

Available Vacation Days Calculations (Reports VS Vacation document)

Problem: The number of available vacation days for an employee in the Available Vacation Days report and the Vacation document do not match. Why?

Explanation: To calculate the number of Available (accumulated) vacation days for each employee in the Available Vacation Days report and the Vacation document, the system uses two different calculation methods.

1. Calculating available vacation days based on the actual accumulation/used of vacation days - to output data to the Available Vacation Days report (HR & Payroll section - Reports of HR & Payroll - Available Vacation Days).

Example: for Tanya employee Available Vacation Days report was generated.

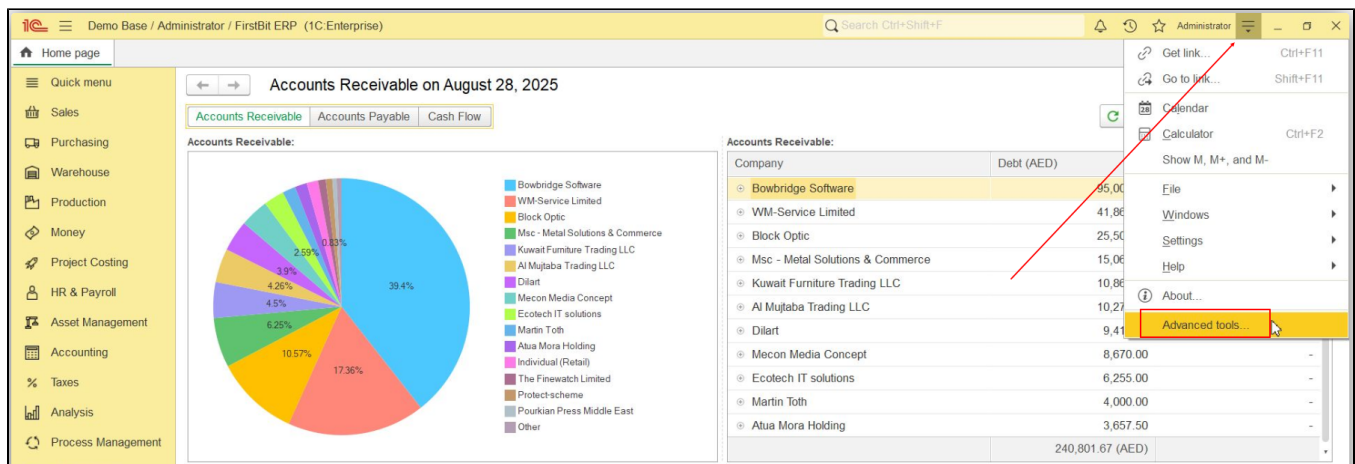
System shows that earned days - 47.5 (accumulated with Month End Closing Procedure execution);

Used days - 30 (actual Vacation for employee);

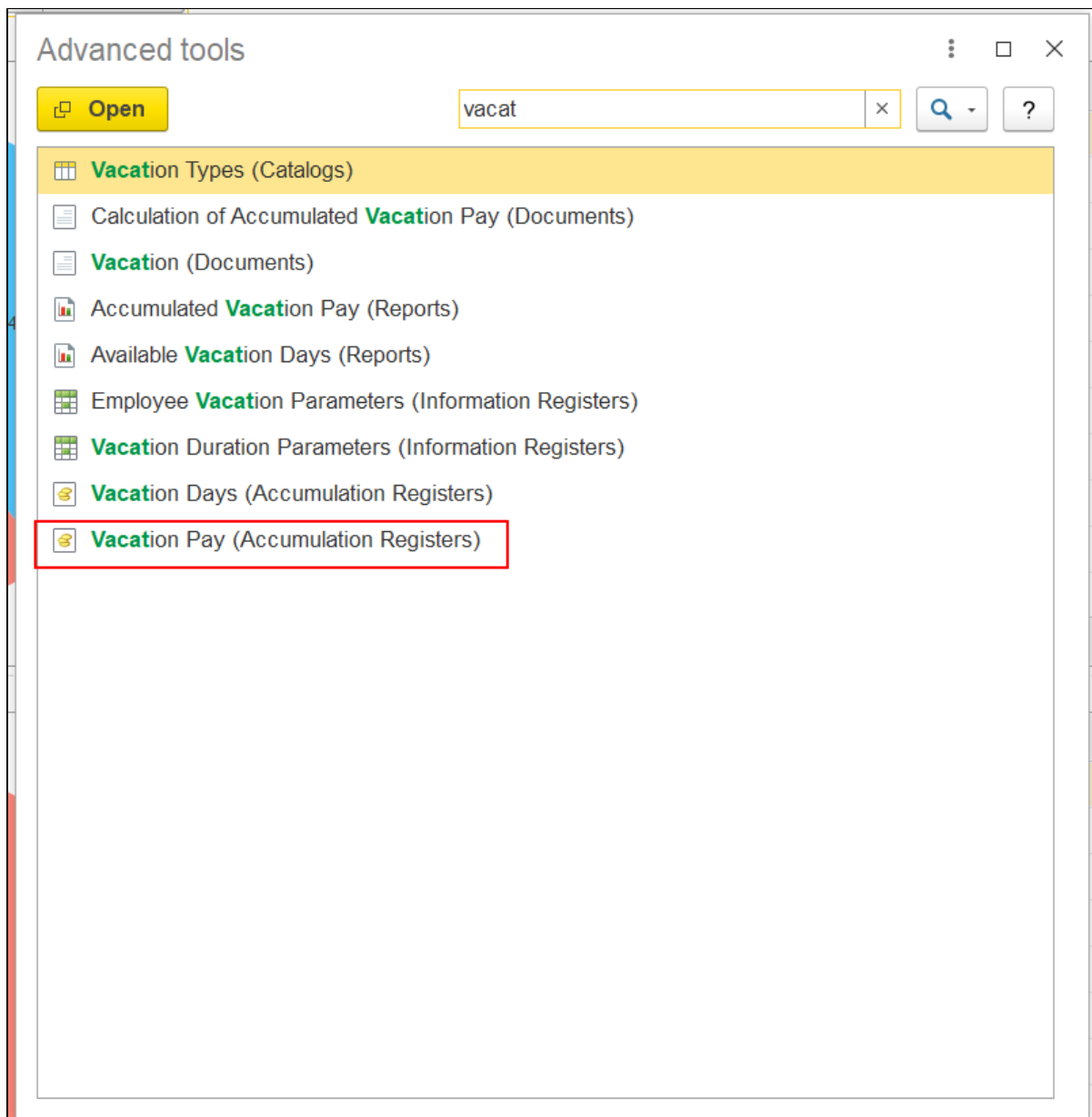
Balance on 08/05/2025 - 17.5 days.

Available Vacation Days					
On Date August 05, 2025					
Employee In list Tanya					
Employee		Total			
Vacation Type					
Work Period Start Date	Work Period End Date	Earned Days	Used Days	Balance	
Tanya		47.5	30	17.50	
Main Vacation		47.5	30	17.50	
1/1/2024	12/31/2024	30	30		
1/1/2025	12/31/2025	17.5		17.50	
Total		47.50	30.00	17.50	

This data was collected from VACATION DAYS accumulation register (**note: only users with Administrator access rights may read system registers. Functions for technicians are available for cloud configuration and for self hosted customers, but unavailable in fresh area**). Vacation Pay Accumulation register may be opened from Function for Technicians/ Advanced tools:



And it opened object list it might be searched by description:



It is also possible to use filters by Employee - to sort data in Vacation Pay register list form:

Vacation Days											
Tanya											
Period	Recorder	L	Entity	Employee	Vacation Type	Earned Days	Used Days	Start Date	End Date	Compensation	Work Period Start Date
6/30/2024 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	12.00					1/1/2024
7/31/2024 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	2.00					1/1/2024
8/31/2024 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	2.00					1/1/2024
9/30/2024 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	2.00					1/1/2024
10/31/2024 11:59:59 PM	Calculation of Ac...	6	Nel New Trading Limited	Tanya	Main Vacation	2.00					1/1/2024
11/30/2024 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	2.00					1/1/2024
12/31/2024 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	8.00					1/1/2024
1/1/2025 12:00:00 PM	Vacation NNVC25...	1	Nel New Trading Limited	Tanya	Main Vacation		30.00	1/1/2025	1/30/2025		1/1/2024
1/31/2025 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	2.50					1/1/2025
2/28/2025 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	2.50					1/1/2025
3/31/2025 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	2.50					1/1/2025
4/30/2025 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	2.50					1/1/2025
5/31/2025 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	2.50					1/1/2025
6/30/2025 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	2.50					1/1/2025
7/31/2025 11:59:59 PM	Calculation of Ac...	4	Nel New Trading Limited	Tanya	Main Vacation	2.50					1/1/2025

accumulated days = 47.5

So for all employment period for Tanya employee it was accumulated 47.5 days and 30 days were used. Balance for Tanya = 17.5 days.

This calculation method is used in Available Vacation Days report, and report generated on date (system collect data from Vacation Days accumulation register before date from Quick settings of the report).

2. Available Days attribute on Main Vacation tab in Vacation document:

Vacation (create) *			
Post and close Save Post Dr Cr Generate			
Main Main Vacation Basic Accruals Vacations Pay			
Vacation Type: Main Vacation		Accrual Type: Vacation	
Vacation From: 8/11/2025 To: 8/15/2025		Main Vacation Accrued Earnings Type: Planned Earnings	
Total Days: 5.00		Expenses GL Account: Employee Benefits Expenses	
Days Available: 18.30		Expense Item: Labor Costs	
Calculation		Business Activity:	
Calculate			
Avg. Daily Earnings: 0.00			
Leave Allowance: 0.00			

As user may compare in Vacation document system shows Days Available = 18.3 (on start vacation date - 08/11/2025).

Same time Available Vacation Days report (was generated on 08/11/2025) shows balance = 17.50:

Available Vacation Days

Generate Find... Send...

AVAILABLE VACATION DAYS

On Date **August 11, 2025**

Employee In list Tanya

Employee		Total		
Vacation Type				
Work Period Start Date	Work Period End Date	Earned Days	Used Days	Balance
Tanya		47.5	30	17.50
Main Vacation		47.5	30	17.50
1/1/2024	12/31/2024	30	30	
1/1/2025	12/31/2025	17.5		17.50
Total		47.50	30.00	17.50

Difference between these two amounts is in another calculation method.

For Days Available attribute in Vacation document system calculates Vacation days on start vacation date and due to employemnt period and Vacation lenghts conditions (which was set in Employment Contract document). This information is saves in Vacation Duration Parameters Informational register.

For Tanya employee:

Vacation Duration Parameters

Tanya

Period	Recorder	L ↓	Employee	Vacation Type	Employment Contract	Entity	Employment Interval Start	Employment Interval End	Recalculate Vacation Days for Previous Inter
1/1/2024 12:00:00 AM	Employment Cont...	1	Tanya	Main Vacation	Employment Contract NNEC...	Nel New Trading Limited		6	
1/1/2024 12:00:00 AM	Employment Cont...	2	Tanya	Main Vacation	Employment Contract NNEC...	Nel New Trading Limited	6	12	✓
1/1/2024 12:00:00 AM	Employment Cont...	3	Tanya	Main Vacation	Employment Contract NNEC...	Nel New Trading Limited	12	999	✓

in months

It is same information that it was set in Employment contract (Employment Contract Change) document:

Employment Contract NNEC24-00000002 dated 1/1/2024 12:00:00 AM

Main Vacation Duration Parameters Accruals and Deductions Plan

Post and close Save Post More actions ?

Main Accruals and Deductions (3) Vacations (1) Provisions (1) End of Service Provision

Add

#	Vacation Type	Vacation Duration	Expenses GL...	Expense Item	Business Act...	Accumulate Vacation Pay	Currency	GL Accounts	Main Vacation
1	Main Vacation	To 6 mths - 0 days, from 6 to 12 mths - 24 days, from 12 mths - 30 days	Employee B...	Labor Costs		✓	AED		✓

And based on this vacation duration system in each Vacation document calculates Days Available separately on start vacation date.

For comparing it :
below Vacation document with start vacation date 08/12/2025:

Vacation (create) *

Post and close

Save

Post

Dr Cr

Generate

MainMain VacationBasic AccrualsVacations Pay

Vacation Type:

Main Vacation

Vacation From:

8/12/2025

To:

8/15/2025

Total Days:

4.00

Days Available:

18.38

Calculation

Calculate

Avg. Daily Earnings:

0.00

Leave Allowance:

0.00

Accrual Type:

Vacation

Main Vacation Accrued Earnings Type:

Planned Earnings

Expenses GL Account:

Employee Benefits Expenses

Expense Item:

Labor Costs

Business Activity:

and on 8/11/2025
it was 18.30

Note:

for getting correct data for Available Vacation Days balances in report - it is necessary to be sure that all Month End Closing procedures for Accumulated Vacation days executed.

But in Vacation document system shows actual Days Available based on employment lenghts (despite of Month End Closing procedure execution).

Thank you for being FIRSTBit customer!