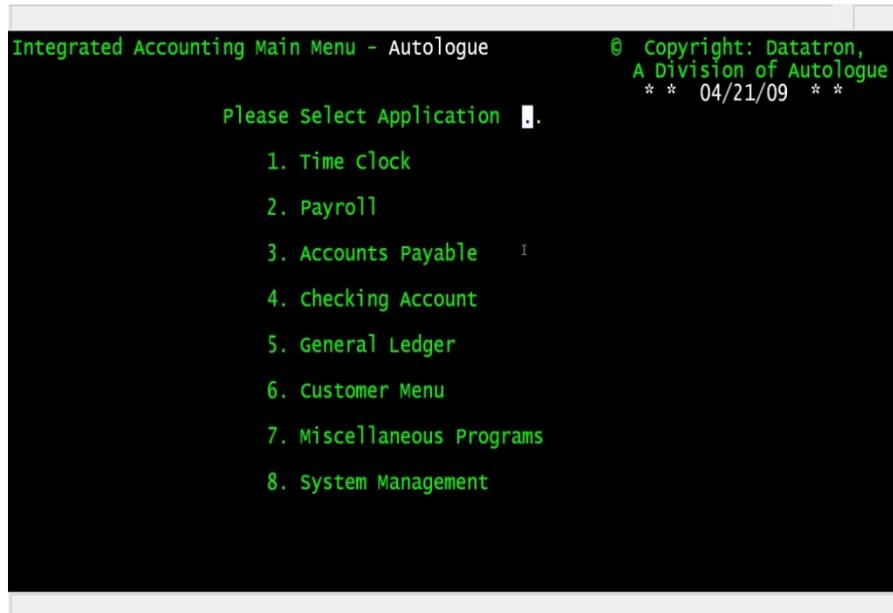


The following instructions for eTimeClock assume that you have the program ATE installed and properly configured on your PC so that you are automatically logged on to the server you will be using. If you have not yet done this, see the separate document *ATE for eTimeClock Installation & Setup*.

The Integrated Accounting Menu

To begin, connect to the eTimeClock server by either double-clicking the ATE desktop icon (if you've created one) or by going to the Start Menu – All Programs – ATE and connect using the appropriate session.

You should be automatically logged-on to the eTimeClock server and taken to the Integrated Accounting Menu which will look very similar to the following:



```
Integrated Accounting Main Menu - Autologue          © Copyright: Datatron,
                                                    A Division of Autologue
                                                    * * 04/21/09 * *

Please Select Application █.

1. Time Clock
2. Payroll
3. Accounts Payable █
4. Checking Account
5. General Ledger
6. Customer Menu
7. Miscellaneous Programs
8. System Management
```

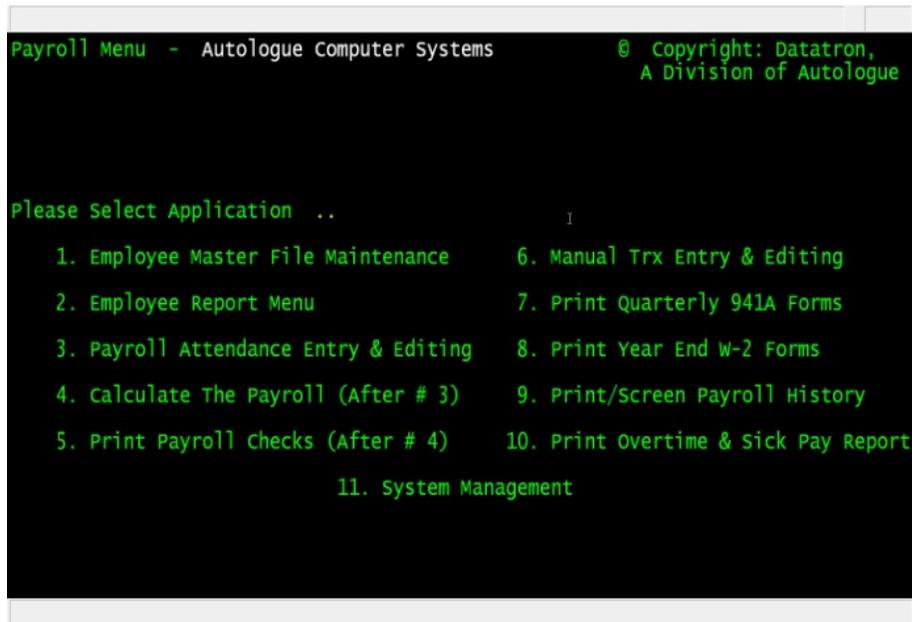
There are only two things you normally do at the Integrated Accounting Menu:

1. Time Clock
2. Payroll

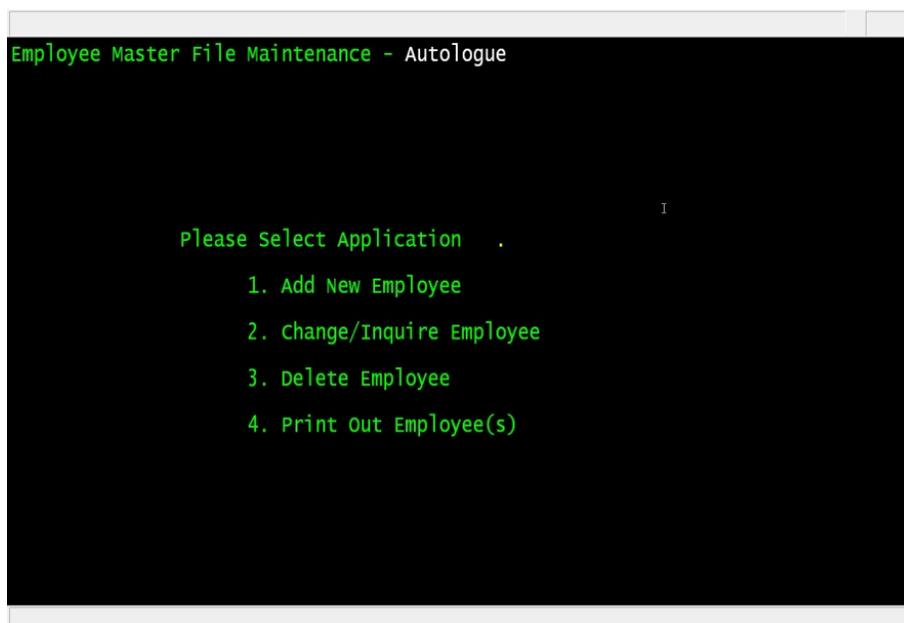
Note that the Accounts Payable, Checking Account, General Ledger, and Customer modules are available only with the full Integrated Accounting Package. The Miscellaneous menu and System Management programs contain various support and configuration options which are seldom required. Additionally, entering a “/H” (for Help) will display other options such as how to Quit out of the program or how to launch Datatron’s Internet support site.

2. Payroll

Employees must be added to the system before they will be able to check in or out. Select #2 “Payroll”. You will be taken to:



Select #1 “Employee Master File Maintenance”. You will be taken to:



Select #1 “Add New Employee”. You will be taken to:

```

S1 Employee Master File - Autologue                                     Add
1) Empl # ....                                                    37) Exm From St Unemp Tax:
2) Name                                                            Sect125 Deductions
3) Street                                                            Pension Plan
4) City                    21) Dept #                               Sick Pay
5) State                    22) Title                               Tips
6) Zip                                                                38) #Exm FWT
7) Offset Hours            23) Empl Type                               39) #Exm SWT
8) Soc Sec#                24) Pay Period                               40) #Exm LWT
9) Lic #                    25) Base Pay                               41) Add FWT
10) A/R Acct#              26) Reg Rate                               42) Add SWT
11) Log                    GL#                27) Ovt Rate                               43) Add LWT
12) Home Ph                28) Spc R1                               44) FICA Flg
    GL Acct#    Dist          29)    R2                               45) Medi Flg
13)                    %          30)    R3                               46) UC Flg
14)                    %          31)    R4                               47) Marital
15)                    %          32)    R5                               48) Pension
16)                    %          33) Guar Hrs                               49) Exm Plan
17)                    %          34) Comm Rte                               50) Contr %
18)                    %          35) State Tax: Type                               51) Contr $
19)                    %                               Table                               52) W2 Pen Code
20)                    %          36) Local Tax: Type                               53) EIC Flg
                                                                Table                               54) Term Flg

Use '...' For Partial Letter Search

```

Where you need to enter ONLY the following fields:

1. Employee Number. Values from 1 to 9999 are allowed.
2. Employee Name. Be sure to use all CAPITAL letters for easy name searches.
7. Offset Hours. Enter either a “+” (the default) or a “-“, and then the number of hours that the employee’s local time zone differs from Greenwich Mean Time (GMT). For your information, EST (Eastern Standard Time) is GMT -5, CST is -6, MST is -7, PST is -8, Alaska is -9, and Hawaii is -10.

Note: This program is currently being updated to NOT require the following fields, since these are only required for the full Integrated Accounting Payroll Package. In the meantime, just enter the following in each of these fields:

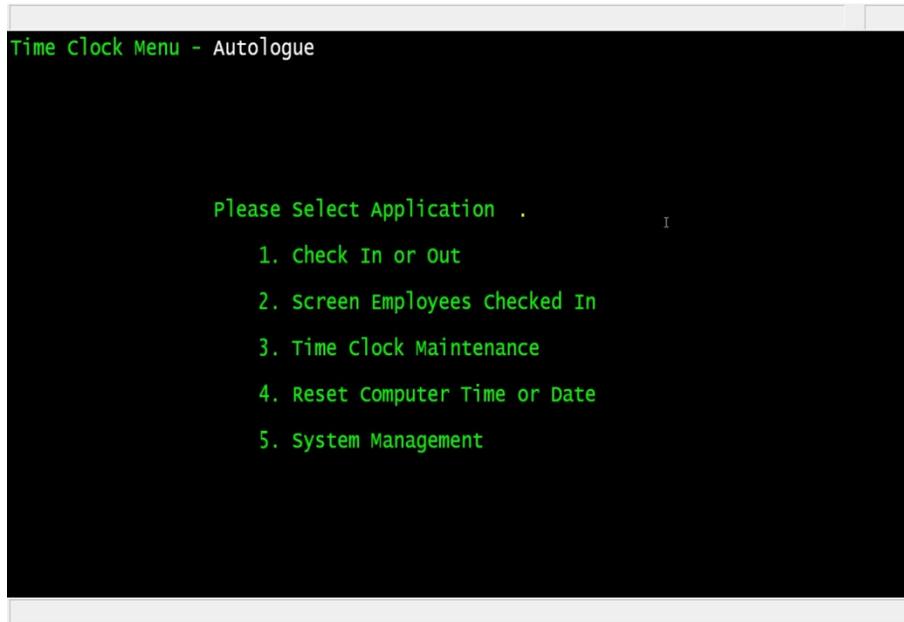
10. 1
11. 55,55 and –
13. –

Now simply hold down the [Enter] key and all other fields (on all 9 screens!) will be set to their “default” values, OR see the separate document *Datatron Keystroke Files* for instructions on how to enter by all remaining fields using just a single keystroke!

After the employees are added you can back out to the prior menu and select either:

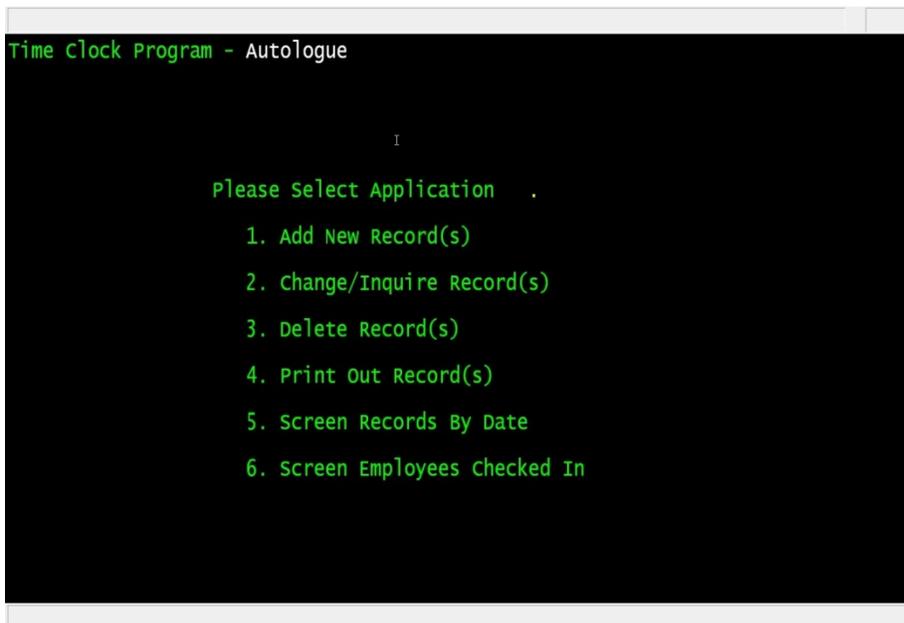
2. Change/Inquire Employee – to make changes to existing employees.
3. Delete Employee – to delete.
4. Print Out Employee(s) – to print. Note that all printouts sent to printer number “LPT98” will be directed back to your PC were you can select the desired printer.

After completing the addition of the employees, you can back all the way out to the main Integrated Accounting Menu and select #1 “Time Clock”. You will be taken to:



Where options “1. Check In or Out” and “2. Screen Employees Checked In” were explained in the separate document, *eTimeClock – User Mode*, and options “4. Reset Computer Time or Date” and “5. System management” are normally only used by the Datatron System Administrator.

Select #3 “Time Clock Maintenance”. You will be taken to:



This is the program which allows you to Change, Delete, Print, or Screen the Time Clock records created when employees Checked In or Out, or to Add record where they did not.

Select #1 “Add New Records” and you are taken to the Add screen. After entering the employee number that you wish to Add (or entering the first 3 characters of the employee’s name to display a list of all matching employee names), and after entering the date of the record you want to Add, your screen will be:



At this point you can either enter the Check In Time, or hit a [Return] and enter the Check Out Time. The times can be entered (using 8:15 AM as an example) either as “815A” [Enter] or as “815” [Enter] “A” [Enter].

After the time is entered, you are taken to “Any Change?” when you can:

- Enter the number of any field (1-3) that you need to change.
- Hit a [Enter] to Add the record.
- Hit a [Left-arrow] to exit without Adding the record.

Any records Added will be marked with an “A” which will both screen and print on the Time Clock Report.

After backing out of the Add screen, option “2. Change/Inquire Records(s)” allows you to display and Change anything on any existing Time Clock record, including the Date, whether the record was an In or an Out, the (12-hour format) Time, or whether the record was AM or PM. Any records Changed will be marked with a “C” which will both screen and print on the Time Clock Report.

Option “3. Delete Records(s)” allows you to Delete any existing Time Clock record. After entering the record to be Deleted, you will be prompted “Are You Sure You Want This Deleted?” which you must answer either “Y” or “N”.

Select #4 “Print Out Records”. You will be taken to:

```
Time Clock Report - Autologue
1. Log: 09
2. Starting Employee # .... Ending Employee #
3. Cutoff Dates: 1st          2nd          3rd          4th
4. Round Minutes Up, Down or To Nearest Quarter Hour ? (Y or N)
   A) 'In' Record (U,D,N)      B) 'Out' Record (U,D,N)
5. Should Listed Items Be Deleted From File ?
6. Write Hours To Payroll Attendance ?
   A) Use Employee File From This Log or Other Log ? (Y or N)
   B) Add Salaried Employees ?
   C) States Basing Overtime On 8Hr Day (InsteadOf40HrWk) ? (UpTo3)
   D) Regular Hours For Cutoff Dates
      1st          2nd          3rd          4th
   E) Holiday Hours For Cutoff Dates
      1st          2nd          3rd          4th
7. Form Feed Between Employees ?          Wide or Narrow Paper ? (WORN)
8. Printer To Use LPT98          Print or Screen ? P
```

To run this report, enter the following information:

- “1. Log” (i.e. Logical account, or Store) - If you have employees checking in and out in multiple accounts (which is unusual), you can enter which accounts to include here. If you have only a single account, this entry is skipped.
- “2. Starting/Ending Employee #” – Enter either a single employee’s number, or a range of employee numbers, or just hit [Enter] for all employees.
- “3. Cutoff Dates” – Enter the ending date for the report in MMDDYY format. If you have multiple Cutoff Dates in a single report (for instance, you pay every two weeks), enter each of the Cutoff Dates separately (entering the oldest date first).
- “4. Round Minutes ...” – Normally you would not round Clock In/Out record times. If you do, then enter a “Y” and then whether to round the Clock In/Clock Out records either Up, Down, or to Not round.
- “5. Should Listed Items Be Deleted From File?” – Defaults to “N”, but can be entered “Y” if you want to delete the Clock In/Out records what are printed on the Time Clock Report. Note that unless ALL Clock In records on the Time Clock Report have matching Clock Out records, NOTHING will be deleted from the file.

- “6. Write Hours To Payroll Attendance” – This option is meaningful only with the full Integrated Accounting Payroll Package
- “7. Formfeed Between Employees?” – Defaults to “N”, but might be useful if employees had to sign their “Time Cards”, in which case each employee’s Time Clock records would be printed on a separate sheet of paper.
- “8. Printer To Use” – The default printer number “LPT98” will send the Time Clock Report back to your PC were you can select the desired Windows printer. If you enter “S” at “Print Or Screen” the Report will first be displayed on your screen, and when you hit ESC] to exit the screening you have the option to then enter a “P” if you want to actually print the Report.

After backing out of option “4. Print Out Records”, option “5. Screen Records By Date” allows you to screen Time Clock records for any starting and ending dates for all employees. The default date is today’s date.

Option “6. Screen Employees Checked In” allows you to screen all employees currently checked in.