What's New in ADP Reporting?

Welcome to the latest version of ADP Reporting! This release includes the following new features and enhancements. Use the links below to learn more about each one.

What's New in Reporting

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- Comparison Reports
- Quick and Advanced Report Search
- Changes to Viewing Reports
- Easier Organization of Reports

What's New in Custom Reporting

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New Home Page

Your new Home page provides you with quick access to your latest reports. You can click any of the four tabs and view a list of up to 15 reports.

Note: The availability of the Recently Edited tab is based on your user access.
On your Home page, you can also click the Action icon to the far right of any report name/title to select related tasks.

**Comparison Reports**

You can now run a report that compares results from two different report outputs. You can run the report in two ways: Quick Compare and Advanced Compare. Whether you first view Quick Compare or Advanced Compare depends on the preferences that have been set up for you.

With Quick Compare, you simply select two existing outputs and then run the report.
With Advanced Compare, you complete seven easy steps that offer more options such as saving and reusing the report setup, filtering information, comparing an existing output to a new output, and scheduling the report.
Quick and Advanced Report Search

To quickly find a report you need, use the Report Search field to the right of your menu options. Click the down arrow to search either report outputs on the View page or report setups on the Edit page.

Next, enter three characters or a keyword from the report name, title, or description. A list of suggested results is displayed.

Tip: To view results on the page you specified, click the magnifying glass in the Report Search field. On the View or Edit page, only reports matching your search are displayed.

To perform a more advanced search, enter criteria in the filter section, located below the Report Search field on your menu pages.
To view more filter options, click the Advanced Filter link.

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**Changes to Viewing Reports**

On the View Reports List page, these features are new:

- Outputs are retained for five quarters.
- A new column lists the report type.
- You can enter notes that will be displayed next to the report names. For example, you have run a report several times and want to identify the output that you want to distribute as the final report. You add notes by clicking the Action icon and selecting **Edit Notes**.

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**Easier Organization of Reports**

The ability to store and retrieve reports using folders has been improved. You can now move a report into a folder or copy a report into a folder. An All Reports folder allows you to view all available reports.

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**Easier Selection of Fields**

Step 2: Select Files and Step 3: Select Fields have been merged to make creating new reports easier. Now, you only select fields, which are listed below the files they belong in.

Several other enhancements have been made to make selections in this step simple, including the following:

- You no longer need to select a subject area before you start creating your report.
- You no longer need to create file joins; ADP Reporting joins the files automatically for you.

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**New Report Type: Data Extract**

You can now choose data extract as a report type. A data extract creates a file with data that can be imported to another system. Formatting options include the following:

- Selecting delimiters (separators) between fields
- Setting a fixed width for fields
- Changing the appearance of fields
• Adding a fixed value field
• Ability to create multiple records

**Improvements to Derived Fields**

You can choose from more options when setting up derived fields. These options include the following:

• Specify values when you run a report (Ask at Runtime). For example, when calculating proposed pay increases, you can ask at runtime what percentage to use in the derived calculation field.
• The ability to convert these fields types: numeric to string and date to string
• Enhancements to string fields, including combining (concatenating) multiple fields and removing unwanted characters in a field
• Enhancements to numeric fields, including rounding up and down numbers

**Notifications for Report Completion**

You can now choose to have a notification sent to your e-mail address when a report you have run is ready to be viewed.

**Advanced User Preferences**

You now have the ability to enable and disable certain advanced features in ADP Reporting. This allows you to see only what you need to when creating and running your reports.

**New Formatting Options**

You can now select these formatting options:

• Apply formatting to all fields
• Hide column headings
• Display only the last four digits of a Social Security number

**Enhancements to Filters**

You can now do the following when adding a filter:

• Have the filter checked automatically without having to click the Check Syntax option
• Filter by the latest date
• Filter on decimal amounts (nn.nn)
• Add filters on the Run page if you are not the owner of a sample, standard, or public report

**Enhancements to Totals**

You can now view totals in Microsoft® Office Excel® reports. The values you download into Excel are static; if you change the data in your Excel file, the totals will not update. To recalculate data, you can run a new report.
New Search Tab

ADP Reporting now includes an alternate way for you to search for the fields you want to include in your report. You access this new search feature from the Search tab in Step 2 when you are setting up a report.

When you use the Search feature, your search results display in a simple listing on a blank page, instead of in the hierarchical listing that appears when you perform a search from the Filters tab. Note that the file in which the field resides is indicated in parenthesis to the right of each result.

Default Output Format Option

In Step 7 of the Report wizard, you can now select a default output format for a specific report, just as you can do with payroll audit reports. This option reduces report loading time. The report will display automatically in this format when you click the report name link to launch the report (note that you can select another output option for your report by clicking the Action icon).
Managing Unmatched Records

When you select fields for your report from more than one file, you may have unmatched records (that is, you may have data for employees in one file but not in another). You determine how ADP Reporting handles unmatched records by selecting one of the following options when prompted:

- Include the employee in the report only if information exists in at least one of the fields in each of the files (matched records).
- Include the employee in the report even if information is not available in one or more of the fields in each of the files. Missing information will appear as blanks in the report (unmatched records).

For more information on unmatched records, including examples, see the online Help.

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