DSD Business Systems

Sage 100 Enhancements

Q031

Payroll Data Entry Import Utility

PR-1031

Version 7.20

Information in this document is subject to change without notice.

Payroll Data Entry Import Utility User's Manual
Version 7.20

11 August, 2023

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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/enhancement/payroll-data-entry-import-utility-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.*

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.

** NOTE: For Sage 100 Version 2018 (6.10) only Formats 2, 8 and C are available. If additional formats are needed please email DSD at enhancements@dsdinc.com

Section B: Getting Started

CAUTION

- **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**	7.20 / 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

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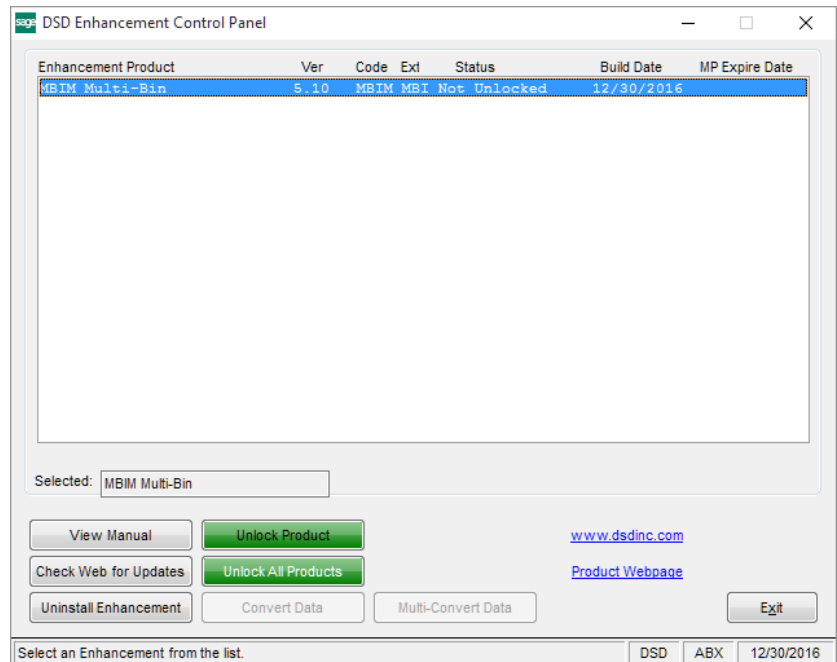
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.*)

	Company	Company Name	Activated	Converted	Convert	
1	ABC	ABC Distribution and Service Corp.	☑	☑	☐	
2	ABX	American Business Expressions	☑	☑	☐	
3	XYZ	XYZ Manufacturing Company	☑	☑	☐	
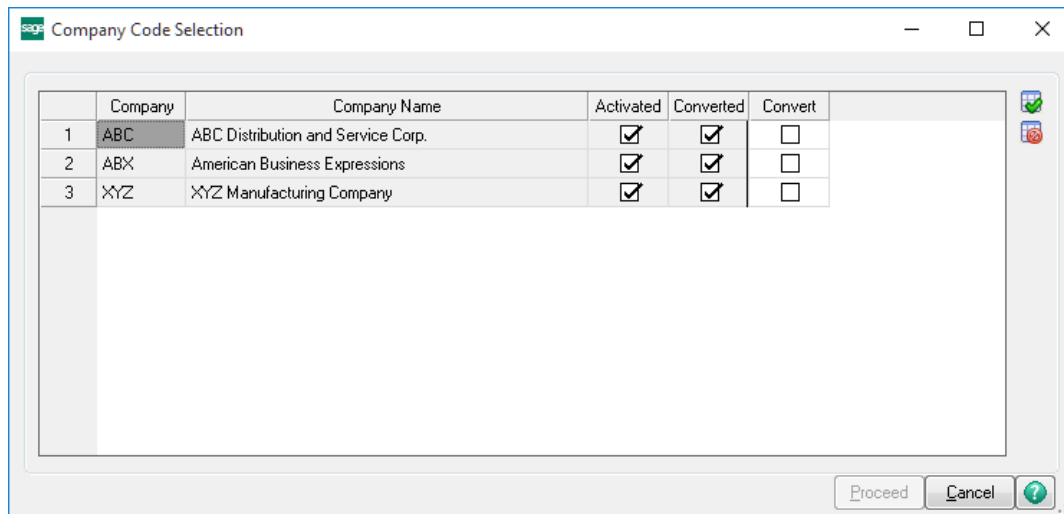
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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)

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. Currently only formats 2 and 8 are supported with 7.20.

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.

Reject Duplicate Employee Records: Check this box to reject any import records that reference an already imported Employee Number record set.

Reject Zero Earnings Records: Check this box to reject any import records that result in a zero earnings amount.

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.

The following formats require you to enter additional setup information:

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.
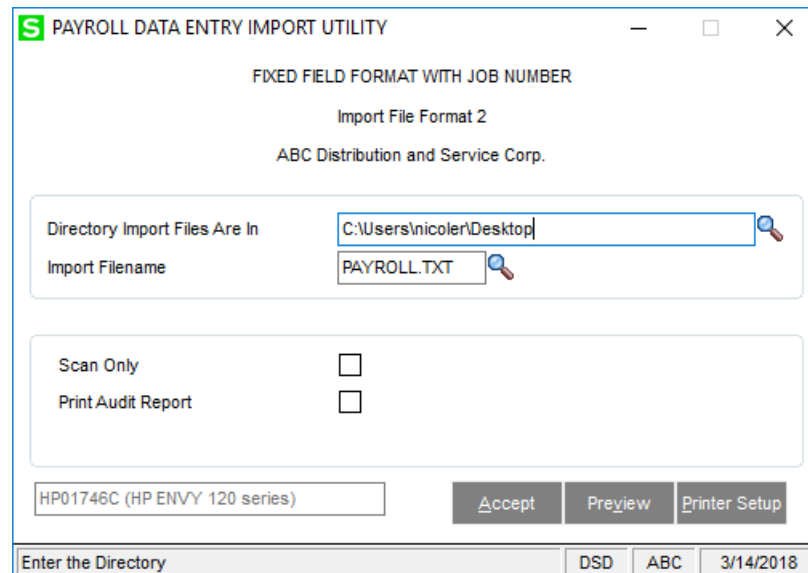

Enter Earnings Codes that correspond with the two possible earnings types imported for each employee record. The earnings types are 'Regular' and 'Overtime'.

Section D: System Operations

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.

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.

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.

```
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

               REGULAR    REGULAR  OVERTIME  OVERTIME   OTHER     OTHER    TOTAL
 EMPLOYEE NUMBER/NAME  HOURS      PAY    HOURS      PAY    HOURS      PAY     PAY

Programmers
 01-0365381   BETTY AKINS
                40.00    500.00    8.00   100.00   17.20   254.00   844.00
              --------- ------------ --------- ------------ --------- ------------ ------------
      Programmers TOTAL:  40.00   500.00   8.00   100.00   17.20   254.00   844.00
              ````````` ```````````` ````````` ```````````` ````````` ```````````` ````````````
Wait Staff
 10-0000133   JOHN SMITH
                 .00   .00   .00   .00   .00   8.00   8.00
 10-0000144   GREGORY COLEMAN
                40.00   .00   .00   .00   17.20   .00   .00
              --------- ------------ --------- ------------ --------- ------------ ------------
      Wait Staff TOTAL: 40.00   .00   .00   .00   17.20   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

               REGULAR   REGULAR OVERTIME OVERTIME   OTHER   OTHER   TOTAL
 EMPLOYEE NUMBER/NAME HOURS   PAY   HOURS   PAY   HOURS   PAY   DEDUCTIONS   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   .00   8.00   .00   8.00
 10-0000144   GREGORY COLEMAN
                40.00   .00   .00   .00   17.20   .00   .00   .00
              --------- ------------ --------- ------------ --------- ------------ ------------
 ----
      Wait Staff TOTAL: 40.00   .00   .00   .00   17.20   8.00   .00   8.00
              ````````` ```````````` ````````` ```````````` ````````` ```````````` ````````````
 ```````````
```

## 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.

### 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

**\*\*NOTE:** The Earnings Code field has been expanded in v6.10 (2018) and higher. Only 2 Digit Earnings Codes are supported in Formats 2 and 8 with this utility. For numeric earnings codes, the field will be zero filled in the import routine but must be 2 characters in the asci file.

For example, if the earnings code is '000001' in Sage 100 it must be '01' in the import file. Earnings codes such as '123' are not supported.

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 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.    XXXXXXXXX  0059000
  0000003  INVALID EARNINGS CODE.         010000001  0059000    Johnson    Erwin F.
  0000004  INVALID EMPLOYEE HOURS.        010000001  0059000    Johnson    Erwin F.
  0000005  INVALID JOB NUMBER.            010000001  XXXXXXX    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 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 | | | 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: *Date Worked by Earnings Line* or PR-1121: *Certified Payroll Report* 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  0000.000000.000017.2004 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 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 | Included in Declared Tips above |

The Tips Reported Earnings Code will be added automatically to an employee's check if there is a value of the sum of 'Declared Tips' and 'Adj. Declared Tips' fields 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.
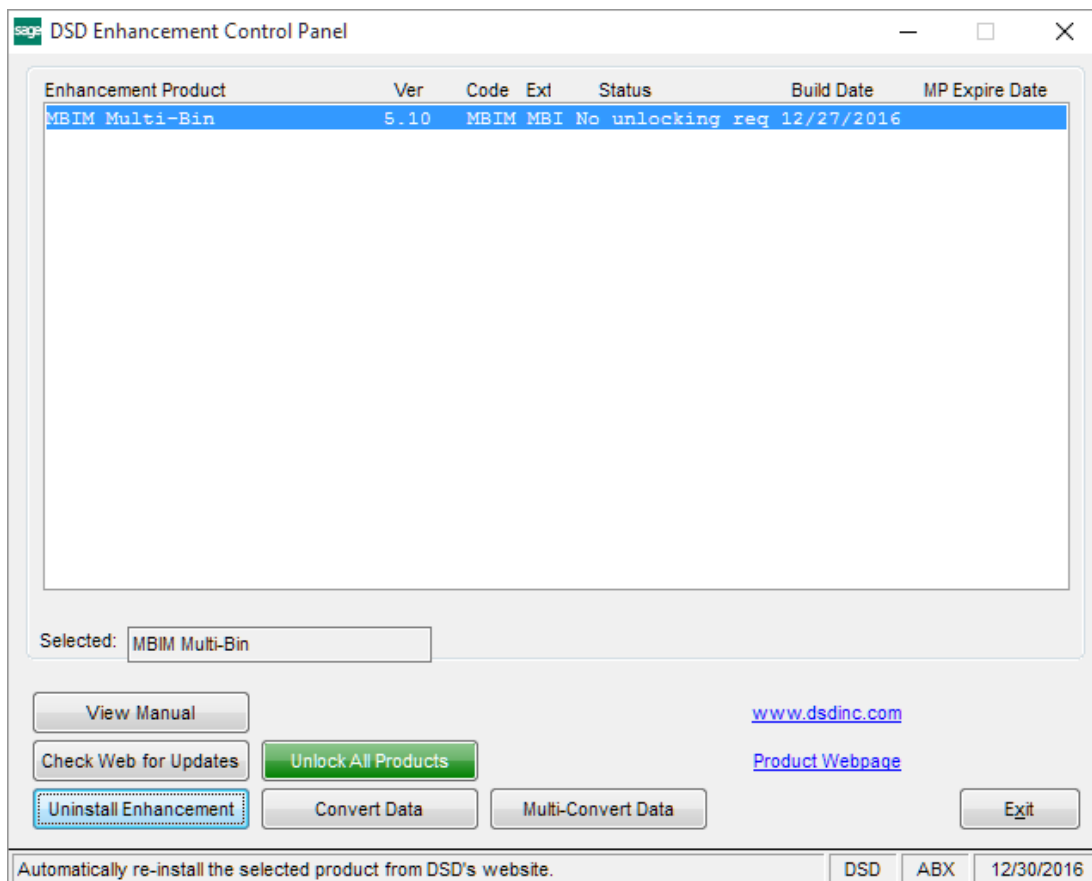
**JOB DETAIL RECORD TYPE ONE:**

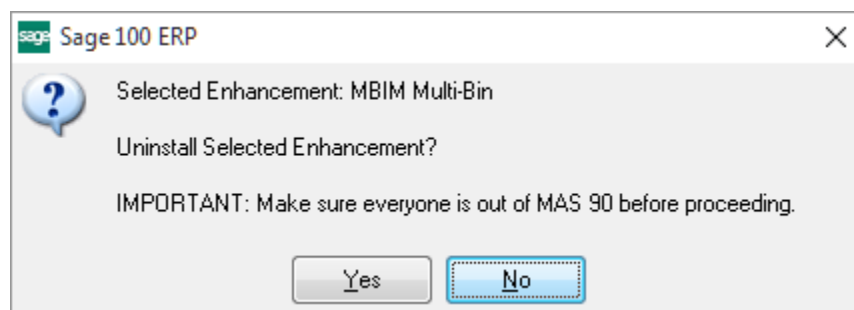| Field # | Title | Comment |
|---|---|---|
| 1 | Employee # | Ignored |
| 2 | Record Type | Will be one |
| 3 | Job Class | Used with field 5 below to determine Earnings Code |
| 4 | Department | Ignored |
| 5 | Pay Type | Used with field 3 above to determine Earnings Code |
| 6 | Hours | Formatted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

# 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.
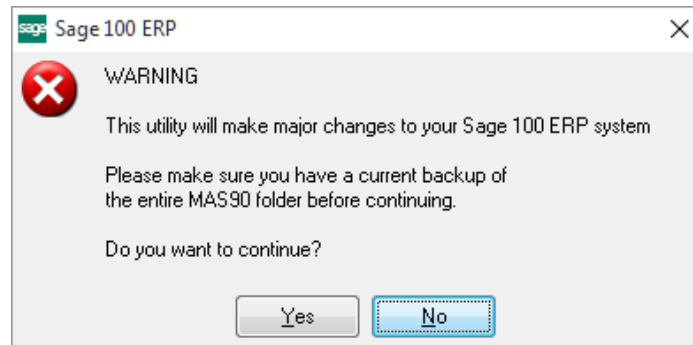


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.

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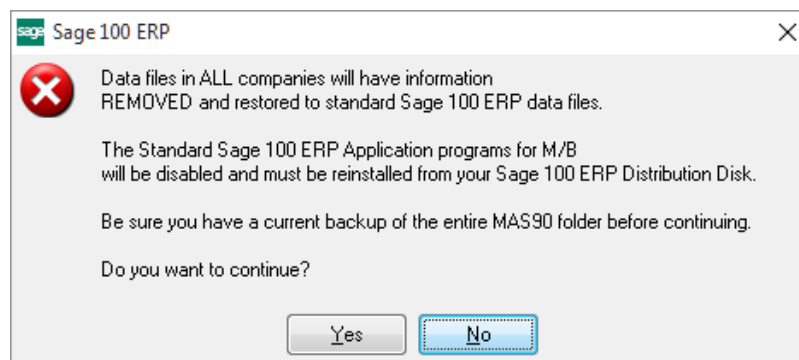Select **Yes** to continue with the Uninstall Process.

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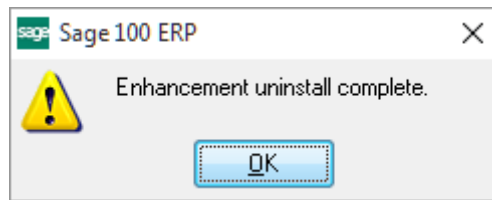Select **Yes** to continue with the Uninstall Process.

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.



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).