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

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Settings	>	Absence Call History Employee Staff List Substitute Substitute Call History	Absence Interactive					
		Substitute History By Date School School Call History Other Report Writer	Excluded Substitutes Sc					
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- 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

Absence Manage Formerly Aesop	ment ~				Q s	earch here, then press enter	. x	🔎 Alerts	3 H
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		Absences with Accoun	ting Codes	Public 10 by	/12/2016 6:22 PM : Emily Ellison		0	Run with New Fil Run with Saved Fi	lters

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

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	REPORT Writer F	Iter	Report	
	Absences with Accounting Co	des		Run Cance
^	Available Fields		Filters	
	Common Fields	~	Date	Start: 9/11/16 📆 End: 10/10/16 × 📆
	CONF#			○ Relative ● Fixed ○ Relative ● Fixed
	Date		School Name	
	Employee Full Name			
	School Name			✓ Include Dependents
	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	~		

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

	C Report Writer - Execute Report - Internet Explorer							
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	REPORT Writer Execute Report							
	Absences with Accounting Codes Template ID: 0							
	Output Types	Schedule:						
	□ 🔓 HTML	● I want to run the report right away.						
<	☑ 🕮 Excel Compatible (csv)	O Let me know when the report is ready						
	Delimited Text Delimiter: Tab V							
	E 🖷 Fixed Length Text	Report Options						
	Delivery Ortiger	Exclude Header Row						
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2	Attach results to email:							
	Deliver to FTP Server:							
	Run Cancel							
								
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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

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A2 • : X 🗸 .	fx 9/12/2016				
A	В	с	D	E	F
1 Date	Employee Full Name S	ubstitute Full Name	Absence Reason	Vacancy (Yes/No)	Accounting Code Description
2 9/12/2016 3 9/12/2016 4 9/12/2016 5 9/12/2016 6 9/12/2016	Sort	En Copy Level ▲ ▼ Optio	<u>?</u> × ns I⊽ My data has <u>h</u> eaders Order		
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