Importing Employee Time Cards in Sage BusinessWorks 2013

Sage BusinessWorks Accounting import format requirements:

1. The import file must be in a comma delimited variable (.CSV) text format. Each field can contain only standard ASCII characters, separated by commas. Your file should resemble the examples at the end of this document.
2. ***Only those fields listed on the following page can be imported into Sage BusinessWorks, and they must be imported in the order shown.***
3. Each record in the file must be terminated by a carriage return and line feed.

Before you begin the import process:

1. Always back up your company data prior to importing a file.
2. Do not delete the import file from your system's memory until you are satisfied with the results of the import.

Important notes:

When importing time cards, each line item on the time card is a separate record. For example, if an employee has both regular and commission pay, you would need to import two lines of data for the employee. The examples at the end of this document illustrate this concept.

1. When importing time card information for an employee, Sage BusinessWorks **disregards** the standard time card if one exists. On the *Import Employee Time Cards* window, you can specify whether to "Keep Current Entries". If you enable the option, Sage BusinessWorks adds new line items to an existing regular time card. If you disable this option, Sage BusinessWorks deletes all regular time card entries for an employee before importing new ones.
2. The order of the timecard entries in the import file does not matter. You can list all line items for each employee, or group line items by earnings type, whichever is easier. You can even use separate files for different earnings types. Just be sure to enable the "Keep Current Entries" option on the *Import Employee Time Cards* window before importing.
3. It is very important to enter a carriage return and line feed after each import record. Pay special attention to the last record in the file. If the file does not end with a blank line, Sage BusinessWorks cannot import the last record correctly.

Import formats

Table 1: Employee Time Card Import Format

Field	Field Entry	Max Length[1]	Valid Entries, Range, or Format		
1	Employee ID[2]	12	Any existing employee ID. (Lowercase letters are converted to uppercase during import.)		
2	Earnings Type[2]	10	REGULAR OT1 OT2 OT3	VACATION SICK HOLIDAY COMMISSION	TIPSCHARGE TIPSCASH MISC PIECE
3,4,5	Depends on Earnings Type[2,3]	See Tables	See tables 2, 3, 4, and 5, below		
6	Workers' Comp Code[3]	2	0 to 99		
7	Task Code[3]	8	Any existing task code ID. Pre-define in *Utilities / Maintain Task Codes*		
8	Job ID[3]	12	Create job in Job Cost module first		
9	Phase ID[3]	12	Create phase for job in Job Cost module first		

[1] If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks automatically truncates it to the maximum number allowed.

[2] Required fields.

[3] Do not use fields 5, 6, 7, 8, and 9 when importing time card entries with either the "TIPSCHARGE" or "TIPSCASH" earnings type.

Table 2: Earnings types: REGULAR, OT1, OT2, OT3, VACATION, SICK, and HOLIDAY (fields 3, 4, 5)

Field	Field Entry	Max Length[1]	Valid Entries or Range
3	Hours Worked	7	0 to 9,999.99[2]
4	Regular Pay Rate[3]	5	$0.00 to $999.99[2]
5	Shift Number	1	1 to 6

[1] If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks automatically truncates it to the maximum number allowed.

[2] Do not enter commas or dollar signs in import records. (They are used here for clarity only.)

[3] When creating overtime (OT1, OT2, or OT3) import records, use the employee's *regular* pay rate, not the overtime rate to be paid for these hours. Sage BusinessWorks calculates the overtime pay rate by multiplying the employee's regular pay rate by the multiplier defined in *Utilities / Maintain Payroll Parameters*.

Table 3: Earnings type: COMMISSION (fields 3, 4, 5)

Field	Field Entry	Max Length[1]	Valid Entries or Range
3	Commission ID	8	Any existing commission ID. Pre-define in *Utilities / Maintain Commissions*
4	Sales Amount	11	$0.00 to $99,999,999.99[2]
5	Gross Wages[3]	10	$0.00 to $9,999,999.99[2]

[1] If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks automatically truncates it to the maximum number allowed.

[2] Do not enter commas or dollar signs in import records. (They are used here for clarity only.)

[3] If a table has been defined for Commission ID being used in this import record (see *Utilities / Maintain Commissions*), field 5, Gross Wages, should be left blank. Sage BusinessWorks uses the table to calculate the employee's commission wages. If no table has been defined for the Commission ID and you make no entry in Field 5, Sage

BusinessWorks imports $0.00 gross wages for the employee.

Table 4: Earnings type: PIECE (fields 3, 4, 5)

Field	Field Entry	Max Length[1]	Valid Entries or Range
3	Piece Rate ID	8	Any existing piece rate ID. Pre-define in *Utilities / Maintain Piece Rates*
4	Number of Pieces	11	0 to 99,999,999.99[2]
5	Gross Wages[3]	10	$0.00 to $9,999,999.99[2]

[1] If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks automatically truncates it to the maximum number allowed.

[2] Do not enter commas or dollar signs in import records. (They are used here for clarity only.)

[3] If a table has been defined for Piece Rate ID being used in this import record (see *Utilities / Maintain Piece Rates*), field 5, Gross Wages, should be left blank. Sage BusinessWorks uses the table to calculate the employee's piece rate wages. If no table has been defined for the Piece Rate ID and you make no entry in Field 5, Sage BusinessWorks imports $0.00 gross wages for the employee.

Table 5: Earnings types: MISC, TIPSCHARGE, and TIPSCASH (fields 3, 4, 5)

Field	Field Entry	Max Length[1]	Valid Entries or Range
3	Not Used[2]	N/A	N/A
4	Gross Wages	10	0 to $9,999,999.99[3]
5	Not Used	N/A	N/A

[1] If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks automatically truncates it to the maximum number allowed.

[2] Field is not used in this import, but it requires a placeholder.

[3] Do not enter commas or dollar signs in import records. (They are used here for clarity only.)

Employee time card import examples

(Note that <cr> and <lf> represent carriage-return and line-feed, respectively.)

1. "SMITH, J",REGULAR,80,,1,1,ASSEMBLY<cr><lf>
   - This is an example of a regular pay time card entry. Notice the comma used as a place holder for the pay rate. If it is not included in the import record, Sage BusinessWorks uses the pay rate from the employee's record (*Employees / Maintain Employees*).
   - The employee ID, "SMITH, J" is enclosed in quotation marks because it contains a comma. If quotation marks were not used, the import would fail; Sage BusinessWorks would attempt to import "J" as the earnings type, and so on.

2. "ANTHONY",OT1,5,10.00<cr><lf>
   - In this example, "ANTHONY" has 5 hours of overtime at a regular pay rate of $10.00. The hourly overtime rate actually paid is calculated by multiplying $10.00 by the overtime rate multiplier specified in *Utilities / Maintain Payroll Parameters*.

3. ANTHONY,COMMISSION,SALES,1534.96,, 6<cr><lf>
   - In this commission example, ANTHONY has sales of $1,534.96. A table is defined for the SALES commission (see the *Utilities / Maintain Commissions*), so Sage BusinessWorks calculates the gross pay amount. Therefore, Field 5 has been left blank.

4. BERNSTEI,COMMISSION,PROMO,975.00,97.50, 4,,JOB X,PHASE Y <cr><lf>
   - In this commission example, BERNSTEI has sales of $975.00. Because no table was defined for the PROMO commission (see the *Utilities / Maintain Commissions*) the actual gross wages amount ($97.50) must be entered.
   - Notice the extra comma between the Workers' Comp Code ("4") and the Job Code ID ("JOB X"). Because no task code was entered, Sage BusinessWorks looks for it in BERNSTEI's record in *Employees / Maintain Employees*.

5. HARPER,TIPSCASH,,125.50<cr><lf>

- When entering tips for an employee, place a comma before Field 4, Gross Wages, as a place-holder. Without the comma, the import fails.
- Fields 5 through 9 *must not be used* with the TIPSCASH and TIPSCHARGE earnings types. If a comma is entered after the Gross Wages field, the import fails.