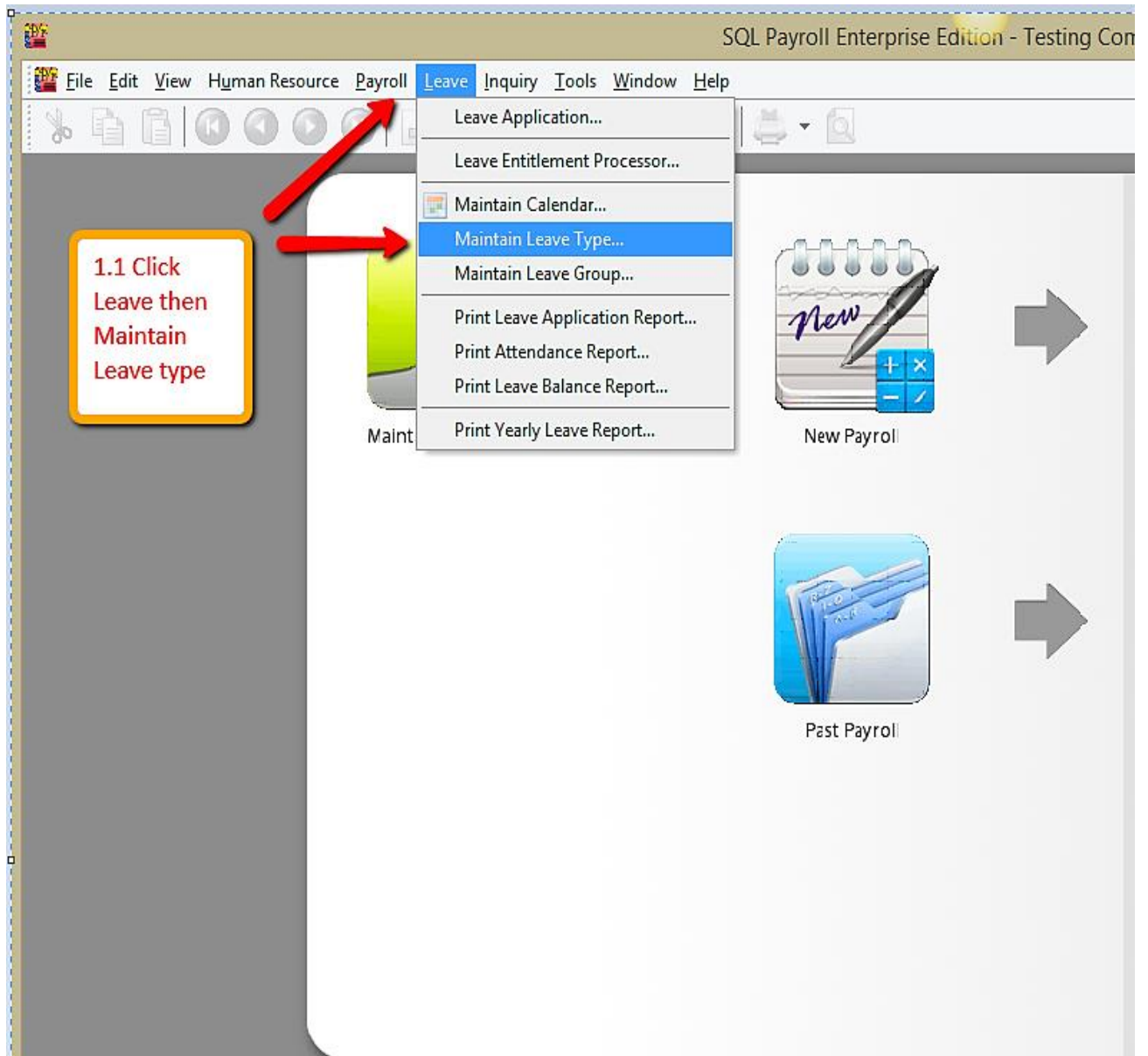
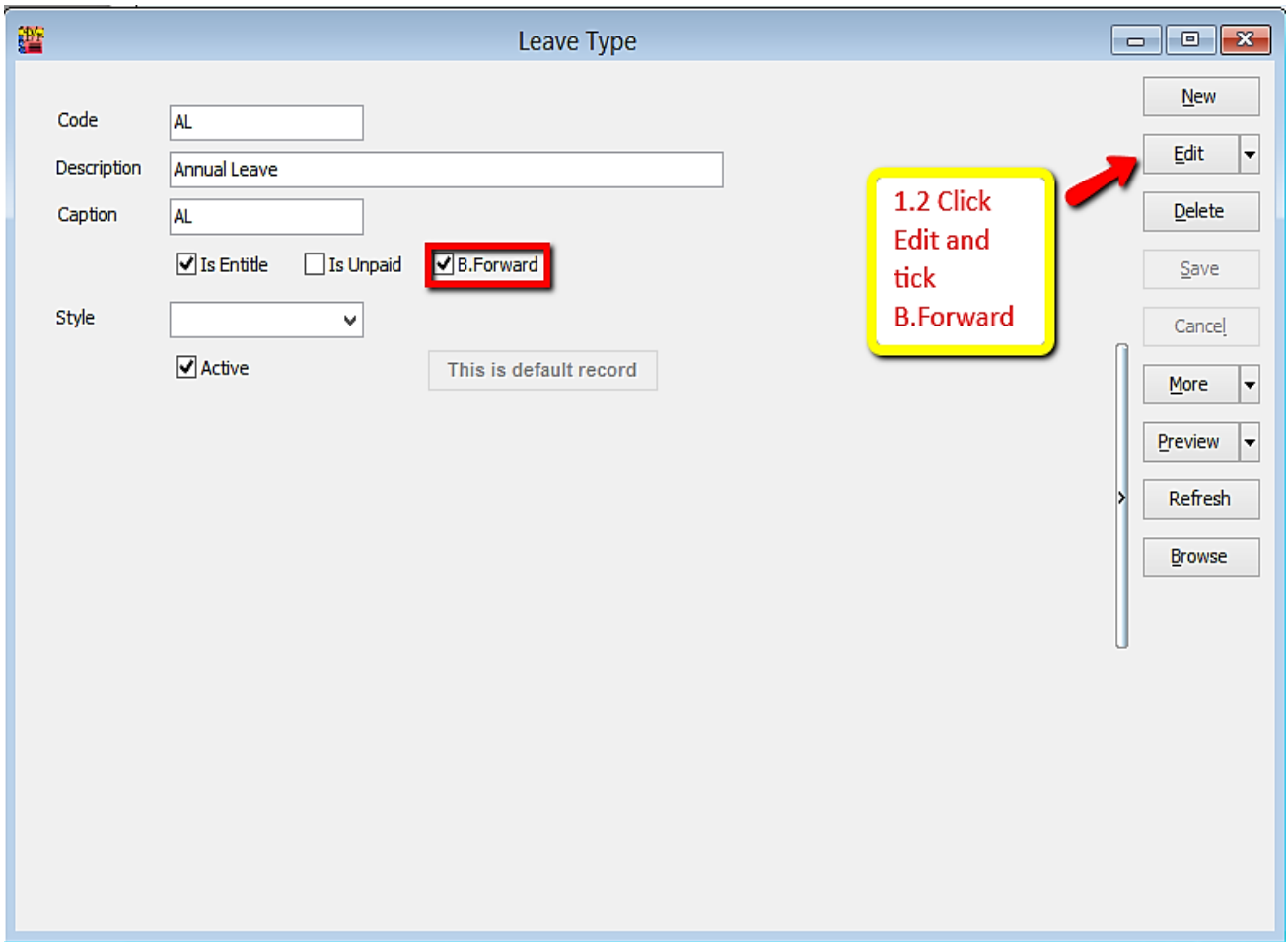


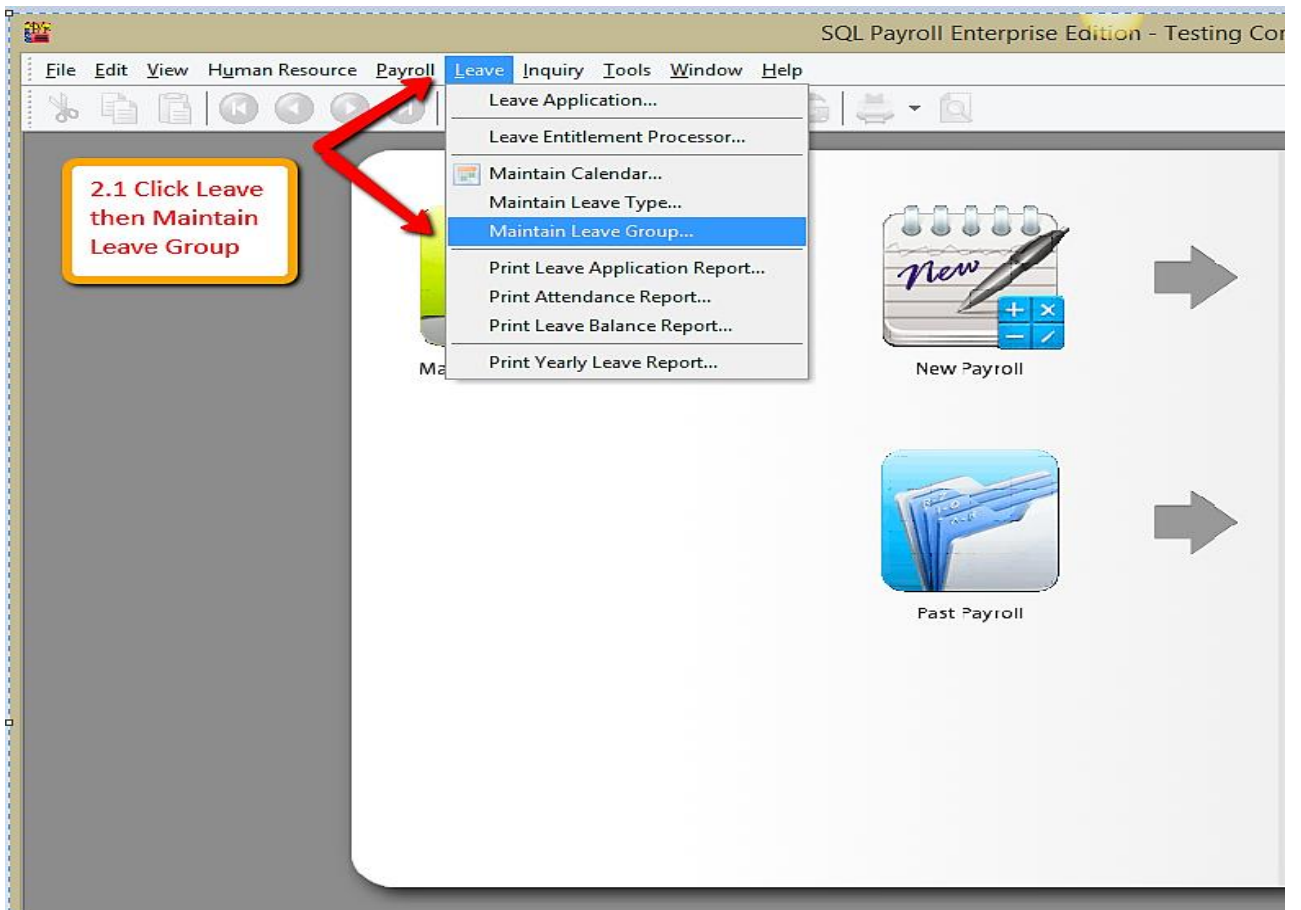
HOW TO PERFORM LEAVE BROUGHT FORWARD

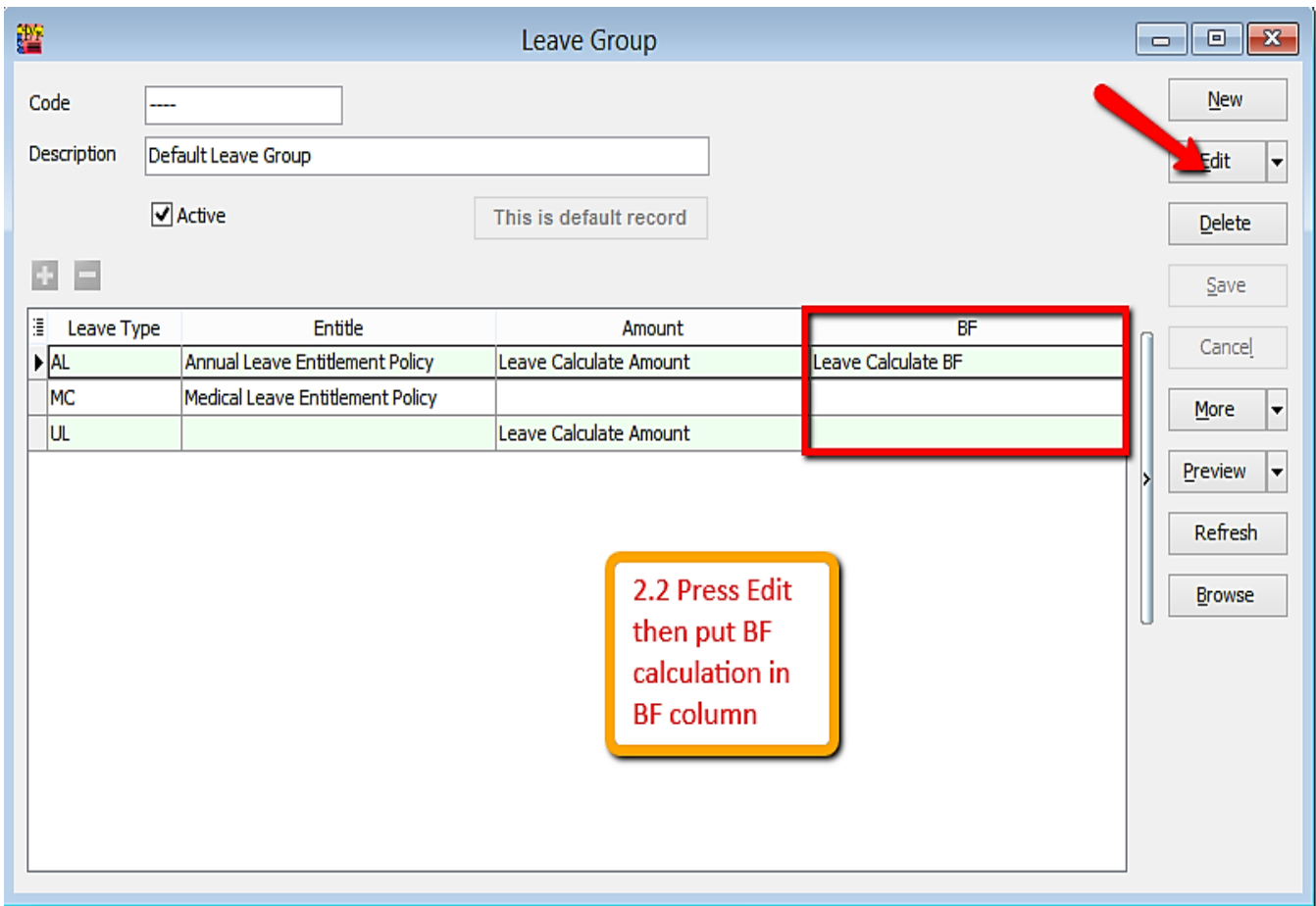
1) Make sure in Leave Type brought forward (BF) is ticked.



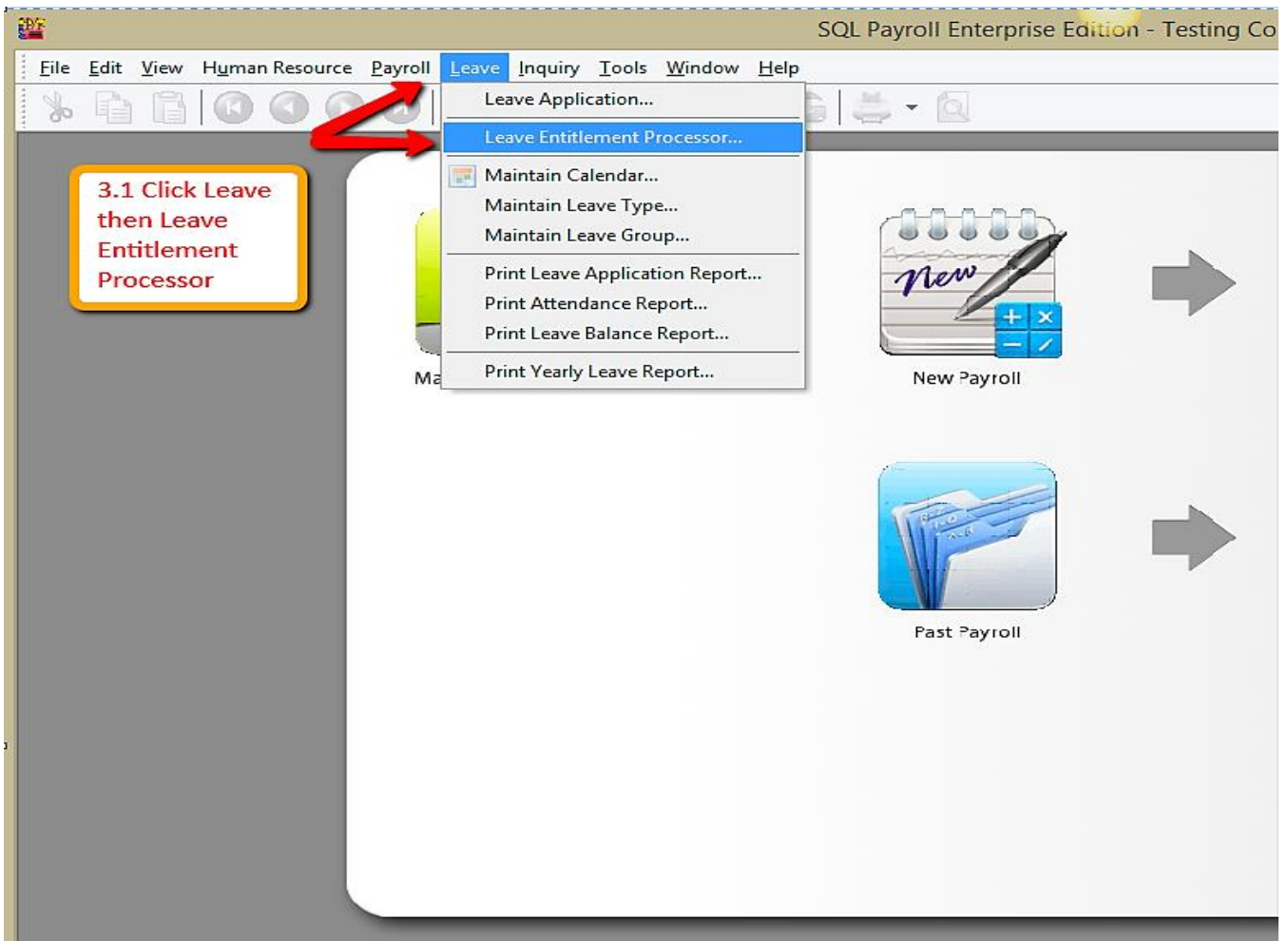


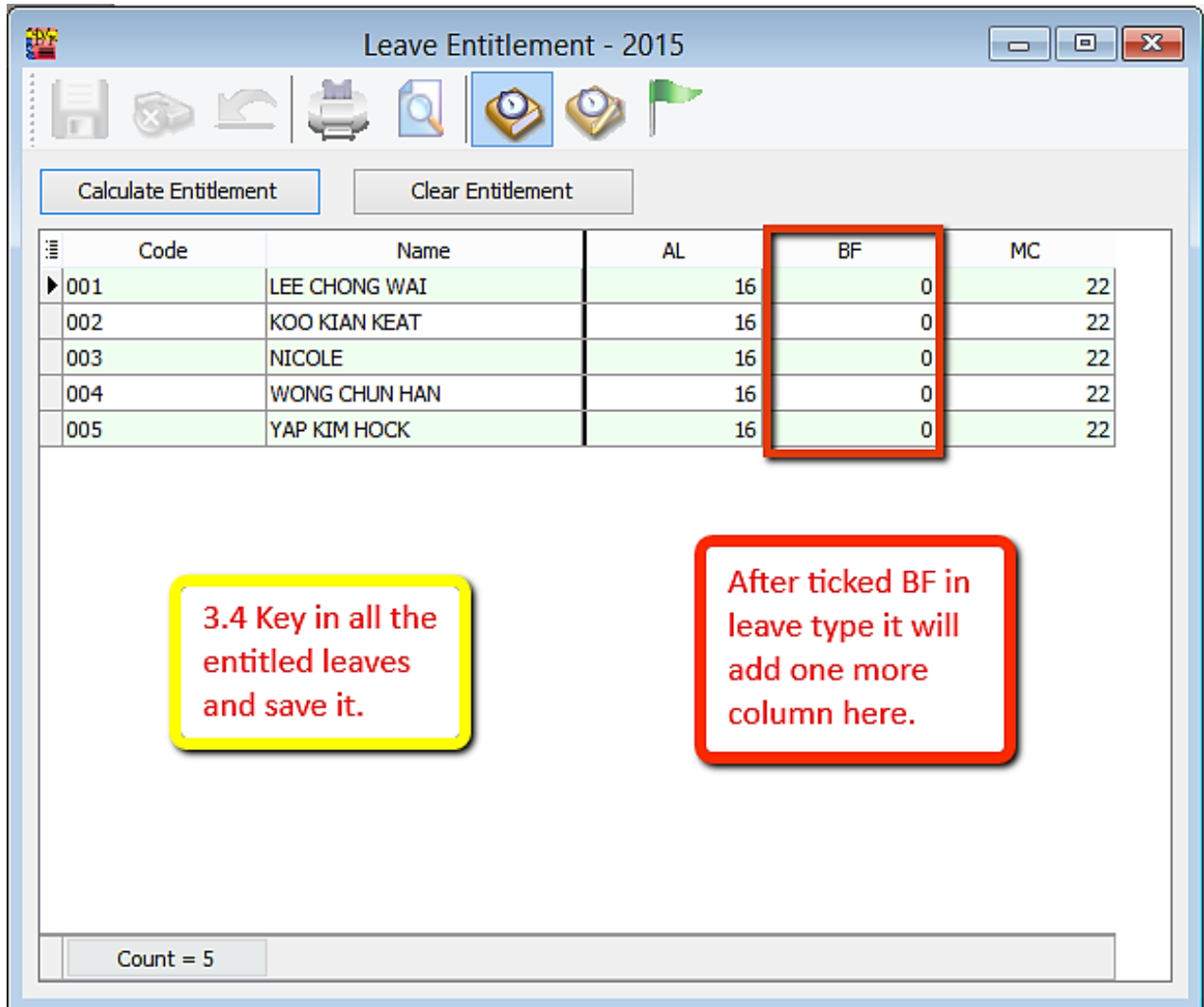
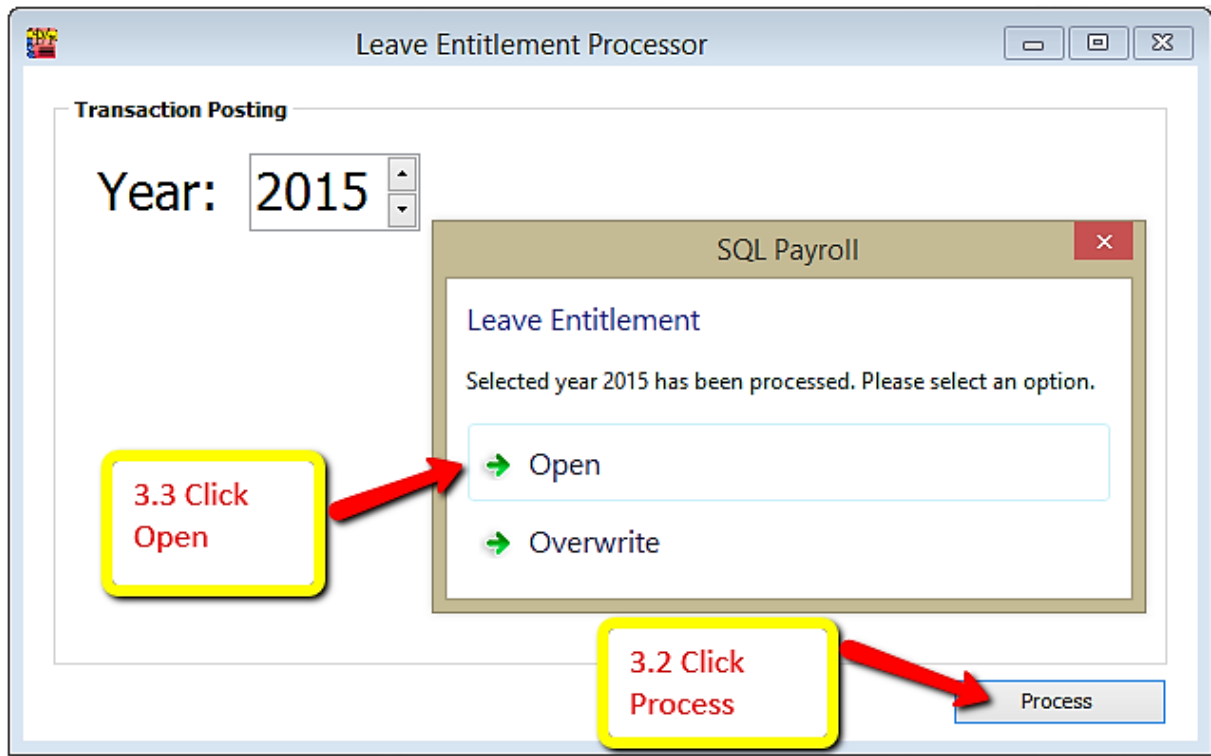
2) Make sure there is calculation for amount of leave brought forward (BF).





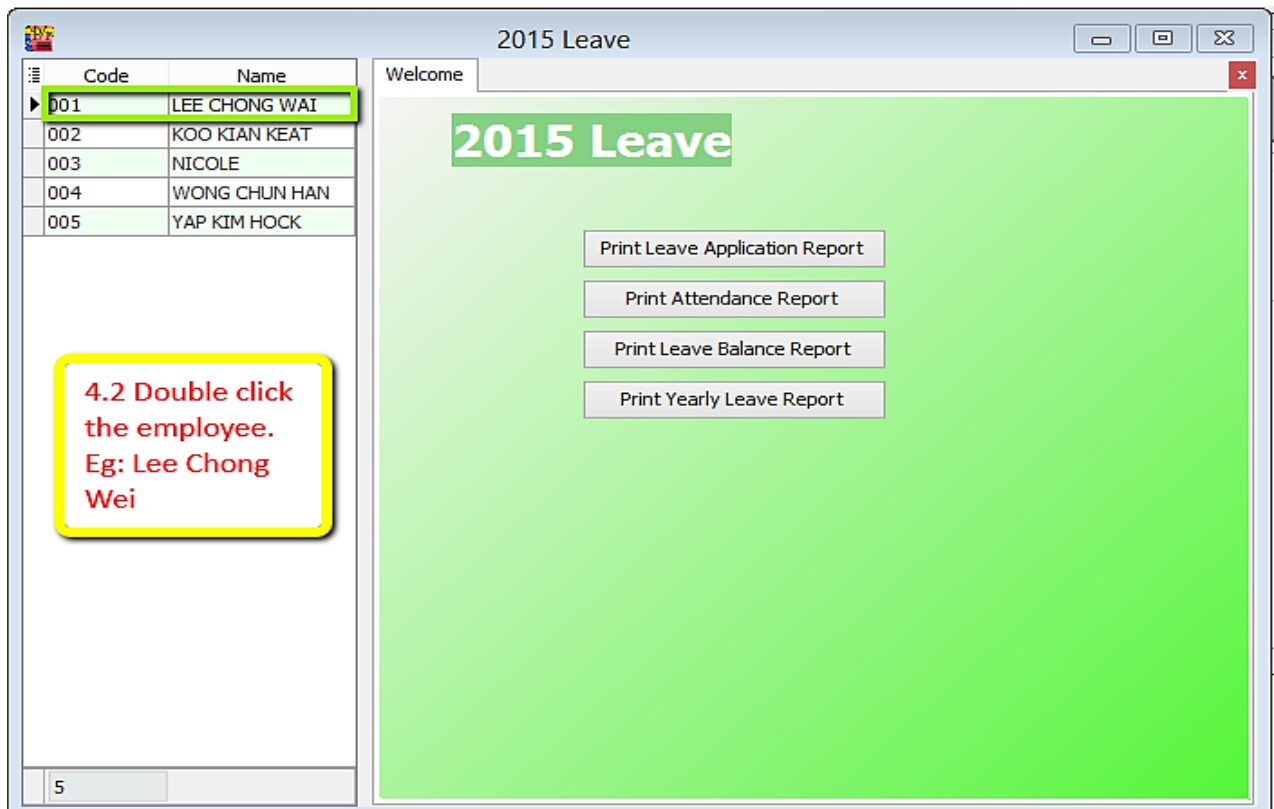
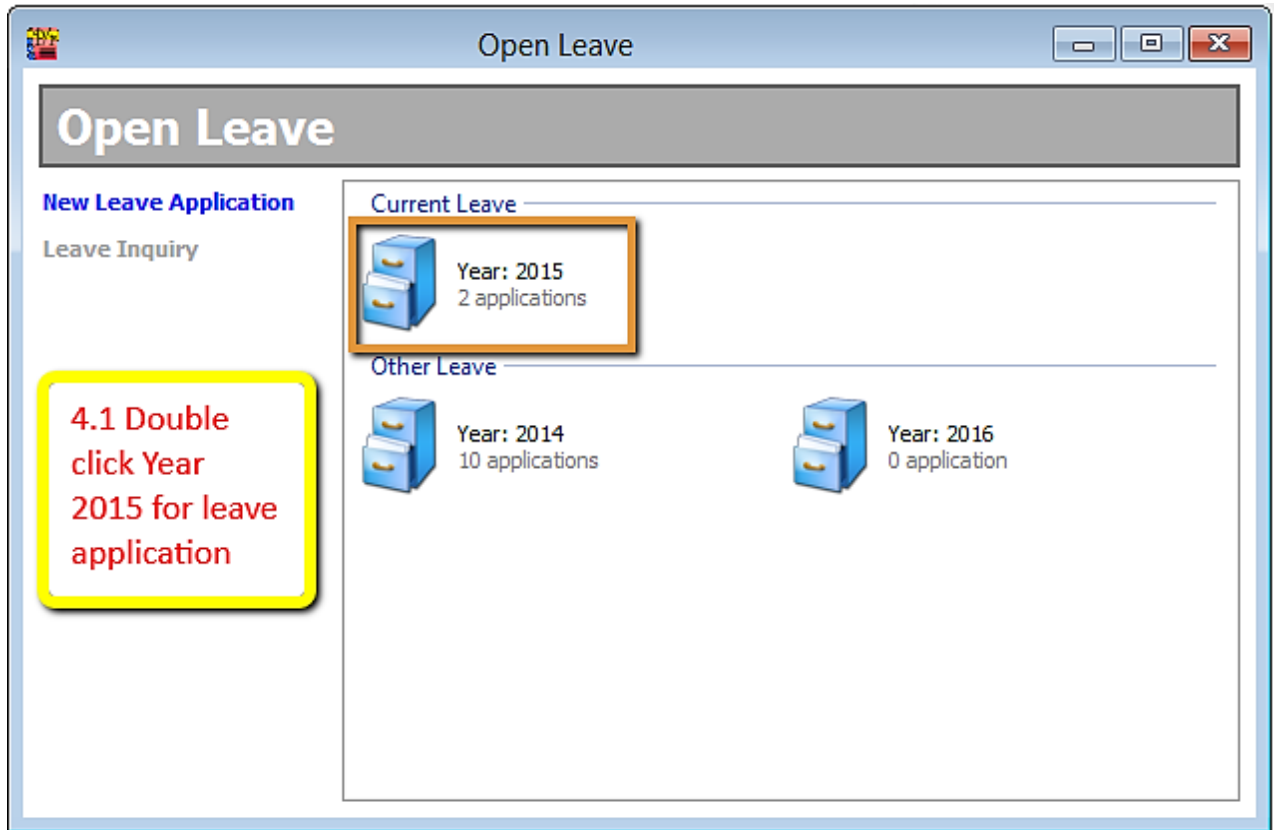
3) Key in leave entitlement (may refer leave setting guide)





4) Apply leave for employees.(may refer leave setting for more details.)

-Leave/Leave Application/Double click Current Leave



Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome 001



001
LEE CHONG WAI

4.3 Click '+' button to add leave and fill in the leave type

Date	Leave Type	Description	Day
10/06/2015	AL	Annual Leave	1.00
17/07/2015	AL	Annual Leave	1.00

2	2.00
---	------

Leave Balance

Leave Type	Entitle	BF	Taken	Balance
AL	16.00	0.00	2.00	14.00
MC	22.00	0.00	0.00	22.00

5) Preview Leave Balance Report

-Leave/Print Leave Balance Report

Year: 2015

Leave Type: [] ...

Branch: [] ...

Department: [] ...

Group: [] ...

Employee: 001 ...

Project: [] ...

Job: [] ...

Task: [] ...

Sort By : Employee

Employee Name
Branch
Department
HRGroup
Project
Job
Task

5.1 Choose the employee and apply

Apply

Leave Balance Report

Leave Balance 2015

Preview

Employee Info		Annual Leave				Medical Leave				
Name	ISA...	Entitle	BFDays	Taken	Balance	Entitle	BFDays	Taken	Balance	Entitle
▶ LEE C...	<input checked="" type="checkbox"/>	16.00	0.00	2.00	14.00	22.00	0.00	0.00	22.00	0.0

The leave balance is 14 days.

Count = 16.00 0.00 2.00 14.00 22.00 0.00 0.00 22.00 0.0

6) Open Leave Entitlement for 2016(Repeat step 2)

The screenshot shows a software window titled "Leave Entitlement - 2016". It features a toolbar with icons for file operations and a menu. Below the toolbar are two buttons: "Calculate Entitlement" and "Clear Entitlement". The main area contains a table with the following data:

Code	Name	AL	BF	MC
▶ 001	LEE CHONG WAI	16	14	22
002	KOO KIAN KEAT	16	16	22
003	NICOLE	16	16	22
004	WONG CHUN HAN	16	16	22
005	YAP KIM HOCK	16	16	22

A callout box with a pink border contains the text: "In 2016, BF leave of Lee Chong Wei is 14 days." At the bottom of the window, a status bar displays "Count = 5".

--END--