List of balances

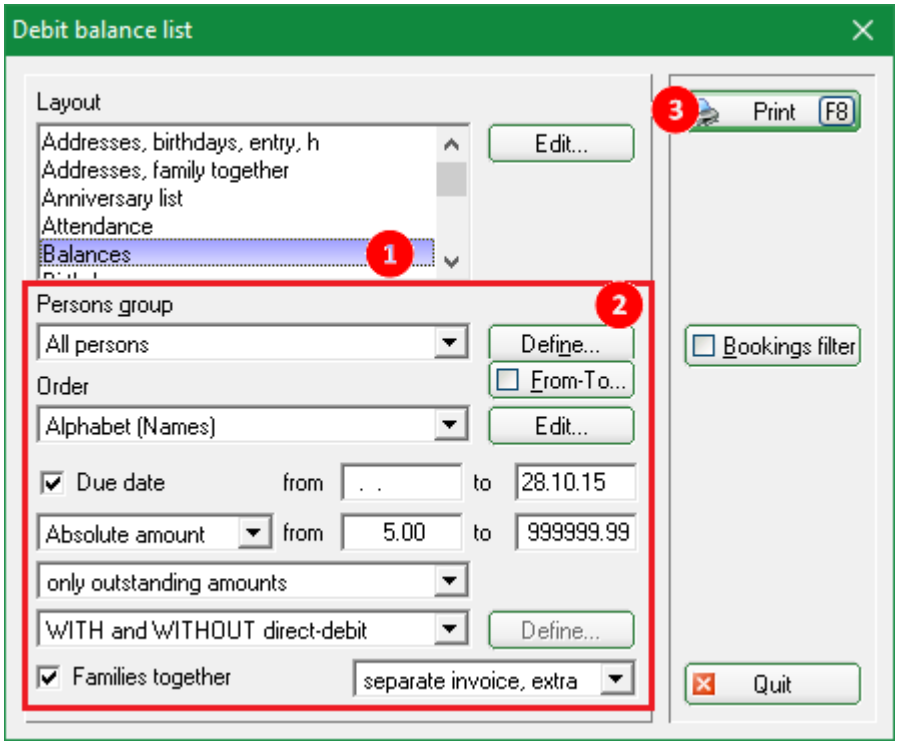
Simple balance list

Are you in the right account area? (e.g. ***CLUB***)

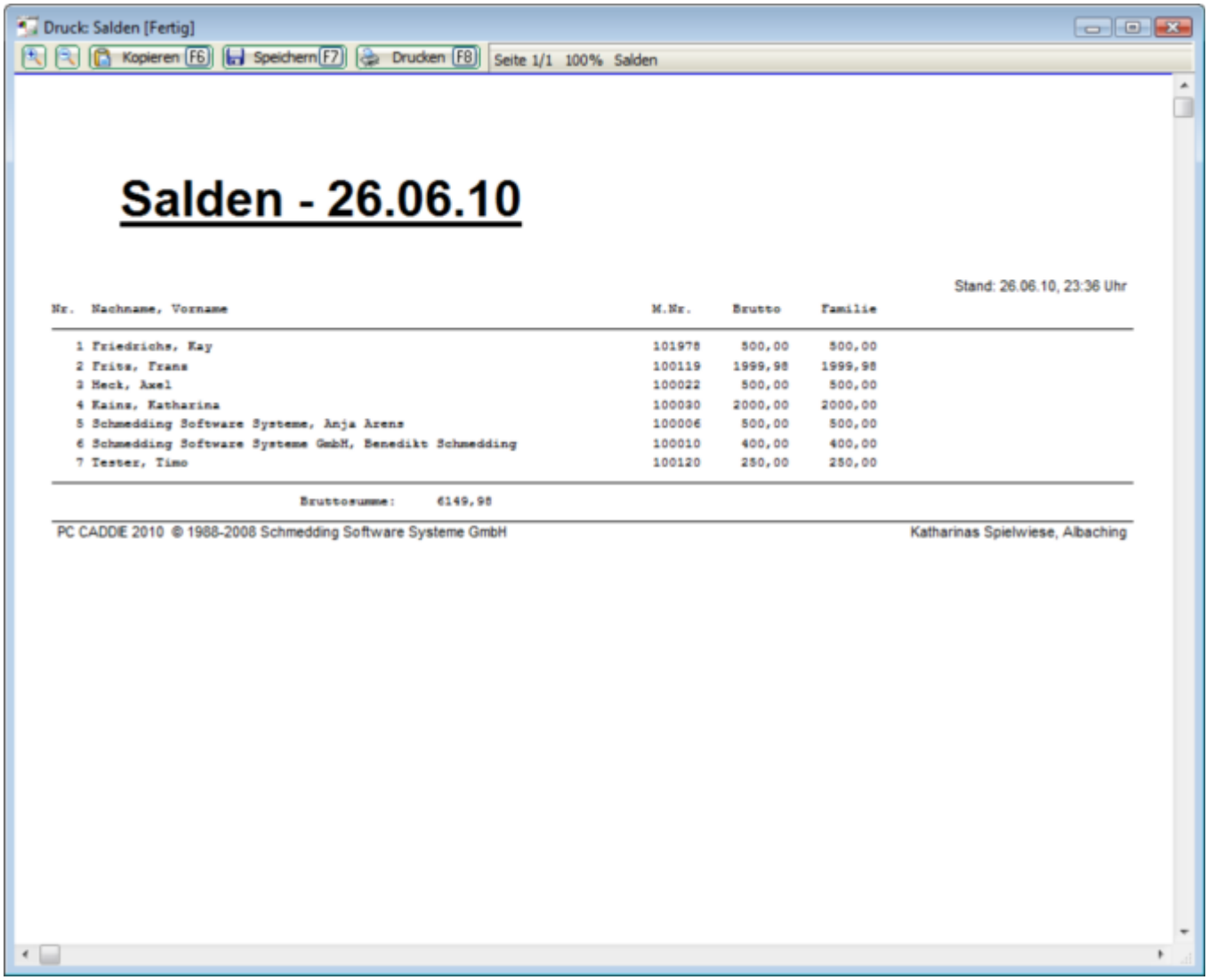
Under ***Turnover/Print.../Balance list*** you can print out balance lists that inform you about the current account balances. There is a ready-made „Balances“ layout (1) in PC CADDIE that you can use for this purpose. Also make sure that the basic settings (2) correspond to your enquiry criteria. The default setting is also suitable here in many cases.

Please note the following points:

- The key date, which ***Due date to*** is really the one for which the balance list is also calculated retrospectively.
- You should also enter the ***date from*** should be left blank.
- When restricting to certain articles or product groups via the ***posting filter*** the result of the list can of course no longer correspond to the real balance, but to the balance resulting only from these postings. So if the payment types are not included, the final result is the turnover.

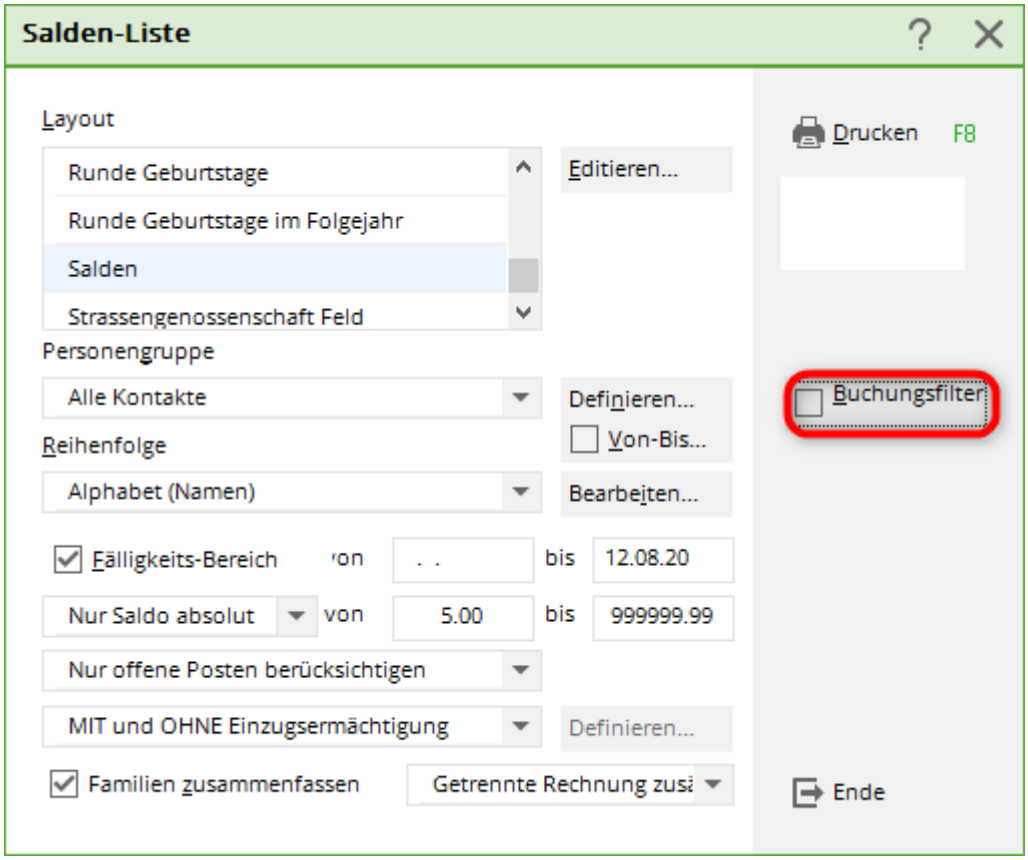


As soon as you have made all the default settings, click on ***Print*** (3):

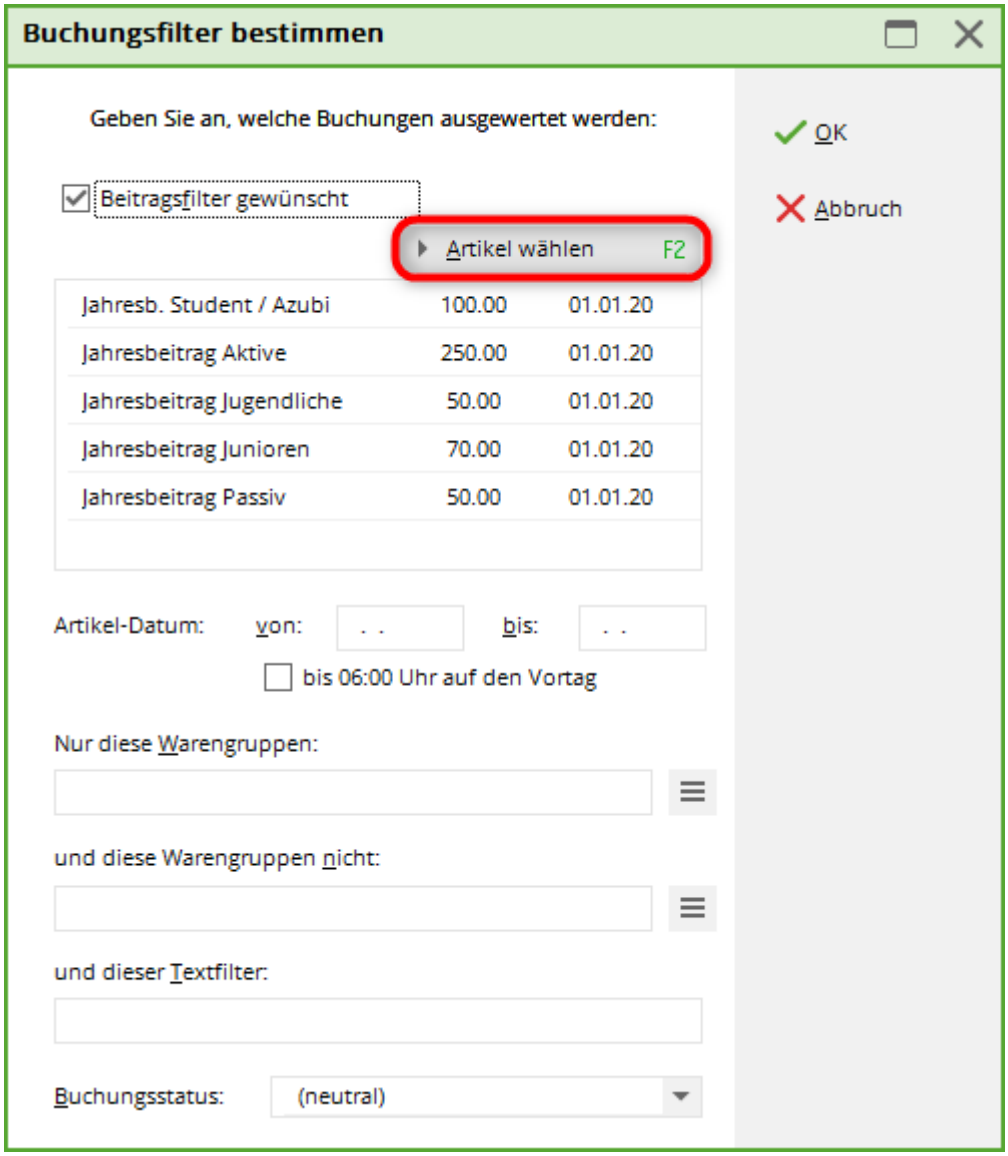


Balance list with posting filter

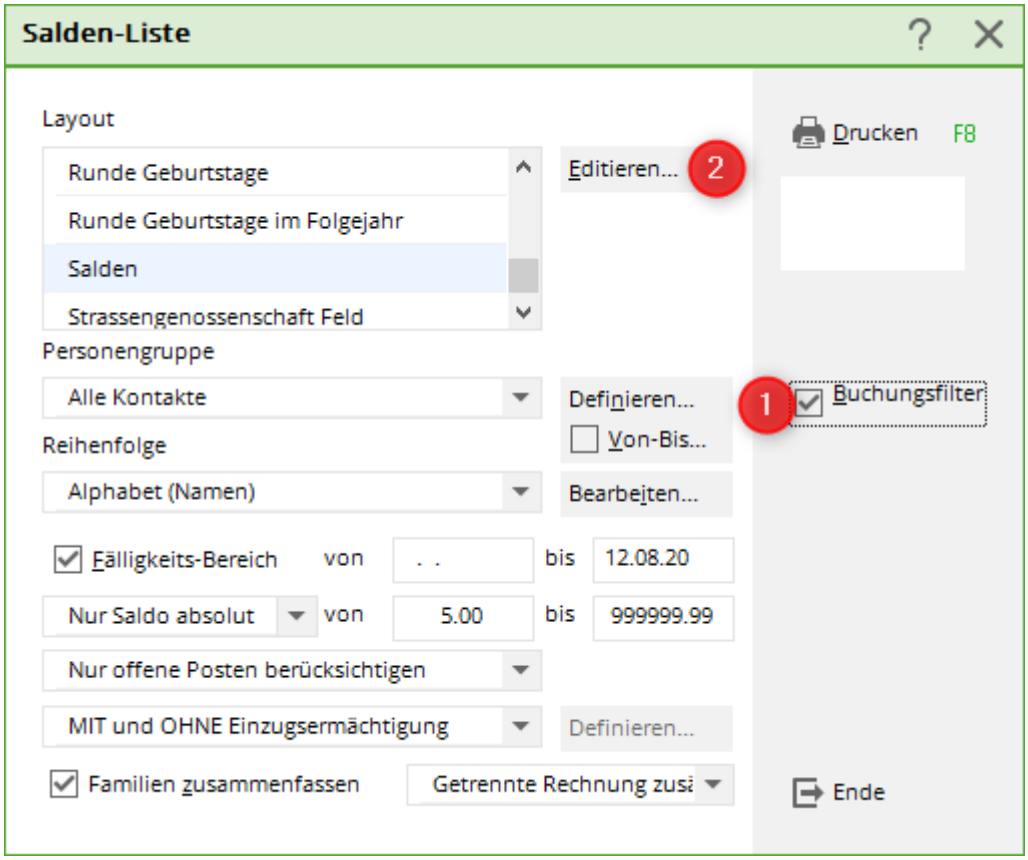
Click here on the button ***Buchungsfilter:***



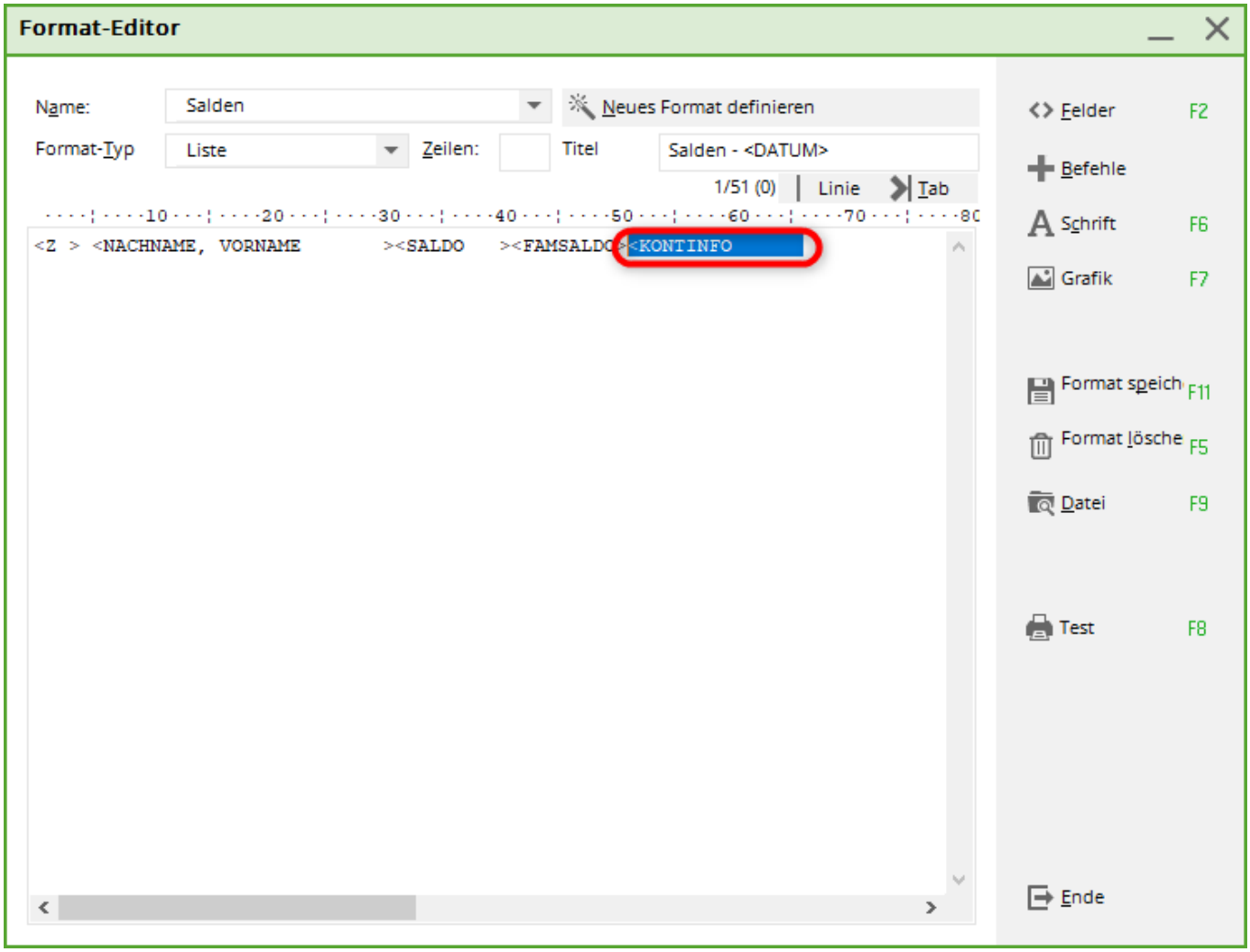
Now select via ***Select article*** to select individual articles:



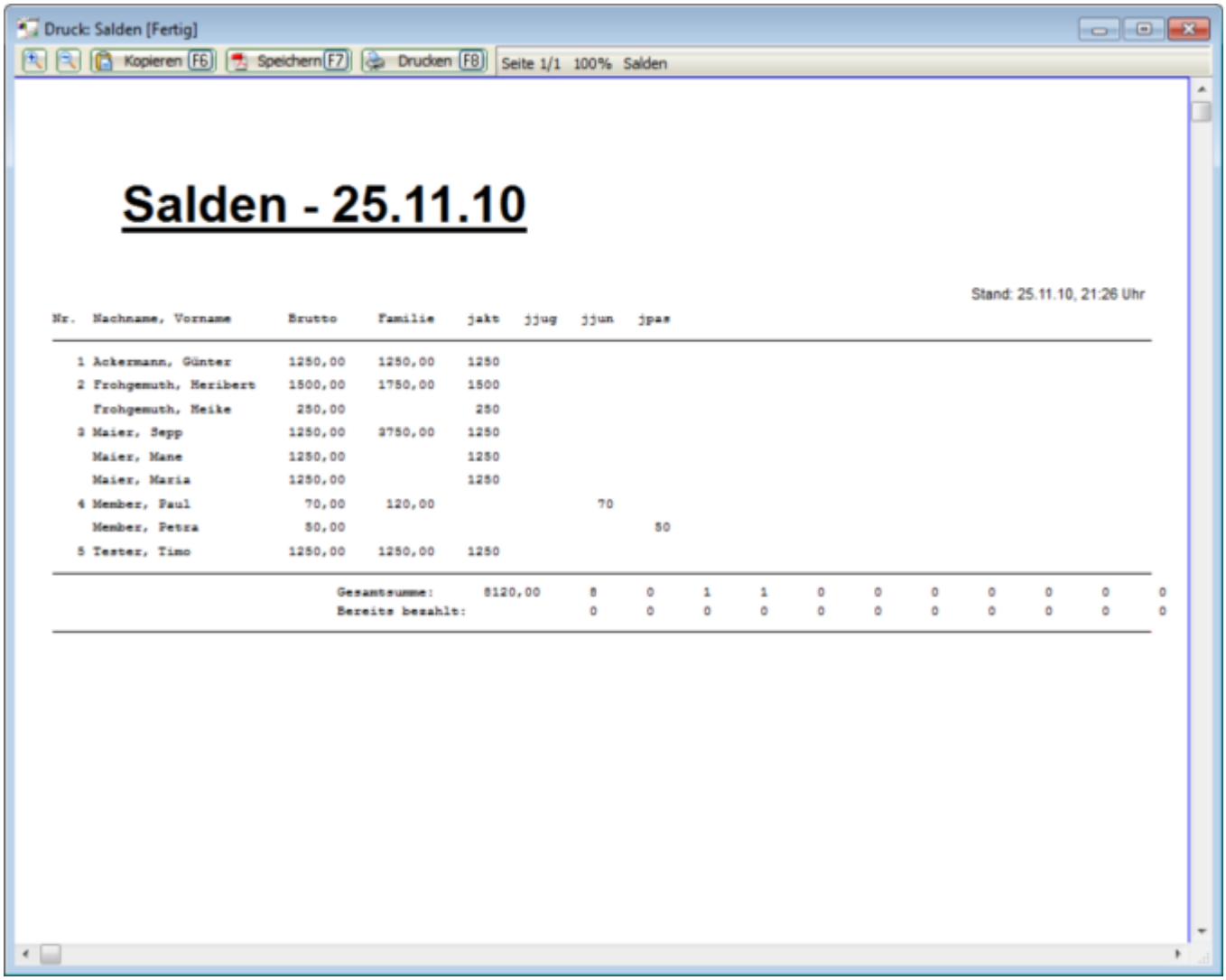
Confirm with ***OK.*** If the ***booking filter*** is active, you will see a tick in the button (1).



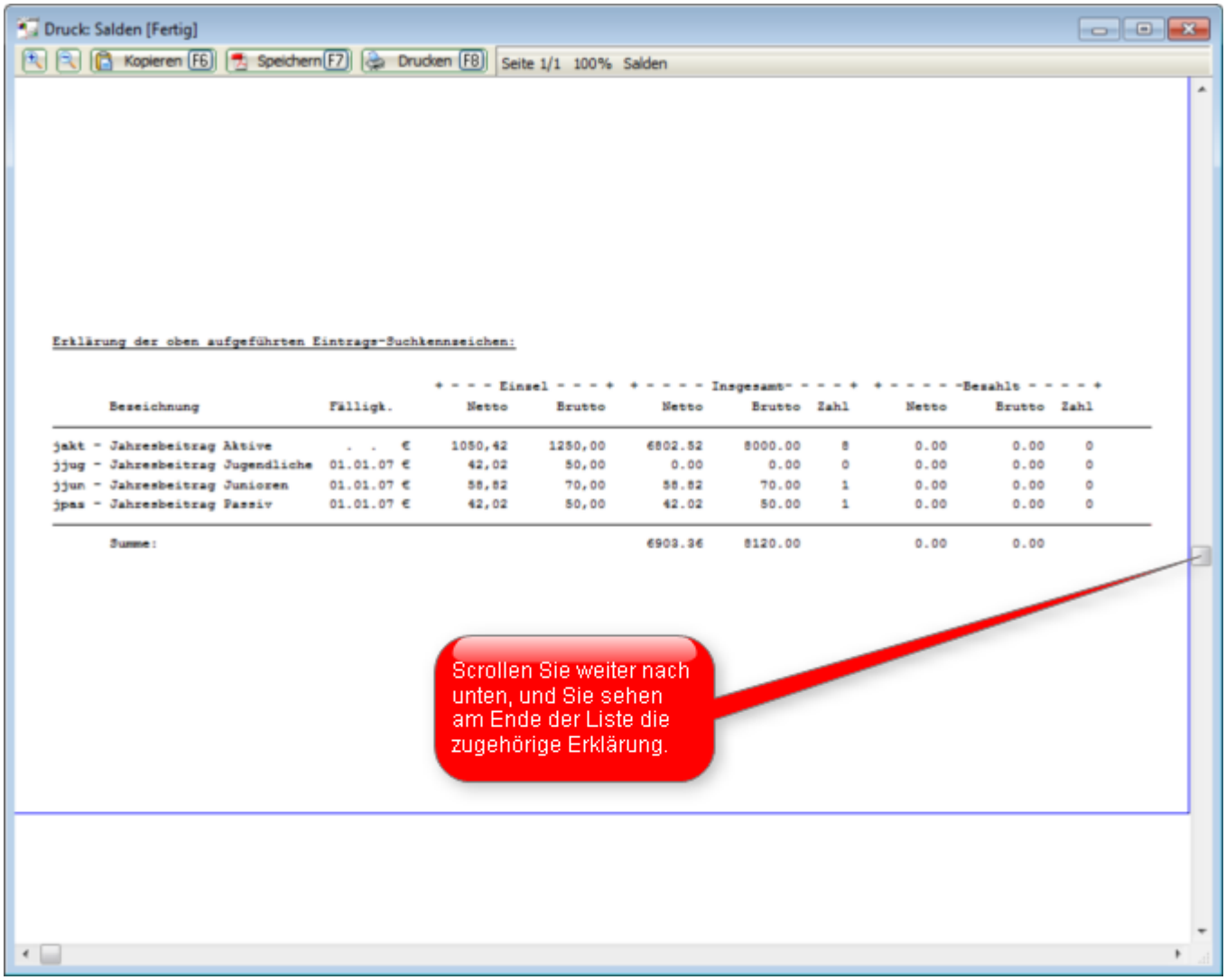
Select the ***layout*** of the standard layout „Balances“ via ***Edit*** (2). In combination with the layout command <KONTINFO.>you will receive a detailed list of the selected items:



A printout of the list looks like this:



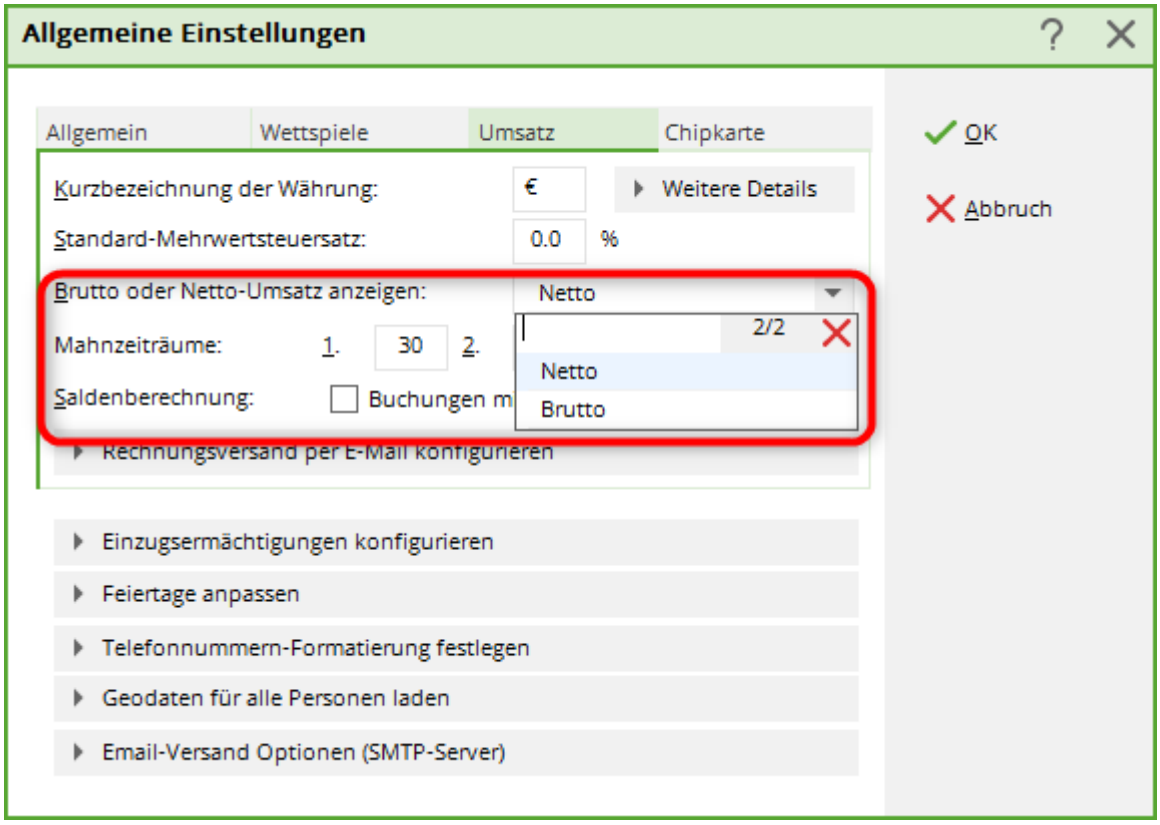
At the end of the list of balances, you will see the corresponding list of the items selected above:



This list can also be a help when checking the contribution allocation for the annual accounts, as this list also includes the option ***Combine families*** can also be selected on this list.

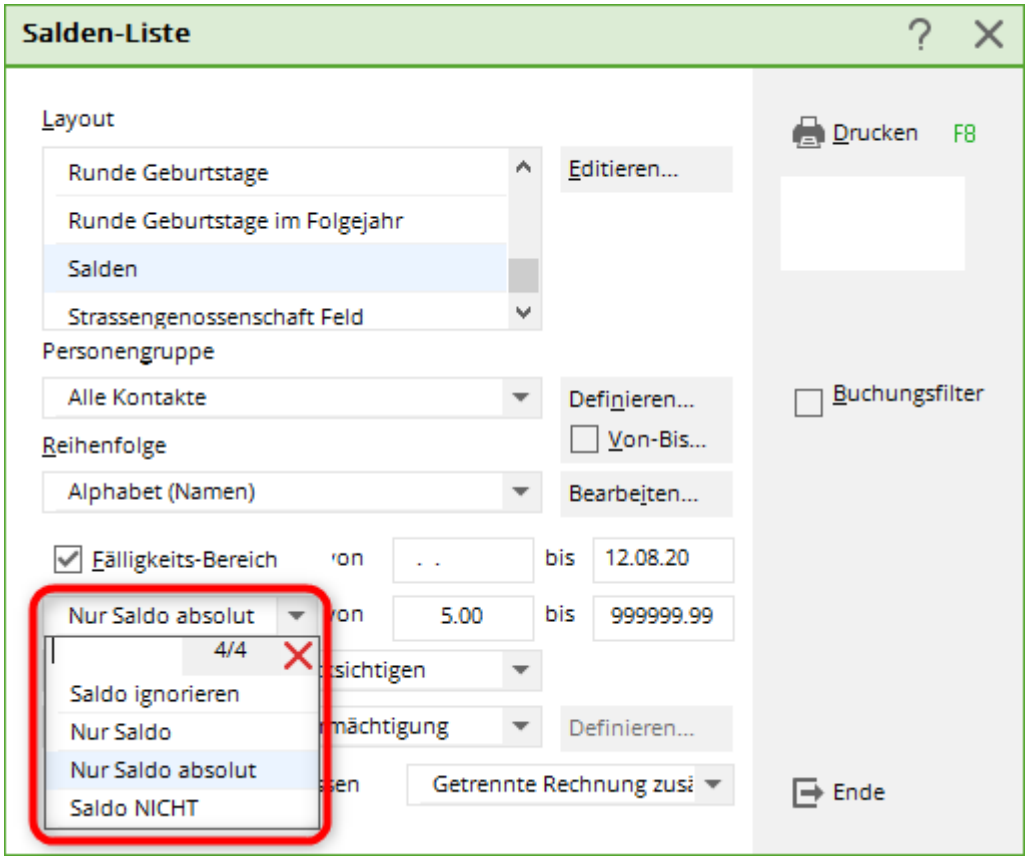
Gross/net balance list

Under ***Settings/Programme settings/General settings*** in the tab ***Turnover*** tab, you can choose whether you want „Net“ or „Gross“ amounts to be displayed on the list.



😉 Informative lists can also be generated with the sales statistics, where even more detailed information is displayed, although payments cannot be analysed retrospectively.

Balance list for credit balances (various balance lists)



There are four different variants of balance lists:

- Ignore balance: all account entries (not yet invoiced -yellow- and invoiced amounts) are listed (also paid amounts) including amounts with zero.
- Balance only: all persons with debts are listed (not yet invoiced -yellow- and invoiced amounts)
- Absolute balance only (=default setting): All persons with debts and credit balances
- Balance NOT: All persons with zero balance and credit balance

If you only want to create a balance list for your credit balances, select ***Balance only*** and the amount range ***from*** -2000,00 ***to*** -0.01.

Balance list control contribution allocation

If you want to print a balance list with all persons who have no account entries (e.g. as a control list after the annual automatic contribution allocation), select this setting: ***Absolute balance of*** -2,00 ***to*** +2.00 and in the next line ***Total sales (also paid)***:

