Payroll Analysis Tool
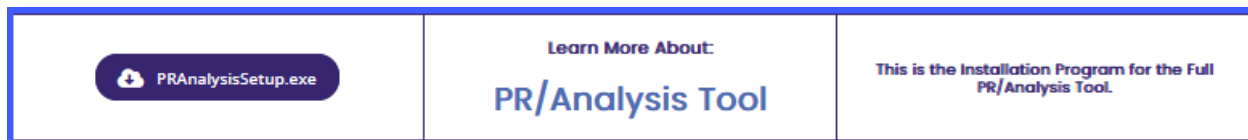
You may download this product now at:

www.dataproaccounting.com/download/PRAnalysisSetup.exe

The **Payroll Analysis Tool** is an application which may be installed on your workstation or accounting server to provide a direct link between the **Infinity POWER Accounting Software Payroll** module and Microsoft's Excel Spreadsheet program. This program should only be installed on the user's workstation(s) that have some responsibility related to **Payroll**. The application will need to install and register the **"client"** component that communicates with the **POWERServer** module that facilities the direct **"retrieval"** of data from the **Payroll** system.

As a special utility that sits inside **Microsoft Excel** *(required)*, the **Payroll Analysis Tool** makes direct calls to the **Infinity POWER Payroll** module using special **"POWERServer"** commands. **POWERServer** is an advanced technology that comes standard with every **Infinity POWER System Administrator** module. **System Administrator** *(either Part #100 or #695 for SQL)* is required to run any **Infinity POWER** module.

This product may be installed on any user's desktop within your organization. However, you don't have to worry that your staff, without the proper security rights, are going to be able to view your Payroll data in an unauthorized fashion! That's because you must have the proper accounting software security rights to get to the **Payroll** data files. Why?

Because the **POWERServer** module directly communicates with your company's **Payroll** data files and all communications require that only valid users that have been predefined in the **Infinity POWER Advanced Security Administrator** module can gain access to your **Payroll** data files based on the security rules that you have defined, in advance.

(1)

In addition, the user rights are defined either on a **"group"** or **"user"** level, which means that **"management"** controls who gets access to specific program options and/or data files.

Thus, if **"User A"** doesn't have rights to the **Payroll** module, they won't be able to **"extract"** any information or perform **"analysis"** at all from the **Payroll** module. Some companies may have their **SYSADM** control this module with full rights and simply save the various Excel data files on their network for specific users to use, when applicable. There are many ways to use this advanced tool!

Keep in mind, this is very valuable information that you are data mining from your accounting **Payroll** data files. Once **"extracted,"** these new spreadsheets of data searches should be stored on your PC or Network with the same level of special security you use now for your accounting data files. Therefore, you need to make special considerations as to who can make these data **"extractions"** and where they can store this information.

With the growing level of concern regarding the loss of personal information and identity theft, these Excel data files need to be highly protected from access by third parties. This tool is for use typically for those companies with more than **50** full time equivalent employees, but can be used by any sized firm.

The **Payroll Analysis Tool** isn't designed to comply with the actual filing of any **IRS** mandated forms. It is an analysis tool designed to help Employers analyze their **Payroll** data files and generate **"census"** data for compliance with a variety of insurance and 401k reporting matters.

Installing the Payroll Analysis Tool

The first requirement of using the **Payroll Analysis Tool** is that you **MUST** have a licensed copy of Microsoft Excel to use this product. **Excel Versions 2013,** or higher, are compatible. The **Payroll Analysis Tool** may be downloaded from the Data Pro Accounting Software web site at:

**www.dataproaccounting.com/download/PRAnalysisSetup.exe**

You don't need your normal **"Customer Number"** and **"Password"** to login to get access to this program option. When you download the **PRAnalysissetup.exe** file, first you will save it to your network drive or your local PC drive. Once you have saved it, use **"Windows Explorer"** to go to the folder where you saved the file to be able to open the file.
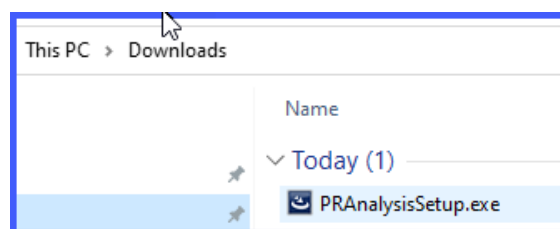
Double click on the **PRAnalysisSetup.exe** file. The installer program will begin.
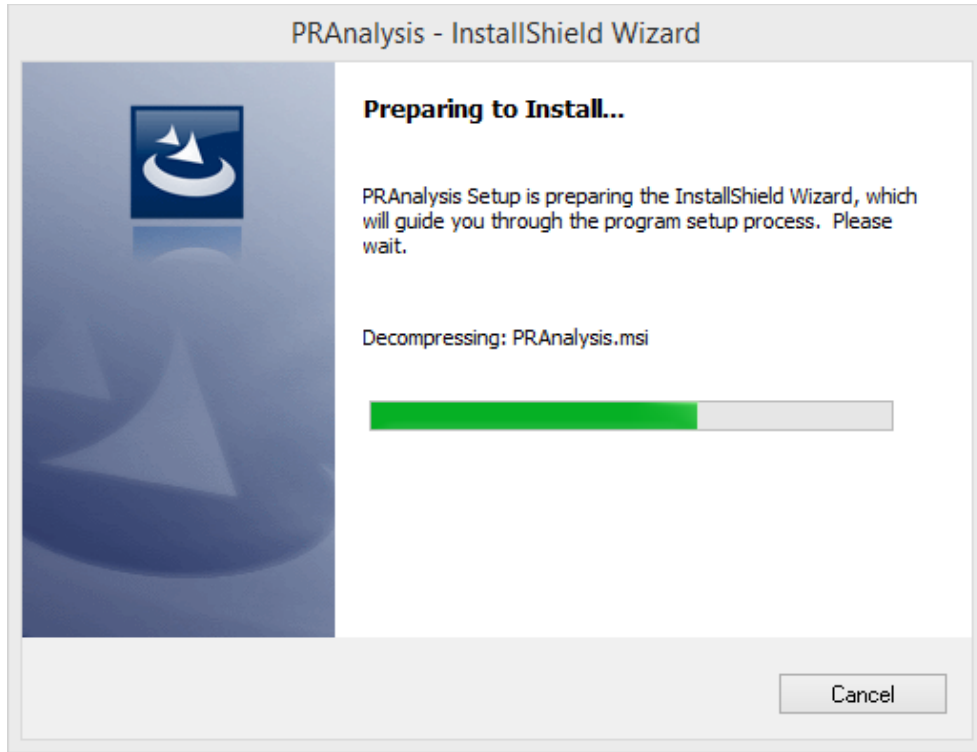
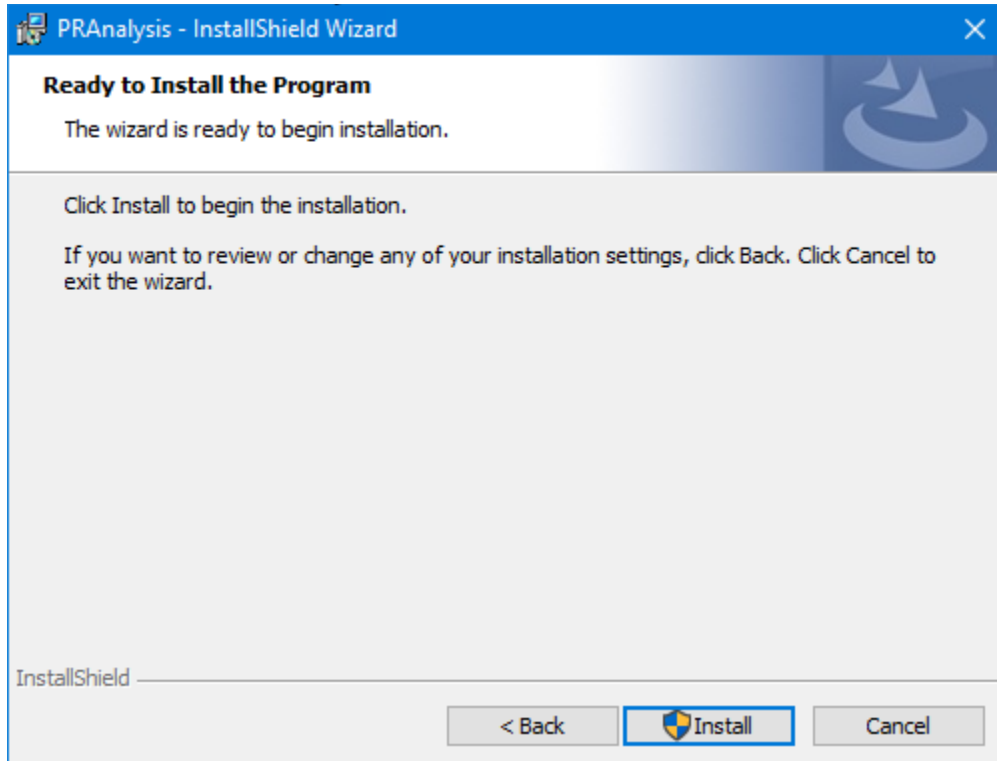Once it is ready for installation, the following screen will appear:
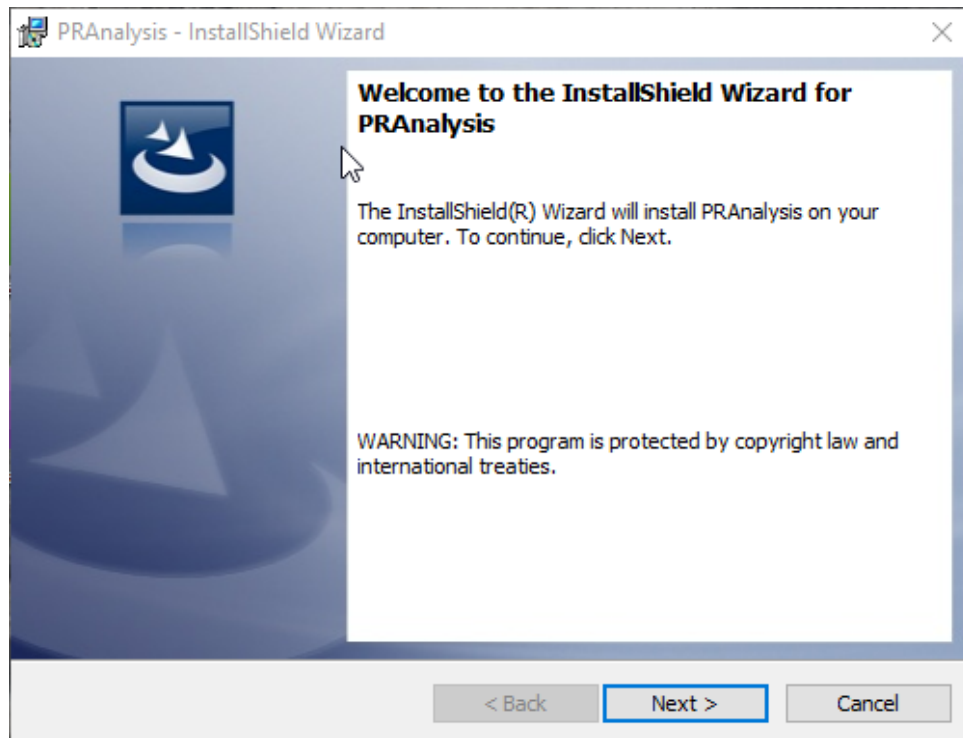
Click on **"Next"** to continue the installation. You can allow the software to default to the **"PRAnalysis"** folder or if you want to change the location *(either by drive letter or folder name)*. Click on the **"Change"** button to override the default settings as shown on the following screen.
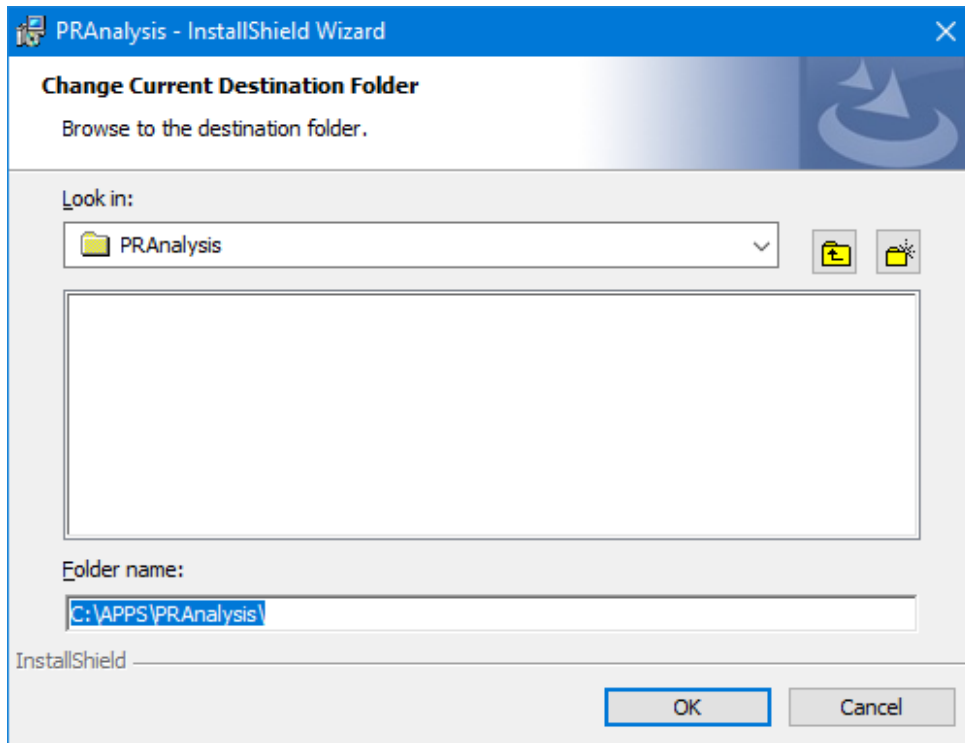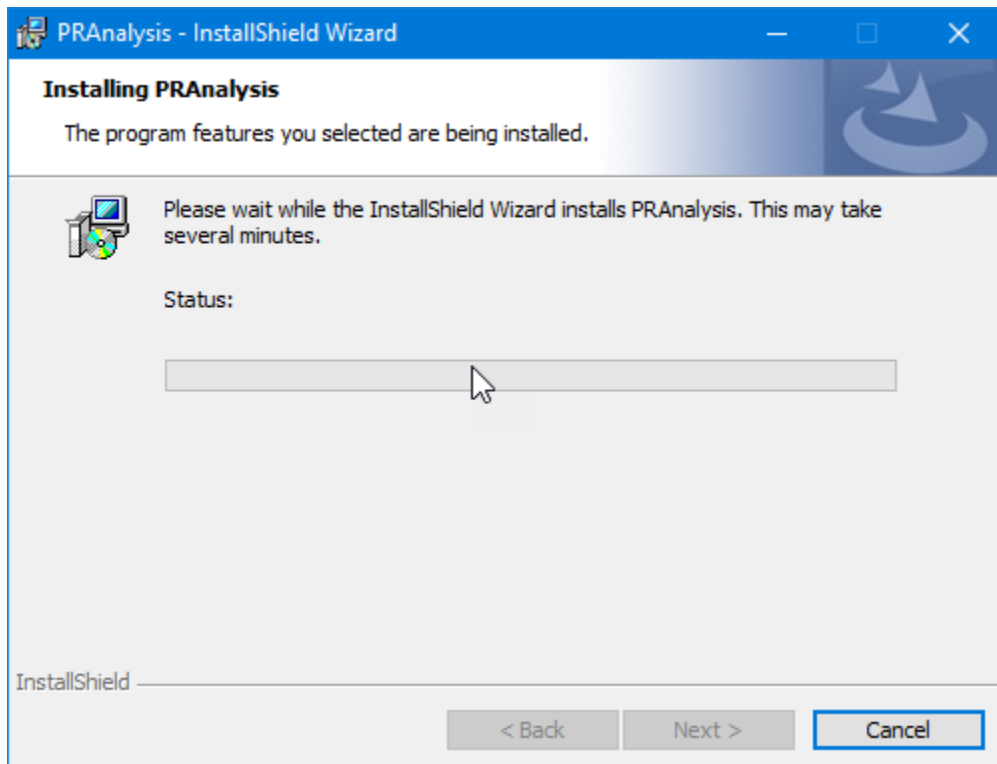

Click **"OK"** once you have defined the **"Folder Name"** for the installation.
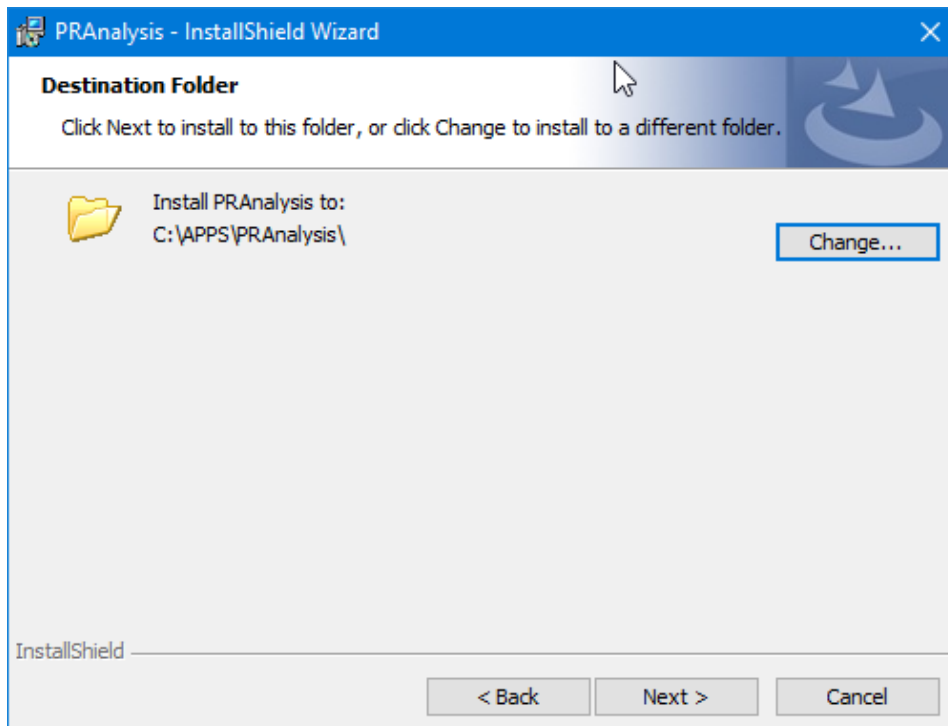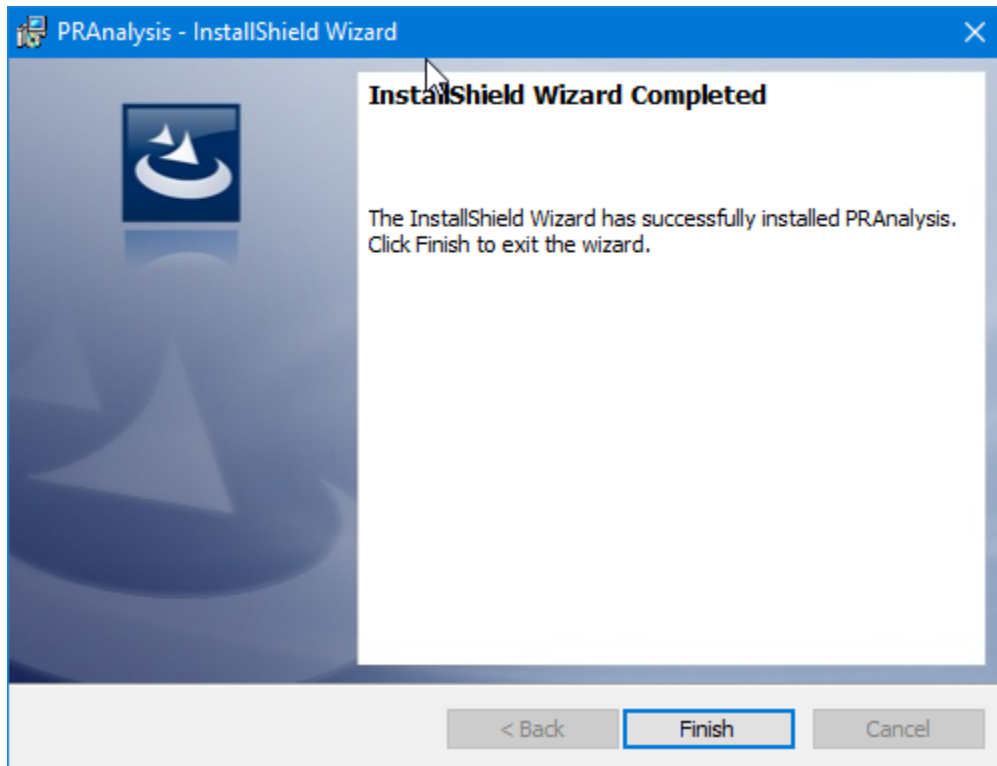
Click on the **"Next"** button to continue the installation.

Click on the **"Install"** button to continue with the installation.

The system will begin to install files and show its progress at this point. Once it is completed the following screen will appear. Click on **"Finish"** to complete the installation.


Once you are done, you will find the following files installed into this folder.
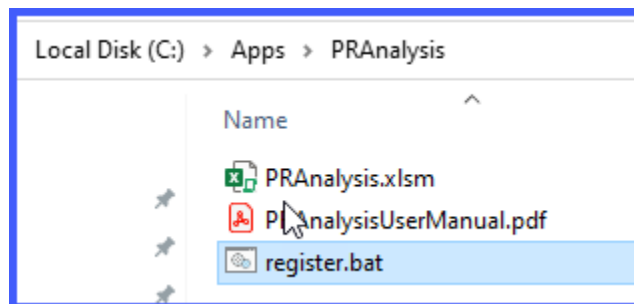

Before you proceed with anything else, **"Right Click"** on the **"register.bat"** file. Select the option to **"Run as administrator"** as shown on the following screen.

The screen will flash a series of messages in the background and then disappear. This only needs to be performed once, *but it is mandatory!*
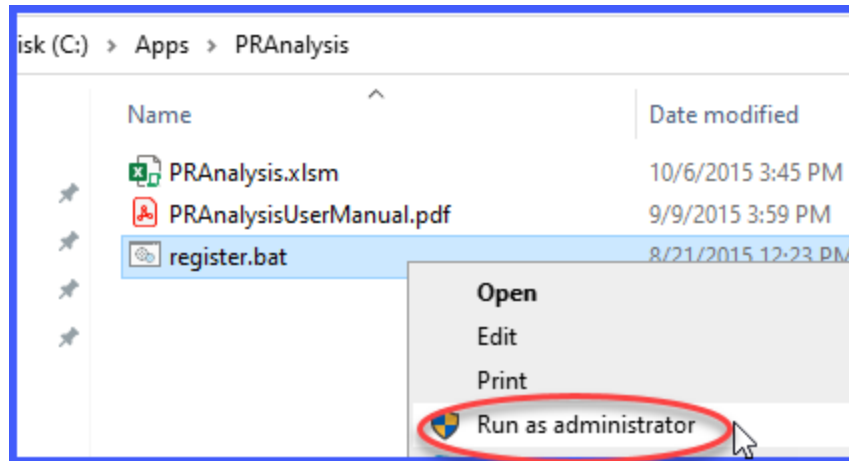
Please realize that what you have installed now is an Excel spreadsheet with special automation capabilities built into it that you can't see. You will find that because it is a spreadsheet and since you can basically install it wherever you want, you may want to create a **"shortcut"** on your desktop to make it easier for you to remember where to locate it in the future.

To do so, now go to the directory where you just installed the **PRAnalysis** utility. In the example below, this is **C:\APPS\PRAnalysis**
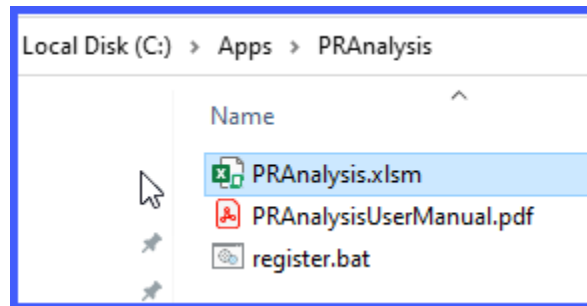
To create a shortcut on your desktop, highlight the file with your mouse and right click so that the menu appears as shown on the following screen:
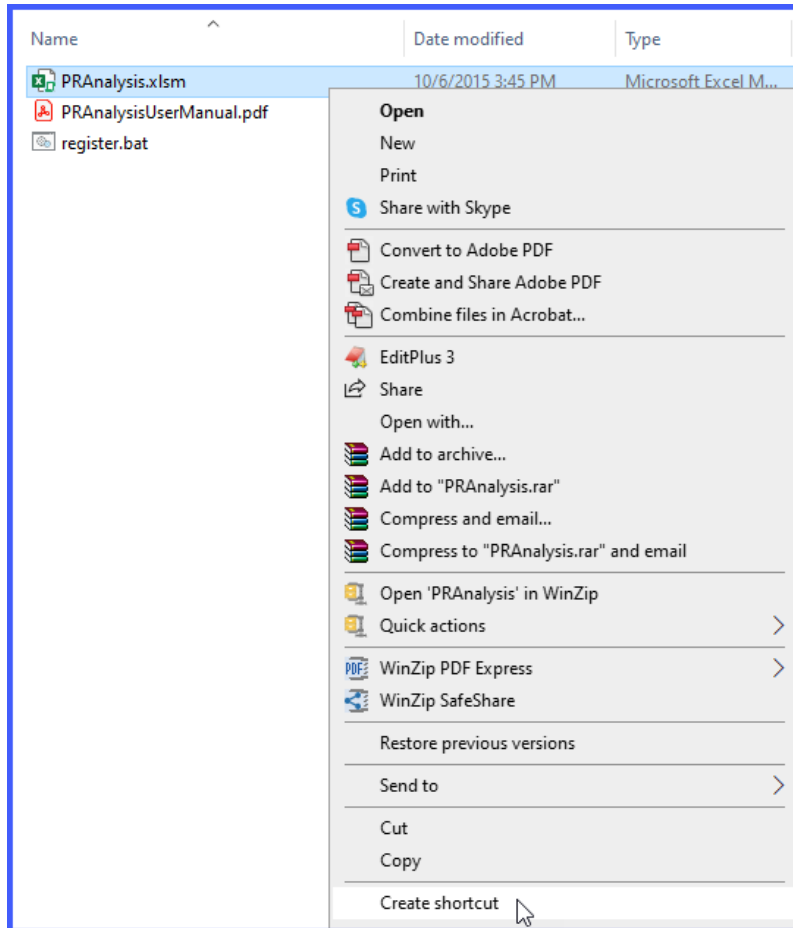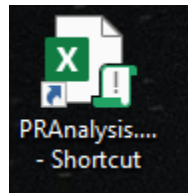

The system will create a **"PRAnalsysis.xlsm – Shortcut"** file in the folder. That does not mean it has placed the shortcut on your desktop yet. You must right click on this filename, then click **"Send to"** and then **"Desktop (create shortcut)."**

This is illustrated in the following screen:
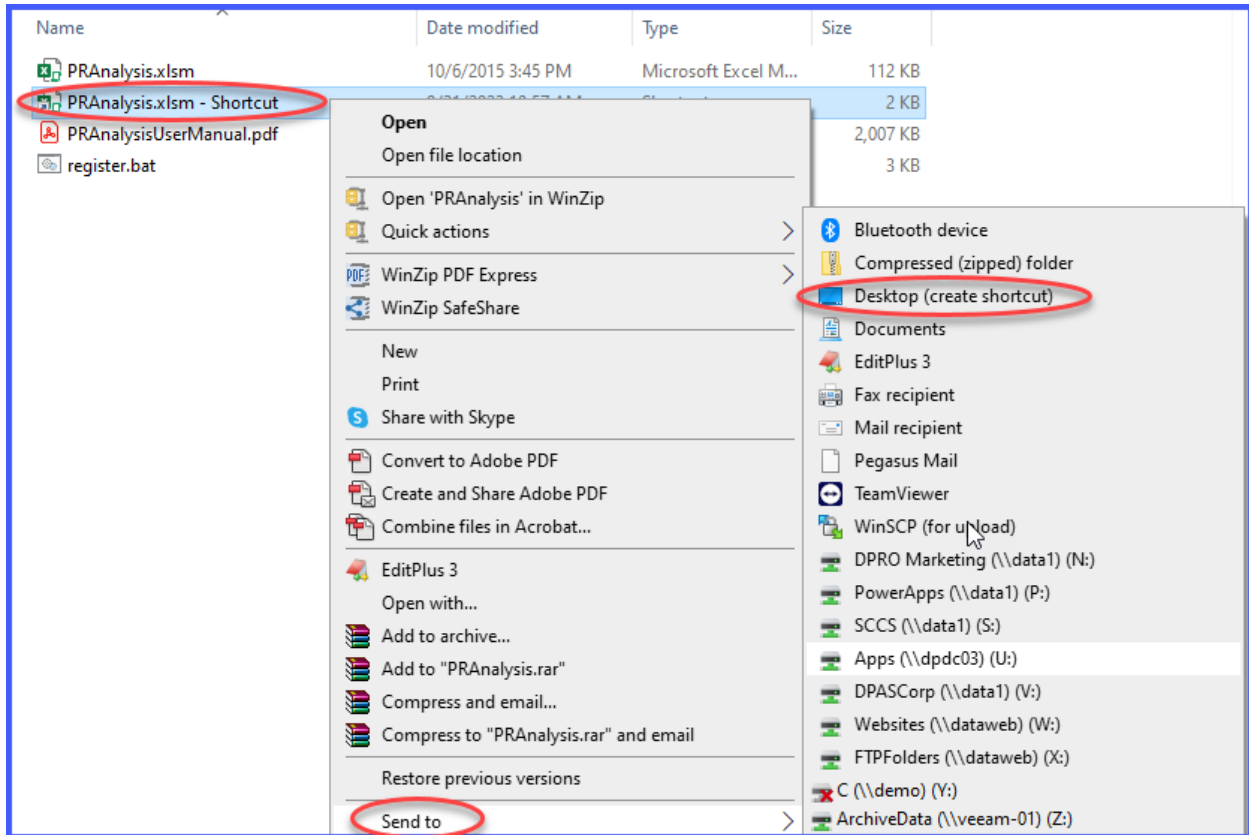
This will have the effect of creating an icon on your desktop similar to the following image:

Now, you can simply double click on the shortcut and the system will launch **Microsoft Excel** and open the **PRAnalysis** file automatically. When it does, the opening screen will appear as shown on the following screen. If this is the first time you have loaded the file, you may get a **"Security Warning** *(as shown)* **that Macros have been disabled."**

Click on the **"Enable Content"** button to proceed.
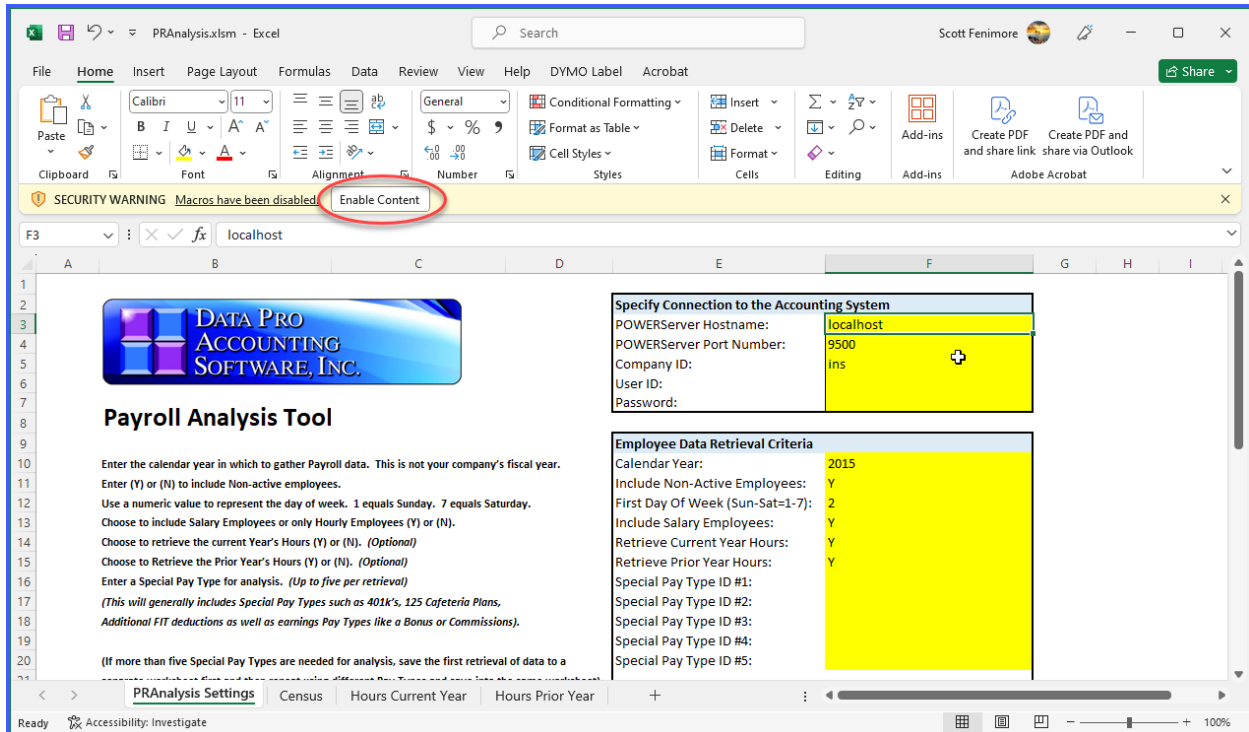
Notice that this Excel spreadsheet opens with a series of boxes dedicated to a variety of configuration options and questions along with a series of tabs along the bottom of the screen. They are tied together. The lower box will make the request for data from the Payroll module and will then extract and deposit the data into the associated tab below.
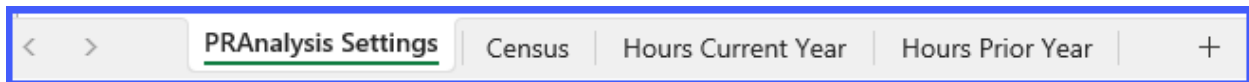
However, first things first! The top right box must be defined to communicate with your accounting server using the **POWERServer** module and then to specify which company you want to access *(Data Pro does support multi-company processing).*
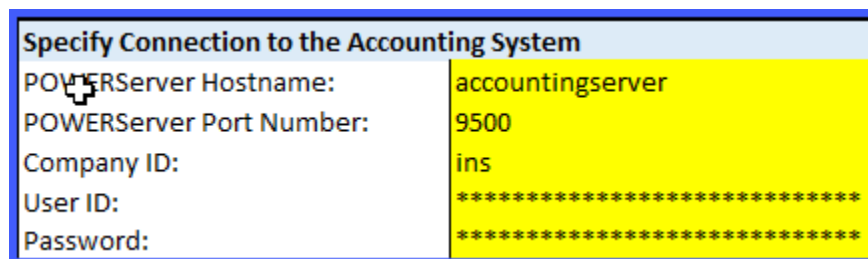
In the **"Specify Connection to the Accounting System"** box, the first configuration option is to define the **"POWERServer Hostname."**

This would be the name of the computer where the **POWERServer** has been installed and is communicating directly with your accounting software modules. If this computer is the same computer as where you are installing **PRAnalysis**, you can use the default setting of **"Localhost"** which means it is calling the same computer that both applications are installed on.

If at this time, you have never set up the **POWERServer** as a feature of your **Infinity POWER** modules, then skip to the end of this document where there is documentation on how to set up the **POWERServer,** which is repeated here for convenience. It is normally found as part of the **Advanced Security Administrator** module setup in the **System Administrator** module.

Likewise, if you do not have the **Advanced Security Administrator** feature turned on in your software and have been using the **"Standard Security"** feature, then you will have to first deploy this feature before you can proceed.

Data Pro Technical Support at 727-803-1550 can assist users with this security reconfiguration.

If you are not certain of the name of your accounting server or PC where the accounting data is hosted, go to that machine and right click on **"File Explorer"** as shown below:
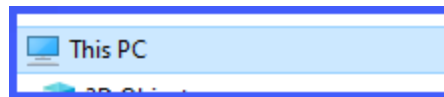

Right click on **"This PC."** Click on the **"Properties"** option as highlighted on the following screen:
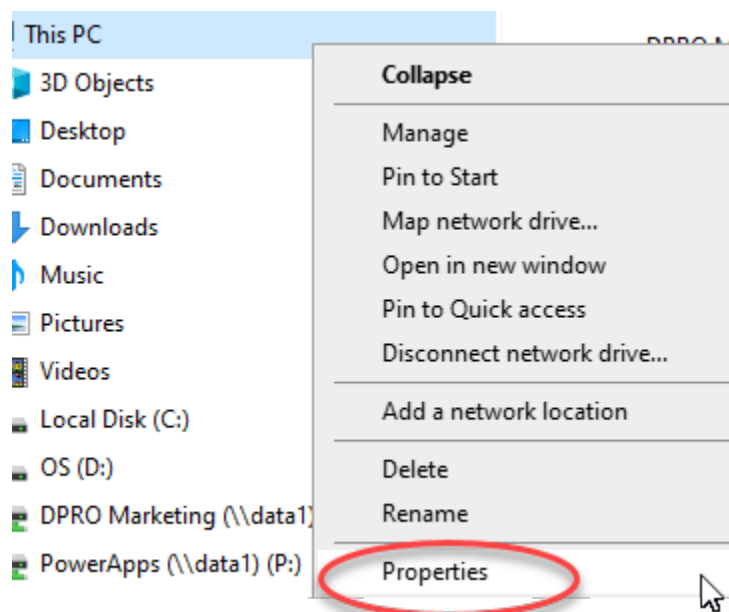
The next screen will have a section that will display the Computer Name, Description and whether you are attached to a Domain. Enter the **Full Computer Name**.

Do not enter the **IP Address** as it may change over time. The computer name most likely will not. Notice in the example below that it is **"accountingserver."**
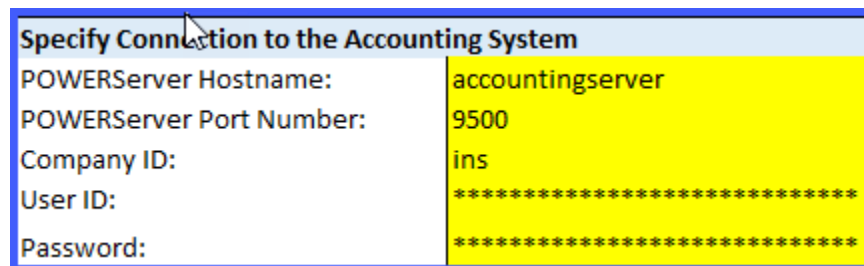
Next, enter the **POWERServer Port Number**. This is the **PORT #** on the network where the traffic may flow. This is part of the configuration of the **POWERServer. Port 9500** is generally the standard port number that is used.

You will next enter the three-character **Company ID**. This alpha/numeric identifier tells the software which company you are processing transactions on. You may have tens of thousands of combinations using the three-digit options.

You may also want to save **PRAnalysis** multiple times in the same directory using a naming structure associated to different Company IDs, if you plan to extract data regularly from differing companies. That way, you can configure each variation uniquely to each company once and then call it up based on a unique icon from your desktop as needed, or simply by its unique filename.

For instance, the default name of the file is: **PRAnalysis.xlsm**. If you had three companies, you could name them: **PRAnalysis100.xlsm, PRAnalysis200.xlsm & PRAnalysis300.xlsm**. You would open up each file separately and you would probably be calling the same **POWERServer Hostname** and **Port Number**, but would use a different **Company ID** for each implementation.

Next, you will enter the same **User ID** and **Password** you would use when logging into the **Infinity POWER** software.

This will control the **Advanced Security** rights that will be passed to **PRAnalysis** in the same way as they are passed to you when you login to the accounting software. Whatever rights you have in the accounting software, they will be the same in **PRAnalysis**.

If you do not have rights to **Payroll** in the software, you will not be able get access to any of that data in **PRAnalysis**. As mentioned earlier, keep in mind that if you do have all rights to all modules, once you have **"extracted"** data into a spreadsheet, you will want to save it in a network secure directory or on your local machine where you have proper security as the data is now in a Microsoft Excel file and no longer protected by the **Infinity POWER Advanced Security Administrator** module.

Much care must be exercised when utilizing this tool. Also, you may have rights in **Company 100**, but not in **Company 200** and **Company 300**. Therefore, different users may be configured for differing filenames.

<p style="text-align:center">***** N O T E *****</p>

> Do not save the **PRAnalysis** file with your **"User Name"** and **"Password"** stored in the main file. For instance, if you create a shortcut to launch the spreadsheet for convenience, but you have left your credentials in the file, then you have basically made all of your **Payroll** data available to anyone who clicks on your desktop icon. It is recommended to **"never"** save you credentials in this file.

Employee Data Retrieval Criteria:

The prompts below this header in the tool are designed to allow for unique extractions of **Payroll** data each time. Some extractions are for **"census"** reporting to insurance companies and/or mutual funds.

In performing your analysis of your **Payroll** data files, choose from the following questions to **"extract"** the data in the manner you seek. Once you have extracted the data, you can then save it off to another Excel file *(*.xls or *.xlsx are most compatible with third party programs)*.

The **PRAnalysis** software will automatically clear the tabs located at the bottom of the spreadsheet as shown below each time the **"Retrieve Data"** button is selected.

<p style="text-align:center">Retrieve Data</p>

Therefore, saving the extracted data to a unique filename separately allows you to keep as many variations of the queries as you desire.

<p style="text-align:center">◄ ►   **PRAnalysis Settings** | Census | Hours Current Year | Hours Prior Year | ⊕</p>
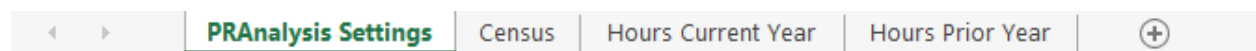
Once the query using the **POWERServer** has been completed to the **Payroll** data files, the following notification will appear to let you know you can proceed.

Microsoft Excel ✕

Data Retrieval Complete

OK
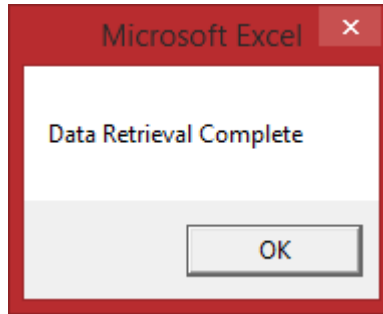
The following screen is a series of user prompts that control which data is extracted each time from the **Payroll** data files.

Setting the Employee Data Retrieval Criteria:

Employee Data Retrieval Criteria

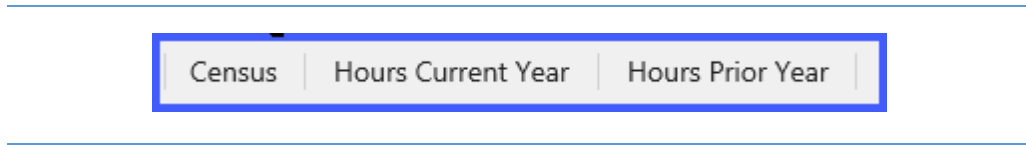|	
Calendar Year:	2020
Include Non-Active Employees:	Y
First Day Of Week (Sun-Sat=1-7):	2
Include Salary Employees:	Y
Retrieve Current Year Hours:	Y
Retrieve Prior Year Hours:	Y
Special Pay Type ID #1:	
Special Pay Type ID #2:	
Special Pay Type ID #3:	
Special Pay Type ID #4:	
Special Pay Type ID #5:	
Special Pay Type ID #6:	
Special Pay Type ID #7:	
Special Pay Type ID #8:	
Special Pay Type ID #9:	
Special Pay Type ID #10:	
Special Pay Type ID #11:	
Special Pay Type ID #12:	
Special Pay Type ID #13:	
Special Pay Type ID #14:	
Special Pay Type ID #15:	
Special Pay Type ID #16:	
Special Pay Type ID #17:	
Special Pay Type ID #18:	
Special Pay Type ID #19:	
Special Pay Type ID #20:	

Retrieve Data

1) Enter the calendar year in which to gather **Payroll** data. This is not your company's fiscal year. All Payroll data is tracked on a **"Calendar Year"** basis, not fiscal year.

2) Enter **(Y)** or **(N)** to include Non-active employees. This allows you to exclude all former employees from your analysis.

3) Use a numeric value to represent the **"First"** day of the week in which your **Payroll** calculation starts. *(Sunday =1, Monday = 2, Tuesday = 3, Wednesday = 4, Thursday = 5, Friday = 6, Saturday = 7)*. Remember, this is not the day you calculate and issue Payroll checks. This is the starting day of each **"Payroll cycle."** Therefore, if you pay on Wednesdays **(which is equal to 4)**, your **"First Day of Week"** would then be **"5"** which is a **"Thursday."**

4) Choose to include **Salary Employees** or only **Hourly Employees (Y)** or **(N)**. You may only be interested in analyzing your hourly employees and do not want to include Management or other salaried staff. Or, you can choose both.

5) Choose to retrieve the Current Year's Hours **(Y)** or **(N)**. *(Optional)* Determine whether to include the **"Current Year's"** number of hours by Employee in your analysis.

6) Choose to Retrieve the Prior Year's Hours **(Y)** or **(N)**. *(Optional)* Determine whether to include the **"Prior Year's"** number of hours by Employee in your analysis.

7) Enter a **"Special Pay Type"** for analysis. *(Up to five Special Pay Types per retrieval)* This field and the next four fields allow the user to enter the title of the **"Special Pay Type"** to be included in the analysis of the Payroll Data. This is ideal for **"Census"** reporting.

   For instance, you may need to see how much money was pulled from your employee's pay checks for their **401k** plans. If you have a matching program, this analysis would allow you in Excel to create a formula to calculate how much the Employer's **"match amount"** should be based on your specific company's rules so it can be submitted for payment.

   The **PRAnalysis Tool** will generate all of the data with up to five **(5) Special Pay Types** information at once. Should you need more than five Special Pay Types' worth of information, you may save this information to a separate Excel Worksheet and re-run this option as many times as you desire using the additional Special Pay Types and add the data from each run to the original Excel Worksheet.

The Worksheet Tabs below are where the data is extracted to:

Census:

The following fields are extracted into the **"Census"** tab whenever the **"Retrieve Data"** button is selected on the main **"PRAnalysis Settings"** screen.

This can be selected as many times as desired as information is updated. Each time it is selected, it will clear the data from the prior retrieval and update all tabs with the latest information found in the **Payroll** data files. That's why you should save it off to a separate worksheet once you are satisfied with the results.

The fields that are extracted from the **Payroll** data files will include the following fields, and optionally include any Special Pay Types at the end based on any selections you have made. If none are selected or if only one or two Special Pay Types are chosen, only those that are entered will be displayed on the **"Census"** tab.

Fields included in Census Tab:
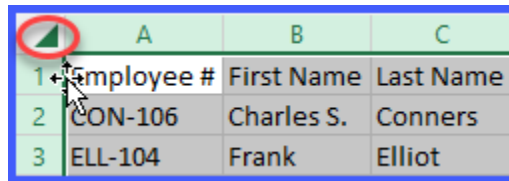
1) **Employee Number**
2) **First Name**
3) **Last Name**
4) **Social Security Number**
5) **Address 1**
6) **Address 2**
7) **City**
8) **State**
9) **Zip**
10) **Status** *(Active, Resigned, Terminated, Leave of Absense or Laid Off)*

(16)

11) **Department** *(if option turned on)*
12) **Worker's Compensation Class** *(if option turned on)*
13) **Marital Status**
14) **Gender**
15) **Race**
16) **Birth Date**
17) **Hire Date**
18) **Termination Date** *(if non-active employees are included)*
19) **Up to five additional Special Pay Types as entered by the user.** *(None if none entered.)*

Once the data has been **"retrieved"** from your **Payroll** data files into the **PRAnalysis Tool**, the recommended procedure is to now save this query off to a new Excel Spreadsheet with its own naming convention. This is because each time you perform a unique or different click on the **"Retrieve Data"** button, a new retrieval of Payroll information will be made.

When this occurs, whatever data was previously retrieved and sitting in the **"Census," "Hours Current Year"** or **"Hours Prior Year"** tab will automatically be removed and replaced by the new **"retrieval."**

Therefore, if you were pleased with the retrieval that you made and wanted to use it for part of your current **Payroll Analysis**, then you should click on the triangle in the upper left of the Excel Spreadsheet.

This will automatically highlight all data in the current Excel tab. You can then click on the **"Copy"** option at the top of the screen or use the **CTRL C** function to copy the data. Then, click on **"File," "New"**, and select **"Blank Workbook"** in Excel and **"Paste" (CTRL V)** the data into the new **Workbook** and save it with new filename as shown in the following screen.
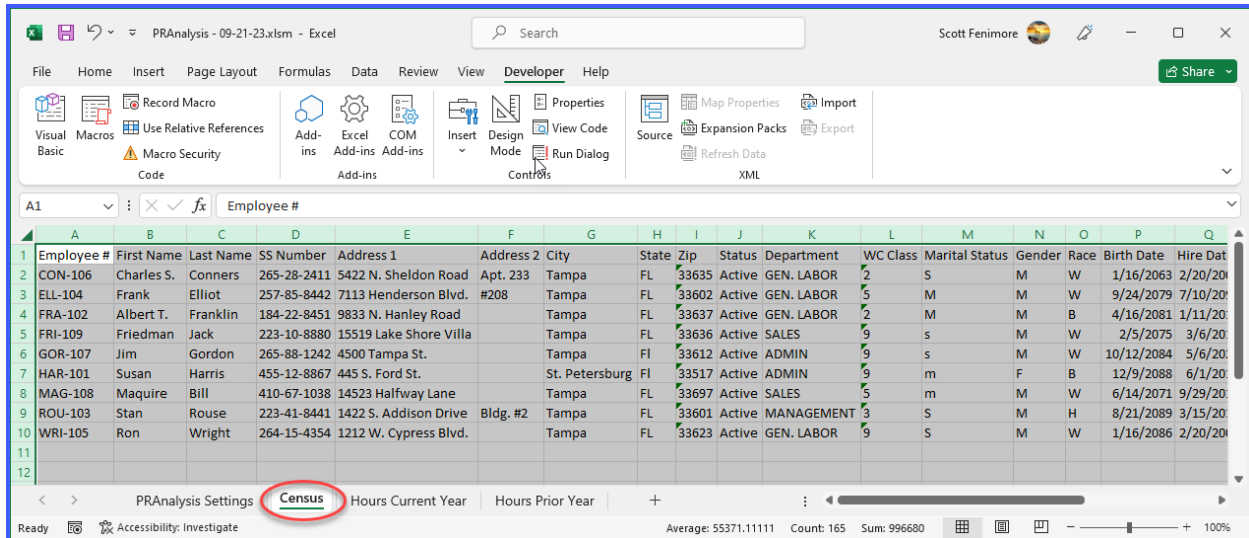
Notice in red how you can uniquely name the tab or name each tab its original name from the default **PRAnalysis** file that it was created from.

This way you know what you are looking at and when it should be used. Just remember to save the files in a secure place on your PC or network drives. These are now normal Excel files and anyone can gain access to this sensitive data in Excel now that you have extracted the data from the security of the **Infinity POWER Accounting Software**.

You may not want everyone having full access to your entire employee list! Keep in mind, these files have Social Security Numbers and important address information which is ideal material for *"Identity Theft."* This is very important that this information is secured at this point. **A password on the Excel file would be highly recommended!!!**

Therefore, when you go to save the Excel file as a separate worksheet, once you have given it a name, click on the **"Tools"** option at the bottom of the screen as shown below:
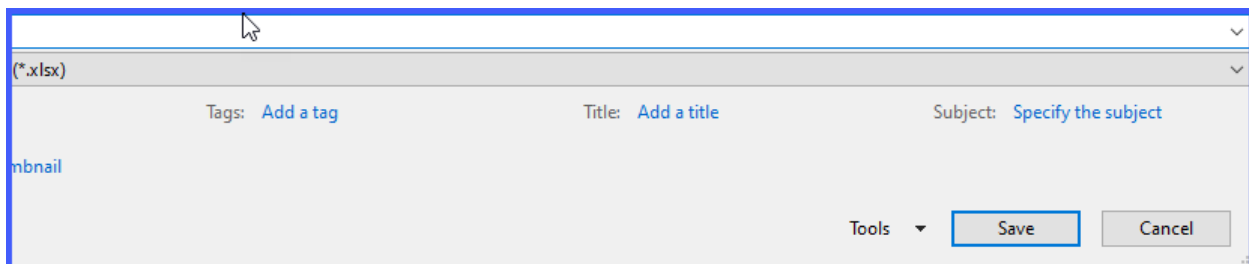
Click on **"General Options."** The following screen will appear:
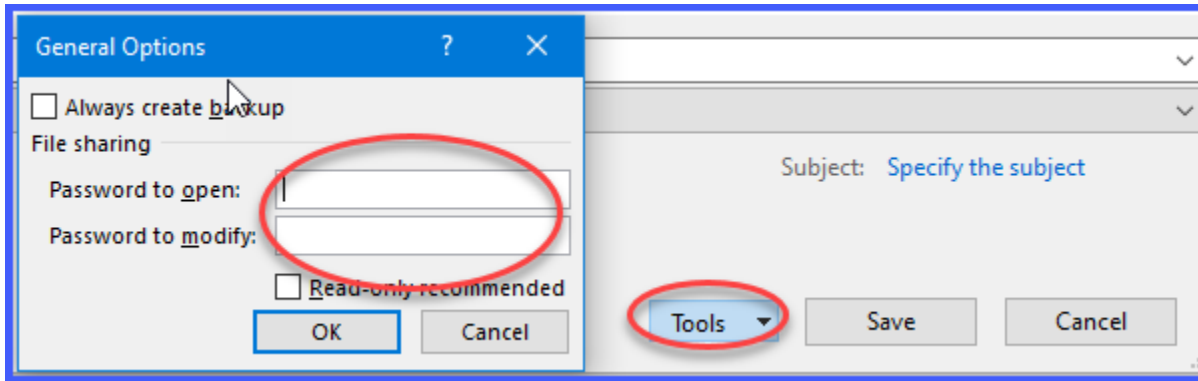
Enter your passwords to open and to modify the file. You may also select whether to have Excel **"Always create a backup copy"** and whether to open the file in **"Read-only mode."** These are all choices for you to make and determine.

Depending on the **Special Pay Types** you enter for your firm, you can see up to five per retrieval as shown on the following screen which is on the far right of the spreadsheet:

Hire Date	Term Date	INS	FIT	DEN	401	COM
2/20/2008		$2,243.80	$ 520.00	$594.88	$ 382.78	$ -
7/10/2095		$2,362.88	$ 520.00	$741.00	$ 342.55	$ -
1/11/2012		$2,265.04	$ 690.00	$582.82	$ 485.12	$ -
3/6/2015		$5,867.68	$ 520.00	$910.00	$2,215.23	$ -
5/6/2020		$4,931.68	$ 520.00	$715.00	$2,565.12	$ 9,455.19
6/1/2017		$4,907.76	$1,040.00	$705.64	$2,934.30	$ -
9/29/2014		$4,135.04	$ 985.00	$594.88	$1,825.98	$ -
3/15/2016		$5,344.04	$1,250.00	$594.88	$2,562.99	$13,433.84
2/20/2009		$3,401.32	$ 760.00	$611.52	$ 744.85	$ -

Notice on the above screen that as the data is retrieved that it does not come in with any special formatting characteristics. In other words, if you want to **"bold,"** **"center"** or **"color"** specific titles and columns, you may do so since you are working in Microsoft Excel. Just keep in mind, that if you do so and do not save your data out to a separate worksheet, the next time you click on the **"Retrieve Data"** button, it will all be overwritten! So, if you are just in the process of review, you may want to wait on special formatting until you have compiled your data for the year.

Hours Current Year:

When the **"Retrieve Data"** button is selected, not only is the tab labeled **"Census"** updated but so are the others titled **"Hours Current Year"** and **"Hours Prior Year."**

The **Payroll** module is designed to maintain information regarding the company's employees and how to calculate payments to them while withholding Payroll taxes and other items. It is a fully transaction-based software module with direct integration to the **General Ledger, Job Cost Main Module, Check Reconciliation** and **DP/DashBoard/CRM** modules.

The following screen illustrates the summary of Employees on a weekly Payroll schedule and then summarized at year-end for analysis.

Please note in the first image that this is shot from the far left of the spreadsheet where the **"Employee Number"** is listed alongside their **Name, Social Security Number, Department, Status** and then how many hours they worked for the current pay cycle. If you are running weekly Pay Cycles as shown on the following screen, each week will have hours displayed.

Should your Payroll cycles be less frequent, such as **"Bi-weekly"** or **"Semi-Monthly"** the weeks will skip a column and the hours will double in amounts to be displayed only on the weeks when the Payroll was actually run.

[Left side of "Hours Current Year"]

Employee #	EmployeeName	SS Number	Department	Status	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
CON-106	Conners, Charles S.	265-28-2411	GEN. LABOR	Active			80				80
ELL-104	Elliot, Frank	257-85-8442	GEN. LABOR	Active			80				80
FRA-102	Franklin, Albert T.	184-22-8451	GEN. LABOR	Active	80		80				80
FRI-109	Jack Friedman	223-10-8880	SALES	Active	173.33		173.33		173.33		173.33
GOR-107	Gordon, Jim	265-88-1242	ADMIN	Active	80		80				80
HAR-101	Harris, Susan	455-12-8867	ADMIN	Active	173.33		173.33		173.33		173.33
MAG-108	Bill Maquire	410-67-1038	SALES	Active	173.33		173.33		173.33		173.33
ROU-103	Rouse, Stan	223-41-8441	MANAGEMENT	Active	173.33		173.33		173.33		179.33
WRI-105	Wright, Ron	264-15-4354	GEN. LABOR	Active	80		80				85

[Right side of "Hours Current Year"]

Week 47	Week 48	Week 49	Week 50	Week 51	Week 52	Week 53	Total Hours	Weeks Worked	Weekly Avg	Full Time
80						80	1040	28.08	37.04	Y
80						80	1120	28.08	39.89	Y
80						80	1200	30.08	39.89	Y
173.33						173.33	2946.61	73.87	39.89	Y
80						80	1200	30.08	39.89	Y
173.33						173.33	2946.61	73.87	39.89	Y
173.33						173.33	2946.61	73.87	39.89	Y
173.33						173.33	2952.61	73.87	39.97	Y
80						80	1205	30.08	40.06	Y

Hours Prior Year:

Employers may want to perform a **"look back"** function which means that since different Employees start and stop employment at varying intervals throughout the year, you may need to combine the information from more than just the current year to determine whether or not an Employee is considered a full-time equivalent employee.

If you choose **"Yes"** to the prompt on the main screen, the **PRAnalysis Tool** will update the tab **"Hours Prior Year"** simultaneously for analysis. The format of the information is identical to the **"Hours Current Year"** format.
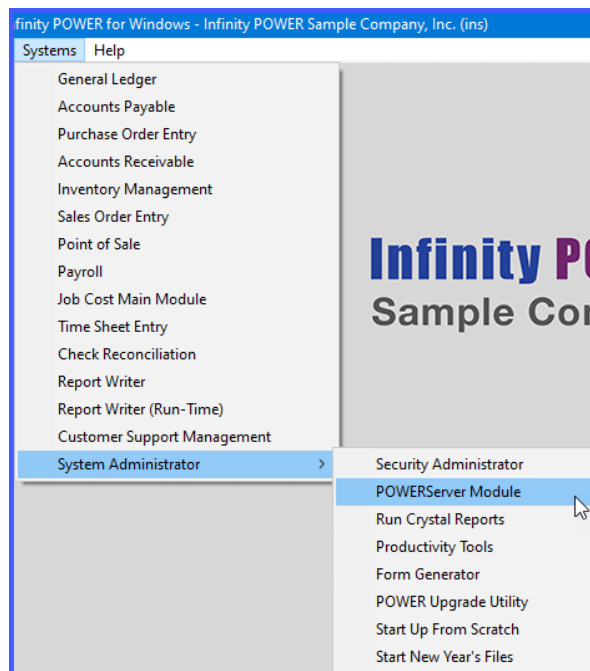
POWERServer

This section will cover the general concepts of the **POWERServer** module which is included as a core component of the **System Administrator** module. It is included here as it is required that the **POWERServer** be configured and running for the **PRAnalysis Tool** to be able to function.
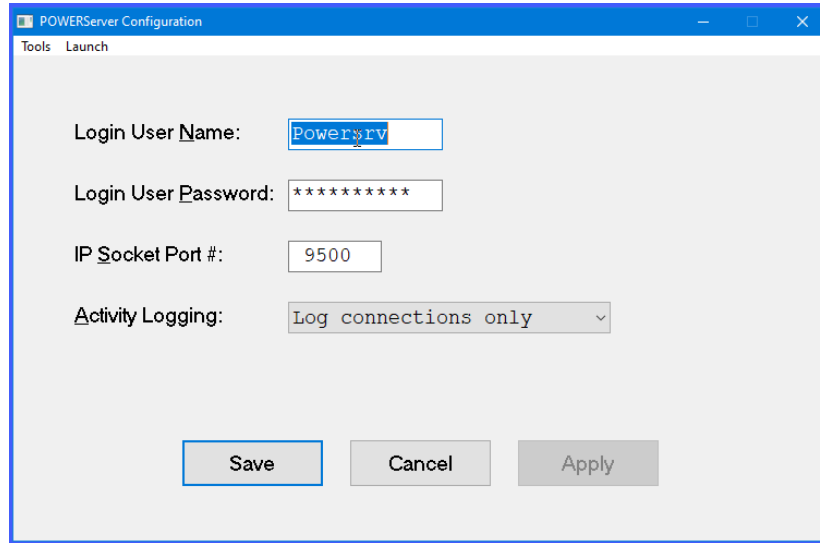
The prerequisite required to use the **POWERServer** module is the **Advanced Security Administrator** module. It must be installed and running. You cannot use **"Standard Security"** with the **POWERServer**. Instead, you must be able to specify a **User ID** to be assigned to handle the **TCP/IP** calls from the **PRAnalysis Tool** to the **POWERServer,** which passes along the specific users' rights and permissions to access data from the various modules.

POWERSERVER CONFIGURATION

The **POWERServer** may be accessed from the **"Systems"** menu as shown below:

Once you select the **POWERServer Module**, there are four data items that need to be set up for the **POWERServer Configuration**.


LOGIN USER NAME	The **Login User Name** is the **User ID** set up in the **Advanced Security Administrator** module for the specific user to be called to communicate between the client and the **POWERServer**. **"Web"** is a common User ID used for defining web servers and other automated communications.
LOGIN USER PASSWORD	The **Login User Password** is the password that was assigned to the specific **User ID** in the **Advanced Security Administrator** that corresponds with the **Login User Name**.
IP SOCKET PORT	The **IP Socket Port** is the port number that is defined to use to communicate through the **TCP/IP** protocol. This port number should match the port number, used by the client application when initializing the **TCP/IP** connection to the **POWERServer**. Commonly, **Port 9500** is used by Data Pro applications.
ACTIVITY LOGGING	The **POWERServer** module can create a log file, which contains information about user logins and their activity *(requests and responses made to and from the POWERServer)*. There are three choices for logging the **POWERServer** activity. • **Disable Log** • **Log Connections Only** • **Log All Activity** **NOTE:** When you choose to log **"All Activity"** the **POWERServer** log file can become very large in size. It is suggested that this should only be done during a testing or debugging phase of the client application.

START POWERSERVER PROCESS

Once the configuration section is completed and saved you may then start the **POWERServer** process. The system will display a box on your screen and ask **"Do you wish to start it now?"** Click on the **"Yes"** button and a new application window will appear on your desktop.
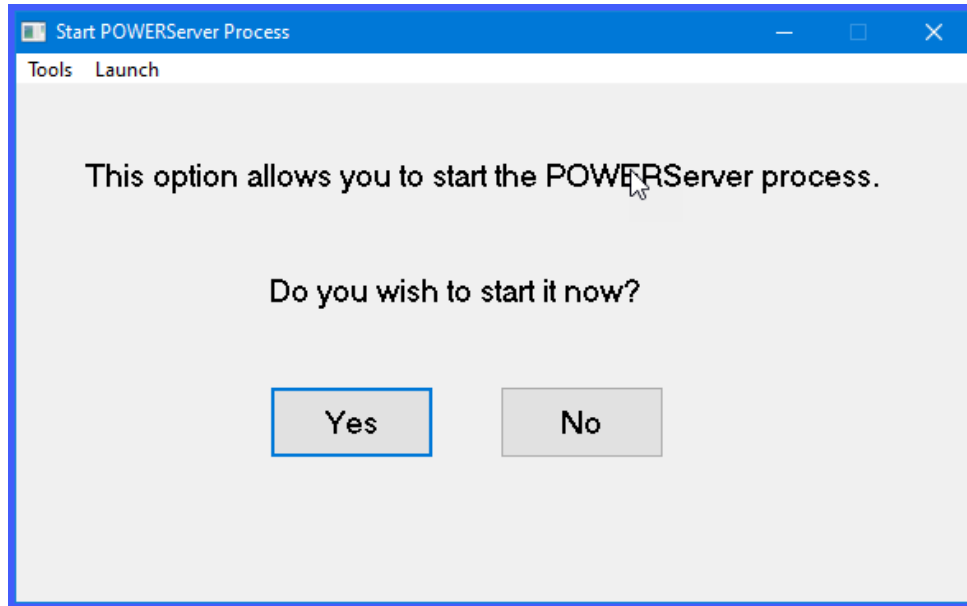
This window must be kept open as it is waiting to receive requests from the client. That is why it is generally better to set up **POWERServer** as a **"Windows Service,"** which allows it to run in the background all of the time, even if you should have to reboot your computer.
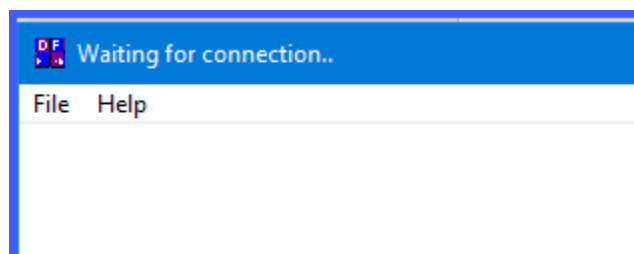
SETUP POWERSERVER AS A WIN32 SERVICE

One of the servers or workstations on your network must now be chosen as the **POWERServer "server."** This is the server that runs the **POWERServer** process in the background, listening for connection requests from the client application *(like the PRAnalysis Tool)* and then accessing the accounting system. It is recommended that you choose the same network server that the accounting system is installed on.
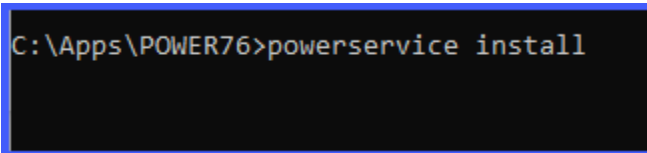
SETTING UP POWERSERVICE:

1. From the **Accounting Server**, <click> **"Type Here to Search"** from your desktop as shown below.
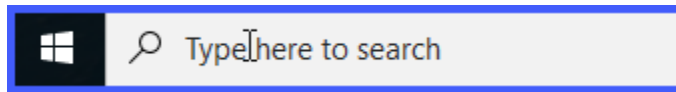
Or
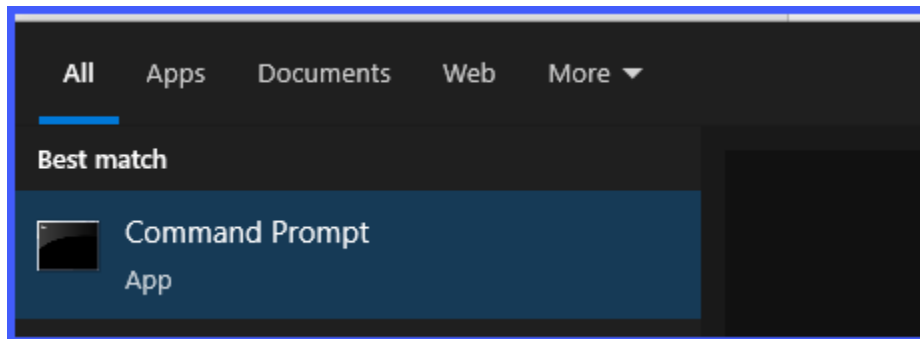
2. Type "**cmd**" in the **Open** text box. Right click on the cmd.exe application and choose **"Run as administrator."**

3. Press **ENTER** and the **"Command Prompt"** window displays.

4. Change the directory to where the accounting system is installed **(i.e. *cd c:\apps\power*)**. The prompt changes to the accounting software directory.

5. From the command prompt in the accounting software directory, type **"POWERService install"** and press **Enter** on the keyboard. This command installs the **POWERServer** module as a **Windows Service** which automatically starts whenever your server is turned on or rebooted.

6. Type "**exit**" and press **Enter** on the keyboard to close the command prompt window.

STARTING THE POWERSERVER FOR THE FIRST TIME

Once the **POWERServer** has been installed as a service, you must start the process for the first time.

7. From your Windows desktop, <right-click> on the **My Computer** icon ![Computer] and select the **Manage** menu option. The Computer Management window displays as shown on the following screen.
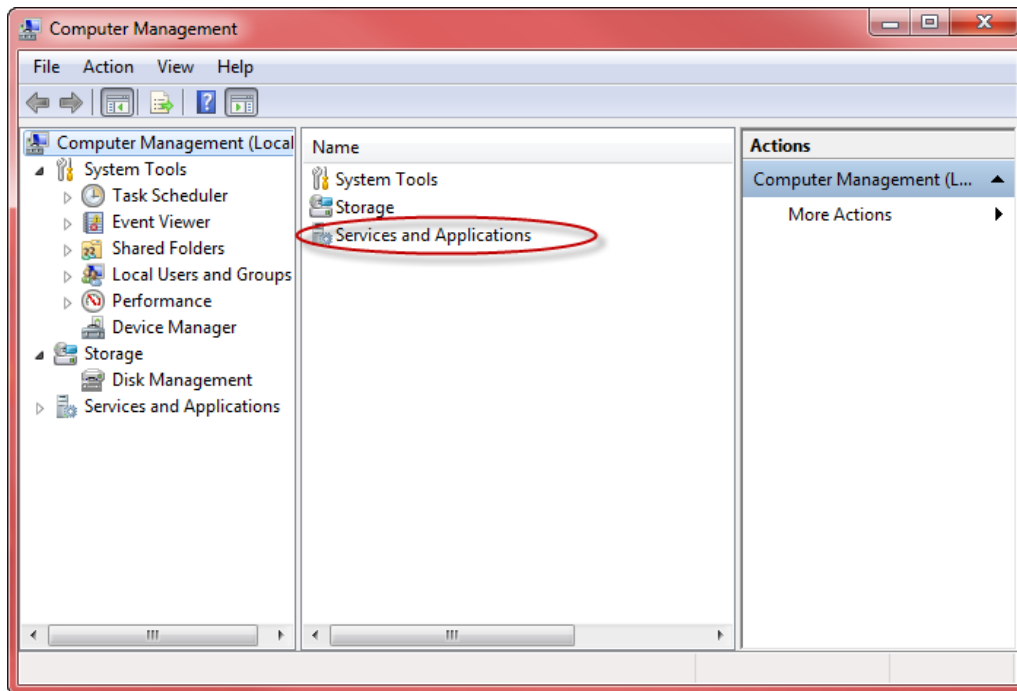

8. From the menu on the left, <click> the **Services and Applications** option and then select the **Services** sub-option. A list of services installed on your system displays in the right window.

9. Scroll down to the **POWERServer** service, <right-click> and then select the **Start** menu option. The **POWERServer** utility starts and returns to the **Computer Management** window.
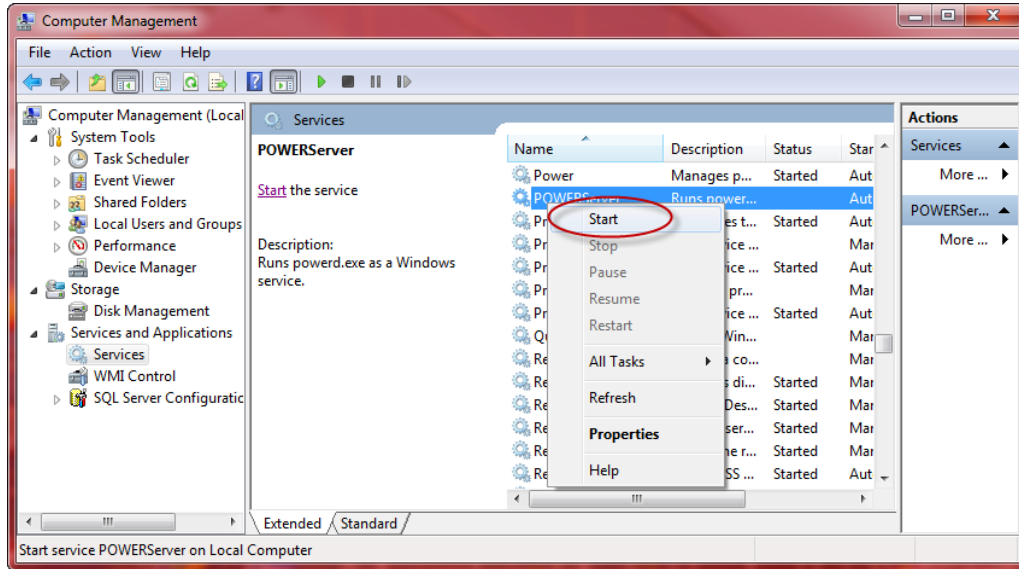

PRINT POWERSERVER LOG FILE

You may print the **POWERServer** log file at any time by choosing this option. This option will also allow you to remove the **POWERServer** log file. When you remove the log file, it will be re-created upon the next call to it from the client **(i.e. PRAnalysis Tool)**. Please keep in mind that if you are logging **"All Activity,"** this file can become very large in size.
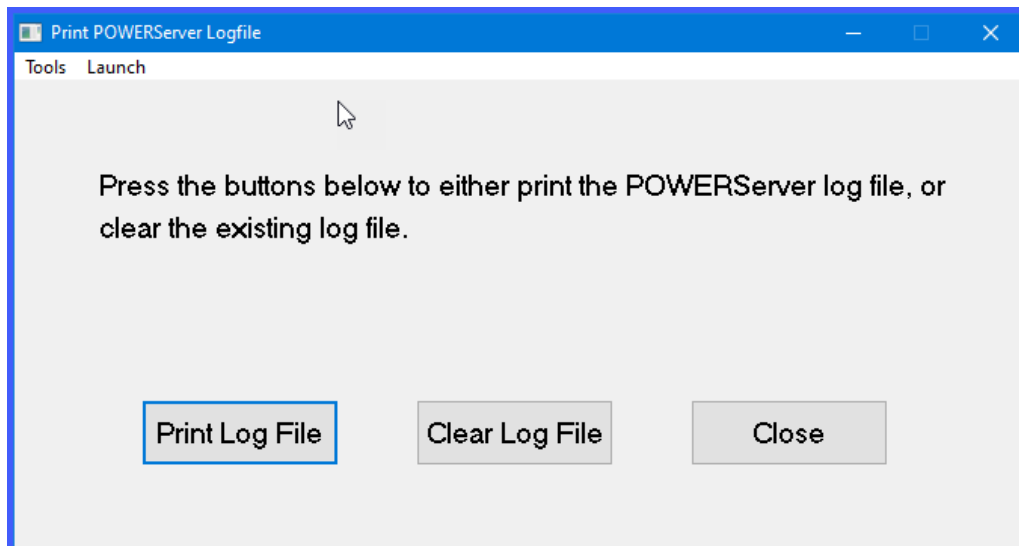
By default, we normally suggest you turn off the **POWERServer log**, unless you are testing and performing initial configurations.

Below is a sample portion of one page out of hundreds of a **"printed log file."**
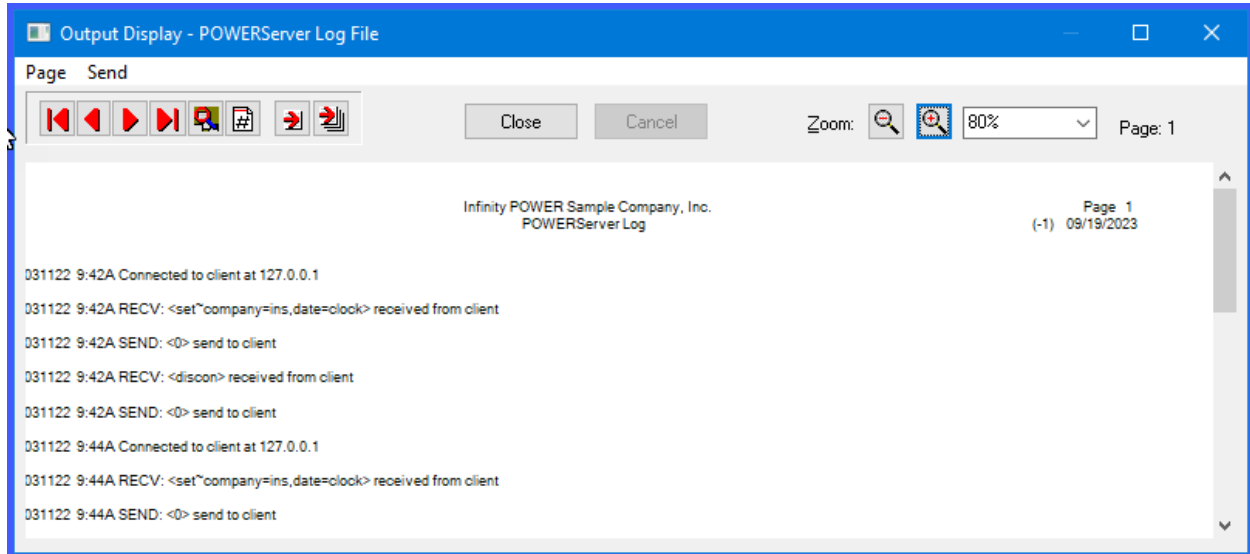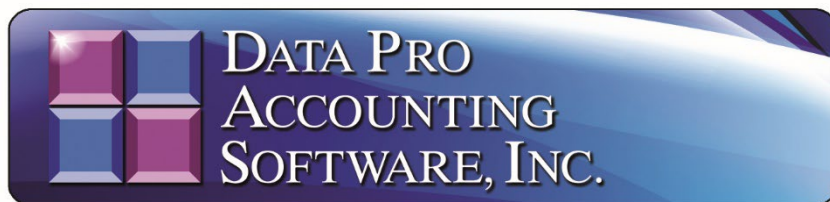
111 Second Avenue Northeast • Suite 360 • St. Petersburg, FL • 33701 • US

727-803-1500 Sales • 727-803-1535 Fax • E-mail: dpasales@dpro.com

www.dataproaccounting.com

© 2023 Data Pro Accounting Software, Inc.   All Rights Reserved.