QUE Accounting Software and Services
October 2010

A) Time and Attendance
Calculate gross payroll hours for employees using access control time stamps as time punches
  Stand Alone
  PC entry, Time Clock, Bar Code readers, Prox Readers
  Access Control
  Interface with most popular Access Control systems
Time and Attendance Add-On Modules
  Payroll Interface
  Accrual Benefits
  Employee Look-Up (Web based)
  Job Costing
  Capture job categories via reader
  After the fact Job costing

B) Time and Attendance off-Shoot Systems
Facility Usage (eg. Parking Garages)
Employee Monitoring
Contractor Attendance
  Produce Variance reports for submitted hours vs. hours on-site
  Exports/Import data from other contractor systems

C) Visitor Management Software
Record visitors per cardholder and issue badges as needed
  Tenant/Real Estate Offices
  Business Offices
  Hardware interfaces:
    Touchscreen Panel
    Driver License Scanner
    Access Control
    Badge Printer
    Bar Code/Prox card readers
  Web based Resident pre registration

D) Gated Community Software
Total Residential Access Control
  Complete control over visitors to gated communities
  Seamless integration with access control
  Built in camera interface for 2 cameras
  Touchscreen capabilities
  Voice Authorization
  Code Alert

E) School District Administration Portal
Web Based
  Includes application for
  Time Sheets
  Absentee Requests

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Lesson Plans
Performance Evaluation and Requirements

F) Parking Garage Monitor Program
Control the number of spaces used by each tenant.
- Counters set for Visitors and Employees
- Counters set for individual Tenant companies
- Activate/Deactivate badges based on counter limits
- Record In and Out times for Tenants and Visitors
  and maintain history
- Shows who’s in and out with red/green indicator
- Additional interface to Driver License Scanner built –in
- Report by time, tenant, visitor, etc
- Customize any portion of system to handle your specific needs

Web base look up module for individual Tenant company showing number of lots in use
and who is in.

G) Trackit Suite
Various programs that use a prox/bar code reader to determine in/out activity for people and
equipment
- Track Training Session attendance
  - Enhanced version does schedules and tracks training requirements per employee
- Assign inventory/equipment to cardholders
- Club Membership
- Child Care centers

H) Employee Training Scheduling and Monitor
Assign training requirements, schedule sessions and track time spent against requirements

I) Day Care Security
Track Visitors to Day Care centers
- Visual verification of parents, children and guardians
- Alerts by email and phone
  - When child is not dropped off within a certain time
- Web based system allows parents enter messages from any PC
  - Messages displayed when guardian picks up children

J) System Integration Services
One way or two way data transfers are available for Access control and Time and Attendance,
Payroll and Access Control, LDAP and Access Control, etc..

K) Custom Application Development
Que has developed a number of applications for major corporations in the Philadelphia area. These
applications include: A purchase Order system for a Lumber Company Coop, Capital Tracking for large
public utilities, and Accounts Payable and Payroll collection for a major food service company.
Overviews

A) Time and Attendance

Time and Attendance collects time punches and creates summaries of hours by time period and individual. The full version applies your company workrules and payroll regulations to actual punch times to produce valid hourly determinations. Vacation and Time Off scheduling allows for entry of time off so that the end result may be gross payroll hours. System may be deployed over a network to allow several users to interact with employee records. A number of reports can be utilized to determine Who’s Absent, Who’s Approaching Overtime, Exception reports and more.

Time and Attendance modules can be added that can provide for additional functionality. An Employee Look-Up add-on allows the employee to log onto a separate system that will give them the ability to view their time punches, request for time off, review Vacation accruals and more. Hours from T&A can be extracted and sent to payroll systems. A module is also available that can calculate accruals for time off such as vacation and sick time based on hours earned or time periods.

Time and Attendance Off-Shoots include a Read-Only version that simply provides attendance reports from external input sources and calculates the number of hours worked for each day or the number of hours on-site. Enhancements allow for variance calculation of access control collected information to other means for collecting hours.

Job Costing

‘After the fact’ job costing is the allocation of employee hours among separate cost centers, categories and/or Job numbers. When cost centers are used in the Time and Attendance system as part of normal operations, they are transferred into the Job Sheets table automatically and little further allocation may be needed. However many clients chose to allocate hours entirely ONLY after the hours have been properly authorized and adjusted for payroll rules and regulations. This system creates a new set of time allocated among the different cost categories. For real time job costing, time punches can be collected by job category in the time and attendance system through the use keypads and barcode readers, location of readers and/or in the case of assembly production, time parameters for assembly lines.

B) Time and Attendance Off Shoots
Facility Usage

The Access control system collects in and out punches for resources, such as parking lots, while the QUE Accounting(QUE) system is responsible for gathering the information into a database using the card id or person’s name to uniquely identify each customer. Hours and/or usage will be calculated and reports will be created allowing the user to select a given date range, detail information or just summary. People, such as employees of a given company, are assigned a common company name so that they may be grouped and handled collectively. The actual charges for resource usage may be stated by in/out usage, by hour, by day, by hours’ ranges and other criteria.

Contractor Comparisons

The Contractor system tracks on-site hours for several hundred individuals working for different firms. The system will import hours from each contractor, presumably from the same source as the contractors’ invoice. The information derived from the access control system will be compared to this data and a variance report/database will be created.
C) Visitor Management Software

There are basically two different versions of the Que Accounting Visitor Management systems and a number of visual interfaces. They include a basic lite desktop version, and a version with particular interest geared toward gatehouse management. All can be used with or without interfaces to Access Control systems, driver license scanners, label printers and cameras.

**Lite**

This version is completely desktop and has one basic master file for all visitors which can be categorized by type (visitor, contractor, delivery…) Its mostly geared toward the DYMO label printer and CardScan Drivers license scanner but can be interfaced with existing access control systems.

Visitors are linked to clients so that multiple tenant solutions are provided. Tenants with proper authorization can pre badge people as well as identify individuals for lockout.

**Desktop**

The Desktop version separates users into masters and guests and boasts a highly configurable user interface. A common audience may be retirement communities, office campuses, country clubs and the like where a fairly stable number of permanent cardholders are presents and most in/out activity is for cardholders and guests for these people.

**Kiosk**

There are a number of simple interfaces available that minimize the number of steps needed to enroll a visitor. The Kiosk, for example, is keyboard and mouse free, instead using a Touchscreen format for data collection. As all versions, a camera can be attached for picture taking, a scanner for driver license and a badge printer.

**Web Interface**

The web interface allows a user to pre register visitors, make entries to a “do not allow” table, view past visits and enter messages for the guard/receptionist to be viewed and read out loud when the visitor arrives.
Custom Version

The most effective solution for some clients is a combination of features from the existing system and/or new client-specific modification. Cost effective customization is provided when needed.

D) Gated Communities

Customizes guard screens facilitate process of recoding visitor

E) School Administration Portal

This portal has a number of applications geared toward school administration, such as requesting time off, and entering time sheet information

F) Parking Garage Monitor Program

A real-time counter program is available that will determine the number of employees and visitors per tenant and, with additional hardware, send an electrical relay to lock the gate or turn on a “Lot Full” sign. Once a tenant threshold is reached, all cardholders not yet on the premise will be deactivated.

G) TrackIt Suite

The QUE Accounting TrackIt Suite of tracking applications is designed to log when a person or object has arrived at a specific location. Each employee/object is identified by an ID badge or tag unique to the system. When an ID is presented, it is verified and any associated notes or messages are displayed. A time
record is recorded for each transaction. Supported readers include proximity cards, magnetic stripe, bar code and smart cards. The programs are easily modified to handle any custom needs.

**TrackIt Session**

The Session application records employee’s arrivals and departures at specific locations and events such as training sessions, assemblies, events, mandatory meetings and so on. Transactions can be viewed by employee, by session and/or by location and can be filtered by a date range.

**TrackIt Equipment**

The Equipment application tracks what equipment is being used and by whom. A common application of this program is the assignment of helmets and other fire fighting equipment to firemen. It can also be used to track borrowed items such as library books, tools from a tool crib, 2 way radios and so on.

**TrackIt Guardian**

The Guardian application is particular to a Parent/Child relationship. It is used to record when a parent or guardian arrives to pick up children from day care, day school and the like. With the use of photos, both the children and parent picture is displayed at the time of ID presentation so that the receptionist can visually check the person’s photo.

**TrackIt Members**

The Member application is used to track when members of a health club or organization arrive. With the use of photos a picture is displayed at the time of ID presentation so that the receptionist can visually check the person’s photo. Miscellaneous information such as expiration date, email, phone number and messages from other members cab be tracked and retrieved.
H) Employee Training Scheduling and Monitor

I) Day Care Security

J) System Integration Services

K) Custom Application Development