## Flat rate evaluation

If you decide to work with consumption flat rates in the future, please contact PC CADDIE support. The flat rate evaluation is included in the cash register module, but must be installed beforehand.

The lump sum evaluation enables you to close the accounts by allowing previously defined lump sums to expire directly and/or credit top-ups to be carried over to the new accounting period.

If the consumption flat rates are to be sent with the club's annual invoices or integrated into them, proceed as usual.

## **Create article**

You are in the same account area in which your club contributions are created. When creating the articles, make sure that the allocation is correct based on the personal characteristics. If your consumption allowance is collected from a different account, it may also make sense to use a separate account area for this.

Fee type		×			
Abbreviation, Name, S Abbreviation Flat	Account No.:				
Article group FR	Flat Rate New Del.	Now			
N <u>a</u> me Flat rate	adults				
Due date	Empty = Present date	O Change F11			
Status N - Nor	nal, once 📃 💌	X Delete F5			
Amount <u>V</u> .A.T.: 0,0 % Ne <u>t</u> : 300,00 <u>G</u> ross: 300,00					
Define automatic trans	er of fees				
Only Members / Guest	s only members	🌮 <u>F</u> ee sorting			
Extra information ->	Filter				
	Filter				
	Filter	🌲 <u>P</u> rint F8			
🗖 Gender	only 📄				
🔽 Age group	only 4, 5, 6 📄				
Membership	only 1, 2, 4, 6				
🗖 Status	only 📄 🔒				
🗖 Unused	only 📔	Quit			

These items are then allocated to the individual persons via the Automatic contribution allocation together with the club contributions to the individual persons and invoiced.

## Transfer to another account area

The invoiced lump sums must now be credited to the customer's accounts in the corresponding account area (here **OP**). To do this, go to the menu **Turnover/Year-end closing/ Transfer** *individual postings to another account area.* 

Artikel in ande	eren Kontenberei	ch buchen		? —	X
Ziel-Kontenberei	ch:	OP		✓ <u>B</u> uchen	
Datum:	von 01.01.24	bis 31.12.24		Ende	
Artikel:					
Nur Status:	Nur OK-Buchungen		<b>~</b>	-	
Kopier-Typ:	Kopieren mit Faktor	-1	v	-	
Faktor:	(kann normalerweise lee	er bleiben)			
Bereits vorh	nandene Ziel-Einträge ers entsprechenden Einträge	etzen e im Ziel-Bereich löschen			
Personen:	Alle Kontakte		▼ Definieren		

Select the account area to which the transfer is to be made (normally **OP,OPGASTRO** or **RECEIPT**).

The same article must be created in the target account area that you have previously invoiced in the club account area, i.e. the article for the consumption flat rate must exist with identical abbreviations and the same name in both the base area and the target area.

If you change the status from "Invoiced only" to "OK bookings only", a credit will only be transferred if the invoice has been paid with the consumption allowance.

The item now appears as an open credit in the account for the individual persons.

Un	nsatzko	nto - OP						×
	Member,	Elsbeth (meel)						
	8	Information	Datum	Zeit	S	Netto	Brutto OK	
	VP	-1,00 Verzehrpauschale Erwachsene	01.01.11		z		-300,00	Beitr Wah F2
								Beitr <u>Typ(F7)</u>
								<u> Ändern</u>
								X Storno F5
								ខ Zuordnen
								😪 <u>B</u> ezahlen
								📚 Drucken F8
	1		07 01 11	11:58		0.00		
	1	]	07.01.11	L11.00		0,00	0,00	
						0,00	0,00	
_						-300,00	-300,00	

## Posting without invoicing

Do not create the annual invoices <u>not</u> via PC CADDIE, switch directly to the account area from which you create the catering invoices (normally **OP**, **OPGASTRO** or **CATERING**). Here you now select via **Turnover/Automatic contribution allocation** the function **Assignment of individual articles based on special person groups.** 

Enter here the fee types, the prices and the listing mode! Pay attention to the individual grouping (Who pays what type of fee?) Check using button '#' (definition of automatic transfer)!  Select article F2 O Edit article F7  Select article F2 O Edit article F7  Book on this date: Transfer of one article to a special persons group	omatic transfer of fee	×
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 Select article F2 © Edit article F7 Book on this date: Take entry month Book monthly fees up to this date Transfer of one article to a special persons group	Enter here the fee types, the prices and the listing mode!	Sort
Select article   F2   Edit article     F7     Book on this date:       Transfer of one article to a special persons group	Pay attention to the individual grouping (Who pays what type of fee?) Check using button '#' (definition of automatic transfer)!	<u>X</u> Quit
Book on this date:       .         Take entry month         Book monthly fees up to this date         Transfer of one article to a special persons group	Select article F2 O Edit article F7	X Cancel
Book on this date: Take entry month Book monthly fees up to this date Transfer of one article to a special persons group		
Book on this date:       .         Take entry month         Book monthly fees up to this date         Transfer of one article to a special persons group		
Book on this date:     .       Book monthly fees up to this date     .       Transfer of one article to a special persons group		
Book on this date:       .         Book monthly fees up to this date       .         Transfer of one article to a special persons group		
Book on this date:       .         Book monthly fees up to this date       .         Transfer of one article to a special persons group		
Book on this date:     .       Book monthly fees up to this date     .       Transfer of one article to a special persons group		
Book monthly fees up to this date Transfer of one article to a special persons group	Book on this date:	
Transfer of one article to a special persons group	Book monthly fees up to this date	
	· · · · · · · · · · · · · · · · · · ·	
Transfer of one article over some months	I ranster of one article to a special persons group	

Please make sure that you tick the box here **Post as incoming payment with reversed sign** The amount is then posted to the account as a credit for the selected person group.

Special allocation of articles	×
Allocate this article Flat Flat rate adults	Sort
To this group of persons: Flat Rate adults	Cancel
Post entries with this date: 08.01.2021	
Special price:       300,00         or use price from this field::          or use price from this field::          or use price from this field::          Only if field content says:          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	

## **Bookings on account**

If consumptions are now posted openly on account during the season, they appear with the corresponding voucher number in the open item account of the persons.

Un	nsatzkor	nto - OP							×
	Member,	Elsbeth (meel)							
	8	Information	Datum	Zeit	S	Netto	Brutto OK	.    — — —	
	VP GAST GAST	-1,00 Verzehrpauschale Erwachsene Restaurant-Beleg 20100081 Restaurant-Beleg 20100082	01.01.11 05.01.11 07.01.11	12:13 12:14	z N N	39,08 27,82	-300,00 46,50 33,10	eitr	. <u>W</u> ahF2
								Beit	r <u>Typ(F7)</u>
									dern orno F5
								<u>∳</u> <u>Z</u> u	ordnen
								<u> 8</u> e	zahlen
								📚 <u>D</u> ru	cken F8
			07.01.11	12:15	T	0,00	0,00	1	
						0,00 0,00 -233,10	0,00 0,00 -220,40		nde

As soon as the account shows a "debt" (consumption allowance included), an invoice is generated during the next invoice run. Under **Turnover/Print/Invoices** you define the minimum balance to be taken into account during the invoice run.

Invoice	×
Layout normal receipt (invoice or credit) Print copy Proforma Invoicing summary of account	Print FB
Provenue annue	
All persons Define Order Define	<b>Bookings filter</b>
Edit	🎕 Note
✓ Due date         from         to         08.01.21           Amount only         ✓ from         5,00         to         999999,99	
WITH and WITHOUT direct-debit	

## Print flat rate evaluation

You can access this menu item via *Turnover/Print.../Lump sum evaluation*.

Pauschalen-Auswertung - Liste		_ ×
Datum <u>v</u> on: 01.08.20 <u>b</u> is:	31.12.20	Drucken F8
Personengruppe		→ <u>E</u> nde
Alle Kontakte	····	_
Nur Personen mit Buchungen	-	←
✓ Familien <u>z</u> usammenfassen <u>v</u> on	≡	
Kontendetails Einzelperson	F3	
Jahres Abschlussbuchungen	F4	
<ul> <li>Konfiguration der Abfrage</li> </ul>	F7	

#### Account details individual

Pauschalen-Auswertung - Liste	_ ×
2 Patum <u>v</u> on: 01.08.20 <u>b</u> is: 31.12.20	Drucken F8
Personengruppe	→ <u>E</u> nde
1 Alle Kontakte 🔹 🚥	_
Alle Personen des Filters 🔹	
3 ✓ Familien <u>z</u> usammenfassen <u>v</u> on bis	
Kontendetails Einzelperson F3	
5 Jahres Abschlussbuchungen F4	
6 Konfiguration der Abfrage F7	

- 1. Select the person/family either by entering the search abbreviation or the name, or via the list button on the right.
- 2. Select the time period to be analysed.
- 3. Decide how you would like the data to be analysed.
- 4. This takes you back to the previous window
- 5. This takes you to the year-end posting function
- 6. This takes you to the more detailed settings for the year-end closing

#### Configuration of the query

The configuration of the query is important for the year-end closing. This list is used to display what is posted at the end of the year. Depending on the club, customer credits are handled very differently.

Pauschalen-Ausw	ertung -	Konfiguration					Х
Mindest-Konsum V	erfallsdatum	1	31	.12.1	9	<b>√</b> <u>о</u> к	
✓ Familie zusamr	nenfassen						
Familienkonter	n gemeinsam	n <u>c</u> hronologisch rech	nen			X Abbruch	
Familien-Umbu	uchung <u>a</u> nzei	igen					
	uchung mitb	erechnen					
	0-						
✓ Buchungen voi	r dem Zeitrau	um berücksichtigen					
Alle Zahlungsei	inträge als Aı	ufzahlung					
Abschlussbuch	ungen einre	chnen					
Null-Buchunge	n anzeigen						
Personengruppe	Alle Konta	akte		*	•••		
MitgInfoZusatz	Keine			•			
MitgInfo Datum	05.01.19						
Warengruppen							
Mind.Konsum			•	Wał	nl		
Aufzahlung			•	Wał	nl		
Sonstiges			•	Wał	nl		
Gastrobeleg			•	Wat	h		

The date on which the minimum consumption should expire and the bottom four lines are important. Define which product groups <u>not</u> are to be settled via the consumption flat rate and what is defined as an additional payment (customer makes a deposit) and should not expire but be posted as a credit to the next year.

• **Minimum consumption**  $\rightarrow$  Product group of the consumption flat rate items

- Additional payment → Product group of payments or rebookings by the customer that do not expire
- **Other**  $\rightarrow$  Product group of items that are not included in the flat rate
- **Catering voucher**  $\rightarrow$  Material group for the carryovers from the catering account area

The other tick boxes are to be understood as follows:

#### • Summarise families

As soon as this box is ticked, the family account balance is displayed in the catering cash register for the individual family members. However, the consumptions are booked to the respective person as normal. This prevents a family member who has used up the lump sum from making additional payments even though another family member still has a remaining lump sum balance. If a family wishes to keep a separate bill, the additional info nfams must be entered for each family member.

For the group of people, take into account that there are people who are contact persons but not members, etc. Create a filter for these people. Create a filter that includes these people.

#### Calculate family accounts together chronologically

Family accounts are counted as one account. Credits do not expire for the individuals, lump sums are calculated as a total. If the function is not activated, the lump sums are forfeited for the individual members of the family grouping.

- Show family transfers Transfers within the family are shown
- Include family transfers
   Family rebookings that were made through invoices are included in the total.
- Include bookings before the period The complete account is calculated.
- All incoming payments as an additional payment The payments made are calculated as a top-up payment.
- *Include closing entries* The closing entries are included.
- **Display zero postings** An account entry is made, even if the amount is 0.
- **Person group** Which persons should be included in the overview?
- Additional information Consumption is not in the account but in an info field.
- WithInfoDate Info field should be posted to this date.

#### Year-end closing entries

The prerequisite for the year-end closing entries with possible carryovers is the creation of the respective articles, which are then assigned to the respective function.

Pauschalen-Auswertung - Jahresabschluss	×
Datum von: 01.01.10 bis: 31.12.10	<u>► </u> <u>0</u> K
Artikel für Abschlussbuchung         Pauschale:       VZP Verzehrpauschale         Verbrauch:       AVZ Gastroverbrauch Familienumbur         Verfall:       HVF Guthaben-Verfall         Saldo:       sald_Salden-Übertrag         Vur Guthaben ins neue Jahr umbuchen         Verfallsrechnungen mit Rechnungs-         nummer verbuchen	Abbruch
Personengruppe Verzehrpauschale	
von ES	
Kontendetails Einzelperson     F4       Kontenliste     F3	

Flat rate	Posting or transfer of the flat rate to the account
Consumption	Catering consumption Transfers
Expiry	Remaining lump sums that expire are derecognised with this item
Balance	Account balance (credit balance due to deposits or debts) are posted again after closing

Be sure to print out the control list before the closing entry.

Zuletzt	Betrag	Pauschal	Einzahl.	Verbrauch	Sonstiges	Rest-Pau.	Saldo	RestSaldo
27.11.08	-215.50	-550.00	-329.00	663.50	0.00	0.00	-215.50	-215.50
27.11.08	-159.90	-1100.00	-4476.95	5417.05	0.00	0.00	-159.90	-159.90
04.11.07	203.40	-250.00	-213.80	667.20	0.00	0.00	203.40	203.40
26.10.07	425.50	-500.00	-479.00	1404.50	0.00	0.00	425.50	425.50
27.11.08	-399.20	-550.00	0.00	150.80	0.00	-399.20	-399.20	0.00
27.11.08	-243.00	-550.00	-548.60	855.60	0.00	0.00	-243.00	-243.00
27.11.08	-516.40	-1100.00	-1297.30	1880.90	0.00	0.00	-516.40	-516.40
27.11.08	78.00	-550.00	0.00	628.00	0.00	0.00	78.00	78.00
27.11.08	-544.10	-1100.00	-861.80	1417.70	0.00	0.00	-544.10	-544.10
27.11.08	-23.60	-550.00	-1338.10	1864.50	0.00	0.00	-23.60	-23.60
08.10.07	93.70	-250.00	-161.20	504.90	0.00	0.00	93.70	93.70

Last	Date of last consumption
Amount	Value of the last consumption
Flat rate	Value of the originally booked consumption flat rate (individual or family combined)
Payment	Payments made (in advance)

Consumption	Total amount of consumption
Other	Consumptions that were not calculated against the flat rate
Residual lump sum	Residual value of the original lump sum after deduction of consumptions; the amount is forfeited
Balance	Current account balance (remaining credit minus consumption)
Residual balance	Credit or debt that is carried forward to the next year

Any discrepancies must now be corrected. If the lists are in order, play it safe and make a Fast data backup . Then run the year-end posting.

# Archiving the operating theatre area with consumption flat rates

The operating theatre or per diem area can be closed like a contribution account area after the per diem evaluation. However, you must be aware that the debt from the previous year is not offset against the consumption allowance in the new year. Although this appears to be the case in the account, it is not included in the flat-rate evaluation.

Balance carryovers have a special entry and of course cannot be offset against the consumption credit, as this is intended to cover everything from one year - something that comes in through an annual carryover therefore does not belong in the lump sum.