



SAGE ABRA

ATC Abra HRMS Payroll Year-End Training Class

9:00 am – 5:30 pm

Before you know it, Year-End 2008 will be here. Are you ready? If you're a payroll professional, you can't afford to miss this one-day payroll seminar. This comprehensive class reviews the steps and procedures required to process the final payroll for 2008, generate Form W-2s, and implement the Year 2009 using Abra Payroll. What's more, we'll help you stay in compliance by providing you the latest updates on Year 2009 tax legislation rulings, plus requirements for filing your payroll taxes electronically.

Payroll Year End Training for Abra Suite will give you an informative look at getting the results you want. The cost for this class is **\$690** per person for the 1-day class. This price includes a training manual for you to keep.

Topics Include:

- Balancing and reconciling Forms 941, W-2 and W-3
- Defining Forms W-2 and W-3
- Reviewing magnetic media reporting requirements
- Using Abra Payroll for EFTPS
- Reporting and taxation of fringe benefits
- Closing 2008 in Abra Payroll
- Reviewing legislation for 2009

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



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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.