

Chapter 10

Standard Reports

Objectives:

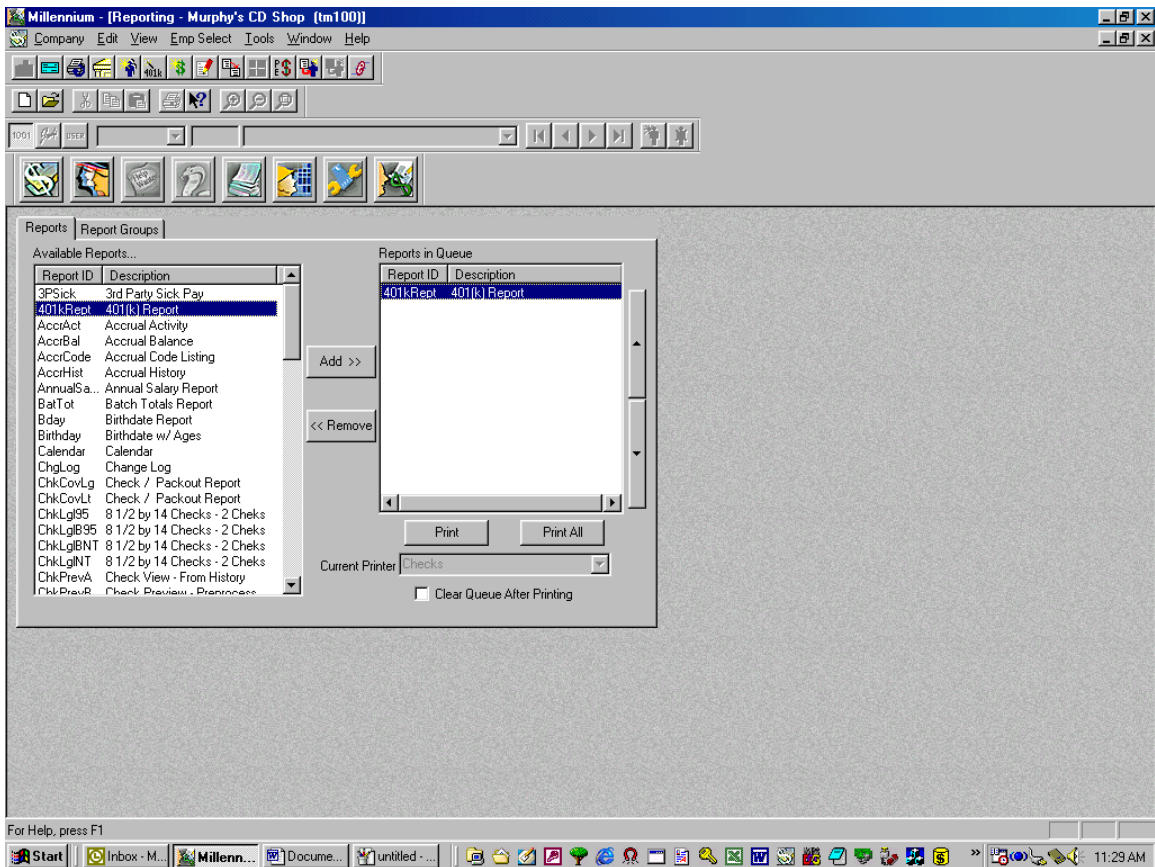
By the end of this chapter, you will be able to:

- Print Millennium reports
- Change the properties of these reports

Printing Reports

To print a report:

1. Click the Reports button.
2. Highlight the report you want to print on the left side of the screen.
3. Click Add. (This will add the report to the Reports Queue.)
4. Highlight the report in the Reports Queue.
5. Be sure that the Current Printer is the Reports printer.
6. Click Print.

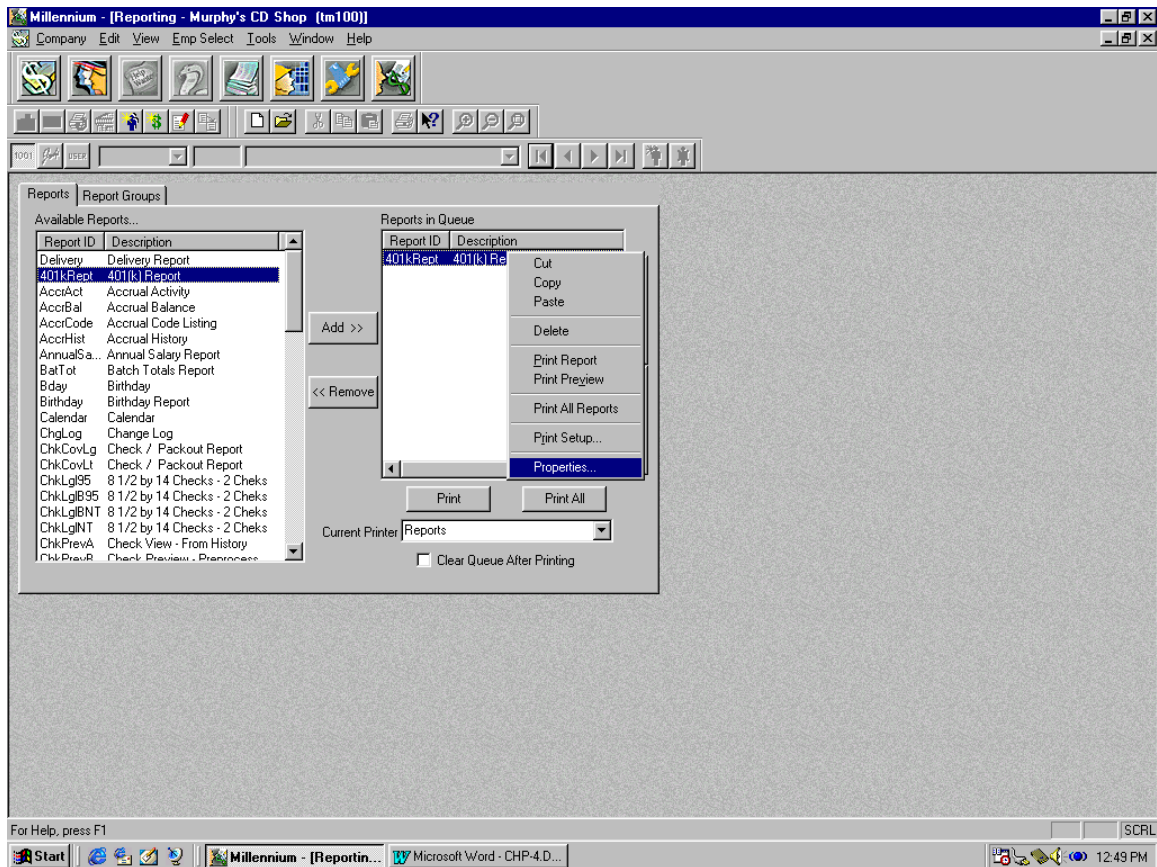


Changing the Properties of a Report

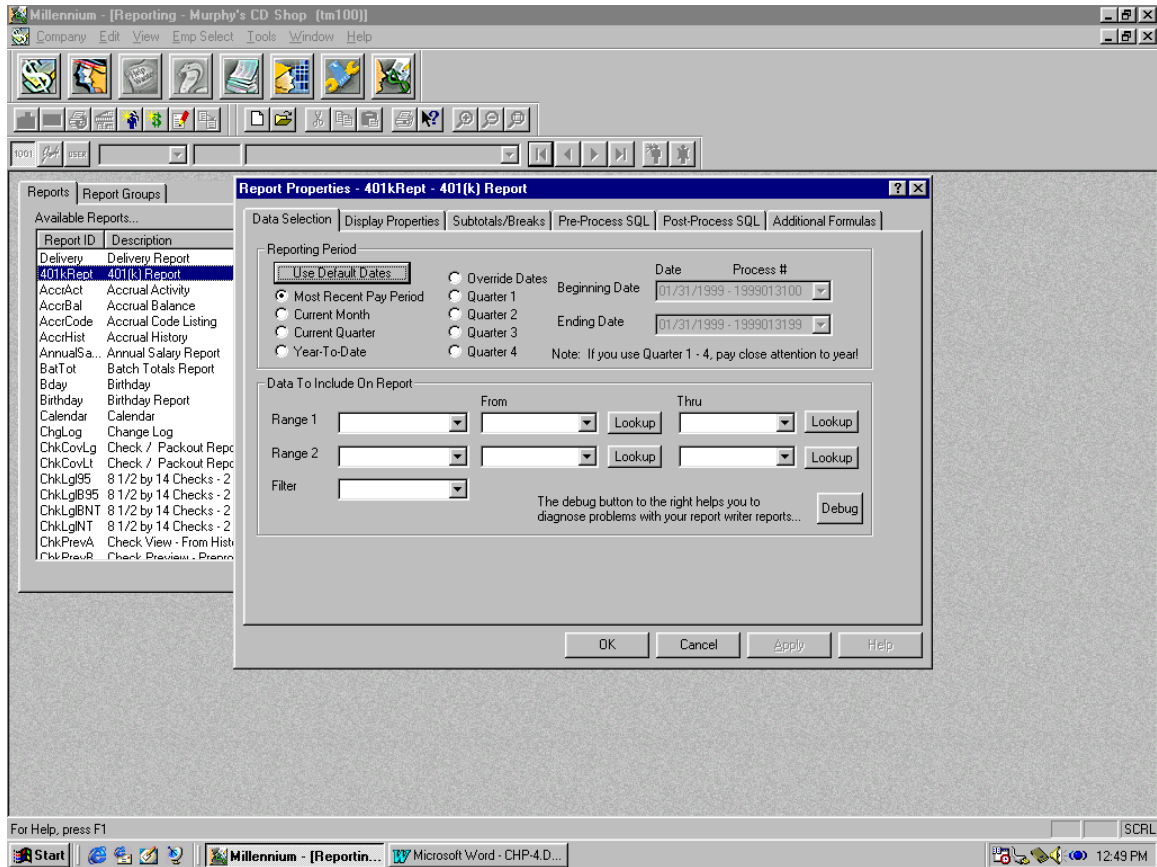
Once you have added the report to the Reports Queue, you can change its properties. You can select the dates and ranges for which you want the report to run, choose the way you want to sort the report, and add page breaks where you wish.

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.



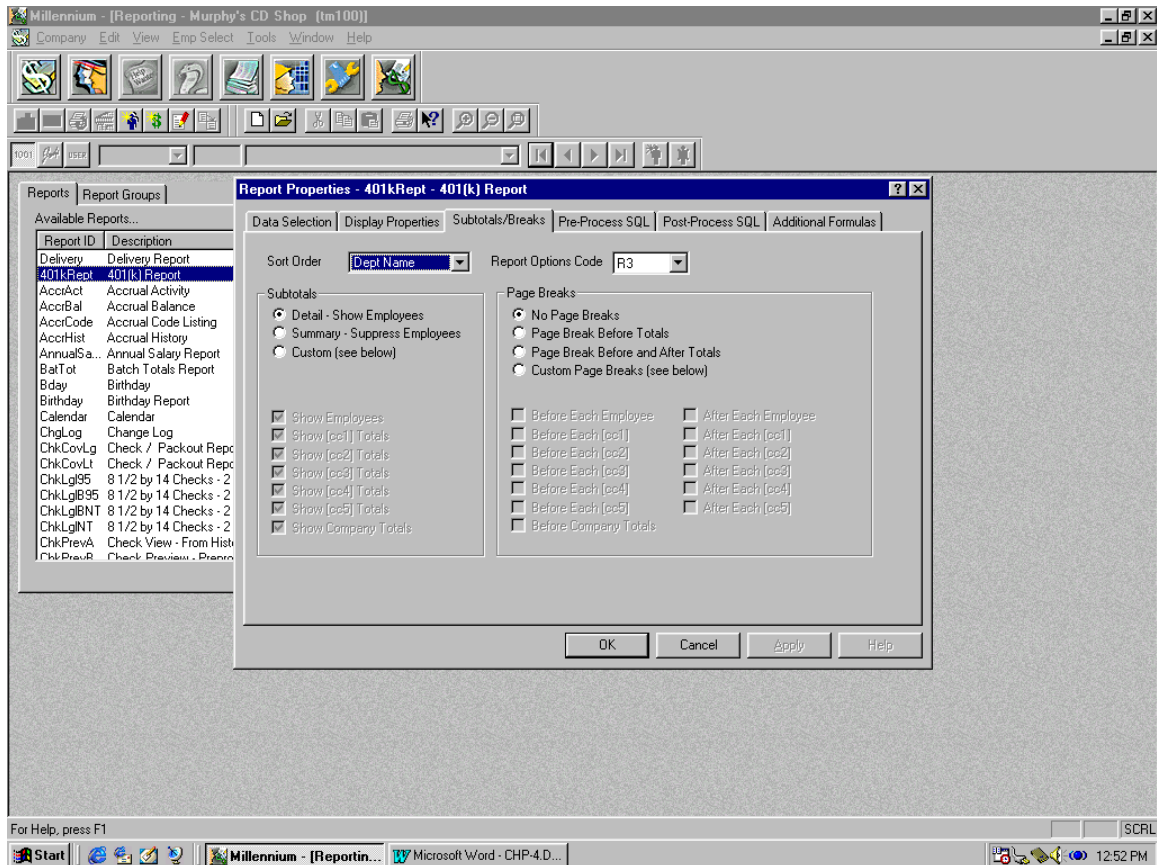
You will be using two main tabs to change report properties. The **Data Selection** tab lets you select the dates for which you would like to run the report.



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

If you would like to set ranges for which you want to run the report, you may need to contact your Client Service Representative. He or she can set up custom ranges to fit your needs.

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 page breaks appear.



When you finish making changes to the report properties, click OK. Your report should remain highlighted in the Reports Queue.

To preview a report:

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

Tips & Reminders

- Do NOT change the properties of a report that is still in the Available Reports list. You MUST 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.

Activity

1. Print preview the 401(k) Report. Change its properties to the most recent pay period, sorted alphabetically.
2. Print preview the YTD Report's company total page only.