

# Sage Abra Suite



## Sage Abra Suite Payroll Basic – Workshop Agenda

### Overview

This two-day workshop is designed for the beginning to intermediate user of Abra Payroll. In two 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 Product Setup Overview

##### Enterprise and Employer Setup

- Defining Organization Titles
- Setting up an Employer
- 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

##### Abra Payroll Processing Workflow

##### Payroll Product Setup

- Setting up Payroll Product
- Adding, Editing, and Deleting Codes and Code Tables

- Reviewing 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

- Previewing, Printing, and Exporting Reports
- Data Dictionary Reports

##### System Processes

- Backup Restore Data
- Optimize Databases
- Reform Indexes

##### Process Time Sheets

##### Run Payrolls

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

##### Abra Secure Query

- Creating a Query
- Send Email a Query
- Exporting a Query

