



DSD Business Systems

Sage 100 Enhancements

Q042

Prevailing Wage Rate by Labor Code

PR-1042

Version 5.40



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Prevailing Wage Rate by Labor Code User's Manual
Version 5.40

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Table of Contents

SECTION A: INTRODUCTION	5
WEB RESOURCES	5
SUPPORT	5
PREVAILING WAGE RATE BY LABOR CODE FEATURES	6
SECTION B: GETTING STARTED	7
REQUIRED LEVELS	7
INSTALLATION	7
DSD ENHANCEMENT CONTROL PANEL	9
SECTION C: SETUP	11
SECTION D: SYSTEM OPERATIONS	12
VISUAL INTEGRATOR	13
CRYSTAL REPORTS.....	14
SECTION E: UNINSTALL DSD ENHANCEMENTS	15

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*

Q042 Prevailing Wage Rate by Labor Code:

<http://www.dsdinc.com/enhancement/prevailing-wage-rate-by-labor-code-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.

Prevailing Wage Rate by Labor Code Features

This DSD Extended Solution to the standard Sage 100 Payroll module adds the ability to set up and maintain Prevailing Wage Rates for specific Labor Codes and Job Numbers. The new Wage Rates will be used during TimeCard and Payroll Data Entry.

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	5.40

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.

- 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 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.

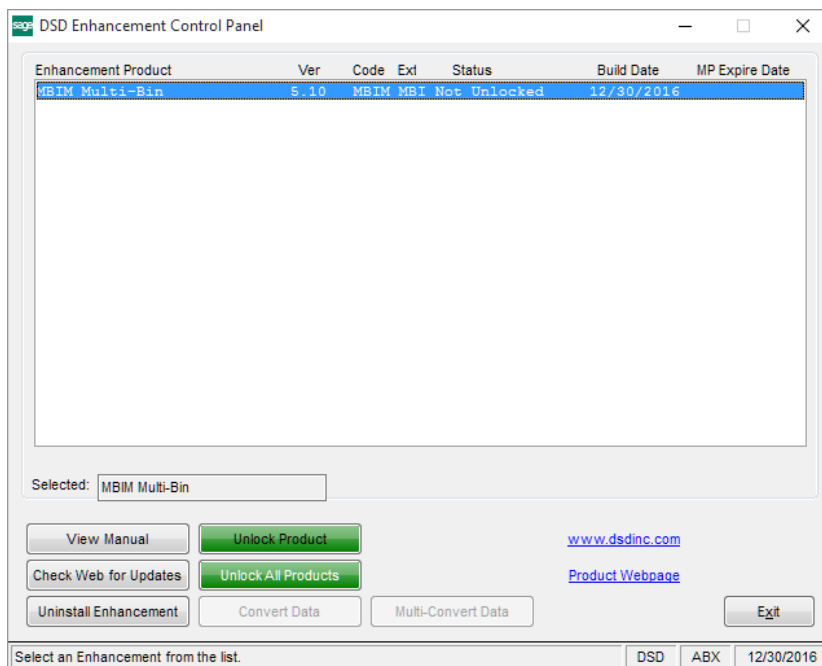
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

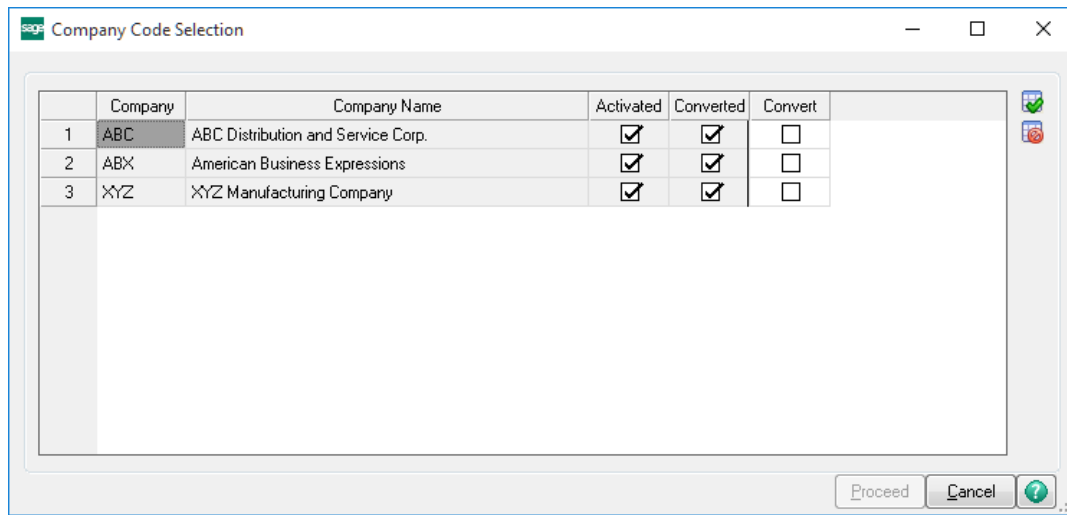
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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-1042 Setup Options

Prevailing Wage Rate by Labor Code

☒ Enable DSD Extended Solution Level 5.40

☒ Use Prevailing Wage Rate Only When Higher

☐ Use Prevailing Wage Rate Only on Certified Jobs

☐ Always Prompt Before Using Prevailing Wage Rate

Accept Cancel

Check this box to enable Prevailing Wage Rate by Labor Code

DSD ABC 11/8/2016

Answer the following prompts:

Use Prevailing Wage Rate Only When Higher: Check this box if you only want to use the prevailing wage if it is higher than the wage rate that would have been used otherwise.

Use Prevailing Wage Rate Only On Certified Jobs: This question will appear only if you have *TimeCard* installed. Check this box if you only want to pay the prevailing wage when work is done on a certified job, otherwise the prevailing wage will be used on all types of jobs. Note that if you check this box, the prevailing wage will never be used on an entry that has no job number entered. *If you check the next option, this option will be unavailable and set to unchecked.*

Always Prompt Before Using Prevailing Wage: This question will appear only if you have *TimeCard* installed. Check this box if you want to be prompted before the prevailing wage is used during *TimeCard* data entry. Note that this question has no effect on payroll data entry, *TimeClock* Punch In/Punch Out, or any imports. You only will be prompted during *TimeCard* data entry. *If you checked the above option, this option will be unavailable and set to unchecked.*

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

Section D: System Operations

On the Labor Code Maintenance screen, you may assign a Pay Rate 1 and Pay Rate 2 to a particular Labor Code.

This is the default prevailing wage rate (PWR) to be used for that labor code. Leave the values blank (zero) for no default prevailing wage. If PR is integrated with JC, you will see a 'More' button. You may use this option to set up PWR by labor code/job number. Press the 'More' button to access the prevailing wage by Job Maintenance screen.

Line No.	Job No.	Pay Rate 1	Pay Rate 2
01	EEC3350	35.000	37.000

When the Labor Code Listing is printed, the PWR setups by job will also print.

LABOR CODE LISTING					
Edwardson Electric Company					
LABOR CODE	DESCRIPTION	STANDARD		CALC METH	BURDEN RATE
		JOB NO.	COST CODE		
0000001	Foreman			PERC	38.5000%
	EXCLUDE FROM CERTIFIED PAYROLL REPORT?				
	WAGE EXPENSE ACCOUNT:				
0000002	Journeyman			PERC	34.1250%
	Job Number	Pay Rate 1	Pay Rate 2		
	(default rate)	30.000	32.000		
	EEC3350	35.000	37.000		
	EXCLUDE FROM CERTIFIED PAYROLL REPORT?				
	WAGE EXPENSE ACCOUNT:				
			N		
0000003	Apprentice			PERC	24.2500%

During Payroll Auto Pay, Payroll Data Entry and TimeCard operations, the prevailing wage setups are accessed to see if a PWR is in effect for this labor code/job number. If there is a PWR setup for the labor code/job number combination, it is used. If no labor code/job number combination is set up but the labor code has a default PWR set up, it is used. If neither is set up, standard payroll wage rates are used. If a PWR is used, either pay rate 1 or pay rate 2 will be used depending upon which standard payroll pay rate from the employee masterfile would have been used.

If the 'Always Prompt Before Using Prevailing Wage' question was checked in setup, you will be prompted before the prevailing wage is used during TimeCard data entry. Note that this question has no effect on payroll data entry, TimeClock Punch In/Punch Out, or any imports. You only will be prompted during TimeCard data entry.

The screenshot shows the 'TimeCard Entry - New Entries Only' window. The main form contains fields for Employee No. (01-0001000), Date Worked (07/09/2012), Sequence No. (001), Labor Code (0000002), Earnings Code (01), State (CA), Local, Dept (01), W/C Code, Job Number, Cost Code, Time In, Time Out, Elapsed, Hours Worked (Decimal), Hours Worked (Clock), Rate, and Amount. A dialog box titled 'Sage ERP MAS 90' is overlaid on the form, asking 'Use Prevailing Wage for this entry?' with 'Yes' and 'No' buttons.

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.LABD_II	LABOR_CODE
	PREV_WAGE_RATE1
	PREV_WAGE_RATE2
PR.PREWAG	All fields

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

Crystal Reports

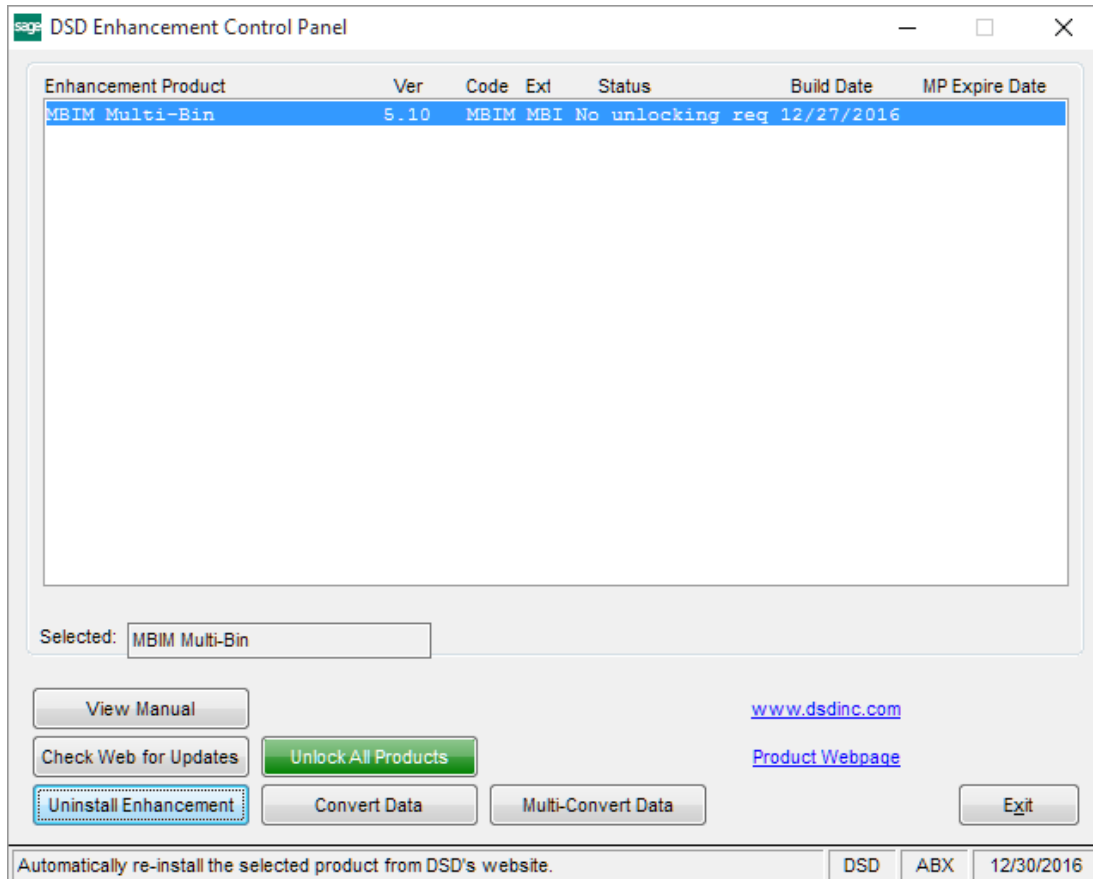
The files listed below have been added or changed in the Crystal Dictionaries by this Extended Solution for Crystal Reports purposes. Any additions or changes to the Crystal Dictionaries will be incorporated into your system after you set up the Extended Solution or when you use the Star Part (*PART) option from a menu.

<i>File:</i>	<i>Description</i>	<i>Field:</i>
PR_AG_LaborDistMasterfileII	Labor Dist Masterfile II	LABORCODE PAYRATE1 PAYRATE2
PR_PW_PrevWageMasterfile	Prev Wage Masterfile	All Fields

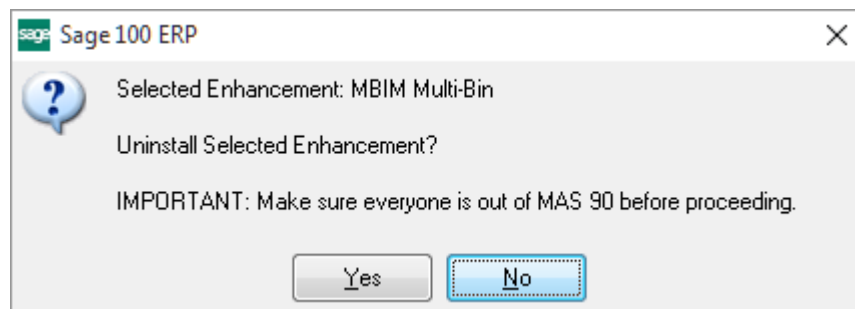
Be aware that the Crystal Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

Section E: Uninstall DSD Enhancements

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



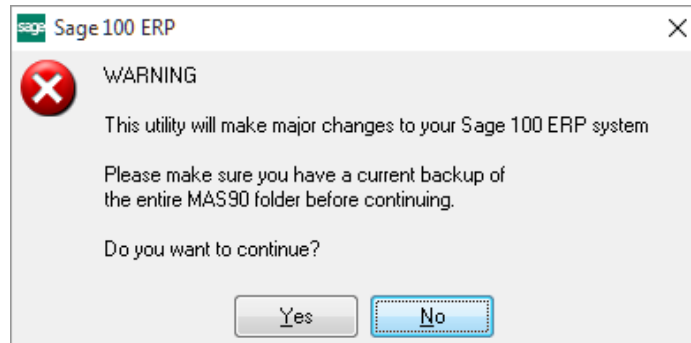
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.

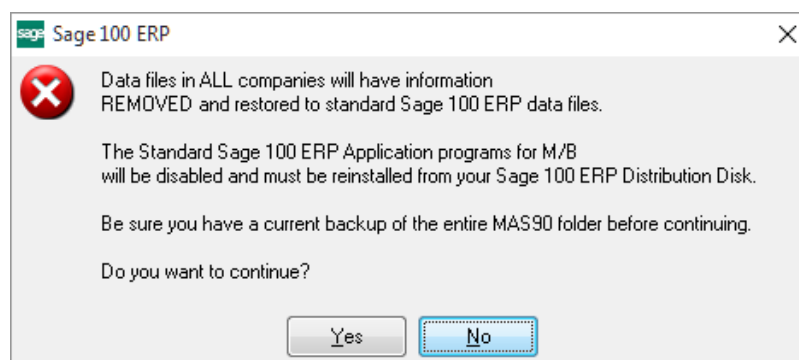
After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

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.

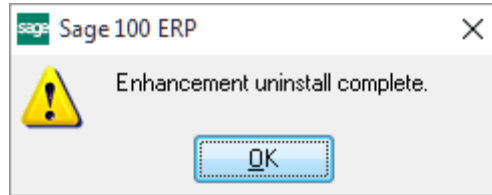
The following message box will appear, displaying the final warning message.



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).