



DSD Business Systems

Sage 100 Enhancements

TB22

Bill Rate by Client/Employee/Work Code

TB-1022

Version 5.40



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Bill Rate by Client/Employee/Work Code User's Manual
Version 5.40

29 May, 2018

DSD Business Systems
5120 Shoreham Place
Suite 280
San Diego, CA 92122
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

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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*

TB22 Bill Rate by Client/Employee/Work Code:

<http://www.dsdinc.com/enh/pages/TB22.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.

Bill Rate by Client/Employee/Work Code Features

This DSD Extended Solution to the Time and Billing module adds the ability to set up specific billing and pay rates based upon any combination of Client, Engagement, Employee and Work Code.

Additional functionality is available if you have TB-1000: *Time and Billing Interface with TimeCard/Payroll* installed and enabled.

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.

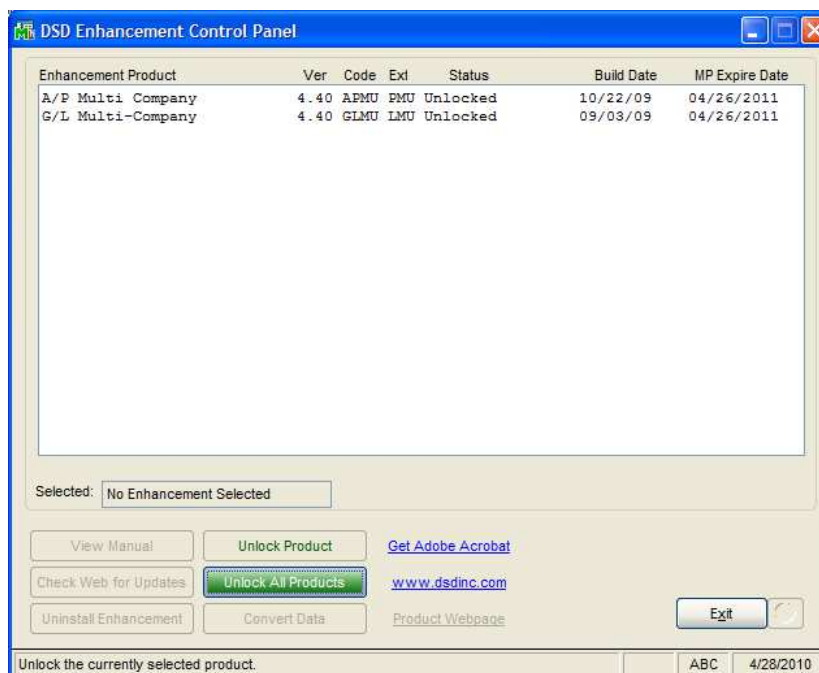
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired 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 for 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-1022 Setup Options

Bill Rate By Client/Employee/Work Code

Enable DSD Extended Solution ☒ Level 5.20

Apply Which Rate First: Employee

Default Cost/Hour to Client/Employee/WC Pay Rate: ☒

Accept Cancel

DSD ABC 8/17/2015

Answer the following prompts:

Apply which Rate First: Specify whether you want 'Employee' or 'Work Code' to be first in the hierarchy for determining the Bill Rate and Pay Rate for a Time/Expense Entry.

Default Cost/hour to Client/Emp/WC Pay Rate: Check this box to substitute the Employee Pay Rate associated with the Client/Employee/Work Code record as the Employee's 'Cost Per Hour' during Time and Expense update.

Role Maintenance

The following Task has been added to Timecard, Setup Options:

- Billing Rate Maintenance

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

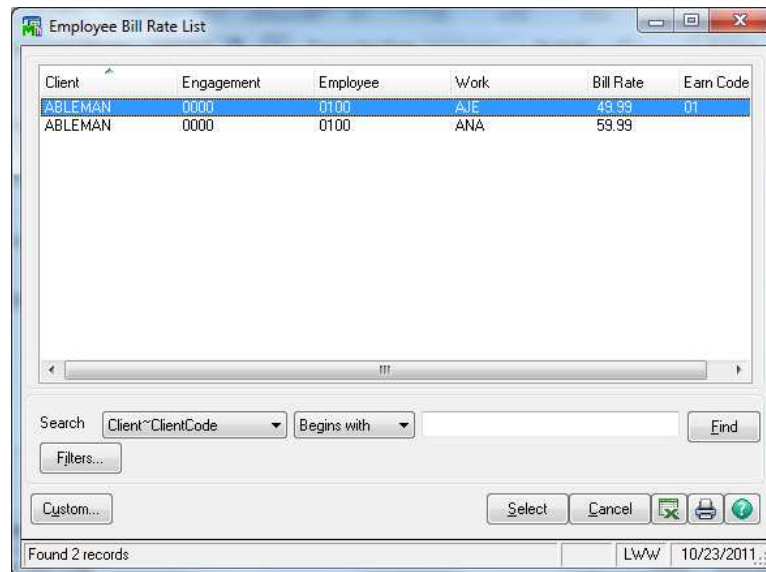
Section D: System Operations

Billing Rate Maintenance

This new menu option prompts for Client/Engagement/Employee/Work Code. Any of these fields left blank will be assumed to represent all possible values. At least one of the fields must contain a valid entry. You can then associate a 'Bill Rate' for this combination as well as a 'Pay Rate'. The 'Pay Rate' field will be used as the 'Cost per Hour' if you checked the Setup question 'Default Cost/hour to Client/Emp/WC Pay Rate.' 'Cost per Hour' is stored in and used by the WIP Data Entry and WIP Detail files (It should be noted that if you select this option, Pay Rates with a value of zero will update the 'Cost per Hour' as zero.). The 'List Entries' button will display a list of existing records in the file.

Time and Expense Data Entry

A Special Options button has been added next to the Client Code field. After an Employee Code has been defined and you click this button, a list will display, showing the Client, Engagement, Work Code and Bill Rate records which have been set up for that Employee.



Select an entry from the list and the program will fill in the Client Code, Engagement Code, Work Code and Bill Rate on the current line. The cursor will be placed on the Hours field.

If you do not select from the Special Options button, and instead manually enter each field, the program will compare each Time/Expense entry line against the records in the Billing Rate Maintenance file. If a match exists, the corresponding Bill Rate will be substituted. The order in which the data entry fields are compared to the Bill Rate file is shown in the table below: ('xxx...') represents the actual value entered during Time and Expense Data Entry.

CLIENT	ENGAGEMENT	EMPLOYEE	WORK CODE
xxxxxxx	xxxx	xxxx	xxx
xxxxxxx	xxxx	xxxx	<blank>
xxxxxxx	xxxx	<blank>	xxx
xxxxxxx	xxxx	<blank>	<blank>
xxxxxxx	<blank>	xxxx	xxx
xxxxxxx	<blank>	xxxx	<blank>
xxxxxxx	<blank>	<blank>	xxx
xxxxxxx	<blank>	<blank>	<blank>
<blank>	xxxx	xxxx	xxx
<blank>	xxxx	xxxx	<blank>
<blank>	xxxx	<blank>	xxx
<blank>	xxxx	<blank>	<blank>
<blank>	<blank>	xxxx	xxx
<blank>	<blank>	xxxx	<blank>
<blank>	<blank>	<blank>	xxx
<blank>	<blank>	<blank>	<blank>

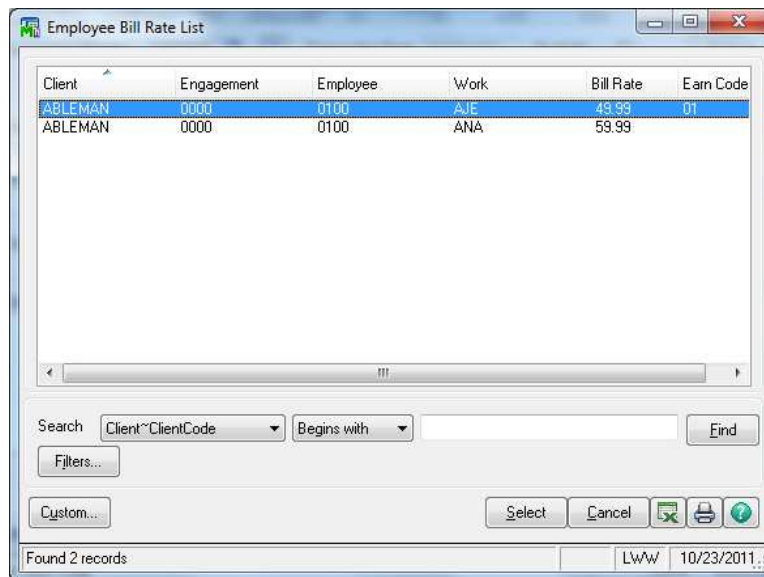
The example shown above assumes that 'Employee' was selected for the Setup option 'Apply Which Rate First'. If 'Work Code' was selected then reverse the respective column titles.

The chart reads from left to right. The first 'xxx...' (data entered through Time and Expense) encountered that matches what is set up in Billing Rate Maintenance will determine the Bill Rate and/or Pay Rate.

TB-1000, Time and Billing Interface with TimeCard/Payroll

If you have TB-1000: *Time and Billing Interface with TimeCard/Payroll*, installed and enabled, and checked 'Use TB-1022 for Pay Rate,' then the value in the Employee 'Pay Rate' field will be used as the Pay Rate on the TimeCard entries created by TB-1000 (It should be noted that Pay Rates of zero will become the Pay Rate used on the TimeCard entry.).

The 'Special Options' Button will also display the Earnings Code associated with the Employee/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.

New File: **Field:**
 TB.BILLRTE CLIENT_CODE, ENGAGEMENT_CODE
 EMPLOYEE_CODE, WORK_CODE
 BILL_RATE, PAY_RATE

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

ODBC Dictionary

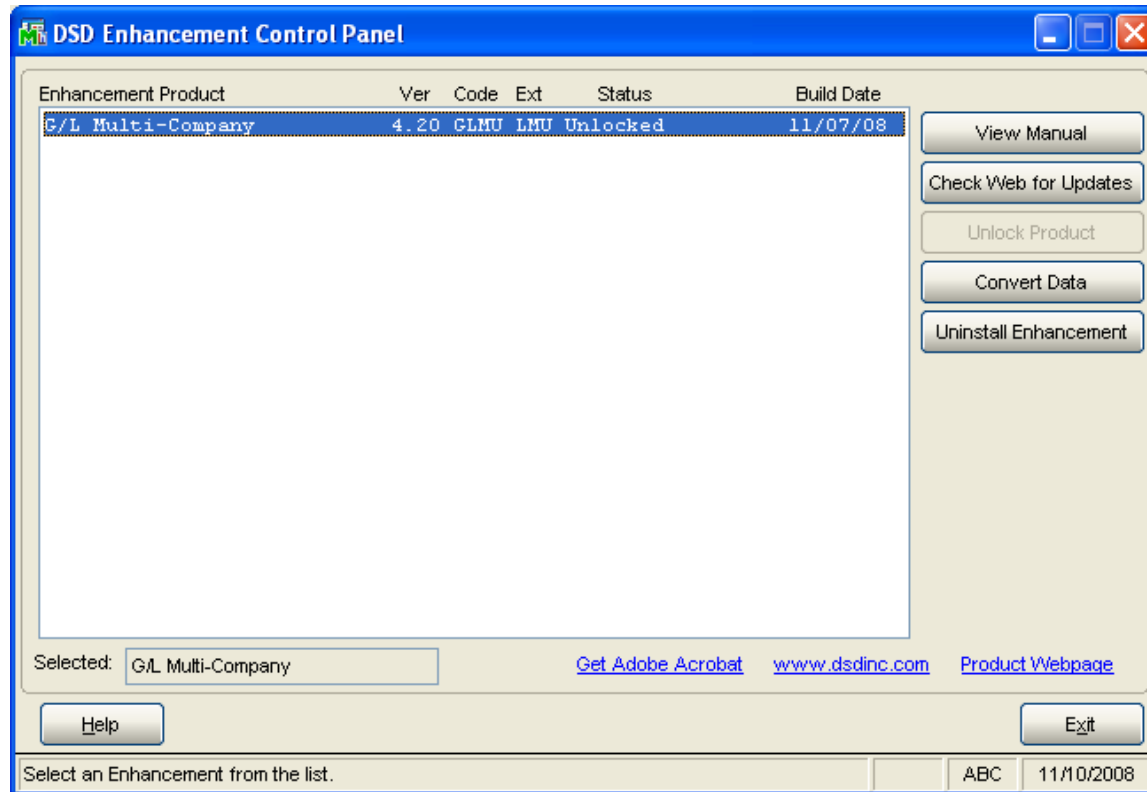
The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

File: **Description** **Field:**
 TB_CP Billing Rate File All Fields

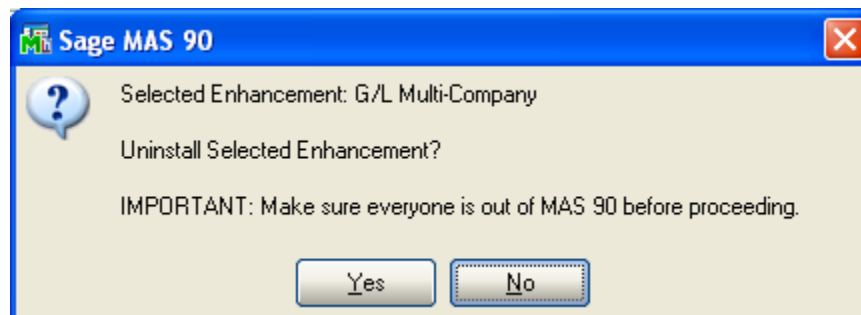
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

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.

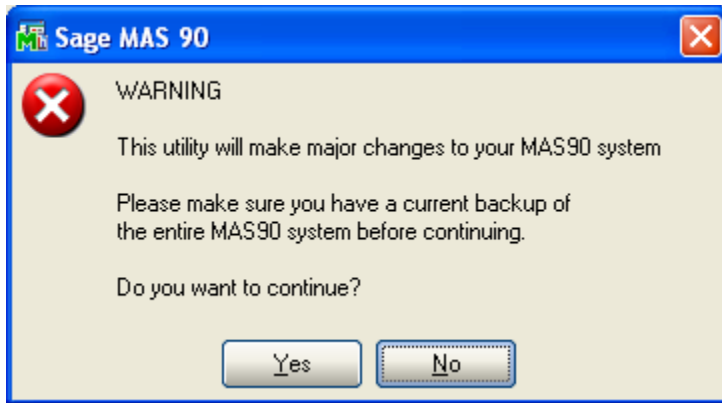


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

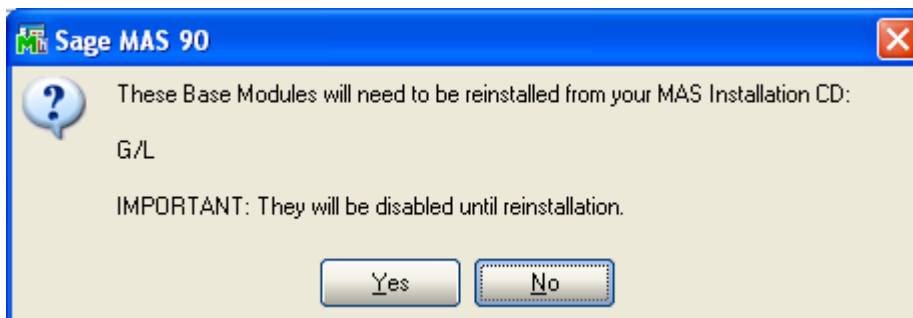
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



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.

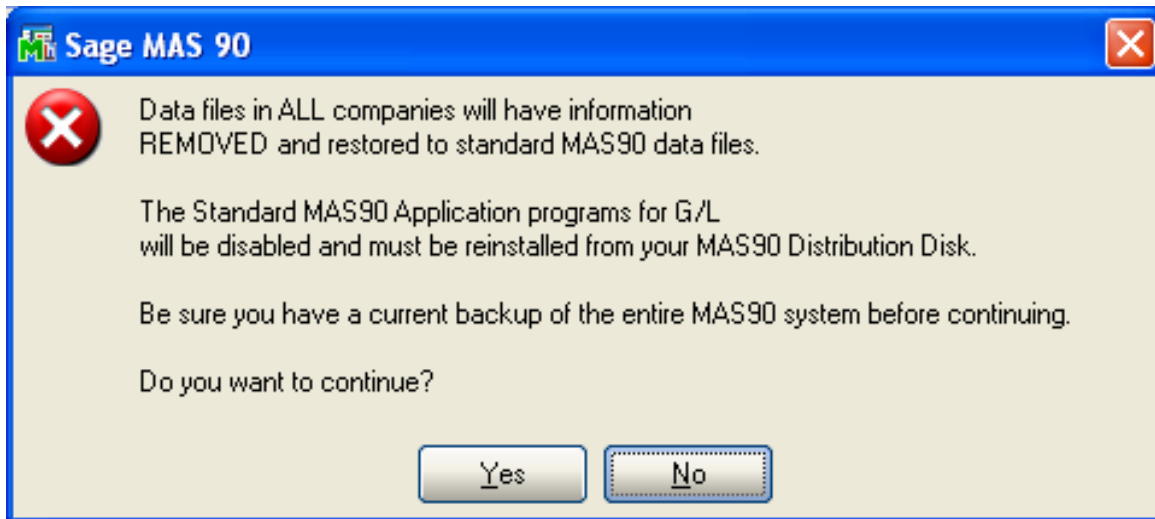


Select No to exit the Uninstall Process.
Select Yes to continue with the Uninstall Process.

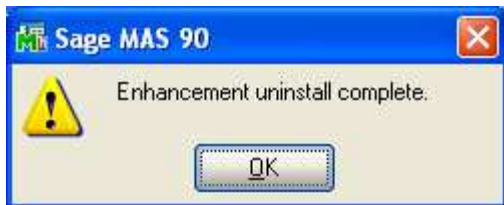
The following message box will appear, displaying the final warning message.

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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Fax Transmittal Form

To:	DSD Business Systems Customer Service		Fax:	858/550-4900
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: Product Problem Suggestions			
Product:	TB22 Bill Rate by Client/Employee/Work Code		Version:	5.40

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