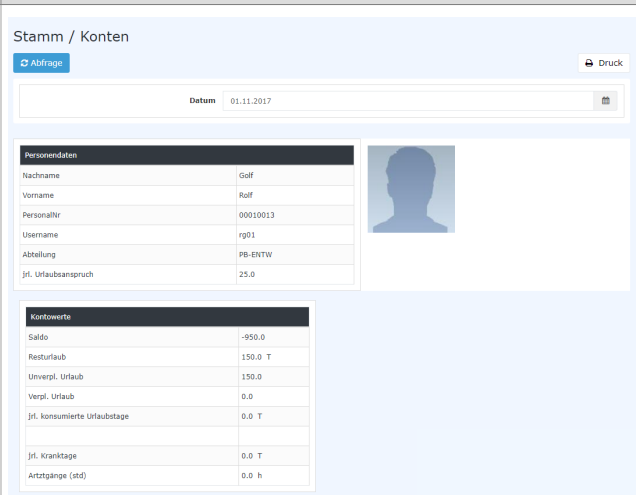


Master data and account values

General

The user can use this menu option to query the **master data** and **account information** of the most important time recording accounts for a specific key date.

In the **date field**, the user can enter an alternative date (alternative key date). The date can either be entered directly in the format dd.mm.yyyy (e.g.: 03.04.2013), or selected by clicking on the calendar symbol. By updating (click on the "**Query**" button) you will get the account values for the selected key date.

Classic	Responsive																														
	 <p>The screenshot shows a responsive user interface for querying master data and account values. The page title is "Stamm / Konten". There is a search button "Abfrage" and a print button "Druck". A date field is set to "Datum 01.11.2017". Below this, there are two tables: "Personendaten" and "Kontowerte".</p> <table border="1"><thead><tr><th colspan="2">Personendaten</th></tr></thead><tbody><tr><td>Nachname</td><td>Giff</td></tr><tr><td>Vorname</td><td>Rolf</td></tr><tr><td>Personalnr</td><td>00010013</td></tr><tr><td>Username</td><td>rg01</td></tr><tr><td>Abteilung</td><td>PB-ENTW</td></tr><tr><td>Jrl. Urlaubsanspruch</td><td>25.0</td></tr></tbody></table> <table border="1"><thead><tr><th colspan="2">Kontowerte</th></tr></thead><tbody><tr><td>Saldo</td><td>-950.0</td></tr><tr><td>Resturlaub</td><td>150.0 T</td></tr><tr><td>Unverpl. Urlaub</td><td>150.0</td></tr><tr><td>Verpl. Urlaub</td><td>0.0</td></tr><tr><td>Jrl. konsumierte Urlaubstage</td><td>0.0 T</td></tr><tr><td>Jrl. Kranktage</td><td>0.0 T</td></tr><tr><td>Arztgänge (std)</td><td>0.0 h</td></tr></tbody></table>	Personendaten		Nachname	Giff	Vorname	Rolf	Personalnr	00010013	Username	rg01	Abteilung	PB-ENTW	Jrl. Urlaubsanspruch	25.0	Kontowerte		Saldo	-950.0	Resturlaub	150.0 T	Unverpl. Urlaub	150.0	Verpl. Urlaub	0.0	Jrl. konsumierte Urlaubstage	0.0 T	Jrl. Kranktage	0.0 T	Arztgänge (std)	0.0 h
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Personal data

In addition to general personal data such as **surname** and **first name**, further information is also available:

Employee ID - Personnel number including the fixed prefix (0001 in this case; generally: the first 4 digits of the employee ID)

Username - Login name of the employee where the e-mail address can also be used for the login.

Department - the department to which the employee is assigned.

annual vacation entitlement - employee's vacation entitlement in days

Account values

The account values provide an overview / summary of the most important time accounts for the **key date** selected in Date:

Saldo - the sum of the actual time (actual attendance) reduced by the target time.

Remaining vacation - the currently available remaining vacation in days

Unplanned vacation - corresponds to the remaining vacation minus the planned vacation in days.

Pl. vacation - Planned vacation in days

jrl. days of holiday consumed - days of holiday already consumed

jrl. sick days - the annual sick days

Doctor's courses (std) - the booked doctor's courses in hours

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Important: The displayed values are the values for the selected key date!