

Millennium offers numerous standard reports to help you get the most out of the data in the system. In the event none of the standards reports provide the data you need, you can create custom reports. Alliance Payroll can assist in the development of custom reports in many ways. Should you need us to create a custom report for you, please provide all information requested on this form. Note that:

- Custom reports may incur design charges. You will be contacted regarding any charges prior to commencement of any billable project.
- Many popular reports have been made available on our website under Client Downloads. To install these reports, you will need to contact Customer Service for a user id & password.
- Sample Required** – If you require this report be in a specific format you **must include** a correctly formatted sample report with this form. If no sample is provided formatting will be at the discretion of the developer.

Please provide the following information:

**company name:** \_\_\_\_\_

**company number(s):** \_\_\_\_\_

**contact / responsible:** \_\_\_\_\_

**contact phone:** \_\_\_\_\_

**contact e-mail:** \_\_\_\_\_

**authorization signature :** \_\_\_\_\_

**date:** \_\_\_\_\_

**Report Title:** \_\_\_\_\_

**1) Which system do you use?**

- Millennium (PC Input)     Millennium 3 (M3)     Payentry.com     None

**2) Output desired:**

- Print to PDF/Paper     Export to Excel     Export to: \_\_\_\_\_

**3) Filters:**

- Currently Active Employees Only
- Departments: \_\_\_\_\_
- Other Filters: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Custom Report Request

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## 4) Fields to include on report:

**Demographic Data** - Please list in order

1	6	11	16
2	7	12	17
3	8	13	18
4	9	14	19
5	10	15	20

## Payroll Data (Deductions / Earnings / Taxes)

- Specify Deduction, Earning or Tax
- Include specific deduction/earning/tax codes
- Specify Amount (\$) or Hours (Hrs)
- If "Check date" is included as a field, you will get a row for every check in the report date range!

1	11	21	31
2	12	22	32
3	13	23	33
4	14	24	34
5	15	25	35
6	16	26	36
7	17	27	37
8	18	28	38
9	19	29	39
10	20	30	40

## 5) Group / Subtotal by:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ADDITIONAL NOTES:

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