PowerForce®
SOFTWARE

Administration Manual

For further information contact:
Oryx Technology Pty Ltd
PO Box 259
Parramatta NSW 2124

PowerForce Manual

Version 1.0	December 2000	Initial separate manual
Version 1.1	February 2001	Updates Added
Version 2.0	November 2001	Updates Added
Version 2.1	April 2002	Minor corrections and updates

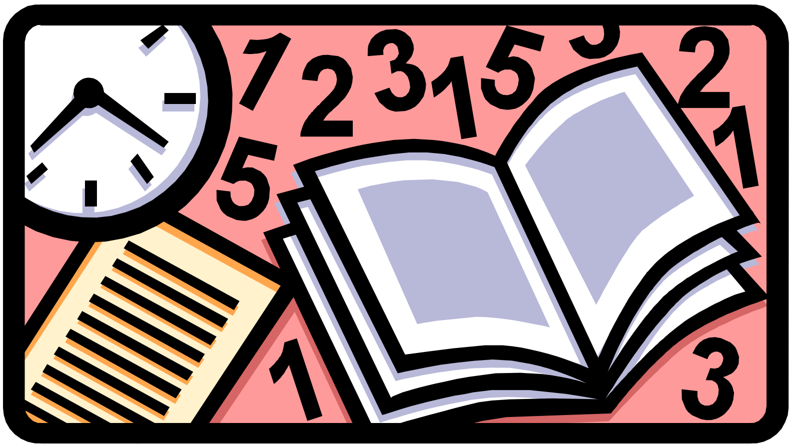
PowerForce Support
02 9635 8613
support@powerforcesoftware.com

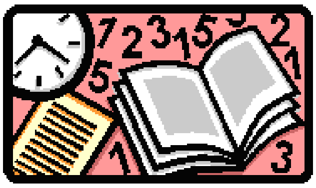
Contents

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.

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 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 new information to the database
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.

Button	Description
Edit	This button is used to open an edit window where the currently displayed data may be edited.
Exit	Close and exit the window.
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.

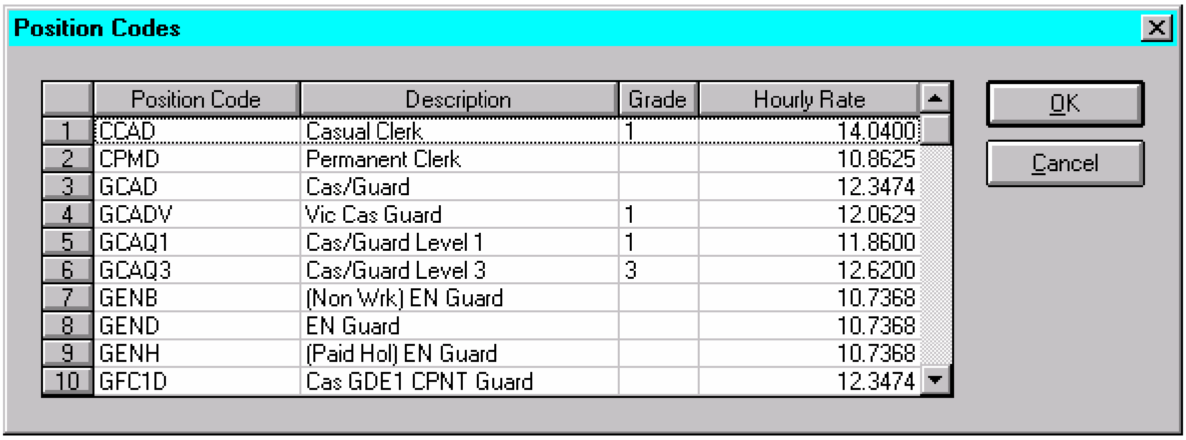
The Underlined Character

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.

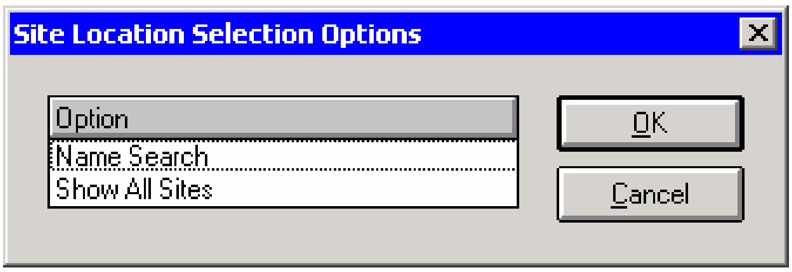


From the list, double click your selection and the value will be placed in the list box.

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.

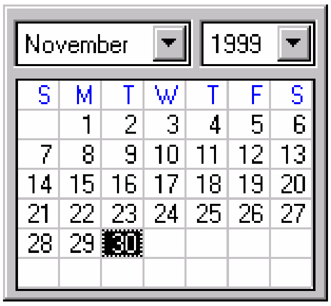


When prompted type in part of the name and a list of matching values will be returned. Double click the correct item to open the record.

Calendars

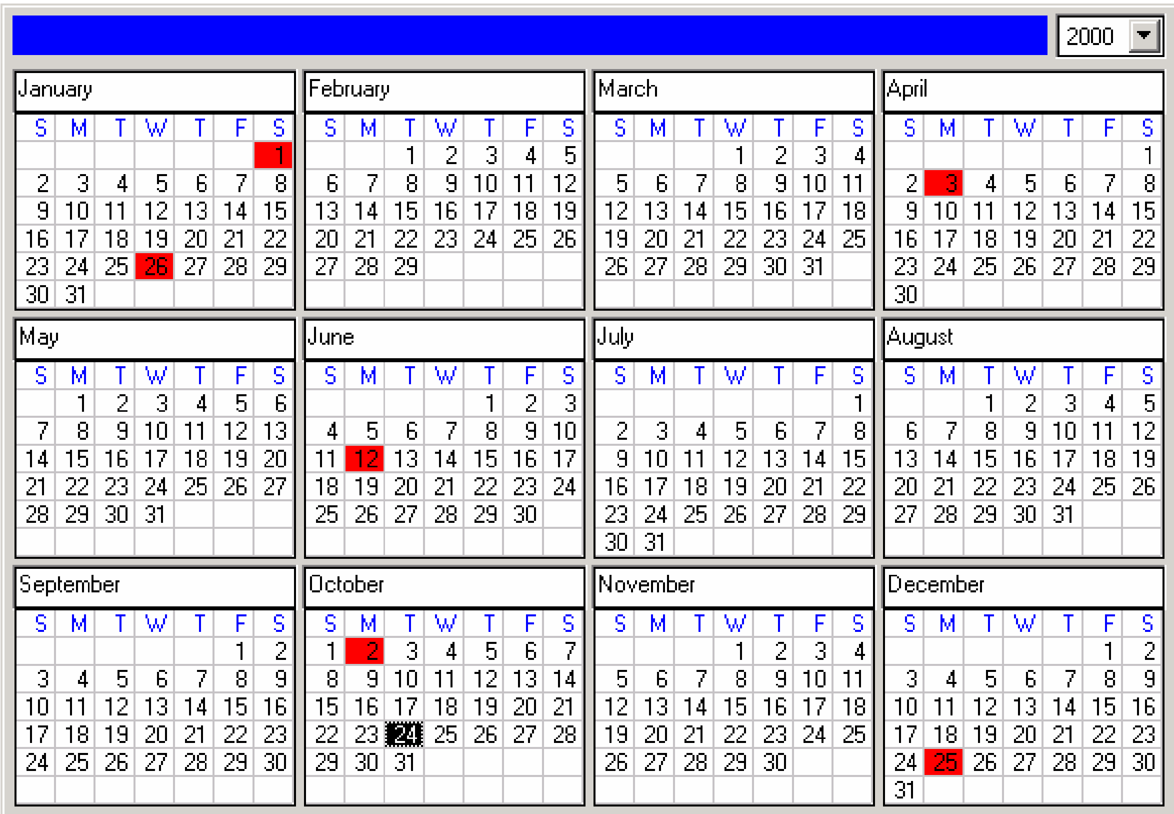
Single Calendar

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.



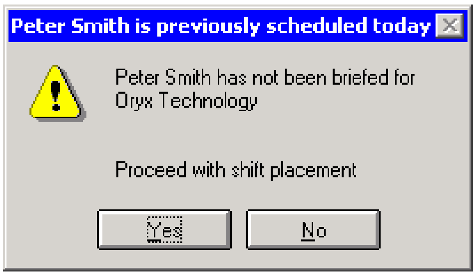
Twelve Month Calendar

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 first discuss it with your supervisor and if you still cannot make an informed decision contact the PowerForce support team.



Adding New Records

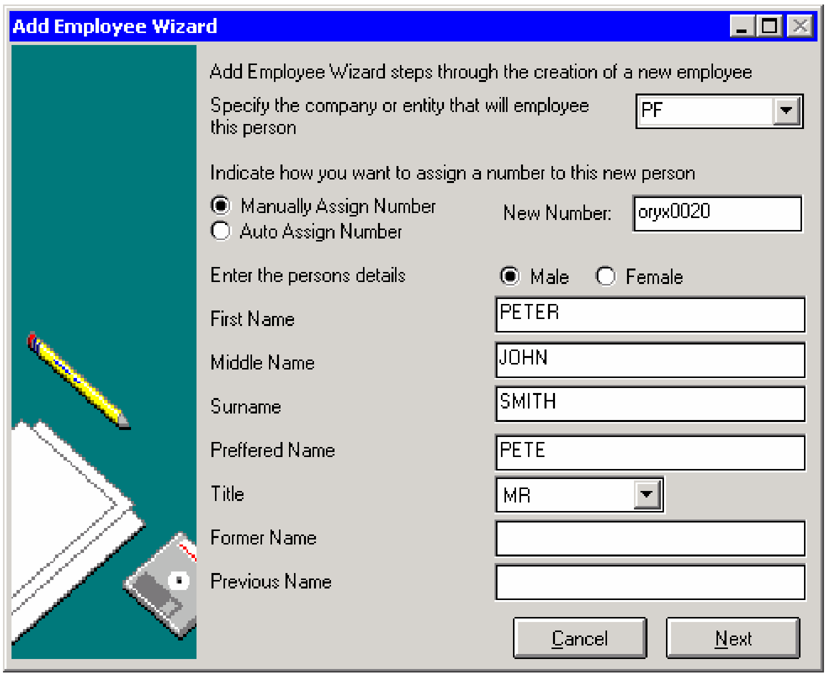
With a clear window enter the code for the data in the first field. All data added after the code will be linked to that code. Press the tab key and you will be moved to the next field. Complete as many fields as possible and then click the "Save" or "Apply" button and the information will be saved.

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

Wizards

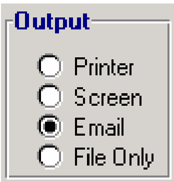
Wizards are a series of windows that prompt you to enter all the data that is required for a record or to run a process.

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 when the report is created.

"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 and faster to transmit but do required a "PDF" file reader program such as Adobe™ Acrobat Reader to display or print the report.

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 us on the number above. 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 may be able to answer your question immediately. However more involved questions maybe referred to our technical staff.

Your issue will also be logged into our Customer Tracking Module within PowerForce. 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 questions have been answered.

Installation

Installation Process

As a general guide a PowerForce Installer, from Oryx Technology, does the installation.

Installation for some users involves working with their PowerForce Installer to identify the data that is required for PowerForce and then arranging to extract the data from their current system.

Based on discussions with your organisation the Installer will use the most appropriate method to upload the data into PowerForce.

Note: If you purchased PowerForce Lite you would be responsible for the installation. However PowerForce installation support is available and may be purchased as needed.

System requirements

The following information describes a system that has successfully run PowerForce. However as a general rule a faster processor and more memory will always make a difference especially if other applications will be run simultaneously.

Note: Later operating system benefit from faster processors and more memory, this intern will affect PowerForce. Choose your configuration based on what will make the operating system work well and this will generally be sufficient for PowerForce.

Workstation

Pentium 233 or higher

64 meg of memory

200 Meg of available disk space. This will grow with use and should be considered as a starting point. Discussed this with your Installer prior to installation.

Windows 98 SE, Windows 2000 or later versions.

15” Monitor or larger.

Resolution of 800 x 600 or higher and 16 Bit colours or more. Although it will work at this resolution we recommend a resolution of 1024 x 768.

Mouse or similar pointing device.

CD-ROM Drive.

Laser quality printer for reporting.

Colour printer 720 Dpi or higher if colour ID Tags will be printed from the system.

56k Modem and PCAnywhere® Ver 9.0 or higher for remote support.

File Server

Pentium II or higher

NetWare 4, Windows NT 4.0 or later versions.

Mouse or similar pointing device

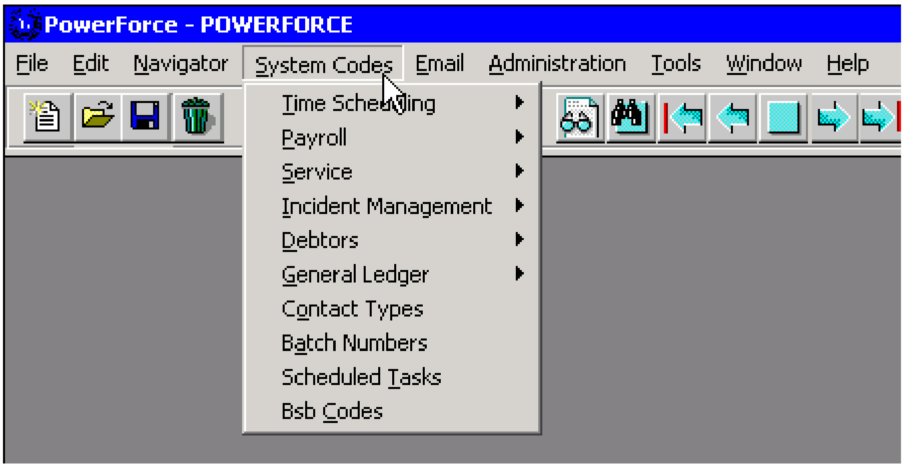
CD-ROM Drive.

System Codes

Overview

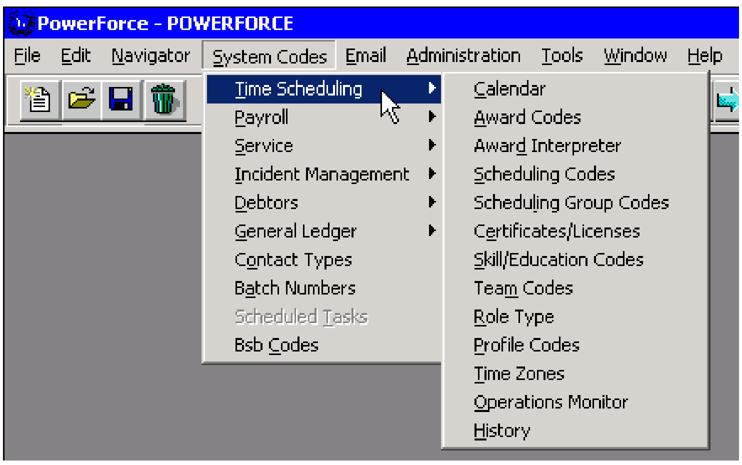
System codes are the behind the scenes parameters that drive the PowerForce application. Many of these codes are setup during installation and may not need to be changed.

They can only be accessed if the user has been authorised to do so by a system administrator. For more information see “User” on page 67.



Time Scheduling Menu

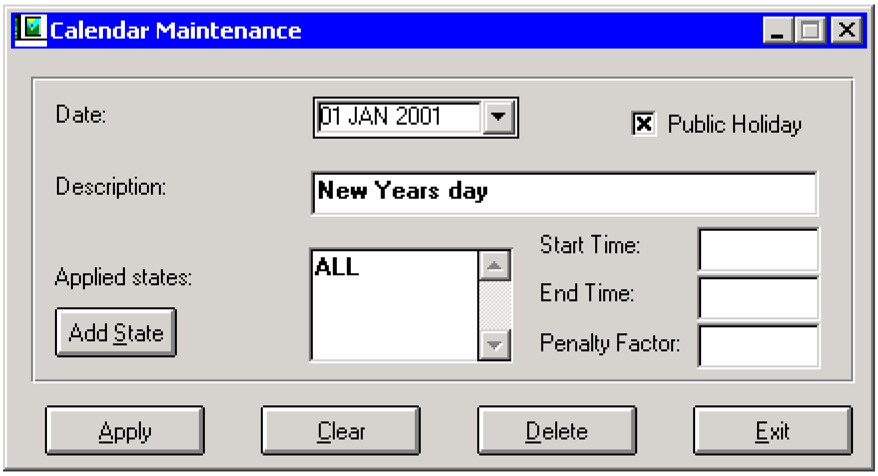
This menu contains a sub menu of the items listed in the following picture.



Calendar

This window is used to specify days with special meaning in the calendar year. It may include but is not limited to public holidays. Click the “Date” list box to set a date in the calendar; this will display a twelve-month calendar.

Note: Previously selected dates are shown in red with the current date in black.



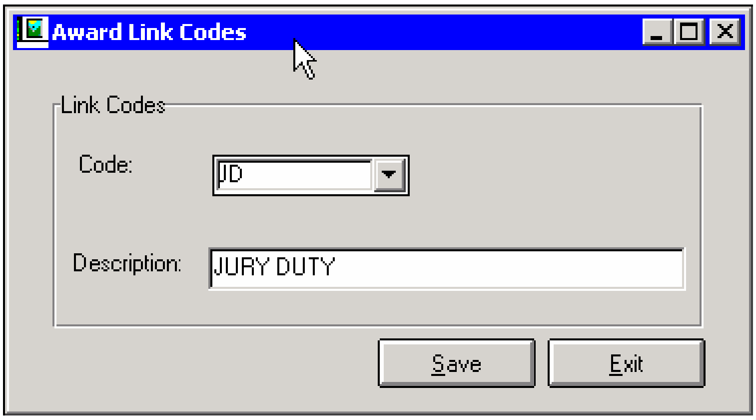
Select the “Public Holiday” checkbox if this is a public holiday and penalty rates will automatically be paid in the nominated states. To set the holiday only for specific states use the  button.

Enter values into the “Start Time” and “End Time” to set when penalty rates apply. Entering a value in the “Penalty Factor” field will override the penalty value with the one specified in the field.

Award Codes

This window allows the user to create or modify “Award Link Codes”. The data is used to define codes to the system that will be used in the “Award Rule Band” of the “Award Interpreter”.

Note: Easily understood codes and descriptions will make your work simpler when you return to modify the Award Interpreter.



If a code is to be used it must have a relationship setup in the “Classification Codes” window on page 47.

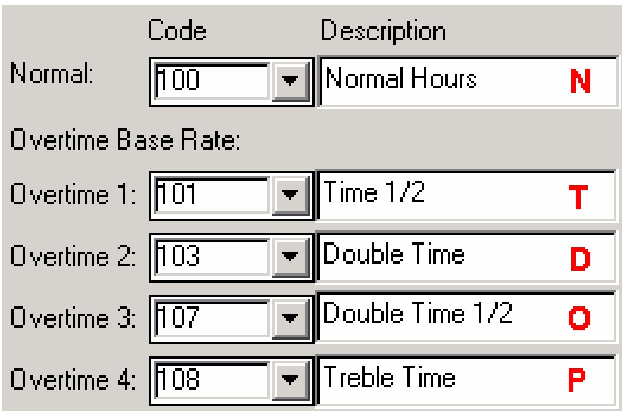
In the following each allowance is linked to an “Award Link Code” on the right.

Allowance	Description	Unit	Amount	Link	Link Description
PHL	Public Hol Loac	Loading	150.0000	PHL	PUBLIC HOL LO/
SAT	Saturday Loadir	Loading	50.0000	SL	SATURDAY LOA
SUN	Sunday Loading	Loading	100.0000	SNL	SUNDAY LOADIN

The exceptions to this rule are the codes:

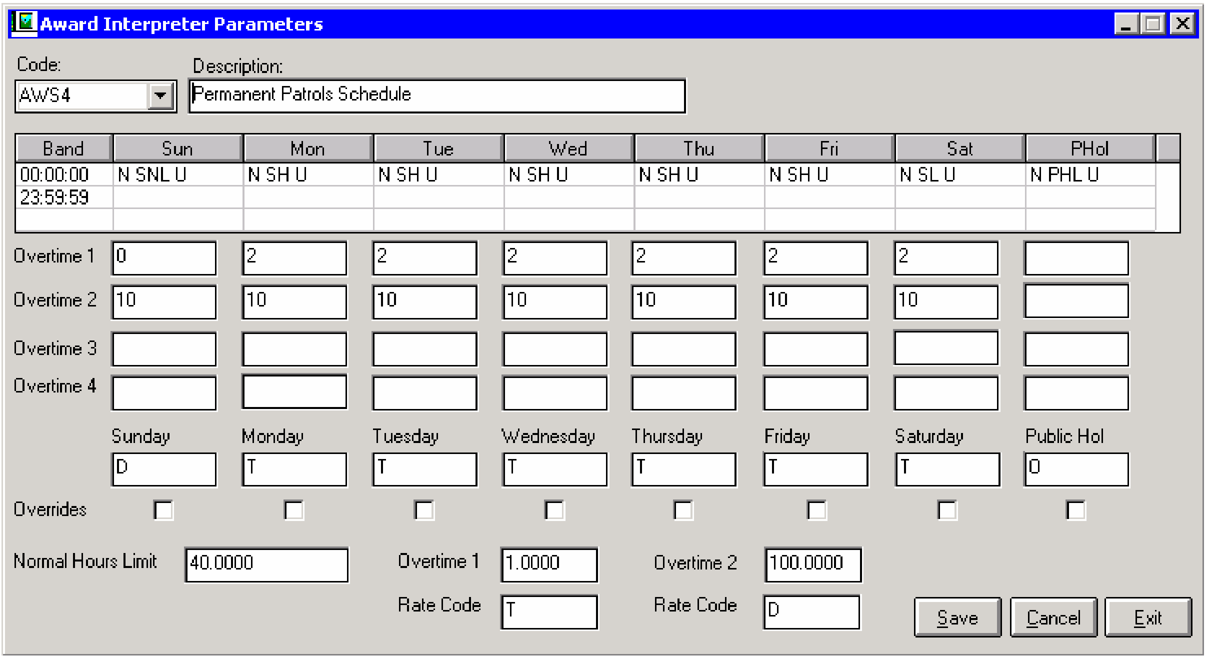
Code	Description	Relate to:
N	Normal	Normal
T	Time	Overtime 1
D	Double	Overtime 2
O	Other	Overtime 3
P	(Not always used)	Overtime 4

These may be seen on the rates tab in “Classification Codes” window.



Award Interpreter

This window is used to define the pay type, loadings and allowances an employee will receive for a given shift type.



These first two fields are used to identify and provide a simple description of the award. You may create additional award codes as required.

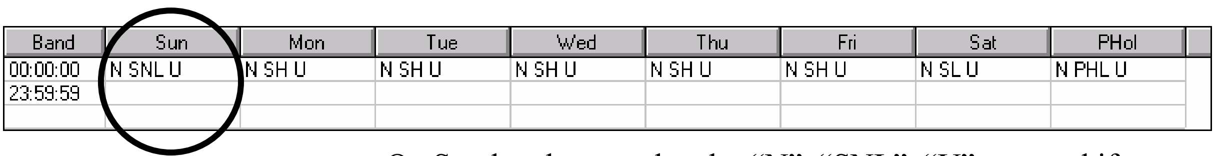
Note: Easily understood codes and descriptions will make your work easier when you use awards in other windows.

Award Rule Band

This part of the window uses time bands across and day types down. Where they meet "Award Codes" are used to define the award for that situation.

In the following example the one row represents the time period from 00:00 through to 23:59:59 or 24 hours.

Note: Overtime is controlled by other settings in the window.



On Sunday the award codes "N", "SNL", "U" are used if we look these up in the "Awards Codes" window we find "Normal" pay, "Sunday Loading" and "Uniform".

	Code	Description
9	N	NORMAL
10	NSN	NGHT SHFT NROT 30%
11	NSR	NGHT SHFT ROT 17.5%
12	O	OTHER
13	PHL	PUBLIC HOL LOADING
14	PM	AFTERNOON 15%
15	SH	SHIFT ALLOWANCE
16	SL	SATURDAY LOADING
17	SNL	SUNDAY LOADING
18	T	TIME

This means that an employee covered by an award that you have called "AWS4" will get, on a Sunday, normal pay plus Sunday loading and a uniform allowance.

Additional time bands can be added by changing the time ranges. For example 06:00:00, 18:00:00, 06:00:00 would create 2 bands, six in the morning to six at night and then six at night till six in the morning.

Overtime Layout

The next part of the window defines how long each overtime type lasts. In the following example the second column (Monday) will pay "Overtime 1" (normally time and a half) for the first 2 hours exceeding the defined normal day and then pay "Overtime 2" for the next 10 hours. For information on a normal day see "Classification Codes" on page 47.

Overtime 1	0	2	2	2	2	2	2	
Overtime 2	10	10	10	10	10	10	10	
Overtime 3								
Overtime 4								

Overtime Override

Checking the box for the corresponding "Day Type" and entering the appropriate award code will override the overtime layout. For example if the Sunday override box was checked the employee would receive double time for the time worked in excess of normal hours.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Public Hol
	D	T	T	T	T	T	T	O
Overrides	☐	☐	☐	☐	☐	☐	☐	☐

Cumulative Time

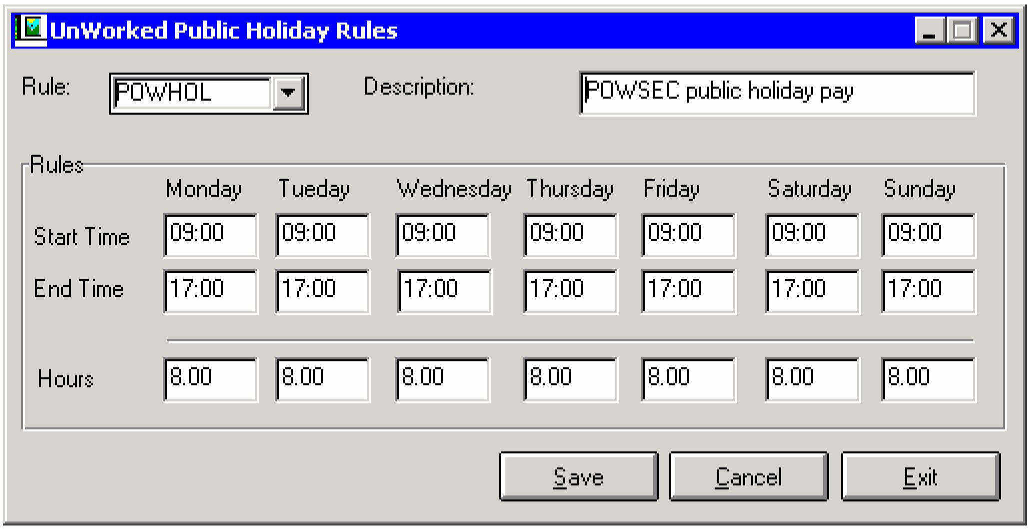
In addition to overtime paid on a shift, overtime may also be paid based on cumulative hours exceeding the normal hour limit. To configure cumulative overtime set the "Normal Hours Limit" and the duration for each overtime type.

In the following example the normal limit is 40 hours per week. Overtime 1 is set at 1 hour, so for the first hour of overtime (41st hour) the employee will be paid at the "Overtime 1" rate of time and ½. Any remaining hours will be paid at the "Overtime 2" rate, which is set at double time.

Un-worked Public Holiday Rules

This window is used to define the shift the employee will be paid for if they do not work on a public holiday. For example if the employee did not work on a public holiday that occurred on a Monday they will paid as though they had worked an 8 hour day from nine till five.

Note: The Un-worked Public Holiday Shift must be rostered in the schedule.

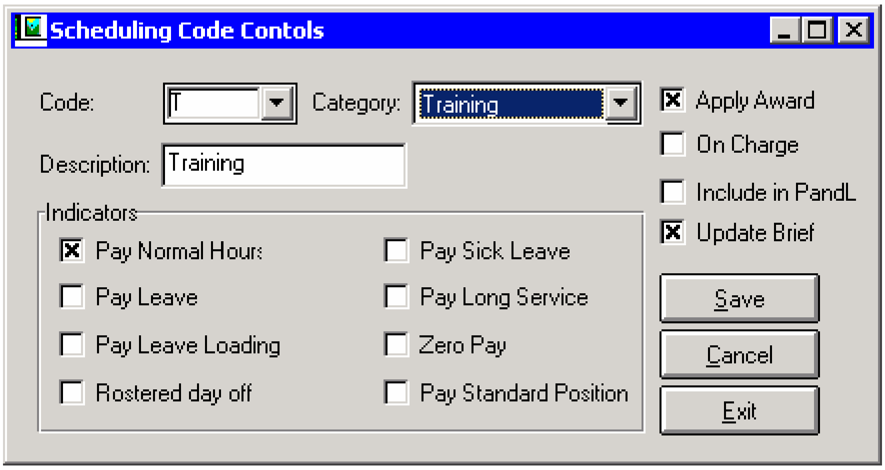


This window is linked to the employee "Classification" by the code set in the "Un-worked Public Holiday Rule" field. For more information see "Penalties Tab" on page 49

Scheduling Codes

The system uses various codes to define the shift. For example "N" for a "Normal" shift. This window then defines what type of pay the employee would receive for the defined shift.

In the following example we have selected code "T" for training. The indicators show that an employee working a shift classed as a "T", would be paid for normal hours, the award would be applied and the briefing indicator for the client's sight would be updated.



Note: The "Pay Standard Position" is used for "Enterprise Agreements" and is discussed in "Classification Codes" on page 47.

Schedule Group Codes

A company may have different working agreements with casual employees verses permanent or enterprise employees. These agreements may make it financially more desirable to have a certain type of employee at a site.

"Schedule Groups" allow you to group employees on the same type of working agreement and make them a preference when running the optimised scheduler.

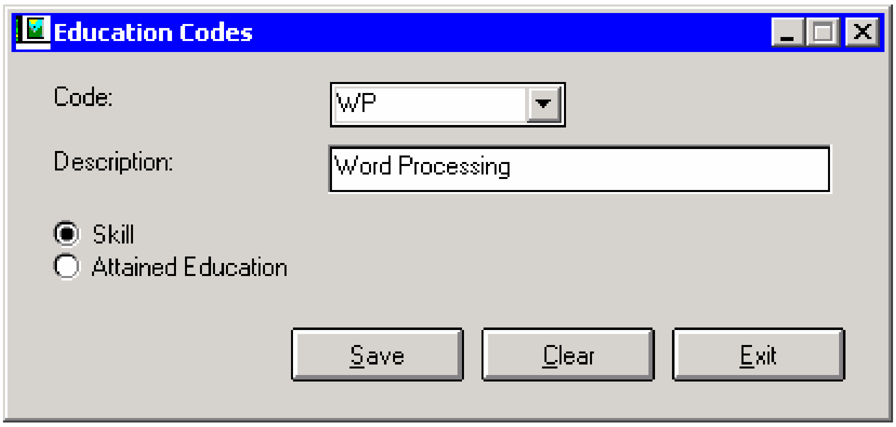
Certificates/Licences

To work in some industries the employee must have specific certificates. Often they have to be renewed on a regular basis. This window allows you to create codes for the industry-required certificates. These codes are used to provide warnings to the operators and the employee that a certificate renewal is approaching. By selecting "Stop" in the "Action" list box an employee can be prevented from being "Rostered On". "Warning" will provide a warning but still allow the person to work.

In the example 14 days before the drivers licence expires a message will be displayed. As this is a "Warning" the employee will still be allowed to work once the licences has expired. For more information see the "Task Manager" in the User manual.

Skill/Education Codes

These are similar to certificates, except they are desired skills and not required.

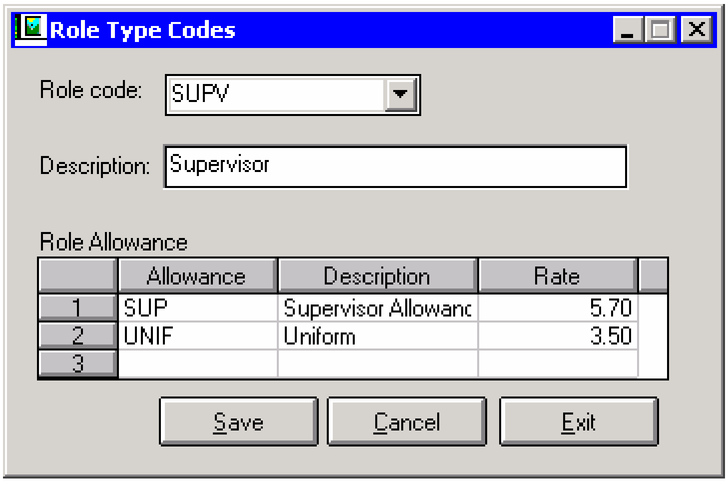


Team Codes

In some situations you may wish to keep the same team of people working together. To do this, create a “Team Code” and then assign the same “Team code” to each employee in the team. Select “Biographical/Operation details/Preferences Button” in the Navigator to assign codes to an employee.

Role Type Codes

Some employees perform different roles, for example some employees may be supervisors while others may be managers. This window allows you to define the different “Role Types” that are required in your business. These “Role Types” can be used in the scheduling system to assist you in planning the right people for the right job.

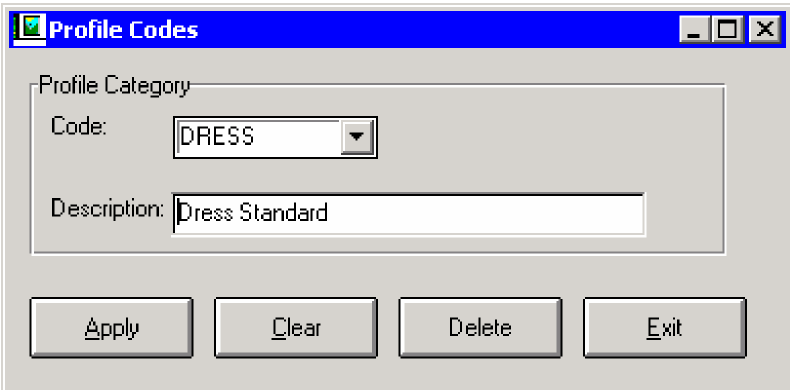


Fields of Note	
Allowance	A list of allowances paid for this “Role Type”. Double click the field to display a list of available options.
Rate	This is a per hour rate.

Profile Codes

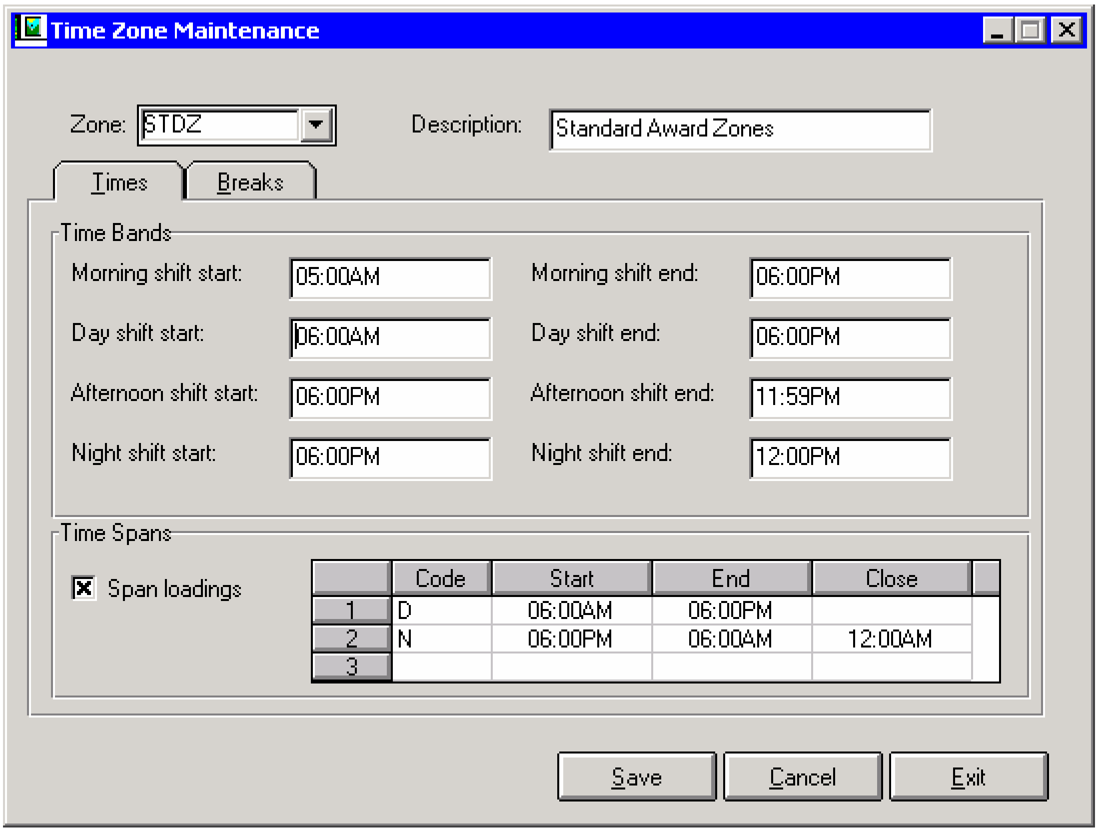
Some jobs may require employees with special characteristics. For example someone who works in a clothing store may need to have a high dress standard.

This window allows you to define a profile that can be graded in the employee record and used by the “Optimised Scheduler”.



Time Zones

To pay different rates for night and day shift you must define when each shift type starts and ends.



Times Tab

The system provides 2 methods for defining shifts. If “Span Loading” is checked then “Time Spans” are used. If it is not checked then “Time Bands” are used.

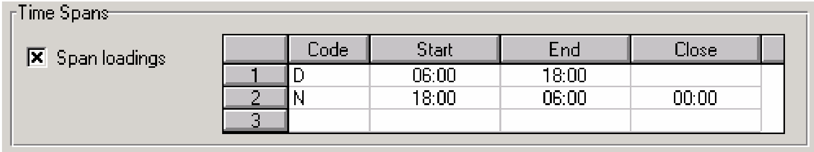
Time Bands

The system will determine the shift by stepping through the shift start and end times. This means the following questions are asked in sequence. If the shift meets the requirements of the question then no further questions are asked.

1. If the shift starts between the “Morning Shift Start” and the “Day Shift Start” then it is morning shift.
2. If the shift starts and ends between “Day Shift Start” and “Day Shift End” then it is a day shift.
3. If the shift is not a day shift and it starts after “Day Shift Start” then it is an afternoon shift.
4. If the shift is not any of the above then it is a night shift.

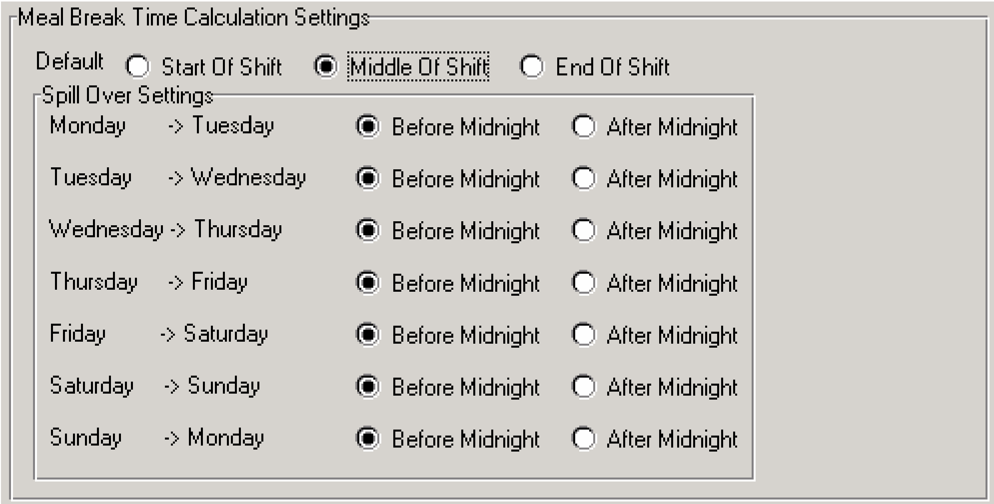
Time Spans

If using “Time Spans” the employee is paid based on the hours worked in each shift. In the following example if they work from 14:00 to 22:00 they would be paid for 4 hours of day and 4 hours of night.



Breaks Tab

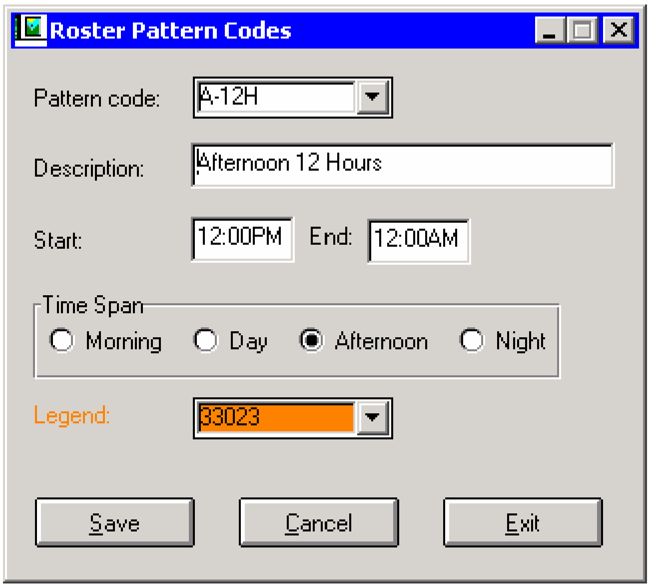
This tab allows you to define when during the shift the payroll system will process the meal break.



Fields of Note	
Spill Over Settings	If a shift continues past midnight you can choose if the break is before or after midnight. This affects the payment of the break

Roster Pattern Codes

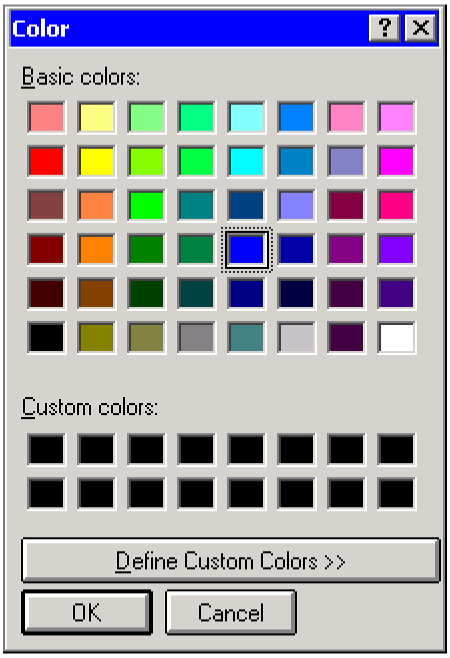
This window allows you to define a “Roster Pattern” code to be used in the “Scheduling” system.



Fields of Note	
Start / End	The default start and end times of the specified shift.
Time Span	Check the option corresponding to the type of shift.

Legend

This window is displayed when the “Legend” list box is clicked. A colour may be selected to represent this shift in the schedule.



Operations Monitor

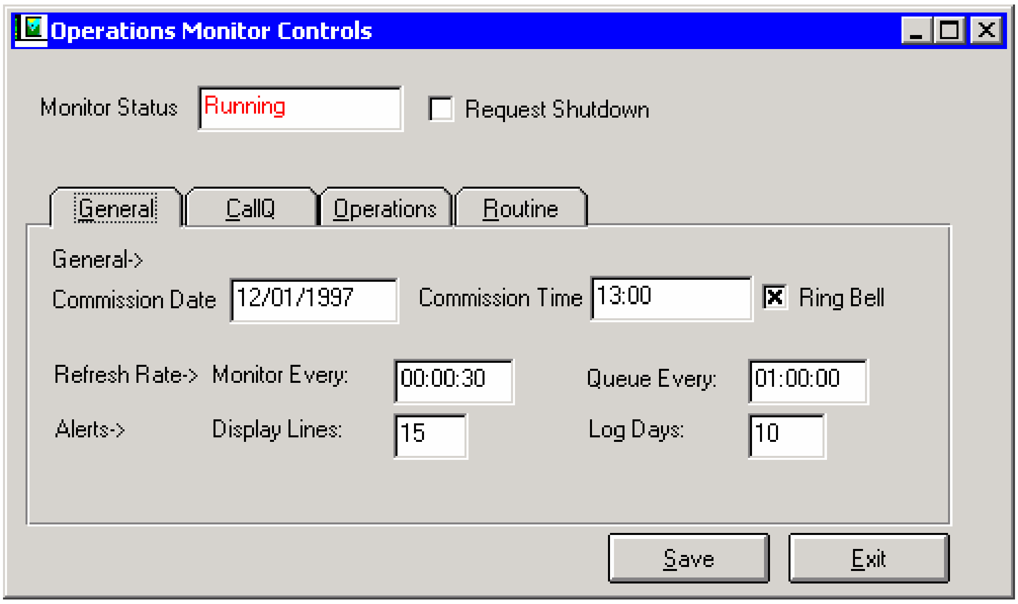
> *Note: If the "Operations" module has not been purchased this window will have no effect.*

This window provides control setting for the operations module.

"Operations" is an automated reminder and alarm monitoring system.

General Tab

This sets the general parameters for the Operations system.



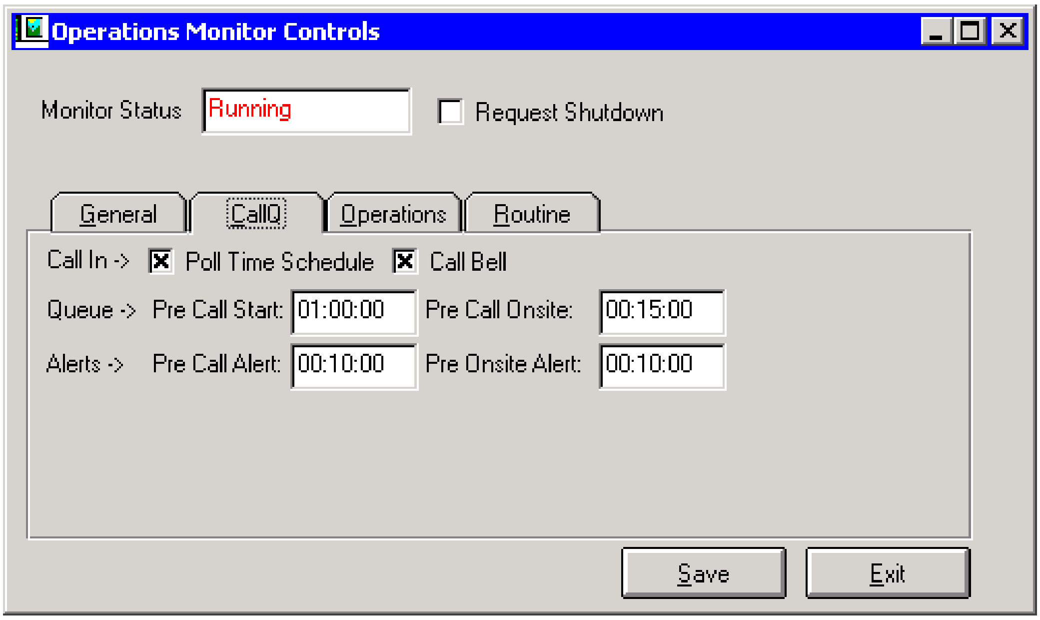
Fields of Note	
Commission Date and Time	Set a starting point for the operations module. This prevents prior alarms from being activated.
Ring Bell	The master bell on/off control switch.
Refresh Rate	How often the display will update.
Queue Every	Read in the list of activities for the next day at the time indicated.
Log Days	Number of day to keep data in master log.

Call Q Tab

This window sets the defaults display and alarm times for queued shifts.

For example if a shift has "Queued" checked on the "Times" tab in the "Booking" window located in the "Scheduling Workbench" the following will occur.

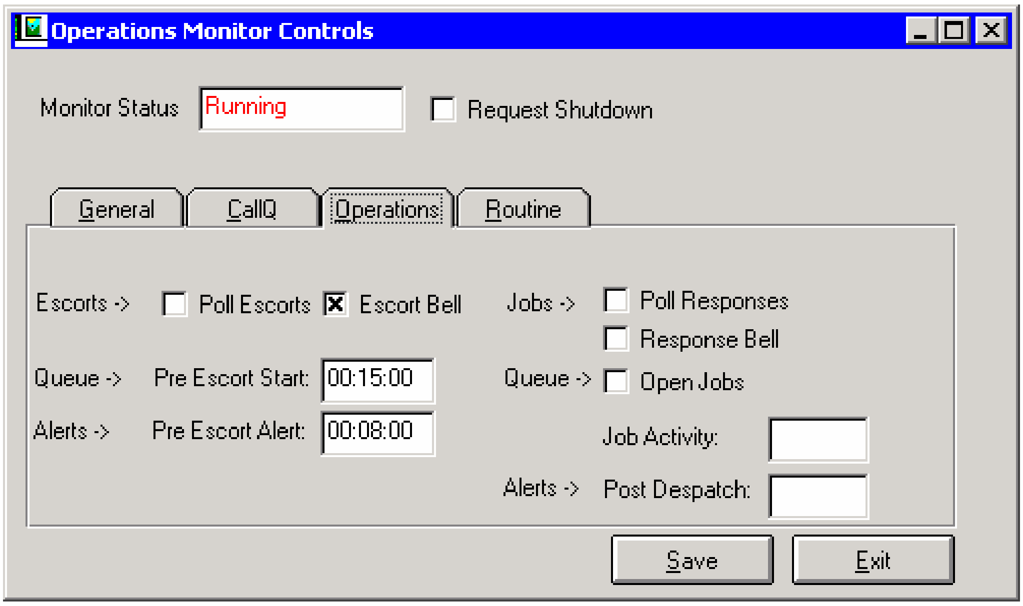
1. 1 hour before the shift starts a log entry will appear on the operations monitor indicating a call is expected from the employee on that shift.
2. If the employee does not call to say they are on their way to work within 10 minute an alarm will sound.
3. 15 minutes before the start of the shift a log entry will appear on the operations monitor indicating a call is expected from the employee to say they are on site.
4. If within 10 minutes the employee has not phoned an alarm will sound.



Fields of Note	
Poll Time Schedule	Switches time polling on or off.
Call Bell	Switches the bell on or off for time polling.

Operations Tab

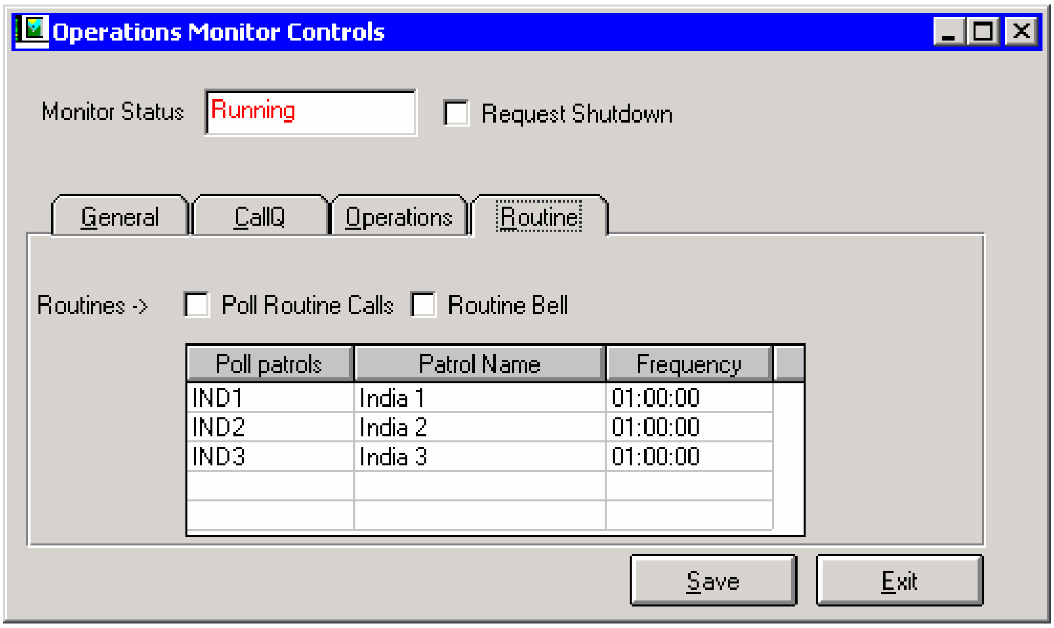
This window sets the defaults display and alarm times for security escorts and security alarm response.



Fields of Note	
Poll Escort	Check to enable escort polling.
Escort Bell	Enable bell when polling.
Pre Escort Start	The time prior to the escort that the reminder will be enabled.
Pre Escort Alert	The time prior to the escort that the alarm will be enabled.
Poll Responses	Poll for manual or automated alarms that enter the system
Response Bell	Check this box to switch the bell on for alarm responses.
Post Dispatches	How long after a job should the alarm sound to indicate a patrol has not rung in after a response to a job.

Routine Tab

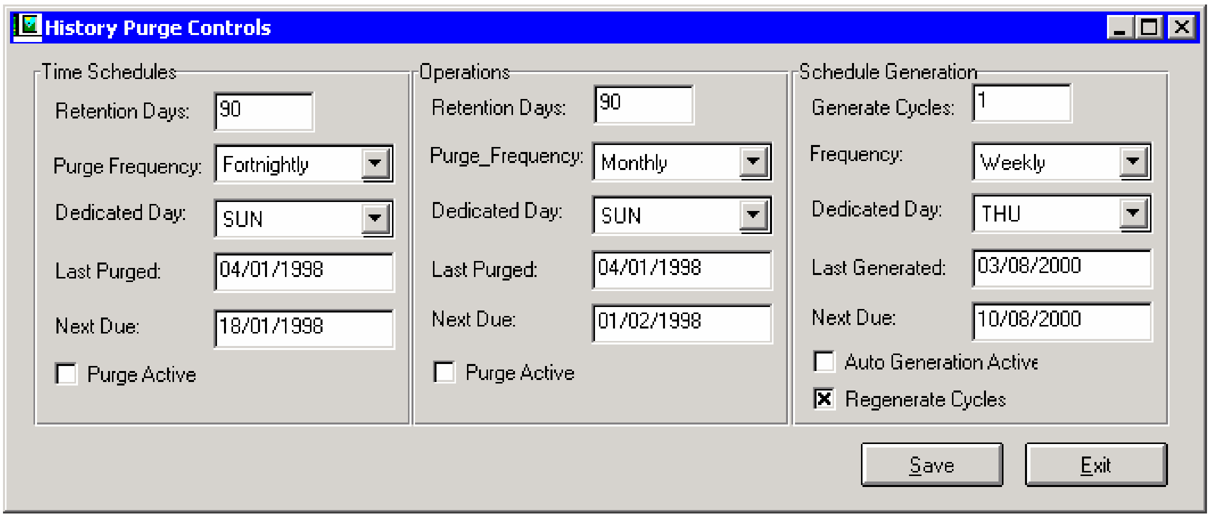
This tab allows you to set recurring reminders for patrols. Patrols codes are set in “Setup Code/Services/Patrols” window. See “Patrols” on page 56.



Fields of Note	
Poll Routine Calls	Check to enable polling for routine patrols.
Routine Bell	Enable bell for routine pools.
Frequency	Enter how often the patrol is to report in to the operations room.

Automated Tasks

These options control the archiving of history data and the automation of schedule generation.



Time Schedules

This example archives schedules that are older than 90 days every fortnight on a Sunday. Check the “Purge Active” check box to enable the archive.

Operations

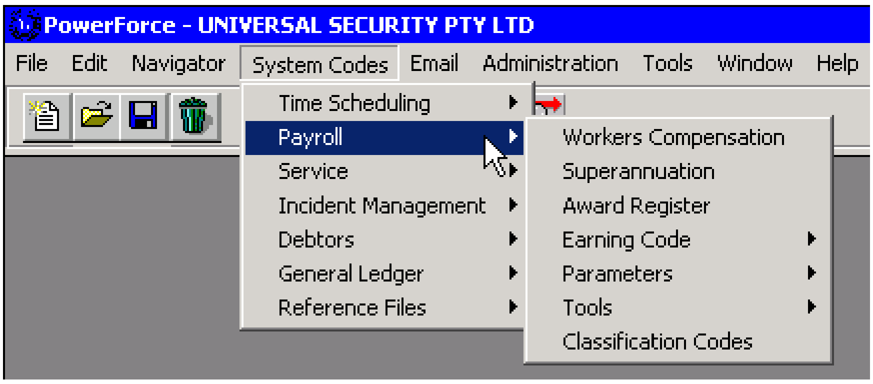
This example archives the operations log records that are older than 90 days every month on a Sunday. Check the “Purge Active” check box to enable the archive.

Schedule Generation

By checking “Auto Generation Active” in the example the system will automatically generate schedules for 1 cycle every week on a Thursday. If “Regenerate Cycles” is checked existing cycles will be regenerated accepting any new data.

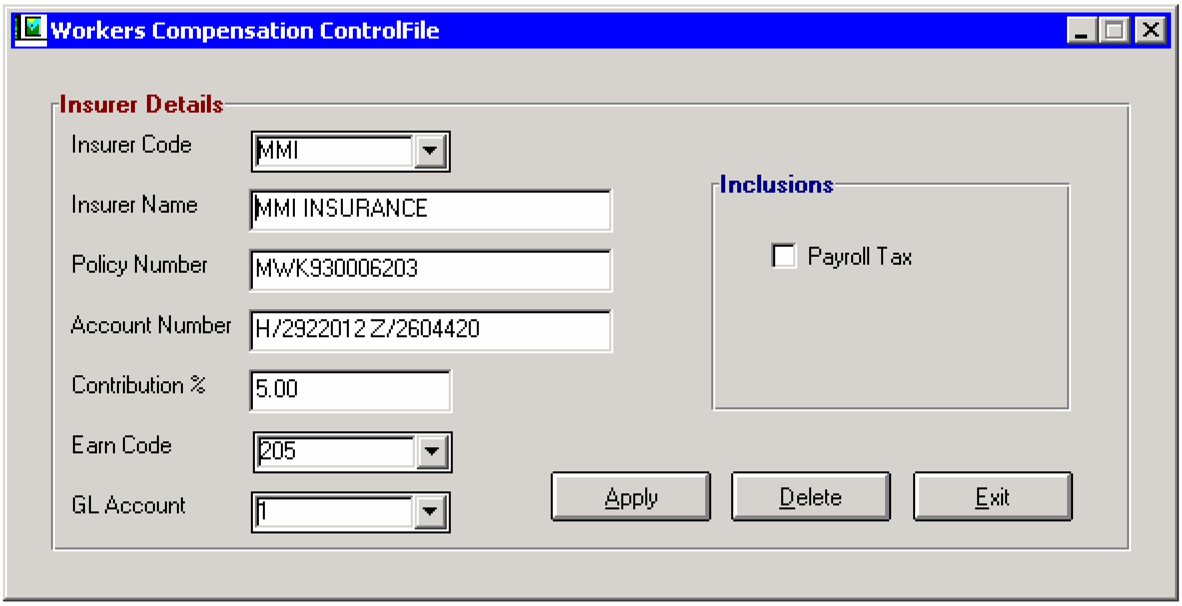
Payroll Menu

This menu contains a sub menu of the items listed in the following picture.



Workers Compensation

Use this window to store details about the workers compensation insurance policy.

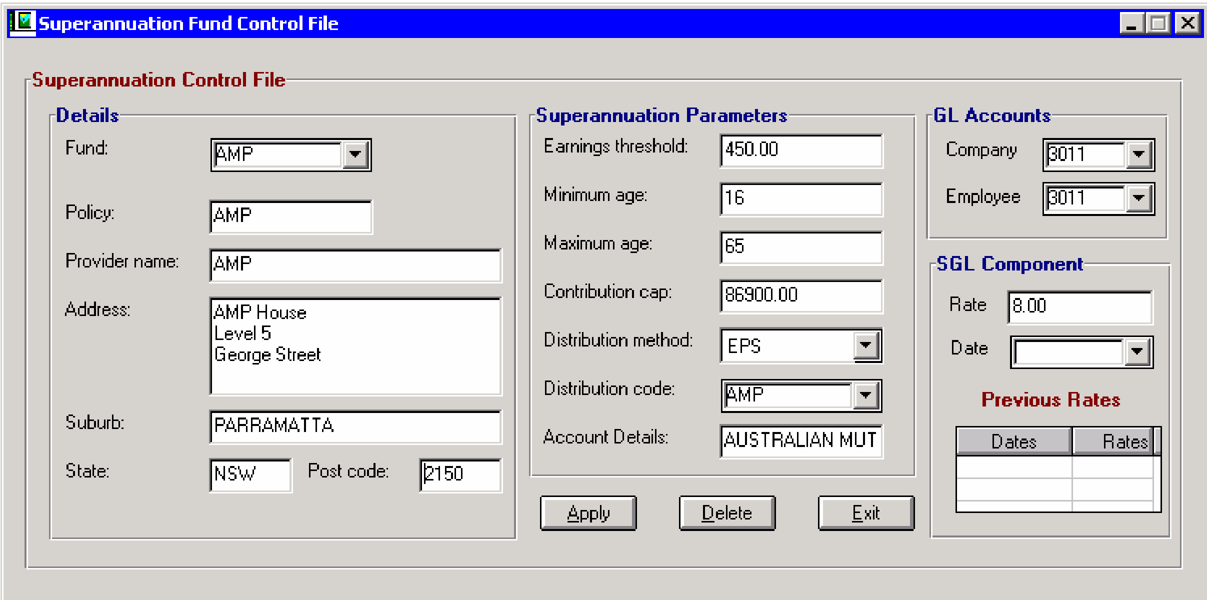


Fields of Note	
Contribution %	This value will be stated on your policy.
Earning Code	Select the earning code that has been setup to define Workers Compensation. For more information see “Earning Codes (Window)” on page 33.
GL Account	Select the General Ledger account for payment to the workers compensation insurer.
Payroll Tax	To have payments to an employee receiving workers compensation included when payroll tax is calculated select “Payroll Tax”.

Superannuation

Use this window to input the details about the various Superannuation Funds used by your company and your employees.

Information supplied in this window will be used by the payroll system.



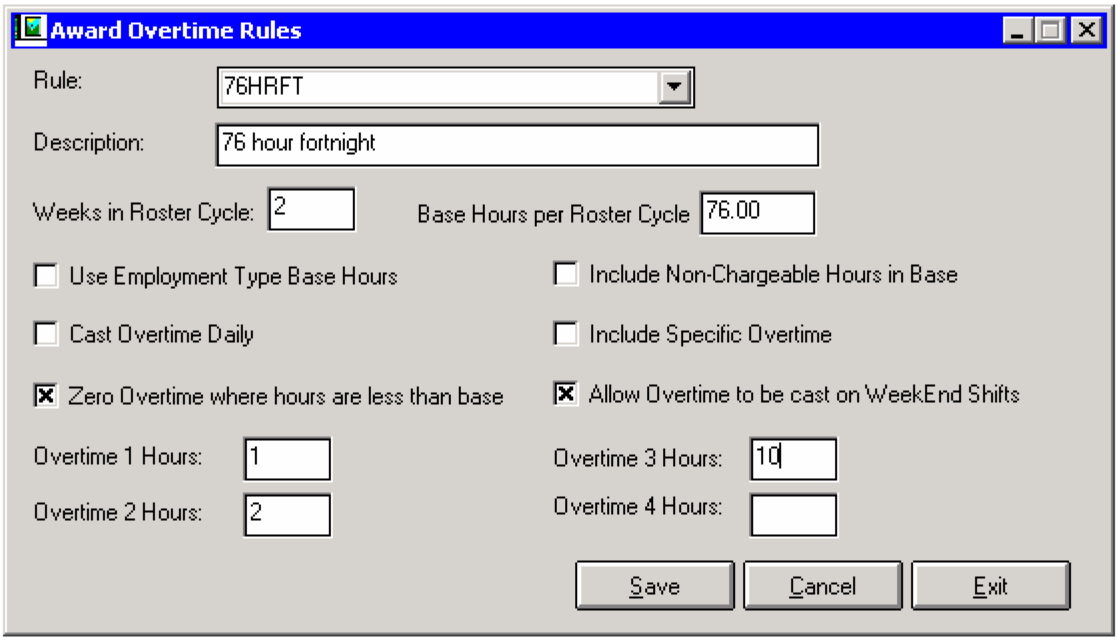
Fields of Note	
Earning Threshold	Minimum earning before superannuation is paid.
Contribution Cap	Once earnings reach this level no additional funds are deducted.
Distribution Method	Select the method of moving the payments to the fund.
Distribution Code	Select the "EPS" payee code for the fund.
Company	Enter the General Ledger account code for all required company "Superannuation" payments.
Employee	Enter the General Ledger account code for all additional employee "Superannuation" contributions.
Rate	Enter the "Superannuation" contribution rate and date of change then click Apply.

Award Register

Enter a “Code” and a “Tittle” for the different awards used by your company. This is informational and primarily used in reports.

Award Overtime Rules

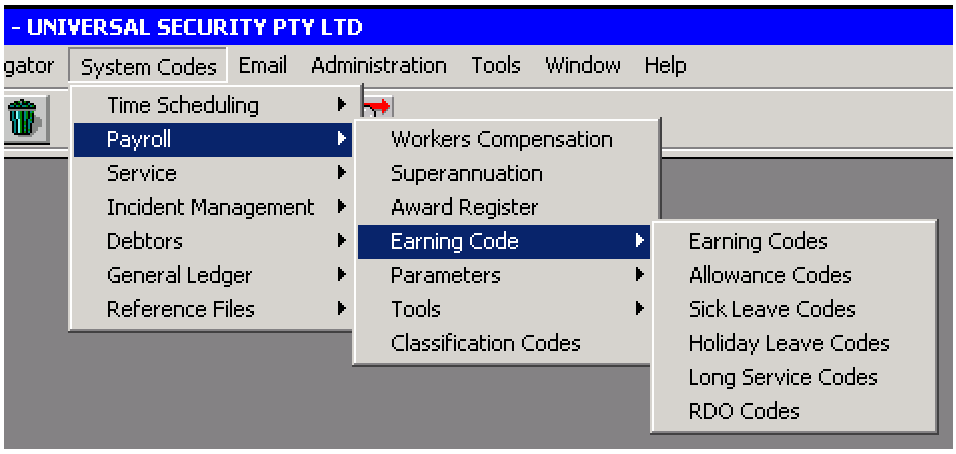
This window set the rules governing overtime.



Fields of Note	
Cast Overtime Daily	Allow overtime on a day-by-day basis.
Zero Overtime when hours are less than base.	If base hours have not been achieved overtime will not be paid on a day-by-day basis.
Allow overtime to be cast on Week End Shifts	Check to allow overtime to be paid on weekends at weekend rates. If not checked overtime is said to occur on the week day hours and paid accordingly.

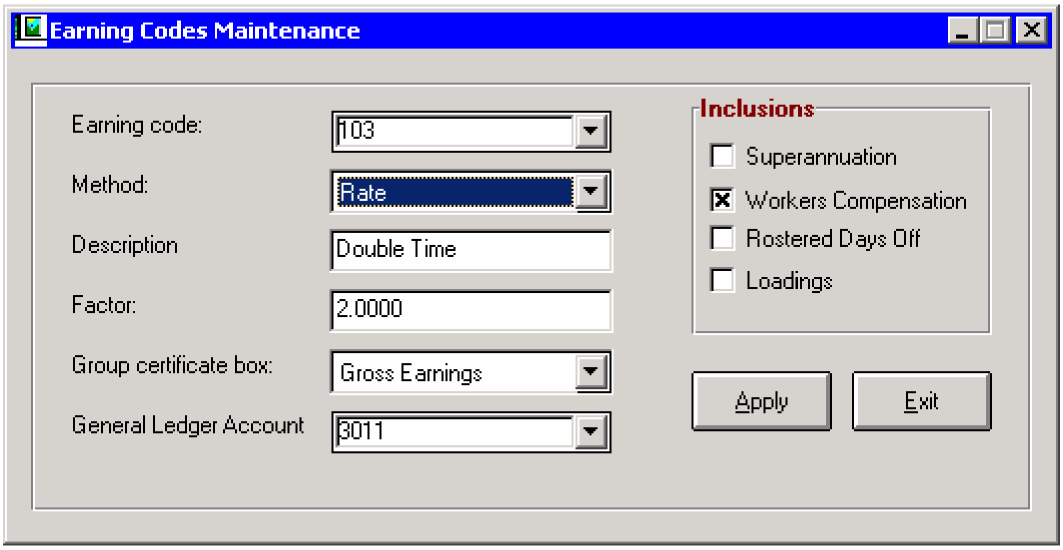
Earning Codes (Menu)

This menu contains a sub menu of the items listed in the following picture.



Earning Codes (Window)

Earning codes are the pay types an employee would earn such as normal, time and a half, double time etc. They are used in the Classification Codes (Position Codes) window to specify the types of pay for an employee position.

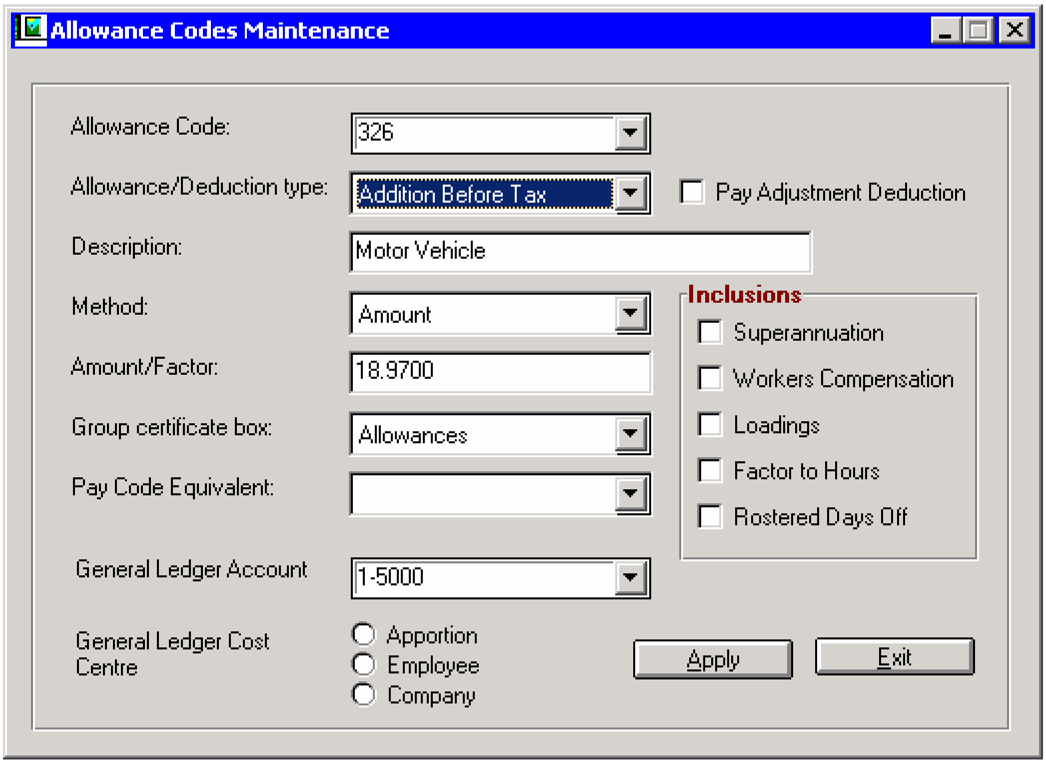


Fields of Note	
Method	The method allows you to select how the earning code factor is applied. For example with a method of "Rate" and a "Factor" of 2.0 the employee would be paid twice-normal hourly pay. Other methods may be added at a later stage.
Group Certificate Box	This field define the location on the Group Certificate where this value will be reported.

Fields of Note	
Inclusions	Select which additional items will be included with this "Earning" code. In this example when the employee is paid at double time no "Superannuation" is accumulated, "Workers Compensation" is, "Rostered Days Off" and "Loadings" are not.

Allowance Codes

This window is used to create allowances or deductions codes. Set an allowance or deduction for an employee in "Biographical/Personal Rates/Deductions Tab/Edit Button". Once set the payroll module will make a pay adjustment for the allowance or deduction.

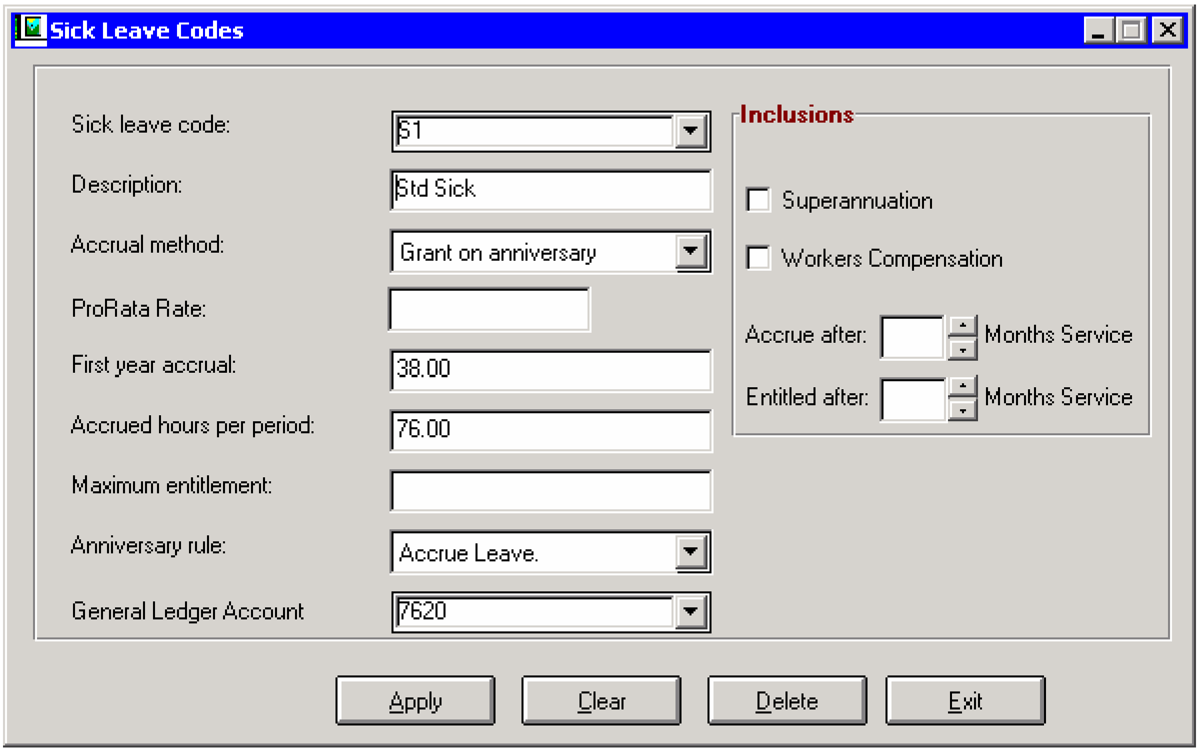


Fields of Note	
Method	You can select to have a fixed amount every pay or a per hour rate.
Pay Code Equivalent	This box contains a list of methodologies for applying the allowance.
Pay Adjustment Deduction	This is only checked to make a deduction from an over paid employee gross pay.
Group Certificate Box	This field define the location on the Group Certificate where this value will be reported.

Fields of Note	
Inclusions	Select which functions will include this allowance in their calculation.

Sick Leave

Various methods for handling Sick Leave can be setup for different types of employees.

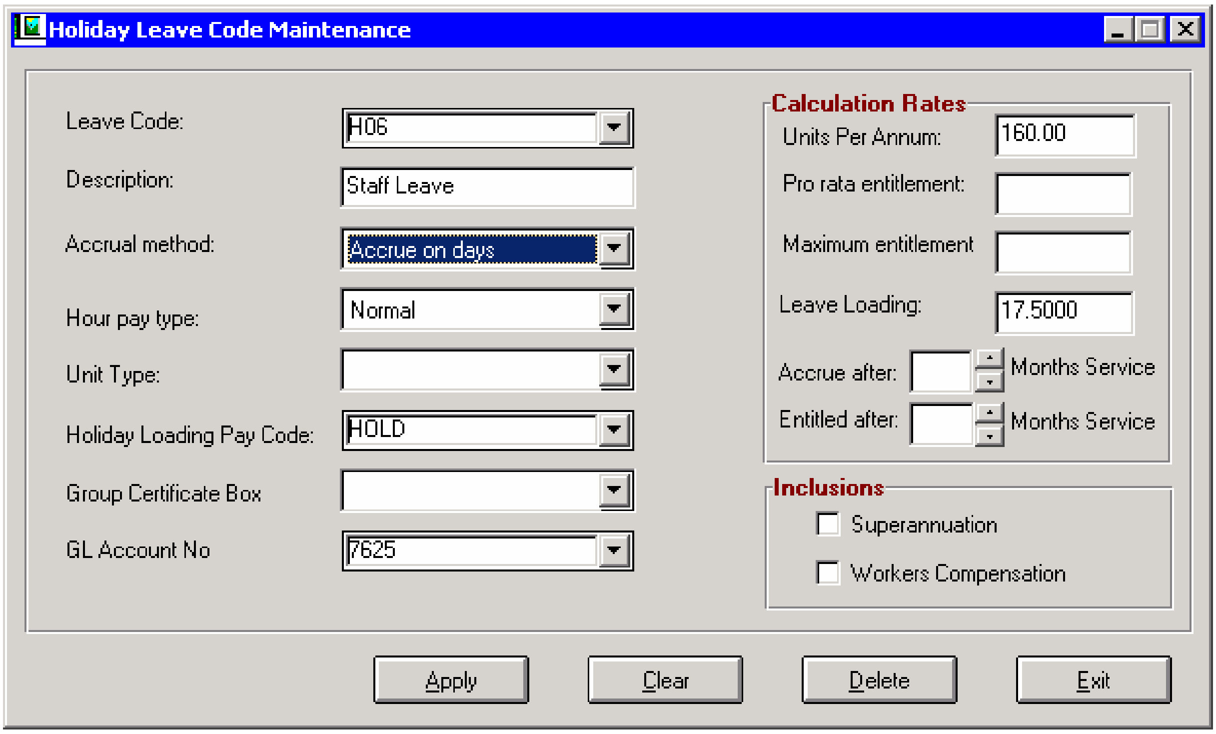


Fields of Note	
Accrual Method	Sick leave can be accrued per day or granted in a lump sum on the anniversary date.
Pro Rata Rate	Percentage for every hour worked.
First Year Accrual	This allows for different amounts of sick leave in the first year.
Accrual Hours Per Period	This is the hours accrued in a normal year.
Maximum Entitlement	The maximum sick leave that can be accrued.
Anniversary Rule	Select how you want to process accrued sick leave at the completion of every year of service.
Superannuation	Check this box to have the value included in superannuation calculations.

Fields of Note	
Workers Compensation.	Check this box to have the value included in Workers Compensation calculations.

Holiday Leave

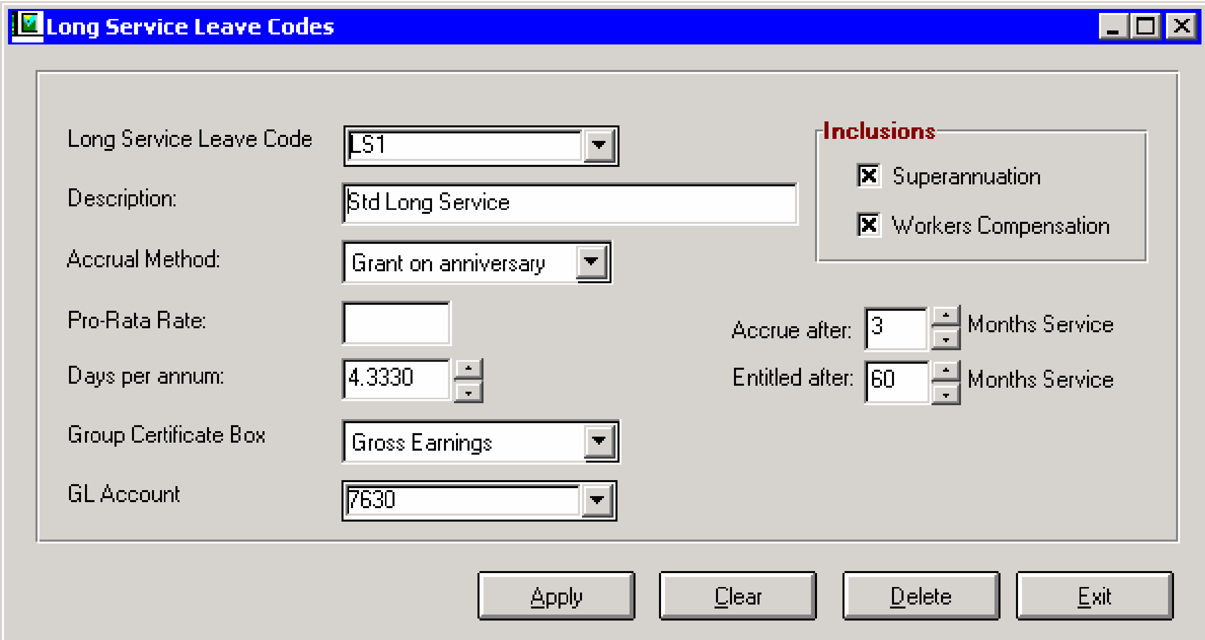
Use this window to define the different types of leave such as holiday, study etc.



Fields of Note	
Accrual Method	Percentage - refers to a percentage of the working year for example if the employee has worked 9 month that is 75% of the year they would receive 75% of the "Units Per Annum". Actual - bases the calculation on the hours worked.
Hour Pay Type	Select the desired pay type (rate) from the list, usually "Normal".
Unit Type	Select whether leave is calculated on days or hours.
Holiday Loading Pay Code	Select the "Allowance / Deduction" code to be used with this "Leave" code.
Pro Rata Entitlement	Percentage earned per day or hour (based on unit type).
Inclusions	Include leave in the calculations for the checked values.

Long Service

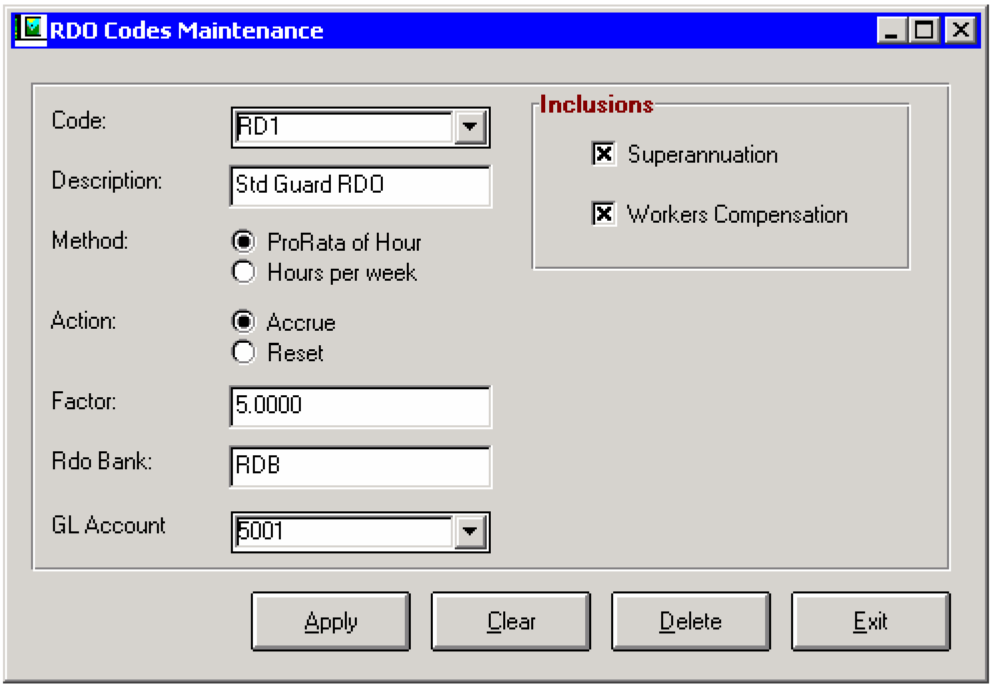
Fulltime and Part-time employees earn long service leave at varying rates. Use this window to define the different rates. This value is used in the “Setup Codes/Payroll/Classification Codes/Entitlements Tab”. For more information see “Entitlements Tab” on page 48.



Fields of Note	
Pro-Rata Rate	Enter a percentage if “Pro-Rata” has been selected as the accrual method.
Days per annum	Enter the value here if “Grant on Anniversary” is selected.
Inclusions	Include leave in the calculations for the checked values.

RDO

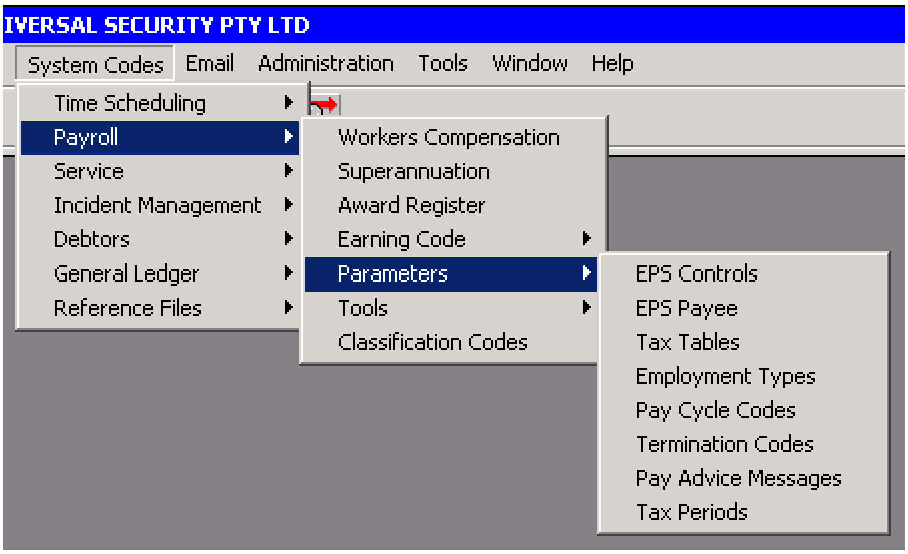
This window sets up codes for the processing of Rostered Days Off.



Fields of Note	
RDO Bank	This is an internal system pointer and should always be RDB.
Inclusions	Include leave in the calculations for the checked values.

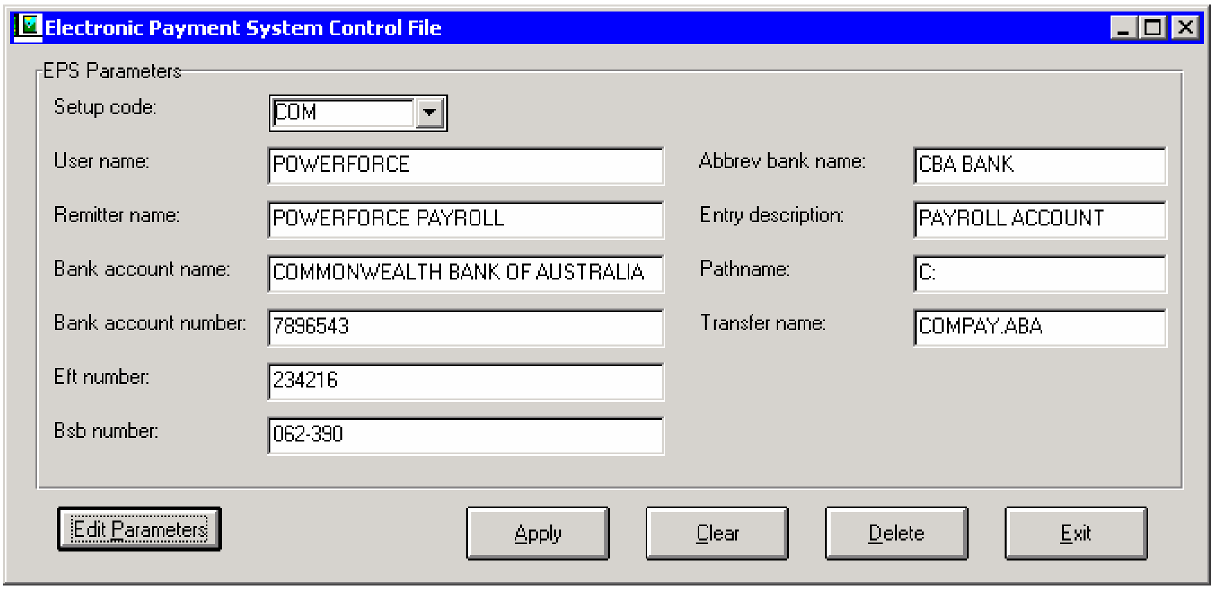
Payroll Parameters (Menu)

These menu options control the way the payroll functions



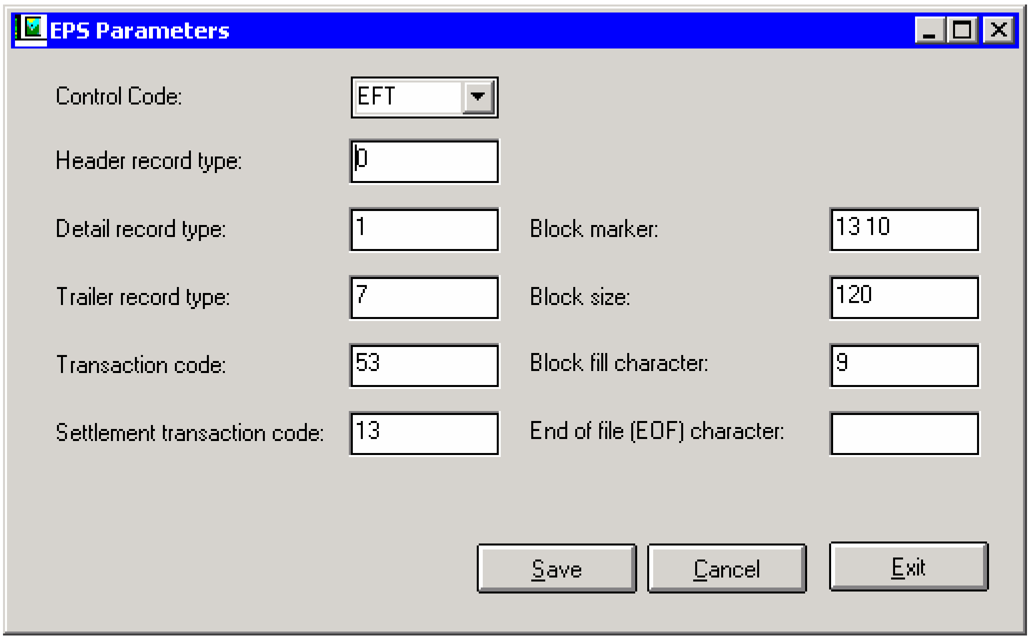
EPS Controls

Use this window to setup the account information and the parameters for the Electronic Payment System.



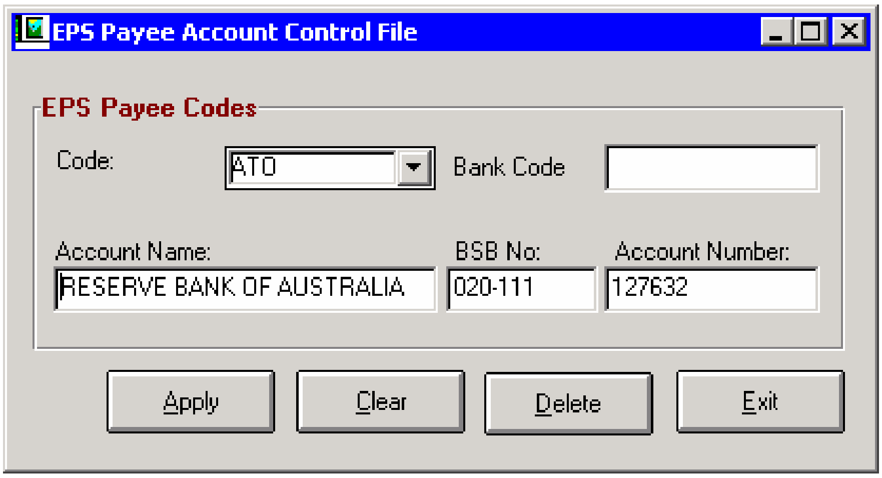
Fields of Note	
User Name	The name of the company setup in PowerForce.
Remitter Name	The name of the person / company on the bank account.
Entry Description	The description for this transaction.
Pathname	The directory containing the file to be transferred to the bank. The system will place a “\” at the end of the Pathname.
Transfer Name	The name of the file to be transferred.

Click the Edit Parameters button to edit the parameters for the Electronic Payment System. The values entered in this window should be supplied in the documentation received from the bank.



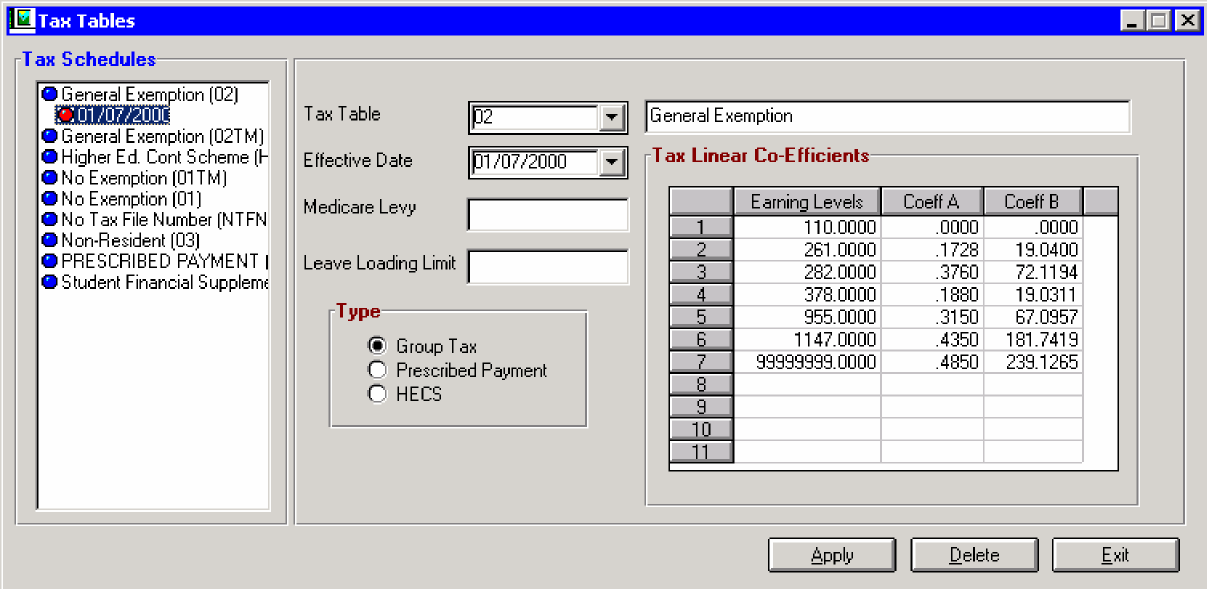
EPS Payee

This window contains the details about the organisation that will be paid through the Electronic Payment System as part of a pay run. The values used in this window should be obtained from that organisation.



Tax Tables

This window contains the information issued by the Tax Office for calculating tax. Every employee is linked to a tax table enabling the payroll system to calculate and deduct the correct tax from the employees pay.



Selecting a Table

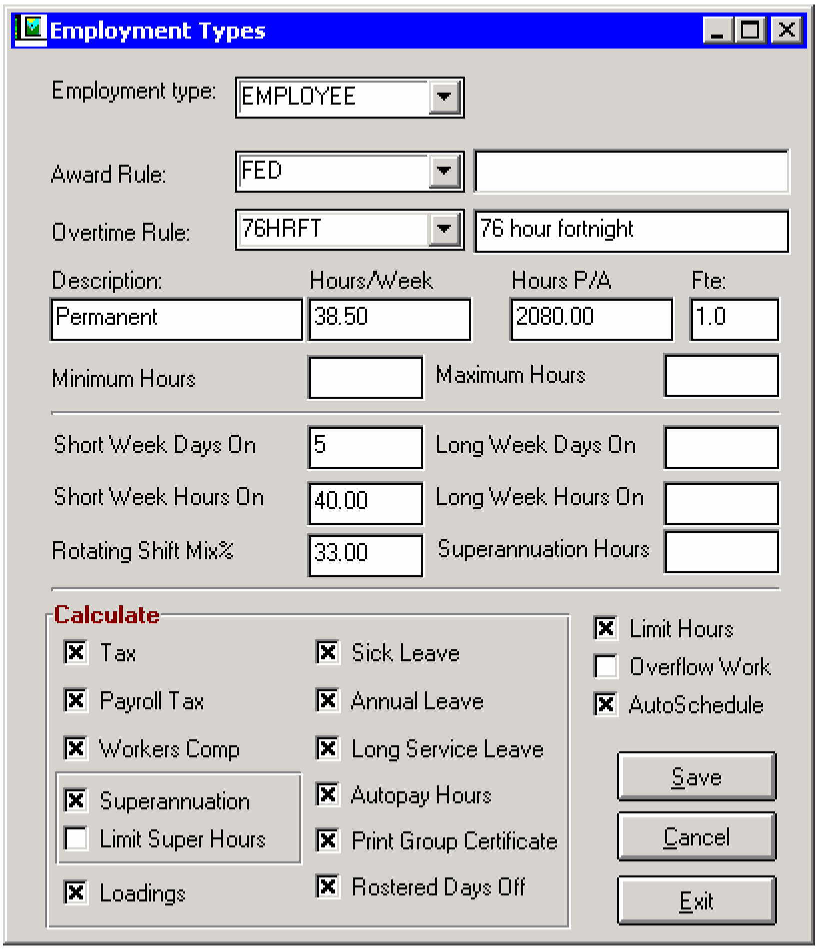
Double click on the desired table description and then double click on the desired release date.

Table data

The values for the remainder of the window should come from your tax table documentation.

Employment Types

By creating different employee types a variety of payroll, loading, tax and leave accrual scenarios can be developed allowing you to define the appropriate situation for each type of employee.

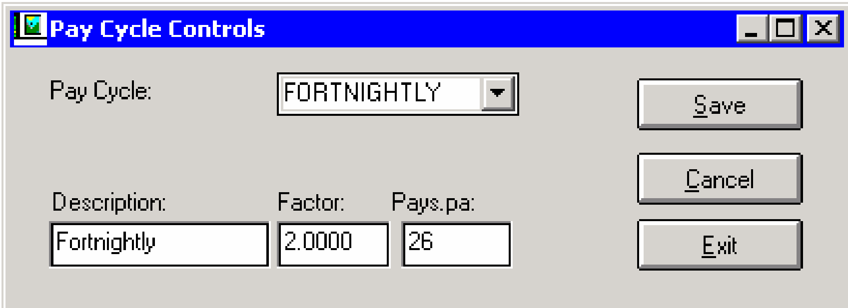


Fields of Note	
Overtime Rule	This allows you to select an overtime rule for the system to follow for this employee type. For more information see "Award Overtime Rules" on page 32.
FTE	Fulltime Equivalent is used in reporting to compare full time, part time casual and enterprise employees.
Bitmaps	The location for system icons, images etc.
Short and Long Week	Short and Long Weeks are used by the optimised schedular to optimise minimum and maximum shifts in a week. If the same hours are worked every week just enter the Short Week values.

Fields of Note	
Rotating Shift Mix	Employees working permanent night shift are paid a higher loading than employees working rotating night shift. Permanent night shift is based on the percentage of your shifts worked on night shift. In the example an employee who worked more than 33% of their shifts on nights would be classed by the system as being on permanent night shift. The optimised scheduler minimises costs by keeping night shifts below this threshold.

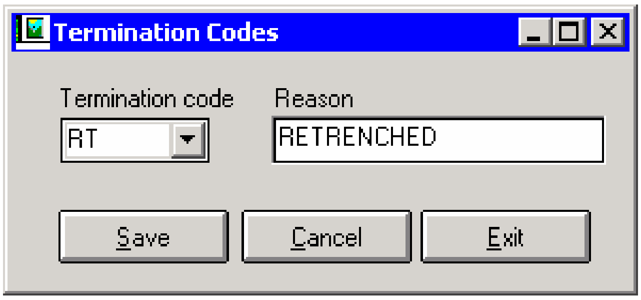
Pay Cycle Codes

This window defines differing pay cycle lengths. Factor is the relationship to a weekly pay cycle. In this example a fortnight is equivalent to 2 weekly pay cycles.



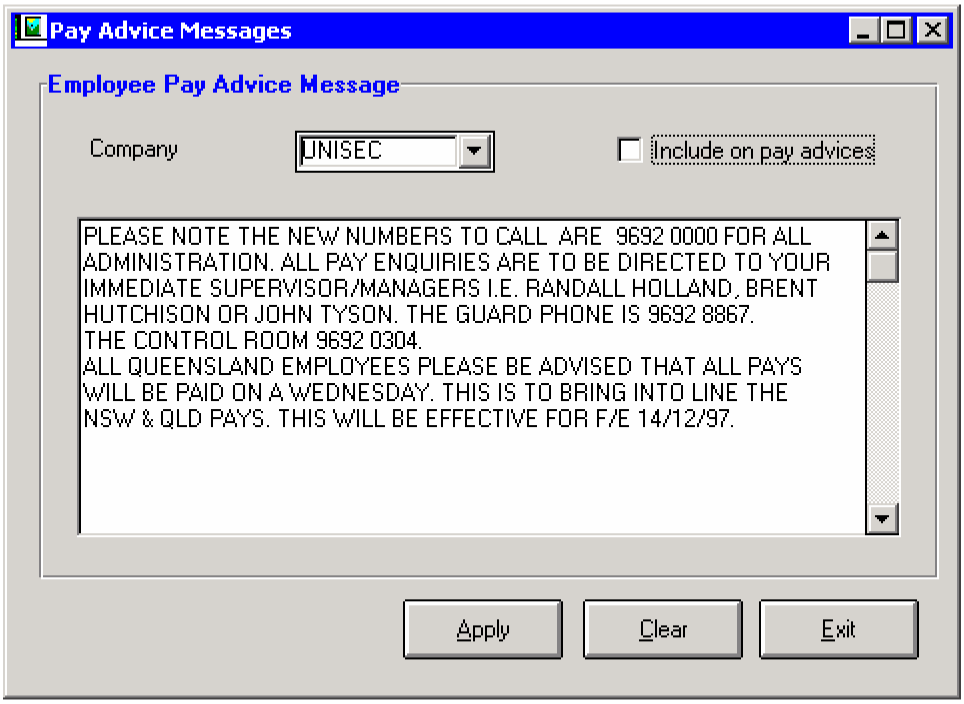
Termination Codes

These codes are recorded against the employee in “Biographical/Operational Details”.



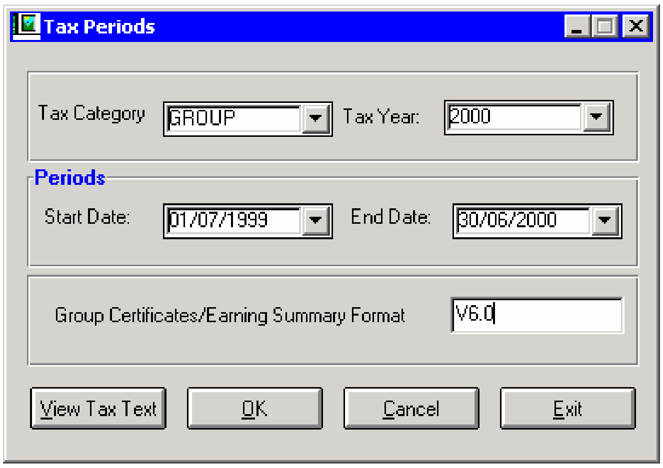
Pay Advice Messages

If the “Include on Pay Advice” box is checked the message will be printed on all the pay advice slips issued by the company indicated.



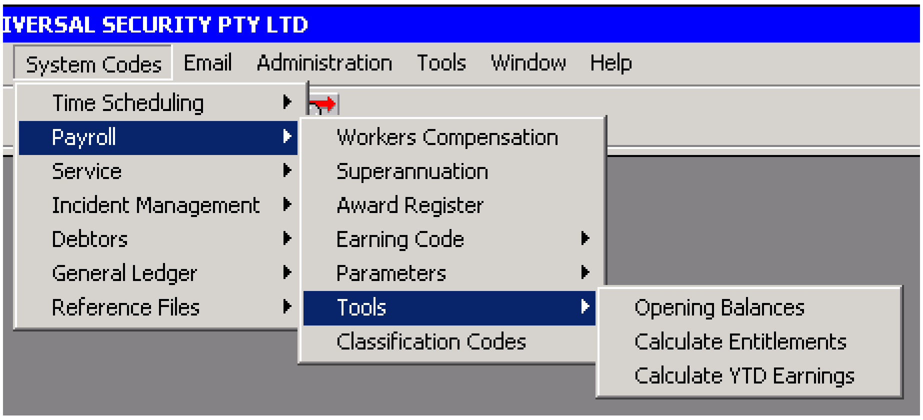
Tax Periods

Use this window to define the current FBT and Group tax years.



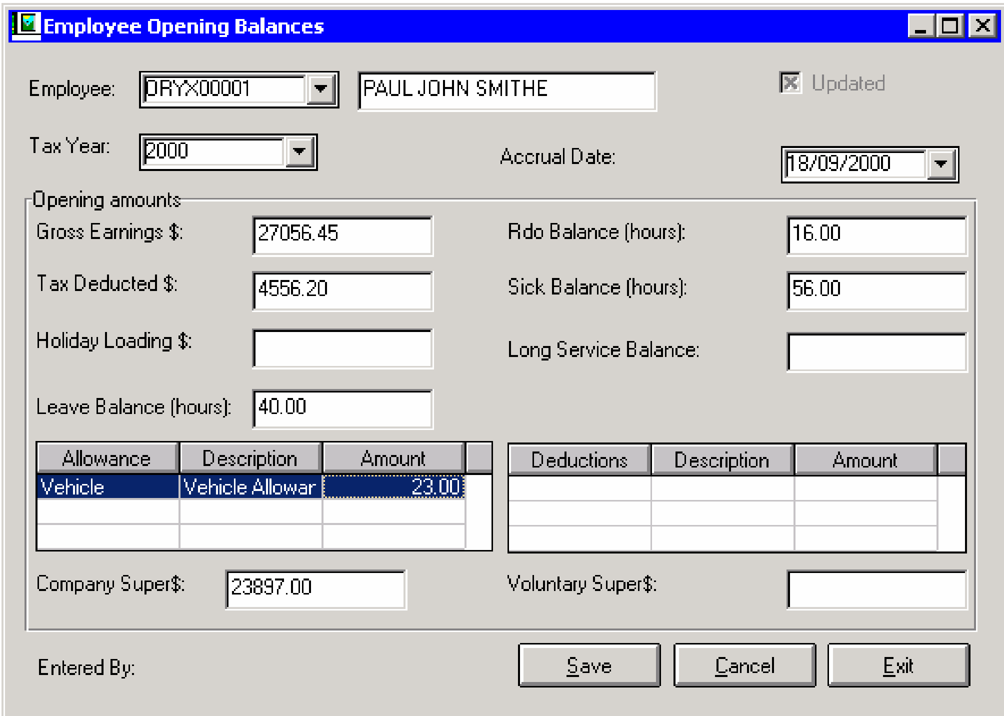
Tools (Menu)

Use this menu to select different tools available to the payroll system.



Opening Balances

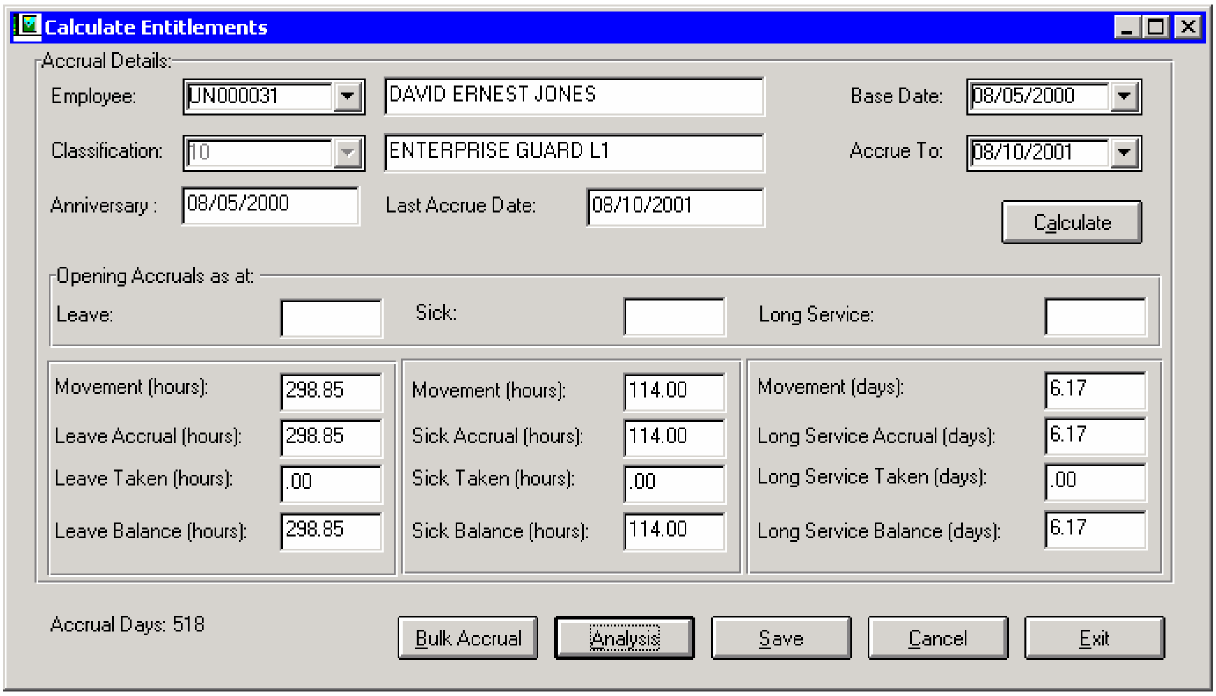
When transferring an employee from another system use this window to setup their opening values for such things as earnings, tax, long service etc.



Fields of Note	
Updated	Checked indicates the employee has been updated. When saving the data you will be asked if you wish to update the employee.
Allowance / Deductions	Double click this field to display a list of available allowances / deductions.

Calculate Entitlements

This window allows you to re-calculate and reset the entitlements for an employee. This is commonly used as part of the termination process. For more information see “Termination Pay” in the “User Manual”.

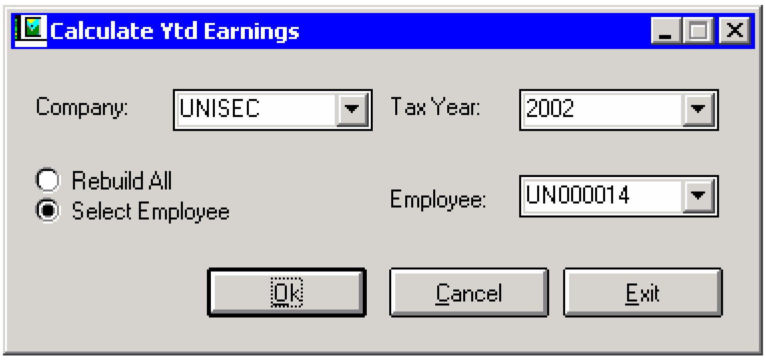


Click Calculate to calculate values. The Bulk Accrual button is used to recalculate values for all employees in a company. To view the accrual details click the Analysis button.

Fields of Note	
Base Date	This is the date to be used as the “Start” date for the calculations.
Opening Accruals as at:	Set base values for calculations.

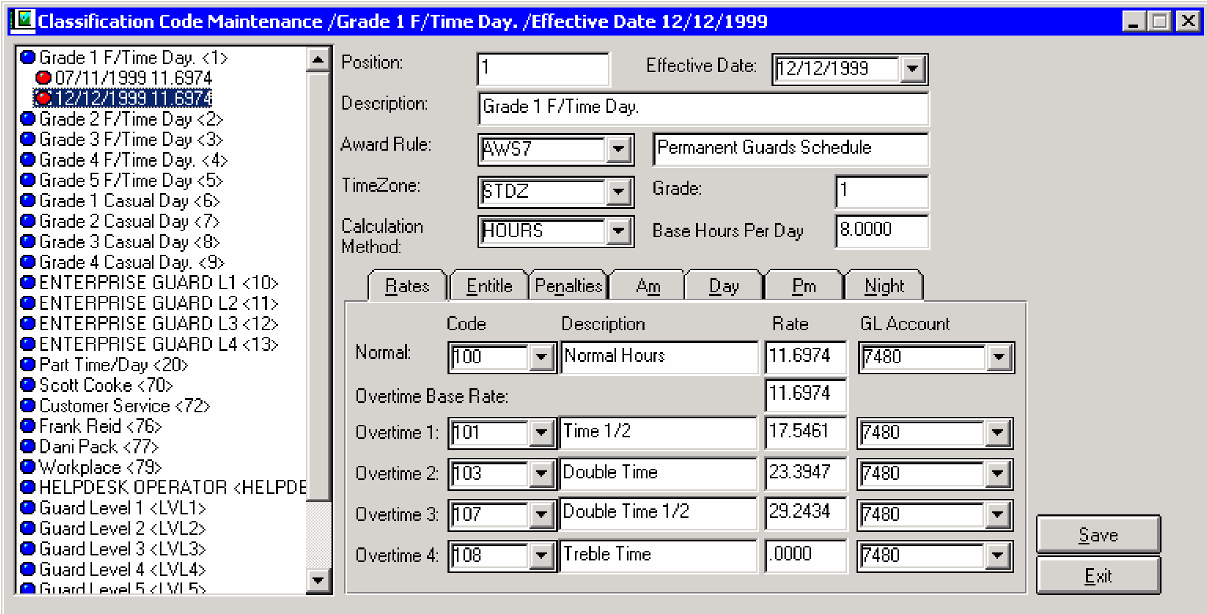
Calculate YTD Earnings

This window is used to re-calculate and reset YTD earning when loading existing employees.



Classification Codes

This window allows you to assign rates, entitlements, allowances and loadings to a staff position and set an apply date.



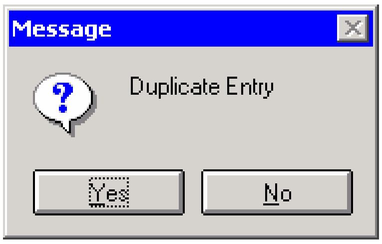
Classification Selection

First double click the desired description. The system will then display a list of “Apply Dates” for various changes. Double click the desired “Apply Date”.

> *Note: The grade for each classification is shown at the end of the description in angle brackets < >.*

New Classification Entry

Select a current entry as a base for your new entry. Change the Position to a new code only if you are creating a new classification. Select the new “Effective date” and tab to the next field. You will now be asked if you wish to duplicate the current record.



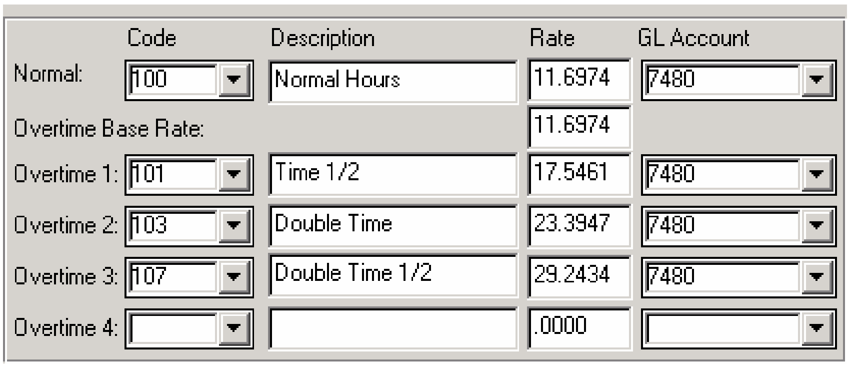
Click “Yes” to use values already set or “No” to create a blank record. You may now change or set values as desired then save the new record.

Fields of Note	
Award Rule	Select the "Award Rule" as defined in the "Award Interpreter" on page 15.
Time Zone	Select the time zone setting that will be used to identify Morning, Day, Afternoon and Night for this employee classification (position). See "Time Zones" on page 22.
Grade	The grade of the employee classification (position).
Calculation Method	Defines how the Payroll System will use this information, either "Hours" for employees paid by the hour or "Wages" for employees paid by the week.
Base Hours Per day	Defines the normal hours worked in a day. This value is used in conjunction with the "Award Interpreter" to define when overtime applies.

Rates Tab

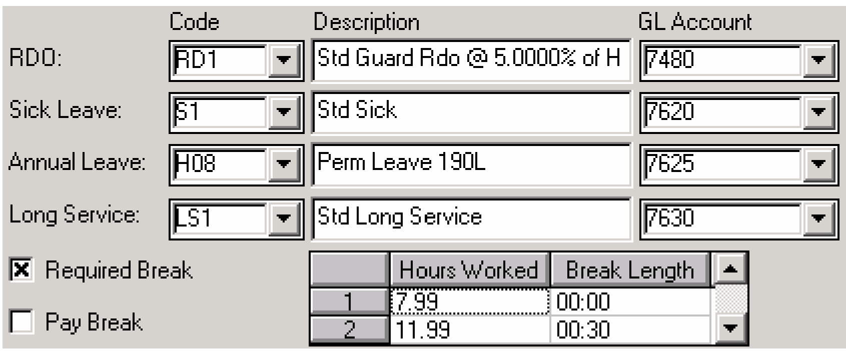
This tab allows you to set the normal and overtime rates that will be paid to this employee position.

For more information concerning the codes see "Earning Codes (Menu)" on page 33 and for the length of overtime bands see "Award Interpreter" on page 15.



Entitlements Tab

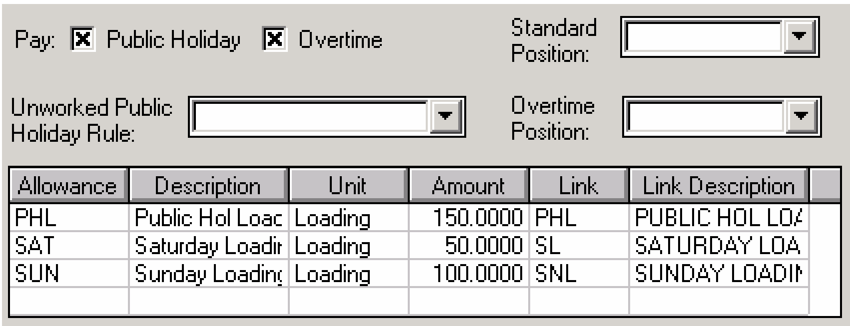
Select the codes that define the entitlements appropriately for the selected employee position. For more information on the codes see "Earning Codes (Menu)" on page 33.



Fields of Note	
Required Break	Check “Required Break” to use breaks as they are defined in the break table.
Pay Break	If you will be paying the employee while they are on a break check the “Pay Break” box.
Break Table	This table defines the break time allowed based on the hours worked. In the example an employee who works up to “7.99” hours has no break. Once they have worked “8.00” hours up to “11.99” hours they are entitled to a 30-minute break.

Penalties Tab

Use this tab to set penalties that do not relate to AM, Day, PM or Nightshift.



Fields of Note	
Standard Position	The “Enterprise” employee will be paid at the same rate as the “Award” position indicated in this field.
Overtime Position	The “Enterprise” employee will be paid at the same overtime rate as the “Award” position indicated in this field.
Allowance	Double click this field to display a list of values.
Link	In the Link field set the bond between the allowance and the “Award Code” by selecting the values used in the “Award Rule Band”. See “Award Interpreter” on page 15 to see when these allowances will be paid.

Note: To use “Standard Position” check “Pay Standard Position” in the “Scheduling Codes” window. See page 18 for more information.

AM Shift Tab

Set allowances that specifically relate to the AM or morning shift.

Double click the allowance field to select an allowance code then tab to “Amount” and enter the desired amount. In the Link field set the bond between the allowance and the “Award Code” by selecting the values used in the “Award Rule Band”. See “Award Interpreter” on page 15 to see when these allowances will be paid.

Allowance	Description	Unit	Amount	Link	Link Description
AM	10% Morn Shift	Loading	10.0000	SH	SHIFT ALLOWAN

Day Shift Tab

Set allowances that specifically relate to the Day shift.

Double click the allowance field to select an allowance code then tab to “Amount” and enter the desired amount. In the Link field set the bond between the allowance and the “Award Code” by selecting the values used in the “Award Rule Band”. See “Award Interpreter” on page 15 to see when these allowances will be paid.

Allowance	Description	Unit	Amount	Link	Link Description
UNIF	Uniform	Amount	3.2500	U	UNIFORM

PM Shift tab

Set allowances that specifically relate to the PM or Afternoon shift.

Double click the allowance field to select an allowance code then tab to “Amount” and enter the desired amount. In the Link field set the bond between the allowance and the “Award Code” by selecting the values used in the “Award Rule Band”. See “Award Interpreter” on page 15 to see when these allowances will be paid.

Allowance	Description	Unit	Amount	Link	Link Description
PM	15% Aftnoon Sh	Loading	15.0000	SH	SHIFT ALLOWAN

Night Shift Tab

Set allowances that specifically relate to the Night shift.

Note: Night shift may be either Night Shift (Permanent) or Rotating Night Shift see "Time Zones" on page 22.

Double click the allowance field to select an allowance code then tab to "Amount" and enter the desired amount. In the Link field set the bond between the allowance and the "Award Code" by selecting the values used in the "Award Rule Band". See "Award Interpreter" on page 15 to see when these allowances will be paid.

Nightshift Allowances

Allowance	Description	Unit	Amount	Link	Link Description
333	Nght Shft NRot	Loading	30.0000	SH	SHIFT ALLOWAN

Rotating Night Shift Allowances

Allowance	Description	Unit	Amount	Link	Link Description
300	Nght Shft Rotat	Loading	21.7000	SH	SHIFT ALLOWAN

Service

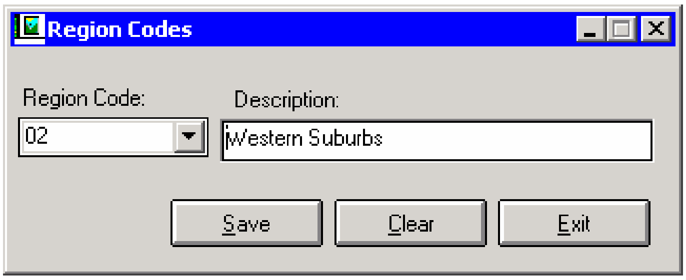
This menu contains a sub menu of the items listed in the following picture.

Client Class/Category Codes

These codes are used in the "Clientele / Client Operation / Category Field" and in the "Biographical / Operational Details / Available Button / Scheduling Tab / Preference Category Field". When the "Optimised Schedular" runs a preference pass it will marry up employees and clients based on these values.

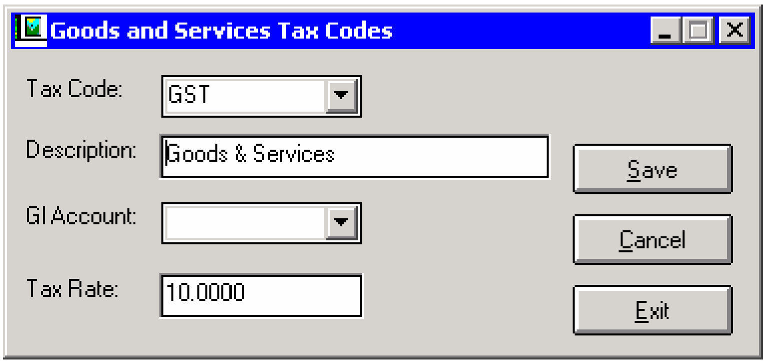
Region

Regions are used to define the location of a client and also specified as a preference by the employee. The "Optimised Scheduler" will correlate the information when generating a schedule.



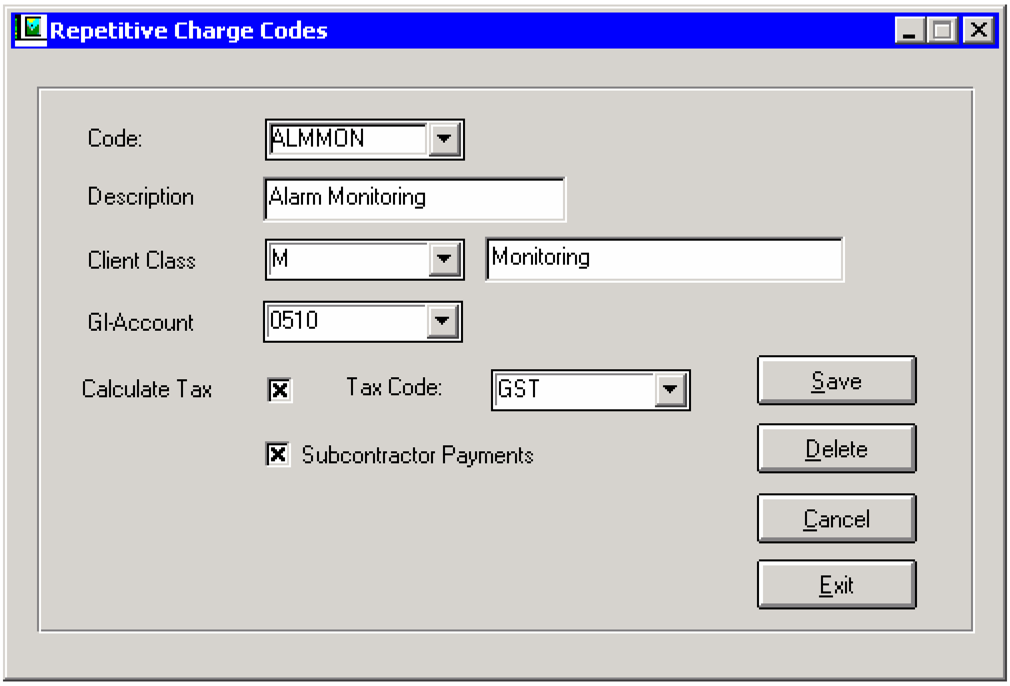
Service Tax Codes

Currently this is limited to the GST but new codes may be added as needed.



Repetitive Charge Codes

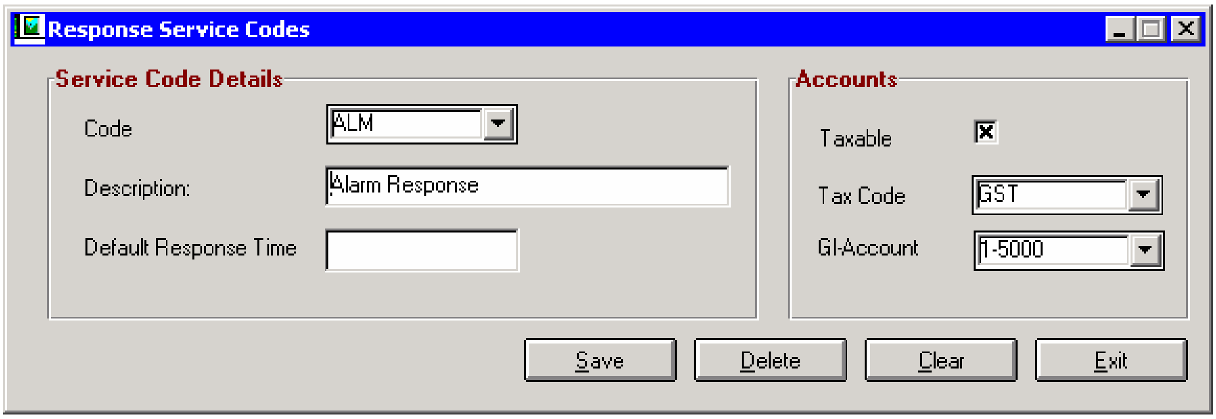
These charge codes are for work by an employee or functions performed by an employee such as alarm monitoring.



Fields of Note	
Client Class	When the "Optimised Schedular" runs a preference pass it will marry up employees and clients based on these values. See "Client Class/Category Codes" on page 52.
Calculate Tax	If applicable check "Calculate Tax" and the tax indicated in the "Tax Code" field will be applied to this charge.
Subcontractor Payments	Check this box to bill a subcontractor who will intern bill the client.

Response Service Codes

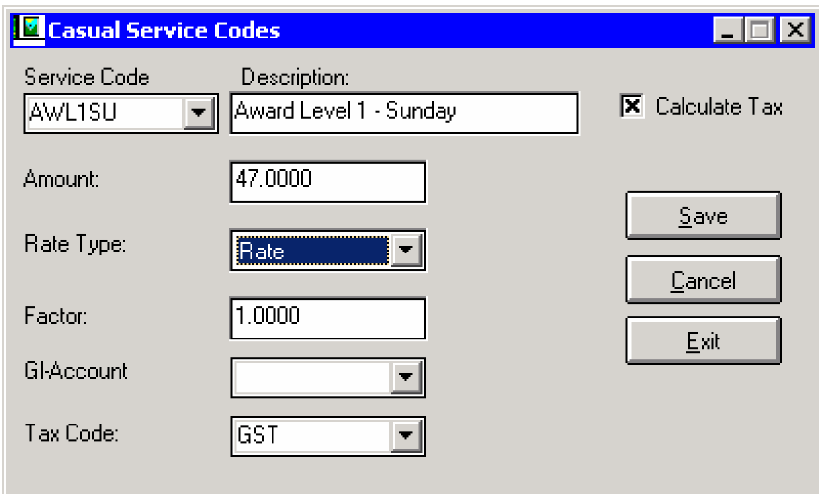
These charge codes are for tasks performed as a response to a situation. These codes are used in "Clientele / Client Contracts / Responses Tab / Code Field"



Fields of Note	
Default Response Time	This is the default time from the alarm till arrival at the site.

Casual Service Codes

Casual charge codes are for tasks billed by the hour. These codes are used in "Clientele / Client Contracts / Casual Tab / Code Field".



Fields of Note	
Rate Type	This field indicates how the "Amount" field is processed.
Factor	For future development and should be set to 1.0000 .

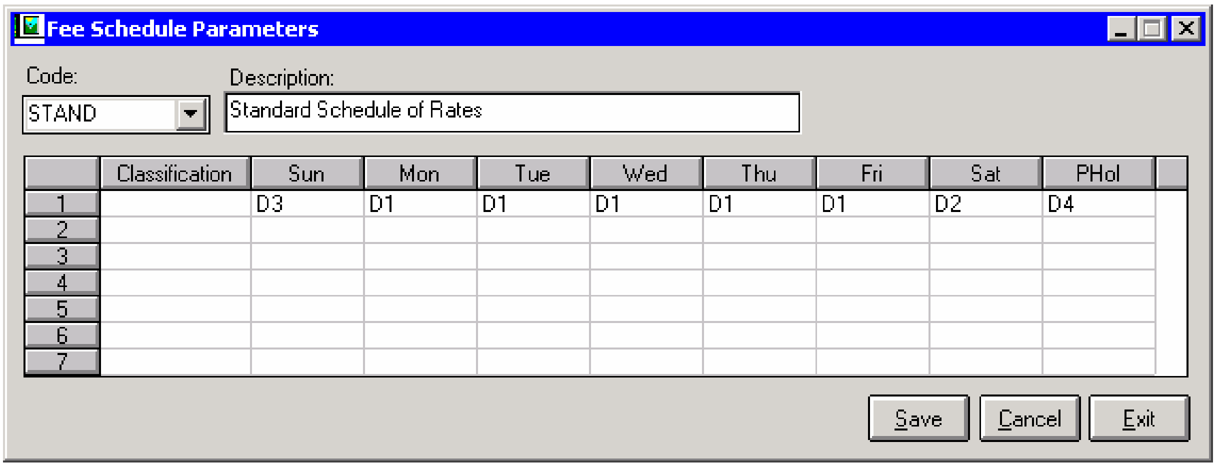
Fields of Note	
Calculate Tax	If applicable check Calculate Tax and the tax indicated in the "Tax Code" field will be applied to this charge.

Fee Interpreter

This window allows you to link the "Casual Rate Codes" to various day types such as Sunday, Monday, Public Holidays etc. Clients are then automatically invoiced by the system based on the day type.

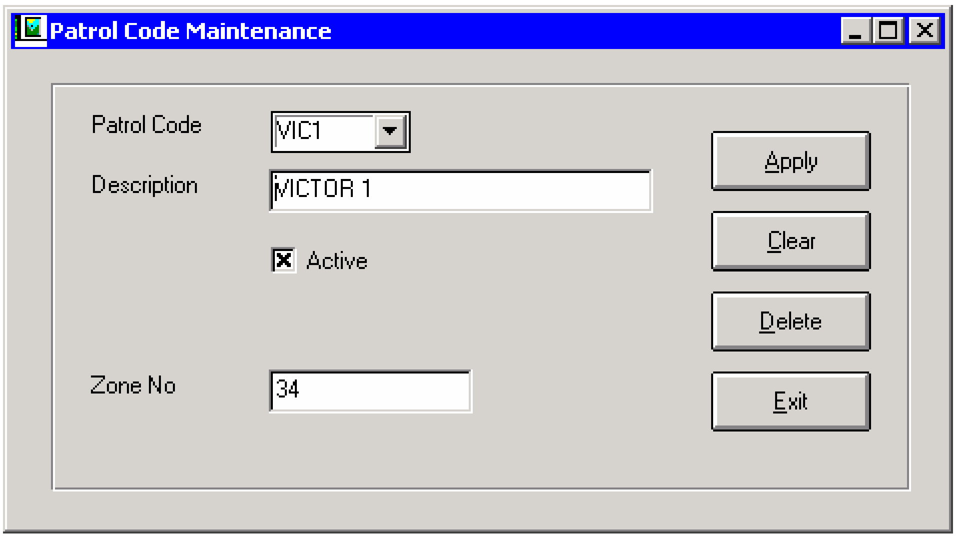
A Classification (employee position) may also be linked to the day type and the "Casual Rate Codes" allowing differing rates based on employee "Classification".

"Fee Schedules" are used in the "Clientele / Client Contracts" window.



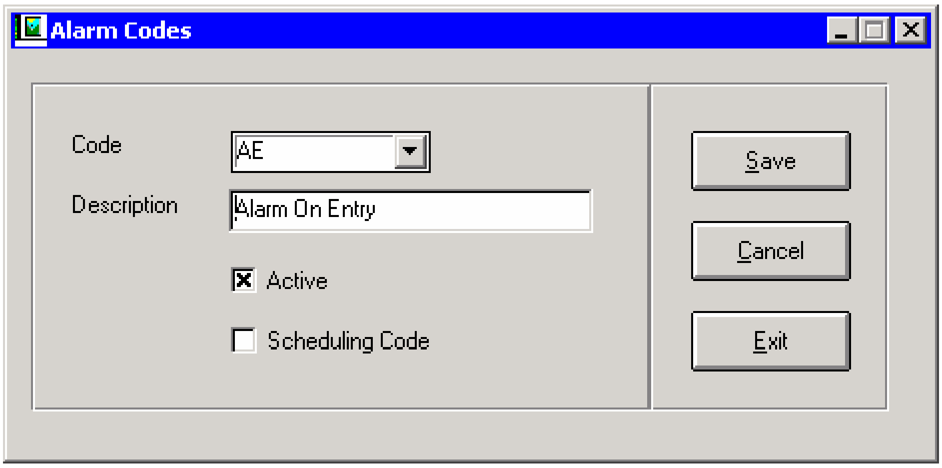
Patrols

Use this window to create "Security Patrols" and assign that patrol to a "Zone". Patrols are used in the operations module.



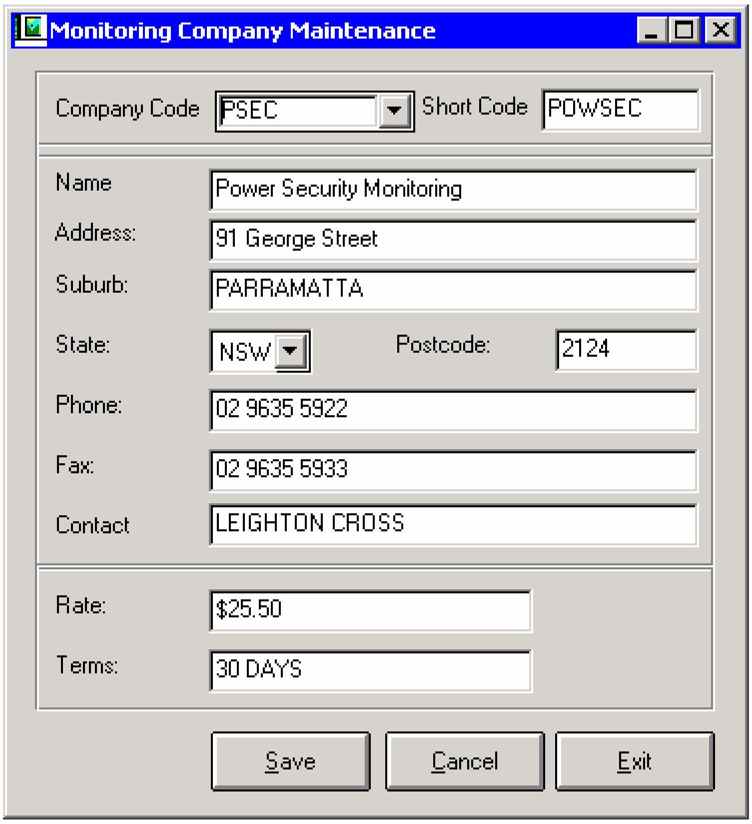
Alarm Codes

Alarm codes define the various alarm types and are primarily used in the Operations Module.



Monitoring Companies

This window defines the various alarm monitoring companies to the system. Information in this window is used in the Operations Module.

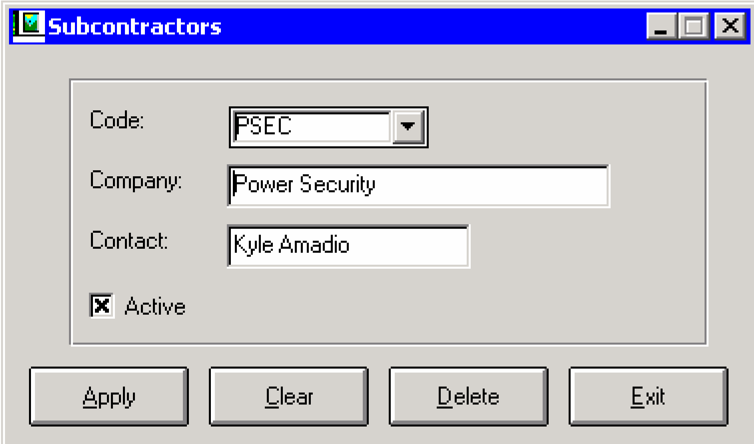


Fields of Note	
Rate	The monthly fee paid to the monitoring company. This field is informational only and not used by the system.

Fields of Note	
Terms	Billing Terms for payments the monitoring company. This field is informational only and not used by the system.

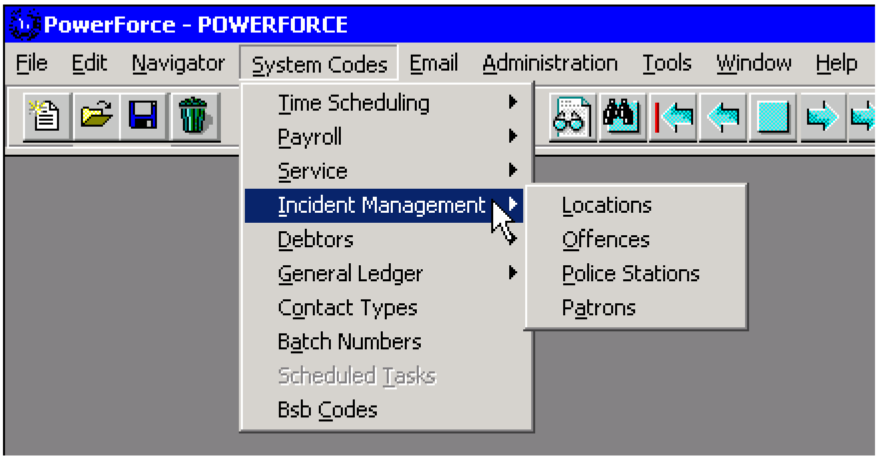
Sub-Contractors

This window defines sub contractors to the system. This information relates to the Operations Module.



Incident Management

This menu contains the Incident Management codes.

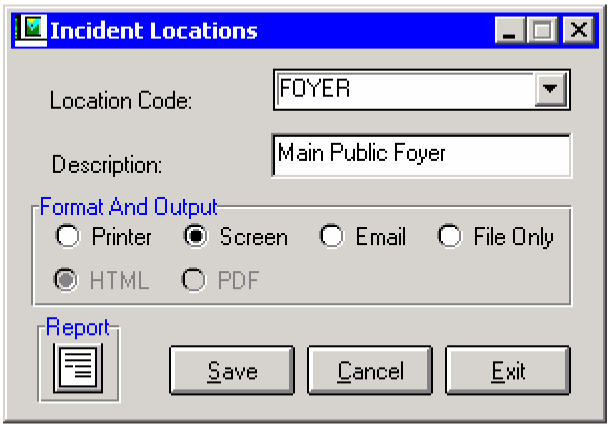


Locations

Generic location descriptions used in incidents reports to identify where on the clients property the incident occurred.

Click the 

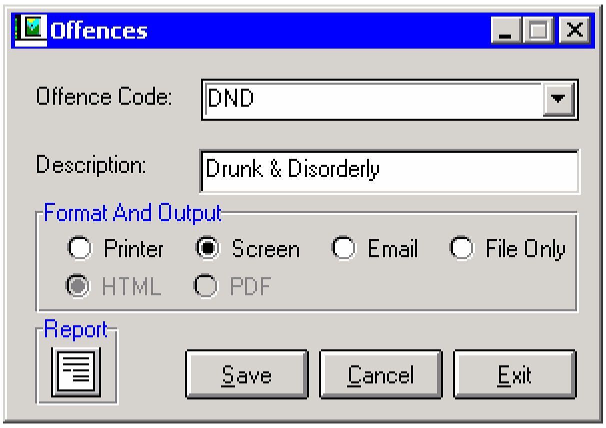
button to print a list of values.



Offences

The type of incident that occurred is defined by a code to allow categorisation in reporting. Click the 

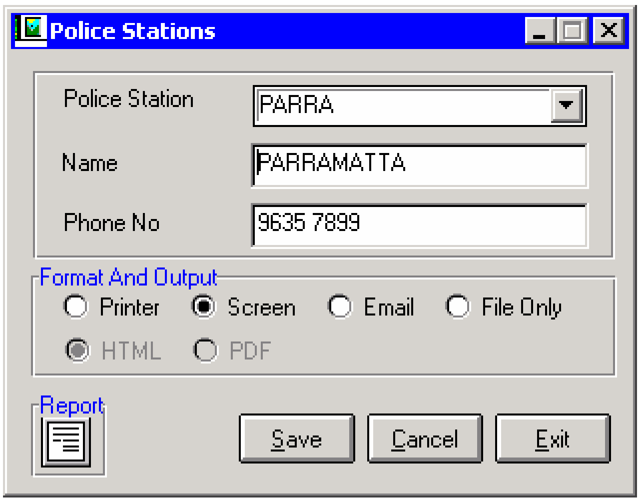
button to print a list of values.



Police Stations

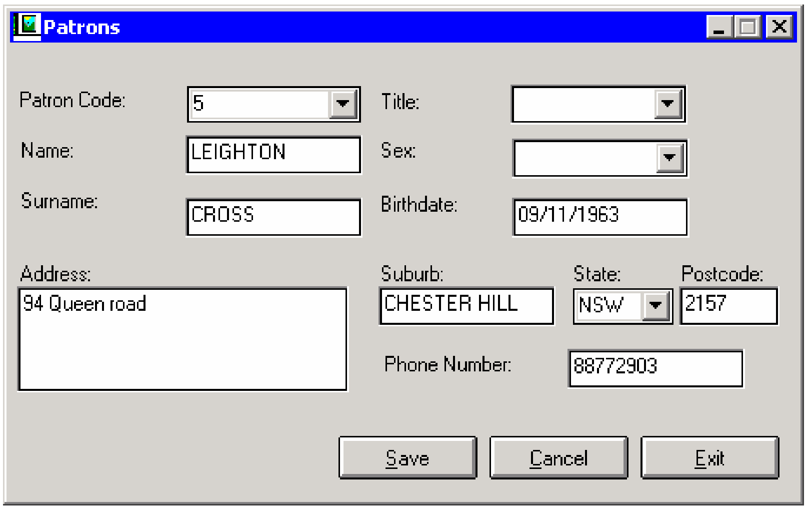
Police stations referenced in incident reports. Click the 

button to print a list of values.



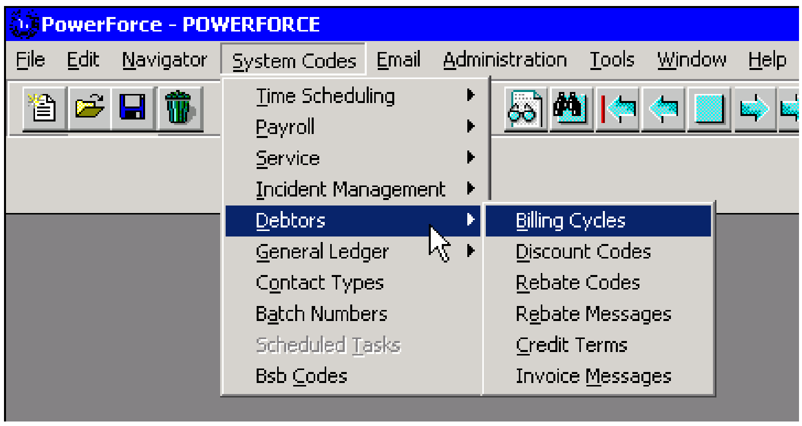
Patrons

When an incident report is completed all offenders, victims and witnesses are added automatically to the Patrons list.



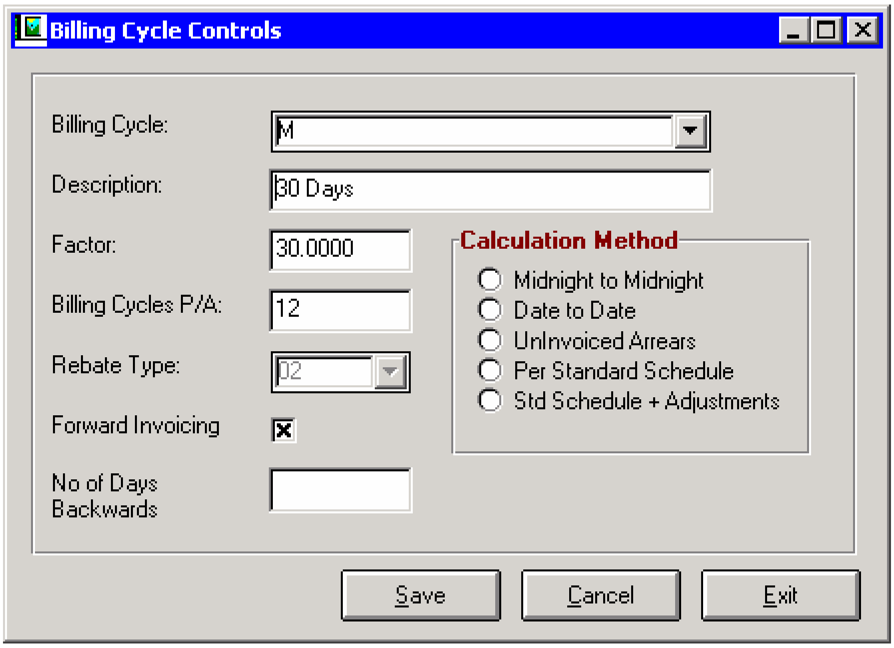
Debtors

This menu contains the codes and messages used in the Debtors (Accounts Receivable) module.



Billing Cycles

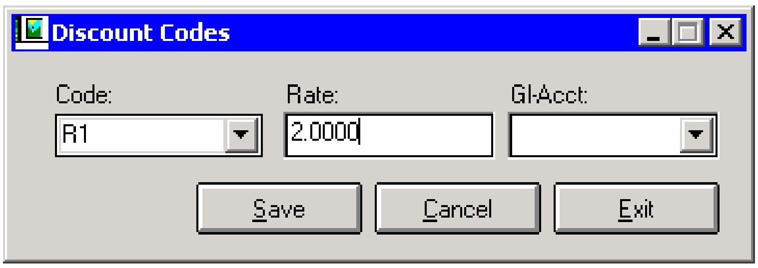
This window sets the parameters for a billing cycle.



Fields of Note	
Factor	The number of days in the cycle.
Rebate Type	"Rebate Type" allows for a rebate on payment of invoice.
Forward Invoicing	By default invoices are for services already performed. Check this box to bill for events that will occur during the next billing cycle.
Number of Days Backwards	If forward billing, this is the number of days to check backward for discrepancies with the last set of forward billed invoices.

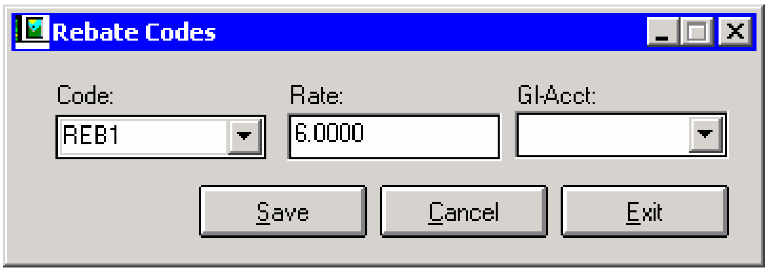
Discount Codes

"Discount Codes" is used in the Debtors (Accounts Receivable) module. Rate is the percentage discount.



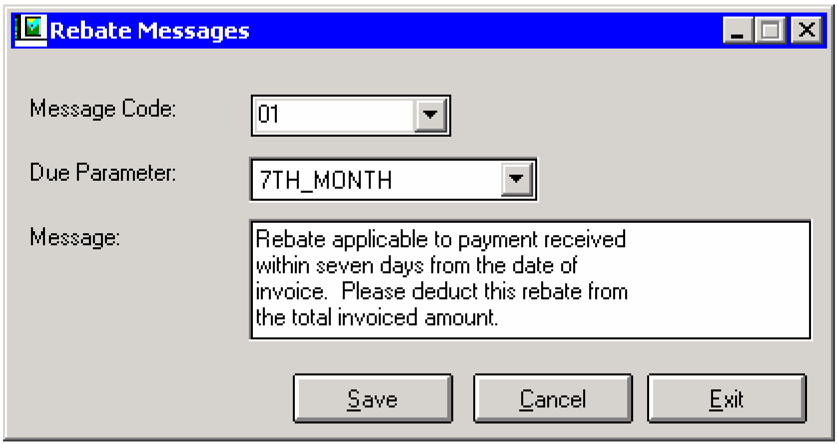
Rebate Codes

“Rebate Codes” is used in the Debtors (Accounts Receivable) module. Rate is the percentage discount.



Rebate Messages

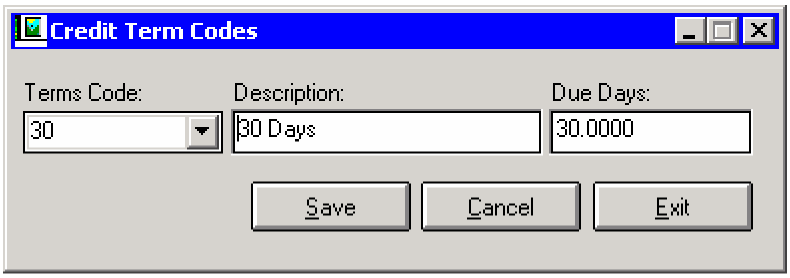
This window contains the message that will appear on an invoice if a rebate is available.



Fields of Note	
Due Parameter	This is the code the system uses to check against payments “7TH_MONTH” – must be in by the 7th of the month.

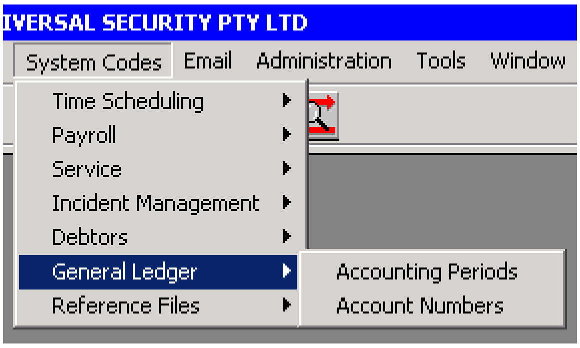
Credit Terms

Use this window to define the various credit terms to the system.



General Ledger

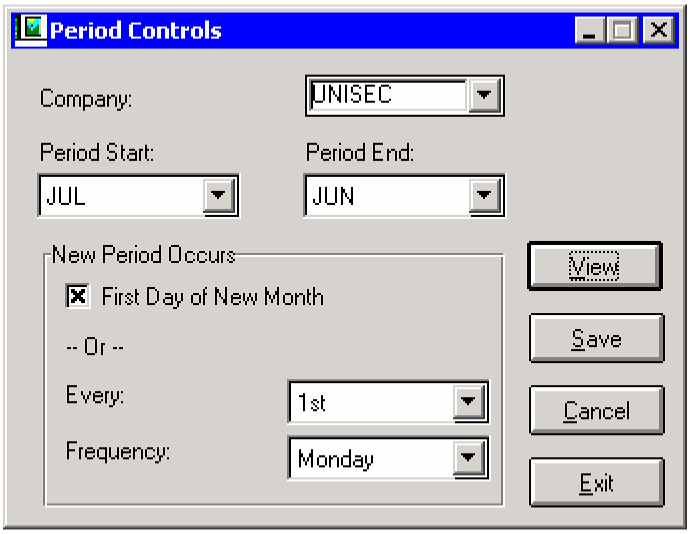
This menu item contains the General Ledger codes.



Accounting Periods

Use this window to create the “General Ledger” accounting periods.

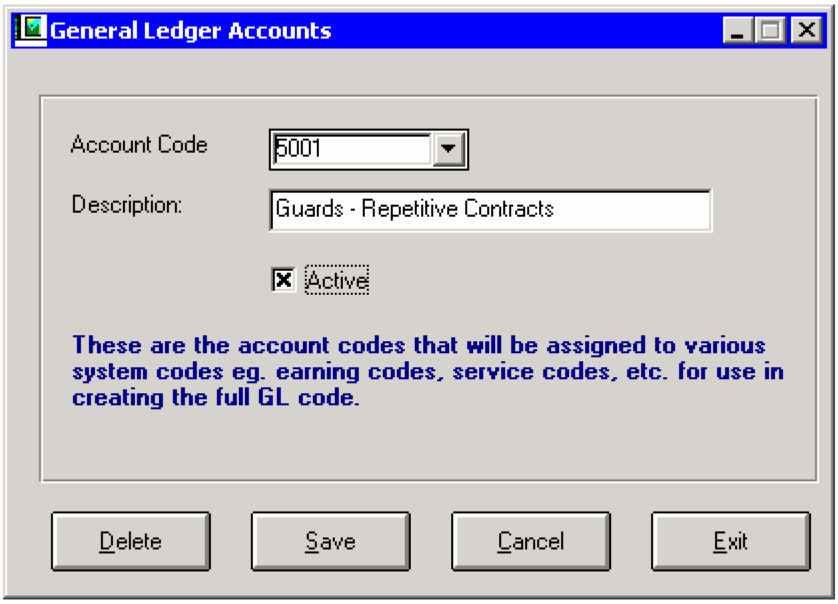
Note: If checked “First Day of New Month” has priority.



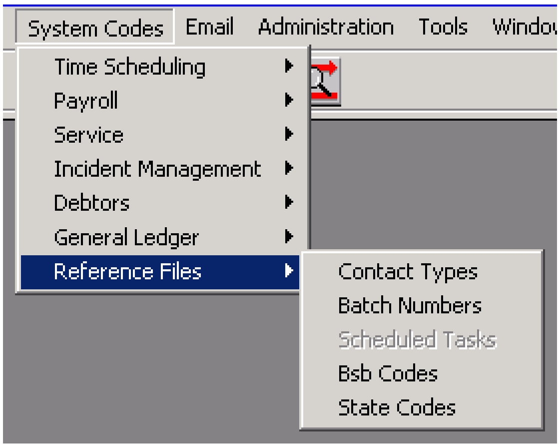
Fields of Note	
View	Click to see a list of dates corresponding to each period.

General Ledger Codes

Use this window to create and define General Ledger account codes to the system.

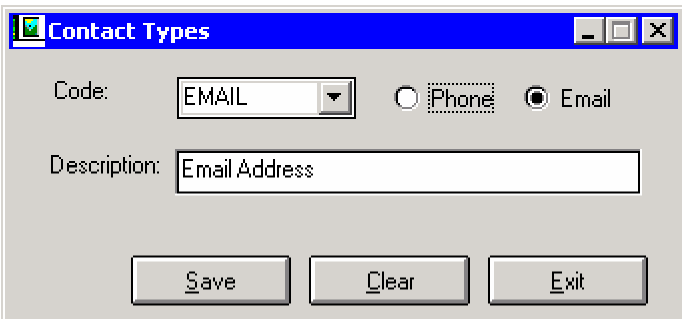


Reference Files



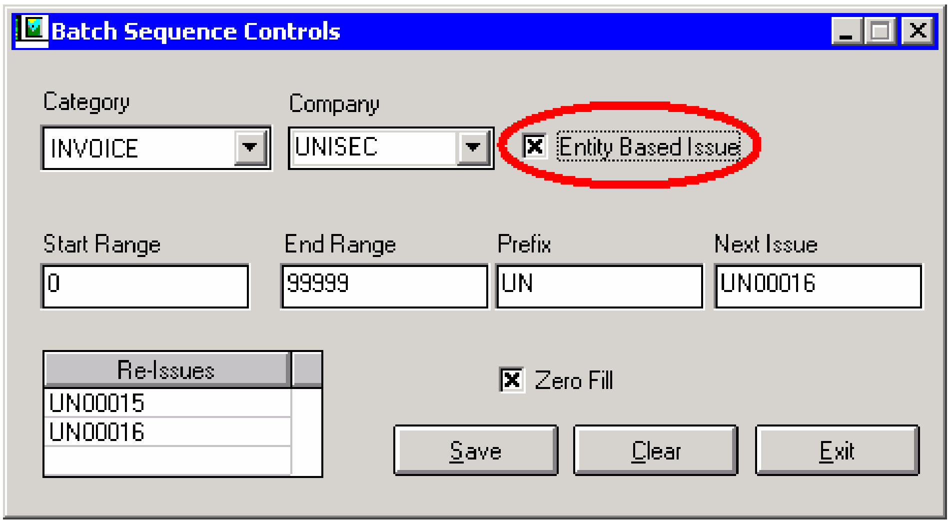
Contact Types

This window allows you to define the different contact types available in the system. Select phone or email to enable the system to automatically dial or construct an email message.



Batch Numbers

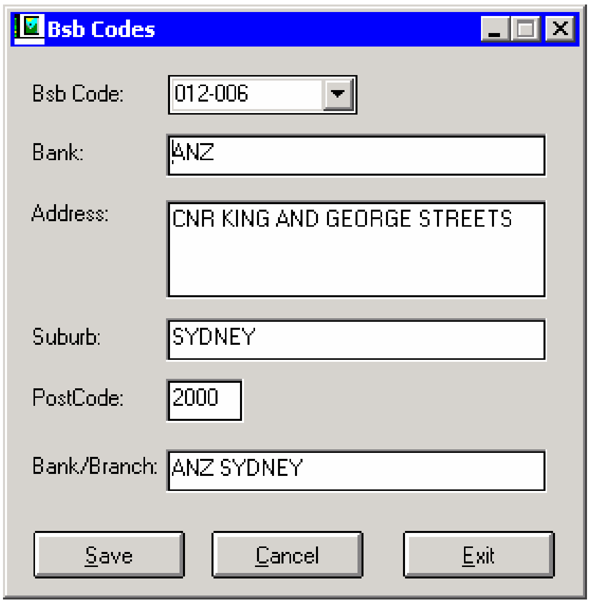
Sequence number can be set for invoices, pay runs, employees, clients etc. First select a category such as “Invoice” and then a company.



Fields of Note	
Start Range / End Range	The number used for the first occurrence. Additionally once the count has reached the number specified in the “End Range” the counter will reset to the number indicated in the “Start Range”.
Prefix	Use the “Prefix” to customise the look of your number systems or to identify which company created the item.
Entity Based Issue	To allow sequence numbers to be set for individual clients check “Entity Bases Issue” and then set the values in “Clientele / Client Contracts/ Invoice Button”.

BSB Codes

The system contains a list of known BSB codes and their associated details. This may be used to confirm “BSB” codes prior to use.



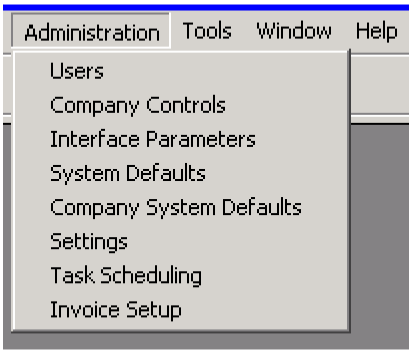
State Codes

Use this window to setup state codes to be used in addresses.

Administration

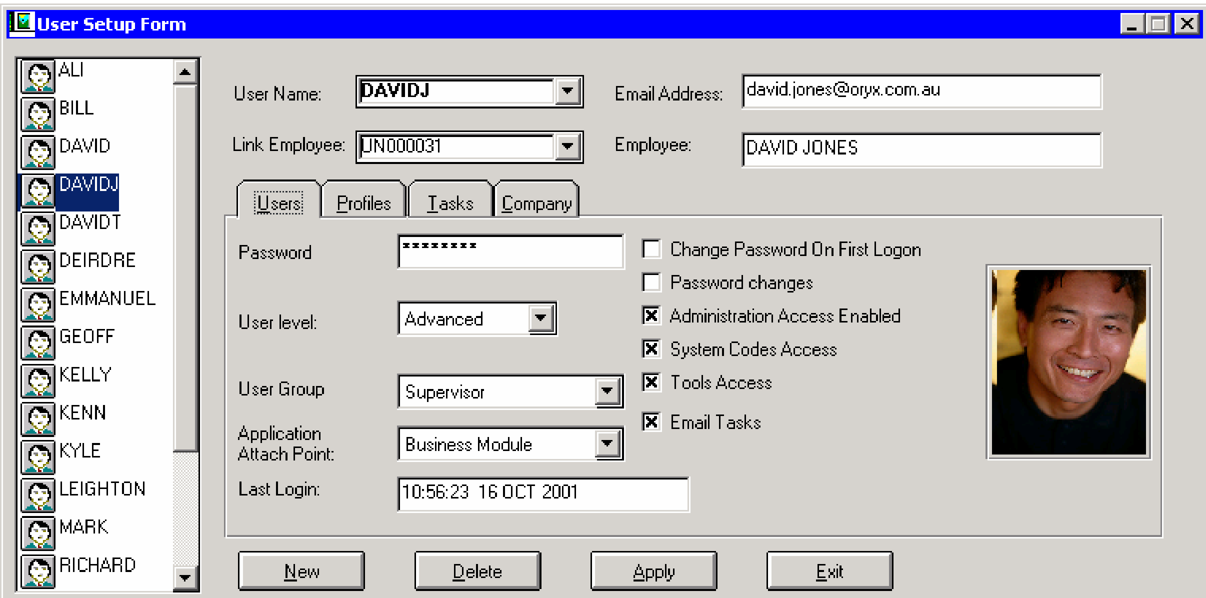
Overview

The Administration menu deals with options that control the way the system responds.



User

The "User" window defines the "Login Ids" used to access the system. Current users are displayed on the left.



Link Employee

Enter an "Employee Code" to link a user to an employee.

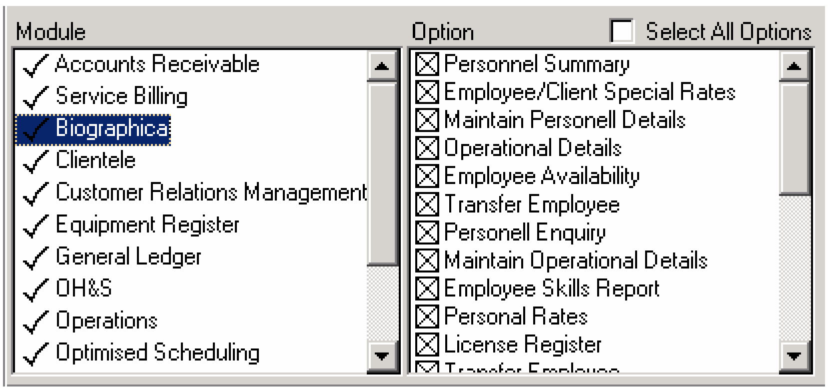
User Tab

This tab controls the type of access the user has to the system.

Fields of Note	
Password	Enter the password the user will initially use to logon to PowerForce.
Change Password On First Login	Check this option to prompt for a new password next time this user logs in to PowerForce.
Password Changes	Check this box to force the password to be changed every 30 days.
User Level	Informational describing the users experience with the system. Planned for greater flexibility in the future.
User Group	**User** – This limits the user to seeing only the clients of the currently active company. **Supervisor** & **Administrator** – see client from all companies.
Application Attach Point	Normally “Business Module”, however if the Operations module is installed the user can be set bring up the “Operations Workbench” in place of the “Navigator” screen.
Administration / System Codes / Tools / Email	Check to enable user access to these menus. It is important that at least one user has “Administration” so that these setting may be changed if needed.

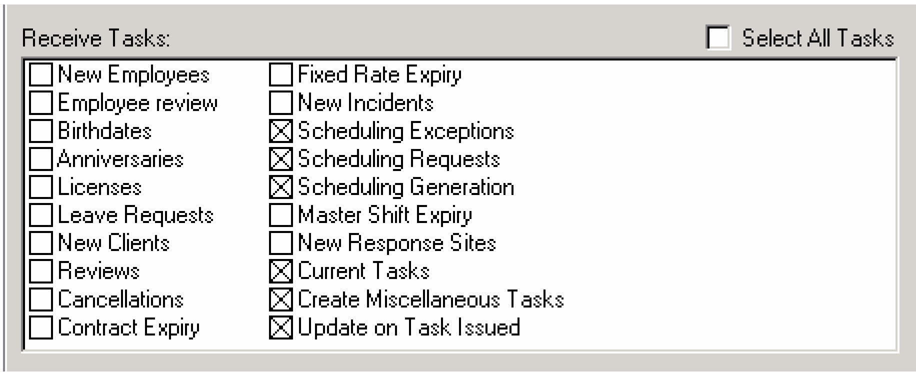
Profiles Tab

This tab controls access to the “Navigator” items. Double click the module on the left to display the sub items. Activate each check box to gain access to the desired item or check “Select All Options” to select all options in a module.



Tasks Tab

Select the check box for each notification this user should receive.

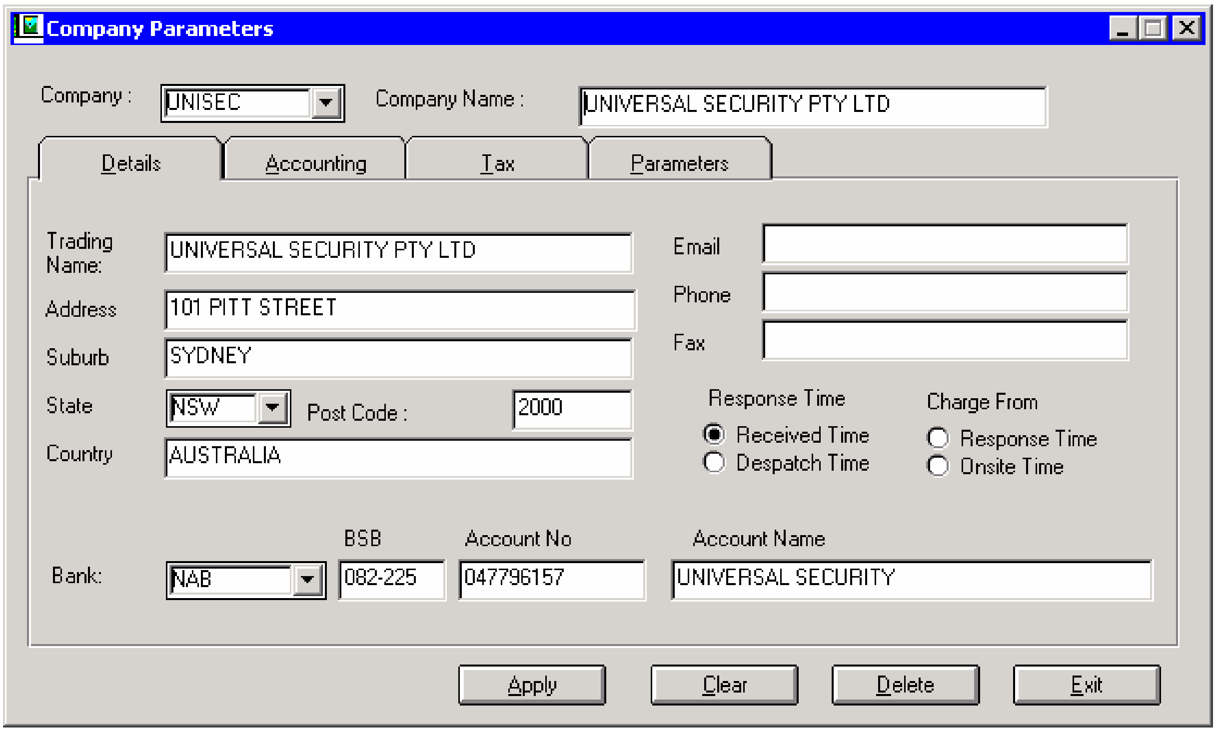


Company Tab

Use this window to select the “Companies” that are available to this user.

Company Controls

This window contains the setup codes for each company.



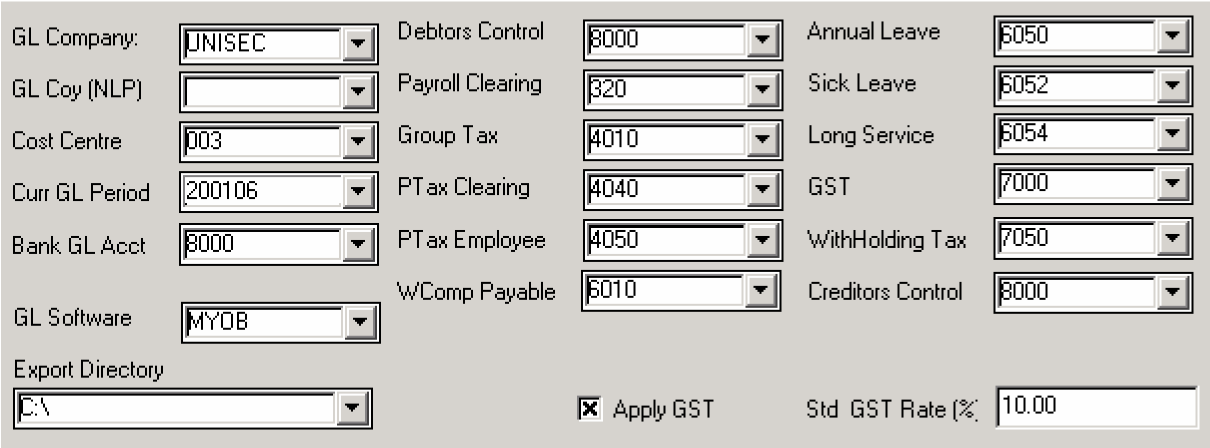
Details Tab

This tab contains address, contact and bank details.

Fields of Note	
Response Time	In the Operations module responses are timed based on the item checked.
Charge From	In the Operations module responses are charged based on the item checked.

Accounting Tab

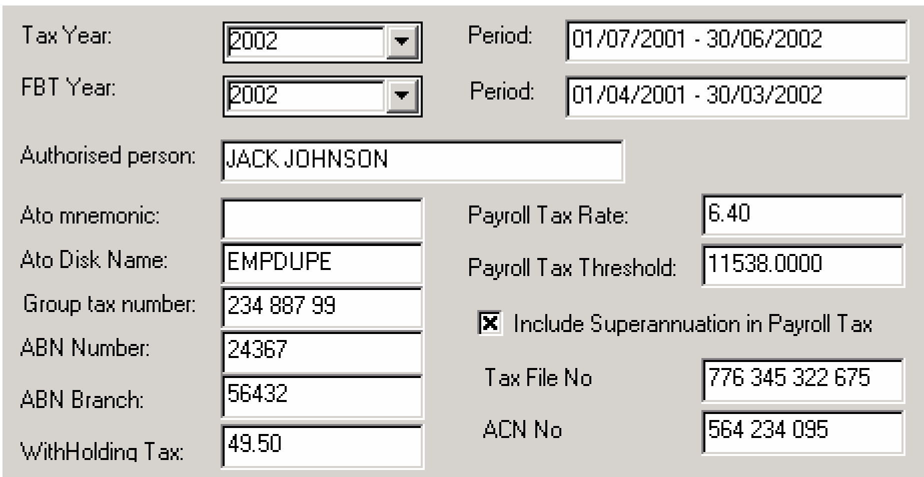
Set company and tax codes in the first row of fields then assign account codes to the account centres of the company.



Fields of Note	
GL Coy (NLP)	Used for unusual Company codes, check with support prior to use.
GL Software	The name of the software you are using for your General Ledger.
Export Directory	The location for General Ledger export file.
PTax Clearing	Payroll Tax Clearing GL code.
PTax Employee	GL clearing account where any Payroll Tax Accrual would be posted.

Tax Tab

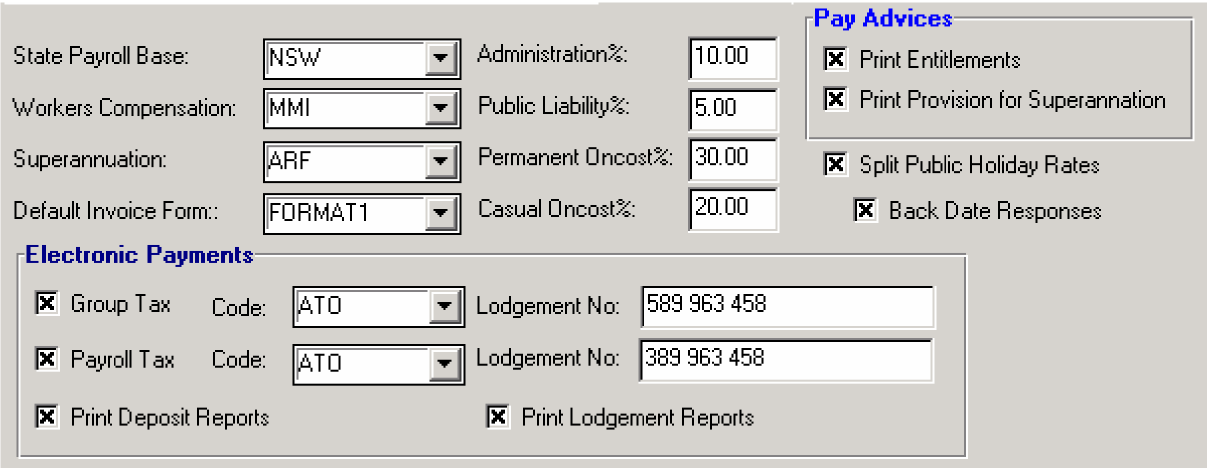
Set the tax years and tax values for use in the payroll system. Many of the values used will be supplied by the ATO.



Fields of Note	
ATO Mnemonic	This is being phased out by the ATO. If you have not been issued one you don't need it.

Parameters Tab

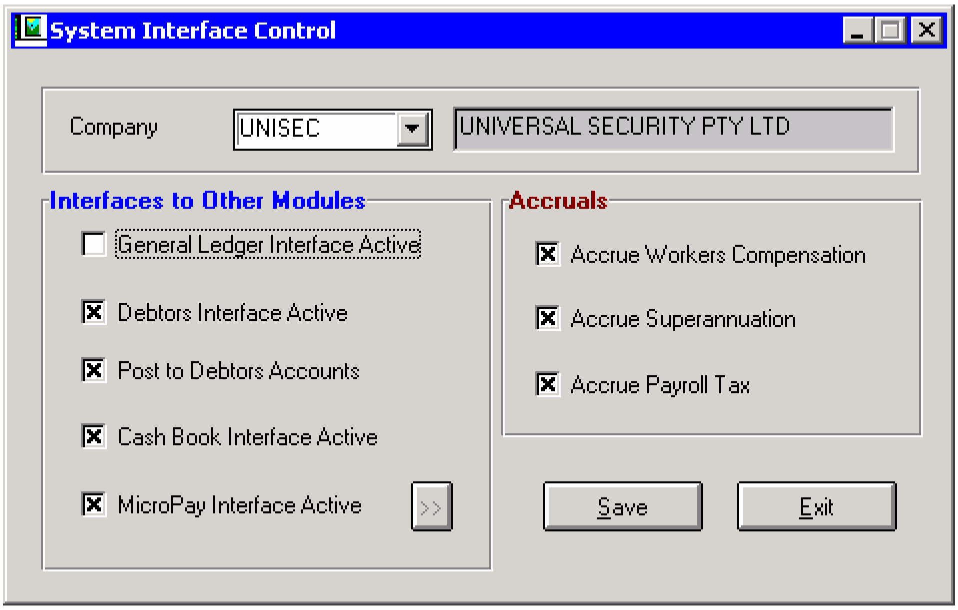
This window allows you to set Workers Compensation, Superannuation, On-costs and setup electronic tax payments to the Australian Tax office.



Fields of Note	
Administration %	This value is one of several added to the employee rate when producing costing analysis.
Public Liability %	This value is one of several added to the employee rate when producing costing analysis.
Permanent Oncost %	This value is one of several added to the employee rate when producing costing analysis. It is specifically used for permanent employees.
Casual Oncost %	This value is one of several added to the employee rate when producing costing analysis. It is specifically used for casual employees.
Split Public Holiday Rates	Check this box to have only part of a shift paid at public holiday rates.
Back Date Responses	If responses are not entered as they occur but rather the next day or latter check this box to allow dates to be set to a previous day.

Interface Parameters

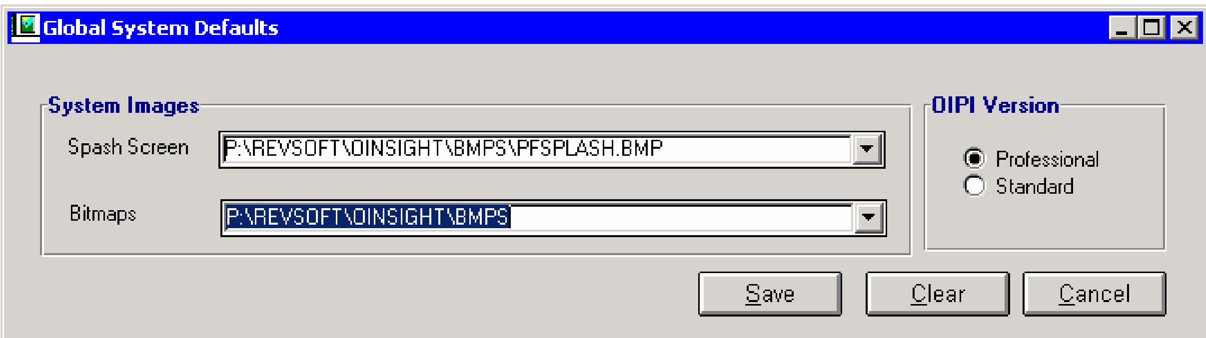
This window is used to switch on components within the system. These fields are set during installation or when a new module is added.



Note: Do not change these settings without consultation with your PowerForce Installer.

System Defaults

This window defines the default location for specific graphic images used in the system.

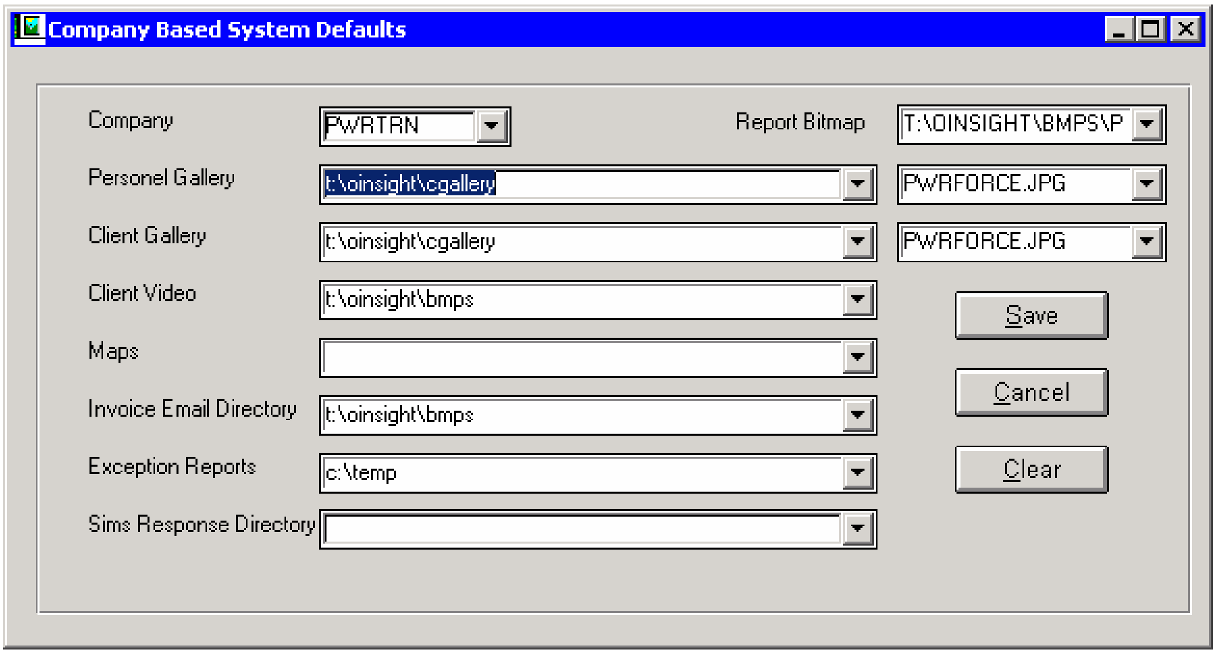


Fields of Note	
Splash Screen	The location of the image to be used as a splash screen during start-up of the application.
Bitmaps	The location for system icons, images etc.

> *Note: Once this window has been setup it should not be changed.*

Company System Defaults

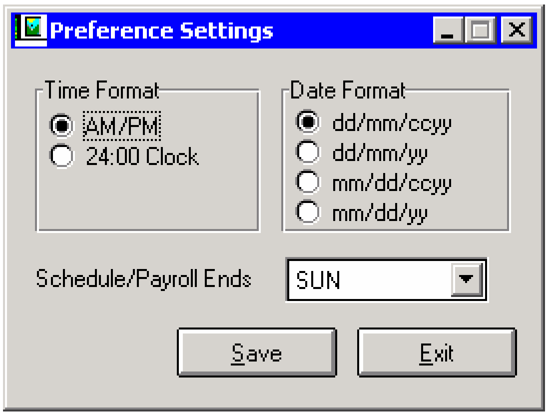
This window defines the default location for specific graphic images and work files used by the specified company. In addition it sets default graphic images for reports, employee and clients.



Fields of Note	
Report Bitmap	The bitmap (or JPG) file used in report headings.
Personnel Gallery	The location of the staff images. The field to the right is the default image to use until an image is assigned.
Client Gallery	The location of the client site images. The field to the right is the default image to use until an image is assigned.
Client Video	The location of the client site videos.
Maps	The location of the map images the user has interfaced to the system.
Invoice Email Directory	The location of the invoice files to be attached to an email.
Sims Response Directory	Location of the interface files between PowerForce and the Sims alarm-monitoring package.

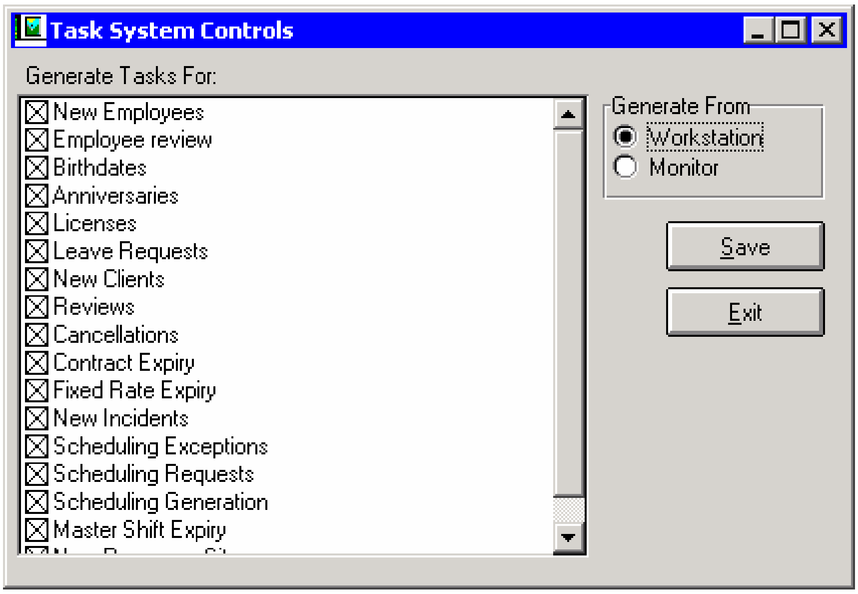
Settings

The default time and date formats are set using this window.



Task Scheduling

This window defines the tasks that will be performed every day by the first workstation to login (not necessarily displayed). Tasks may also be setup to be performed by the "Operations Monitor" if one is running.



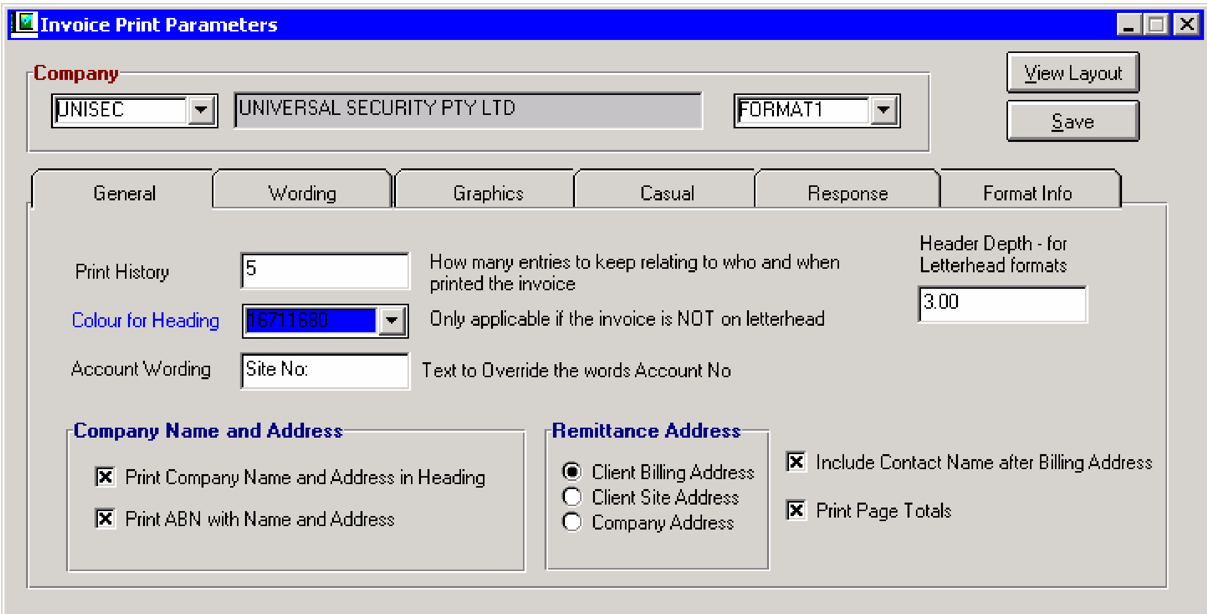
Invoice Setup

This window allows you to define the layout options for each of the invoice formats available.

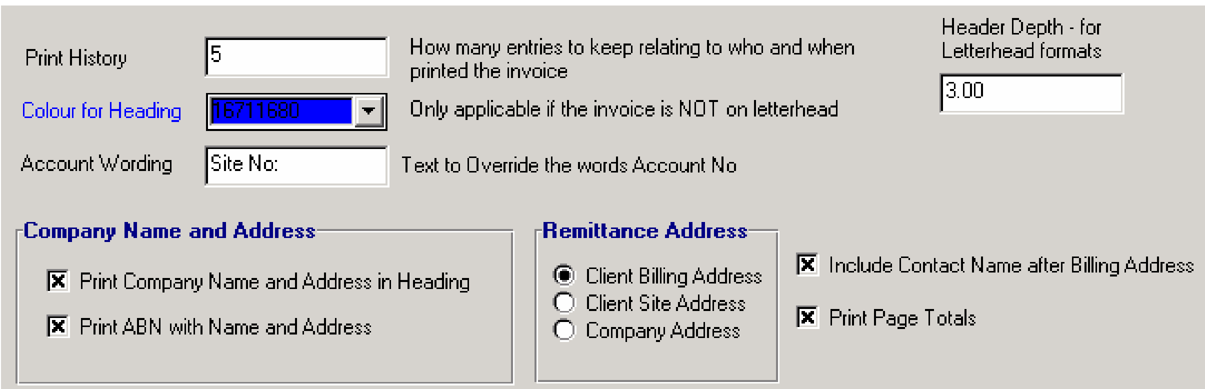
Select the company and then "tab" to move the cursor to the third field across. Choose and invoice format and then "tab" again. The fields on the tabs should be completed for each invoice format used.

To view the current layout click the View Layout button.

Note: Measurements used are all in inches.



General Tab

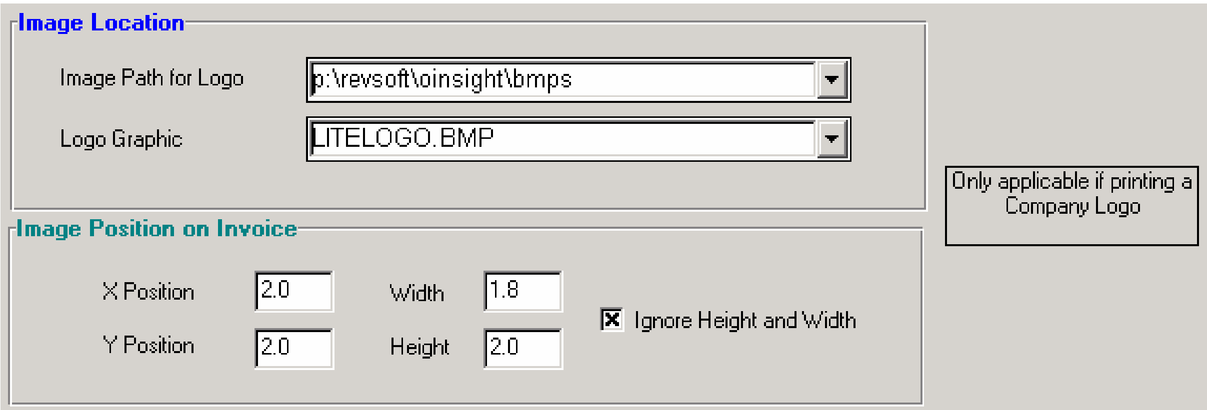


Fields of Note	
Print History	Indicate the number of invoice prints where the system will maintain a list of the users who produced the run and the times and dates.
Bitmaps	Select the colour to be used in the heading.
Account Wording	Enter text to be used in place of "Account No".
Header Depth – for Letterhead formats.	This indicates how far down the page printing should start to avoid overwriting your letterhead. Distance is in inches.

Note: Measurements used are in inches.

Graphics

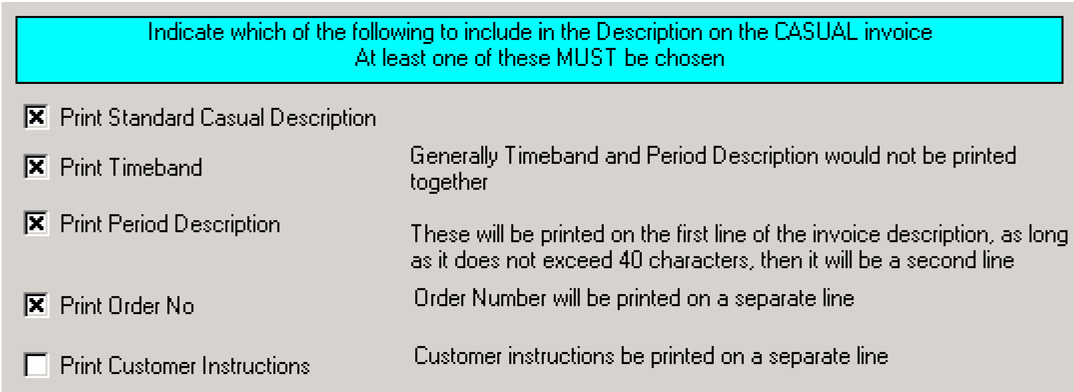
This allows you to position a company logo graphic on the invoice.



Fields of Note	
Image Path for Logo	Enter the path to the directory containing the company logo.
Logo Graphic	Name of the logo.

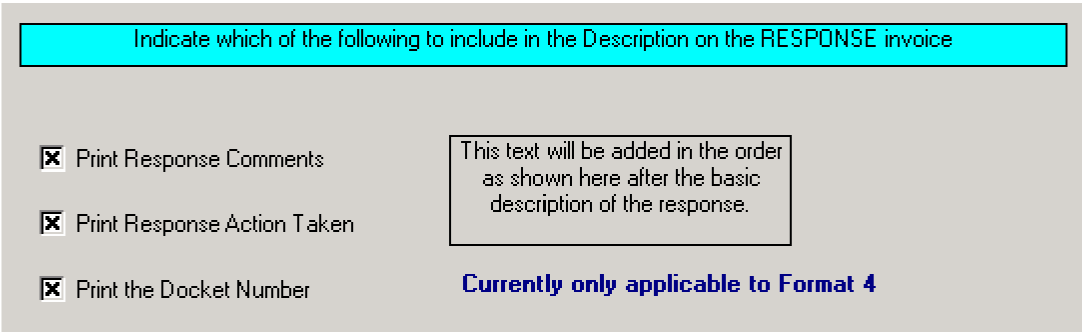
Casual

Check the desired option to appear on the "Casual" invoice.



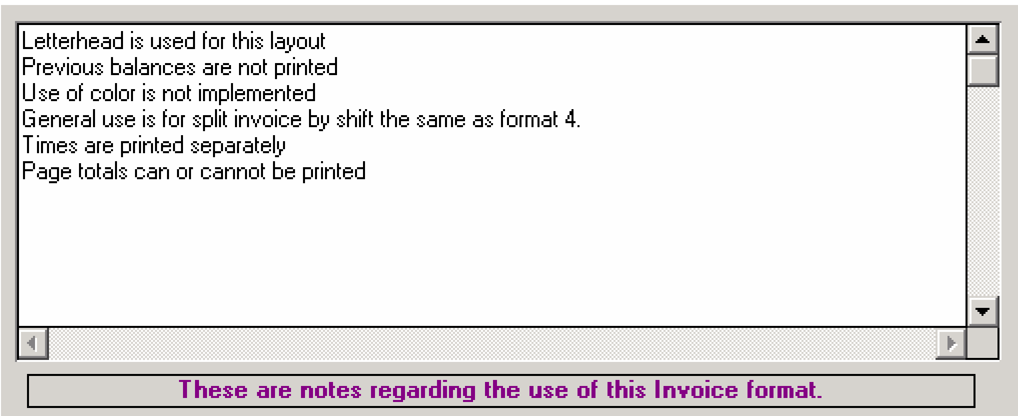
Response

Check the desired option to appear on the "Response" invoice.



Format Information

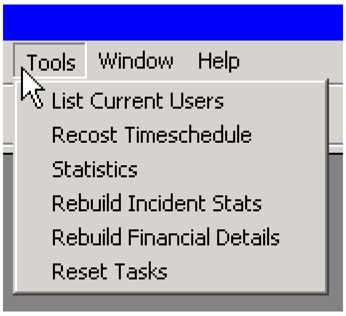
This window contains notes about each invoice format.



Tools

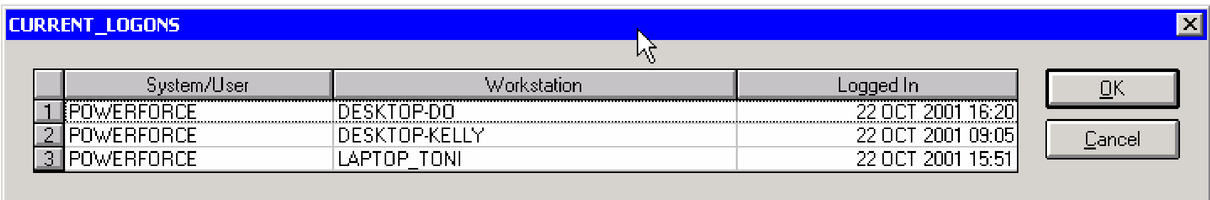
Overview

This menu contains tools that can be used by the administrator to support the system.



List Current Users

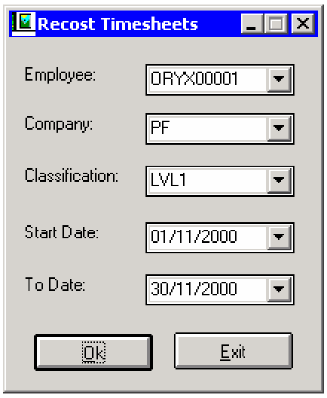
This menu item lists users that are also logged into PowerForce.



Note: This only applies to networked versions of PowerForce

Re-cost Time Schedules

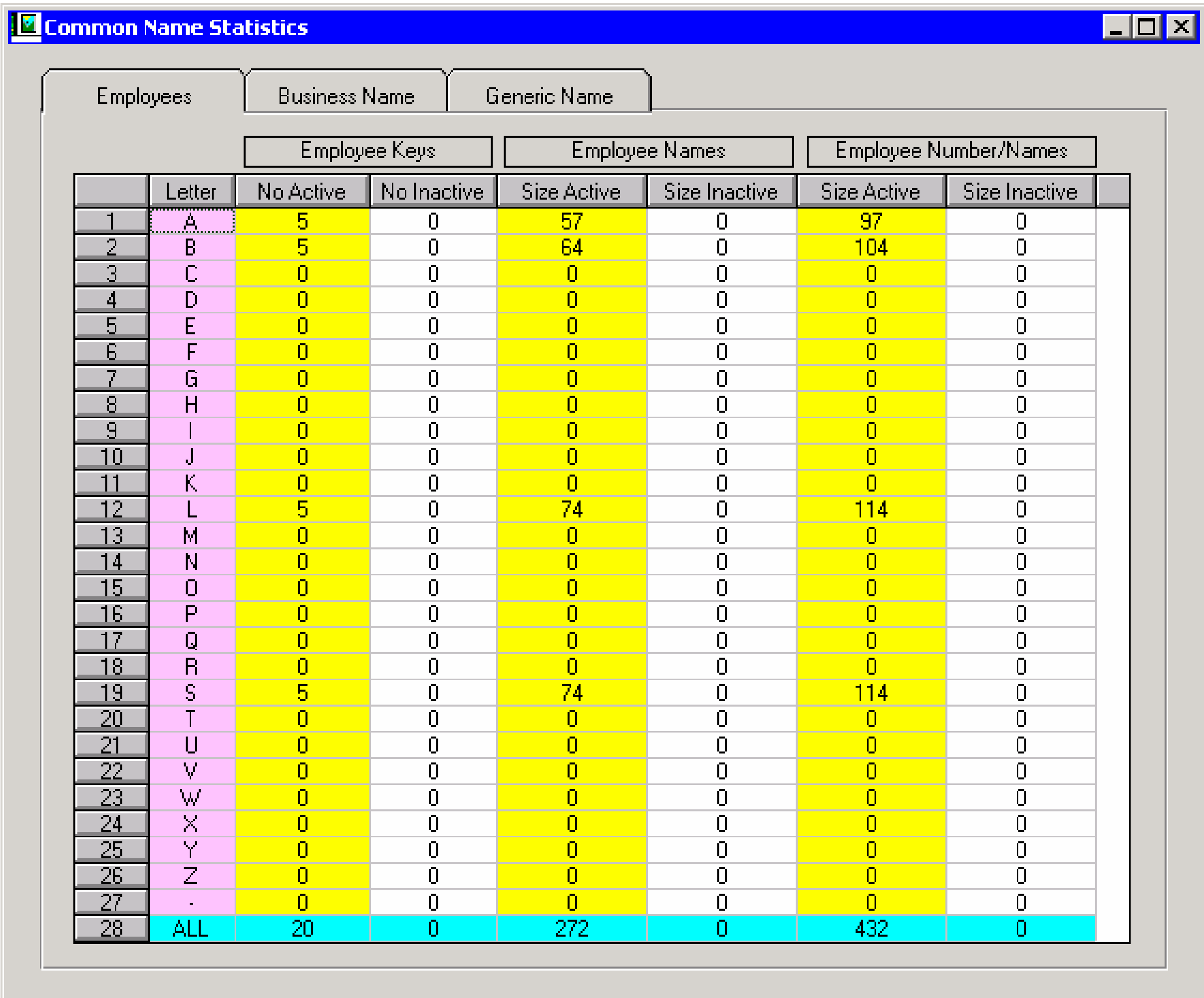
This window allows timesheets for a given employee for a given company to be recalculated for a specified time period.



Statistics

This item shows statistics about the client and employee files used in the system.

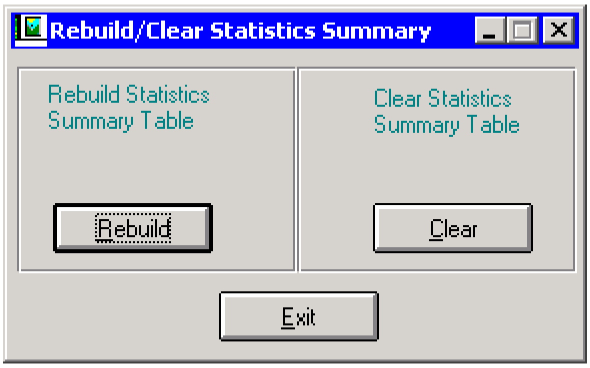
Note: This is primarily used by PowerForce support.



		Employee Keys		Employee Names		Employee Number/Names	
	Letter	No Active	No Inactive	Size Active	Size Inactive	Size Active	Size Inactive
1	A	5	0	57	0	97	0
2	B	5	0	64	0	104	0
3	C	0	0	0	0	0	0
4	D	0	0	0	0	0	0
5	E	0	0	0	0	0	0
6	F	0	0	0	0	0	0
7	G	0	0	0	0	0	0
8	H	0	0	0	0	0	0
9	I	0	0	0	0	0	0
10	J	0	0	0	0	0	0
11	K	0	0	0	0	0	0
12	L	5	0	74	0	114	0
13	M	0	0	0	0	0	0
14	N	0	0	0	0	0	0
15	O	0	0	0	0	0	0
16	P	0	0	0	0	0	0
17	Q	0	0	0	0	0	0
18	R	0	0	0	0	0	0
19	S	5	0	74	0	114	0
20	T	0	0	0	0	0	0
21	U	0	0	0	0	0	0
22	V	0	0	0	0	0	0
23	W	0	0	0	0	0	0
24	X	0	0	0	0	0	0
25	Y	0	0	0	0	0	0
26	Z	0	0	0	0	0	0
27	-	0	0	0	0	0	0
28	ALL	20	0	272	0	432	0

Rebuild Incident Statistics

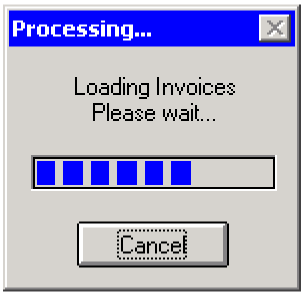
If changes have been made to the setting for the incident management system a “Clear” and “Rebuild” should be run.

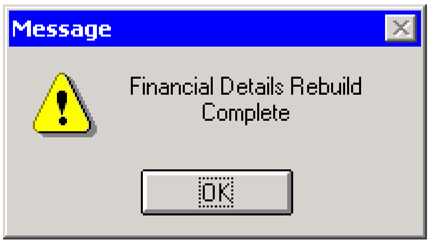


Rebuild Financial Details

If changes have been made to any setting affecting financial data then this option should be run.

Note: This menu item will ***not*** *ask if you are sure it will just run the rebuild.*





Reset Tasks

This menu item clears the list of outstanding tasks in the task file.

Note: This menu item is immediate; selecting the menu item will clear the list without further prompts.

Rebuild Scheduling Comments

This window is only used by PowerForce support.

Glossary of Terms

Administrator

A User with access to system setting.

Aging

Accounting term referring the time a debt has been outstanding. To age a debt is to put the debt in a 30-day, 60-day, 90-day etc category.

Anniversary date

The day of the year the person joined the company.

ATO

Australian Tax Office

BSB

“Bank Statement Branch” – used with the account number to uniquely identify a bank account.

C: drive

The computer drive addressed by the letter "C".

Classification Code

A code designating a specific employment position such as a guard, manager etc. This may also be called a “Position Code”.

Debtor

Accounting term for someone who pays you for a service or product.

DOS

Disk Operating System - an early text based operating system for personal computers.

Dpi

Dots per Inch - used to describe a printers ability to print fine detail. A higher “Dpi” value generally indicates finer detail.

Effective date

Entries or changes may be created before they will be used. Use "Effective Date" to set when the entry or the change will be active.

EPS

"Electronic Payment System".

Escorts

When a security guard accompanies, waits or observes while staff perform a task such as a lockup.

Exclusions

Client sites where an employee has been banned from working.

FBT

"Fringe Benefit Tax".

Group tax

This is "PAYG" (Pay as you go) tax formerly known as "PAYE" (Pay as you earn).

Installer

A PowerForce technician who will liase with you, prior to and during, the installation of PowerForce.

Operations

In this system it refers to the process of performing the tasks required by the client.

Operations Module

Add-on module to handle the day-to-day management of special client tasks, guards, patrols, monitoring etc.

Oryx Technology

PowerForce is an Oryx Technology product.

PCAnywhere

Computer Software used to communicate remotely between a PowerForce Installer and your computer. It allows support and maintenance.

Period

An accounting term used to define duration of time, such as calendar month, that is used to group transactions by time.

Position Code

A code designating a specific employment position such as a guard, manager etc. This may also be called a "Classification Code".

Rebate

A refund or payment discount if invoice payments are made on time or early.

Resolution

The number of pixels (dots of light) displayed horizontally and vertically on your screen. Higher values will make items in the image smaller but more information will be displayed in the same space.

Response

Action taken by a security company when an alarm is received.

Root directory

This is the base directory in the computer's directory tree structure.

Rotation

The period of time spent performing the same shift, usually one week.

Rotation Length

The number of days required to complete every unique shift. The rotation then starts again.

Schedule Cycle

The period of time to complete all rotations. For example 3 one-week rotations through days, afternoons and nights would have a cycle of 3 weeks.

Stagger

The process of moving a group of shifts forward or backwards one day at a time.

Tentative

A shift that requires confirmation, for the employee to be paid, or the invoice to be created.

User

A person who works with the PowerForce application, they may also be an employee in the PowerForce system.

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