



STAR-INFO

Newsletter for Sage Abra HRMS

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Headline News

SupportPlus Has A New Name

The Sage Abra SupportPlus program now has a new name: Sage Business Care. If you were a Sage Abra SupportPlus member, your plan transitions to the new Sage Business Care Silver Plan at no additional cost. You will still receive technical assistance, troubleshooting, software upgrades, quarterly tax updates, and help from the Sage Abra support team.

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Find Employee Records Faster

New Employee Find Capabilities Offer Quick Access To The information You Need

If you frequently search for employee records, whether for an individual or a group of employees with a certain common characteristic, the most recent releases of Sage Abra HRMS speeds this task. In both Sage Abra Suite Version 9 and Sage Abra SQL HRMS Version 10, enhancements were made to the Employee Find function. In this article we cover the new functionality in depth, and provide some examples of how you can use it to save time and effort.

The Employee Find capability now is available on the Navigation Pane after you access a Group, such as Employees or Training. You use it to find and select an employee before you complete tasks or processes in the application. For example, if you select Employees/View/Edit Employee, you need to search for an employee before you go to the Employee Detail pages to view or edit.

Multiple Filtering Options

The power of the new Employee Find comes from several new capabilities, including the following:

- » When you begin typing a value, the system will automatically start to display all the records in the system that match. For example, you could search by a first name, such as John, and the system will display all the matching employees and allow you to quickly select the one you are looking for.
- » You also can search the system based on Employee status. For example, you may want to see at a glance how many



employees are on leave of absence, or how many dependents are in the system for whom you are paying health insurance premiums. The statuses you can select from are Active, Terminated, LOA (Leave of Absence), and Other. Note: The Other status may be used for dependents or other non-employees.

- » You can use several different fields in combination to narrow your search. You can use any combination of the Last Name, First Name, ID, and SSN fields to find the employee you are looking for. For example, if you are doing a search by the Last Name and First Name, the First Name search field will act as a filter, while the Last Name field will act as a go-to feature and will navigate you to the employee on the results list that matches both criteria.

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Find Employee Records Faster

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Quick Matching Of Data

If you start typing a value in a search field and there is a match, the record is highlighted in the search results. An arrow indicator appears next to the record. After you have found the record that you are searching for, you can click OK, or double-click the record to view the detail page for that employee.

If you start typing a value in a search field and there is no match, a *Not Found* message appears to the right of the search field.

Search Results Retained

With Sage Abra Suite Version 9 and Sage Abra SQL HRMS Version 10, the results of your searches are retained for future use. For example, if you search for employees on a detail page, then go to a report page to print a report, when you return to a detail page (the same or a different one), the system remembers your previous search results. The results appear so you can select the same employee (highlighted) or a different employee from the list.

Advanced Employee Find

The Advanced Employee Find is accessed by clicking the More Options button on the Employee Find page. The following additional search criteria will appear for selection when it is expanded:

- » Organization Levels
- » Supervisor
- » Employee Type
- » Salaried/Hourly
- » State
- » Job Title
- » Last Hire Date

As with the regular Employee Find, the search results automatically are filtered based on the criteria entered in these fields. With Advanced Employee Find, it is easy to find all the employees who report to a particular manager, or all the director-level employees, or any employee who lives/works out of state.

Please give us a call for assistance in making optimum use of the new Employee Find capabilities now available in Sage Abra Suite Version 9 and Sage Abra SQL HRMS Version 10. ✨

Headline News Continued

The Sage Business Care Silver Plan includes three new benefits:

- Live-chat assistance
- Discounts on Anytime Learning courses
- Savings on Sage Summit conference registrations

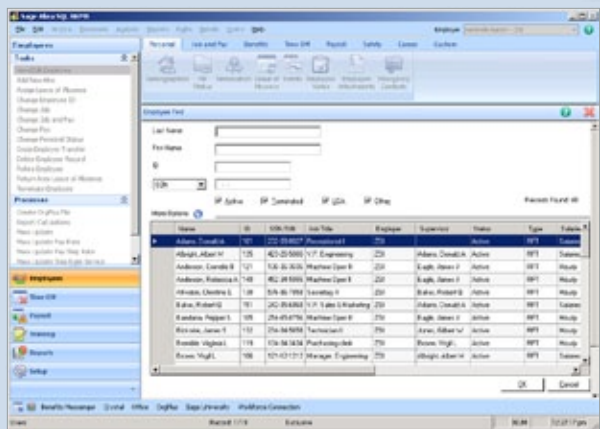
You will have access to the latest Sage Abra software release with updated functionality.

Call us to renew your plan.

New Sage Business Care Gold Plan

With the name change to Sage Business Care, Sage also is offering a new Sage Business Care Gold Plan. The Gold Plan provides unlimited access to informative webcasts and Anytime Learning courses, more substantial product and training discounts, unlimited support, and access to the new Sage Employer Resources advice portal. If you have questions or would like to upgrade to the Sage Business Care Gold Plan, please call us. ✨

ZOOM IN 🔍



The new Employee Find remembers your criteria, so you can find a group of employees, print a report, and then return to your selection.

Using Expression Builder To Refine Reports

When printing Sage Abra Suite reports, many users find they would like to filter the data in ways not available in the standard reports. It is relatively simple to change the data that prints using the Expression Builder in Visual FoxPro. Here we provide some common examples.

Expanding Criterion On Reports

Sometimes you may need to include more specific information than is available on a standard report. For example, you may want to print a report only for employees with activity within a specified date range, or you may want to include employees on Leave of Absence (LOA). Using Custom Criteria, you can select active employees by a specific date or date range on most standard reports.

To create a custom filter, after you select the report you want, navigate to:

1. Standard Criteria, Custom Criteria
2. Select Visual FoxPro Expression Builder

Three Examples

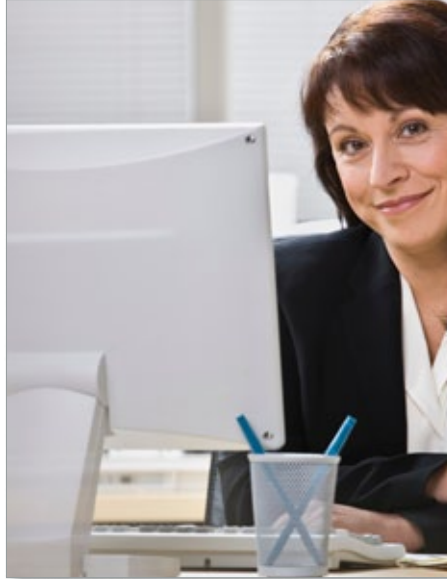
Here are just three examples of how you can modify the report results to include the information you desire. Note: Be sure to type the expression exactly as shown with all the parentheses, changing dates as appropriate.

1. All active employees as of: The following expression will produce a report showing all Active employees as of 03/31/2010.

```
Pe.p_orighire<={03/31/2010}and (Pe.p_active="A" or (Pe.p_active="T" and Pe.p_termdate>={03/31/2010}))
```

2. All active employees in a date range: The following expression will produce a report showing all Active employees inside of date range 01/01/2010 to 03/31/2010.

```
Pe.p_orighire<={03/31/2010} and (Pe.p_active="A" or (Pe.p_active="T" and Pe.p_termdate>={01/01/2010}))
```



3. All active employees in a date range

plus employees on LOA: The following expression will produce a report showing all Active employees in date range 01/01/2010 to 03/31/2010 plus LOA employees:

```
Pe.p_orighire<={03/31/2010} and ((INLIST(Pe.p_active,"A","L") or (Pe.p_active="T" and Pe.p_termdate>={01/01/2010}))
```

Note: When using custom criteria on a standard report, other fields on the standard criteria tab will not be available, except for Employer. If there is a need to add other items from the standard criteria to the employee selection, add them to the custom criteria.

Removing Terminated Employees From Standard Payroll Reports

Many payroll reports include all employees, including those that have been terminated. You can easily filter out terminated employees by setting the criteria to not include employees with 0.00 earnings. You can use any one of the year-to-date, quarter-to-date, month-to-date,

or current earnings fields to create the filter. This will work for the Employee Earnings register, Employee Deductions register, and Employee Tax Withholdings register. Select Custom Criteria, FoxPro Expression Builder. Enter the following expression to filter out all employees with no year-to-date earnings:

```
Err.ytdamount<>0.00
```

You can use the expression above and replace the field name with any of the following values to remove employees without quarter-to-date, month-to-date, or current earnings respectively: Err.qtdamount, Err.mtdamount, or Err.curramount.

Using Mass Update To Change Status To Inactive

If you prefer not to use custom criteria each time you print the Employee Earnings Report, you can instead perform a mass update to change the terminated employee's Earning Code status to Inactive and then run the report for All Active Earnings. This can be accomplished using the following steps:

1. Backup your data before performing any mass update.
2. From the Activity Center, select Payroll, Processes, and Mass Update.
3. Update File: Employee Earnings Register
4. Update Field: Earning Code Status
5. Records to Update: Empno= (enter employee's ID number)
6. New Value: "I"
7. Press **OK** to start the Mass Update process.

Please give us a call for assistance using the Expression Builder and Mass Update processes. ✨



IN THE SPOTLIGHT: Abra TimeSheet Integration

Abra TimeSheet, a Sage Abra solution, is a Web-based time collection and approval option that simplifies and automates time entry into Sage Abra Payroll. It integrates with Sage Abra and provides automatic e-mail reminders, online approval processes, and the ability to capture and assign labor costs. With the release of Sage Abra Suite Version 9.0, transferring time and expense information into Sage Abra has been greatly simplified.

Reduce Data Entry And Increase Accuracy

With Abra TimeSheet software, you can eliminate the time-consuming administrative effort of collecting manual timesheets and entering time and expense data into Sage Abra Payroll. With Abra TimeSheet, employees enter their time worked and expenses directly into Abra TimeSheet software. Data collected in Abra TimeSheet is imported into Sage Abra.

Employees record their time and expenses incurred against earning codes, projects, jobs, tasks, or work orders. Earnings codes can be mapped to Sage Abra Payroll to easily update accruals and provide more accurate payroll reporting. A comprehensive audit trail in Abra TimeSheet provides compliance with DCAA (Defense Contract Audit Agency) standards.

TimeSheet Entry And Approval

Employees can enter time at their convenience through the company Intranet or an Internet connection. Managers and

supervisors can review employee data online and use the Sign Off button to quickly approve timesheet data.

Employees even can launch Abra TimeSheet from Sage Abra. Abra TimeSheet includes a Time Clock function, in which employees can clock in and clock out at workstations when they log-in to Abra TimeSheet, eliminating the need for a separate time clock interface and duplicate entry of employee time.

Automatic E-mail Reminders

Automatic e-mail and alert reminders simplify the time collection process and help ensure the payroll department receives information on time.

Useful Reports And Analysis

Reports such as Missing Time and Exception reports help eliminate delays in the time collection process. An Employee timesheet and activity analysis report provides additional insight into the process.

New Import Process

Sage Abra Version 9.0 introduced a new Process Map for the payroll process. One of the steps on this new process map, called Import Abra TimeSheet, will allow you to more easily import time from Abra TimeSheet into the Sage Abra Payroll tables. When you install Sage Abra Version 9.0, an Abra TimeSheet transfer executable file and a sample configuration file will be installed in the Sage Abra program directory. Once

installation is complete, a series of setup steps must be followed to properly activate the new process functionality.

If you are already using Abra TimeSheet, give us a call and we can assist you in configuring the new integration. ✨

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