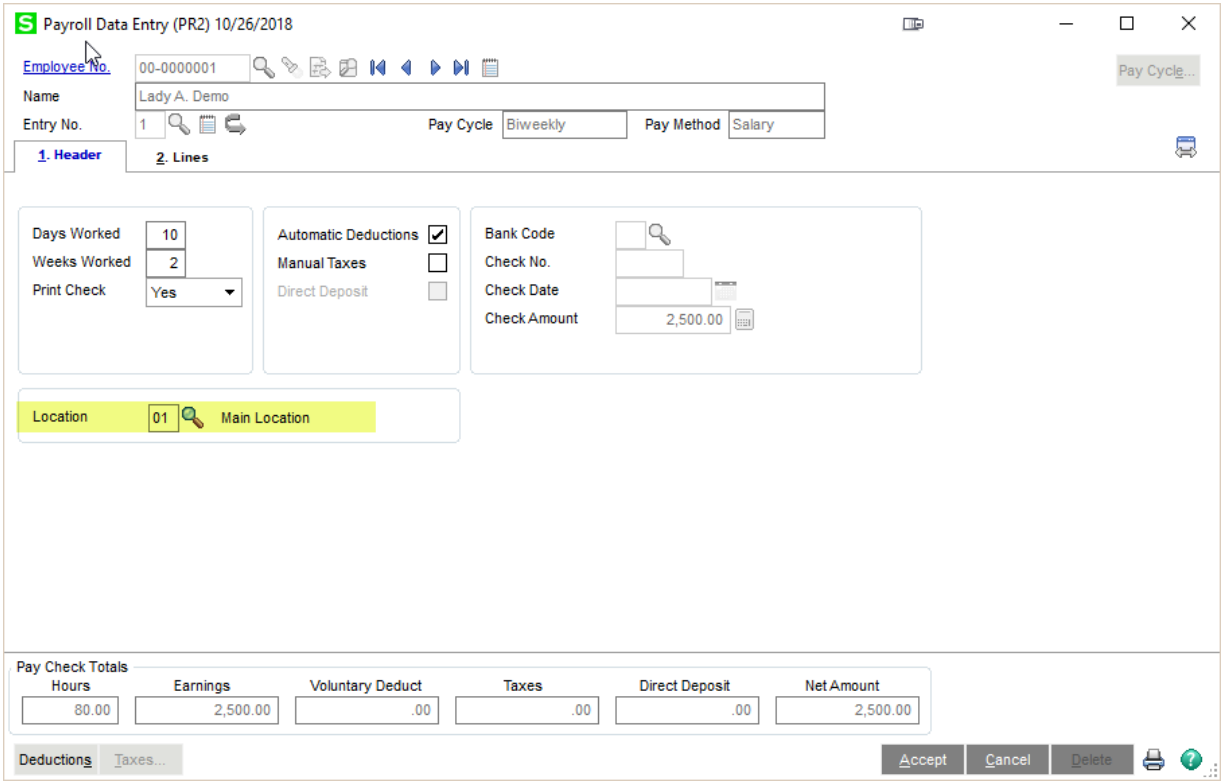
Payroll Data Entry

Payroll data entry and auto-pay operations are performed normally. The employee default location code is added as a new field in the check header section. It can be changed on each check as required. The location code has no other effect on data entry. The Check History Inquiry screen displays the location code used on each check.



The two-digit Location Code field has been added to Line Entry, which is accessible via the 'More' button if you checked 'Process Location by Line' in Setup.

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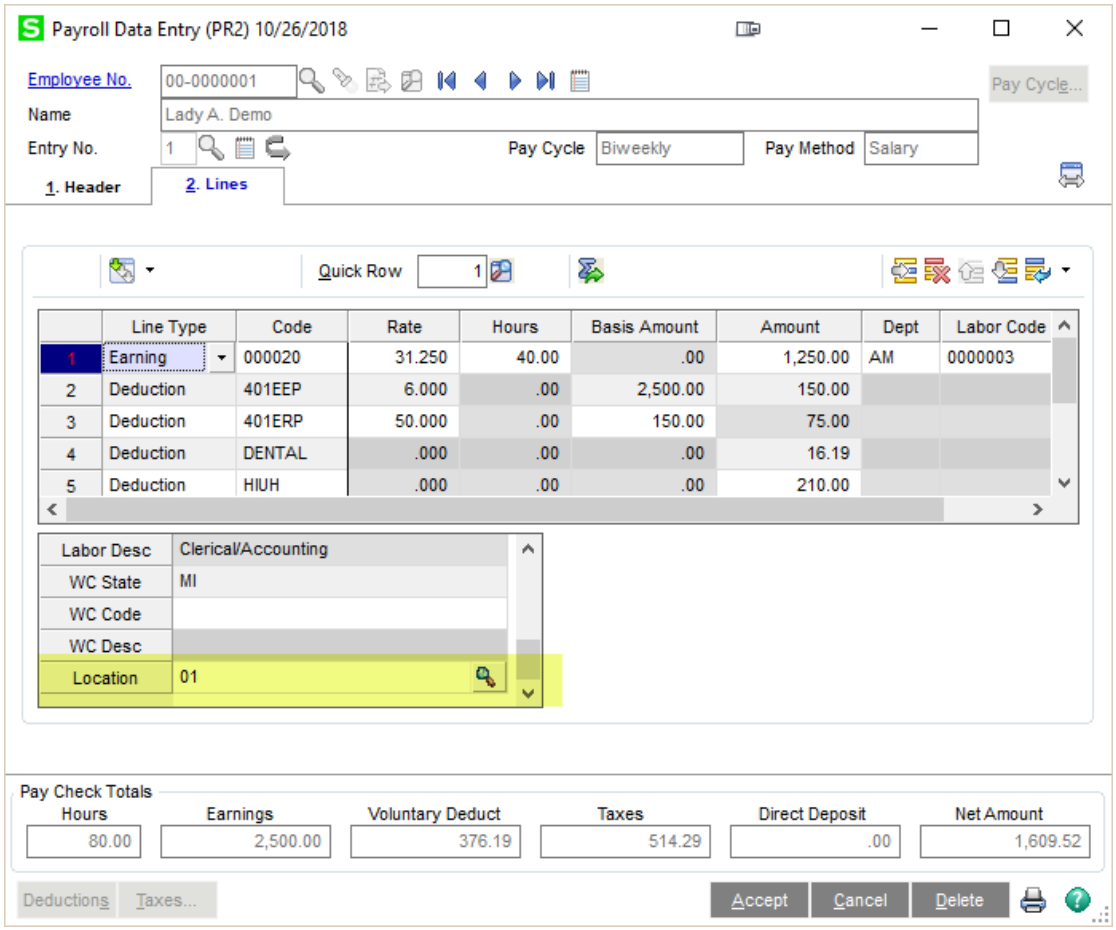

The header Location Code will default into this field, but it can be overridden. During Wage Expense Posting, the program will look to this Location Code on the line to determine where to post.

All other processing (e.g., Tax Expense Posting, Accrual Posting, Check Printing, Check History and Deduction Posting) will use the Location Code on the check header.

Reports

The following reports have been modified to add an additional sort and selection options as indicated. Additional subtotals by location have been added where appropriate.

Report Name	**Sorted by**	**Select Range of Locations**
Payroll Data Entry Audit Report	Check Loc/Emp #	Yes
Earnings Register	Check Loc/Emp #	Yes
Employer's Expense Summary	Check Loc/Dept #	Yes
Employee Listing	Location Number/Emp Name	Yes
Employee Mailing Labels	Location Number/Emp Name	Yes

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In addition to the report changes detailed above, the following changes have been made:

Employee Listing:	The employee default location code is printed as part of the 'Constant Data' section.
Check Printing:	The check location code has been added as a FORM item.
Direct Deposit Stub Printing:	The check location code has been added as a FORM item.
Check History Report:	The actual location code used on each check is printed following the check number. Year-to-date totals for each employee have been added under the quarter-to-date totals.
Quarterly Tax Report:	The employee default location is printed next to the social security number.

Processing

During the Check Register Update processing, the location code is added to the Check History file. The location code can also be used to affect the posting of wage and tax expenses (see Wage and Tax Expense Posting below). During Payroll Tax Calculation, a new sort file is generated by check location/employee number and check location/department number to be used by the various reports. The sort file for default location/employee number and default location/employee name is generated on-the-fly by the appropriate reports.

If you specified a 'Substitution Value' for the Location Code, that value will be placed into the specified portion of a General Ledger Account Number. If no Substitution Value was specified, the Location Code will be used.

Tax Expense Postings by Location/Department

During the Check Register Update processing, as each payroll tax expense is posting to G/L, if the box in Setup to post tax expense by location/department has been checked, then the default G/L Account Number for that department is modified by substituting the location specified in the check header at the designated position in the G/L Account.

Post Tax Accrual by Location

If you have checked the box in Setup to post tax accrual by location, then the Check Register Update will be modified to substitute the location specified in the check header (or its segment value) at the designated position in the G/L Account Number associated with each of the federal and state tax accrual accounts.

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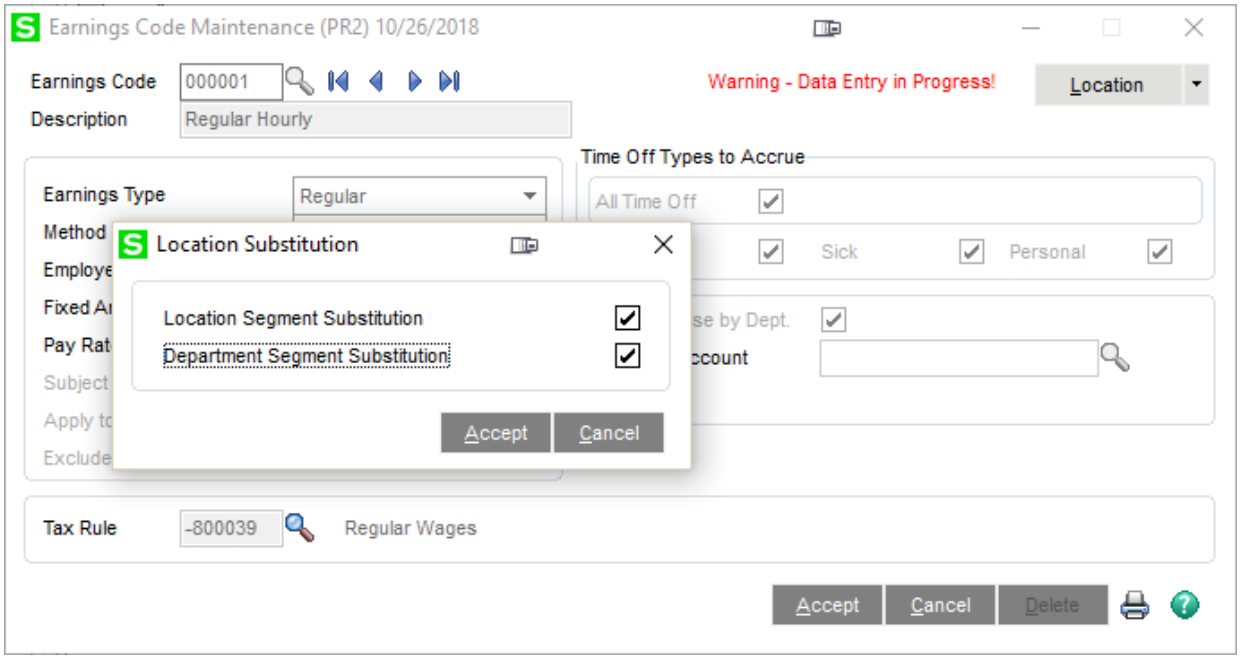
Wage Expense Postings By Location/Department

Earnings Code Setup

Two new options are available on the Earnings Code Maintenance screen, accessible via the 'More' button: 'Location Segment Substitution' (LSS) and 'Department Segment Substitution' (DSS).



The segment substitution options are active regardless of the answer to the 'Post Earnings Expenses by Dept' (EBD) question. If EBD is 'No,' then a G/L account number is prompted for (as usual). This account number is the full account number size. The appropriate substitutions will take place during update processing as indicated below. If EBD is 'Yes,' then the G/L account number used during the substitutions will be the number specified in Department Setup for that department.

Processing

When the wage expense postings are made during check register update processing, the selected G/L account number (pulled from either the department setup or the earnings code maintenance, depending upon the answer to EBD) is modified according to the LSS and DSS flags. First, Payroll Setup is accessed to determine the location and department segments. Then the substitutions take place using the location from the check header or line, depending on Setup, and the department from the payroll line-item (not the employee default department or location). If the resulting G/L account number is not valid then the G/L account number that would have defaulted in standard Sage 100 will be used. The resulting G/L account number is posted to the General Ledger.

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Reporting

The Earnings Code Listing includes the LSS and DSS flags.

Post Deductions by Location

When this setup option is checked, the location on the Check Header will be used as the segment substitution value for all Standard Type Deduction Code's Accrual Account.

Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

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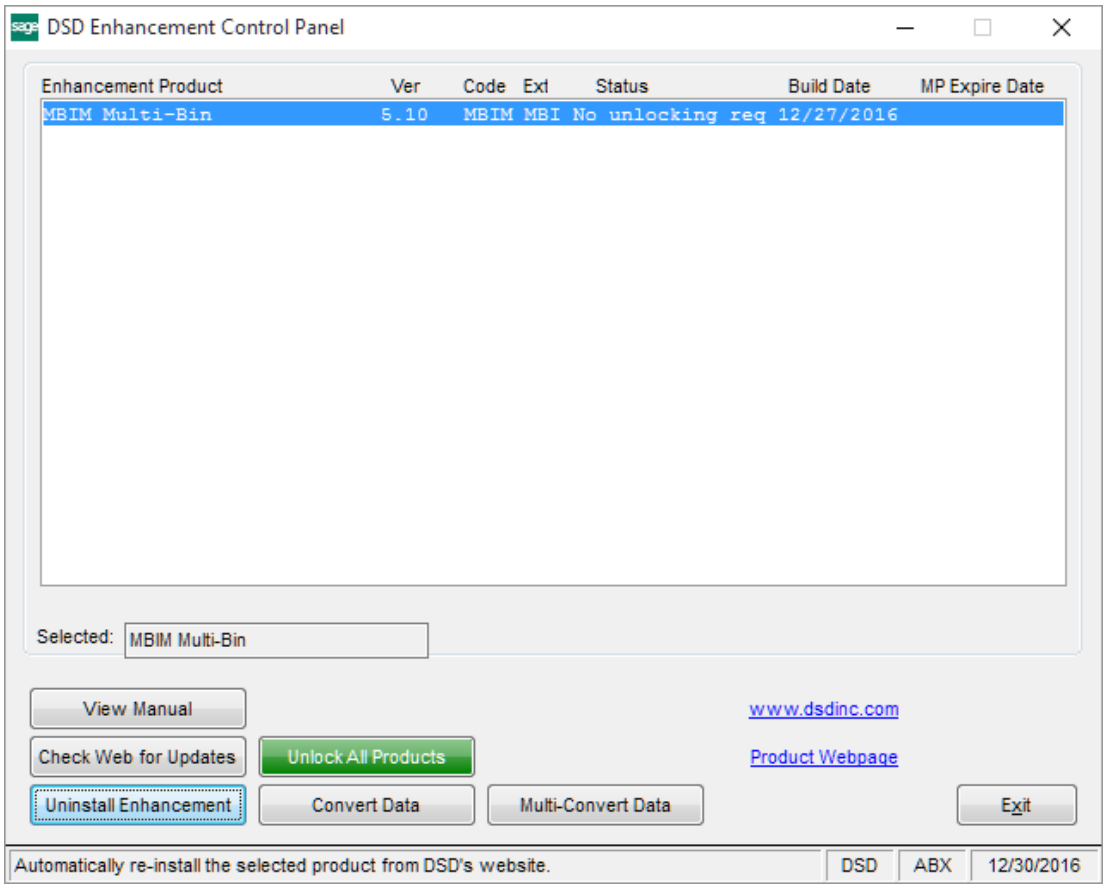
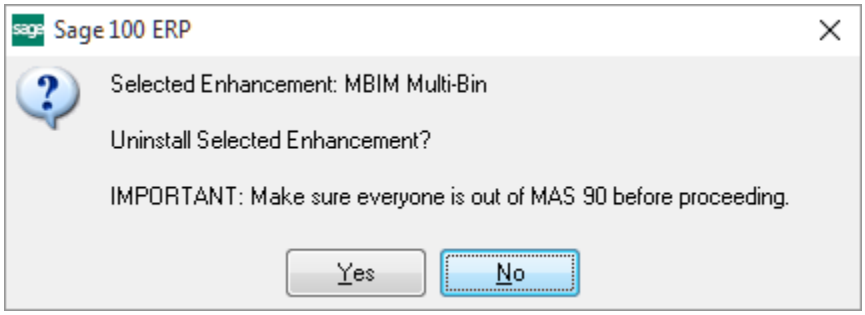


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.

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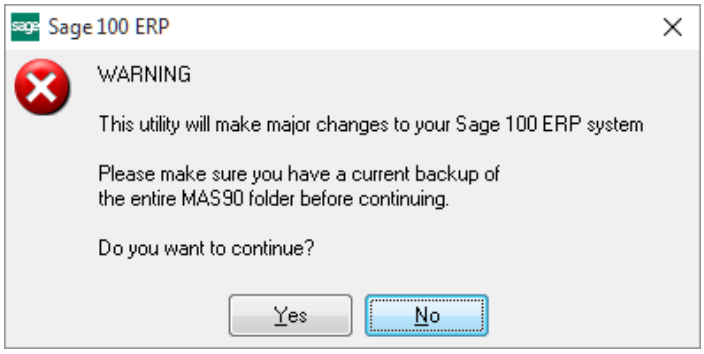


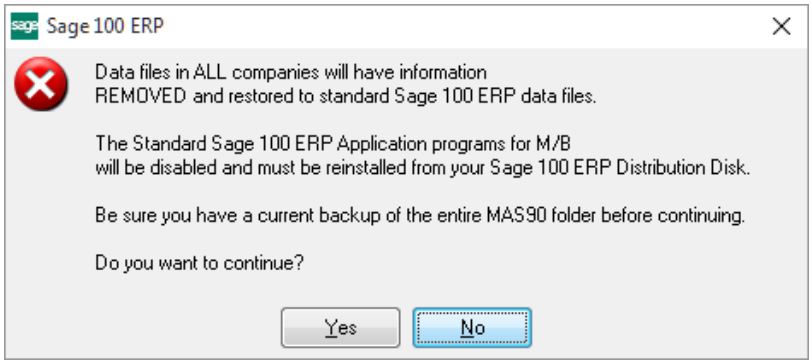
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, displaying the final warning message.



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

After completion of the Uninstall, the following message box will appear. Select OK to continue.

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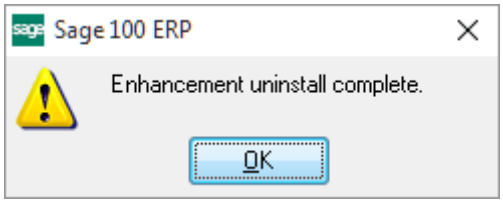

Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).

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