DSD Business Systems

MAS 90/200 Enhancements

Q137

Payable Sick Benefit

PR-1137

Version 4.40.PU2

Sage Certified Solution

Sage Software Development Partner
GOLD

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Payable Sick Benefit User's Manual
Version 4.40.PU2

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Table of Contents

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 MAS 90/200. For instructions on using MAS 90/200, refer to the appropriate MAS 90/200 manual, or call your MAS 90/200 reseller. DSD Business Systems offers excellent MAS 90/200 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*

Q137 Payable Sick Benefit:

http://www.dsdinc.com/enh/pages/Q137.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 MAS 90/200 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.

Payable Sick Benefit Features

This Extended Solution to Payroll adds a fourth benefit: Payable Sick. It is designed to be applied only to Full Time Employees who are incented to not use their Sick Hours by paying them for their Unused Sick at the end of the year.

The Payroll Option 'Reset Employee Benefits at Year End' must be unchecked and 'Hours to use for Benefit Limit' set to 'Accrued Hours Only' in order for this Extended Solution to enable.

The Custom Office module is required in order for this to function.

Section B: Getting Started

CAUTION

- **If you reinstall or upgrade one of the MAS 90/200 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.**

- **Do not install this Enhancement on MAS SQL Systems.**

Required Levels

MAS 90/200 Module	Module Required	Required Level
P/R	Y	4.40.PU2

Installation

1. **Back-up:** Exit all MAS 90/200 sessions. Back-up existing MAS 90/200 data.
2. **Check Levels:** MAS 90/200 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 MAS 90/200 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 MAS 90/200:** MAS 90/200 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 MAS 90/ 200 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 MAS 90/200 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 MAS 90/200 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 MAS 90/ 200 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
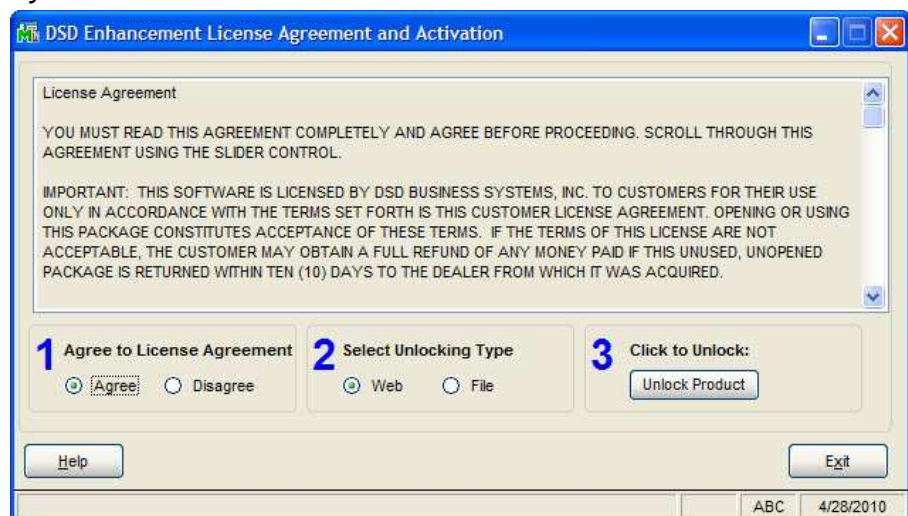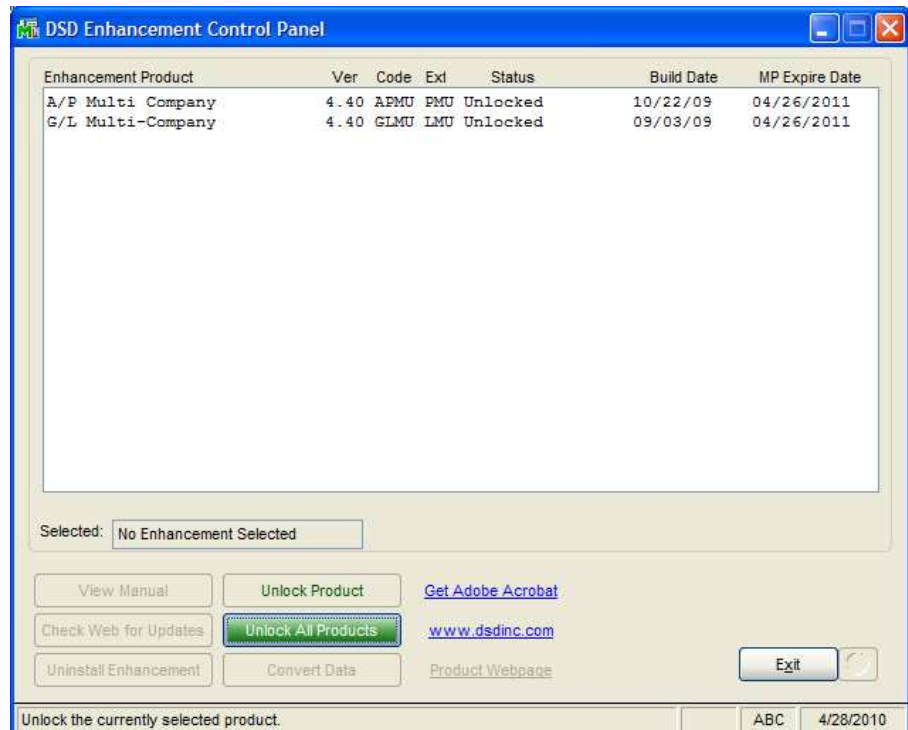
has only web and file as options to unlock. *This button is never disabled*

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.

Answer the following prompts:

P/R Employee UDF for 'Cash Out Sick Hrs': Specify the checkbox type UDF which denotes that this UDF is eligible for the Payable Sick benefit

P/R Employee UDF for 'Full Time Employee': Specify the checkbox type UDF which denotes that this employee is Full Time. If unchecked it is assumed the employee is Part Time.

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

Role Maintenance

The following Tasks have been added to Payroll, Miscellaneous Tasks:

- Apply Sick Benefit Accruals
- Clear Payable Sick Utility

Users who are authorized to run any of the above should be granted permissions for the prospective tasks and security events. Please review your security setup in Role Maintenance and make appropriate changes.

Section D: System Operations

Earnings Code Maintenance

A new Type of Earnings, 'Payable Sick, has been added to Earnings Code Maintenance.

This benefit will not be available in Benefit Schedule maintenance.

Employee Maintenance

The Earnings and Vacation Inquiry has been modified with a 'Pay Sick' button. It will only be available for those employees who have both of the specified UDFs checked.

Click this to access the accruals of the new benefit type.

Payroll Check Register Update

During Payroll Check Register Update, those employees with both UDFs checked, who are accruing Sick Benefit hours, will accrue the same number of hours in their Payable Sick Benefit.

If any Sick Hours were used on the pay entry, the Payable Sick Used will be increased by the same number of hours, unless Payable Sick Available is less than Sick Available. Under this condition, the program will add the Payable Sick Used hours only up to the balance of the Payable Sick Available hours.

Clear Payable Sick Utility

This option can be found on the Payroll Period End menu. It produces a report detailing who is a full time employee vs. who is a part time employee, which employees are subject to receive the Cash Out option via the Payable Sick benefit. After the report has printed, there will be an option to clear all existing Payable Sick Hours to zero.

When accessed you will be prompted

Employee Type: Select Full Time, Part Time or All.
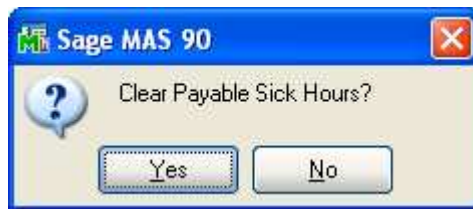**Cash Out Employees:** Select Yes, No or All.
Employee Number: Define the Range of Employees to be included.
Benefit Schedule Code: Define the Range of Benefit Schedules to included.

Click 'Print' to produce the report.

After the report has printed you will be prompted to Clear Payable Sick Hours.

Click Yes and the Payable Sick benefit *Hours Accrued, Hours Used, and Hours Available* will be reset to zero for any of the selected employees who have that benefit.

It is expected that the user will print the report once, say No to the update, pay the employees what they are owned, then return to the utility to clear.

Apply Sick Benefit Accruals Utility

This option can be found on the Payroll Setup menu. It allows you to increase or decrease the number of Available hours for All Employees for the Sick and Payable Sick Benefit.
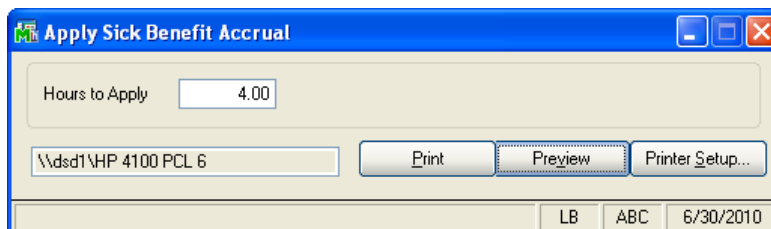
After defining the Hours to Apply, a report will print detailing all of the employees whose Full Time UDF is checked, sorted in employee number order.

This report reflects the existing Available balance for the Sick Benefit, the number of hours to be added, and the sum of the two. If the employee has their Cash Out UDF checked, corresponding data for the Payable Sick benefit will also be reflected in the 'PS' columns.

After the report has printed you will be prompted to Apply Sick and Payable Sick Hours (Figure 10).
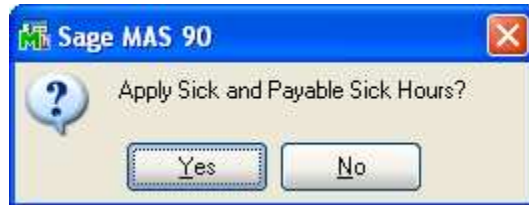
Click Yes and the Available Hours for each employee will be increased as noted on the report.

Forms

Graphical Forms
The following fields have been added to the following Crystal Work Table files:

File	Fields
PR_31CrystalCheckHeaderWrk	PayableSickAccrued
	PayableSickUsed
	PayableSickAccruedThisCheck
	PayableSickAvailable

There may be additional fields available for graphical forms printing that are defined to non-Work Table files.

Visual Integrator

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

File: *Fields:*
PR.EMPL_II   DEPARTMENT_NO
                                                 EMPLOYEE_NO
                                                 PAY_SICK_ACCRUE
                                                 PAY_SICK_USED

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.

File: *Fields:*
PR_A1_EmployeeMasterfile2   Department
                                                 EmployeeNumber
                                                 PayableSickAccrued
                                                 PayableSickUsed

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

Section E: Uninstall DSD Enhancements
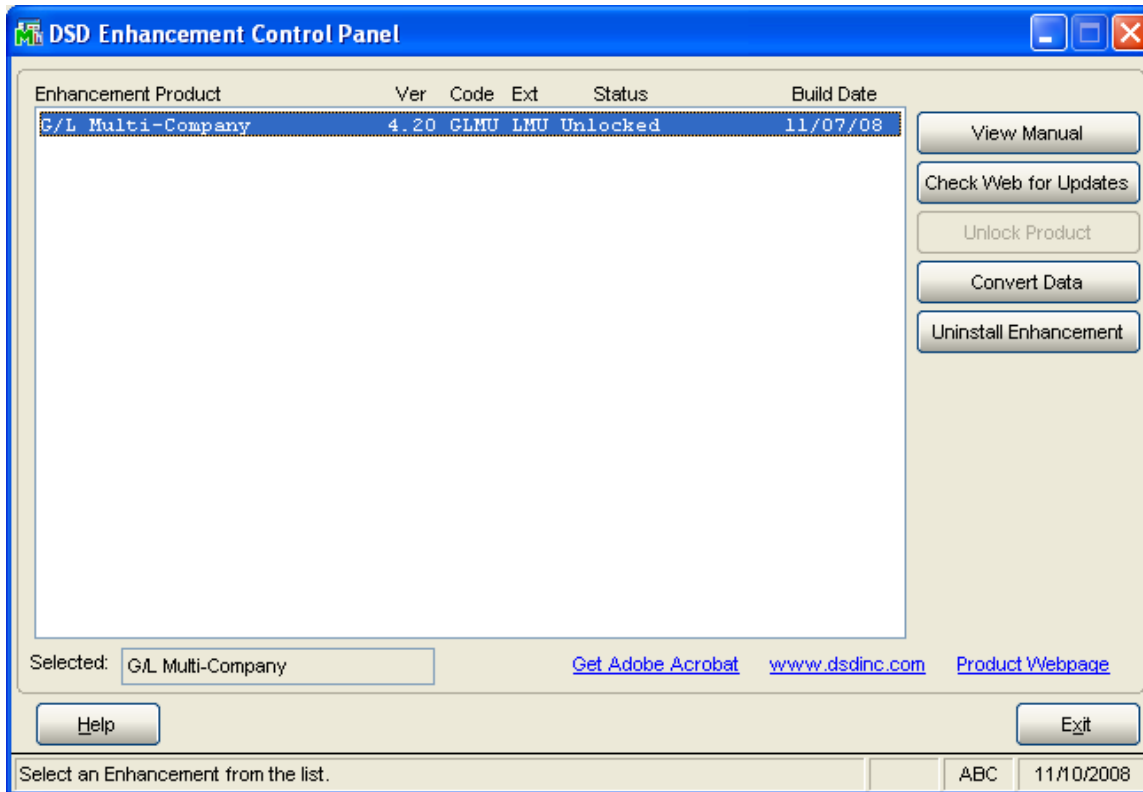
A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your MAS 90/200 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

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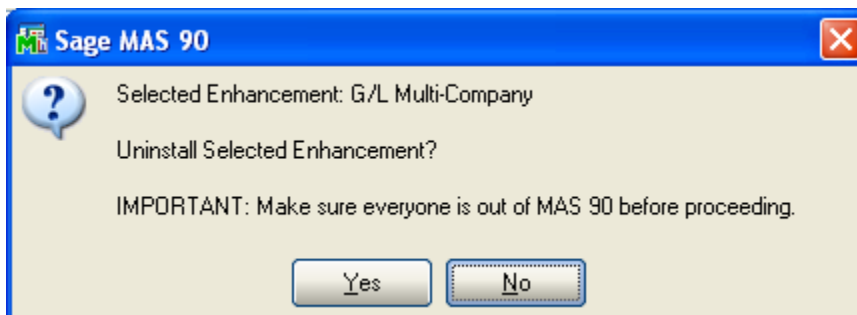
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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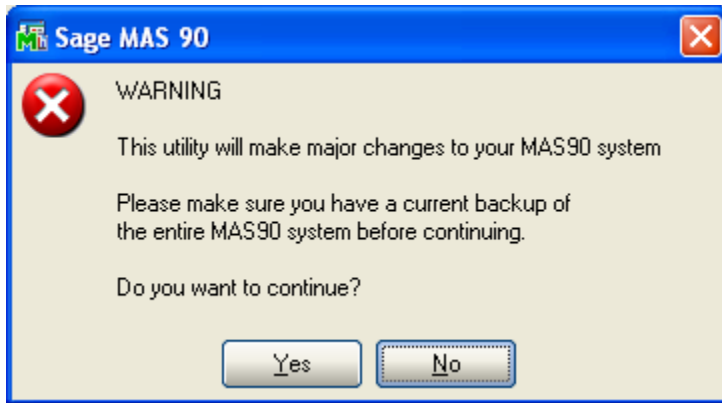
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard MAS 90/200 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

The following message box will appear, and will display which of those specific MAS 90/200 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 MAS 90/200 system.
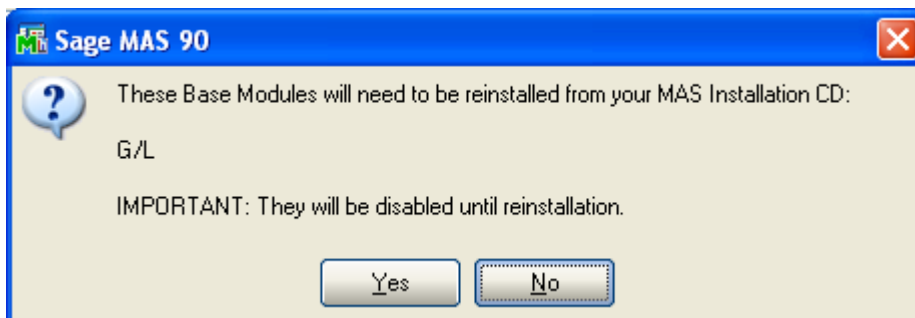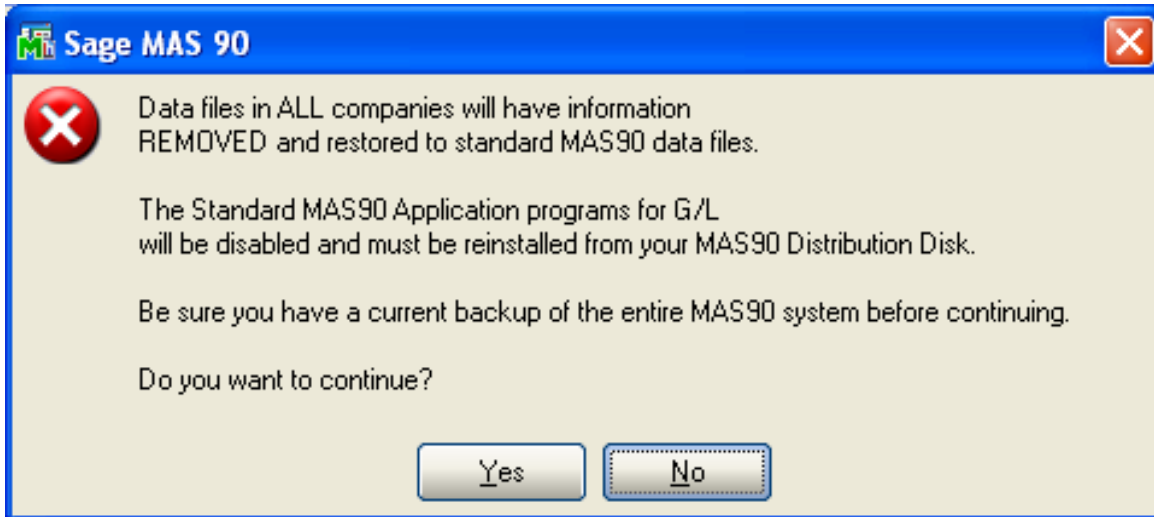

After completion of the Uninstall, the following message box will appear. Select OK to continue.
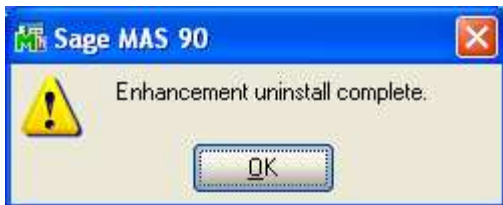
Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard MAS 90/200 modules
- Reinstall the latest MAS 90/200 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard MAS 90/200 module(s).

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From:	Name:	Phone:	
	Company:	Fax:	
Date:	/ /	# Pgs Including this Page:	
Subject:	Check One: P Product Problem P Suggestions		
Product:	*Q137 Payable Sick Benefit*	Version:	*4.40.PU2*

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