

TaiRox Productivity Tools User Guide

Summary - Sync Timecards

TaiRox Sync Timecards provides a practical mechanism for using the timecard functionality in Sage 300 Payroll. In many situations the data (rate of pay, distribution code) in timecards needs to be synchronized with changes made to an employee's master record. This is especially true of recurring timecards and when using Sage HRMS for Sage 300. Sync Timecards provides a "one-click" way of updating timecards, with the ability to select ranges of employees, timecards, periods and deductions, as well as timecard types and categories of deduction. Particular timecard entry fields can be selected. For large payroll sites, time-consuming and mistake-prone duplicate data entry is avoided.

Sync Timecards is written using Sage 300 business objects and has the Sage 300 look-and-feel, with finders and selection mechanisms. Both US and Canadian Payroll products are supported.

Overview - Sync Timecards

Sage 300 Payroll maintains information in both timecard and employee tables but provides no mechanism to keep them in sync. Further, Sage HRMS for Sage 300 will update the employee table from HRMS data.

Sync Timecards assumes that the employee table is correct and the timecards are to be updated from this information. All editing should be done at the employee level, as edits to the timecard data can be overwritten.

Sync Timecards can change a lot of data quickly so settings from the last time information was updated are kept, and a detailed log of all changes made is kept also. These features help minimize mistakes and aid in the recovery of data should mistakes be made.

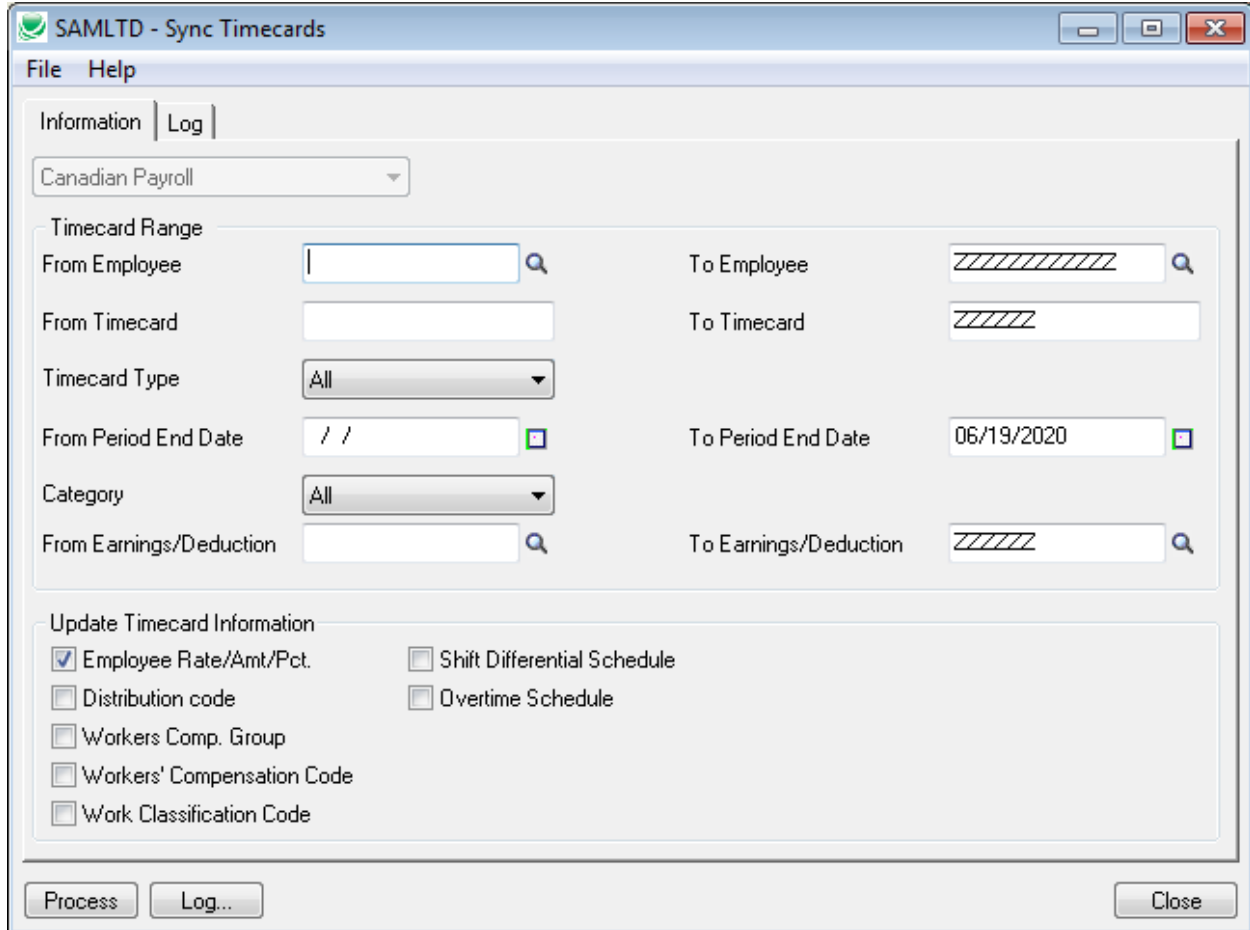
Running Sync Timecards

Once the TaiRox Productivity Tools are installed and activated, the Sync Timecards icon will be shown from the TaiRox Productivity Tools menu on the Sage 300 desktop (and can be copied to other menu locations).

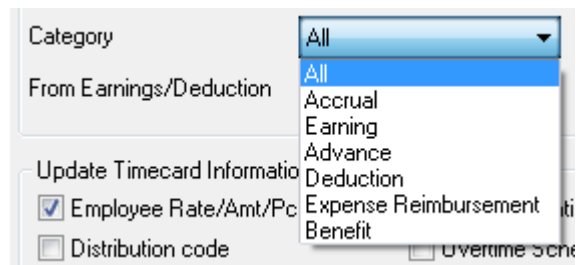
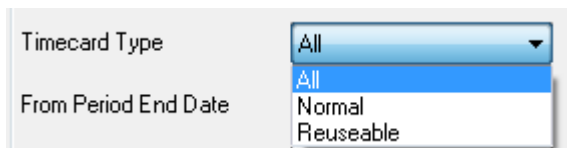
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Running Sync Timecards (continued)

Sync Timecards is run from a single screen. If both US and Canadian Payroll products are activate for a company, a drop-down payroll selection box will be active. The employee finders will operate on either the US or Canadian employees, depending upon the payroll selection.



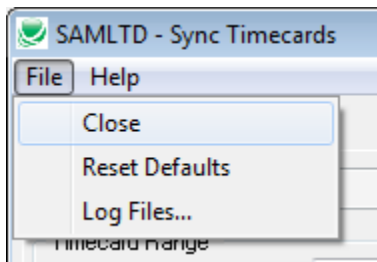
Of particular note, Timecard Types and Categories are selectable:



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Running Sync Timecards (continued)

Settings can be reset to defaults from the file menu:



While Sync Timecards is running, the Log window will display progress information. A daily log is kept of all changes made. Today's log is accessible by clicking on the Log button. Log files are kept for each Sage 300 company and can be found in the Sage 300 shared folder under the company directory. This directory will always be accessible to Sage 300 business objects and programs. For example, the log file may be in:
"C:\Sage300\COMPANY\SAMLTD\Sync Timecards".

