

# Account corrections

The "Account corrections" request 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/corrected are defined by the system administrator.

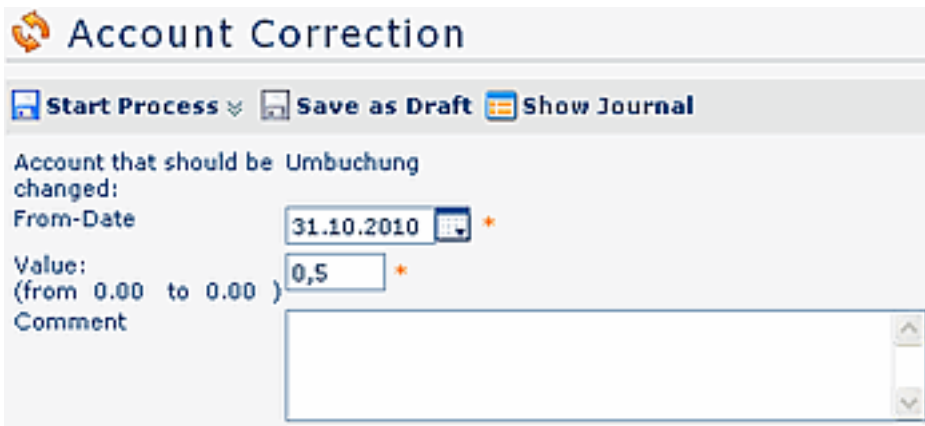
It is also possible to parametrise the system, to produce account correction forms and send an information message to the respective user for further editing. After the user has been informed ("You have new To Dos"), the form can be edited right from the Work-flow list "My To Dos".



The screenshot shows a table with columns: 'ToDo zugewiesen', 'Prozessautor', 'Aktivität', 'Details', 'Verlauf', and 'Aktion(en)'. The first row contains the following data: '18.04.2007 10:37:16', 'Weiss Florian', 'Fillout Form', 'Kontokorrektur\_hide / erstellt: 18.04.2007 10:37:16', 'Kontokorrektur', and three action buttons: 'Weiterleiten', 'Editieren', and 'Kommentieren'.

| ToDo zugewiesen        | Prozessautor  | Aktivität    | Details  | Verlauf        | Aktion(en)  |
|------------------------|---------------|--------------|--|----------------|---|
| 18.04.2007<br>10:37:16 | Weiss Florian | Fillout Form | Kontokorrektur_hide / erstellt: 18.04.2007<br>10:37:16 | Kontokorrektur | <a href="#">Weiterleiten</a><br><a href="#">Editieren</a><br><a href="#">Kommentieren</a> |

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



The screenshot shows the 'Account Correction' form with the following fields: 'Account that should be changed:' (set to 'Umbuchung'), 'From-Date' (set to '31.10.2010'), 'Value: (from 0.00 to 0.00 )' (set to '0,5'), and a 'Comment' text area.

Start Process | Save as Draft | Show Journal

Account that should be changed: Umbuchung

From-Date: 31.10.2010 \*

Value: (from 0.00 to 0.00 ) 0,5 \*

Comment: [Text Area]

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 editing, by clicking on the Save as draft button.

For detailed description of handling, please see chapter > Requests.