

View or Change an Existing Batch

Step 1: Choose **View or Change Allowance** from the Main Menu.

Step 2: Select batch number. Click on the arrow to select the batch number. The Period End Date for the batch and the number of timesheets on the batch are also displayed.

Click on the arrow to view all batches

Click on the batch you wish to view.

Note: Only batches that haven't been loaded into Alesco will appear under View or Change Allowance.

Step 3: Batch can be viewed. To view or change another batch use the arrow to select another batch.

Employee/Job	Name	Workdate	Paycode	Unit	Rate	GL String	Remarks
<input type="checkbox"/> 00000000-00	Albahari, Miri	06-AUG-2015	522	1.00		Use GL as setup in Occupancy	

To add another record. Click on **Add Allowance**. This will add another row and you can create additional records. Click **Submit** when completed. If any errors have been made a message will be displayed. Please make the relevant corrections and press **Submit**.

To change a record. Make the alterations to paycode, hour, or P/G as required. When all changes have been made click **Submit**. You will receive a message to say that rows have been updated. If any errors have been made a message will be displayed.
You can make as many changes as required before the batch is uploaded to Alesco.

To delete a record. Click in the box to the left of the Employee/Job column and click on **Delete** on the right hand side.