PowerForce®

User Manual

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PowerForce Manual

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Contents

Copyright ii

Introduction 1

- Overview 1
- How to use this manual 2
- Starting PowerForce 2
- Setting the User 2
  - User Login 2
  - Changing the User 3
  - Refreshing the User 3
- Field Navigation 3
  - Active Window 3
- Navigator Window 3
- Buttons 4
- Window Tabs 5
- The Underlined Character 5
- List Boxes 5
  - Searching 6
- Calendars 6
  - Single Calendar 6
  - Twelve Month Calendar 7
- Warning Messages 7
- Adding New Records 8
- Wizards 8
- Report Output 9
- Report Format 10
- Contact Information 10
- PowerForce Support 10
  - General Steps 10

PowerForce Overview 13

- Purpose 13
- Structure 14
- Additional Modules 14
  - Accounts Receivable 14
  - Equipment Register 14
  - Operations 14
  - Task Management 14
  - Incident Management 14
  - Customer Relationship Management 14

Biographical 15

Overview 15
Add Employee Wizard 15
Employee / Client Special Rates 22
Employee Availability 22
Personal Rates 23
Position Tab 24
Rates Tab 24
Deductions Tab 25
Employee Standard Deductions 26
Payment Tab 27
Superannuation (Super) Tab 27
Tax 28
Personal Details 28
Address Tab 29
Phone Tab 29
Employment Tab 30
Specifications (Specs) Tab 30
Next of Kin Tab 31
Dependents Tab 31
Personnel Summary Details 31
Earnings Tab 32
Pay Tab 32
Group Certificate Tab 33
Superannuation (Super) Tab 34
Operational Details 34
Availability Button 35
Preference Button 35
Next of Kin Tab 37
Specifications (Specs) Tab 37
Exclusions Tab 37
History Tab 37
Personal Tab 38
Education Tab 38
Preference Tab 38
Profile Tab 39
Transfer Employee 39
Employee Master File Reports 40
Licenses Register (Report) 40
Employee Skills Report 41

Clientele 43

Overview 43
Creating Clients 43
Add Client Wizard 43
Client Work Schedules 48
Times Tab 48
Required and Breaks 50
Costs Tab 50
Specifications (Specs) Tab 52
Warning Tab 52
Client Contracts 53
Links Button 54

Accounts Tab ... 54
Invoicing Tab ... 55
Output Options ... 55
Create Options ... 55
Detail Options ... 56
Response Invoice Option ... 57
Invoice Statement Options ... 57
Contacts Tab ... 57
Services Tab ... 57
Repetitive Rates Tab ... 58
Casual Rates Tab ... 58
Responses Rates Tab ... 59
Client Charge Window ... 59
Charge Codes ... 60
Rebates and Discounts ... 60
Rate Types ... 60
General Ledger Details ... 61
Override Charge Debtor ... 61
Repetitive Amortised Rate ... 61
Update / Edit Rates ... 61
Effective Rates and Dates ... 62
Timed Rates ... 62
Spanned Rates ... 63
Service Summary Report Options ... 63
Client Operations ... 64
Notes Button ... 64
Insurance Button ... 65
Contacts Tab ... 65
Options Tab ... 66
Admin Tab ... 66
Site Contact Tab ... 66
Exclusions Tab ... 66
History Tab ... 66
Incidents Tab ... 67
Levels Tab ... 67
Profile ... 67
Rates ... 68
Client History ... 69
Copy Charge Rates ... 70
Client List Report ... 70
Financial Report ... 71
Client Master Charge Report ... 71

Scheduling ... 73

Overview ... 73
Schedule Design Overview ... 73
Creating Schedules ... 73
Workbench ... 73
Maintain Standard Schedules ... 74
Optimised Scheduling ... 74
Time Scheduling Workbench ... 74
Workbench Window Layout ... 75

Creating Schedules from Scratch....77
Allocating to an Existing Schedule....78
Employee Tab....78
Deleting a Schedule / Shift Button....79
Confirming Times Button....79
Confirm shifts Button....79
Time Scheduling Reports Button....79
Generating a Standard Schedule Button....80
Maintain Standard Schedule Button....80
Booking Window....80
Link to Client....80
Times Tab....80
Comments Tab....81
Pay Tab....81
Memo Tab....81
Orders....81
Costs....82
Tasks....82
Maintain Standard Schedules....82
Summary Tab....84
Employee Section....84
Days....85
General Information....86
Allocation Tab....86
Assigning a shift....87
Un-assign a Shift....87
Generate Schedule....88
De-allocate Employee Shifts....88
Scheduling Module Reports....89
Scheduling Reports....89
Job Coverage....90
General Scheduling / Rostering Reports....90
Extended Scheduling Reports....91
Sales Analysis Report....91

Payroll....93

Overview....93
Using the Pay Run Wizard....93
Reportable Fringe Benefits....96
Pre Pay Run Manual Adjustments....97
Termination Pay....98
Superannuation Processing....99
Group Certificates....100
Electronic Payment Systems....101
Electronic Payment Window Layout....101
Creating a Diskette....103
Printing Reports....103
Group / Payroll Tax....103
Payroll Workbench....104
Pay Run Selection....104
Pay Run View....104
Rebuild Totals....104

Payroll Notes 105
Pay Run Summary Tab 105
Employee Details Tab 105
Employee Selection 106
Employee Payroll Overrides 106
Edit Payroll 106
View Adjustment Details 107
Pay Summary 107
Wages Breakdown 108
Creating a Pay Run 108
Re-running a Pay Run 108
Committing a Pay Run 109
Cancel a Pay Run 109
Electronic Payments Button 109
Pay Details 109
Pay Advice 109
Pay Run Reports 109
Employee Rates 110
Print Batch Pay Advices 110
Grouping 110
Payroll Reports 111

Service Billing 113

Overview 113
Miscellaneous Invoice and Charges 113
Creating Invoices 113
Un-commit Invoice (Delete) 114
Client Billing Workbench 115
Workbench Features 115
Buttons 116
Re-create a Billing Run 116
Re-process Billing 117
Cancel a Billing Run 117
Committing a Billing Run 117
Billing Details 117
Print Invoice 117
Invoice Run Reports 117
Client Contract Details 117
Print Selected Invoice 117
Print Log 117
Editing Invoices 117
Reports 118

Task Manager 119

Overview 119
User Setup 119
Navigator 119
Task Editor 121
Updating 121
Forwarding 121
Adding Text 122
Task Sections 123

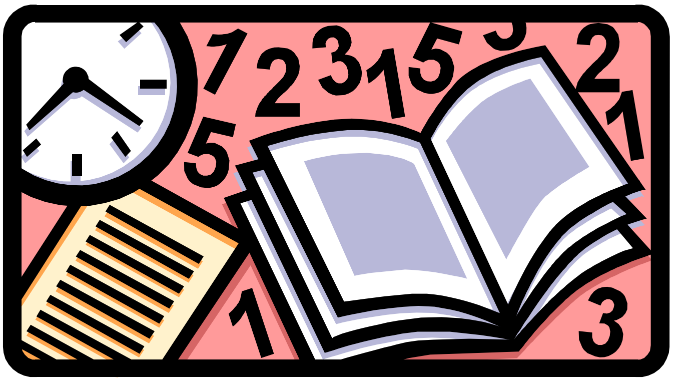
Biographical 123
Clients 123
Scheduling..123
Response 123
Forwarded Tasks 123
Current Tasks 123
Create Miscellaneous Tasks.. 123

Index 127

Introduction

Overview

This software is a powerful work force management tool designed to store and bill clients, log employee details, schedule employees, pay employees and interface to your accounting system.



In addition to employee biographical details, PowerForce records training, skills, required certificates, expiry dates and on the job incidents. This information is married with the specifications and requirements of the client producing a schedule ensuring the selected person, is qualified, and best suited to perform the task. Based on the generated schedule the system handles the entire payroll, billing and receipting details.

Developed initially for the Security Industry it has been under continual development for the past decade, growing from a simple DOS based system incorporating payroll and invoicing into a state of the art Windows labour force management application.

Using its modular approach and with the ability to analyse schedules using an award interpreter, PowerForce is the perfect utility to manage any labour force, from those just starting to the largest corporate sites.

How to use this manual

Use this manual when learning about the PowerForce system and later as a reference tool. As you are shown the various sections of the system you will also be able to reference the corresponding screens in this manual.

As you learn you can write additional information in the space provided at the back of the manual or make notes in the left hand margin.

Starting PowerForce

Double click the PowerForce icon.

Or

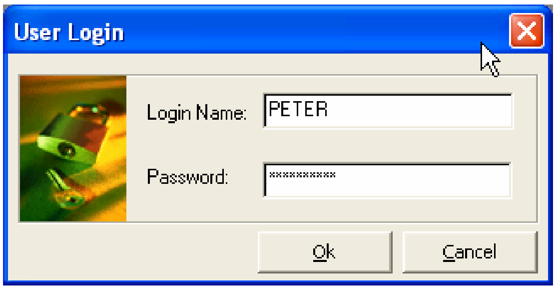
Click the windows "Start" button, select "Programs" and click PowerForce.

Setting the User

The term "User" refers to the people who will operate the PowerForce system. The user may also be an employee and if so would have to be entered in the system as both an employee and a user.

User Login

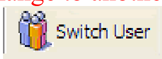
Once the application has loaded enter your personal "Login Name" and "Password" then click the "Ok" button to continue.



This login sets up the menu structure and parameters that will be used during this session. Based upon your login a menu will now be displayed with sufficient options to perform your required tasks.

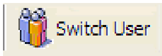
If the system uses multiple companies you will be asked to choose a company as the default for this session. To change the company you must either change the user or refresh the user.

Changing the User

Once logged in you can change to another user by clicking the "Login New User" button 

located in the toolbar at the top right of the screen. The "User Login" window will then be displayed.

Refreshing the User

If the setup for a user has been changed click the "Login New User" button 

to go through the "User Login" process again.

Field Navigation

There are two options for moving from field to field:

Point and Click - Point to the field with the mouse and then click. Usually one click is adequate, but a second click may be required if the window was not active.

Tabbing - To advance to the next field, press the "Tab" key. To move to the previous field press the "Shift" and the "Tab" simultaneously.

> *Note: The "Tab" key will have no effect if the window is not active.*

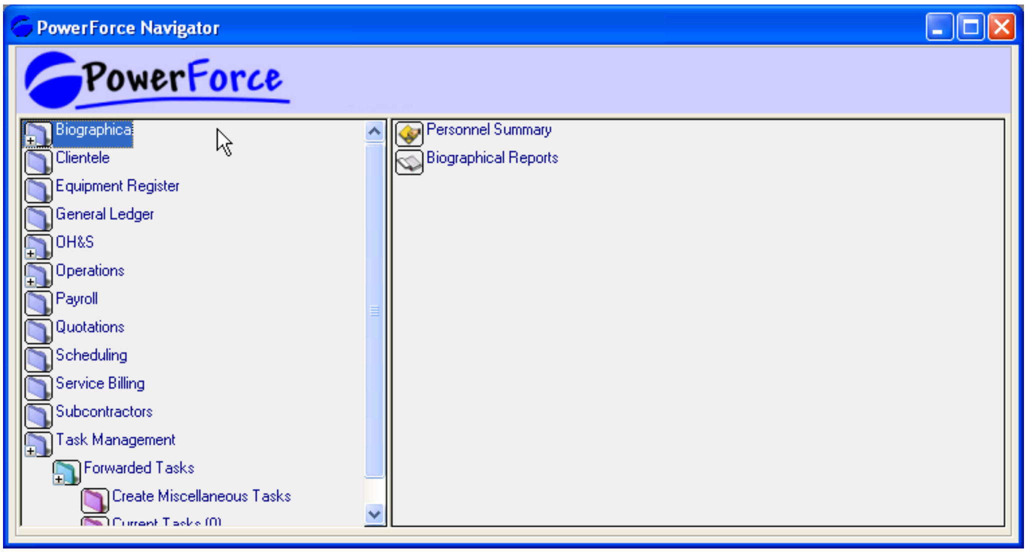
Active Window

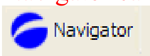
Microsoft Windows® allows you to have several windows open at a time, however only one window is active. The title bar of the active window will be brighter and stand out more than the dull grey of the inactive windows.

Navigator Window

To run the various components of PowerForce use the "Navigator". This is the window that appears once login has completed. First click the desired system on the left and then select from the available tasks on the right.

> *Note: The Task Management module requires you to select sub modules.*



Navigator can be re-launched by clicking the Navigator button , located at the top right of the screen, or by using the Navigator menu.

Icons on the right indicate the type of process;  indicates data to be entered,  data to be viewed or maintained,  a report,  a process and  indicates all other categories.

Buttons

Many windows will have buttons that you can click to perform various functions such as saving data. Following is a list of buttons used in the system and the function they perform.

Button	Description
Add	Add a new blank row to a table on the window.
Assign	Use this button to link one object to another, such as assigning an employee to a schedule.
Available	Displays a window indicating the availability of an employee to work shifts.
Cancel	Exit this window without saving the changes.
Clear	Use this button to clear the data in the currently selected item.
Edit	This button is used to open an edit window where the currently displayed data may be edited.
Exit	Close and exit the window.

Button	**Description**
Gallery	Open the Photo gallery to view and assign images.
No	Indicates a negative answer to the question asked
OK	Used to acknowledge a message from the system. Never click the "OK" button without reading the message. **Warning messages are there for a purpose!**
Save	Save the new or changed information to the database
Set Inactive	Use this button to set the currently selected item to an inactive state, stopping it from being used by the system, but still allowing it to be displayed.
Status	Show the status of an item.
Un Assign	Use this button to unlink one object from another, such as un-assigning an employee from a schedule.
Validate	Test the integrity of data.
View	Use this button to look at extra information, such as in a pay run you may view an employee's details.
Yes	Indicates a positive answer to the question asked.

Window Tabs

Some windows use "Tabs" to display more information than would normally fit in a window space. To change the selected tab click the desired tab or press the "Alt" key code.

For example click  the 

"Phone" tab to display phone numbers.

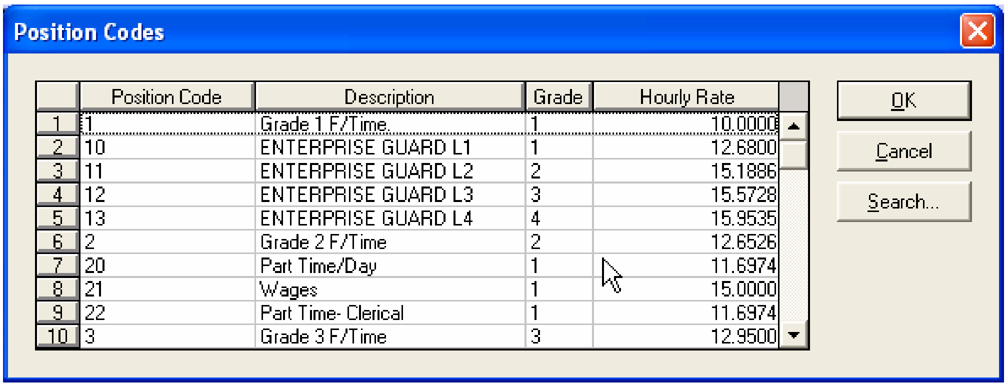
The Underlined Character

In the Windows® environment you can jump quickly to a tab or activate a button by using the "Alt" key and the character that is underlined.

For example if the "Gallery" button is displayed on a window you may open the gallery by pressing both the "Alt" key and the "G" key simultaneously.

List Boxes

Many windows will contain list boxes. Click the down button on the right to display a list of available values.

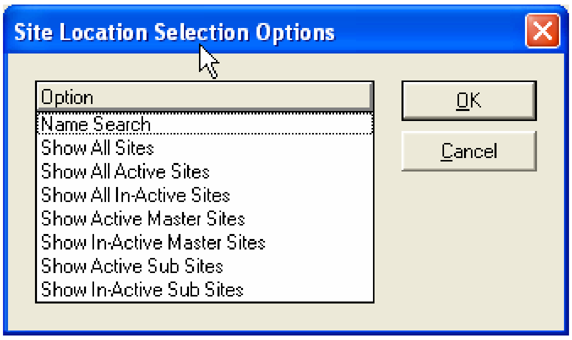


From the list, double click your selection and the value will be placed in the list box.

Note: If the list box is used to find a record such as an employee you will have to press the "Tab" key or click in another field to display the data.

Searching

Some list boxes allow you to search for specific values. In the following window selecting "Name Search" will allow you to enter a search phrase.

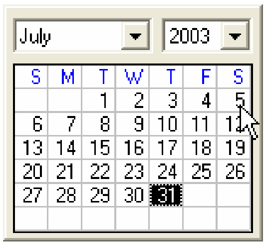


When prompted type in part of the name and a list of matching values will be returned. Double click the correct item to open the record.

Calendars

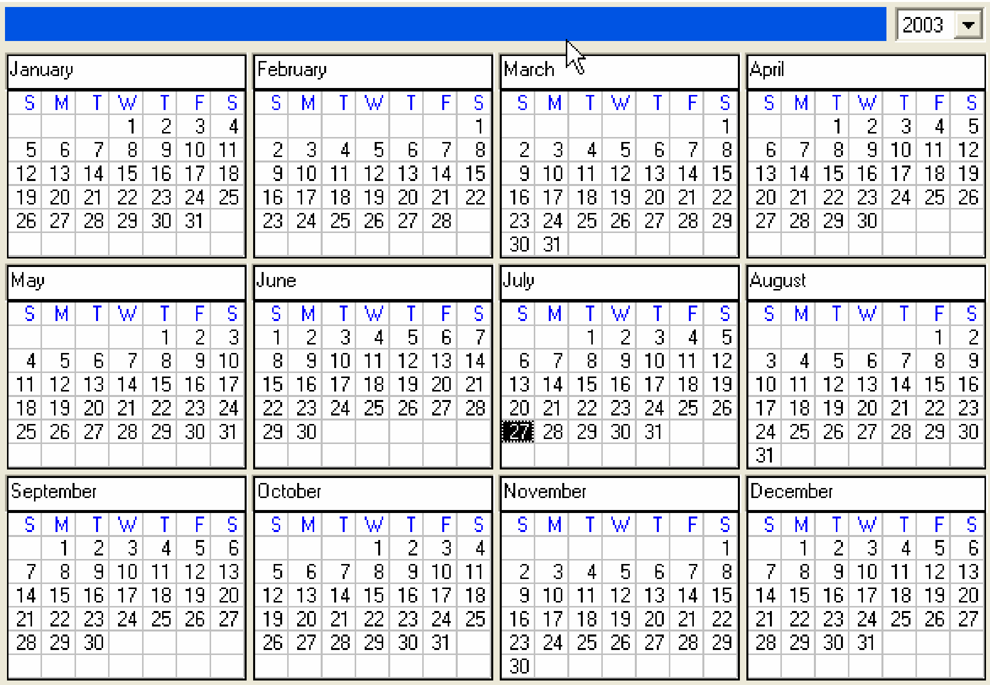
Single Calendar

This calendar will normally open in the current month. Change the month by clicking the list box at the top left and the year by clicking the list box to the right. Select the day by double clicking the number in the main window of the calendar. Press the "Escape" key to close the window without selecting a date.



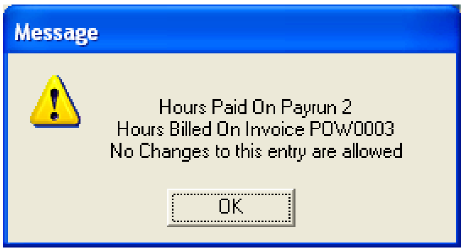
Twelve Month Calendar

Select the year from the list box in the top right hand corner then double click on the desired day. Press the “Escape” key to close the calendar without selecting a date.



Warning Messages

At various times warning messages will be displayed, please read the message carefully and make an informed decision. If you are in doubt, discuss it with your supervisor, and if you still cannot make an informed decision contact the PowerForce support team.



Adding New Records

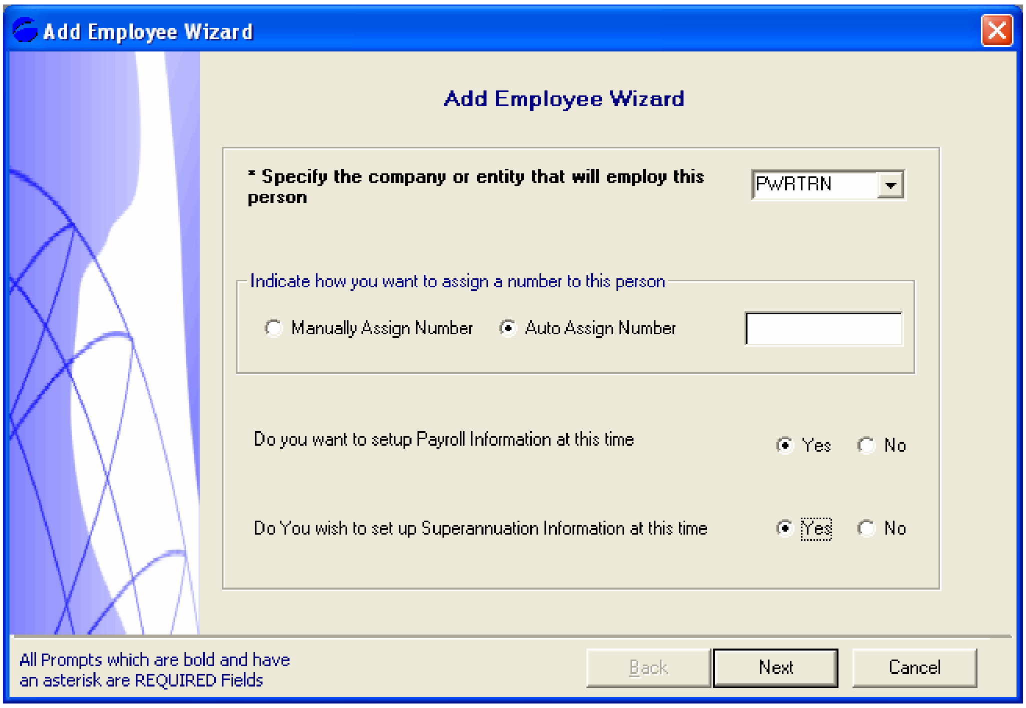
With a clear window enter the code for the data in the first field. All data added after the code will be linked to that code. Press the tab key and you will be moved to the next field. Complete as many fields as possible and then click the “Save” or “Apply” button and the information will be saved.

If a required field has not been completed you will be notified by the system.

Wizards

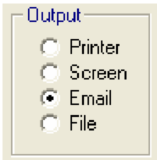
Wizards are a series of windows that prompt you to enter all the data that is required for a record. They are located under their own heading.

Treat each field as a question and work through the window answering each question. At the completion of each window click the “Next” button. Keep doing this until the last window is completed.



Report Output

Reports can be sent to various devices depending upon your needs. When a report is run you will have the option to select the “Output”.



“Printer” sends the report directly to the printer while “Screen” allows you to view the report and then send it to the printer.

Selecting “Email” will enable the “Report Format” selection and prompt you for a location to store the file. The data will then be automatically attached to an email allowing you to select a recipient.

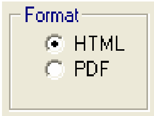
Note: The file created will not be deleted once the email is sent.

“File Only” will enable the “Report Format” selection and prompt you for a location to store the file.

Note: Files will be overwritten if the same filename and location is used.

Report Format

Report files can be generated in two formats. The desired format can be selected as are about to create the report.



"HTML" is the format used on the Internet and is most likely to be available on other computers. Many programs such as Microsoft™ Word and Excel can also open "HTML" files.

"PDF" files are much smaller, faster to transmit and will look more like the original format. However they do required a "PDF" file reader program such as Adobe™ Acrobat Reader to display or print the report. This program can be downloaded free from www.adobe.com .

Contact Information

The current contact information is always available on our web page www.powerforcesoftware.com
Email info@powerforcesoftware.com
Phone +61 2 9635 5922 ~ Fax + 61 2 9635 5933

PowerForce Support

Oryx Technology's commitment to our customers is to provide you with the highest level of service. Because of this we have a dedicated Help Desk phone line. The number is

02 9635 8613

You are also welcome to send non-urgent questions via e-mail to

support@oryx.com.au

General Steps

If you have a PowerForce question, call on the number during normal office hours. The help desk will be your first point of contact for all support calls.

They will ask you to provide a brief description of your problem and if possible will answer your question immediately. However some more involved questions maybe referred to a technical engineer.

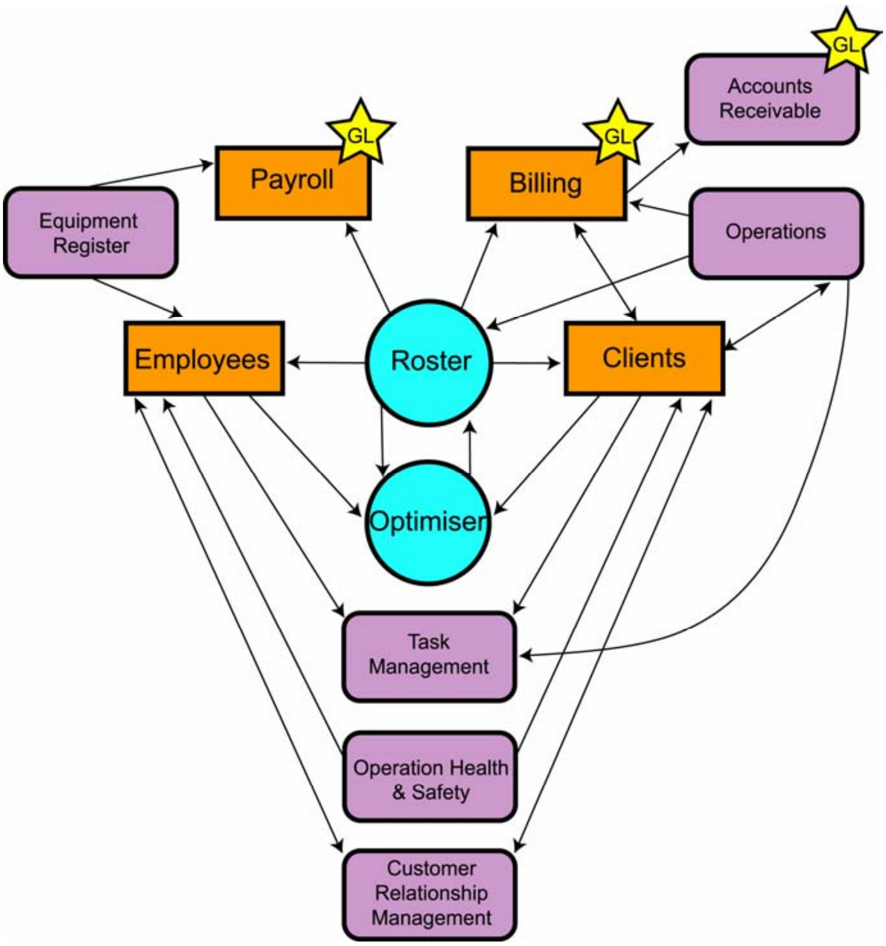
Your problem will be logged into our Customer Tracking Module within PowerForce. If your call is passed onto an engineer we will track the progress and ensure your questions are answered as quickly as possible.

Follow up calls will also take place to make sure you are happy with the outcome.

PowerForce Overview

Purpose

PowerForce initially provided a computer-based method of building and controlling rosters. From that point it was logical to provide the roster data directly to the payroll and billing systems. By continuing this integrated approach with the other modules PowerForce saves the user time and provides consistent data.



Structure

PowerForce is built around the core rostering module. Directly connected to this is the scheduling optimiser which works hand in hand with the rostering module allowing the system to generate and optimise the rosters as desired.

The next layer contains the 4 key modules Employees, Clients, Payroll and Billing

Additional Modules

With the 4 key modules in place other secondary modules can leverage of the data collected to provide additional strength to the PowerForce system.

Accounts Receivable

This allows receipting of the billing payments to be entered.

Equipment Register

This provides a register of any equipment issued, sold or hired to an employee. Additionally any pay deductions are recorded in the employee module and included in a pay run.

Operations

This is a separate module that allows for alarm or manual response situations to be recorded. Invoices can then be generated through the billing system. Additional staff, if required, are automatically rostered.

Task Management

This module scans the system for expired licences and other designated events. If found these events create a reminder task for the designated user. Tasks can also be generated manually and assigned to specific users to follow up.

Incident Management

This module records details about an accident / incident. Once the data is recorded it can be cross-referenced to produce a variety of reports.

Customer Relationship Management

This module is used to record interactions between your staff and your clients ensuring issues are followed up and that your clients are looked after.

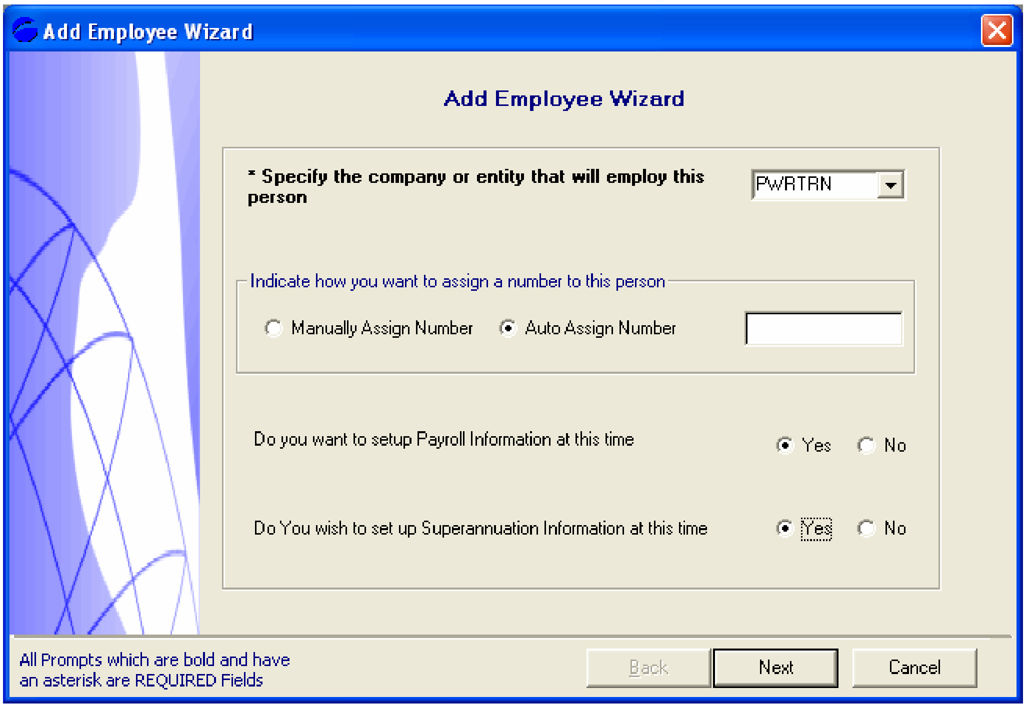
Biographical

Overview

This module allows you to enter employee details, training and education. In addition you may set work preferences or restrictions.

Add Employee Wizard

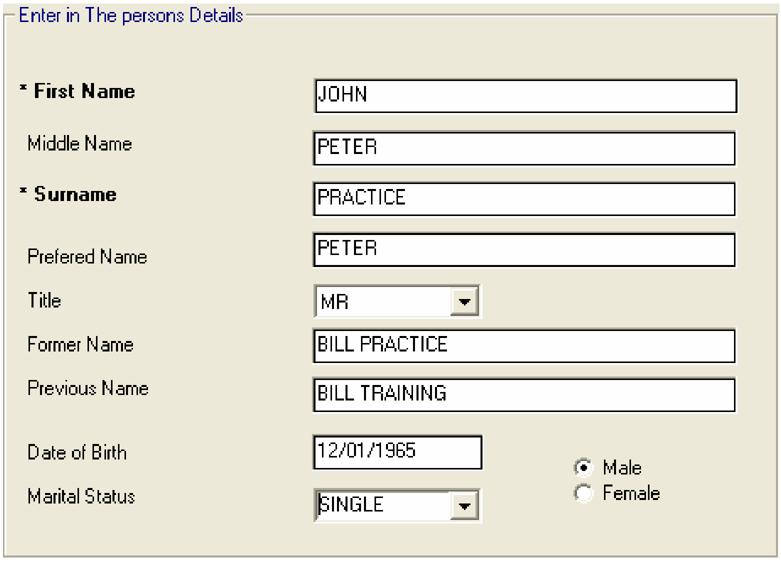
To create an employee select “Wizards” in the lower part of the left navigator view. From the choices available on the right click “Add Employee”.



Fields to Note

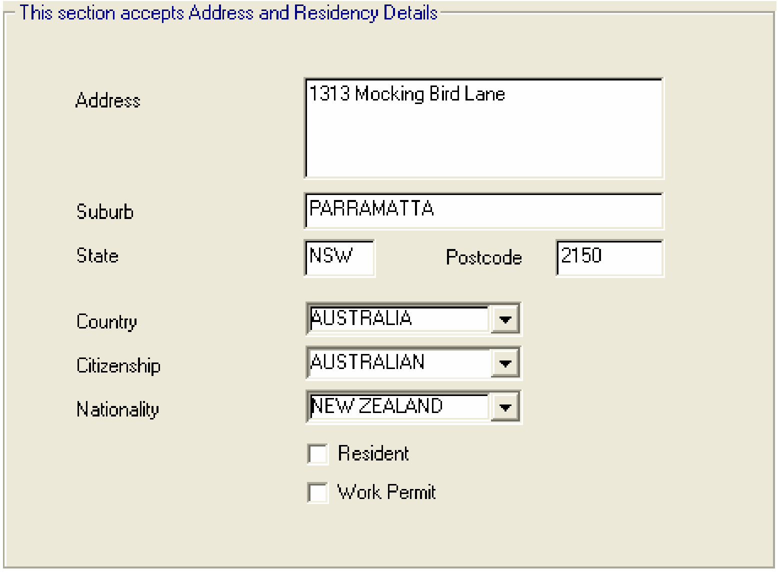
Fields to Note	
Company or Entity	Select the name of the organisation that will be used to pay the employee (your Company). The value will default to the current company.
Manually Assign Number	Check this option to enter your own employee number. If not checked the system will assign an employee number automatically.
Setup Payroll	At the end of the wizard an additional 2 windows will be displayed prompting you for information about Pay Cycles, Account codes and Tax file information for the employee.
Setup Superannuation	At the end of the wizard an additional window will allow you to setup company and employee superannuation payment details.

Complete the fields and click the Next button to continue completing the wizard.

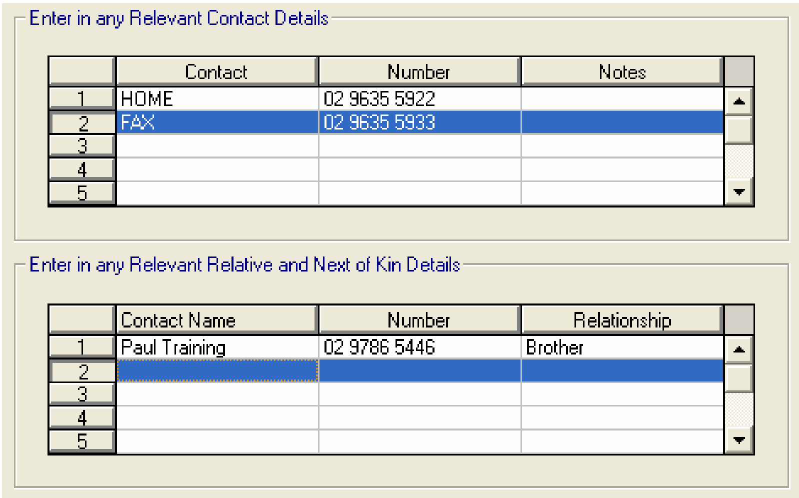


Fields to Note	
Preferred Name	A name such as a nickname or an abbreviation that the employee prefers to use.
Former Name	The name the employee used before their current name.
Previous Name	The name the employee used before their former name.

Complete the fields and click the Next button to continue completing the wizard.

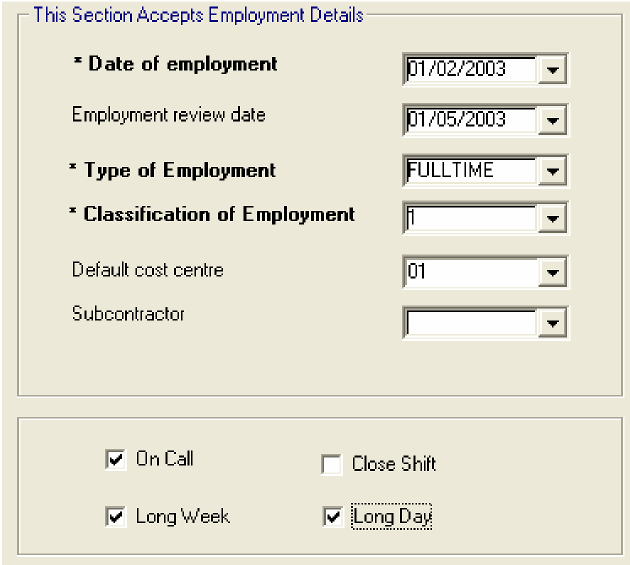


Complete the fields and click the Next button to continue completing the wizard.



Double click the "Contact" to display a list of available contacts types.

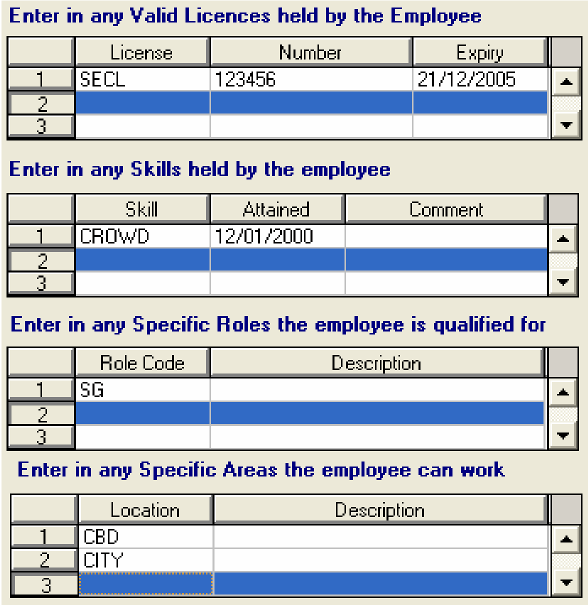
Complete the fields and click the Next button to continue completing the wizard



Fields to Note	
Photo ID	This field is used to select the graphics file containing the employee's photo. It is advantages to have a photo file numbering system that will make it easy to find the correct photo file.
Default cost Centre	This is the General Ledger cost centre to be used with this employee
Subcontractor	If a value is selected in this window the employee's pay will be made as a payment to the selected subcontracting company and will not appear in the pay run.
On Call	The employee is available to be called up to do additional work.
Long Week	The employee is prepared to work additional days in a week.
Close Shift	The employee will work until the client decides that the business is closed for the day.
Long Day	The employee is prepared to work additional hours in a day.

Complete the fields and click the 

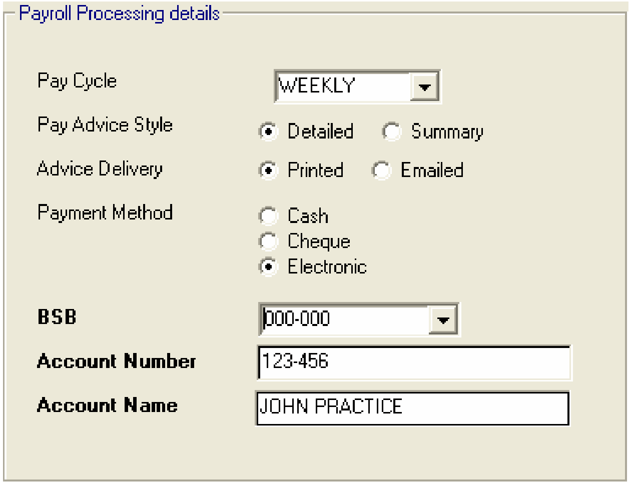
button to continue completing the wizard.



Double click to display a list box for License, Skills, Role Code and Locations.

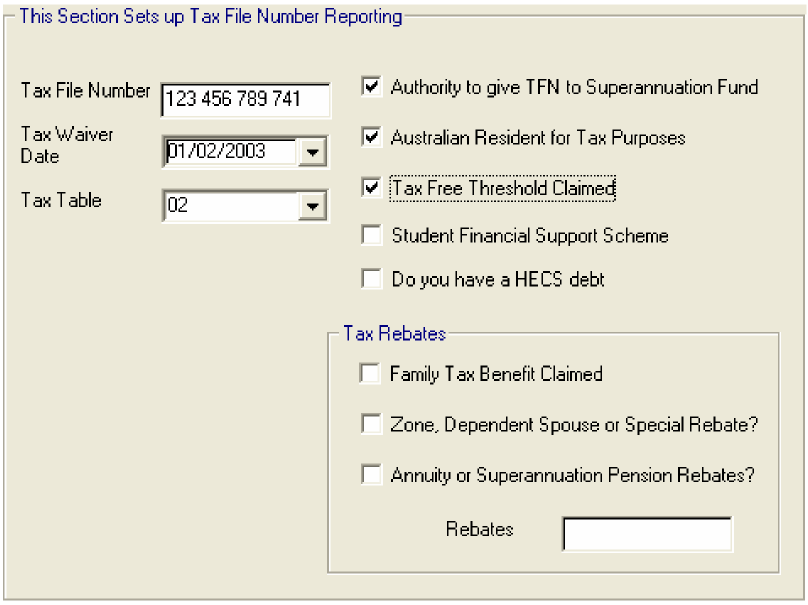
Fields to Note	
License	Required training for a position. Typically the training must be reviewed or renewed at regular intervals
Skills	Required training that does not expire.
Role Code	The type of work the employee can perform.
Location	Preferred work area(s). Geographical locations within the company's customer base.

Complete the fields and click the Next button to continue completing the wizard.



Fields to Note	
Pay Cycle	Employees pay period
Payment Method	"Electronic" will change "BSB", "Account Number" and "Account Name" to required fields.

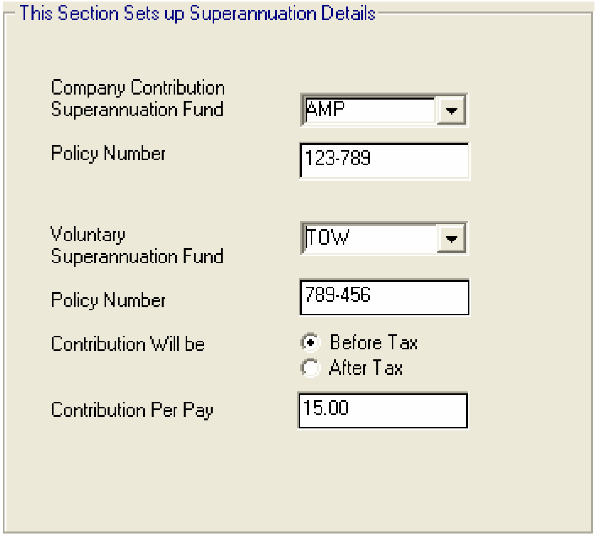
Complete the fields and click the Next button to continue completing the wizard.



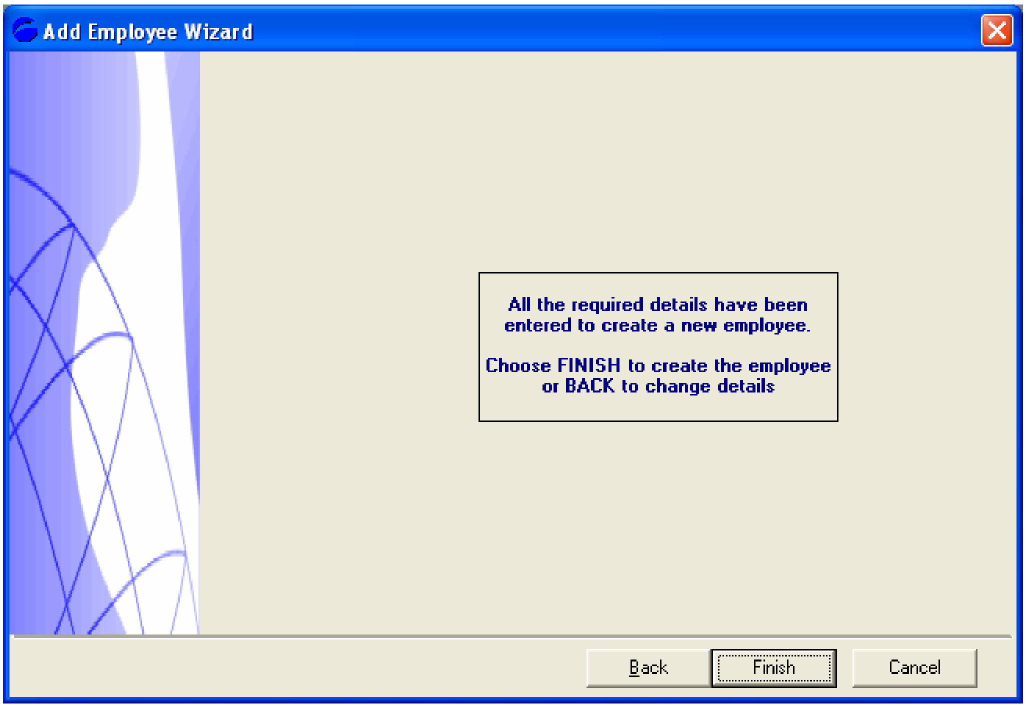
Fields to Note	
Tax Rebates	Consult the Australian Tax office for definitions and applicability of the various fields.

Rebates	This is a dollar value taken as a rebate every pay cycle.

Complete the fields and click the Next button to continue completing the wizard.



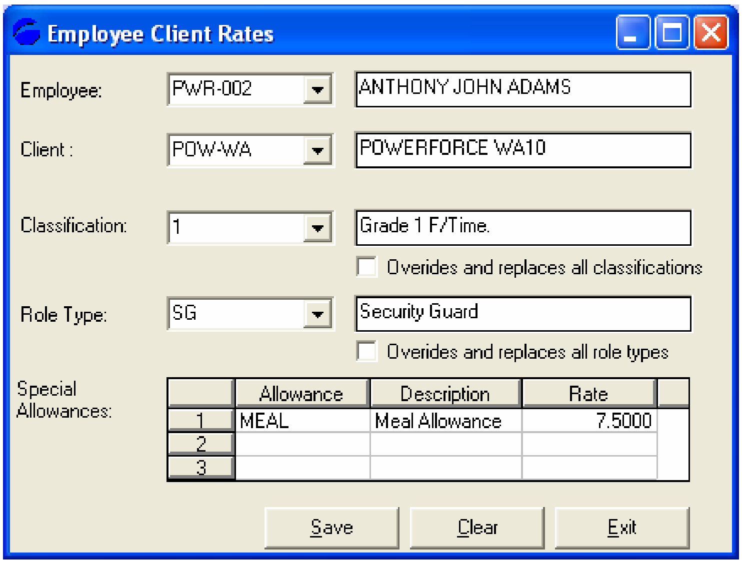
Complete the fields and click the Next button to continue completing the wizard.



Click the Finish button to create the employee.

Employee / Client Special Rates

This window allows you to override “Classification”, “Role Type” and “Allowances” for an employee when they work at the indicated client site.



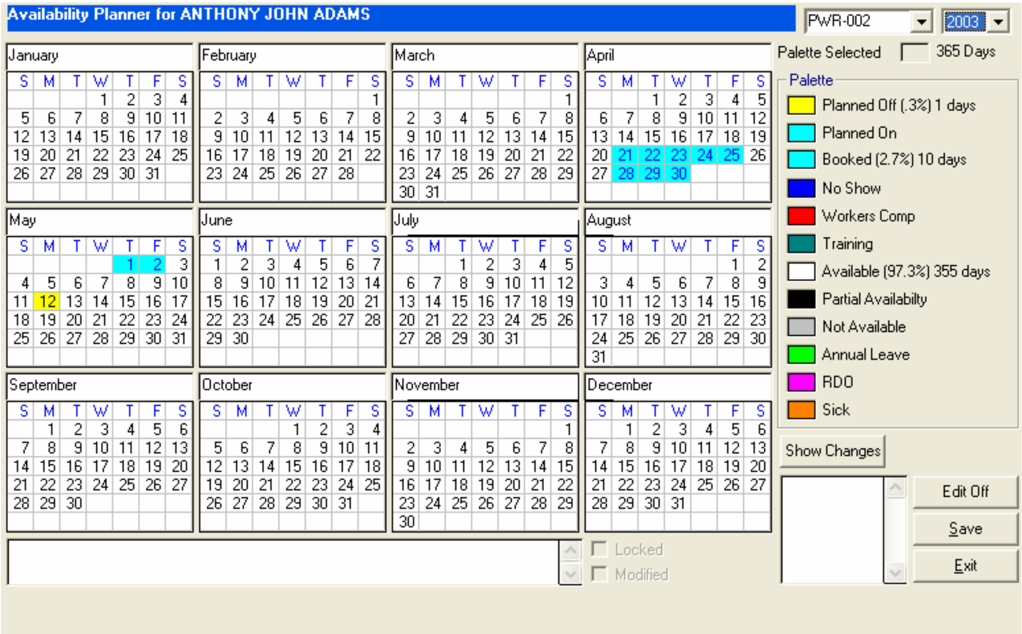
Fields to Note	
Overrides and replaces all classifications	Check this box to force the employee to have the specified classification whenever they work at the selected clients site. If not check the classification field has no effect.
Override and replace all role type	Check this box to force the employee to have the specified role type whenever they work at the selected clients site. If not check the role type field has no effect.
Special Allowance	This also allows additional allowances to be paid to the employee.

Employee Availability

Select this item from the menu or click  the 

button to display a 12-month planner for the employee.

By default the current “Employee” and “Year” will be displayed although other “Employees” or “Years” may be selected.



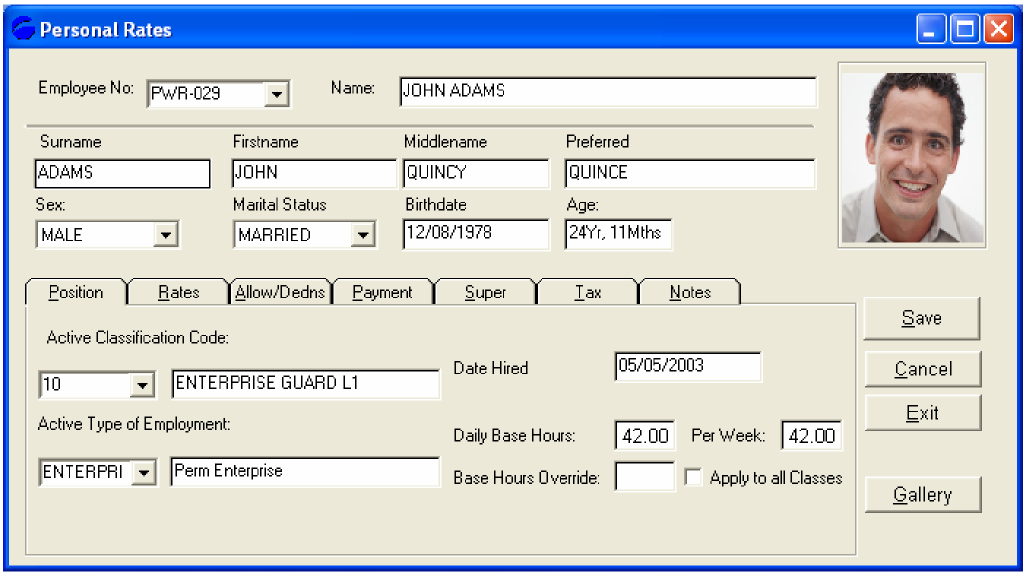
Click a date to display details for the selected day in the field at the bottom right of the window.

When in “Edit” mode click “Available”, “Partially Available”, “Not Available” or “Annual Leave” then the desired date to change it’s designation. Depending upon your selection you may be asked for addition information. Additional dates may be clicked and set to the same value.

Fields of Note	
Locked Modified	“Locked” will be checked if the shift has been completed and paid. You will not be able to edit this date. “Modified” checked indicates the date has been modified during this session.
Show Changes	Click to highlight all changes by changing the text to red.
Edit On	This button indicates wether edit mode is “On” or “Off”. Click to change from one mode to the other.

Personal Rates

This window is used to access details associated with an employee’s pay and deductions.



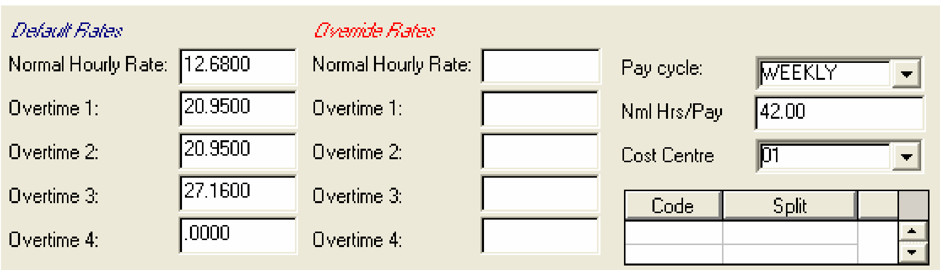
Position Tab

This tab contains information about the employee's assigned position (classification) code.

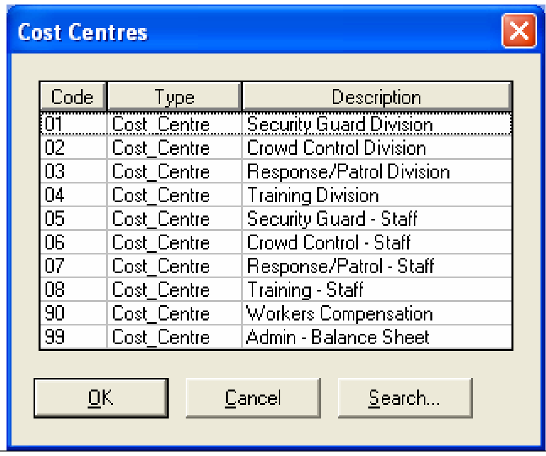
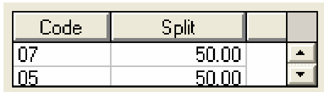
Fields to Note	
Classification Code	This code associated with the employee's job description. Changes to the code will display a window that records a history of the person's classification codes.
Base Hours Override	Enter a value to override the default base hours for this person, the default is determined by the classification.
Apply to all Classes (Position Codes).	Check the box to override the base hours for this employee irrespective of the classification used for the shift.

Rates Tab

This tab shows the employee's default overtime rates based on the position code assigned.

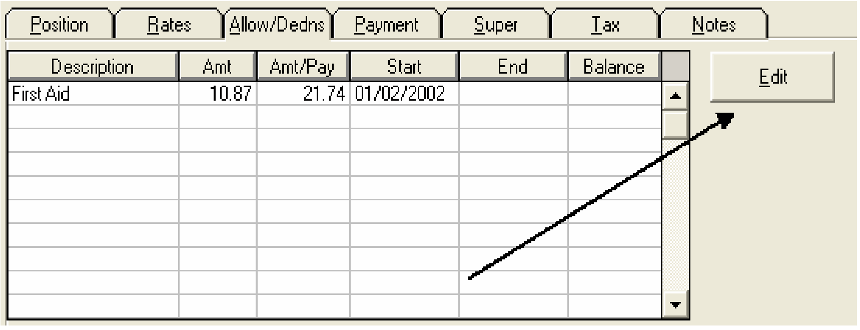


<table>
<tr><th colspan="2">Fields to Note</th></tr>
<tr><td>Overtime 1 Etc.</td><td>This refers to the first period of overtime at the end of a day. Eg the 9th hour in a planned 8-hour day.

The time duration for each overtime period is set in the “Award Interpreter”. For more information see “Award Interpreter” in the Administration manual.</td></tr>
<tr><td>Cost Centre</td><td>Select the General Ledger code to be used with this employee.
</td></tr>
<tr><td>Code</td><td>If the costs are to be split over more than one “Cost Centre” use this field to enter the codes.
</td></tr>
<tr><td>Split</td><td>This is the percentage to be attributed to the “Cost Centre”. Eg 100 (100%) if there is only 1 or 50 (50%) for each row if there are 2.</td></tr>
</table>

Deductions Tab

Use this tab to add employee payroll deductions. The display is not editable and can only be changed by clicking the “Edit” button. This will display the “Employee Standard Deductions” window.

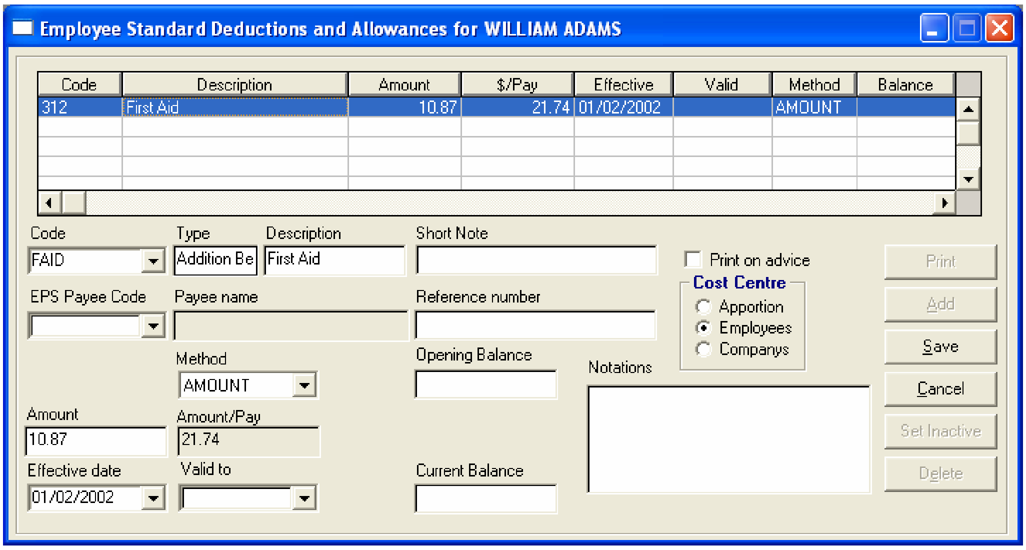


Employee Standard Deductions

Click on the desired deduction in the table and the details will be displayed in lower half of the window. To add a new deduction, click the Add button and complete the lower half of the window. Click Save when complete.

Note: Deductions may also be created in the "Payroll" module.

Note: If a deduction has been created incorrectly it must be set inactive in this window to prevent it occurring in the pay run. Once created deductions cannot be deleted.

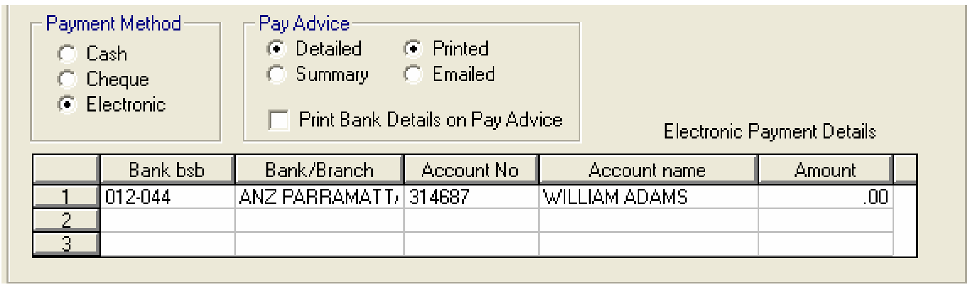


Fields to Note	
Code	Select the code for the deduction or allowance.
Short Note	A brief description to appear on pay reports.

Fields to Note	
Print on advice	Check this box to print this information on the pay advice.
EPS Payee Code	Select the code from the list of “Electronic Payment” codes. For more information see “EPS Payee” in the “Administration manual.
Method	Decide wether it is a fixed amount each pay or reducing the “Opening Balance” each pay. The outstanding amount will be displayed in the “Current Balance” field.
Amount	This is the per week amount.
Amount/Pay	This is the per pay amount. Eg if the person is paid every 2 weeks it will be twice the value in the “Amount” field.
Valid to	Leave this field blank to continue the deduction indefinitely.
Cost Centre	This designates the General Ledger Cost Centre group to be used with this deduction.

Payment Tab

Select the method of payment for the employee. If “Electronic” is chosen you must have a valid bank “BSB” and “Account Number”.



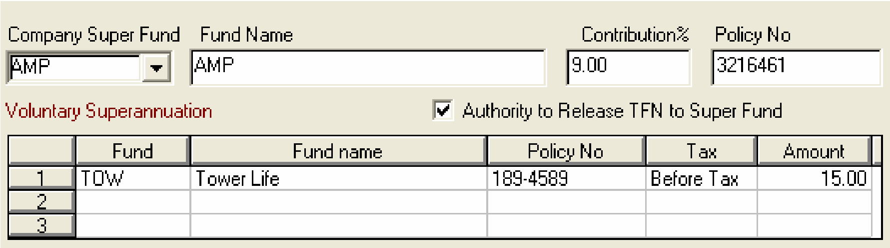
Fields to Note	
Amount	Leave this field blank to accept the balance of the pay into this account. If the pay is to be split over several accounts, fixed amounts may be used as long as the first account row does ***NOT*** have an amount.

Superannuation (Super) Tab

Specify the details for the employee’s superannuation payments. Additional voluntary payments may also be defined in this window.

The “Fund” must be a fund registered with the system using “System Code / Payroll / Superannuation”.

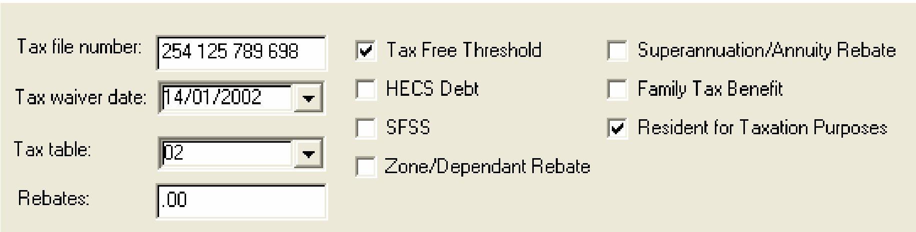
Details entered in this window will be used by the payroll system to create payments to the specified funds.



Fields to Note	
Authority to release TFN to Super Fund	Check this box to supply the “Tax File Number” to the fund.

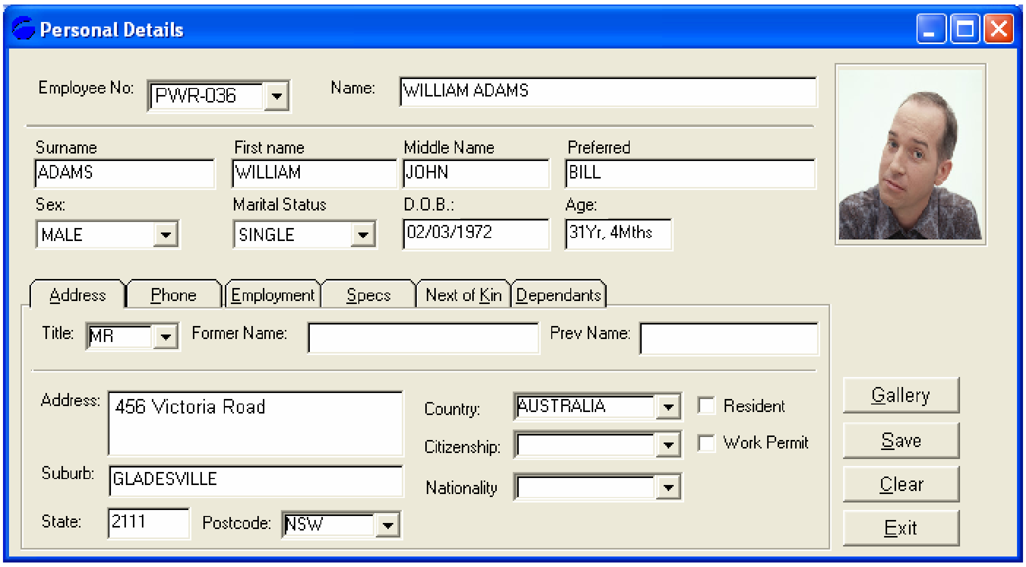
Tax

This tab contains the tax settings and options for the employee. Tick the check boxes to claim the various rebates and benefits.



Personal Details

This window allows the user to enter or change private non-payroll related details about each employee. By default the window is displayed with the “Address” tab active.



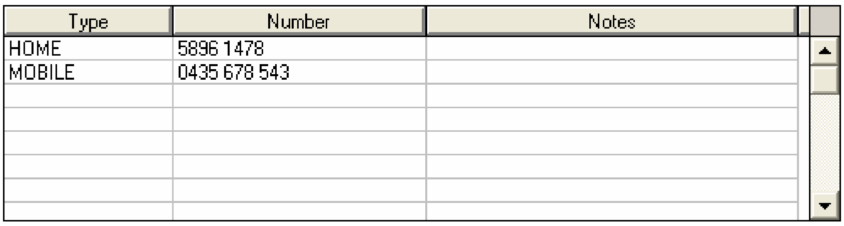
Address Tab

The address tab contains information about the employee's street address, prior names and citizenship details.

Fields to Note	
Former Name	The name the employee used before their current name.
Previous Name	The name the employee used before their former name.

Phone Tab

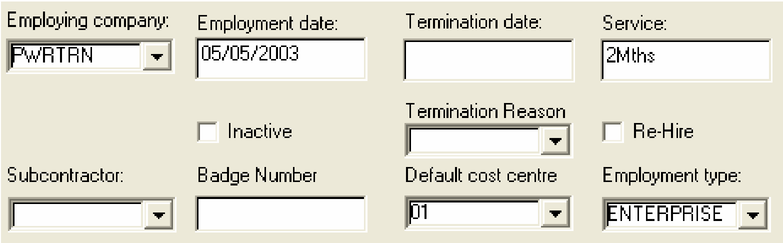
The phone tab is used to record phone numbers associated with the employee.



Fields to Note	
Type	Use the "Type" column to describe the type of number e.g. Home, Fax, Mobile etc.

Employment Tab

The employment tab deals with the person's employment history with this company.



Fields to Note	
Termination Date & Termination Reason	For the person to receive "Termination" pay the "Termination date" field and the "Termination Reason" fields must be completed.
Inactive	Checked indicates this employee is inactive and will not be processed in the roster or payroll modules. To set the employee as inactive see "Operational Details" on page 34.
Re-Hire	Select this check box to indicate an employee has been hired again after being terminated.
Subcontractor	If a value is selected in this window the employee's pay will be made as a payment to the selected subcontracting company.
Bar Code Number	The code number that appears on the employee's identification card.

Specifications (Specs) Tab

The "Specs" tab displays license and certificate training details in the system. Additional, not required, training may be entered under the "Education Tab" on page 38.

Additional details may be added by double clicking in the next row. Select the code and then tab to the "Number" field and enter the license number and the expiry date.

License type	Description	Number	Expiry
SECL	Standard Security License	2571682	23/01/2003

Next of Kin Tab

The tab displays contact details for people who should be contacted in an emergency. To edit data, or add a record, click in the field and enter the new data.

Relatives name	Contact	Relationship
Tom Adams	1258 1254	Father

Dependents Tab

This tab displays details about an employee's dependents. This is informational only and not used for tax purposes.

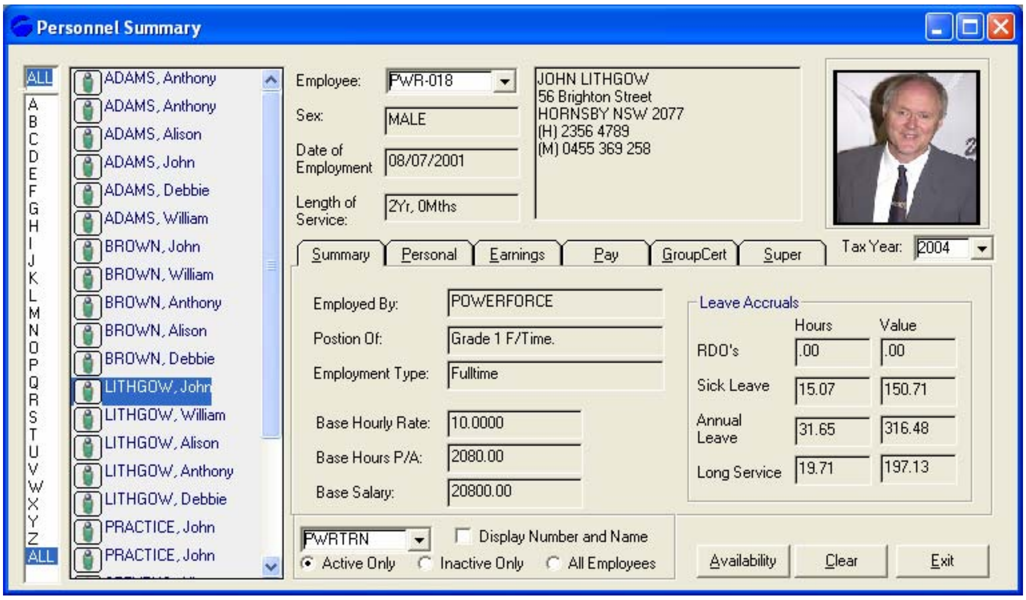
Dependants details

Surname	First name	Relationship	Birthdate
Adams	Tom	Son	13/03/2002

Personnel Summary Details

Provides an overview of each employee's salary, leave accruals, earning types, pay details and year to date earnings.

Select an employee by double clicking in the list to the left.



To display information from a previous year select the year in the "Tax Year" field.

The summary tab displays employment and salary details.

Earnings Tab

Displays a colour-coded breakdown of earnings.

	Description	Qty	Value	
1	Normal Hours	40.00	507.20	
2	Tower Life	1.00	35.00	

Salary/Wages   Allowances   Lump Sum Payments   Deductions   Workers Comp.

Pay Tab

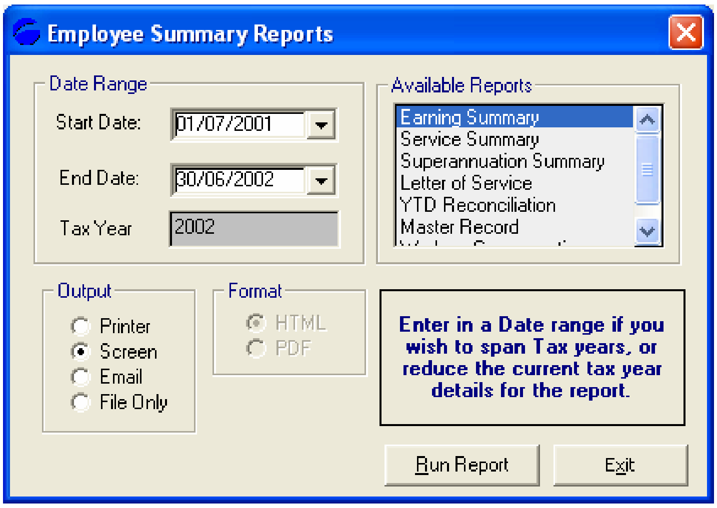
Details about each pay run.

	Date	Payrun	Gross	Allow	Dedns	Tax	Nett
1	10/02/2002	2	507.20	.00	35.00	79.35	392.85

This tab also displays 2 additional buttons.

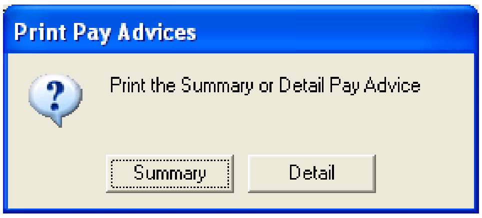
Summary Reports

This button opens the "Employee Summary Reports" window. Select the desired report from the check boxes on the right and then select the output type and click .

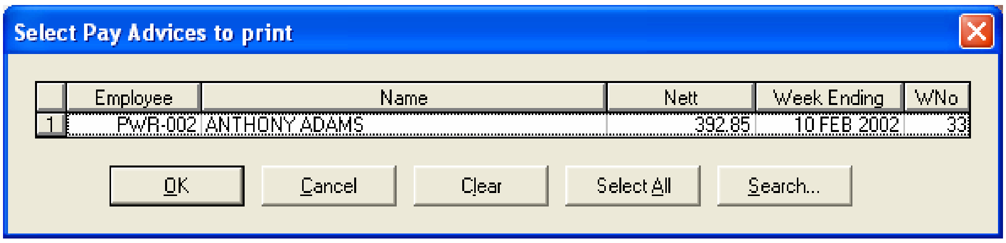


Reprint Pay Advices

This buttons allows you to reprint the pay advices for a selected pay run. First select "Summary" or "Detailed".

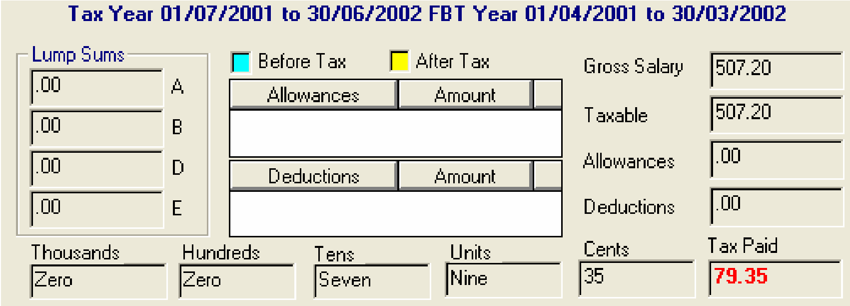


A list of available "Pay Runs" will then be displayed. Select the desired pay run and click .



Group Certificate Tab

This tab displays a visual representation of the employee Group Certificate for the current year. A button is also provided to print the Group Certificate.

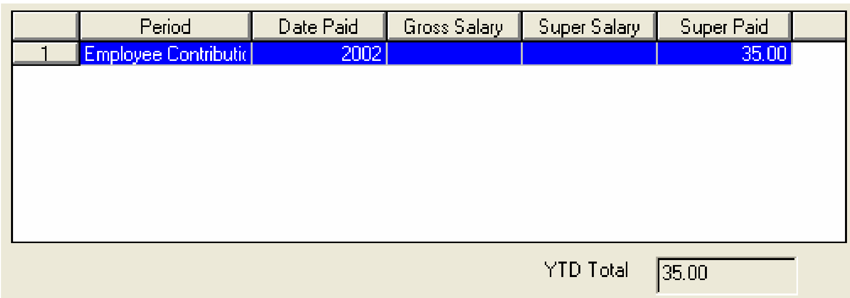


Fields to Note	
Lump Sums	These refer to the termination pay codes used by the ATO.

This tab also allows you to print the employee "Group Certificate" by clicking the Print Certificate button located at the bottom of the window.

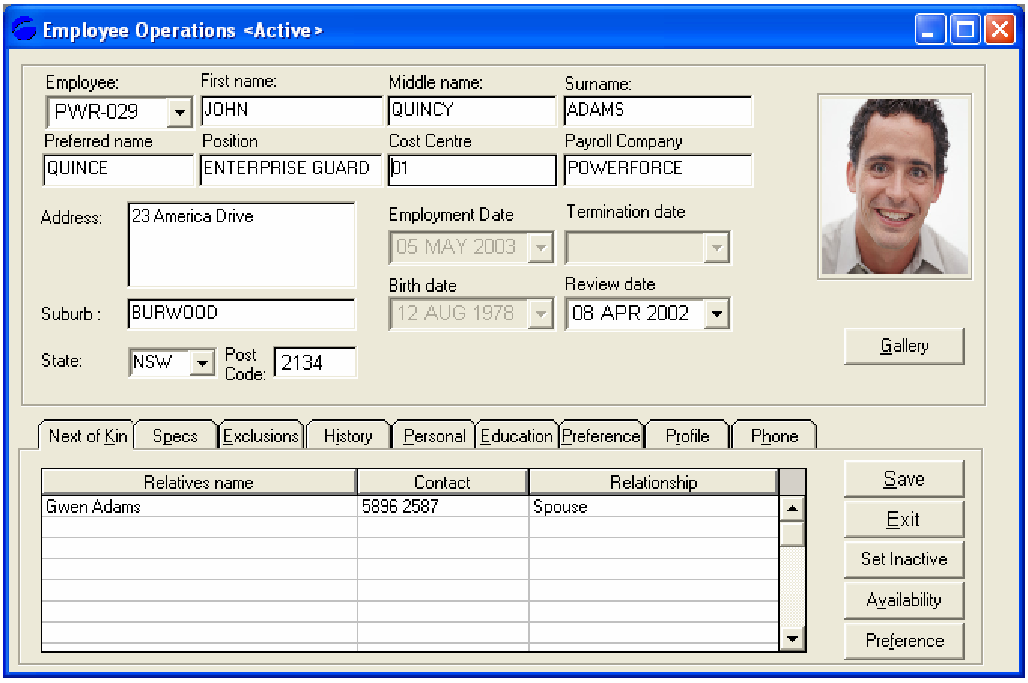
Superannuation (Super) Tab

This window displays the employee's superannuation payments.



Operational Details

This window is used to access the employee's day-to-day working details, assign a photo, check employee's availability to work and also set an employee to be active or inactive.



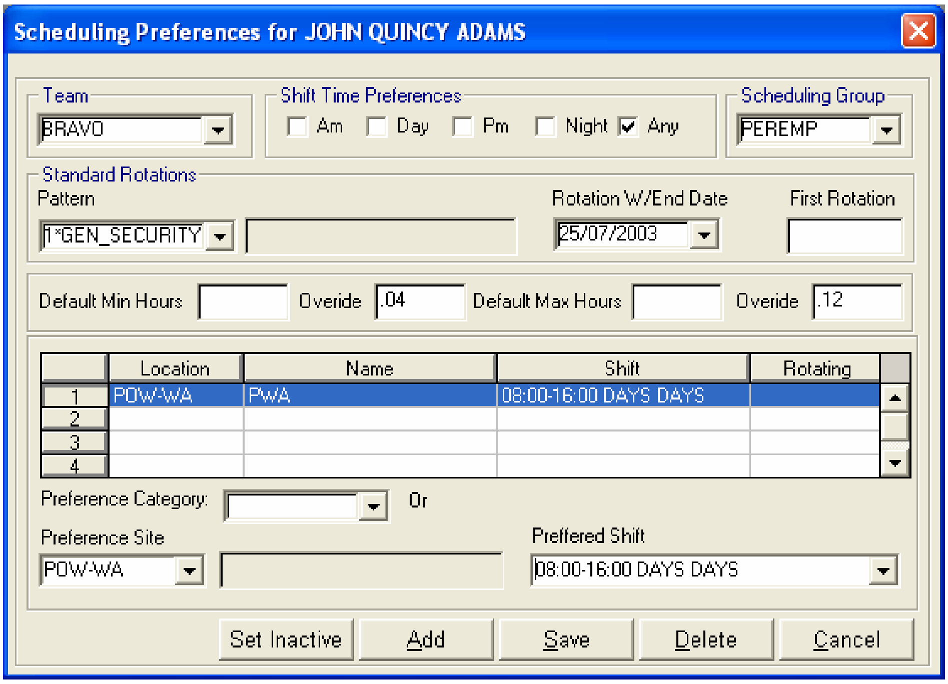
Availability Button

Click this button to display a 12-month planner for the employee. For more information see “Employee Availability” on page 22

Preference Button

Set the employee’s preferences to be used by the “Optimised Scheduler”.

Add new category lines by clicking the “Add” button and then completing the fields below the table. Once complete save the entry and it will appear in the table.



Fields to Note	
Team	Members of the same team will be rostered to work as a group on the same shift.
Scheduling Group	In the example the person is an "Enterprise Agreement" employee. So they will be scheduled to work at sites that are specified in the Clientele setup as "Enterprise Agreement" sites.
Standard Rotations Pattern	From the list box select the shift rotation parameters that best describe the shift. These patterns are constructed in the "Optimised Scheduler" module.
Rotation W/Ending Date	This is the date of the last day of the rostered week that the employee will work as their first shift.
First Rotation	This indicates where in the rotation the employee will start. For example in a 4-week rotation, with "First Rotation" set to 3 the employee will start by doing the shift defined as the 3rd week in the rotation.
Preference Category	This is a list of work types such as "Hotels", "Control Room" etc. select the most applicable from the list box.

Comment [HT1]: This is a new screen- pls adjust

Next of Kin Tab

This is the default tab for the “Operational Details” window. It contains contact details for people who should be notified in the event of an emergency.

Relatives name	Contact	Relationship
Gwen Adams	5896 2587	Spouse

Specifications (Specs) Tab

The Specs tab displays required licenses and certificate training data. Non-required training may be entered in the “Education Tab” on page 38.

License type	Description	Number	Expiry	Image
SECL	Standard Security License	258967	03/02/2003	

Exclusions Tab

Exclusions are used to indicate the location(s) where the employee is not allowed to work due to a previous negative performance or issues that makes the person a bad choice for that site.

Location	Name	From Date	To Date	Reason
POW-SA	POWERFORCE SA	01/01/1998	01/06/1999	Abusive to staff member

History Tab

The “History” tab displays a history of the locations the person has worked. It will be updated by the system when the person works at a new location.

Location	Name	Dates	Hours	Briefed	Date	Rates
POW-NSW	POWERFORCE NSW	/06/2003-03/06/20	16.00	Yes	03/06/2003	No
POW-VIC	POWERFORCE VIC	-		Yes	01/05/2003	No
POW-ACT	POWERFORCE ACT	/06/2003-25/07/20	160.00	Yes	07/07/2003	No

Personal Tab

Use this tab to enter personal characteristics about the employee. The "Work Notes" field is good for points that do not fit into a particular heading but are advantageous to record. "Other Notes" maybe used to record notes of a more personal nature.

Work Notes	Other Notes
Presents well to customer but can be very annoying	If you have to critisise him, make sure there are other people in the room or he is likely to react violently.

Education Tab

The "Education" tab is used to display skills or training that is not required to be monitored as a condition of employment.

Skill	Description	Attained	Comment	Image
CRWD	Crowd Control	10/01/200		

Preference Tab

The "Preference" tab is used to record each individual's preferences for work type and general location. The optimised scheduler utilises these settings.

Role	Description
GEN_SECURIT	General Security

Region	Description
I-WEST	Inner West
CBD	Central Business Dis

Preferences
- [x] On Call
- [x] Close Shifts
- [x] Long Week
- [x] Long Day

Fields to Note

Fields to Note	
On Call	The employee is on call to do additional work.
Close Shift	The employee will work until the close of business as decided by the client.
Long Weeks	The employee will work additional days if required.
Long Day	The employee will work additional hours in the day.

Profile Tab

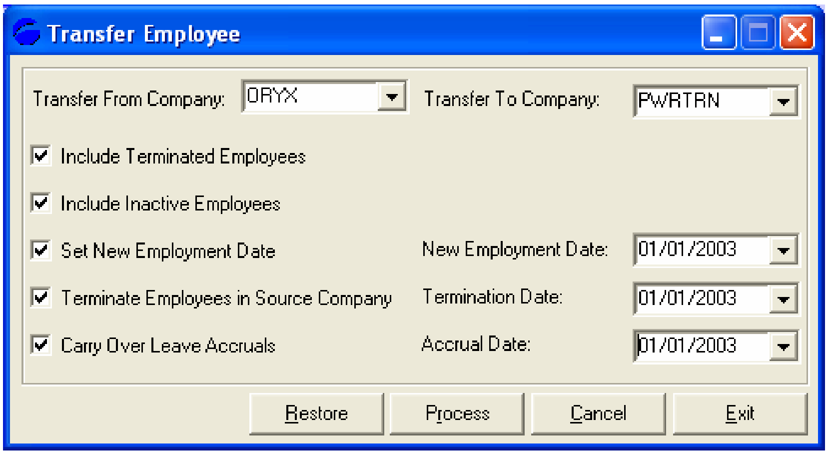
This tab allows a user defined employee classification to be set for each employee. This information can then be set as a requirement or restriction when using the “Optimised Schedule”. Double click in the code field to display available codes then tab to “Criteria” to enter the value.

Code	Description	Criteria
HGT	Height	168
LANG	Language	English

Transfer Employee

This window allows you to generate new employee records for a new company based on the records of an existing company.

Note: This process will generate new employee numbers so new rosters using the new number will have to be created.

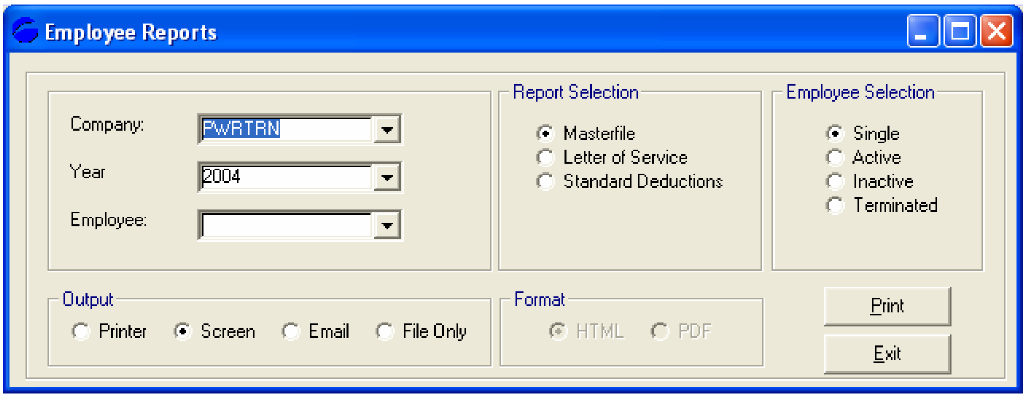


Fields to Note	
Include Terminated Employees	Check this box to move employees that have been terminated as well as current employees to the new company.
Include Inactive Employees	Check this box to move employees that have been flagged Inactive as well as current employees to the new company.
Set New Employment Date	Check this box to reset the employment date to the date specified.
Terminate Employees in Source Company	Check this box to change immediately from one company to the other. If you will be setting up the new company while still running the old company do not check this box.

Employee Master File Reports

This window provides reports based on an employee's details.

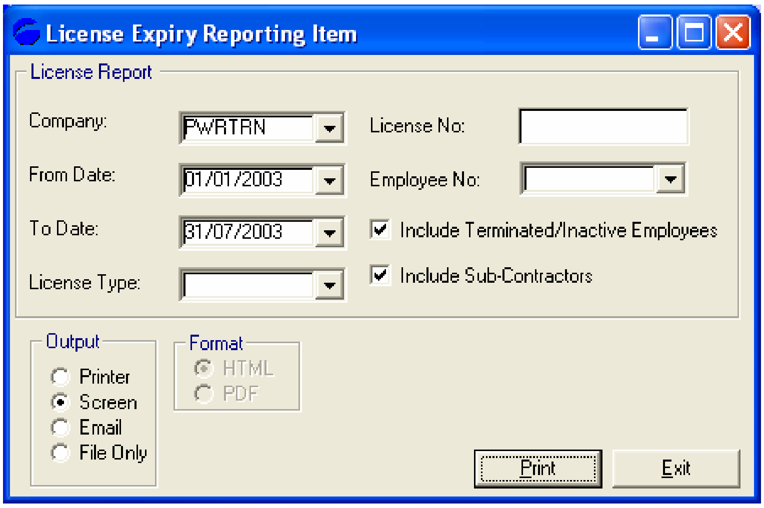
Select the Company, Year, Employee (if required), Report and the employee type. Click Print to run the report.



Licenses Register (Report)

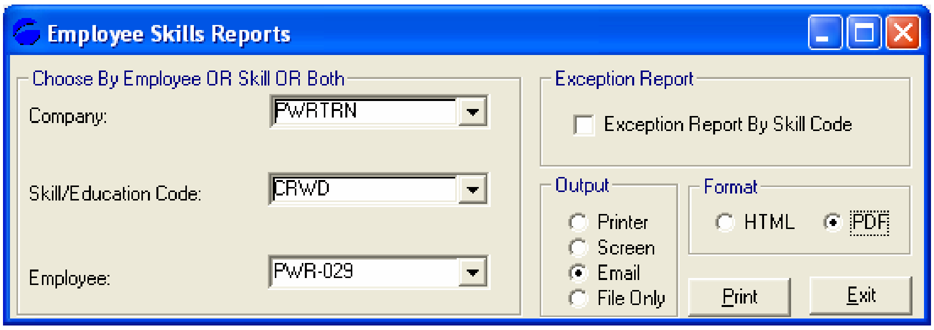
This window allows you to report on licenses and license expiry. Select a company and then complete the other fields to restrict the data in the report.

Check the box to include terminated and inactive employees and /or sub-contractors.



Employee Skills Report

Select the company to be used for the report. If “Skill / Education Code” or “Employee” are selected the report will be restricted to the selected values.



Clientele

Overview

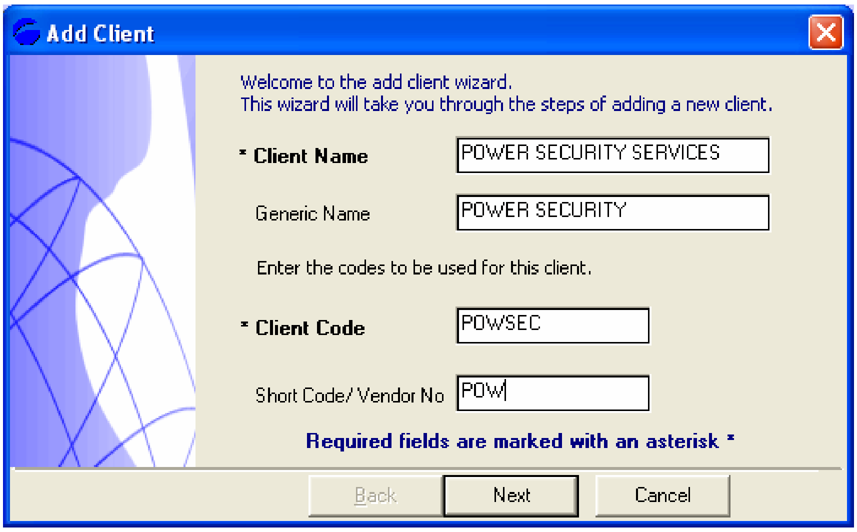
Clientele maintains and describes your customers to the system including information such as names, address, contact details, rates of charge, service levels and requirements.

Creating Clients

To create a client select “Wizards” in the lower part of the left navigator view. From the choices available on the right click “Add Client”.

Add Client Wizard

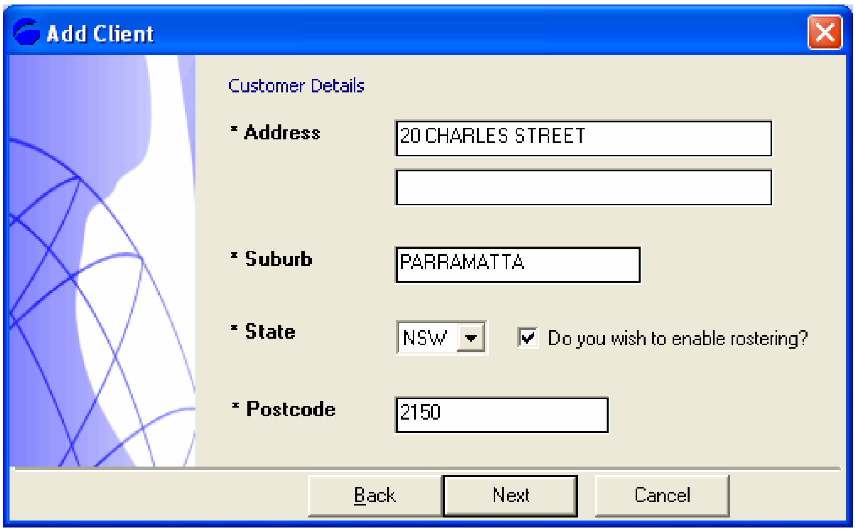
The “Client Wizard” will prompt you for all the required details necessary to construct an employee record.



Fields to Note	
Generic Name	The name commonly used when referring to the client. This may be a special internal name such as a call sign.

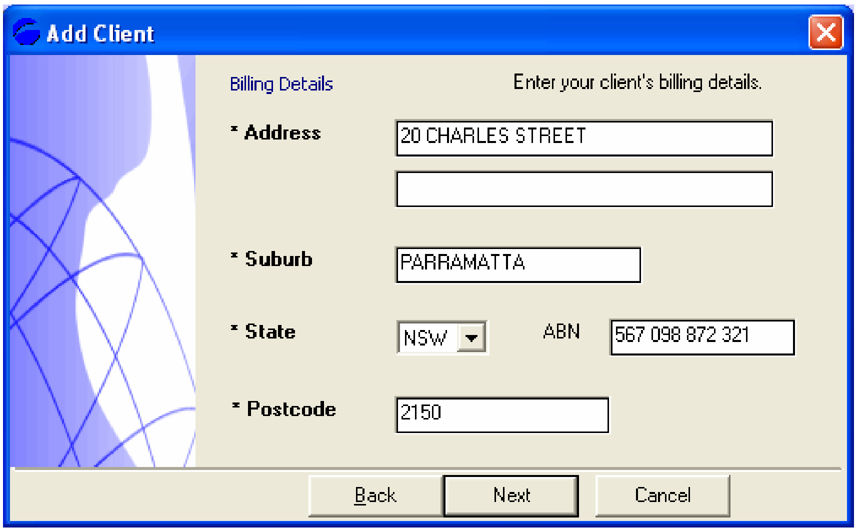
Fields to Note	
Client Code	The code you will use to reference this client in the system.
Short Code	A quick lookup code for the client. Commonly, the first 3 characters of the "Client Code".

Complete the fields and click the Next button to continue completing the wizard.

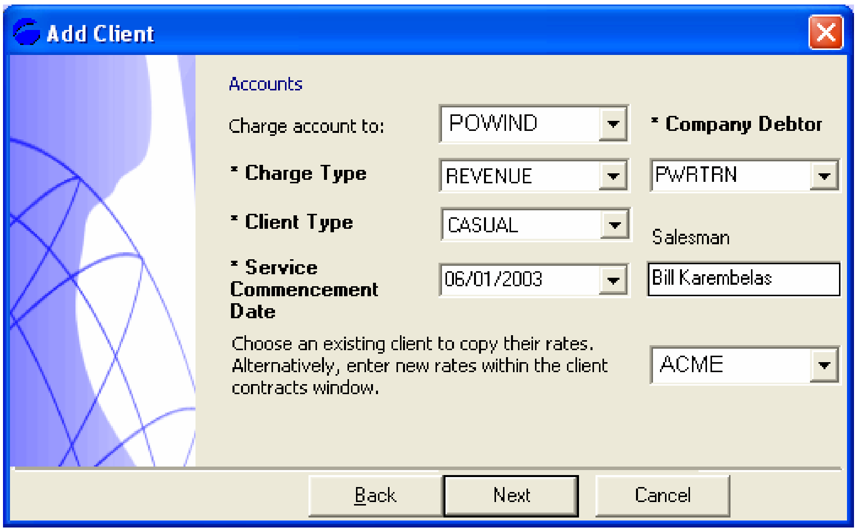


Fields to Note	
Do you wish to enable rostering?	Check this box to make this client active for rostering. If not checked the client will not appear in searches in the rostering window.

Complete the fields and click the Next button to continue completing the wizard.



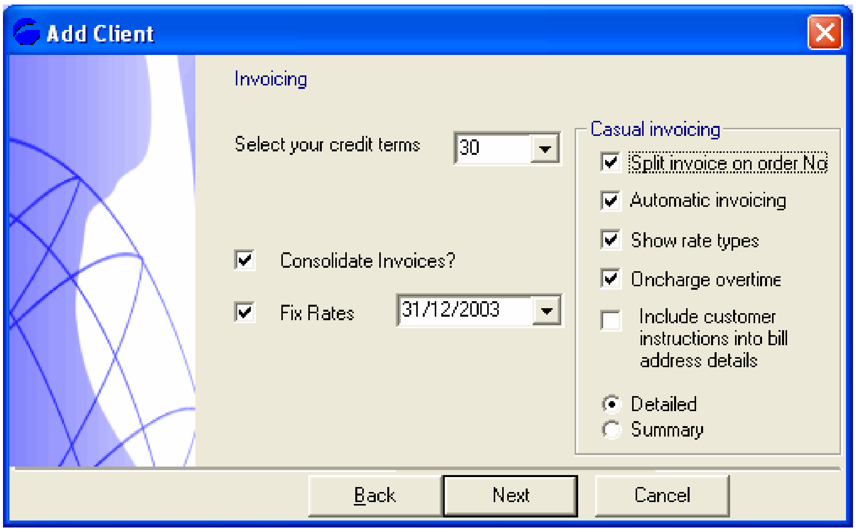
Complete the fields and click the Next button to continue completing the wizard.



Fields to Note	
Charge account to:	This is used to setup a parent / child client relationship. Select the central billing client (parent). They will be billed for activity with the new client (child) you are now setting up.
Charge Type	Select “Revenue” for paying clients or “Overhead” for clients that are setup for administrative purposes such as rostering holidays or paying administrative staff.
Client Type	Select “Casual” for clients charged by the hour or “Repetitive” for clients on fixed charge.

Fields to Note	
Company Debtor	Select which of your companies service this client.

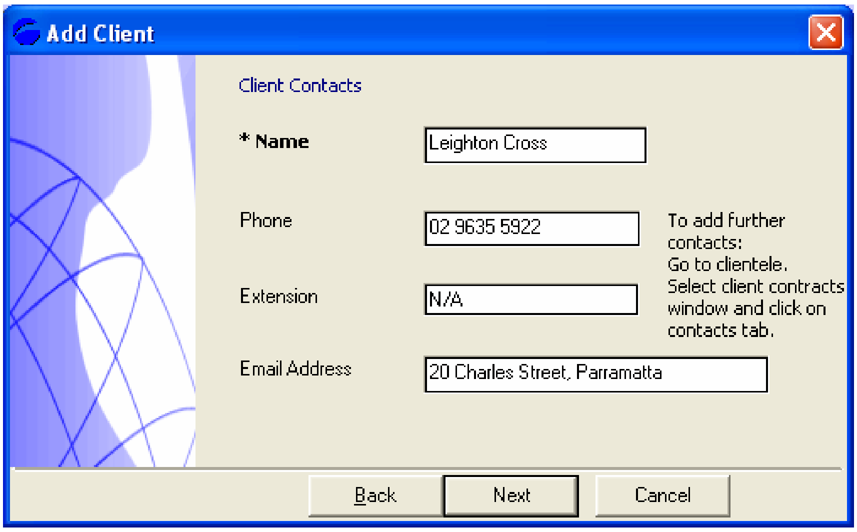
Complete the fields and click the Next button to continue completing the wizard.



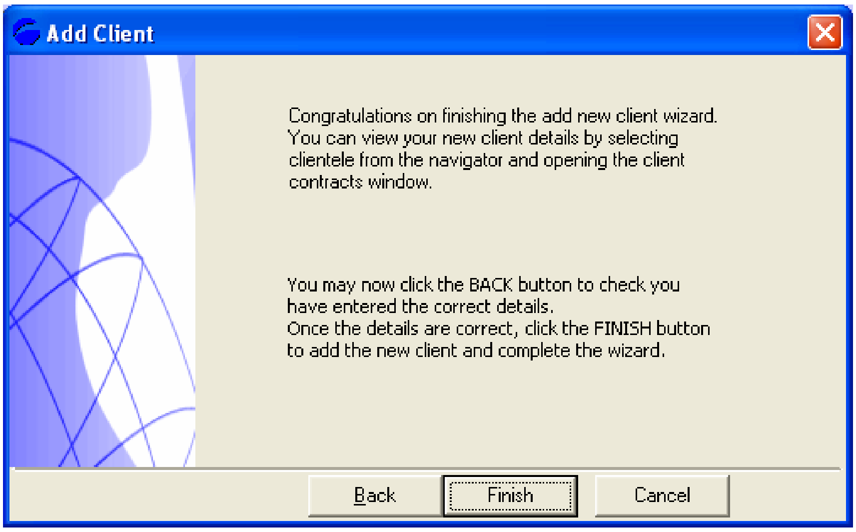
Fields to Note	
Consolidate Invoices	Check this box to have the parent client billed and not this client (child).
Fix Rates	This is informational only. Check this box to indicate this fixed rate is only applicable until the date indicated.
Split invoice on order No.	Check this box to generate separate invoice for each order number. (reference number.).
Automatic Invoicing	Check this box to automatically invoice any hours above standard hours for a repetitive client.
Oncharge overtime	Check this box to bill the client for overtime. For this option to bill the client you must also have "Automatic Invoicing" checked.

Fields to Note	
Include customer instructions into bill address details	This option is used when a client has been setup as “Cash Sales”. Checking the box will cause the data in the “Customer Instructions” field of the “Scheduling Booking Window” to be printed in the address field of the invoice. This allows one off invoices to be created without creating new clients for each invoice. If this option is used “Split Invoices on Order No.” must be also checked.

Complete the fields and click the Next button to continue completing the wizard.



Complete the fields and click the Next button to continue completing the wizard.

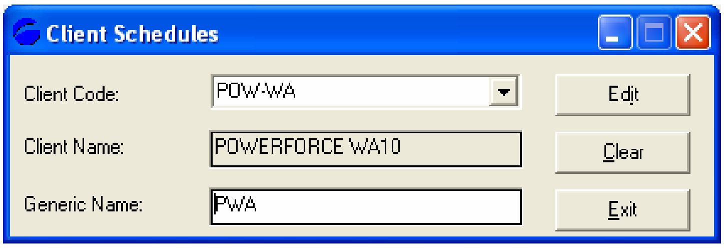


Client Work Schedules

The purpose of these windows is to setup the shift requirements for the client, do costing, set employee minimum requirements and define preferences for the optimised scheduler.

Select the client and then click the 

button.



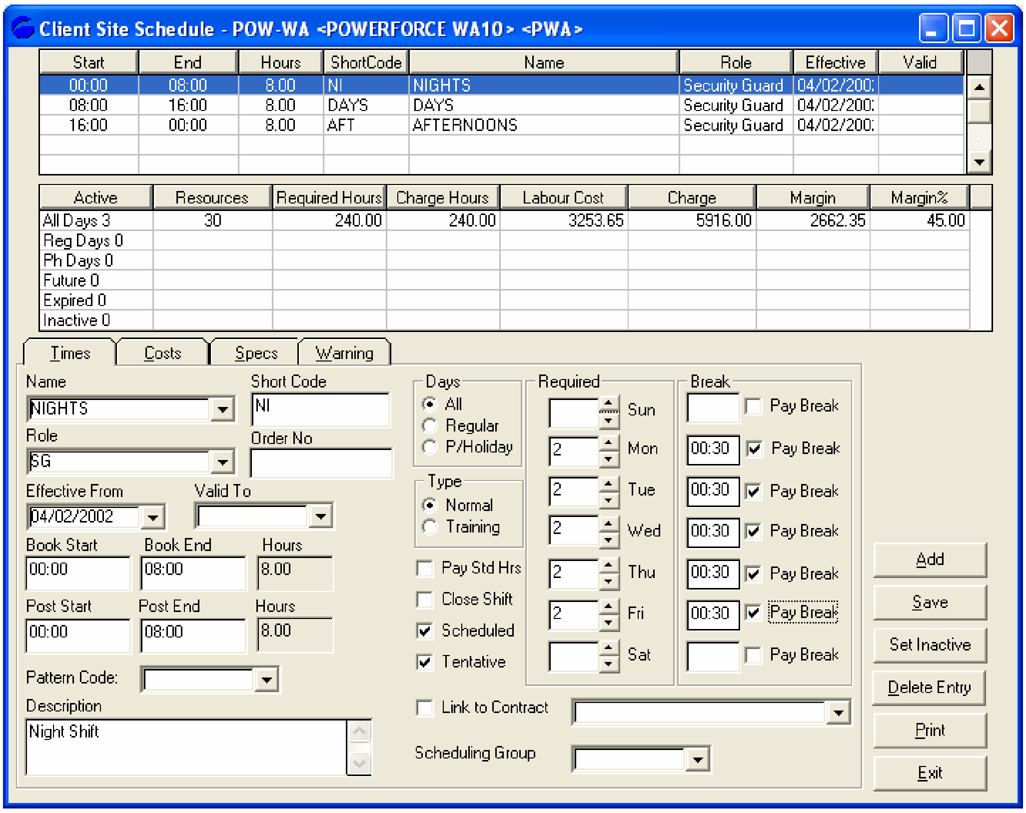
Select from the current list of schedules at the top of the window or click the 

button to add a new schedule.

Times Tab

The left hand side of this window is used to describe and set the times for the shifts.

> *Note: The "Short" name for the shift will be used in the scheduler, limit the "Short" name to 3 characters and make them easily distinguishable.*

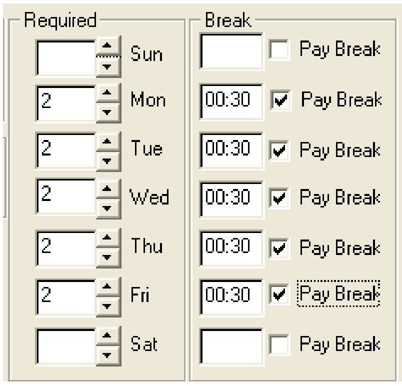


Fields to Note	
Name	Shift name.
Valid To	Leave blank to hove the system continuously roster this shift.
Book Start	These are the time the employee will be paid for working.
Post Start	These are the times you want the employee to be there. For example you may want the employee on site 15 minutes before the shift starts.
Pattern Code	Select the pattern code that will be used for this shift, if desired.
Days	Check “All” to indicate this is the case for every day of the year. “Regular” is for all days except public holidays and “P/Holiday” for public holidays.
Type	Check “Training” if this is rostered training shift otherwise select “Normal”.
Close shift	Check this box to indicate this shift continues until the clients decides the business will close.

Fields to Note	
Scheduled	Leaving this box unchecked allows you to do costing exercises without the site being included into the roster. Once the box is checked, the “Scheduling optimiser” will automatically roster employee onto the shifts.
Tentative	Check this box indicate that a shift needs confirmation both that the shift has been issued to the employee and secondly that the hours have been worked.
Link to Contract	Check this box to link this roster to a contract that you have with the client. The client must be a repetitive client. The contract number is then entered in the field to the right.
Scheduling Group	Select the code for the type of guard to be used on this shift. For example it make be more cost effective to use “Enterprise Agreement” employees on a shift, by selecting the code for “Enterprise Agreement” employees in the “Scheduling Group” field only “Enterprise Agreement” employees will be rostered by the “Optimised Scheduler”.

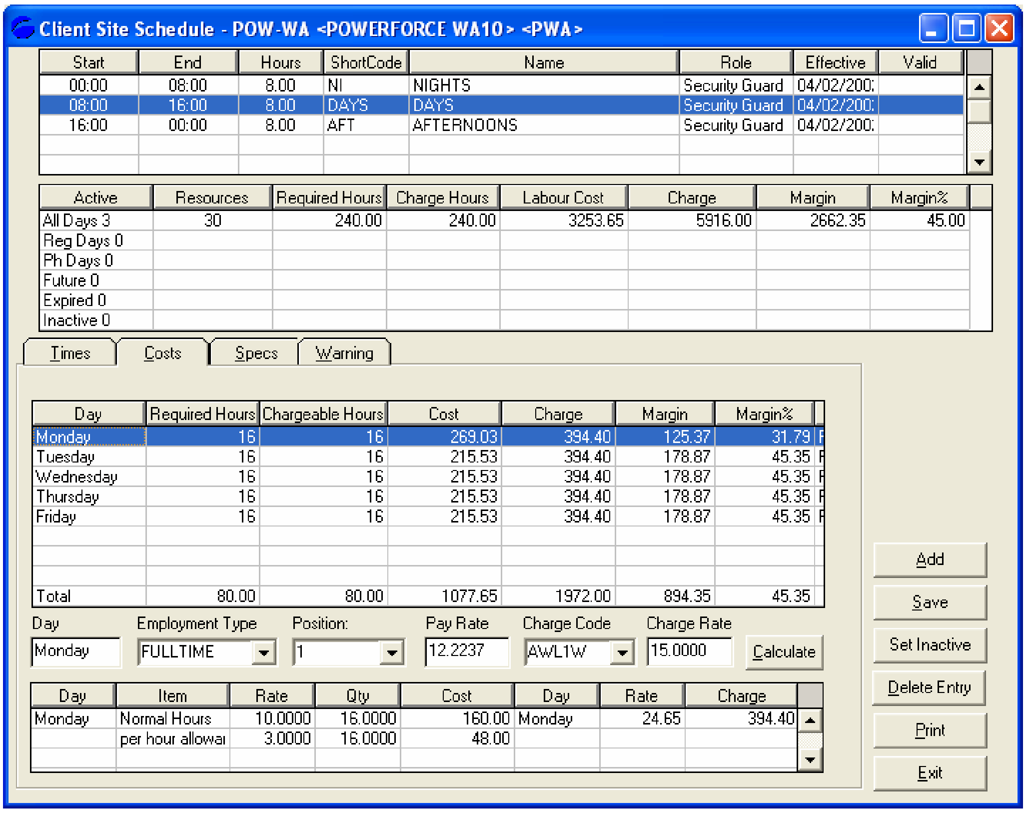
Required and Breaks

This section of the Times tab is used to indicate the number of employees required per day per shift type, the length of the break if allowed and whether it is a paid break.

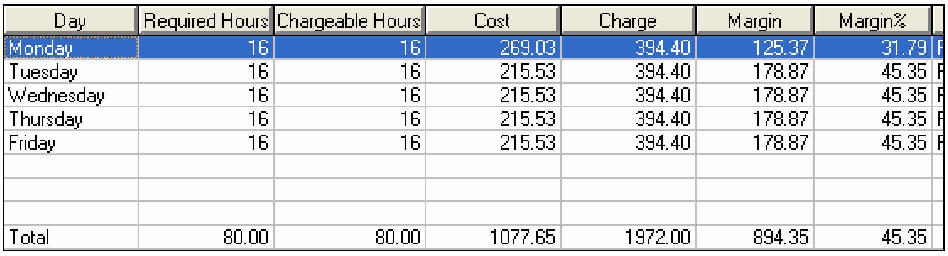


Costs Tab

This tab is used to calculate the costs of providing a service to a client. In the top window there is a list of all the shifts for this client. Immediately below this are totals for shifts, employees, hours, costs etc.



Select a shift in the top window and the values for that shift will be shown in the table immediately below the “Costs” tab.



Day	Required Hours	Chargeable Hours	Cost	Charge	Margin	Margin%
Monday	16	16	269.03	394.40	125.37	31.79
Tuesday	16	16	215.53	394.40	178.87	45.35
Wednesday	16	16	215.53	394.40	178.87	45.35
Thursday	16	16	215.53	394.40	178.87	45.35
Friday	16	16	215.53	394.40	178.87	45.35
Total	80.00	80.00	1077.65	1972.00	894.35	45.35

If a row contains some zeros it will need to be calculated. Select the row with the mouse and then complete the fields immediately below and then click Calculate.

Fields to Note	
Employment Types	Select from the list of employment types that have been entered into the system.
Position	This is a list of the position codes entered into the system.

Fields to Note	
Pay Rate	This is supplied by the system once you press Tab to move out of the "Position" field.
Charge Code	This list box will show the "Charge Codes" you created in the "Client Contracts". For more information see "Casual Rates Tab" on page 58.
Charge Rate	Once the other fields are complete click the Calculate button to work out the "Charge Rate".

The bottom of the window is a breakdown of the shift charges.

Day	Item	Rate	Qty	Cost	Day	Rate	Charge
Monday	Normal Hours	10.0000	16.0000	160.00	Monday	24.65	394.40
	per hour allowa	3.0000	16.0000	48.00			

Specifications (Specs) Tab

This window is used to define the minimum requirements of the employee to be used on this shift. Double click the column to display a list box of choices.

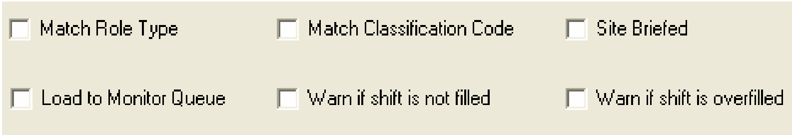
License	Description	Required
SECL	Standard Security Licen	1

Education	Description	Required
CRWD	Crowd Control	1

Fields to Note	
License	Required to perform task.
Education	Not required to perform task but may be desirable.

Warning Tab

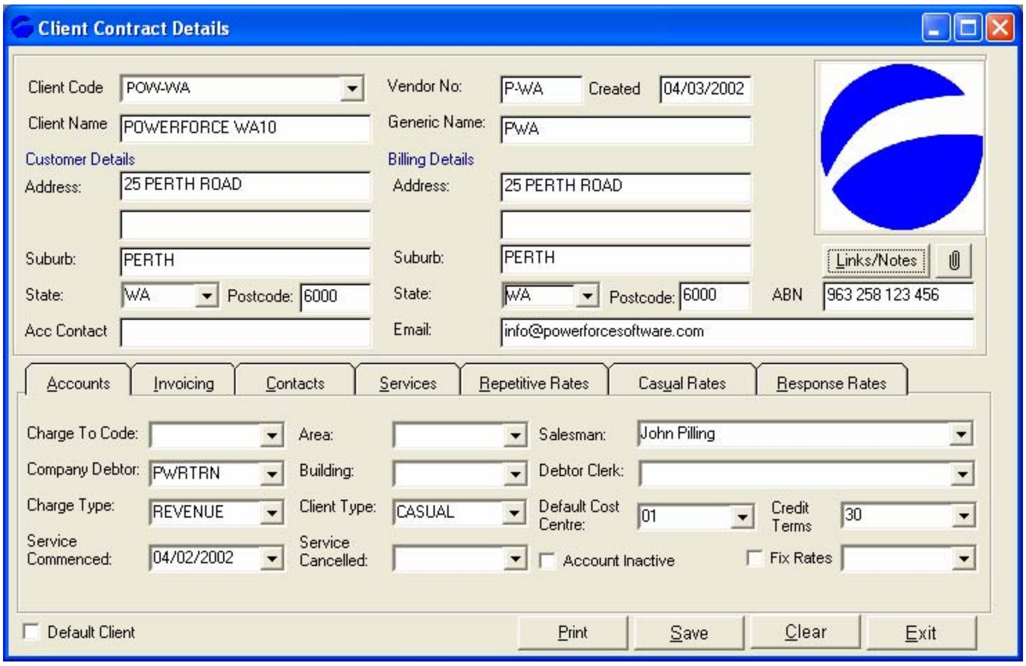
This tab allows you to set switches, which if not met, display a warning when rostering people to the shift.



Fields to Note	
Match Role Type	The "Role Type" of the employee must match the "Role Type" specified for the shift when rostering this shift.
Match Position Code	The "Position Code" of the employee must match the "Position Code" specified for the shift when rostering this shift.
Site Briefed	The employee must be briefed for this site.
Load Monitor Queue	Check this box to make this shift appear on the "Operations" (Response) monitor queue requiring a call in by the employee.
Warn if shift is not filled	Provide a warning if not all positions on a shift have been filled.
Warn if Shift is overfilled	Provide a warning if a shift has been overfilled with employees.

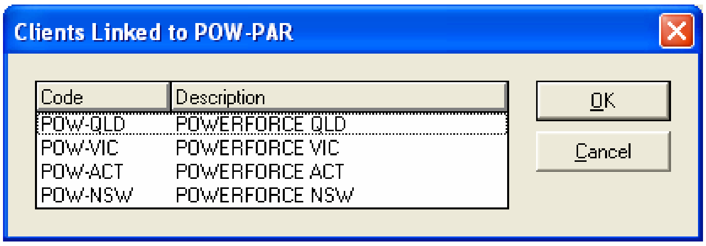
Client Contracts

Client Contracts contains the contact details, accounting information, services, rates and responses for the client.



Links Button

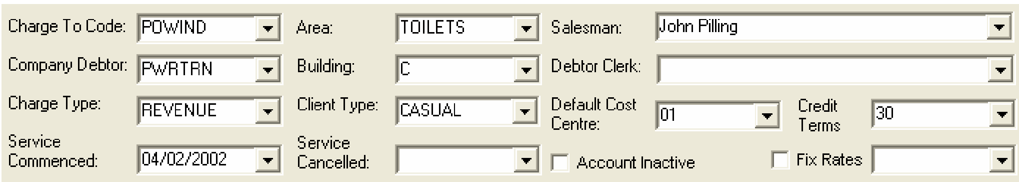
Click the “Links” button to lists all of this clients related child clients.



Setting the “Charge To Code” to a common client, who will be the parent client, creates a parent child relationship. This field is located on the “Accounts” tab.

Accounts Tab

The account tab is the default tab on the Client Contracts window.

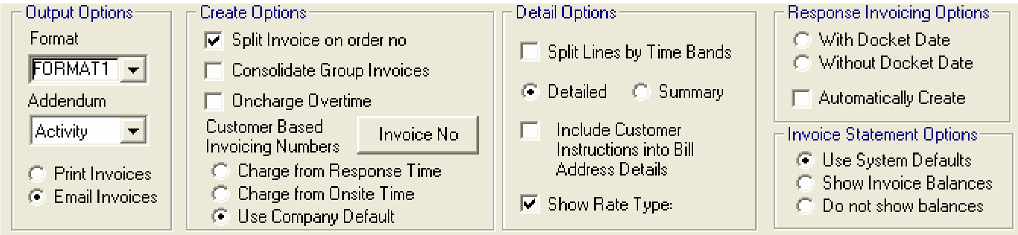


Fields to Note	
Charge To Code	This is the code for the client that will be sent the bill. If there is no parent client leave this field blank.
Company Debtor	The company that will be processing this client.
Charge Type	“Revenue” for paying clients or “Overhead” for clients that are setup for administrative purposes such as rostering holidays or administrative staff.
Area	This relates to the geographical areas defined by the company and is used in reporting. For example you may break a city up into north side, south side.
Building	This is a number or a name assigned by the company to a building. This is used for reporting.
Client Type	Select “Casual” for clients charged by the hour or “Repetitive” for clients on a fixed charge.
Debtors Clerk	This is the name of the person who will be handling the collection of funds from this client.

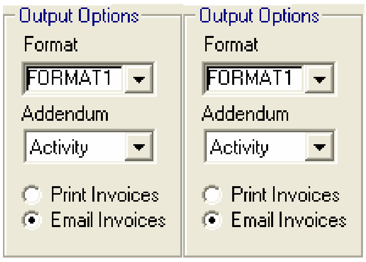
Fields to Note	
Default Cost Centre	The General Ledger code used for this client.
Account Inactive	Check this box to prevent this client from being able to be used.
Fixed Rates	This is informational only. A checked box indicates rate is fixed until the date indicated.

Invoicing Tab

This tab is used to setup invoicing defaults for the client.

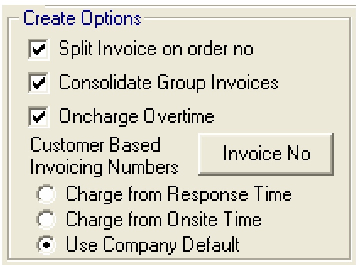


Output Options



Fields to Note	
Format	Choose the desired invoice format from the list.
Addendum	Select "None" or the report that you wish to be emailed or printed with the invoices.

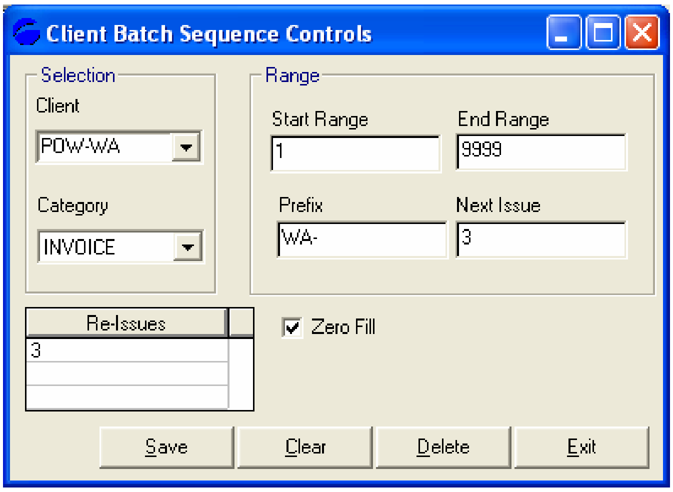
Create Options



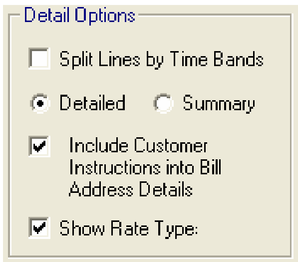
Fields to Note	
Split invoice on order No.	Check this box to generate separate invoice for each order No. (Reference No.).
Consolidate Group Invoices	Check this box to have the parent client billed and not this client.
Oncharge overtime	Check this box to bill the client for overtime. For this option to bill the client you must also have “Automatic Invoicing” checked

Click the 

button to display the invoice sequence control for the client.



Detail Options

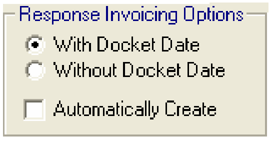


Fields to Note	
Split Lines by Time Bands	Check this box to show an invoice line for each shift in a day.
Detailed / Summary	Select the appropriate option to receive details or a summary printed on the invoice.

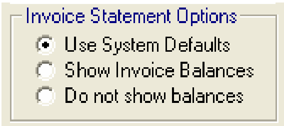
Fields to Note	
Include customer instructions into bill address details	This option is used when a client has been setup as “Cash Sales”. Checking the box will cause the data in the “Customer Instructions” field of the “Scheduling Booking Window” to be printed in the address field of the invoice. This allows one off invoices to be created without creating new clients for each invoice. If this option is used “Split Invoices on Order No.” must be also checked.

Response Invoice Option

This part of the invoice tab refers to invoices generated out of the “Response” (Operations) module.



Invoice Statement Options

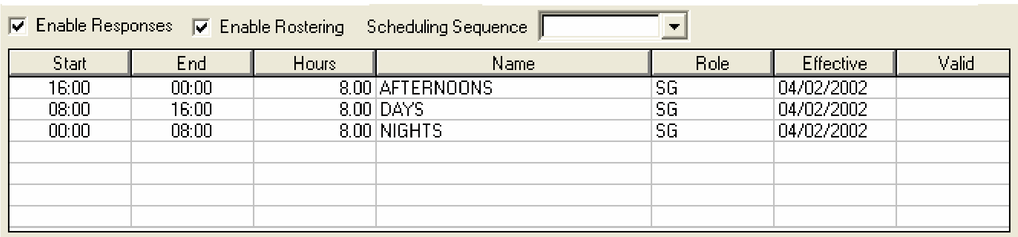


Contacts Tab

The contacts tab lists all the points of contact for a client.

Services Tab

This window lists the services to be rostered for this client. To add services see “Client Work Schedules” on page 48.



Start	End	Hours	Name	Role	Effective	Valid
16:00	00:00	8.00	AFTERNOONS	SG	04/02/2002	
08:00	16:00	8.00	DAYS	SG	04/02/2002	
00:00	08:00	8.00	NIGHTS	SG	04/02/2002	

> *Note: To enable responses or rostering their corresponding check boxes must be checked.*

Fields to Note

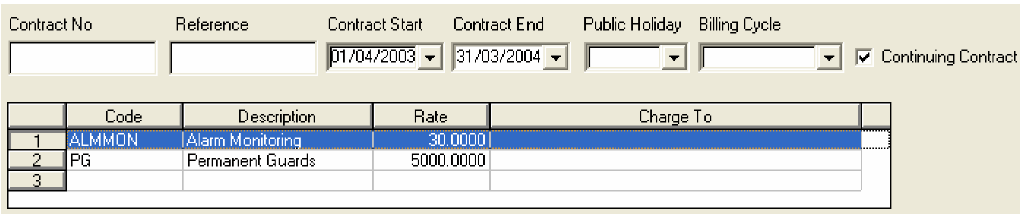
Fields to Note	
Scheduling Sequence	This field is used to sequence the order in which the "Optimised Scheduler" processes clients. The field is processed in alphabetical sequence. For example "AA" would come before "AB". As numbers may also be used the sequence order is 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D etc. This means that "A" comes before "A1" which comes before "AA".

Note: If the "Scheduling Sequence" field is left blank the client will be processed before clients with a value in the field.

Repetitive Rates Tab

The Repetitive Rates tab describes the charges for a "Repetitive" client type. To edit a charge double click the row and the "Client Charge" window will be displayed. For more information see "Client Charge Window" on page 59.

Note: A new client should be setup for additional contracts.

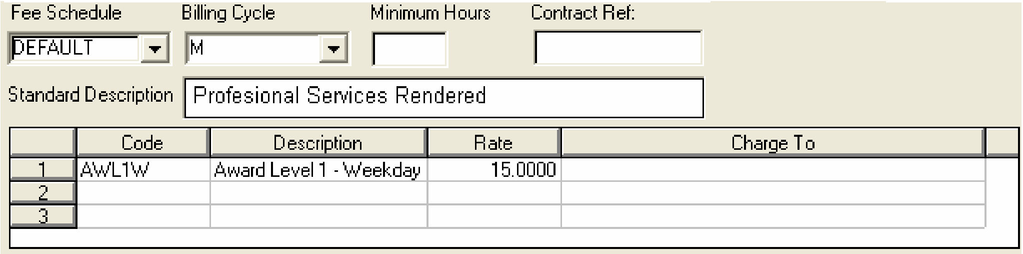


Fields to Note	
Reference	Enter any reference used with the contract such as a "Purchase Order" number.
Public Holidays	Clicking the down arrow in this field will display the "Repetitive Charge" window allowing you to create a "Public Holiday" surcharge that will appended to an invoice when public holiday occur in the billing cycle.
Continuing Contract	Check this box to treat the "Contract Start" and "Contract End" as the minimum time period and continue billing.

Casual Rates Tab

The "Casual Rates" tab describes charges bases on hour by hour billing and must have the "Client Type" set to "Casual" on the "Accounts" tab of this window.

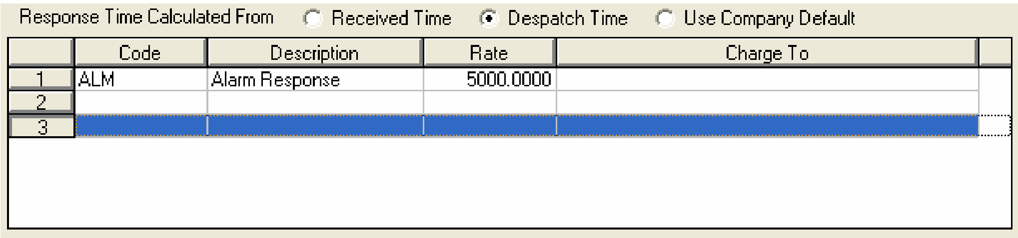
To edit rows in the table double click the row. For more information see “Client Charge Window” on page 59.



Fields to Note	
Fee Schedule	Select the “Fee Schedule” that will correspond to the way you wish to use the rates in the table. For more information see “Operations Manual / System Codes / Services / Fee Interpreter”.

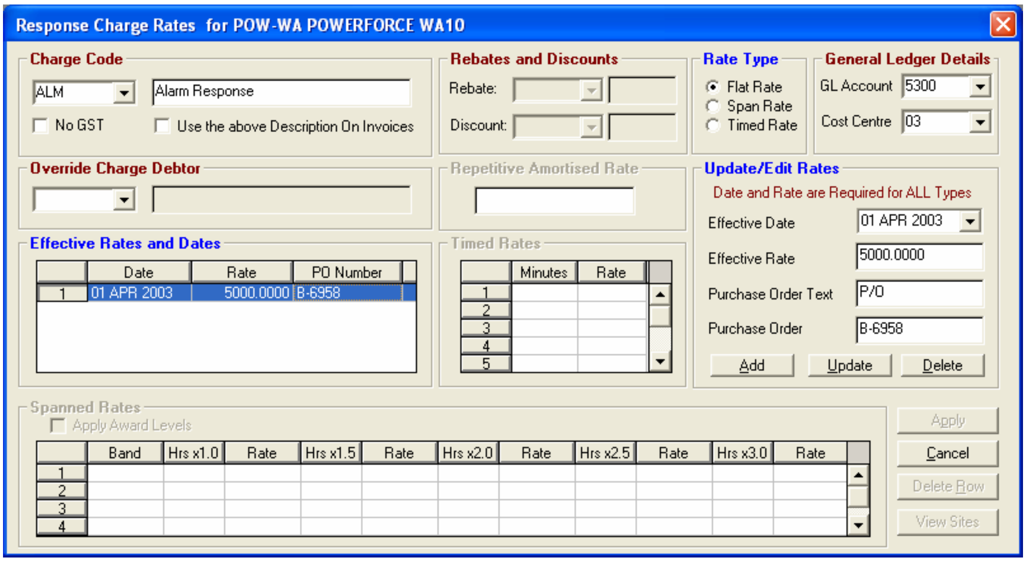
Responses Rates Tab

The Responses Rates tab describes the response service and charges used in the “Operations Response” module for this client. Double click the row to edit the charge. For more information see “Client Charge Window” on page 59.

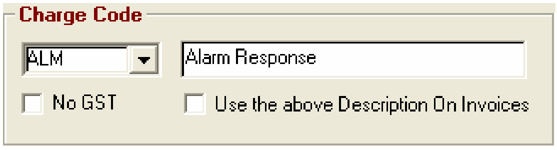


Client Charge Window

This window is used to setup “Repetitive”, “Casual” and “Response” charges.



Charge Codes



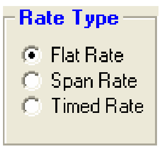
Fields to Note	
Use the above Description On Invoices	By default the description associated with the code will be printed on the invoice. Check this box to use the description shown in the field. Users may edit the description.

Rebates and Discounts

Currently disabled.

Rate Types

The section of the window allows you to select the type of charge rate.

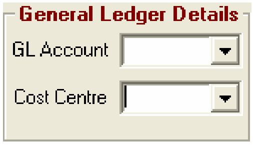


Fields to Note

Fields to Note	
Flat Rate	If checked you must complete the “Update Edit Rates” section.
Span Rate	If checked you must complete the “Update Edit Rates” section and the “Spanned Rates” section.
Time Rate	If checked you must complete the “Update Edit Rates” section and the “Time Rates” section.

General Ledger Details

This section of the window allows you to select values to be used with the “General Ledger”.



Override Charge Debtor

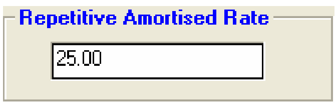
This field allows you to select a parent debtor to be charged for a specific “Charge Rate”.

For example a parent client might pay for alarm monitoring for all it’s child clients, but leave other guarding task to be paid by each individual client. In this example the alarm monitoring charge would have an “Override Charge Code”.

Repetitive Amortised Rate

This is a value calculated by hand to be your “Per Hour” rate based on the contract you have with the client. This rate is used in the rostering and is not the value that appears on your invoice.

> *Note: The “Effective Rate” from the “Updates / Edit Rates” section of the window is the value that will appear on the invoice*

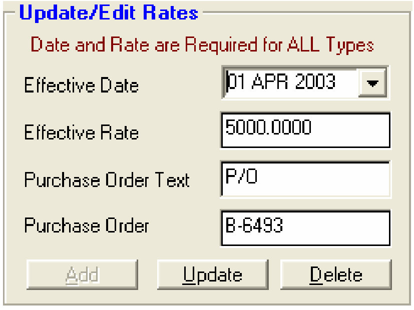


Update / Edit Rates

This section of the window must be completed for “Repetitive”, “Casual” and “Response” charges.

Click the Add button to create a new row in the “Effective Rates and Dates” table and then complete this section of the window. Complete the section then click the  button to transfer the data to the "Effective Rates and Dates" table. To remove a row from the table select the row and then click the  button.

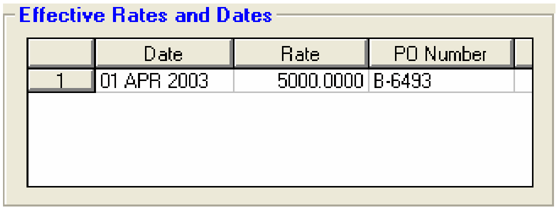
Once all the rates have been set click the  button in the lower right of the window.



Fields to Note	
Effective Rate	Repetitive Charge – This is the amount that will appear on the invoice. Casual Charge – This is the "Per Hour" Charge that will be used when invoicing. If "Span Rate" for the "Rate Type" has been selected then this value is the same value as used for the first rate on the first span of the "Spanned Rates" section. Response Charge – This can be the amount that will appear on the invoice if the "Rate Type" is "Flat Rate" or if it is "Timed Rate" it will be the first rate value in the "Timed Rates" section of the window.

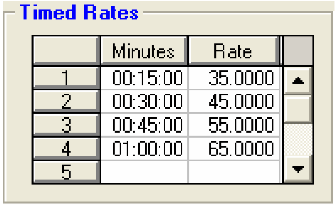
Effective Rates and Dates

This table display the different rates that have been set for the client.



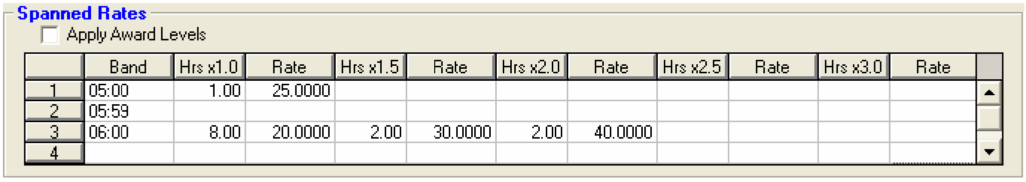
Timed Rates

These are the rates to be used for a response call.



Spanned Rates

This section of the window allows you to set the time ranges for the various shifts and their rates. In the following example for work done between 05:00 and 05:59 the client is charged at $25 per hour. For the first 8 hours of work done between 06:00 and 17:59 the client is charged at $20 per hour. If there is more than 8 hours worked between 06:00 and 17:59 (overtime) then the client is charged at $30 per hour for the first 2 hours and then $40 per hour for the next 2 hours.

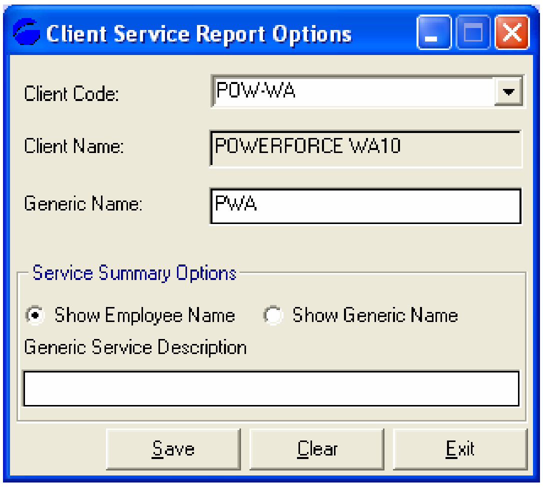


Fields to Note	
Apply Award Levels	Check this box to use the “Award” hours in place of the hours specified but still maintain the same rates.

Note: Checking “Apply Award Levels” should be used with caution as it may significantly change your charges and the reason why may not be obvious.

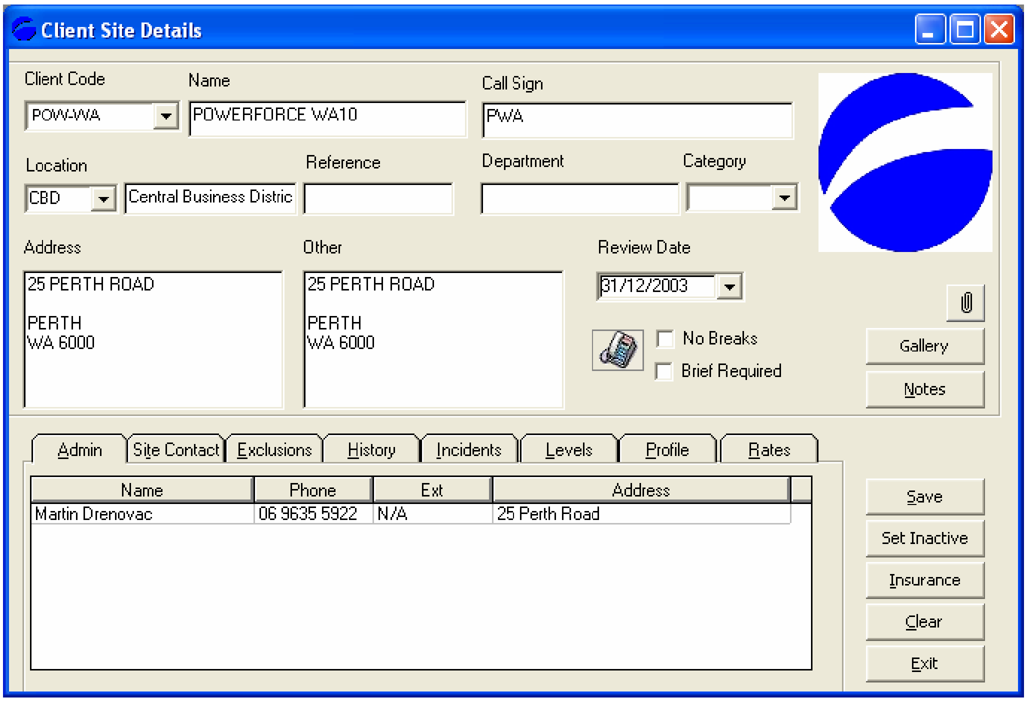
Service Summary Report Options

This window allows you to modify the format of the “Service Summary Report” that is optionally printed with the invoices. Chose to display “Employee Name”, “Generic Name” (for the client) or a custom description.



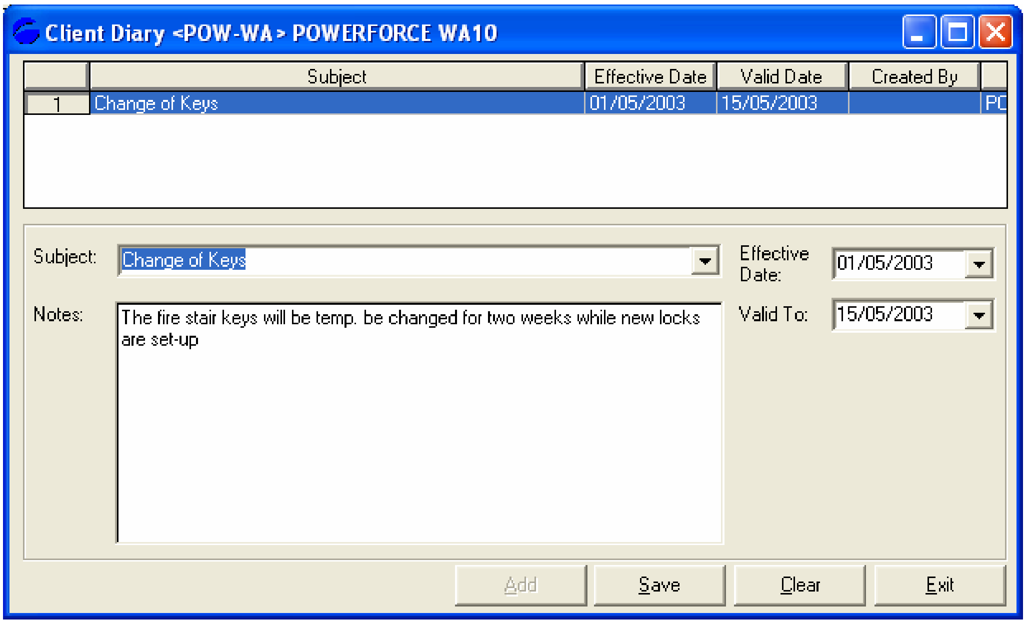
Client Operations

This window shows Exclusions, History, Reports and Profile. It is used to set up the logistics associated with servicing the client.



Notes Button

Click the Notes button to display a client notes entry window.



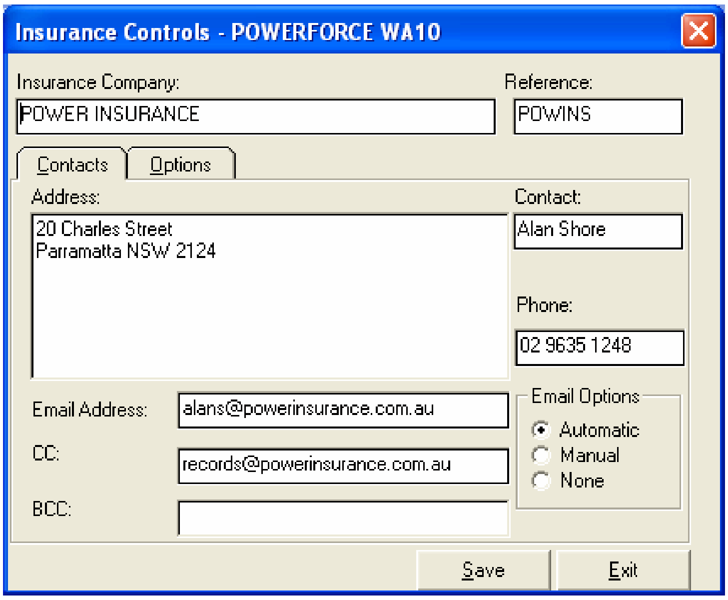
These notes will be automatically displayed as a warning in the “Scheduling Workbench” if the client is referenced during date range specified.

Insurance Button

Click the Insurance button to display the client’s insurance contact information and details.

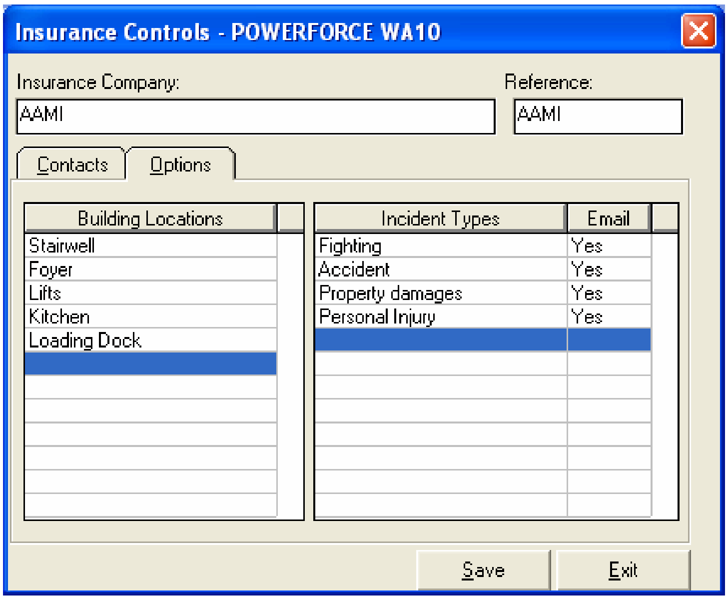
Contacts Tab

Contact details for the client's insurer.



Options Tab

Displays locations and incident types referenced by the "Incident Management" module.



Admin Tab

This is the contact information for the people who handle the account. This may actually be another location or somebody at the "Parent" client site.

Site Contact Tab

This is the contact information for the people at the client site.

Exclusions Tab

This window lists employee's not to be used with this client.

Code	Person	From	To	Reason
UN00001	TOR HEGARTY	25/02/2001	01/07/2001	Insulted the owner
UN0000[illegible]	GREGG EVANS	01/02/2001		Did not perform all required checks

History Tab

The history tab logs all the employees who have worked for this client.

Employee	Name	First Date	Last Date	Hours
017	ALISON STEVENS	21/07/2003	25/07/2003	40.00
PWR-004	DEBBIE ADAMS	04/02/2002	29/03/2002	320.00
PWR-006	WILLIAM ADAMS	04/02/2002	29/03/2002	320.00
PWR-013	ANTHONY LITHGOW	04/02/2002	29/03/2002	320.00
PWR-016	WILLIAM LITHGOW	04/02/2002	29/03/2002	320.00
PWR-019	WILLIAM LITHGOW	21/07/2003	25/07/2003	40.00
PWR-020	DEBBIE STEVENS	21/07/2003	25/07/2003	40.00
PWR-021	JOHN BROWN	02/06/2003	24/06/2003	32.00

Incidents Tab

The Report tab shows a summary of the “Incident Reports” for this client. Click the Edit to open the “Incident Manager”.

Note: Not all versions of PowerForce include the “Incident Manager”.

Levels Tab

The Levels tab describes the service provided to this client.

Provide 4pm to 8am coverage of the building (internal and external) including car park.

Profile

This tab specifies required attributes of the employee that will be used at this site.

The Code and its Description are the attribute, Qual is the qualifier and then the criteria is the desired value and Priority indicates the minimum percentage.

This is used by the “Optimised Scheduler”.

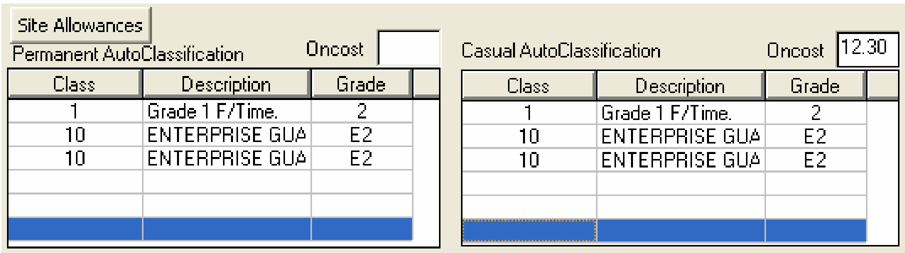
Code	Description	Qual	Criteria	Priority
LANG	Language	EQ	English	5

Rates

This tab allows the classification of the employee, working this site, to be overridden by the classification specified. The value in the “Grade” field is used to link the employees current classification to the new. In the following example a “Level 2” guard at grade 2 would be upgraded to a “Level 1” guard.

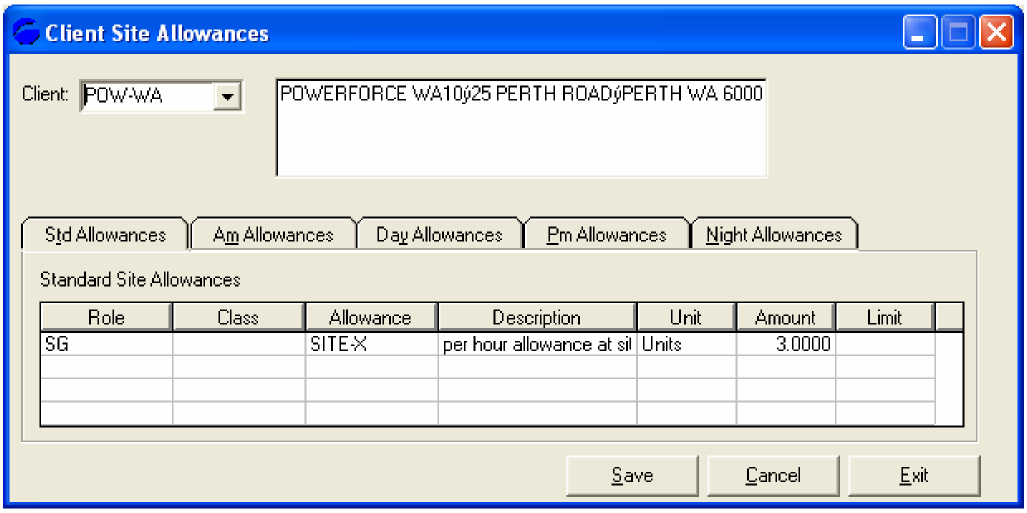
> *Note: This does involve distinguishing grades when setting up “Classification Codes”. See the “Administration Manual for more information.*

Any “On-costs” charges may be entered into the respective “On-cost” fields.



To set allowances specific for site click Site Allowances. This will display the “Client Site Allowances” window.

Select the tab for the desired shift. Double click the “Role”, “Class” and “Allowance” fields to select the required values. Press the “Tab” key to auto complete the “Description” and “Unit” fields. Then enter in the “Amount” and if required “Limit” values. Click Save to finish.



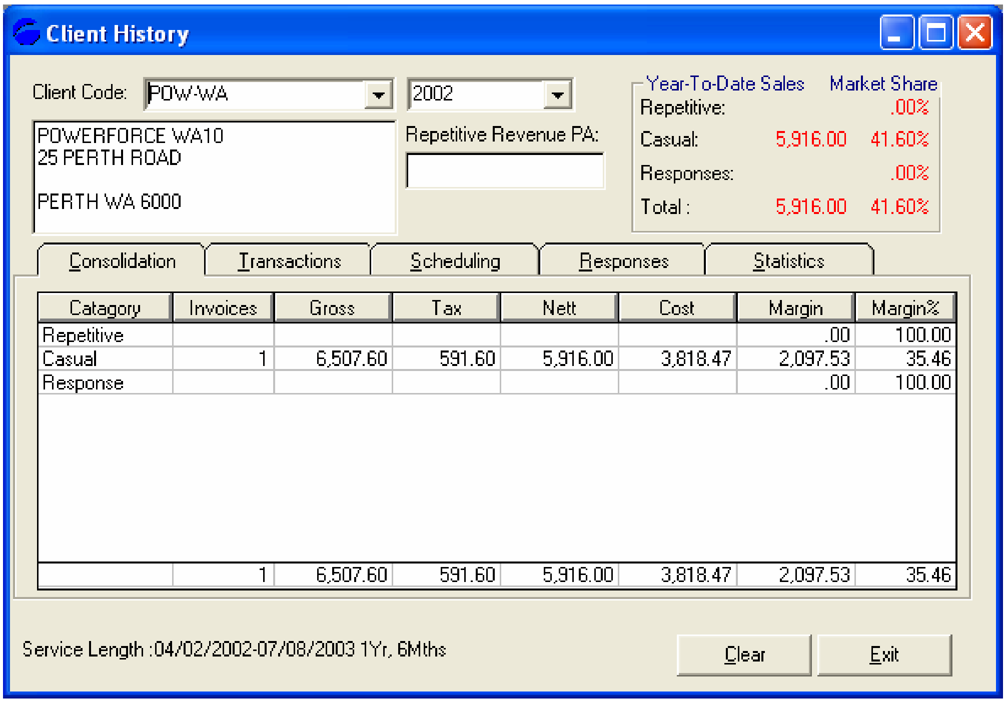
Client History

This window is designed to show the financial relevance of the selected client for the current company. This information is invaluable for strategic planning and time should be taken to review the data that will build up over a period of time.

Select the desired client and press the “Tab” key to generate the data.

Note: It may take a period of time for the system to analyse all of the data.

Note: The year must be the current financial year. If this is not the case manual change the year and press the “Tab” key. Additionally check the year values in “Administration / Company Controls / Tax Tab”. This may have to be done by someone with administrator access.



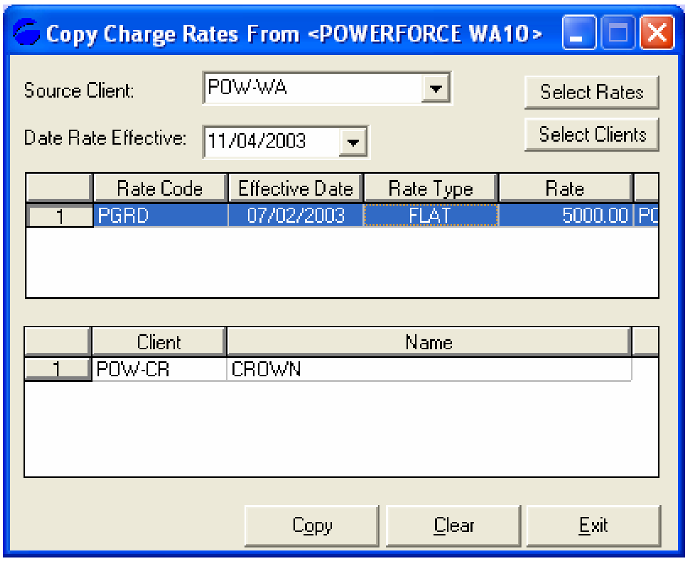
Fields of Note	
Repetitive Revenue PA:	This is the expected revenue for the year based on the rows displayed in the table on the “Repetitive Rates” tab of the “Client Contracts” window.
Consolidation Tab	This displays consolidates your income and margins for the 3 types of invoicing.

Fields of Note	
Transactions Tab	This shows a period-by-period overview of the client's invoices. Double click to drill down through the data.
Scheduling Tab	This shows a period-by-period overview of the client's hours, charges and margins. Double click to drill down through the data.
Response Tab	This shows a period-by-period overview of the client's jobs, charges and margins. Double click to drill down through the data.
Statistics	This tab displays similar data to the "Consolidation" tab except it is broken down by period.

Copy Charge Rates

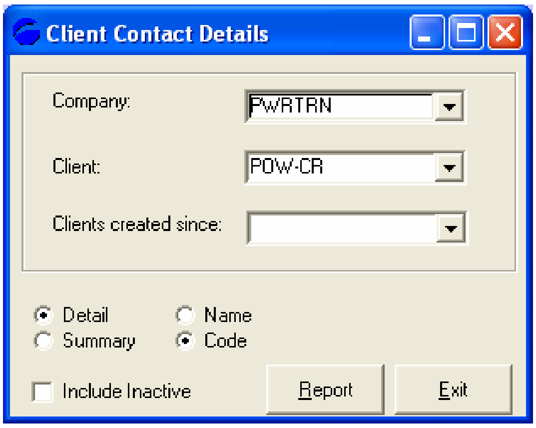
This window allows you to copy "Charge Rates" from one client to one or more other clients.

Select "Source Client" (copy from) then click Select Rates to select the "Rates" to copy and click Select Clients to pick the clients.



Client List Report

Lists a client's contact details.

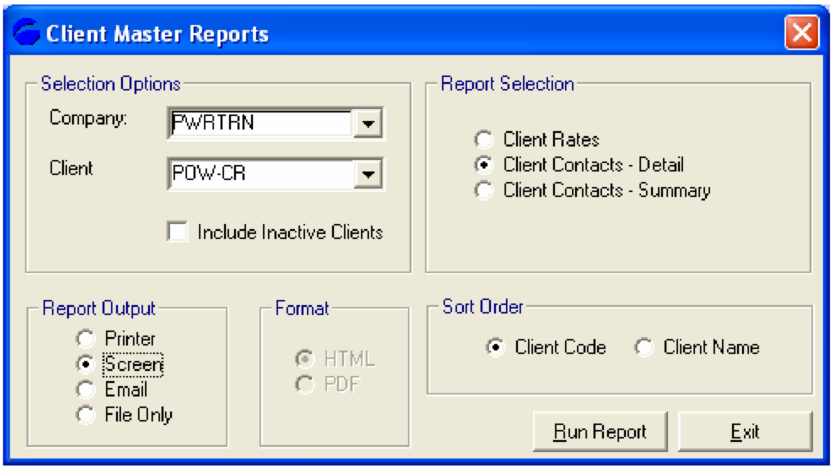


Financial Report

This window creates a financial analysis or earnings report for the selected company for the selected period.

Client Master Charge Report

This window creates client “Rates” or “Contact Details” report.


Client Master Reports
Selection Options
Company:
PWRTRN
Client
POW-CR
Include Inactive Clients
Report Selection
Client Rates
Client Contacts - Detail
Client Contacts - Summary
Report Output
Printer
Screen
Email
File Only
Format
HTML
PDF
Sort Order
Client Code
Client Name
Run Report
Exit

Scheduling

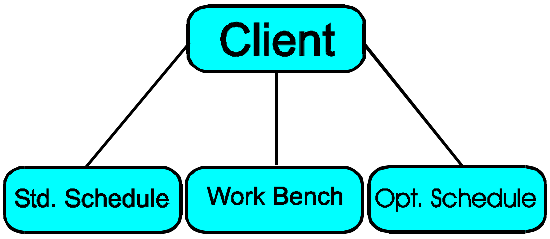
Overview

The Scheduling system is used to create and maintain the schedules (rosters) by combining the client information and the employee details.

Schedule Design Overview

A schedule consists in basic term of a task to perform and people to do the task.

In PowerForce we define the task by creating a client, the person who requires the task. Then we can define the tasks required in the “Services” tab of the “Client Contracts” window. These tasks are then available to be assigned in “Maintain Standard Schedules”, “Scheduling Workbench” and “Optimised Scheduling”.



You will also need people to do these tasks. Employees are selected based on the details in the “Operational Details” window from the “Biographical” menu.

Creating Schedules

Schedules can be created in differently based on your needs and work processes.

Workbench

Use the “Scheduling Workbench” to create schedules based on client details or to define client details from scratch.

Maintain Standard Schedules

This can be used to create a schedule template by assigning people to shifts set in the “Client Work Schedules” on page 48.

The schedule can then be repeated over and over again by using the “Generate Schedule” window on page 88.

This feature is ideal for maintaining low maintenance repeating schedules.

Optimised Scheduling

Not available in PowerForce Lite.

This module is used once you have defined your client’s service requirements and your employee’s specifications.

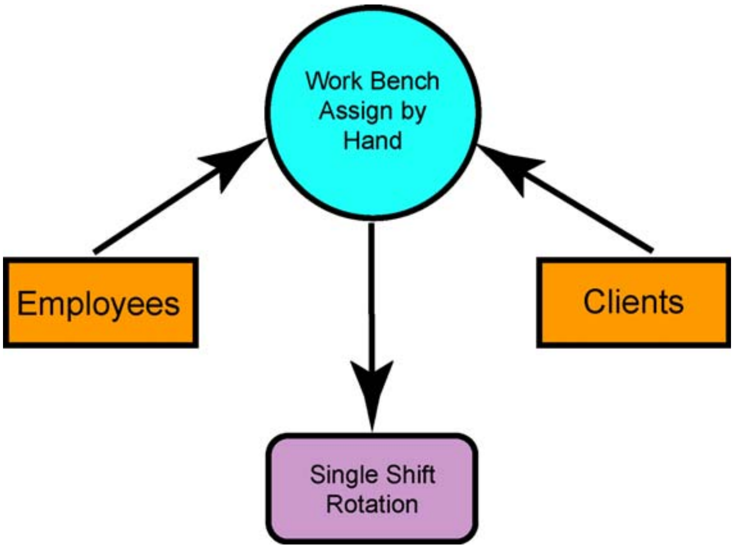
The system can then generate a schedule for the specified time period based on your priorities to fill the requirements.

Note: This is a more advanced tool and all requirements must be completely defined to use “Optimised Scheduling” effectively.

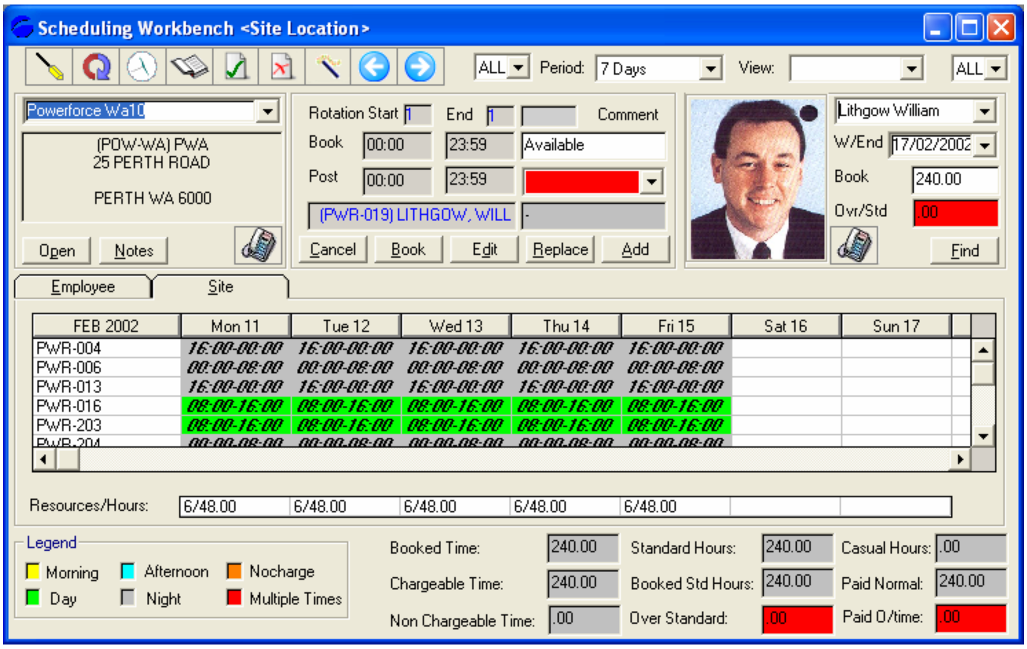
Time Scheduling Workbench

The scheduling workbench is used to create schedules from scratch by adding employees and assigning times or by building from supplied schedule information. This data comes from the “Client Work Schedules” window on page 48.

The workbench may also be used to edit schedules that have already been created. This is the only method of confirming shifts or making changes such as sick leave for an employee.

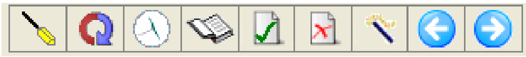


Workbench Window Layout



Action Buttons

These buttons allow you perform task with the schedules. Move the mouse over the button and stop to display its function.



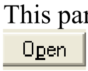
Date Range Selection

Use the drop down list box to select the range of days to be available to view.

Shift Display

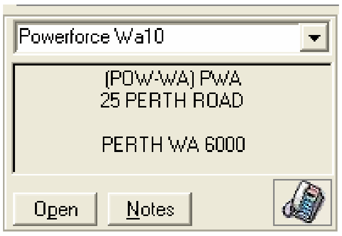
Use this list box to select a different emphasis in the colour coding of shifts.

Client Details

This part of the window contains the client details. Clicking the 

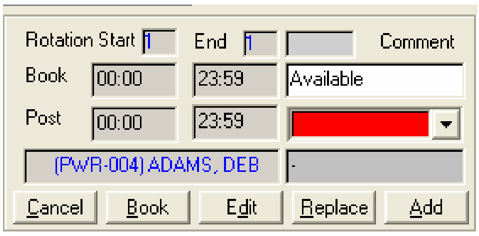
button to display the "Client Site Details" window or the 

button to display client notes.



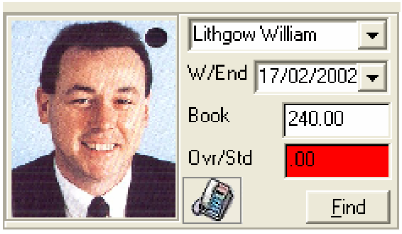
Booking Details

This part of the window displays details about the shift you have assigned to an employee and provides access to the booking details.



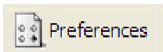
Employee Selector

These fields show a picture of the employee if available and the employee name (last name then first name). Under the Employee you can select the shifts you wish to view by setting the “W/End” (week ending) date.

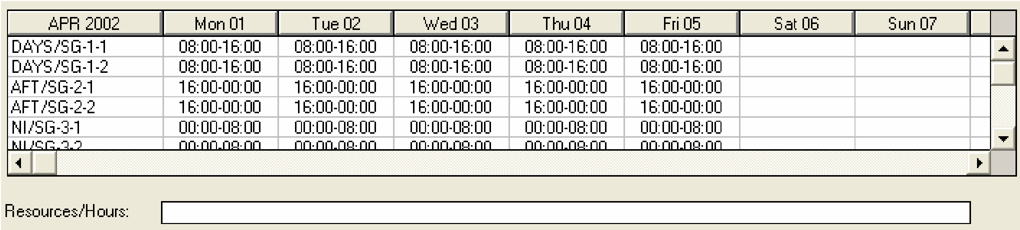


Resource Allocation

Shift allocations are displayed in this window. Use the legend to identify the meaning of the colour assigned to the shift. The current shift is always in purple.

Note: Un-allocated shifts will only be displayed if the preference has been set to show un-allocated shifts. Click the “Preference” button 

in the toolbar to display the settings.

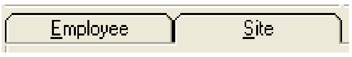


APR 2002	Mon 01	Tue 02	Wed 03	Thu 04	Fri 05	Sat 06	Sun 07
DAYS/SG-1-1	08:00-16:00	08:00-16:00	08:00-16:00	08:00-16:00	08:00-16:00		
DAYS/SG-1-2	08:00-16:00	08:00-16:00	08:00-16:00	08:00-16:00	08:00-16:00		
AFT/SG-2-1	16:00-00:00	16:00-00:00	16:00-00:00	16:00-00:00	16:00-00:00		
AFT/SG-2-2	16:00-00:00	16:00-00:00	16:00-00:00	16:00-00:00	16:00-00:00		
NI/SG-3-1	00:00-08:00	00:00-08:00	00:00-08:00	00:00-08:00	00:00-08:00		

Resources/Hours:

Display Type

These tabs located below the resource allocation fields change the resource allocation display between employee and site-based information. Click the tab to change from one view to another or to refresh the information displayed.



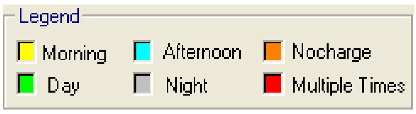
Once a tab has been selected the active value will reflected in the title bar for the window.

Note: Clicking the Display Type tab is a handy way to refresh the screen.

Legend

Different shifts will appear in different colours in the resource allocation display. These colours will change based on the settings in the shift display.

Use the legend to identify colour coding as different information is displayed.



Note: Legend colours change as the view is changed.

Costing Details

This part of the window displays summary information about the schedules.

Creating Schedules from Scratch

Casual schedules may be created using this window. These entries are then used to pay an employee through the payroll system.

First click the “Site” tab to set your display type. Then select your client. At this point if there are any shifts defined for the client they will appear.

Click the Add button from the booking details section of the window and select an employee. The name of the employee will appear at the bottom of the list in the resource allocation.

MAR 2002
Adams Deb-PWR-00
PWR-006
PWR-013
PWR-016
PWR-203
PWR-204

Once you have a name you can create and assign shifts to that employee. In line with the name double click under the desired day. The “Booking” window will be displayed. Complete the booking details and the shift will be saved. See “Booking Window” on page 80.

Allocating to an Existing Schedule

To assign employees to an existing schedule click the desired “Shift” and then click the Replace button in the “Booking Details” section of the window. Or to search for a suitable employee click the Find button in the “Employee Selector” section of the window.

Click the site tab to refresh the data in resource allocation. The shift will be moved from un-allocated to the assigned employee.

In the following image the shift has moved from “AFT/SG-2-1” to “Adams, Quince”.

MAY 2003	Mon 05	Tue 06	Wed 07
AFT/SG-2-1	16:00-00:00	16:00-00:00	
AFT/SG-2-2	16:00-00:00	16:00-00:00	16:00-00:00
NI/SG-3-1	00:00-08:00	00:00-08:00	00:00-08:00
NI/SG-3-2	00:00-08:00	00:00-08:00	00:00-08:00
Adams Quince	Any	Any	16:00-00:00

Employee Tab

Use the employee tab to view all sites and shifts allocated to an employee. This allows a quick check of where else the employee maybe working during the schedule.

MAY 2003	Mon 05	Tue 06	Wed 07
PWA			16:00-00:00

Note: The name of the employee is replace with the name of the client utilising the employee.

Deleting a Schedule / Shift Button

Click a shift in line with the desired employee to select the shift. Then click the “Delete Schedule” button at the top left of the window.

You will first be asked to confirm deletion. Then you will be shown a list of shifts in the schedule, select the ones to delete and click the “Save” button.

Confirming Times Button

In the booking window shifts can be defined as “Tentative”, if so each of these shifts must be confirmed in the booking window. “Confirm Times” confirms that the employee has been notified of the shift.

Click  the “Confirm times” button to display all allocated shifts, select each desired shift then click save to confirm.

The same button can be used to remove confirmation.

Confirm shifts Button

This button works in a similar fashion to the “Confirm Times” except that you are confirming that the employee worked the shift. If shifts are flagged as Tentative an employee will only be paid for shifts that are confirmed.

Confirmed shifts are changed to Bold Italic.

Note: Remember to refresh the resource allocation display by clicking the “Site” tab.

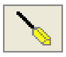
Time Scheduling Reports Button

Click this button to display the “Scheduling Reports” window.

Generating a Standard Schedule Button

This button will load the "Generate Standard Schedule" window.

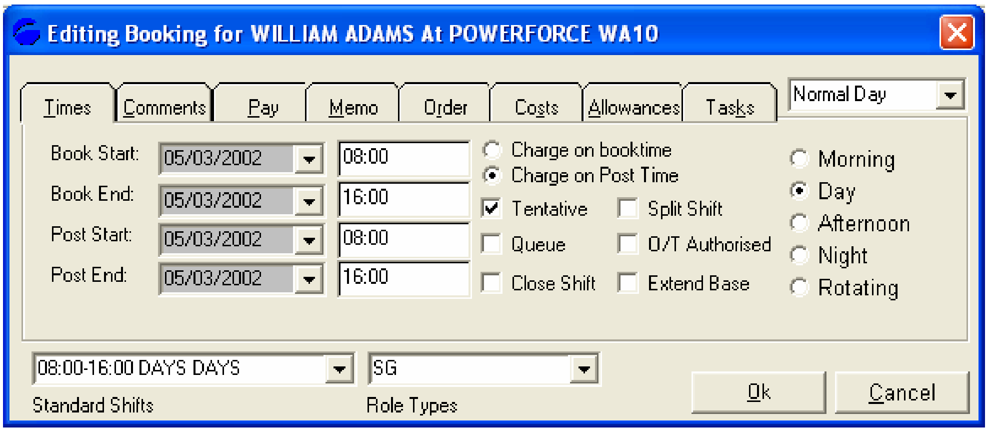
Maintain Standard Schedule Button



This button opens the "Maintain Standard Schedule" window.

Booking Window

This window is called from the "Scheduling Workbench" and is primarily used to assign hours to a shift and attach other relevant details.



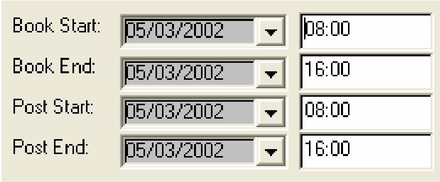
Link to Client

> *Note: This is the bottom of the window and does not change as different Tabs are selected.*

The list boxes allows the shift to be linked to the "Client Site Schedule". The drop down boxes will display shift details from the un-allocated shifts in the resource allocation. When saved the shift will appear for the employee and be removed from the un-allocated shifts.

Times Tab

The time tab allows hours to be "Booked" and "Posted" for the shift. Booked hours are for scheduling the employee onto a shift. Posted are the hours the employee worked.



Fields of Note	
Tentative	Checked indicates the shift has not been confirmed and no pay will be processed and an invoice will not be produced. Un-checked indicates the shift has been confirmed or it was not a tentative shift. Pay and invoicing will be processed.
Queue	Checked indicates the shift will be queued on the "Operations Monitor" if the operations module has been included in your options.
Close Shift	This person will work until "Closing Time" as specified by the site manager.

Comments Tab

You may add comments about the shift if desired. These are general information.

Pay Tab

The pay details from the "Client Site Schedule". These will be blank if you are creating the shift from scratch. You may also overwrite these details on a shift-by-shift basis.

Memo Tab

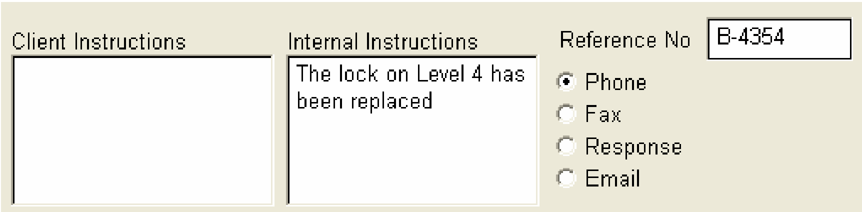
This is used to record operational incidents that occurred during the shift.

Orders

Use "Client Instruction" to record special instruction from the client such as a one off request.

> *Note: This field is also used to contain the billing address in one off miscellaneous invoices. For more information see "Add Client Wizard" on page 43.*

"Internal Instructions" are given to the employee at the beginning of a shift.



Costs

Use this window review costs associated with this shift.

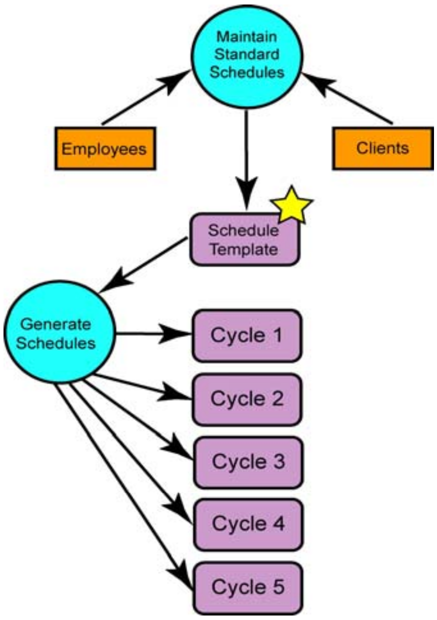
Tasks

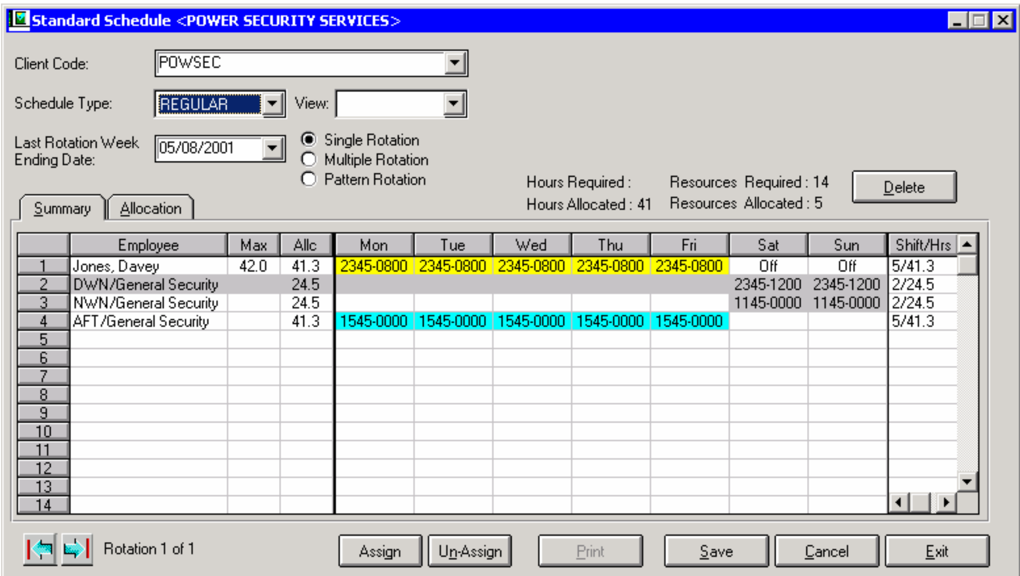
Use this window to define specific task that will occur or did occur during the shift. This information is used as a time management tool for the employee.

Maintain Standard Schedules

Comment [HT2]: A lot of pic's in this section need updating

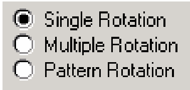
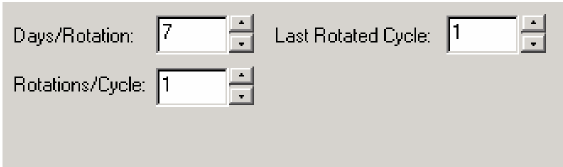
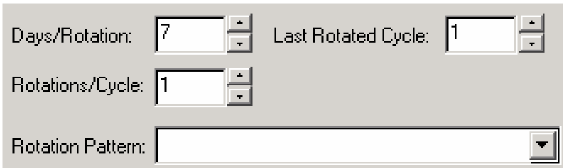
This window is used to create an employee schedule template structure that is used to generate employee schedules over and over rather than assigning employees to schedules every week. Once a "Standard Schedule" template has been created use "Generate Schedule" on page 88 to create as many schedule cycles as needed.





Note: When the window is opened shift definitions are displayed; these are not part of the template. It is only when employees are assigned shifts that a template is constructed.

Fields to Note	
Schedule Type	This refers to the type of day the schedule affects, "All" – Every day of the year. "Regular" – all days, except public holidays. "Phols" shifts for public holidays only.

Fields to Note	
View	Determine wether a shift is shown as “Times”, “Hours”, ”Shift Code” or “Role”.
Rotation	These fields allow shifts to be based on “Single Rotation” (single week), “Multiple Rotations” (changing rotations over multiple weeks) or “Pattern Rotation” (multiples weeks based on a defined rotation pattern).  When “Multiple Rotation” is checked the following additional options are displayed in the top right of the window.  Selecting “Pattern Rotation” adds the “Rotation Pattern” list box. This allows you to select from the rotation patterns you have designed. 
	Click this button to remove all employee information from the schedule thus removing the schedule template. You can still open the window again and see the shift definitions as these are not the template but data read straight from the client files.

Summary Tab

This display is divided into 3 related sections.

Employee Section

This shows the employees used in this template and the shifts still to be allocated.

	Employee	Max	Allc
1	Jones, Davey	84.0	41.3
2	MOR/General Security		41.3
3	DWN/General Security		49.0
4	NWN/General Security		49.0
5	AFT/General Security		82.5
6			
7			
8			
9			
10			
11			
12			
13			
14			

Fields to Note	
Max	The maximum hours available for this employee over all the rotations defined.
Allc	This is the number of hours allocated to the employee or the shift.
Double Click	This allows the user to: “Add an Employee” – an employee is added to the display allowing shifts to be allocated to that person. “Select all shifts” – all shifts of the highlighted shift type will be selected preparing them to be allocated to an employee. “Split Shiftline” – the highlighted employee will be duplicated allowing multiple shifts or split shifts to be assigned on the same day.

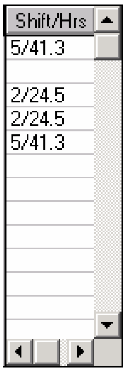
Days

This display correlates the day of the shift to the “Shift Type” or the “Employee”.

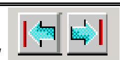
Mon	Tue	Wed	Thu	Fri	Sat	Sun
2345-0800	2345-0800	2345-0800	2345-0800	2345-0800	Off	Off
					2345-1200	2345-1200
					1145-0000	1145-0000
1545-0000	1545-0000	1545-0000	1545-0000	1545-0000		

General Information

This display correlates details to an employee or shift. Use the scroll bar at the bottom to display the various information types.



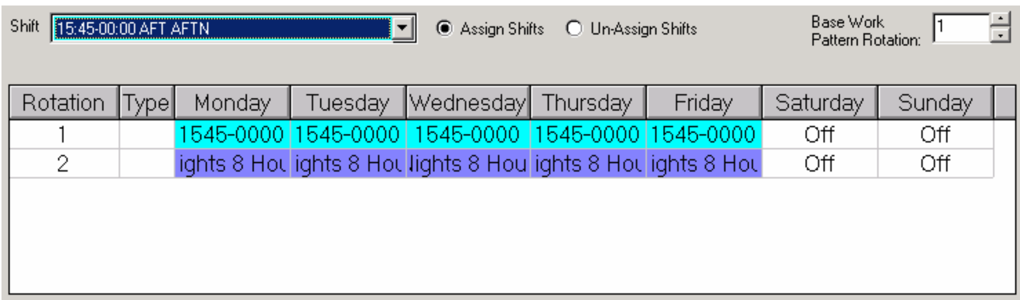
Fields to Note	
Shift/Hrs	The number of shifts / total hours allocated for the employee or the shift type in currently displayed rotation.
Rotation	As for “Shift/Hrs” except for all rotations of the schedule cycle.
Average	As for “Shift/Hrs” except averaged over the cycle.

Note: If the “Rotation Selection” buttons  are used the “General Information” display resets to “Shift/Hrs”.

Allocation Tab

This view shows all the shifts allocated to the person highlighted in the “Summary Tab” and allows multiple shifts to be assigned based on a “Roster Pattern”.

Note: Allocated shifts are shown as time ranges eg “1545-0000”, unallocated shifts are shown as descriptions.



Fields to Note	
Shift	Select a "Shift" from the list box and then double click the desired day and that shift will be applied or if already applied it will be cleared.
Assign Shifts	Click to assign a shift pattern, selected in "Shift" field, and starting on the rotation week selected in the "Base Work Pattern Rotation" field.
Rotation	This is the week within the rotation.

Assigning a shift

Select the "Summary Tab" and double click the "Employee" field to add an employee.

	Employee	Max	Allc
1	Jones, Davey	84.0	
2	MOR/General Security		82.5
3	DWN/General Security		49.0
4	NWN/General Security		49.0
5	AFT/General Security		82.5

Note: The employee appears above the shift descriptions and has zero allocated hours.

Choose the shifts by single clicking on each desired shift for the employee. In the following 1545-0000 for Mon through Fri has been selected.

	Employee	Max	Allc	Mon	Tue	Wed	Thu	Fri
1	Jones, Davey	84.0		Off	Off	Off	Off	Off
2	MOR/General Security		82.5	2345-0800	2345-0800	2345-0800	2345-0800	2345-0800
3	DWN/General Security		49.0					
4	NWN/General Security		49.0					
5	AFT/General Security		82.5	1545-0000	1545-0000	1545-0000	1545-0000	1545-0000

Next click the employees name and then the Assign button. The shifts will disappear from the shift description(s) and appear in line with the employee.

	Employee	Max	Allc	Mon	Tue	Wed	Thu	Fri
1	Jones, Davey	84.0	41.3	1545-0000	1545-0000	1545-0000	1545-0000	1545-0000
2	MOR/General Security		82.5	2345-0800	2345-0800	2345-0800	2345-0800	2345-0800
3	DWN/General Security		49.0					
4	NWN/General Security		49.0					
5	AFT/General Security		41.3					

Un-assign a Shift

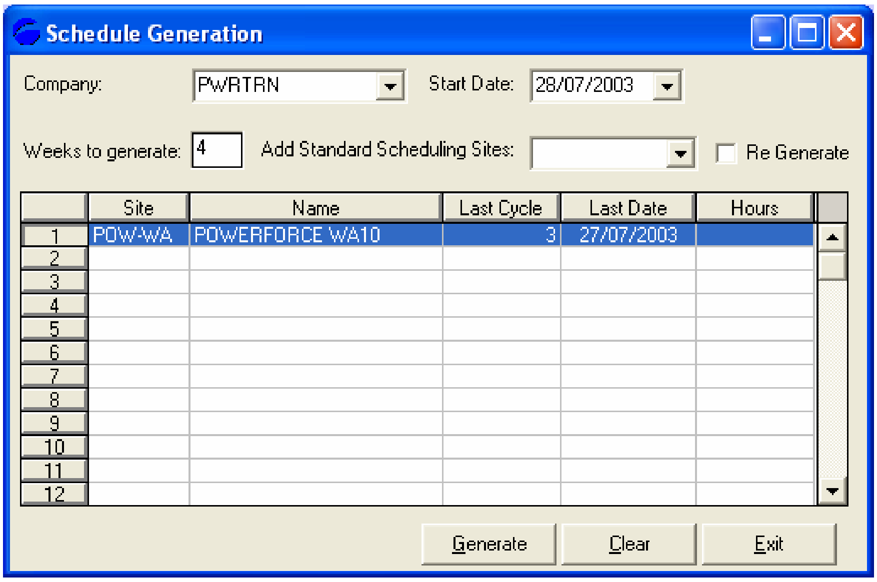
Single click the desired shift(s) and then click the Un-Assign button. The shifts will disappear from the employee and reappear with the shift description.

In the following example the Mon and Tue shifts have been un-assigned.

	Employee	Max	Allc	Mon	Tue	Wed	Thu	Fri
1	Jones, Davey	84.0	24.8	Off	Off	1545-0000	1545-0000	1545-0000
2	MOR/General Security		82.5	2345-0800	2345-0800	2345-0800	2345-0800	2345-0800
3	DWN/General Security		49.0					
4	NWN/General Security		49.0					
5	AFT/General Security		57.8	1545-0000	1545-0000			

Generate Schedule

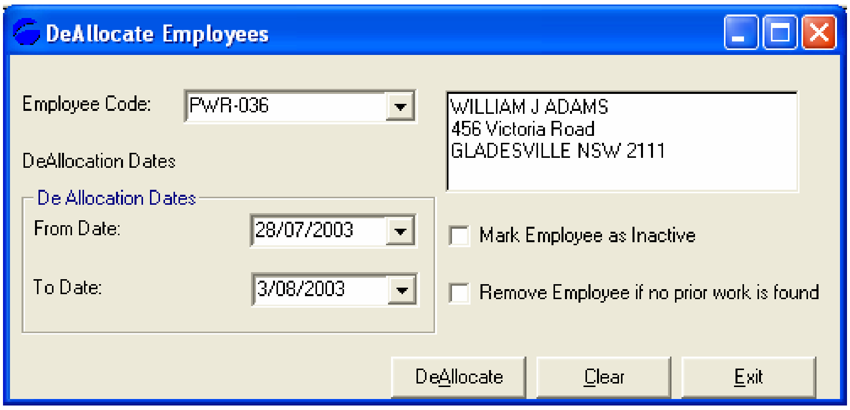
This window is used to generate weeks of a "Standard Schedule" created in the "Maintain Standard Schedules" window.



Fields to Note	
Add Standard Scheduling Sites	Use this list box to select the sites to be added to the table.
Re Generate	Check this box to cause existing shifts to be regenerated. If not checked only additional shifts will be generated.

De-allocate Employee Shifts

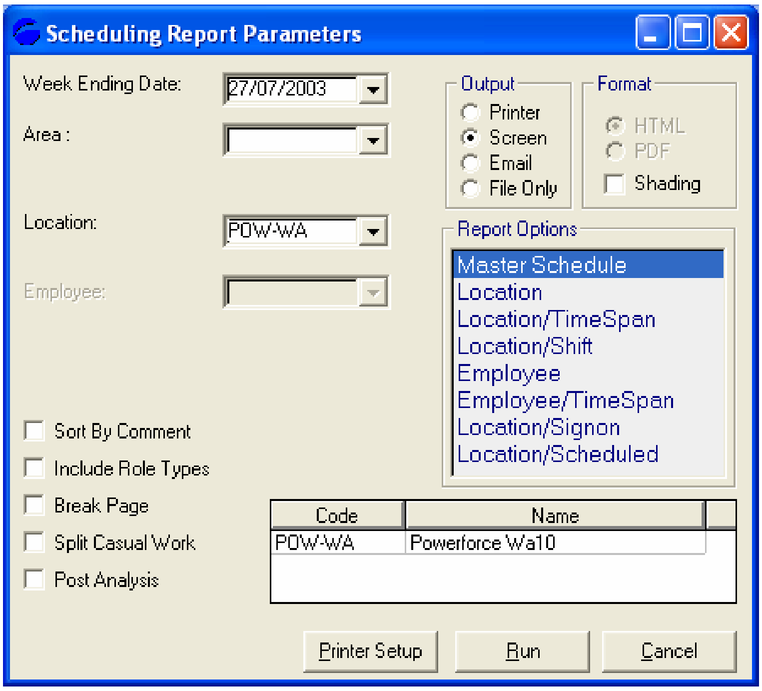
Use this window to remove employees from a schedule. First select the employee and then the date range and parameters. Click the "De-Allocate" button to complete the process.



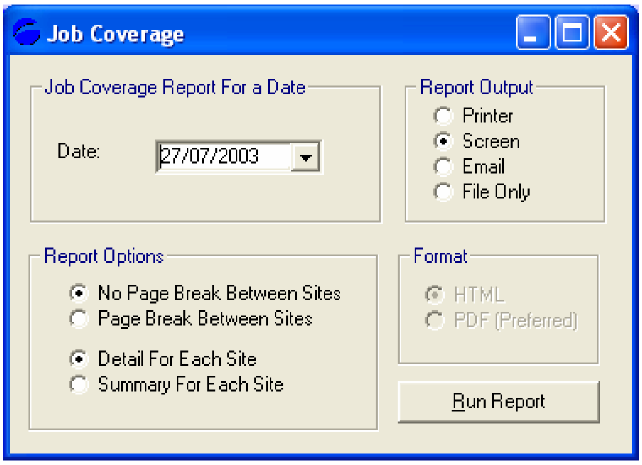
Scheduling Module Reports

These reports allow you to select criteria for reporting, report type and output device.

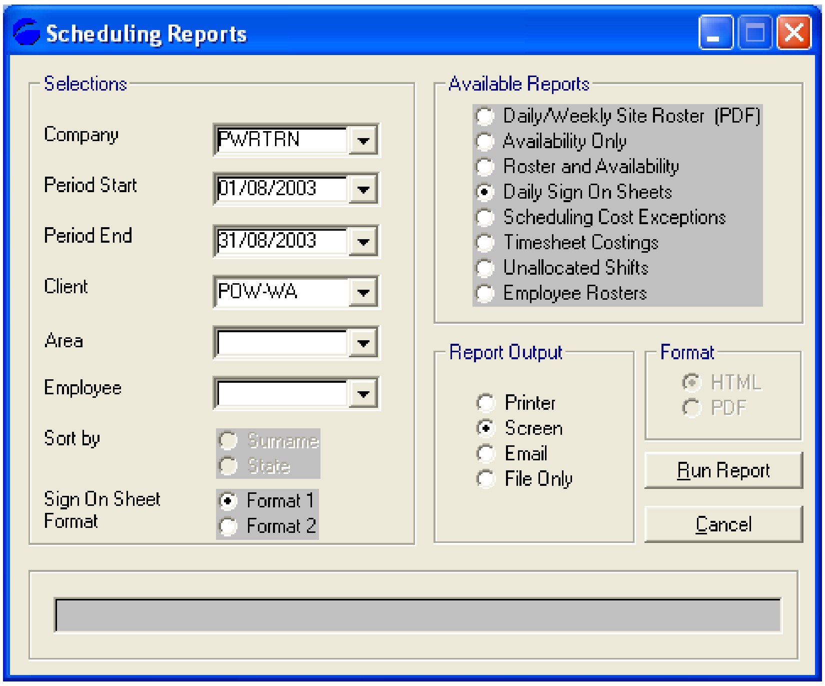
Scheduling Reports



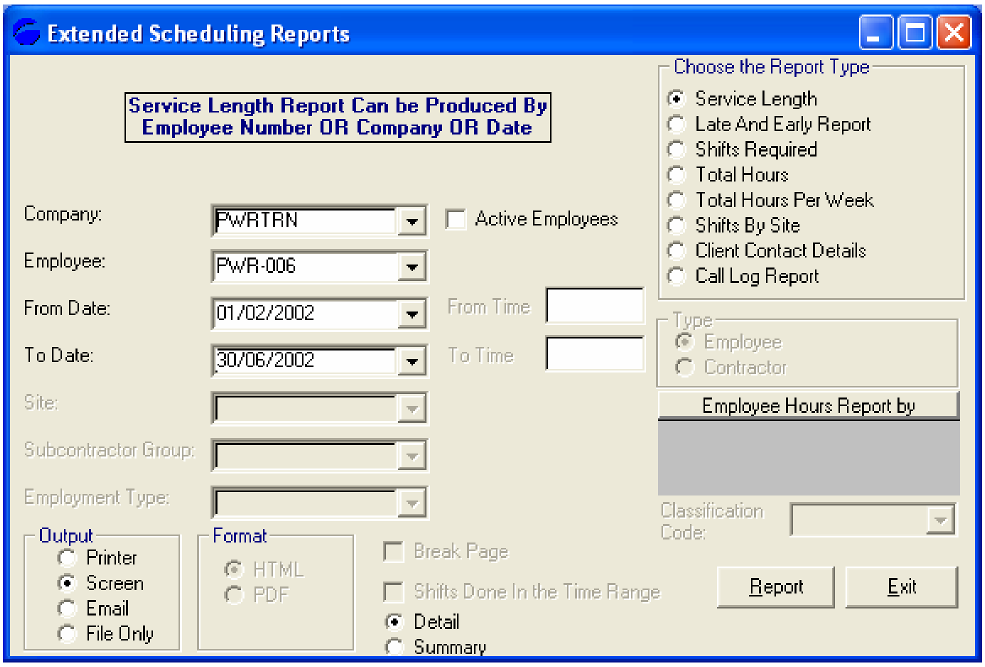
Job Coverage



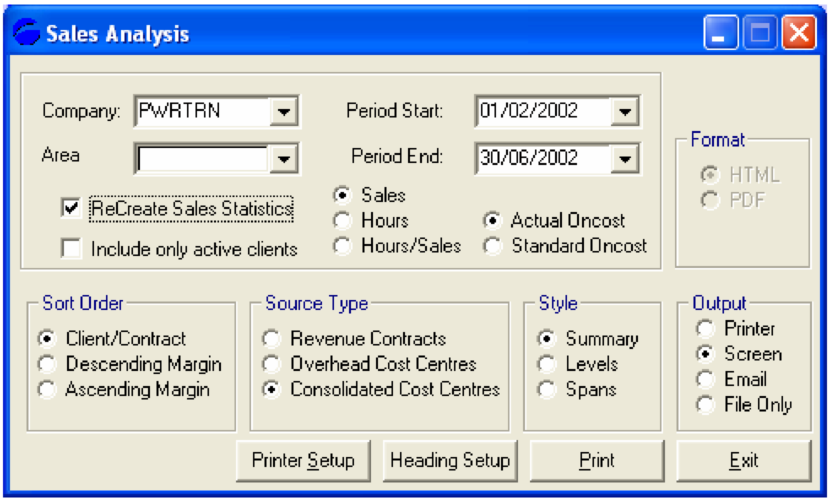
General Scheduling / Rostering Reports



Extended Scheduling Reports



Sales Analysis Report



Payroll

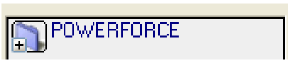
Overview

The Payroll system is used to produce pay advices, create EFT transfer, group certificates and tax reports.

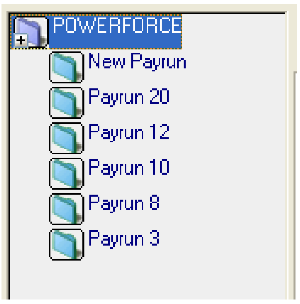
Note: For the payroll to work correctly the accounting periods must be set up prior to a pay run. See "System Codes Menu / General Ledger / Accounting periods."

Using the Pay Run Wizard

To start the Wizard double click "Payroll" and then "Payroll Workbench".



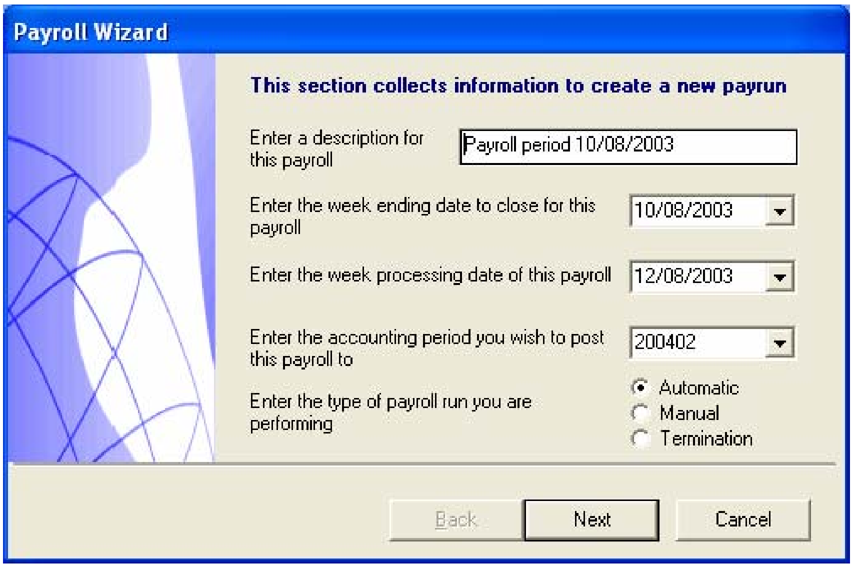
Next double click the selected company to show the available pay runs.



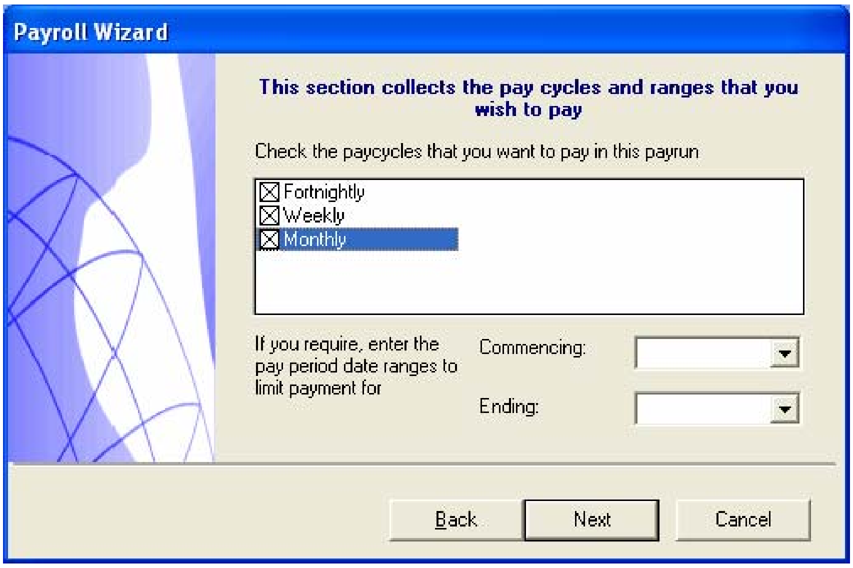
To start the wizard double click 

.

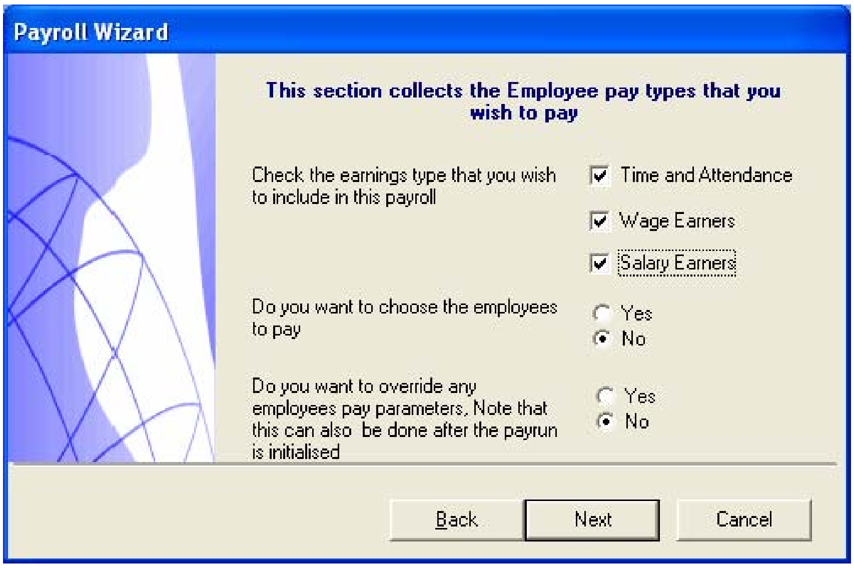
The first window of the wizard prompts you to enter the dates for the pay run.



Complete the fields and click the Next button to continue completing the wizard.

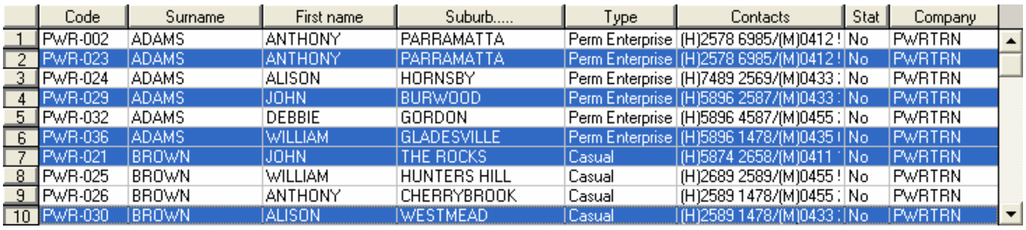


Complete the fields and click the Next button to continue completing the wizard.



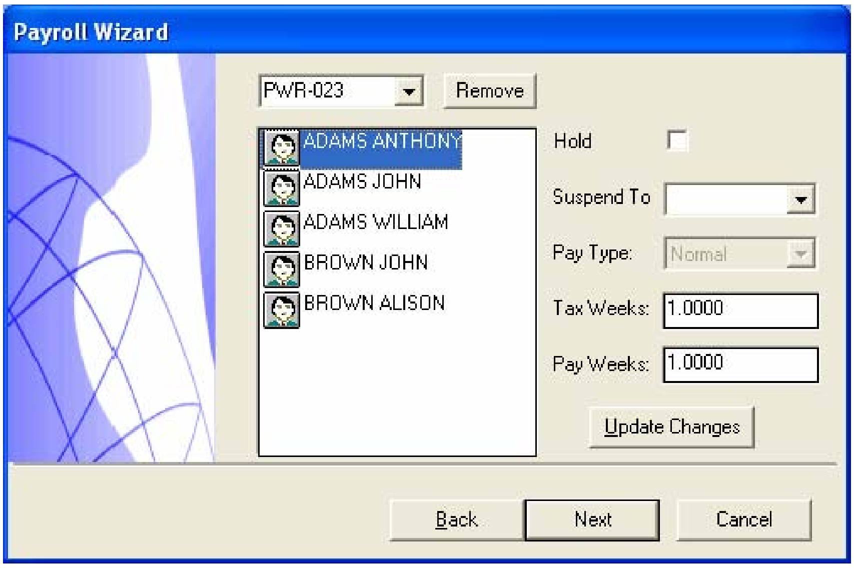
Complete the fields and click the Next button to continue completing the wizard.

If you choose "Yes" to select employees you will be allowed to select employees from the following window.

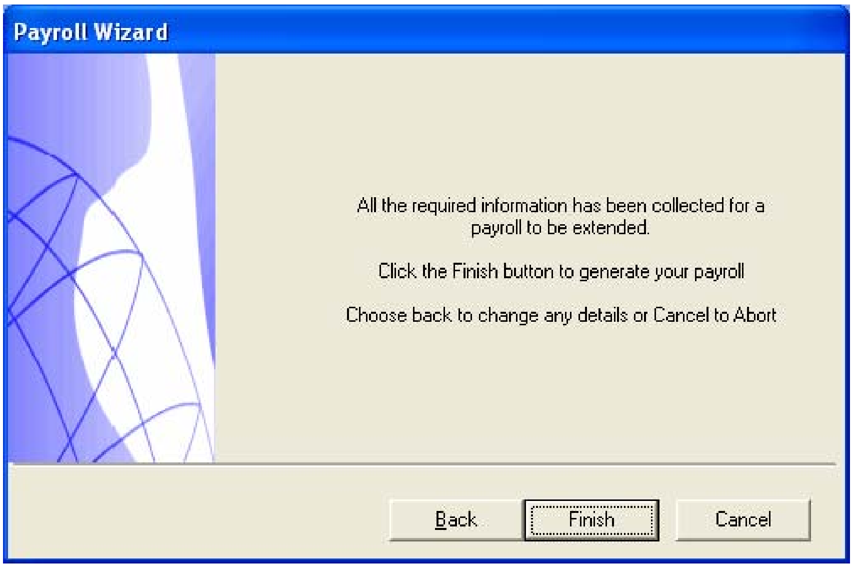


	Code	Surname	First name	Suburb.....	Type	Contacts	Stat	Company
1	PWR-002	ADAMS	ANTHONY	PARRAMATTA	Perm Enterprise	(H)2578 6985/(M)0412 !	No	PWRTRN
2	PWR-023	ADAMS	ANTHONY	PARRAMATTA	Perm Enterprise	(H)2578 6985/(M)0412 !	No	PWRTRN
3	PWR-024	ADAMS	ALISON	HORNSBY	Perm Enterprise	(H)7489 2569/(M)0433 :	No	PWRTRN
4	PWR-029	ADAMS	JOHN	BURWOOD	Perm Enterprise	(H)5896 2587/(M)0433 :	No	PWRTRN
5	PWR-032	ADAMS	DEBBIE	GORDON	Perm Enterprise	(H)5896 4587/(M)0455 :	No	PWRTRN
6	PWR-036	ADAMS	WILLIAM	GLADESVILLE	Perm Enterprise	(H)5896 1478/(M)0435 I	No	PWRTRN
7	PWR-021	BROWN	JOHN	THE ROCKS	Casual	(H)5874 2658/(M)0411	No	PWRTRN
8	PWR-025	BROWN	WILLIAM	HUNTERS HILL	Casual	(H)2689 2589/(M)0455 !	No	PWRTRN
9	PWR-026	BROWN	ANTHONY	CHERRYBROOK	Casual	(H)2589 1478/(M)0455 :	No	PWRTRN
10	PWR-030	BROWN	ALISON	WESTMEAD	Casual	(H)2589 1478/(M)0433 :	No	PWRTRN

You will be shown a window with all the selected employees.



Fields of Note	
Hold Payment	Do not process for this pay run.
Suspend Payment	Do not process until specified date.
Tax Weeks	The number of weeks in a schedule cycle.
Pay Weeks	The number of weeks in a schedule cycle.



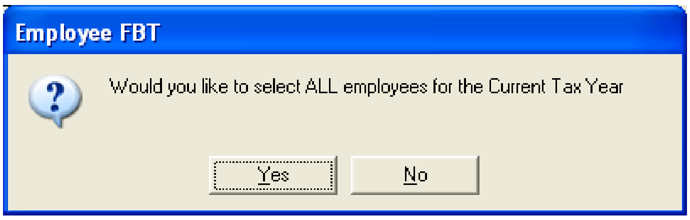
Click the 

button to complete the wizard.

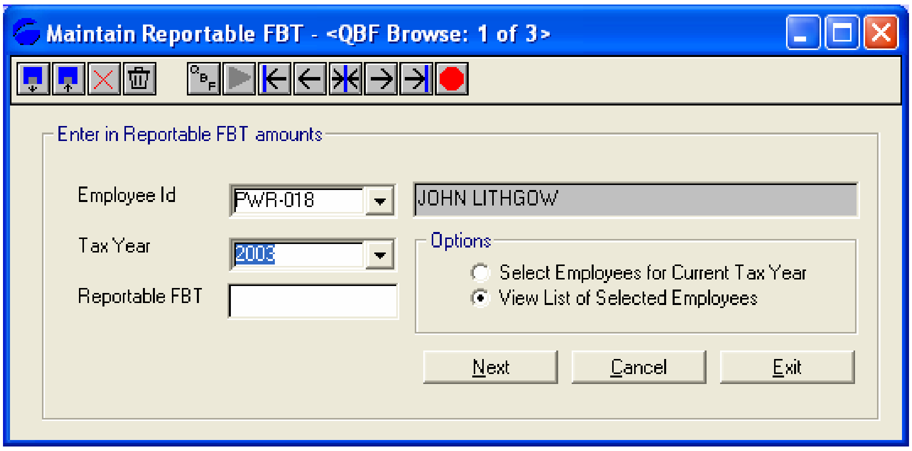
Reportable Fringe Benefits

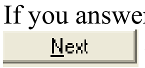
This window allows a Fringe Benefit Tax value to be created for specific employees for specific tax years. This value will be printed on the employee's group certificate.

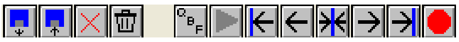
When opened a window asking if you wish to select all employees for the current tax year will be displayed.



"Yes" provides a list of employees to work through in the window.



If you answered “Yes” in the previous window use the  button to save the data and move through the list or use the toolbar buttons displayed at the top of the window.

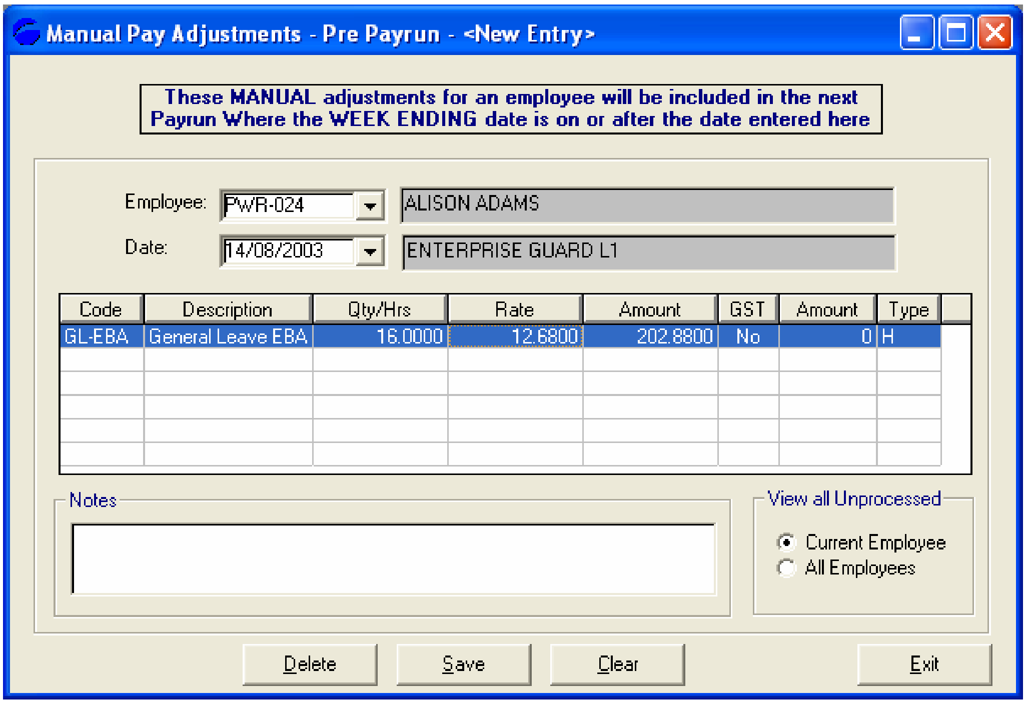


A response of “No” allows employees to be selected individually and replaces the “Next” button with a “Save” button.

Pre Pay Run Manual Adjustments

This window allows you to make a pay adjustment that will appear in the next pay run on or after the date specified.

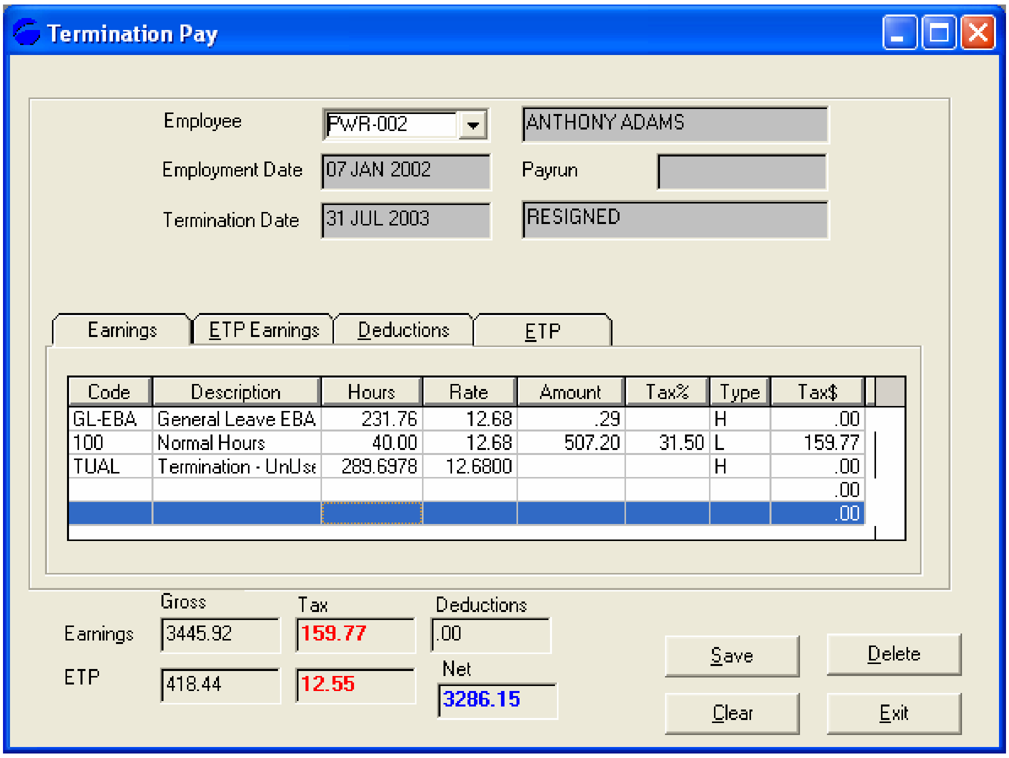
Double click the code fields to select the adjustment. Once nominated the actual dollar amount is decided by the user.



Termination Pay

Enter an employee and the “Termination Pay” wizard will start automatically. Once you have answer all the questions you will be returned to the Termination Pay window. If an employee has already been terminated the window will display details of the termination pay.

Note: Prior to a termination pay you must set the employee to terminated see “Employment Tab” on page 30. Additionally you must “calculate entitlements”, this is an administration task and is described in the “Administration Manual”.



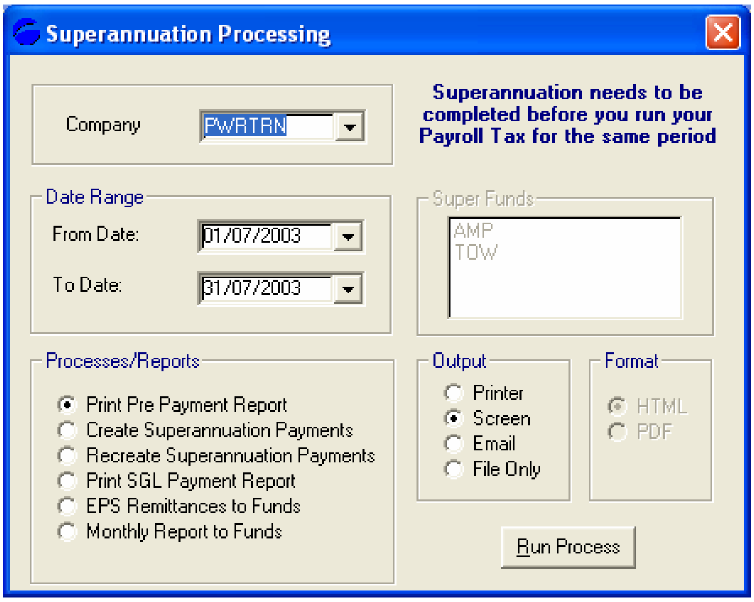
Fields of Note	
Earnings Tab	Normal earnings calculated by the system every pay run. These rows may be deleted if not paid as part of termination.
ETP Earnings	Eligible Termination Payments – any special payments associated with termination that are not earning.
Deductions	Deductions based on current "Payroll" and "Equipment Register" settings.
ETP	ETP breakdown as based on the ATO Tax Guide.

Superannuation Processing

Note: This window contains the steps required to generate superannuation payments and must be run before Payroll Tax

This purpose of this window is to create superannuation payments and the reports associated with the process.

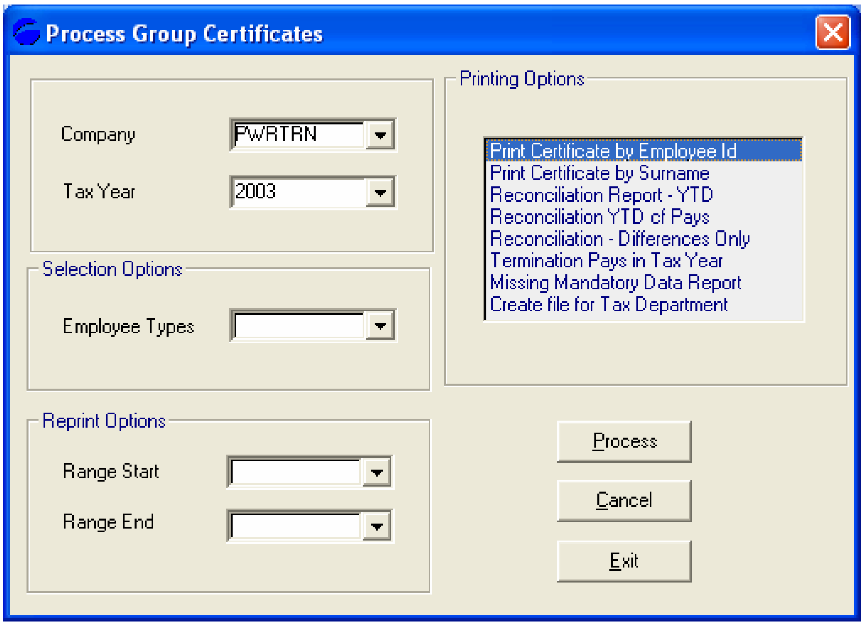
Once the Company, Dates and Output have been selected choose an item in "Process/Reports" section and then click Run Process. The items in the section should be processed in sequence.



Fields of Note	
Print SGL Payment Record	Select all of the desired funds from the "Super Funds" window before pressing Run Process

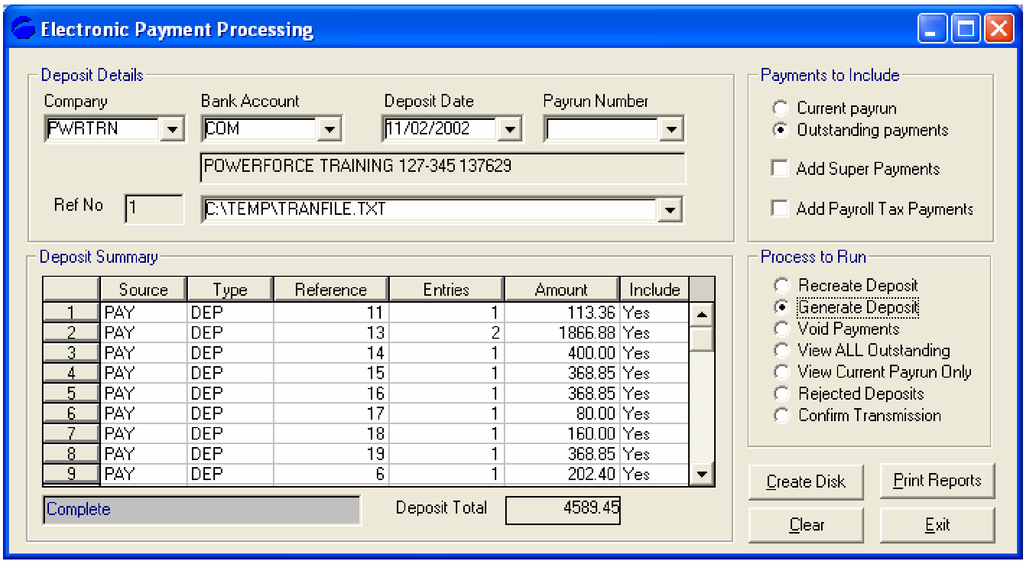
Group Certificates

Use the window to produce group certificates and related documentation. Select the desired values on the left, the desired process on the right and click the Process button.



Electronic Payment Systems

This window is primarily for the creation of the bank deposit file to enable electronic payment of the payroll.



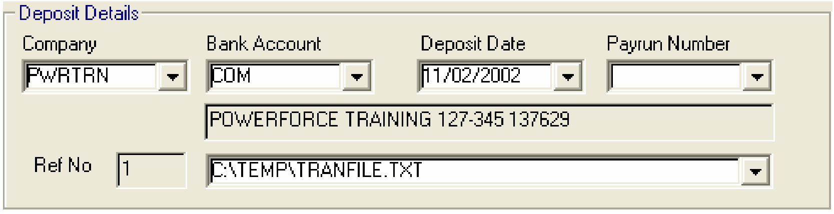
Electronic Payment Window Layout

Deposit Details

This section of the window displays the account and data details for the selected company.

Select the company and the pay run number to complete the fields in this section. The “Ref No” field will be completed by the system once a run has been processed.

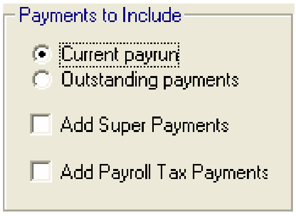
> *Note: This section must be completed to perform any electronic payment process.*



Payments to Include

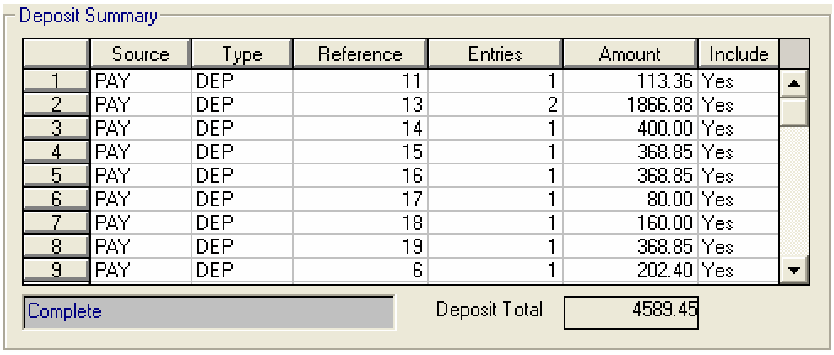
This section allows you to choose between the current pay run or select outstanding payments. In addition you may add super and pay roll tax payments.

> *Note: Superannuation Processing and Group Payroll Tax must be calculated if they are to be included as payments in the EFT system.*



Deposit Summary

This is a summary of the type of payment that will be included in this bank deposit.


Deposit Summary

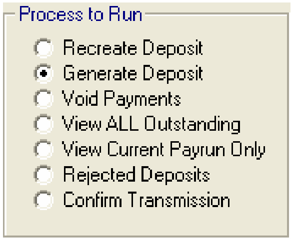
	Source	Type	Reference	Entries	Amount	Include
1	PAY	DEP	11	1	113.36	Yes
2	PAY	DEP	13	2	1866.88	Yes
3	PAY	DEP	14	1	400.00	Yes
4	PAY	DEP	15	1	368.85	Yes
5	PAY	DEP	16	1	368.85	Yes
6	PAY	DEP	17	1	80.00	Yes
7	PAY	DEP	18	1	160.00	Yes
8	PAY	DEP	19	1	368.85	Yes
9	PAY	DEP	6	1	202.40	Yes

Complete

Deposit Total 4589.45

Process to Run

Use this section to select the processes to run by selecting different radio buttons.



Creating a Diskette

After running a process such as "Generate Deposit" click the Create Disk button to create a diskette containing the deposit details for the bank.

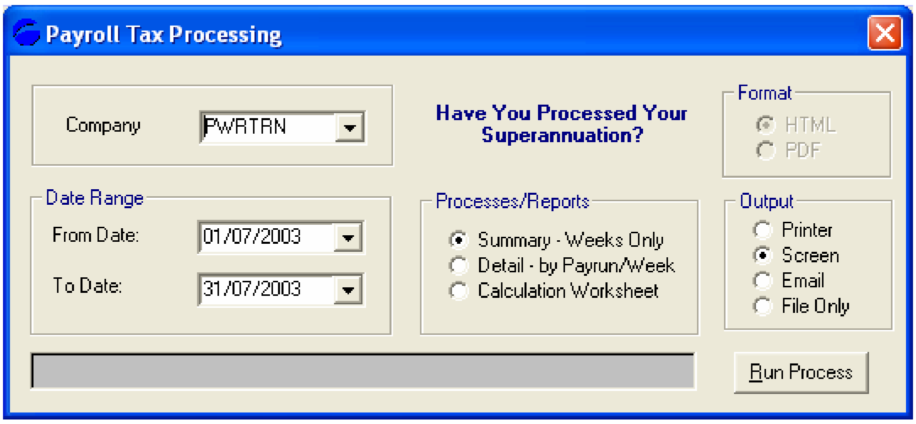
Printing Reports

Click the Print Reports button to produce a listing of all deposits in this run.

Group / Payroll Tax

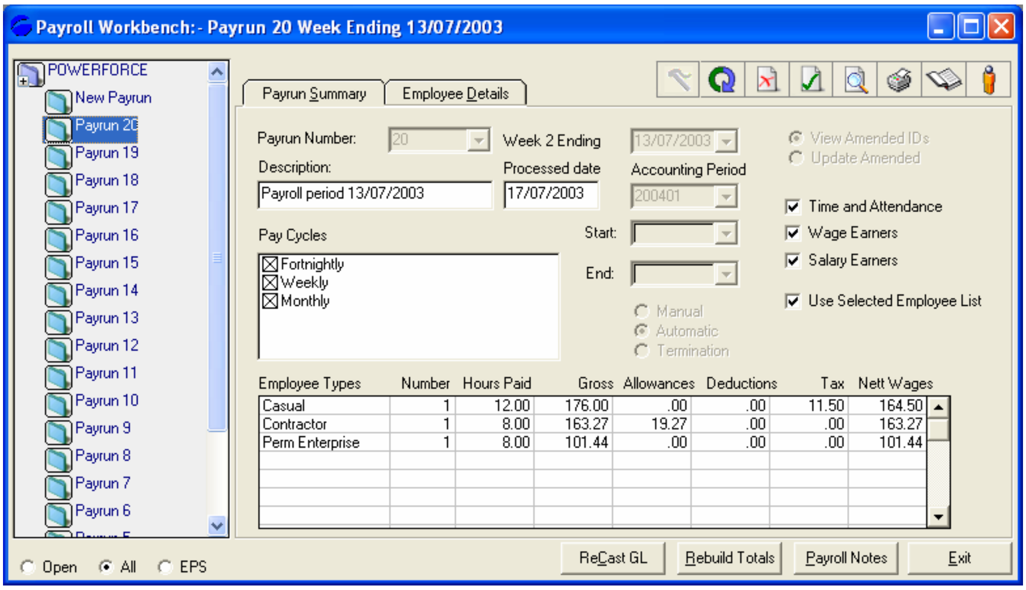
Use this window to produce payroll tax reports and then to calculate the payroll tax to be paid for the previous month. The payroll tax must be calculated prior to calculating a payroll tax deposit.

Note: Superannuation payments must be processed before payroll tax.



Selecting "Calculation Worksheet" will start a Wizard to do the payroll tax calculations.

Payroll Workbench



The payroll workbench centralises all payroll processing.

Use this window to generate / re-generate pay runs, pay advice slips and various payroll reports.

Pay Run Selection

Double click a company to show its associated pay runs then double click the pay run to display its details. Double clicking "New Pay run" will start the pay run wizard.

Pay Run View

To view the pay runs you can select to show "Open" (not confirmed), "All" or only "EPS" (Electronic Payment System).

Rebuild Totals

Click the 

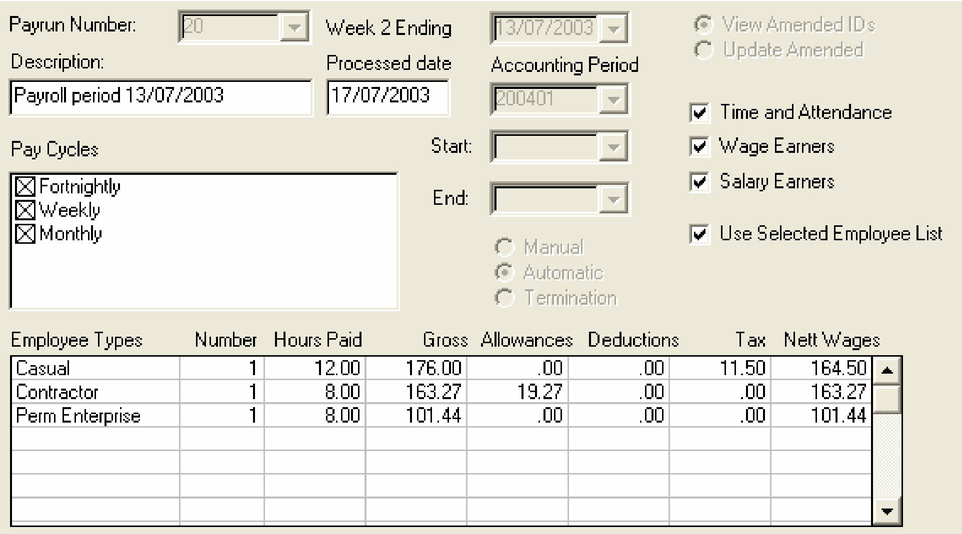
button to force a re-calculation of the totals.

Payroll Notes

Click Payroll Notes to display a notepad window.

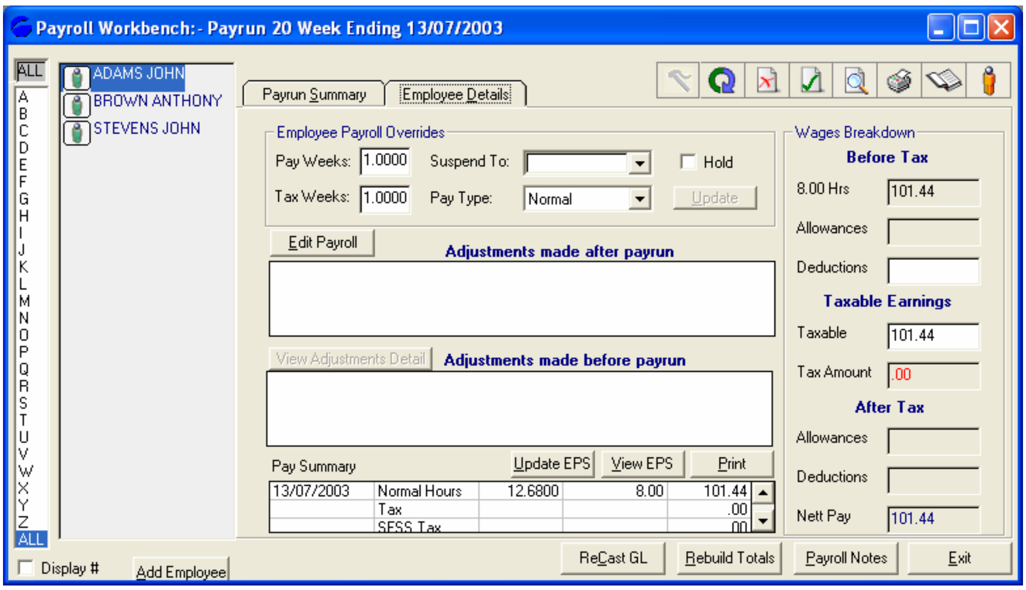
Pay Run Summary Tab

The default tab shows general information for the selected pay run.



Employee Details Tab

This view allows payroll details for a specific employee to be displayed.



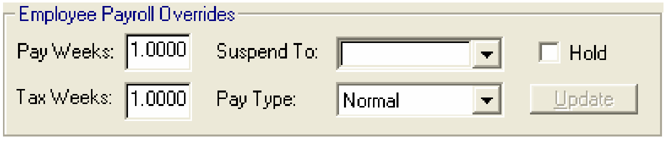
> *Note: The "Employee Details" tab can only be clicked after a pay run has already been selected.*

Employee Selection

Double click an employee to display their details. For long lists of employees click the Find Employee button to allow the computer to search the list for you.

Employee Payroll Overrides

This section allows you to override payroll setting for the selected employee.

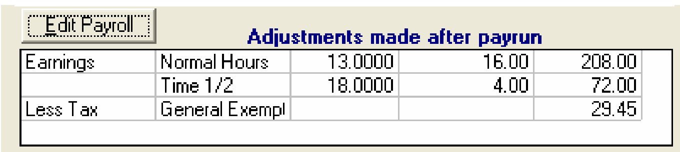


Fields of Note	
Suspend To:	Check "Hold" and enter a date in this field to have an employee's pay processing suspended until the date specified. Click Update to update the payroll.
Hold	Check this box to suspend the processing of an employee's pay until the next pay run. Click Update to update the payroll.

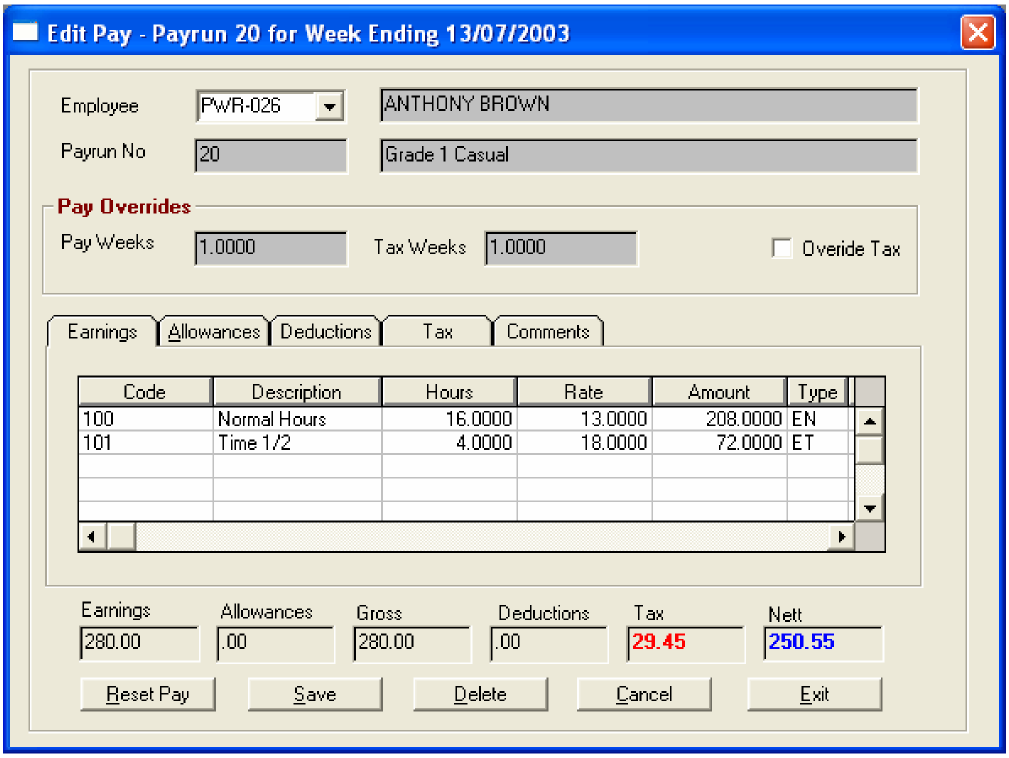
Edit Payroll

Use this item to make adjustments to an employee's pay. It is only available if the pay has not been committed.

> *Note: This window is blank until an adjustment has been made.*



Click the "Edit Payroll" button to display the "Edit Payroll" window. This window allows you to examine each item in the employees pay and edit if required.



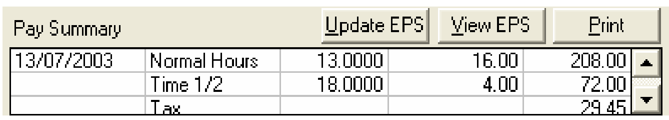
Fields of Note	
Override tax	Check this box to allow tax values to be manually overridden.
Reset Pay	Click this button to reset values if you have saved changes but have not exited the window.

View Adjustment Details

Click the “View Adjustments Detail” button to view adjustments made prior to the pay run. “Pre Pay Run Manual Adjustments” on page 97.

Pay Summary

This table shows a list of hours, allowances and deductions.

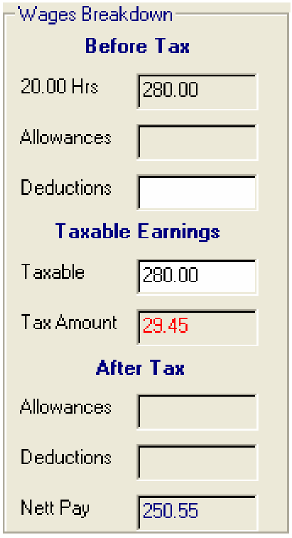


The first column indicates the last week in this pay run. Next is a description then the dollar value per unit, number of units in this pay run and then the total dollar value for this pay run.

Fields of Note	
Update EPS	This button forces the system to update the EPS account information from the employee's details into the pay run. This is normally used if an employee informs you of changed account details after the pay run, but before it is confirmed.
View EPS	Click this button to show EPS payment and account details for this employee in this pay run.
Print	Click this button to print a pay advice for this employee.

Wages Breakdown

This section displays pay details for the employee.



Creating a Pay Run

The pay run wizard can be started by double clicking the "New Pay Run" button under the selected company or re-run by clicking the  wizard button. The wizard will then ask all questions necessary to produce a pay run.

Re-running a Pay Run

If you need to re-process the selected pay run click the  re-process button. You will be given the option to change parameters or use the original values.

Committing a Pay Run

Once you are satisfied with a pay run you must commit the run to allow EFT. Click the commit button.

Cancel a Pay Run

You can also cancel a pay run by using the cancel pay run button.

Electronic Payments Button

Once a pay run has been committed click the Electronic Payments button to launch the Electronic Payments window. For more information see “Electronic Payment Systems” on page 101.

Note: This button is only available once a pay run has been committed.

Pay Details

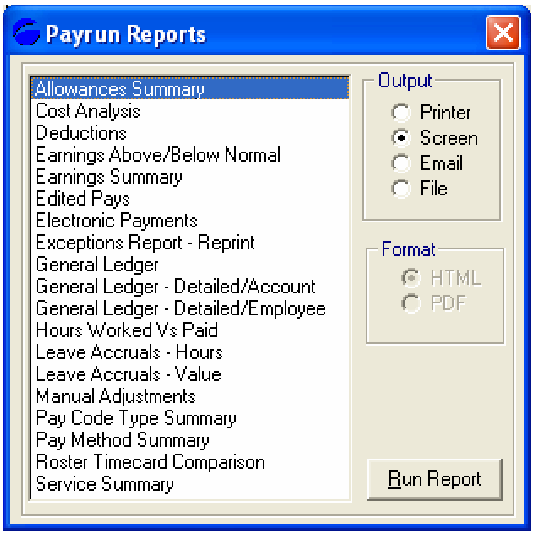
Click the “View Pay Run” button to display the details of a pay run.

Pay Advice

Click the Print Pay Advice button to produce the Pay Advice Slips.

Pay Run Reports

Click the “Pay-run Reports” button to display a selection of reports.

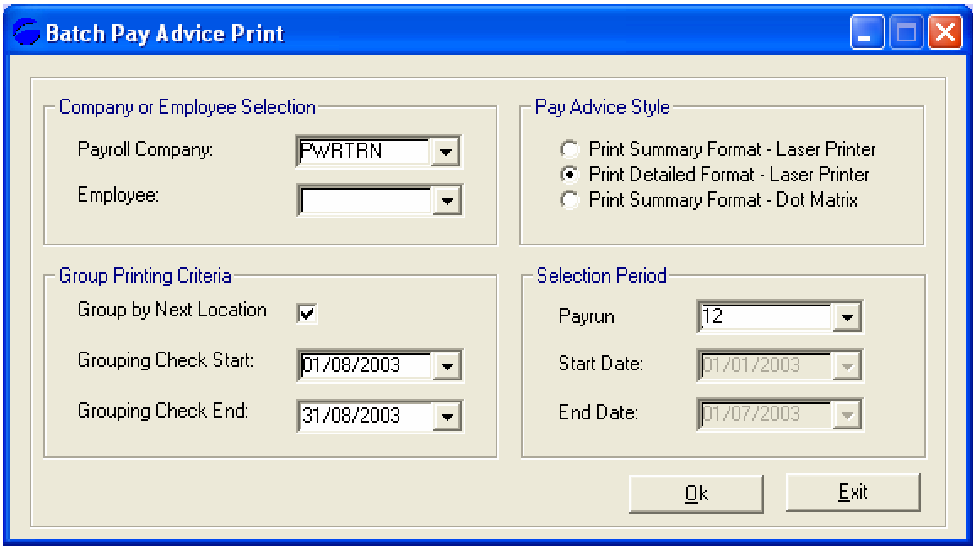


Employee Rates

Use the  button to open the Employee Rates window.

Print Batch Pay Advices

This window produces “Pay Advice Slips” for the specified company and employee for the chosen date range.



Grouping

This allows pays to be grouped together based on the location of the employee. By specifying a future date range you can group the pays by where the employee will be when they are sent out instead of where they were working when the pays were created.

Payroll Reports

Select the desired report on the right and then complete any required information on the left. Click Run Report to produce the desired report.

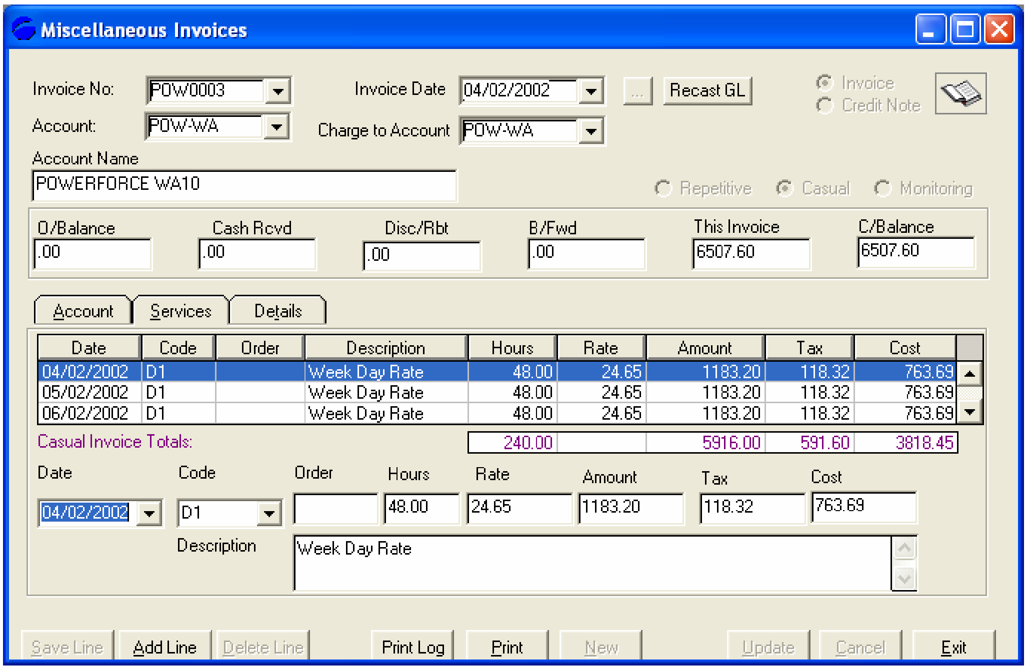
Service Billing

Overview

Once a payroll has been run, use "Service Billing" to generate invoices for the clients.

Miscellaneous Invoice and Charges

This window is used to create single invoices for scheduled and non-scheduled events or transactions.



By default this window opens with "Invoice No:" set to "NEW" ready to create a new invoice. You may also display previous "Miscellaneous Invoices" by entering their invoice number.

Creating Invoices

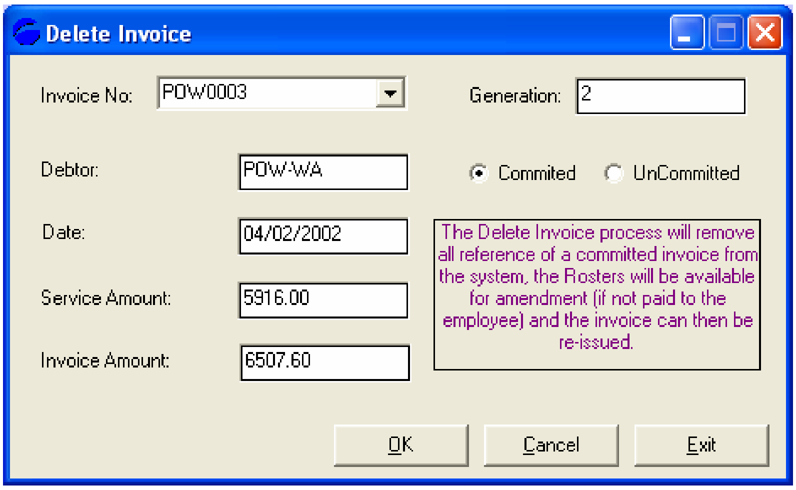
Invoices are created by completing the "Account" (Client) details and then click the Add Line button and complete the details at the bottom of the window. When complete click the Save Line button. Repeat as needed.

When either form of invoice is complete click the Update button to save, commit and print the invoice.

Fields of Note	
Account	The client code.
Forward Account	The parent client that will be sent the invoice.
Account Tab	Displays the client address and account details.
Services Tab	Displays each line of the invoice.
Details Tab	Displays each shift billed.
Print Log	Displays a log of when this invoice was printed.
Print	Print a copy of the invoice.

Un-commit Invoice (Delete)

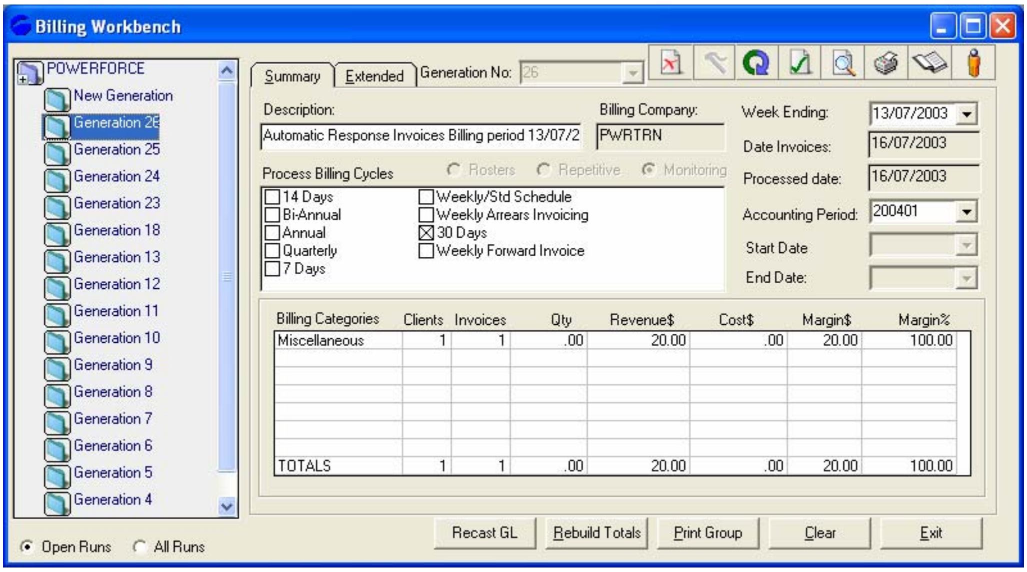
This window allows you to delete a committed invoice. To delete the invoice select the invoice in the “Invoice No:” field and click the OK button.



Fields of Note	
Generation	The “Client Billing Workbench” generation number associated with this invoice.

Client Billing Workbench

The Client Billing workbench centralises all Billing processing. Use this window to generate / re-generate billing runs, Invoices and various billing reports.



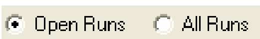
Workbench Features

Run Selection

Once you have selected the summary tab (default view) double click on the desired company button. Double click the desired run button to show summary details for that run. Double clicking the "New Generation" button will start the billing run wizard.

Run View

To make it easier to view the runs you can select to show "Open" (not confirmed) or "All" billing runs.



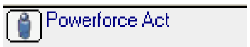
Tabs

By selecting the tabs at the top of the window you can select summary information for a billing run or display and edit details about a clients invoice.

Note: The Extended tab can only be selected once a billing run has been selected.

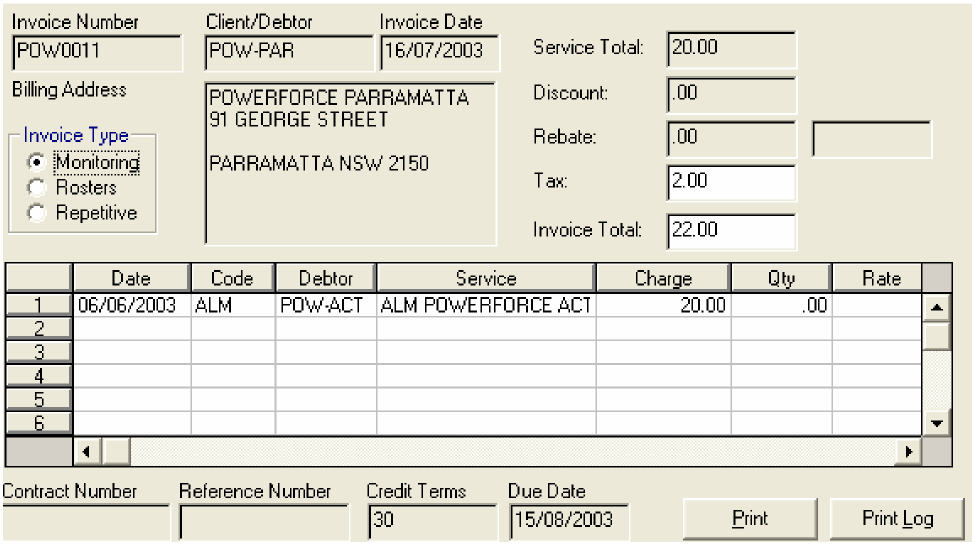
Client Selection

Double click a client to display their details.



Client Extended

This section allows you to view individual clients in more detail.



Buttons

Note: These buttons appear at the top right of the billing workbench.

Re-create a Billing Run

Click  to re-run the billing wizard.

Re-process Billing

Click to re-process a run for a single invoice or all invoices using the same parameters set in the wizard.

Cancel a Billing Run

Click to cancel a billing run for an individual invoice or the all invoices.

Committing a Billing Run

Click to commit all invoices in the run.

Billing Details

Click button to view billing details for all invoices.

Print Invoice

Click to display a list of invoices available to print.

Invoice Run Reports

Click to display a selection of billing reports you may run.

Client Contract Details

Use the button to open the client contract details window.

Print Selected Invoice

Click Print to print the invoice currently displayed.

Print Log

Comment [HT3]: Needs to mention this is on the extended tab

Click Print Log to display a log how and when this invoices has been printed.

Editing Invoices

Double click a row in the details table to display the “Miscellaneous Invoicing” window allowing you to edit an invoice.

	Date	Code	Debtor	Service	Charge	Qty	Rate
1	06/06/2003	ALM	POW-ACT	ALM POWERFORCE ACT	20.00	.00	
2							
3							
4							
5							
6							

Reports

This window defaults to the currently selected company and selects the start and finish dates based on the current month.

Select the desired report and click Run Report.

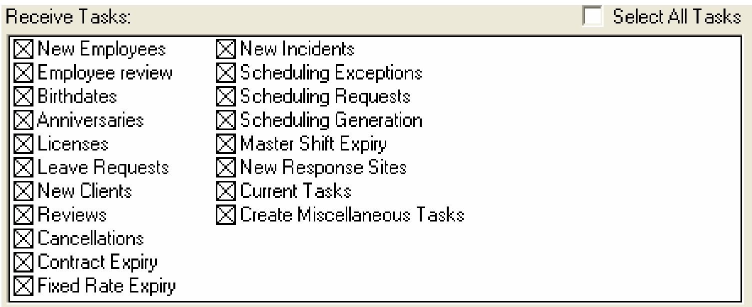
Task Manager

Overview

The Task Manager is an automated reminder system of regular business management events. It allows tasks to be assigned to specific users and for the forwarding of tasks from one user to another.

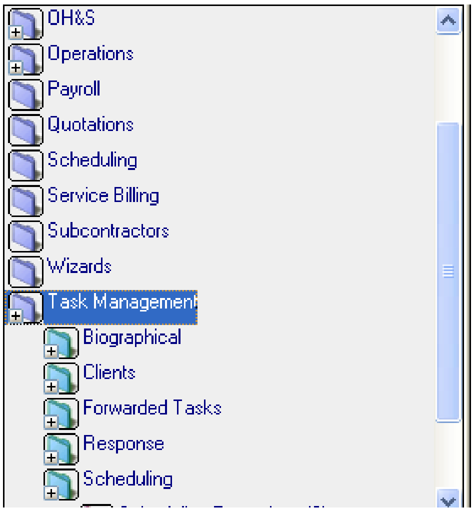
User Setup

The Task tab on the User window contains a list of tasks that the user will be reminded of as they login to the system. Once opened these tasks can be forwarded on to other users.

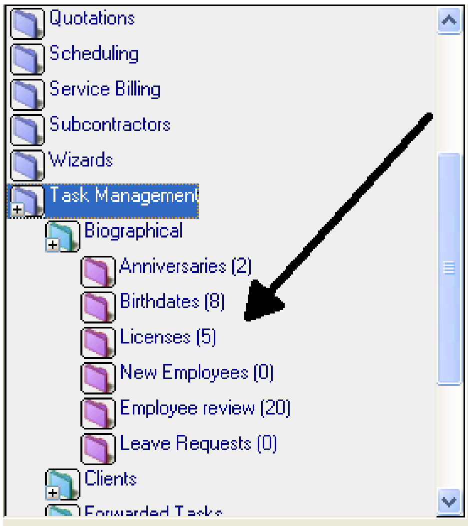


Navigator

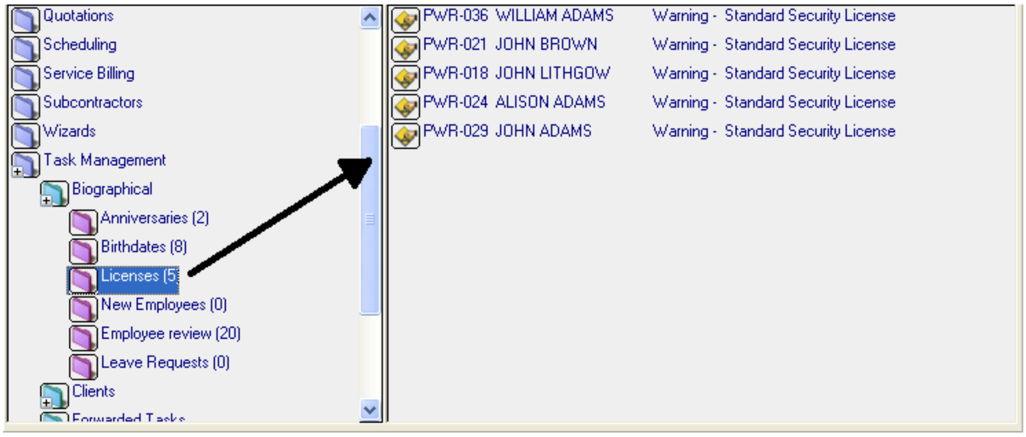
If “Task Manager” is double clicked the display will expand to show tasks sections within Task Manager.



These sections may intern be double clicked to show the Task Types. If a Task Type has outstanding tasks, the number of outstanding tasks is displayed to the right of the name.

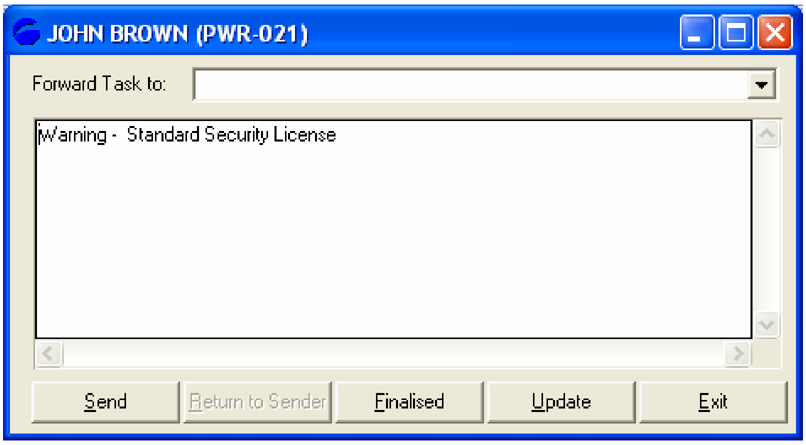


Click the Task Type to display the tasks in the right hand side of the Navigator window.



Task Editor

Tasks will remain in the list until they have been finalised. To finalise a task double click the task and the Task Editor will be displayed. From the Task Editor click Finalised .



Updating

Generally a task is a reminder to look at something or perform an action. Once you have reacted to the task you may have to update data in the system. Click Update to display the input window that is relevant to the task.

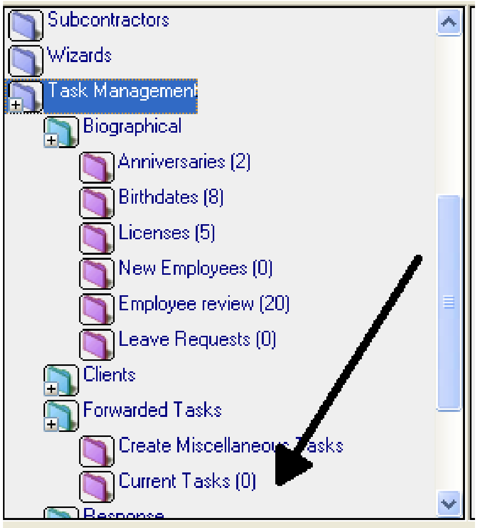
For example if it was a security license warning you would check the persons new license and enter the new expiry date in the "Biographical / Personal Details" window. Clicking Update will open this window for you.

Forwarding

Some tasks you may decide should be handled by someone else to do this select the person in the "Forward Task To:" field and click 

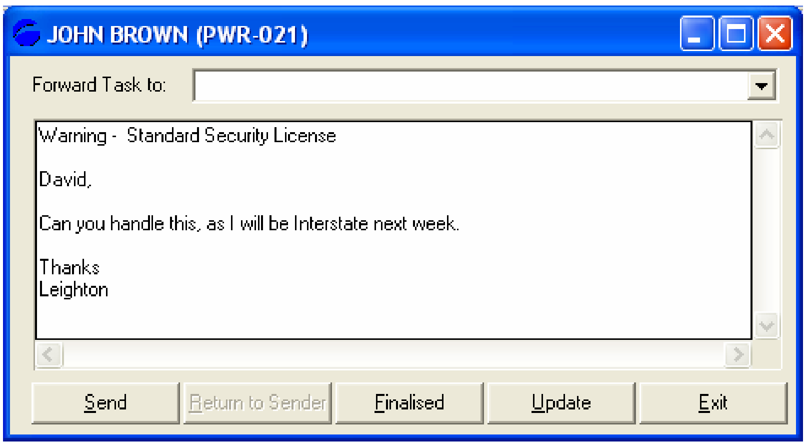
. The task will now appear in the assigned persons "Forwarded Tasks".

Note: The task will not disappear from the Task Type, as it is still an outstanding task. It is just that information about the task will be sent on to another user.



Adding Text

If you are forwarding a task to another user you can also add additional information by clicking in the text display and typing. Whatever you type in this field will be sent with the task.



Task Sections

Biographical

- New Employees
- Employee Review
- Birth Dates
- Anniversaries
- Licenses
- Leave Requests

Clients

- New Clients
- Reviews
- Cancellations
- Contract Expiry
- Fixed rate Expiry
- New Incidents

Scheduling

- Scheduling Exceptions
- Scheduling Requests
- Scheduling Generation
- Master Shift Expiry

Response

- New Response Sites

Forwarded Tasks

Current Tasks

These are the tasks that have been forwarded to you.

Create Miscellaneous Tasks

Click this item to display the Task Editor. This will allow you to create a task and forward it to another user.

Index

—A—

accounts 54
active window 3
Add 4
alt key 5
Assign 4
Available 4

—B—

Billing
  reports 117
  wizard 116
booking window 80

—C—

calendar 6
Cancel 4
Cancel a billing run 117
Change the User 2
Changing the User 3
Classification 68
Clear 4
Client
  Casual Rates 58
  Child 54
  contacts ....
  operations 64
  Repetitive rates 58
  response 59
  services 57
  Site Schedule 80
  staff profile 67
Client billing 115
Client contracts 54
Confirm times 79
Contact 31
Contact details 37
Contract End 58
Contract Start 58
Create a diskette 103

—D—

Deposit details 103
deposit summary 102

—E—

Edit 4
Education 38
EFT transfer 93
Employee
  Deduction 26
  deductions 23, 25
  dependents 31
  method of payment 27
  pay 23
  pay summary 31
  superannuation 27
Employment
  history 30
Exclusions 37, 66
Exit 4

—F—

Fax 29

—G—

Gallery 5
Group certificates 93, 100

—H—

History 37

—I—

Insurance 65
Invoice
  reports 117
Invoice runs 115

—L—

License 30
Licenses 37

list boxes 5
Login 2

—M—

Mobile 29
Multiple companies 2

—N—

Navigator 3

—P—

Password 2
Pay
  Adjustment 97
  Adjustments 106
  Advice slips 104
  Details 108
  Runs 104
Pay advice 93
Pay Advice 27
Pay details 81
Pay run
  Cancel 109
  Commit 109
  Details 109
Pay run wizard 104
Payments
  outstanding 102
  payroll tax 102
  superannuation 102
Payroll
  reports 104
  Reports 109
  setting 106
  Tax 99
  tax deposit 103
  tax reports 103
  tax to be paid 103
Pay-run
  Re-process 108
  wizard 108
Personal 38
Phone numbers 29
Preferences 38
Profile 39

—R—

Refresh the User 2
Refreshing the User 3

—S—

Save 5
Schedule
  allocate to 78
  creating 77
  delete 79
  employee template 82
  generate 74
  remove employees 88
  reports 79
Scheduling Group 36
search 6
search phrase 6
Session 2
Set Inactive 5
shift allocations 76
Site
  coverage level 67
  staff classification 68
Skills 38
Status 5
Street address 29
Support 10

—T—

Tabs 5
Tax reports 93
Team 36
Tentative shifts 79
Termination Pay 98
Training 30, 37, 38

—U—

Un Assign 5

—V—

Validate 5
View 5

—W—

warning messages 7
Wizards 8