Advance Module Features

Release Plan as per today:

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| **Features** |
| 1. Advance Requisition Entry(Overseas Travel - Executives/HO Employee) |
| 1. Advance Requisition Entry(Local Travel - HO Executives) |
| 1. Advance Requisition Entry(Local Travel - HO Other than Executive Grade) |
| 1. Advance Cash Requisition Entry(Petty) |
| 1. Advance Cash Requisition Entry(Event/Training/Workshop) |
| 1. Vendor Advance Payment Entry |
| 1. Verify Requested Advance by Line Supervisor, Accounts, Fund Manager |
| 1. Advance Approval By CFO/CEO |
| 1. Email Notification to line supervisor regarding advance request |
| 1. Advance issue report by employee |
| 1. Advance Settlement (Refund.Reimbursement) |
| 1. Reimbursement of advance from sponsor |
| 1. Advance Settlement report by employee (category wise report) |
| 1. Settled Bill By Category Report |
| 1. Unadjusted advance report by category report |

Released Features:

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| 1. Advance Requisition Entry(Overseas Travel - Executives/HO Employee) |
| 1. Advance Requisition Entry(Local Travel - HO Executives) |
| 1. Advance Requisition Entry(Local Travel - HO Other than Executive Grade) |
| 1. Advance Cash Requisition Entry(Petty) |
| 1. Advance Cash Requisition Entry(Event/Training/Workshop) |

Requirement not provided Features:

1. Advance issue report by employee
2. Advance Settlement report by employee (category wise report)
3. Settled Bill By Category Report
4. Unadjusted advance report by category report

Technical Known Issue For that Feature could not be Developed

Email Notification to line supervisor regarding advance request - We have a conversation with Mr. Rashed against this issue, we have to know technical solution about email server and server related issues to complete this feature.