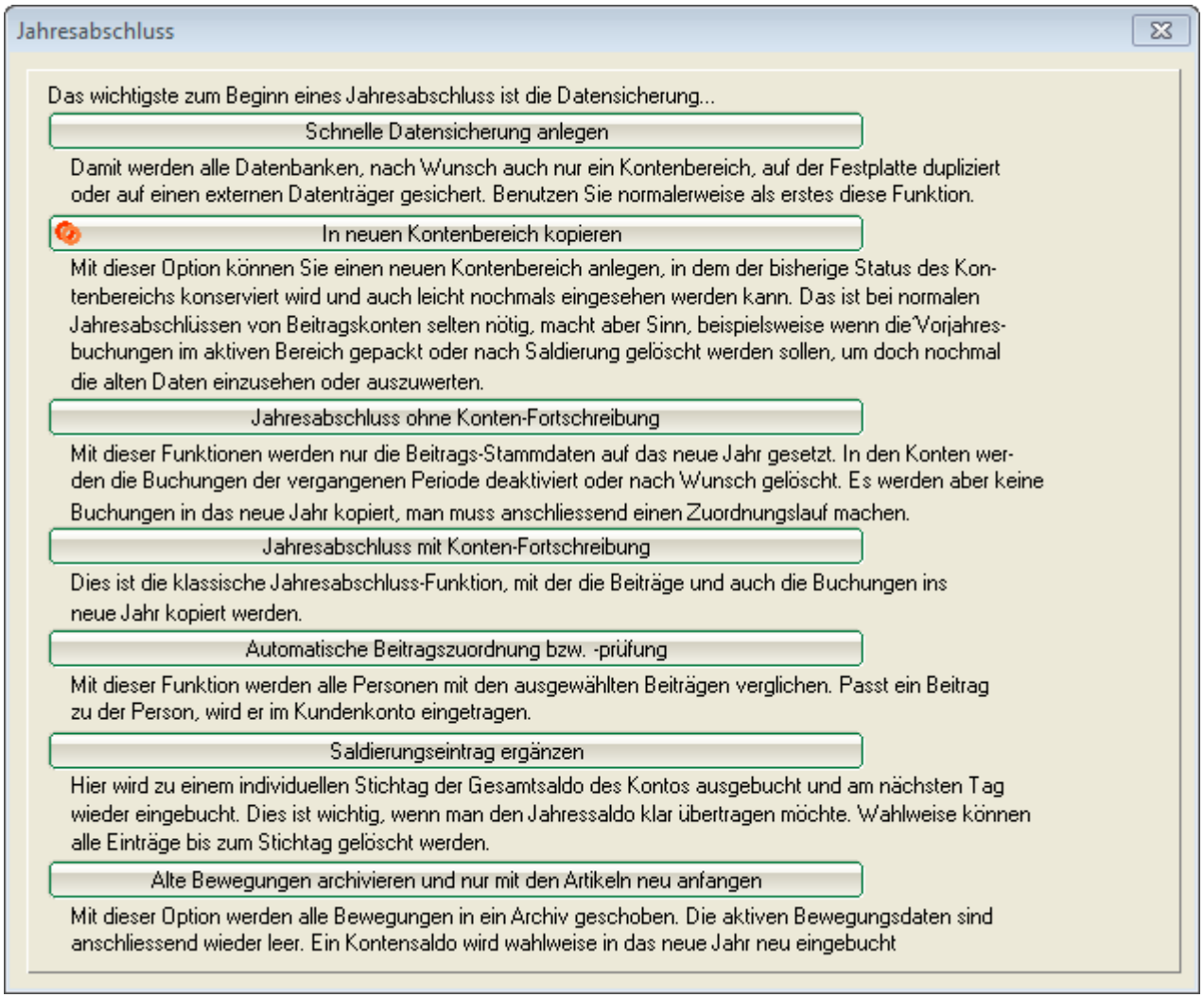
Annual financial statements

Please always remember to visit Fast data backup before the year-end closing.

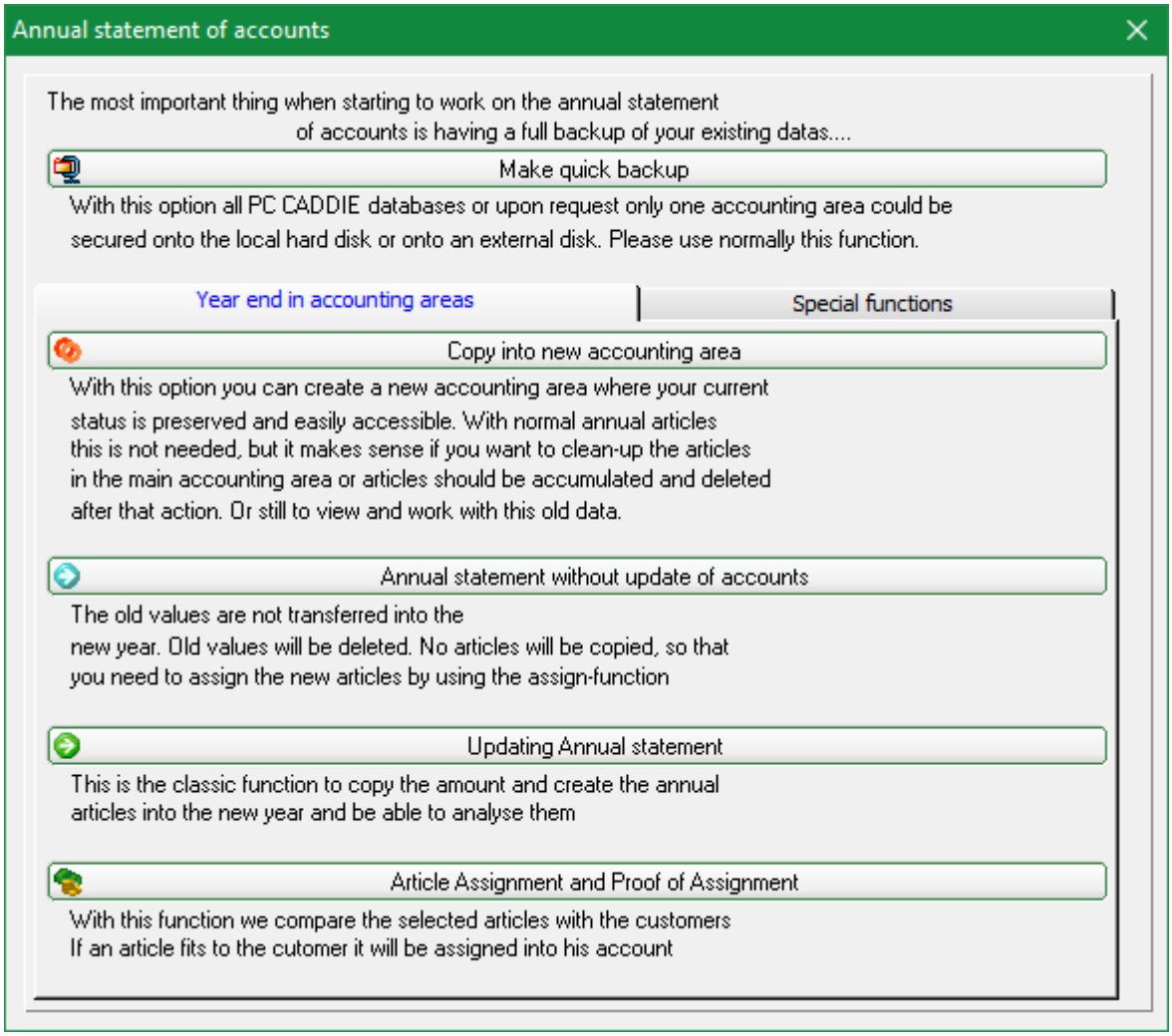
Please consider what kind of result you would like to achieve before the annual accounts. This can vary from club to club. Not every point makes sense for every club!

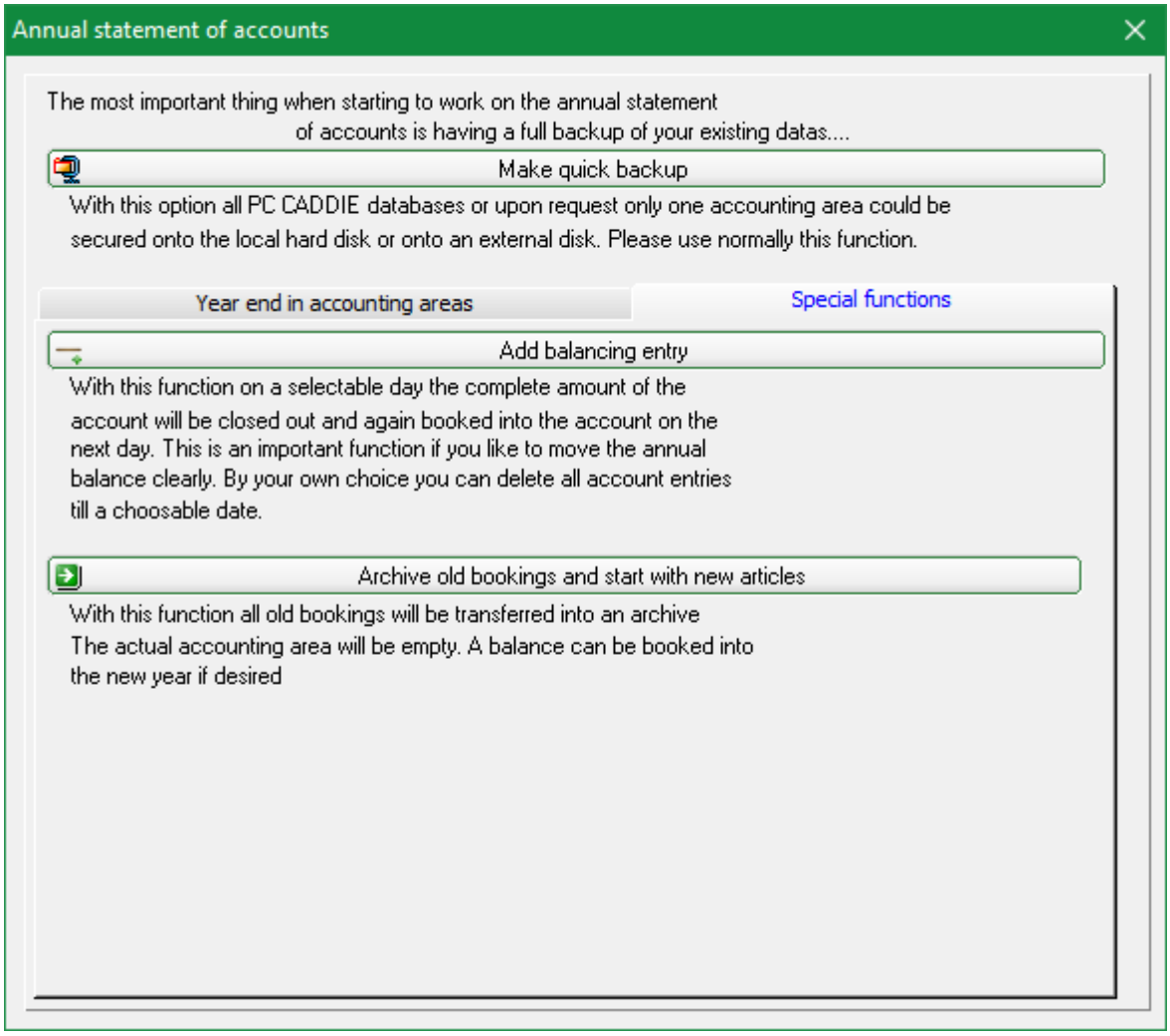
Options for contribution and cash account areas

You can find the functions under ***Turnover/Year-end closing/Year-end closing.*** If you are in a contribution account area (***CLUB***), the selection looks like this:

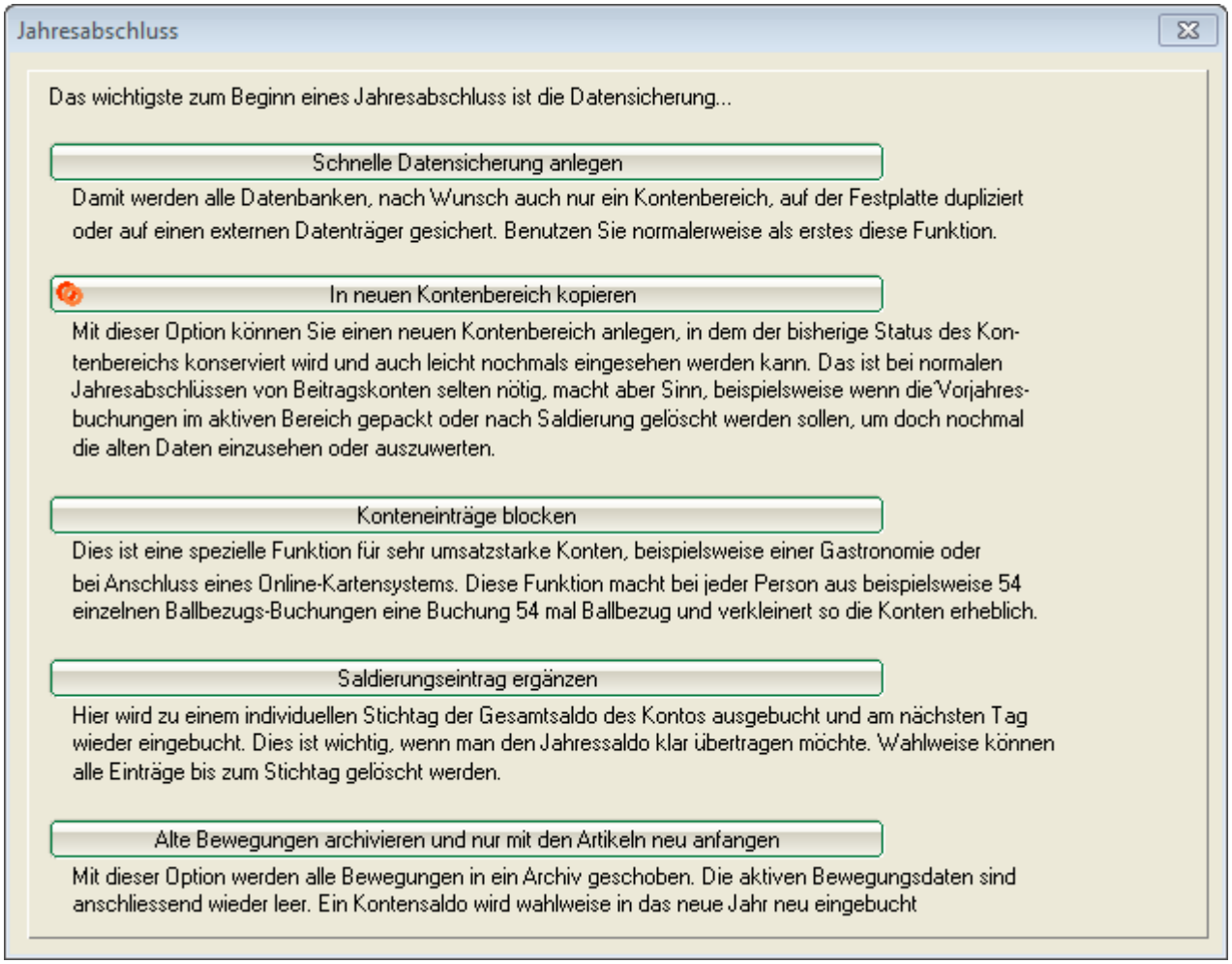


As of version 2016d from January 2017, this query looks as follows: Functions have remained the same.

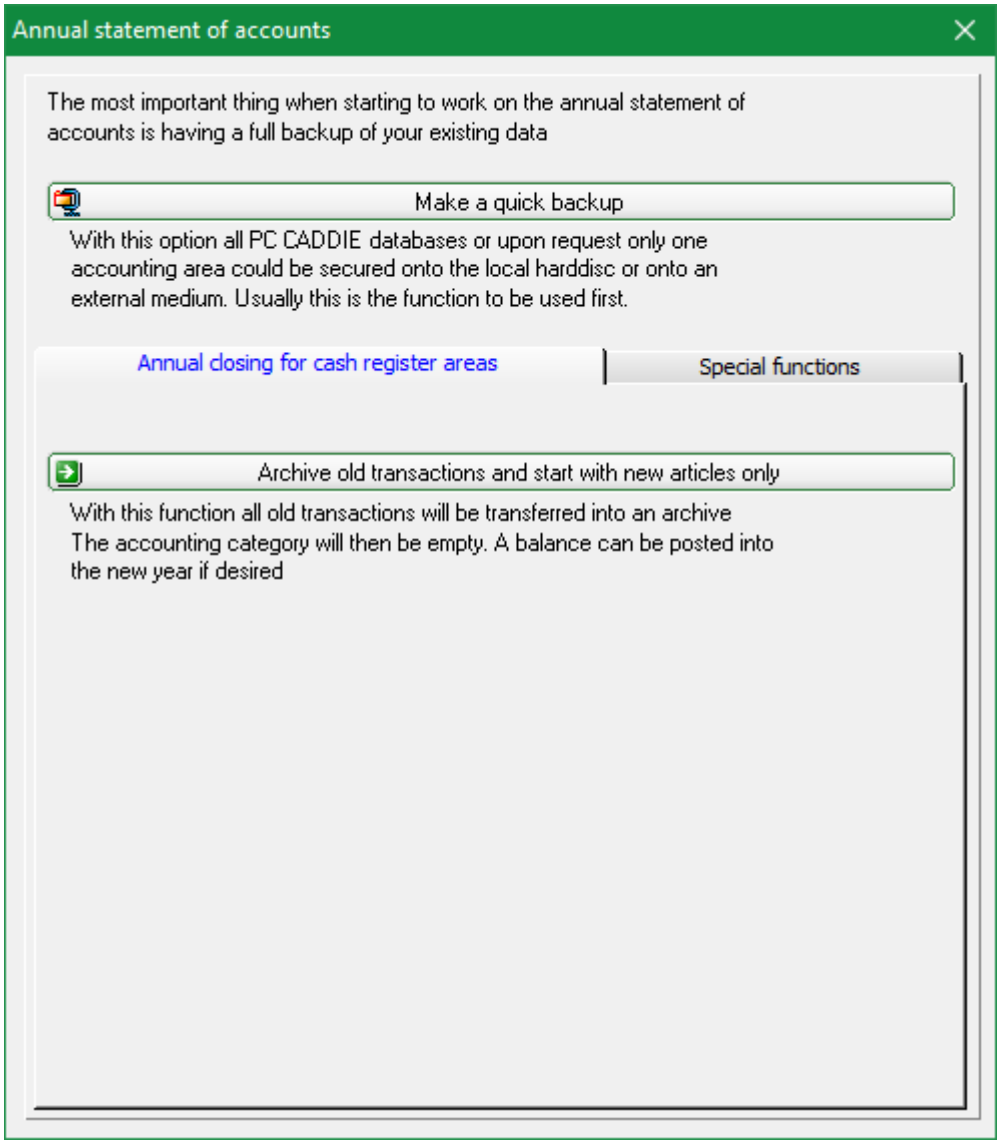

Annual statement of accounts
The most important thing when starting to work on the annual statement
of accounts is having a full backup of your existing datas....
Make quick backup
With this option all PC CADDIE databases or upon request only one accounting area could be
secured onto the local hard disk 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 cutomer it will be assigned into his account

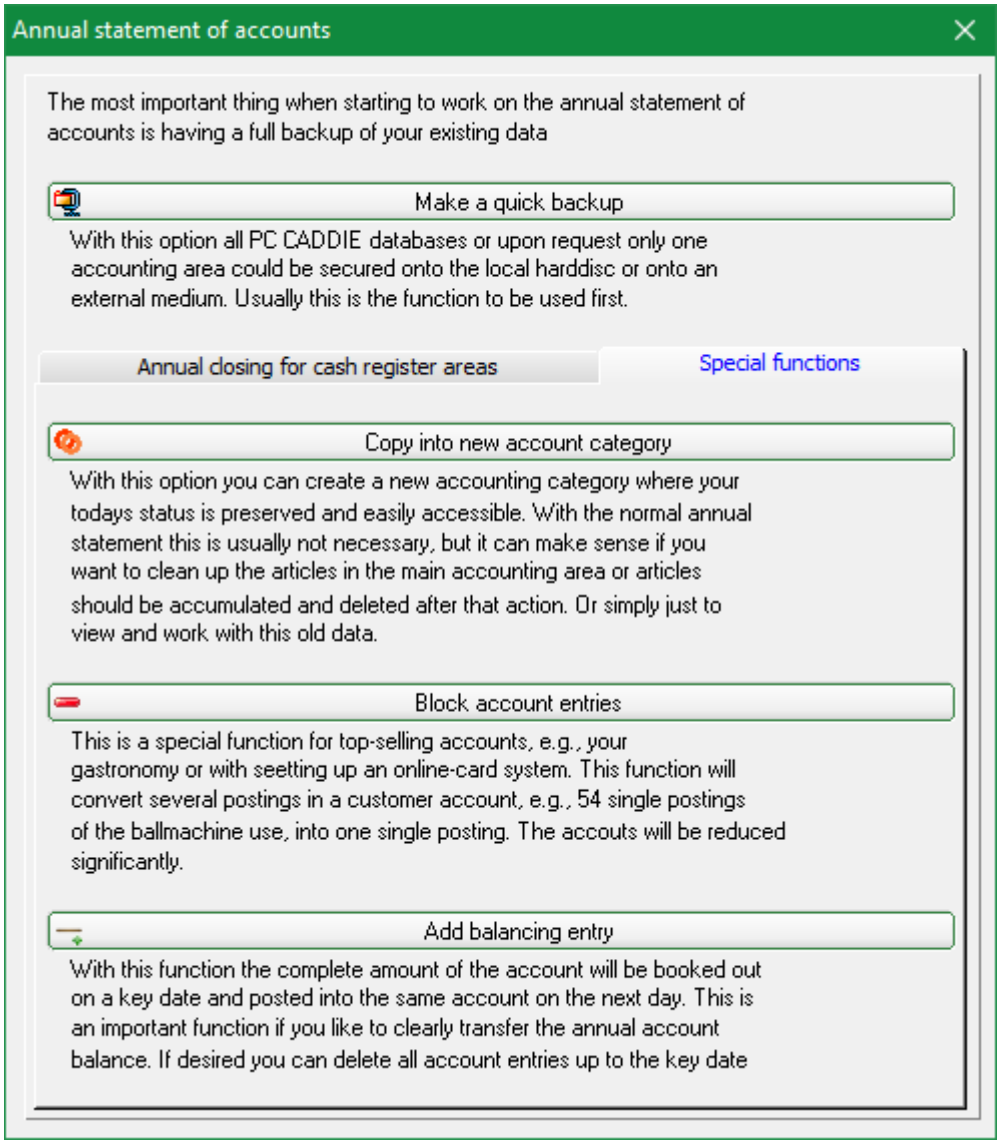


In a cash account (***SALES***) you get the following selection:



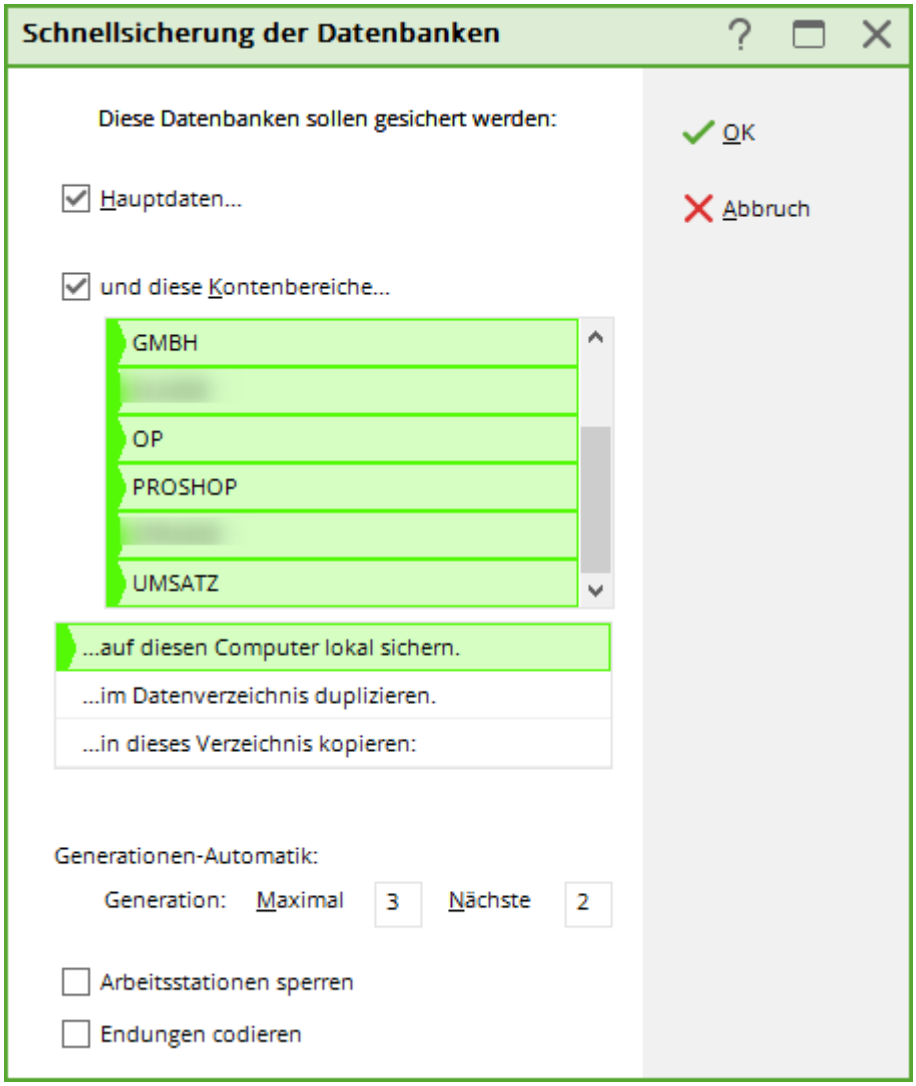
As of version 2016d from January 2017, this query looks as follows: Functions have remained the same.


Annual statement of accounts
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 closing 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



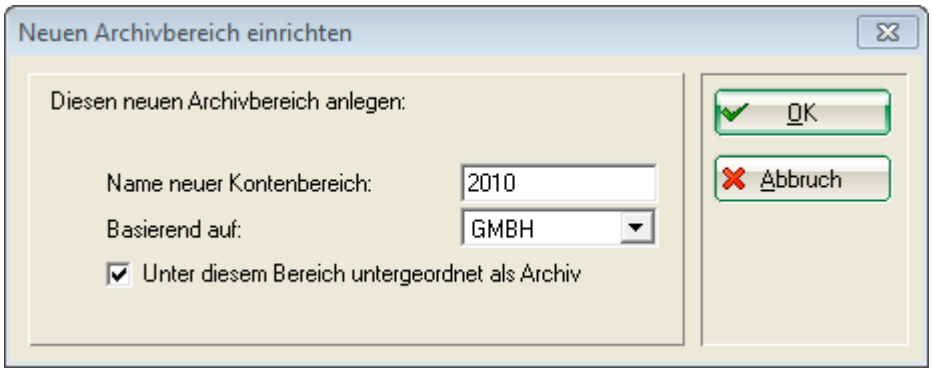
Create a quick data backup

If you have not yet created a data backup via ***End/Fast data backup*** you can also do this under ***Turnover/Year-end closing/Year-end closing/Create quick data backup*** Create.
It is recommended that you insert the respective year-end number for Next in the automatic generation function.
Example: The year-end closing is carried out from 2014 to 2015, then fill the field behind Next with 14.
In this way, you also have an annual data backup that remains in place.



Copy to new account area

You can use this function to copy an account area as an archive. The current area is not changed.



As soon as you click ***OK*** the copy is created without further enquiry.

You can call up the archive after it has been created: Select account area

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

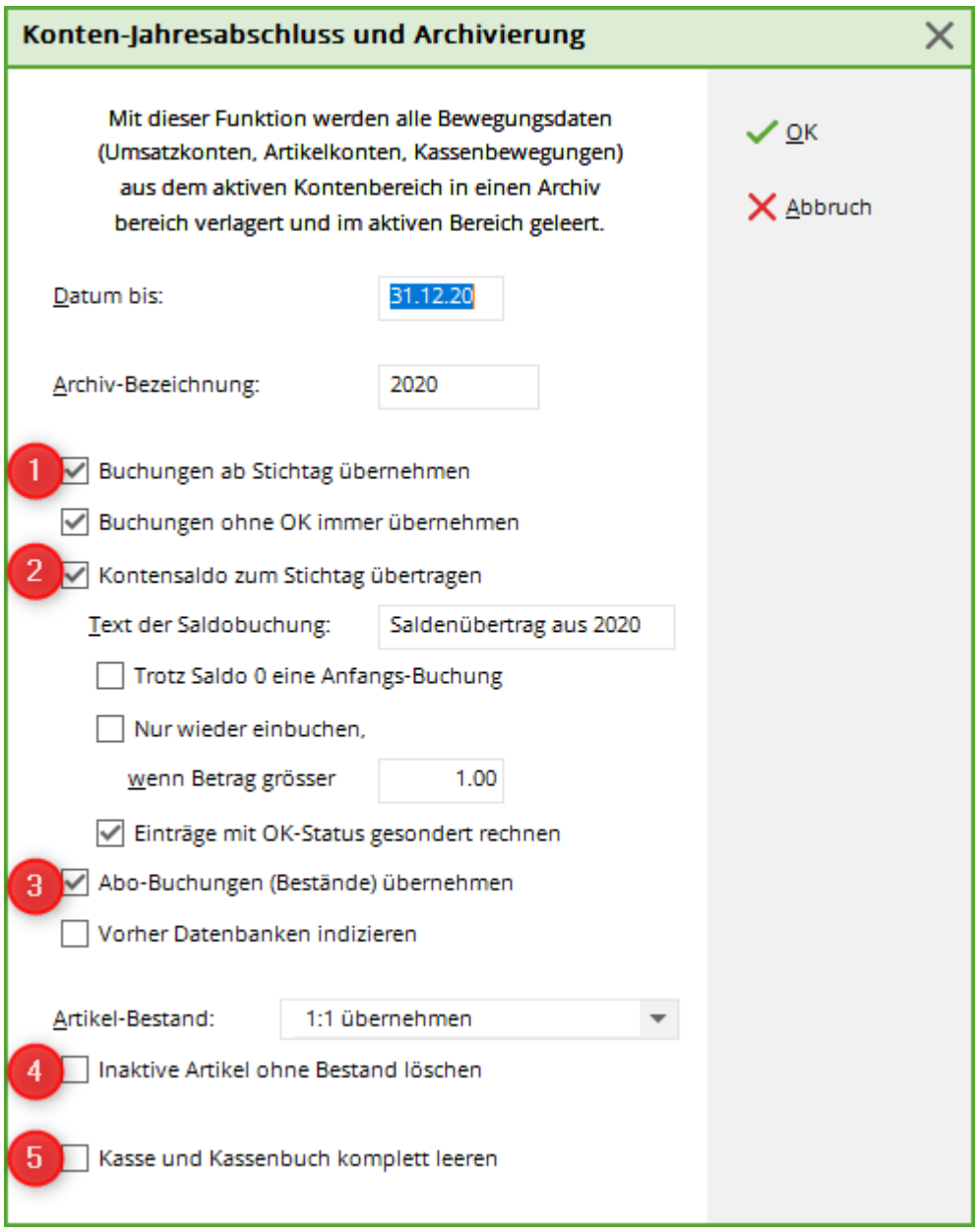
You can then delete the account data from previous years in a further step (you still have this in your archive): Delete account entries. This frees up the current accounts area and makes it faster to create lists of all kinds.

Add balance entry

You can find the explanations here: Add balance entry

Archive old movements and only start again with the articles

This is the most „radical“ year-end closing function and should only be started by experienced users. Remember to back up your data here too.



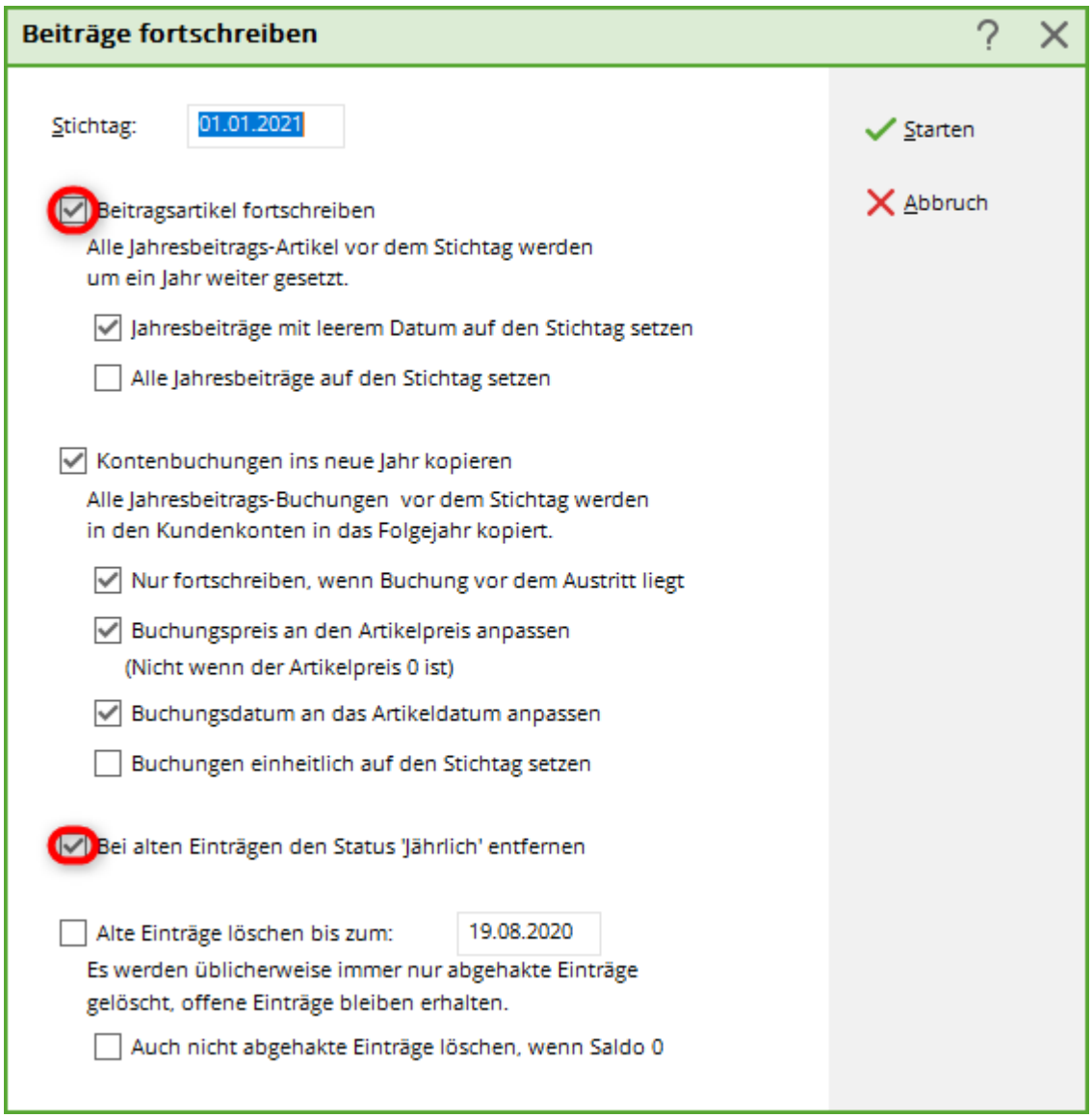
1. If you have already posted entries to the accounts in preparation for the future, e.g. admission fees as instalments, these are retained if the tick is set to „1“.

2. In the current account area, the open balance is retained as a balance transfer. However, if you would like to receive not only the open amount as information, but also the invoice number and the items that are still open, please tick ***Always accept postings without OK*** tick.
3. If this box is ticked, the ABO credit balances of the ABO items (this ONLY applies to the old ABO status, not ABO2.0, these are retained) are retained in a cash account!
4. In a cash account area, you can delete articles that are set to „Status inactive“ when archiving. In advance you could, for example, for the account area ***PROSHOP*** Automatically switch items without stock to „inactive“ via the menu item ***Inactivate article/article with stock 0.***
5. If you tick the box here, your cash book will then be empty. If you have activated cash inventory management on the daily closing, the opening balance must be posted again. In addition, the daily closing numbering starts again with number 1.

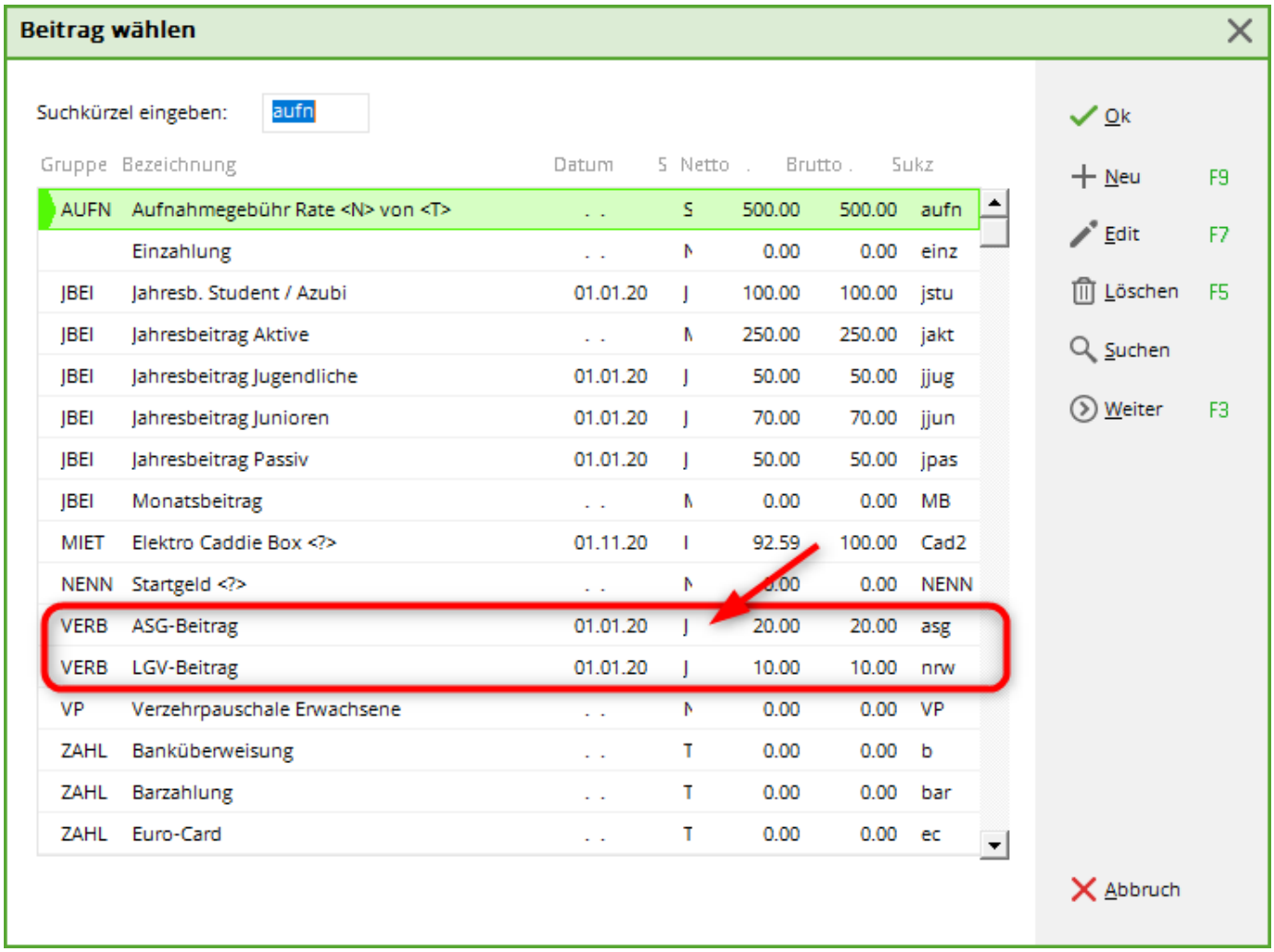
Only for contribution account areas

Year-end closing without account update

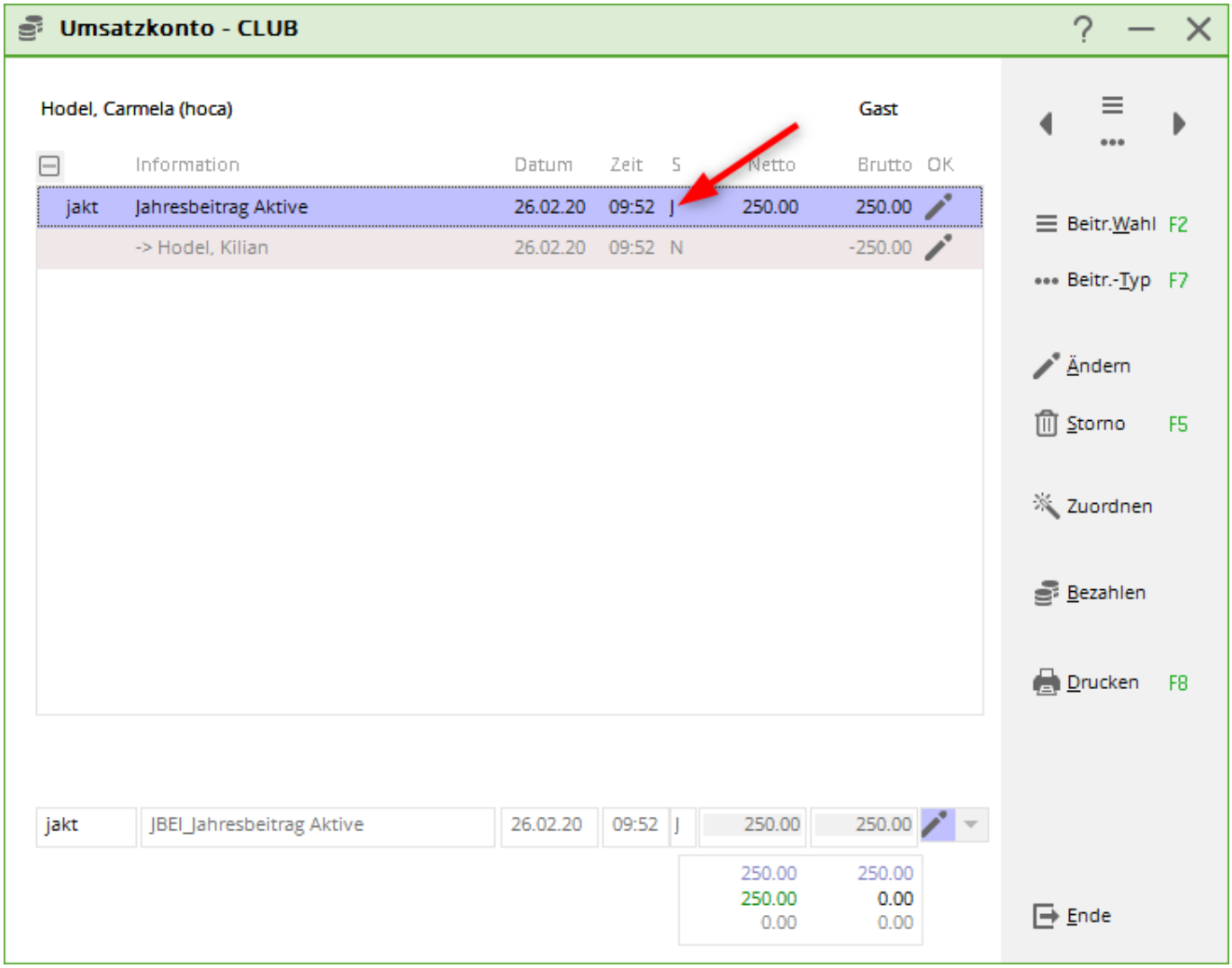
You can find this function under ***Turnover/year-end closing/year-end closing/year-end closing without account update***



If you start this function with the default settings, the due date in your articles with „Annual status“ will automatically be set 1 year ahead.



In addition, the „annual“ status in the accounts is changed to „normal“. This was particularly important in the history of PC CADDIE when there was no automatic contribution allocation and the articles were posted to the accounts via „Annual accounts with account update“. This is still a good maintenance measure today. Here, the „J“ (see the following image of an account) is changed to „N“.



Annual financial statements with account update

Explanations can be found under: Updating the annual contributions

Automatic contribution allocation

You can find the instructions here: Automatic contribution allocation

Only for cash account areas

Block account entries

This function is not recommended for use. For more information, see: Blocking account entries