



DSD Business Systems

Sage 100 Enhancements

Q031

Payroll Data Entry Import Utility

PR-1031

Version 7.40



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Payroll Data Entry Import Utility User's Manual
Version 7.40

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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



- **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	7.40 / 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.

DSD Enhancement License Agreement and Activation

License Agreement

YOU MUST READ THIS AGREEMENT COMPLETELY AND AGREE BEFORE PROCEEDING. SCROLL THROUGH THIS AGREEMENT USING THE SLIDER CONTROL.

IMPORTANT: THIS SOFTWARE IS LICENSED BY DSD BUSINESS SYSTEMS, INC. TO CUSTOMERS FOR THEIR USE ONLY IN ACCORDANCE WITH THE TERMS SET FORTH IN THIS CUSTOMER LICENSE AGREEMENT. OPENING OR USING THIS PACKAGE CONSTITUTES ACCEPTANCE OF THESE TERMS. IF THE TERMS OF THIS LICENSE ARE NOT ACCEPTABLE, THE CUSTOMER MAY OBTAIN A FULL REFUND OF ANY MONEY PAID IF THIS UNUSED, UNOPENED PACKAGE IS RETURNED WITHIN TEN (10) DAYS TO THE DEALER FROM WHICH IT WAS ACQUIRED.

1 Agree to License Agreement
☒ Agree ☐ Disagree

2 Select Unlocking Type
☐ Web ☐ File
☐ Demo ☒ Manual Entry

3 Call DSD at 858-550-5900
 Have this information ready: End User Name: DSD Business Systems
 Serial Number: 0555188

4 Enter the following from DSD
 Activation Key:
 Click to Unlock:

DSD ABX 12/30/2016

sage DSD Conversion Wizard: Step One, Introduction

DSD BUSINESS SYSTEMS

This company's data needs to be converted.
 This program will perform the conversion.

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.

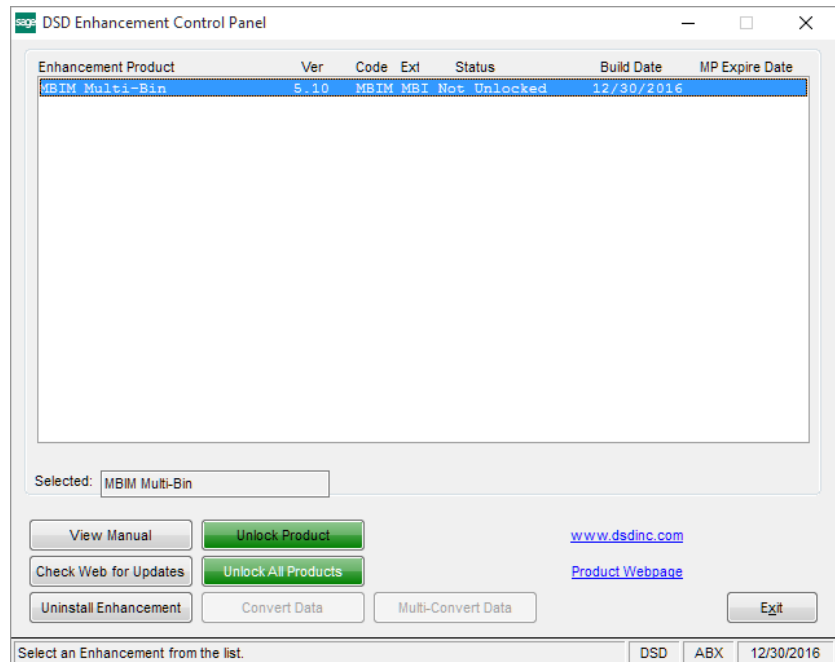
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

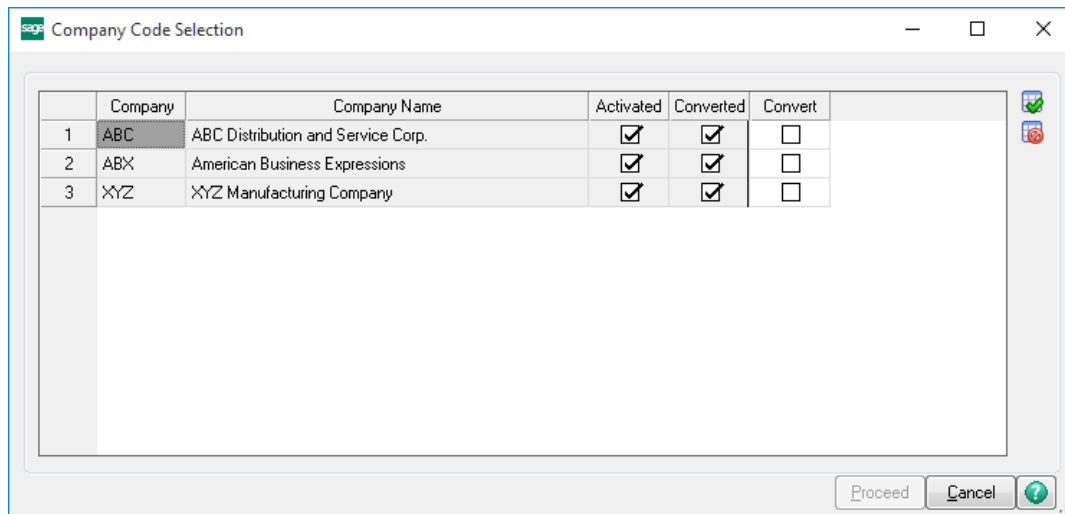
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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.)*



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.

PR-1031 Setup Options

Payroll Data Entry Import Utility

Enable DSD Extended Solution ☒ Level 2.18

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

File Format: C=SDF Format From the 'Catawba Corporation' (selected)
 Default Path: 2=Fixed Field Format With Job Number
 Default Filename: 8=Time Bank or 'Kronos Connect' Format
 C=SDF Format From the 'Catawba Corporation'

Delete File After Importing ☐ Verify Employee Pay Cycle ☐
 Rename File With Extension Delete Negative Checks ☐
 Exclude Above Extension From Lookup ☐ 1.5 Mult. for OT Hrs on Import Audit Rpt ☐
 Reject Duplicate Employee Records ☒
 Reject Zero Earnings Records ☒ Use Martin Pay Rate ☐

Accept Cancel

DSD ABC 11/27/2018

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

PR-1031 Setup Options

Payroll Data Entry Import Utility

Enable DSD Extended Solution ☒ Level 2.18

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

Override Labor Code

Override Earnings Code

Override Pay Rate .000

Use Pay Rate 1 If Imported Rate Is Zero ☒

Deduction Code 6

Starting Position in Acct Field For Dept 1

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 EEC 10/5/2018

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.

The screenshot shows a software window titled "PR-1031 Setup Options" with a sub-header "Payroll Data Entry Import Utility". At the top, there is a checkbox for "Enable DSD Extended Solution" which is checked, and a version indicator "Level 2.18". Below this are three tabs: "1. General Setup", "2. Import Setup II", and "3. Earnings Setup", with the third tab being the active one. The main area is titled "Earnings Codes For:" and contains two rows: "Regular Hours" with a text box containing "000001" and a magnifying glass icon, and "Overtime Hours" with a text box containing "000002" and a magnifying glass icon. At the bottom right are "Accept" and "Cancel" buttons. A status bar at the very bottom shows "DSD", "EEC", and the date "10/5/2018".

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

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.

PAYROLL DATA ENTRY IMPORT UTILITY

FIXED FIELD FORMAT WITH JOB NUMBER

Import File Format 2

ABC Distribution and Service Corp.

Directory Import Files Are In C:\Users\nicolier\Desktop

Import Filename PAYROLL.TXT

Scan Only ☐

Print Audit Report ☐

HP01746C (HP ENVY 120 series) Accept Preview Printer Setup

Enter the Directory DSD ABC 3/14/2018

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.

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.

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

Wait Staff TOTAL:	40.00	.00	.00	.00	17.20	8.00	.00	8.00

REPORT TOTAL:	240.00	2,500.00	40.00	500.00	97.20	1,112.00	332.08	3,779.92

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.

S Department/Job Class/Pay Type Maintenance

Department Number

Job Class

Pay Type

Earnings Code Regular

Navigation:

Buttons: **Accept** **Cancel** **Delete**

Footer: DSD ABC 11/26/2018

S Payroll Data Entry Import Utility

ABC Distribution and Service Corp.

PAYROLL DATA ENTRY IMPORT UTILITY

ERROR REPORT

RECORD ...NUMBER...	REASON FOR REJECTION.....	IMPORT RECORD / EMP. NO.	EMPLOYEE NAME.....
0000003	ZERO EARNINGS AMOUNT.	1100001	
0000004	DPT/JOB CLS/PAY TYPE NOT ON FILE: '110151'.	1100001	
0000009	DUPLICATE EMPLOYEE NO.	1100001	
TOTAL IMPORT RECORDS READ:		10	
TOTAL BAD RECORDS FOUND:		3	
TOTAL LINE ENTRIES CREATED:		2	
TOTAL HOURS:		42.50	
TOTAL PAY AMOUNT:		758.62	

Page: 1

Navigation:

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 ascii 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.   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 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	Num Unused
2	3	Char Employee Number (dept depending on Setup)
3	12	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  0000.000000.000017.2004 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:

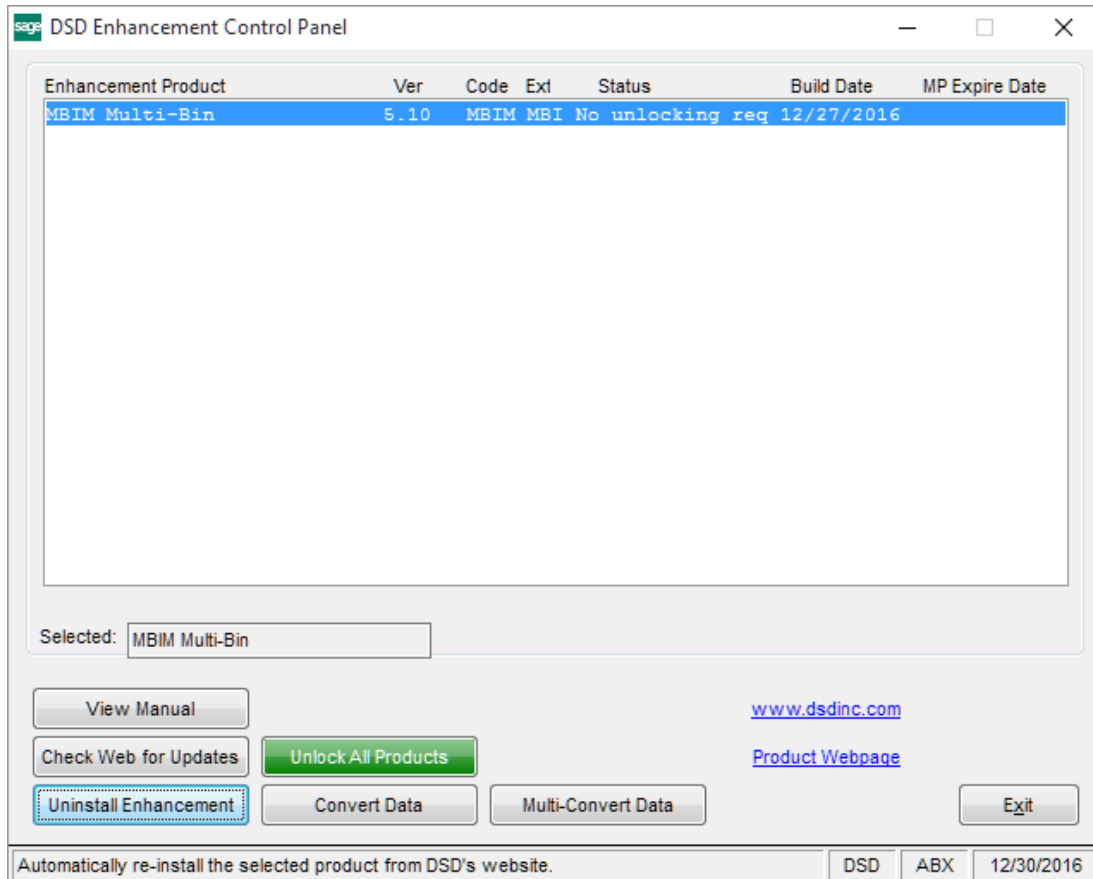
Field #	Title	Comment
1	Employee #	Ignored
2	Record Type	Will be one
3	Job Class	Used with field 5 below to determine Earnings Code
4	Department	Ignored
5	Pay Type	Used with field 3 above to determine Earnings Code
6	Hours	Formatted as ##.####
7–9	Misc.	Ignored

PUNCH DETAIL RECORD TYPE TWO:

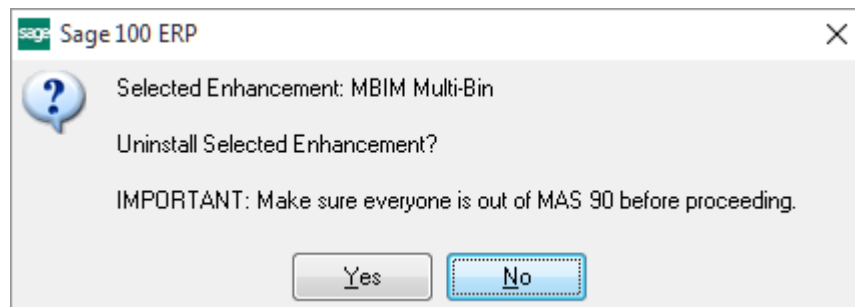
Field #	Title	Comment
1	Employee #	Ignored
2	Record Type	Will be two
3–8	Misc.	Ignored

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.

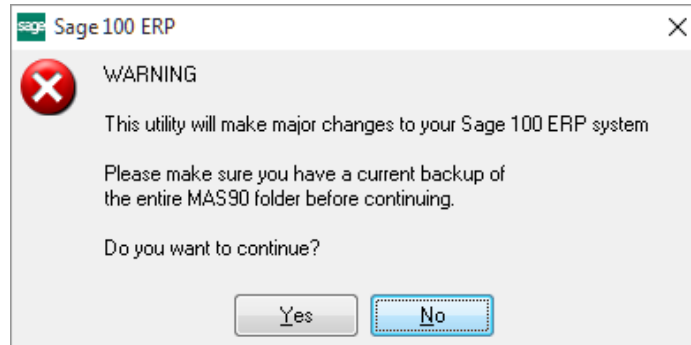


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.

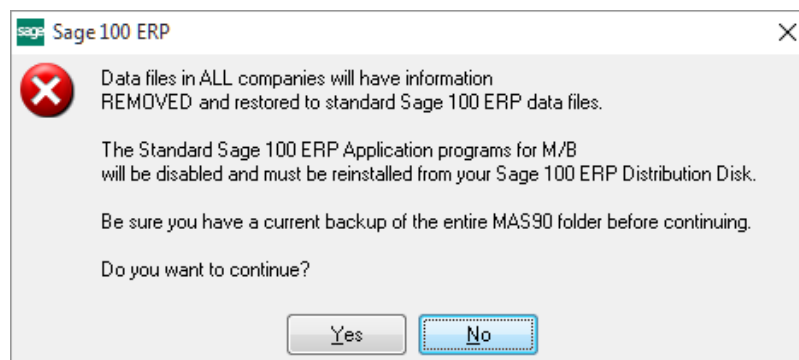
After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

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.

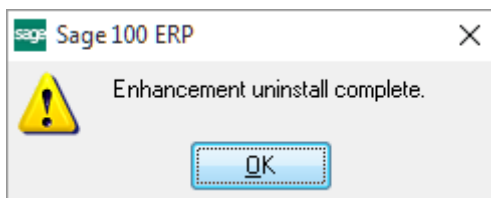
The following message box will appear, displaying the final warning message.



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).