

Permission and On-duty

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Introduction

Introduction


Introduction:

1. This window is used to maintain the permission data for the employees.
2. This window contains the both permission and On duty records.



Tab

Permission and On-Duty

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Client	Konnect Demo	Organization	Manufacturing Discrete
Document No	1000004	Account Date	21/03/2023
Document Type	Permission	Payroll Detail	
Permission Type	Permission	Currency	INR
Business Partner	Ioki	User/Contact	Ioki
Department	Delivery	Position	Sales Representative
Start Time	5.00	End Time	6.00
Start Period	PM	End Period	PM
Permission/OT Duration	1.00	Duration Unit	Hours
Description			
Comment/Help			
Document Status	Completed	<input checked="" type="checkbox"/> Processed	<input checked="" type="checkbox"/> Approved
	 Document Action	<input type="checkbox"/> Approved Level 1	<input type="checkbox"/> Approved Level 2
	 Posted		

Critical Fields

- 1.Employee/Business Partner : Name of the Employee
- 2.Department : Department will be fetched automatically
- 3.Position : Position will be fetched automatically
- 4.start time : To select the start time of the permission

5.End Time : To select the end time of the permission

6.Period : To select the AM / PM for the start and End Time

7.Account Date : It is used to mention the account date for the particular document

8.Permission Type : Used to select the type, It Contains Permission and On Duty.

9.Permission Duration : Duration is the total time difference between the Start time and End time

10.Currency : Multiple currency support for this field, to choose which currency you need

11.Description : Used to maintain the Additional Information about the document.

12.Comment/Help : Used to maintain the Additional Information about the document.

Critical & onetime setup fields

1.Organization:This Field is used to select the organization

2.Target Document Type- This Field is used to select the type of the document that you are going to process

3.Duration Unit : Used to mention the Unit of the Duration , It may be Minutes , Hours.

Non-Critical Fields

Zoom condition's

Document Actions

Validation

Save

1.System will check the all mandatory fields

Delete

1.System will delete the Document and its history details

Document action prepare

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

Document action complete

1.Once document action is complete ,all fields are update in read only

Document action void/reverse correct actual

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

Document action close

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

Video