



# **DSD Business Systems**

Sage 100 Enhancements

Q028

**Employer Contributions by Dept & Voucher**

PR-1028

Version 7.30



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Employer Contributions by Dept & Voucher User's Manual

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## Section A: Introduction

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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*

Q028 Employer Contributions by Dept & Voucher:

<http://www.dsdinc.com/enhancement/employer-contributions-by-department-and-voucher-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.

### ***Employer Contributions by Dept & Voucher Features***

This DSD Extended Solution to the standard Sage 100 Payroll module has the following options:

- Allows the expense portion of Employer Contributions to be posted by department to a specific general ledger account number.
- Allows the user to substitute a segment into the Employer Contribution Deduction Code's general ledger account number by department.
- All employer contributions may be printed on an employee's check in the Deduction column. The contribution amount will not be added into the 'Total' deduction amounts.

## 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	7.30.XX
G/L	Y	7.30

### 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 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.

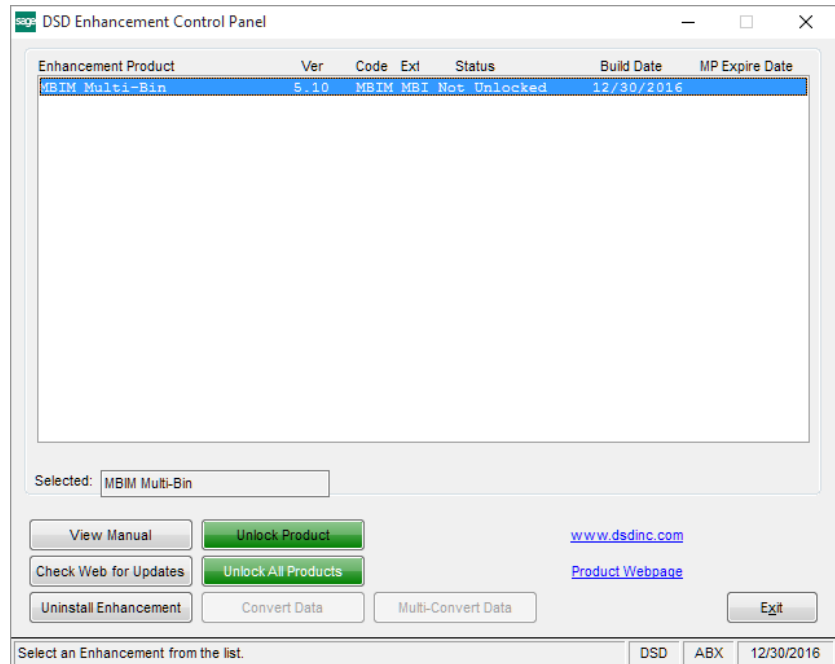
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

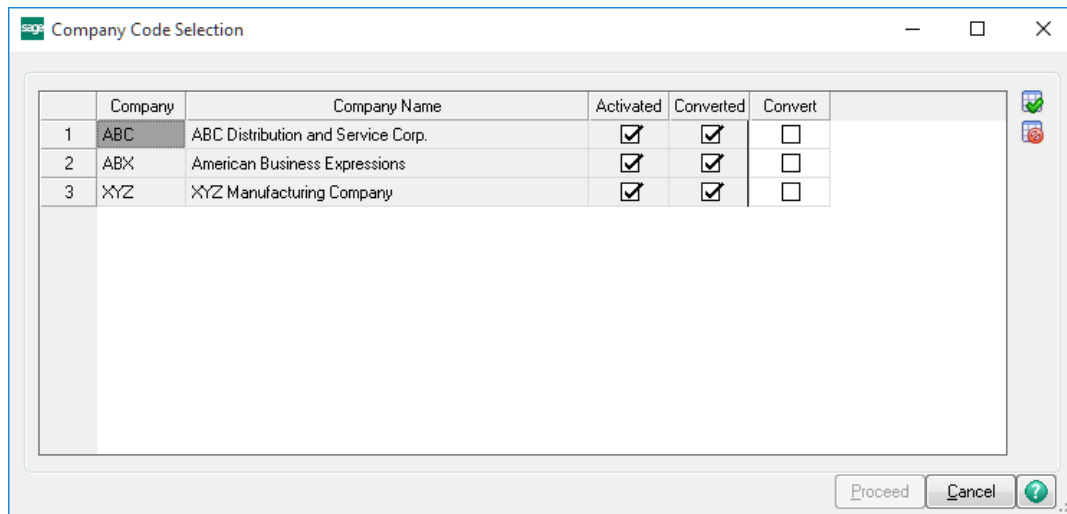
**Unlock All Products:** This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

**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 window titled "PR-1028 Setup Options" with a close button in the top right corner. The main title is "Employer Contributions By Department And Voucher". Below the title, there are several input fields and checkboxes:

- "Enable DSD Extended Solution" with a checked checkbox and "Level 2.17" to its right.
- "Suppress Printing of Employer Contributions on Check" with a checked checkbox.
- "Substitution to Perform" with a dropdown menu showing "Entire Account".
- "Segment to Substitute" with a dropdown menu showing "Department".
- "Segment 2 to Substitute" with a dropdown menu showing "Location".

At the bottom right of the dialog are two buttons: "Accept" and "Cancel". At the very bottom of the window, there is a status bar with the text "DSD PR2 1/30/2018".

Answer the following prompt:

**Suppress Printing of Employer Contributions On Check Stub:** Checking this box will prevent the Employer Contribution from printing on the check stubs.

**Substitution to Perform:** Select 'Entire Account' to define an entire general ledger account number or 'Segment of Deduction Code Account' to perform departmental segment substitution.

**Segment to Substitute:** If 'Segment of Deduction Code Account' is selected for 'Substitution to Perform' then this field will be available. Select the segment of the G/L account for which department substitution will take place.

**Segment 2 to Substitute:** If 'Segment of Deduction Code Account' is selected for 'Substitution to Perform' then this field will be available. Select the segment of the G/L account for which a second department substitution will take place. Leave blank if only one segment substitution is desired.

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

## Section D: System Operations

### Department Maintenance

P/R Department Maintenance (ABC) 1/8/2018

Department Number: 11

Description: EAST - WAREHOUSEMEN

Emplr Contrib

1. Main | 2. Earnings | 3. Deductions | 4. Security

Payroll Expense Accounts

Standard Payroll	450-03-01	Warehouseman payroll - East
Employer Disability	510-00-03	Payroll taxes
Employer Social Security	610-01-01	Payroll taxes - East
Employer Medicare	610-01-01	Payroll taxes - East
Employer Other	510-00-03	Payroll taxes
Federal Unemployment Insurance	630-01-01	Insurance - East
State Unemployment Insurance	630-01-01	Insurance - East
Workers' Compensation	630-01-01	Insurance - East

Time Off Accrual Accounts

- Vacation Liability
- Vacation Expense
- Sick Liability
- Sick Expense
- Personal Liability
- Personal Expense

Accept | Cancel | Delete

An 'Emplr Contrib' button has been added to Department Maintenance.

Employer Contribution Accounts

Contribution Expense Account: 100-00-00

Cash on hand

Accept | Cancel

If 'Substitution to Perform' is set to 'Entire Account' then the user will be prompted for a general ledger account number for the posting of this department's employer contribution expense.

The screenshot shows a dialog box titled "Employer Contribution Accounts". Inside, there is a section labeled "Department Value" with a text input field containing the number "10". To the right of the input field is a magnifying glass icon and the text "Sales & Marketing". At the bottom right of the dialog, there are two buttons: "Accept" and "Cancel".

When 'Substitution to Perform' is set to 'Segment of Deduction Code Account' then the field of entry will be labeled <segment description> Value. The field will be masked according to the size of the segment. The user will then fill in the substitution value for this department which will be inserted into the Deduction Code's expense account.

This screenshot shows the same dialog box as above, but with an additional entry. Below the first entry, there is a second text input field containing "03", with a magnifying glass icon and the text "Central Warehouse" to its right. The "Accept" and "Cancel" buttons remain at the bottom right.

When a second segment to substitute is selected in the setup options, both will appear in the Employer Contribution Accounts Screen.

### Dictionary

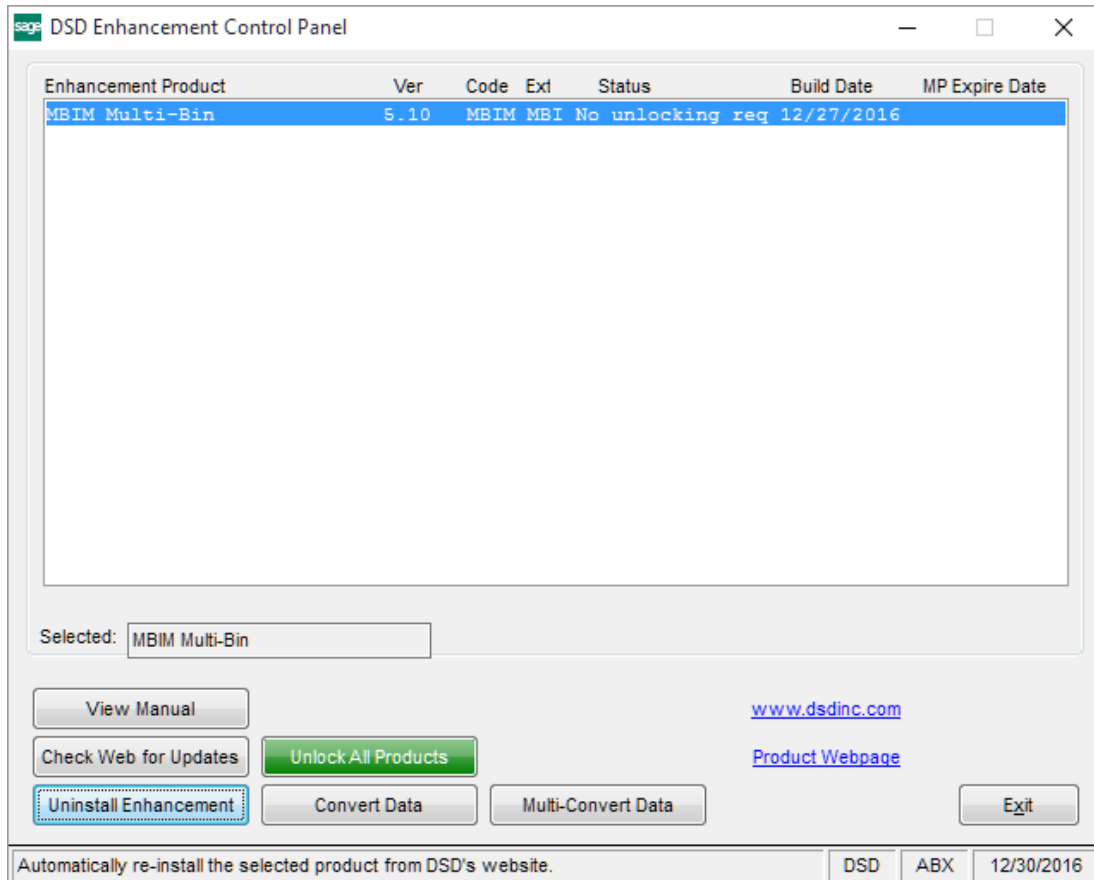
The files listed have been modified.

<i>File:</i>	<i>Fields:</i>
PR_Department	EmplrContribExpAcctKey_234
	EmplrContribAcctSeg1_234
	EmplrContribAcctSeg2_234

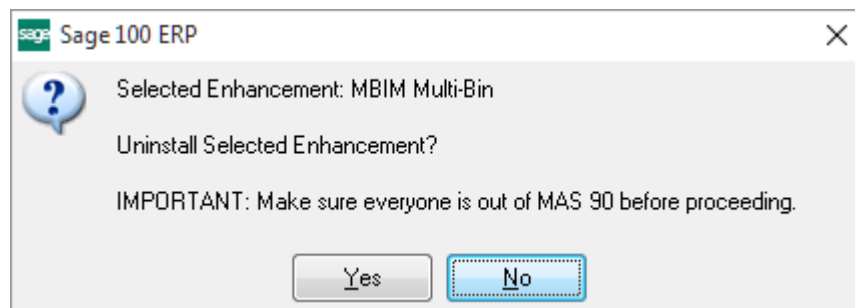
Be aware that the Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

## Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.



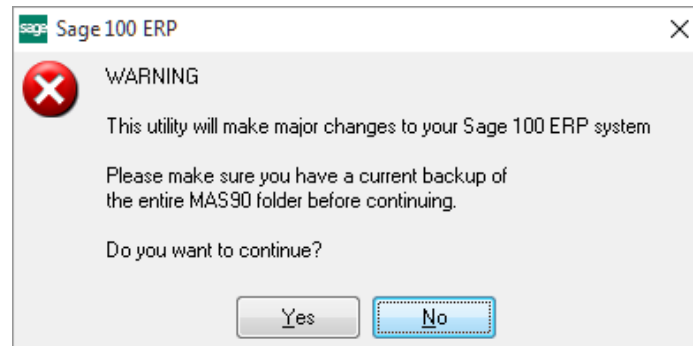
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



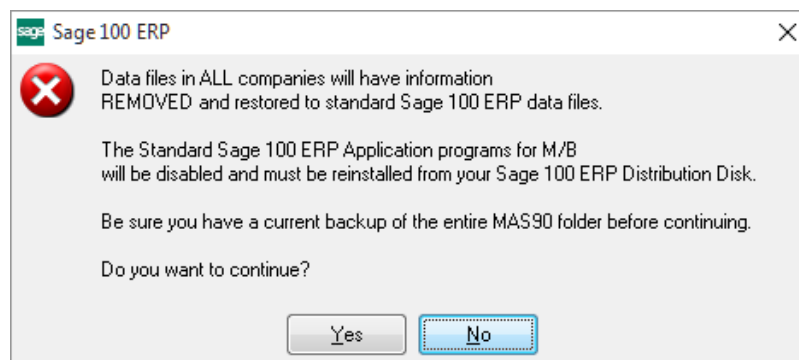
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

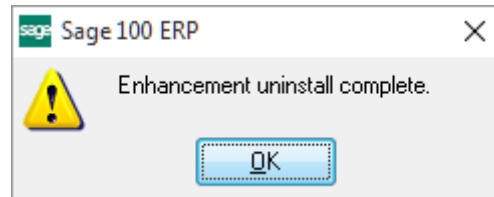
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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).