Sage 100 Contractor v27.3

Mobile Apps and Time Entry Setup Checklist

Use this checklist to guide you as you set up Sage 100 Contractor Mobile Apps, select Time Entry Settings for mobile Time users, and set up users for mobile time entry. The checklist is for administrators who may have different roles with respect to database administration, company administration, and payroll administration. Different administrators can complete the sections independently, but they should be completed in the given order.

Before performing the tasks in each section, be sure you understand the referenced help.

> **Note:** Sage Mobile apps and associated Simple Time Entry functions require a subscription license for Sage 100 Contractor. For information about subscription licensing, see Knowledgebase article [Simple Time Entry: What kind of license do I need to own to enable the Simple Time Entry menu options](#)

Part A: Perform these tasks in Database Administration

> **Important!** To perform the tasks in this section, you need to be set up as a SQL Server Admin (sysadmin) in Database Administration.

1. Enable Sage Mobile Apps

Before you start, read the section on enabling mobile apps in the [Database Administration Help](#).

☐ Make sure your Windows operating system is up to date.

For more information, see Knowledgebase article [Simple Time Entry: Before you can install AADAP, Windows needs to restart this machine.](#)

☐ Add [SageSolutionsAdministrator@ce.sage.com](#) to your address book.

☐ Activate your Azure Active Directory account.

Click **Server Management** > **Enable Sage Mobile Apps** > [**Request Invitation**], and then follow the instructions in the confirmation email you receive from Sage, which is sent to the primary email for your Sage account from the Sage Solutions Administrator.

If you have trouble activating your AAD account with your existing credentials, see Knowledgebase article [AADAP (Proxy) install hangs on "Validating credentials for Microsoft Azure Active Directory" in Sage 100 Contractor version 23.1 and higher](#).

☐ Install the Azure Active Directory Account Proxy (AADAP).

On the **Enable Sage Mobile Apps** tab, click [**Install Proxy**].

If you need to install the AADAP manually, see in Knowledgebase article [Simple Time: Azure AD Proxy installation hangs at "Setting up Azure Active Directory Application Proxy" step or fails, AADAP failure.](#)

Part B: Perform these tasks in Sage 100 Contractor

2. Select settings for mobile users (5-6-6 Time Entry Settings)

Before you start, read the section on selecting Time Entry Settings in the [Sage 100 Contractor Help](#).

- ☐ Create a terms-of-use agreement that employees must accept before they can begin using the Time app. Save the agreement as a TXT file.

- ☐ Define pay periods, time-off settings, mobile jobs and cost codes, and other settings for processing mobile time entries.

3. Provide secure access to Simple Time for non-supervisory payroll users

- ☐ To allow employees to enter payroll information in the **5-6-2 Time Entry** window, give them access to the **5- Payroll** menu and the **5-6 Simple Time Entry** sub-menu.

- ☐ Turn on security for other windows under the **5-6 Simple Time Entry** menu, assigning only security groups that require wider access to Payroll and excluding the Simple Time Entry group.

> **Tip:** We suggest you create a security group (say, Time Entry) in the 7-2-1 Security Groups window. Then, assign that group to menu-level (F7) security for the 5 Payroll menu, the 5-6 Simple Time Entry sub-menu, and the 5-6-2 Enter Time window.

4. Ask your mobile users to install and set up the Time app on their smartphones

Before you start, read the help for the 7-2-3 Mobile Users window.

- ☐ Authorize individual employees to use Sage Mobile Apps.

- ☐ Send them invitations to submit time using the Sage Time app.

Part C: After enabling mobile apps and setting up mobile users

After you complete the steps in Part A and Part B in this checklist, authorized users can:

- Submit time using their smartphones.

> **Note:** Employees first need to install the Sage Time app, available in the App Store (for iPhone users) or Google Play (for Android users). They'll use the information from their emailed invitation to sign in to your company on their mobile devices.

- Review, approve, and post entries sent by Sage mobile users.
  (See Help for the 5-6-3 Review Time, 5-6-4 Approve Time, and 5-6-5 Create Timecards windows.)

- Print Time Entry reports using the 5-6-1 Time Entry Reports window.