

# Rebook individual bookings



This function can be used to transfer a consumption allowance that was invoiced in the contribution account as a credit to the open catering items area after payment. Please also read: [Consumption flat rates](#)



The prerequisite for this is that there is a consumption flat rate article with exactly the same search abbreviation in both the contribution account and the catering open item area. Before you make the transfer posting, you should create a [Fast data backup](#).

Please proceed as follows:

Start in the account area in which you have written the invoices **Transactions/Year-end closing/Transfer individual postings to another account area**. Make the following settings:

### Artikel in anderen Kontenbereich buchen

Ziel-Kontenbereich:

Datum: von  bis

Artikel:  Verzehrspauschale Erwachsene/Gäste

Nur Status:

Kopier-Typ:

Faktor:  (kann normalerweise leer bleiben)

Bereits vorhandene Ziel-Einträge ersetzen  
 Vorher alle entsprechenden Einträge im Ziel-Bereich löschen

Personen:

Then confirm with **Book**.

You can see an example account below:

Konto - OP

Test, Test (tet1)

Filter

	Datum	Zeit	S	Netto	Brutto	OK
2024						
2025						
VP -1x Verzehrpauschale	06.02.25		N	-300.00	-300.00	

Artikel-Wahl:

Neu    Ändern    Stornieren

**Summen**

Artikel in Rechnung:	0.00	0.00
gelbe Artikel:	-300.00	-300.00
Zahlungen:		0.00
<b>Saldo:</b>		0.00

Zuordnen  
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