Annual accounts procedure

Preparation

Please check the following points before the actual implementation:

- Are your member data up to date, have all resignation data been entered and are the correct statuses stored? If necessary, print out a List of persons.
- Do you have articles that match the statuses, have the prices been entered correctly and are the articles configured exactly? Article types/articles
- Have you adjusted all accounts accordingly? Print a List of balances and edit the accounts accordingly.
- Have you created a current Fast data backup ?
- Would you still like to Annual financial statements carry out?

Now you can start the new year.

Additional points for processing in the "old" year

If you still want to make the invoices or even just the allocation of the articles in the „old“ year, please also work through these points. If you are only allocating the items in the new year, you can continue with the item Durchführung continue here.

- Print out the membership statistics Member statistics before you make any changes and save them as a PDF, for example. The statistics do not have an archive function. For example, if a child changes to the contribution status „Trainee, student“ due to their age, you will no longer be able to recognise this in the statistics after the age group adjustment.
- Please check how many days are available for the are set for bringing forward the change of year. Consider whether you are within this period. If, for example, 40 days are set, you can continue with this setting on 25 November of the previous year because the year ends within the 40 days.
- Then start the Age group adjustment. PC CADDIE already changes the age classes to the following year. This is important, for example, if older young people are to be assigned a different article.

Implementation

- Recommendation: Print out the membership statistics in the old year member statistics in the old year and save them as a PDF, for example. This way you can present the figures for the past at any time if required.
- First start the Automatic contribution allocation with the previously selected articles. Note the posting date.
- To check the allocation, now print an Account control by contribution allocation via the sales statistics. Check this allocation very carefully.

- Also print a List of balancesThis also takes into account the family summary.
- Now you can print the Vorausbeleg on the screen. Here you can perform a final check of the layout. You will not see an invoice number on the advance voucher, but ——— instead. The invoice number should be 205000001 at the beginning of the year for the year 2050, for example. The consecutive invoice numbers are only generated on the correct invoice.
- Now print the Invoices as a normal receipt. If you use the „Invoice by mail“ module, please first start the Invoices by mail and then the invoices for sending by post (e.g. if no e-mail address is available).
- Now you can print the Outgoing invoice list print.
- In Germany, you have the option of creating a direct debit authorisation for the Payment interface for your direct debit authorisations.
- If you have the module Accounting export module, you can export your bookings for your accounting programme.

Control

- In Germany: Set the SEPA file to „paid“ for all affected invoices using the Cancel direct debits to „paid“ for all affected invoices. For any returns, cancel the payment directly in the person's account.
- For recurring checks, you can again use the List of balances use the
- Read here how to cancel individual Edit accounts.
- If you have noted the invoices in CRM\DMS, you can also tick off the entries as soon as the accounts are balanced.

Special features for monthly contributions and instalment payments

Considerations for the introduction

- If you are introducing monthly premiums, it makes sense to think about how you can make this possible with as little effort as possible. We recommend contracts that automatically renew unless the customer actively cancels.
- Allow instalment payments only for higher amounts, e.g. for the annual premium. Or offer special contracts for monthly payers. Smaller amounts such as box rents, youth fees etc., which are to be divided into 12 instalments, only require a lot of working time and do not bring the desired financial success.
- In our experience, it also makes sense to structure the contracts in such a way that the main invoicing work falls in the winter period.

Articles and allocation

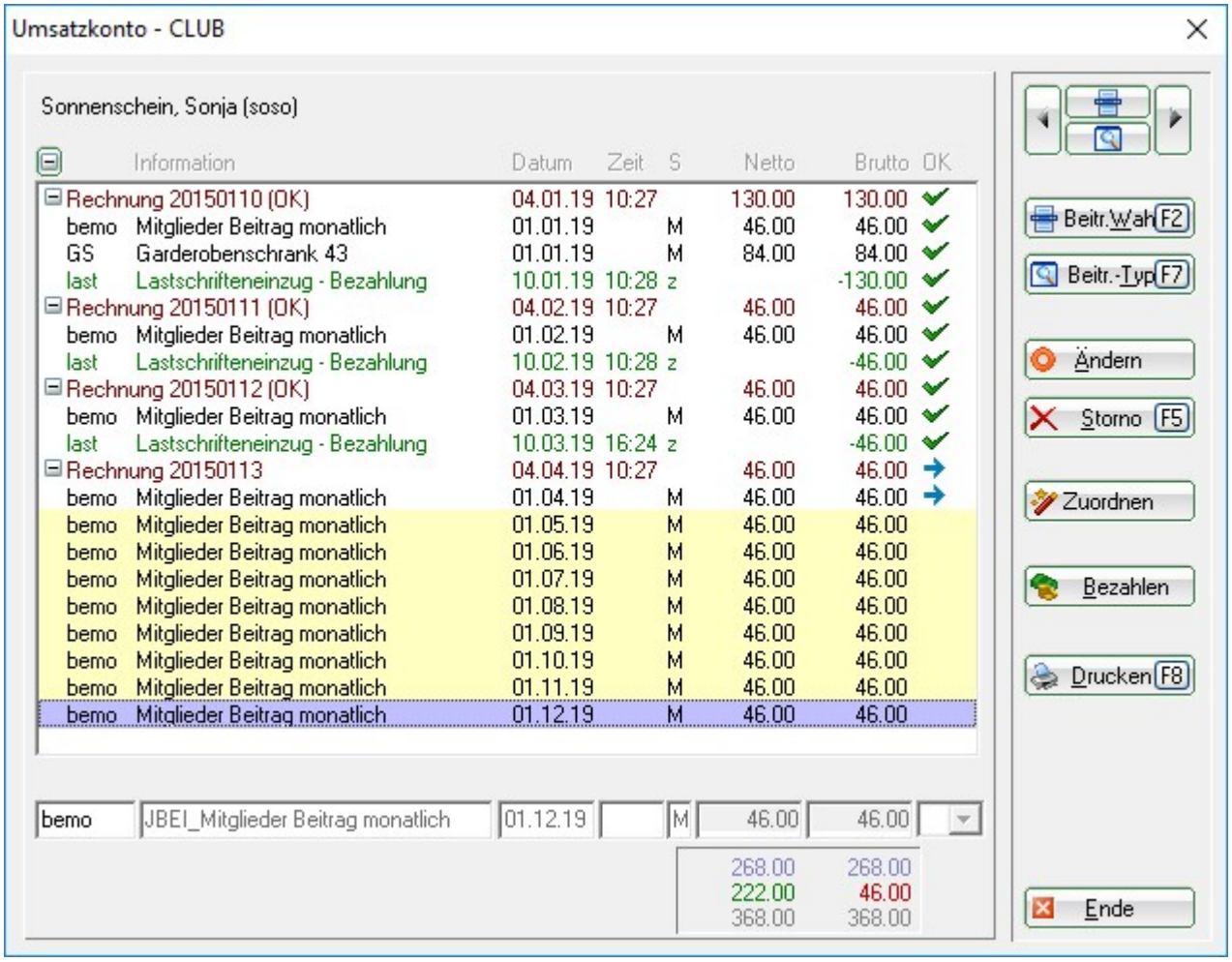
- For each contribution that is to be divided into 12 instalments and for which there is also an annual due date, both the annual contribution article and the monthly instalment article are created. Read → Create contribution article here.
- The assignment of the monthly instalment article can be easily carried out with the annual

contribution article. →Contribution allocation can be carried out.

Create invoices

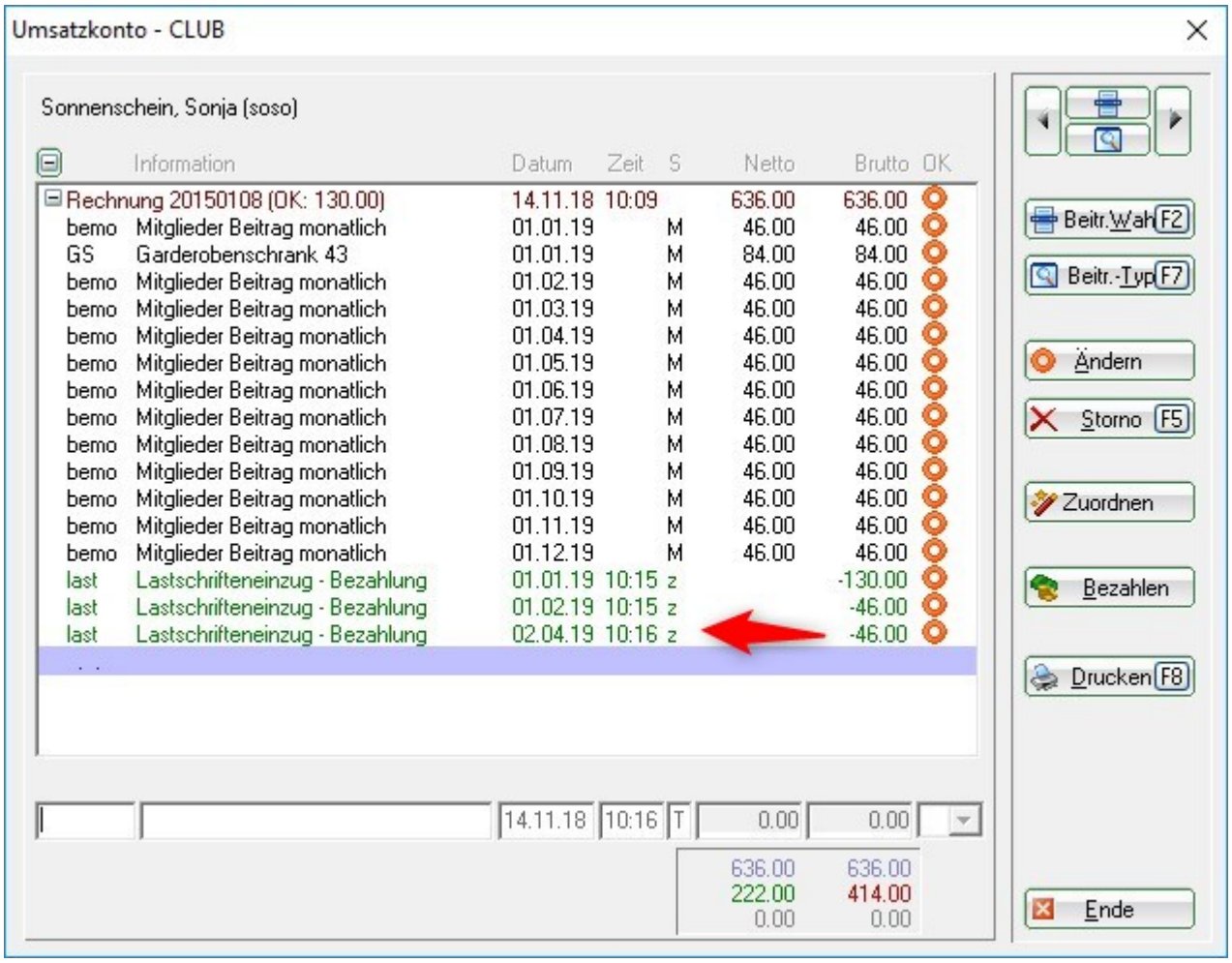
- Create the invoices for each month individually. This way, invoices and payments match and the accounts are clearly organised.
- This also simplifies the creation of the monthly →SEPA files! Ideally, you don't need a posting filter, but simply pull in the open balance of the posted invoices!

Optimised processing
In the following screen example, the invoices were created per month. It would be sufficient to create/print these on the screen (so that they are booked). You could possibly send the customer an overview at the beginning of the year: of the agreed direct debits (advance receipt with separate text).
It would be even better to send each customer their monthly invoices by e-mail.
You can find information on using this PC CADDIE module → *here at online invoice dispatch*
The advantage of monthly invoicing is the clean and clear processing of invoices and payments. See for yourself:



Unfavourable example
In the following example, an invoice has been created for all 12 instalments. However, the direct debit is to be collected monthly. This type of processing always leads to many questions. See for yourself in the account: What about the payment from 2.4.19 now? Is this the payment for March? And was the

direct debit for it only credited on 2 April? - Hard to say...
If we assume that this is the case, then there is probably a problem with the direct debit from April. Because then you only want to create the SEPA file for the due dates in the date range from 1 April to 30 April. But for this period in April, PC CADDIE finds the article with 46 euros on the one hand, but also a payment of 46 euros on the other (based on the date). As a result, the amount due in April will be missing from the direct debit collection file for this person, as „+46“ + „-46“ = results in „zero“ - i.e. no debt in April!!!
There would of course also be the option of → Posting filter according to other characteristics. However, depending on how the accounts are maintained, this could lead to other questions. ***We therefore recommend that you make it easy for yourself and create the invoices for each due date separately by month.***



Imagine: there are also family members, and during the year the student leaves the family, or the wife divorces. You would have to create credit notes, separate the families, etc. ... With monthly invoices, there would be much less to consider.

A very complex process can also lead to a time-consuming support effort that is not covered by the maintenance fee. In this case, we would estimate the additional effort with you and submit a fair service offer. An average invoice run with checklists requires approx. 2-3 hours of service time. kalkulieren.→ Services: Overview and prices.

Special features in Switzerland



- Please note, if you work with inpayment slips from PC CADDIE, please note that the invoice number may have a maximum of 8 digits. A longer invoice number cannot be processed by Swiss Post in connection with the coding line on the payment slip.
- This can cause problems when reading in payments.