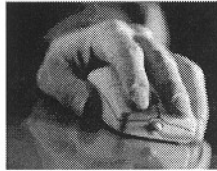


# Abra Suite from Sage Software



## Abra HR + Crystal – Workshop Agenda

### Overview

This three-day workshop is designed for the beginning to intermediate user of Abra HR. In three days you will become a proficient user of Abra HR.

### Who Should Attend

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

### Prerequisites

Completion of the Abra Suite Guided Tour.

### What You Will Learn:

#### **DAY ONE**

##### Introduction

- Starting and Signing on to Abra Suite
- Activity Center Overview

##### Organizer

- Scheduler and Calendar Review
- Scheduling a Task Challenge
- Practice Exercises

##### Enterprise and Employer Setup

- Understanding Global System Specifications
- Defining Organization Titles
- Selecting Enterprise Logo
- Setting up the Audit Trail
- Adding, Modifying, and Deleting an Employer

##### Code Tables/HR Rules Setup

- Characteristics of Codes and Code Tables
- Adding, Editing, and Deleting Codes
- Code Table Review
- Practice Exercises

##### Detail Pages Overview

##### Actions

#### **DAY TWO**

##### File Structure Overview

##### Benefits

- Setting up Benefits with Insurance Benefit Practice Exercises
- Rate Table Setup and Examples
- Setting up Savings Plans

##### HR Processes

- Update Benefits
- Mass Update
- Mass Update Pay Rate

##### System Processes

- Optimize Databases
- Reform Indexes
- Backup/Restore Data
- Archive Employees

##### Analysis

##### Standard Reports

#### **DAY THREE**

##### Abra Secure Query

##### Crystal Report (Version 10)

- Introduction to Crystal Reports
- Select the database file(s) to be used in the report
- Use Report Experts to create custom reports
- Modify any reports created with the Report Expert
- Perform calculations on data fields
- Customize Report Menu

##### Security Setup Review

- Adding a Security Group and User
- Ad Hoc Reporting Security
- Practice Exercises
- Abra Data Access

##### Attendance Overview

##### Custom Details

- Introduction to Custom Details
- User-Defined Code Tables
- Working with Custom Details
- Practice Exercises