DSD Business Systems

Sage 100 Enhancements

TC33

Enhanced TimeCard Options

TC-1033

Version 5.30

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Enhanced TimeCard Options User's Manual
Version 5.30

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Table of Contents

SECTION A: INTRODUCTION 5

WEB RESOURCES 5
SUPPORT 5
ENHANCED TIMECARD OPTIONS 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 13

TIMECARD DATA ENTRY 13
DOL REPORT 13
MISSING ENTRIES REPORT 14
LUNCH PUNCH EDITING 15
TIMECLOCK ATTENDANCE WORKSHEET 16
TIMECARD JOB COST SELECTION AND PAYROLL SELECTION OF TIMECARD RECORDS 17
SUMMARY OF FIELD HOURS WORKED REPORT 18
TIMECARD COPY FEATURE 19
DATE WORKED LIST MODE 19

SECTION E: UNINSTALL DSD ENHANCEMENTS 20

LICENSE AGREEMENT 23

FAX TRANSMITTAL FORM 25

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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

TC33 Enhanced TimeCard Options:

http://www.dsdinc.com/enh/pages/TC33.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.

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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.

Enhanced TimeCard Options Features

This DSD Extended Solution for the TimeCard module adds the following features:

- The ability to enter Punch times in TimeCard Data Entry in a decimal format
- The ability to edit Lunch Punch times during TimeCard Data Entry
- The option to print Punch Times to the Attendance Worksheet
- A Department of Labor (DOL) Report
- A Missing Entries Report
- A Job Number selection range to TimeCard Job Cost Selection and Payroll Selection of TimeCard Records
- A 'Summary of Field Hours Worked' Report
- An 'Enter a Date Worked When Using Timecard Copy Feature' option
- A 'Modify Date Worked List Mode in TimeCard Entry' option
- A modified TC Data Entry HOURS RECAP box

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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/C	Y	5.30

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

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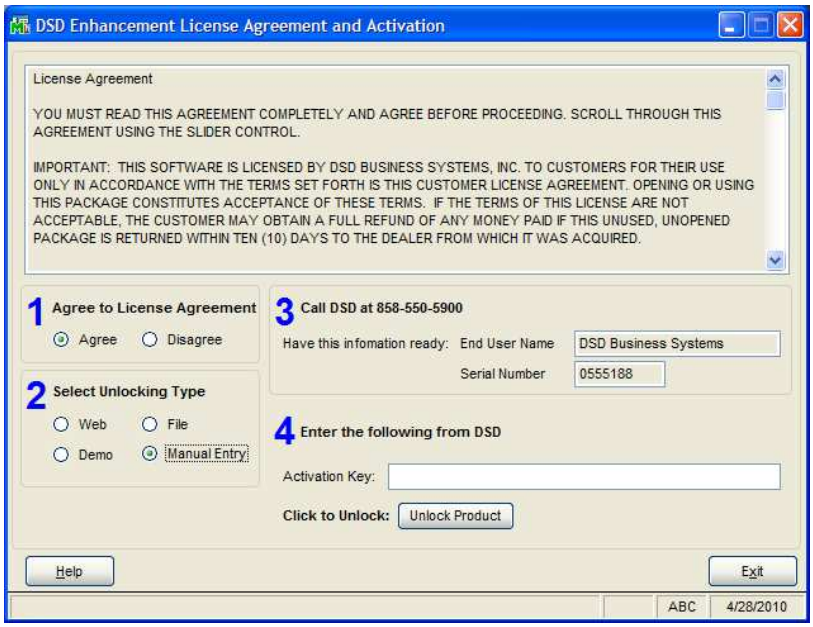
Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- *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.*

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.*

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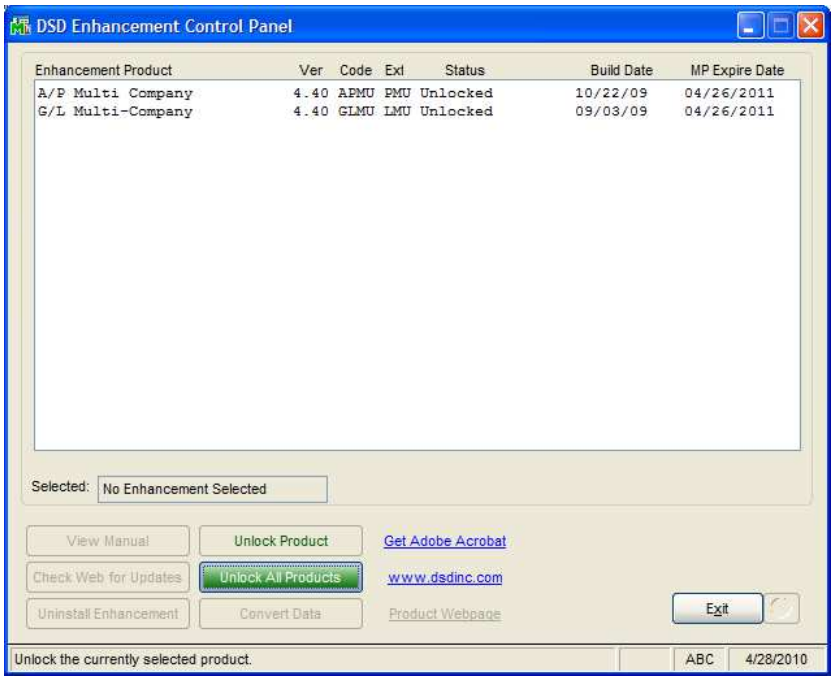
DSD Enhancement Control Panel

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.*

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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.

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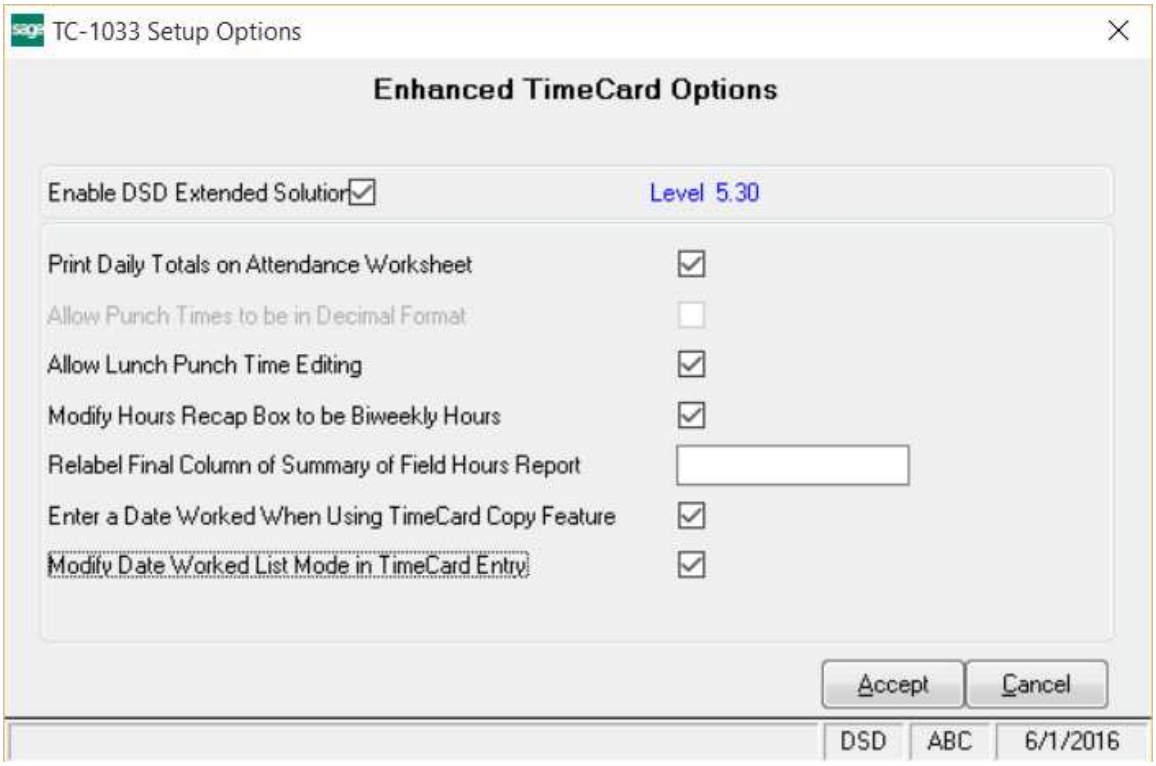
Section C: Setup

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the TimeCard 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:

Print Daily Totals on Attendance Worksheet: Check the box to print Daily Totals on Attendance Worksheet. Leave it blank to remove Daily Totals.

If TimeClock has been enabled, then you will have access to the following option:

Allow Punch Times to Be in Decimal Format: Check this box for decimal formatted punch times in TimeCard Data Entry.

This option does not apply to TimeClock Punch In/Out.

Allow lunch Punch Time editing: Check this box to allow lunch punch time editing

Modify Hours Recap Box to be Biweekly Hours: Check this box to change 'Weekly Hours' to 'Biweekly Hours' in the TimeCard Data Entry Hours Recap box.

Relabel Final Column of Summary of Field Hours Report: Enter the label you would like to use for the final column on the Summary of Field Hours Report.

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Enter A Date Worked When Using Timecard Copy Feature: Check this box if you want to enter a different 'Date Worked' when using the Copy feature in TimeCard Data Entry.

Modify Date Worked List Mode In Timecard Entry: If you check this box, then the List Mode format will be Date, Sequence Number, Department Worked, Earnings Code, and Hours.

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

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Section D: System Operations

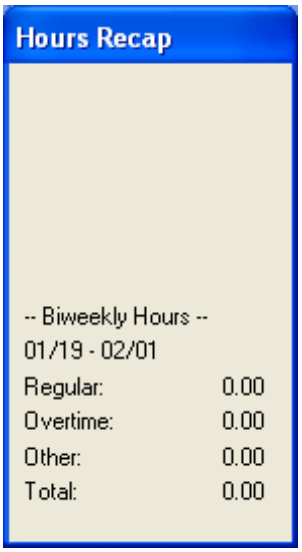
TimeCard Data Entry

Decimal Format

When the 'Allow Punch Times to be in Decimal Format' is checked, the punch times in TimeCard Data Entry will have decimal formatting. Time entry should be in military format, e.g. '4:15 p.m.' should be entered as '16.25.' No changes have been made to any reports to reflect these punch times.

Hours Recap

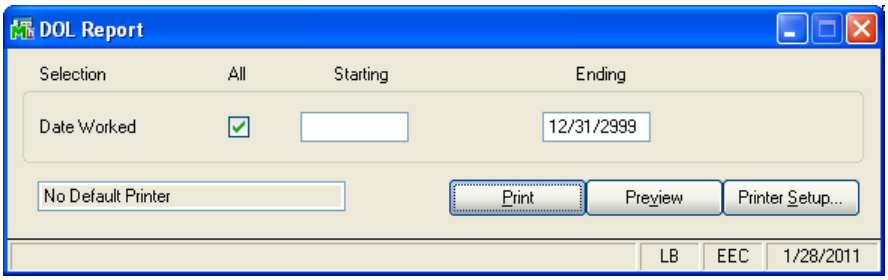
If you checked the 'Modify Hours Recap Box to be Biweekly Hours' box in Setup, the TimeCard Data Entry Hours Recap box will be modified in the following ways:



- The Daily Hours section will be disabled.
- The title 'Weekly Hours' will be changed to 'Biweekly Hours'. The definition of Biweekly Hours is based on the TimeCard Setup question: 'Work Week Beginning Date.' Rather than seven days, Biweekly Hours will return fourteen days of activity.

DOL Report

This report summarizes data from TimeCard files by minority workers during a date range entered. The report provides information that can be transferred manually to the preprinted form provided by the Department of Labor.
The report can be selected by a range of entry dates.



A single line is printed consisting of the following elements: Total Hours worked by all employees during the date range, total hours worked by Black employees, total hours worked by Hispanic employees, total hours worked by American Indian or Alaskan Native employees, Minority Percentage (percentage of hours worked by minorities from the total hours worked), Female

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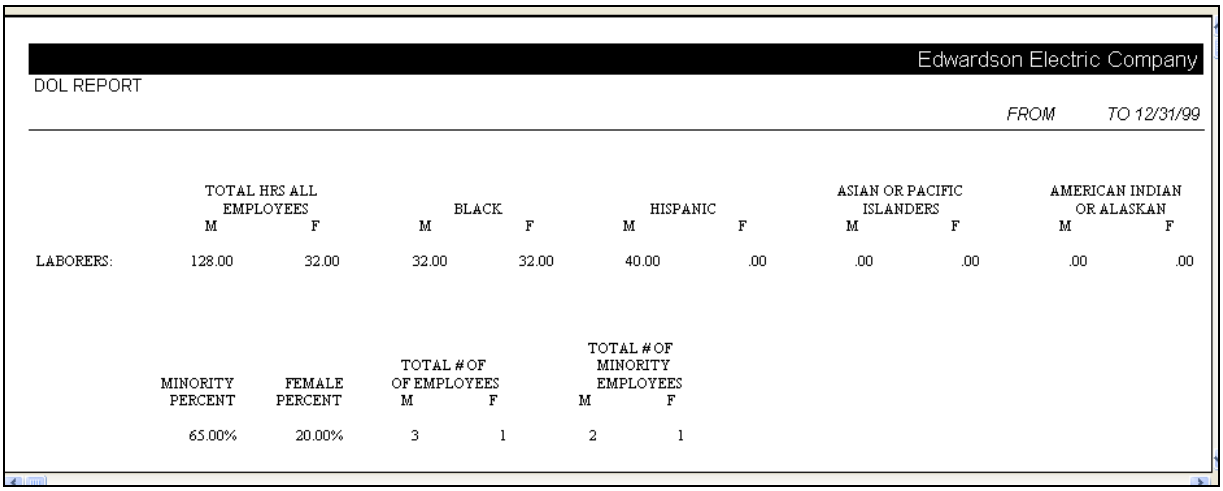
Percentage (Percentage of hours worked by females from the total hours worked), total number of male employees, total number of female employees, total number of minority-male employees and total number of minority-female employees.



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DOL REPORT

FROM TO 12/31/99

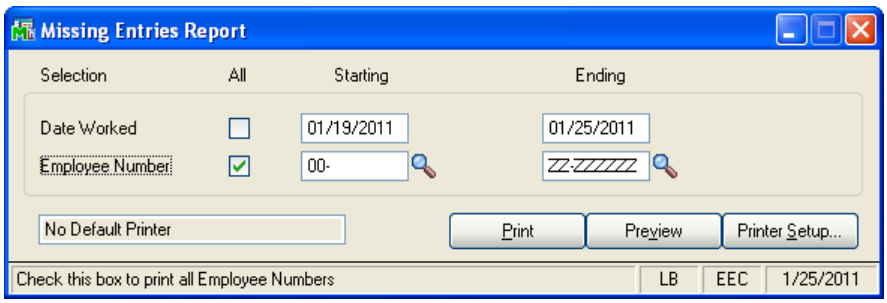
	TOTAL HRS ALL EMPLOYEES		BLACK		HISPANIC		ASIAN OR PACIFIC ISLANDERS		AMERICAN INDIAN OR ALASKAN	
	M	F	M	F	M	F	M	F	M	F
LABORERS:	128.00	32.00	32.00	32.00	40.00	.00	.00	.00	.00	.00

MINORITY PERCENT	FEMALE PERCENT	TOTAL # OF OF EMPLOYEES		TOTAL # OF MINORITY EMPLOYEES	
		M	F	M	F
65.00%	20.00%	3	1	2	1

In order for the DOL Report to function properly, employee race codes must be set up in Payroll Employee Masterfile in the following manner:
C = Caucasian, B = Black, H = Hispanic, O = Asian or Pacific Islander, A = American Indian or Alaskan. If a race code other than C, B, H, O, or A is used, then the data for that race code will not appear on the report.

Missing Entries Report

This report will print an Employee Name/Number for employees who have no TimeCard entries for a specified range of dates. The report can be selected by a range of Dates Worked.



The report will scan TimeCard entries within the selected date range to ascertain that at least one entry exists for each employee who is not terminated and has a Pay Method of 'H'ourly. If no TimeCard entry exists for any employee meeting these criteria, the Employee Number and Name will be printed on the report. Entries on the report will be printed in Employee Number order. The report will include the date range selected within the header. An example of the report appears on the next page.

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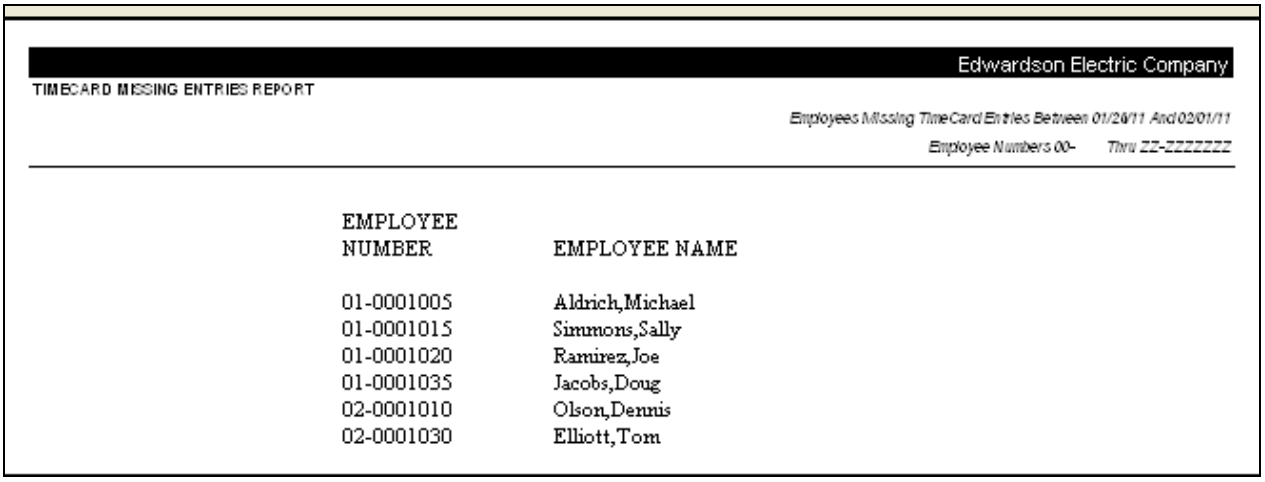

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TIMECARD MISSING ENTRIES REPORT

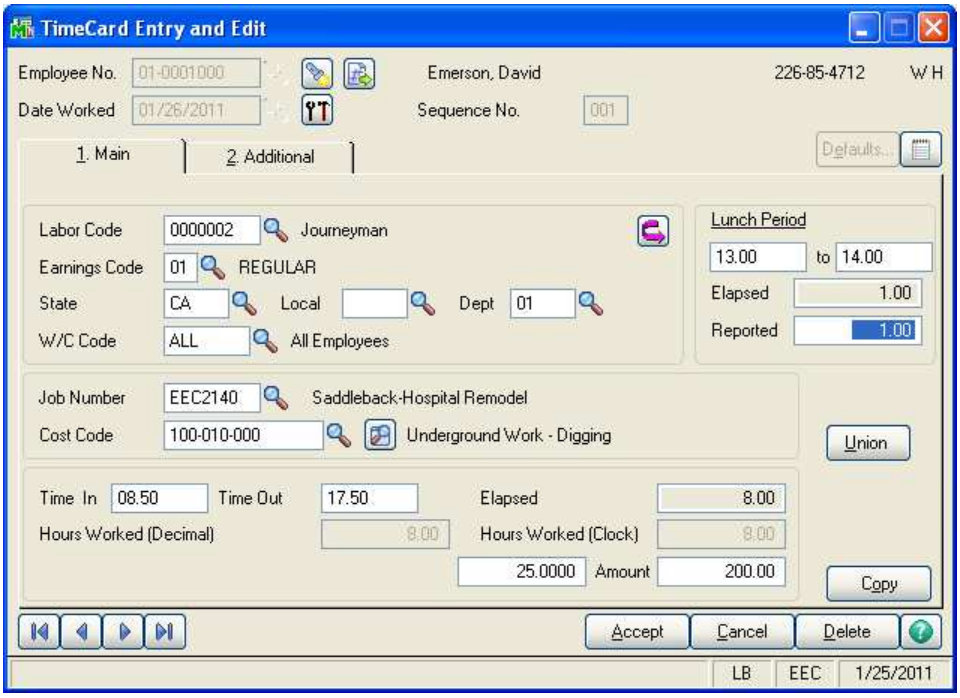
Employees Missing TimeCard Entries Between 01/26/11 And 02/01/11

Employee Numbers 00- Thru ZZ-ZZZZZZZ

EMPLOYEE NUMBER	EMPLOYEE NAME
01-0001005	Aldrich,Michael
01-0001015	Simmons,Sally
01-0001020	Ramirez,Joe
01-0001035	Jacobs,Doug
02-0001010	Olson,Dennis
02-0001030	Elliott,Tom

Lunch Punch Editing

If you checked the boxes at the prompts 'Punch In/Out for Lunch?' and 'Allow Changes to Punch In/Out Times?, you can edit the Lunch Punch-In and Lunch Punch-Out times.



The Elapsed and Reported Times will be recalculated and displayed if punch-in/punch-out times are changed.

If you checked the box in TimeClock Setup 'Recalculate Hours Worked When Punch Times Change,' then the Hours Worked field is recalculated automatically when the Lunch Punch times are edited.

If you checked the box in TimeClock Setup 'Generate Exceptions for Changes to Punch Times?,' then an exception code of LP will be added to the entry.

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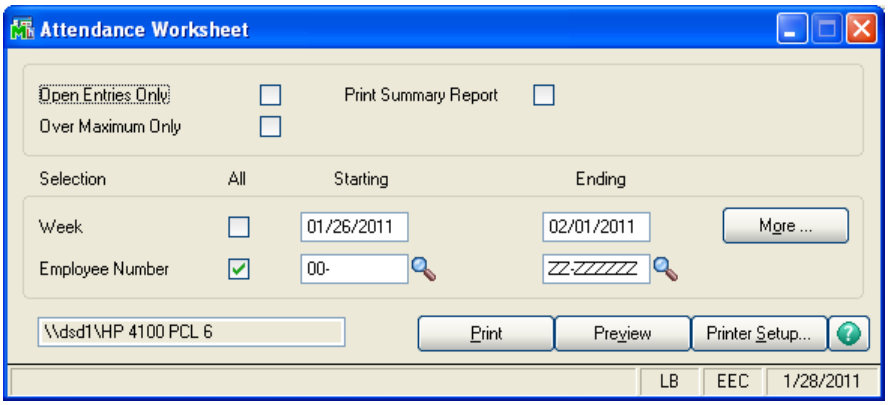
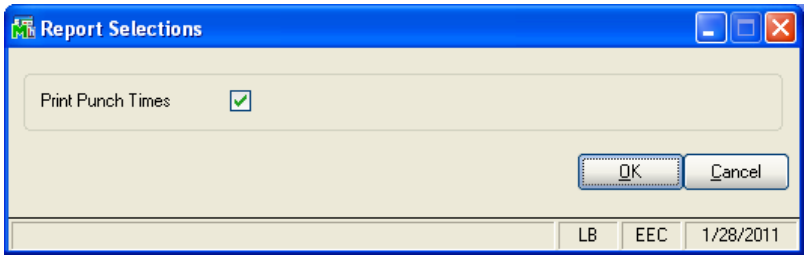
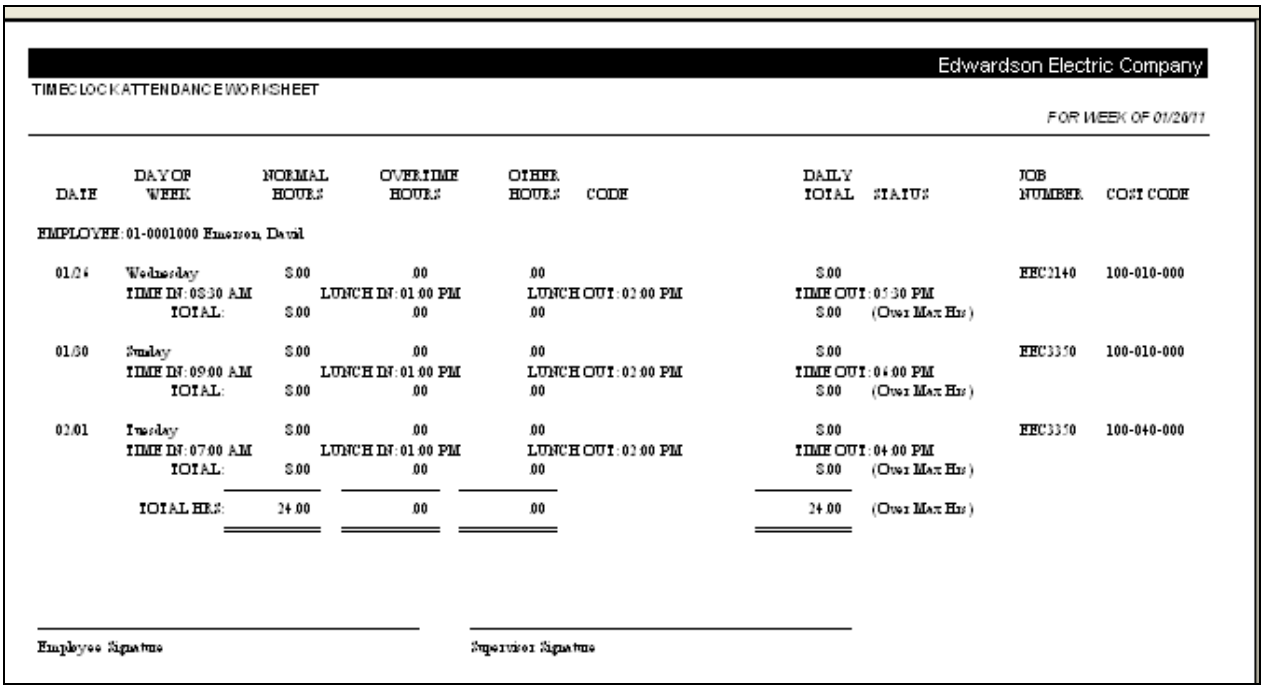
TimeClock Attendance Worksheet

A new selection option, accessible via the 'More' button, to include Punch Times has been added to the TimeClock Attendance Worksheet. The punch-in and punch-out times for each entry will be printed on a new line beneath each entry when this option is selected.





If you left the check box 'Print Daily Totals on Attendance Worksheet?' blank in Setup, the Daily Total line will not print on the Attendance Worksheet. Below is an example of the TimeClock Attendance Worksheet.



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TIMECLOCK ATTENDANCE WORKSHEET

FOR WEEK OF 01/26/11

DATE	DAY OF WEEK	NORMAL HOURS	OVERTIME HOURS	OTHER HOURS	CODE	DAILY TOTAL	STATUS	JOB NUMBER	COST CODE
EMPLOYEE: 01-0001000 Emerson, David									
01/26	Wednesday	8.00	.00	.00		8.00		EEC2140	100-010-000
	TIME IN: 08:30 AM		LUNCH IN: 01:00 PM	LUNCH OUT: 02:00 PM		TIME OUT: 05:30 PM			
	TOTAL:	8.00	.00	.00		8.00	(Over Max Hrs)		
01/30	Sunday	8.00	.00	.00		8.00		EEC3350	100-010-000
	TIME IN: 09:00 AM		LUNCH IN: 01:00 PM	LUNCH OUT: 02:00 PM		TIME OUT: 04:00 PM			
	TOTAL:	8.00	.00	.00		8.00	(Over Max Hrs)		
02/01	Tuesday	8.00	.00	.00		8.00		EEC3350	100-040-000
	TIME IN: 07:00 AM		LUNCH IN: 01:00 PM	LUNCH OUT: 02:00 PM		TIME OUT: 04:00 PM			
	TOTAL:	8.00	.00	.00		8.00	(Over Max Hrs)		
	TOTAL HRS:	24.00	.00	.00		24.00	(Over Max Hrs)		

Employee Signature

Supervisor Signature

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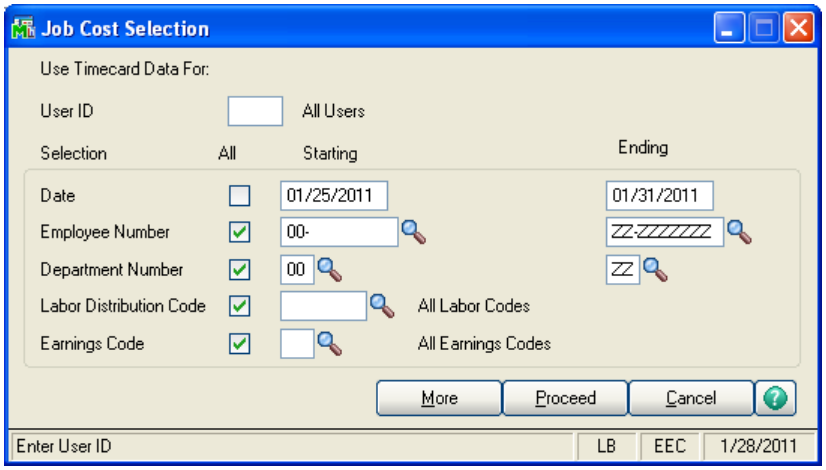
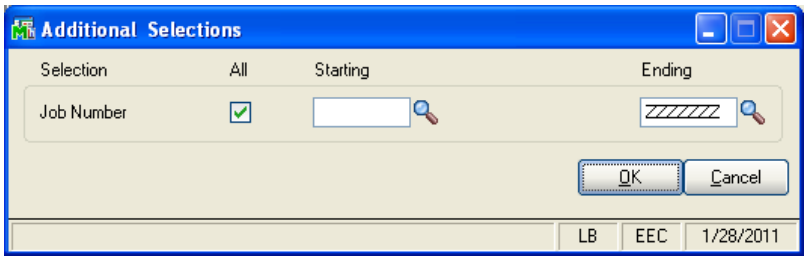
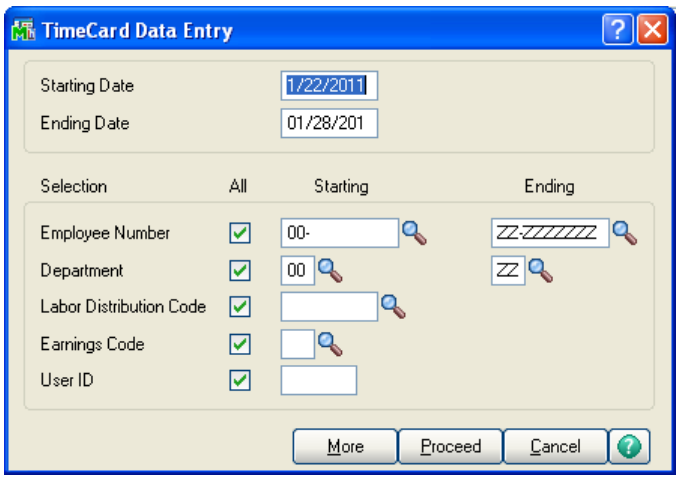
TimeCard Job Cost Selection and Payroll Selection of TimeCard Records

A Job Number selection range has been added to the TimeCard Job Cost Selection screen. Click the 'More' button to access this option.





This option is also available from the Payroll Selection of TimeCard Records screen.



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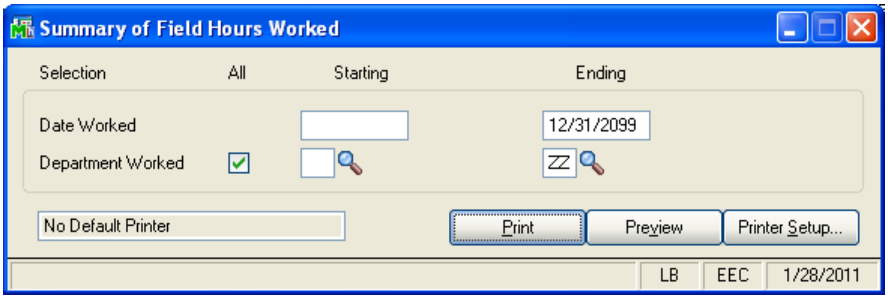
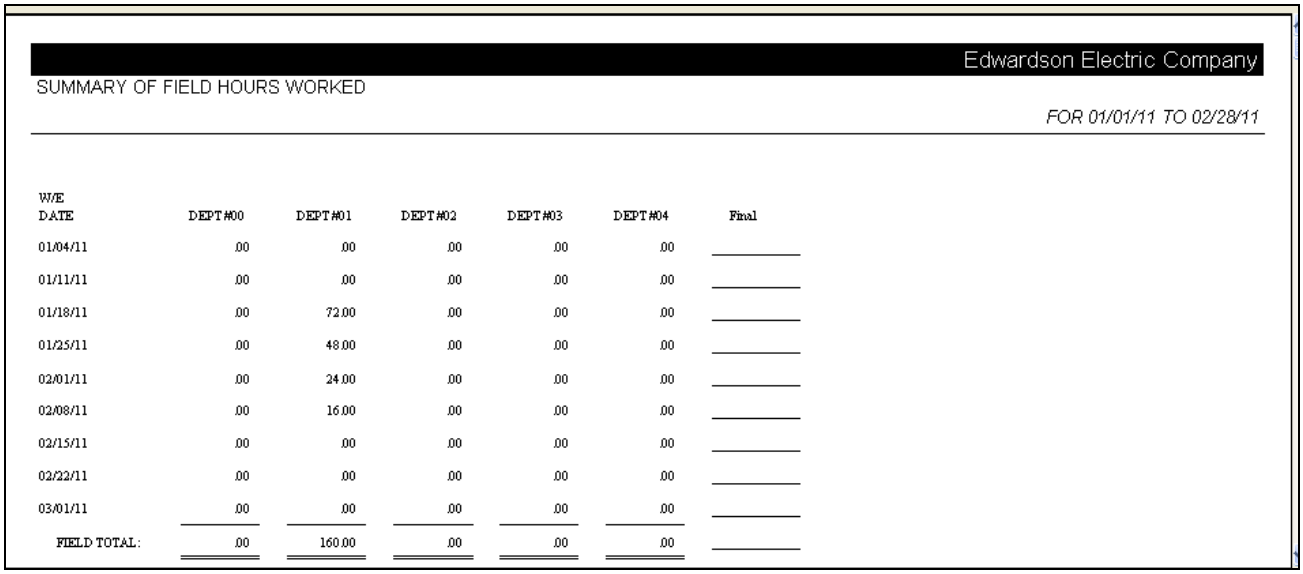
Summary of Field Hours Worked Report

This report is a weekly summary of the total hours worked in a Department across all employees. The report can be selected by a range of Dates and Departments.



The range of dates cannot be left open-ended. It can accommodate up to a maximum of nine Departments, therefore if you define a range of Departments greater than nine, only the first nine in the range will be reported.

One row is printed for each week-ending date within the date range selected.



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SUMMARY OF FIELD HOURS WORKED

FOR 01/01/11 TO 02/28/11

W/E DATE	DEPT#00	DEPT#01	DEPT#02	DEPT#03	DEPT#04	Final
01/04/11	.00	.00	.00	.00	.00	
01/11/11	.00	.00	.00	.00	.00	
01/18/11	.00	72.00	.00	.00	.00	
01/25/11	.00	48.00	.00	.00	.00	
02/01/11	.00	24.00	.00	.00	.00	
02/08/11	.00	16.00	.00	.00	.00	
02/15/11	.00	.00	.00	.00	.00	
02/22/11	.00	.00	.00	.00	.00	
03/01/11	.00	.00	.00	.00	.00	
FIELD TOTAL:	.00	160.00	.00	.00	.00	

The sum of each Department's TC entry hours prints by week. There is a 'Field Total' at the bottom of each column, summarizing the hours worked for each Department specified.

The last column of the report will be labeled as specified in Setup and will print a blank line.

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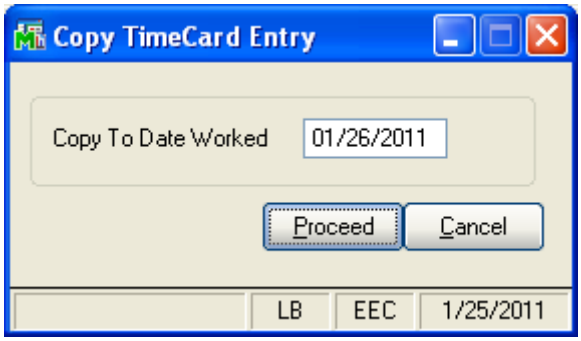
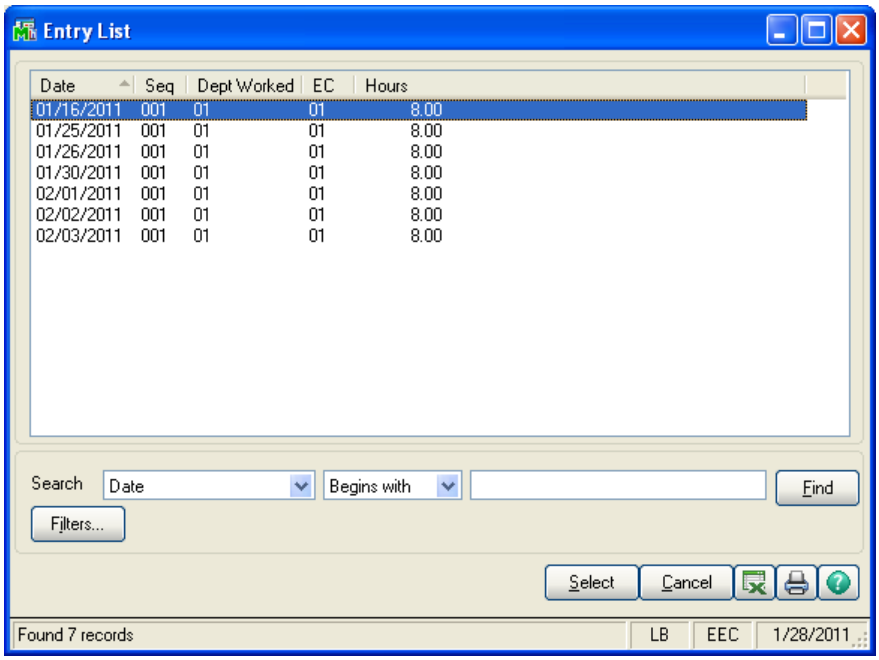
TimeCard Copy Feature

If you checked the 'Enter a Date Worked When Using Timecard Copy Feature' option in Setup, a pop-up window will appear after you click the 'Copy' button. You can then enter the Date Worked. A TimeCard entry will be created using that date.



Date Worked List Mode

If you checked the 'Modify Date Worked List Mode in TimeCard Entry' option in Setup, the format for the Date Worked List Mode when the user presses the F2 button will be Date, Sequence Number, Department Worked, Earnings Code, and Hours.



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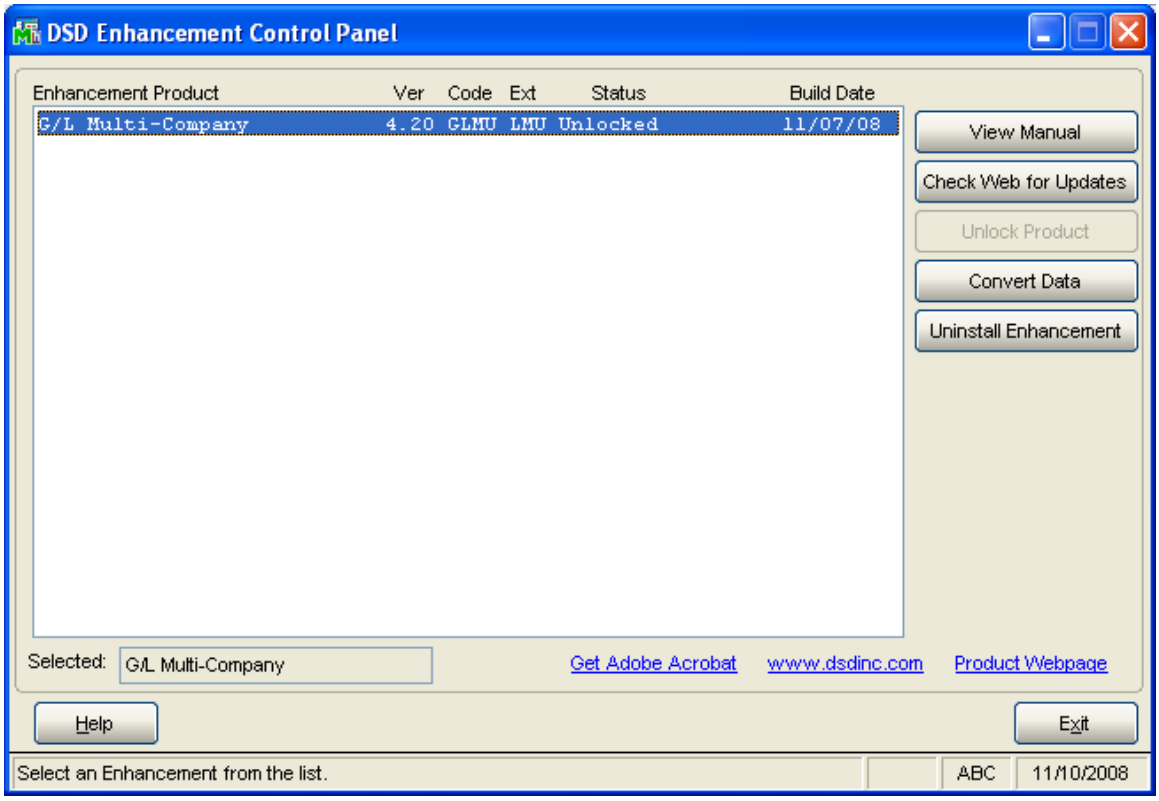
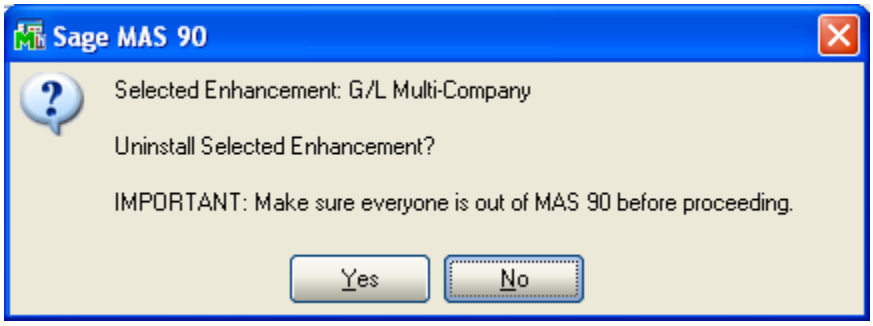
Section E: Uninstall DSD Enhancements

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.

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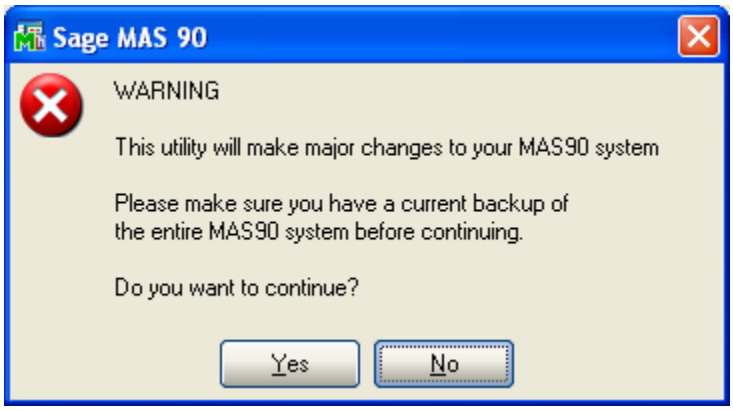
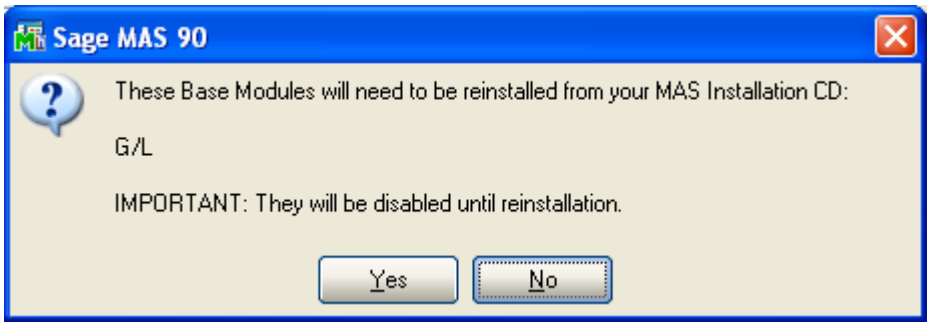
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



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.

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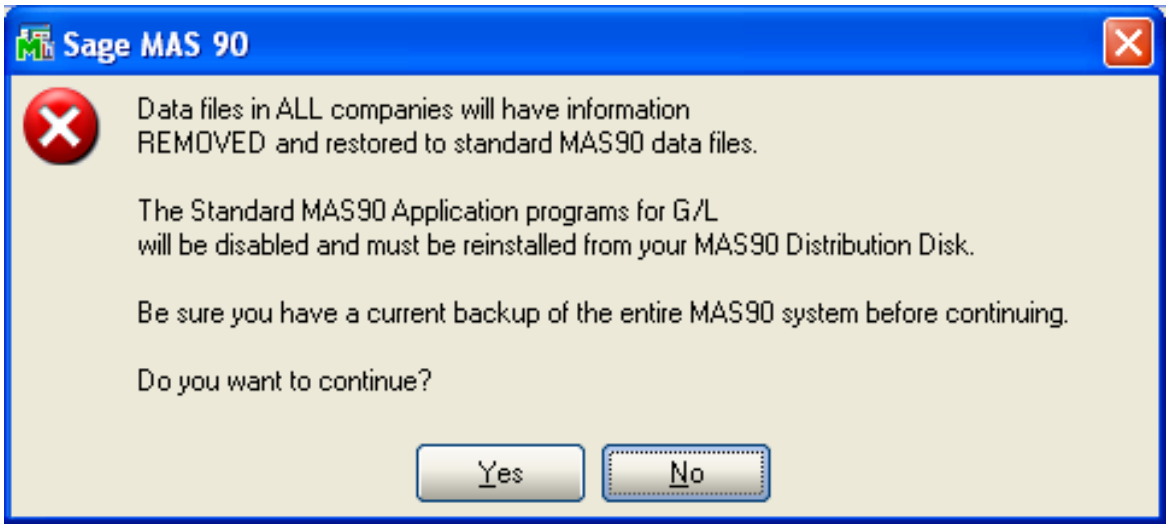
The following message box will appear, displaying the final warning message.

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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Product:	*TC33 Enhanced TimeCard Options*	Version:	*5.30*

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