Leave Request

Introduction

Employee can Request a Leave through this window Leave status

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1. The Leave Request Window is used to maintain the Leave records for the Employees.

2. By using this window we can maintain the leave data for the employees on particular date with the leave type and leave duration.

Tab

Leave Request

CRITICAL FIELDS:

1) Business Partner: Name of the Employee

2) Leave type: For choosing the leave type Eg. Casual Leave, Earned Leave, Medical Leave etc

3) Date From: We need to choose the from date for which requesting leave

4) Date To: We need to choose the To date for which requesting leave

5) Quantity: Number of days leaves need to update here

6) Reason: Need to specify the reason for the leave

NON-CRITICAL FIELDS:

Document No: It will indicate the sequence of the document

Document Type: It will shows the Document type of the leave request and based on this document number will generate

Description: We can maintain it for reference

Document Status: It will show you the status of the document

Document Actions

Document Actions

Document action-prepare:

1. System will check the period details and master data checking

Document action-complete:

1. System will set the status as complete for the document and keep the order ready for processing.

2. Once document action is complete, all fields are updated in read-only

Document action void/reverse correct actual:

1. Void- the system will reverse all the transaction data and change the document status to Void

Document action close:

1. the system will check whether all the activity for the document is completed and change the Document status to close.

Validation

Save:

1. System will check all mandatory fields

Delete:

1. System will delete the order and its history details

Video