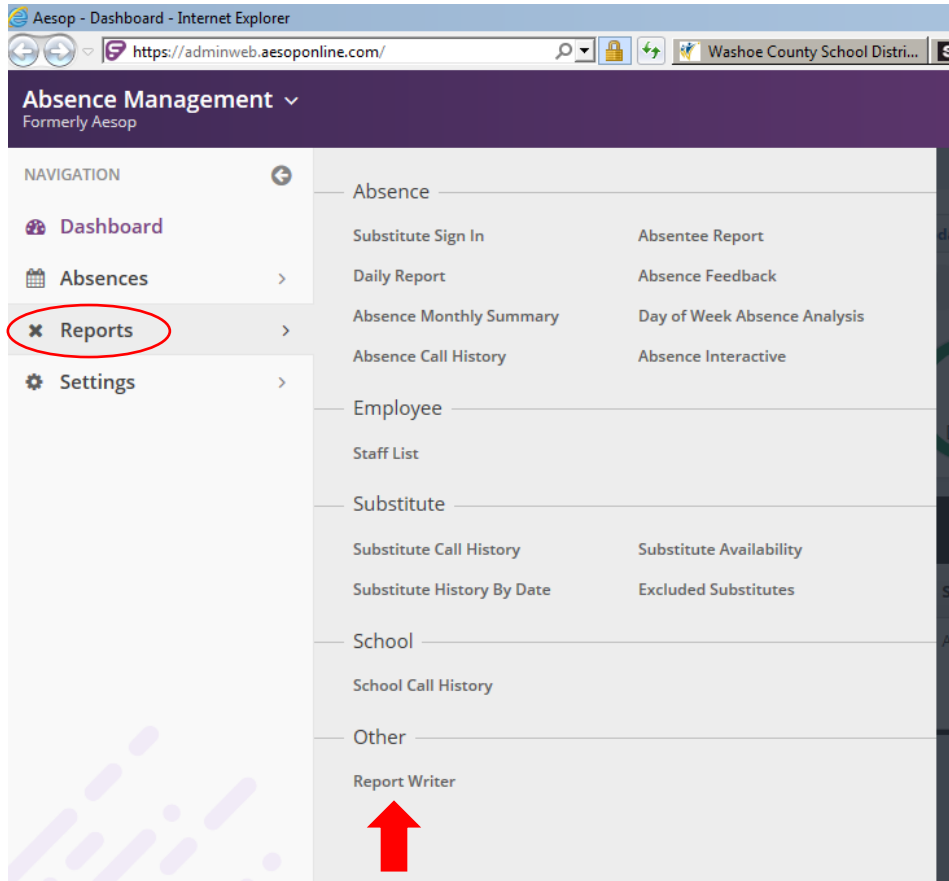
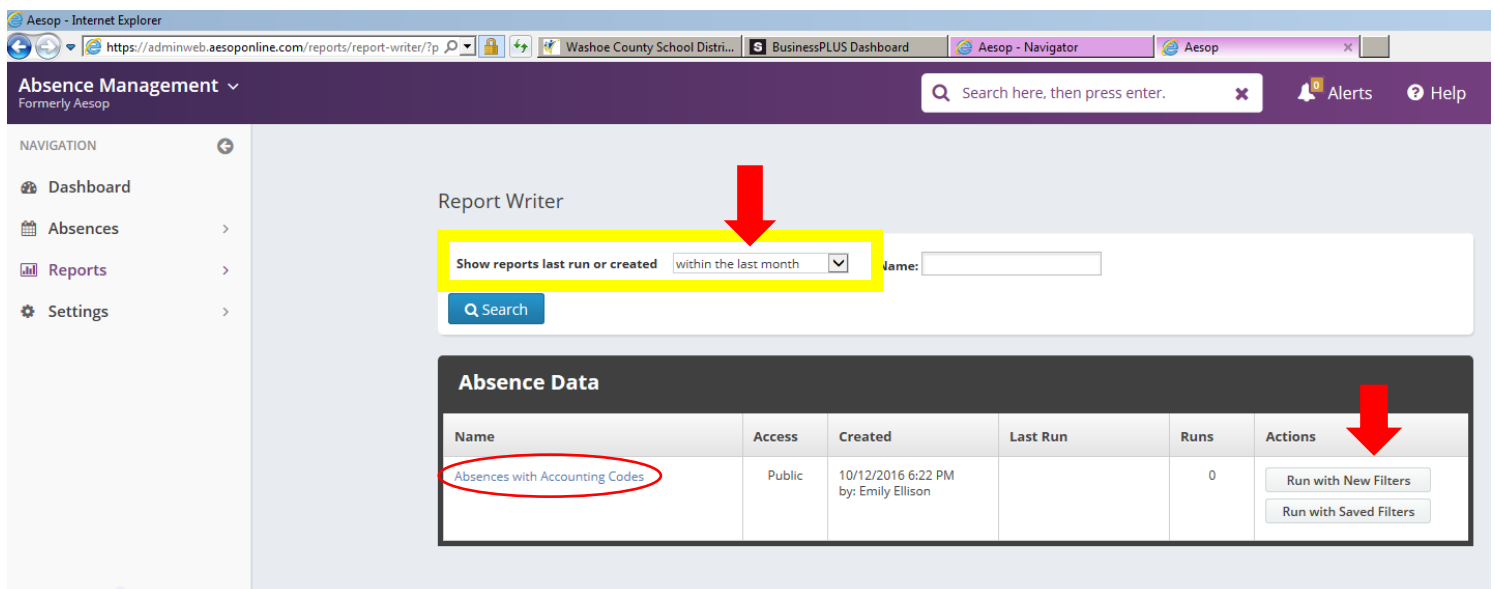


There is a new report in AESOP to assist you with your regular reconciliation duties. The report is housed in the Report Writer section of your AESOP Dashboard:

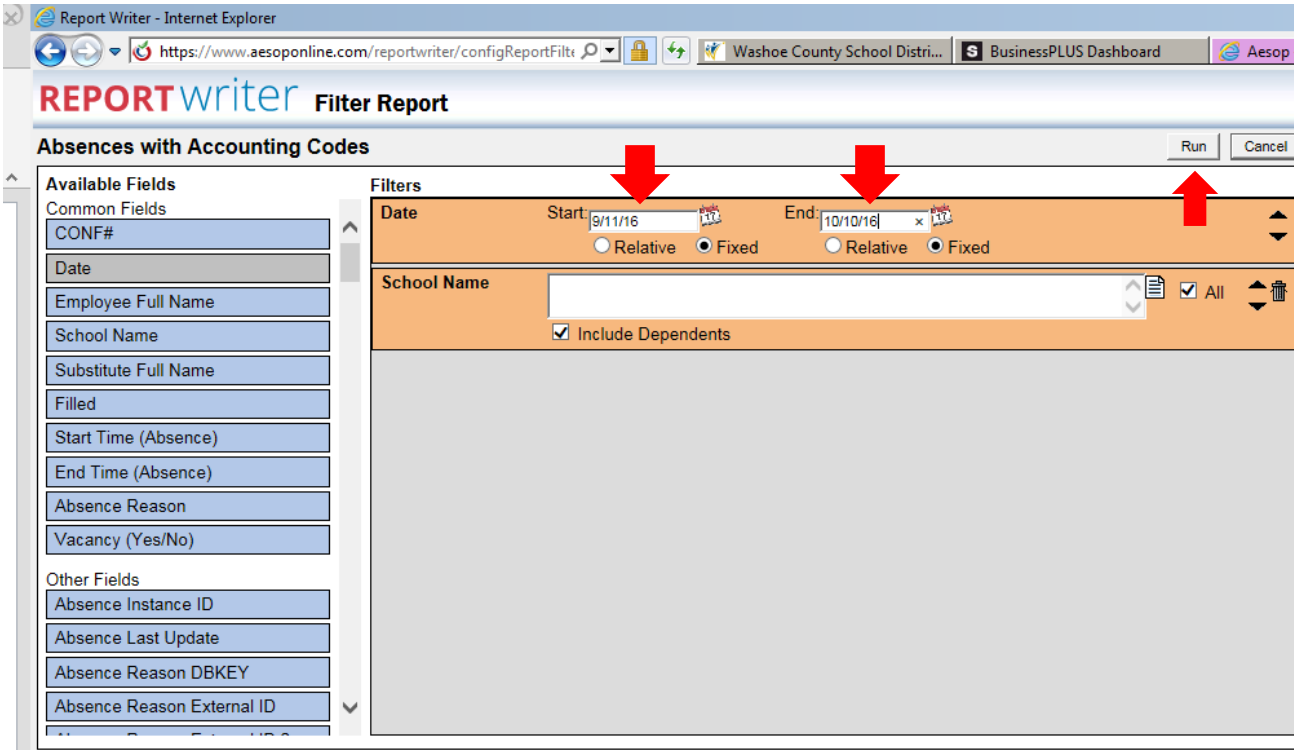
1. Click on Reports
2. Click on Report Writer



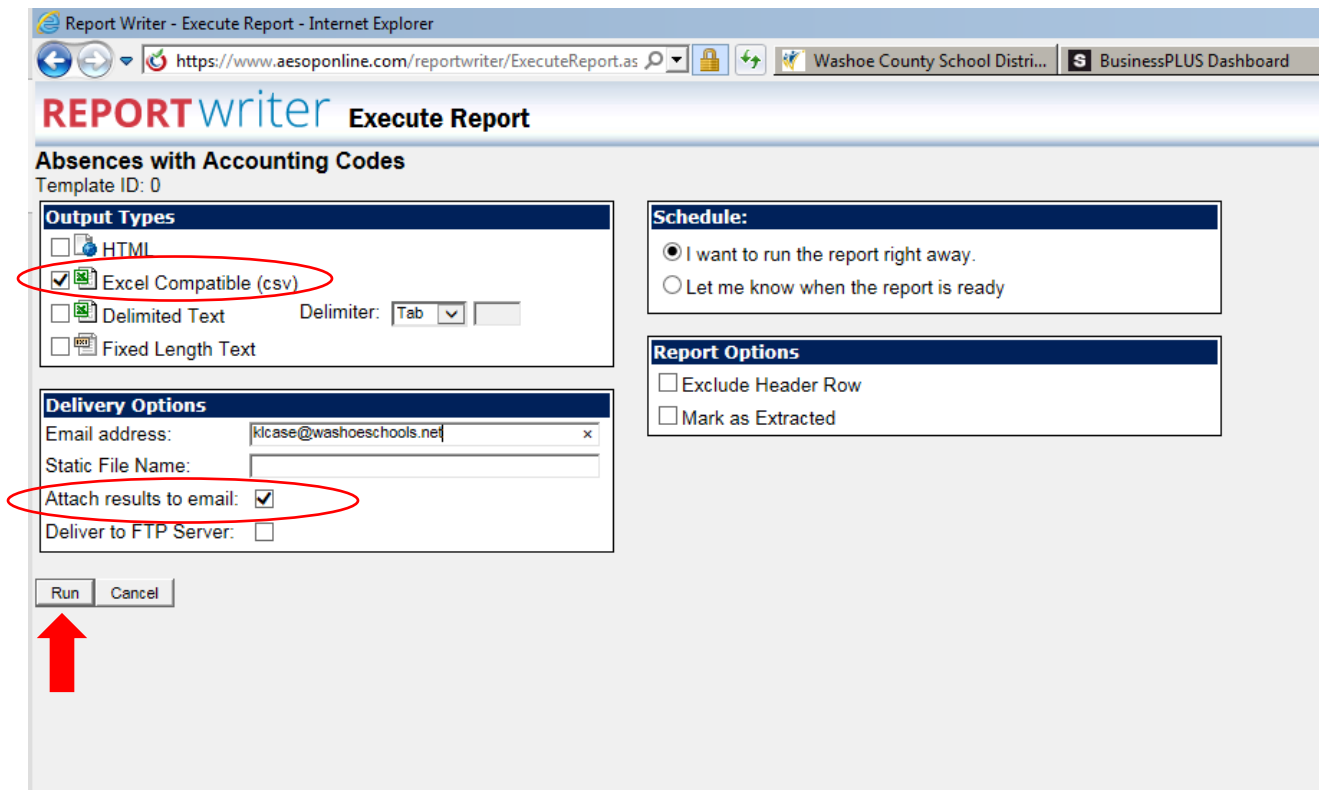
3. Find the report: Absences with Accounting Codes
4. Click on Run with New Filters
 - a. You may have to change the prompt for "Show reports last run or created" first, see below



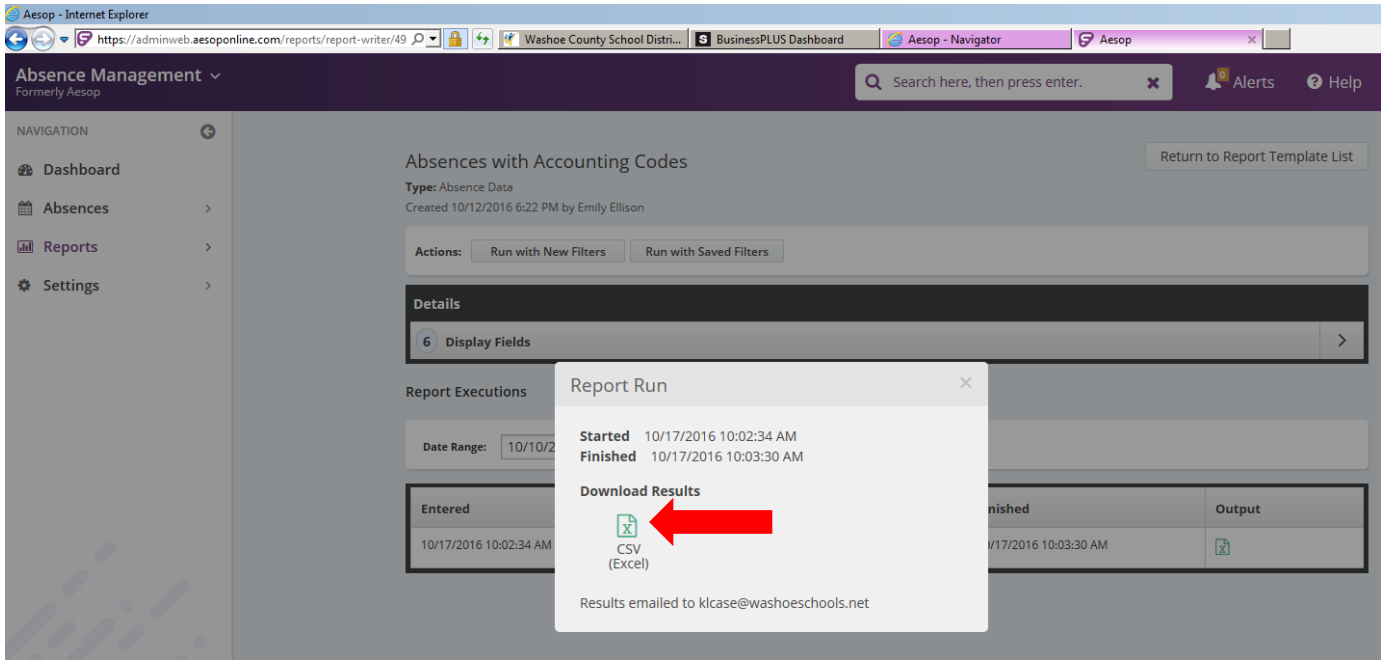
5. Change the date range to the pay cycle you want to work with
6. Click Run



7. Uncheck the option HTML
8. Check the option Excel Compatible
9. Check Attach Results to email
10. Click Run



11. Once report is complete, you can open via the email you receive or by clicking on the CSV (Excel) icon



12. Sort your report:

- a. Absence Reason A-Z
- b. Employee Full Name A-Z
- c. Date Oldest to Newest

