



Absence Management Manual Adjustment Processor Forms and Reports

Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Manual Transactions by Employee	LP70.1	Form	Yes	No	Yes	Yes	Yes	No	Form is used to adjust balances in one or more specific plan for the selected employees. You can also use this form to create a beginning balance for employee.
Manual Transactions by Plan Structures	LP70.2	Form	Yes	No	Yes	Yes	Yes	No	Form is used to adjust balances in one or more specific plan for the selected employees. You can also use this form to create a beginning balance for employee.
Open Manual Transactions	LP270	Report	Yes	No	Yes	Yes	Yes	No	Report is used to list all open manual transactions that are listed on the LP70. Once the records have been processed, the transactions will no longer appear on this report.