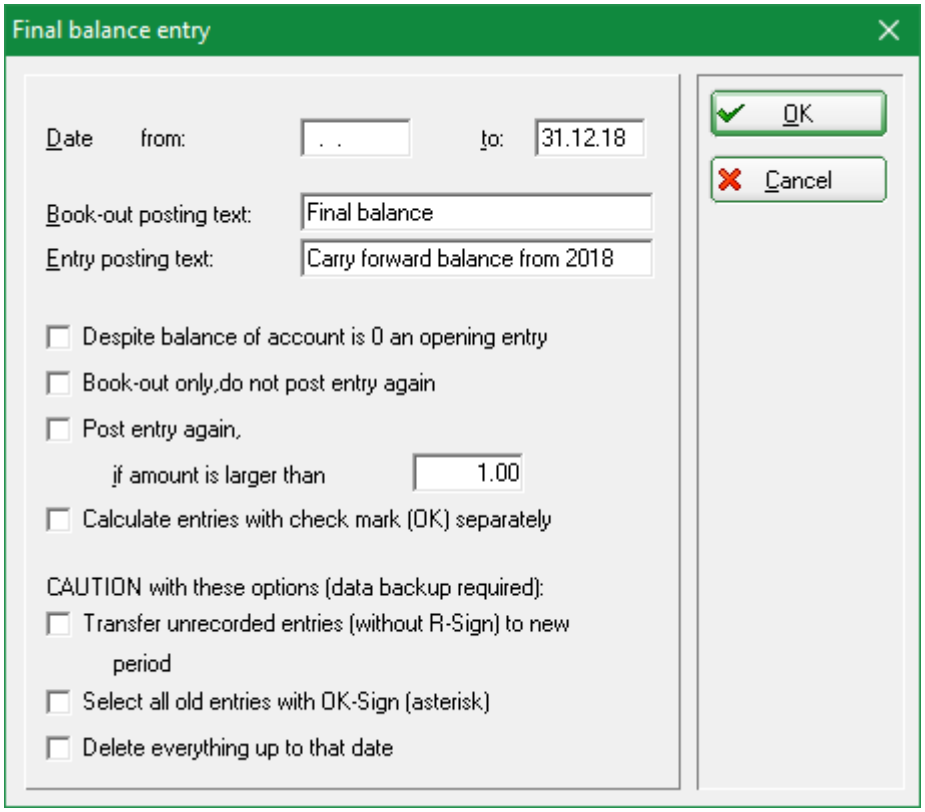
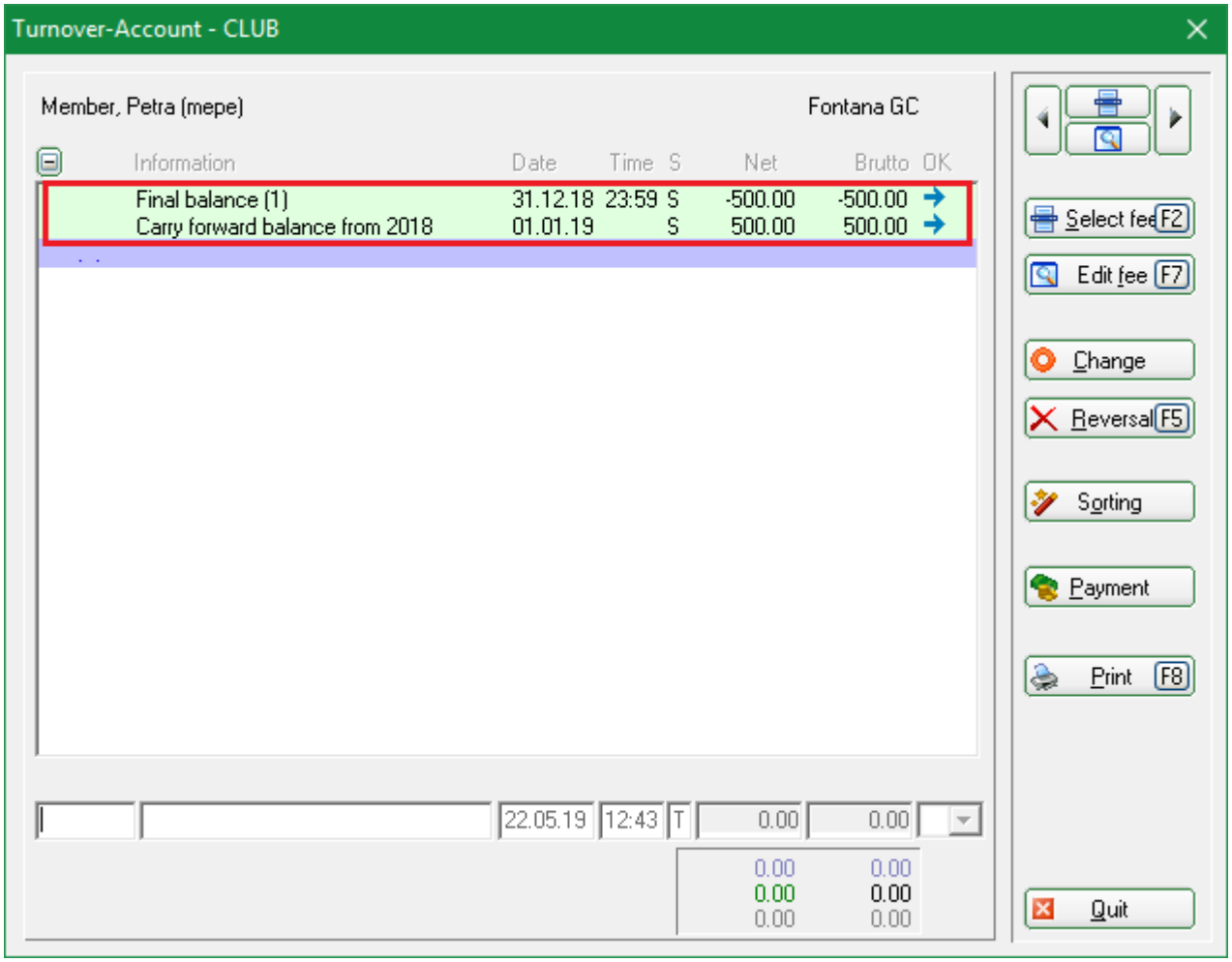
Supplement balancing entry

You can find this function under ***Turnover/Year-end closing/Add balance entry.*** Pay attention in advance to the account area in which you want to work. Also make a Fast data backup here.



If you confirm the settings as shown in the image, you will then have the following entries for all persons who had open balances:



The function is not mandatory for the annual financial statement, but you can use it as follows if required by ticking the checkboxes:

- ***Despite balance 0 one Anfangsbuchung:*** This means that people who had no outstanding invoices also have a clear entry at the start of the year.
- ***Only write off, not again einbuchen:*** This means that only the closing entry is made at the end of the year and the customers are all ***debt-free*** and no longer appear on the balance list. This can be useful, for example, if you do not maintain payments in the accounts in the club because the treasurer does this externally.
- ***Only post if the amount is greater than 1 euro*** (or even 5 euros...): This allows you to ensure that small amounts that you no longer wish to pursue no longer appear on balance lists.
- With the options under ***CAUTION*** please only tick this box after consulting PC CADDIE Support.

If the area is archived, the balancing entry is not recommended.