

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**.

Selection Criteria

Selected Business Unit: 0120 School of Humanities

Please select report to print from

Please select the date that the batch was loaded

Alesco
Holding Area
Audit Report

Generate report

Select the
required report

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.