Over Max Leave Report.

* Open the leave report in InfoAdvantage. Run it for the corresponding month you need.
* Download the Data (Minutes) tab to excel. **The data in hours and minutes will not work for the conversion.**
* Filter the data so select only active employees and the correct leave type.
* Open one of the supplied templates that corresponds to the correct type of leave.
* Copy the data from InfoAdvantage report and paste it into the template for the corresponding month. You will have to expand the equations section down to calculate for each employee.