Alliance Payroll Services, Inc.

Millennium Report Writer

Table of Contents

Symbols Used in this Manual

The following are symbols used within some of the chapters of this manual. Symbols highlight Tips, Activities and other helpful notes during each summary.

Activities

Activities presented throughout the manual will assist you in exploring and committing to memory the details of software features and functionality. Activities are intended for your use following the presentation of course material, but please contact your representative if you have any questions.

Customization/Setup

Many of the software features and functionality presented in the course material are intended to be specifically customized to meet your company's business needs. Whenever you see this symbol, tips for customization and setup will be presented.

Features & Benefits

Outlines of features and benefits of specifically highlighted software functionality are presented for quick review and summary.

Standard Reports Available

Our Standard Report Library offers many report options, or reports can be customized to fit your compay's specific business needs.

Tips & Reminders

Helpful Tips & Reminders are available in many of the Summary pages. These may consist of Frequently Asked Questions or other quick reference material to get you started immediately. Be sure to contact your representative if you have additional questions.

Symbols Used in this Manual

1

Overview of Report Writer Tool

Objectives:

✓ Understand the features of the Report Writer Design Grid

Accessing Report Writer

To access the Report Writer, go to the Reports Module and click on the Add RW Button on the lower left hand corner of the screen.

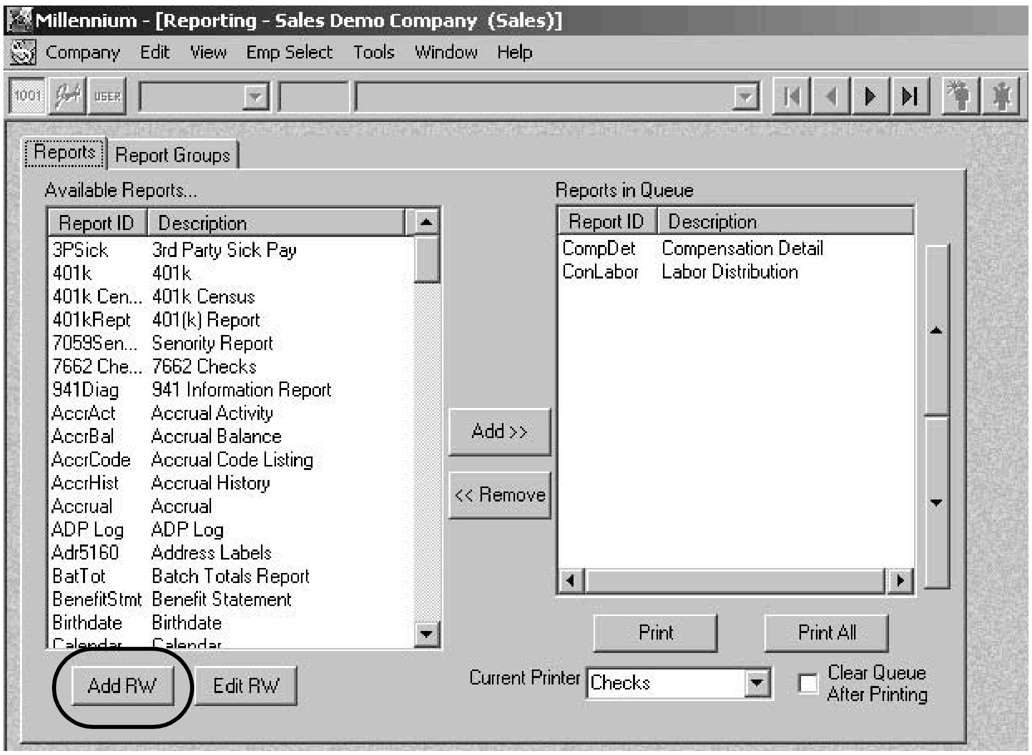


Figure 1-1. *Add RW Button, Reports Module*

Once you click the Add RW Button, a dialog box will appear for you to enter the Report ID. This is how the report will display in the Available Reports Window. Enter the Report ID, and click the OK Button.

Figure 1-2. *Report ID Dialog Box*

Now that you have added the new report, highlight the Report ID you just created and click on the Edit RW Button to open the Report Writer Design Screen.

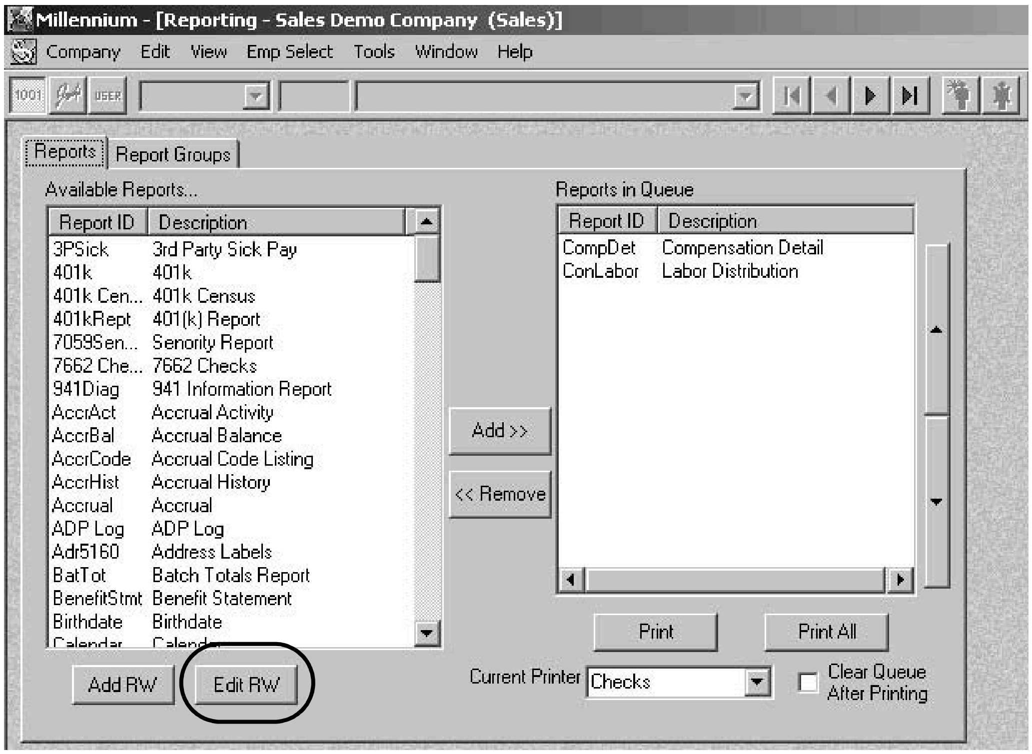


Figure 1-3. *Selecting and Editing a New Report*

The Report Writer Design Screen

This is the Report Writer Design Screen. The Title Fields are located at the top, with two Main Fields in the middle, and Option Buttons are located at the bottom of the screen.

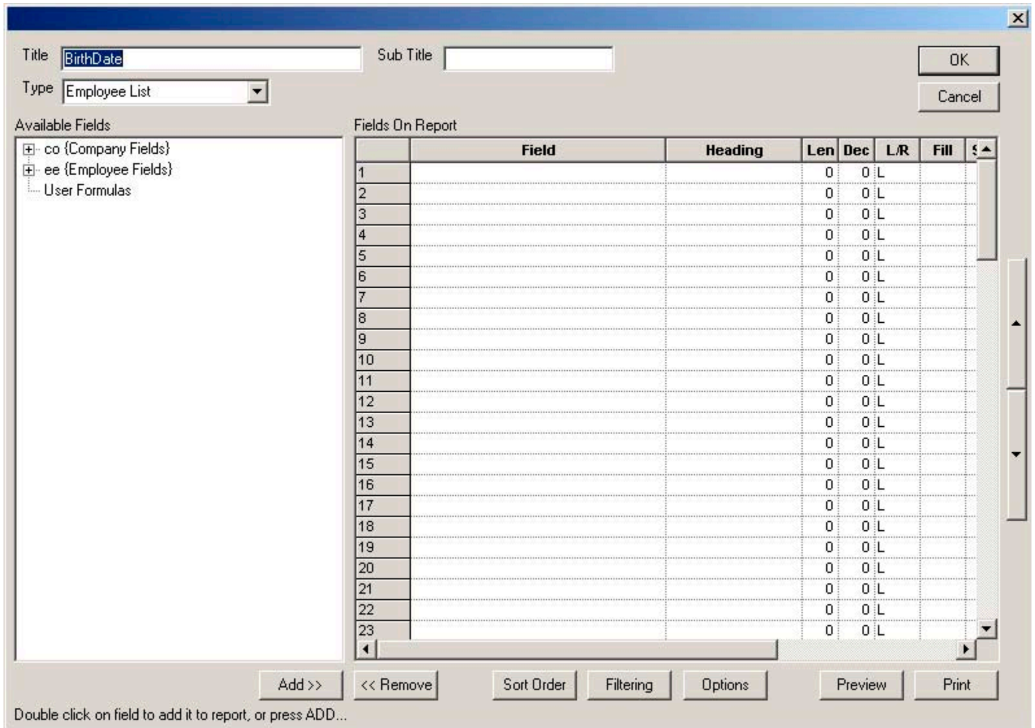


Figure 1-4. *Report Writer Design Screen*

The following are entry points in the Design Screen:

- **Title:** The title of the report (Shows up under the Available Reports Menu and on the report)
- **Sub Title:** Appears in the header of the report
- **Type:** Type of information you're looking for (click the down arrow and choose the options available, these are the available tables from Millennium)
- **Available Fields:** This section of the screen gives you the list of information you can choose (Field list varies on the table chosen under the Type Drop Down Menu)
- **Fields on Report:** The Grid where available fields are added to the report and the field properties are adjusted
- **Add:** Adds fields to the Fields On Report Grid
- **Remove:** Removes fields from the Fields On Report Grid
- **Sort Order:** This option allows you to add a sort order and subtotals to the report

- **Filtering:** This option allows you to filter data in or out the report
- **Options:** Brings up various viewer options for the report (Same options as properties from a canned report)
- **Preview:** Previews the report using Adobe Acrobat
- **Print:** Prints/exports the report (Based on the option)
- **Arrows (UP or DOWN):** Moves fields in the Fields On Report Grid
- **OK:** This button serves as the Save option
- **Cancel:** This button cancels anything you did

2

Creating a New Report

Objectives:

✓ Understand how to add fields to your report

Determining the Objectives of a Report

When writing a report using the report writer tool, the first step in developing your report is to first identify the objectives of your report. Once you know your objective you than need to decide what pieces of information are required for your report. After determining what pieces of info you need, you can than identify where to pull this information from in the system to build your report. For example:

- **Identify Report Objective** – To build a report to list Employee Birth Dates sorted by month for Active Employees
- **Information Needed** – Last Name, First Name, Birth Date
- **Source of Information** – Employee List

Now that you know what you need for your report let's go build it!

Choosing a Table

Select the necessary table from the Type Drop Down List. Employee List is the default.

***Figure 2-1.** The Type Drop Down List*

The tables are self-descriptive, (see below). They will correspond to the Employee Tabs within Millennium. These tables are available in the Type Drop Down:

- Company List
- 401k Funds
- Accruals
- Deductions
- Dependents
- Direct Deposits
- Education
- Emergency Contacts
- Events
- Labor Allocation
- Employee List
- Previous Employers
- Rates
- Recurring Earnings
- Reviews
- Skills
- Taxes

Once you choose a type, the type will appear in the Available Fields. Click on the "+" sign and the type will expand with all the available fields. Attached to each field is a number; the number represents the default length of each field. You can change this value once the field is chosen.

In our case, we will be selecting Employee List:

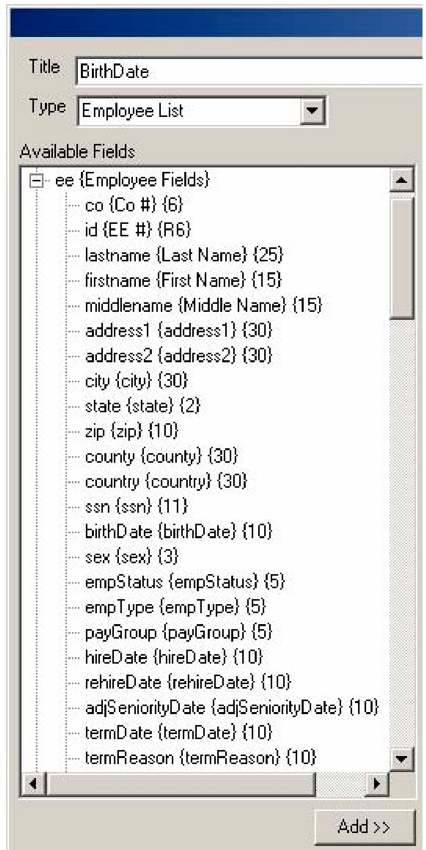


Figure 2-2. *Viewing the Available Fields, Employee List*

Adding Fields to the Report

To add a field to the Fields on Report Grid, you can either double click on the appropriate field or highlight the field and click on the Add Button. This will move the field to the first available position in the grid to the right.

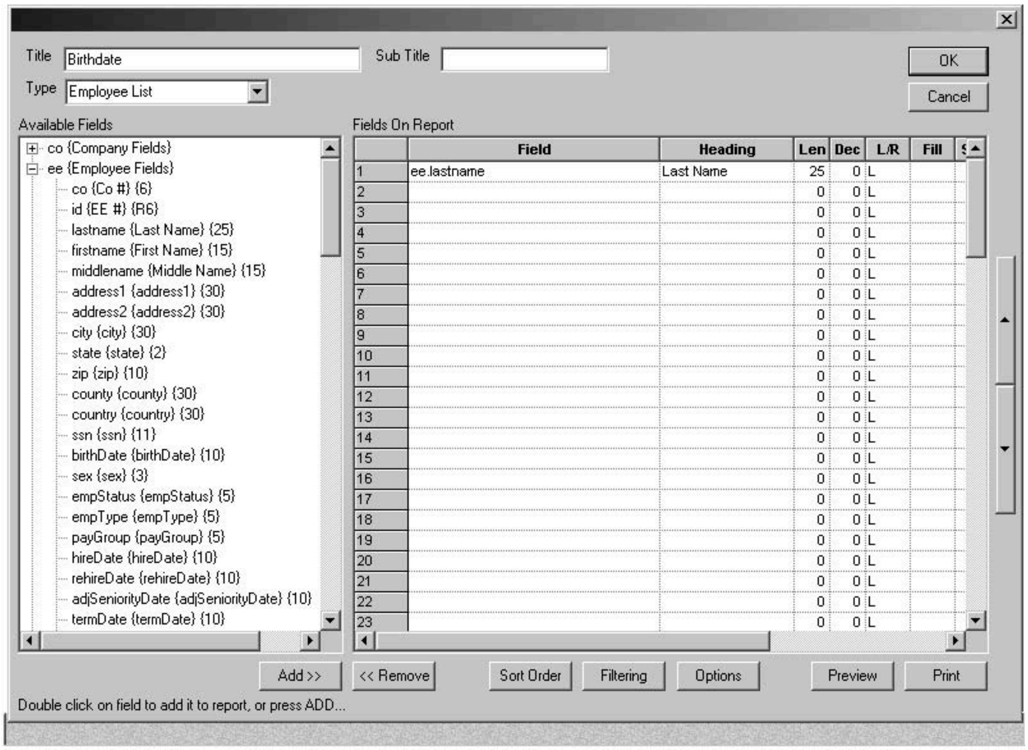


Figure 2-3. *Adding a Field to the Fields on Report Grid*

Scroll down on the Available Fields List, there you will find: Last Name, First Name and Birthdate.

Previewing Reports

To preview the report, click on the Preview Button.

Figure 2-4. *Previewing a Report*

Note: This is a good way to test your report. Also this report is displayed as landscape. To change the print options for this report, click on the Options Button and go to the Display Properties Tab *(See the Options Tab section)*.

Birthdate — **Sales Demo Company** — Company Code (Sales) — Check Date: 03/20/2003 — Process: 2003032001 — Page 1

Last Name	First Name	birthDate
DAHLI	SALVADOR	04/14/1972
DAVIS	DREW	02/14/1963
FLINTSTONE	FRED	05/25/1970
RUBBLE	BARNEY	08/21/1959
JOHNSON	ALYSSA	04/15/1970
SIMPSON	BART	12/15/1967
MOUSE	MICKEY	05/05/1960
MOUSE	MINNIE	07/31/1950
JETSON	GEORGE	11/27/1954
FUDD	ELMER	09/02/1954
DAY	PAY	12/14/1970
ANGLER	MARK	05/02/1972
ATKINS	RAMON	02/02/1938
BARAJAS	JULIO	06/10/1970
BARNS	NICK	06/18/1968
BIRT	LANCE	08/27/1966
BREWER	KATHY	12/23/1956
CARTER	LUIS	06/21/1966
COLEMAN	ARNOLD	01/17/1961
CRAINDELL	DAVID	11/15/1972
PARRIOTT	MARK	01/15/1965
ANISTON	JENNIFER	04/23/1972
BAKER, JR	JAME	05/13/1958
BARKER	REGINALD	07/15/1972
BATES	ADRIAN	09/23/1964
BLACKBURN	KAREN	06/12/1970
BROWN	DANIEL	09/23/1971
CASS	MARY	05/13/1968
COUSIN	DAVID	05/16/1970
CROSS	RONNIE	07/19/1969
DALY, JR	ED	01/15/1972
APPLEBEE	DAVID	04/14/1973
BANNING	TIMOTHY	06/23/1971
BARKLEY	CHARLES	09/05/1969
BENNETT	JACK	10/15/1964
BORK	ANTONIO	09/21/1968
CARPENTER	RAAGAN	07/18/1965
CISNEROS	JOSH	04/15/1970
COX	NED	06/15/1968
CRUTCHFIELD	VICTORIA	05/15/1969
DAVIS	ANTHONY	11/15/1969

Grand Total
41 Records

Figure 2-5. *Report Preview*

3

Customizing Your Report

Objectives:

- ✓ Understand how to modify Report Properties
- ✓ Understand how to apply sorting and filtering
- ✓ Understand how to modify Report Options

Report Properties

You can change the appearance of the report by accessing the Report Properties on the Design Grid.

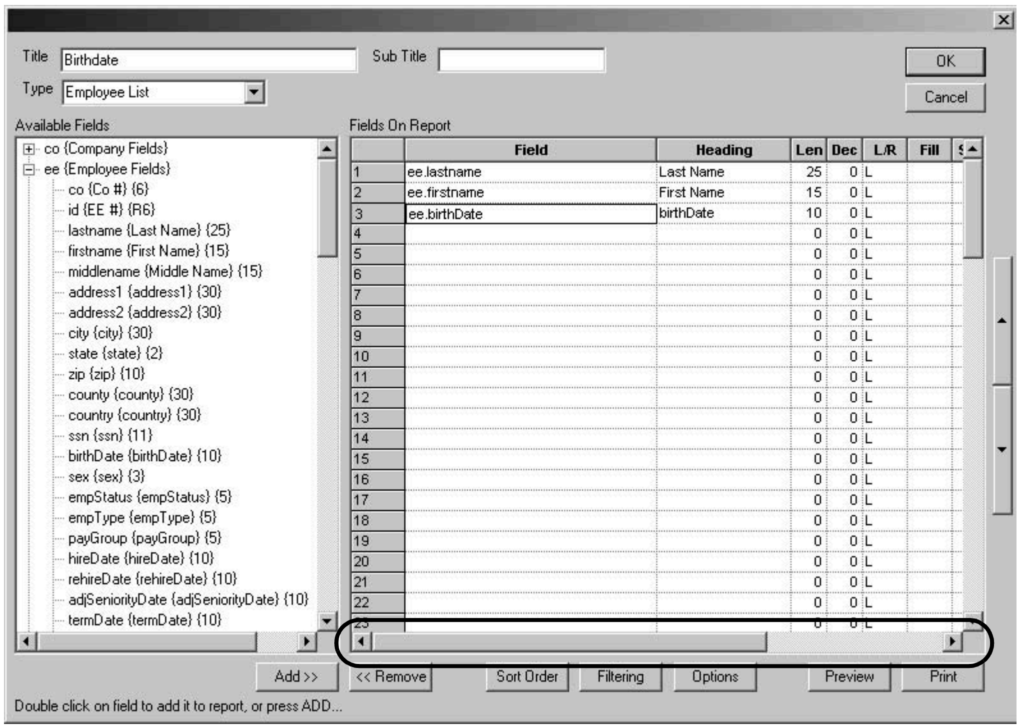


Figure 3-1. *Scrolling to View Options*

Use the scroll bar to view all the options.

The grid consists of the following properties:

- **Field** – Actual fields from the table (format: ee.id, ee.lastname)
- **Heading** – The column heading that will appear on the report
- **Len** – The length (in characters) of the display fields
- **Dec** – Number of decimal places for numeric fields (default is 2)
- **L/R** – Left or right alignment of text
- **Fill** – N/A at this time
- **Show 0** – If the field is blank (and numeric) a 0 will be displayed
- **Total** – A grand total of the field will be displayed when checked

- **Rem Punc** – Removes punctuation from the data field (ex. Removes dashes from SSN)
- **Rem ,** - Removes commas from data field
- **Rem .** – Removes periods from data field
- **Ovr Punch** – N/A at this time
- **UPCASE** – Changes text to all Upper Case (box is checked by default)

Sorting your Report

Sorts allow you to group together related data, and to calculate subtotals. It also allows you to control the sort order of your report. All sorts are entered on the Sort Order Button. Click on the Sort Order Button to display the Sorting Grid.

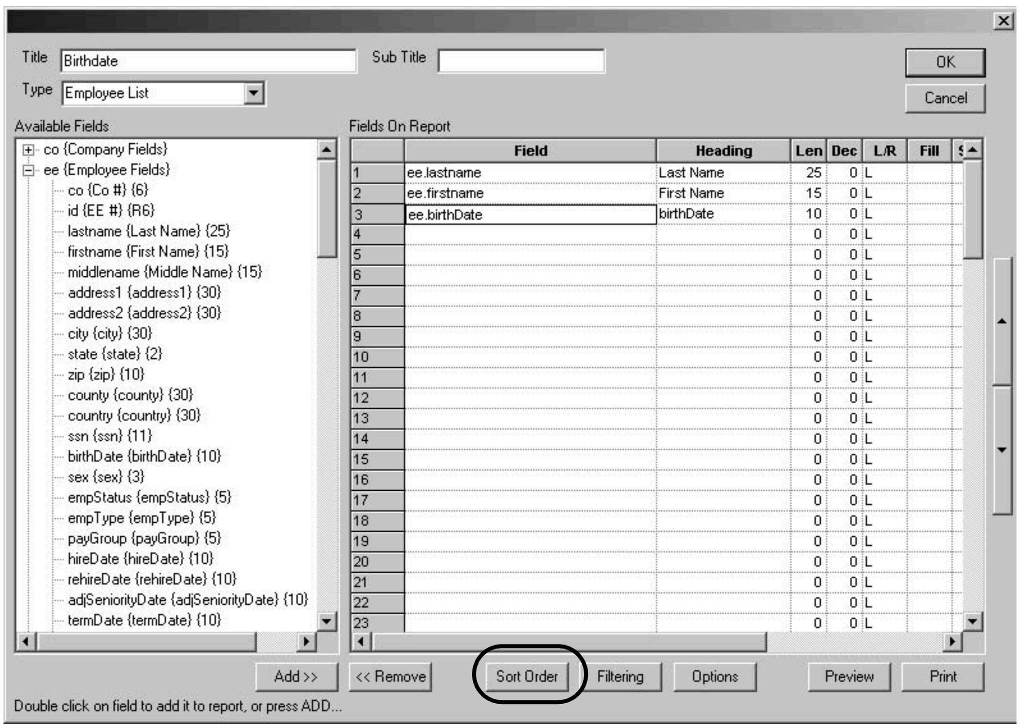


Figure 3-2. *Sorting Grid*

Choose your sort field (what you want to sort by), by adding the field(s) to the Sort Order for Report Grid. If more than one field, add the fields in the order you want. Click the Sub Total Check Box to get a grand total on your report. Click on the Edit Fields Button to return back to the Fields on Report Grid.

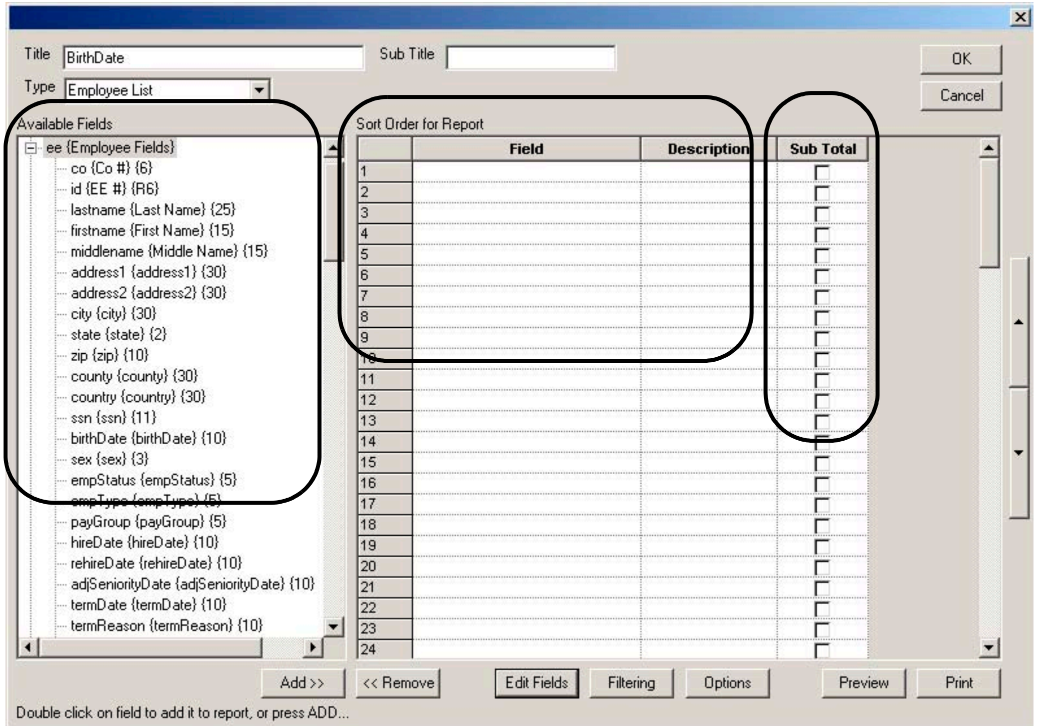


Figure 3-3. *Selecting Sort Fields and Sort Order for a Report*

For our report let's add the Birthdate to the Sort Order Grid. This way the report will be sorted by birthdate. Click on row one and type **Month (ee.birthdate)**. Put a check mark in the subtotal box on row one. Next Click on row two and type **Day(ee.birthdate)**. This will sort the report by birth month and than by birth day.

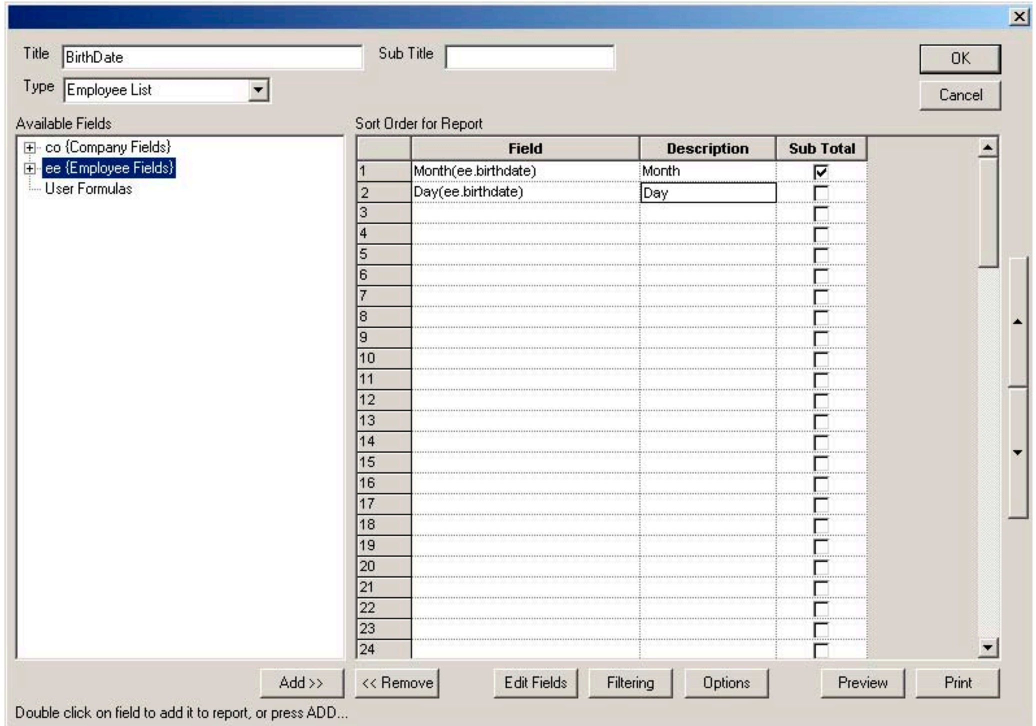
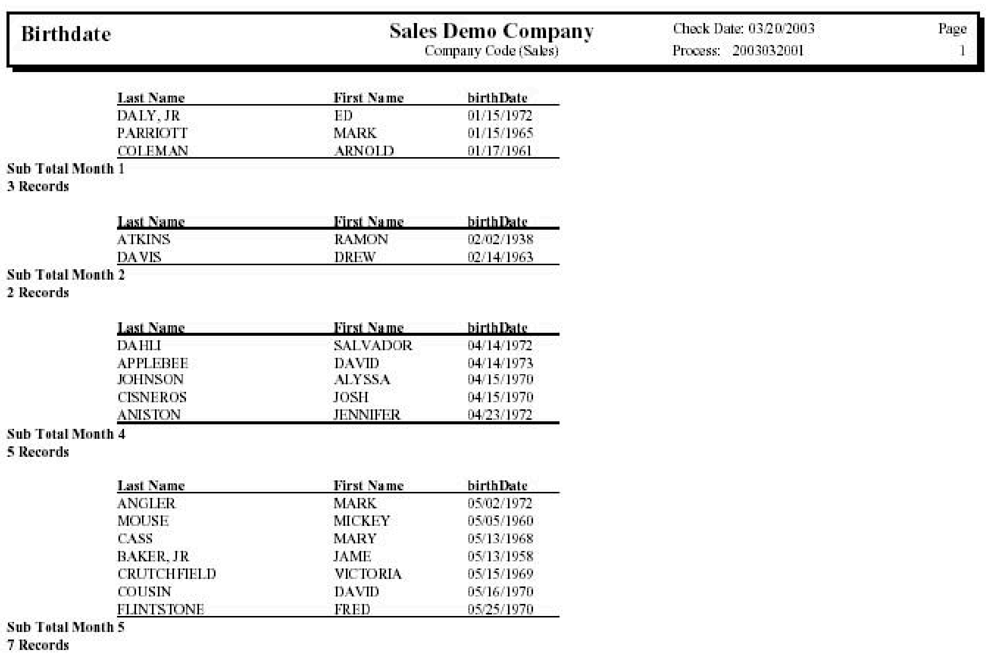


Figure 3-4. *Entries in the Sort Order Grid*

Same report, but sorted by Birth Date.



Birthdate — **Sales Demo Company**, Company Code (Sales) — Check Date: 03/20/2003, Process: 2003032001 — Page 1

Last Name	First Name	birthDate
DALY, JR	ED	01/15/1972
PARRIOTT	MARK	01/15/1965
COLEMAN	ARNOLD	01/17/1961

Sub Total Month 1
3 Records

Last Name	First Name	birthDate
ATKINS	RAMON	02/02/1938
DAVIS	DREW	02/14/1963

Sub Total Month 2
2 Records

Last Name	First Name	birthDate
DAHLI	SALVADOR	04/14/1972
APPLEBEE	DAVID	04/14/1973
JOHNSON	ALYSSA	04/15/1970
CISNEROS	JOSH	04/15/1970
ANISTON	JENNIFER	04/23/1972

Sub Total Month 4
5 Records

Last Name	First Name	birthDate
ANGLER	MARK	05/02/1972
MOUSE	MICKEY	05/05/1960
CASS	MARY	05/13/1968
BAKER, JR	JAME	05/13/1958
CRUTCHFIELD	VICTORIA	05/15/1969
COUSIN	DAVID	05/16/1970
FLINTSTONE	FRED	05/25/1970

Sub Total Month 5
7 Records

Figure 3-5. *Report Preview*

Filtering Report Data

Filters are used to specify which data is displayed on the report. Filters can be based on any piece of data:

- Employee
- Earnings/Deduction Code
- Departments

All filters are set up on the Filter Button. On the Report Writer Filter Grid you will be given the ability to create several different types of filters.

Note: The filter types you can create are based on the report type selected. Example, if you are creating an Employee List Type Report, you will be given the ability to create Company Filters and Employee Filters.

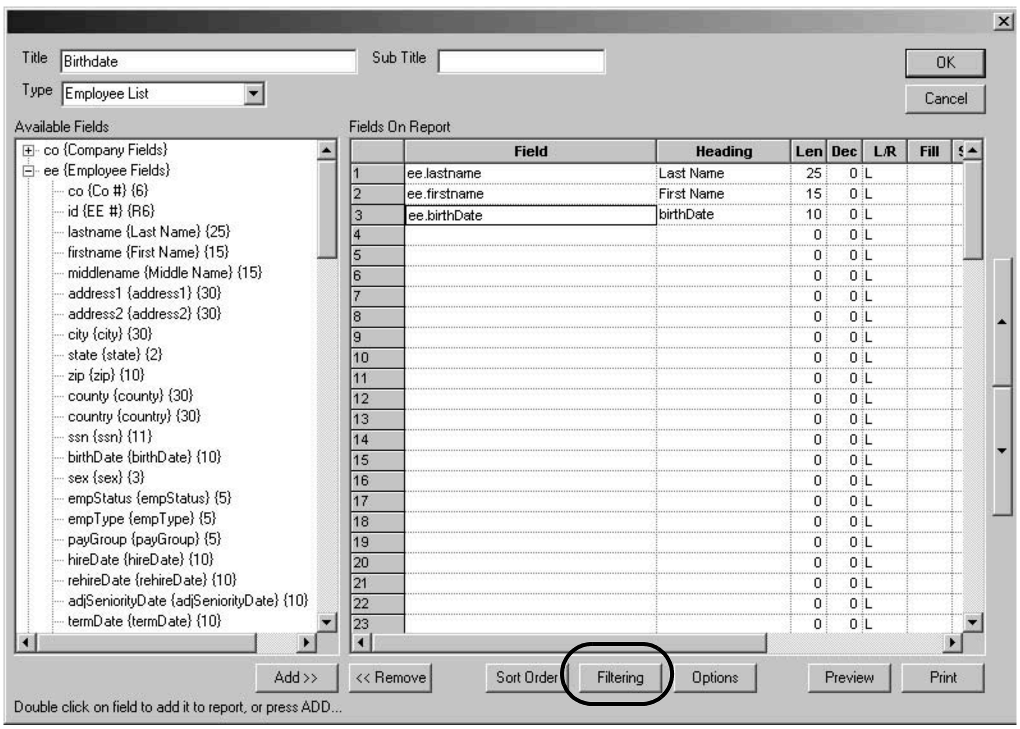


Figure 3-6. *Filtering Report Data*

The available tables come from the Edit Screen. There is also a Company Selection Tab and an Employee Selection Tab.

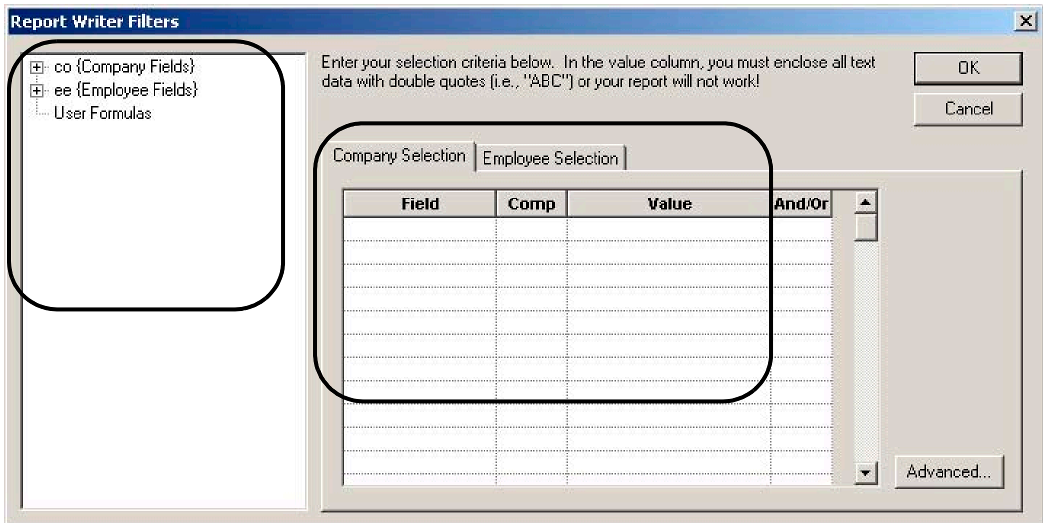


Figure 3-7. *Filtering, Company and Employee Selection Tabs*

There are four fields to the Filtering Section:

- **Field** – This is the field from the database
- **Comp** – This is used to specify how the field is compared to the value
  - Equals (=)
  - Is Less Than (<)
  - Is Greater Than (>)
  - Is Less Than or Equal to (<=)
  - Is Greater Than or Equal to (>=)
  - Not Equal (<>)
- **Value** – This is the value that is being compared to the database field (Values are found within Millennium)
- **And/Or** – This is used, if you have multiple filters:
  - If you use **And**, all of the filter conditions must be met for the data to display
  - If you use **Or,** any one of the filter conditions must be met for the data to display

Company Selection Tab is for Company database fields. Employee Selection Tab is for Employee database fields.

To add the Filters:

1. Select Employee Selection Tab
2. Choose the field you want to filter (i.e., Employee ID, Depts.) by double clicking on the field in the available field (This will move the field to the Report Writer Filter Grid)

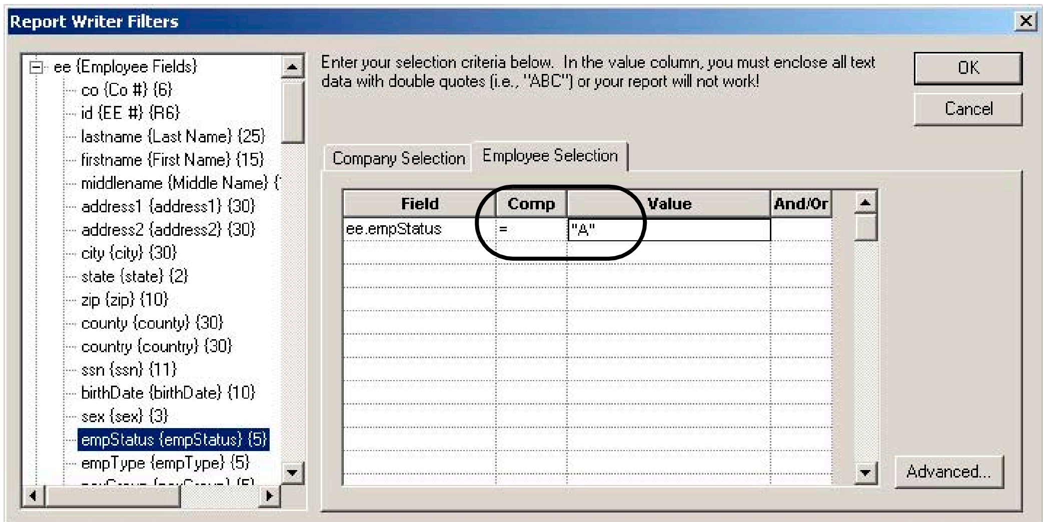


Figure 3-8. *Adding and Saving a Filter*

3. When a field is chosen, select a Boolean value from the Comp Drop Down Menu
4. Type in a value and click OK to save the filter

Apply these rules in the Value Column to create working report:

Filter Type	Rules to Apply
Text	All text fields must be enclosed with double quotes. Example filter: ee.empStatus = “A”, this will return Active Employees only.
Dates	All date fields must be enclosed with pound signs. Example filter: ee.Hiredate >= #01/01/2002#, this will return employees with Hire Dates greater than or equal to 1/1/2002.
Numbers	Number fields other than dates do not need to be enclosed by anything. Example filter: ee.cc1 = 100, this will return Dept 100 only.
Other	Here are a few other tips and tricks when using filters. Examples: 1) Month(ee.hireDate) = 1 :Employees hired in the month of Jan only. 2) Month(ee.hireDate) >= 3 and Month(ee.hireDate) <= 6 :Employee hired from the month of March through June. 3) ee.lastName<D: Employee last names that start with A through C only 4) ee.id = ####42 : Employee with ID 42 only (# = spaces, Employee ID is a 6-space text field. You must fill the open spaces with blanks.

Table 3-1. *Filtering Tips and Rules*

Also if using multiple selections use the And/Or function to designate the desired output.

Advanced Filters

You can also type in your own advanced filters by clicking on the Advanced Button.

Note: If you change the formula, you can no longer use the simple selection grid. If you inadvertently change the formula, remove the formula and set it up again in the simple selection grid.

WARNING! We do not recommend the use of this function, unless you know exactly what you are entering!

Report Options

The Options Button allows the user access to the display properties and the export options of the report. This option is also accessible through right clicking on the Report ID and choosing the Properties Option, (same as a standard report).

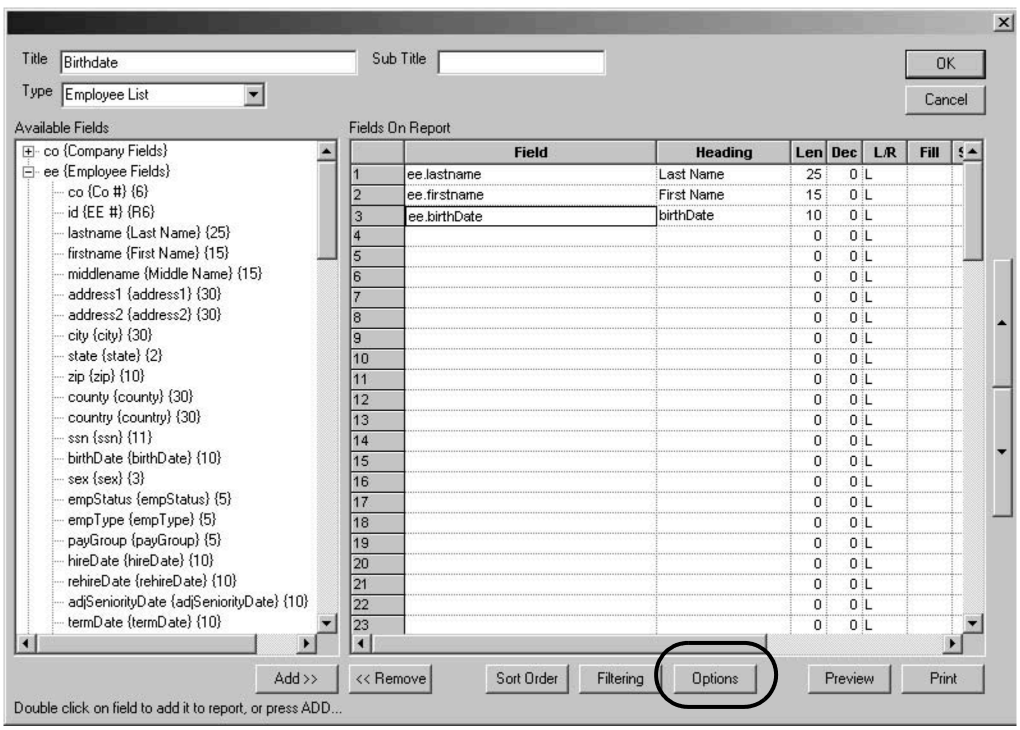


Figure 3-9. *Report Options*

There are two tabs you can choose from:

- **Data Selection** – Allows you to specify reporting periods.
- **Display Properties** – Allows you to export the report and also the print layout (portrait or landscape).

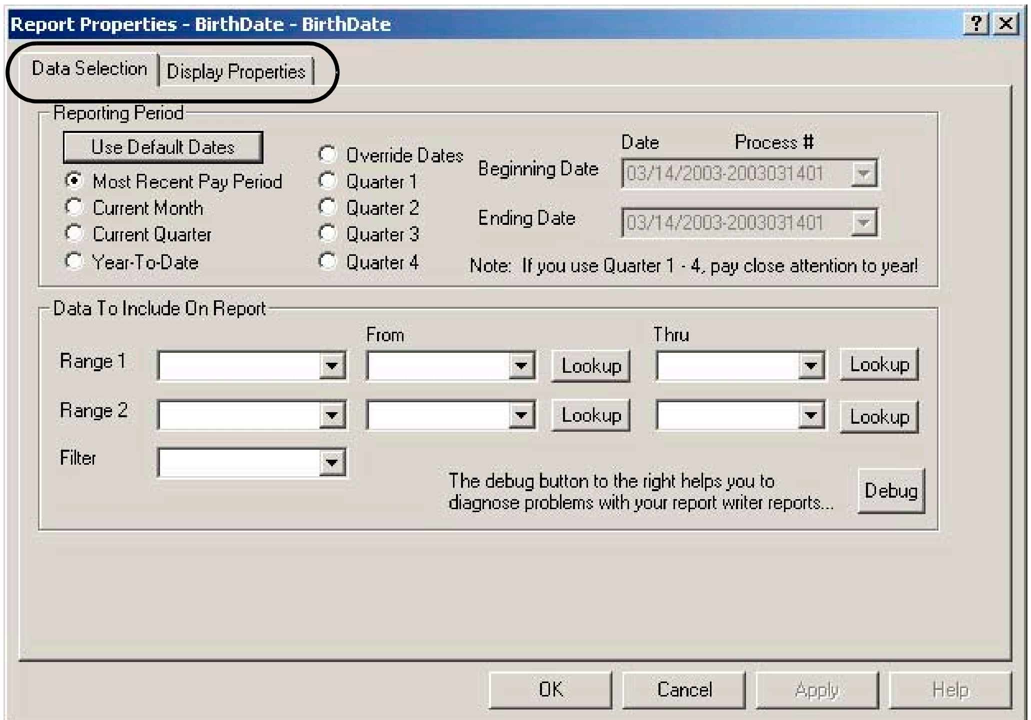


Figure 3-10. *Data Selection and Display Properties Tabs*

Data Selection

The Data Selection Tab allows you to choose Reporting Periods:

- Most Recent Pay Period (What was last processed)
- Current Month
- Current Quarter
- Year-To-Date
- Override Dates (Allows you to choose begin and end date, on the right)
- Quarter 1-4

Note: The Data to Include on Report section does not work with Report Writer. Also, even if you choose current fields, you can always specify the data to be YTD, QTD or MTD.

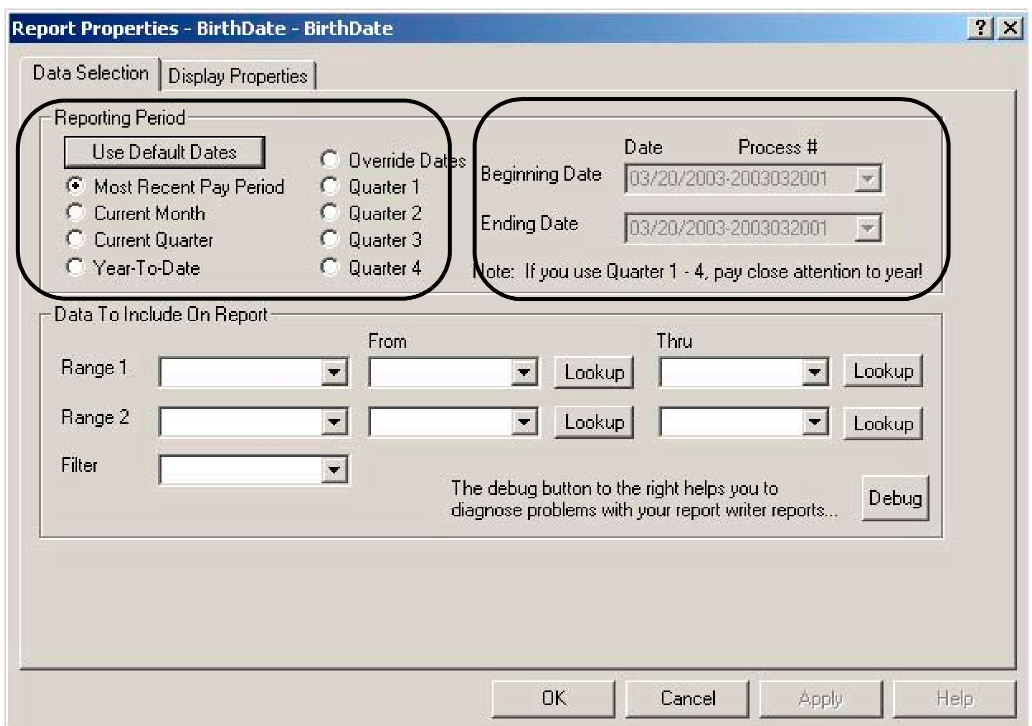


Figure 3-11. *Selecting Reporting Periods*

Display Properties

The Display Properties Tab allows you to choose a Print option and allows you to export the report. To export, check the Export Report Box. Choose an Export Format from the drop down.

- Comma-separated
- CSV w/ headings
- TSV w/ headings
- Fixed Length

Select Disk File as Export Destination and specify the location to export to. When specifying a location, you must specify the drive, report name and extension. (i.e., A:\Report1.txt, C:\Reports\EmpBdate.csv).

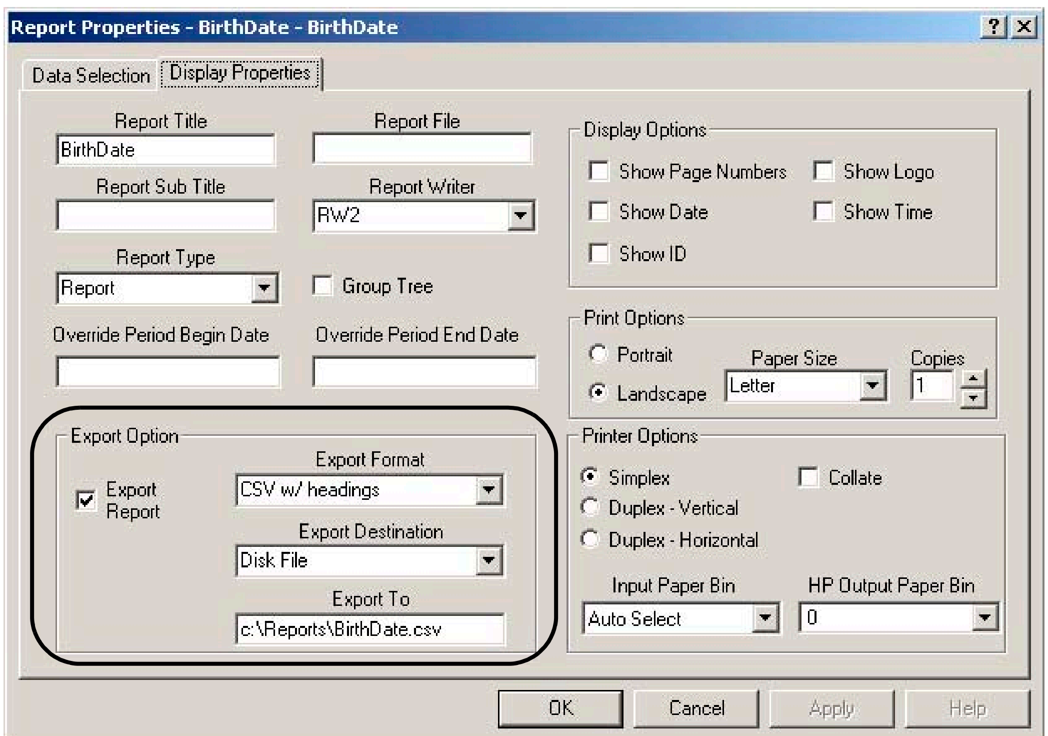


Figure 3-12. *Export Option, Display Properties*

After you set up the Export Options, click OK to return to the Design View. When you click on the Print Button, a file will be created in the drive you select.

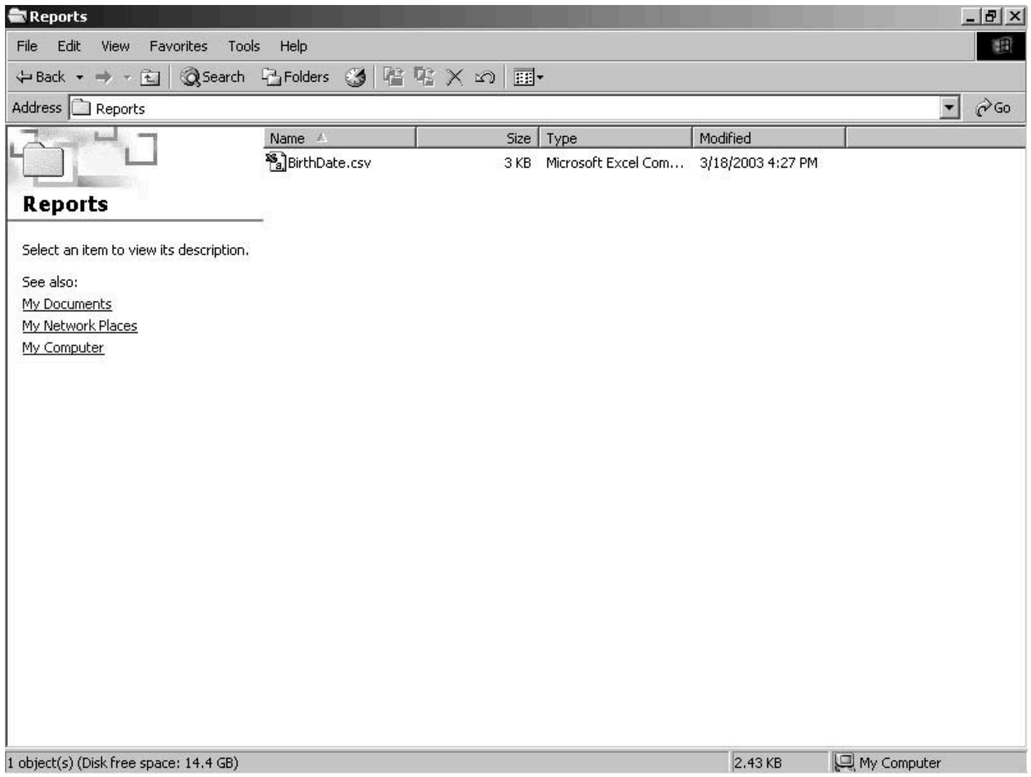
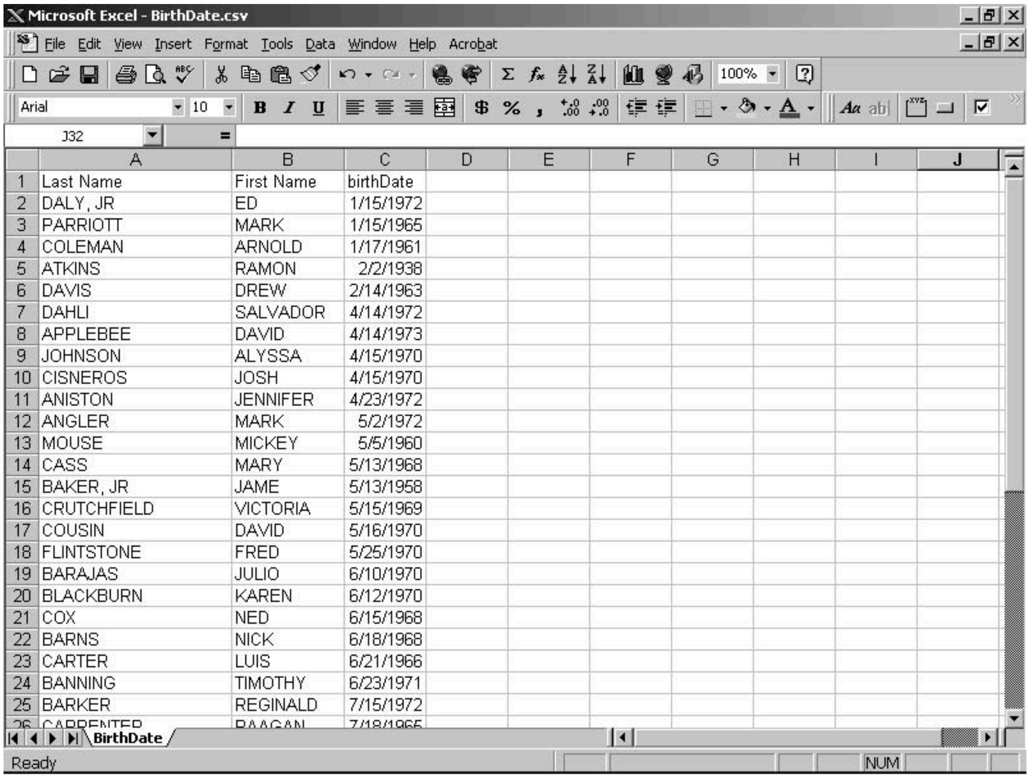


Figure 3-13. *Exporting a Report*

Output File:



	A	B	C
1	Last Name	First Name	birthDate
2	DALY, JR	ED	1/15/1972
3	PARRIOTT	MARK	1/15/1965
4	COLEMAN	ARNOLD	1/17/1961
5	ATKINS	RAMON	2/2/1938
6	DAVIS	DREW	2/14/1963
7	DAHLI	SALVADOR	4/14/1972
8	APPLEBEE	DAVID	4/14/1973
9	JOHNSON	ALYSSA	4/15/1970
10	CISNEROS	JOSH	4/15/1970
11	ANISTON	JENNIFER	4/23/1972
12	ANGLER	MARK	5/2/1972
13	MOUSE	MICKEY	5/5/1960
14	CASS	MARY	5/13/1968
15	BAKER, JR	JAME	5/13/1958
16	CRUTCHFIELD	VICTORIA	5/15/1969
17	COUSIN	DAVID	5/16/1970
18	FLINTSTONE	FRED	5/25/1970
19	BARAJAS	JULIO	6/10/1970
20	BLACKBURN	KAREN	6/12/1970
21	COX	NED	6/15/1968
22	BARNS	NICK	6/18/1968
23	CARTER	LUIS	6/21/1966
24	BANNING	TIMOTHY	6/23/1971
25	BARKER	REGINALD	7/15/1972
26	CARPENTER	RAAGAN	7/18/1966

Figure 3-14. *Output File*

4

Report Writer Tips & Tricks

Objectives:

- ✓ Understand how to write special formulas
- ✓ Understand how to use and create Code Groups

Special Formulas

When using the Report Writer Tool, special formulas can be used to customize the data on your report. Below is a list of some special formulas and some examples of how to use them in your reports.

Add Two Fields Together:

ee.Current(“E”, “Reg”).amount + ee.Current(“E”,”OT”).amount
This formula will add the current regular and overtime earnings together.

ee.lastName + “,” + ee.firstName
This formula will display (Last Name, First Name) on your report.

ee.firstName + “ “ + ee.lastName
This formula will display (First Name Last Name) on your report.

Length of Service:

Length of Service is a calculated field in Millennium and is not stored. The formula provided here explains how to take the current date and subtract the hire data to get the number of days the employee has been employed.

Note: The Length of Service figure returned on the report may not be accurate for all employees if they have an adjusted seniority date of rehire date.

(int((datediff("d",ee.hiredate,now))/365.25))
This formula will display the length of service in years based on the employees hire date. The length of service in this formula reports the number of dates between the hire date and the current date.

Add Dollar Sign ($) to Amounts Field:

Example: **“$”& ee.Current(“E”,”Reg”).amount**

Display Check Dates:

Sys.DateStart (check date) or **Sys.DateEnd** (check date)

Multiplying Figures Together:

In the field column, put * and then the amount you want to multiply by after the information in the field. Example: **ee.cytd(“T”,”FUTA").taxable*.008**

Hiding a Field:

If you want to hide a field that you don't want to show, but you need it for a filter of something, make the field length = 0.

Using Code Groups

Code Groups can be used for grouping several different deductions, earnings, and/or codes together. These groups can then be used on your reports to show the total hours or total amounts in the code group.

Setting Up a Code Group

Code groups are set up in the Code Group Table located on the Misc Tables Tab in Company Setup. Before proceeding please call us to make sure that you are setup to transmit new code groups to us.

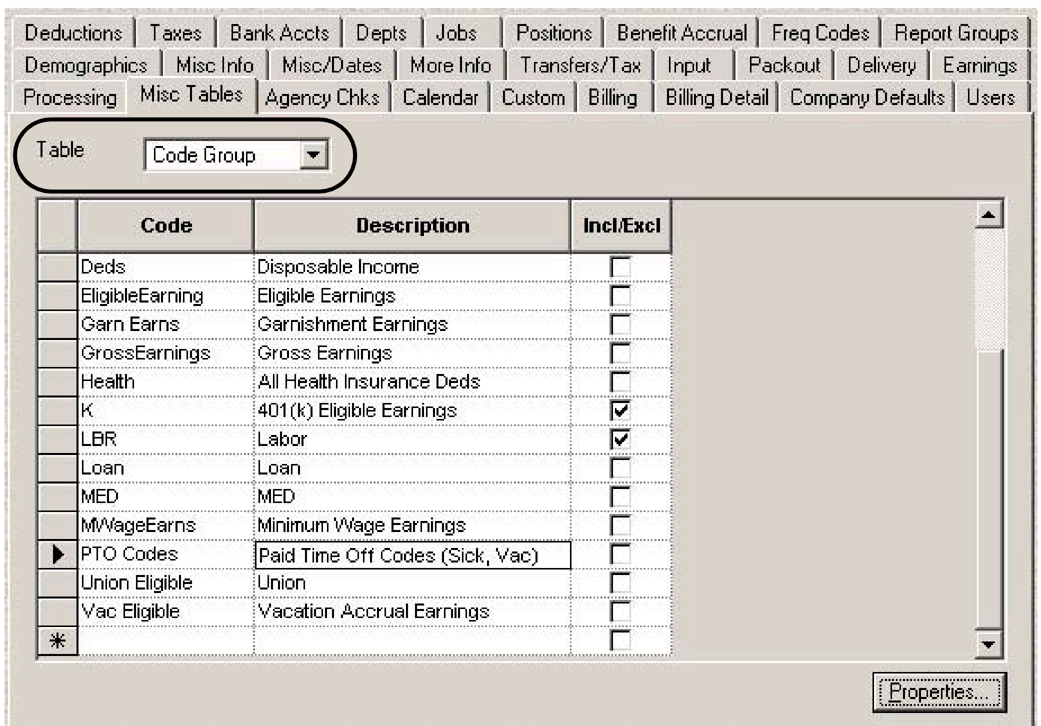


Figure 4-1. *Setting Up a Code Group*

To create a new code group, go to the empty bottom line in the grid and enter the following information:

Code	Enter a code for the group. The code can contain letters, numbers, and spaces. Make the codes short and descriptive.
Description	Enter the text that describes what the code group is being used for.
Incl/Excl	Incl/ExclThis box is checked if all new deduction, earning, and/or tax codes created for the company are automatically included in the group. This check box can also be accessed in the code groups properties (described next). We recommend modifying the check box on the property page and not on the screen shown above.

Table 4-1. *Creating a New Code Group, Entry Information*

To select which codes are included in a group, select the group by placing the cursor anywhere in the Code or Description Fields for the group and pressing the Properties... Button on the bottom of the screen. The Edit Code Group Dialog will appear.

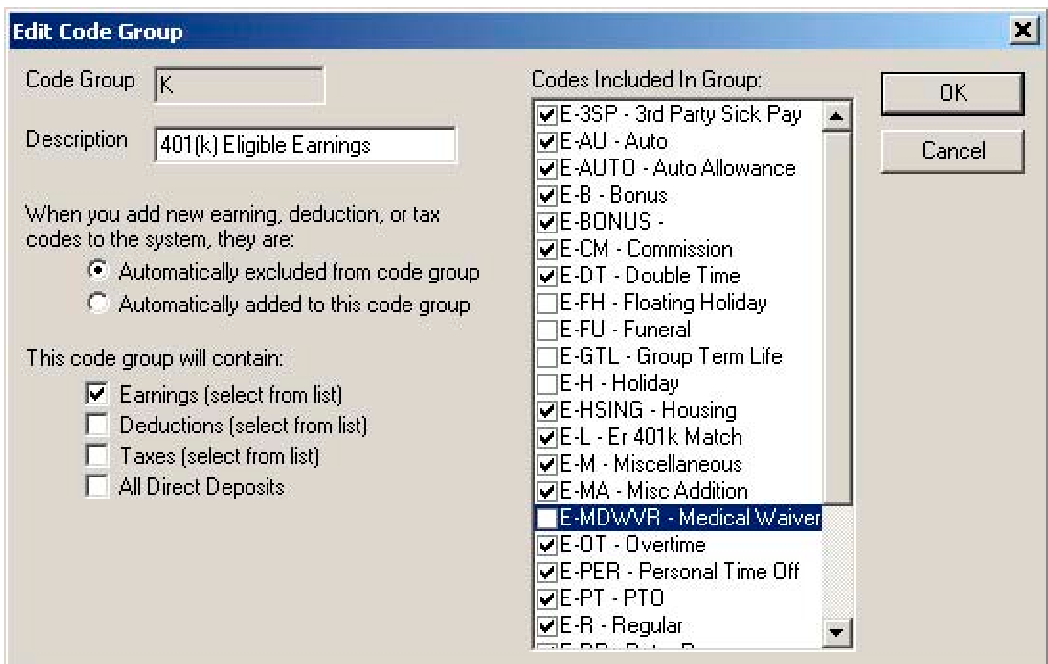


Figure 4-2. *Settings, Editing a Code Group*

If you want all new codes set up on the company to be automatically included in the group select **Automatically Added to This Code Group**, if not select **Automatically Excluded From Code Group**.

Code Groups can contain earnings, deductions, taxes, and/or direct deposits. To specify which types of codes your code group will contain, check one or more of the four check boxes located on the bottom left of the screen.

The list on the right will display all the codes from the types you have selected. Place a check next to every code you want **INCLUDED** in the group. Once you have selected all the codes you want, press OK to save the changes.

5

Report Writer Exercises

Objectives:

- ✓ Understand how to create a Hire Date Report
- ✓ Understand how to create an Earnings Report

Hire Date Report

In this exercise we are going to create a report that will give us a listing of all active employees sorted by month hired in 2002.

Report ID: HireDate

Report Title: Hire Date by Month

Fields on Report:

Field	Type	Heading	Len	Dec	L/R
ee.lastName + “,” + ee.firstName	Employee List	Full Name	30	0	L
ee.hiredate	Employee List	Hire Date	10	0	L
ee.rehiredate	Employee List	Rehire Date	10	0	L

Table 5-1. *Fields on Hire Date Report*

Sorting:

Field	Description	Sub Total
Month(ee.hireDate)	Month	Yes
Day(ee.hireDate)	Day	No

Table 5-2. *Sorting Hire Date Report*

Filtering:

Field	Comp	Value	And/Or
ee.empstatus	=	“A”	AND
ee.hiredate	>	#12/31/2001#	AND
ee.hiredate	<	#01/01/2003#	

Table 5-3. *Filtering Hire Date Report*

Earnings Report

In this exercise we are going to create a report that will display an employee's regular hours and earnings by week with Filters and Sort Order Options.

Report ID: Earnings

Report Title: Earnings by Department

Fields on Report:

Field	Type	Heading	Len	Dec	L/R
ee.id	Employee List	Emp Id	6	0	R
ee.firstname	Employee List	First Name	15	0	L
ee.lastname	Employee List	Last Name	25	0	L
ee.cc1	Employee List	Department	10	0	L
ee.Current("E","Reg").hours	Employee List: Current	Regular Hrs	12	2	R
ee.Current("E","Reg").amount	Employee List: Current	Regular Amt	12	2	R

Table 5-4. *Fields on Earnings Report*

Total: Regular Hrs – put check mark in the total column
Regular Amt – put check mark in the total column

Sorting:

Field	Description	Sub Total
ee.cc1	Department	Yes
ee.id	EE#	No

Table 5-5. *Sorting Earnings Report*

Filtering:

Field	Comp	Value	And/Or
ee.empStatus	=	"A"	AND

Table 5-6. *Filtering Earnings Report*

6

Standard Reports

Objectives:

- ✓ Understand how to run standard system reports
- ✓ Understand how to use Report Groups
- ✓ Understand how to change properties on standard reports

Standard Millennium Reports

Millennium comes standard with a library of payroll and HR reports. These reports can be used as is or can be customized to meet the needs of your organization. Along with the standard Report Library, Millennium includes a built in Report Writer that can be used to build custom reports.

To get to the Report Library in Millennium click on the Reports Button from the Main Menu.

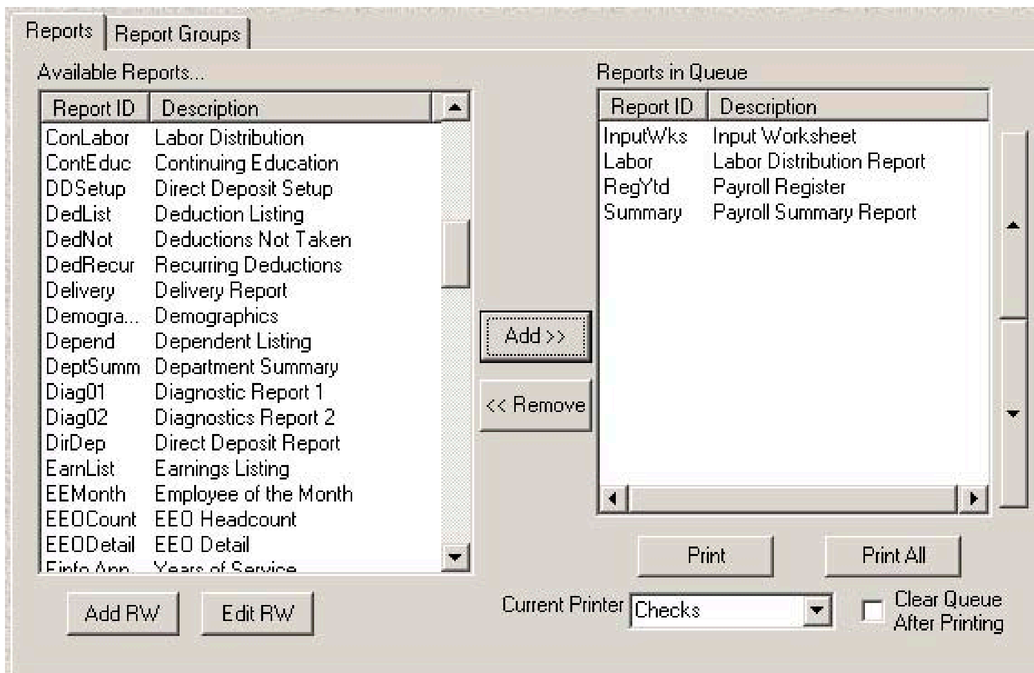


Figure 6-1. *Millennium Report Library*

Report Groups

The Report Groups Tab is useful for putting your most commonly used reports into custom groups. To make a new Report Group click on the Report Group Tab, then click on New. Type a name for your Report Group and click OK.

Figure 6-2. *Naming a Report Group*

To add your reports to this new Report Group, highlight the report on the left under available reports and click on the Add Button. To remove a report from your Report Group click on the Remove Button.

To print reports from your report group, highlight any report in your group, right click and on the pop up menu click Print Report or you can also just highlight the report and click the Print Button. To print all the reports click the Print All Reports Button.

Printing Standard Reports

1. Highlight the report you want to print on the left side under available reports
2. Click Add (This will add the report to the Reports Queue)
3. Highlight the report in the Reports Queue
4. Verify your Current Printer Option is set to the Reports Printer
5. Click Print

To Preview a Report:

1. Right-click on the highlighted report in the queue
2. Choose Print Preview from the pop-up menu that appears

Changing Properties of Standard Reports

Once you have added the report to the Reports Queue, you can change its properties. You can select dates and ranges for which you want the report to run, choose the way you want to sort the report, and add page breaks where you wish.

To change the Properties of a Report:

1. Highlight the report in the Reports Queue
2. Click on it with the right mouse button
3. Choose Properties from the shortcut menu that appears

There are three main tabs to change report Properties. The first tab, the **Data Selection Tab** lets you select the dates for which you would like to run the report.

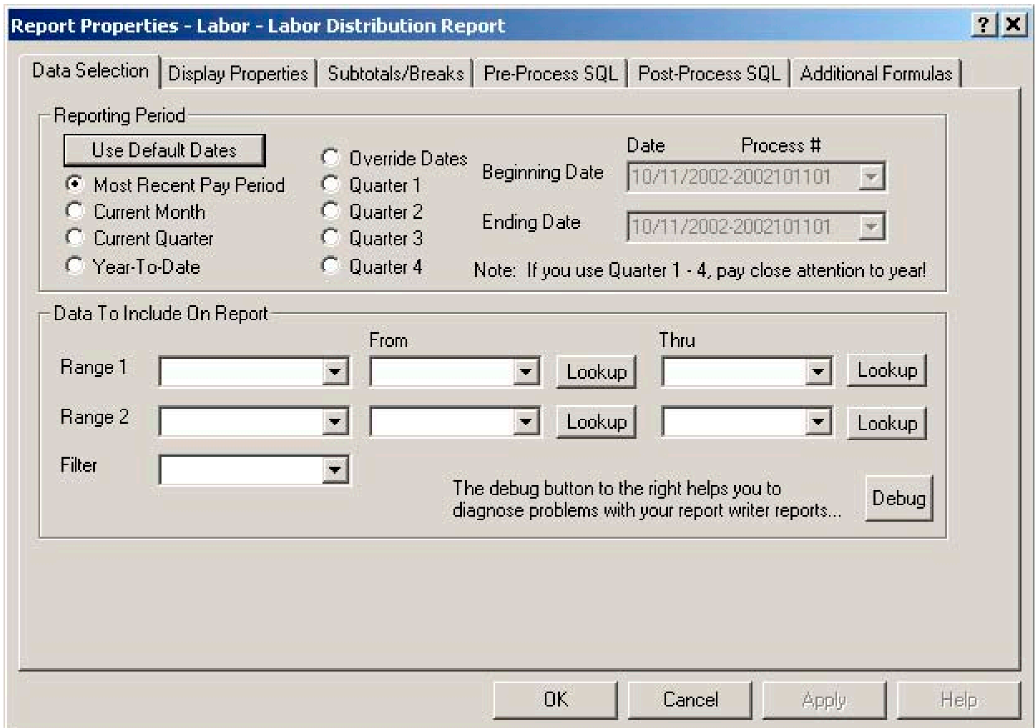


Figure 6-3. *Selecting the Date for a Report, Data Selection Tab*

Reporting Period

If you need to choose different dates than those offered, select Override Dates and choose the date span you need using the drop-down menus for Beginning Date and Ending Date.

Data To Include On Report

With standard reports in Millennium you have the ability to do some filtering. Using Range 1 & 2, or the Filter Drop Down you can specify what data you would like to include on your report.

The second tab, the **Display Properties Tab**, allows you to make changes to how the report is displayed and printed. You also have the option of exporting the report to a file format like Excel.

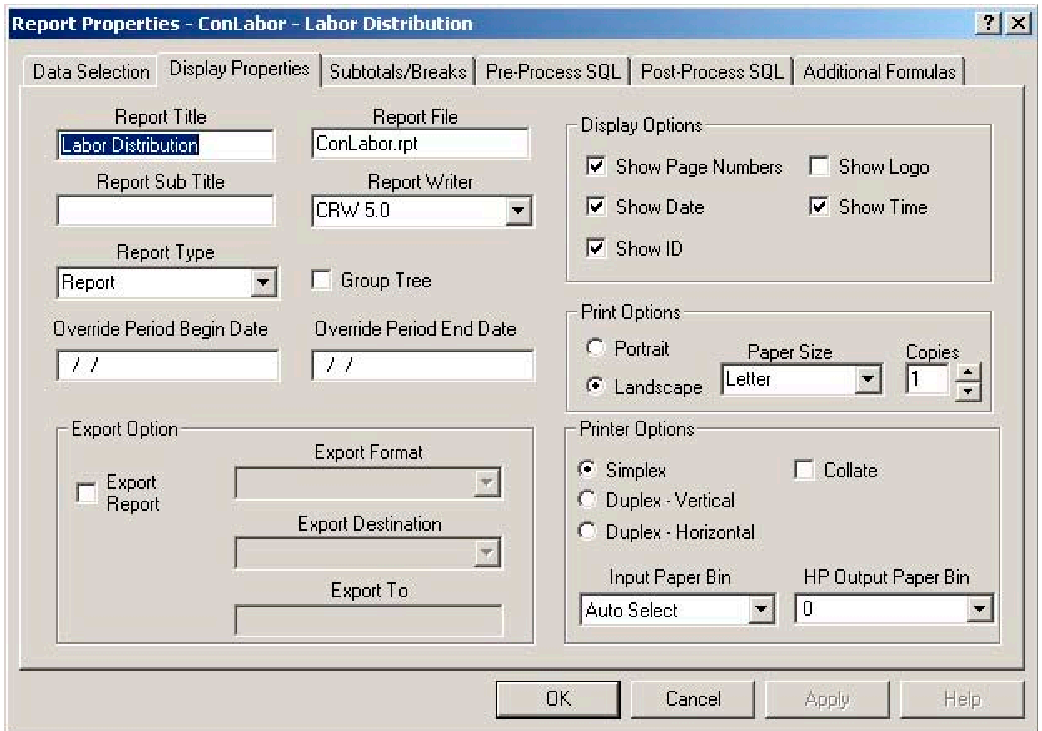


Figure 6-4. *Display Properties Tab*

Display Options
Using the checkboxes, you can choose which features you want displayed on your reports. To turn off a feature, uncheck the appropriate box.

Print Options
Under print options you can change the orientation of the page layout. You can also change the size paper you are printing on.

Printer Options
With printer options you can make adjustments to your printer settings here. Usually these options are set up when you set up your printer when Millennium is first installed.

Export Options
Within each standard report you have the option to export it into a file. Some reports will export better than others. There are a variety of file formats to choose from.

To export a report choose the export format you would like from the drop down menu. Under export destination choose Disk File. Next you need to tell Millennium where to export the file. For example, if you choose to export a report as CSV w/headings you would type in C:\Nameofreport.csv. Be sure to always in include the file extension that matches the export format you selected.

The third tab, the **Subtotals/Breaks Tab**, allows you to choose how your report is sorted. You can decide if you prefer a detailed or summary display as well as where the page breaks appear.

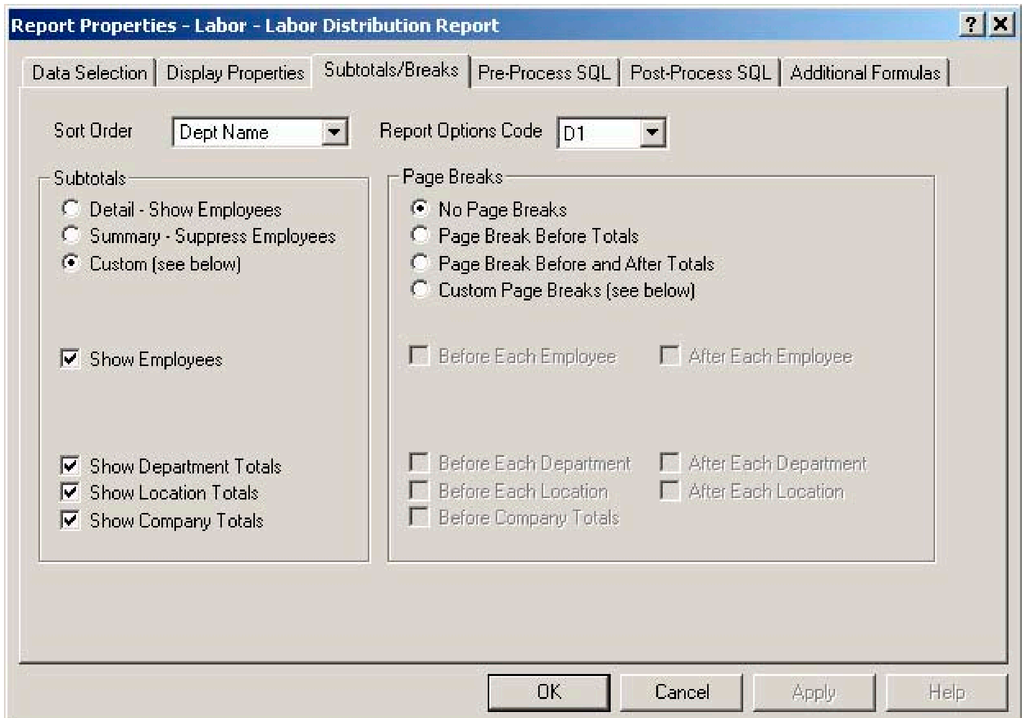


Figure 6-5. *Subtotals/Breaks Tab*

When you finish making changes to the report properties, click OK. Your report should remain highlighted in the Reports Queue. You may now print the report with your specifications.

Standard Reporting Tips & Tricks

- Do **not** change the properties of a report that is still in the Available Reports List. You should always add the report to the Reports Queue before changing its properties.
- When you are overriding dates for a report, click on the drop-down menus in the Beginning and Ending Dates boxes and choose your range of dates from those listed there.
- To print only the total page of a report, right-click on the report in the queue. Choose Properties from the shortcut menu. Select the Subtotals/Breaks Tab. Under Sort Order, choose Name. Under Subtotals, choose Summary – Suppress Employees.

Index

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