



# **DSD Business Systems**

Sage 100 Enhancements

**Q113**

**Enhanced Direct Deposit Stubs**

**PR-1113**

**Version 5.40**



Information in this document is subject to change without notice.

Copyright 1993-2017, DSD Business Systems All rights reserved.

Enhanced Direct Deposit Stubs User's Manual  
Version 5.40

2 February, 2017

DSD Business Systems  
8787 Complex Drive  
Suite 400  
San Diego, CA 92123  
858/550-5900 8:00am to 5:00pm PST  
858/550-4900 Fax

### Trademarks

**ProvideX®** is a Trademark of Sage Software.

**Windows** is a trademark of Microsoft Corporation.

**Sage 100®** is a registered trademark of Sage Software.

**PXPlus®** is a registered trademark of PVX Plus technologies

All other product names and brand names are service marks, and/or trademarks or registered trademarks of their respective companies.

This documentation and the software described herein, is prepared and published under license. Sage Software has not tested or verified either the software or any representation in this documentation regarding the software. Sage Software does not make any warranty with respect to either this documentation or the software described herein, and specifically disclaims any warranty, express or implied, with respect hereto, including the warranties of fitness for a particular purpose and merchantability.



---

## Table of Contents

---

|  |           |
|--|-----------|
| <b>SECTION A: INTRODUCTION</b>               | <b>5</b>  |
| WEB RESOURCES .....                          | 5         |
| SUPPORT .....                                | 5         |
| ENHANCED DIRECT DEPOSIT STUBS FEATURES ..... | 6         |
| <b>SECTION B: GETTING STARTED</b>            | <b>7</b>  |
| REQUIRED LEVELS .....                        | 7         |
| INSTALLATION .....                           | 7         |
| DSD ENHANCEMENT CONTROL PANEL .....          | 9         |
| <b>SECTION C: SETUP</b>                      | <b>11</b> |
| <b>SECTION D: SYSTEM OPERATIONS</b>          | <b>12</b> |
| VOUCHER PRINTING .....                       | 12        |
| NON-GRAPHICAL FORMS .....                    | 12        |
| GRAPHICAL FORMS .....                        | 13        |
| <b>SECTION E: UNINSTALL DSD ENHANCEMENTS</b> | <b>14</b> |

## 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*

Q113 Enhanced Direct Deposit Stubs:

<http://www.dsdinc.com/enhancement/enhanced-direct-deposit-stubs-2>

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.

### ***Enhanced Direct Deposit Stubs Features***

This DSD Extended Solution to the standard Sage 100 Payroll module allows you to print Direct Deposit stubs for employees who are not Direct Deposit enabled. It also adds the option for multiple-column Tax/Ded printing, and a new 'Earnings Code YTD Hours' form field to Direct Deposit Stub Printing.

## 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 |
|-----------------|-----------------|----------------|
| P/R             | 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.

**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.

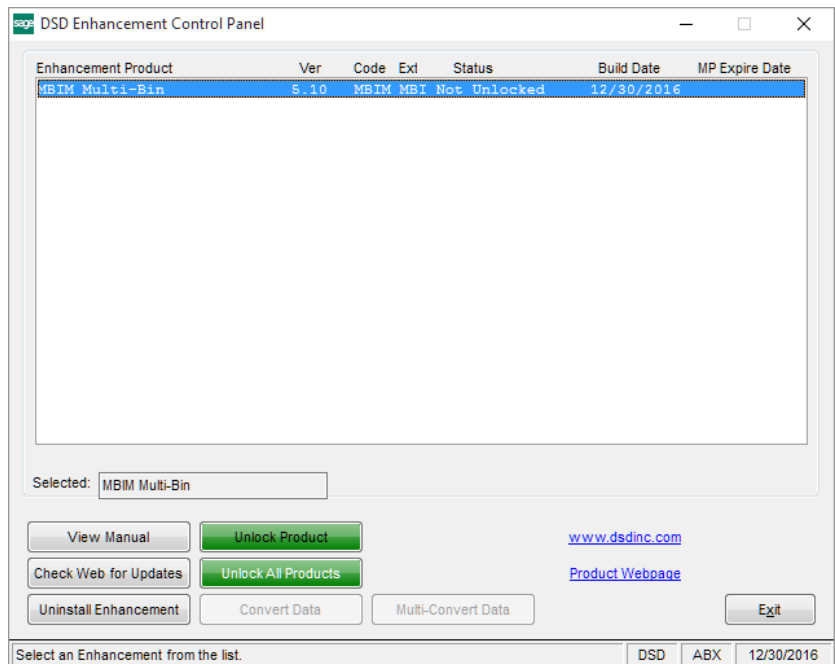
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

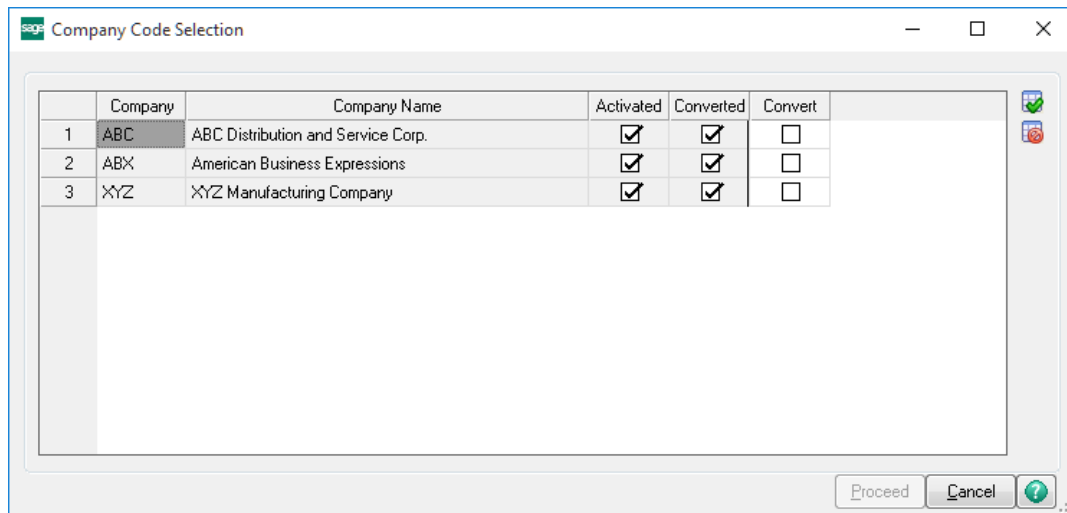
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**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.)*



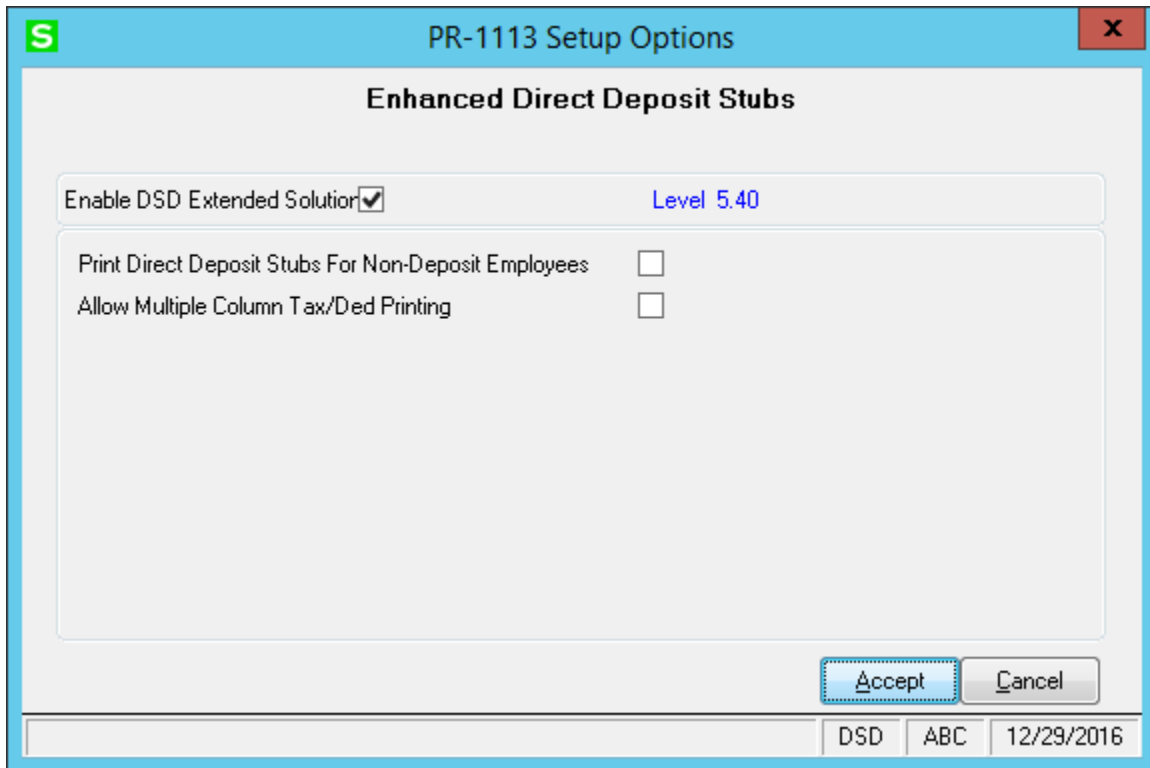
**Help:** The Help button, located at the bottom right of the window, opens an HTML help file.

**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 Payroll Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.



The screenshot shows a dialog box titled "PR-1113 Setup Options" with a sub-title "Enhanced Direct Deposit Stubs". The dialog has a blue header bar with a green 'S' icon on the left and a red 'X' icon on the right. The main content area contains the following options:

- Enable DSD Extended Solution Level 5.40
- Print Direct Deposit Stubs For Non-Deposit Employees
- Allow Multiple Column Tax/Ded Printing

At the bottom right of the dialog are two buttons: "Accept" and "Cancel". At the bottom of the dialog, there is a status bar with the text "DSD ABC 12/29/2016".

**Print Direct Deposit Stubs For Non-Deposit Employees:** Check this box to be prompted to print direct deposit stubs even when there are no direct deposit entries in the batch. Note: the 'Print Direct Deposit Stubs' option in Payroll Setup must be checked.

**Allow Multiple Column Tax/Ded Printing:** Check this box to print Earnings, Deductions, and Taxes in a side-by-side column layout (just like Payroll Check Stubs) on the voucher form (see VOUCHER PRINTING below for further information).

## Section D: System Operations

This Extended Solution allows you to print Direct Deposit stubs for employees who are not Direct Deposit enabled. If you checked the box in Setup, you will be prompted to print direct deposit stubs even when there are no direct deposit entries in the batch. For employees who are not Direct Deposit enabled, Direct Deposit-specific form fields such as 'Dir Deposit Amount-Curr' will not print.

### Voucher Printing

If you checked the 'Allow Multiple Column Tax/Ded Printing' box in Setup, you may maintain a voucher form containing the fields 'Tax Information' and 'Deduction Information' along with a group of four heading titles for both taxes and deductions (see Forms below).

### Non-Graphical Forms

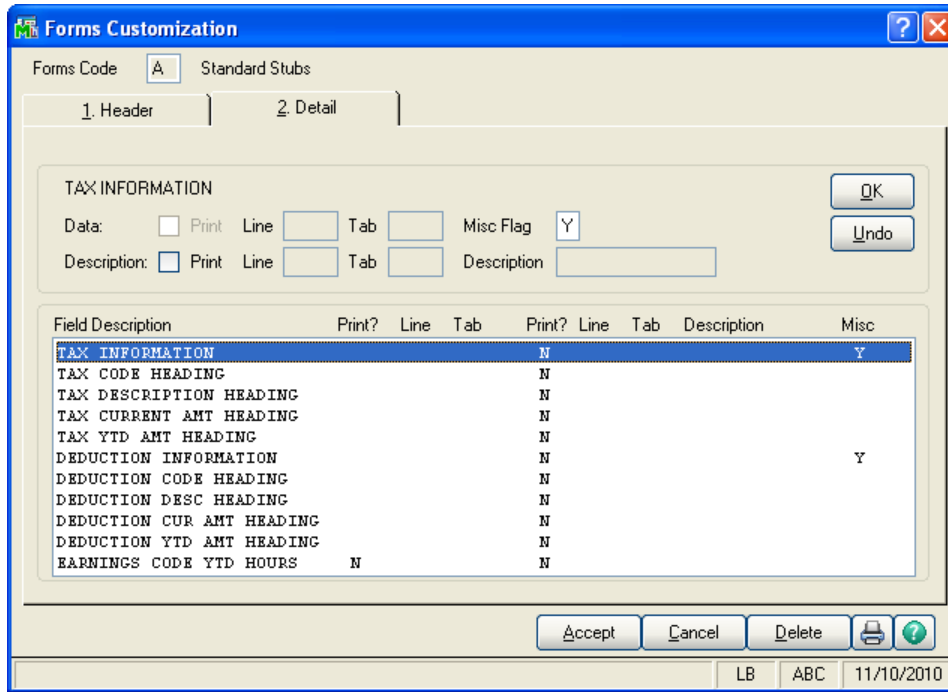
The tax and deduction headings for the voucher form can be maintained by clicking the 'Form...' button on the Direct Deposit Stub Printing screen. A window will appear prompting you to select the form you want to maintain. Select PR-1113: *Multiple Column Tax/Ded Form* to display the heading fields.

The screenshot displays two overlapping windows from the 'Direct Deposit Stub Printing' application. The background window, titled 'Direct Deposit Stub Printing', contains the following fields and controls:

- Bank Code: B Wells Fargo Payroll Cking
- Effective Date: 11/10/2010
- First Stub Number: 00001
- Stub Message: (empty text box)
- Print stubs already printed:
- Form Code: A (with search icon) Description: Standard Stubs (with search icon) Form... (button)
- Selection: All Starting Ending
- Employee Number:  (with search icon)  (with search icon)
- Check Entry No.:  1 9
- Printer: \dspd1\HP 4100 PCL 6
- Buttons: Print, Preview, Printer Setup
- Status bar: LB ABC 11/10/2010

The foreground window, titled 'Form Maintenance', is a dialog box with the following content:

- Form Name
- List of forms:
  1. STANDARD DIRECT DEPOSIT FORM
  2. PR-1113: MULTIPLE COLUMN TAX/DED FORM (highlighted)
- OK (button)
- Status bar: LB ABC 11/10/2010



The Misc column for ‘Tax Information’ and ‘Deduction Information’ fields is provided to allow you to control whether tax and deduction information should start in a new column, rather than print in one long column on the standard form, just like standard Payroll Check Printing. The new fields behave in the same manner as their counterparts in standard Check Printing. For further information regarding form-field printing, please refer to your standard Sage 100 manual.

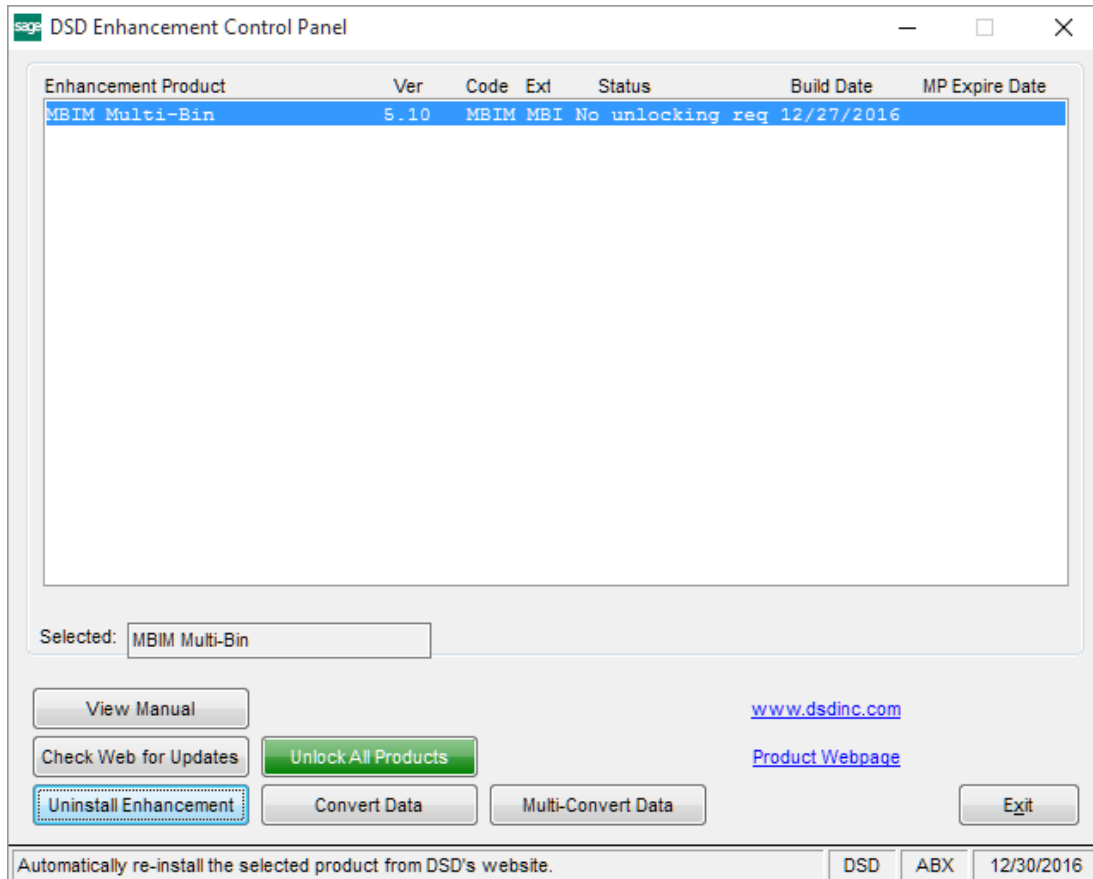
The new fields that you activate with this Extended Solution will print in addition to any other fields that have been activated in standard Sage 100 or other Sage Software Extended Solution FORM maintenance.

### Graphical Forms

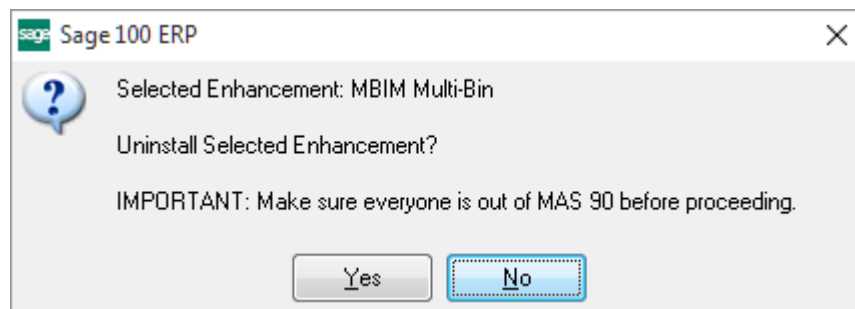
No changes have been made to the Crystal Reports Work Table files. If you have elected to use graphical forms in the modules’ Setup, the features of this Extended Solution that affect form printing will not be available.

## 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.

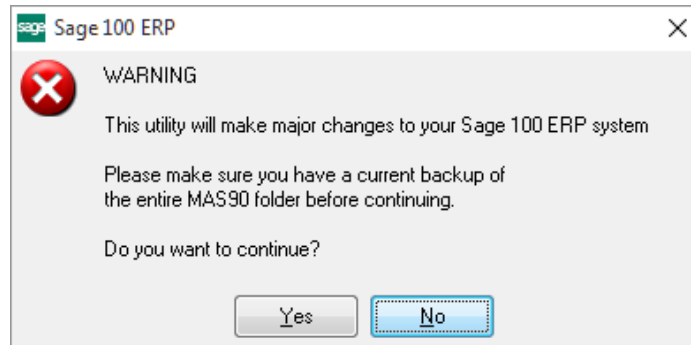


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



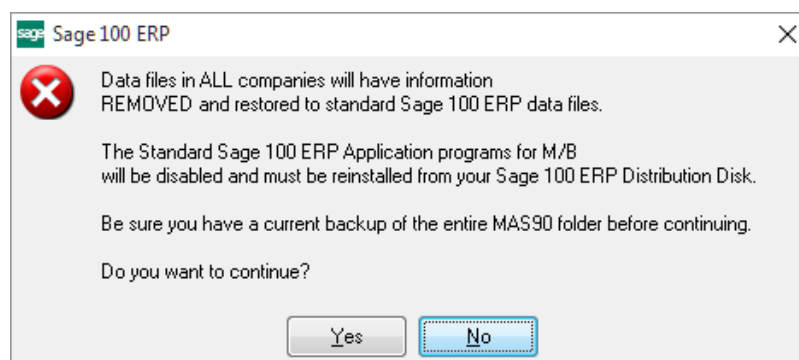
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

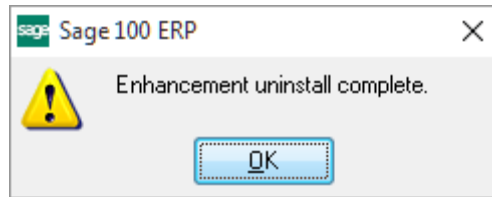
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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).