

Balance sheet



Please always remember to make a [Fast backup](#) before the annual statement of accounts.



Please carefully consider what you want to achieve before making an annual statement of accounts. This may differ from club to club. Not everything described here makes sense for every club!

Opportunities for contribution and cash accounts areas

You can access this function under **Accounts/Year End/Year End**. The following options are available in a contribution account area (**CLUB**):

The screenshot shows a dialog box titled "Annual statement of accounts". The main text reads: "The most important thing when starting to work on the annual statement of accounts is having a full backup of your existing datas....". Below this, there are several options, each with a description:

- Make quick backup**: With this option all PC CADDIE databases or upon request only one accounting area could be secured onto the local harddisc or onto an external disk. Please use normally this function.
- Copy into new accounting area**: With this option you can create a new accounting area where your todays status is preserved and easily accessible. With normal annual articles this is not needed, but it makes sense if you like to clean up the articles in the main accounting area or articles should be accumulated and deleted after that action. Or still to view and work with this old data.
- Annual statement without update of accounts**: The old values are not transferred into the new year. Old values will be deleted. No articles will be copied, so that you need to assign the new articles by using the assign-function
- updating Annual statement**: This is the classic function to copy the amount and create the annual articles into the new year and be able to analyse them
- Article Assignment and Proof of Assignment**: With this function we compare the selected articles with the customers. If an article fits to the customer it will be assigned into his account
- Add balancing entry**: With this function on a selectable day the complete amount of the account will be closed out and again booked into the account on the next day. This is an important function if you like to move the annual balance clearly. By your own choice you can delete all account entries till a choosable date.
- Archivate old bookings and start with new articles**: With this function all old bookings will be transferred into an archive. The actual accounting area will be empty. A balance can be booked into the new year if desired

On the right side of the dialog, there are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

From version 2016d of January 2017, this query looks like this:

The most important thing when starting to work on the annual statement of accounts is having a full backup of your existing datas....



Make quick backup

With this option all PC CADDIE databases or upon request only one accounting area could be secured onto the local hard disk or onto an external disk. Please use normally this function.

Year end in accounting areas

Special functions



Copy into new accounting area

With this option you can create a new accounting area where your current status is preserved and easily accessible. With normal annual articles this is not needed, but it makes sense if you want to clean-up the articles in the main accounting area or articles should be accumulated and deleted after that action. Or still to view and work with this old data.



Annual statement without update of accounts

The old values are not transferred into the new year. Old values will be deleted. No articles will be copied, so that you need to assign the new articles by using the assign-function



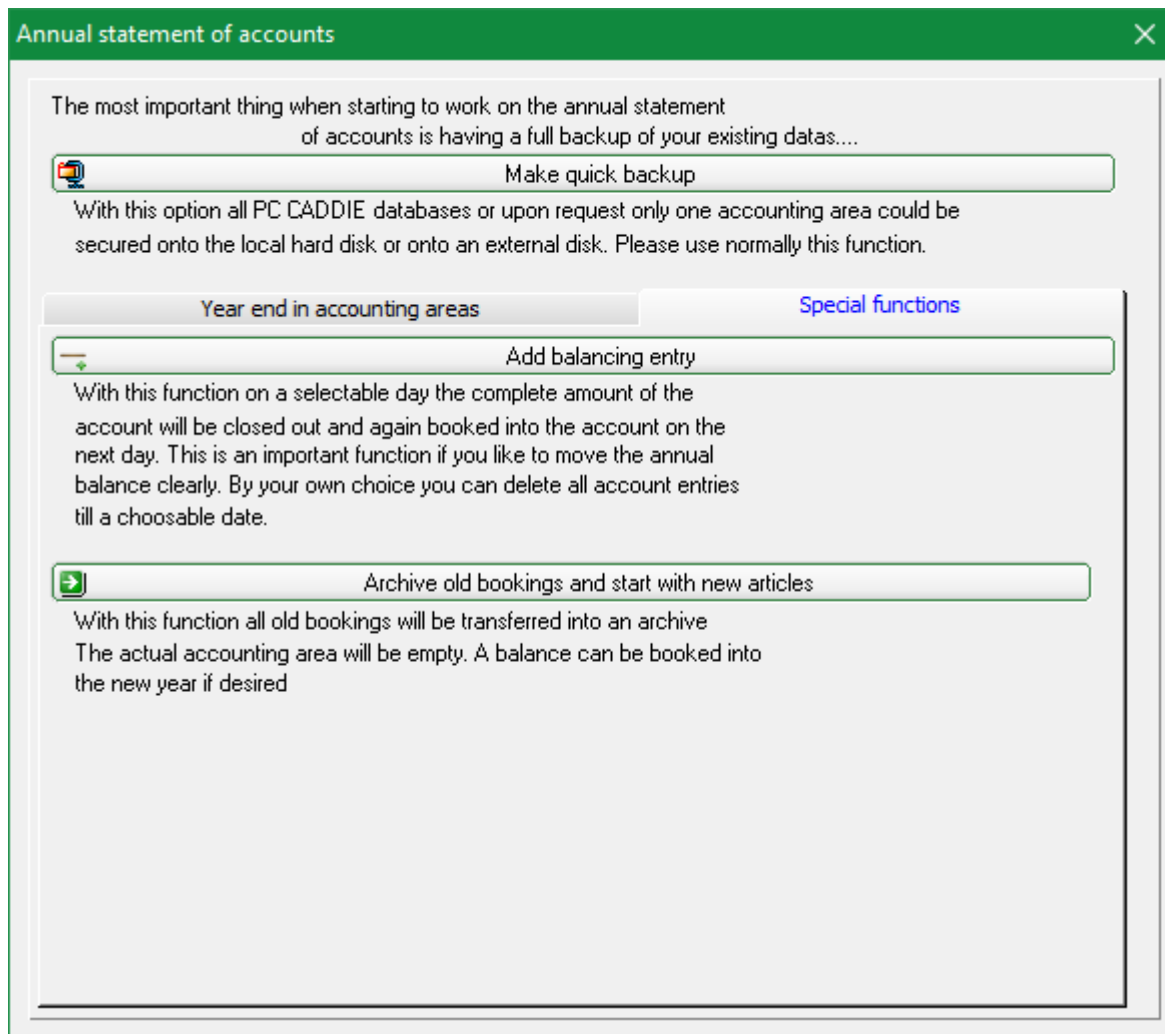
Updating Annual statement

This is the classic function to copy the amount and create the annual articles into the new year and be able to analyse them



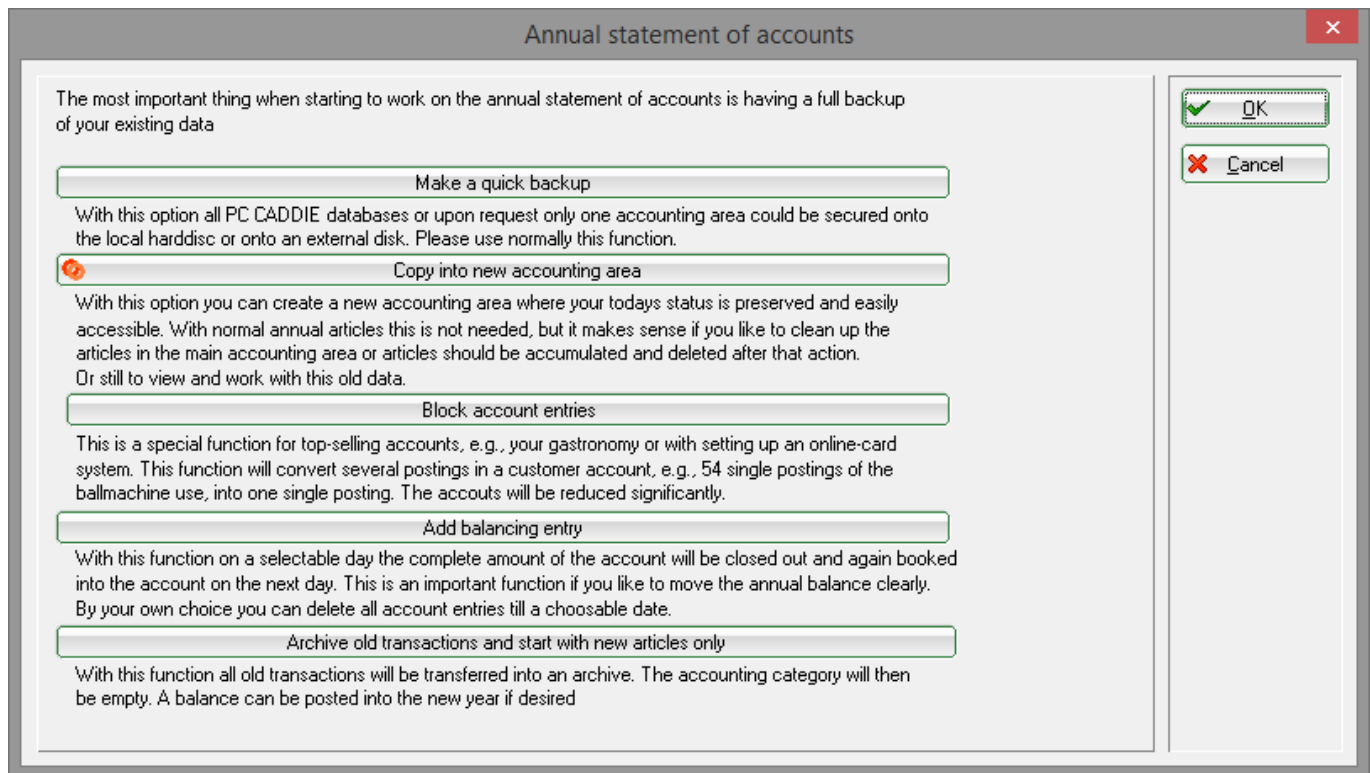
Article Assignment and Proof of Assignment

With this function we compare the selected articles with the customers. If an article fits to the customer it will be assigned into his account



The functions remain the same as in the previous versions.

In a cash account (**SALES**) you have the following options:



From version 2016d of January 2017, this query looks like this:

The most important thing when starting to work on the annual statement of accounts is having a full backup of your existing data



Make a quick backup

With this option all PC CADDIE databases or upon request only one accounting area could be secured onto the local harddisc or onto an external medium. Usually this is the function to be used first.

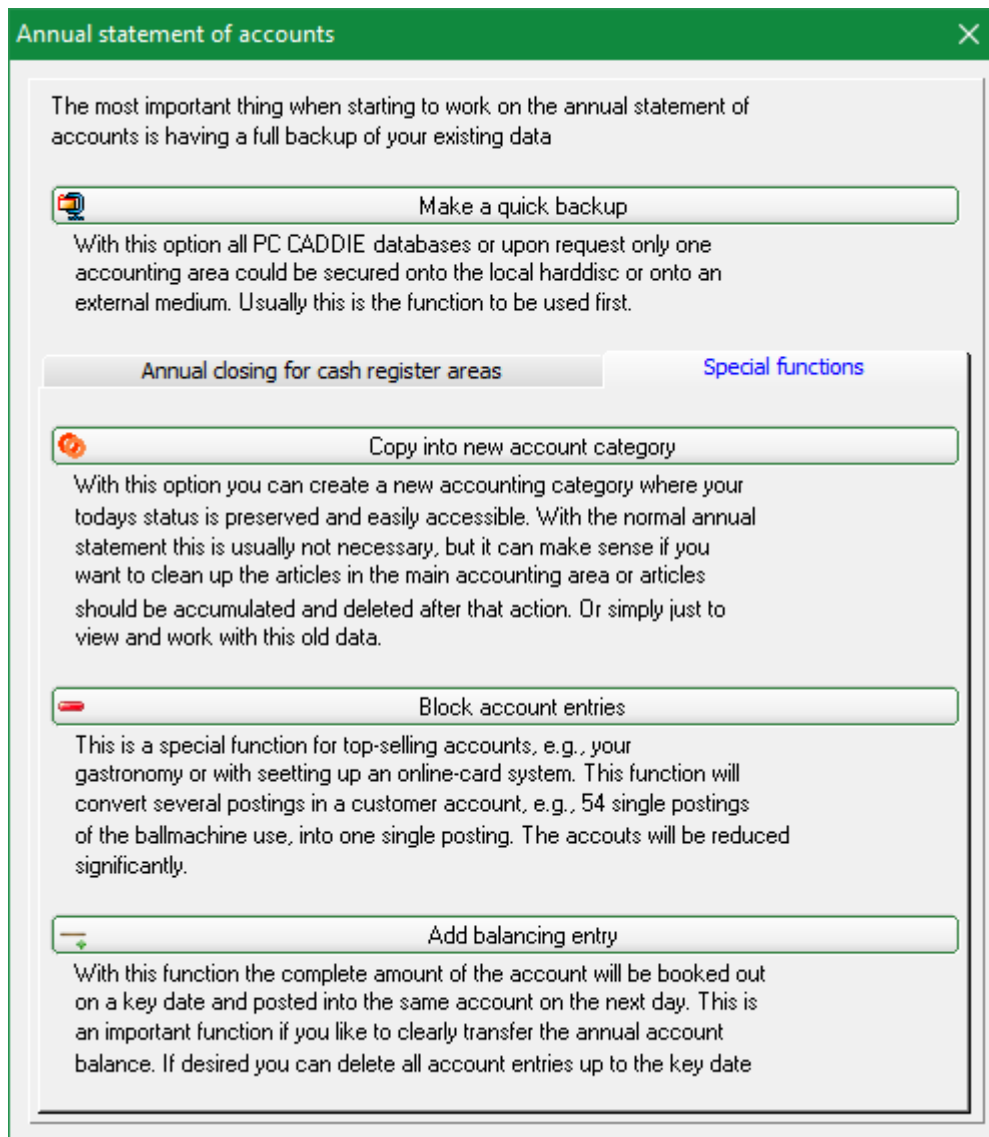
Annual dosing for cash register areas

Special functions



Archive old transactions and start with new articles only

With this function all old transactions will be transferred into an archive
The accounting category will then be empty. A balance can be posted into the new year if desired



The functions remain the same as in the previous versions.

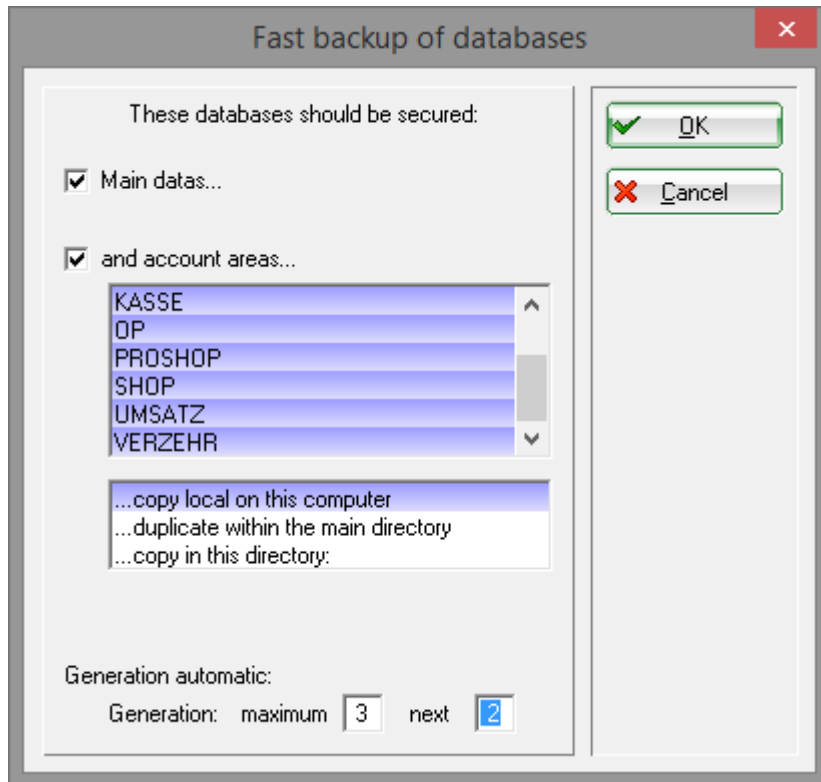
Make quick backup

If you haven't already made a backup under **Exit/Fast Backup** you can do it now via **Accounts/Year End/Year End/Make quick backup**.

It is recommended to insert the year-end number for the automatic generation.

Example: If the annual statement is carried out for the end of 2014, than fill-in 14 in the Next field.

This way you also have a persistent annual backup.



Copy into new accounting area

You can copy a an accounting area as an archive using this function. The current area is remains unchanged.



The copy will be created without additional inquiries as soon as you confirm with **OK**.

The archive can be accessed after its creation: [Select account area](#).

Once you have copied an account area as an archive, you can, for example, edit the current account area. First make a balancing entry with the default settings. This is important so that you still have the balances in the current account area after the deletion.

You can delete the account date for the previous year in the next step (which you will still have in the archive): [Delete account entries](#). The current account range is therefore „clean“, and can be used for creating all kinds of lists.

Add balancing entry

More details are available here: [Final balance entry](#).

Archive old bookings and start with new articles

This is the „radical“ annual statement function should be started only by experienced users. Do not forget about backing up your data before starting this process.

Annual balance of accounts and storage

With this function all data (sales accounts, article accounts, register movements) is transferred to an archive area and emptied out of the active account area.

Date to: 31.12.10

Storage-name: 2010

1 Taking on bookings as of key date
 Keep all bookings without "OK"

2 Transferring account balance to the key date
Text of account balance: forward balance from 2010
 Book although balance is 0
 Only book in,
if amount is more than 1,00

3 include entries with OK-Status
 Take on subscription bookings
 Indexing before databases

Article-stock: take on 1:1

4 Delete inactive articles without stock

5 Empty register and cashbook completely

OK Cancel

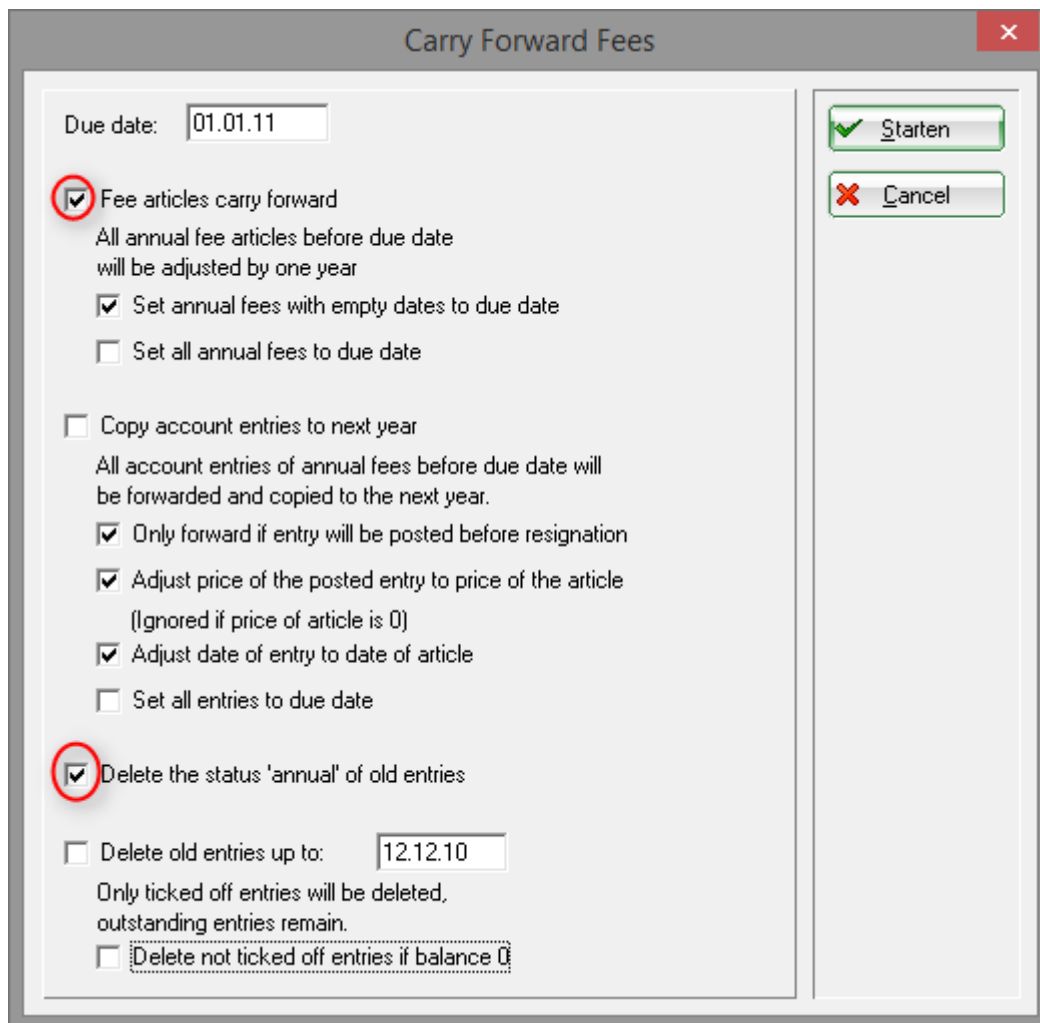
1. If you already prepare future bookings in the accounts, for example, Admission fees as rates, you can maintain these by checking „1“.
2. The outstanding balance remains in the current accounts area. However, if the outstanding sum as information is not enough, and you also want the invoice number and the items that are still open, check the box **Keep all bookings without „OK“**.
3. If this option is checked, the subscription credits for the subscription products remain in the cash account!
4. You can choose to delete from the archive the items set to „inactive“ status in a cash account area. For example, in the **PROSHOP** area you could automatically set to „inactive“ the items not on stock, and then use **Delete inactive articles without stock**.

5. Checking this box will empty your cashbook. The opening balance must be re-booked if you have enabled the cash inventory management on the end of the day. In addition, the daily closing numbering starts again with number 1.

Only for contribution account areas

Annual statement without update of accounts

This function is available under **Accounts/Year End/Year End/Annual statement without update of accounts**



Carry Forward Fees

Due date: 01.01.11

Fee articles carry forward
All annual fee articles before due date will be adjusted by one year

Set annual fees with empty dates to due date

Set all annual fees to due date

Copy account entries to next year
All account entries of annual fees before due date will be forwarded and copied to the next year.

Only forward if entry will be posted before resignation

Adjust price of the posted entry to price of the article
(Ignored if price of article is 0)

Adjust date of entry to date of article

Set all entries to due date

Delete the status 'annual' of old entries

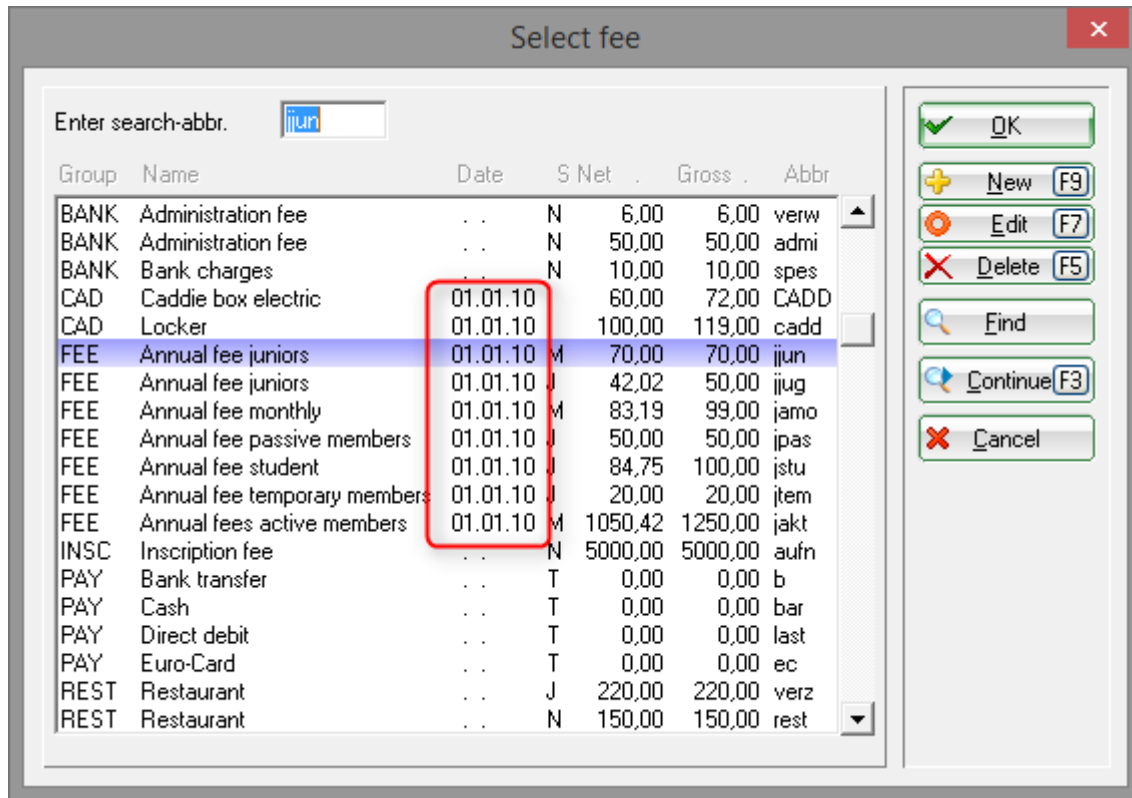
Delete old entries up to: 12.12.10
Only ticked off entries will be deleted, outstanding entries remain.

Delete not ticked off entries if balance 0

Starten

Cancel

The due date of the articles with the stats „yearly“ will automatically continue with one year if you start this function with the default settings.



In addition, the status will change from „yearly“ to „normal“. This was particularly important for the older version of PC CADDIE when there was no automatic assignment and the articles were booked to the accounts using the „Annual statement with update of accounts“ functionality. Even today this is still a good maintenance procedure. In this case the „J“ (see the following image) changes to „N“.

Turnover-Account - CLUB

Tester, Timo (teti)

Information	Date	Time	S	Net	Brutto	OK
Invoice 2012000037 (Reversal: 22.10.15 - 0,00)	13.02.14	17:40		0,00	0,00	✓
Invoice 2012000040	22.10.15	19:44		42,02	50,00	→
jug Annual fee juniors	13.02.14	17:17		42,02	50,00	→
jug Annual fee juniors	22.10.15	20:46	J	42,02	50,00	

Buttons: Select fee (F2), Edit fee (F7), Change, Reversal (F5), Sorting, Payment, Print (F8), Quit

Summary:

FEE_Annual fee juniors	22.10.15	20:46	J	42,02	50,00
				42,02	50,00
				0,00	50,00
				42,02	50,00

Annual statement with update of accounts

More details can be found under: [Forward projection of annual fees](#).

Automatic transfer of fees

The guide can be found here: [Automatic transfer of fees](#).

Only for cash accounts areas

Block account entries

Our recommendation is to avoid using this function. More information available: [here](#).