



DSD Business Systems

Sage 100 Enhancements

Q031

Payroll Data Entry Import Utility

PR-1031

Version 5.30



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Payroll Data Entry Import Utility User's Manual
Version 5.30

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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*

Q031 Payroll Data Entry Import Utility:

<http://www.dsdinc.com/enh/pages/Q031.htm>

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.
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.

Payroll Data Entry Import Utility Features

This DSD Extended Solution to the Payroll module adds a utility designed to import data into the Data Entry cycle of Sage 100 Payroll from a variety of ASCII file formats.

Extended Solution PR-1083: *Companion Earnings Codes*, must be installed and enabled for this Extended Solution to function in Format B.

Extended Solution PR-1018: *Automatic Earnings Code Maintenance by Employee*, must be installed and enabled for this Extended Solution to function in Format C.

Additional functionality is available if you have Extended Solution PR-1019: *Location Processing* installed and enabled.

All formats of this Extended Solution are compatible with PR-1090: *Multiple Concurrent Local Tax Codes*.

Extended Solution PR-1018: *Automatic Earnings Code Maintenance by Employee* and Extended Solution PR-1019: *Location Processing* must be installed and enabled for this Extended Solution to function in Format N.

Additional functionality is available with format 8 if you have either Extended Solution PR-1106: *Date Worked by Earnings Line* or PR-1121: *Certified Payroll Report* installed and enabled.

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	5.30

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 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 registration, the Data Conversion window 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.

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.

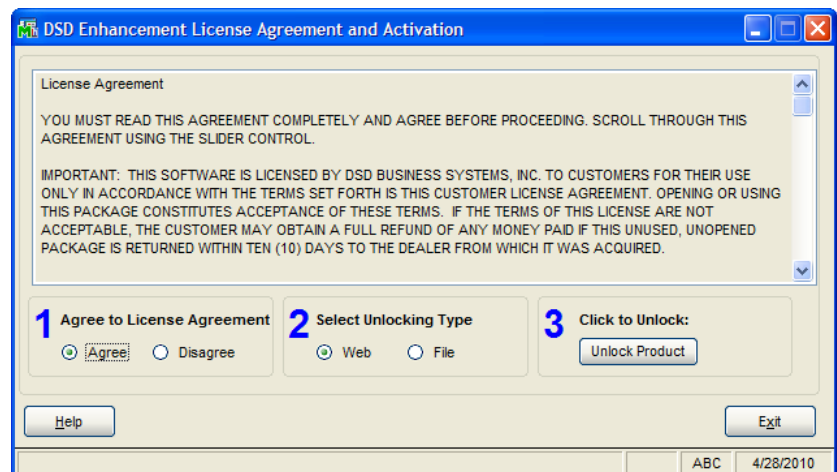
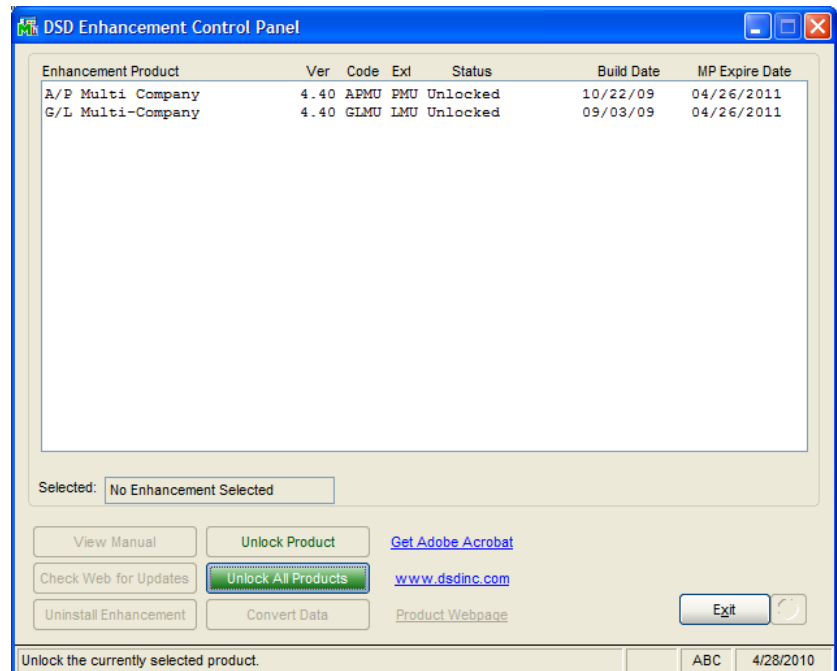
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired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

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 Enhancements 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.

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.

There are also links to the DSD website and the Enhancement page on that site.

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.

File Format: Select the file format you wish to import. The Appendix has an explanation of each file format and the special processing considerations for each format.

Default Path: Enter a default import file path.

Default Filename: Enter the default file name. File name should be 12 characters or less, including extension.

Delete After Importing: Check this box to delete the ASCII file after the import. Leave it blank to retain the file after the import.

Rename Import File with Extension: If you choose to retain the ASCII file after import, you may rename the file with the extension you enter here.

Exclude Above Extension from Lookup: Check this box to exclude the old files from the Lookup function.

Verify Employee Payroll Cycle: Check this box to exclude employees whose pay cycle does not match the Payroll Data Entry pay cycle. Leave it blank for no verification.

Delete Negative Checks? Check this box to delete any check with a negative amount that is created by the import.

1.5 Mult. For OT Hrs on Import Audit Rpt: If you check this box, then only overtime hours with 1.5 as the pay rate multiplier will print in the Overtime column on the Import Audit Report.

Use Martin Pay Rate: When this option is checked, if the pay rate isn't contained in the import file, the program will use the pay rate from the 'Martin & Associates' Additional Pay Rate File.

The following formats require you to enter additional information:

Format 3 - If you choose this format, SDF for ADP Paydata, you will be prompted to enter Earnings Codes to correspond with the five possible earnings types imported for each employee record. The record fields are: 'Regular Hours,' 'Overtime Hours,' 'Doubletime Hours,' 'Sick Hours,' and 'Vacation Hours'.

The screenshot shows the 'PR-1031 Setup Options' dialog box with the 'Payroll Data Entry Import Utility' title. The 'Earnings Setup' tab is selected, showing a list of earnings codes with corresponding input fields and magnifying glass icons. The status bar at the bottom indicates 'DSD ABC 5/13/2013'.

Earnings Codes For:	
Regular Hours	<input type="text"/>
Overtime Hours	<input type="text"/>
Doubletime Hours	<input type="text"/>
Sick Hours	<input type="text"/>
Vacation Hours	<input type="text"/>

Format 4 - If you choose this format, you will be prompted to enter Earnings Codes to correspond with the three possible earnings types imported for each employee record. The record fields are: 'Regular Hours,' 'Overtime Hours,' and 'Doubletime Hours'.

The screenshot shows the 'PR-1031 Setup Options' dialog box with the title 'Payroll Data Entry Import Utility'. The 'Earnings Setup' tab is selected. At the top, 'Enable DSD Extended Solution' is checked, and 'Level 5.00' is displayed. Below the tabs, the 'Earnings Codes For:' section lists 'Regular Hours', 'Overtime Hours', and 'Doubletime Hours', each with an empty checkbox and a magnifying glass icon. At the bottom right are 'Accept' and 'Cancel' buttons. The status bar at the bottom shows 'DSD', 'ABC', and '5/13/2013'.

Format 5 - If you choose this format, the box 'Use Pay Rate 1 if Imported Rate is Zero' will be checked. If you are going to import a Deduction amount, then you will need to enter a 'Fixed' type Deduction Code.

The screenshot shows the 'PR-1031 Setup Options' dialog box with the title 'Payroll Data Entry Import Utility'. The 'Import Setup II' tab is selected. At the top, 'Enable DSD Extended Solution' is checked, and 'Level 5.00' is displayed. Below the tabs, the 'Override Labor Code', 'Override Earnings Code', and 'Override Pay Rate' (set to .000) are on the left. On the right, 'Importing Deductions', 'Recalc. Auto Deductions Each Time', 'Is Dept Part Of Employee Number Field', and 'Allow Active Cost Types' are listed with checkboxes. Below these, 'Use Pay Rate 1 If Imported Rate Is Zero' is checked, 'Deduction Code' has a magnifying glass icon, and 'Use Imported Pay Rate' is unchecked. At the bottom left, 'Starting Position in Acct Field For Dept' is set to 1. At the bottom right are 'Accept' and 'Cancel' buttons. The status bar at the bottom shows 'DSD', 'ABC', and '5/13/2013'.

Format 6 - If you choose this format, you will be prompted to enter an override Labor Code, Earnings Code and Pay Rate. You will also be prompted to enter Earnings Codes to correspond with the seven possible earnings types imported for each employee record: 'Regular Hours,' 'Overtime Hours,' 'Vacation Hours,' 'Sick Hours,' 'Holiday Hours,' 'Miscellaneous Hours' and 'Tip Earnings'.

Format 7 or 9 - If you choose one of these formats, you will be prompted to enter Earnings Codes to correspond with the two possible earnings types imported for each employee record. The earnings types are 'Regular Hours' and 'Overtime Hours'.

For **Format 7**, you will have the option to 'Use Imported Pay Rate' If this box is checked, the imported rate will be used, and if there is no imported rate, the standard Sage 100 rate will be used. If you leave the box blank, the standard rate will be used, but a message will be printed on

the Import Audit Report stating that the standard rate was not the same rate as in the import file. For **Format 9**, during the import process, the imported rate is compared to the rate Sage 100 would return for this Employee/Earnings Code. If there is a discrepancy, it will be noted on the Error Report. The standard rate, not the imported rate, is used.

*The restriction against adding a terminated employee has been removed from **Format 7**, which adds the ability to import and edit terminated employees.*

Format 8 – Check the ‘Importing Deductions?’ box if you want to import deductions with this format.

If you checked the ‘Importing Deductions’ box, the prompt ‘Recalculate Auto Deductions Each Time’ will be available. Check this box if you want to recalculate auto deductions each time you import data, even if they have already been calculated. Check the ‘Is the Dept Part of Employee Number Field’ box if you want to import employee numbers using the 2-character Home Department as the first two digits of the Employee ID Number. You may enter up to six active Cost Types at the prompt ‘Allow Active Cost Types’ (see *Specific Purpose Rule* and note below). Records that contain Cost Codes that have at least one of these Cost Types active will be accepted during the import. If this field is left blank then only records whose Cost Code contains an active Cost Type ‘L’ will be accepted for importing. You also will be prompted to enter Earnings Codes to correspond with the two possible earnings types imported for each employee record. The earnings types are ‘Regular’ and ‘Overtime’.

*The prompt ‘Allow Active Cost Types’ was added for a **specific user** modified by a Master Developer other than the Sage Software. Do not use this prompt if the other Master Developer’s product is not installed in your system.*

Format A - If you choose this format, the prompt ‘Starting Position In Account Field For Dept’ will appear. Enter the starting position, from 1 to 19, where you wish the Department Number to start in the Account Field.

Sage PR-1031 Setup Options

Payroll Data Entry Import Utility

Enable DSD Extended Solution ☒ Level 5.00

1. General Setup | 2. Import Setup II | 3. Earnings Setup

Override Labor Code

Override Earnings Code

Override Pay Rate

Use Pay Rate 1 If Imported Rate Is Zero ☒

Deduction Code

Starting Position in Acct Field For Dept

Importing Deductions ☐

Recalc. Auto Deductions Each Time ☐

Is Dept Part Of Employee Number Field ☐

Allow Active Cost Types

Use Imported Pay Rate ☐

Accept Cancel

DSD ABC 5/13/2013

Format D - If you choose this format, you will be prompted to enter the Sage 100 Earnings Code to be used for hours contained in Field ID 012 (Regular Hours) and the Sage 100 Earnings Code to be used for hours contained in Field ID 013 (Overtime Hours).

Sage PR-1031 Setup Options

Payroll Data Entry Import Utility

Enable DSD Extended Solution ☒ Level 5.00

1. General Setup | 2. Import Setup II | 3. Earnings Setup

Earnings Codes For:

Regular Hours

Overtime Hours

Accept Cancel

DSD ABC 5/13/2013

Format E - If you choose this format, you will be prompted to enter Earnings Codes to correspond with seven earnings types imported for each employee record. The earnings types are: 'Regular', 'Overtime A,' 'Overtime B,' 'Sick,' 'Paid,' 'Vacation' and 'Holiday'

The screenshot shows the 'Sage PR-1031 Setup Options' dialog box with the title 'Payroll Data Entry Import Utility'. The 'Enable DSD Extended Solution' checkbox is checked, and 'Level 5.00' is displayed. The 'Earnings Setup' tab is selected, showing a list of earnings codes with corresponding checkboxes and magnifying glass icons:

Earnings Codes For:	Checkbox	Icon
Regular Hours	<input type="checkbox"/>	
Overtime A Hours	<input type="checkbox"/>	
Overtime B Hours	<input type="checkbox"/>	
Sick Hours	<input type="checkbox"/>	
Paid Hours	<input type="checkbox"/>	
Vacation Hours	<input type="checkbox"/>	
Holiday Hours	<input type="checkbox"/>	

At the bottom, there are 'Accept' and 'Cancel' buttons. The status bar at the bottom right shows 'DSD ABC 5/13/2013'.

Format G - If you choose this format, you will be prompted to enter an Earnings Code whose hours will be set to 40. if five records for five separate dates are found. (This will be referred to hereafter as the Forty-Hour Rule. See Operations below.)

This screenshot shows the same 'Sage PR-1031 Setup Options' dialog box, but only the 'Regular Hours' entry is visible under the 'Earnings Codes For:' section. The other entries are not shown. The 'Accept' and 'Cancel' buttons are at the bottom, and the status bar shows 'DSD ABC 5/13/2013'.

Format H - If you choose this format, you may enter and maintain up to five Sage 100 Earnings Codes to correspond with a value sent in one particular field in the import file. You will be prompted

for the Earnings Codes that will be used when the value is Blank, when it contains a 'V,' an 'H,' an 'O,' or an 'S'.

PR-1031 Setup Options

Payroll Data Entry Import Utility

Enable DSD Extended Solution ☒ Level 5.00

1. General Setup | 2. Import Setup II | **3. Earnings Setup**

Earnings Codes For:

Blank Field	<input type="checkbox"/>	
'V'	<input type="checkbox"/>	
'H'	<input type="checkbox"/>	
'S'	<input type="checkbox"/>	
'O'	<input type="checkbox"/>	

Accept Cancel

DSD ABC 5/13/2013

Format I - If you choose this format, a new maintenance file has been added. Pay Category Type values (e.g., VAC, RE, OT) and the corresponding Sage 100 Earnings Code can be entered through Vanbro Pay Category Maintenance on the Payroll Setup menu.

Vanbro Pay Category Maintenance

Pay Category Description

Earnings Code

Accept Cancel Delete

Enter the Pay Category Code ABC 10/20/2010

Format K - If you choose this format, enter Sage 100 Earnings Codes for Hours in positions 85, 96, 107, 118, 129, 140, 162. Earnings Codes for all the hours fields must have a method of entry

of 'Standard' and the Earnings Code for the Amount field must have a method of entry of 'Fixed Amount.'

The screenshot shows the 'PR-1031 Setup Options' dialog box with the 'Earnings Setup' tab selected. The 'Enable DSD Extended Solution' checkbox is checked, and the version is 'Level 5.00'. The 'Earnings Codes For:' section lists seven items, each with an empty checkbox and a magnifying glass icon:

Earnings Codes For:	Checkbox	Icon
Hours in position 85	<input type="checkbox"/>	Magnifying Glass
Hours in position 96	<input type="checkbox"/>	Magnifying Glass
Hours in position 107	<input type="checkbox"/>	Magnifying Glass
Hours in position 118	<input type="checkbox"/>	Magnifying Glass
Hours in position 129	<input type="checkbox"/>	Magnifying Glass
Hours in position 140	<input type="checkbox"/>	Magnifying Glass
Amount in position 162	<input type="checkbox"/>	Magnifying Glass

At the bottom right are 'Accept' and 'Cancel' buttons. The status bar at the bottom shows 'DSD ABC 5/13/2013'.

Format N - If you choose this format each employee's pay rate for Regular, OT and DT will be determined by PR-1018. If the employee does not have an entry specified for a particulate Earning Code + Department worked combination then the entire record will be rejected.

This screenshot shows the same 'PR-1031 Setup Options' dialog box, but with different options in the 'Earnings Codes For:' section. The 'Regular Hours', 'Overtime Hours', and 'Doubletime Hours' items are listed, each with an empty checkbox and a magnifying glass icon:

Earnings Codes For:	Checkbox	Icon
Regular Hours	<input type="checkbox"/>	Magnifying Glass
Overtime Hours	<input type="checkbox"/>	Magnifying Glass
Doubletime Hours	<input type="checkbox"/>	Magnifying Glass

The 'Accept' and 'Cancel' buttons are at the bottom right, and the status bar shows 'DSD ABC 5/13/2013'.

Extended Solutions Setup will be added to the Payroll Setup Menu as a Setup Option task. Please review your security setup in Role Maintenance and make appropriate changes

Department Maintenance

For Format G, a 'More' button is available on the Department Maintenance screen. If you click this button, you will be given an option: 'Subject to 40-Hour Rule'. If you check this box, then Employees whose Employee Number references this Department are subject to this rule.

Payroll Expense Accounts		
Standard Payroll	450-03-01	Warehouseman payroll - East
Employer FICA	610-01-01	Payroll taxes - East
Employer Medicare	610-01-01	Payroll taxes - East
Fed. Unemployment Ins.	630-01-01	Insurance - East
State Unemployment Ins.	630-01-01	Insurance - East
Workers' Compensation	630-01-01	Insurance - East

Benefit Accrual Accounts	
Vacation Liability	
Vacation Expense	
Sick Liability	
Sick Expense	
Other Liability	
Other Expense	

Subject to the Forty Hour Rule ☒

OK Cancel

Alternate Earnings Code Maintenance

For Format G, a new Alternate Earnings Code Maintenance screen has been added in which you can set up an unlimited number of Alternate Earnings Codes and the corresponding Sage 100 Earnings

Codes. The import file contains two fields that are combined to equal this Alternate Earnings Code (e.g. 'R0.'). The utility locates the Sage 100 Earnings Code that corresponds to the Alternate Earnings Code.

The screenshot shows a Windows-style dialog box titled "Alternate Earnings Code Maintenance". It features a search interface with two main input areas: "Alternate Earnings Code" and "Description", both with search icons. Below these is a larger "Earnings Code" field. At the bottom, there are navigation buttons (back, forward, etc.), "Accept", "Cancel", and "Delete" buttons, along with a printer icon and a help icon. A status bar at the very bottom displays the text "Enter the Alternate Earnings Code" followed by a field containing "ABC" and a date field showing "10/20/2010".

Section D: System Operations

Import Selection

The Payroll Data Entry Import Utility can be accessed on the Payroll Setup Menu. The selection screen will prompt you for an import file path and filename.

The screenshot shows a window titled "PAYROLL DATA ENTRY IMPORT UTILITY". Inside, it says "ADP FORMAT" and "Import File Format D". Below that is "ABC Distribution and Service Corp.". There are two input fields: "Directory Import Files Are In" and "Import Filename". Below these are two checkboxes: "Scan Only" and "Print Audit Report". At the bottom, there is a text box containing "\\vdsd1\HP 4100 PCL 6" and three buttons: "Accept", "Preview", and "Printer Setup". At the very bottom, there is a status bar with "Enter the Directory", "ABC", and "10/20/2010".

If you are using **Format C**, you will be prompted for an 'Import Payroll Store Number'.

The screenshot shows a window titled "PAYROLL DATA ENTRY IMPORT UTILITY". Inside, it says "SDF FORMAT FROM THE 'CATAWBA CORPORATION'" and "Import File Format C". Below that is "Simply Delicious and Natural F". There are two input fields: "Directory Import Files Are In" (containing "..\import\") and "Import Filename" (containing "TIMEBANK.TXT"). Below these are two checkboxes: "Scan Only" and "Print Audit Report". There is also an input field for "Import Payroll Store Number". At the bottom, there is a text box containing "4000_tech" and three buttons: "Accept", "Cancel", and "Printer Setup". At the very bottom, there is a status bar with "SDN", "SDN", and "06/08/1999".

You must enter a valid Department at this prompt, which will be used as the Department Worked during the import.

If you are using **Format N**, you will be prompted for a PR-1019 Location Code. You have the option to 'Scan Only.' If you check this box, the file will be scanned, but no import will take place.

A report is produced during the scan phase detailing any physical or logical errors in the import file. You can also choose to print an Import Audit Report after the scanning phase is complete but before the actual import takes place (see below). At the end of the scanning phase (or after the Import Audit Report if you elected to print it) you will receive the prompt: 'Do You Want to Proceed with the Transfer?' Answer 'Yes' to proceed with transfer of records into Payroll. Once the transfer processing is complete, you will be given the option to 'Take Automatic Deductions?' just as in Payroll Data Entry. After the import is complete, the data will be held in regular Payroll Data Entry Records that can be changed or deleted using standard Sage 100 Payroll processing.

If you are using **Format 5** and you entered a deduction code in Setup, the program will prompt you for auto deductions every time you import. It will perform auto deduction processing every time you answer Yes.

Import Audit Report

The Import Audit Report sorts and consolidates data by Department Worked/Employee Number. An example of the report is shown below. The following information will print on the report:

- Regular hours and pay columns (hours and pay for earnings with 'Regular' earnings type in Earnings Maintenance)
- Overtime hours and pay columns (hours and pay for earnings with 'Overtime' earnings type in Earnings Maintenance)
- Other hours and pay columns (all other hrs and pay that didn't print in the Regular or Overtime columns)

If the '1.5 Mult. For OT Hrs on Import Audit Rpt' Setup option is checked, then only Overtime Hours with a multiplier of 1.5 will print in the Overtime columns. Any other Earnings Code with a type of Overtime but with a Multiplier other than 1.5 will print in the 'Other Hours' column. If you are using **Format 8** and the 'Importing Deductions' option in Setup is checked, then an extra column will for Total Deductions will print. If you are using **Format 9**, an extra column for Tips Declared will print.

RUN DATE: 01/25/96		SDNGEN2 Corporation					PAGE: 1	
SYS DATE: 09/10/95		PAYROLL DATA ENTRY IMPORT AUDIT REPORT					TIME: 07:37 AM	
		PERIOD ENDING 09/10/95						
EMPLOYEE NUMBER/NAME	REGULAR HOURS	REGULAR PAY	OVERTIME HOURS	OVERTIME PAY	OTHER HOURS	OTHER PAY	TOTAL PAY	
Programmers								
01-0365381 BETTY AKINS	40.00	500.00	8.00	100.00	16.00	254.00	844.00	

Programmers TOTAL:	40.00	500.00	8.00	100.00	16.00	254.00	844.00	

Wait Staff								
10-0000133 JOHN SMITH	.00	.00	.00	.00	8.00	8.00		
10-0000144 GREGORY COLEMAN	40.00	.00	.00	16.00	.00	.00		

Wait Staff TOTAL:	40.00	.00	.00	.00	16.00	8.00	8.00	

REPORT TOTAL:	80.00	500.00	8.00	100.00	32.00	262.00	852.00	

RUN DATE: 01/31/96		SDNGEN2 Corporation					PAGE: 1	
SYS DATE: 09/10/95		PAYROLL DATA ENTRY IMPORT AUDIT REPORT					TIME: 12:14 PM	
		PERIOD ENDING 01/30/96						
EMPLOYEE NUMBER/NAME	REGULAR HOURS	REGULAR PAY	OVERTIME HOURS	OVERTIME PAY	OTHER HOURS	OTHER PAY	DEDUCTIONS	TOTAL PAY
Programmers								
01-0365381 BETTY AKINS	200.00	2,500.00	40.00	500.00	80.00	1,104.00	332.08	3,771.92
Programmers TOTAL:	200.00	2,500.00	40.00	500.00	80.00	1,104.00	332.08	3,771.92
Wait Staff								
10-0000133 TEST TC-1025	.00	.00	.00	.00	8.00	.00	8.00	
10-0000144 GREGORY COLEMAN	40.00	.00	.00	16.00	.00	.00	.00	
Wait Staff TOTAL:	40.00	.00	.00	.00	16.00	8.00	.00	8.00
REPORT TOTAL:	240.00	2,500.00	40.00	500.00	96.00	1,112.00	332.08	3,779.92

DATE: 01/31/96		SDNGEN2 Corporation					PAGE: 1	
SYS DATE: 09/10/95		PAYROLL DATA ENTRY IMPORT AUDIT REPORT					TIME: 11:43 AM	
		PERIOD ENDING 01/30/96						
EMPLOYEE NUMBER/NAME	REGULAR HOURS	REGULAR PAY	OVERTIME HOURS	OVERTIME PAY	OTHER HOURS	OTHER PAY	TOTAL PAY	TIPS DECLARED
Programmers								
01-0365381 BETTY AKINS	200.00	2,500.00	40.00	500.00	80.00	1,000.00	4,000.00	
Programmers TOTAL:	200.00	2,500.00	40.00	500.00	80.00	1,000.00	4,000.00	
Wait Staff								
10-0000133 TEST TC-1025	.00	.00	.00	.00	8.00	8.00		
10-0000144 GREGORY COLEMAN	40.00	.00	.00	16.00	.00	.00		
Wait Staff TOTAL:	40.00	.00	.00	.00	16.00	8.00	8.00	
REPORT TOTAL:	240.00	2,500.00	40.00	500.00	96.00	1,008.00	4,008.00	

With PR-1090

If Multiple Concurrent Local Taxes is also installed, then the values for the second and third local tax codes will default to each imported earnings line from the Employee Masterfile.

Terminated Employees for Format 7

During the import, pay records for terminated employees will be processed normally, as if they were not terminated. The Payroll Data Entry Audit Report will print an '*' (asterisk) next to the names of employees Sage 100 indicates are terminated. A message on the report will explain the designation. See below for an example of the Payroll Data Entry Audit Report.

Run Date: 04/02/99 SDN SDN Company Page: 1
P/R Date: 04/02/99 PAYROLL DATA ENTRY AUDIT REPORT Time: 08:22 AM
SUMMARY OPTION

DEPARTMENT NO: 00

EMPLOYEE ENTRY NUMBER NO. NAME	CODE DESCRIPTION	HOURS	AMOUNT
0000010 1 Ferguson, Jordan	CHECK AMOUNT:		802.06
E 01 Regular	40.00	1,000.00	
E 02 Overtime	3.50	131.25	
EARNINGS TOTAL:		43.50	1,131.25
FED FEDERAL WITHHOLDING			242.65
FED F.I.C.A.		70.14	
FED MEDICARE W/H		16.40	
TAX TOTAL:		329.19	
0000011 1 *Ferguson, Jim	CHECK AMOUNT:		480.29
E 01 Regular	35.00	630.00	
EARNINGS TOTAL:		35.00	630.00
FED FEDERAL WITHHOLDING			101.51
FED F.I.C.A.		39.06	
FED MEDICARE W/H		9.14	
TAX TOTAL:		149.71	

Run Date: 04/02/99 SDN SDN Company Page: 2
P/R Date: 04/02/99 PAYROLL DATA ENTRY AUDIT REPORT Time: 08:22 AM
SUMMARY OPTION

DEPARTMENT NO: 00

EMPLOYEE ENTRY NUMBER NO. NAME	CODE DESCRIPTION	HOURS	AMOUNT
DEPARTMENT 00 RECAP	CHECK AMOUNT:		1,282.35
E 01 Regular	75.00	1,630.00	
E 02 Overtime	3.50	131.25	
EARNINGS TOTAL:		78.50	1,761.25
FED FEDERAL WITHHOLDING			344.16
FED F.I.C.A.		109.20	
FED MEDICARE W/H		25.54	
TAX TOTAL:		478.90	

Run Date: 04/02/99 SDN SDN Company Page: 3
P/R Date: 04/02/99 PAYROLL DATA ENTRY AUDIT REPORT Time: 08:22 AM
SUMMARY OPTION

EMPLOYEE ENTRY NUMBER NO. NAME	CODE DESCRIPTION	HOURS	AMOUNT
REPORT RECAP	CHECK AMOUNT:		1,282.35
E 01 Regular	75.00	1,630.00	
E 02 Overtime	3.50	131.25	
EARNINGS TOTAL:		78.50	1,761.25
FED FEDERAL WITHHOLDING			344.16
FED F.I.C.A.		109.20	
FED MEDICARE W/H		25.54	
TAX TOTAL:		478.90	

It is expected that you will print the Payroll Data Entry Audit Report and then un-terminate the employee. The records of terminated employees will not be viewable from Payroll Data Entry.

Import Deductions for Format 8

If you checked the Setup option 'Importing Deductions' for import file **Format 8**, special deduction processing will occur as outlined below. If you checked the 'Recalculate Auto Deductions Each Time' box, auto deductions will be recalculated each time you import data, even if they have been calculated. The following processing will occur during the import: during import processing, if the program does not recognize a value in the Earnings/Amount Earnings Code field as an on-file Sage 100 Earnings Code, it will attempt to find the value as an on-file Sage 100 Deduction Code.

If the value is not on file as either an Earnings or a Deduction Code, the record will be rejected. If the value is not an on-file Earnings Code but there is an on-file Deduction Code, it will be imported as a Deduction. If the record contains Hours, they will be ignored. If the record contains a value in the Earnings/Amount field, it will be imported as the Deduction Amount. If there is no value in the Earnings/Amount field, the Deduction Amount will be calculated as if it were being manually entered on the employee's check.

There is no explicit indicator in the import file to 'tell' the system that the record relates to a Deduction. For that reason, the import will first try to process the record as an Earnings record. Only if the value is not an on-file Earnings Code will the program attempt to process the record as a Deduction. Therefore, it is not feasible to have the same value as an Earnings Code and a Deduction Code, as the import will always assume the value is an Earnings Code first.

'Is the Dept Part of Employee Number Field' for Format 8

If you checked the 'Is the Dept Part of Employee No Field' box in Setup, then the import will expect to find the entire Sage 100 Employee Number, comprised of the 2-character Home Department plus the 7-character Employee Number in the second field in the file, beginning at position 3. If you left it blank, then the import will expect to find only the 7-character Employee Number in the second field in the file and will need to stream through the entire Employee Masterfile to find the entire Employee Number.

Allow Active Cost Types for Format 8

List Cost Types, if active for the Cost Code, will be accepted during the import. If this field is left blank, then only records with Cost Codes containing an active Cost Type 'L' will be accepted for importing (see *Specific Purpose Rule* and note below).

*The prompt 'Allow Active Cost Types' was added for a **specific user** modified by a Master Developer other than the Sage Software. Do not use if the other Master Developer's product is not installed in your system.*

Job Code/Department Maintenance for Format 9

A special Job Code/Department Maintenance screen has been provided for **Format 9** on the Payroll Setup Option Menu. This option allows you to set up how Department Worked is determined for Format 9 import records. This screen allows you to set up Department Masks for Job Codes. You can enter complete Department Numbers or you can substitute an '*' (asterisk) as a 'wild card' for the first character of the Department Mask. Please see the Appendix, Format 9, regarding use of Department Masks.

The screenshot shows a window titled "Job Code/Department Maintenance". It contains two input fields: "Job Code" and "Department Mask". Below these fields are navigation buttons (back, forward, etc.) and action buttons (Accept, Cancel, Delete, Print, Help). At the bottom, there is a status bar with the text "Enter the job code", a field containing "ABC", and a date field containing "10/20/2010".

Format A

If you choose **Format A**, it is important that you access the Pay Category Maintenance option and set up Earnings Codes for each Primary Health Pay Category. Valid pay categories that may be entered range from 001 to 125. The pay location is mapped into Sage 100 in the following manner: Pay Location 001 will correspond to the first group of minutes worked in the Account data string. Pay Location 002 will correspond to the second group of minutes worked in the Account data string. A further explanation of this process may be found in the Appendix section at the end of this manual. Please refer to your Primary Health documentation regarding the Pay Categories.

The screenshot shows a window titled "Primary Health Pay Category Maintenance". It contains two input fields: "Pay Category" and "Description". Below these fields are navigation buttons (back, forward, etc.) and action buttons (Accept, Cancel, Delete, Print, Help). At the bottom, there is a status bar with the text "Enter the Pay Category Code", a field containing "ABC", and a date field containing "10/20/2010".

With PR-1083 for Format B

If an import record contains both Regular and Overtime hours, the Companion Earnings Code specified in PR-1083 will be used as the Overtime earnings code.

Dept/Job Class/Pay Type Maintenance for Format C

A special Dept/Job Class/Pay Type Maintenance screen has been provided for Format C on the Payroll Setup Option Menu. This option allows you to set up the Department Worked, Job Class, and Pay Type used to determine a specified Earnings Code for Format C import records. During the import, the program looks to this setup of the Department Worked, Job Class, and Pay Type to determine the Earnings Code to be used. A virtually unlimited number of these data sets and corresponding Earnings Codes may be entered and maintained.

Department/Job Class/Pay Type Maintenance

Department Number 00

Job Class 123

Pay Type A

Earnings Code 02 Overtime

Accept Cancel Delete ?

SDN SDN 06/08/1999

With PR-1018 For Format C

The Pay Rate will be determined by reading the first record on file in the PR-1018 Automatic Earnings Maintenance file for the Employee/Earnings Code. It will use the pay rate from this regardless of the calculation method. Note that with PR-1018 it is possible to have multiple records for an Employee/Earnings Code combination. This import will read the first record it encounters. If no record is found for the Employee/Earnings Code, the import will reject the transaction. The error log will note that the record was rejected due to the Employee/Earnings Code combination not being on file.

Format D

The file to be imported will consist of a Header, a Detail, and a Totals section. A record identifier of A, B or C will define the record as a Header, Detail or Total record, respectively. The Header record is ignored in its entirety. The Detail records are used to create the actual Payroll data. The program will perform a batch total validation on the Total record as described below.

The total of the following fields for each record in the file will be summed into four 'buckets':

- 1) Reg Hours (Field ID 012)
- 2) Overtime Hours (Field ID 013)
- 3) Hours 3 (Field ID 016 + 017)
- 4) Hours 4 (Field ID 018 + 019)

If the sum of the Detail records does not match the corresponding batch totals from the C record, the error log report will print the discrepancy.

The first character of the filename will contain the first character of the Sage 100 Company Code. Combined with the first two characters of the File Number (Field #3), the program will have the entire 3-character Company Code. The import will process selected records in the file, ignoring those that it determines will not apply to the current Sage 100 Company Code. The Earnings Codes used for Regular and Overtime Hours are those specified in Setup. Standard Payroll processing will determine the Pay Rate as if the entry were entered manually.

When a file contains multiple records for the same employee, the program will not create a separate check entry, but will increment the hours by Earnings Code on the single check entry.

The formats for the Detail Record (Format B) and Total Record (Format C) can be found in the Appendix.

Format E

The file to be imported will consist of a Header, a Multiple Detail, and a Trailer Record. The Header and Trailer Records have a Record ID of 'H' and 'T,' respectively, and will be ignored by the import. Should there be multiple detail records in the file for a single employee, they will be combined into a single check entry. With the exception of the file layout, the import's operation will function as detailed in Import Selection, above. See the Appendix for the file layout.

Format F

With the exception of the file layout, the import's operation will function as detailed in Import Selection, above. See the Appendix for the file layout.

Format G

For employees whose Department is subject to the Forty-Hour Rule, the import utility will check if there are at least five records for five different dates. If so, the utility will force the Regular Time Earnings Code to equal 40 hours. No change is made to any other Earnings Code. See the Appendix for the file layout.

Format H

The Pay Rate will be determined by Sage 100 using the Earnings Code dictated by the data file. The imported Employee Number does not contain the Department Code value. This may cause the import to run slowly, as it will need to read each record in the Employee Masterfile while looking for a match. See the Appendix for the file layout.

Format I

During the import, the Earnings Code corresponding to the import record's Pay Category Type will be used. See the Appendix for the file layout.

Format J

The file is a comma delimited ASCII file format with the data elements detailed in the Appendix included. There may be multiple records in the file for the same employee, but each individual record will contain only one type of pay (regular, overtime, or other) as there is only one Earnings Code within the file. However, any of the pay records can contain a Tip Amount and/or a Sales Amount that will be processed without regard to the entry's earnings code (see Tip Processing, below).

All data elements not imported, e.g., Labor Code, Worker's Comp Code, State, etc., will be imported as if the check were entered manually.

Fields 1 and 2 will be combined to form the 9-character Sage 100 Employee Number. The 'Department Worked' for each earnings line will be equal to the employee's home department.

The imported rate will be used if non-blank. For Regular Hours, the Regular Pay Rate will be used; for Overtime Hours, the Overtime Pay Rate will be used.

Other Pay will be imported as the Amount using the record's Earnings Code. If the record's Earnings Code is not of 'fixed' type and the Regular Hours field contains hours, these will be imported as the hours for Other Pay, and the earnings line's Pay Rate will be back-calculated. If the Earnings Code is of 'fixed' type, no hours will be imported and no Pay Rate calculated.

For Overtime and Regular Hours, if the imported Pay Rate is blank, the Pay Rate Sage 100 would use for the Employee/Earnings Code will be used.

The import will handle tips as Payroll Data Entry handles tips in that the Tip Differential will be calculated and the Tips Reported Deduction Code will be added automatically to the check. Tip Amount will be imported using earnings code '05'. Sales Amount will be imported using earnings code 'TA'. See the Appendix for the file layout.

Format M

With the exception of the file layout, the import's operation will function as detailed in Import Selection, above. See the Appendix for the file layout.

Format N

The PR-1019 Location Code entered on the import selection screen will be used for each line record that is created by the import. Each employee's pay rate will be determined by PR-1018. If an employee doesn't have a valid PR-1018 entry for earnings code + department the record will be rejected. See the Appendix for the file layout.

Helpful Hints

- A payroll cycle must be in process to perform the import.
- You cannot rename the import data file with an existing file's name.
- Physical errors to any of the records in any of the import file formats must be corrected before importation.
- You will not be prompted for a department unless you are using Import Format 1 or Format C (in which case Department is referred to as Store Number).
- In the case where only hours are being imported (i.e. no rate or extended pay amount is being imported) and the Earnings Code used is type 'F' (fixed), the Hours field will be used as the amount. In the case where both hours and rate are being imported and the Earnings Code type is 'F,' the amount will be calculated to be the product of the hours and rate. As with all type 'F' Earnings Codes, the hours and rate fields will be zero.
- Because some import records may create multiple entries (e.g. one Regular time, one Overtime, and one Doubletime), it is possible for the 'Total Line Entries Created' figure on the report to exceed the total record count. It is also possible to have an entry generated for the Regular Time hours on a given record but not the Overtime and Doubletime hours if a problem exists with the Overtime Earnings Code.
- For import Format 7 only, the Import Audit Report will print underlines in the columns for 'Other Hours' and 'Other Pay' if these amounts are zero (which they typically will be).
- For import Format 9, the imported 'Tips Reported' is included in the 'Other Pay' column of the Payroll Data Entry Audit Report. The 'Tips Declared' column will not contain any imported data.
- For import Format J, all fields are numerics.
- During Setup you will see the prompts only for the default Earnings Codes if you have selected import format 3, 4, 6, 7, 8, 9, D, E, G, H or N.

Visual Integrator

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

<i>New File:</i>	<i>Field:</i>
PR.PAY_CAT	All fields
PR.DEP_JOB	All fields
PR.DEPT_II	All fields
PR.ALT_EC	All fields
PR.VAN_PAY	All fields

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

ODBC Dictionary

The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Fields:</i>
PR_AC	Dept File 2	Department SubjectTo40HrRule
PR_DJ	Dept Job Pay Type File	All Fields
PR_EA	Alt Earns Code File	All Fields
PR_KP	Kronons Pay Category File	All Fields
PR_VB	Vanbro Pay Category	All Fields

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted Sage 100 standards and procedures. These features may or may not benefit you in your application of Sage 100.

Section E – Appendix (File Formats)

FORMAT 1

The SDF format with Social Security Number import record will be imported as follows:

Field	Type	Description
1	Numeric	Unused
2	String	Employee Social Security number
3	String	Unused
4	Numeric	Labor Code
5	Numeric	Unused
6	Numeric	Regular Pay Rate
7	Numeric	Overtime Pay Rate
8	Numeric	Regular hours; uses Earnings Code '01'
9	Numeric	Overtime hours; uses Earnings Code '02'
10	Numeric	Regular Pay Amount
11	Numeric	Overtime Pay Amount
12	Numeric	Total Tips; uses Earning Code '05'
13	Numeric	Unused
14	Numeric	Unused
15	String	Unused

```

RUN DATE: 08/20/92          Erickson Electrical          PAGE: 1
SYS DATE: 08/11/92          PAYROLL DATA ENTRY IMPORT UTILITY      TIME: 03:01 PM
                              SDF FORMAT WITH SOCIAL SECURITY NUMBER
                              Import File Format 1

RECORD      IMPORT RECORD /
...NUMBER...REASON FOR REJECTION.....SOC-SEC NO. LABOR CODE EMPLOYEE NAME.....

0000001 MISSING QUOTATION MARK (01).      1,200-06-1101','E. J. HOBSON',11,53,0.00,0.00,13.12,0.00,0.00,0.00,0.00,0,0,'06
0000002 RECORD TOO SMALL (11).             1,'200-06-1102','CHANTAL MORTON',11,56,0.00,0.00,15.72,0.00,0.00,0.00,0.00
0000003 RECORD TOO LARGE (16).             1,'200-06-1103','TIM MACAREE',11,55,0.00,0.00,5.93,0.00,0.00,0.00,0.00,0,0,'06-
0000004 NO QUOTES AROUND STRING (03).      1,'200-06-1104','DELLA KENWARD,11,58,0.00,0.00,13.90,0.00,0.00,0.00,0.00,0,0,'06
0000005 BAD NUMERIC FIELD (01).            XX1,'200-06-1107','CHRISTINA KLOEPPER',11,93,0.00,0.00,14.57,0.00,0.00,0.00,0.00
0000006 N.O.F. SOC-SEC NO AND LABOR CODE.  200-06-1110  0000011
0000007 N.O.F. SOC-SEC NO.                 200-06-1112  0000001
0000008 N.O.F. LABOR CODE.                 100-10-1000  0000011  Monroe  Thomas A.
0000009 EMPLOYEE IS TERMINATED.            534-65-5966  0000001  BUSH    GEORGE
0000010 PAY CYCLE OF W DOES NOT MATCH.     100-10-1000  0000001  Monroe  Thomas A.

TOTAL IMPORT RECORDS READ:  10
TOTAL BAD RECORDS FOUND:   10
TOTAL LINE ENTRIES CREATED: 0
TOTAL HOURS:                275.25
TOTAL PAY AMOUNT:           13,927.73

```

Format 1

FORMAT 2

The ASCII fixed length field with Job Number import record will be imported as follows:

Field	Start Position	Length	Description
1	1	9	Employee Number including department
2	10	2	Earnings Code
3	12	7	Hours Worked (decimal required)
4	19	7	Job Number (not required; may be space filled)
5	26	9	Cost Code (not required, may be space filled)

```

RUN DATE: 03/23/93                Erikson Electrical Co.                PAGE: 1
SYS DATE: 12/08/92                PAYROLL DATA ENTRY IMPORT UTILITY        TIME: 08:26 AM
                                FIXED FIELD FORMAT WITH JOB NUMBER
                                Import File Format 2

RECORD          IMPORT RECORD /
...NUMBER...REASON FOR REJECTION.....EMP. NO.   JOB NUMBER  EMPLOYEE
NAME.....

0000001  INVALID RECORD LENGTH.          RECORD TOO SHORT
0000002  N.O.F. EMP. NO. AND LABOR CODE.   XXXXXXXXXX 0059000
0000003  INVALID EARNINGS CODE.           010000001 0059000  Johnson  Erwin F.
0000004  INVALID EMPLOYEE HOURS.          010000001 0059000  Johnson  Erwin F.
0000005  INVALID JOB NUMBER.              010000001 XXXXXXXX Johnson  Erwin F.
0000006  INVALID COST CODE.               010000001 0059000  Johnson  Erwin F.
0000007  LABOR NOT ACTIVE FOR THIS COST CODE. 010000001 0059000  Johnson  Erwin F.

TOTAL IMPORT RECORDS READ:  8
TOTAL BAD RECORDS FOUND:   7
TOTAL LINE ENTRIES CREATED: 1
TOTAL HOURS:                275.25
TOTAL PAY AMOUNT:           13,927.73

```

Format 2

FORMAT 3

The SDF from ADP 'Paydata' program will convert as follows:

Field	Type	Description
1	String	Unused
2	String	Employee Number
3	Numeric	Unused
4	Numeric	Regular hours (uses Earnings Code from Setup)
5	Numeric	Overtime hours (uses Earnings Code from Setup)
6	Numeric	Doubletime hours (uses Earnings Code from Setup)
7	Numeric	Sick hours (uses Earnings Code from Setup)
8	Numeric	Vacation hours (uses Earnings Code from Setup)
9-end		All other fields will be ignored

```

RUN DATE: 03/23/93          Erikson Electrical Co.          PAGE: 1
SYS DATE: 12/08/92          PAYROLL DATA ENTRY IMPORT UTILITY  TIME: 08:25 AM
                             SDF FORMAT FROM ADP 'PAYDATA' PROGRAM
                             Import File Format 3

RECORD          IMPORT RECORD /
...NUMBER....REASON FOR REJECTION.....EMP. NO.   EMPLOYEE NAME.....

0000002  N.O.F. EMP. NO..          XXXXXXXXX

TOTAL IMPORT RECORDS READ:  8
TOTAL BAD RECORDS FOUND:   1
TOTAL LINE ENTRIES CREATED: 7
TOTAL HOURS:                275.25
TOTAL PAY AMOUNT:           13,927.73

```

Format 3

FORMAT 4

The Fixed Field from 'DELTA TIME TICKETS' will be imported as follows:

Field	Start Position	Length	Description
1	1	6	Employee Number (a '0' is added to the beginning, and then the Employee Masterfile is scanned to find the first employee with this number to get the full employee number including department)
2	7	7	Pay Rate (Standard Pay Rate, used with hours found in field 10; 999v9999)
3	14	7	Overtime Rate (Overtime Pay Rate field, used with hours found in field 11; 999v9999)
4	21	7	Doubletime Rate (Doubletime Pay Rate field, used with hours found in field 12; 999v9999)
5	28	6	Date (ignored)
6	34	2	Department Worked (if blank, employee home department will be used)
7	40	3	Local Tax Code
9	50	2	Benefit Hours Code (ignored)
10	52	6	Regular hours (Regular hours using appropriate Earnings Code from Setup; 999v99-)
11	58	6	Overtime hours (Overtime hours using appropriate Earnings Code from Setup; 999v99-)
12	64	6	Doubletime hours (Doubletime hours using appropriate Earnings Code from Setup; 999v99-)
13	70	8	Other Pay Amount (the Earnings Code from field 14 will be added to checks with zero hours plus this imported amount; 99999v99-)
14	78	2	Other Pay Code (Earnings Code)
15	80	8	Other Deduction Amount (ignored)
16	88	2	Other Deduction Code (ignored)
17	90	2	Override Earnings Code (if present, then the imported Pay Rates are not used, and the Earnings Code Pay Rate is used for Regular, Overtime, and Doubletime hours)

NOTE: Because standard Sage 100 allows only for 3 decimal places in rate, the value in fields 2, 3, and 4 will be rounded to 3 decimal places.

```
RUN DATE: 12/22/93          Erikson Electrical Co.          PAGE: 1
SYS DATE: 01/06/93          PAYROLL DATA ENTRY IMPORT UTILITY  TIME: 04:58 PM
                             FIXED FIELD FORMAT FROM 'DELTA TIME TICKETS'
                             Import File Format 4
                             ERROR REPORT

RECORD          IMPORT RECORD /
...NUMBER...REASON FOR REJECTION.....EMP. NO.   EMPLOYEE NAME.....

0000001  N.O.F. STATE & W/C CODE: VA -9999999. 04KOWA915 Ramirez   Joe
0000002  N.O.F. LABOR CODE: **A** .           04KOWA915 Ramirez   Joe
0000003  N.O.F. EMP. NO..                     04KOWA915
0000004  INVALID JOB NUMBER: X503999.          04KOWA915 Ramirez   Joe
0000005  INVALID COST CODE:F AUTO000.          04KOWA915 Ramirez   Joe
0000006  EMPLOYEE NOT SET UP FOR STATE: AK .   04KOWA915 Ramirez   Joe
0000007  LABOR NOT ACTIVE ON C. C.: 055090000. 04KOWA915 Ramirez   Joe
0000008  EMPLOYEE NOT SET UP FOR LOCAL: VA 999. 04KOWA915 Ramirez   Joe
0000009  N.O.F. DEPT WORKED: 40.               04KOWA915 Ramirez   Joe
0000010  INVALID EMPLOYEE RATE.                04KOWA915 Ramirez   Joe
0000011  INVALID EMPLOYEE HOURS.               04KOWA915 Ramirez   Joe
0000012  N.O.F. EARN CODE: JL.                 04KOWA915 Ramirez   Joe
0000015  INVALID DAYS WORKED.                  04KOWA915 Ramirez   Joe
0000016  INVALID WEEKS WORKED.                 04KOWA915 Ramirez   Joe
0000017  INVALID CHECK ENTRY NUMBER: B.        04KOWA915 Ramirez   Joe

TOTAL IMPORT RECORDS READ:      17
TOTAL BAD RECORDS FOUND:       15
TOTAL LINE ENTRIES CREATED:     2
TOTAL HOURS:                    275.25
TOTAL PAY AMOUNT:               13,927.73
```

Format 4

FORMAT 5

The Fixed Field format from 'OSP' SYSTEM will be imported as follows:

Field	Start Position	Length	Description
1	2	9	Employee Number (Department and Number)
2	12	1	Check Entry Number
3	14	3	Days Worked
4	18	2	Weeks Worked
5	21	2	Earnings Code
6	24	3	State Code (if blank, use Primary State in Masterfile)
7	27	3	Local Code (if blank, use Local Code tied to State)
8	31	2	Department Worked (if blank, use Employee Home Dept)
9	34	7	Labor Code (no default value)
10	42	7	Job Number (not required)
11	50	9	Cost Code (not required)
12	60	7	Workers Compensation Code (no default value)
13	68	8	Pay Rate (if zero, the Earnings Code Pay Rate is used)
14	77	8	Hours
15	85	2	PR-1019 Location Code, if PR-1019 is enabled
16	87	7	Amount associated w/Deduction Code in Setup

If PR-1019 is installed and enabled, then any value in field 15 will be imported into the Line's 'Location Code' field. If the field is blank, the employee's default Location Code will be used for each line.

If there is a value in Field 16, then it will import as amount with the Fixed type Deduction Code specified in Setup.

```
RUN DATE: 12/22/93          Erikson Electrical Co.          PAGE: 1
SYS DATE: 01/06/93          PAYROLL DATA ENTRY IMPORT UTILITY  TIME: 04:59 PM
                             FIXED FIELD FORMAT FROM 'OSP' SYSTEM
                             Import File Format 5
```

```
RECORD          IMPORT RECORD /
...NUMBER...REASON FOR REJECTION.....EMP. NO.   EMPLOYEE NAME.....

0000001  N.O.F. EMP. NO..          0EMP #
0000002  N.O.F. EMP. NO..          0000001
0000003  INVALID REGULAR HOURS.      010000003  Divvelon   Carol
0000004  INVALID OVERTIME HOURS.     010001005  Aldrich    Michael
0000005  INVALID DOUBLETIME HOURS.   010001005  Aldrich    Michael
0000006  INVALID 'OTHER PAY' AMOUNT.  010001005  Aldrich    Michael
0000007  EMPLOYEE IS TERMINATED.     020001030  Elliott    Tom
0000008  N.O.F. 'OTHER PAY' EARN CODE: XX. 020001010  Olson      Dennis
0000010  EMPLOYEE NOT SET UP FOR LOCAL: CA AK . 020001010  Olson      Dennis
0000011  INVALID REGULAR RATE.        010000003  Divvelon   Carol
0000012  INVALID OVERTIME RATE.       010001005  Aldrich    Michael
0000013  INVALID DOUBLETIME RATE.     010001005  Aldrich    Michael

TOTAL IMPORT RECORDS READ:    13
TOTAL BAD RECORDS FOUND:     12
TOTAL LINE ENTRIES CREATED:   16
TOTAL HOURS:                  275.25
TOTAL PAY AMOUNT:             13,927.73
```

Format 5

FORMAT 6

The Fixed Field format from the 'CORRAL' system will be imported as follows:

Field	Start Position	Length	Description
1	1	21	Unused
2	22	6	Employee Number (a '0' is added to the beginning to form a complete Employee Number; a '00' is added to the beginning as department number)
3	28	23	Unused
4	51	7	Labor Code
5	58	15	Pay Rate (Standard Pay Rate, used with hours as explained below); decimal place is assumed: 9999999999999v99
6	73	15	Regular Time hours; decimal place is assumed: 9999999999999v99
7	88	15	Overtime Hours; decimal place is assumed: 9999999999999v99
8	103	15	Unused
9	118	15	Tip Pay Amount; decimal place is assumed: 9999999999999v99
10	133	15	Vacation hours; decimal place is assumed: 9999999999999v99
11	148	15	Sick hours; decimal place is assumed: 9999999999999v99
12	163	15	Holiday hours; decimal place is assumed: 9999999999999v99
13	178	15	Miscellaneous Pay Amount; decimal place is assumed: 9999999999999v99
14	193	21	Unused

In no case is the employee's pay rate or the earnings code rate used. For regular, vacation, sick and holiday hours, the imported pay rate is used. For overtime hours, the imported pay rate multiplied by 1.5 is used. For Tip pay and Miscellaneous pay, the imported value is assumed to be the pay amount; hours worked and pay rate will be imported as zero. The single exception to this is if an imported record has a Labor Code matching the Override Labor Code in Setup and if the Earnings Code used matches the Override Earnings Code in Setup. In this case, the Override Pay Rate from Setup will be used, and the imported pay rate will be ignored. Each imported record can contain hours and/or amounts in multiple fields. All non-zero values will be used.

```
RUN DATE: 03/13/94          Erikson Electrical Co.          PAGE: 1
SYS DATE: 01/06/93          PAYROLL DATA ENTRY IMPORT UTILITY  TIME: 10:47 AM
                             FIXED FIELD FORMAT FROM 'CORRAL' SYSTEM
                             Import File Format 6

RECORD          IMPORT RECORD /
...NUMBER...REASON FOR REJECTION.....EMP. NO.   EMPLOYEE NAME.....

0000001  N.O.F. EMP. NO..          000EEEEEE
0000009  INVALID RECORD LENGTH (32).      12345678901234567890100013389012
0000010  N.O.F. LABOR CODE: 000000X.      000000133  Morgan   Charles
0000011  INVALID PAY RATE.          000000133  Morgan   Charles
0000012  INVALID EMPLOYEE HOURS (TYPE 1). 000000133  Morgan   Charles
0000013  INVALID EMPLOYEE HOURS (TYPE 2). 000000133  Morgan   Charles
0000014  INVALID EMPLOYEE HOURS (TYPE 3). 000000133  Morgan   Charles
0000015  INVALID EMPLOYEE HOURS (TYPE 4). 000000133  Morgan   Charles
0000016  INVALID EMPLOYEE HOURS (TYPE 5). 000000133  Morgan   Charles
0000017  INVALID EMPLOYEE HOURS (TYPE 6). 000000133  Morgan   Charles

TOTAL IMPORT RECORDS READ:    17
TOTAL BAD RECORDS FOUND:     10
TOTAL LINE ENTRIES CREATED:    7
TOTAL HOURS:                  275.25
TOTAL PAY AMOUNT:             13,927.73
```

Format 6

FORMAT 7

The SDF format for 'Happy Guest' records is as follows:

Field	Type	Description
1	Integer	Unused
2	String	Employee Number including Department (a leading '0' is added to the data to form the department number). If the employee number is numeric, the entire number (including department) will be right-justified and zero filled (note that an imported employee number with 7 digits or less will have a department of '00'). If the employee number is alpha, a '0' will proceed the imported number; the number will then be left justified and spaces will be appended up to 8 characters (the employee number is nine [9] characters).
3	String	Unused
4	Integer	Department Worked
5	Integer	Unused
6	Real	Regular Pay Rate
7	Real	Overtime Pay Rate
8	Real	Regular hours; uses Regular Earnings Code from Setup
9	Real	Overtime hours; uses Overtime Earnings Code from Setup
10	Real	Unused
11	Real	Unused
12	Real	Tips Reported
13	Real	Tips Allocated
14	Real	Unused
15	String	Unused

```

RUN DATE: 03/29/94          ABC DISTRIBUTION AND SERVICE CORP.          PAGE: 1
SYS DATE: 05/31/94          PAYROLL DATA ENTRY IMPORT UTILITY        TIME: 05:33 PM
                                SDF FORMAT FROM 'HAPPY GUEST' SYSTEM
                                Import File Format 7

RECORD          IMPORT RECORD /
...NUMBER...REASON FOR REJECTION.....EMP. NO.   EMPLOYEE NAME.....

0000004  N.O.F. EMP. NO..          330000220
0000005  RECORD TOO SMALL (14).    0,120000220',',',11,0,7.65,13.40,6.00,2.00,0,0,0,0,0,','
0000006  RECORD TOO SMALL (14).    0,'120000220',',',11,0,7.65,13.40,6.00,2.00,0,0,0,0,','
0000007  BAD NUMERIC FIELD (04).   0,'120000220',',',A1,0,7.65,13.40,6.00,2.00,0,0,0,0,','
0000008  Invalid Department.       120000220  HADLEY  ROBERT
0000009  N.O.F. DEPT WORKED: 03.   120000220  HADLEY  ROBERT

TOTAL IMPORT RECORDS READ:      9
TOTAL BAD RECORDS FOUND:       6
TOTAL LINE ENTRIES CREATED:    6
TOTAL HOURS:                   30.00
TOTAL PAY AMOUNT:              294.45

```

Format 7

FORMAT 8

This is the format generally used for Kronos®.

The Fixed Field format from 'The Time Bank' or 'Kronos® Connect' system will be imported as follows (* 'LZF' means left-justified, zero-filled):

Field	Start Position	Length	Type	Description
1	1	2	Num	Unused
2	3	9	Char	Employee Number (dept depending on Setup)
3	12	3	Char	Unused
4	15	4.2	Num	Regular hours, LZF*, 2 explicit decimal places
5	22	4.2	Num	Overtime hours, LZF, 2 explicit decimal places
6	29	4.2	Num	Other hours, LZF, 2 explicit decimal places
7	36	3	Char	Other hours Earnings Code (first 2 characters used)
8	39	5.2	Num	Earnings / Amount, LZF (2 explicit decimal places), or Deduction Amount
9	47	3	Char	Earnings / Amount Earnings Code (first 2 characters used), or Deduction Code
10	50	10	Char	Department Worked (first 2 characters used); if blank, use employee's home department
11	60	3.4	Num	Override Rate, LZF, 4 explicit decimal places; if non-zero, used as rate for Regular, Overtime, and Other hours
12	68	1	Char	Unused
13	69	7	Char	Job Number: optional (if blank and Labor Code not imported, use Job Number from Labor Code Maintenance)
14	76	7	Char	Labor Code: optional (if blank, use Labor Code in the Employee Masterfile)
15	83	6	Char	Unused
16	89	3	Num	Unused
17	92	10	Char	Cost Code: required if Job Number present (first 9 characters used), (if blank and Labor Code not imported, use Cost Code from Labor Code Maintenance)
18	102	7	Char	Workers Compensation Code: optional (if blank, use Workers Compensation Code in the Employee Masterfile)
19	109	3	Char	State code: optional (if blank, use Primary State in the Employee Masterfile)
20	112	6	Date	MMDDYY, Date Worked: optional. (Only functions if PR-1106: <i>Date Worked by Earnings Line</i> or PR-1121: <i>Certified Payroll Report</i> are installed and enabled.)

For regular and overtime hours, the earnings code from Setup is used. For 'Other Hours' the imported earnings code is used. For regular, overtime, and other hours, the pay rate is determined normally except in the case in which an override rate is imported, in which case the override rate is used. The 'Earnings/Amount' is imported as a pay amount, and the imported 'Earnings/Amount Earnings Code' is used. The minimum record length is 67 exclusive of the carriage return/linefeed; no maximum record length is enforced. Because standard Sage 100 allows only for 3 decimal places in Rate, the override rate will be rounded to 3 decimal places.

```
RUN DATE: 05/30/94          Erikson Electrical Co.          PAGE: 1
SYS DATE: 01/06/93          PAYROLL DATA ENTRY IMPORT UTILITY      TIME: 11:03 AM
                              FIXED FIELD FORMAT FROM 'THE TIME BANK' OR 'KRONOS CONNECT' SYSTEM
                              Import File Format 8

RECORD      IMPORT RECORD /
...NUMBER...REASON FOR REJECTION.....EMP. NO.   EMPLOYEE NAME.....

0000017  N.O.F. EMP. NO..          0000001
0000018  INVALID REG HOURS.          000000133  Morgan    Charles
0000019  INVALID OVT HOURS.          000000144  Rogain    Alfred
0000020  INVALID OTHER HOURS.          000000144  Rogain    Alfred
0000021  INVALID 'EARNINGS AMOUNT'.      000000144  Rogain    Alfred
0000022  INVALID OVERRIDE RATE.          000000144  Rogain    Alfred
0000023  INVALID RECORD LENGTH (66).      100000144  0000.000000.000016.0004 00000.00  000.000
0000026  MISSING 'OTHER HOURS' EARN CODE. 010000003  Divvelon  Carol
0000027  MISSING 'EARNINGS AMOUNT' EARNINGS CODE010000010 Johnson  Erwin F.
0000030  INVALID COST CODE:0AB000000.      010001015  Simmons   Steve
0000031  INVALID JOB NUMBER: .            010001015  Simmons   Steve
0000032  INVALID JOB NUMBER: SERSF .      010001015  Simmons   Steve

TOTAL IMPORT RECORDS READ:    32
TOTAL BAD RECORDS FOUND:     12
TOTAL LINE ENTRIES CREATED:   20
TOTAL HOURS:                  160.00
TOTAL PAY AMOUNT:             3,972.00
SCAN ONLY. NO RECORDS IMPORTED.
```

Format 8

FORMAT 9

The following layout is the SDF comma-delimited format for 'MICROS' Cash Registers:

Field	Type	Description
1	Numeric	Employee Number without department
2	Numeric	Sales Amount for allocated tips
3	Numeric	Tips reported
4	Numeric	Job Code from Cash Register
5	Numeric	Regular Hours
6	Numeric	Regular Rate ##.##
7	Numeric	Overtime Hours
8	Numeric	Overtime Rate ##.##
9	Numeric	Job Code from Cash Register
10	Numeric	Regular Hours
11	Numeric	Regular Rate ##.##
12	Numeric	Overtime Hours
13	Numeric	Overtime Rate ##.##
14	Numeric	Job Code from Cash Register
15	Numeric	Regular Hours
16	Numeric	Regular Rate ##.##
17	Numeric	Overtime Hours
18	Numeric	Overtime Rate ##.##
19	Numeric	Job Code from Cash Register
20	Numeric	Regular Hours
21	Numeric	Regular Rate ##.##
22	Numeric	Overtime Hours
23	Numeric	Overtime Rate ##.##
24	Numeric	Job Code from Cash Register
25	Numeric	Regular Hours
26	Numeric	Regular Rate ##.##
27	Numeric	Overtime Hours
28	Numeric	Overtime Rate ##.##
29	Numeric	Job Code from Cash Register
30	Numeric	Regular Hours
31	Numeric	Regular Rate ##.##
32	Numeric	Overtime Hours
33	Numeric	Overtime Rate ##.##
34	Numeric	Job Code from Cash Register
35	Numeric	Regular Hours

36	Numeric	Regular Rate ###.##
37	Numeric	Overtime Hours
38	Numeric	Overtime Rate ###.##
39	Numeric	Job Code from Cash Register
40	Numeric	Regular Hours
41	Numeric	Regular Rate ###.##
42	Numeric	Overtime Hours
43	Numeric	Overtime Rate ###.##

Notes for Format 9:

1. Earnings Codes used for regular and overtime earnings types are from Setup.
2. The Department Worked is constructed in the following manner during the import: the Job Code/Department Maintenance file is accessed. If a complete Department Number is found, it is used. If an '*' is found in the first digit position, the asterisk is replaced by the last digit before the extension in the import file. For example, with import file TCO1.PRN, the first digit of the department number would become '1'. The second digit of the Department Worked consists of the digit entered in Job Code/Department Maintenance. Department Worked for 'Tips Reported' is the home Department.
3. The Job Code is used as the Labor Code and must be a valid, on-file labor distribution code.
4. Payrate 1 from the employee masterfile will be used if the rate from the import record is zero.
5. All other values are defaulted from the Payroll Masterfile.
6. The 'Job Code' set up in the Job Code/Department Maintenance screen is not related to the Sage 100 Job Number.

```

RUN DATE: 05/31/95          EDWARDSON ELECTRIC COMPANY          PAGE: 1
SYS DATE: 12/15/94          PAYROLL DATA ENTRY IMPORT UTILITY    TIME: 08:23 AM
                             SDF FORMAT FROM 'MICROS' CASH REGISTERS
                             Import File Format 9

RECORD      IMPORT RECORD /
...NUMBER...REASON FOR REJECTION.....EMP. NO.   EMPLOYEE NAME.....

0000001 EMP. NO. TOO LONG.
0000002 Job Code too large: 2120.          010001005 Aldrich   Michael
0000003 N.O.F. EMP. NO..          0000300
0000005 Job Code has no hours: 122.        010001005 Aldrich   Michael
0000008 No non-zero values to import.      010001005 Aldrich   Michael
0000020 N.O.F. DEPT WORKED: 99.          010001005 Aldrich   Michael

TOTAL IMPORT RECORDS READ:    228
TOTAL BAD RECORDS FOUND:     145
TOTAL LINE ENTRIES CREATED:   36
TOTAL HOURS:                  26,052.00
TOTAL PAY AMOUNT:             636,791.09
SCAN ONLY. NO RECORDS IMPORTED.

```

Format 9

FORMAT A

This import file format imports multiple records from Primary Health. Much of the data contained in the Primary Health I import file will be ignored. Please refer to your Primary Health documentation for the actual file layout.

It is important that you do not edit the import file created by this format. The import will not function correctly if the file has been edited.

Employee Record

Offset	Bytes	Definition	Sage 100 field mapped to	Comment
2664	10	Employee ID #	Employee # w/out Department	zero filled
2706	20	Home Account	Employee's Home Department	setup will specify which 2 char. processed

The two fields above will be combined into a nine digit Sage 100 Employee Number by appending the Employee ID# to the end of the Home Account. This combination must result in a valid Sage 100 Employee Number or the record will be rejected.

Offset	Bytes	Definition	Sage 100 field mapped to	Comment
2748	4	Days Worked	Days Worked	Sage 100 field is 3 digits long, the 3 significant digits from the imported value will be used. Read in binary mode.
2888	4	Count of data strings	-	-

This field will be read to determine how many 32-byte strings must be read later in this record.

Offset	Bytes	Definition	Sage 100 field mapped to
2892	4	Number of accounts	-

This field indicates the number of accounts (departments) in which the employee has hours. This field will be validated against the number of departmental records are processed for this employee.

Offset	Bytes	Definition	Sage 100 field mapped to
2896	4	# of exp wage codes	-

This field indicates the number of expanded wage codes which may follow in the Expanded Wage Data section of the file. By reading this field, the import will determine how many bytes to 'skip over' when it reads the Expanded Wage Data section.

Employee Data Strings

The Employee Data Strings section does not have a fixed offset.

Offset	Bytes	Definition	Sage 100 field mapped to	Comment
varies	32	data	-	Import will skip over bytes equal to 32* value in position 2888

Account Data

Offset	Bytes	Definition	Sage 100 field mapped to	Comment
0	20	Account Worked	Department Worked	Pay Category Maintenance setup determines which 2 characters are used
20	4	# min. in Pay Cat 1	Hours Worked	Min. Converted to hours
24	4	# min. In Pay Cat 2	Hours Worked	Min. Converted hours

This section consists of three parts: an Account Name (Sage 100 Department Number), up to 125 4-byte fields holding the number of minutes worked in each pay category (Sage 100 Earnings Code) and a reference string (ignored). These elements will be repeated over and over again for each department worked. Again, the Sage 100 Department Number is two characters long (alphanumeric). The import will read the two characters specified in Pay Category Maintenance. Note: for Fixed Type Earnings Codes, the value in the minutes field will be interpreted as 'Pay Amount.'

The Pay Category Maintenance option allows you to enter a Primary Health Pay Category and corresponding Sage 100 Earnings Code. During the import, the pay category will be mapped to the appropriate earnings code.

It is important that you enter the starting position where the Sage 100 two-character Department Number will begin in the Account field. This starting position is set up and maintained in the Setup for this Extended Solution.

FORMAT B

Fixed Field Format from the 'Hal Smith Restaurant'

The format requires a fixed position ASCII file. Records will be delineated by a carriage return/line feed. The layout must be as follows:

Field	Start Position	Length	Description
1	4	2	Home Department Number
2	6	7	Employee Number without department
3	43	6	Regular Hours (2 decimal places)
4	49	6	Overtime Hours (2 decimal places)
5	82	2	Earnings Code
6	84	8	Regular Pay Rate
7	92	8	Overtime Pay Rate
8	100	2	Department Worked
9	102	8	Earnings - regular. This field is ignored.
10	110	8	Earnings - overtime. This field is ignored.
11	118	8	Total regular & overtime earnings. This field is ignored.
12	134	8	Tip Amount.

Notes:

With this format the Earnings Code imported in the file is used for the record. Records referencing an invalid Earnings Code will be rejected. The Overtime Pay Rate will be used for all earnings codes referencing a Pay Type of 'O'; the Regular Pay Rate will be used for all Pay Types other than 'O.' If the pay rate fields are blank/zero, the pay rate will be determined as per standard Sage 100 using the imported Earnings Code.

If the record contains both Regular and Overtime hours, the Companion Earnings Code for the Regular Earnings Code will be found. This Companion Earnings Code will then be used as the Overtime Earnings Code. If the record contains only Overtime Hours, then the imported Earnings Code will be used.

Fields 9 through 11 are ignored by the processing: the pay amounts will be determined via standard Sage 100 by multiplying the hours by the rate. If the Tip Amount is not equal to zero, then the '05' Earnings Code will be used together with the Tip Amount to create a line in Payroll Data Entry.

FORMAT C

ASCII file for the 'Catawba Corporation'

The format requires delimited ASCII file consisting of three record types per employee:

HEADER RECORD TYPE ZERO:

Field #	Title	Comment
1	Employee #	Ignored
2	Record Type	Will be zero
3	Name	Ignored
4	Alt. Employee #	Used as Sage 100 Employee Number. It will be masked with trailing zeroes
5-10	Misc.	Ignored
11	Declared Tips	Added as Earnings Code '05'
12	Adj. Declared Tips	Ignored

The Tips Reported Earnings Code will be added automatically to an employee's check if there is a value in the 'Declared Tips' field in the header record.

The program will perform the standard Sage 100 calculation for minimum wage check and add to Tip Differential Earnings Code to the check if needed.

JOB DETAIL RECORD TYPE ONE:

Field #	Title	Comment
1	Employee #	Ignored
2	Record Type	Will be one
3	Job Class	Used with field 5 below to determine Earnings Code
4	Department	Ignored
5	Pay Type	Used with field 3 above to determine Earnings Code
6	Hours	Formatted as ##.####
7-9	Misc.	Ignored

PUNCH DETAIL RECORD TYPE TWO:

Field #	Title	Comment
1	Employee #	Ignored
2	Record Type	Will be two
3-8	Misc.	Ignored

FORMAT D

ADP Format

B RECORD

Field	Start Position	Length	Type	Description
Record ID	-	1	A	'B'
File No	003	6	N	The first two characters represent the Sage 100 Company Code; the entire six characters are the actual Sage 100 Employee Number
Pay No	004	1	A/N	Ignored
Reg Hours	012	8	N	8 characters, includes trailing sign (blank means positive), implied two decimal, right-justified, zero filled field; uses Earnings Code specified for Regular hours in Setup
OT Hours	013	8	N	Same as field ID 012; uses Earnings Code specified for Overtime Hours in Setup
Hours 3	016	10	A/N	Following the field ID will be two alpha characters that are the actual Sage 100 Earnings Code, followed by eight digits, including trailing sign (blank means positive), implied two decimal, right-justified, zero-filled field
Hours 3	017	10	A/N	Same as field ID 016
Hours 4	018	10	A/N	Same as field ID 016
Hours 4	019	10	A/N	Same as field ID 016

C RECORD

Field Name	Field ID	Number of Positions	Format	Comment
Record ID	—	1	A	C'
Batch Total for Reg Hrs	030	12	N	
Batch Total for OT Hrs	031	12	N	
Hours 3 Batch Total	032	12	N	
Hours 4 Batch Total	033	12	N	

Notes:

The first two characters of the 'File No' field represent the trailing two characters of the Sage 100 Company Code. Sage 100's Company Code field is three characters long. The first character in the Company Code will come from the first character in the filename. The records will be rejected if the importation cannot find a match on the Company Code field using the first character of the filename plus the imported two characters. The importation will import records where the Company Code matches the current Sage 100 Company Code.

The entire six characters of the 'File No' represent a Sage 100 Employee Number. The imported Employee Number will be a numeric value that must represent an actual Sage 100 Employee Number. The Sage 100 Employee Number (when non-Departmentalized) is seven characters long. The import will insert a zero between the second and third characters to seek a match. If no match is found, the record will be rejected.

FORMAT E

SDF File Format from McAlister

Position Field Imported Into/Comment

1	Record ID	Always 'D'
2	Emp #	Last 9 assumed to be Sage 100 Employee #
3	Emp First Name	Ignored
4	Emp Last Name	Ignored
5	Department	First 2 assumed to be Department Worked
6	Total Hours	Ignored
7		Regular Hours Used with Earnings Code from Setup
8	Overtime A Hours	Used with Earnings Code from Setup
9	Overtime B Hours	Used with Earnings Code from Setup
10	Sick Hours	Used with Earnings Code from Setup
11	Paid Hours	Used with Earnings Code from Setup
12	Vacation Hours	Used with Earnings Code from Setup
13	Holiday Hours	Used with Earnings Code from Setup

FORMAT F

Fixed File Format from Kan Pacific

Position	Field	Start	Length	Format	Imported Into
1	Emp#	1	10		First 9 assumed to be Sage 100 Employee #
2	Date	11	8	mm/dd/yy	Ignored
3	Location	19	8		Ignored
4	Department	27	12		First 2 assumed to be Department Worked
5	Job	39	8		Ignored
6	Shift	47	2		Ignored
7	Pay Type	49	4		First 2 assumed to be Sage 100 Earnings Code
8	Hours	53	7.2		9999.99
9	Rate	63	10.4		Ignored
10	Factor	78	10.4		Ignored
11	Flat	93	10.4		Ignored

FORMAT G

Time America Inc. TA200 TimeClock Import Format

Field	Length	Position	Imported Into
C	4	1-4	Ignored
E	10	5-14	Employee Number, less Department*
G	10	15-24	Home Department
O	10	25-34	Ignored
1	10	35-44	Ignored
2	10	45-54	Ignored
3	10	55-64	Ignored
P	10	65-74	Ignored
W	1	75	Ignored
A	1	76	Ignored
H	1	77	Ignored
T	1	78	Ignored
I	1	79	Will be R, H, M, L, or B**
C	4	80-83	Ignored
T	8	84-91	Hours Worked
Y	4	92-95	Year***
M	2	96-97	Month
D	2	98-99	Day
H	3	100-102	Ignored
:	1	103	Ignored
M	2	104-105	Ignored
Q	1	106	Ignored
A	10	107-116	Ignored
R	10	117-126	Ignored
P	1	127	Ignored

Notes:

*The first seven characters in field E are combined with the first two characters of field G to form the nine-character departmentalized Sage 100 Employee Number.

**Field T will be combined with field I. The resulting two-character value will be looked up in Alternate earnings Maintenance to determine the corresponding Sage 100 Earnings Code.

***The Year, Month, and day fields are not imported, but are used to determine if at least forty hours of regular pay are to be paid.

FORMAT H

SDF File Format from Fisher

Field	Imported Into/Comment
A	Ignored
B	Employee Number, without Department Number
C	Ignored
D	Ignored
E	Ignored
F	Hours (###.##)
G	Field will contain a Blank, V, H, S, or O that will be mapped to the corresponding Earnings Code in Setup.
H	Ignored
I	Ignored

FORMAT I

Fixed Field Format for Vanbro

The format requires a fixed position ASCII file.

Field	Position	Comment
Employee Number Including Dept	1-9	
Hour Type	10-12	From Pay Category Maintenance, maps to an Earnings Code
Number of Hours	13-21	

FORMAT J

SDF File Format from Pizza Hut.

All fields are numerics.

Field	Length	Type	Description/Comment
1	2	Char	Department Number
2	7	Char	Employee Number w/out Department — combined with field 1 to form the Sage 100 Employee Number
3	6	Num	Regular hours, 2 decimal places
4	6	Num	Overtime hours, 2 decimal places
5	2	Char	Earnings Code
6	8	Num	Regular Pay Rate, 2 decimal places
7	8	Num	Overtime Pay Rate, 2 decimal places
8	8	Num	Tip Amount, 2 decimal places
9	8	Num	Sales Amount, 2 decimal places
10	8	Num	Other Pay, 2 decimal places

FORMAT K

Fixed Field Format for TWC

Field	Position	Length	Comment
Department Number	11	2	
Employee Number	14	7	
Hours	85	11	implied 2 decimal places
Hours	96	11	implied 2 decimal places
Hours	107	11	implied 2 decimal places
Hours	118	11	implied 2 decimal places
Hours	129	11	implied 2 decimal places
Hours	140	11	implied 2 decimal places
Amount	162	11	implied 2 decimal places

The Sage 100 pay rate will be used.

FORMAT L**Hill Manufacturing Format**

The import file is expected to be a comma-delimited file. Only 3 fields will be imported; standard Sage 100 defaults will be used for the remaining fields.

Header Record

<i>Field</i>	<i>Description/Comment</i>
1	blank
2	Employee Number without Department (Department Number will be assigned '00').

Detail Record

<i>Field</i>	<i>Description/Comment</i>
1	'E'
2	Earnings Code
3	ignored
4	Hours

FORMAT M**Fixed Field Format for Timetrak v8.0**

Field Name	Start Position	Length	Sage 100 offset
Employee Number	1	10	Employee Number including Department, left justified
Badge ID	11	9	ignore
Location Code	20	4	ignore
Date	24	8	ignore
Transaction Type	32	1	ignore
Cost Center Code	33	15	ignore
Department	48	15	Department worked for this entry
Job Class	63	15	ignore
Hour Type Code	78	3	Earnings Code = first 2 characters
Shift Code	81	1	ignore
OT Multiplier	82	3	ignore
Rate for Hours Worked	85	8	2 decimals implied, zero filled (if blank use employee rate)
IN or OUT of Schedule	93	1	ignore
Hours Worked	94	8	2 decimals implied, zero filled
Filler	102	27	

FORMAT N

CSV file format for Digital Dining

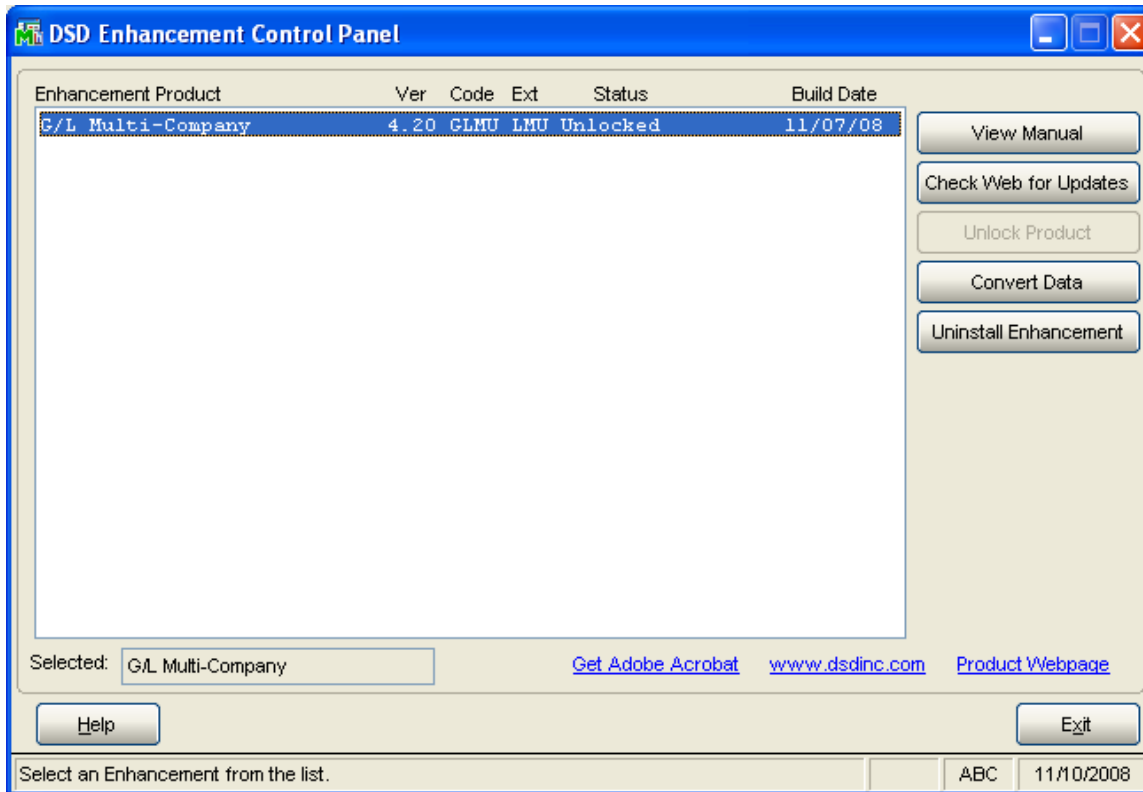
Field	Field Name	Type	Sage 100 field
1	Payroll ID	string	Employee Number included department
2	Staff ID	string	<ignore>
3	Department	string	Department worked
4	Regular Minutes	numeric	divided by 60 = Hours Worked associated with Reg EA Code in Setup
5	Regular Rate	numeric	<ignore>
6	Regular Pay	numeric	<ignore>
7	OT Minutes	numeric	divided by 60 = Hours Worked associated with OT EA Code in Setup
8	OT Rate	numeric	<ignore>
9	OT Pay	numeric	<ignore>
10	Double Minutes	numeric	divided by 60 = Hours Worked associated with DT EA Code in Setup
11	Double Rate	numeric	<ignore>
12	Double Pay	numeric	<ignore>
13	Charge Sales	numeric	Allocated Tips EA Code (TA)
14	Charge Tips	numeric	Tips EA Code (05)
15	Declared Tips	numeric	Tips EA Code (05)
16	Non-Charge Sales	numeric	Allocated Tips EA Code (TA)

Allocated tips will be a combination of fields 13 & 16. (TA earnings code)

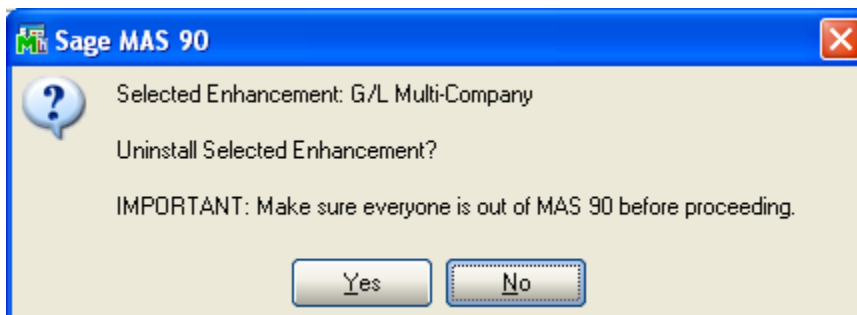
Tips will be a combination of fields 14 & 15. (05 earnings code)

Section F: 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.

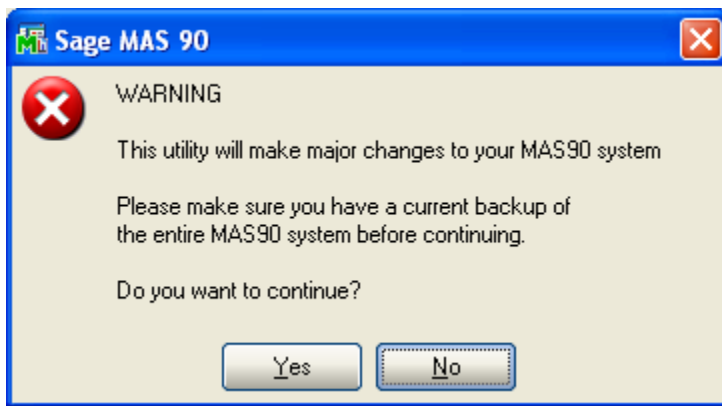


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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 MAS90 system should be completed prior to uninstalling a DSD product.

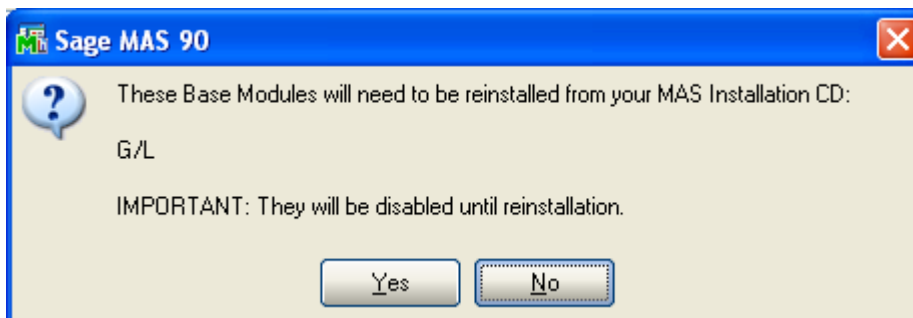


Select **No** to exit the Uninstall Process.

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 MAS Service Packs / Updates, if applicable.

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



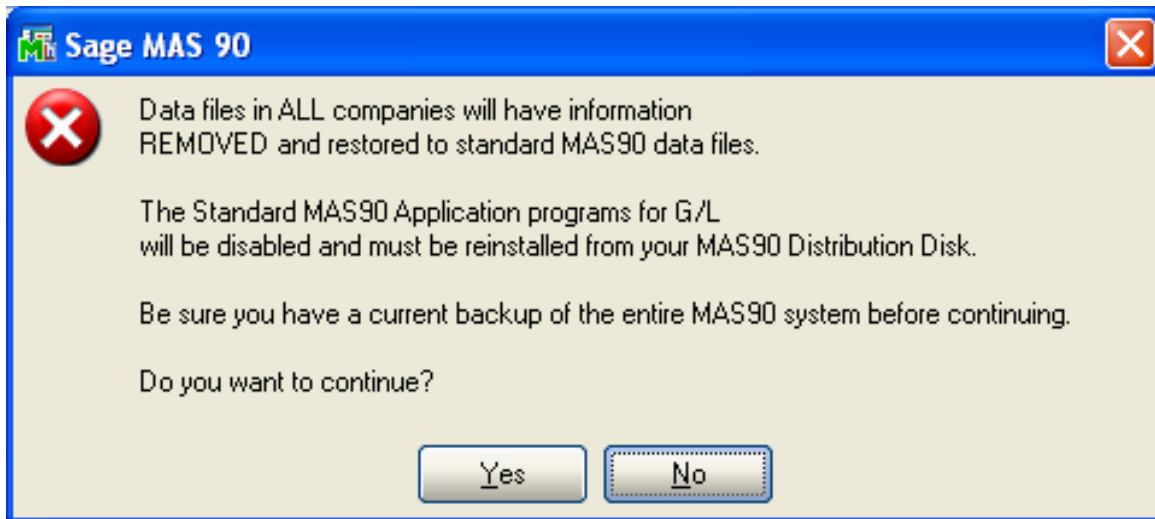
Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.

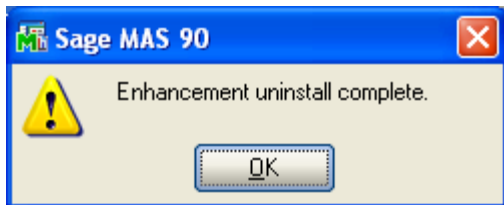
The following message box will appear, displaying the final warning message.

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.



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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Product:	<i>Q031 Payroll Data Entry Import Utility</i>		Version:	<i>5.30</i>

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