



Sage Abra HRMS
Employee Management Software
Newsletter



CMS NEWSLETTER

FALL 2006



CMS FYI
CMS is offering Closing Year End with Abra Payroll Online classes.

Visit CMS online any time for Abra tips and tricks.
www.cmshris.com



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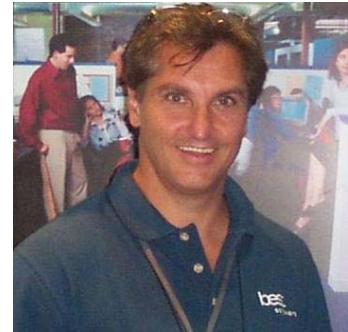
CMS BECOMES SAGE SELECT PARTNER

FARMINGTON, CT – July 6, 2006 -- Sage Software announced today that Cost Management Services (CMS) is the latest Sage Software business partner to become a "Sage Select" business partner. Sage Select business partners agree to sell only Sage Software products and services, recognizing the performance, reliability and value of Sage Software products and the outstanding business development opportunities the program provides.

Brian Kelly, President of CMS, said today "We are honored to be awarded with the Sage Select Business Partner status. We have worked with

Sage Software (formerly Best Software) for the past eight years and this strengthens our relationship with Sage Software and provides us with additional insight that we can pass on to our customers."

Sage Software offers small to mid-sized businesses, and the solution providers that serve them, the broadest lineup of business management applications available. From market leading back office solutions like Sage MAS 90 ERP to leading front office applications such as Sage SalesLogix CRM, and Sage Abra HRMS. Sage Software provides end-to-end solutions that



(Above) Brian Kelly, President

streamline business processes and drive efficiencies. Sage Software also offers product suites designed to serve a range of industries.

As a Sage Select Partner, CMS will receive additional education and training, Sage Software products for in-house use, and extended marketing programs, among other benefits.

SAGE ABRA OCTOBER 2006 PRICING ANNOUNCEMENT

CMS announces new price changes for Sage Abra that will go into effect on October 1st, 2006.

Changes to the price list impact SupportPlus pricing at the 500 employee tier and above.

On average the Abra HRMS Solution pricing will

increase by 3%.

Sage Abra version 7.4 support price increases: 3% increase on modules at the 500 employee tier and above.

Sage Abra eRecruiter was added to the Sage Abra Suite v 7.4 price list in June 2006, and is not

affected by any price changes. Keep in mind that special introductory pricing for Abra eRecruiter expires on Sept. 29th, 2006, and standard list pricing goes into effect on Oct. 1st, 2006.

CMS will honor existing proposals and quotations through Oct. 31st, 2006.



CLOSING YEAR END WITH ABRA PAYROLL ONLINE CLASSES

Are you ready for year-end? If you're a payroll professional, you really can't afford to miss these payroll seminars.

These comprehensive three-hour classes review the steps and procedures required to process the final payroll for 2006, generate Form W-2s and implement the year 2007 using Abra Payroll.

Some of the benefits of taking the class include: Taking the stress out of closing year end, discover the latest payroll regulations,

ensure government compliance and maximize the power of your Abra Payroll.

Who Should Attend? Payroll professionals who are looking to successfully close Abra Payroll for the Year 2006 and prepare for 2007 payroll processing.

What's on the Agenda?

- Balancing and reconciling Forms 941, W-2 and W-3
- Defining Forms W-2 and W-3
- Reviewing magnetic media

reporting requirements

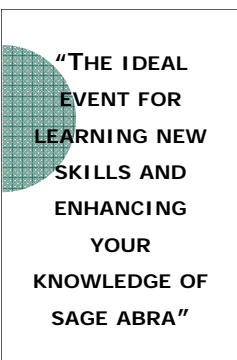
- Using Abra Payroll for EFTPS
- Reporting and taxation of fringe benefits
- Closing 2006 in Abra Payroll

Dates Available:

Dec. 1st, 2006, 9 am - noon.
Dec. 8th, 2006, 9 am - noon.

Please call CMS at 860-678-4401 or visit our website to register. \$95 per person.

SAGE SUMMIT CUSTOMER CONFERENCE



If you missed the first Sage Summit customer conference in 2005, you won't want to miss this one!

Sage Summit provides the most

comprehensive training and peer learning event for Sage Abra

customers. At Summit, you'll attend expert-led breakout sessions that take deep dives into topics that matter to you most—including employee self-service, payroll, benefits administration, reporting, legislation, SQL Server, and more.

Return on Investment: Learn how to maximize the value of your software investment by becoming a more skilled user.

View recent and planned product enhancements and learn how they can benefit your company.

Learn about solutions and services that complement or work together with your current installation.

November 5—8, 2006 Gaylord Opryland, Nashville, TN. For more information please visit: www.sagesummit.com

CMS WELCOMES NEW CUSTOMERS!

- East Bay Community Action Program, Newport, RI
 - Community Healthlink, Worcester, MA
 - Orchard View Manor, East Providence, RI
 - Nursing & Home Care, Inc., Wilton, CT
 - Slades Ferry Bank, Somerset, MA
- THANK YOU FOR WORKING WITH CMS!

CMS ABRA USER GROUP

Join CMS for our **FREE** Abra User Group Meetings—Discussions, education sessions, new releases for 2007, recruiting solutions & more.

Wed., Oct, 18, Hilton Garden, Warwick, RI

Thurs., Oct., 19, Crowne Plaza, Cromwell, CT

To register please call **860-678-4401** or visit our website www.cmshris.com

Equal Opportunity Reporting: New Requirements, New Best Practices

Starting with the 2007 reporting cycle, covered employers must use the Equal Employment Opportunity Commission's (EEOC) revised Employer Information Report (EEO-1 report), approved in early 2006 by the Office of Management and Budget (OMB). The reports will be due to the EEOC by Sept. 30, 2007.

The EEOC and the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) have used the EEO-1 report since 1966 to collect annual data from covered private employers (100 or more employees) and federal contractors (50 or more employees) about their minority and female workforce, including both part-time and full-time workers but excluding casual and temporary workers.

The EEOC's revisions mark the first significant changes to the EEO-1 report in nearly 40 years.

This article discusses the major changes in the EEO-1's racial and ethnic categories, the EEOC's preference that

applicants and employees self-report ethnic and racial information, and the form's revised job categories.

It also includes practical steps employers should take in implementing the use of the new form—some necessary, some not specifically required but possibly prudent, depending on circumstances. The latter may include resurveying the workforce using the newly revised categories, updating human resource information systems (HRIS) and conducting a self-audit.

New and Revised Ethnic and Racial Categories

The EEOC has made several revisions to the EEO-1 report's ethnic and racial categories. The most significant substantive changes are the addition of a "Two or more races (Not Hispanic or Latino)" category and the EEOC's decision not to collect racial data on employees of Hispanic/Latino ethnicity.

Other changes include the renaming of several racial/ethnic categories.

— "Asian and Pacific Islanders" category will be replaced with two separate categories: "Asian (Not Hispanic or Latino)" and "Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)."

— "Black" will be renamed "Black or African American (Not Hispanic or Latino)."

— "Hispanic" will be renamed "Hispanic or Latino."

Two or more races: The EEOC's decision to add the "Two or more races (Not Hispanic or Latino)" category responds to the increasingly multi-racial character of the U.S. population—a trend that is not expected to slow or reverse.

General issues. While it is anticipated that more individuals, over time, will identify themselves as belonging to this new racial category, it is also likely that use of this category will reduce reporting in the single race categories. resources and attention.

[This feature is continued on www.cmshris.com/eo.html]

WHAT'S NEW @ www.CMSHRIS.com?

We recently updated CMS's website www.cmshris.com to include easier navigation, and even more information about Sage Abra HRMS.

Now the site includes: more feature sheets, more success stories from *real* Abra Customers, new HR white papers, CMS' upcoming webinar and training

class information, on-demand demonstrations of Abra Modules, Sarbanes Oxley Compliance info, Abra's recruiting and payroll options, the CMS news weblog and more.

There's so much to see on our new website. What are you waiting for? Visit us online at: www.cmshris.com today!



ABRA WIZARD TIPS & TRICKS



What is the difference between “OK” and “Apply” buttons?

“OK” changes information and closes the panel. “Apply” changes information

but leaves entered information in the panel.

How and why do I log into sample data? At the log in screen, enter the Username of Master leaving Password blank and click Sample Data. Sample Data is a great place to experiment with new ideas, and learn Abra data entry, etc. without damaging your actual employee live data.

What happens if I lose data? Lost data can be devastating to any business. When performing any significant processes always make a backup prior to

beginning. It is good to make a backup prior to reforming indexes to avoid any data disturbances.

Activity Center > System > Processes > Backup Data

Abra prompts you to select employer(s) for whom you want to back up databases.

Double click each employer or [Select All] to back up selected employer databases. Click [OK]. The backup process begins immediately.

My Reports are printing very slowly. What can be done?

Abra needs to be Optimized. After Optimizing Databases is complete, run reports again.

Activity Center > System > Processes > Optimize Databases

When entering data into a numerically programmed field, what is the best way to avoid decimal point placement errors? Move between fields in Abra using the [Tab] key to avoid placement errors including

decimal point placement errors. Do not use [Enter] or mouse click placement.

How do you designate which display is first presented when logging into Abra?

You can change the presenting display after logging into Abra and selecting File > User Preference. Each user can set their own personal preference for the system area utilized for their work function. At sign-on some users can be presented with the Organizer, while others with Activity Center, etc. Additional parameters may be individually established as well.

Got questions you'd like to see answered by our Abra Wizard experts?

Our email column will answer your questions about using Abra and sharing tips and tricks. Do you have a question you'd like to ask the Wizard? Please complete the form on our website:

www.cmshris.com/wizard.html



SAGE ABRA HRMS

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