

Leave / Resource Requests

AccuFund Onsite

Easily Manage Requests for Employee Leave, Conference Rooms, and Equipment

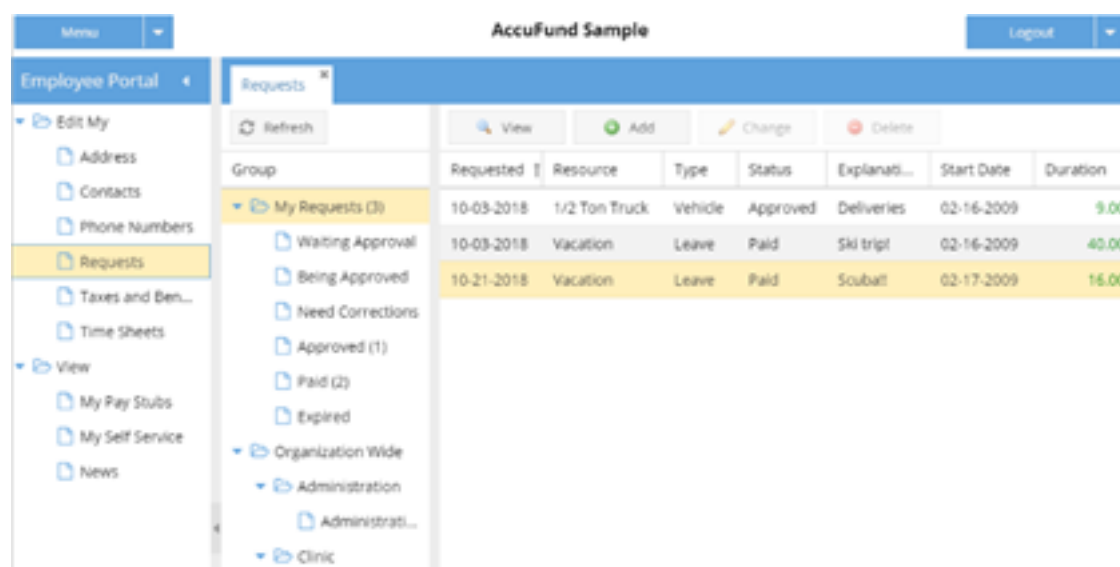
Through AccuFund's Web Portal, the Leave and Resource Requests module lets you process multiple time-off requests, enforce approval processes, and ensure sufficient employee coverage. The system also handles conference room scheduling, fleet use, and requests for specific assets, such as audio-visual equipment.

Once submitted, requests are automatically routed to the appropriate approvers. Approvals can be viewed in a calendar view or report, providing at-a-glance management of important resources.

Leave / Resource Requests Online Version

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Requested	Resource	Type	Status	Explanati...	Start Date	Duration
10-03-2018	1/2 Ton Truck	Vehicle	Approved	Deliveries	02-16-2009	9.00
10-03-2018	Vacation	Leave	Paid	Ski trip	02-16-2009	40.00
10-21-2018	Vacation	Leave	Paid	Scuba	02-17-2009	16.00

Approval Trees Make Short Work of Resource Management

Rules-based approval trees make it possible to route different requests through specific levels of approval, based on conditions directed by organizational policies. You can use existing payroll approval trees or create new approval trees just for resources.

Employees can see the status of their requests at any time and can view them in the calendar in relation to other requests.

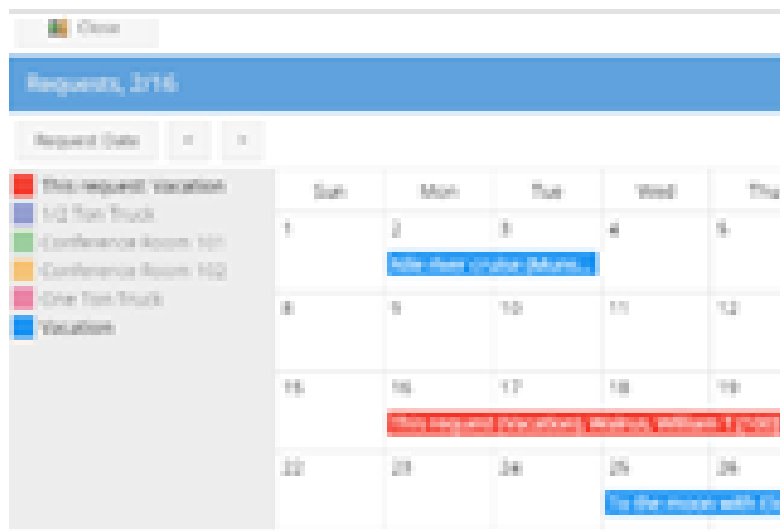
The Leave and Resource Requests module works in conjunction with the Payroll module, the Fixed Asset module, and as a standalone system for general resource requests.

Entering Requests—a Streamlined Process from Start to Finish

To enter a request, employees open the AccuFund Web Portal in a web browser. After logging in, users select Requests from the left-hand navigation list to open the Requests window.

Once an employee has selected a requestable resource, a more detailed description of the item will appear in the form. The duration field will be calculated based on Hours Per Day.

Upon pressing submit, an email will be sent to the first approver in the approval tree, notifying them that they have a request to approve.



The screenshot shows the 'Requests, 2/14' window. On the left is a legend with color-coded boxes for: 'This request: vacation' (red), '1/2 Ton Truck' (blue), 'Conference Room 101' (green), 'Conference Room 102' (orange), 'One Ton Truck' (pink), and 'Vacation' (blue). The main area is a calendar grid with days of the week as columns and dates as rows. Requests are represented by colored bars with text labels: a blue bar on Feb 10 says '1/2 Ton Truck', a blue bar on Feb 11 says '1/2 Ton Truck (Admin.)', a red bar on Feb 12 says 'This request: vacation', a red bar on Feb 13 says 'This request: vacation', and a blue bar on Feb 14 says '1/2 Ton Truck (Admin.)'.

Let's Get Started

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