

# Signature

## Excel TimeTrack Client

### Guide

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# Introduction

The Excel TimeTrack Client provides an alternative method of creating payroll transactions using a familiar tool, Microsoft Excel. Transactions can be updated on the host TimeTrack system, where they then can be committed.

In the current release, extended pricing is not supported for expense and travel transaction types through time entry.

## Process Overview

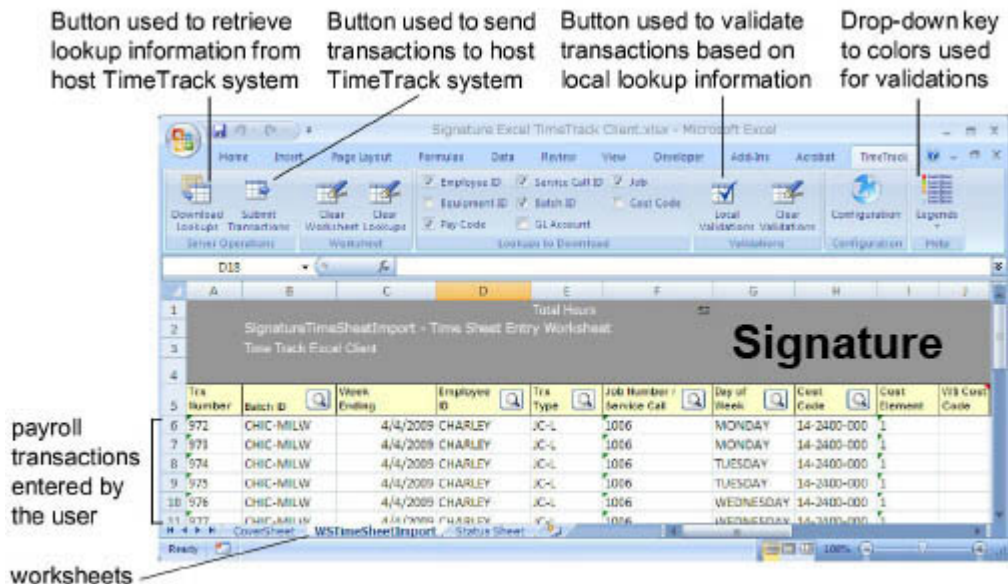
You download data from the host system, for example, employee IDs, pay codes, cost codes, and so on. This ensures that you have up-to-date information from the host system before you begin creating transactions. You then enter payroll transactions in the spreadsheet that is provided to you, and, with the click of a button, connect to the TimeTrack Web service and send those transactions to the host TimeTrack system, where they can then be committed.

Lookup values are retrieved from the host system, but transactions are entered without needing to be connected to the Web service. When you are ready to send those transactions back to the host, you connect to the host again.

## Excel TimeTrack Spreadsheet Overview

Before you begin to enter payroll transactions, take a minute to familiarize yourself with the custom Excel TimeTrack spreadsheet that is provided.

1. Open the Excel TimeTrack spreadsheet by launching the file **Signature Excel TimeTrack Client.xlsx**.
2. Display the custom TimeTrack menu by choosing the **TimeTrack** tab from the menu bar.



This custom spreadsheet contains the following worksheets:

- **CoverSheet**  
Provides a printable cover sheet that summarizes the transactions that have been entered, organized by day of the week. You can change the layout, apply filters, and select the fields that display.
- **WSTimeSheetImport**  
The main worksheet you use to enter transactions and import them into the host TimeTrack system.
- **Status Sheet**  
Contains a list of transactions that have been successfully or unsuccessfully imported from the spreadsheet into the host TimeTrack system.

## Installing Excel TimeTrack Client

Before you install this product, make sure you are connected to the Internet. The system performs prerequisite checks that require Internet access.

- [Requirements \(page 2\)](#)
- [Installation \(page 3\)](#)

## Requirements

### Supporting Files

- eTimeTrackWebServiceSetup-xx-x-xx.exe
- Signature Excel TimeTrack Client.xlsx

### System Requirements

To find a complete list of system requirements across all the Signature modules, please refer to [System Requirements](#)<sup>1</sup>.

### Server Requirements

The following requirements should be met before you begin performing the instructions in this document:

- Signature TimeTrack
- Microsoft .NET Framework
- Microsoft Office with Excel

### Web Server Requirements

The **eTimeTrackWebServiceSetup-xx-x-xx.exe** file must be installed on a Web server that is running IIS. You can use the *Test Web Service* button on the last screen of the installation wizard to display a list of available Web methods. If the Web service fails, see [Troubleshooting \(page 7\)](#).

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<sup>1</sup> <https://wennsoft.atlassian.net/wiki/spaces/1806b08/pages/8162005/System+Requirements>

## Client Requirements

The following must be installed on the client machine:

- Microsoft Office
- .NET Framework 4.7.2 (with TLS 1.2 support)
- Visual Studio Tools for Office (VSTO) Interoperability client
- MSI Installer

## Developer Requirements

Use VSTO Editor for document- and application-level add-ins.

## Office Primary Interop Assemblies

Before you can run Excel TimeTrack Client or any other VSTO "solution," you must have the Primary Interop Assemblies for Microsoft Office installed in the global assembly cache (GAC).

You can do this in two ways:

- Performing a complete installation of Microsoft Office where .NET Framework is already installed.  
**OR**
- Installing the redistributable Primary Interop Assemblies package, available from the Microsoft Download Center for the version of Microsoft Office you are running, where .NET Framework is already installed.

The Excel TimeTrack Client Installer will check for these prerequisites when launched.

## Installation

If you have a previous version of Excel TimeTrack Client installed, it must be removed before you can install another version (*Start > Control Panel > Add or Remove Programs*).

1. Unzip the *Signature\_Excel\_TimeTrack\_Client\_xxxx.zip* file.
2. Launch the file **setup.exe**. The Installer will check for prerequisites.
3. When prompted by the Microsoft Office Customization Installer, choose *Install*.
4. Processing occurs, and you are notified when Excel TimeTrack Client has been successfully installed.
5. Select *Close* to exit the installer.

## Finding the Version

If at any time you need to see which version of Excel TimeTrack Client you have installed:

1. Select *Start > Control Panel > Add or Remove Programs*.
2. Locate the Signature Excel TimeTrack Client, and use the *Click here for support information* link to open the Support Info window. Depending on the platform you are on, you may be able to see the version number directly on the Add or Remove Programs window.

## Setting up Excel TimeTrack Client

You must configure the Excel TimeTrack Client to link to the server where TimeTrack is installed.

1. Launch the file **Signature Excel TimeTrack Client.xlsx** to open your Excel TimeTrack Client spreadsheet. Select the TimeTrack tab on the menu bar.
2. Choose *Configuration*.
3. You can specify maximum and/or minimum values for the Amount, Unit, and Hour transaction fields on the spreadsheet.
4. Enter the **Database Server Instance** where TimeTrack is installed.
5. Enter the locations of the TimeTrack Service, List Data Service, and Registration Service used by TimeTrack.
6. If you are a US customer, you can mark the checkbox to enable the lookup for the Week Ending Date field. By default, this lookup is disabled due to incompatibility with non-US date formats.
7. Choose *OK* when you are finished.
8. You will receive a warning that all cached data will be deleted when you configure Excel TimeTrack Client.
9. Choose *Yes* to continue.
10. When data is cleared successfully, choose *OK*.

## Changing Default Protected View Settings

If you are running Excel 2010, you may want to enable the following settings to prevent certain files from opening in Protected View.


- **Do not open files from the Internet zone in Protected View**  
This setting forces files to bypass Protected View if the AES zone information indicates that the file was downloaded from the Internet zone using Internet Explorer, Outlook Express, and Outlook.
- **Do not open files in unsafe locations in Protected View**  
This setting forces files to bypass Protected View if the files are opened from an unsafe location. You can add folders to the unsafe locations list.
- **Turn off Protected View for attachments opened in Outlook**  
This setting forces Excel files that are opened as Outlook attachments to bypass Protected View.

These settings do not apply if **File Block** settings force the file to open in *Protected View*, or if a file fails Office File Validation. Refer to the Microsoft Office documentation for more information.

## Setting up Users

1. To use Excel TimeTrack Client, a user must be set up as the following:
  - Microsoft Dynamics GP user
  - TimeTrack user (Signature Registered Users Setup window)
  - Remote Time Entry user (Signature Registered Users Setup window)
2. To access the Signature Registered Users Setup window, select *Microsoft Dynamics GP > Tools > TimeTrack > Registered Users..*

## Entering Time for More than One Employee

 This option is no longer in use as of Signature 2018 R3.


If an Excel TimeTrack Client user is going to enter time for more than one employee, you need to unmark the **Restrict employee access in eTimeTrack for current user** checkbox on the TimeTrack Setup Options window. (*Microsoft Dynamics GP > Tools > Setup > TimeTrack > Setup Options*).

## Using Excel TimeTrack Client

Using Excel TimeTrack Client involves the following steps.


### Step 1: Download Lookup Data From the Host System

The first step is to download lookup values from the host system, for example, pay codes, employee IDs, and so on. This ensures that you have the most up-to-date data (for example, a new batch that may have been created) to select from when entering your payroll transactions.

 Transactions cannot be validated or submitted until you have downloaded lookup data to the spreadsheet. You cannot enter values that do not already exist in the lookup data from the host TimeTrack system.

To avoid selecting old information, for example, batches that were posted the previous week and are no longer available, you should refresh lookup data every time you begin entering a new round of transactions.


1. Open your Excel TimeTrack Client spreadsheet and select the **TimeTrack** tab from the menu bar.
2. In the *Lookups to Download* section, mark the appropriate checkboxes to select the lookup information you want to download. The **Employee ID**, **Pay Code**, **Service Call ID**, **Batch ID**, and **Job** checkboxes default as marked the first time you open the spreadsheet after installation. In the future, your selection for each checkbox will be saved.
3. From the *Server Operations* section, choose *Download Lookups*.
4. You are prompted to provide your Microsoft Dynamics GP **Username** and **Password**. The **Company** field also appears after you enter your Username. Select the appropriate company from the drop-down list, and choose *Login*.
5. You receive a message telling you that lookup information was successfully retrieved from the TimeTrack host. Choose *OK*.

 Only "active" jobs and cost codes are pulled down from the host system.

### Step 2: Enter Transaction Information

You are now ready to begin entering payroll transactions in the Excel TimeTrack Client spreadsheet. If you are not familiar with entering data into an Excel spreadsheet, see the tips below.

- To enter data into a cell, click inside the cell and begin typing.
- To move from cell to cell, use the Tab key.
- Scroll to the right to see additional column fields.

 Salary pay codes will not display in the Lookup window. You can manually enter the Salary pay code and then successfully run the import.



To enter transaction information:

1. Begin entering transaction information on the **SignatureTimeSheetImport** worksheet. This is the worksheet that displays by default when you open the spreadsheet. Be sure to save your work periodically, especially if you are entering several transactions in one session. Where available, use the lookups to select valid values for the fields. Lookups appear to the right of the field/column names. The lookup value you select fills into the appropriate column of the transaction row that is currently selected; make sure the cursor is in the correct row before selecting a lookup value.

**Note:** Fixed Assets transactions are not supported.

If you have a lot of values in a lookup, you can type a partial entry to locate the appropriate value from the list. You must use the arrows on your keyboard to scroll through the partial list, then use the TAB key to select the highlighted value. You cannot select from the partial list using your mouse.

**Note:** You cannot open a lookup if a cell is in "edit mode," that is if you are entering or have just entered a value and have not yet tabbed off or clicked away from the field.

The same guidelines for entering transactions in the host TimeTrack system apply to using the client spreadsheet as well. For example, if left blank on the spreadsheet, the **Rate Class**, **State**, and **SUTA State** will fill into the transaction in the host TimeTrack system based on the default values assigned to the job record, or, if left blank for the job, from the employee record. However, if you enter values in these fields, the manual entry from the spreadsheet will overwrite the defaults. You receive a validation error if you do not enter a **Union** that is assigned to the Rate Class that you enter.

2. When you are finished entering transactions, save your spreadsheet.

### Step 3: Validate Transaction Information

Before you submit your transactions, you can check the information you have entered against any validations that exist locally.

Your transactions are fully validated after they are submitted to the Web service, but some local validations can be performed before submitting. You must have the most recent lookup information stored locally to accurately validate your transactions.

1. Choose *Local Validations*.

An error message displays if a cell is in "edit mode". (For example, if you are entering or have just entered a value and have not yet tabbed off or clicked away from the field.)

When validating your transactions, each cell will be filled with a color based on the validity of the value in the field. For example, fields that are required to be blank will be highlighted in blue if they are filled. Fields that are required to be filled will be highlighted in red if they are blank. You can view the meaning assigned to each color using the *Legends* drop-down button.

2. Edit any fields that contain errors. Hovering the mouse over a field will display the error that needs to be corrected.
3. Once your errors have been corrected, you can check your changes by again choosing *Local Validations*. Repeat the process until your spreadsheet contains no errors.
4. If you want to clear the spreadsheet, choose *Clear Validations*.

### Step 4: Submit Transactions to the Host TimeTrack System

The next step is to submit (copy) the transactions from your spreadsheet into the host TimeTrack system.



We highly recommend that you choose to submit once a week. If you submit multiple times with the same transactions, multiple transactions will be created in TimeTrack.

1. Verify you are on the **SignatureTimeSheetImport** worksheet and choose *Submit Transactions*.
  - The import process may take a while, depending on the number of transactions and the speed of your system.
  - The TimeTrack Web service validates your transactions. You may receive a message telling you that errors occurred during the submission process. Choose *OK* to view the **Status Sheet** and the errors that prevented the transactions from being submitted.
  - The colors that display for each transaction, along with the **Error Message**, allow you to identify the transaction(s) containing errors. Refer to the *Legends* button for a color key.
2. After correcting any transactions that contain errors, choose *Submit Transactions* again.
3. When the process is complete and all transactions have been successfully submitted, the **Status Sheet** displays.



Do not clear transactions from the spreadsheet until after they have been successfully submitted to the TimeTrack host.

## Step 5: Clear Transactions and Lookup Data From the SignatureTimeSheetImport Worksheet

After transactions from the previous week or batch have been created and successfully imported into the host TimeTrack system, you can clear the transaction data from the spreadsheet and start over with the next week's transactions.

1. Select the **SignatureTimeSheetImport** worksheet.
2. Choose *Clear Worksheet*. A message appears asking if you are sure you want to clear all entries from the spreadsheet.
3. Choose *Yes*. You are now ready for the next week's round of transactions.

## Troubleshooting

- [I have .NET Framework installed, but ASP.NET does not work. \(page 7\)](#)
- [Invalid Credentials Warning \(page 8\)](#)
- [Microsoft Office Customization Installer: There was an error during installation \(page 8\)](#)

## I have .NET Framework installed, but ASP.NET does not work.

**Description:** [ASP.NET<sup>2</sup>](#) is not working.

**Solution:** You must have IIS (Internet Information Services) installed before you install .NET Framework. If you install IIS after you install .NET Framework, you must also register the ASP.NET extensions with IIS. You can do this by running the `aspnet_regiis` executable from:

```
<windows root directory>\Microsoft.NET\Framework* *<.NET Framework version>\aspnet_regiis -r
```

- Where **<windows root directory>** is the directory where Windows is installed (typically **C:\windows** or **C:\winnt**)
- Where **<.NET Framework version>** is the .NET Framework version that you have installed.

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<sup>2</sup> <http://ASP.NET>

If you receive the following error message when importing, make sure that the TimeTrackService virtual directory is set up to use .NET Framework 3.5.

"Server was unable to process request. → INSERT statement conflicted with COLUMN CHECK constraint '....'. The conflict occurred in database '<database name>', table 'WS10702', column 'TRXBEGDT'. The statement has been terminated."

To check the .NET Framework version that you have installed, open Internet Information Services Manager > expand *Web Sites* > expand *Default Web Site* > right-click on the TimeTrackService virtual directory > select *Properties* > select the ASP.NET tab. Check the ASP.NET version drop-down menu.

## Invalid Credentials Warning

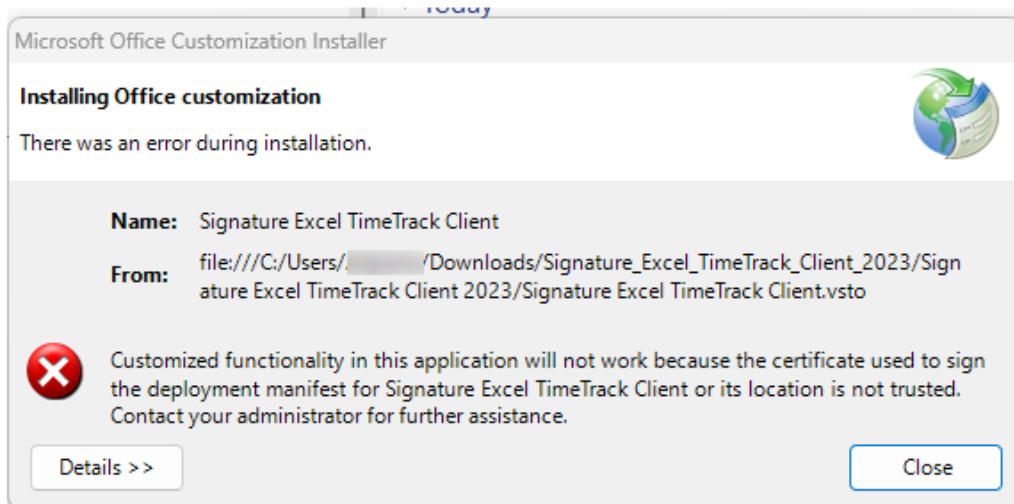
**Description:** When installing the Excel Timetrack Server, a new ODBC connection called WSES10 is created on your IIS server. The server name in this ODBC connection must match the ODBC connection name used by your organization exactly.

*More Info:* When a login is made in GP, it utilizes the server name in the ODBC connection to encrypt the password (except the "sa" account). For a client to utilize that password in GP or Excel TimeTrack, it must have the same ODBC server name.

**Solution:** In the case of Excel TimeTrack, it utilizes the ODBC WSES10 connection on the IIS server, not the ODBC connection on your local client or remote desktop. If you have confirmed that the usernames and passwords you are using are correct, you repeatedly get invalid credentials on multiple logins, but you can also log in as "sa", confirm your WSES10 ODBC connection match your other GP ODBC connections in your environment. If it still will not connect, in the second screen of the ODBC setup for WSES10, enter valid credentials to get additional configuration information from the SQL Server, test the connection, and try logging into Excel Timetrack again.

## Microsoft Office Customization Installer: There was an error during installation

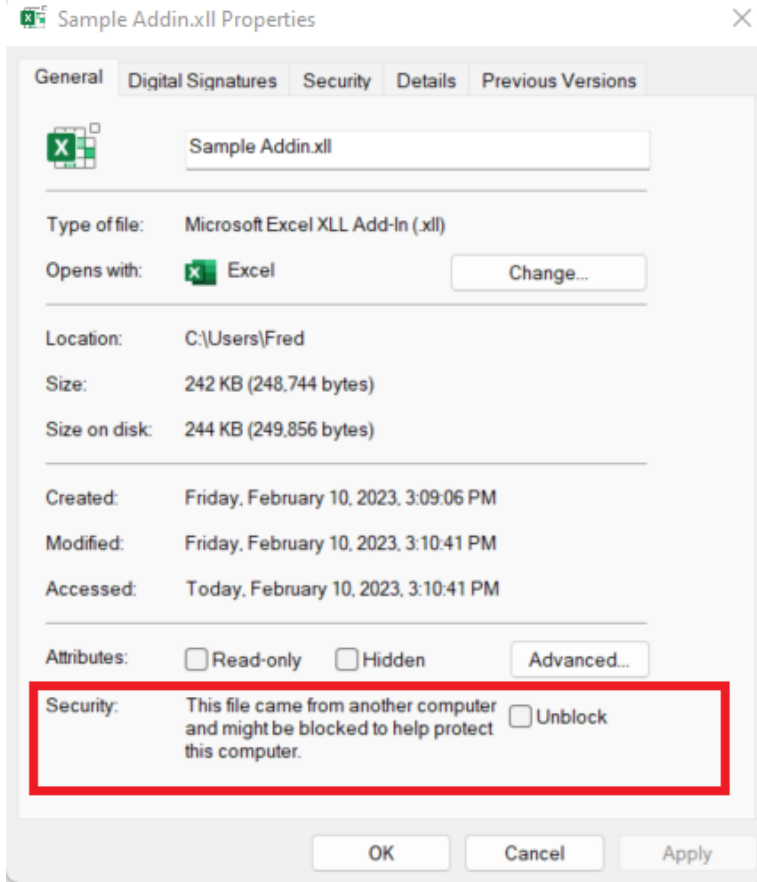
**Description:** Excel TimeTrack Setup file fails to install with the following error: "Customized functionality in this application will not work because the certificate used to sign the deployment manifest for Signature Excel TimeTrack or its location is not trusted."



**Solution:** This is a Windows Security issue, not a problem with the Excel TimeTrack software as we are sure that the folder and files are trusted by Excel. If you right-click on the **setup** program within the Excel TimeTrack folder and choose "Properties", you may notice that all of the files may be being blocked by Windows Security. To be able to install the Excel TimeTrack software successfully you will have to unblock (click the Unblock button) on **all** of the Excel TimeTrack files.

To unblock a file:

1. Navigate to the **Excel TimeTrack** folder.
2. Right-click on **setup.exe** and select **Properties**.
3. Mark the **Unblock** checkbox.



4. Select **OK**.
5. Continue to do this for all files in the Excel TimeTrack Client folder.
6. Once all files are unblocked, the program will install as designed.

**⚠** Make sure that you have unblocked **every** Excel TimeTrack file. If you miss any file, you may receive the "Deployment and Application do not have matching security zones" error in addition to "Customized functionality" error message.

## Contact Information

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