Run Reports

The following reports are provided to ensure that the data entered for each staff member is correct.

Payments can be checked before loading the batch into Alesco from the holding area and also after batches have been loaded into Alesco.

Alesco and Holding Area Reports
These reports show records in the Holding Area and records loaded to Alesco.

**Step 1:** Choose Reports from the Main Menu under the Allowance Entry heading.

**Step 2:** Choose the option to print a report from the Holding Area or from Alesco.

**Step 3:** Choose the batch required to report on the records in the Holding Area, or choose the date that the batch was loaded to report on the timesheets loaded to Alesco.

**Step 4:** Print as required. Please note that both sets of reports can be exported to CSV.

Audit Report
This report is for all records loaded to Alesco.

**Step 1:** Choose Report from the Main Menu under the Allowance Entry heading.

**Step 2:** Choose the option to print a report from the Audit Report.

**Step 3:** Choose the start and end dates for the period you wish to audit. All records loaded into Alesco during these dates will be displayed.

**Step 4:** Click on Generate Report.

**Step 5:** Print as required. Please note that the report can also be exported to CSV.