Load Batch into Alesco

**Step 1:** Choose **Load Timesheet into Alesco** from the Main Menu or click on the **Load** option against the relevant Batch# on the Home screen. If you click on Load, skip to **Step 3**.

**Step 2:** Select the batch you wish to load and click **Select**. The batches are in order of period end date then batch number.

**Step 3:** View the records, and if no modifications are required click **Load**. You will receive a message that the batch was successfully loaded into Alesco.

**Note:** Only authorised signatories will have the security access to this option.

Return to **View or Change Timesheet** if any changes need to be made or **Home** if you are not ready to load the batch.