DSD Business Systems

Sage 100 Enhancements

TC12

TimeCard Data Import Utility
TC-1012

Version 5.40

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TimeCard Data Import Utility User's Manual
Version 5.40

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Table of Contents

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 TimeCard Data Import Utility:

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.

TimeCard Data Import Utility Features

This DSD Extended Solution to the TimeCard module is a utility designed to import data from a standard ASCII file, an SDF 'Intranet' type file, an 'ERS' Multi Record System type file, and a Candid Color Fixed File Format directly into the TimeCard data entry files. Additionally, an option has been provided to execute an operating system command before performing the actual import.

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**	5.40

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.

7. **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.
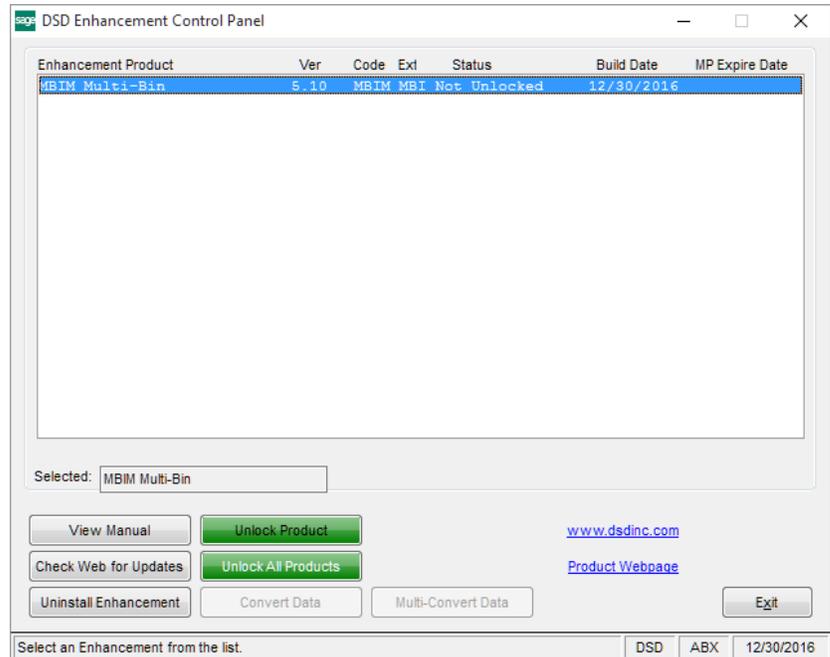
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.*)
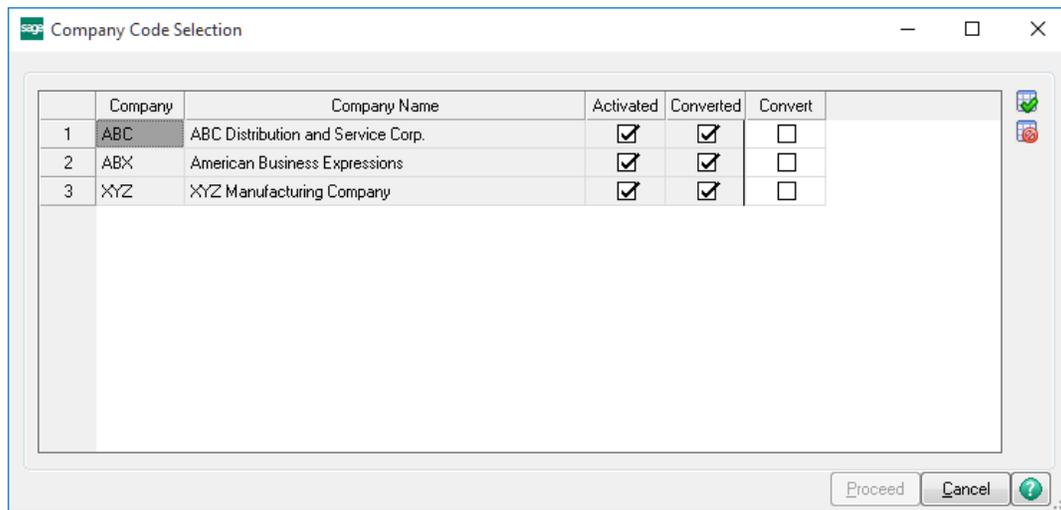
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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 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:

File Format: Choose one of the following four options: Standard Fixed Field Format (Appendix A), SDF Format from 'Intranet' System (Appendix B), ERS Multi-Record System Format (Appendix C), or the 'Candid' Fixed Field Format (Appendix D).

Default Path: Enter the default path for the import file.

Default Filename: Enter the default file name for the import. You may allow for successive import of multiple files contained in the same directory by entering the star character '*' and a fixed extension (for example *.PRN) for the file name. If you enter *.PRN, the import will successively process each file in the designated directory with the file extension with the extension '.PRN.'

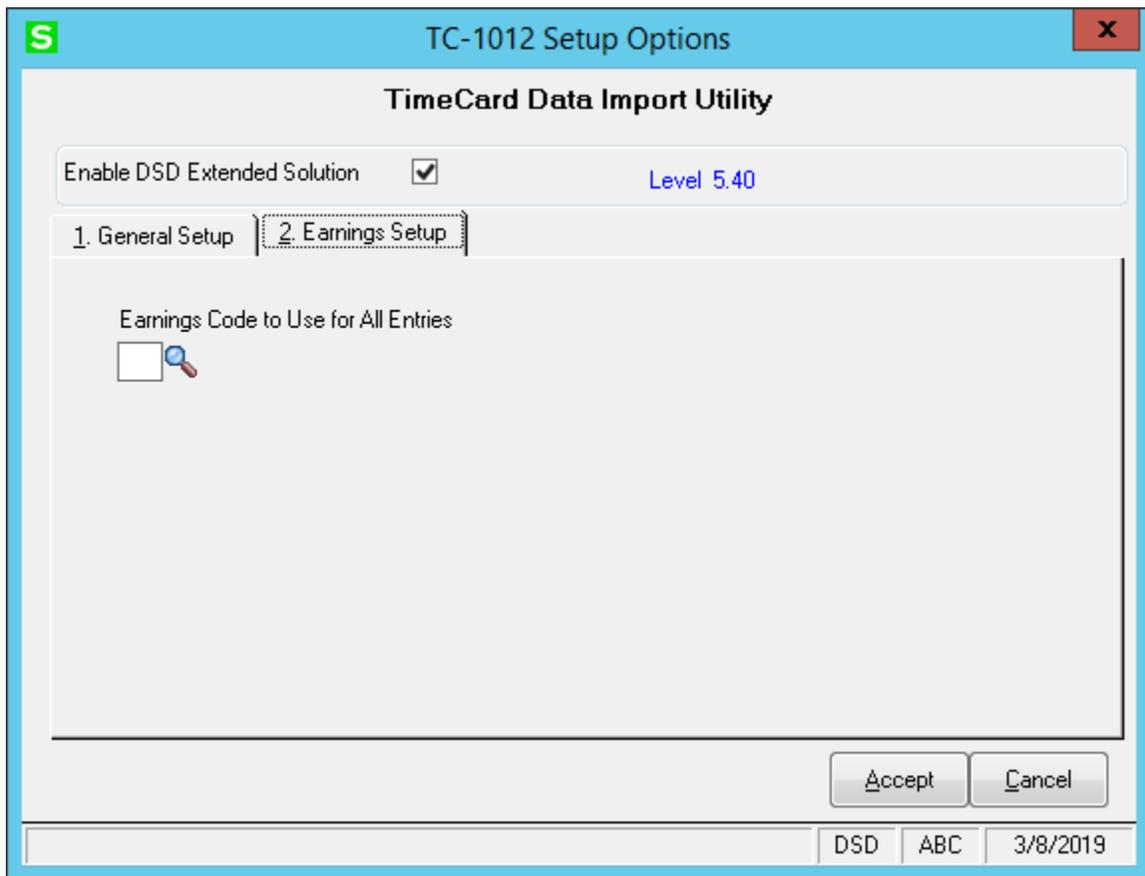**Delete File After Importing:** Check this box to delete the ASCII file after import.

Rename Import File With Extension: If you chose to not delete the ASCII file after import, you may rename the file with a new extension entered at this prompt.

Exclude Above Extension From Lookup: Check this box to exclude the renamed ASCII files from Lookup. Leave it blank to include them.

Execute System Command Before Import: Check this box to be prompted to specify an operating system command to be executed before the import is performed.

System Command: Specify an operating system command to be executed before the import is performed. This option in conjunction with a DOS .BAT file may enable you to create the ASCII file without leaving Sage 100.
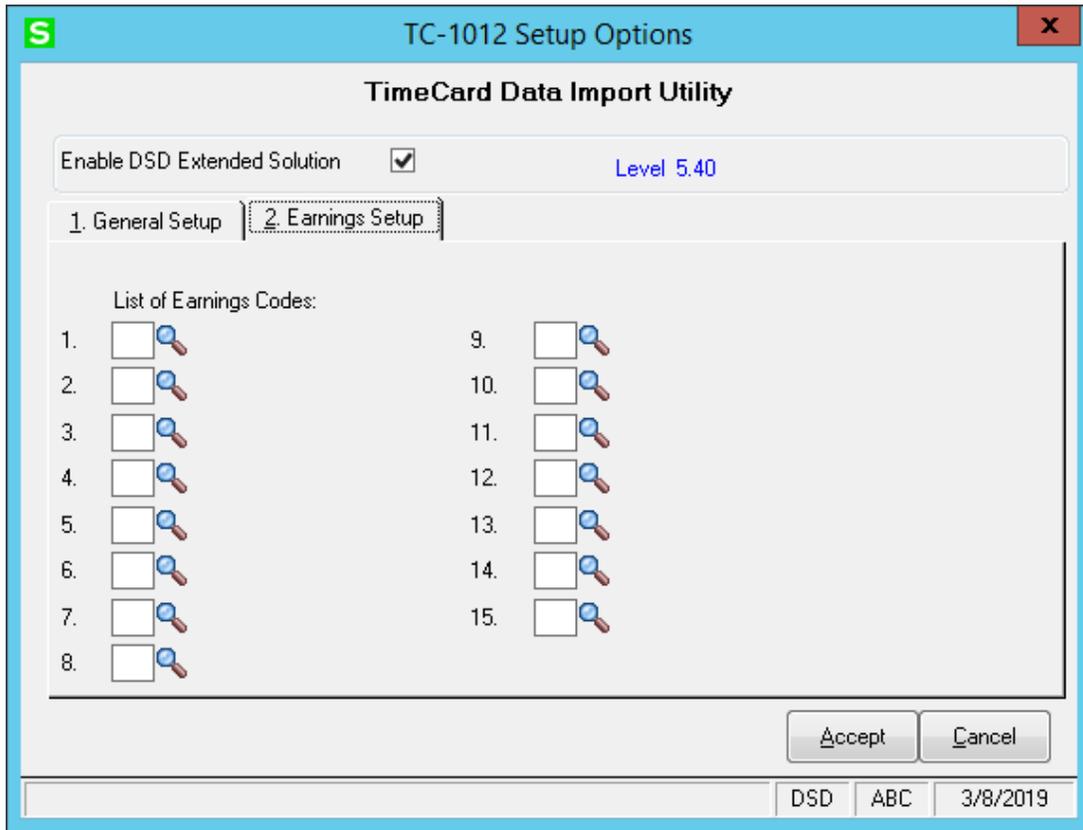
The following prompt will be available if you selected the 'ERS Multi-Record System Format':

Earnings Code to Use For All Entries: All records created by the ERS Multi-Record System Format will default to the Earnings Code entered at this prompt.

The following prompts will be available if you selected the 'Candid Fixed Field Format':


List Of Earnings Codes: Enter up to 15 Earnings Codes to be imported. The 15 Earnings Fields may contain either Hours or an Amount. This format treats the data as Hours if the Earnings Code referenced in Setup for the field is of Standard Entry Method. The import treats data as an Amount if the Earnings Code Referenced in Setup for the field is of Fixed Entry Method.

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

Section D: System Operations

The Import screen is accessed by choosing 'TimeCard Data Import Utility' from the TimeCard Utilities Menu, which is accessed from the TimeCard Setup Menu. The selector screen prompts you for an import file path and filename. You have the option to 'Scan Only;' if you check this box, the file will be scanned but no import will take place. A second option for 'Abort if any errors found' is available. If this box is checked, all processing will cease when the first error is encountered. If this is left blank and an error is encountered, importing continues, and any bad records are reported in the Import Log and rejected.
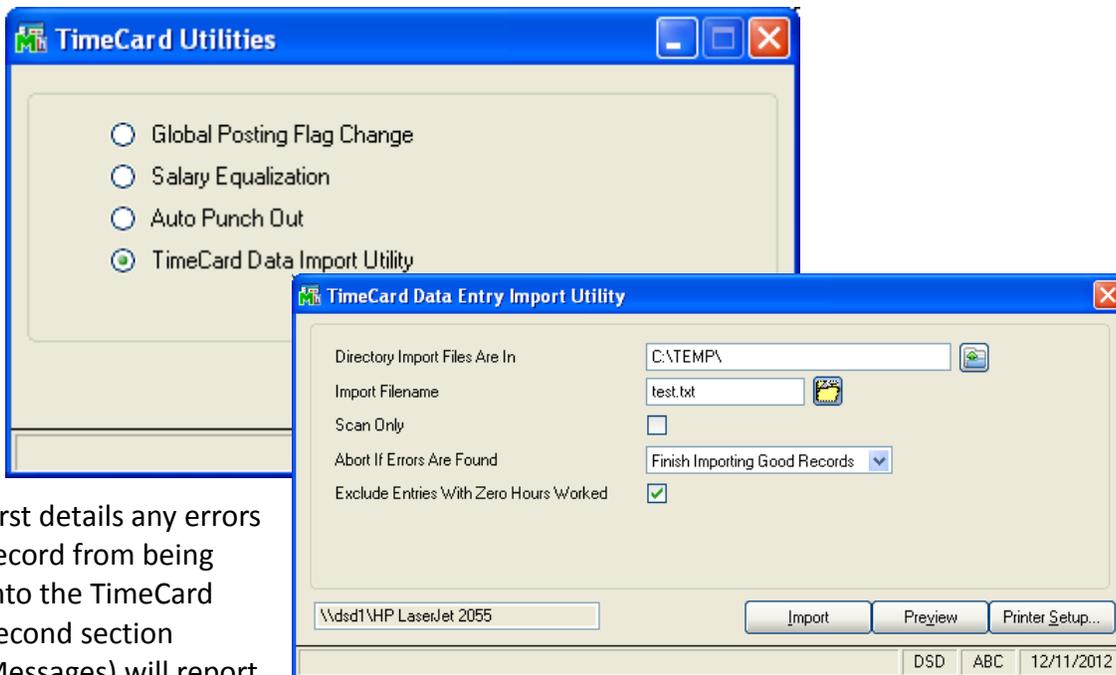
The Import Log is divided into two sections; the first details any errors preventing a record from being imported into the TimeCard files. The second section (Warning Messages) will report errors on records that have been imported but contain missing or invalid data that must be changed through TimeCard Data Entry before being updated.

If you have enabled the 'Execute Operating System Command' option in Setup, you may also elect to 'Execute System Command Before Import,' 'Only execute System Command,' or 'Perform Import Only.'

Helpful Hints

- If you selected the option of renaming the ASCII data file and a file already exists with the same name and extension, the existing file will be deleted and then the rename will occur.

- The proper functioning of the 'Operating System Command' depends upon available memory, the validity of the command itself, permissions issues and a host of other factors beyond the control of this Extended Solution. We are pass the command string entered on the Setup screen to the host operating system at the appropriate time; the effects of doing so are the responsibility of the user. As a test, you might try using the *SYS! option to test the command string you are using (refer to your Technical Reference & Support Guide for more information on the SYS command).

- The 'Use Pay Rate for Cost Code Entered' option in TimeCard Setup must be left blank for standard payroll rate processing.

Appendix A

Standard Fixed Field Format

The import file expects a 77 byte record including a Carriage Return and Line Feed at the end of each record. The required fields are as follows:

Field Name	Starting Position	Length in bytes
Employee Number	1	9
Date worked	10 (YYYYMMDD)	8
Department worked	18	2
Earnings Code	20	2
Job Number	22	7
Cost Code	29	9
W/C Code	38	7
State	45	3
Labor Code	48	7
Local Code	55	3
Hours Worked	58 (-######.##)	10
Rate	68 (-#####.###)	10

The fields Department Worked, W/C Code, State, Labor Code, Local Code and Rate will be defaulted from the Employee Master file if no data is provided.

SDF 'Intranet Format'

The import file is imported in the SDF comma-delimited format:

Field Name	Length	Interpretation
Employee Last Name	15	In quotes, may be less than 15 characters
Employee First Name	15	In quotes, may be less than 15 characters
Date Worked	8	In quotes, formatted YYYYMMDD
Earnings Code	2	In quotes, right justified and zero filled if numeric. Left justified and space filled if alphabetic.
Job Number	7	In quotes, must be 7 characters.
Cost Code	9	In quotes, must be 9 characters.
Hours Worked	10	No quotes.
SPR Number	7	No quotes, 10 characters or less including special characters ($, %, #, etc.)

The import file is imported in the SDF format for memo text records is as follows:
('MEMOJoe did not work overtime on this day.~;~.')

Memo	56	In quotes.

A memo text must be 50 characters or less. All hard carriage returns are depicted as ~;~ and will be part of the 50 characters of memo text. The 50 characters of text will be prefixed by the word MEMO (in capitals). The memo text is assumed to be the memo for the previous record. Note: Only one memo will exist for each transaction (i.e., employee number, date worked, sequence number).

If Extended Solution TC-1011: *User Defined Fields For TimeCard* is enabled, then the option to import a numeric field into a TC-1011 UDF is available. The UDF selected and the imported field will be validated to be numeric. The field to be imported is the SPR Number (8th field).

The Sage 100 employee default data is found by searching the Payroll Employee Masterfile for the first accurate occurrence of the employee first name and last name. The default data needed from the Employee Masterfile are Employee Number, Department Worked, W/C Code, State, Labor Code, Local Code and Rate (the Earnings Code determines if Rate 1 or Rate 2 is pulled from the Employee Masterfile).

ERS Multi Record System Format

The import file is imported in the ASCII format. The imported Cost Code is appended to the imported record. Only records that are at least 189 characters are imported.

Position	*Description*
146,7	Employee Number
153,8	Date Worked (YYYYMMDD)
161,2	Department Number
163,2	Earnings Code (if blank, the default is used)
165,7	Job Number
172,9	Cost Code
181,8	Hours

Employee records with the same Employee/Date/Earnings Code/Job Number/Cost Code will be combined.

Candid Fixed Field Format

The import file is imported in an ASCII comma delimited file format. The fields Department Worked, W/C Code, State, Labor Code, Local Code and Shift Code are defaulted from the Employee Masterfile/Shift Masterfile if no data is provided. The 15 Earnings Fields may contain either Hours or an Amount. This format treats the data as Hours if the Earnings Code referenced in Setup for the field is of Standard Entry Method. The import treats data as an Amount if the Earnings Code Referenced in Setup for the field is of Fixed Entry Method.

Field Name	*Length*	*Description*
Department Number	2	In quotes, 2 characters
Employee Number	7	In quotes, 7 characters
Date Worked	8	In quotes, formatted MM/DD/YY
Department Worked	2	In quotes, 2 characters.
Shift Code	2	In quotes, 2 characters.
Last Change	3	In quotes, 3 characters.
Earnings 1		
Earnings 2		
Earnings 3		
Earnings 4		
Earnings 5		
Earnings 6		
Earnings 7		
Earnings 8		
Earnings 9		
Earnings 10		
Earnings 11		
Earnings 12		
Earnings 13		
Earnings 14		
Earnings 15		

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.
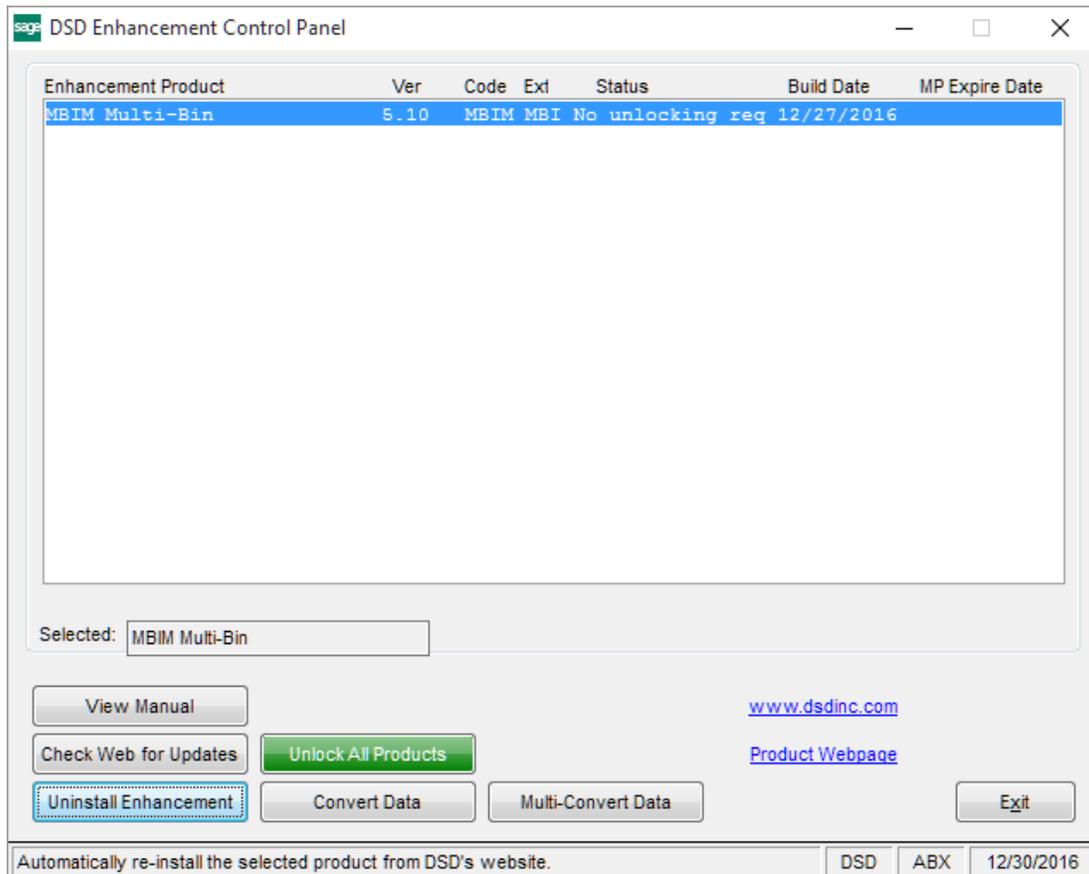

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
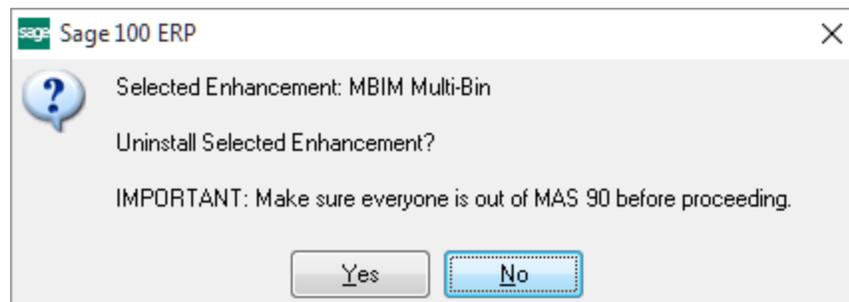
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
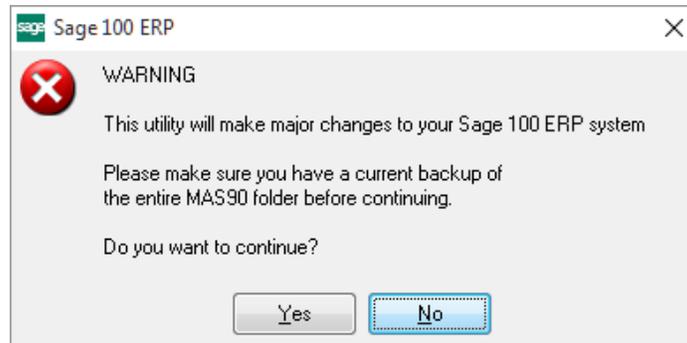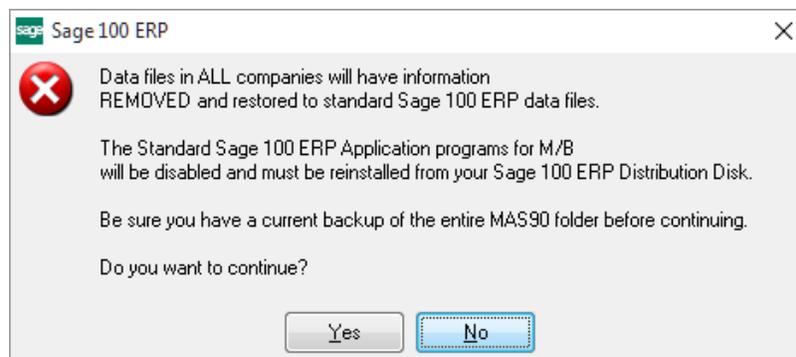

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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).