

Tabs

- My comp-off Request

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The screenshot shows a web application interface for creating a 'Comp-Off Request'. The title bar indicates the current page is 'My Comp-off Request'. The form is titled 'Comp-Off Request' and includes a subtitle 'Update data for copied record and save or ignore'. The form fields are organized into two columns. The left column contains 'Client' (Sandbox), 'Business Partner' (S.vijayakumar), 'Document No', 'Leave Type' (Comp Off), 'Date From' (26/11/2023), 'Date To' (26/11/2023), 'Reason' (Due to dispatch), and 'Document Status' (Drafted). The right column contains 'Organization' (Manufacturing Discrete), 'Document Type' (Leave), 'Description', and 'Quantity' (Comp Off 1 Day). Below the form fields, there are checkboxes for 'Processed', 'Approved', 'Approved Level 1', and 'Approved Level 2'. At the bottom, there are two buttons: 'DocumentAction' and 'Not Posted'.

Critical Fields:

- 1) Business partner : It is used to mention the employee name.
- 2) Leave Type : It is used to select the Comp-off type.
- 3) Date from : From date to be mentioned where actual comp-off to be provided.
- 4) Date TO: To date to be mentioned where actual comp-off to be provided
- 5)Quantity: Select the qty -(1 Day or 0.5 day)
- 6)Reason:To update the reason details in this field

Critical & one-time setup fields

- 1) Organization Field- This Field is used to select the organization to which you are going to process the order.
- 2)Target Document Type- This Field is used to select the type of document that you are going to

process.