

Sage Abra Suite



Abra Payroll PLUS 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 Payroll.

Who Should Attend

Payroll professionals or Information System users who quickly need to 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 on to Abra Suite
- Activity Center Overview

Detail Pages Overview

Payroll Processing Overview

Enterprise and Employer Setup

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

Code Tables, Bank Routing Numbers & Tax Payer Setup

- Code Table Overview
- Adding/Modifying Bank Routing Numbers
- Modifying and Copying Codes
- Setting up Tax Payer

Payroll Product Setup

- Setting up Payroll Product
- Adding, Editing, and Deleting Codes and Code Tables
- Creating Local Tax Tables
- Working with Tax Codes
- System Tax Tables and Tax Codes

DAY TWO

Employee Maintenance

- Record New Hire and Rehires
- Labor Allocations and Change Pay Rate
- Record W-4 and Personal Status Changes
- Terminations and On Demand Checks

File Structure Overview

- Database Structure and Attributes
- Functions and Expressions

Standard Reports & System Processes

Process Time Sheets

Run Payrolls

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

DAY THREE

Process Taxes & Other Liabilities

Quarter Close Procedures

- Balancing
- Reconciliation
- Troubleshooting

Mass Update

- Mass Update Process
- Mass Update Pay Review

System Security Setup

- Security Group Setup
- Adding and Modifying Security Groups and Users
- Ad Hoc Reporting Security

Abra Secure Query

Introduction to Crystal Reports-Version 10