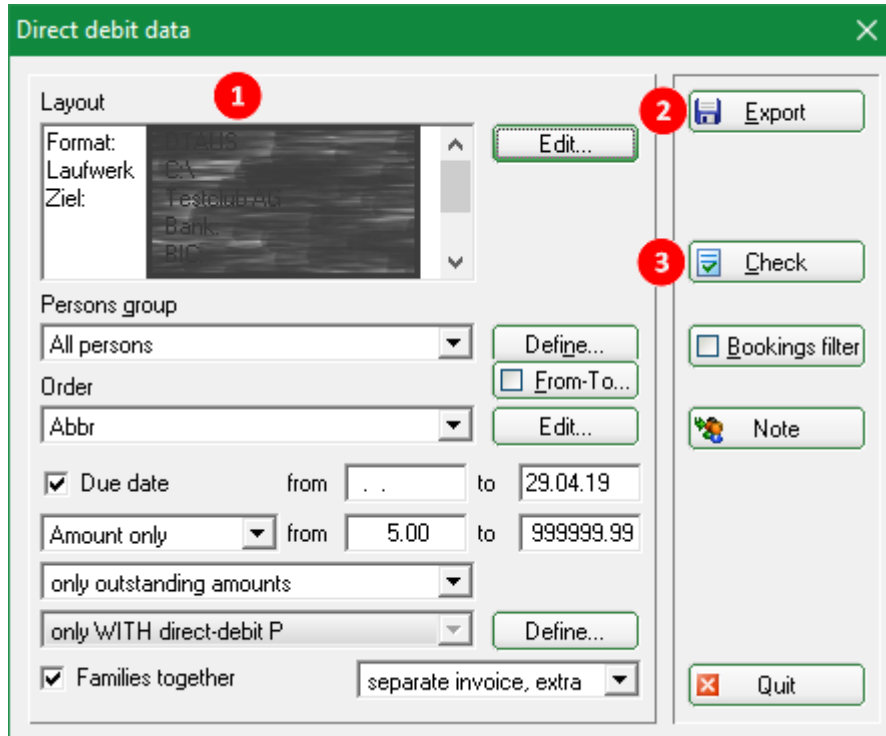


Create a debiting-file

For direct debits (SEPA-Basic Direct-Debit) and transfers / credits (SEPA-Credit-Transfer).

Find the window *Direct debit data* under **Accounts/Payment-Interface**:

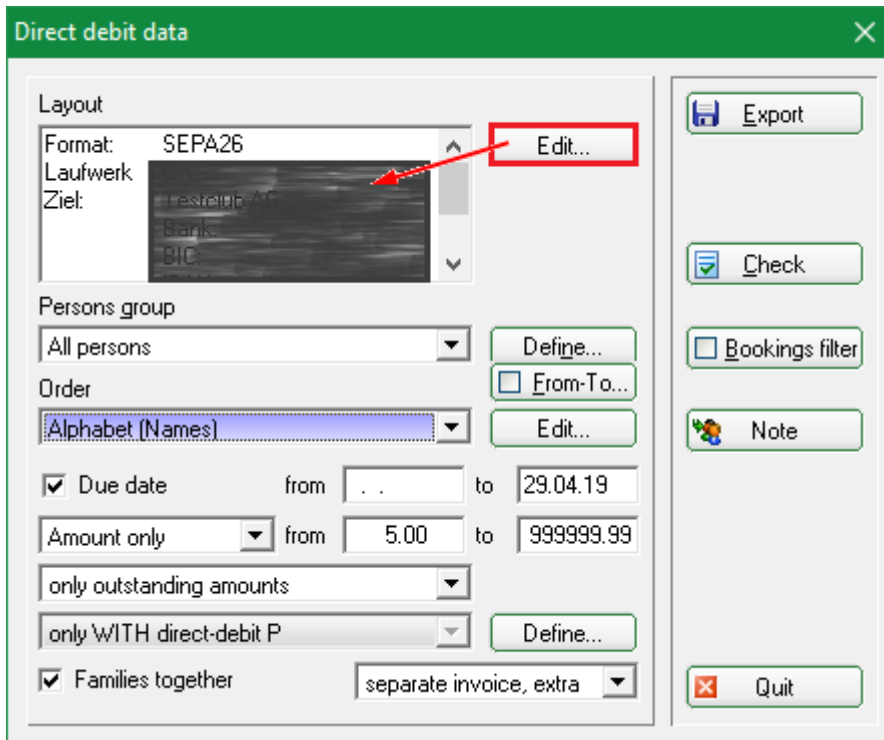


The procedure should be as follows::

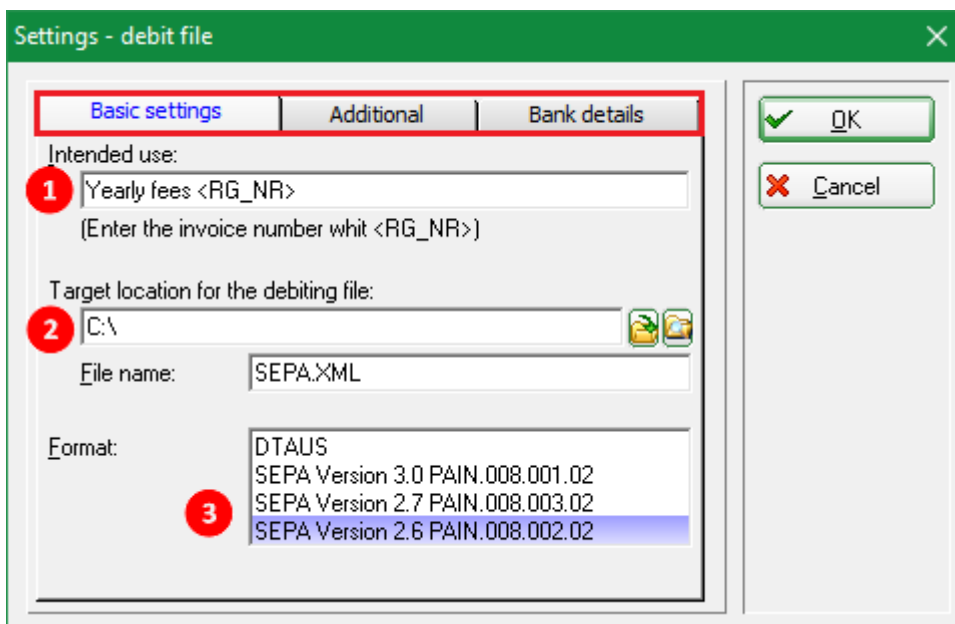
1. Check the settings
2. Export and print the dispatch note
3. Print checklist

Settings - debiting-file

Click on **Edit**.



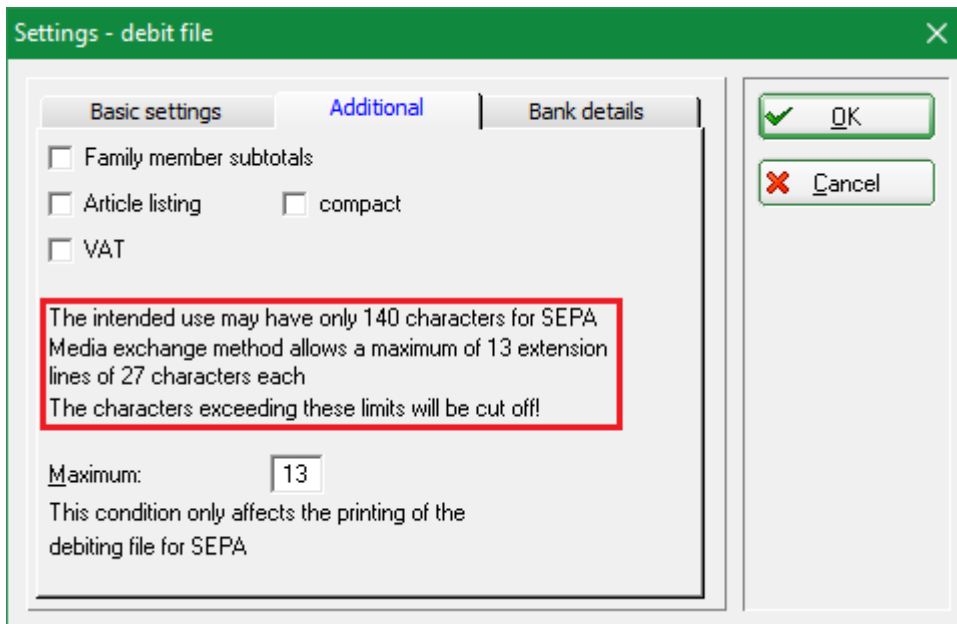
The following window opens:



Carefully fill-in the following fields:

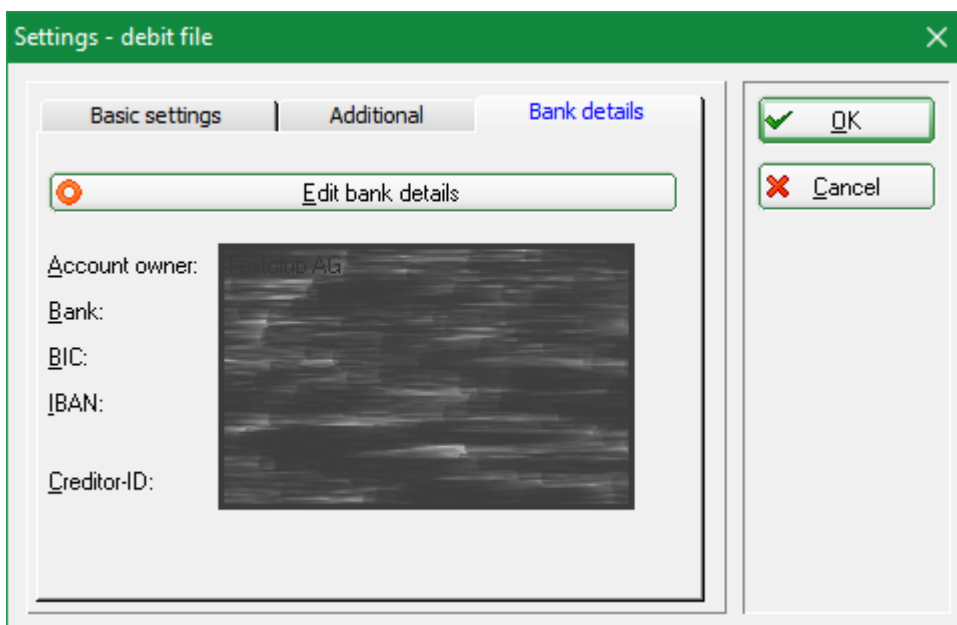
1. The **Purpose** is visible on the customers' account statement.
2. The **File save path** may be a storage medium (for example, an USB stick), but it can also be a folder on your computer. This is where the „SEPA.XML“ file is generated (optionally also „DTAUS“ until 01.31.2014), that you can either forward to the bank or read directly into your online banking program.
3. There are multiple **SEPA Formats** to choose from, including the well-known DTAUS format. If your bank does not yet support SEPA 2.7 with PAIN.008.003.02 XML file you can also use the older SEPA 2.6 with PAIN.008.002.02. You can also choose the DTAUS format during the transitional period.

Continue with the „Amendments“ tab:



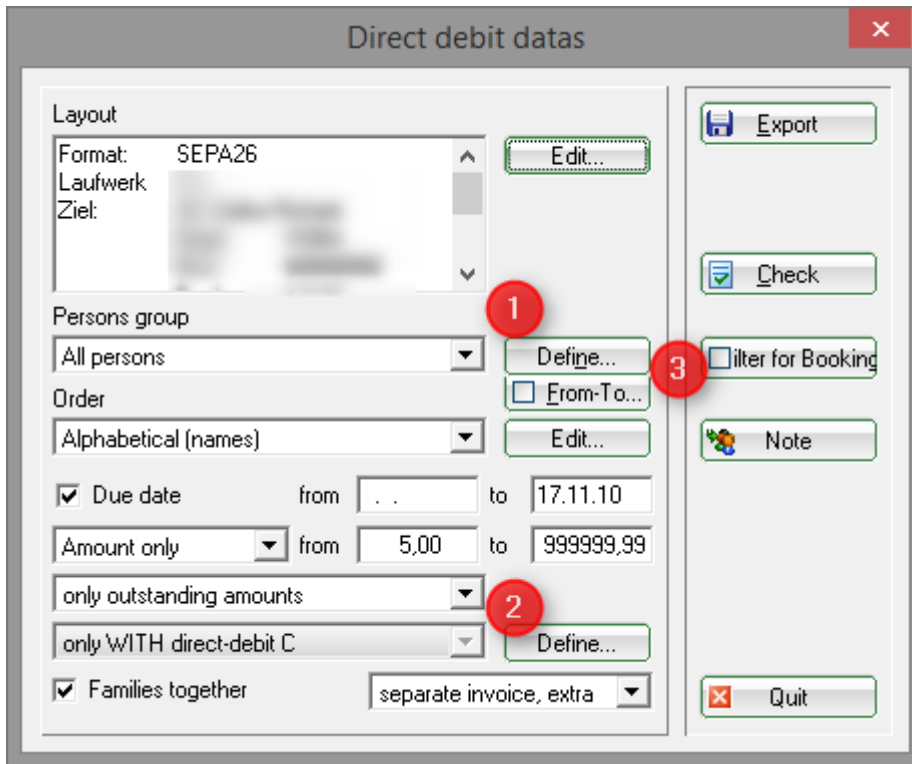
1. You can check the **Amendments** that suit your needs. Checking the „Family members subtotals“ means, for example, that the account statement of a customer also includes how much will be charged for partners or children.
2. Note the text in the highlighted field!!

Continue with the „Bank details“ tab:



You can edit the details of the account under **Edit bank accounts**.

Confirm with **OK**. You will return to the initial window where you can make the basic settings.



Make the general settings under (1).



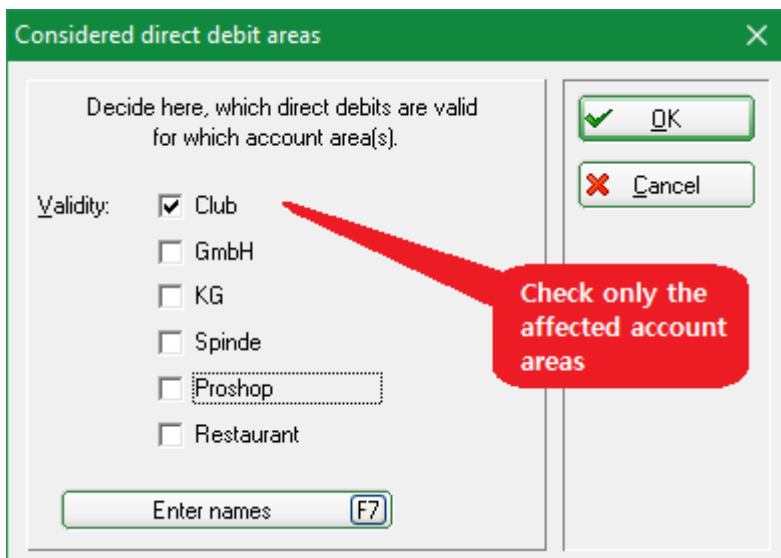
Be careful when choosing the persons group and the due date.

(2) is also important; here you should pay attention to the **Merge families**.



The button **Define...** allows you to specify which direct debits are valid for which account areas. If the check mark is set on CLUB for the direct debit areas, and you choose C here, you will see all the amounts for all the persons having the check mark on „Club“.

The area set here automatically determines the correct automatic selection for the invoice printing (must be specified in the invoice layout), if the comments are printed on the invoice and if the invoice is to be withdrawn or remitted.





Check the affected account areas. Make sure that these areas are also enabled in the banking field of the persons to be charged to, otherwise the filters cannot be applied. You can edit these areas well after pressing the button **Enter names F7**.

Abbr.	Name
C	Club
G	GmbH
K	KG
L	Lockers
P	Proshop
R	Restaurant

These settings can be found under: [Define direct debit](#)

Filter for bookings

You can set a **Filter for bookings** (3) for the collections. This is particularly useful and important for your monthly collections. For example, if you create an invoice in January for all the articles of the month for the whole year, it is important that you set the due date for specific articles using the filter. Here you can also specify that only the invoiced items are to be considered. This is important if you have also made payments within the respective period (so these are not deducted).

However, the use of the booking filter always leads to many questions, especially if the accounts are maintained quite differently. It is easier if you create your invoices every month, then the balances will be exactly the same as the total debited.

Select fee filter

Enter which fee types have to be evaluated:

Activate fee filter

Select fees (F2)

Article-Date: from: 01.01.11 to: 31.01.11

until 06:00 o'clock of previous day

Only these product groups:

not these product groups:

and this text filter:

Fee status: Invoice written

OK

Cancel



After you made all the settings you can proceed to the actual debiting.

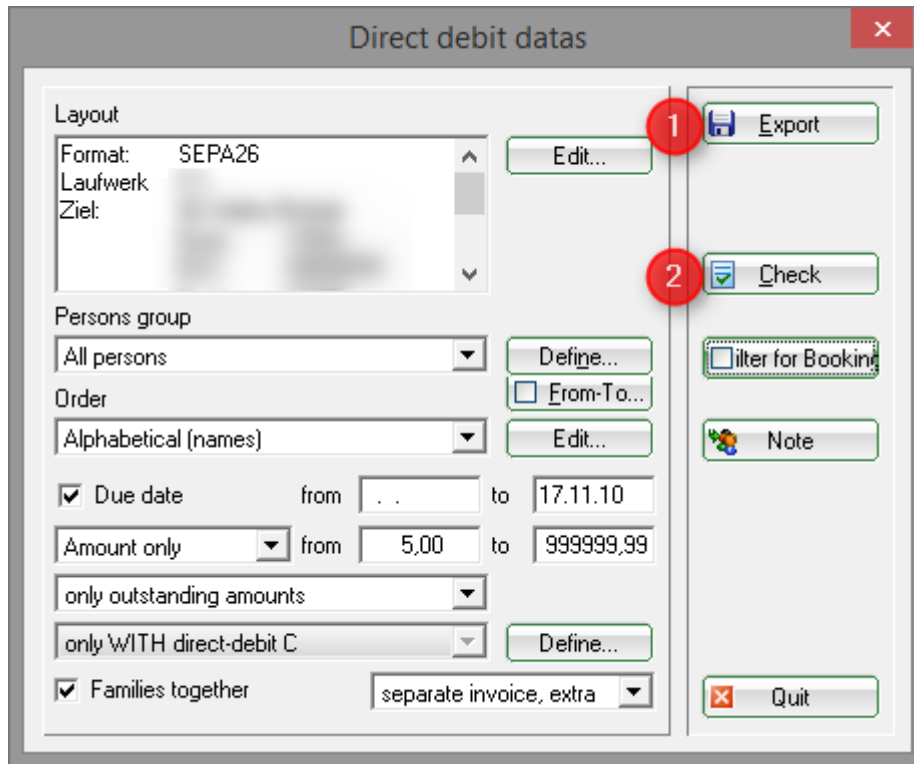
Even more suitable could be: „Posted, but not done“

and this text filter:

Fee status: Posted, but not done

Create the debiting file

General



! Select the persons after pressing the **Export** button (1) and do not forget to print the accompanying note. **Check** (2) the result based on the checking list.

You will now see a floppy symbol in the account of the concerned persons. You can repeat the process as often as necessary in case of errors.



Start export - SEPA 3.0

New rules for SEPA-File (Version 3.0) since 2017:

Important new features for SEPA 3.0:

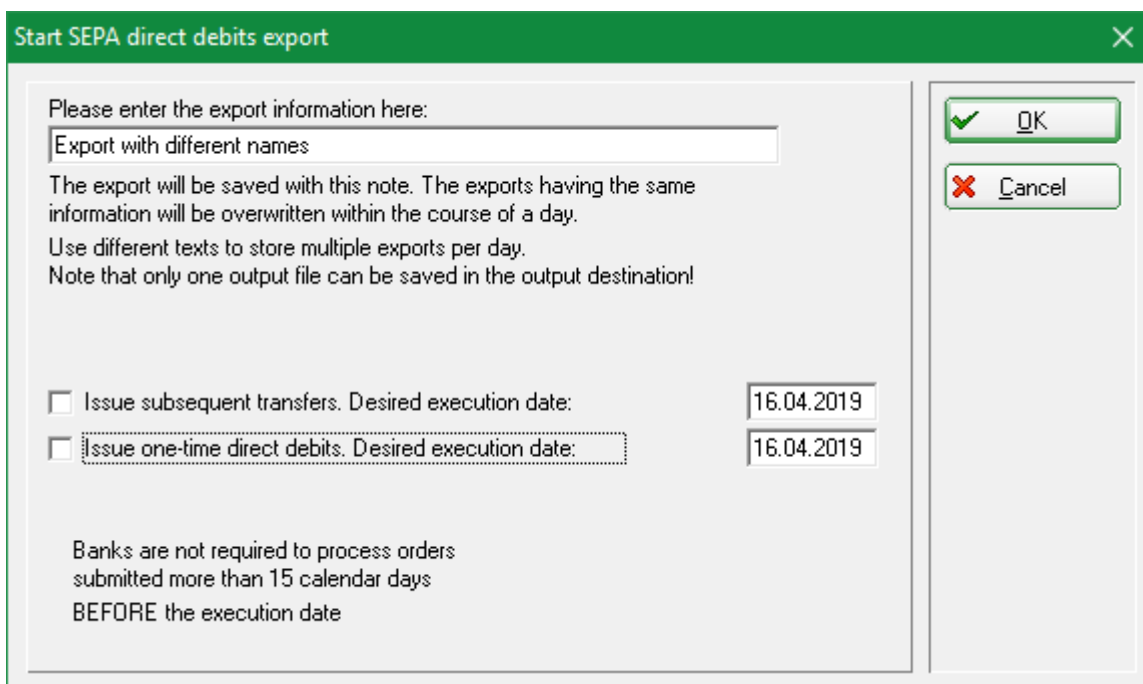
- Deadline generally only 1 day in the whole SEPA area. Euro-Express direct debits (COR1) are therefore eliminated.
- The difference between first (FRST) and repeated (RCUR) entry is eliminated.

The following window opens as soon as you click on **Export**.

Sobald Sie auf **Ausgeben** klicken, öffnet sich folgendes Fenster. Select the desired date; this can also be adjusted again in the next view.



Please note that you have to specify the name of the file separately, if you want to send different files to the bank on the same day. **This is important so that the SEPA files are also available for the debiting of direct debits.** No separate name is required if you have a single SEPA file per day .



The date is stored in the file and then can also be used for resetting the direct debit (more on that later). Decide whether you want to circulate the initial and the subsequent direct debits separately, and place the check-mark accordingly. **Follow-up direct debits are all direct debits that repeat themselves (direct debit authorizations).** One-time debits would be, for example, one-time registration for competitions.

The difference between first and subsequent direct debits does not apply to SEPA Version 3.0!

If a bank still has problems with the SEPA version 3.0, you can still use the version 2.7 (see export instructions up to 2017).

With SEPA 3.0, PC CADDIE complements the file name only with the following identifiers as an indication of the type of orders it contains:

-RCUR	Only subsequent debits
-CRED	Credits

Start export - SEPA 2.7

2017: For the time being this version will be processed by the banks (otherwise please load the PC CADDIE update):

As soon as you click on **Export** and check Core or COR1, you will be asked to input the date for the direct debit. The date is stored in the file and then can also be used for resetting the direct debit (more on that later). Decide whether you want to circulate the initial and the subsequent direct debits separately, and place the check-mark accordingly.

Please enter the export information here:

Debit

The export will be saved with this note. The exports having the same information will be overwritten within the course of a day.
Use different texts to store multiple exports per day.
Note that only one output file can be saved in the output destination!

Normal SEPA direct debit (CORE)

Issue first direct debits. Desired execution date: 16.04.2019

Issue subsequent transfers. Desired execution date: 16.04.2019

Issue one-time direct debits. Desired execution date: 16.04.2019

SEPA direct debit with shortened lead time (COR1)

Issue first direct debits. Desired execution date: 16.04.2019

Issue subsequent transfers. Desired execution date: 16.04.2019

Issue one-time direct debits. Desired execution date: 16.04.2019

Banks are not required to process orders
submitted more than 15 calendar days
BEFORE the execution date

OK

Cancel

PC CADDIE automatically detects whether it is an initial or subsequent direct debit (based on whether the „last use“ in the SEPA Details of the person is empty or not).

Both initial or subsequent direct debit may appear in a SEPA file; this is ensured by the SEPA standard.

In case there are problems with a bank you can leave the due date for one of the two types empty; PC CADDIE will then create a file with only the other kind of direct debits. Afterwards you can create another file, this time leaving the other date field blank. Then you have two files, each with only initial or only subsequent debits (for example, SEPA-FRST.XML and SEPA-RCUR.XML).

PCC complements the file name with one of the following identifiers, as an indication of the type of contracts included:

-CORR Initial and subsequent debits (possibly mixed)

-FRST	Only initial debits
-RCUR	Only subsequent debits
-COR1	COR1-debits (possibly mixed initial and subsequent COR1-debits)
-F1	COR1-only initial debits
-R1	COR1-only subsequent debits
-CRED	Credits

Credits

HINT: Credits/transfers can also be created (SEPA-Credit Transfer).



Please note that a credit cannot be issued together with a debit. Two steps are necessary for transfers and direct debits.

1. Choose **Credit balance** to generate the credits.
2. Select „WITH and WITHOUT direct debit“, so that the persons without a direct debit mandate can also receive credit; for this purpose, their bank data must also be stored.



Please check beforehand whether you have transfer authorization in the banking program.

Start SEPA credit export

Please enter the export information here:

Credit

The export will be saved with this note.
The exports having the same information will
be overwritten within the course of a day.
Different texts can store multiple exports per day
Note that only one output file can be saved
in the output target!

SEPA Credit Transfer

Desired execution date: 16.04.2019

OK

Cancel

The other settings are made as for the debit generation. In addition, you have the possibility of using the [Reset debits](#) function.