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## **Abra HR for MAS 90 Link**

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Pre-release Guide for  
MAS 90 Link 4.0 and  
Abra Suite 7.2

Revised August 2003

Best Software, Inc.

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## Overview

This document, along with the Abra HR for MAS 90 Link Product Features document, outlines the new User Interface (UI) and functionality for both Abra Suite 7.2 and Abra HR for MAS 90 Link 4.0. It is to be used as a guideline for navigation throughout Abra Suite and the Abra HR for MAS 90 Link. This document has been split into two sections: One for Abra Suite and one for Abra HR for MAS 90 Link.

## Availability

MAS 90 Link 4.0 and Abra Suite 7.2 are scheduled to be available in **September 2003**.

## Compatibility

MAS 90 Link 4.0 is compatible with Abra Suite 7.2 and MAS 90 3.71.

## Summary of Enhancements

### ***Tighter Integration with Abra Suite***

- Removed Custom Panel
- New integrated Detail page
- New table (Hrmas90.dbf)

### ***Updated Look and Feel***

- New UI
- Improved menu and navigation
- Consistent look and feel

### ***New Functionality and Enhancements***

- New Abra Suite Detail page
- Redundant fields removed
- Pay rate logic
- Support for unsupported pay frequencies / cycles
- Support for employee status
- Employee contribution conversion
- New fields have been added and are filtered
- Race is no longer required
- Employee number justification

- Many job codes to one labor code
- Employee selection updated
- Reports updated

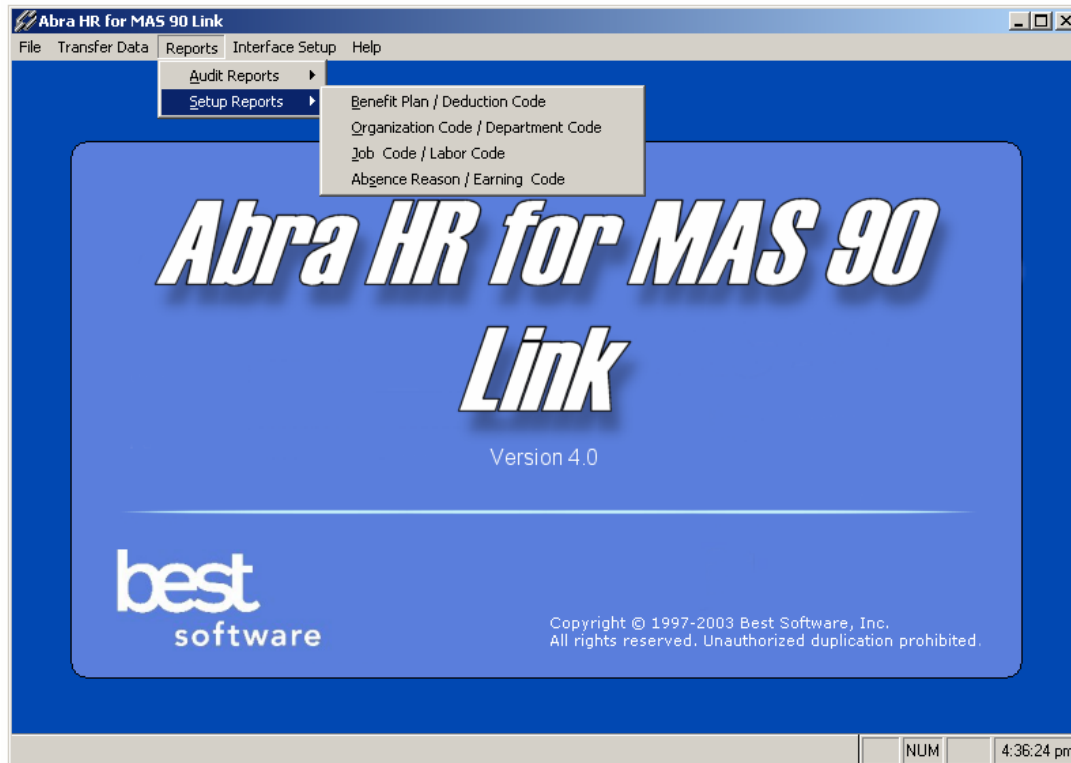
## MAS 90 Link 4.0 Enhancements

### Overview

The Link User Interface has been updated to the XP look and feel shared by Abra Suite. Navigation will be similar to that of Abra Suite and menu selections have been grouped for ease of use. The new Link's primary function is to transfer data from Abra HR to MAS 90 Payroll and should be used in this fashion. Once the initial data is loaded from MAS 90 Payroll into Abra HR, any changes made to an employee record should be made in Abra HR and the transfer process should always flow from Abra HR to MAS 90 Payroll.

### Main Menu Navigation

The new Link is contained within a shell similar to Abra Link and navigation is performed from the main menu.



The main menu consists of the following menu and submenu options:

## File

- Exit

## Transfer Data

- Abra HR to MAS 90 Payroll
- MAS 90 Payroll to Abra Attendance

## Reports

- Audit Reports
  - Abra HR to MAS 90 Payroll Audit Report
  - MAS 90 Payroll to Abra Attendance Audit Report
  - MAS 90 Payroll to Abra HR Audit Report
- Setup Reports
  - Benefit Plan / Deduction Code
  - Organization Code / Department Code
  - Job Code / Labor Code
  - Absence Reason / Earning Code

## Interface Setup

- System Location
- Employer and Code Mapping
  - Employer Mapping
  - Benefit Plan / Deduction Code
  - Organization Code / Department Code
  - Job Code / Labor Code
  - Absence Reason / Earning Code
- MAS 90 Payroll to Abra HR Transfer
- Refresh Abra Tables

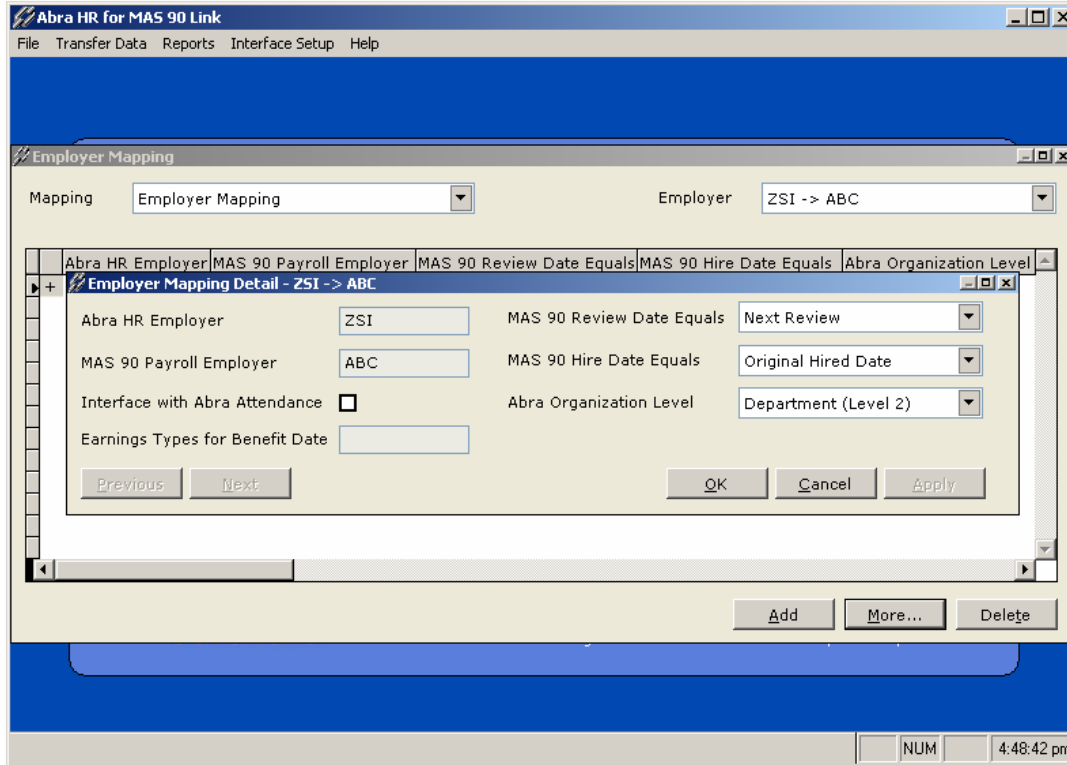
## Help

- Contents...
- Search for Help On...
- About Abra HR for MAS 90 Link...

Certain menu selection will not be available until the proper setup is complete. For example, when using the Link for the first time the Employer Mapping must be established before any codes may be mapped. Once the employer and codes are mapped, the Link may be used for the transfer data process and to generate the required audit reports.

## ***Employer and Code Mapping Navigation***

Employer and Code Mapping navigation can be performed from the main menu of the Link and from the Employer and Code Mapping UI. Each code mapping summary form has an Add, Delete and More button which can be used to add a new mapping, delete an existing mapping or detail the selected mapping.

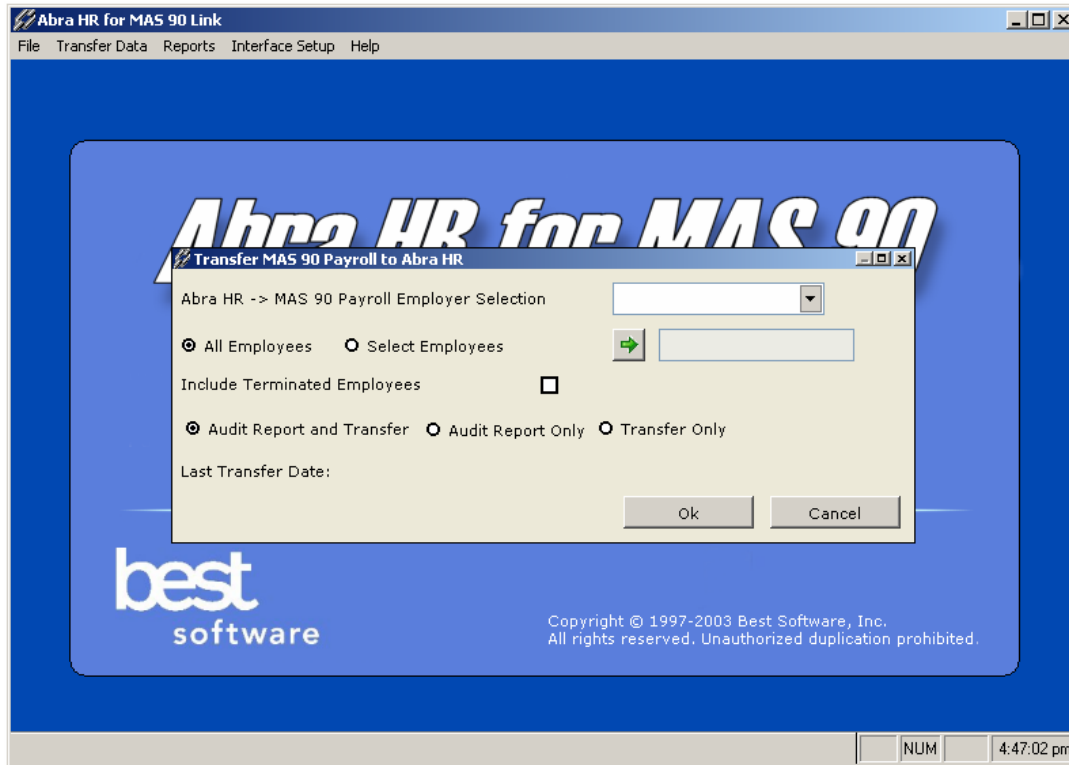


## ***Transfer Data***

There are three data transfer options available:

- Abra HR to MAS 90 Payroll
- MAS 90 Payroll to Abra Attendance
- MAS 90 Payroll to Abra HR

The MAS 90 Payroll to Abra HR transfer process has been moved to Interface Setup since this transfer process should only be run for the initial loading of data from MAS 90 Payroll to Abra HR. Once this process is complete, all HR transfers should be performed from Abra HR to MAS 90 Payroll.



The following enhancements have been made to the MAS 90 Payroll to Abra HR and Abra HR to MAS 90 Payroll transfer processes:

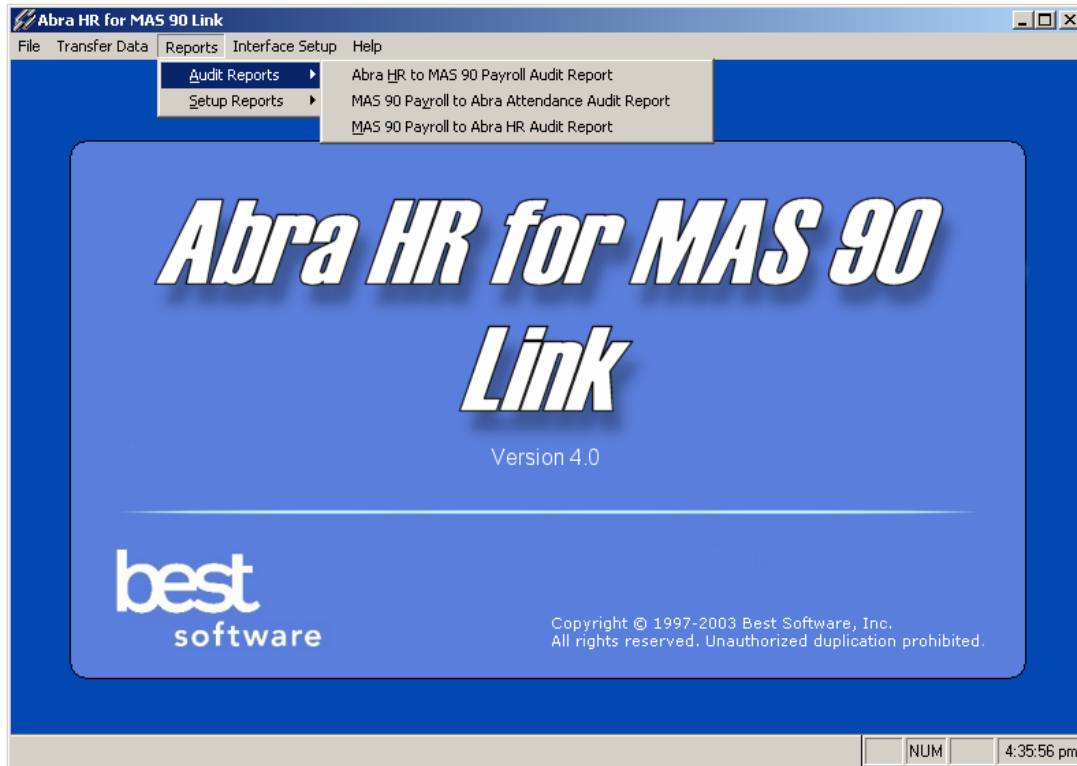
- Updated UI
- The employee selection is an employee two-list picker similar to the two-list picker used in Abra HR.
- There are now three transfer / reporting options:
  1. Generate Audit Report and Transfer Data
  2. Generate Audit Report only
  3. Transfer Data only
- Data can be transferred based on a date range.

## **Reports**

All reports are now located under the Reports menu. The Comparison Report has been removed and replaced with an Audit Report (same functionality as before) and two new Audit Reports have been added for a total of three Audit Reports. The reports are as follows:

- Abra HR to MAS 90 Payroll Audit Report
- MAS 90 Payroll to Abra Attendance Audit Report
- MAS 90 Payroll to Abra HR Audit Report

The Abra HR to MAS 90 Audit Report may now be generated based on a date range.



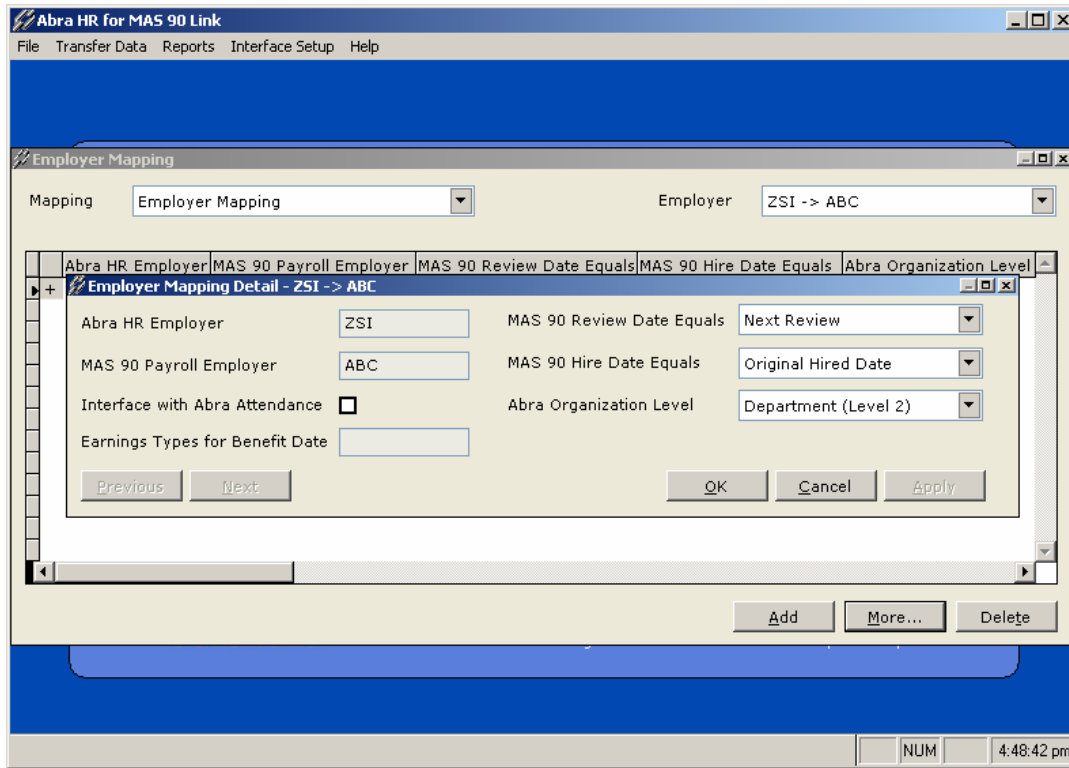
The Code Mapping Setup reports have been moved from the Code Mapping Setup screen and are now located on the Reports menu under Setup Reports. The following Code Mapping reports are available:

- Benefit Plan / Deduction Code
- Organization Code / Department Code
- Job Code / Labor Code
- Absence Reason / Earning Code

The mapping reports will show mapped codes, Abra unmapped codes and MAS 90 Payroll unmapped codes. The UI allows the option to either include or exclude unmapped codes on the report.

### ***Interface Setup***

A new menu selection, Interface Setup, has been created for initial setup and for any changes which need to be made to mappings or code tables. Interface Setup contains the mapping for Abra HR and MAS 90 Payroll System Location, Employer Mapping, mapping for all codes to be used as part of the transfer process, the MAS 90 Payroll to Abra HR Transfer process and the Refresh Abra Code Tables process.



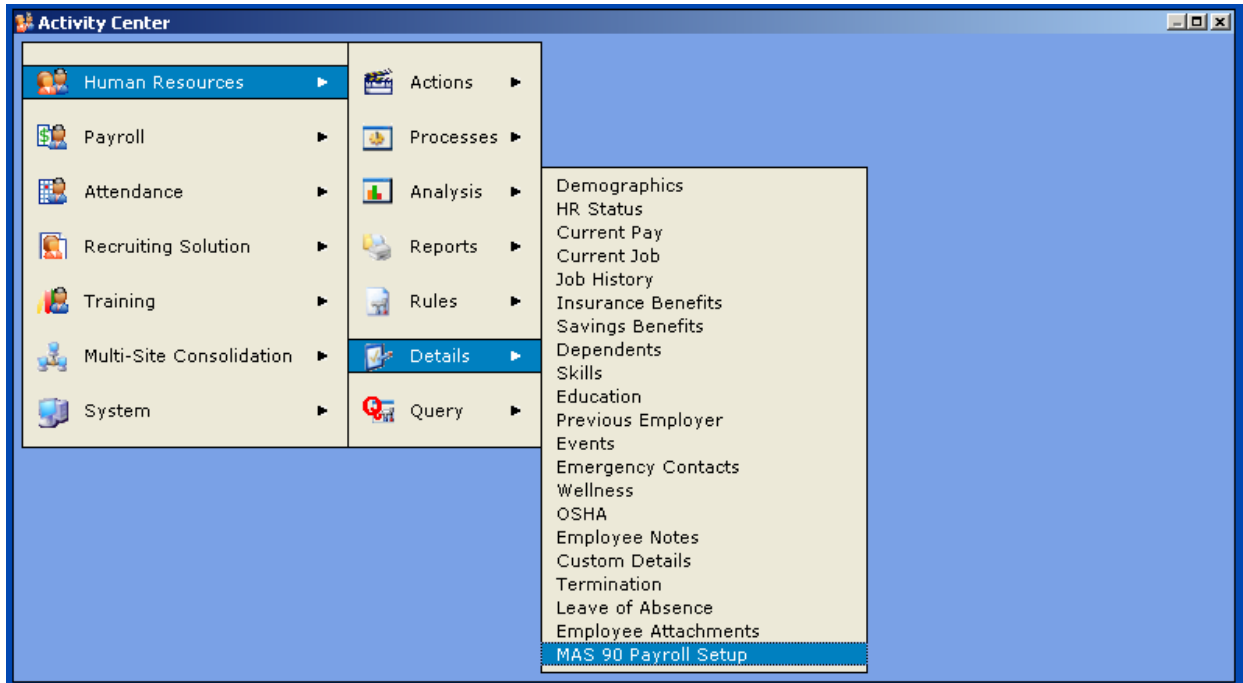
## Help

Help has been updated to Context Sensitive Help which will provide the user with the standard Abra Suite Help functionality for the new Link.

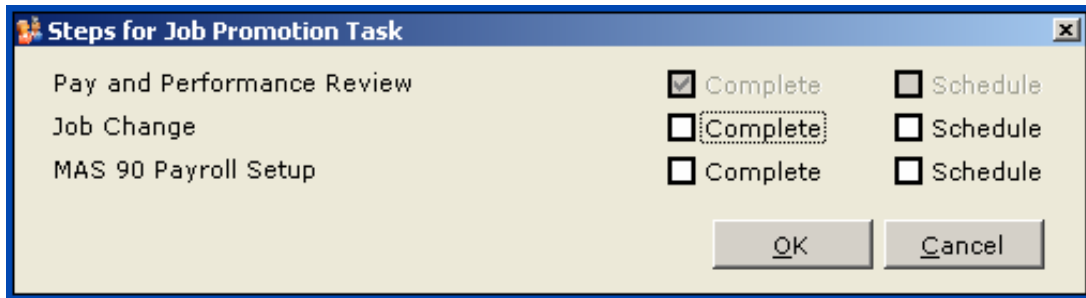
## Abra Suite Enhancements

### **MAS 90 Payroll Setup**

The new MAS 90 Detail page used within Abra Suite is now located at HR/Details/MAS 90 Payroll Setup and the old Custom Panel has been removed. This new Detail page consists of five tabs: Payroll Status, Federal Tax, State Tax, Local Tax and User Defined.



This new page will automatically be included as a step during the Record New Hire, Job Promotion and Rehire Employee Action.



## Payroll Status

The Payroll Status tab contains basic payroll status information similar to what was found on the old Custom Panel.

The screenshot shows the 'Abra Suite' application window. The title bar reads 'MAS 90 Payroll Setup - ZSI SYSTEMS, INC.'. The menu bar includes 'File', 'Edit', 'Actions', 'Processes', 'Analysis', 'Reports', 'Rules', 'Details', 'Query', and 'Help'. The toolbar contains various icons for file operations and navigation. Below the toolbar, there are dropdown menus for 'Crystal', 'FLS', 'LearningAction', 'MAS 90', 'Office', and 'OrgPlus'. The main content area is divided into several sections:

- Employee Information:** Robert Q Baker, SSN: 242-35-6868.
- Status:** Active Employee 05/18/1993, ID Number: 151.
- Payroll Status Tab:** This tab is active and contains the following fields:
  - MAS 90 Employee Number: 440000151
  - Benefit Code: 1-5 Years of Service (dropdown menu)
  - Autopay Employee:  Yes  No
  - Direct Deposit:  Yes  No
  - Overtime Exempt:  Yes  No
  - Pension / Profit Sharing:  Yes  No
  - Pay Cycle: Biweekly
  - Pay Method: Salaried
  - Pay Period Salary: 2884.61538

At the bottom of the window, there are 'OK', 'Cancel', and 'Apply' buttons. The status bar at the very bottom shows the file path 'Mas90 (c:\progra~1\bestso~1\abrasu~1\programs\data\hmas90.dbf)', 'Record: 61/72', 'Record Unlocked', 'NUM', and the time '12:42:23 pm'.

There are six items to note here:

1. Autopay employee is a new indicator and will transfer data properly for autopay and non-autopay employees.
2. The Overtime Exempt radio button is directly linked to hrpersnl.p\_exempt. Based on the Exempt Status located on the Current Job Detail page, the same will be reflected here.
3. The Pay Cycle is directly linked to hrpersnl.p\_payfreq and is a read-only field. Based on the Pay Frequency located on the Current Pay Detail page, the same will be reflected here.
4. The Pay Method is directly linked to hrpersnl.p\_salhour and is a read-only field. Based on the Pay Method (Salaried/Hourly field) located on the Current Job Detail page, the same will be reflected here.
5. The label for Pay Rate / Salary will reflect one of three values. If the employee is an hourly employee the label will read "Hourly Pay Rate". If the employee is a salaried employee the label will read "Pay Period Salary". Otherwise the label will read "Pay Rate / Salary".

6. The pay rate displayed will display an hourly rate for hourly employees or a pay period salary for salaried employees.

## Federal Tax

The Federal Tax tab contains all items related to Federal Tax.

The screenshot shows the 'MAS 90 Payroll Setup - ZSI SYSTEMS, INC' window. At the top, the 'Employee' section displays 'Donald A Adams' with SSN '232-09-8027' and 'Status' 'Active Employee 02/12/1976' with ID Number '101'. Below this, there are four tabs: 'Payroll Status', 'Federal Tax' (selected), 'State Tax', and 'Local Tax'. The 'Federal Tax' tab contains the following fields:

Filing Status	MARRIED
Dependent Exemptions	2
Override Withholding Tax Calculation	None Specified
Override Withholding Tax Amount	0.00

At the bottom of the window, there are 'OK', 'Cancel', and 'Apply' buttons. The status bar at the very bottom shows 'Mas90 [c:\progra~1\bestso~1\abrasu~1\programs\data\hmas90.dbf] Record: 69/72 Record Unlocked NUM 4:00:28 pm'.

There are two items to note here:

1. Personal Exemptions were removed since Personal Exemptions do not apply to Federal Tax.
2. Two fields were added for the Override Withholding Tax Calculation method and Amount.

## State Tax

The State Tax tab contains all items related to state taxes.

The screenshot shows the 'MAS 90 Payroll Setup - ZSI SYSTEMS, INC.' window. At the top, the 'Employee' section displays 'Donald A Adams' with SSN '232-09-8027' and 'Status' 'Active Employee 02/12/1976' with ID Number '101'. Below this is a tabbed interface with four tabs: 'Payroll Status', 'Federal Tax', 'State Tax', and 'Local Tax'. The 'State Tax' tab is active, showing fields for 'Primary State' (PA), 'Secondary State' (IL), 'Filing Status' (ALL), 'Dependent Exemptions' (0), 'Personal Exemptions' (0), 'Override Withholding Tax Calculation' (None Specified), 'Override Withholding Tax Amount' (0.00), and 'Workers' Compensation Code' (PA Worker's Comp). The 'Local Tax' tab shows 'Filing Status' (ALL), 'Dependent Exemptions' (0), 'Personal Exemptions' (0), 'Override Withholding Tax Calculation' (None Specified), 'Override Withholding Tax Amount' (0.00), and 'Workers' Compensation Code' (Illinois W/C). At the bottom right are 'OK', 'Cancel', and 'Apply' buttons. The system tray shows 'NUM' and '4:00:55 pm'.

There are four items to note here:

1. A Secondary State Tax is now supported.
2. The state code and the filing status are now separate fields. Only filing statuses available for the selected state will show in the drop-down list box.
3. The Override Withholding Tax Calculation method and Amount are now supported.
4. Workers' Compensation Codes will be filtered to show only codes which apply to the state selected.

## Local Tax

The Local Tax tab contains all items related to local taxes.

The screenshot displays the 'MAS 90 Payroll Setup - ZSI SYSTEMS, INC.' window. At the top, the 'Employee' information for Donald A. Adams is shown, including his SSN (232-09-8027) and Status (Active Employee 02/12/1976). Below this, the 'Local Tax' tab is selected, showing various fields for tax configuration:

Payroll Status	Federal Tax	State Tax	Local Tax
Primary State Local Code	PAO		
Filing Status			
Dependent Exemptions		2	
Personal Exemptions		1	
Override Withholding Tax Calculation		Add Amount	
Override Withholding Tax Amount		3.00	

Buttons for 'OK', 'Cancel', and 'Apply' are located at the bottom right of the form. The system tray at the bottom right shows 'NUM' and the time '4:01:17 pm'.

There are four items to note here:

1. The Local Tax only applies to the Primary State selected.
2. The list will be filtered to only show Local Taxes which apply to the Primary State selected.
3. If the Primary State does not have a Local Tax, the Local Tax tab will be disabled.
4. As with Federal and State taxes, Local Tax also supports the Override Withholding Tax Calculation Method and Amount.



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