

Recreating processed leave transactions in Express Leave

If you have identified an error in the time sheet import file for Attaché Payroll, you can restore the transactions in Express Leave and create a new import file with the correct data.

Before you restore previously processed transactions confirm that you have not processed this file in Attaché Payroll. If you have already processed this file in Attaché Payroll restore your payroll company to before this file was processed using Attaché Archive.

To restore previously processed transactions to Express Leave;

1. Log on to [Attaché Express Leave \(https://leave.attacheonline.com/login\)](https://leave.attacheonline.com/login).
2. Select **Processed Leave** from the *Reports* menu to see a list of processed batches.
3. Locate the batch you need to restore. You can choose to restore the batch or individual transactions within that batch. Once restored those transactions will display as unprocessed in reports.
 - a. To restore the batch, choose **Restore** in the *Action* column.

Company	Status	Leave Entries	Date Processed	Processed By	Actions
Partner Testing	Active	3 leave records	14 Apr 2016 03:00:00 PM	Marianne Wichman	Mark As Complete Restore

- b. To restore individual transactions, select *x leave records* in the **Leave Entries** column. Locate the transaction to restore and select **Restore**.

Staff Member	Leave Type	Dates	Status	Created On	Actioned By	Processed	Actions
Jenny Barron	21 days of Annual Leave (159.600 hours)	From: 01 Jul 0016 To : 31 Jul 0016	Approved	14 Apr 2016, 02:42 AM	Joe Adellno	YES	Restore
Joanne Douglas	5 days of Annual Leave (38.000 hours)	From: 18 Apr 2016 To : 22 Apr 2016	Approved	14 Apr 2016, 02:56 AM	Marianne Wichman	YES	Restore

After you have restored transactions proceed with your adjustments in Express Leave and see [Processing leave transactions in Attaché Payroll](#) to recreate the import file for Attaché Payroll.