

Outstanding accounts

Simple balance lists



Are you working in the right account area? (for example, **CLUB**)

Via **Accounts/Print.../Outstanding accounts** you can print a current list of account balances that will give you all details of the current balances. There is a predefined layout (1) in PC CADDIE which you can use - „Balances“ (or „Salden“). Make sure the general settings (2) correlate with your request. The default settings should do in most cases.



Please note the following:

- The key date that is entered in the **to** field of the **Due date** is the date to which the balance list will be calculated retroactively.
- You should rather leave the field **from** of the **Due date** empty.
- When narrowing down to specific articles or group of articles using the filter, the result will of course not represent the real account balances but the balance resulting from these specific entries. So when the payment methods are not included you will get the sales figures.

Debit balance list

Layout

Addresses, birthdays, entry, h
Addresses, family together
Anniversary list
Attendance
Balances
Persons group

Persons group

All persons

Order

Alphabet (Names)

Due date from . . to 28.10.15

Absolute amount from 5.00 to 999999.99

only outstanding amounts

WITH and WITHOUT direct-debit

Families together separate invoice, extra

Print F8

Bookings filter

Quit

Have all settings been made, click **Print** (3):

Debit balance list - 28.10.15

No.	Name, first name	Gross	Family
1	Adolf, Fred	1500,00	1500,00
2	Aenne, Mathis	12000,00	12000,00
3	Alberola, Virginia	198,00	198,00
4	Albert, Heide	6,00	6,00
5	Allochin, Sebastian Patrick	198,00	198,00
6	Allochin, Herbert	40,00	40,00
7	Arens, Bruno	218,00	218,00
8		6,00	6,00

Balance list with booking filter

Click the button **Bookings filter**.

Debit balance list

Layout

- Addresses, birthdays, entry, h
- Addresses, family together
- Anniversary list
- Attendance
- Balances**
- ...

Persons group

All persons

Order

Alphabet (Names)

Due date from . . to 28.10.15

Absolute amount from 5.00 to 999999.99

only outstanding amounts

WITH and WITHOUT direct-debit

Families together separate invoice, extra

Print F8

Bookings filter

Quit

Now select single articles with **Select fees**:

Select fee filter

Enter which fee types have to be evaluated:

Activate fee filter

Select fees (F2)

Annual fee juniors	70.00	..
Caddie box electric	72.00	..
Annual fee temporary memb	20.00	..

Article-Date: from: .. to: ..
 until 06:00 o'clock of previous day

Only these product groups:

not these product groups:

and this text filter:

Fee status: (neutral) ▾

OK
 Cancel

Confirm with **OK**. If the **Filter for bookings:** is active you will see a check mark(1).

Debit balance list

Layout

- Addresses, birthdays, entry, h
- Addresses, family together
- Anniversary list
- Attendance
- Balances

2 Edit...

Persons group: All persons ▾ Define...

Order: Alphabet (Names) ▾ From-To... Edit...

Due date from .. to 28.10.15

Absolute amount ▾ from 5.00 to 999999.99

only outstanding amounts ▾

WITH and WITHOUT direct-debit ▾ Define...

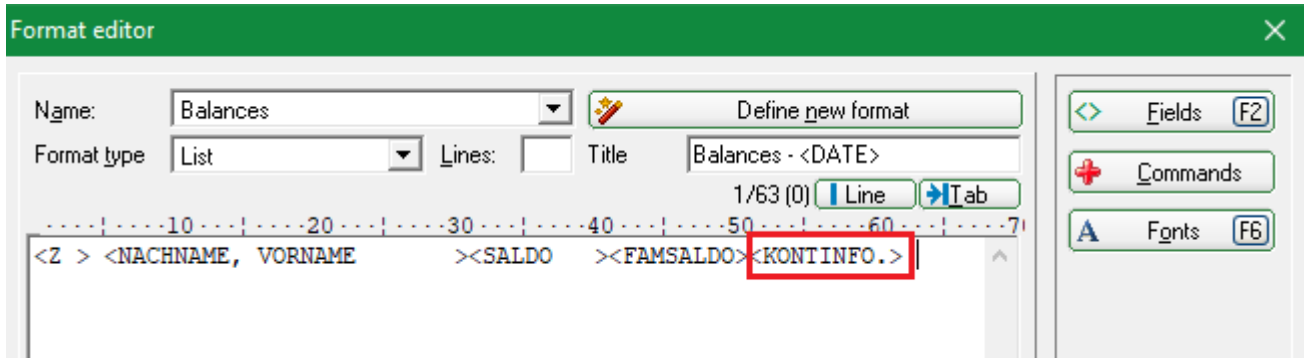
Families together separate invoice, extra ▾

Print (F8)

1
 Bookings filter

 Quit

Select the **Layout** of the default layout „Salden“ via **Edit** (2). In combination with the layout command <KONTINFO.> you will get a detailed list of your selected articles:



A printed list will look like this:

Debit balance list - 28.10.15

No.	Name, first name	Gross	Family	afch	cadd	afju	afmo
1	...	50,00	50,00			50	
2	...	198,00	198,00				198
3	...	198,00	198,00				198
4	...	198,00	198,00				198
5	...	198,00	198,00				198
6	...	268,00	268,00	70			198
7	...	198,00	198,00				198
8	...	198,00	198,00				198
9	...	198,00	198,00				198

At the end of the balance list you can find the corresponding overview of the above listed articles:

Articles considered:

Designation	Due date	Single		Total		Paid			
		Net	Gross	Net	Gross	Quantity	Net	Gross	Quantity
afch - Annual fee children	01.01.10 €	70,00	70,00	280,00	280,00	4	140,00	140,00	2
cadd - Locker	01.01.10 €	100,00	119,00	0,00	0,00	0	0,00	0,00	0
afju - Annual fee juniors	01.01.10 €	42,02	50,00	84,04	100,00	2	42,02	50,00	1
afmo - Annual fee monthly	01.01.10 €	83,19	99,00	2911,65	3465,00	35	83,19	99,00	1
Total:				3275,69	3845,00		265,21	289,00	

This list can also be a help to check the automatic fee transfer for the annual invoices as you have the possibility to select the option **Families together**.

Gross/Net balance list



In the tab **Turnover** under **Setup/Program options/Options** you can select whether you want to get the „Net“ or „Gross“ amounts displayed on your list.



Helpful lists can also be created with the [sales statistic](#), where you will get even more detailed information. But you cannot let payments be evaluated retroactively.

Balance of credit (different outstanding accounts)

There are four different types of account balances:

- Ignore amount: all accounts entries (not yet invoiced – yellow – and invoiced) are listed (also the paid ones), including the ones who amount to zero.

- Amount only: all people with debt are listed (not yet invoiced – yellow – and invoiced)
- Absolute amount (= default): all people with debt and credit
- This amount NOT: all individuals with zero balance and credit

Choose **Amount only** and the amount range **from** -2000.00 **to** -0.01 if you want to create a list of credits.

Choose **Absolute amount from** -2.00 **to** +2.00 and **Total turnover (incl. paid)** in the next field if you want to print a list of all those with no accounts entries (for example, as a check list according to the annual contribution automatic assignment).

The screenshot shows the 'Debit balance list' dialog box with the following settings:

- Layout:** Balances
- Persons group:** All persons
- Order:** Alphabet (Names)
- Due date:** Due date from . . . to 28.10.15
- Amount:** Absolute amount from 5.00 to 999999.99
- Amount Type:** Total turnover (incl. paid)
- WITH and WITHOUT direct-debit:** WITH
- Families together:** Families together separate invoice, extra
- Print:** Print (F8)
- Bookings filter:** Bookings filter
- Quit:** Quit