

Preparing the first settlement

Before creating the settlement, check the following for the settlement period:

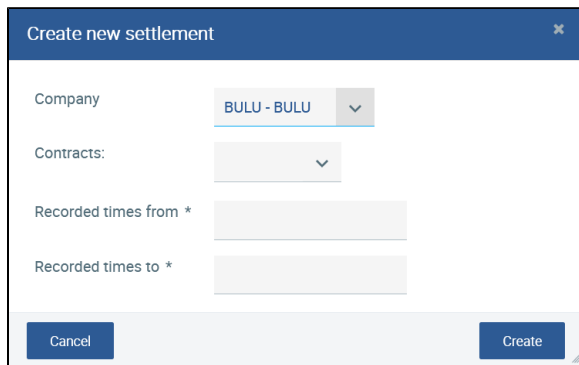
- No outstanding leave requests
- No outstanding time recording or missing completion of working time
- No booking cut within the settlement period

We recommend that you set a booking cut to the day of the settlement start before the first settlement run.

Note

When selecting a contract, only contracts that have been assigned to employees are displayed according to the setup.

To do this, go to the **Settlement** tile and select the **blocked URL** (Create new settlement).



Company

If you have several companies, please select the company you want to settle first. If you have only one company, the input value is preset.

Contracts

If you want to make a settlement at the same time for all employees, you do not have to select anything here. In case you want to do settlement at different times or for wages and salaries, filter by **contracts** that you have at best already defined in advance in Wages and Salaries.

Recorded times by

This is the first day to be accounted for, e.g. the first of the current month.

Recorded times to

This corresponds to the last day to be included in the settlement, e.g. the last day of the current month.

Then go to **Create**.

Settlement

Settlement

Settlement

Settlement

Company

Recorded times from

May 1, 2021

Recorded times to

May 31, 2021

Number of employees

2

Date of working days

0.5 / 0.5

Date of working hours

00:00 / 00:00

Sum of hours

0.0

Sum of each hour days

0.0

Report to table

Employees

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The data is set to 0 until the refresh/load.



To load the current settlement data for the period, press

In the upper area you will see the summary of the settlement.

Create settlement

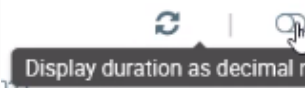
Settlement									
Company	B&B	Recorded times from	May 1, 2021	Recorded times to	May 31, 2021	Close accounting			
Number of employees	2	Sum of working days	27.0 / 42.0	Sum of working hours	276.00 / 236.00				
Sum of leave	1.0	Sum of sick leave days	1.0						

Settlement									
Company	B&B	Recorded times from	May 1, 2021	Recorded times to	May 31, 2021	Close accounting			
Number of employees	2	Sum of working days	27.0 / 42.0	Sum of working hours	276.00 / 236.00				
Sum of leave	1.0	Sum of sick leave days	1.0						

Employees									
Name	Employee number	Planned work days (1 leave)	Actual work days (2 sick leave)	Planned work hours	Actual work hours	Planned work days (3 leave)	Actual work hours (4 sick leave)	Planned work days (5 leave)	Actual work hours (6 sick leave)
John Doe	John Doe	27.00	27.00	216.00	216.00	27.00	216.00	27.00	216.00
Jane Doe	Jane Doe	27.00	27.00	216.00	216.00	27.00	216.00	27.00	216.00
Total		54.00	54.00	432.00	432.00	54.00	432.00	54.00	432.00

Note

If you want the data to be displayed as decimal numbers, select



Status

The status messages indicate in which cases there are discrepancies between the configuration and the booking. These records must be checked before finalising the settlement.