Standard Audit Reports
Leave Pay Audit Report

Standard Audit Reports:
What makes the Standard Audit Reports different from the other Standard Reports is that the Audit Reports are printed in a Print Preview format with no option to print the reports to ASCII, but only directly to a printer. This limits the manipulation opportunity of the reports.

Audit Trail Reports are found under the Reports Menu. Audit Reports will print; even though the result can be that there were no transactions.
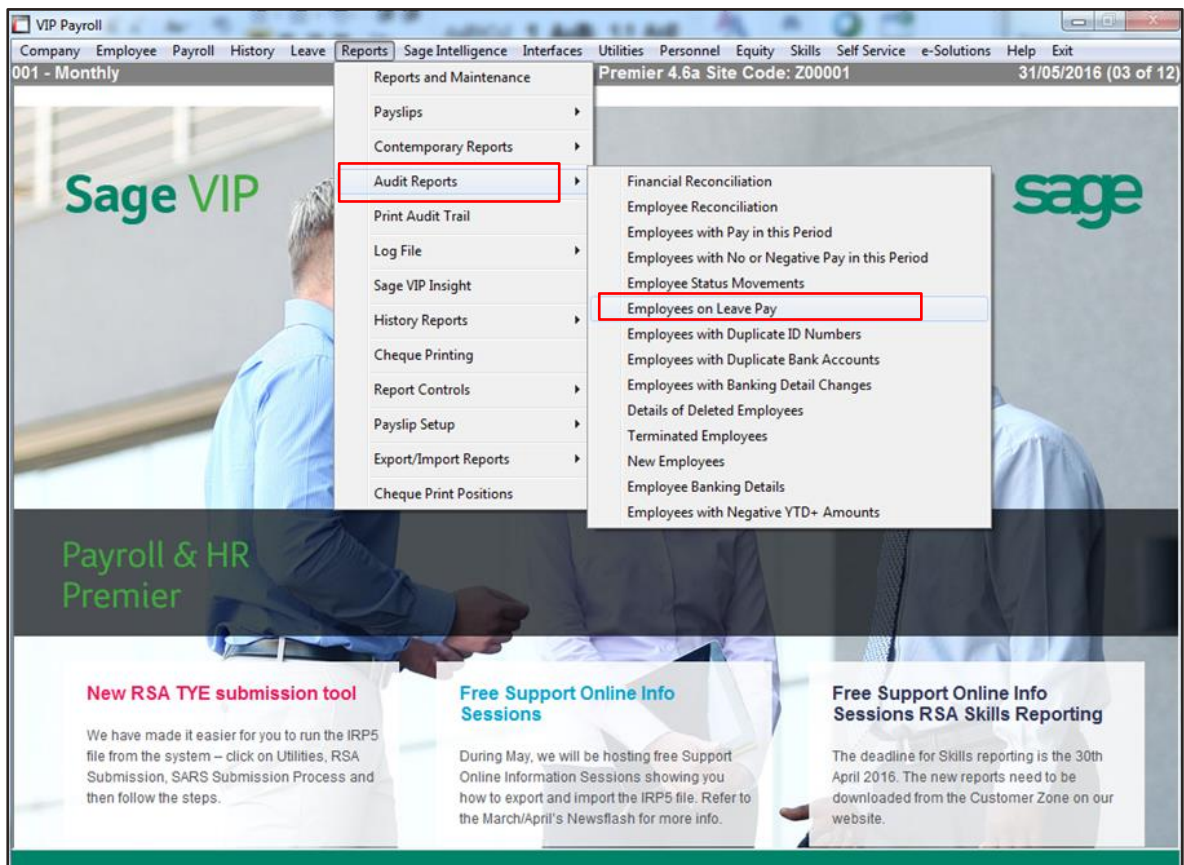
Standard Audit Reports will print a cover page that reads "No Transactions to Report on":

Standard Employee on Leave Pay Audit Report:
This Report will print a list of all employees who are still on Leave Pay

To print the Employees on Leave Pay, please do the following:

- From Main Menu> Reports> Audit Reports> Employee on Leave Pay

Example of the Report:

010 - Leave Pay		Employees on Leave Pay		Printed on 2016/05/04 for 2016/03/06 Page: 1

LEAVE PAY ANALYSIS

Number of Employees activated for LP during this Period

DEPT	P/PT	EMP CODE	EMPLOYEE NAME
Adm	01	001	Mrs E Jacobs

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