



# **DSD Business Systems**

**Sage 100 Enhancements**

**Q138**

**Pension Enrollment Verification**

**PR-1138**

**Version 6.20**



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Pension Enrollment Verification User's Manual  
Version 6.20

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## Section A: Introduction

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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*

1138 Pension Enrollment Verification:

<http://www.dsdinc.com/enh/pages/Q138.htm>

The product web page contains:

- Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in .pdf Format*
- Revision History*
- FAQ*

### Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

- Error number.*
- Program name.*
- Line number.*
- Program version.*

*Exact sequence that caused the error, including menus and menu selections.  
Other pertinent information.*

If leaving a message or faxing, please include:

*Your name.*

*Your phone number (and fax if applicable) and extension.*

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system remotely or by some other to duplicate the system.

### ***Pension Enrollment Verification Features***

This DSD Extended Solution to the Payroll module adds a utility and a report that verify pension enrollment eligibility.

## 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
J/C	Y	6.20

### 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 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:

Help Exit

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.

Cancel Next

### 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.

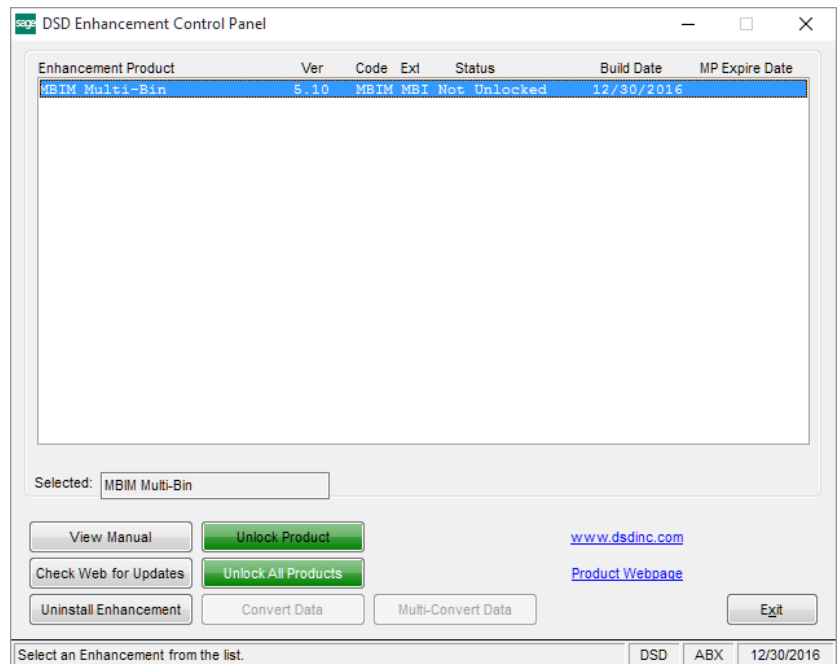
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

The screenshot shows a dialog box titled "PR-1138 Pension Enrollment Verification" with a close button (X) in the top right corner. The dialog contains the following elements:

- A header bar with a green "S" icon, the text "PR-1138 Setup Options", and a close button (X).
- A sub-header "PR-1138 Pension Enrollment Verification".
- A section with a dashed border containing:
  - A checkbox labeled "Enable DSD Extended Solution" which is checked.
  - The text "Level 2.19" in blue.
- A list of fields with corresponding input boxes:
  - "P/R Employee UDF for 'Pension Check Required'" with an empty input box and a magnifying glass icon.
  - "P/R Employee UDF for 'Rehire Date for Pension Eligibility Check'" with an empty input box and a magnifying glass icon.
  - "Pension Checking Minimum Hours" with an input box containing "0".
  - "Consecutive Days Without Work" with an input box containing "0".
  - "Maximum Days for Pension Checking" with an input box containing "0".
- At the bottom right, two buttons: "Accept" and "Cancel".
- A footer bar containing the text "Check this box to enable PR-1138 Pension Enrollment Verify" and three tabs: "DSD", "EEC", and "12/16/2019".

Answer the following prompts:

**P/R Employee UDF for Pension Check Required:** Enter a checkbox-type Payroll Employee UDF.

**P/R Employee UDF for Rehire Date for Pension Eligibility Check:** Enter a Date-type Payroll Employee UDF.

- This is only available when Pension Check Required UDF is checked
- It will be Blank for new employees or will hold the date an employee is reactivated.

**Pension Checking Minimum Hours:** Enter the minimum number of hours an employee must work to meet the pension eligibility requirement.

**Consecutive Days Without Work:** Enter the maximum number of consecutive days without work.

**Maximum Days for Pension Checking:** Enter the number of days included in the pension checking period.

It will be the responsibility of the user to create the User Defined Fields (UDF) and add them to the Employee Maintenance screen using Customizer Selection.

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

### ***Role Maintenance***

The following Task has been added to Payroll, Reports/Forms

- Employee Pension Eligibility Report

Please review your security setup in Role Maintenance and make appropriate changes.

## Section D: System Operations

### Payroll Data Entry/ TimeCard Masterfile and TimeCard History record selection

After the user accepts their TimeCard Data Entry record selection, the Pension Eligibility Check will be run automatically.

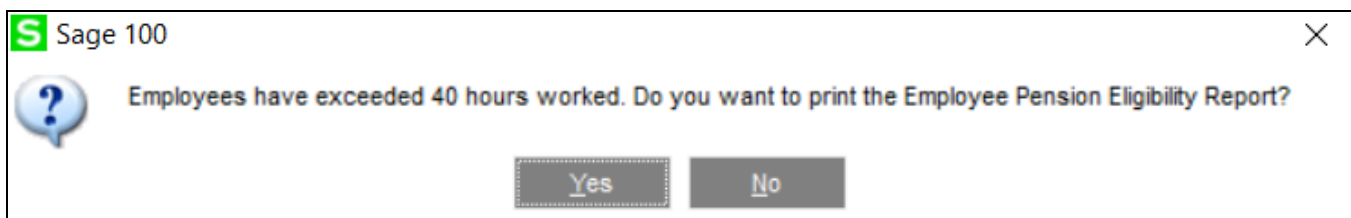
As Timecard records are written to Payroll Data Entry the enhancement will check each employee's *Pension Check Required* UDF. When *unchecked* the Employee's records are excluded from further pension eligibility checking. When *checked* the utility will proceed to check the *Rehire Date for Pension Eligibility Check* UDF.

When the *Rehire Date for Pension Eligibility Check* UDF is *blank*, all T/C Timecard Masterfile records (TC1) and Timecard History records (TC3) for the prior *Maximum Days for Pension Checking* from the Period End Date of the Pay Cycle will be included. When a date exists in the *Rehire Date for Pension Eligibility Check* UDF, all Timecard Masterfile records (TC1) and TimeCard History records (TC3) between the Period End Date of the Pay Cycle and the date in the *Rehire Date for Pension Eligibility Check* UDF to a maximum of the prior *Maximum Days for Pension Checking* will be included.

Once all TimeCard records are selected, the enhancement sums the Hours Worked field of the selected TimeCard Masterfile and TimeCard History records for each eligible employee.

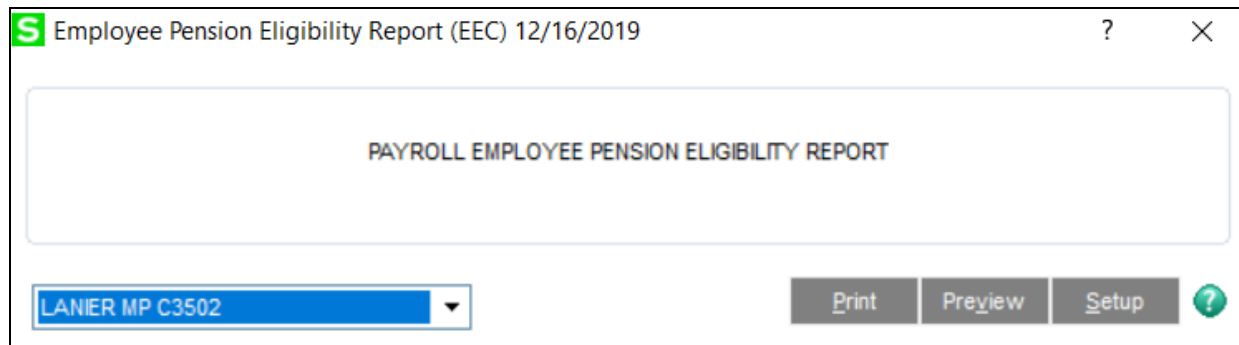
When the sum of the HoursWorked field is greater than or equal to the hours defined in *Pension Checking Minimum Hours* setup, a record will be written to a new temporary data file. Each record will include the following fields: Employee Number, Employee Name, Start Date, Period End Date, and Total Hours Worked. The Start Date will equal either the value in the *Rehire Date for Pension Eligibility Check* UDF or the Maximum Days for Pension Checking days prior to the Period End Date or the Employee's Hire Date.

When TimeCard selection screen is exited, if any Pension Eligible Employee records have been written to a data file, the user will receive a message: 'Employees have exceeded #### hours worked. Do you want to print the Employee Pension Eligibility Report?'



**No:** Returns to the Pay Cycle Screen.

**Yes:** Prints the report. Focus returns to the payroll main menu.



The Employee Pension Eligibility Report can also be accessed from the option added to the Payroll Main menu. The report may be printed until the payroll is updated as the file will be cleared during Payroll Check Register Update.

Below is an example of the payroll Employee Pension Eligibility Report.

Employee Pension Eligibility Report				Edwardson Electric Company (EEC)
Employee	Start Date	Period End Date	Total Hours Worked	
01-0001000 Emerson, David	5/19/2020	5/19/2020	105.00	

The payroll staff will need to make the necessary changes to the employee's automatic deductions and to the payroll data entry in process. They will need to uncheck the employee's 'Pension Check Required' box so they are no longer included when the Pension Eligibility Check is performed.

When an employee's status is changed from Inactive or Terminated to Active, this Extended Solution will:

- Default the Payroll module date into the *Rehire Date for Pension Eligibility Check* UDF
- Check the *Pension Check Required* UDF

### ODBC Dictionary

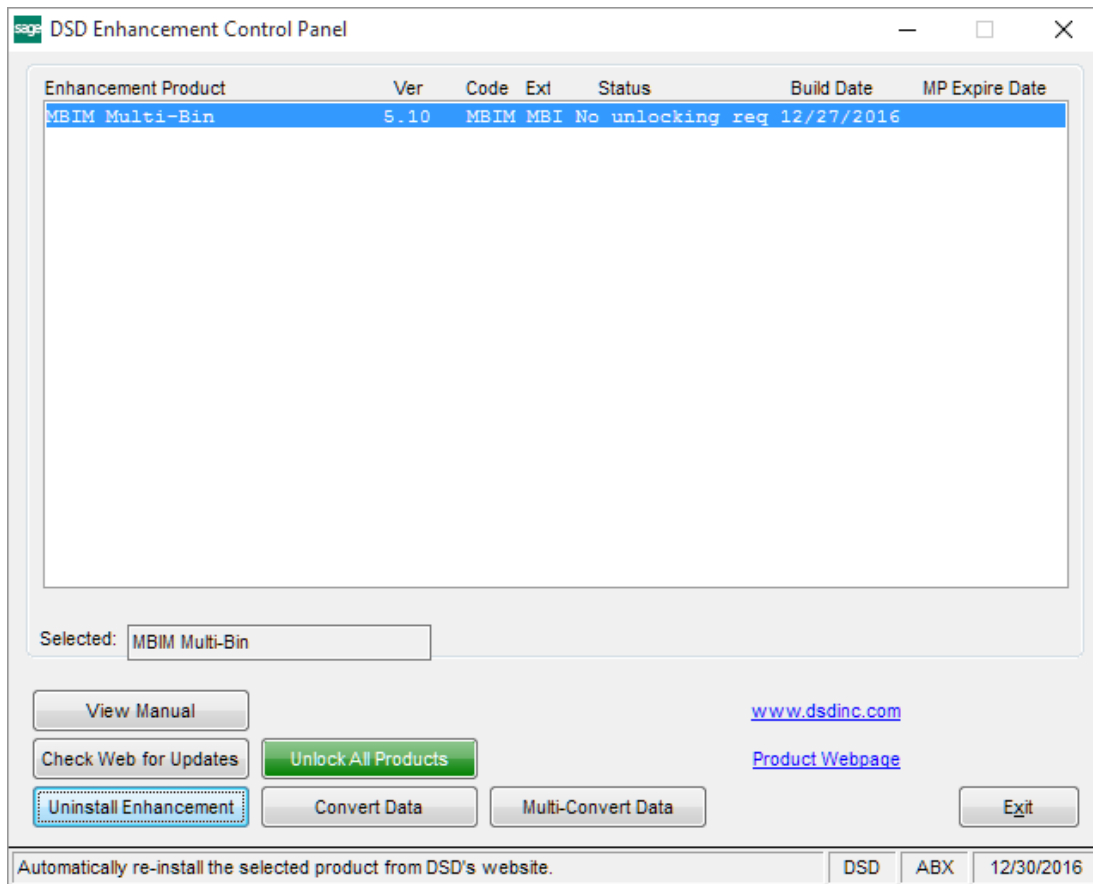
The files listed below have been added, or changed, in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Fields:</i>
PR_PE_PensionEligibilityFile	All Fields

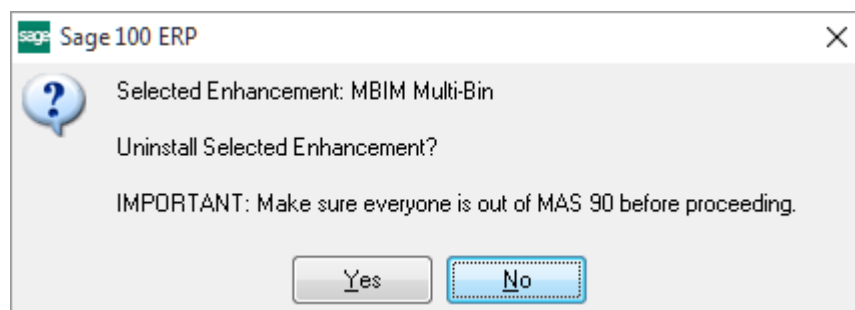
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

## 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.

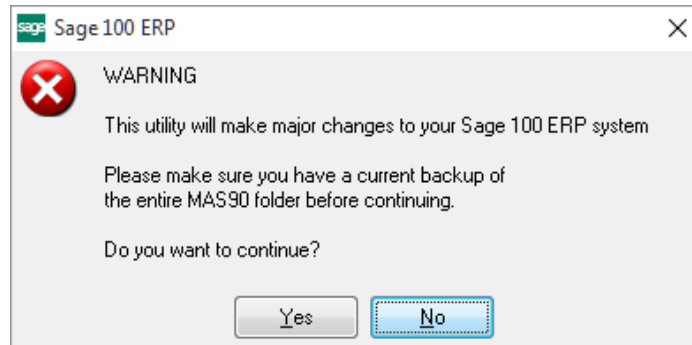


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.

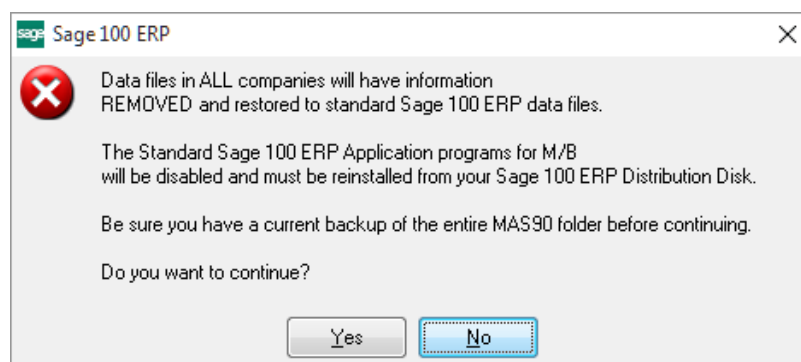
**After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.**

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.

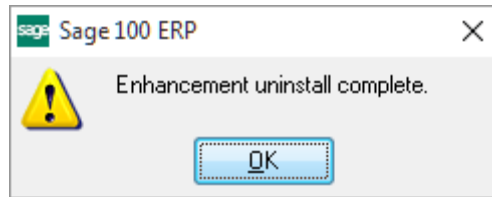
The following message box will appear, displaying the final warning message.



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).