

# Abra Suite



## Abra Payroll Workshop Agenda

### Overview

This three-day workshop is designed for the beginning to intermediate users of Abra Payroll. In three days you will become proficient with using Abra Payroll.

### Who Should Attend

Payroll professionals or Information System users who need to quickly become proficient in setting up and using Abra Payroll within their organization.

### Prerequisites

Completion of the Abra Suite Guided Tour.

### What You Will Learn:

#### DAY ONE

##### Introduction

- Starting and signing onto Abra Suite
- Activity Center Overview

##### Enterprise and Employer Setup

- Understanding Global System Specifications
- Defining Organization Titles
- Selecting Enterprise Logo
- Setting up the Audit Trail
- Adding, Modifying, Deleting an Employer
- Bank Routing Numbers and Taxpayer Setup
- G/L Overview

##### Payroll Product Setup

- Payroll Setup
- Code Table Overview
- Adding, Editing, and Deleting Codes
- Organization, Job, Project Codes
- Unit of Pay Codes
- Earnings and Deductions Codes
- System Tax Tables and Tax Codes

#### DAY TWO

##### Payroll Processing

- Processing Overview
- Record Personnel Actions
- Create-On-Demand Check
- Process Time Sheets

##### Run Payrolls

- Run a Trial Payroll
- Run a Final Payroll
- Print Checks & Direct Deposit Advices
- Payroll Balancing and Reconciliation

##### Process Taxes & Other Liabilities

##### Quarter Close Procedures

- Balancing
- Reconciliation
- Troubleshooting

#### DAY THREE

##### File Structure Overview

- Database Structure and Attributes
- Functions and Expressions

##### System Security Setup

- Security Group Setup
- Adding and Modifying Security Groups and Users

##### Mass Update

- Mass Update Process
- Mass Update Pay Review

##### Introduction to Crystal Reports

##### Custom Panels

- Introduction to Custom Panels
- User-Defined Code Table
- Working with Custom Panels
- Custom Panel Security

