

Automatic transfer of fees



The automatic transfer of fees is mainly used for annual invoices in membership fee accounts (e.g., **CLUB/GMBH**).

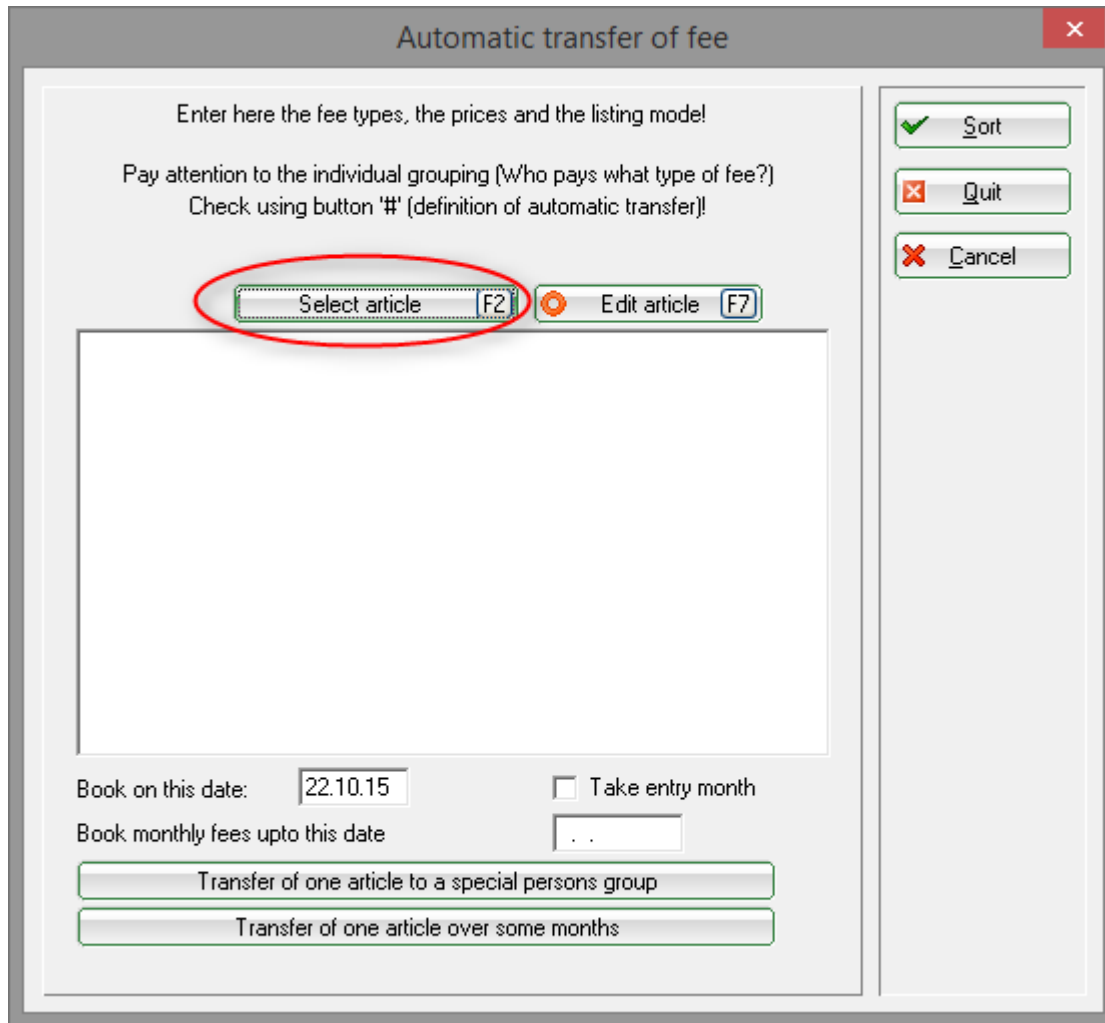
Transfer fees

You proceed in the following steps:

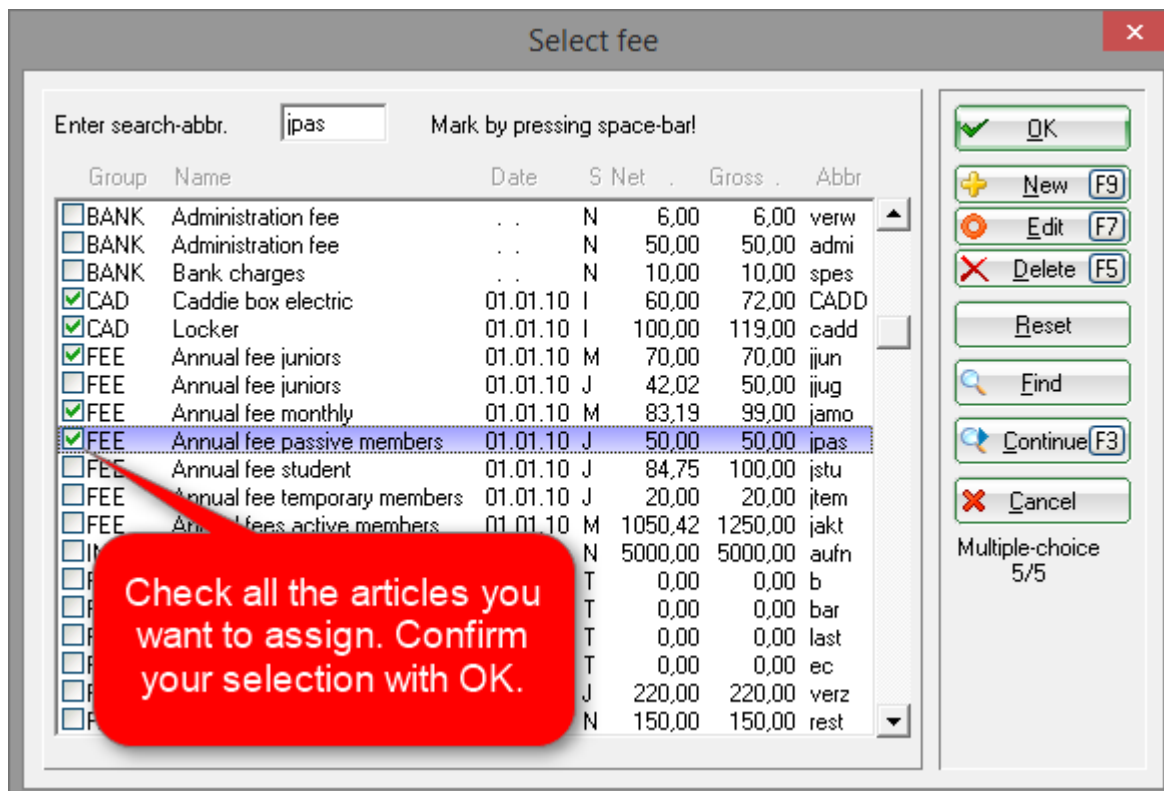
1. Select article
2. Edit article if necessary (Check)
3. Note the posting information
4. Transfer

Select article

Go to **Accounts/Setup automatic fees** and the following window opens. Click on **Select article** to select the articles you want to automatically transfer.



This opens the list of articles you can choose from.



All selected articles to be transferred will be shown here:

Automatic transfer of fee ✕

Enter here the fee types, the prices and the listing model

Pay attention to the individual grouping (Who pays what type of fee?)
Check using button '#' (definition of automatic transfer!)

Select article F2 Edit article F7

Caddie box electric	60,00	72,00
Locker	100,00	119,00
Annual fee juniors	70,00	70,00
Annual fee monthly	83,19	99,00
Annual fee passive member	50,00	50,00

Book on this date: 16.11.10 Take entry month

Book monthly fees upto this date: 31.12.10

Transfer of one article to a special persons group

Transfer of one article over some months

✔ Sort

✕ Quit

✕ Cancel

Check article

Select the article and click **Edit article**:

Automatic transfer of fee ✖

Enter here the fee types, the prices and the listing model

Pay attention to the individual grouping (who pays what type of fee?)
Check using button '#' (definition of automatic transfer!)

Select article F2
Edit article F7

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Book on this date: 16.11.10 Take entry month

Book monthly fees upto this date 31.12.10

Transfer of one article to a special persons group

Transfer of one article over some months

✔ Sort

✖ Quit

✖ Cancel



Let's take a look at an example:

×
Fee type

Abbreviation, Name, Status

Abbreviation: Account No.:

Article group: Annual fees New Del.

Name:

Due date: Empty = Present date

Status:

← [Print] →

+ New

✓ Save (F11)

✗ Delete (F5)

Amount

V.A.T.: % Net: Gross:

Define automatic transfer of fees

Only Members / Guests:

Extra information -> Filter

Gender only

Age group only

Membership type only

Status only

Status only

🔍 Fee sorting

🖨️ Print (F8)

✗ Quit



Pay attention to the following when checking an article:

Article group	The group has to match the article.
Name	The name will be printed on the invoice.
Due-date	It would be wise to leave this empty. The due-date will be entered when transferring (book on this date).
Status	Select the status according to the article.
Amount	The net amount is calculated using the gross amount.
Define automatic transfers of fees	Check the input very carefully. Sometimes less is more. Each status should only appear once in an article. The better the settings, the better the result of the transfer.

Edit posting dates

The posting dates in an article itself will not be considered for the automatic transfer of fees. The date you want to be recorded should be entered during this step. The current date will be used if the field is left empty.

Automatic transfer of fee ✕

Enter here the fee types, the prices and the listing model

Pay attention to the individual grouping (who pays what type of fee?)
Check using button '#' (definition of automatic transfer!)

F2 **F7**

Caddie box electric	60,00	72,00
Locker	100,00	119,00
Annual fee juniors	70,00	70,00
Annual fee monthly	83,19	99,00
Annual fee passive member	50,00	50,00

Book on this date: Take entry month

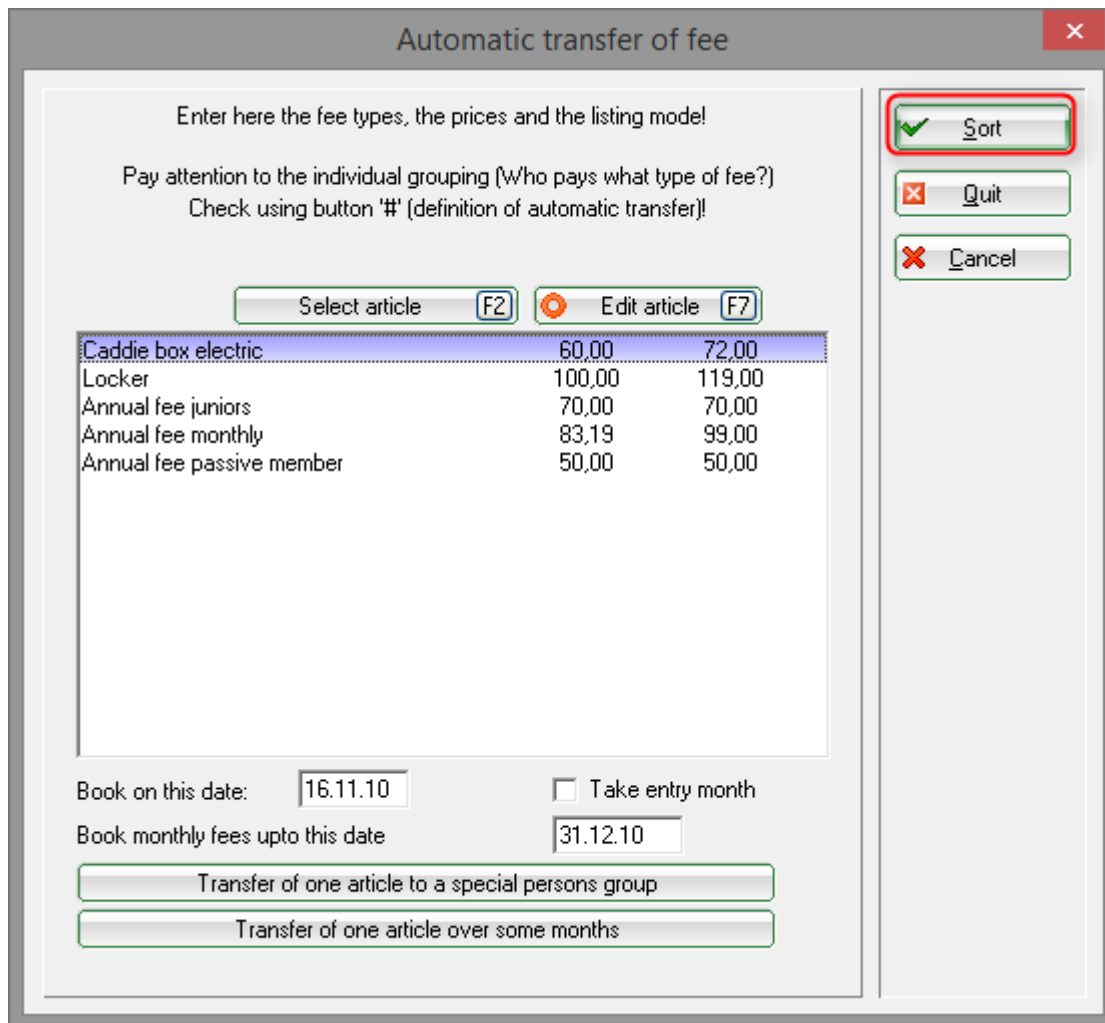
Book monthly fees upto this date:



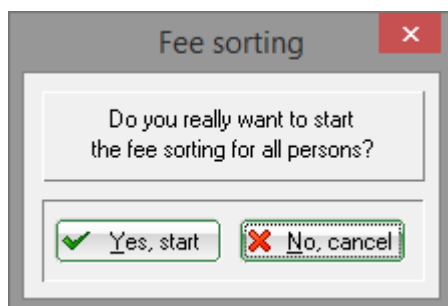
In our example all articles are posted on 01.01.10. The monthly fees will be posted through until 31.12.10.

Transfer

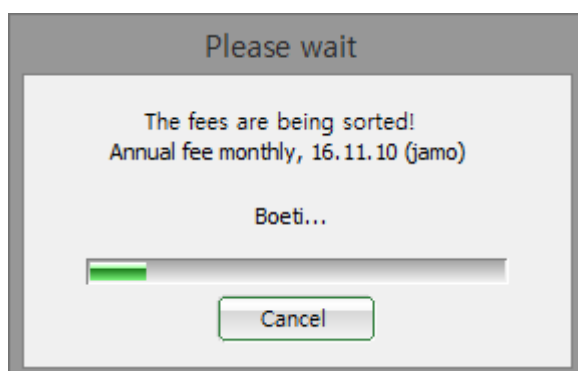
Start the transfer process by clicking on **Sort** after completing all the previous steps.



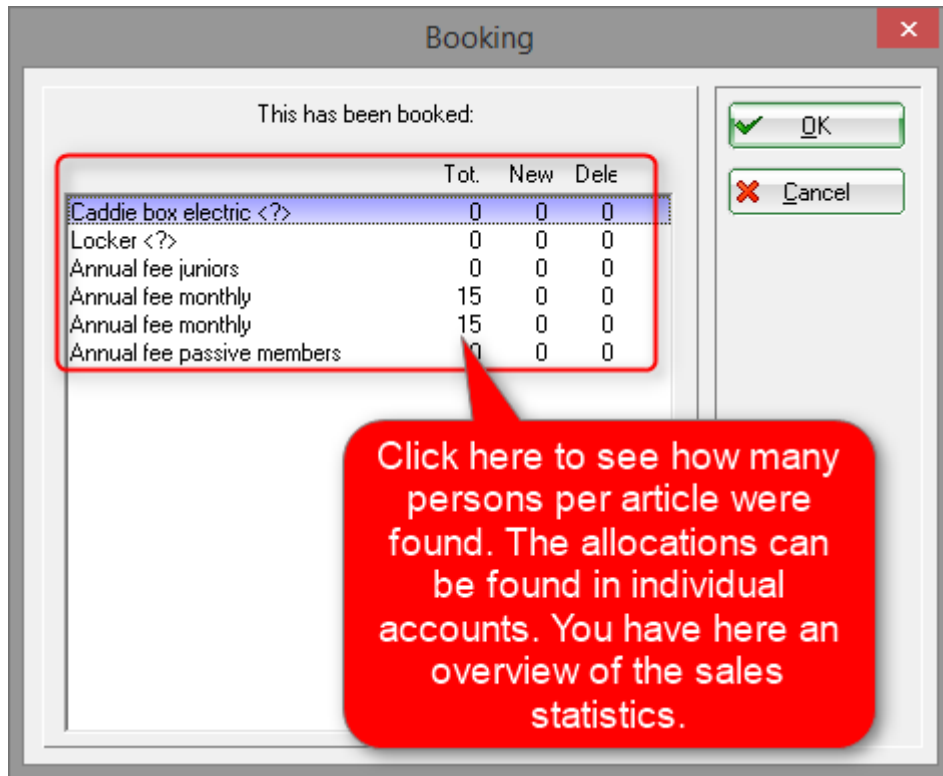
PC CADDIE will prompt you to confirm the transfer process, which you confirm with **Yes, start**.



The transfer process can be monitored:



The result of the transfer process can be seen in this window.



Checking the transfer

You can check the accounts of every person for the correct transfer of the fee using the [Sales statistics](#).

You can also print check lists using the [Balance list](#), with the extra advantage of the families together feature.

Further options



the following options are only needed for particular cases.

Allocating rates

Automatic, monthly rate

PC CADDIE offers the possibility to automatically allocate monthly rates of an annual fee. An example of such an article is presented in the following image. The status „monthly“ is important. The article will be allocated to those persons who have an „M“ corresponding to the „Payment method“ field.

×
Fee type

Abbreviation, Name, Status

Abbreviation: Account No.:

Article group: Annual fees

Name:

Due date: Empty = Present date

Status:

Amount

V.A.T.: % Net: Gross:

Define automatic transfer of fees

Only Members / Guests:

Extra information -> Payment meth: Filter

Filter

Filter

Gender only

Age group only

Membership type only

Status only

Status only

Individual rates

An individual rate could be used, for example, if you agree to installment payment for the admission fee. Click on **Transfer of one article over some months** and select a person. You also get to the same window from the person's mask. Start the process via the person's account and click on the button **Sorting**.

Automatic transfer of fee ✕

Enter here the fee types, the prices and the listing model

Pay attention to the individual grouping (Who pays what type of fee?)
Check using button '#' (definition of automatic transfer!)

Caddie box electric	60,00	72,00
Locker	100,00	119,00
Annual fee juniors	70,00	70,00
Annual fee monthly	83,19	99,00
Annual fee passive member	50,00	50,00

Book on this date: Take entry month

Book monthly fees upto this date:



Fill out the fields according to your requirements. In our example we have an admission fee that shall be allocated in 5 yearly rates.

1. Select the customer.
2. Select the article for the admission fee.
3. Enter the amount of one rate (PC CADDIE will calculate the amount of a rate in case you enter the total amount).
4. How often should the rate be posted?
5. If you enter 01.01.11 as the first posting date, all further rates will also be posted on the 1st of January.
6. The date needs to be adequate to the number of postings.
7. This is where you decide whether the rate will be posted annually or otherwise (for example, monthly).
8. 1 means that the rate will be posted every year. To post a quarterly rate, enter „monthly“ with an **Interval** of „3“.

Split Posting

Customer: **1** Tester, Timo

Article: **2** Inscription fee

Total value:

or Unit price: **3**

incl. VAT

Total number of postings: **4**

First day of posting: **5**

Post at least today

Up to this date (max.): **6**

Posting type: **7**

Interval: **8**

Tester, Timo (teti)

Information	Date	Time	S	Net	Brutto	OK
Invoice 2012000037 (Reversal: 22.10.15 - 0,00)	13.02.14	17:40		0,00	0,00	✓
Invoice 2012000040	22.10.15	19:44		42,02	50,00	→
jug Annual fee juniors	13.02.14	17:17	N	42,02	50,00	→
aufn Inscription fee	01.01.10	21:18	N	1000,00	1000,00	
aufn Inscription fee	01.01.11	21:18	N	1000,00	1000,00	
aufn Inscription fee	01.01.12	21:18	N	1000,00	1000,00	
aufn Inscription fee	01.01.13	21:18	N	1000,00	1000,00	
aufn Inscription fee	01.01.14	21:18	N	1000,00	1000,00	

You can use the following automatic functions in the article mask if you want to ensure that the following information is included in the posted rates:

<N>	Rate number
<T>	Number of rates
<M>	Display month, for example, 03 for March
<Y>	Year date



Here you can see an example of an article and the corresponding account.

Fee type ✕

Abbreviation, Name, Status

Abbreviation Account No.:

Article group Inscription fee

Name

Due date Empty = Present date

Status

Amount

V.A.T.: % Net: Gross:

Define automatic transfer of fees

Only Members / Guests

Extra information -> Filter

Filter

Filter

Gender only

Age group only

Membership type only

Status only

Status only

Tester, Timo (teti)

Information	Date	Time	S	Net	Brutto	OK
Invoice 2012000037 (Reversal: 22.10.15 - 0,00)	13.02.14	17:40		0,00	0,00	✓
Invoice 2012000040	22.10.15	19:44		42,02	50,00	→
jjug Annual fee juniors	13.02.14	17:17	N	42,02	50,00	→
aufn Inscription fee 1 / 5	01.01.10	21:21	N	1000,00	1000,00	
aufn Inscription fee 2 / 5	01.01.11	21:21	N	1000,00	1000,00	
aufn Inscription fee 3 / 5	01.01.12	21:21	N	1000,00	1000,00	
aufn Inscription fee 4 / 5	01.01.13	21:21	N	1000,00	1000,00	
aufn Inscription fee 5 / 5	01.01.14	21:21	N	1000,00	1000,00	

Allocating individual articles

PC CADDIE offers the possibility to allocate articles using special groups of persons. Do you have a lot of individual price agreements? In this case you can create a field for these persons under **INFO** and then enter the individual prices. More details about how to do this can be found under [Persons additional info fields](#).

This is how you start the allocation process for your annual invoices:

Automatic transfer of fee ✖

Enter here the fee types, the prices and the listing model

Pay attention to the individual grouping (who pays what type of fee?)
Check using button '#' (definition of automatic transfer!)

Select article F2
 Edit article F7

Caddie box electric	60,00	72,00
Locker	100,00	119,00
Annual fee juniors	70,00	70,00
Annual fee monthly	83,19	99,00
Annual fee passive member	50,00	50,00

Book on this date: Take entry month

Book monthly fees upto this date

Transfer of one article to a special persons group

Transfer of one article over some months

✔ Sort

✖ Quit

✖ Cancel

The following window opens. Now enter the additional information field, so that the price can be obtained from there.

Special allocation of articles

Allocate this article
spec Special fee

To this group of persons:
Special Persons Group

Post entries with this date: 01.01.11

Special price:
... or use price from this field:
Special field

Only if field content says:

Take this value as price factor

Post price entries plus VAT

Post entries of payment receipts with opposite sign

Also post entries if value is 0

Replace old matching entries

Sort
Quit
Cancel

Automatically assign annually increasing contributions

The following should be noted for automatic contribution assignment:

You can see how to create the articles here: [Create annually increasing contributions](#)

Automatic transfer of fee

Enter here the fee types, the prices and the listing model

Pay attention to the individual grouping (who pays what type of fee?)
Check using button '#' (definition of automatic transfer!)

Select article (F2) Edit article (F7)

Taster Year 1	80.00	80.00
Taster year 2	100.00	100.00
Taster year 3	120.00	120.00

Book on this date: 01.01.19 Take entry month

Book monthly fees upto this date: 31.12.2019

Transfer of one article to a special persons group

Transfer of one article over some months

Sort
Quit
Cancel

If you are posting the contributions per calendar year, enter the date when you want to book and enter the end date, which is the end of the year. This may mean that if you enter during the year, e.g. 07.06.2016, the contribution for the first introductory year is booked 7 times into the account. For the years 2 and 3, the contribution is booked 12 times.

However, if you always want to post the contributions for a year from the date of admission, i.e. after the turn of the year, you must enter the following.

Automatic transfer of fee

Enter here the fee types, the prices and the listing model

Pay attention to the individual grouping (who pays what type of fee?)
Check using button '#' (definition of automatic transfer!)

Select article [F2] Edit article [F7]

Taster Year 1	80.00	80.00
Taster year 2	100.00	100.00
Taster year 3	120.00	120.00

Book on this date: 01.01.19 Take entry month

Book monthly fees upto this date 31.12.2020

Transfer of one article to a special persons group

Transfer of one article over some months

Sort
Quit
Cancel

You also enter here again the date on which the booking should be done, but now also check the **Take entry month** box, and extend the date to be booked until the end of next year. PC CADDIE will post 12 months from the month of entry.

However, you should make sure when only monthly articles that indicate a filled date field are listed, otherwise the contributions would be posted by the end of the following year, which may not be desirable.

Delete account entries

It is possible to delete account entries that have not yet been billed, if you have double-booked the contributions.

Please delete only 1 date at a time, and print a sales statistics for this date beforehand, to ensure that, for example, no other installment bookings that you want to keep are prepared on the same day.

ATTENTION: Make a [Fast backup](#) beforehand!

You can delete account entries under **Accounts/Year End/Delete accounts**.