# Monathly clearing

After the employees have checked and cleared their journals, the executive staff gets an overview, and a tool to check those journals, and make a final clearing him/herself.

The selection of the requested units/departments is operated either via the organigramm or the favourits-list. For detailed desription of handling, please see chapter >> **Management**.

The system adminsitrator may also assign authorisations for the access to the journals of your employees. In this case you will see the journal-icon next to the employees name. A click on the journal-symbol will get you in the actual monthly journal of the respective employee.




- **day of last authorisation/clearing**
  This field displays, when the user has revised and clearing his journal
- **Approval**
  In this column you have the possibility to clear the yournal (after previous revision), by selecting "Yes". This parameter sets an authorisation ini the time-management system, anabling a further editing, e.g. through the HR-department.

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**Attention**: the date selection always refers to the ultimo of the previous month. Example: if your selection shows the 7.11, so the list will deliver all monthly clearings until the 31.10.; if your selection is the 16.10., the list delivers all clearing until 30.09.