Enter a New Batch

**Step 1:** Choose **Bulk Allowance Entry** from the Main Menu. The following window will be displayed.

**Step 2:** Select the Period End date and Default GL Account. You will then be presented with the Bulk Allowance Entry. Click on **Add Allowance**.

**Step 3:** Enter the details. Please note that Employee/Job, Workdate, Paycode, Hour and GL String are all mandatory. The rate column is not used as each paycode has the appropriate rate attached.

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**IMPORTANT NOTE** – when identifying work-dates where the allowance you are about to load in actually includes allowances for previous pay periods – make sure that you identify these by the actual work-date
(i.e. the work-date in the previous pay period). Don’t add the hours together and submit as one allowance within the current pay period, as this will have adverse tax implications for the employee concerned.

When the employee number, job number, paycode and work-date are the same, an error message will read that a duplicate record has been entered when you try to load the batch.

**Step 4:** If you wish to charge the allowance against the GL String recorded in Alesco then select **Use GL as setup in Occupancy** in the lookup. A different GL String may be entered if the allowance is to be paid from another account.

**Note:** Lookup from different business units is not available at this stage. You may type in different business units and project numbers if you know the full PG number.

**Step 5:** Enter additional records as required. You can get more rows by clicking on Add Allowance.

**Step 6:** Select Submit when you have finished entering records. If there are no errors then you will receive a batch number with a message similar to the following:

![Batch: 1671 - 0 row(s) updated, 1 row(s) inserted.](image)

However if there is an error then you will get a message similar to the following:

![1 error has occurred
  • Do not enter a RATE if PAYCODE is not 502. (Row 1)](image)

The relevant field will also be highlighted in red.

For example, if you try to enter a rate for any paycode other than 502 you would get the following:

![Warning message](image)

If errors have been made, simply correct them and click on Submit.

Once you have hit Submit and the batch has been created you can click on Home to continue working in Processing via the Web or you can Logout.