



SAGE ABRA

ATC Payroll Training For Sage Abra HRMS

This two-day course will teach you the basics on how to set up and use Abra Payroll. Hands-on instruction will show you how to handle today's critical payroll demands using the Abra Payroll system. You'll learn how to save on outsourcing fees, gain control of payroll schedules and tax payments, and have current and historical payroll information at your fingertips. **Prerequisite:** None. Cost for this class is **\$1035**, which includes a training manual for you to keep. **Payroll Training:**

DAY ONE	DAY TWO
<ul style="list-style-type: none"> • Introduction and Navigation 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 	<ul style="list-style-type: none"> • 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 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 • Process Taxes & Other Liabilities • Mass Update Mass Update Process Mass Update Pay Review • System Security Setup Security Group Setup Adding & Modifying Security Groups & Users Ad Hoc Reporting Security

Class Location: Business Technology Solutions, Inc.
1616 E. Millbrook Road
Suite 380
Raleigh, NC 27609
Phone: 919-781-2900 ext. 27 Fax: 919-781-8580

Mail in your Order Form together with your company check or bring a check with you the day of the class.

CLASS FEES MUST BE PAID PRIOR TO ATTENDING THE CLASS.
We reserve the right to cancel or reschedule this class when necessary.

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(919) 781-2900
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www.btsolutions.net

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Business Technology Solutions, Inc.

Cancellation & Rescheduling Policy

These policies have been put into place to ensure our customers receive the highest quality instruction. Since class size is limited, all cancellation/rescheduling deadlines will be strictly adhered to.

Cancellations

You may cancel a class without penalty by giving Business Technology Solutions notice at least 3 business days prior to the scheduled starting date of the class. If you cancel without at least 3 business days notice prior to the starting date of the class, you will be assessed a 100% cancellation fee.

Reschedules

You may reschedule a class without penalty by giving Business Technology Solutions notice at least 3 days prior to the scheduled starting date of the class. A limit of 1 reschedule per course is permitted.

No shows

If you do not attend a class and do not give notice, you will be assessed a 100% "no-show" fee.

Reimbursements

Business Technology Solutions reserves the right to cancel a class at any time. If that happens, we will refund the course fee(s) in full. Business Technology Solutions liability is limited to the course fee(s) only.