



Sync Timecards User Guide

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TaiRox Sync Timecards User Guide

Summary

TaiRox Sync Timecards provides a practical mechanism for using the timecard functionality in Sage ERP Accpac 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 Accpac HRMS. 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 Accpac business objects and has the Accpac look-and-feel, with Accpac finders and selection mechanisms. Both US and Canadian Payroll products are supported.

Overview

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

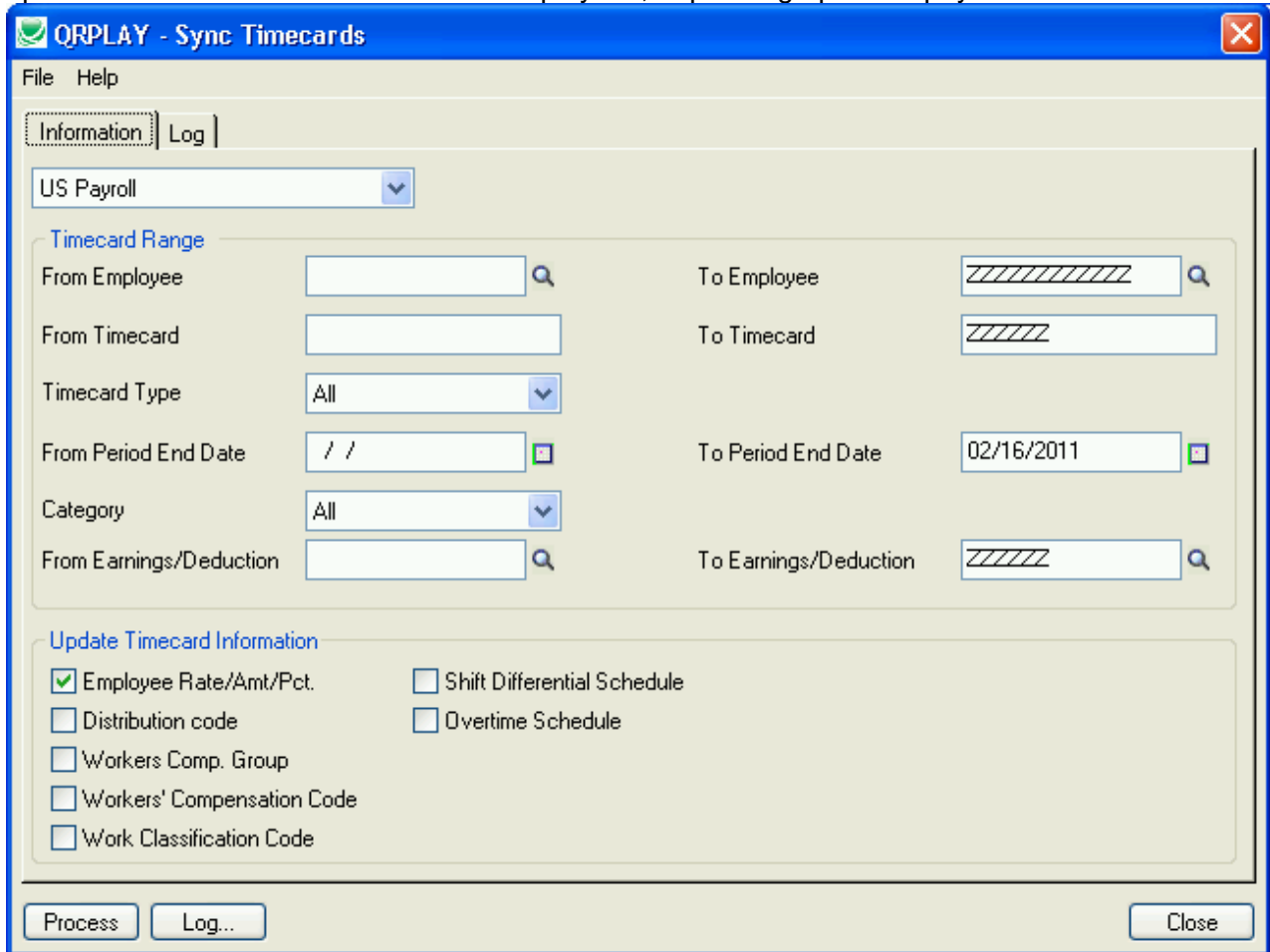
Sync Timecards assumes that the employee table is correct and the timecards are to be updated from this information. All editing should be done at the employee level, as edits to the timecard data can be overwritten.

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.

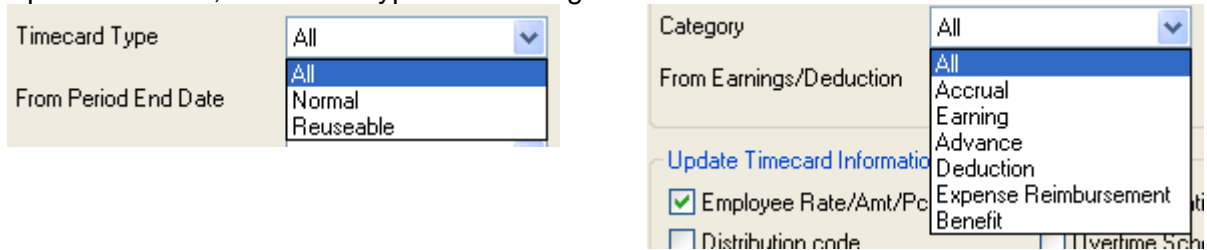
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Running Sync Timecards

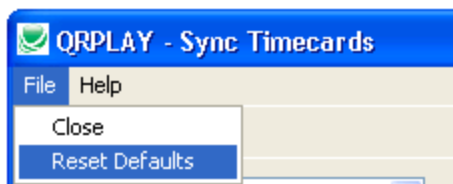
Sync Timecards is run from a single screen. If both US and Canadian Payroll products are activate for a company, a drop-down payroll selection box will be active. The employee finders will operate on either the US or Canadian employees, depending upon the payroll selection.



Of particular note, Timecard Types and Categories are selectable:



Settings can be reset to defaults from the file menu:



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Running Sync Timecards (continued)

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 Accpac company and can be found in the Accpac shared folder under the company directory. This directory that will always be accessible to Accpac business objects and programs.

For example, the log file may be in:

"C:\Program Files\Sage\Sage Accpac\COMPANY\SAMINC\Sync Timecards".

