

TIME & BILLING SOLUTIONS

SWK TECHNOLOGIES

Installation and Upgrade Guide



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Overview

This guide will help you better understand your Time and Billing Solutions and provide you with the easiest and best ways to maximize the software's potential.

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Support

SWK Technologies provides Help Desk support for comprehension questions and technical issues related to Time and Billing Solutions. Additionally, we are always looking for ways to help you better utilize Time and Billing Solutions to better meet your business needs.

To contact us:

Website: <http://www.timeandbillingsolutions.com>

E-mail: support@timeandbillingsolutions.com

Contents

Copyright Notice	2
Overview.....	2
Support	2
System Requirements	4
New Installation Instructions	5
Upgrade Instructions.....	6
Upgrading from Version 2013 and Later	6
Upgrading from Version 3.x/4.x.....	7

System Requirements

To install a Time and Billing Solutions module, you must have the corresponding version of Sage 100 and the Library Master Extensions module installed. Please note, for Sage 100 v2016 and earlier, the Library Master Extensions module is a separate setup program, where for Sage 100 v2017 and later this module is included with the Time and Billing Professional/Time and Billing Standard/Timekeeper setup program.

The Time and Billing Solutions module you are attempting to install has the same software and hardware requirements as defined by Sage for corresponding Sage 100cloud/Sage 100 version. See the system requirements as defined by Sage.

Note: This guide describes how to install/upgrade your current Time and Billing Solution to a newer version. If you have other third-party enhancements/modifications, please contact your Sage 100 reseller or consult the publisher of those enhancements/modifications. Also note, Time and Billing Solutions was previously referred to as Hightower Sage Enhancements.

Chapter 1

New Installation Instructions

Time and Billing Solutions are fully integrated add-on modules for Sage 100cloud/Sage 100. To install one of these modules:

Before starting the installation process:

- Ensure Sage 100cloud/Sage 100 for the corresponding version of your Time and Billing module is installed and configured.
- Have all users exit from Sage 100cloud/Sage 100.
- Make a backup of your Sage 100cloud/Sage 100 data.
- Install the most current Sage product update supported by the Time and Billing Solutions module you are installing. To determine the most recent service pack supported by your Time and Billing Solutions, please see our downloads page at <http://www.timeandbillingsolutions.com/downloads>.

Once you are ready to install your Time and Billing Solutions module, run the installation file on the server where Sage 100 is installed. For avoidance of doubt; you cannot install the SWK Solution Suite module from a workstation. Once the installation process is complete, please see the user guide that accompanies your Time and Billing Solutions module for more information about setup and configuration.

Chapter 2

Upgrade Instructions

Before starting the upgrade process:

- Make a backup of your Time and Billing Solutions and Sage 100cloud/Sage 100 database.
- Make sure all entry files have been updated or cleared **before** installing the new version.
- If you are upgrading from version 3.x, and have Time and Billing Standard/Time and Billing Professional module, make sure that Spell Check and service pack installs have been uninstalled prior to system migration. For instructions on how to uninstall SWK Enhancement modules please, visit <http://www.timeandbillingsolutions.com>.
- For pre-upgrade instructions please check the Sage system requirements.

Upgrading from Version 2013 and Later

To upgrade a Time and Billing Solutions module from Sage 100cloud/Sage 100 v2013 or later, please do the following:

1. Install Sage 100cloud/Sage 100, following the instructions provided by Sage.
2. Install the most current approved Sage product update supported by your Time and Billing Solutions module. For more information about supported versions, visit the product downloads page at <http://www.timeandbillingsolutions.com/downloads>.
3. Run the *Parallel Migration Utility* from within Sage 100cloud/Sage 100 to migrate your system and company data from a previous version.
4. Reinstall your Time and Billing Solutions modules.
5. Launch Sage 100cloud/Sage 100 and proceed with the data conversion.

Upgrading from Version 3.x/4.x

Follow instructions below to upgrade your Time and Billing Solutions module(s) from Sage 100 v3.x or Sage 100 v4.x:

1. Install Sage 100cloud/Sage 100, following the instructions provided by Sage.
2. Install the most current approved Sage product update supported by your Time and Billing Solutions module. For more information about supported versions, visit the product downloads page at <http://www.timeandbillingsolutions.com/downloads>.
3. Install the Time and Billing Solutions module using the provided setup program.
4. Run the *Parallel Migration Utility* from within Sage 100cloud/Sage 100 to migrate your system and company data from a previous version.

If migrating system files:

- a. Launch Sage 100cloud/Sage 100 and select **File > Run > Syzcon**.
 - b. Enter **run "ht_devcodefix** and press **Enter**.
 - c. Follow the prompts to remove obsolete developer code.
- NOTE:** You must run this process for each Time and Billing Solution module you own.
- d. Exit Sage 100cloud/Sage 100.
 - e. Reinstall your Time and Billing Solutions modules.
 - f. Launch Sage 100cloud/Sage 100 and proceed with data conversion.
5. Before accessing your data go to **File > Run** within Sage 100 and launch the **sy_menu_ui** utility.
 6. Click the reset to refresh menu task.