Equity Plan Available Balance Report

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Equity Plan Available Balance Report provides summary of options available for grant at a plan level Using this report, you can view:

- · Options available as of date for different plan levels
- · Options lapsed
- · Options cancelled and returned to the available quantity
- · Options Granted
- · Options surrendered and returned to the available quantity

To generate the Vestwise Report:

- 1. Click **Reports** in the left menu. By default, all standard reports available in QapMap are displayed.
- 2. Click Generate Report against Equity Plan Available Balance Report.
- 3. By default, the report is generated for the current date.
- 4. Click on the dropdown Plan Name to select one or more plans.
- 5. Click View Report.

