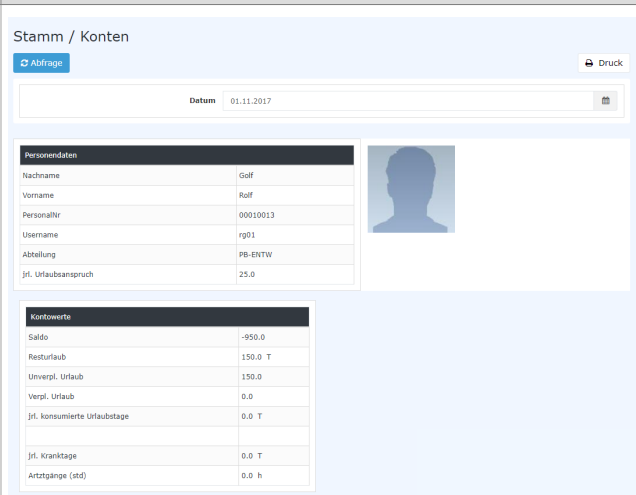# Master data and account values

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

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

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