List of balances

Simple balance list

Are you in the right account area? (e.g. **CLUB**)

Under **Turnover/Print.../Balance list** you can print out balance lists that inform you about the current account balances. There is a ready-made "Balances" layout (1) in PC CADDIE that you can use for this purpose. Also make sure that the basic settings (2) correspond to your enquiry criteria. The default setting is also suitable here in many cases.



Please note the following points:

- The key date, which **Due date to** is really the one for which the balance list is also calculated retrospectively.
- You should also enter the *date from* should be left blank.
- When restricting to certain articles or product groups via the **posting filter** the result of the list can of course no longer correspond to the real balance, but to the balance resulting only from these postings. So if the payment types are not included, the final result is the turnover.

| Debit balance list | × |
|---|-----------------|
| Layout Addresses, birthdays, entry, h Addresses, family together Anniversary list Attendance Balances | 3 🍃 Print 🔞 |
| Persons group All persons Define Define Order Alphabet (Names) Edit Edit | Bookings filter |
| ✓ Due date from to 28.10.15 Absolute amount from 5.00 to 999999.99 only outstanding amounts ▼ WITH and WITHOUT direct-debit ▼ Define ✓ Families together separate invoice, extra ▼ | jun 🛛 |

As soon as you have made all the default settings, click on **Print** (3):

- - -

Salden - 26.06.10

| Nr. Nachname, Vorname | M.Nr. | Brutto | Familie | Stand: 26.06.10, 23:36 Uhr |
|---|--------|---------|---------|----------------------------|
| 1 Friedrichs, Kay | 101978 | 500,00 | 500,00 | |
| 2 Trits, Trans | 100119 | 1999,98 | 1999,98 | |
| 3 Heck, Axel | 100022 | 500,00 | 500,00 | |
| 4 Kains, Katharina | 100030 | 2000,00 | 2000,00 | |
| 5 Schmedding Software Systeme, Anja Arens | 100006 | 500,00 | 500,00 | |
| 6 Schmedding Software Systeme GmbH, Benedikt Schmedding | 100010 | 400,00 | 400,00 | |
| 7 Tester, Timo | 100120 | 250,00 | 250,00 | |
| | | | | |

Bruttosumme: 6149,98

PC CADDIE 2010 @ 1988-2008 Schmedding Software Systeme GmbH

Katharinas Spielwiese, Albaching

Balance list with posting filter

Click here on the button **Buchungsfilter:**

4 🔛

| Salden-Liste | ? × |
|---|-----------------------|
| <u>L</u> ayout | 🔒 Drucken F8 |
| Runde Geburtstage | |
| Runde Geburtstage im Folgejahr | |
| Salden | |
| Strassengenossenschaft Feld | |
| Personengruppe | |
| Alle Kontakte | <u>Buchungsfilter</u> |
| Reihenfolge | |
| Alphabet (Namen) Bearbe <u>i</u> ten | |
| ✓ <u>F</u> älligkeits-Bereich 'on bis 12.08.20 | |
| Nur Saldo absolut 💌 von 5.00 bis 999999.99 | |
| Nur offene Posten berücksichtigen 💌 | |
| MIT und OHNE Einzugsermächtigung 🔹 Definieren | |
| Familien zusammenfassen Getrennte Rechnung zusä | Ende |

Now select via **Select article** to select individual articles:

| uchungsfilter bestimmen | | | |
|---------------------------------------|---------------------|-------------|---------------------|
| Geben Sie an, welche Buchung | gen ausgewer | tet werden: | √ <u>о</u> к |
| Beitrags <u>f</u> ilter gewünscht | | | X Abbruch |
| | ▶ <u>A</u> rtikel w | ählen F2 | |
| Jahresb. Student / Azubi | 100.00 | 01.01.20 | |
| Jahresbeitrag Aktive | 250.00 | 01.01.20 | |
| Jahresbeitrag Jugendliche | 50.00 | 01.01.20 | |
| Jahresbeitrag Junioren | 70.00 | 01.01.20 | |
| Jahresbeitrag Passiv | 50.00 | 01.01.20 | |
| bis 06:00 | Uhr auf den V | /ortag | |
| | | ≡ | |
| und diese Warengruppen <u>n</u> icht: | | | |
| | | ≡ | |
| | | | |
| und dieser <u>T</u> extfilter: | | | |
| und dieser <u>T</u> extfilter: | | | |

Confirm with **OK.** If the **booking filter** is active, you will see a tick in the button (1).

| Salden-Liste | ? X |
|---|----------------------------|
| Layout | 🔒 Drucken 🛛 F8 |
| Runde Geburtstage | _ |
| Runde Geburtstage im Folgejahr | |
| Salden | |
| Strassengenossenschaft Feld | |
| Personengruppe | |
| Alle Kontakte | 1 ☑ <u>B</u> uchungsfilter |
| Reihenfolge | |
| Alphabet (Namen) Bearbeiten | |
| ✓ <u>F</u> älligkeits-Bereich von bis 12.08.20 | |
| Nur Saldo absolut 💌 von 5.00 bis 999999.99 | |
| Nur offene Posten berücksichtigen 💌 | |
| MIT und OHNE Einzugsermächtigung | |
| ✓ Familien <u>z</u> usammenfassen Getrennte Rechnung zusä ▼ | ➡ Ende |

Select the *layout* of the standard layout "Balances" via *Edit* (2). In combination with the layout command <KONTINFO.>you will receive a detailed list of the selected items:



A printout of the list looks like this:

| No. Rachname, Vorname Brutto Familie jakt jjug jjur jpar 1 Ankermann, Günter 1250,00 1250 | It Repeteren (te) Spectreen(te) | Druck: Salden [Fertig] | | (Denda | - (70) - | | | | | | | | | | | | | 3 | | | | | | |
|--|--|------------------------|------------|--------------------------|------------|------|---|------|-------------|--------------|---|----------|------|--------|----------|--------------|---|---|--|--|--|--|--|---|
| Sades - 25.11.0 Sades - 25.11.0 <th -="" 25.11.0<="" colspan="6" sades="" th="" tho<=""><th>Sadden - 25.11.0.212 statistical statistex statistical statistical statistical statis</th><th></th><th>ectient(17)</th><th>iggi urudiar</th><th></th><th>erte 1/1</th><th>100%</th><th>Saiden</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>1</th></th> | <th>Sadden - 25.11.0.212 statistical statistex statistical statistical statistical statis</th> <th></th> <th>ectient(17)</th> <th>iggi urudiar</th> <th></th> <th>erte 1/1</th> <th>100%</th> <th>Saiden</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>1</th> | | | | | | Sadden - 25.11.0.212 statistical statistex statistical statistical statistical statis | | ectient(17) | iggi urudiar | | erte 1/1 | 100% | Saiden | | | | | | | | | | 1 |
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| Nr. Nachname, Vorname Brutvo Familie jakt jjug jjun jpas 1 Ackermann, Günter 1250,00 50 100,00 1250,00 | Hr. Hathname, Vorname Brutto Familie jakt jjug jjun jpas 1 Ackermann, Günter 1250,00 1250,00 1250 2 Frohgemuth, Herikert 1500,00 1250 3 Maier, Sepp 1250,00 1250 4 Maier, Maria 1250,00 1250 4 Member, Feul 70,00 1250 5 Tester, Timo 1250,00 1250 Gesantsumme: 8120,00 8 0 1 0 0 0 0 0 Bereits bezahlt: 0 0 0 0 0 0 0 0 0 0 | Salder | า - 2 | 5.11 | .10 | 0 | | | | | | | | | | | | | | | | | | |
| Nr. Nachname, Vorname Bruto Familie jakt jjug jjun jpas 1 Ackermann, Günter 1250,00 1250,00 1250 | Nr. Sachname, Vorname Brutto Familie jak jjug jgug jgug< | | | | | | | | | | | | | | | | | | | | | | | |
| 1 Ackermann, Günter 1250,00 1250 2 Frohgemuth, Heribert 1500,00 1750,00 1500 Frohgemuth, Keike 250,00 250 3 Maier, Sepp 1250,00 3750,00 1250 Maier, Mane 1250,00 1250 Maier, Maria 1250,00 1250 Member, Faul 70,00 120,00 Member, Fetra 50,00 1250 S Tester, Timo 1250,00 1250 Bereits bezahlt: 0 0 0 0 0 | 1 Ackermann, Günter 1280,00 1280,00 1280,00 1280,00 1500 2 Frohgemuth, Mexiker 280,00 280 280 8 1 1 0 | Nr. Nachname, Vorname | Brutto | Familie | jakt | jjug | jjun | jpas | | | | | | Stand: | 25.11.10 |), 21:26 Uhr | | | | | | | | |
| 2 Frohgemuth, Heribert 1500,00 1750,00 1500 Trohgemuth, Heike 250,00 250 2 Maier, Sepp 1250,00 1250 Maier, Mane 1250,00 1250 Maier, Maria 1250,00 1250 4 Member, Faul 70,00 120,00 Member, Fetra 50,00 1250 5 Tester, Timo 1250,00 1250 Gesamtsumme: 8120,00 8 0 1 1 0 0 0 0 Gesamtsumme: 8120,00 8 0 1 1 0 0 0 0 0 | 2 Frohgemuth, Heribert 1500,00 1750,00 1500 250 7 Kohgemuth, Heike 250,00 2750,00 1250 3 Maier, Sepp 1250,00 1250 Maier, Mane 1250,00 1250 4 Member, Faul 70,00 120,00 70 Member, Faul 70,00 1250 5 Tester, Timo 1250,00 1250 Solo 0 0 Solo 0 9 Tester, Timo 1250,00 9 Tester, Timo 1250,00 1250 Solo 0 9 Tester, Timo 1250,00 9 Tester, Timo 1250,00 1250 Solo 0 0 <td< td=""><td>1 Ackermann, Günter</td><td>1250,00</td><td>1250,00</td><td>1250</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td></td<> | 1 Ackermann, Günter | 1250,00 | 1250,00 | 1250 | | | | | | | | | | | | - | | | | | | | |
| Frohgemuth, Heike 250,00 250 3 Maier, Sepp 1250,00 1250 Maier, Mane 1250,00 1250 Maier, Maria 1250,00 1250 4 Member, Paul 70,00 120,00 70 Member, Fetra 50,00 1250 5 Tester, Timo 1250,00 1250 Gesamtsumme: 8120,00 8 0 1 1 0 0 0 0 Bereits bezahlt: 0 0 0 0 0 0 0 0 0 0 | Trohgemuth, Neike 250,00 250,00 1250,00 1250,00 1250,00 1250,00 1250,00 1250,00 1250,00 1250,00 1250,00 1250,00 1250,00 1250,00 1250,00 1250,00 100,00 | 2 Frohgemuth, Heribert | 1500,00 | 1750,00 | 1500 | | | | | | | | | | | | | l | | | | | | |
| 3 Maier, Sepp 1250,00 1250 Maier, Mane 1250,00 1250 Maier, Maria 1250,00 1250 4 Member, Paul 70,00 120,00 70 Member, Fetxa 50,00 1250 5 Tester, Timo 1250,00 1250 Gesamtsumme: 8120,00 8 0 1 1 0 0 0 0 Gesamtsumme: 8120,00 8 0 1 1 0 0 0 0 0 | 1 Maier, Sepp 1250,00 1250 Maier, Mane 1250,00 1250 Maier, Maria 1250,00 1250 4 Member, Faul 70,00 120,00 70 Member, Fetra 50,00 1250 5 Tester, Timo 1250,00 1250 Gesamtsumme: 8120,00 8 0 1 1 0 0 0 0 0 Gesamtsumme: 8120,00 8 0 1 1 0 <t< td=""><td>Frohgemuth, Neike</td><td>250,00</td><td></td><td>250</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>l</td></t<> | Frohgemuth, Neike | 250,00 | | 250 | | | | | | | | | | | | | l | | | | | | |
| Maier, Mane 1250,00 1250 Maier, Maria 1250,00 1250 4 Member, Paul 70,00 120,00 70 Member, Fetxa 50,00 250 5 Tester, Timo 1250,00 1250 Gesamtsumme: 8120,00 8 0 1 1 0 | Maier, Mane 1250,00 1250 Maier, Maria 1250,00 1250 Member, Faul 70,00 120,00 70 Member, Fetra 50,00 1250,00 1250 S Tester, Timo 1250,00 1250 8 0 1 1 0 < | 3 Maier, Sepp | 1250,00 | 2750,00 | 1250 | | | | | | | | | | | | | l | | | | | | |
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| 4 Member, Faul 70,00 120,00 70 Member, Fetra 50,00 50 5 Tester, Timo 1250,00 1250 Gesamtsumme: 8120,00 Bereits bezahlt: 0 0 0 0 0 0 | 4 Member, Faul 70,00 120,00 70 Member, Fetra 50,00 250,00 1250,00 1250 50 5 Tester, Timo 1250,00 1250,00 1250 8 0 1 1 0 </td <td>Maier, Maria</td> <td>1250,00</td> <td></td> <td>1250</td> <td></td> <td>l</td> | Maier, Maria | 1250,00 | | 1250 | | | | | | | | | | | | | l | | | | | | |
| Member, Petra 50,00 50 5 Tester, Timo 1250,00 1250 Gesamtsumme: 8120,00 8 0 1 1 0 <t< td=""><td>Member, Petra 50,00 1250,00 1250,00 1250 <</td><td>4 Member, Paul</td><td>70,00</td><td>120,00</td><td></td><td></td><td>70</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>l</td></t<> | Member, Petra 50,00 1250,00 1250,00 1250 < | 4 Member, Paul | 70,00 | 120,00 | | | 70 | | | | | | | | | | | l | | | | | | |
| 5 Tester, Timo 1250,00 1250 Gesantsumme: 8120,00 8 0 1 1 0 0 0 0 0 0 Bereits bezahlt: 0 0 0 0 0 0 0 0 0 0 0 | 5 Tester, Timo 1250,00 1250 Gesamtsumme: 8120,00 8 0 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | Member, Petra | 50,00 | | | | | 50 | | | | | | | | | | l | | | | | | |
| Gesamtsumme: 8120,00 8 0 1 1 0 0 0 0 0 0 Bereits bezahlt: 0 0 0 0 0 0 0 0 0 0 0 0 | Gesantsumme: 8120,00 8 0 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | 5 Tester, Timo | 1250,00 | 1250,00 | 1250 | | | | | | | | | | | | | l | | | | | | |
| | | | Ges Bez | antsumme: | 812 | 0,00 | 8 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | Ges Bez | amtsumme: wits bezahl | 812 le: | 0,00 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
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| | | 1 | | | | | | | | | | | | | | | | | | | | | | |

At the end of the list of balances, you will see the corresponding list of the items selected above:

| Pruck: Salden [Fertig] | rm(F7) 🌏 Dru | dken (FB) Seit | e 1/1 100% : | Salden | | | | | |
|---------------------------------|----------------|----------------|--------------|---------|----------|------|-------|--------|------|
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| | | | | | | | | | |
| Polyana dan olar aufarfilingan | Finnenstein | | | | | | | | |
| Likiarung der oden aufgeruntten | Lintrags-Sucha | + Ein | el + | + I | nsgesamt | | | esahlt | + |
| Beseichnung | Fälligk. | Netto | Brutto | Netto | Brutto | Zahl | Netto | Brutto | Zahl |
| jakt - Jahresbeitrag Aktive | ε | 1050,42 | 1250,00 | 6802.52 | 8000.00 | 8 | 0.00 | 0.00 | 0 |
| jjug - Jahresbeitrag Jugendlich | e 01.01.07 € | 42,02 | 50,00 | 0.00 | 0.00 | ٥ | 0.00 | 0.00 | ٥ |
| jjun - Jahresbeitrag Junioren | 01.01.07 € | 58,82 | 70,00 | 58.82 | 70.00 | 1 | 0.00 | 0.00 | 0 |
| Jpas - Vanresbeitrag Fassiv | 01.01.07 € | 42,02 | 80,00 | 42.02 | 80.00 | • | 0.00 | 0.00 | |
| Summe : | | | | 6903.36 | 8120.00 | | 0.00 | 0.00 | |
| | | | | | | | | | |
| | | | | | | | | / | |
| | | Scroller | Sie weite | r nach | | - | | | |
| | | unten, u | ind Sie se | hen | | | | | |
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This list can also be a help when checking the contribution allocation for the annual accounts, as this list also includes the option *Combine families* can also be selected on this list.

Gross/net balance list

Under **Settings/Programme settings/General settings** in the tab **Turnover** tab, you can choose whether you want "Net" or "Gross" amounts to be displayed on the list.

| Allgemeine Einstellungen | ? X |
|---|-----------------------------------|
| Allgemein Wettspiele Umsatz Chipkarte Kurzbezeichnung der Währung: € ▶ Weitere Details Standard-Mehrwertsteuersatz: 0.0 % Brutto oder Netto-Umsatz anzeigen: Netto ♥ Mahnzeiträume: 1. 30 2. Saldenberechnung: Buchungen m Brutto Prutto Buchungen m Brutto Prutto Buchungen m Brutto Prutto Buchungen m Brutto Prutto Brutto Brutto Provensermächtigungen konfigurieren Breiertage anpassen Telefonnummern-Formatierung festlegen Geodaten für alle Personen laden Email-Versand Optionen (SMTP-Server) Email-Versand Optionen (SMTP-Server) | ✓ <u>O</u> K ★ <u>A</u> bbruch |

Informative lists can also be generated with the sales statistics, where even more detailed information is displayed, although payments cannot be analysed retrospectively.

Balance list for credit balances (various balance lists)

| Salden-Liste | ? X |
|--|----------------|
| Layout | 🖨 Drucken F8 |
| Runde Geburtstage | |
| Runde Geburtstage im Folgejahr | |
| Salden | |
| Strassengenossenschaft Feld | |
| Personengruppe | |
| Alle Kontakte | Buchungsfilter |
| Reihenfolge | |
| Alphabet (Namen) The Bearbeiten | |
| <u> </u> | |
| Nur Saldo absolut 💌 /on 5.00 bis 999999.99 | |
| 4/4 ★ tsichtigen ▼ | |
| Nur Saldo mächtigung 💌 Definieren | |
| Nur Saldo absolut Saldo NICHT Getrennte Rechnung zusä | Ende |

There are four different variants of balance lists:

- Ignore balance: all account entries (not yet invoiced -yellow- and invoiced amounts) are listed (also paid amounts) including amounts with zero.
- Balance only: all persons with debts are listed (not yet invoiced -yellow- and invoiced amounts)
- Absolute balance only (=default setting): All persons with debts and credit balances
- Balance NOT: All persons with zero balance and credit balance

If you only want to create a balance list for your credit balances, select **Balance only** and the amount range *from* -2000,00 *to* -0.01.

Balance list control contribution allocation

If you want to print a balance list with all persons who have no account entries (e.g. as a control list after the annual automatic contribution allocation), select this setting: **Absolute balance of** -2,00 **to** +2.00 and in the next line **Total sales (also paid)**:

| Salden-Liste | ? × |
|---|----------------|
| <u>L</u> ayout | B Drucken F8 |
| Runde Geburtstage | |
| Runde Geburtstage im Folgejahr | |
| Salden | |
| Strassengenossenschaft Feld | |
| Personengruppe | |
| Alle Kontakte 🔹 Defi <u>n</u> ieren | Buchungsfilter |
| Reihenfolge | |
| Alphabet (Namen) The Bearbeiten | |
| ✓ <u>F</u> älligkeits-Bereich 'on bis 12.08.20 | |
| Nur Saldo absolut 🔻 von 5.00 bis 999999.99 | |
| Gesamtumsätze (auch Bezahltes) | |
| MIT und OHNE Einzugsermächtigung | |
| Familien zusammenfassen Getrennte Rechnung zusä | Ende |