

# Checking the settlement



To check the settlement, please export this view under

Open the exported Excel document. All data has been written below each other.

## [Sample Export](#)

On the first day of the settlement, a booking cut was automatically set, as can be seen in the sample export.

Here you can roughly see whether all employees who have to record times have done so and whether the target and actual working times match.

When exporting, you have the option of displaying all employee data in separate tabs, so that you get a separate data sheet for each employee. This facilitates the individual check, also by the employee himself.

Choose ☒ **Export to tabs**. Then go back to **Export**.

## [Sample Export with Tabs](#)

If you run your settlement before the end of the current month, the future days until the end of settlement (e.g. last day of the month) are filled as planned times according to the set working time model (planned work). These values are used to calculate and create the settlement. If there is a change in the planned work, this is included as a correction in the subsequent settlement.

Date	Planned work	Actual work	Adjustment	Working time	Working time difference	Target	Target difference
Mon May 1, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Tue May 2, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Wed May 3, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Thu May 4, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Fri May 5, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Sat May 6, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Sun May 7, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Mon May 8, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Tue May 9, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Wed May 10, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Thu May 11, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Fri May 12, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Sat May 13, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Sun May 14, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Mon May 15, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Tue May 16, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Wed May 17, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Thu May 18, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Fri May 19, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Sat May 20, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Sun May 21, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Mon May 22, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Tue May 23, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Wed May 24, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Thu May 25, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Fri May 26, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Sat May 27, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Sun May 28, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Mon May 29, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Tue May 30, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00
Wed May 31, 2021	1:00	1:00	0:00	1:00	0:00	1:00	0:00