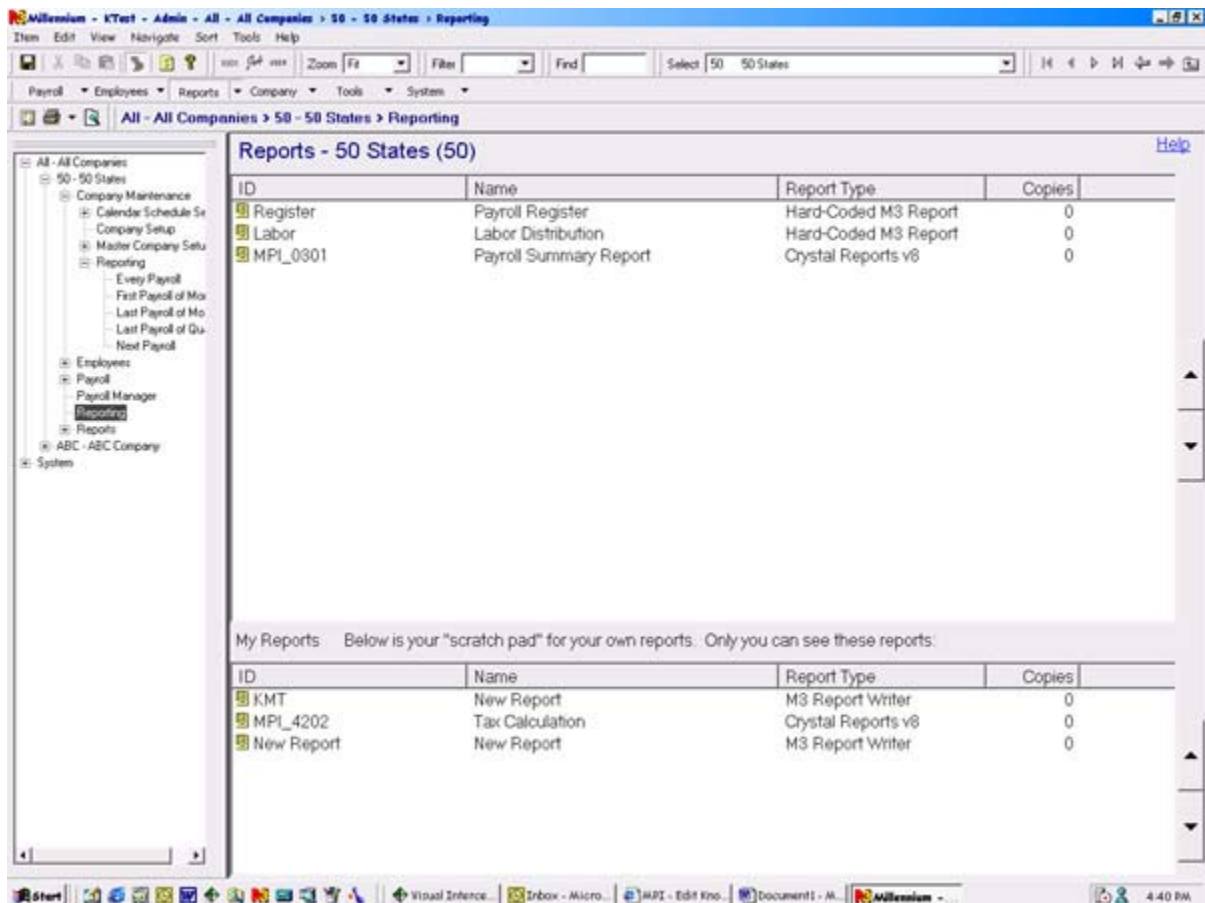


Reporting in Millennium 3

Running Single Reports - Ad Hoc

Use these instructions to add reports to a company, so that they may be previewed/printed at any point in time in the future.

From the Company Menu, select Reports. This will bring you to the **Reporting** screen. On the tree view, this is found directly below **Payroll Manager**.



You will see two panes:

Reports - Company Name (Company code) - The top pane is the section for company reports.

My Reports - The lower pane is your "scratch pad" for your own reports. Only you can see these reports. Each user can add reports that they have developed, modified, have specific settings for, etc. These reports are login-sensitive; only that user will be able to view the reports they added to this pane. These reports stay the same across all companies within the system.

Adding Reports

1. Right click in an empty (white) area of either the Reports pane or the My Reports pane.
2. Select **New ->**
3. Select **Standard Report...** to add a standard Millennium report.
4. In the **Add New Report** (Standard reports) window, highlight the report and click Okay.

OR

1. **Add Report Writer** (see **M3 Reporting** section)
2. Give the MRW Report a unique ID.

The report will appear in the window. To make any modifications, right-click and select Properties. When adding reports, it's important to know the difference between **Crystal Reports**, **Hard Coded Reports** and **Report Writer Reports**.

Crystal Reports- These reports are more detailed and include more options for sorting, output, and data collection. They may take longer to run, depending on selected options, date range and output formats. Crystal Reports can usually be identified by 'Crystal Reports' under Report Type.

Hard-Coded Reports- Hard-Coded Reports are similar to Crystal Reports except they are limited in the options you can use to filter the data you are collecting. They can usually be identified by 'Hard-Coded M3 Report' under Report Type.

Report Writer Reports- These custom-created reports can be for virtually anything and generally have limited sorting, data selection and output format options. Report Writer reports are identified by the name you give them when you create them and as 'M3 Report Writer' under Report Type.

New Report (5)	New Report (4)	M3 Report Writer	1
PN_HireDate	Hire Date Report	Crystal Reports	1
Register	Payroll Register	Hard-Coded M3 Report	1

Report Properties



Report info- Includes options to change report title, Report Sub Title, Overriding the Pay Period dates, and miscellaneous display options.

Print Options- Includes options for multiple copies, page layout, etc.

Date Selection- Includes options for selecting specific date ranges including per pay period, monthly, quarterly, YTD and specific date selection.

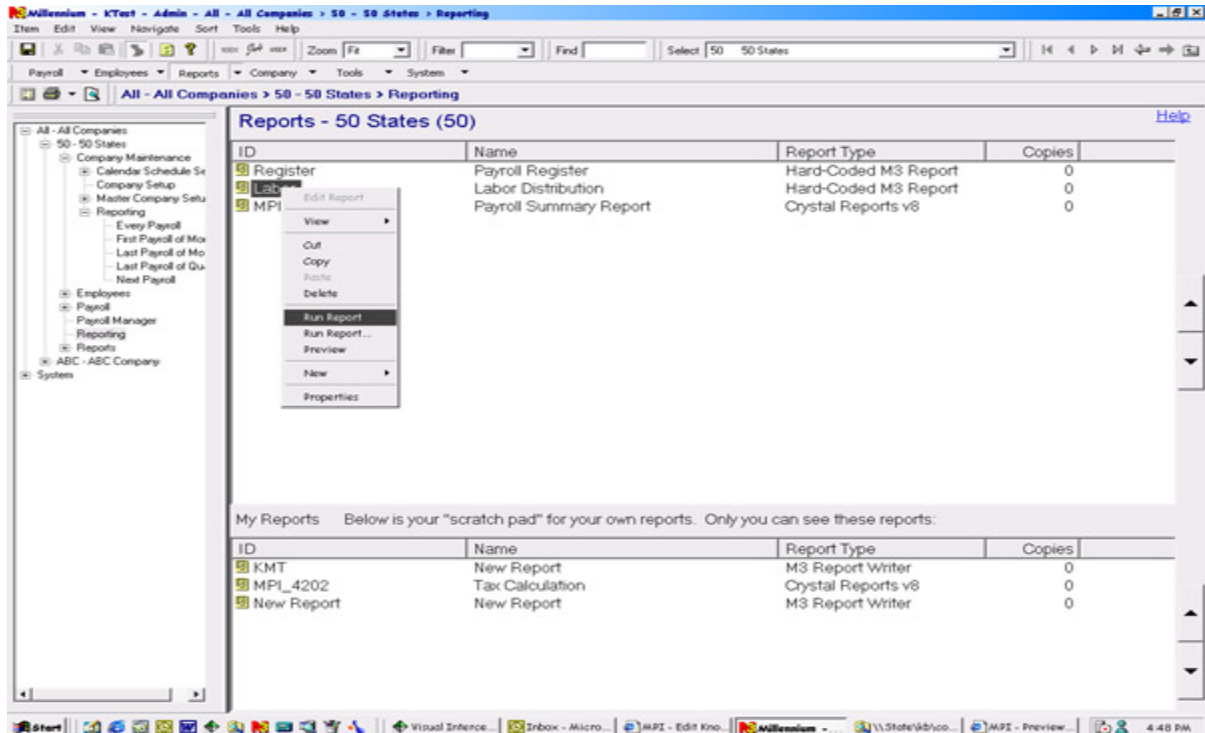
Data Selection- Some reports offer you the option of selecting specific data to be included/excluded.

Subtotals/Breaks- Includes options to change the way the information is displayed and sorted including by name, department, and location; as well as selecting a summary or detailed report and managing the page breaks.

Additional Formulas- Some reports offer additional options that affect the way the information is gathered and displayed on the final report.

Output- This tab offers options for determining how the report to be produced. Examples include printing, .PDF, .XLS, .TXT, .DOC etc.

Options for Running Reports



Running Reports

There are three options for running reports.

1. **Run Report** - Millennium will default to whatever is setup on the **Properties > Output** tab.
2. **Run Report** - The Report Properties screen will come up with the **Output** tab. From there you may select how you want the report to run.
3. **Preview Report** - The Report will run and, depending on output format, will open in the appropriate application (Adobe Reader for .PDF, Microsoft Word for .DOC etc.)

Printing Reports Ad Hoc

1. Select the report.
2. On the tool bar next to the printer icon, select the down arrow.
3. Choose the printer to which you would like to print the report.
4. Click on the printer icon.