

HRMG Solutions PAYROLL CLASS AGENDA

Day One – Introduction to Abra Suite™ Payroll Software

Goals and Objectives:

- Learn Abra Suite Basics
 - Learn to navigate through Payroll
 - Learn Abra definitions
- Setting Up Abra Suite
 - Learn how to setup payroll rules
 - Understand the impact of rules setup
 - Learn how Abra integrates with General Ledger
- Earnings, Deductions, and Taxes
 - Learn how to setup Earnings, Deductions, and Taxes
 - Understand each item's impact on the others
- Employee Details
 - Review employee screens
 - Learn where items are added/edited/deleted on employee screens
 - Review historical screens and their impact on reports

Day Two – Payroll Procedures

Goals and Objectives:

- Day One Review
 - Review with new lessons and examples
 - Answer questions from Day One
- Using Basic Action
 - Learn how Actions affect Details in Abra
 - Recognize times to perform Actions
- Basic Payroll Processes
 - Walkthrough to determine steps in payroll processing
 - Explanation of all payroll steps
 - Rules for backup are discussed
 - Rules for reporting, as well as balancing, are discussed.
- Run a Full Payroll
 - Self-study on full payroll, from adding timesheets to printing checks

Day Three – Advance Payroll Procedures

Goals and Objectives:

- Advanced Payroll Actions
 - Learn voiding and on-demand check
 - Learn to edit payroll history
- Advanced Payroll Processes
 - Learn check reconciliation, tax deposit and filing
 - Learn data purge, system processes
- Quarter End Basics
 - Review quarter end concepts
 - Run a quarter close and audit results with reports
- Advanced Notes

Note: All sessions are “hands-on” with one person to a computer. Training manuals are provided. Refreshments and lunch are also provided.