# Master Data / Account Balances

With this menu item, the user can query **master data** from the Time & Attendance system and the **account balances** of his or her most important time recording accounts as of a key date.

In the **date field**, the user can enter an alternative date. Either enter the date in the format mm/dd/yyyy or click the calendar icon and then select the desired date. By refreshing (changing the date or clicking the "**Query**" button), you obtain the account balances as of the key date.

By default, the account balances are displayed as of yesterday. A key date later than yesterday cannot be queried; if such a date is entered, a notice appears and the date is set to yesterday. If the key date is before the start of the employee's time recording, the account balances as of the start of time recording are displayed.

Here the user also has the option to personalize Webdesk by saving a photo (provided that displaying the photo is intended). The photo can only be changed by the user himself or herself.

The **Master data/Accounts menu item** can be configured individually by the system administrator, so that company-relevant data appears, such as user name, personnel number, group affiliation, etc. Other configurations could display the following data: first name, last name, personnel number, entry date, department, vacation entitlement, etc.

Below that, the **account balances** appear, such as: balance, remaining vacation, planned/unplanned vacation, annual sick days, doctor's appointments, annual business trips, overtime, etc. The displayed accounts can optionally be set by the administrator.

## Links

Link for the administrator[1]

1. /daisy/webdesk-manual-admin/974-dsy.html?language=4