



DSD Business Systems

Sage 100 Enhancements

TC33

Enhanced Time Track Options

TC-1033

Version 7.10



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Enhanced Time Track Options User's Manual
Version 6.10

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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*

EEEE Enhanced Time Track Options:

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

Enhanced Time Track Options Features

This DSD Extended Solution for the Time Entry adds the following features:

- The ability to enter Punch times in Time Track Data Entry in a decimal format
- The ability to edit Lunch Punch times during Time Track 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 Time Track Job Cost Selection and Payroll Selection of Time Track Records
- A 'Summary of Field Hours Worked' Report
- An 'Enter a Date Worked When Using Time Track Copy Feature' option

Section B: Getting Started

CAUTION

• 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 |
|-----------------|-----------------|---------------------|
| M/M | Y | 7.10 / Payroll 2.xx |

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 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.*

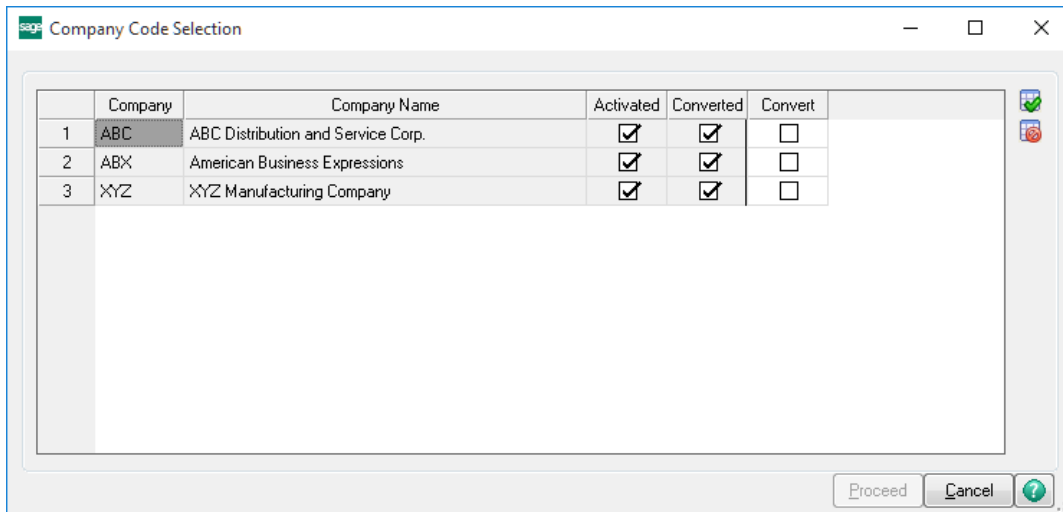
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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 the DSD Extended Solutions Setup from the Time Track 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.

TC-1033 Setup Options

Enhanced Time Track Options

Enable DSD Extended Level 2.19

Print Daily Totals on Attendance Worksheet

Allow Punch Times to be in Decimal Format

Allow Lunch Punch Time Editing

Relabel Final Column of Summary of Field Hours Report

Enter a Date Worked When Using Time Track Copy Feature

Accept Cancel

Check this box to enable Enhanced Time Track Options DSD PR2 12/16/2019

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 Time Track 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 Time Track Data Entry.

This option does not apply to Time Track 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 Time Track 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.

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

Modify Date Worked List Mode In Time Track 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.

Section D: System Operations

Time Track Data Entry

Decimal Format

When the 'Allow Punch Times to be in Decimal Format' is checked, the punch times in Time Track 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.

DOL Report

This report summarizes data from Time Track 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.

Report Setting STANDARD

Description DOL Report

Setting Options

Type: Public Print Report Settings Number of Copies: 1

Default Report: Three Hole Punch: Collated:

| Select Field | Operand | Value |
|--------------|---------|-------|
| Date Worked | All | |

LANIER MP C3502 Keep Window Open After
 Print Preview

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 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.

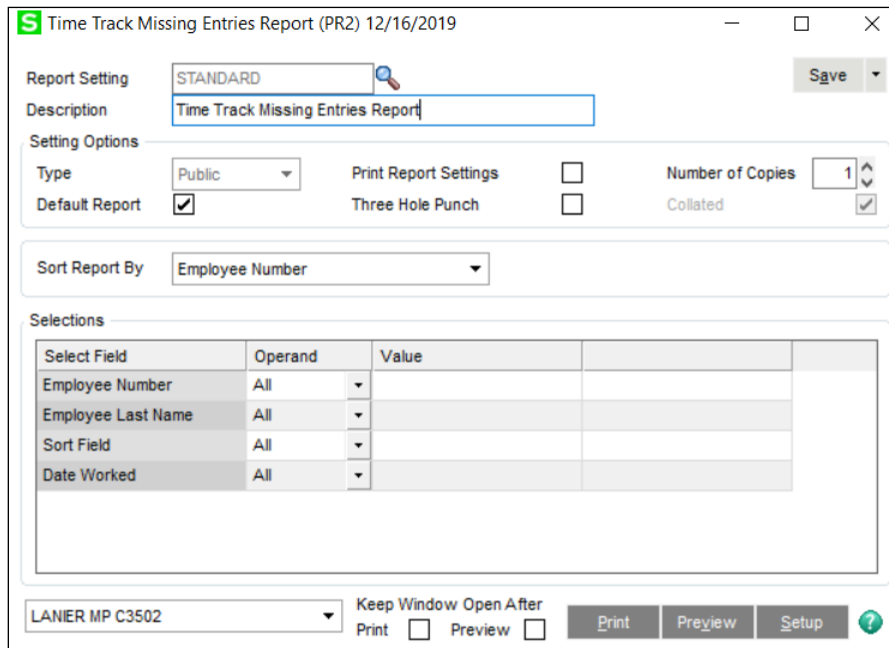
DOL Report Payroll 2 Demo (PR2)

| | Total Hours All Employees | | Black or African American | | Hispanic or Latino | | Asian | | Native America or Alaska | | Native Hawaii or Pacific Isl | |
|-----------|---------------------------|------|---------------------------|------|---------------------------|------|------------------------------------|------|--------------------------|------|------------------------------|------|
| | M | F | M | F | M | F | M | F | M | F | M | F |
| Laborers: | 17.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | | | | | | |
| | Minority Percent | | Female Percent | | Total Number of Employees | | Total Number Of Minority Employees | | | | | |
| | | | | | M | F | M | F | | | | |
| | 0.00 | 0.00 | | | 1 | 0 | 0 | 0 | | | | |

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 Time Track entries for a specified range of dates. The report can be selected by a range of Dates Worked.



The report will scan Time Track 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 Time Track 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.

Time Track Missing Entries Report
Sorted by Employee Number

Payroll 2 Demo (PR2)

| Employee | |
|------------|----------------------|
| 00-000004 | Jefferson, Jane J. |
| 00-000009 | Delany, Margaret M. |
| 00-000013 | Morrison, Mel M. |
| 00-000018 | Henderson, Harold H. |
| 00-000019 | Alaia, Gale G. |
| DD-000022 | Vogel, Veronica V. |
| DD-0000104 | Driver, Daniel D. |
| DD-0000111 | Kagel, Kelly K. |
| DD-0000114 | Elders, Edward E. |
| DD-0000116 | Able, Martin M. |
| DD-0000118 | Evers, Brian B. |

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.

Time Track Entry (PR2) 12/16/2019

Employee No. DD-0000015 Name Owen O. Ortner Pay Cycle Weekly Pay Method Hourly

| | Date Worked | Seq No. | Labor Code | Earnings Code | Dept | Time In | Lunch Out | Lunch In | Time Out | Hour |
|---|-------------|---------|------------|---------------|------|---------|-----------|----------|----------|------|
| 1 | 12/9/2019 | 000001 | 0000008 | 000001 | DD | 15.99 | 15.99 | 16.50 | 17.00 | |
| 2 | 5/5/2020 | 000001 | 0000008 | 000001 | DD | 8.00 | 12.50 | 13.00 | 17.00 | |
| 3 | 5/6/2020 | 000001 | 0000008 | 000001 | DD | 8.00 | 12.50 | 13.50 | 17.00 | |
| 4 | | | | | | | | | | |

Lunch Reported: .50
 Labor Desc: Drivers
 Earn Desc: Regular Hourly
 Dept Desc: Department DD
 Job Number: 0000001

Hours Recap: Regular 17.00 Overtime .00 Other .00 Total Hours 17.00

Accept Cancel

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

Time Track Attendance Worksheet

A new selection option, accessible via the 'More' button, to include Punch Times has been added to the Time Track 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 Time Track Attendance Worksheet.

Time Track Attendance Worksheet
Sorted by Employee Number
All Time Track Entries for All Dates - Detail

| | | | | | | | Payroll 2 Demo (PR2) | |
|--|-----------------|------------------|-----------------|---------------------------|--------------|--------|----------------------|-------------|
| Date Worked/Day of Week | Regular Hours | Overtime Hours | Other Hours | Earnings Code/Description | Daily Total | Status | Job Number | Cost Code |
| Employee Number/Name: DD-0000015 Ortner, Owen O. | | | | | | | | |
| 12/9/2019 Monday | 0.50 | 0.00 | 0.00 | | 0.50 | | 0000001 | 001-000-000 |
| Time In: 15:59 | Time Out: 17:00 | Lunch Out: 15:59 | Lunch In: 16:30 | | | | | |
| Total | 0.50 | 0.00 | 0.00 | | 0.50 | | | |
| 5/5/2020 Tuesday | 8.50 | 0.00 | 0.00 | | 8.50 | | 0000001 | 001-000-000 |
| Time In: 8:00 | Time Out: 17:00 | Lunch Out: 12:30 | Lunch In: 13:00 | | | | | |
| Total | 8.50 | 0.00 | 0.00 | | 8.50 | | | |
| 5/6/2020 Wednesday | 8.00 | 0.00 | 0.00 | | 8.00 | | 0000001 | 001-000-000 |
| Time In: 8:00 | Time Out: 17:00 | Lunch Out: 12:30 | Lunch In: 13:30 | | | | | |
| Total | 8.00 | 0.00 | 0.00 | | 8.00 | | | |
| Total Hours: | 17.00 | 0.00 | 0.00 | | 17.00 | | | |

Employee Signature _____

Supervisor Signature _____

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.

Summary of Field Hours Worked

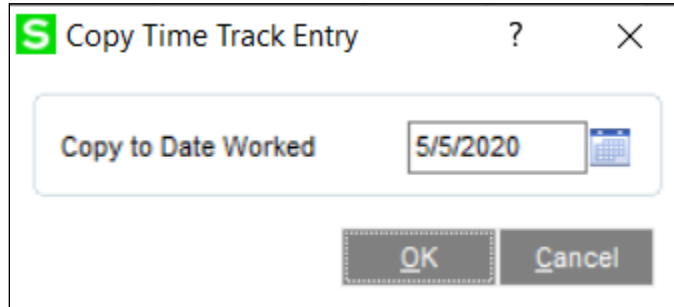
Payroll 2 Demo (PR2)

| W/E Date | Dept.00 | Dept.01 | Dept.00 | TEST |
|----------|---------|---------|---------|-------|
| 20191207 | 0.00 | 0.00 | 0.00 | _____ |
| 20191214 | 0.00 | 0.00 | 0.50 | _____ |
| 20191221 | 0.00 | 0.00 | 0.00 | _____ |
| 20191228 | 0.00 | 0.00 | 0.00 | _____ |
| 20200104 | 0.00 | 0.00 | 0.00 | _____ |

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.

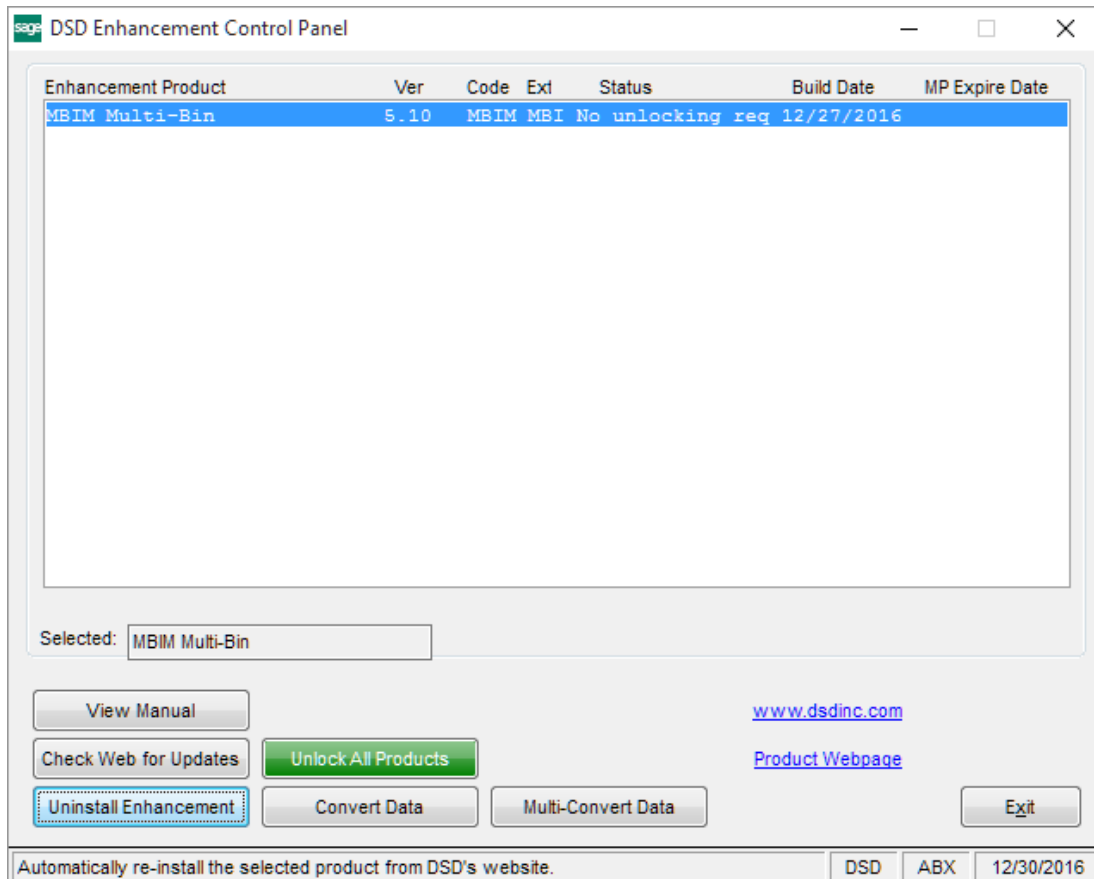
Time Track Copy Feature

If you checked the 'Enter a Date Worked When Using Time Track 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 Time Track line entry will be created using that date.

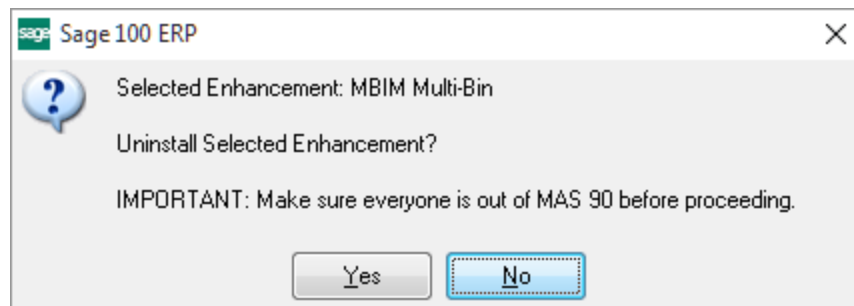


Section E: Uninstall DSD Enhancements

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.

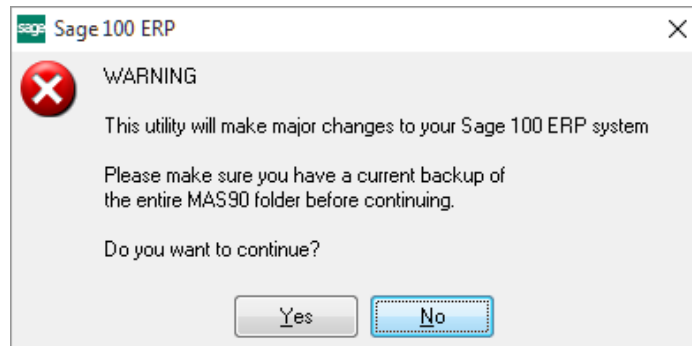


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



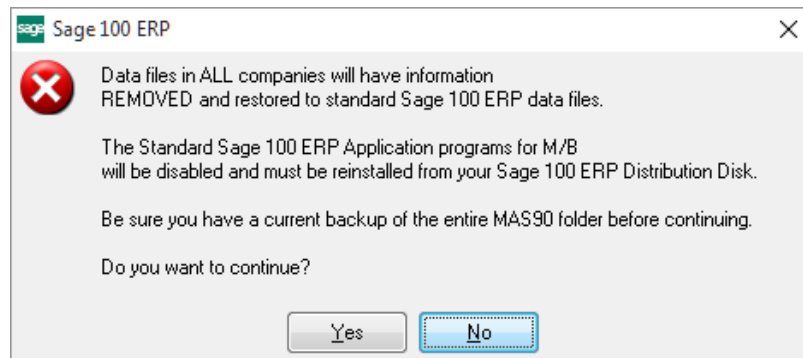
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

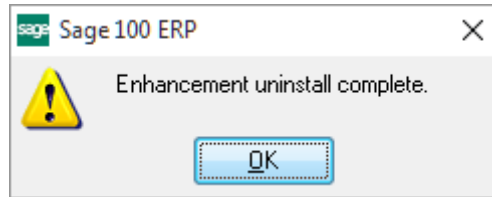
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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).