**Sage**

**SAGE X3 PEOPLE LEAVE REPORTS**

**Technical Design Document**

**PR16 – ZLVEALU– Annual – Leave – Utilisation – Tracker - Report – by Date – UBA - NIGERIA**

Prepared by Alma Kaltwasser

# Change Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Author | Version | Change Reference | Naming Convention |
| 28/11/2017 | Alma Kaltwasser | 1.1 | Initial document |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Distribution list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Designated Business Area | Responsibility | Date | Method of Distribution |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Naming Convention and Definitions

|  |  |
| --- | --- |
| Naming Convention | Definition |
|  |  |
|  |  |
|  |  |

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# Executive Summary

This technical design specification document is intended to describe the technical details that will be created for the Sage X3 People project for the report highlighted on the introduction page of this document.

In this document we address the intended fields that will be included on the report, as well as explanations for the elements implemented where applicable, restrictions to the report, possible clarification areas which will be documented on a new version of this document and suggestions to accommodate best practise which will by default be included to the TDD and can be removed if the suggestion is not accepted.

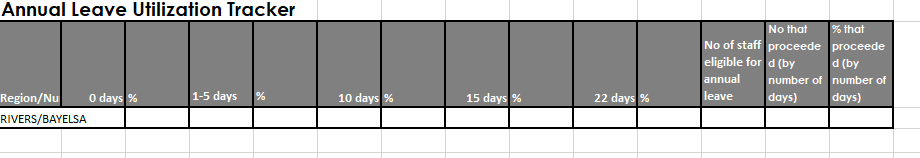
The areas covered in this document include:

* ZLVEALU

(PR07\_ZLVEALU\_Annual\_Leave\_Utilization\_By\_Date\_ UBA\_NIGERIA.docx)

# Sample

The below sample is the expected result as provided by the client**.**



# Header

In the below section, various text and data boxes are required – Where a concatenation of the above is required, the data section of the requirement is specified between square brackets.

Text/Data box 1 - ANNUAL LEAVE UTILIZATUIN TRACKER BETWEEN [datedeb] AND [datefin]

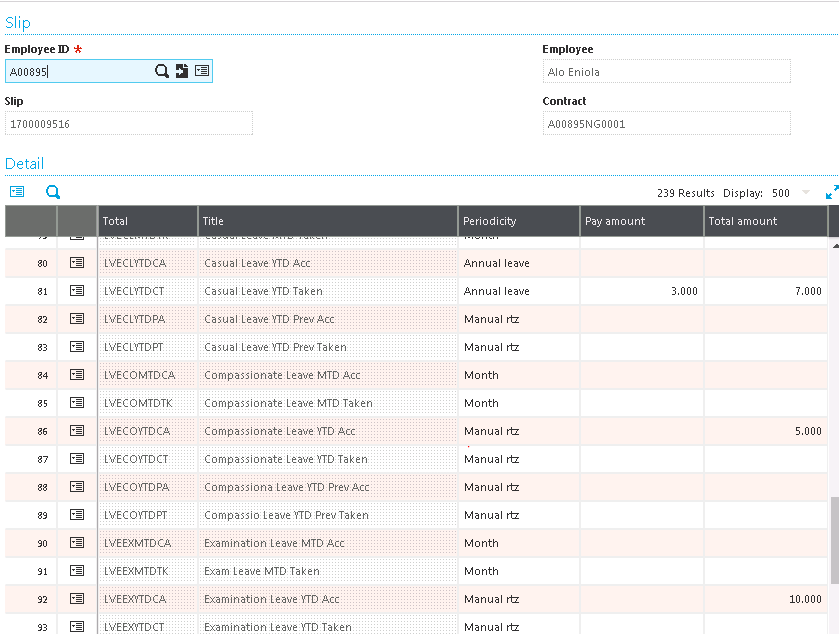
# Columns

**REGION**

Not sure what they want here

**NOOFDAYS / DAYSTAKEN**

You will need to pick this up from the employee total screen for a specific leave type, this will give you Year to date figures.



**0 DAYS**

Need more information

**%**

**1-5 DAYS**

Need more information

**%**

Need more information

**10 DAYS**

Need more information

**%**

**15 DAYS**

Need more information

**%**

**22 DAYS**

Need more information

**%**

**NO OF STAFF ELIGIBLE FOR ANNUAL LEAVE**

We do not have a record for this

**NO THAT PROCEEDED (BY NUMBER OF DAYA)**

Not sure what they want here

**% THAT PROCEEDED (BY NUMBER OF DAYS)**

As far as I am aware we do not have anything for this

# Grouping

Grouping by Region. A grouping by employee is required for this report since supplementary payroll “runs” could have an impact on this.

# Footer

# Output

This report will be executed as a crystal report. The report output can be found by going to the following location within sage.



# Selection

Date From

Date To

# Totals

# Restrictions

Only Annual Leave Type