

**Expand your attendance tracking capabilities. Working hand-in-hand with Abra HR and Abra Payroll, Abra Attendance allows easy setup of virtually unlimited variations of employee attendance and time-off plans.**

## Manage Any Type of Attendance Plan

- Record incident-based time off such as jury duty, bereavement, medical leave and other leaves of absence.
- Manage regular time off such as vacations, personal days and illness.
- Create and track an unlimited number of plans per employee using different seniority, accrual and carry-over rules.
- Maintain separate, data-sensitive accounting for each attendance plan, including standard company holidays.
- Track time off allowed versus actual days taken.
- Use days or hours as time off accrual units.
- Choose either accrual or lump sum calculation methods to accrue time on a daily basis, or award a lump sum at the beginning of a year, month or week.

## Powerful Reporting Tools Help with Compliance and Strategic Planning

Robust reporting tools in Abra HR feature standard, ad hoc query, and complex Crystal reporting options that provide quick and easy access to critical business information.

- Answer ad hoc questions without having to create a complex report with the Abra Secure Query™ tool. Abra Secure Query guides you through the query process in easy-to-understand steps, so you don't have to be an IT expert to use it.
- Integration with one of the most powerful reporting tools on the market - Crystal Reports® - provides over 120 complex reports to help improve your company's analytic capabilities and drive better business decisions.
- Over 100 standard reports include FMLA tracking, plus medical certification and re-certification reporting,



to help you accurately comply with government regulations.

With standard reporting options, you can also:

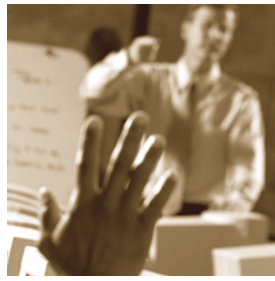
- Give employees an instant, year-to-date snapshot of their attendance status.
- Provide management with analysis of absences for quick detection of attendance problems or abuses.
- Identify employees with perfect attendance records.
- View a report on screen, print it, or export it to a file to use in other software applications such as Microsoft® Excel.

## Save Time When Integrating with Abra Payroll

Eliminate duplicate data entry and save time when you integrate Abra Attendance with Abra Payroll and Abra HR.

- Automatically carry over employee accrual information into Abra Payroll for each attendance plan.

*over, please...*



- Change accrual rates with Abra Payroll based upon seniority level multiplied by the hours worked in a period.
- Increase your level of detail and accuracy with Abra Payroll's added accrual calculations for pay period and hours worked.
- Assure accurate record-keeping with automatic posting of absence transactions from Abra Payroll to Abra Attendance.

## Maintain Maximum Security of Sensitive Data

- Protect key information with sophisticated, multi-level security. Powerful security options allow you to control which groups have access to data at any level.
- Create and assign an unlimited number of user IDs and passwords.
- Easily follow audit trails to identify who made each change by date, time, and type of change.

## Get Maximum Value with Abra SupportPlus<sup>SM</sup>

Protect your investment and get the most value from your software with Abra SupportPlus. Best Software's team of technical specialists stand ready with knowledgeable support and service, plus much more!

With Abra SupportPlus, you're entitled to product updates and discounts, plus value-added benefits and privileges, providing you with a total software solution.

Benefits include:

- Expert, toll-free telephone support
- 24-hour, online Member's Lounge, including access to our knowledgebase on the web
- Downloadable tax law updates and system enhancements
- Free subscription to our quarterly newsletter

Abra Suite<sup>®</sup> is the market leader in HR, payroll, benefits, and compliance solutions. Targeting the needs of small to mid-sized companies, the Abra<sup>®</sup> family of HRMS solutions provides a comprehensive and robust set of tools to streamline HR and payroll processes. Its line of payroll, recruiting, training, benefits administration and compliance solutions provides a single, seamlessly-integrated database and powerful reporting tools to help businesses increase productivity and tackle challenging HR issues.

System requirements: Pentium processor, Windows 98, Windows NT 4.0, Windows 2000, or Windows XP Professional; 64 MB RAM; 500 MB disk space (varies by configuration); Super VGA; HP-Compatible laser printer. Compatible with latest versions of Novell NetWare and Microsoft.

### The Abra Suite<sup>®</sup> family includes:

- Abra HR<sup>®</sup>
- Abra Payroll<sup>®</sup>
- Abra Alerts<sup>®</sup>
- Abra<sup>®</sup> OrgPlus<sup>™</sup>
- Abra Attendance<sup>®</sup>
- Abra Train<sup>®</sup>
- Abra LearningAction<sup>®</sup>
- Abra Employee Self-Service<sup>™</sup>
- Abra Recruiting Solution<sup>™</sup>

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