

Account corrections

The "Account corrections" form allows you to post a specific account correction (e.g. redemption of overtime-hours).

Use this form to correct specific accounts for a specific date. The accounts, which can be altered/corrested are defined by the system administrator.

It is possible to parametrise the system, to produce account correction forms and send an information message to the respective user for further editing. After the user has been informed ("You have new ToDos"), the form can be edited right from the Workflow list "My ToDos".



ToDo zugewiesen	Prozessautor	Aktivität	Details	Verlauf	Aktion(en)
18.04.2007 10:37:16	Weiss Florian	Fillout Form	Kontokorrektur_hide / erstellt: 18.04.2007 10:37:16		Weiterleiten Editieren Kommentieren

Click on the "Edit" button, which gets you to the details of the generated account correction.



Kontokorrektur

Prozess starten Als Entwurf speichern Journal einblenden

Saldo 22,27
Überstunden 0,00
Zu änderndes Konto: Überstunden
Von-Datum 13.04.2009 +
gewünschter Betrag (von 0,00 bis 10,00) +
Bemerkung

Enter the date, the amount of hours to correct (minimum and maximum limit is defined by the system), and an optional comment.

You can start the form either directly, by a click on the "Start process" button, or save it as a draft for further editings, by clicking on the "Save as draft" button.

For detailed description of handling, please see chapter >> Application Forms.