

Settlement Request

SrNo	EmpCode	Name	Status	Level	Action
1	3444	Xyz	Initiate	Associate	 

Settlement Request Edit

Settlement Request No : 0098

Traveling Details

Travel Date:

01-01-2023

Travel Time :

5:45

City From:

Select

City To :

Select

Mode of Travel:

Select

Ticketing By:


Select

Flt/Train Name:

Ticket By:

Self

ADD

Travel Date	Travel Time	From Location	To Location	Mode	FLT/Train	Ticket No.	Amount	Status	Ticket
22-02-2023	06:45	Pune	Goa	Air	Air123	Abc	1000	Used	
								Not Used	
								Cancel	

Hotel Booking Details

Booking By:

Self

City :

Select

Check In:

01-01-2023

Check Out:

01-01-2023

ADD

City	In Date	Out Date	GSTIN No.	Amount	Invoice
Pune	22-02-2023	22-02-2023	abc43	1000	

Submit

Recommendation

Search







From Date:

01-01-2022

To Date:

31-01-2022

Search

Recommendation							
EmpCode	Name	From Date	From Date	Act. Days	Plan Days	Action	
3444	Xyz	01-02-2022	01-02-2022	4	3	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	4	4	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	3	3	 	<div>Accept</div> <div>Send Back</div>

Approval

Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

Approval						
EmpCode	Name	From Date	To Date	Act. Days	Plan Days	Action
3444	Xyz	01-02-2022	01-02-2022	4	3	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>
4344	JKL	01-02-2022	01-02-2022	4	4	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>
4644	abc	01-02-2022	01-02-2022	3	3	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>

Approval

Search

Approval Remark

Travel Date	Travel Time	From Location	To Location	Mode	FLT/Train	Ticket No.	Amount	Status	Ticket
22-02-2023	06:45	Pune	Goa	Air	Air123	abc	1000	Used	Xyz.pdf

City	In Date	Out Date	GSTIN No.	Amount	Invoice
Pune	22-02-2023	22-02-2023	abc43	100	Abc.pdf

Approval Remarks:

Remark

Submit

Operation Head

Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

Operation Head (IF ACTAUL DAYS AND PLANED DAYS NOT MATCHED)						
EmpCode	Name	From Date	To Date	Act. Days	Plan Days	Action
3444	Xyz	01-02-2022	01-02-2022	4	3	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>
4344	JKL	01-02-2022	01-02-2022	4	4	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>
4644	abc	01-02-2022	01-02-2022	3	3	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>

Operation Head

Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

Operation Head		Status History Log					
EmpCode		SrNo	Level	Remark	Status	Status Chage Time	Action
3444		1	HR Reco.	Ok	No	01-01-2022 02:34	<div>Accept</div> <div>Send Back</div>
4344		2	Reco.	ok	Yes	01-01-2022 02:34	<div>Accept</div> <div>Send Back</div>
4644		3	Approval	ok	Yes	01-01-2022 02:34	<div>Accept</div> <div>Send Back</div>

HRBP

Search

From Date:







01-01-2022

To Date:

31-01-2022

Search

HRBP (IF ACTAUL DAYS AND PLANED DAYS NOT MATCHED)

EmpCode	Name	From Date	To Date	Act. Days	Plan Days	Action	
3444	Xyz	01-02-2022	01-02-2022	4	3	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	4	4	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	3	3	 	<div>Accept</div> <div>Send Back</div>

HRDH

Search







From Date:

01-01-2022

To Date:

31-01-2022

Search

HR Division Head (IF ACTAUL DAYS AND PLANED DAYS NOT MATCHED)							
EmpCode	Name	From Date	To Date	Act. Days	Plan Days	Action	
3444	Xyz	01-02-2022	01-02-2022	4	3	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	4	4	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	3	3	 	<div>Accept</div> <div>Send Back</div>

HROH

Search







From Date:

01-01-2022

To Date:

31-01-2022

Search

HR Operation Head (IF ACTAUL DAYS AND PLANED DAYS NOT MATCHED)							
EmpCode	Name	From Date	To Date	Act. Days	Plan Days	Action	
3444	XYZ	01-02-2022	01-02-2022	4	3	 	<div>Accept</div> <div>Send Back</div>
4344	JKL	01-02-2022	01-02-2022	4	4	 	<div>Accept</div> <div>Send Back</div>
4644	abc	01-02-2022	01-02-2022	3	3	 	<div>Accept</div> <div>Send Back</div>

Admin (Ticket Booking)

Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

Admin (IF TICKETS NOT USED)						
EmpCode	Name	From Date	To Date	Act. Days	Plan Days	Action
3444	Xyz	01-02-2022	01-02-2022	4	3	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>
4344	JKL	01-02-2022	01-02-2022	4	4	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>
4644	abc	01-02-2022	01-02-2022	3	3	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>

Admin (Ticket Booking)

Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

Ticket Booking Detail Edit

Admin

Travel Date	Travel Time	From Location	To Location	Mode	FLT/Train	Is Ticket Used	PNR No.	Amount	Ticket
22-02-2023	06:45	Pune	Goa	Air	Air123		Abc	1000	

Admin Remarks:

Remark

Submit

4644

abc

01-02-2022

01-02-2022

2000

Accept

Send Back

Finance

Search

From Date:

01-01-2022

To Date:

31-01-2022

Search

Finance						
EmpCode	Name	From Date	To Date	Act. Days	Plan Days	Action
3444	Xyz	01-02-2022	01-02-2022	4	3	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>
4344	JKL	01-02-2022	01-02-2022	4	4	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>
4644	abc	01-02-2022	01-02-2022	3	3	<div><div></div><div></div><div>Accept</div><div>Send Back</div></div>