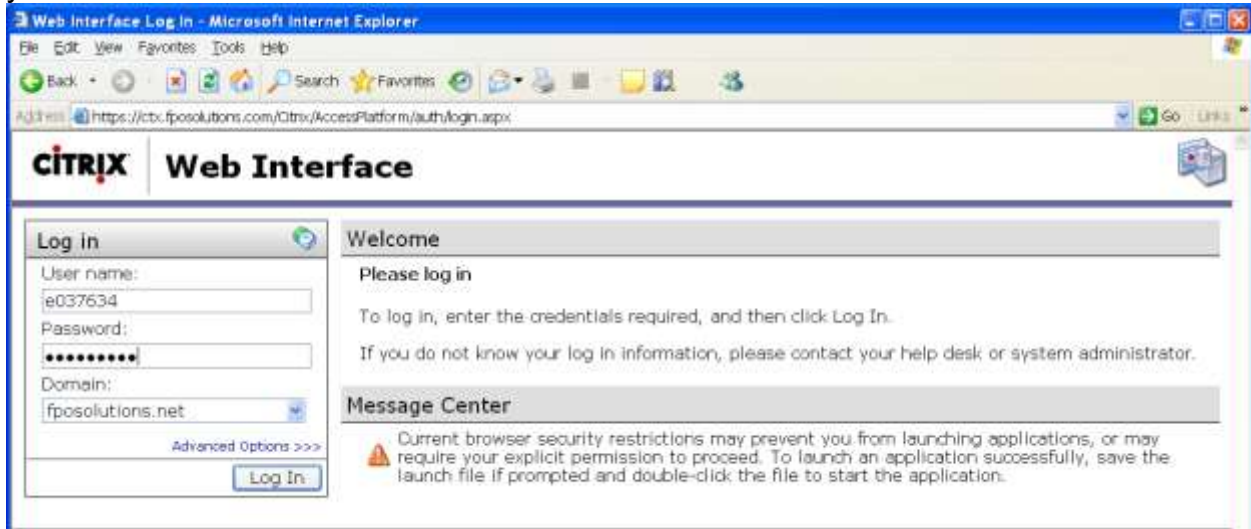


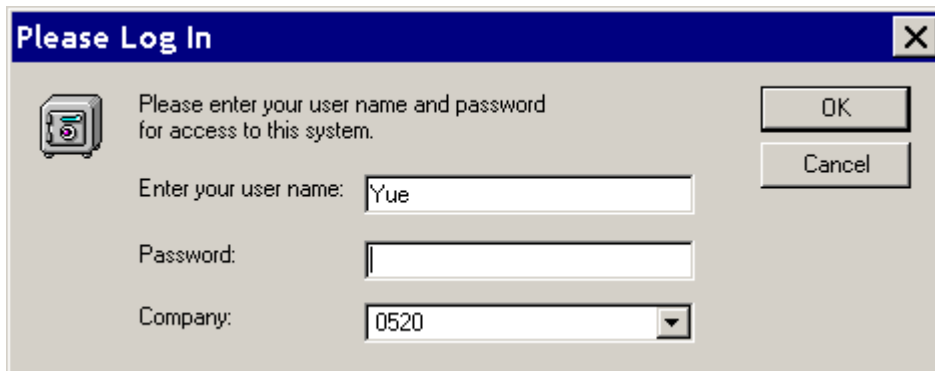
Millennium Payroll

Overview – This is a ‘How To’ document for using the Millennium Payroll application via Citrix. This document will show you how to use Millennium to receive new data from Alliance, print reports, and import data into Great Plains via Poller. This document assumes that you are doing this via a Citrix session.

1. Go to <http://www.rsmfpo.com> and click on the Madison Citrix link. Then enter your ‘E’ account credentials.



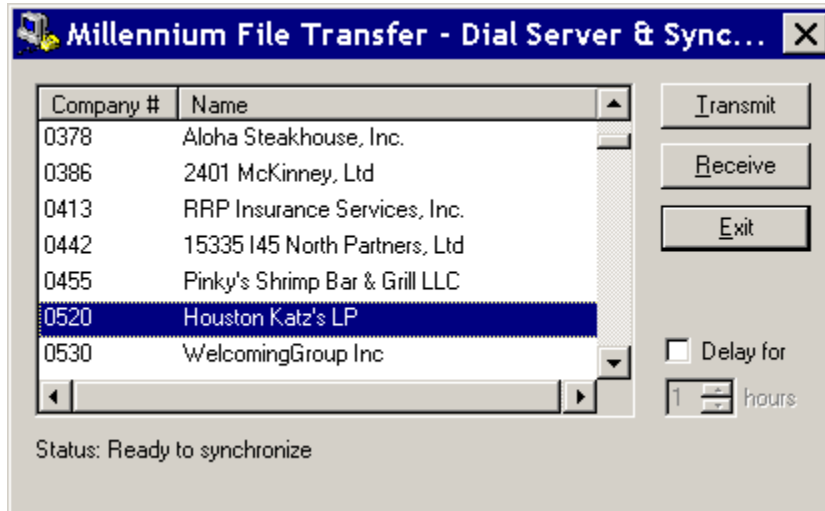
2. Double click on the ‘HOU Millennium’ icon. When Millennium opens it will prompt you to enter a username and password. The username is ‘Yue’ (without quotes) and the password is ‘pay’ (without quotes). Select the company you would like to login to from the drop down list and click the ‘Ok’ button.



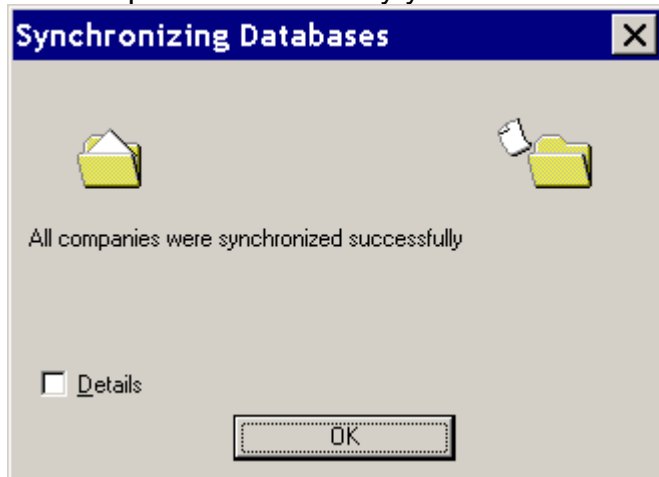
3. After successful login you will see the main 'Switchboard' screen.



To get the most current data from Alliance payroll click the 'Transmit/Receive Files' button. You will then see the window below.



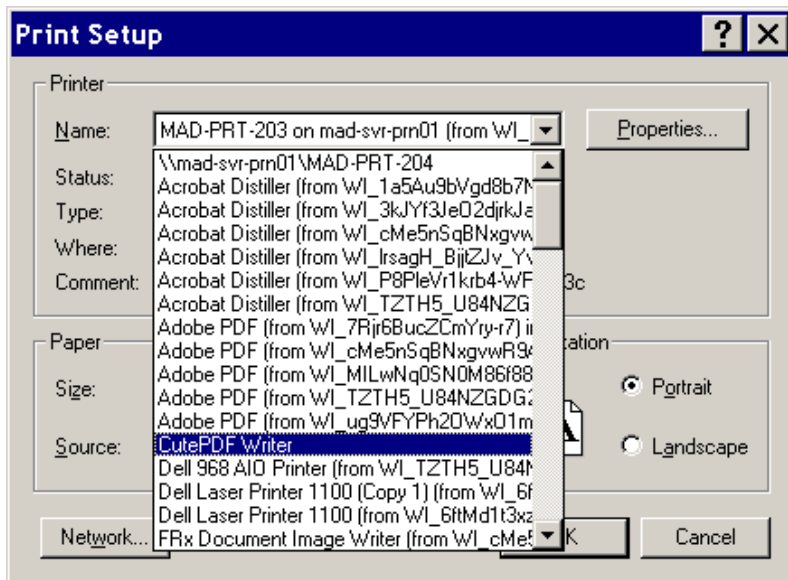
Select the company you would like to receive for then click the 'Receive' button to the right. (Please be patient as this could take several minutes.) When the receive process has completed successfully you will see the window below.



Click 'OK'. Then click 'OK' at the next dialog and close the File Transfer window.



4. Go to *Company > Print Setup...* Select 'CutePDF Writer' as the printer in the first drop down list and click OK.



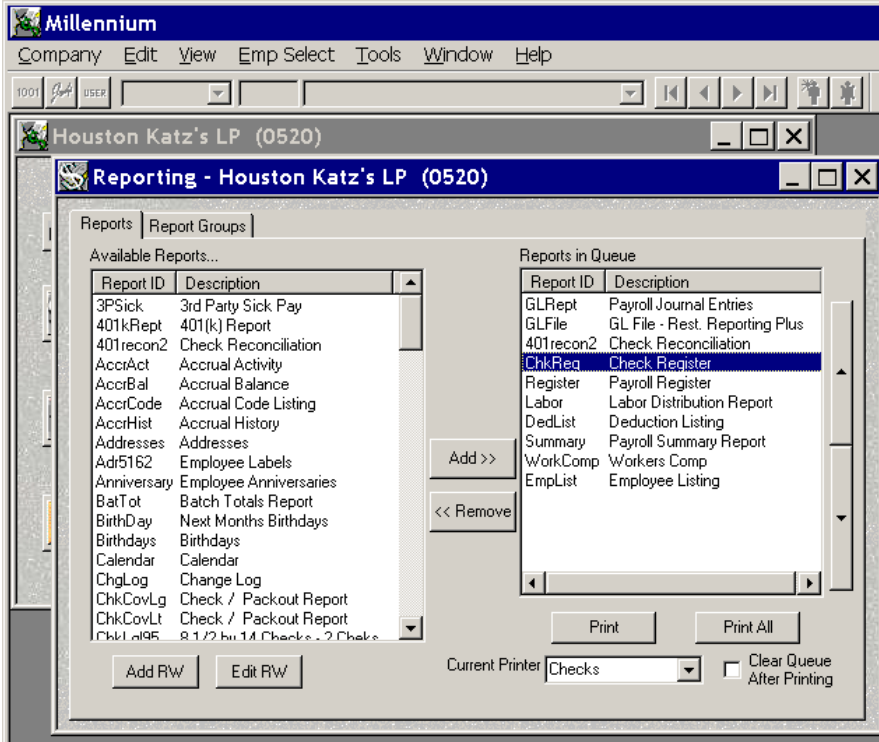
5. On the main Switchboard screen click the 'System Tools' button. Then select the 'Printer Mapping' tab. Click 'Checks' on the left then click 'CutePDF Writer' on the right. Click the 'Set as Millennium Default Printer' button. Repeat the process for 'Reports'.

NOTE: If this step is not completed you may have a problem exporting the GL and Check files to the J Drive.

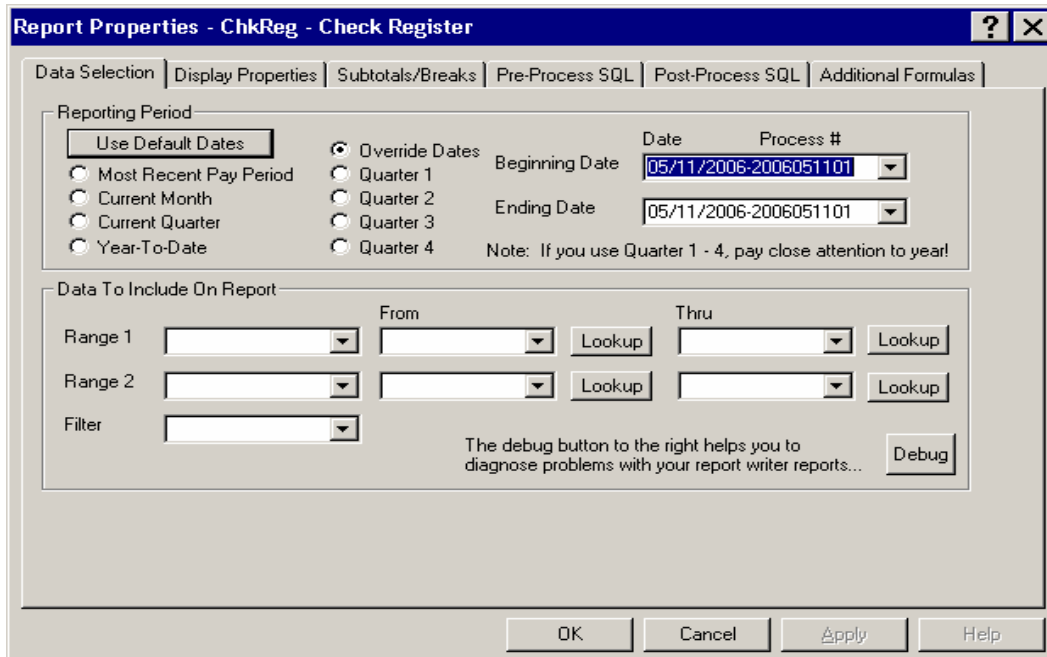


IMPORTANT: Step 6 needs to be completed for each report that you need to print.

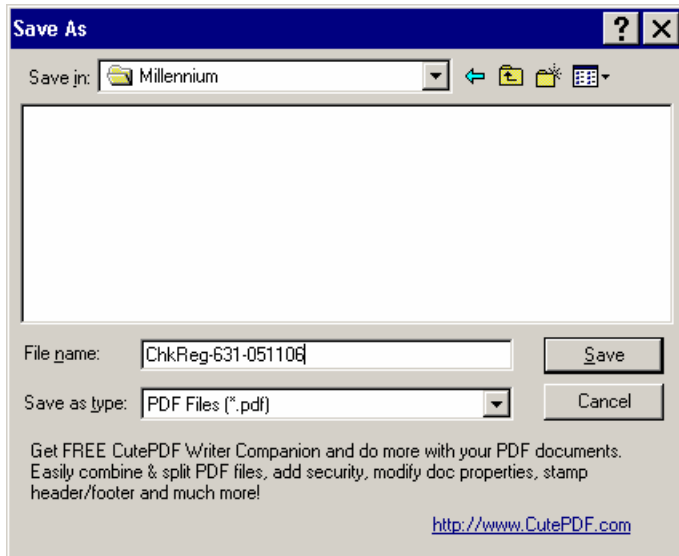
6. In the 'Reports in Queue' list box, right click the report you would like to print and select 'Properties'.



Then select the appropriate Beginning Date and Ending Date from the drop down lists and click the 'Ok' button.



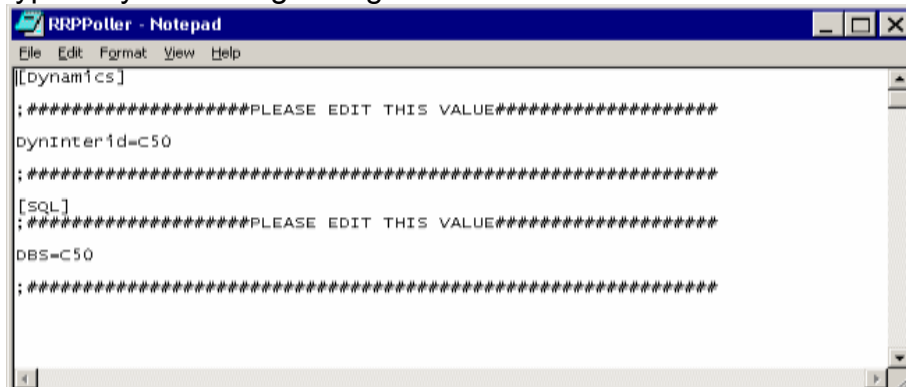
Next, click the 'Print' button to print the report. Since we are printing the report to PDF a 'Save As' dialog will appear. The file should be saved in the U drive under the appropriate company folder in a folder called Millennium. The PDF file name should be a brief description of the report followed by the unit number and then the date of the payroll. For example: Suppose I printed a Check Register for C625 unit 631 and the payroll date was 5/11/2006. I would name the PDF file 'ChkReg-631-051106' and I would save the file in U:\C625\Millennium.



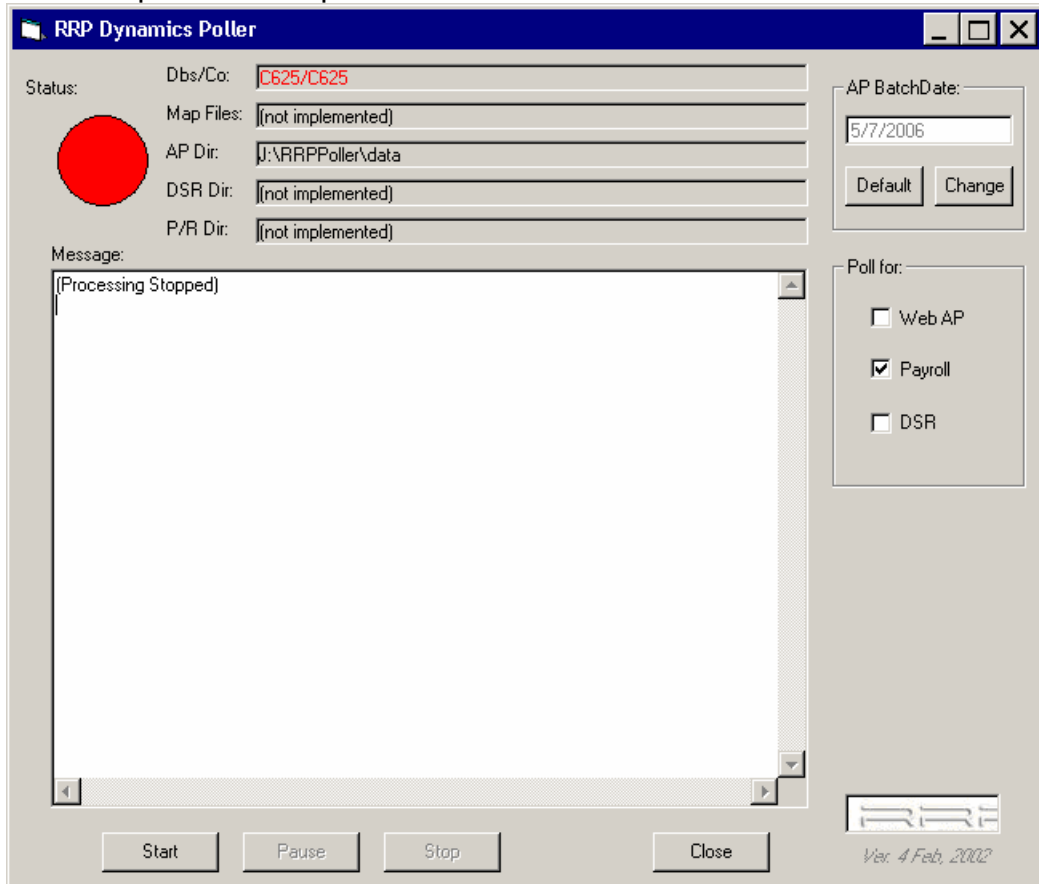
(IMPORTANT: All reports will be printed to PDF except for '401recon2 – Check Reconciliation' and 'GLFile2 – GL File – Rest. Reporting Plus' those 2 reports are exports that the Poller application will use to create batches in Great Plains)

7. The next step is to run Poller to create your batches in Great Plains. Note that the 2 reports '401recon2 – Check Reconciliation' and 'GLFile2 – GL File – Rest. Reporting Plus' must be 'Printed' before you can run Poller.

Open the 'Poller Configuration Editor' application. If you already have an existing Poller configuration file you will get a command prompt asking if you if you would like overwrite RRPPoller.ini. If you type 'N' your Poller configuration settings will be preserved. If you type 'Y' you existing configuration file will be overwritten with a new one.



8. Open the Poller application. Under the 'Poll for' section make sure that 'Payroll' is the only one checked. Then click the Start button. Poller will then process the files into Great Plains. When Poller is done processing you can then press the stop button and close Poller.



9. If Poller did not display any error messages your batches should now be in Great Plains.