

# Final balance entry

This function is available under **Accounts/Year End/Add total record**. Pay particular attention in what the account area you are. Also ensure you make a [Fast backup](#) before starting this process.

Final balance entry

Date from: . . to: 31.12.18

Book-out posting text: Final balance

Entry posting text: Carry forward balance from 2018

Despite balance of account is 0 an opening entry

Book-out only, do not post entry again

Post entry again,  
if amount is larger than 1.00

Calculate entries with check mark (OK) separately

CAUTION with these options (data backup required):

Transfer unrecorded entries (without R-Sign) to new period

Select all old entries with OK-Sign (asterisk)

Delete everything up to that date

OK

Cancel

If you make the settings as presented in the above picture, you will have the following entries for all those who had open balances:

Turnover-Account - CLUB

Member, Petra (mepe) Fontana GC

Information	Date	Time	S	Net	Brutto	OK
Final balance (1)	31.12.18	23:59	S	-500.00	-500.00	→
Carry forward balance from 2018	01.01.19		S	500.00	500.00	→

22.05.19 12:43 T 0.00 0.00

0.00 0.00  
0.00 0.00  
0.00 0.00

Navigation buttons: Select fee (F2), Edit fee (F7), Change, Reversal (F5), Sorting, Payment, Print (F8), Quit

The function is not absolutely necessary for the annual statements; check the appropriate boxes based on your needs:

- **Despite balance of accounts is 0 an opening entry** - this means that persons without outstanding invoices will have a unique entry at the beginning of the year.
- **Book-out only, do not post entry again** - in order make the final booking at the end of the year; all customers will be **debt-free** and no longer appear on the balance list. This can be useful, for example, if your payment accounts are managed externally.
- **Post entry again, if amount is larger than 1,00** (or 5, or...) - this allows you to ensure that small amounts that you decide to disregard do no longer appear on account balances lists.
- Please consult PC CADDIE Support for the options listed under the **CAUTION** key-word.

Balancing the entries is not recommended when archiving the area.