# DATA PRO
# ACCOUNTING
# SOFTWARE, INC.

# Time Sheet Entry

*with Direct Integration to Payroll and Time Clock Interface*
*Part #271*

*User Manual*

# DATA PRO ACCOUNTING SOFTWARE, INC.

*Advanced Accounting Software & Secure Internet Solutions*

**Version 7.63**

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# CHAPTER 1    INTRODUCTION

Simply stated, the purpose of a Time Sheet entry system is to allow you to enter payroll information for employees who work on a large number of projects/jobs, or in a large number of departments, within a single pay period. The Time Sheet Entry module expands on this simplified description to bring you a very sophisticated integration with the **Infinity POWER Payroll** and **Job Cost Main Module**.

You must have the **Infinity POWER Payroll** module to use **Time Sheet Entry**. The system does not function as a stand-alone program. Each entry can be posted to a different **department**, when posting to Payroll only. The Job Cost feature optionally allows you to allocate an employee's wages to multiple **jobs/projects**.

You also have the ability to print Time Sheet forms and Time Sheet reports by **employee**, or **day reference**. The system provides an import option that can be used to import the employees' time sheets from an external source such as a time clock. As you can see, the Time Sheet Entry system not only provides you with the tools necessary to efficiently process your company's payroll, it also allows you to more effectively use your Job Cost Main Module.

## SYSTEM INTEGRATION

This section is a brief overview of how the Time Sheet Entry system integrates with **Payroll** and the **Job Cost Main Module.**

## Integration with Payroll

The **Time Sheet Entry** module is automatically integrated with and **requires** the **Infinity POWER Payroll** module. All of your employees, departments, pay types, deductions, tax tables, and other payroll information must first be set up in the Payroll module before you can begin processing in Time Sheet Entry. When you post your entries to the Payroll module, they are classified as current pay information. You must then use the Payroll module to complete the current period payroll. This enables you to utilize the payroll features for the check summary, check printing, and historical information.

## Integration with the Job Cost Main Module

If the Time Sheet Entry module is interactive with the Job Cost Main Module, you have the option of updating a project with each entry made into the Time Sheet Entry module. You may also enter a billing rate and/or a separate description line with each entry. However, all of the project information, cost codes, etc., must be set up in the Job Cost Main Module before you can begin using the Job Cost integration option. When you post entries to the Job Cost Main Module, the information is classified as current. All of the adjustments and billing functions still need to be performed within the Job Cost module.

When you choose to update the Payroll module, any Job Cost entries will be posted to the **"project department"** identified in the Time Sheet Entry Master Configuration. The entry will **NOT** be posted to the Job Cost system twice. The Time Sheet Entry module also allows Job Cost and users a key feature in that you may allocate Payroll costs directly to a project without having to run a full Payroll cycle first. This is important if you are attempting to perform a project billing that should represent all of the current costs incurred, including Payroll costs.

If your next Payroll cycle falls **"after"** the current billing cycle, Time Sheet Entry allows you to post these costs to the project and hold these allocations for Payroll's next processing cycle. The system will automatically track which costs have been posted to a project and will not double post any amounts during the *"Update Historical Information"* option in Payroll.

# DATA FILE DESCRIPTIONS

The Time Sheet Entry module utilizes the following data files:

1) **Master Configuration**

2) **Time Sheet Entry File**

3) **Time Sheet Form File**

These files are defined below.

| File Name | Description |
|---|---|
| Master Configuration File **(filetype:** TE00) **(filename:** coTE0.dbf**, where "co" is your company number)** | This file contains your Master Configuration and Integration with other modules. |
| Time Sheet Entry File **(filetype:** TE01) **(filenames:** coTE1.dbf **and** coTE1.mdx**, where "co" is your company number)** | This file contains the Time Sheet entries. |
| Time Sheet Form File **(filename:** SYSTE2.DBF) | This file contains the layout for your Time Sheet entry form. Unlike the other data files, it is stored in your program subdirectory and is accessible from any company you set up. |

## TRANSACTION PROCESSING FLOWCHARTS

This section covers the processing flow for the different types of transaction processing in the Time Sheet system.

<p style="text-align:center; color:red;"><strong>Enter Time Sheets Flowchart</strong></p>

Enter Time Sheets updates the Time Sheet Entry File, no other files are updated at this time.

ENTER TIME
SHEETS

XXXTE1.DBF
TIME SHEET
ENTRY FILE

# Import Time Sheets Flowchart

Import Time Sheets updates the Time Sheet Entry File, no other files are updated at this time.

IMPORT TIME
SHEET ENTRIES

XXXTE1.DBF
TIME SHEET
ENTRY FILE
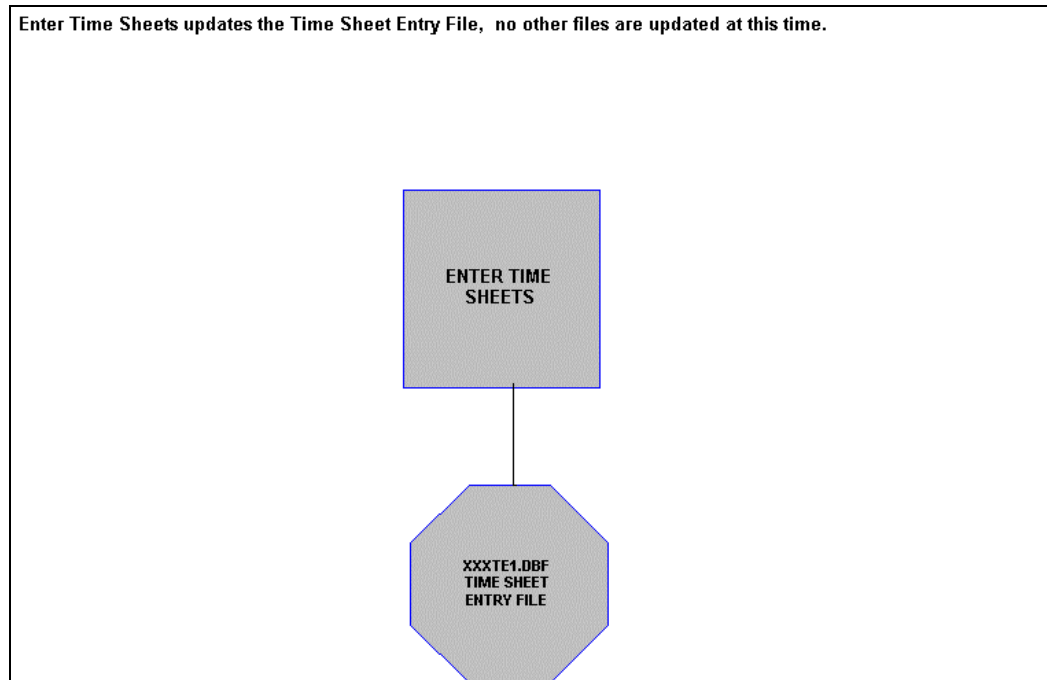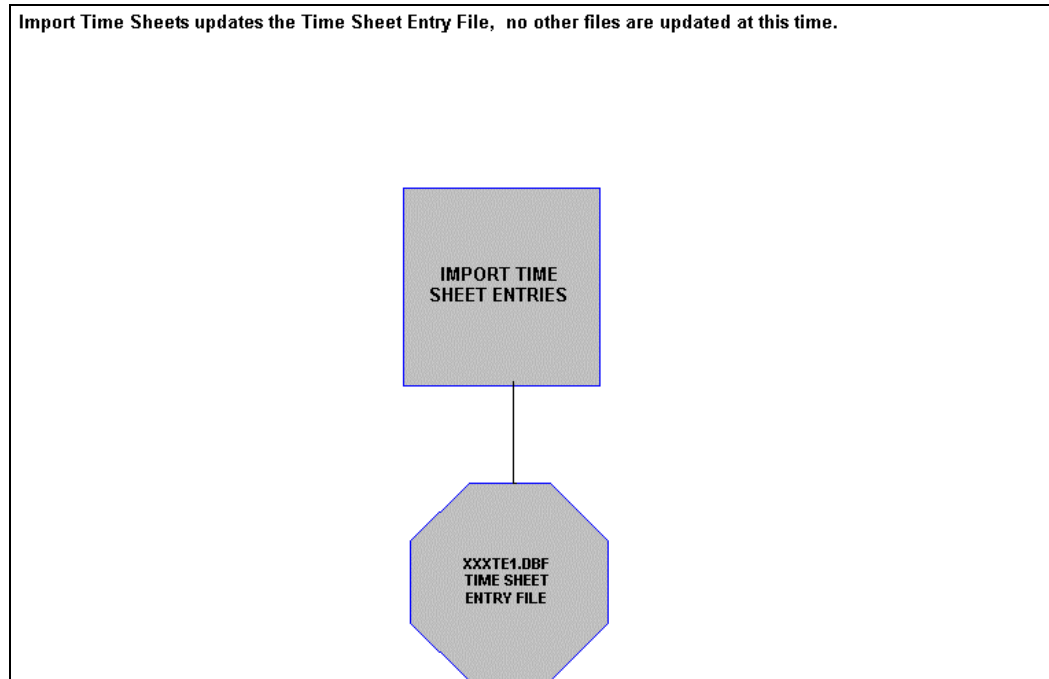
# Post Time Sheets Flowchart

Post Time Sheet Entries updates the Payroll Current Pay Cycle File, and the Time Sheet Entry File for PR Updated or JC Updated if integrated to Job Costing.  It also updates the Job Cost Transaction File, the Job Cost Project Detail File, and the Job Cost Project Current, Year-to-Date, and Project-to-Date Costs.  If integrated with General Ledger it will also update the JC General Ledger Integration File .

POST TIME SHEET
ENTRIES

XXXPRBYY.DBF
PAYROLL CURRENT PAY
CYCLE FILE

XXXTE1.DBF
TIME SHEET
ENTRY FILE

XXXJC1YY.DBF
JOB COST PROJECT
CURRENT, YEAR-TO-
DATE AND PROJECT-TO-
DATE COSTS

XXXJC2.DBF
JOB COST
PROJECT DETAIL
CURRENT, YEAR-TO-
DATE AND PROJECT TO
DATE

XXXJC3YY.DBF
JOB COST
TRANSACTION FILE

Transaction Types
1. JC - Enter Cost
2. JC - Transfer Cost
3. JC - Billing
4. JC - Cost of Sales
5. AP Expense
6. IM Expense
7. PR Expense
8. AR Billing
9. JC Overhead Allocation
10. AR Cost of Sales

JC2GL
JC GENERAL LEDGER
INTEGRATION FILE

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# CHAPTER 2    SET UP AND MAINTENANCE

This chapter provides you with a step-by-step procedure for the initial set up and maintenance of the **Time Sheet Entry** files.  When you select this menu option, a complete list of choices will be displayed as shown on the following screen:
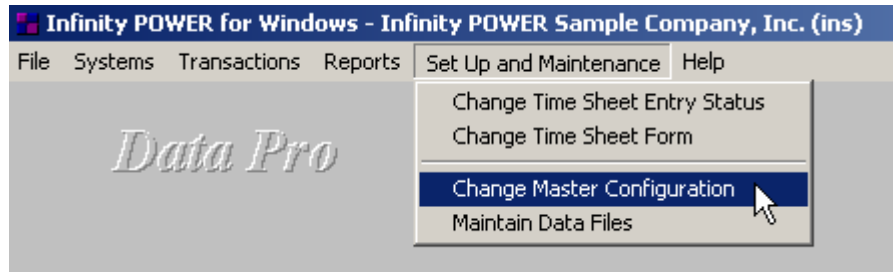


## GENERAL OVERVIEW

Once you have installed your module(s) and reviewed the System Overview, *(Chapter 1)*, you are ready to set up your master Time Sheet Entry files from scratch.  Select the *"Systems"* option from the Menu Bar. Then, select the *"System Administrator"* option. Then, select the *"Start up from Scratch"* menu option as shown on the following screen.

*"Start Up From Scratch"* is utilized to set up your initial Time Sheet Entry and any other integrated accounting module data files for a particular company. This procedure is performed only once. Thereafter, your data files may be packed or re-indexed through the Time Sheet Entry option *"Maintain Data Files."*
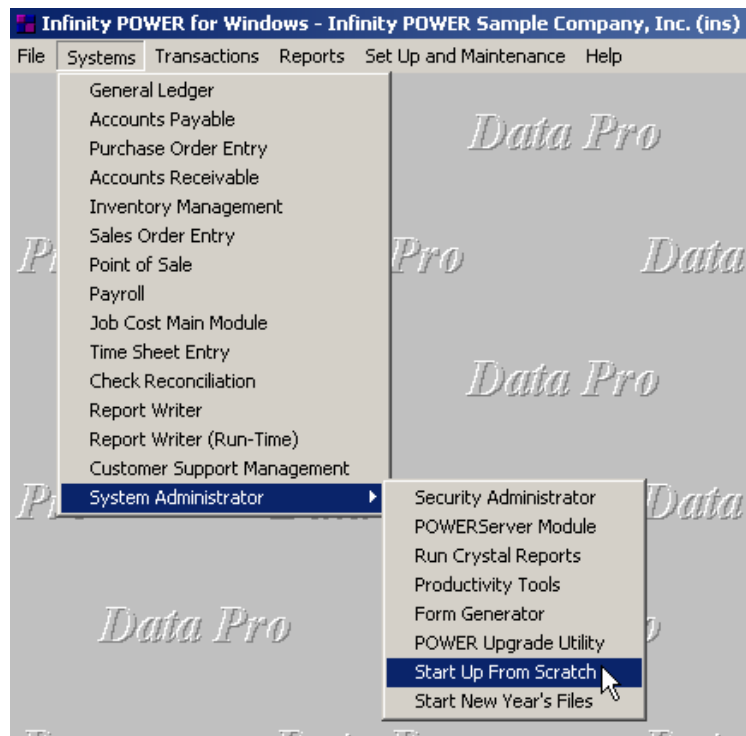
Once this option is selected, the following screen will appear showing a listing of all accounting modules that have been installed on your computer system.
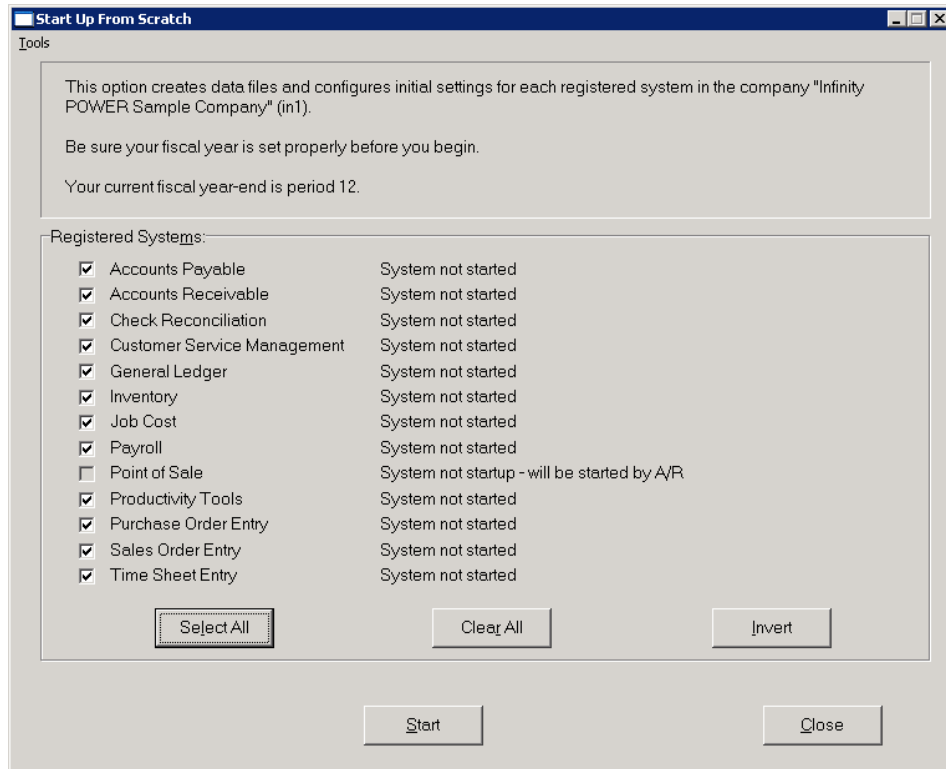


This is an automated utility designed to simplify the process of creating all of the data files for each accounting module throughout the system. Users may choose to **"Select All"** accounting modules by <clicking> on this button which will check all modules and make them ready for processing. Otherwise, you may <click> on the **"Clear All"** button to undo your selections. The **"Invert"** button will reverse the order of all current selections.

Additionally, you may use your mouse to manually <click> on each module to <click> it on or off to be included in the startup process. Remember, modules such as Purchase Order require Accounts Payable to function. Sales Order Entry requires Accounts Receivable and Time Sheet Entry requires the Payroll data files. Point of Sale and Accounts Receivable share common files which is why it is so noted on the screen.

This step must be done for each company for which you intend to process data. To begin, <click> on the **"Start"** button. The following screen illustrates how the screen will change when the process is completed.
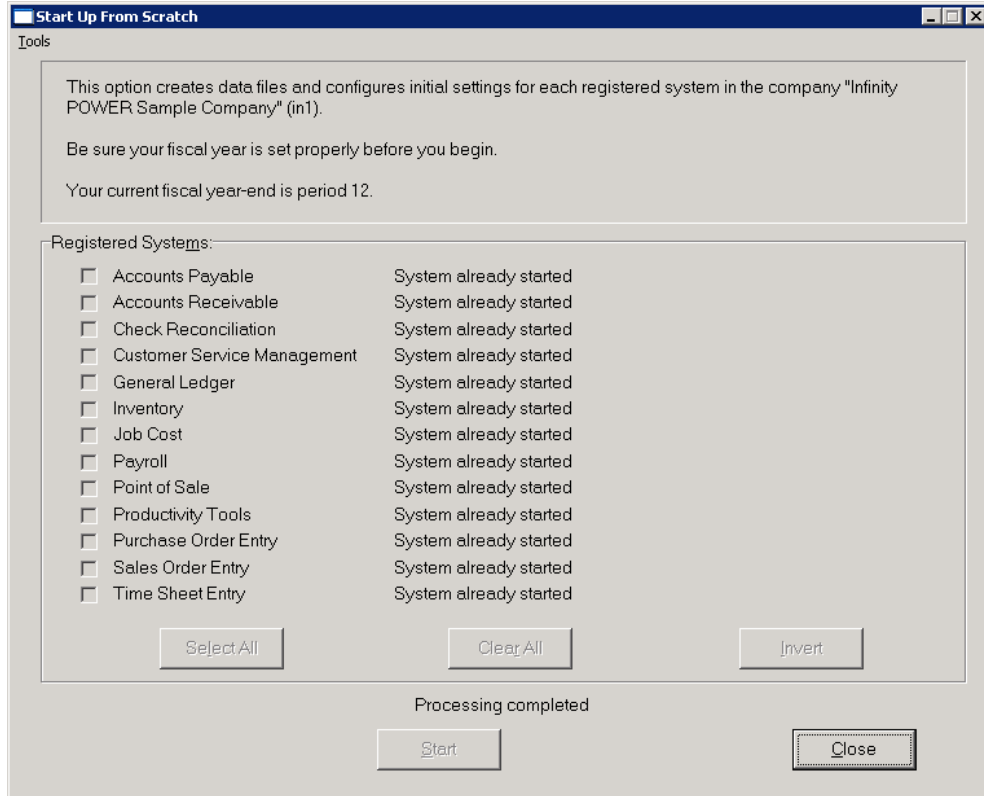
<Click> on the **"Close"** button when done and then return to **"Systems"** and select the **"Time Sheet Entry"** module to continue with the configuration functions to be described from here.

Once you select this option, <click> on the **"Start"** button and the following data files will be created:

| File Name | Description |
|---|---|
| **Master Configuration File (filename: coTE0.dbf)** | This file contains your Master Configuration and Integration with other modules. |
| **Time Sheet Entry File (filenames: coTE1.dbf and coTE1.mdx)** | This file contains the Time Sheet entries that you will be entering into the system. |
| **Time Sheet Form File (filename: SYSTE2.dbf)** | This file contains the user-defined layout for the Time Sheet Form. |

## NAVIGATION TOOLS

Within this module there are numerous references to navigation.  The following navigation buttons are defined for reference when used through this chapter.

| Navigation Button | Function |
|---|---|
|  | Selects the first record. |
|  | Selects the previous record. |
|  | Selects the next record. |
|  | Selects the last record. |
|  | Scroll view. Selects a specific record from a list. |
|  | Creates a record. |
|  | Modifies the current record. |
|  | Deletes the current record. |
|  | Creates a record based on the current record. |
|  | Maintains notes for this record. |
|  | Displays record timestamp information. |

## CHANGE TIME SHEET ENTRY STATUS (TE0404)

This option allows you to change the **"posted status"** of individual Time Sheet Entries. Note that this option will only change the Time Sheet Entry File. Any Payroll or Job Cost adjustments must be made in the respective system.

To use this option, simply select the Time Sheet Entry you wish to change. The system will display the current status of the Entry and allow you to make any changes. There are only two status settings.

> **Payroll**
> **Job Costing**

Indicate by <clicking> on the appropriate checkbox which systems have already been posted to.

**<u>WARNING</u>**

You should be very cautious with the use of this option. If you change the status of an entry and select the option to **"Post Time Sheet Entries,"** duplicate entries in the Payroll and/or Job Cost module may result. This option should only be used to correct errors encountered during the posting process.

**Results:**

**coTE1.dbf - Time Sheet Entry File**
- Selected Entry is Changed

# CHANGE TIME SHEET ENTRY FORM (TE0405)

This option allows you to change the format of your printed Time Sheets or time cards. These may be used by your employees for recording and reporting time to you. This option presents a window which functions as a *"word processor,"* in which you can set up or alter your Time Sheet form. This form may consist of up to **100** lines. You must also indicate the number of lines per page. *(A standard piece of paper is 66 lines per page)*.

You can use the arrow keys to move around within the form. The **CTRL HOME** key will take you to the beginning of the current page. Pressing the **END** key will take you to the end of the line. If you press the **Page Up** key, while in the window, you will be taken a page up. **Page Down** will take you a page down. When your edits are completed, <click> on the **"Save"** button to validate your changes.

Using special symbols within the body of the form you can print your company name, the company number, and the system date, as well as the period beginning and ending dates which are entered when the form is printed.

These symbols and their meanings are listed below.

**@CO - Company Name**
**@CN - Company Number**
**@D - System Date**
**@PB - Period Beginning Date**
**@PE - Period Ending Date**

**<u>NOTE</u>**

These letters **MUST** be entered in upper case for them to work properly. When the form is printed, anywhere you have used one of these symbols it will be replaced on the actual form with the corresponding text.

**Results:**

**SYSTE2.dbf - Time Sheet Entry Form File**
- Form is Updated

# CHANGE MASTER CONFIGURATION (TE0401)

The **Master Configuration** screen will display the data items necessary for configuring your Time Sheet Entry defaults.



| File Name | Description |
|---|---|
| **Auto Increment of Day No** | Default: **Off**<br><br>This data item indicates to the system whether or not you would like the day reference to be automatically incremented when a Time Sheet entry is made. This feature will only have the desired effect if you use number in the last position of the day reference. If the last position in the day reference contains non-numeric characters, this feature will not be implemented. If you leave the checkbox blank, the day reference number will not automatically be incremented. You may leave the increment option turned off and then turn it on at a later time. There is no special procedure to follow when making this change. |
| **Hours by Time of Day** | Default: **Off**<br><br>This data item indicates to the system whether or not you want to enter the number of hours worked as a beginning and ending time of day instead of just entering the number of hours worked. <Clicking> on this checkbox will allow you to enter the beginning and ending time of day when you make a Time Sheet entry.<br><br>Based on this, the system will calculate the number of hours and any fractional amount based on the number of minutes entered. Military time is supported by the system which will assume the proper time of day in regards to **"AM"** and **"PM."** Therefore, if you enter **"13:00"** as your beginning entry, the system will know that this means **"1:00 PM."** |

| File Name | Description |
|---|---|
| **Display Rate** | Default: **Off** |
| | This data item indicates to the system whether or not you would like the pay rate for each employee to be displayed when a Time Sheet entry is made. If you leave this checkbox blank, the pay rate will not be displayed. You may leave the pay rate display off and then turn it on at a later time. There is no special procedure to follow when making this change. |
| **Bill Information** | Default: **Off** |
| | This data item indicates to the system whether or not you want to have the option of entering billing information for the Job Cost system. <Clicking> on this checkbox will allow you to enter the billing information when you make a Time Sheet entry. |
| **Description Entry** | Default: **Off** |
| | This data item indicates to the system whether or not you want to have the option of entering a transaction description for the Job Cost transaction file. <Clicking> on this checkbox will allow you to enter a transaction description for each Time Sheet entry. When the entry is posted to the Job Cost module, the transaction description will post as well. This information can later be reviewed on the transaction reports within the Job Cost module. For example, you may want to indicate that an employee worked at a specific site, doing a specific type of work. If this information is entered in the transaction description, and posted to the Job Cost system, it will appear on the transaction reports, and can be used as a reference guide later on. |
| **New Page** | Default: **Off** |
| | This data item indicates whether or not you want the system to automatically jump to the top of a new page for each employee, when printing the Time Sheet Report. If you <click> on this checkbox, the Time Sheet Report will automatically create a page break as it begins to print the information for each employee. |
| **Sub-Total Mask** | This is a ten (**10**) character field that the Time Sheet Report will use as a guide for printing subtotals. Whenever the character in the masked position changes, a subtotal will be printed. If you enter a letter or number in more than one position in the mask, only the rightmost character will be used. |
| | As the report is printed, whenever it encounters a time-sheet entry where the second character of the day reference is different from the prior entry, a subtotal will be printed. If the first two characters in the day reference are consistently used to identify the day of the month, this can be used to print subtotals by day. |
| **Project Department** | This is a department that must be set up in Payroll to be used when a Time Sheet entry that updates Job Cost is posted to the Payroll system. It is very important that the General Ledger wages account for this department match the Project Contra Account described in the next field. If you are not using the Job Cost option, both of these questions can be ignored. |
| **Project Contra Account** | Default: **60100** |
| | This is the General Ledger account that is credited by the Job Cost module when a Time Sheet entry is posted to the Job Cost system. When the same entry is posted to payroll, this account will be debited when the Project Department is updated. This will zero out the account. |
| | **NOTE**: The General Ledger Wages Account used in the Project Department must be the same as the Project Contra Account. |

| File Name | Description |
|---|---|
| **GL Journal Number** | This is the journal that the Job Cost time-sheet entries will be posted to. It is recommended that you use the same journal number here as you are using in the Job Cost Main Module. If you do not have the General Ledger module, or your Job Cost Main Module is not interactive with General Ledger, this question can be ignored. |

## System Integration

**Job Costing: N**
**Payroll: AUTO**
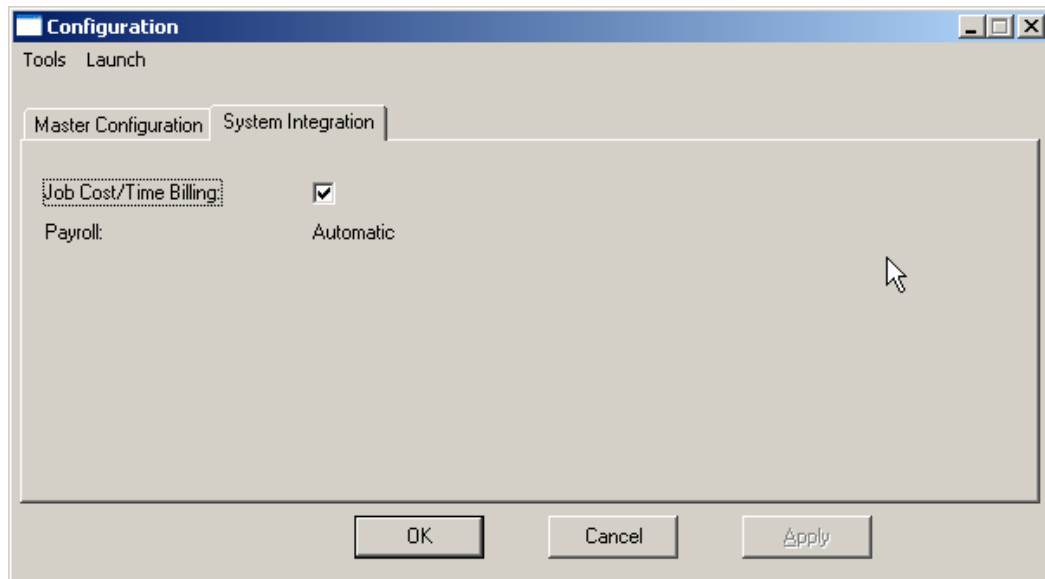


Your Time Sheet Entry system will automatically integrate with and requires the **Infinity POWER Payroll** module. You should indicate if your system will be interactive with the **Job Cost Main Module** by <clicking> on the check-box. These are the only modules that Time Sheet Entry actively updates. <Click> on the "**OK"** button to validate or assume the default, and you will return to the Time Sheet Entry System Configuration menu.

## MAINTAIN DATA FILES (TE0403)

This option includes both **"Pack"** and **"Re-Index"** utilities to manage your Time Sheet Entry files after a hardware or media failure or to remove any items marked for deletion from your data files. You should **NOT** rely on the **"Pack"** option to replace backups. Your backup procedures should include daily backups and weekly off-site back-ups.

There are several situations in which the Pack option need be accessed.

- **Power** *(hardware)* **failure.**

- **Media Error** *(bad disk)*

- **Remove records marked for deletion**

You are then given the options to **"Pack"** or **"Re-Index"** that data file. **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a **"Percentage of Completion"** graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a Pack procedure.

Before you execute the Pack option, check the file size of your Time Sheet Entry files at the operating system level. The system will sort the current **"out of index"** file into a new **"indexed"** file before deleting the old file.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files. If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

### <u>NOTE</u>

This option will only re-organize undamaged data within your files. There-fore, you should carefully audit all information after executing this option and make any necessary adjustments to your data.

The following files are available for maintenance:

**Time Sheet Entry File**

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to **"Select All"** files, **"Unselect All"** files, and **"Invert Selection,"** which selects those files that were not selected in a previous pack or re-index condition.

There is also a button, **"Details,"** that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the **"Start"** button, after selecting the files you wish to manage.

**Results:**

All Records in all or specified Time Sheet Entry Files will be packed.

# MAKE COMPLETE DATA BACKUPS

Make sure that you make complete data backups as you add more and more information to your system. The file naming structure is designed to allow you to copy data files only; very quickly and easily. We strongly recommend that the following backup procedures be followed to adequately protect your data files against any possible problems. Experience has shown that **"careless disregard"** of making adequate backups can literally cost you months of hard work and expense.

Any of the following problems could destroy all or part of your accounting information.

- **Hardware Failure of any kind** *(such as a hard disk failure)*

- **Power Failure or Fluctuations**

- **Improper Execution of certain operating system commands**

- **Careless Handling of Data Disks or Tapes** *(such as copying files the wrong direction)*

It is recommended that you make a backup of your data files on a daily basis. This does not mean for you to continue copying over the same backup that you may have made the previous day. Instead you should consider the following structure. Create five to seven daily backup sets of disks or tape cartridges, depending on your system. The number will vary based on the number of days you **"normally"** work on your files.

Mark each set with the name of the day of the week that it is to be used for backup purposes. For instance, disk set or tape #1 may read Monday, disk set or tape #2 may read Tuesday, etc. Only use these specific sets of disks or tapes on the days that are designated. This would mean that they would not be used more than once a week. Therefore, if a problem was to occur and you did not realize it immediately, you could at least go back as far as a week to find your last set of valid data files.

Of course the entries made during the last week may be lost, but that is better than many months or years worth of input. To go a step further, we recommend that you next make four additional sets of disks or tapes. These would be your weekly master backups. Mark them accordingly with the week number **(Week #1)** and at the end of every week, make a full backup of your data files.

Though you may have a complete daily backup for each day of the week, sometimes problems are not found within the week's time frame and all of those backups could be invalid. This way, you could go back several weeks at a time to find your last set of valid files. Next, you will want to go further and create a monthly master set of disks or tapes. You would mark them accordingly with the name of the month of the year. At the end of every month, you would then make a complete backup of your data files again. This allows you to then go back several months at a time, if necessary, to review information or to print historically dated information.

Of course, the last set of files created should be the yearly set of files done at the end of each fiscal year for archiving purposes. It is also highly recommended that all key master file reports, journals, agings, etc. be run at this time for hard copy backup. As an additional protection for those users with tape backup systems, it is still highly recommended that if you have a floppy disk drive on your computer that a floppy disk backup be made occasionally *(at least monthly)* in case a problem were to develop on the tape drive that you are using. Normally, you would not find out there is a problem until you needed to restore information, and that may be too late.

This all may sound like a considerable amount of work and inconvenience, but consider the investment involved. Depending on your business, you may have anywhere from one to several hundred people working on your accounting processing.

The largest true cost of a hardware failure or loss of information is not the loss of programs, disks, or even computers. The largest cost is that of labor and management's time inputting your accounting information. This can literally represent thousands of man hours over time. This is a large investment that should be safeguarded at all times.

These programs are designed for creating and generating accounting information. Unfortunately, they have limited ability to protect the information created. That is entirely up to you, the user and manager, to protect your investment. For further information on Backup Procedures and commands, refer to either the **System Administrator** manual *(Combination Keys)*, or the documentation for your operating system.

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# CHAPTER 3  ENTER TRANSACTIONS

This section discusses the different ways transactions may be entered into the **Time Sheet Entry** system. These options should not be used until the initial set up has been completed.

## ENTER TIME SHEETS

This section discusses how you may enter time sheets. There are two methods available; entering the information at the keyboard, or using the import option. The description of each menu option is described below. These options should not be executed until the initial set up has been completed.

### Inquiry Mode (TE0100)

This option allows you to review all time sheet entry information. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. Once the time sheet has appeared on the screen, you may review the information. This information includes the employee number and name, day/reference number, entry type, cost code, and pay information.

### Add Mode (TE0101)

This mode allows you to add new Time Sheet Entries. These entries may be allocated by employee, department, and project.

When adding a new record, navigation is not required. <Click> on the *"Create a New Record"* button or choose the *"Operation"* option from the Menu Bar and then *"Add."* You will be asked for the employee number. Enter the employee number or press the **F2** key to scroll through the employee file to make your selection. Once you have selected the employee, you will be asked for a day reference. Every entry must have a unique employee number/day reference combination.

If you have turned on the option in the **Master Configuration** regarding *"auto incrementing the day reference,"* and you are using only numeric characters as the last character in the day reference, the reference number will automatically increment with each entry. Simply press the **TAB** key to validate and accept the number, or type in the new number if you need to change it.

Once you have identified the entry, the screen will be updated, illustrating the employee name and number, the day reference, and the current status of the entry. When adding a new entry, the status next to the **"Updates"** field under the Day Ref. # will always show that the information has not been posted to Payroll or Job Cost.

There are up to ten **(10)** data items that you may enter. The specific items that will appear depend on the Master Configuration options that you have turned **on** or **off**, and the integration with the Job Cost system. All of these data items are described on the following pages. However, if any of the items have been turned **off** in the Master Configuration, they will **not be displayed** on your system.

| | |
|---|---|
| **Entry Type** | This data item indicates to the system whether or not the employee's time should be **allocated to a project** in the Job Cost Main module as well as being entered into Payroll. The default value is **Department**.<br><br>If you <click> on **Job**, the next data item will refer to a project instead of a department, and the other project related data items will be displayed for your completion. If you have selected **Department**, this entry will be posted to the Payroll system only. If you have selected **Job**, the entry will be posted to both the Job Cost Main module, and the Payroll system. |
| **Dept/Project** | Depending on how you responded to the question above, you may enter either the department number or the project number. If the entry will be applied to Payroll only, and the departmentalization feature has been turned on in Payroll, you may <click> on the **Down Arrow** *(F2 by default)* and scroll through the department file to make your selection. The department description will be displayed immediately to the right of this data item. If the entry will be applied to both the Payroll and the Job Cost Main module, you may <click> on the **Down Arrow** *(F2 by default)* and scroll through the project file to make your selection. The project description will then be displayed immediately to the right of this data item.<br><br><div align="center">**WARNING**</div>Even though you have the ability to make a large number of entries to a single employee, you are still limited to twenty **(20)** items of pay information in the Payroll system. If you exceed the **20** entry maximum, you will receive an error message during the posting process. |
| **Cost Code No** | This data item will only be used if you selected "**Job**" as the Entry Type, described earlier. If this entry is to be applied to a Job Cost project/job, you must select a cost code for the system to use when your Time Sheet Entry is posted. You may <click> on the **Down Arrow** *(F2 by default)* and scroll through the cost code file to make your selection. The cost code description will be displayed immediately to the right of this data item. |
| **Hours Type** | This data item contains the hour's type for entry. The hour's type determines the rate of pay and the description for a particular class of hourly work. These types are defined in your Payroll module in the Master Configuration section under *"Time Categories."* These would include Normal time, Overtime, Piecework, etc. |
| **Beg/End Time** | If you have selected the option to enter hours as beginning and ending times, you will be asked for a time range. The system will automatically calculate the number of hours, and any fraction, based on your entries. Military time may be used here as well as the entry of the hour plus a colon for minute increments followed by an **"A"** or a **"P"** to designate time of day. *(e.g., 6:P = 6:00 PM)*. Military format would be **"13:00"** for **"1:00 PM."**<br><br>If you have configured this option not to allow the entry of beginning and ending times, this data item contains the number of hours the employee actually worked for this hour's type. For an hourly employee, the hours will be multiplied by the pay rate in order to calculate the amount of wages due the employee. |

| WC Class | If the option to *"Allow Workers' Comp. Classes"* is turned off in the Payroll Master Configuration, this data item will not be displayed. This item specifies which Workers' Compensation class the hours and dollars for this entry should be accumulated under. For hourly employees, it may also determine the default pay rate for this entry. This option can be used to define multiple pay rates, per employee, for specific types of work. The Workers' Comp. classes are defined in the Payroll module. Please refer to the Payroll manual for a complete explanation of their use. |
|---|---|
| Rate | If the option to *"Display Pay Rate on Entry"* is turned off in the Master Configuration, this data item will not be displayed. If the option to *"Override Pay Rates"* in the Payroll Master Configuration is turned off, or if the employee is salaried, this data item will be skipped over. |
| | For hourly employees, the default value will be the base hourly rate *(or WC Class rate)*. This rate will be multiplied by the pay factor assigned to the hour's type entered above and the number of hours to calculate the amount of wages due the employee. |
| | For salaried employees, the rate will not be multiplied by the hours. When the Time Sheet Entries are posted to Payroll, the salary will be split between the entries on a percentage basis so that their total earnings from all departments equal their respective salaries. |
| Bill Rate # | If the option to allow *"Entry of Billing Information"* is turned off in the Master Configuration, or if the current entry is not a Job Cost entry, this data item will not be displayed. This is the predefined billing rate under which the employee's hours will be classified in the Job Cost system. These rates are defined in the Master Configuration for the Job Cost system. Please refer to the Job Cost manual for a complete explanation of Billing Rates. |
| Description | If the option to allow *"Entry of JC/TB Transaction Description"* is turned off in the Master Configuration, this data item will not be displayed. The transaction description will be passed to the Job Cost transaction file when you post the entry. |
| Bill Rate | If the option to allow *"Entry of Billing Information"* is turned off in the Master Configuration, or if the current entry is not a Job Cost entry, this data item will not be displayed. This is the rate at which the employee's hours will be billed in the Job Cost system. *(The default rate will be the predefined rate in the Job Cost system, associated with the Bill Rate number defined above.)* |
| | If the Bill Rate number is *"Other"* you may enter the actual Billing Rate amount in this field. Otherwise, the rate will be displayed but you will not be able to modify it. |

After you have entered all of the necessary information for the Time Sheet Entry, <click> on the "**Save"** button to validate. The system will save the Time Sheet Entry you are currently working on and prompt you to add another entry. You may continue adding entries or <click> on the "**Close"** button to return to the menu.

**Results:**

**coTE1.dbf - Time Sheet Entry File**
- Time Sheet Entry Added

## Change Mode (TE0102)

This option allows you to change information on existing Time Sheet Entries. This option should be used to change Time Sheet Entries when errors have been made during the set up process. You may return to change the information that you have entered as often as you like.

Do **NOT** make changes to entries that have already been posted. No adjustments will be made in the module(s) the item has already been posted to. If you change an entry that has already been posted, you must make similar adjustments in the module(s) the item was posted to.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the *"Modify the Current Record"* button or choose the *"Operation"* option from the Menu Bar and then *"Change."* Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

**Results:**

**coTE1.dbf - Time Sheet Entry File**
- Time Sheet Entry Updated

## Delete Mode (TE0103)

This option allows you to delete existing Time Sheet entries. **You cannot delete an entry which has been partially posted.**

This option should be used to delete Time Sheet entries that were created due to errors. Once you have deleted an entry, you will no longer be able to retrieve it. Make certain you want to delete the entry before proceeding.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete sales codes that you may have entered by mistake, or you no longer want. <Click> on the *"Delete the Current Record"* button or choose the *"Operation"* option from the Menu Bar and then *"Delete."* This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

If you want to delete entries that have been completely posted, use the option to *"Remove Posted Entries"* instead.

**Results:**

**coTE1.dbf - Time Sheet Entry File**
- Time Sheet Entry marked for deletion

## Copy Mode (TE0104)

This option allows you to create new Time Sheet entries by copying the information from existing ones. Using this option, the system provides a quick method of setting up Time Sheet Entries that are very similar. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the *"Create a Record Based on the Current Record"* button or choose the *"Operation"* option from the Menu Bar and then *"Copy."*

You will notice all the information, except for the employee number and day reference, will be copied to a new record. Enter the new employee number and day reference for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

**Results:**

**coTE1.dbf - Time Sheet Entry File**
- New Time Sheet Entry Added

# IMPORT TIME SHEET ENTRIES (TE0110)

This option allows you to import Time Sheet entries from an external program or time clock device. The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files.

When you select the option to *"Import Time Sheet Entries,"* a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. This will print out the format in which this option is looking for information to be organized in. To create a map file in the program directory, <click> on the **"Create Map"** button. If the import file is a comma-delimited file, the data can be variable length.

The **Fixed Length ASCII** file logical record length for this transaction import file is **133** bytes.

| Description | Type | Position | Length |
|---|---|---|---|
| **Action #** | CHAR | 1 | 1 |
| **Employee #** | STRING | 2 | 12 |
| **Day/Time Ref** | STRING | 14 | 10 |
| **Dept/Proj. #** | STRING | 24 | 10 |
| **Proj.Code** | STRING | 34 | 10 |
| **Hour Type (1-15)** | CHAR | 44 | 2 |
| **WC Class** | STRING | 46 | 4 |
| **Begin Time** | STRING | 50 | 6 |
| **End Time** | STRING | 56 | 6 |
| **Hours** | FLOAT | 62 | 10 |
| **Pay Rate** | FLOAT | 72 | 15 |
| **Bill Type (1-20)** | CHAR | 87 | 2 |
| **Bill Desc** | STRING | 89 | 30 |
| **Bill Rate (Type 1)** | FLOAT | 119 | 15 |

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

       1)   **Import File Format**

       2)   **Import File Name**

       3)   **Process Import File**

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**

2) **Variable Length (ASCII)**

3) **Comma Delimited (.PRN)**

These three choices are described below.

## Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

**For example:**

1    **11125 Cash In Bank - Can   1   0   0   0   0   0   0   0   0   0   0   0   0   0**

1    **68500 Lodging Expense        12  0 100 200 300 400 500 600 700 800 900 1000 1100 1200**

## Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

**For example:**

1    **11125 Cash In Bank - Can   1   0   0   0   0   0   0   0   0   0   0   0   0   0 {CR}{LF}**

1    **68500 Lodging Expense        12  0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}**

## Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **("**), and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, a transaction import should look like this:

**1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}**

**1,"68500","Lodging Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}**

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **"Next"** button, otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.


# File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs. The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.

- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX fileservers.

- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**

2) **Variable length ASCII Records**

3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

>**1 = Add Record to file**
>**2 = Change record in file**
>**3 = Delete record in file**
>**4 = Add record if it doesn't exist, otherwise change it**

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with an asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first <click> on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce an **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., AP0604.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, N**otepad** under Windows or **"vi"** under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

<u>**NOTE**</u>
>**"Key Value"** fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk (*) in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

**Results:**

**coTE1.dbf - Time Sheet Entry File**
- Time Sheet Entries Added, Changed, Deleted, and/or Updated

# Sample Import Time Sheet File

Data Pro Support Document

## DATA PRO ACCOUNTING SOFTWARE, INC.
*Advanced Accounting Software & Secure Internet Solutions*

## IMPORT TIME SHEET FILES (TE0110.MAP) DEFAULTS

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import Time Sheets and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as TE0110.MAP.**

### Explanation of File:
"Employee #", (field name found in data dictionary) 0, (DPOffset **(This is an internal offset and cannot be changed)** 12, (length of field) "STRING", (Type of field) 2, (Starting position of field) 12 (length of field)

### NOTE
You cannot add additional fields to transaction map files; nor can you change any of the DPoffsets or Lengths.

```
*"Action #",-1,0,"CHAR",1,1
*"Employee #",0,12,"STRING",2,12
*"Day/Time Ref.",13,10,"STRING",14,10
"Dept./Proj. #",26,10,"STRING",24,10
"Proj. Code",37,10,"STRING",34,10
*"Hour Type (1-15)",48,0,"CHAR",44,2
"WC Class",49,4,"STRING",46,4
"Begin Time",70,6,"STRING",50,6
"End Time",77,6,"STRING",56,6
*"Hours",54,0,"DOUBLE",62,12
"Pay Rate",62,0,"DOUBLE",74,12
"Bill Type (1-20)",84,0,"CHAR",86,2
"Bill Desc.",85,29,"STRING",88,29
"Bill Rate (Type=1)",116,0,"DOUBLE",117,12
"LRL",128
```
    * Required fields for importing records

### Field Types:
```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE
```

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Data Pro Support Document

## IMPORT TIME SHEET FILES (TE0110.MAP) CUSTOMIZED

```
"Action #",-1,0,"CHAR",1,1
"Employee #",0,12,"STRING",2,12
"Day/Time Ref.",13,10,"STRING",14,10
"Dept./Proj. #",26,10,"STRING",24,10
"Proj. Code",37,10,"STRING",34,10
"Hour Type (1-15)",48,0,"CHAR",44,2
"WC Class",49,4,"STRING",46,4
"Begin Time",70,6,"STRING",50,6
"End Time",77,6,"STRING",56,6
"Hours",54,0,"DOUBLE",62,12
"Pay Rate",62,0,"DOUBLE",74,12
"Bill Type (1-20)",84,0,"CHAR",86,2
"Bill Desc.",85,29,"STRING",88,29
"Bill Rate (Type=1)",116,0,"DOUBLE",117,12
"LRL",128
```

### NOTE
Ensure department/project, project codes and employee numbers are set up prior to importing files.

### *Field Type Formatting:*

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING
FIELDS, FIXED LENGTH HAS NO CARRIAGE RETURN OR LINE FEED, VARIABLE LENGTH REQUIRES
ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)
LRL = RECORD LENGTH REQUIRED ONLY FOR FIXED AND VARIABLE LENGTH IMPORTS
DATE = MMDDYY
```

### *Field Descriptions:*

**"ACTION" TYPES**
1 = ADD A RECORD
2 = CHANGE
3 = DELETE
4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

**"HOURS" TYPES**
1 = REGULAR
2 = OVERTIME
3 = DOUBLE
4 = HOLIDAY
5 – 9 = USER DEFINED
10 = PIECE WORK
11 = PERSONAL
12 = VACATION
13 = SICK
14 = UNEXCUSED
15 = MISCELLANOUS

**"BILL" TYPES**
1 = OTHER
2 = LABOR RATE #1
3 = LABOR RATE #2
4 = MATERIAL RATE #1
5 = MATERIAL RATE #2
6 – 20 = USER DEFINED

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***Import Tips:***

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

    **Example: If you were going to be forcing a Hours Type to Regular the line would look as follows: "1 Hour Type (1-15)",48,0,"CHAR",-1,1 (1 being the length of the Hours Type being imported).**

<u>NOTE</u>
The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

***If you are importing from Excel using a space delimited file:***

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

**Char**: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

    **Example: Vendor # width of column would be 10.**

**String**: Format as text, left justify column, and change width to the number of characters being imported for that field.

**Int:** Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

**Double**: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

## POST TIME SHEET ENTRIES (TE0105)

This option allows you to post your Time Sheet entries to the Payroll, or Job Cost Main Module. Each item will only be posted once, even if you choose this option several times.

When you select this option, you will be prompted for a beginning employee number and day reference and ending employee number and day reference. Only entries which fall within the range you specify will be posted. The system will then ask you if you want to post the entries to the **Payroll** module and/or the **Job Cost Main Module**. An entry that has already been posted to either module will not be posted a second time. However, if an entry has already been partially posted, the posting will be completed.

This option allows Job Cost users a key feature in that you may allocate Payroll costs directly to a project without having to run a full Payroll cycle first. This is important if you are attempting to perform a project billing that should represent all of the current costs incurred, including Payroll costs.

If your next Payroll cycle falls **"after"** the time billing should be performed, Time Sheet Entry allows you to post these costs to the project and hold these allocations for Payroll's next processing cycle. The system will automatically track which costs have been posted to a project and will not double post any amounts during the *"Update Historical Information"* option in Payroll. If any errors are encountered during the posting process, the *"Time Sheet Posting Warning Report"* will be printed. This report lists any problems that have occurred, along with the employee number and day reference.

For example, if you made an entry for an employee who was then *"deleted"* from the Payroll system, the warning report would alert you to this problem. You may also get a warning that the current employee pay data is full. This indicates that there are more than twenty **(20)** different categories of pay information for a particular employee. At this point, you will need to decide how to consolidate the information.

> **Results:**
>
> **coPRB.dbf - Current Pay Data File**
> - Entries are Added for each employee
>
> **coJC1.dbf - Project File**
> - Project are Updated *(optional)*
>
> **coJC2dy.dbf - Transaction File**
> - Transactions Added *(optional)*

## REMOVE POSTED ENTRIES (TE0106)

This option removes all Time Sheet entries that have been completely posted to all other systems. When you select this option, the system will process through your entire Time Sheet Entry file. Whenever it finds an entry that has been completely posted, the entry will be removed from the file. Once the entry has been removed, it cannot be retrieved again. Entries that have not been posted, or have been only partially posted, will not be affected. You should always make sure that you have a current backup prior to performing this option.

# CHAPTER 4    PRINT REPORTS

This section includes a description and sample of each report generated by the **Time Sheet Entry** program. You will also find a listing of all of the fields included on each report. The reports included here reflect sample information and are only an example of the way a company may utilize certain features within this module. All modules are designed to be extremely flexible in the way you may organize data and print the corresponding reports. **Do not** assume that these reports reflect the only way in which this module's reports may be structured and/or printed.

## STANDARD FEATURES FOR REPORTS

Here is a listing of some standard features, which can be utilized with all reports:

> **CTRL+O  (Output Options)**
> **Destination - Printer Choice, E-Mail or Display**
> **Report Titles**
> **E-mail Settings - Recipient and Subject**
> **Font Attributes**
> **Report Print Options**
> **Displayed Report Options**
> **Range of Accounts**
> **Data Record Retrieval**
> **Report Sorting Preference**
> **Masking** *(Wildcards)*
> **Period to Report On**
> **Cancel the Print Job**

## CTRL+O (Output Options)

You are able to change your Output Options *(printing preference)* at any time when you are within the **Infinity POWER** programs. By Pressing **CTRL O**, an overlay screen will appear with your available output options. You may choose to print to a Printer, send the report as an e-mail, or display the report on the screen.

If you select **"Printer,"** this will cause the output to be generated to whichever printer device you currently have as *"active"* in the **Windows** operating system. You may choose to change printers by <clicking> on the **"Print Options"** button and select another printer that you have set up in your Windows program. Also, by choosing **"Printer,"** you have the capability of changing the title of the report you will be printing. The standard report name will be shown, however, if you wish to overwrite it with another title, you may do so.

If you select **"E-Mail,"** this will cause the output to generate an e-mail to a specific recipient. On the Output Options screen, you will need to define the recipient of the e-mail in the **"To"** field. Make sure to enter their e-mail address and not just their name. The **"Subject"** field is automatically assigned the name of the report you will be generating, however, if you wish to overwrite it with another subject, you may do so.

<u>NOTE</u>

Be sure you have defined your **"E-Mail Host"** in the Output section of the Configuration Settings, otherwise, this feature will not be operational.  Your name should be your e-mail address, not your actual name.

If you select **"Display,"** this will cause the output to generate the report to the screen. All reports are generally created in an **80** or **132** column format.  You may size your output window both larger and smaller to allow you to view as much of the report on the screen at once as possible.

If you are used to using the **Windows Character-based** or **UNIX** version of **Infinity POWER**, you realize that you may also send reports to a **"text"** file for a myriad of uses.  You may do the same in Windows, however, you must

set up a **"printer"** type in Windows that will direct the output to the file. Once this is done, any time you want to direct reports to a file, you simply select the new printer definition under Windows.

The principal applies if you want to print any report or form as a **FAX** document. Define the FAX software as a printer in Windows and simply redirect your output to that specific printer.

## Font Attributes

Within the **Output Options** window, you can modify font attributes such as color, size, and styles for each report. This allows you to be creative in your report styles whether formal, informal, or classic professional, depending on the purpose of the report. You may choose a more informal style for internal reports, but select a more elegant style for a customer. Selecting a font in the Printer Settings section affects printed reports only. If you select Print as the output destination, this is the font that will be applied to the printed report.

You can also select a font style for the display destination, independent of the Print Settings font selection. In the **Display Settings** section of the screen, <click> on the **Fonts…** button to open the **Font** window. From this window select different fonts, add special effects such as underlining, change the color, font style (bold, italics, bold italic, etc), and the font size. When a report is selected in display output, this is the font that will be applied when the report is displayed on the screen.

### NOTE

If you send a report to print directly from the displayed output screen, (**Send** menu option or the **Send to another output destination** toolbar options) the font selected in the Printer Settings will be the font that is applied to the printed report, regardless of what font settings are selected for the Display Settings. Font attributes are unique for Printer Settings and Display settings due to the fact that your printer and the **Infinity POWER** system may not support all of the same fonts.

After selecting font attributes for either the Printer Settings or Display Settings, <clicking> the corresponding **Save** button will make those current selections the default settings. If you select different attributes between displaying/printing reports, you must <click> the **Apply** button for the new font attributes to be applied. Otherwise, the selections made for the previous report (within the same session), will be applied to the current report. Once you log out of the system, the last saved printer and display settings will be applied to the reports when you log back into the system.

If E-Mail is selected as the report output destination, the actual report will be embedded within the e-mail message as an HTML display in a fixed Courier font so that columns will automatically adjust to align properly.

## Report Print Options

In the **Printer Settings** section, <click> on the **Options…** button to open the **Print** window. You can select the entire report, the current page, or a range of pages, or a specific page to be printed. You can also custom adjust form sizes by increasing or decreasing the horizontal and vertical offsets. The **horizontal offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment to the right, a negative value will adjust alignment to the left. The **vertical offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment down, a negative value will adjust alignment up.

## Displayed Report Options

If the report output is **Display**, you can also use the navigation toolbar buttons to jump to another page within the displayed report, or <click> the **#** toolbar button to specify a particular page. This comes in handy to view specific information in a long report, without having to navigate page by page.

From within a displayed report, you can also send the report (current page or all pages) to print or change the output destination for the current page or the entire report without leaving the screen.

By <clicking> the search toolbar button, you can also search for specified text within the displayed report. This allows you to search for any text, amounts, dates, etc, contained within the report.

## Range of Accounts

When asked to define the range of account numbers to report on, place your cursor on the *"Beginning Account #"* field and <click> on the **Down Arrow** *(F2 by default)* to gain access to the account listing. You may choose to search for accounts by account number or description. Once you have selected the Beginning Account Number, <click> on the Ending Account Number field and then <click> on the **Down Arrow** *(F2 by default)* to gain access to the account listing to choose your ending number.

## Data Record Retrieval

This function can be done on any indexed field in the currently active system or a field the current system is integrated with. When the right mouse button is <clicked> in the field, the system will display the choices of data record retrieval.

This feature is available in most options throughout the **Infinity POWER** system. It will simplify your retrieval of records when printing reports. The data record retrieval choices are listed below.

| | |
|---|---|
| **First Record** | This option will allow you to select the first record in the requested file. |
| **Next Record** | This option will allow you to retrieve the next sequential record in the file, assuming you have already selected a record. |
| **Current Record** | This option will allow you to select the last record that was accessed. |
| **Scroll View** | This option will display a scrolling screen with all records in the accessed file. You may scroll through the records and select the one of your choice. You may also change the sorting preference and search for the record in a variety of ways. |
| **Previous Record** | This option will allow you to retrieve the previous sequential record in the file, assuming you have already selected a record. |
| **Last Record** | This option will allow you to select the last record in the requested file. |

## Report Sorting Preference

The order in which items will print on reports, is handled through the method in which you choose the beginning and ending account range. For example, you will be given two choices when you select your beginning and ending account number when <clicking> on the **Down Arrow** *(F2 by default)*:

**Employee Number**
**Day Reference Number**

Instead of printing all reports in order of the account number, you may elect to print them in alphabetical order by the employee's name by selecting your account range by **"Name."**

## Period to Report On

If a report is a summary type report, the information contained in the report will be inclusive of all data input during the date range specified at the time of selection of the report. This provides you the ability to do historical period reporting as well as current period reporting.

## Cancel the Print Job

<Clicking> on the **"Cancel"** button during the printing of a report will cancel the print job. However, keep in mind, some of the report may still be in the printer buffer at the time of cancellation.

## TIME SHEET REPORT [TE0201]

This option provides a complete listing of all Time Sheets by employee and day. The format of the report may be modified in the *"Change Master Configuration"* option.

This option will print a report showing the Time Sheet Entries for a given range of employees and/or day references. When you select this option, the system will ask you for the beginning and ending Time Sheet Entries. The report will then automatically be printed using the information you have set up in the Master Configuration.

If you have turned on the option to print *"New Page for Each Employee,"* the system will begin a new page as it reaches the end of the entries for a specific employee. If you have set up the *"Report Sub-Total Mask"* the report will also print subtotals. Refer to the section in this manual covering *"Routine Maintenance"* for a instructions on setting up this mask.

**Field Names:**

**Employee Name**
- Day Reference
- Department/Project
- Department/Project Description
- Project Code
- Project Code Description
- Hours Type
- Workers' Comp. Class
- Hours

# Time Sheet Report

| Employee | Reference | | Dept/Proj | | | | Cost Code | Description |
|---|---|---|---|---|---|---|---|---|
| Hours Type | WC Class | | Hours | Pay Rate | Bill Rate | Bill Type | | Billing Description |

**Conners, Charles S.**

| CON-106 | Fri-1 | | 96-0013 | Hart's Nursery | | | 2 R L | Roofing - Labor |
|---|---|---|---|---|---|---|---|---|
| 1 Regular | 3 | Roofing Labor | 4.00 | $12.75 | $30.00 | 2 Labor Rate #1 | | |
| CON-106 | Fri-2 | | 96-0013 | Hart's Nursery | | | 2 F L | Framing - Labor |
| 1 Regular | 2 | Framing Labor | 6.00 | $13.25 | $30.00 | 2 Labor Rate #1 | | |
| CON-106 | Mon-1 | | 96-0013 | Hart's Nursery | | | 2 C L | Concrete - Labor |
| 1 Regular | 1 | Concrete Labor | 7.50 | $11.00 | $30.00 | 2 Labor Rate #1 | | |
| CON-106 | Thur-1 | | 96-0062 | Tony Swiss: Remodel Home | | | 2 F L | Framing - Labor |
| 1 Regular | 2 | Framing Labor | 8.00 | $13.25 | $30.00 | 2 Labor Rate #1 | | |
| CON-106 | Tue-1 | | 96-0013 | Hart's Nursery | | | 2 C L | Concrete - Labor |
| 1 Regular | 1 | Concrete Labor | 4.50 | $11.00 | $30.00 | 2 Labor Rate #1 | | |
| CON-106 | Tues-2 | | 96-0013 | Hart's Nursery | | | 2 F L | Framing - Labor |
| 1 Regular | 2 | Framing Labor | 5.50 | $13.25 | $30.00 | 2 Labor Rate #1 | | |
| CON-106 | Wed-1 | | 96-0013 | Hart's Nursery | | | 2 F L | Framing - Labor |
| 1 Regular | 2 | Framing Labor | 8.00 | $13.25 | $30.00 | 2 Labor Rate #1 | | |

** Employee Total: 43.50

Infinity POWER Sample Company, Inc.
Time Sheet Report

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| Employee | Reference | Dept/Proj | | | | Cost Code | Description | |
|----------|-----------|-----------|---|---|---|-----------|-------------|---|
| Hours Type | WC Class | Hours | Pay Rate | Bill Rate | Bill Type | | Billing Description | |
| | *** Grand Total: | 43.50 | | | | | | |

\* Number of records printed: 7

## TIME SHEET FORM [TE0202]

This option prints Time Sheets by employee for use in recording and reporting time. The format for the report may be modified in the *"Change Time Sheet Form"* option.

When you select this option you will be prompted for the number of forms to print as well as the period beginning and ending dates. Once you have entered this information, the program will print the requested number of Time Sheet Entry forms. You may perform this option as often as desired.

The exact format of the Time Sheet Entry form is determined by you, and can be changed at any time. To change the layout, select the option to *"Change Time Sheet Form"* from the *"Set Up & Maintenance"* menu. Instructions for setting up the form are included in **Chapter 2** of this manual.

# Time Sheet Form

```
Time Card for Payroll Period 04/24/2006 through 04/28/2006
Infinity POWER Sample Company, Inc. (ins)

Employee: _____        Page ____ of ____

******************************************************************
    Proj.  |   Code   |  M  |  T  |  W  |  R  |  F  |  S  |  Total  *
******************************************************************
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
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           |          |     |     |     |     |     |     |         *
           |          |     |     |     |     |     |     |         *
******************************************************************
 Page Total    :                                                  *
 Previous Pages:                                                  *
******************************************************************
 Grand Total   :                                                  *
                                                                  *
******************************************************************
```

## CERTIFIED PAYROLL [TE0203]

This report provides the specified employee reporting requirements for the U.S. Department of Labor *(Wage and Hour Division)* **Form #WH-347**. This reporting is necessary on most government contracts. Make certain to print this report before printing checks.

The **Certified Payroll** report is designed to show the allocation of an employee's time to all projects during the current pay period as well as the total number of hours and their breakdown by hour type. This **"Hour Type"** includes all hours such as Regular Time, Overtime, Double-time, Vacation, etc. This is required by many governmental agencies when performing government contracts. You may also use this report internally to show you all project allocations during the current pay period.

It is very important to remember that this report **must** be printed prior to running the option *"Update Historical Information."* Once this option is executed, all current payroll and project allocation information is posted to the appropriate files and the current amounts are cleared. The new payroll cycle is then ready to begin.

It may be worth pointing out at this point, that if you would like to maintain this information, you may use **CTRL+O** to *"Change Report Output Device"* and redirect this report to a *"Text"* file which may be printed as often as you desire. Once you have selected this option, the system will prompt you to choose a job to report on. You may <click> on the **Down Arrow** *(F2 by default)* to scroll through the job file. The system will also prompt you for the type of classification you want the report generated from.

> **Job Cost Cost Code**
> **Worker's Comp. Class**

You may print the report based on either method, depending on your specific needs. Once you have <clicked> on your choice, <click> on the "**Start**" button. The report will then be printed and the system will next prompt you for the next project that you want to print.

> **Field Names:**

- Project Number and Name
- Project Address
- Employee Name and Number
- Total Project Wages by Employee
- Other Earnings
- Gross Earnings
- FICA Amount
- Withholding Tax
- Other Deductions
- Total Deductions
- Net Check Amount

> **Hours Breakdown:**

- Type
- Work Classification
- Hours
- Rate
- Amount
- Total Hours by Employee
- Totals for Project

# Certified Payroll

Infinity POWER Sample Company, Inc.
Certified Payroll Report
For Week Ending: 04/24/2006

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| Contractor | : | Infinity POWER Sample Company, Inc. | | Fed. ID: | 69-7482328 | | | State ID: | 3679202 | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 150 Second Avenue North 16th Floor, St Petersburg, FL 33701 | | | | | | | | |

| Project | : | 96-0013 - Hart's Nursery | | | Project | Other Earn | FICA | Other Ded | Net Check |
|---|---|---|---|---|---|---|---|---|---|
| | | 2411 N. Palm Way , St. Petersburg, FL 33703 | | | Total | Gross Earn | W/H Tax | Total Ded | |

| Emp: Conners, Charles S. | | 265-28-2411 | | | | $441.38 | $223.50 | $48.95 | $95.43 | $510.50 |
|---|---|---|---|---|---|---|---|---|---|---|
| 5422 N. Sheldon Road Apt. 233 Tampa, FL  33635 | | | | | | | $664.88 | $10.00 | $154.38 | |

| Detail: Type Work Classification | | Hours | Rate | Amount | | | |
|---|---|---|---|---|---|---|---|
| Regu | Roofing - Labor | 4.00 | $12.75 | $51.00 | /Fri-1 | | |
| Regu | Framing - Labor | 6.00 | $13.25 | $79.50 | /Fri-2 | | |
| Regu | Concrete - Labor | 7.50 | $11.00 | $82.50 | /Mon-1 | | |
| Regu | Concrete - Labor | 4.50 | $11.00 | $49.50 | /Tue-1 | | |
| Regu | Framing - Labor | 5.50 | $13.25 | $72.88 | /Tues-2 | | |
| Regu | Framing - Labor | 8.00 | $13.25 | $106.00 | /Wed-1 | | |
| | Total This Project: | 35.50 * | | | | | |
| | Employee Total   : | 123.50 * | | | | | |

| * Totals: | | Hours This Project: | 35.50 | | $441.38 | $223.50 | $48.95 | $95.43 | $510.50 |
|---|---|---|---|---|---|---|---|---|---|
| | | Employee Totals  : | 43.50 | | | $664.88 | $10.00 | $154.38 | |

* Number of records printed: 1

# INDEX

# R

# S

# T