



DSD Business Systems

Sage 100 Enhancements

TB00

Time & Billing Interface with TimeCard & Payroll

TB-1000

Version 5.40



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Time & Billing Interface with TimeCard & Payroll User's Manual
Version 5.40

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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*

TB00 Time & Billing Interface with TimeCard & Payroll:

<http://www.dsdinc.com/enh/pages/TB00.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 with Symantec PCAnywhere or by some other means access or duplicate the system.

Time & Billing Interface with TimeCard & Payroll Features

This DSD Extended Solution to the Time and Billing module is the interface between Time and Billing and Payroll via the TimeCard module.

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
T/B	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.*

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:
 Serial Number:

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

ABC 4/28/2010

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 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.

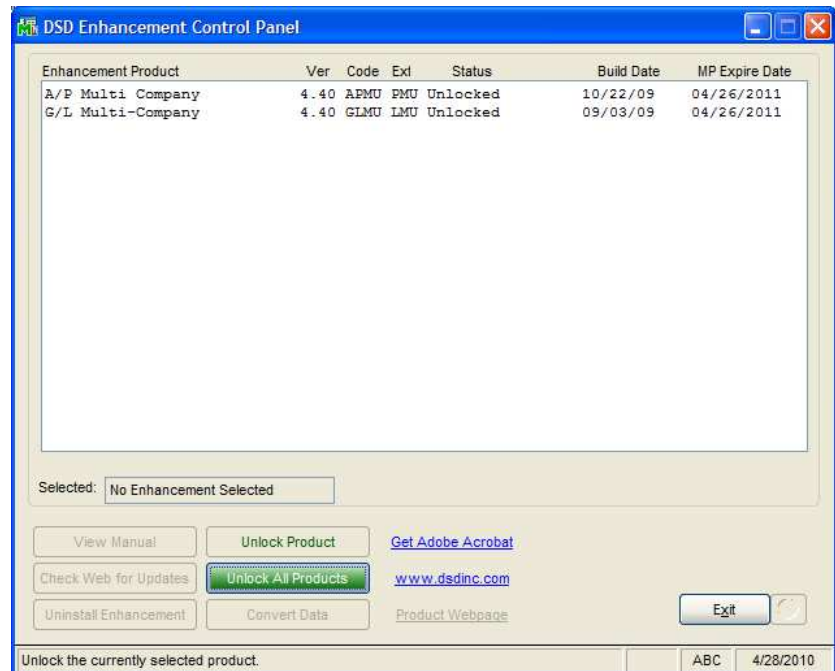
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired 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 FTP web 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.*

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 Time and Billing 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.

TB-1000 Setup Options

Time and Billing Interface With TimeCard & Payroll

Enable DSD Extended Solution ☒ Level 5.20

Use TB-1022 Pay Rate ☒

Warn About Invalid Employee/Work Codes ☒

Apply TimeClock Overtime Rules ☐

Indicate T/E Entries to be Updated with a '+' ☒

Override Defaults During Data Entry ☒

Privileged User/Group Code

Accept Cancel

DSD ABC 8/17/2015

Answer the following prompts:

Use TB-1022 For Pay Rate: If TB-1022: *Bill Rate by Client/Employee/Work Code* is installed and enabled, a Setup question will appear allowing you to use the Pay Rate field maintained through TB-1022. Check this box if you wish to have the Pay Rate from TB-1022 used in place of the normal Pay Rate for those records that match the Client/Employee/Work Code selection criteria.

Warn About Invalid Employee/Work Codes During Data Entry: Check this box if, during Time & Expense data entry, you wish to be warned when an Employee Code/Work Code combination is entered that has not been set up in Employee Maintenance (and therefore will not be written to TimeCard during the update).

Apply TimeClock Overtime Rules: Check this box to apply TimeClock for MAS 90/200 rules regarding overtime calculations.

Indicate T/E Entries To Be Updated With A '+': Check this box if you wish to indicate Time and Expense entries that will be updated to TimeCard with a (+) sign.

Override Defaults During Data Entry: Check this box if you wish to override the defaults during Data Entry. The defaults that may be overridden are Earnings Code, Department Worked, Pay Rate, State

Code, Local Code and Worker's Comp Code. The Pay Rate may be overridden only if you left the option 'Use P/R Earnings Rate' blank in Work/Earnings Code Setup in Employee Maintenance.

Privileged User/Group Code: Enter the User Code or User Group Code that you wish to allow to view printed dollar amounts on the Time/Expense to TimeCard Journal. Leave this prompt blank if all users can view the dollar amounts.

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

Section D: System Operations

Employee Maintenance

A new 'More' button for Work/Earnings Code Setup, is available in Employee Maintenance. This option allows for the setup of Earnings Codes to be used with selected Work Codes.

The screenshot shows two overlapping windows from a software application. The background window is titled 'Employee Maintenance' and contains fields for Employee Code (0100), Last Name (WINNUR), First Name (IMA), Office (MCC), Level (1 - Partner), and Cost per Hour (60.000). It also has a 'More' button. The foreground window is titled 'Work/Earnings Code Maintenance' and contains fields for Work Code, Earnings Code, Department, State Code, Local Code, Workers Comp, Use Payroll Earnings Rate, and Override Rate. It also has buttons for 'Ok', 'Delete', 'Undo', and 'Exit'. Below these fields is a table with the following data:

Work	Earn CD	Dept	State	Local	Workers Comp	User PR Rate?	Override Rate
AJE	01					N	39.8800

Only employees who have Earnings Codes set up for the Work Codes will have their Time and Billing entries interface with TimeCard and Payroll.

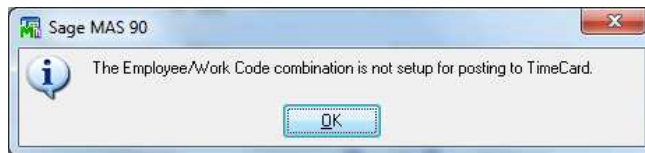
Enter the Earnings Code to be used for this Work Code and the Department Worked (leave this blank to use the Employee's home Department). The default Pay Rate from Payroll may be used, or an Override Pay Rate may be set up for this Work Code/Earnings Code combination. You will be prompted for a State Code, Local Code and Worker's Comp Code. If you leave these blank, the default will be used. The lookup function is active in each of these fields.

On the Employee Maintenance Main panel, a new field for Employee Number (Figure 2) has been added that will allow the Employee's Payroll Number to be cross referenced with their Employee Code in Time and Billing.

When an employee record is deleted during Payroll Period End Processing, that employee's Work Code/Earnings Code records will be deleted as well.

Time and Expense Data Entry

If you checked the 'Warn about invalid Employee/Work Codes During Data Entry' box in Setup, you will be warned when an Employee Code/Work Code combination is entered that has not been set up in Employee Maintenance (and therefore will not be written to TimeCard during the update).



If you checked the 'Override Defaults During Data Entry' box, after the cursor leaves the Work Code field, you will be prompted for an Earnings Code, Department Worked, Pay Rate, State Code, Local Code, and Worker's Comp Code.

The lookup function will be active in each of these fields. New values may not be added at this location. These values will be printed on the Time and Expense To TimeCard Journal, but not on the Time and Expense Journal.

Leeder, Winnur & Winnur									
TIME/EXPENSE TO TIMECARD JOURNAL									
REGISTER NO: TE-0027									
P/REMPY NUMBER	DATE WORKED	EARNINGS CODE	DEPT WORKED	HOURS	RATE	AMOUNT TRANS	EMPLYNAME	CLIENT	ENGMT W.C.
00-0000001	10/04/99	01 Regular	00	2.00	250.0000	500.00 0000067	0100 WINNUR I.	ABLEMAN 0000	AJE
00-0000001	10/04/99	01 Regular	00	1.00	250.0000	250.00 0000067	0100 WINNUR I.	ABLEMAN 0000	ANA
STATE: WA LOCAL: KING WORKERS COMP:				0000001					
STATE: WA LOCAL: KING WORKERS COMP:				0000001					
EMPLOYEE NO: 00-0000001 TOTALS:				3.00		750.00			
REPORT TOTALS:				3.00		750.00			

Time and Expense Journal

The Time and Expense Journal Update into Work In Process has been modified to allow Payroll information to be updated to TimeCard. If you entered 'Y' to the option 'Indicate T/E Entries To Be Updated With A "+", all entries that will be updated to TimeCard will be preceded by a (+) plus sign. After the Time/Expense Journal prints, a Time/Expense To TimeCard Journal is printed showing which TimeCard entries will be written to the TimeCard files when the update takes place.

Leeder, Winnur & Winnur									
TIME/EXPENSE JOURNAL									
REGISTER NO: TE-0027									
DATE	EMPLY NAME	CLIENT	ENGMT	W.C.	B T T X	COMMENT	HOURS	UNITS	RATE AMOUNT
TRANS NO: 0000067	TRANS DATE: 10/04/99	ON HOLD?: N							
*10/04/99	+0100 WINNUR I.	ABLEMAN 0000	A/E	B	NT	ADJUSTING ENTRIES	2.00		500.000 1000.00
*10/04/99	+0100 WINNUR I.	ABLEMAN 0000	ANA	B	NT	NEEDS ANALYSIS	1.00		500.000 500.00
W.C. HASH TOTAL:							3.00		1500.00
							3.00		1500.00
							3.00		1500.00
							3.00		1500.00

The 'Time/Expense to Timecard Journal' will print normally for the User Code or User Group Code entered in Setup. If a User/Group Code was entered in Setup and the current system user does not match that User Code or is not in that User Group, then the dollar amount fields will be left blank.

Leeder, Winnur & Winnur									
TIME/EXPENSE TO TIMECARD JOURNAL									
REGISTER NO: TE-0027									
P/REMPY NUMBER	DATE WORKED	EARNINGS CODE	DEPT WORKED	HOURS	RATE	AMOUNT TRANS	EMPLYNAME	CLIENT	ENGMT W.C.
00-0000001	10/04/99	01 Regular	00	2.00		0000067	0100 WINNUR I.	ABLEMAN 0000	A/E
STATE: WA	LOCAL: KNG	WORKER'S COMP: 0000001							
00-0000001	10/04/99	01 Regular	00	1.00		0000067	0100 WINNUR I.	ABLEMAN 0000	ANA
STATE: WA	LOCAL: KNG	WORKER'S COMP: 0000001							
EMPLOYEE NO: 00-0000001 TOTALS:				3.00					
REPORT TOTALS:				3.00					

The Update operation, which creates TimeCard entries, the Earnings Code, Department Worked, Pay Rate, State Code, Local Code and Worker's Comp Code entered will become the values used in the TimeCard entries created. After the TB-1000 Update is completed, these values are not preserved within the Time and Billing module.

Client Maintenance

A new field for State and Worker's Comp Code has been added to Client Maintenance, specific to a Client, not an Engagement (Figure 9), which can be accessed via the 'More' button (Figure 10). This means that you will not have the ability to have a separate code for each of the Client's Engagement Codes. The Worker's Comp Code entered will be validated against the State Code entered. Worker's Comp Codes that are not on file within the Payroll module for the State Code will not be allowed to be entered. New Worker's Comp Codes may not be entered from this location.

The screenshot shows the 'Client Maintenance' window for client 'ABLEMAN' (Name: ABLE MANUFACTURING, Description: PROFESSIONAL SERVICES). The 'State and Worker's Comp' dialog box is open, displaying 'State Code' as 'CA' and 'Worker's Comp' as an empty field. The main window includes tabs for Main, Additional, Billing, History, Invoices, and WIP. Fields for Address (9445 HIGHLAND AVE.), ZIP Code (92718), City (IRVINE), Country, Telephone ((714) 555-), Fax (714-555-9), and Comment 1/2 are visible. Client Partner (0120, B.A. WINNUR) and Client Employee (0250, JOSEPH WILSON) information is also shown. The bottom of the window has navigation buttons and a status bar with 'Enter Client Name' and 'LWW 10/23/2011'.

During Time and Expense Entry, the State Code and Worker's Comp Code corresponding to the Client Code will default into the fields available to hold them, provided by this Extended Solution. The defaults may be overridden.

Helpful Hints

- One TimeCard entry will be created for each Time/Expense entry that has a non-zero hours and that has a valid Employee/Work Code combination.
- During Time & Expense Entry, you will only be warned about invalid Employee/Work Code combinations when the Employee Number and Work Code are first entered, or if they are subsequently changed. Simply returning to a line that was previously entered will not produce a warning. By the same token, when a new line is started and MAS 90•MAS 200 defaults the values from the previous line, you will not receive a warning.
- Using TimeCard Rules, overtime entries will use the Earnings Code from Shift Setup, not from the Work Code.

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>
TB.EMPWORK	All Fields
<i>File:</i>	<i>New Fields:</i>
TB.TIMEXP	#EARN_CODE
	#DEPT_WORKED
	#STATE
	#LOCAL
	#WORKERS_COMP
	#TC_PAY_RATE
TB.CLIENT2	EMPLOYEE_STATE, EMP_WC_CODE

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

ODBC Dictionary

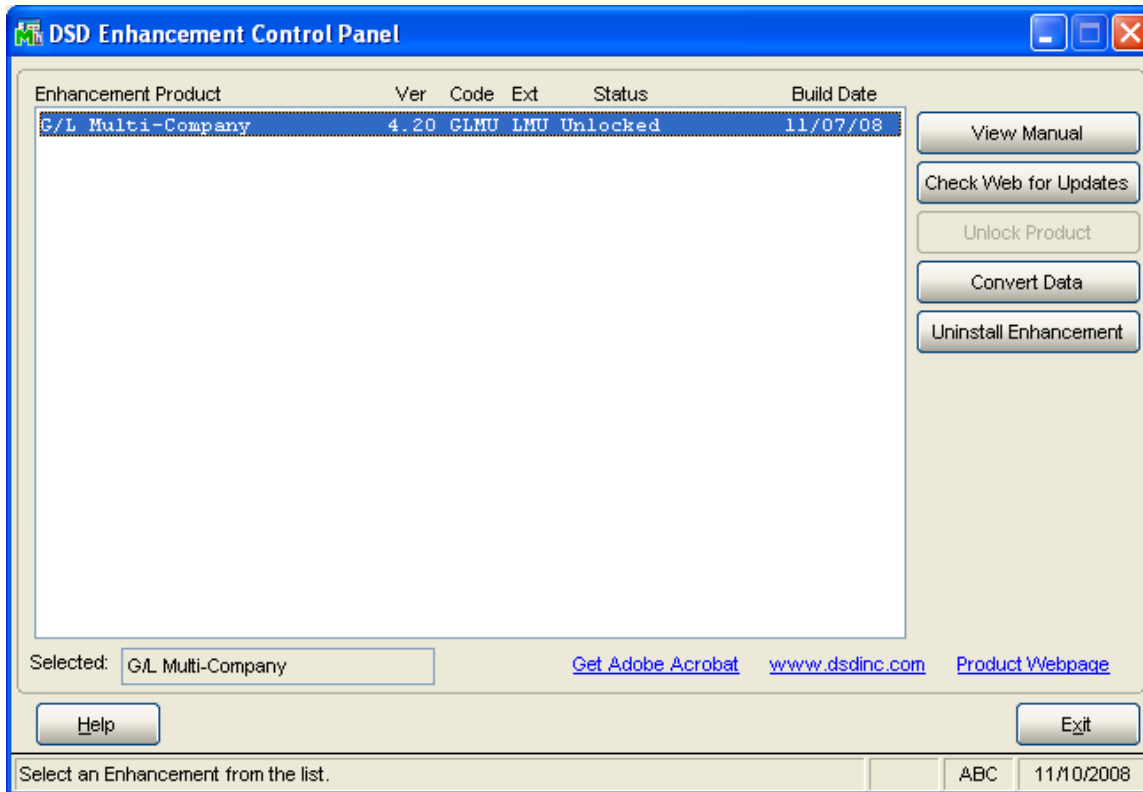
The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Field:</i>
TB_AA	TB_AA Earnings Code Record	All Fields
	TB_AA Employee Record	All Fields
TBC	Time Expense Detail	EarningsCode
		Department
		State
		Local
		WorkersComp
		TCRate
TB_A1	Client Masterfile 2	ClientCode
		EmployeeState
		EmployeeWorkersComp

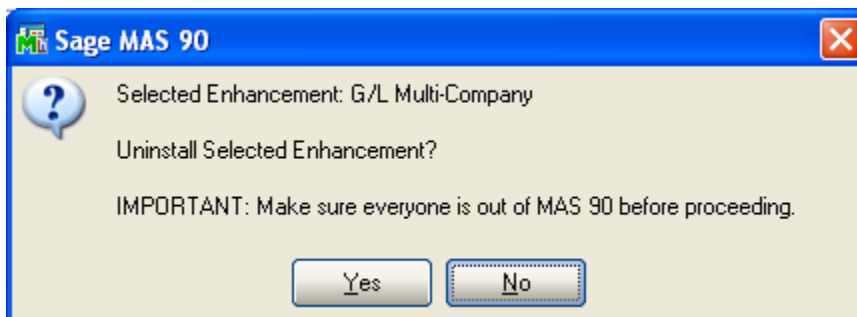
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

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.

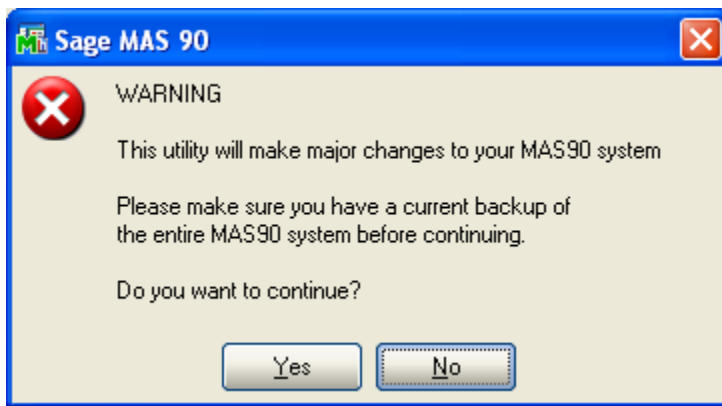


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.

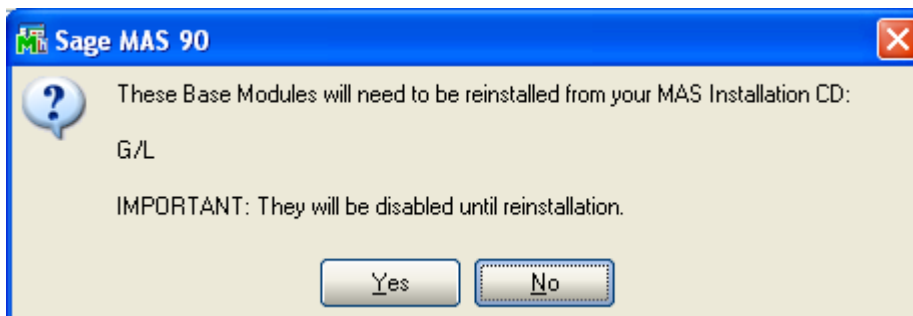


Select No to exit the Uninstall Process.

Select Yes to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you **MUST** reinstall certain standard Sage 100 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

The following message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.



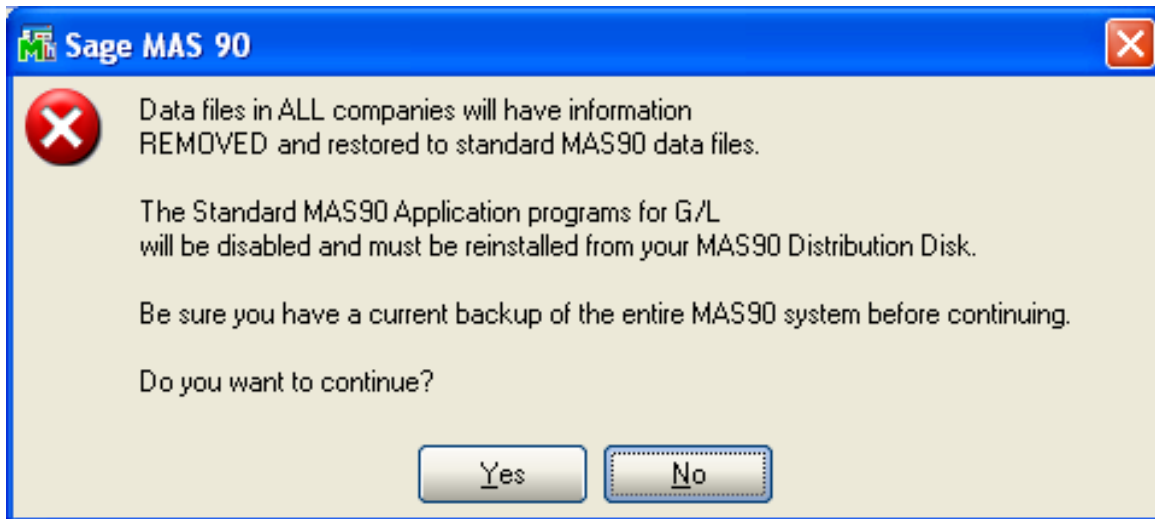
Select No to exit the Uninstall Process.

Select Yes to continue with the Uninstall Process.

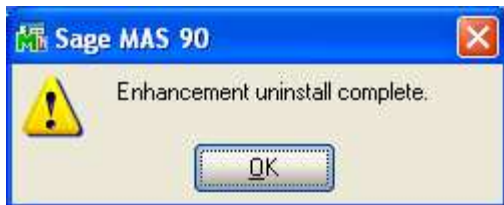
The following message box will appear, displaying the final warning message.

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).

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