

Tech Note



Kallensoft

Alternate Rate Structures

The need to keep billing rates confidential yet allow all other components of the Labor Tracking Module Rate Structure (Position Codes and related Class Codes) available to field personnel has been implemented with the addition of the Alternative Rate Structure.

The Alternate Rate Structure is a separate database maintained by administrative staff in the home office that contains confidential billing rates. Using a separate database has several advantages:

The rates cannot be viewed by personnel in the field office because the database does not exist in the field.

The network administrator can assign user rights to the database when it is located on the network in the the home office .

The database can be placed on the local drive of the computer used by an administrative staff person for additional security. The folder where the database resides would not be a shared folder so access would be limited to the single user.

The normal rate structure is maintained by the field office where new Position Codes and related Class Codes are added as needed. Existing codes, descriptions and other fields can be edited. After you have received an update from the field office the Alternate Rate Structure can be “refreshed”. The refresh process will add any new Position Codes or Class Codes encountered and update any fields that have been edited except those containing rates, including the pay rate. The refresh process would also notify you of any deleted items in the field database and give you the option of deleting them from the Alternate Rate Structure also.

Reports using billing rates will look for the existence of the Alternate Rate Structure, and if the database is detected, use the billing rates in that database.

The name of the Alternate Rate Structure database is MMSARS.mdb. If you have more than one field database then separate Alternate Rate Structure databases will be needed for each field database.