

# Annual financial statements



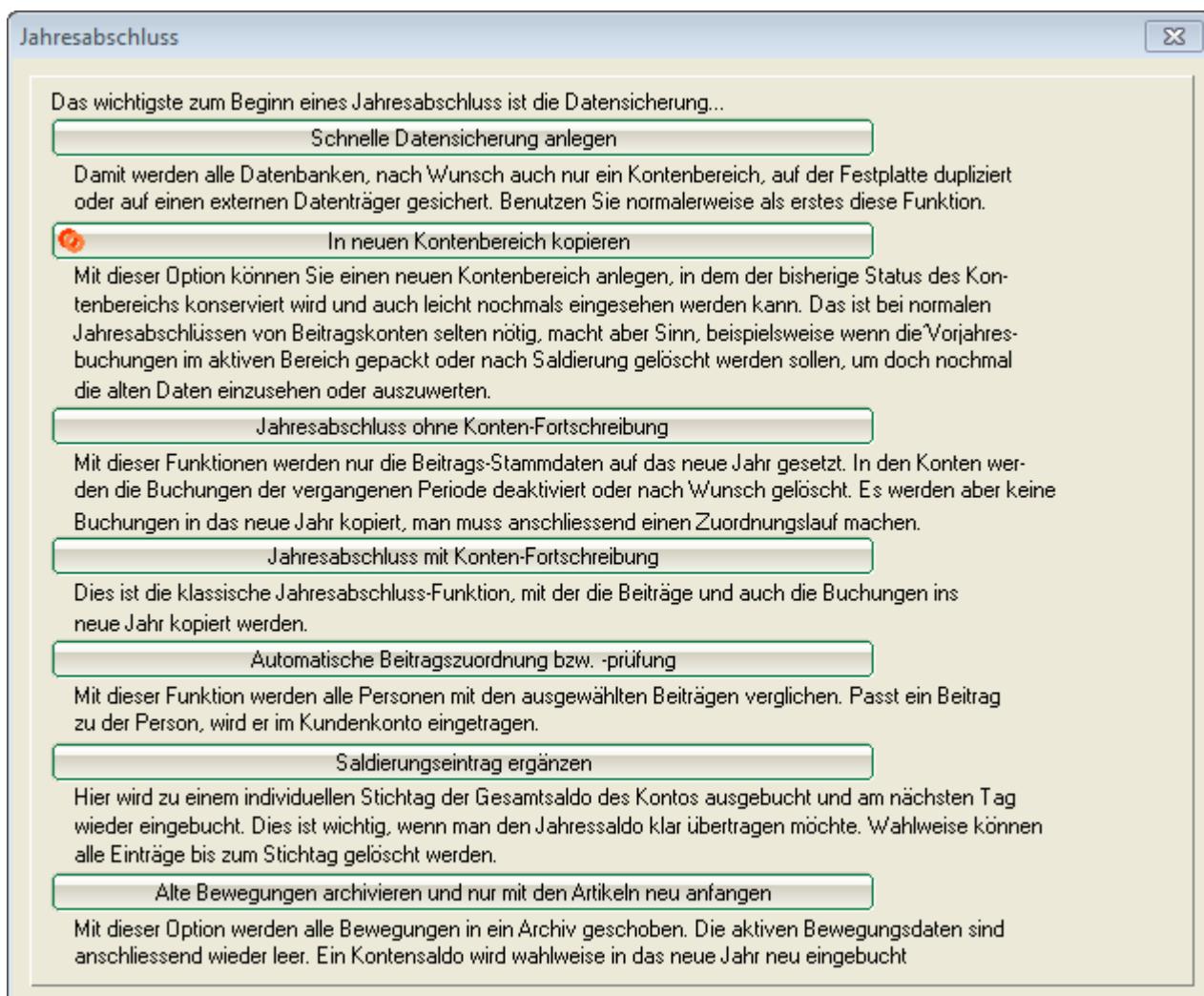
Please always remember to visit [Fast data backup](#) before the year-end closing.



Please consider what kind of result you would like to achieve before the annual accounts. This can vary from club to club. Not every point makes sense for every club!

## Options for contribution and cash account areas

You can find the functions under **Turnover/Year-end closing/Year-end closing**. If you are in a contribution account area (**CLUB**), the selection looks like this:



**As of version 2016d from January 2017, this query looks as follows:** Functions have remained the same.

## Annual statement of accounts



The most important thing when starting to work on the annual statement of accounts is having a full backup of your existing datas....



### Make quick backup

With this option all PC CADDIE databases or upon request only one accounting area could be secured onto the local hard disk or onto an external disk. Please use normally this function.

### Year end in accounting areas

### Special functions



### Copy into new accounting area

With this option you can create a new accounting area where your current status is preserved and easily accessible. With normal annual articles this is not needed, but it makes sense if you want to clean-up the articles in the main accounting area or articles should be accumulated and deleted after that action. Or still to view and work with this old data.



### Annual statement without update of accounts

The old values are not transferred into the new year. Old values will be deleted. No articles will be copied, so that you need to assign the new articles by using the assign-function



### Updating Annual statement

This is the classic function to copy the amount and create the annual articles into the new year and be able to analyse them



### Article Assignment and Proof of Assignment

With this function we compare the selected articles with the customers. If an article fits to the customer it will be assigned into his account

## Annual statement of accounts

X

The most important thing when starting to work on the annual statement of accounts is having a full backup of your existing datas....



Make quick backup

With this option all PC CADDIE databases or upon request only one accounting area could be secured onto the local hard disk or onto an external disk. Please use normally this function.

Year end in accounting areas

Special functions

Add balancing entry

With this function on a selectable day the complete amount of the account will be closed out and again booked into the account on the next day. This is an important function if you like to move the annual balance clearly. By your own choice you can delete all account entries till a choosable date.



Archive old bookings and start with new articles

With this function all old bookings will be transferred into an archive. The actual accounting area will be empty. A balance can be booked into the new year if desired

In a cash account (**SALES**) you get the following selection:

## Jahresabschluss

Das wichtigste zum Beginn eines Jahresabschlusses ist die Datensicherung...

### Schnelle Datensicherung anlegen

Damit werden alle Datenbanken, nach Wunsch auch nur ein Kontenbereich, auf der Festplatte dupliziert oder auf einen externen Datenträger gesichert. Benutzen Sie normalerweise als erstes diese Funktion.



### In neuen Kontenbereich kopieren

Mit dieser Option können Sie einen neuen Kontenbereich anlegen, in dem der bisherige Status des Kontenbereichs konserviert wird und auch leicht nochmals eingesehen werden kann. Das ist bei normalen Jahresabschlüssen von Beitragskonten selten nötig, macht aber Sinn, beispielsweise wenn die Vorjahresbuchungen im aktiven Bereich gepackt oder nach Saldierung gelöscht werden sollen, um doch nochmal die alten Daten einzusehen oder auszuwerten.

### Konteneinträge blocken

Dies ist eine spezielle Funktion für sehr umsatzstarke Konten, beispielsweise einer Gastronomie oder bei Anschluss eines Online-Kartensystems. Diese Funktion macht bei jeder Person aus beispielsweise 54 einzelnen Ballbezugs-Buchungen eine Buchung 54 mal Ballbezug und verkleinert so die Konten erheblich.

### Saldierungseintrag ergänzen

Hier wird zu einem individuellen Stichtag der Gesamtsaldo des Kontos ausgebucht und am nächsten Tag wieder eingebucht. Dies ist wichtig, wenn man den Jahressaldo klar übertragen möchte. Wahlweise können alle Einträge bis zum Stichtag gelöscht werden.

### Alte Bewegungen archivieren und nur mit den Artikeln neu anfangen

Mit dieser Option werden alle Bewegungen in ein Archiv geschoben. Die aktiven Bewegungsdaten sind anschliessend wieder leer. Ein Kontensaldo wird wahlweise in das neue Jahr neu eingebucht

**As of version 2016d from January 2017, this query looks as follows:** Functions have remained the same.

## Annual statement of accounts



The most important thing when starting to work on the annual statement of accounts is having a full backup of your existing data



### Make a quick backup

With this option all PC CADDIE databases or upon request only one accounting area could be secured onto the local harddisc or onto an external medium. Usually this is the function to be used first.

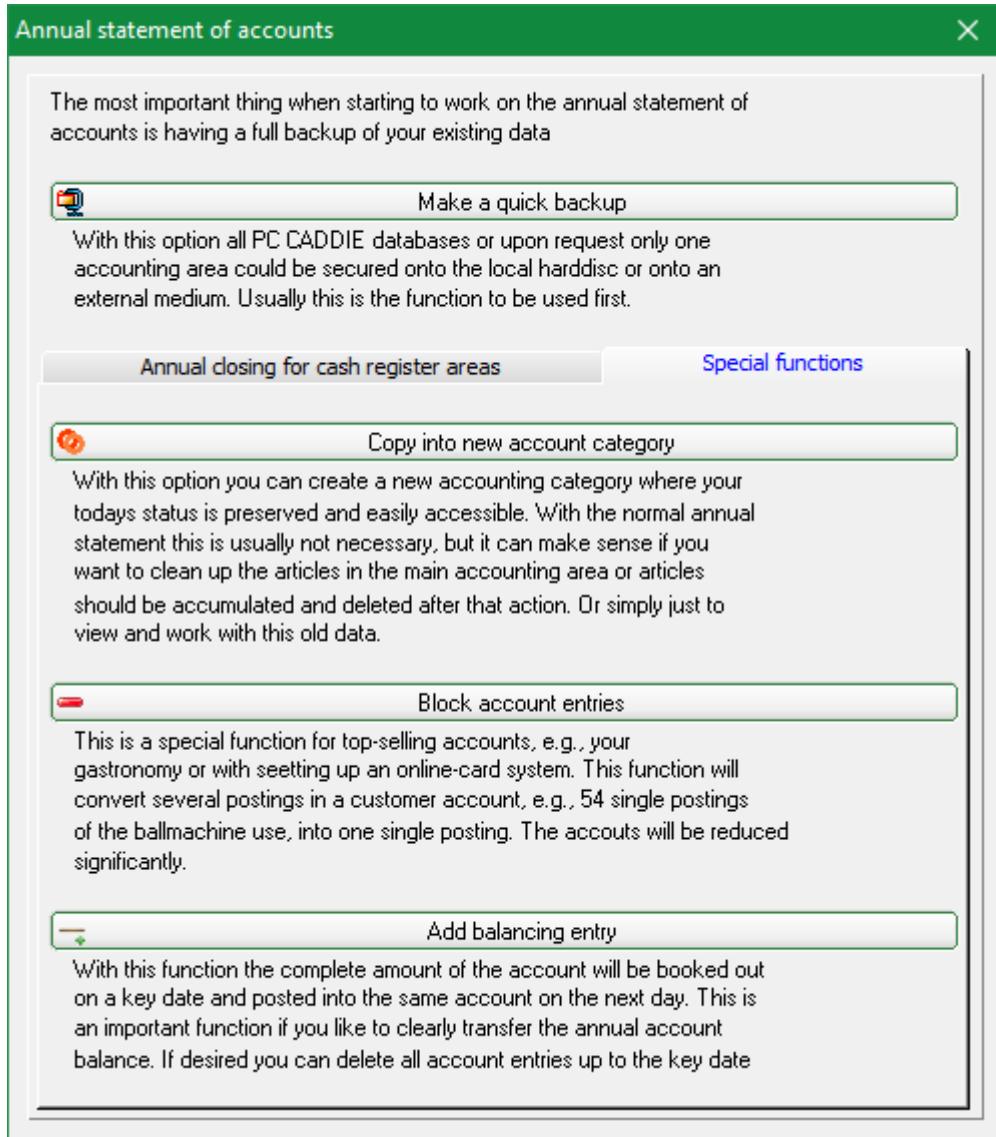
[Annual closing for cash register areas](#)

[Special functions](#)



### Archive old transactions and start with new articles only

With this function all old transactions will be transferred into an archive. The accounting category will then be empty. A balance can be posted into the new year if desired



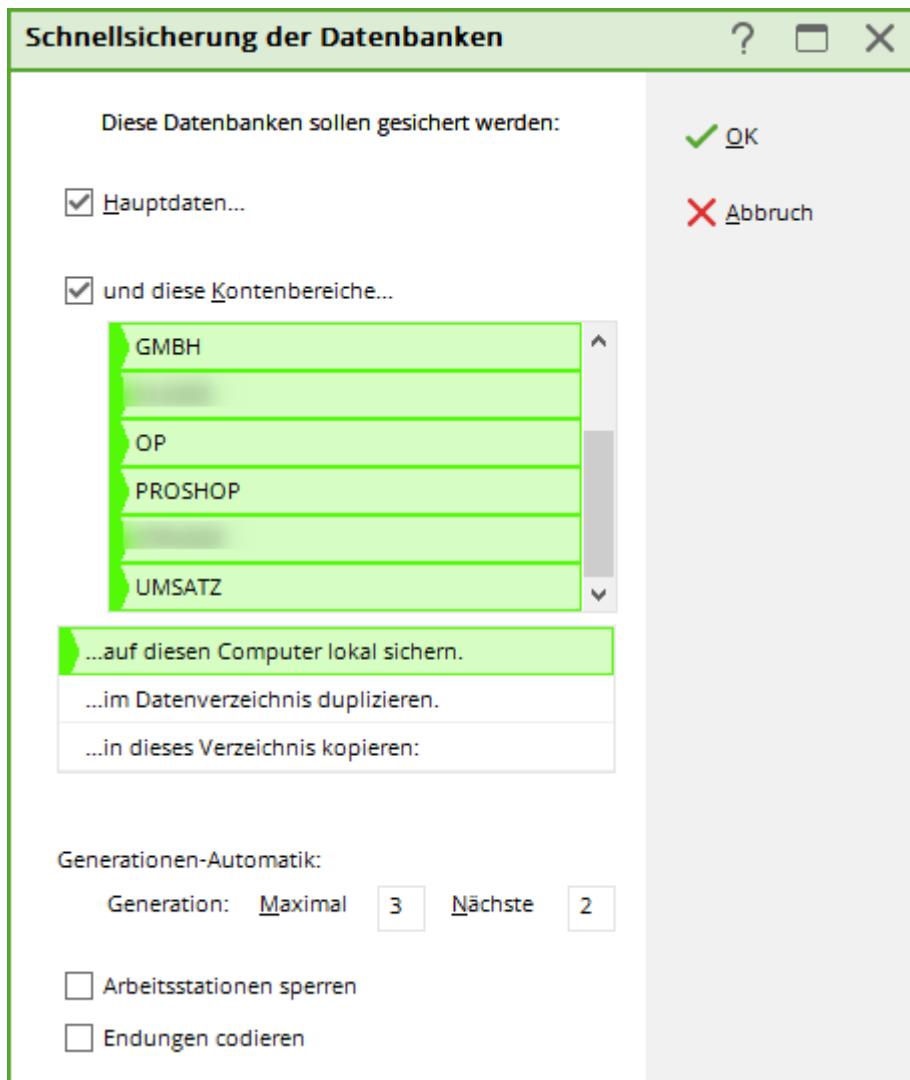
## Create a quick data backup

If you have not yet created a data backup via **End/Fast data backup** you can also do this under **Turnover/Year-end closing/Year-end closing/Create quick data backup** Create.

It is recommended that you insert the respective year-end number for Next in the automatic generation function.

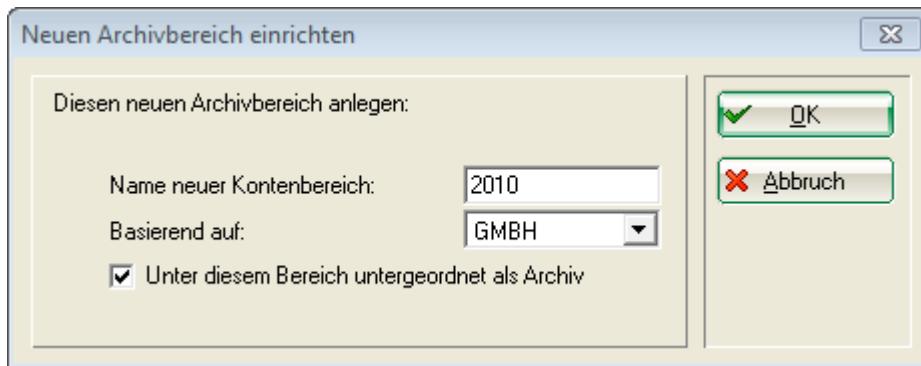
Example: The year-end closing is carried out from 2014 to 2015, then fill the field behind Next with 14.

In this way, you also have an annual data backup that remains in place.



## Copy to new account area

You can use this function to copy an account area as an archive. The current area is not changed.



As soon as you click **OK** the copy is created without further enquiry.

You can call up the archive after it has been created: [Select account area](#)

After you have copied an account area as an archive, you can, for example, edit the current account area, which is still unchanged. First make a balancing entry with the default settings. This is important so that you still have your balances in the current account area after the subsequent deletion action.

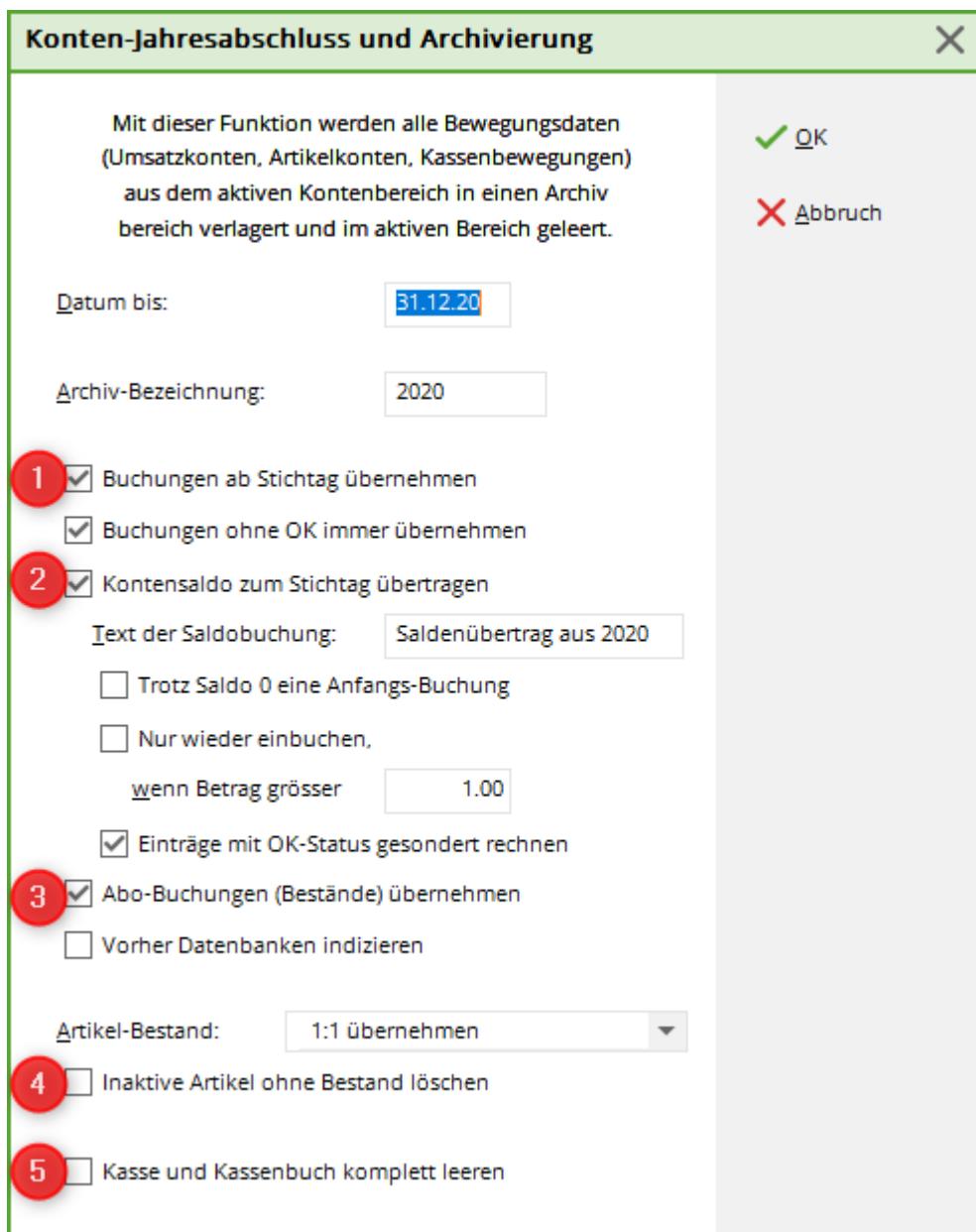
You can then delete the account data from previous years in a further step (you still have this in your archive): [Delete account entries](#). This frees up the current accounts area and makes it faster to create lists of all kinds.

## Add balance entry

You can find the explanations here: [Add balance entry](#)

## Archive old movements and only start again with the articles

This is the most „radical“ year-end closing function and should only be started by experienced users. Remember to back up your data here too.



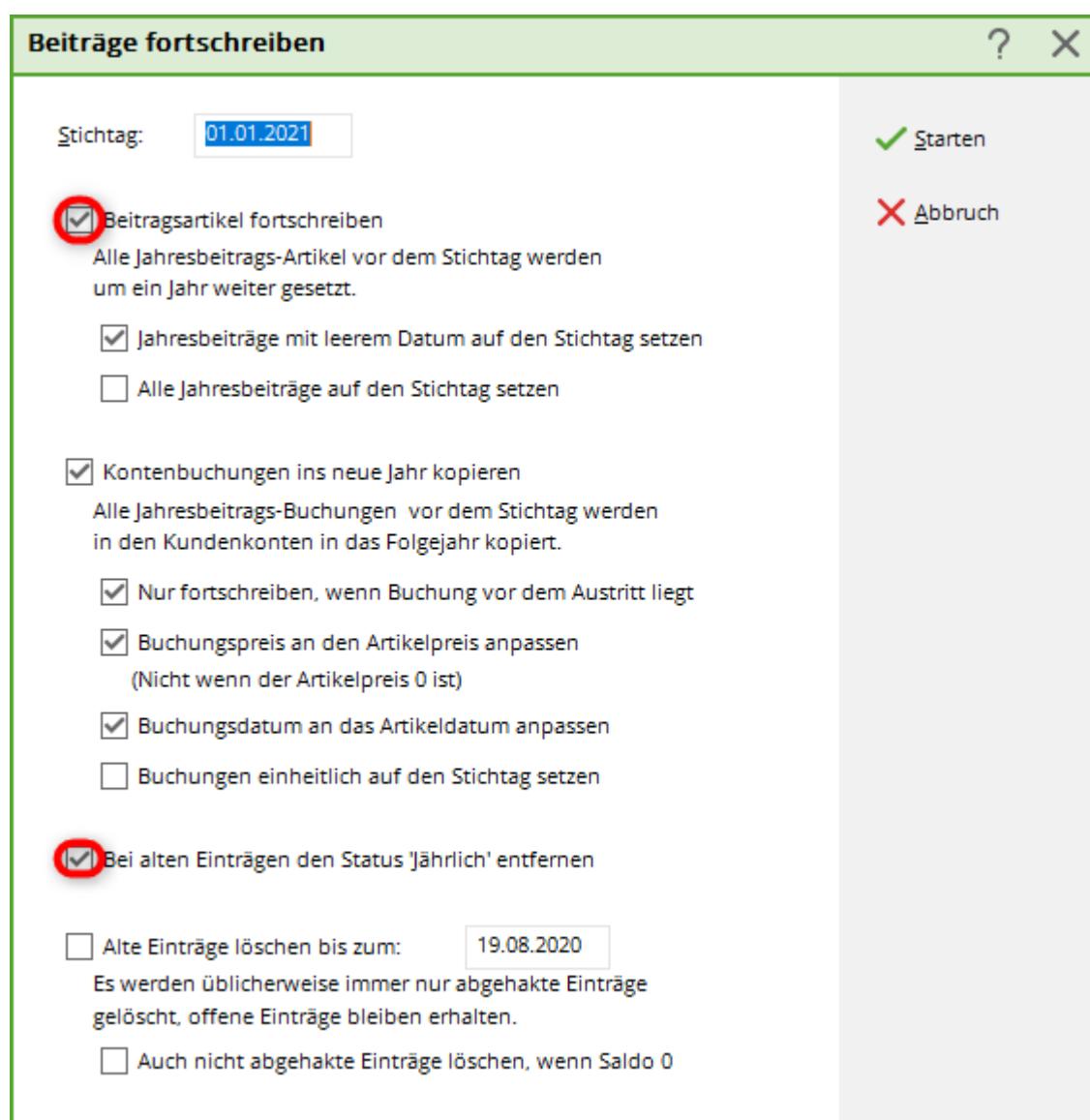
1. If you have already posted entries to the accounts in preparation for the future, e.g. admission fees as instalments, these are retained if the tick is set to „1“.

2. In the current account area, the open balance is retained as a balance transfer. However, if you would like to receive not only the open amount as information, but also the invoice number and the items that are still open, please tick ***Always accept postings without OK*** tick.
3. If this box is ticked, the ABO credit balances of the ABO items (this ONLY applies to the old ABO status, not ABO2.0, these are retained) are retained in a cash account!
4. In a cash account area, you can delete articles that are set to „Status inactive“ when archiving. In advance you could, for example, for the account area ***PROSHOP*** Automatically switch items without stock to „inactive“ via the menu item ***Inactivate article/article with stock 0***.
5. If you tick the box here, your cash book will then be empty. If you have activated cash inventory management on the daily closing, the opening balance must be posted again. In addition, the daily closing numbering starts again with number 1.

## Only for contribution account areas

### Year-end closing without account update

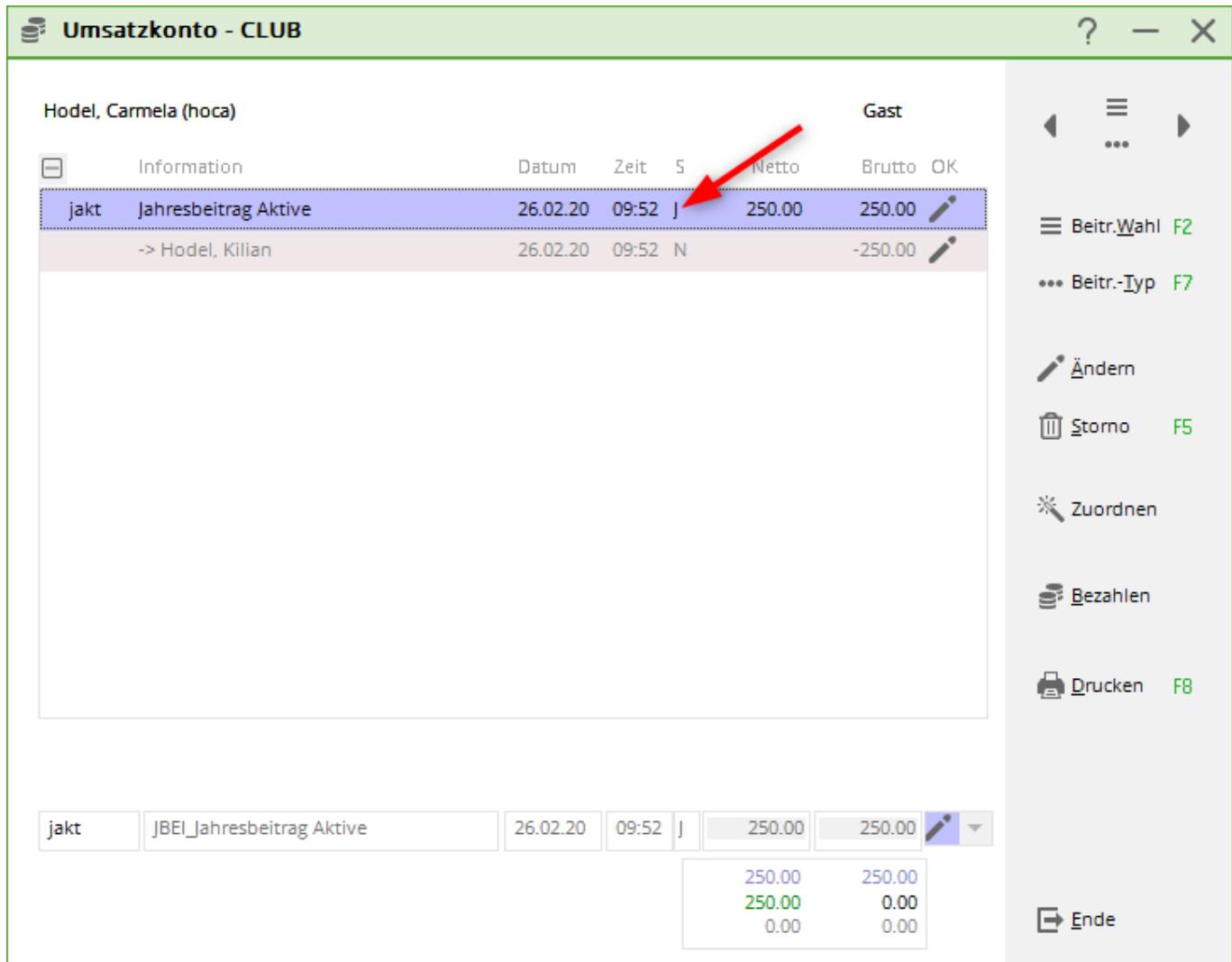
You can find this function under ***Turnover/year-end closing/year-end closing/year-end closing without account update***



If you start this function with the default settings, the due date in your articles with „Annual status“ will automatically be set 1 year ahead.

Beitrag wählen						
Suchkürzel eingeben:		aupn				
Gruppe	Bezeichnung	Datum	S	Netto	Brutto	Sukz
AUFN	Aufnahmegebühr Rate <N> von <T>	..	S	500.00	500.00	aupn
	Einzahlung	..	M	0.00	0.00	einz
JBEI	Jahresb. Student / Azubi	01.01.20	J	100.00	100.00	jstu
JBEI	Jahresbeitrag Aktive	..	M	250.00	250.00	jakt
JBEI	Jahresbeitrag Jugendliche	01.01.20	J	50.00	50.00	jjug
JBEI	Jahresbeitrag Junioren	01.01.20	J	70.00	70.00	jjun
JBEI	Jahresbeitrag Passiv	01.01.20	J	50.00	50.00	jpas
JBEI	Monatsbeitrag	..	M	0.00	0.00	MB
MIET	Elektro Caddie Box <?>	01.11.20	I	92.59	100.00	Cad2
NENN	Startgeld <?>	..	M	0.00	0.00	NENN
VERB	ASG-Beitrag	01.01.20	J	20.00	20.00	asg
VERB	LGV-Beitrag	01.01.20	J	10.00	10.00	nrw
VP	Verzehrpauschale Erwachsene	..	M	0.00	0.00	VP
ZAHL	Banküberweisung	..	T	0.00	0.00	b
ZAHL	Barzahlung	..	T	0.00	0.00	bar
ZAHL	Euro-Card	..	T	0.00	0.00	ec

In addition, the „annual“ status in the accounts is changed to „normal“. This was particularly important in the history of PC CADDIE when there was no automatic contribution allocation and the articles were posted to the accounts via „Annual accounts with account update“. This is still a good maintenance measure today. Here, the „J“ (see the following image of an account) is changed to „N“.



## Annual financial statements with account update

Explanations can be found under: [Updating the annual contributions](#)

## Automatic contribution allocation

You can find the instructions here: [Automatic contribution allocation](#)

## Only for cash account areas

## Block account entries

This function is not recommended for use. For more information, see: [Blocking account entries](#)