## Write off direct debits

Use this function to set the invoices for which you have previously created a direct debit file to paid in the accounts. In the PC CADDIE menu, select **Sales/Payment interface.../Clear direct debits** 

Lastschrift-Zahlungen buchen	X					
Mit dieser Funktion werden die in einer Datei ausgegebenen Lastschriftbeträge in den Konten gut- geschrieben und als bezahlt gebucht.	Starten					
Fur diese Lastschrift						
alle Buchungen als bezahlt buchen						
Zahlart: last Lastschrift						
Bemerkung: Lastschrift <datum></datum>						
Gutgeschrieben am:						
Diese Personen NICHT:						
Cawikta Lastachrift Datai nachmala auf, die Diek kenisten						

- 1. First select the relevant direct debit file here. In our example, it is a SEPACORR file, i.e. there are both first and subsequent direct debits in the file.
- 2. If you select <u>"Credited on"</u> then the data you used when creating the Sepa file is automatically posted. This means that first direct debits can be automatically booked out on a different date than subsequent direct debits, which may have had an earlier date when the SEPA direct debit file was created. If you enter a date, ALL direct debits will be posted on this date.
- 3. If you have not entered a *payment method* direct debit, please create one.
- 4. It is better not to exclude people for whom the direct debit did not work out from the write-off. We recommend that you <u>all</u> payments and, in the case of those for which payment could not be collected due to insufficient funds, for example, to post the payment in the <u>account</u> the person's account. You can then use the PC CADDIE chargeback manager. In the account, you can also better track what has happened with this customer. You also have the advantage of being able to cancel the direct debit as soon as your file has been imported into the online banking programme or saved on a data carrier. You can cancel returns in the account if necessary.
- 5. *Start* Start the process after checking the correct settings.

TIP Under **Print direct debit file** (F8), you can print out the checklist for the direct debit selected under 1 again for checking purposes.

Affected customers initially have a disc in their account:

Umsatzkonto - CLUB						
Frohgemuth, Heribert (frhe)	Datum Zeit S M					
Rechnung 20100004 jakt Jahresbeitrag Aktive <- Frohgemuth, Heike jakt Jahresbeitrag Aktive	17.11.10 14:22 155 04.03.10 10:12 N 25 17.11.10 14:22 N 01.01.11 J 105	i0,42   1750,00   □     i0,00   250,00   □     250,00   □   □     60,42   1250,00   □     60,42   1250,00   □				

In the account, the write-off looks as follows:

Umsatzkonto - CLUB						
Frohgemuth, Heribert (frhe)	Datum Zeit S	Netto	Brutto OK			
Rechnung 20100004 (Mahn.: 1 17.11.10 - OK) jakt Jahresbeitrag Aktive <- Frohgemuth, Heike iskt Jahresbeitrag Aktive	17.11.10 14:22 04.03.10 10:12 N 17.11.10 14:22 N	1550,42 250,00	1750,00 × 250,00 × 250,00 ×	Beitr.WahF2		
Lastschrift Lastschrift 25.11.10 F:31.12.	25.11.10 22:59 z	1000.42	-1750,00			

If you want to cancel a payment, select the line of the payment, click on the right on **Cancellation** (F5) on the right and in the following selection click again on **Cancel.** Then select the appropriate option in the returned direct debit manager:

Zahlung stornieren	X					
Allgemeiner Storno Rücklastschrift wegen Widerspruch Rücklastschrift mangels Deckung Rücklastschrift (Konto erloschen oder falsch)	<u>Q</u> K <u>Abbruch</u>					
Abweichender Rücklastschrift-Artikel (F3): Artikel:						
Gebühr buchen (F4): Gebühr: Betrag: (optional)						
CRM-Eintrag ergänzen (F5):						
Anfrage durch anderen						
Datum: 02.12.10 Uhrzeit: 16:03						

If you want to charge a fee, select an item that you have previously created. If the amount of the item changes, you can change it via **Amount (optional)** to change it. The customer account will then look

## like this, for example:

U	Umsatzkonto - CLUB							
	Frohgem	uth, Heribert (frhe)						
	Θ	Information	Datum	Zeit S	Netto	Brutto OK		
	Rechr	ung 20100004	17.11.10	14:22	1550,42	1750,00 🐥		
	jakt	Jahresbeitrag Aktive	04.03.10	10:12 N	250,00	250,00 🔶		Beitr.Wan(F2)
		<- Frohgemuth, Heike	17.11.10	14:22 N		250,00 🔶 📗		
	jakt	Jahresbeitrag Aktive	01.01.11	J	1050,42	1250,00 🔶		SeitrTyp(F7)
		Lastschrift Lastschrift 25.11.10 F:31.12.	08.12.10	13:42 z		-1750,00 🗸 🔪		
		Storno: Lastschrift Lastschrift 25:31.12.	108.12.10	13:42 z		1750,00 🖌 🖌		
	geb	Gebühr Rücklastschrift	09.12.10	08:36 N	4,20	5,00		O Ändern
								🗙 <u>S</u> torno F5