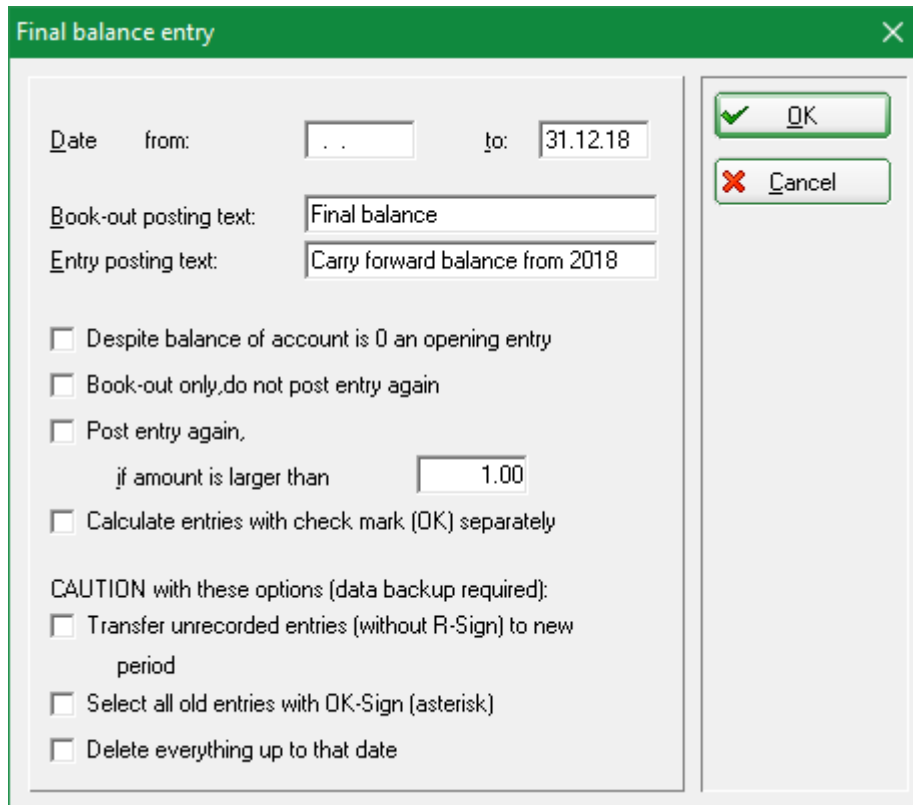


Supplement balancing entry

You can find this function under **Turnover/Year-end closing/Add balance entry**. Pay attention in advance to the account area in which you want to work. Also make a [Fast data backup](#) here.



The screenshot shows a dialog box titled "Final balance entry" with a green header bar and a close button (X) in the top right corner. The dialog is divided into two main sections. The left section contains several input fields and checkboxes. The "Date" field is split into "from:" and "to:" with the "to:" date set to "31.12.18". The "Book-out posting text:" field contains "Final balance", and the "Entry posting text:" field contains "Carry forward balance from 2018". Below these are four checkboxes: "Despite balance of account is 0 an opening entry", "Book-out only, do not post entry again", "Post entry again," (which is followed by a sub-field "if amount is larger than" set to "1.00"), and "Calculate entries with check mark (OK) separately". A "CAUTION with these options (data backup required):" section follows, containing three more checkboxes: "Transfer unrecorded entries (without R-Sign) to new period", "Select all old entries with OK-Sign (asterisk)", and "Delete everything up to that date". The right section of the dialog contains two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

Final balance entry

Date from: . . to: 31.12.18

Book-out posting text: Final balance

Entry posting text: Carry forward balance from 2018

☐ Despite balance of account is 0 an opening entry

☐ Book-out only, do not post entry again

☐ Post entry again,
if amount is larger than 1.00

☐ Calculate entries with check mark (OK) separately

CAUTION with these options (data backup required):

☐ Transfer unrecorded entries (without R-Sign) to new period

☐ Select all old entries with OK-Sign (asterisk)

☐ Delete everything up to that date

OK

Cancel

If you confirm the settings as shown in the image, you will then have the following entries for all persons who had open balances:

Turnover-Account - CLUB

Member, Petra (mepe) Fontana GC

Information	Date	Time	S	Net	Brutto	OK
Final balance (1)	31.12.18	23:59	S	-500.00	-500.00	→
Carry forward balance from 2018	01.01.19		S	500.00	500.00	→

22.05.19 12:43 T 0.00 0.00

0.00 0.00
0.00 0.00
0.00 0.00

Buttons: Select fee (F2), Edit fee (F7), Change, Reversal (F5), Sorting, Payment, Print (F8), Quit

The function is not mandatory for the annual financial statement, but you can use it as follows if required by ticking the checkboxes:

- **Despite balance 0 one Anfangsbuchung:** This means that people who had no outstanding invoices also have a clear entry at the start of the year.
- **Only write off, not again einbuchen:** This means that only the closing entry is made at the end of the year and the customers are all **debt-free** and no longer appear on the balance list. This can be useful, for example, if you do not maintain payments in the accounts in the club because the treasurer does this externally.
- **Only post if the amount is greater than 1 euro** (or even 5 euros...): This allows you to ensure that small amounts that you no longer wish to pursue no longer appear on balance lists.
- With the options under **CAUTION** please only tick this box after consulting PC CADDIE Support.

If the area is archived, the balancing entry is not recommended.