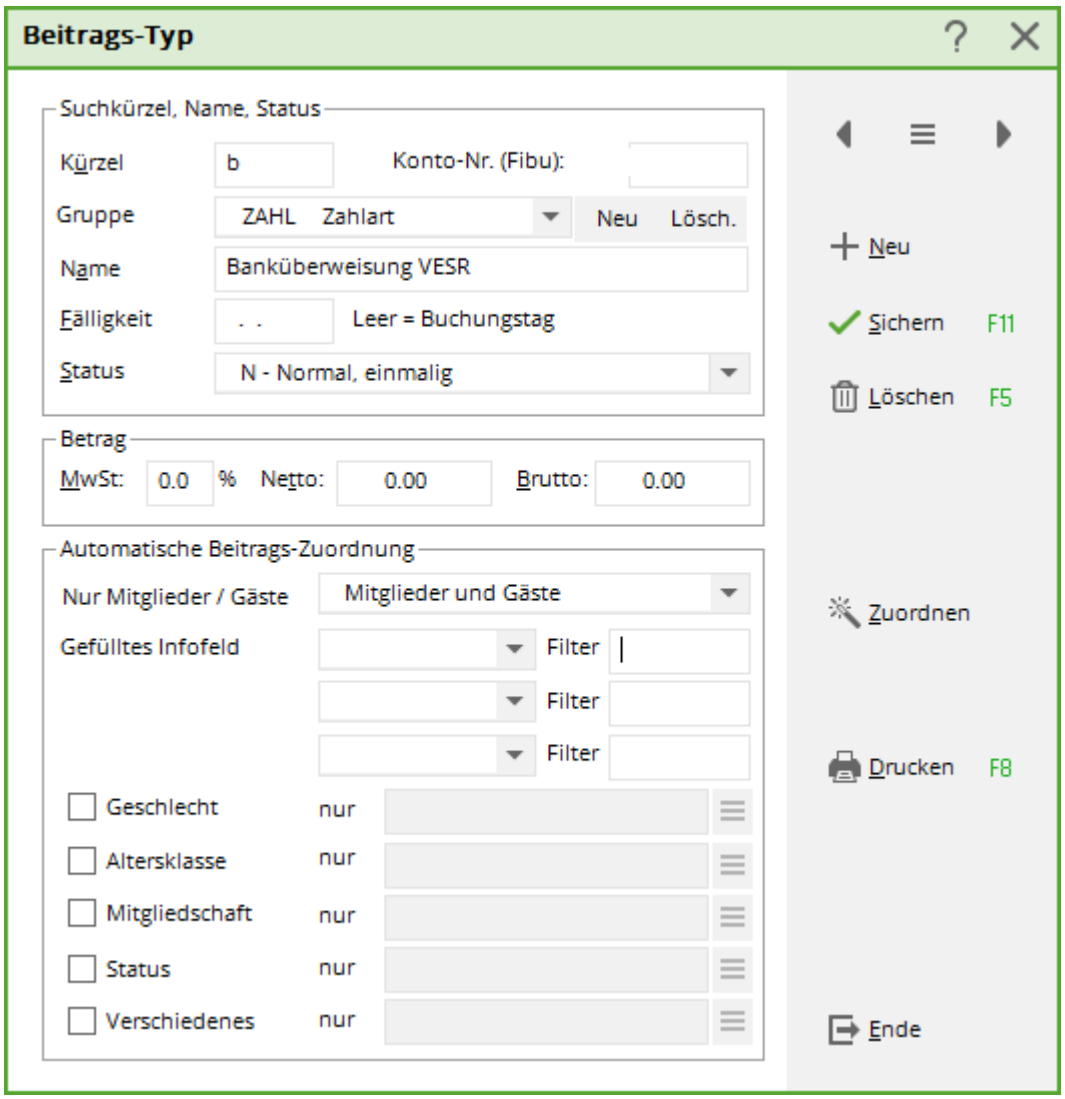
Import payment file

As a supplement to the printing of the individual payment slip, PC CADDIE offers you the option of importing incoming payments directly in a single operation. The following requirements must be met for this:

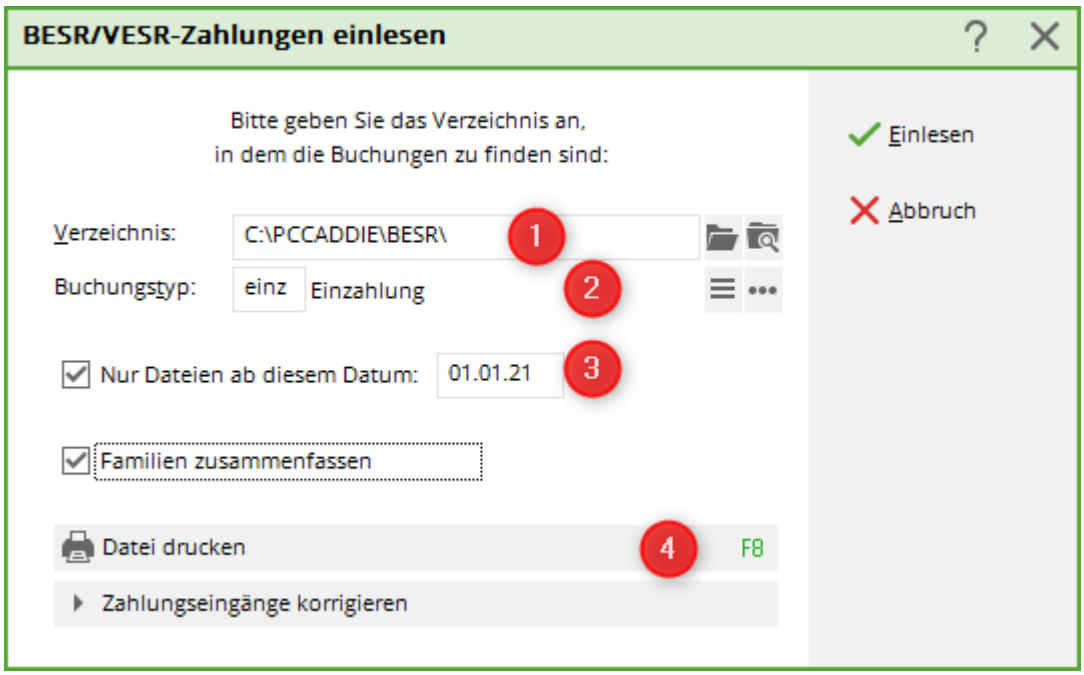
- You have a corresponding account with the bank or post office
- The provider makes the incoming payment files available to you in camt.054 or .V11 format. Here you can see the explanations for most CH banks: VESR pick up in e-banking
- There is a corresponding payment type in PC CADDIE with which these payments are booked out



The process should be as follows:

- Download the provided file into the corresponding folder.
  TIP Create a folder with the name „VESR“ in the PC CADDIE main directory. You can then save the file with the corresponding date in the name.
- Never change never the extension of the file.

About ***Import sales disc*** to access the payment menu.



Select the file to be imported (1) and the corresponding payment item (2) with which the payment is to be posted. If necessary, define the date (3) of the last import.

PC CADDIE does not read in payments twice. If an account has already been cleared and a payment is transferred again, you will receive a corresponding message.

Post families together if the invoices were originally sent in the same way.

Payments are allocated based on the code number on the payment slip used. Inform your members and guests that you are using this payment slip for the payment. Otherwise there may be unnecessary cross-connections in the accounts. Although these are not problematic, they should still be corrected afterwards.

Print out an overview of the file to be imported in advance as a control (4).

Please note that this control list is an overview of the entire file. If you have payments from several account areas in one file, PC CADDIE will inform you that no suitable invoice has been found for the payment if the postings differ accordingly. Repeat the payment process in the other account area. PC CADDIE now reports the deviation of the payments from the first account area.

Payment file cannot be imported

A payment file cannot be imported. The list looks like this:



Means: Attention - this invoice number cannot be clearly assigned!

PC Caddie has entered a special parameter with the function of checking whether the payment can be clearly assigned. This is not the case here.

The payments are made from 2 different areas (club and OP) to the same account. The invoice number ranges must therefore be different so that there is no confusion/overlap.

Example:

Club: 202100001

OP: 202150001

Turnover: 202170001