PowerOffice Go app

- ***New PowerOffice Go app gives you access access to your Pay slip, Timesheet, Holidays & leave, Expenses and travel expenses, Journal approval, Payment authorization, Dashboard and Documents centre***

All active Poweroffice Go users that have access to an active Poweroffice Go Client can log in the app. (User does not need an access to the role: Mobile)

My Salary

View your pay slip directly on your mobile. With PowerOffice Go app, you will get an overview of your last pay, what you have been paid out as salary previously and an overview of important key figures. You can also export the pay slip as a pdf file, if necessary.

Timeregistrering

-Register Hours

-Approve your own hour or send to approval.

Setting for this you can see here.

Holiday and Leave

-Send in Holiday and leave requests.

-Transfer holiday

-Approve Holiday and Leave requests.

Read more about setting up holiday and leave module here.

Travel and Expenses

- In order to have access to this menu the user must be an employee (employee number assigned to the username)

Here the user can create and send in expense and travel expense claims.
What is visible, is dependent on which active subscriptions the client has, and which user role that has been assigned to a particular user.

User role:
- Expense claims (user role: Mobile > expense)
- Travel expense (user role Travel expense > manage)

Settings and subscriptions:
- Expense claims: Active accounting or accounting micro subscription
- Travel expense: Active Travel expense subscription and active accounting or accounting micro subscription

Settings for Travel expenses:

When the client has "subsistence allowance" activated in the travel expense settings, the users will see travel expense options:
- Day travel
- Overnight travel

These options will calculate subsistence allowance according to travel length, accommodation type and country/ region. ("Night Allowance" is not yet supported in PowerOffice Go app) Day travel / overnight travel will give an option for recording mileage allowance, and abroad compensation supplement, when these options are activated in the travel expense settings

When the client does NOT have "subsistence allowance" activated in the travel expense settings, the users will see travel expense option:

- Travel Expense

This option does not calculate subsistence allowance. This travel type will give options for recording mileage allowance and abroad compensation supplement when these options are activated in the travel expense settings.

Payments

Payments awaiting authorization can now be viewed across clients.
(Payments via app for Sbanken is not ready)

In notification setting you can customise, from which clients you wish to receive notification for payment.

User access to authorize payments:

-Access to the Payments menu on mobile:
The user needs access to Role: *Payments - full access*
-Access to see a client listed on landing page Payments:
The user needs access to authorization acces for a bank account: *Settings - bank accounts - bank authorization*. Only accounts for which the user has an active bank authorization is displayed.
-The user must be a verified user
-The user/client must have an active agreement with the bank (payment service registered on a bank account)

All the criteria above must be met for a user to be able to authorize from the app.

If the use is missing one of the following settings:
-The user is not a verified user
-The user does not have bank authorization for any bank account for any of the clients.
-None of the clients the user has role Payments - full access, has an active agreement with the bank. (payment service registered on bank account)
Will the user see a following error message displayed:

"Incomplete payment settings"

Approval

In journal approval, all approval requests (invoices, expenses, travel expenses) are listed under their respective clients. You can approve directly from this list, or go into each individual request to approve, reject, forward or return.

-To access approval on mobile, the user needs access to role: Mobile -> Expenses (full access to role: mobile)

Documents menu

-All users have access to a menu point: Documents > My documents
Document Centre

Get an overview of your own and your company's documents that you have access to. View and add new ones directly from your mobile.

Dashboard

Dashboard shows a selection of financial reports for your company. Here you can see widgets for accounts receivable, accounts payable, income and costs.

For access to menu dashboard:

- The user must be set up as an employee at the client
- The user must be logged into this client on mobile and
- The user must have access to one or more of these 3 reports:
    - Income and Expenses - widget, needs access to: Reports - Accounting
    - Accounts receivable - widget, needs access to: - Reports - Sales
    - Accounts payable - widget, need access to: - Reports - Purchase