

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:	OP	<input checked="" type="checkbox"/> Buchen	
Datum:	von 01.01.24	bis 31.12.24	<input type="checkbox"/> Ende
Artikel:	VP Verzehrspauschale Erwachsene/Gäste		
Nur Status:	Nur OK-Buchungen		
Kopier-Typ:	Kopieren mit Faktor -1		
Faktor:	<input type="text"/> (kann normalerweise leer bleiben)		
<input checked="" type="checkbox"/> Bereits vorhandene Ziel-Einträge ersetzen			
<input type="checkbox"/> Vorher alle entsprechenden Einträge im Ziel-Bereich löschen			
Personen:	Alle Kontakte	Definieren	

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:

☰ ...

Summen

Artikel in Rechnung:	0.00	0.00
gelbe Artikel:	-300.00	-300.00
Zahlungen:	0.00	
Saldo:	0.00	

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