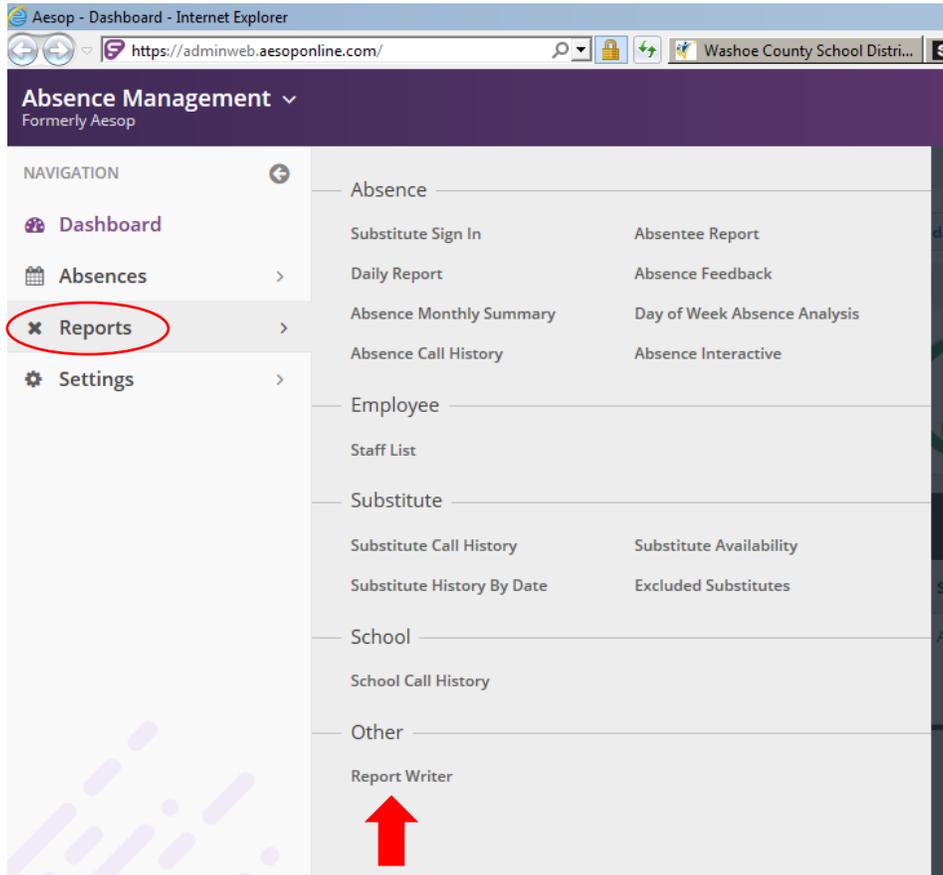
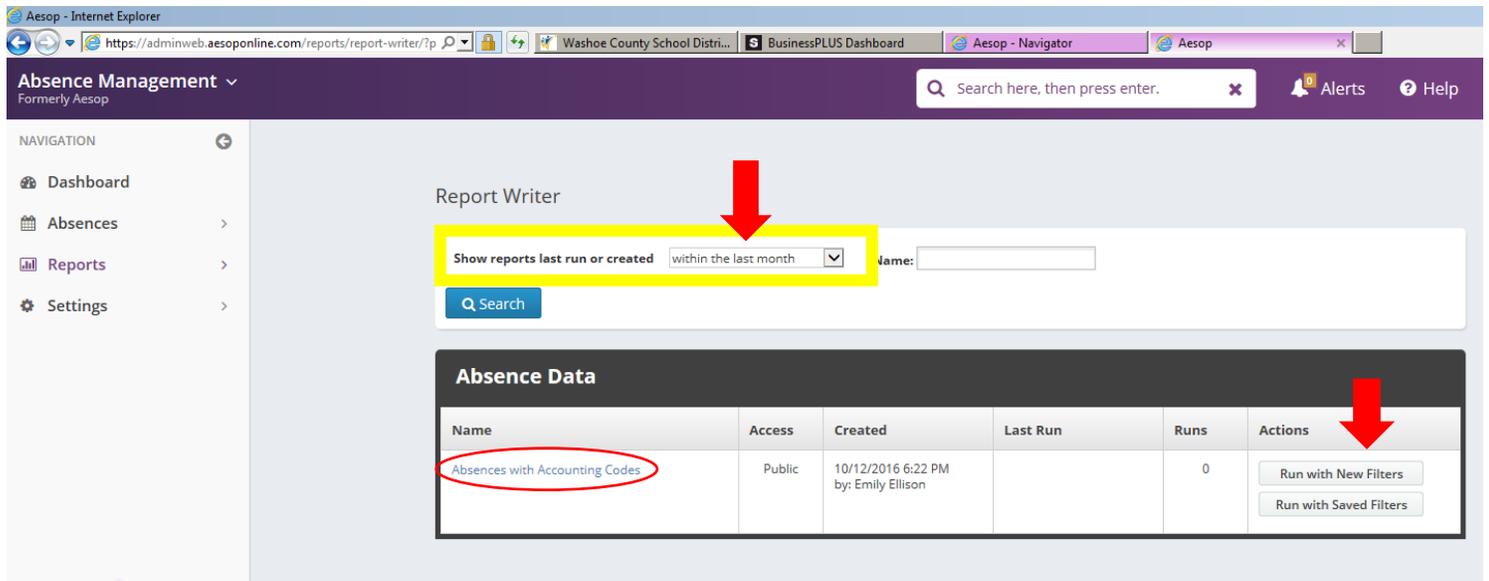


There is a new report in AESOP to assist you with your regular reconciliation duties. The report is housed in the Report Writer section of your AESOP Dashboard:

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



- Change the date range to the pay cycle you want to work with
- Click Run

REPORTwriter Filter Report

Absences with Accounting Codes

Run Cancel

Available Fields

Common Fields

CONF#

Date

Employee Full Name

School Name

Substitute Full Name

Filled

Start Time (Absence)

End Time (Absence)

Absence Reason

Vacancy (Yes/No)

Other Fields

Absence Instance ID

Absence Last Update

Absence Reason DBKEY

Absence Reason External ID

Filters

Date Start: 9/11/16 End: 10/10/16

Relative Fixed

School Name

All

Include Dependents

- Uncheck the option HTML
- Check the option Excel Compatible
- Check Attach Results to email
- Click Run

REPORTwriter Execute Report

Absences with Accounting Codes

Template ID: 0

Output Types

HTML

Excel Compatible (csv)

Delimited Text Delimiter: Tab

Fixed Length Text

Delivery Options

Email address: kicase@washoeschools.net

Static File Name:

Attach results to email:

Deliver to FTP Server:

Schedule:

I want to run the report right away.

Let me know when the report is ready

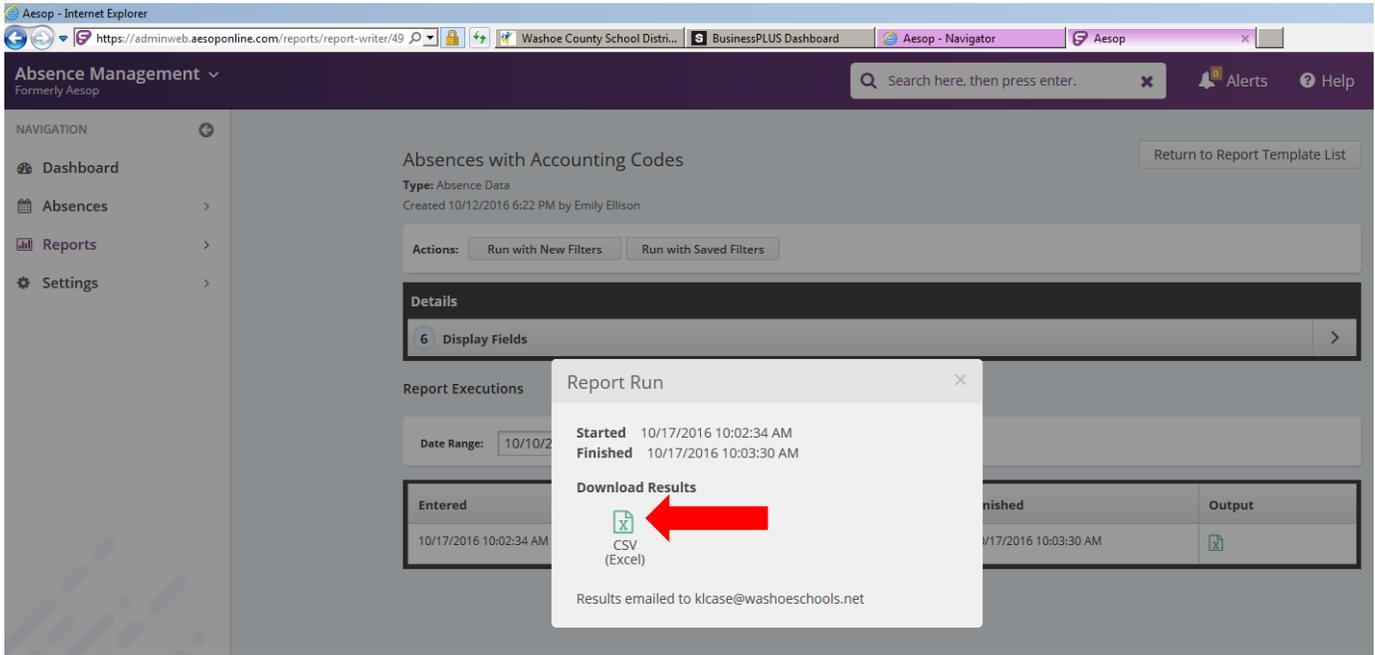
Report Options

Exclude Header Row

Mark as Extracted

Run Cancel

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

