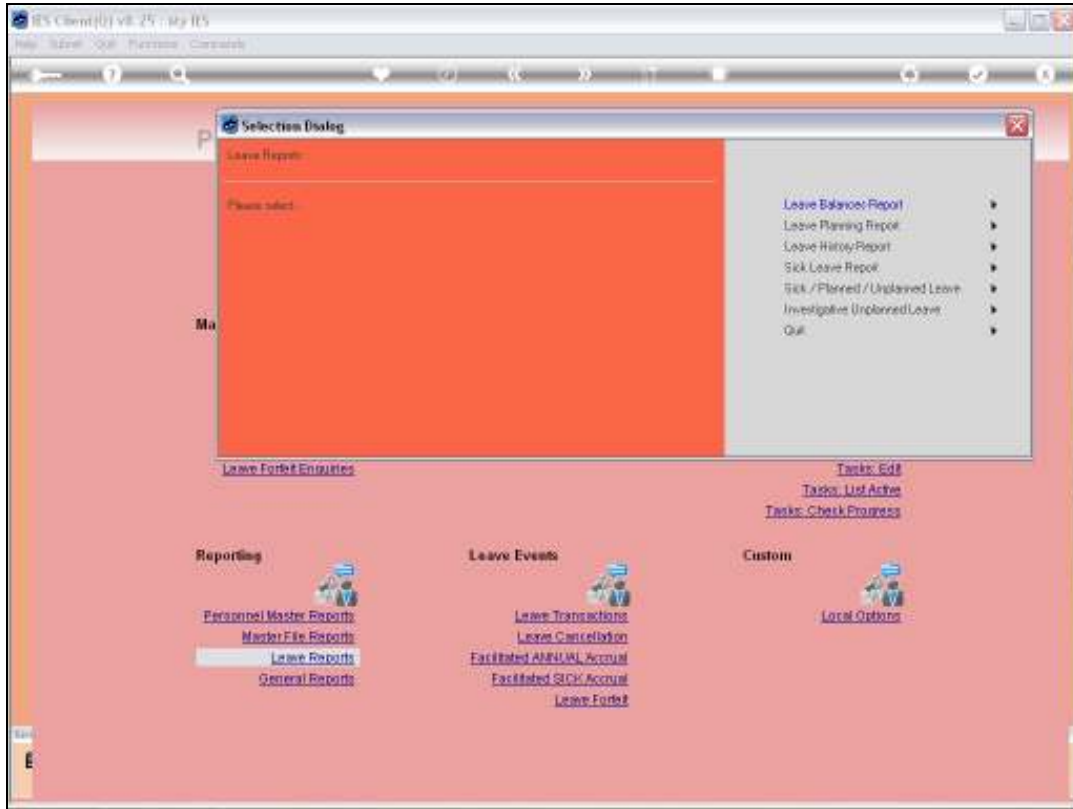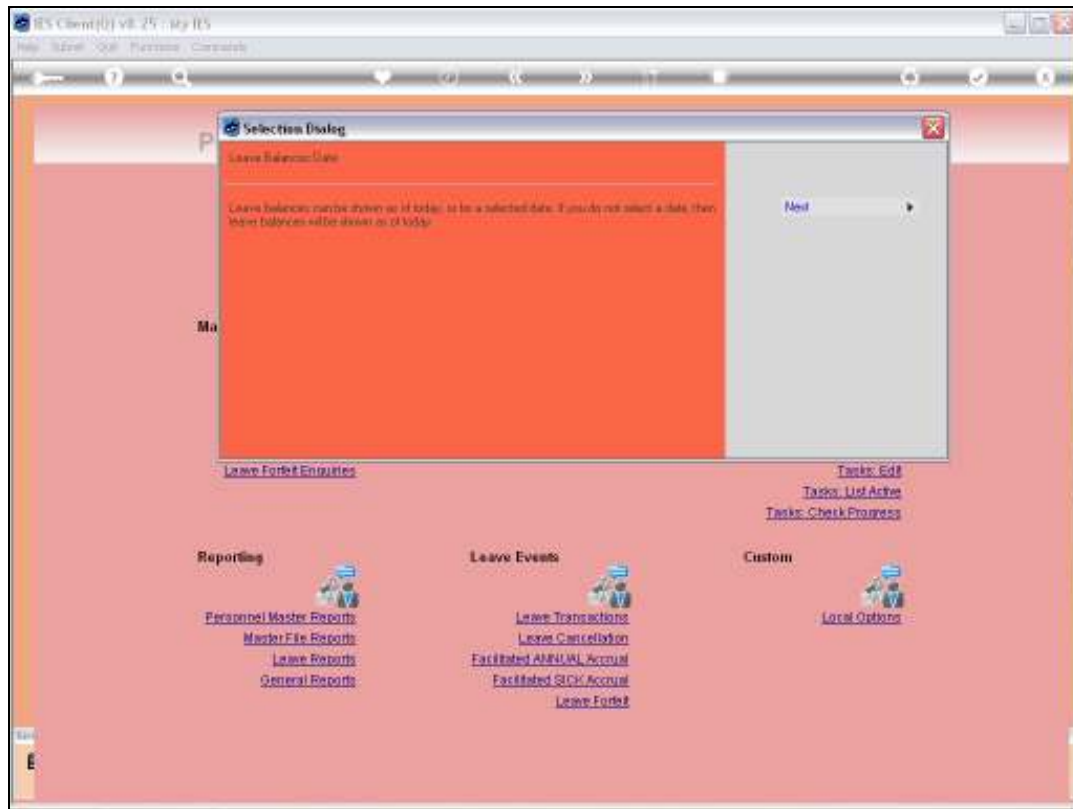Slide 1

Slide notes: The Leave Balances Report will show Leave Balances for selected Employees on a selected date.

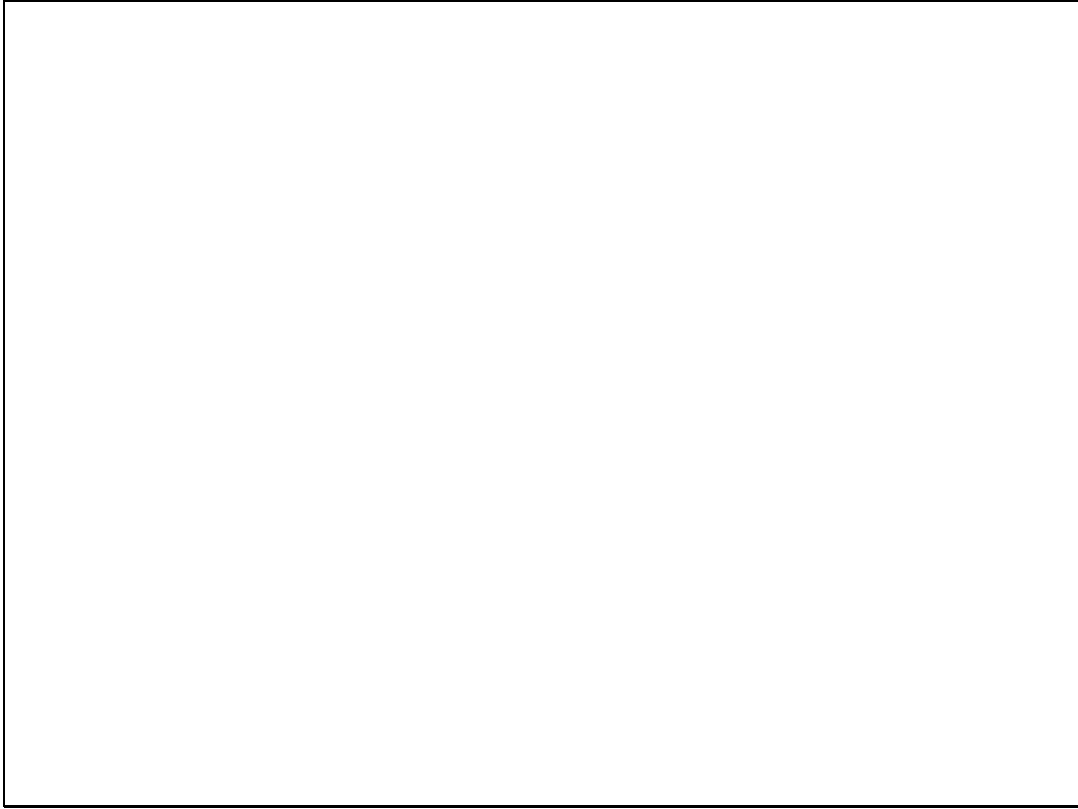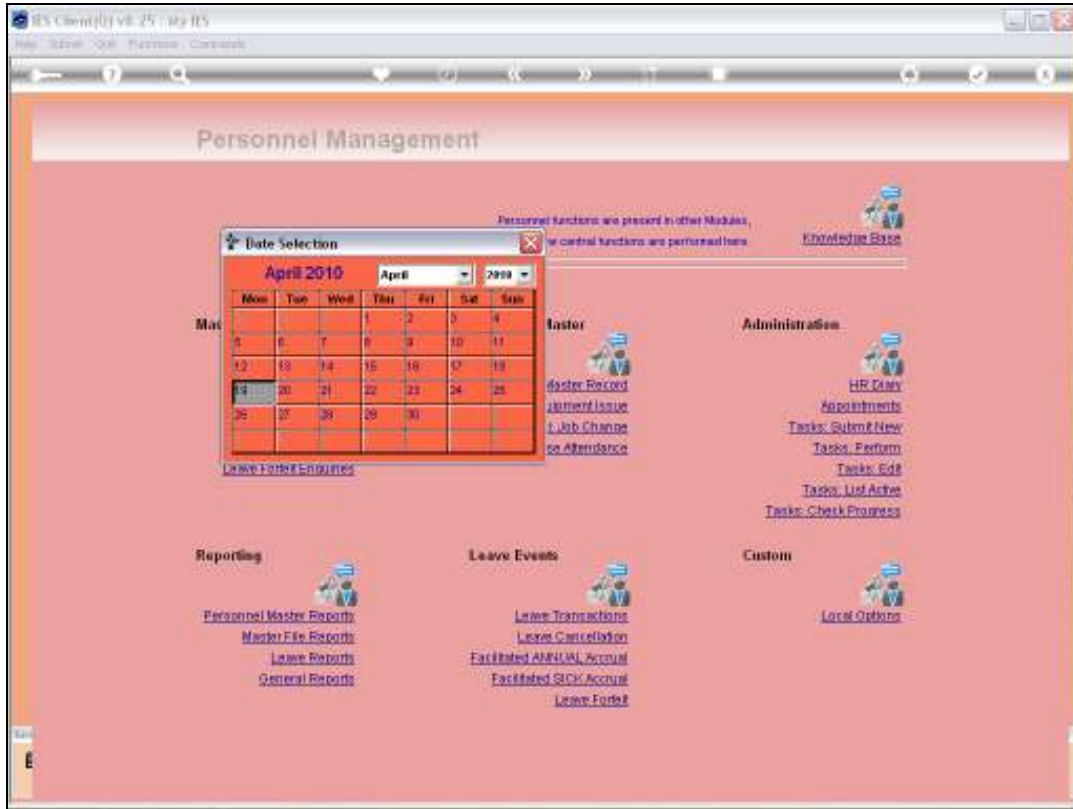Slide 2
Slide notes:

Slide 3

Slide notes: We may select a Date in the past to see the Leave Balances at that time, or we may list the balances as they are now.

Slide 4
Slide notes:

Slide 5
Slide notes:

Slide 6

Slide notes: We can also run the Report for a selected Department series, or for all Departments.

Slide 7
Slide notes:

Slide 8

Slide notes: And here we have a sample of Leave Balances for selected Employees.