

# Flat rate evaluation



If you decide to work with consumption flat rates in the future, please contact PC CADDIE support. The flat rate evaluation is included in the cash register module, but must be set up beforehand.

The lump sum evaluation enables you to close your accounts by allowing previously defined lump sums to expire directly and/or credit top-ups to be carried over to the new accounting period.

If the consumption flat rates are to be sent with the club's annual invoices or integrated into them, proceed as usual.

## Create article

You are in the same account area in which your club contributions are created. When creating the articles, make sure that the allocation is correct based on the personal characteristics.

If your consumption allowance is collected from a different account, it may also make sense to use a separate account area for this.

These items are then allocated to the individual persons via the [Automatic contribution allocation](#) together with the club contributions to the individual persons and invoiced.

## Transfer to another account area

The invoiced lump sums must now be credited to the customer's accounts in the corresponding account area (here **OP**). To do this, go to the menu **Turnover/Year-end closing/ Transfer individual postings to another account area**.

**Artikel in anderen Kontenbereich buchen**

Ziel-Kontenbereich: OP

Datum: von 01.01.24 bis 31.12.24

Artikel:

Nur Status: Nur OK-Buchungen

Kopier-Typ: Kopieren mit Faktor -1

Faktor: (kann normalerweise leer bleiben)

☒ Bereits vorhandene Ziel-Einträge ersetzen

☐ Vorher alle entsprechenden Einträge im Ziel-Bereich löschen

Personen: Alle Kontakte Definieren

Buchen

Ende

Select the account area to which the transfer is to be made (normally **OP**, **OPGASTRO** or **RECEIPT**).



The same article must be created in the target account area that you have previously invoiced in the club account area, i.e. the article for the consumption flat rate must exist with identical abbreviations and the same name in both the base area and the target area.

If you change the status from „Invoiced only“ to „OK bookings only“, a credit will only be transferred if the invoice has been paid with the consumption allowance.

The item now appears as an open credit in the account for the individual persons.

Umsatzkonto - OP

Member, Elsbeth (meel)

| Information                          | Datum    | Zeit | S | Netto | Brutto  | OK |
|--------------------------------------|----------|------|---|-------|---------|----|
| VP -1,00 Verzehrpauschale Erwachsene | 01.01.11 |      | z |       | -300,00 |    |

...

07.01.11 11:56 T 0,00 0,00

0,00 0,00  
0,00 0,00  
-300,00 -300,00

Beitr. Wah (F2)  
Beitr. Typ (F7)  
Ändern  
Storno (F5)  
Zuordnen  
Bezahlen  
Drucken (F8)  
Ende

## Posting without invoicing

Do not create the annual invoices not via PC CADDIE, switch directly to the account area from which you create the catering invoices (normally **OP**, **OPGASTRO** or **CATERING**). Here you now select via **Turnover/Automatic contribution allocation** the function **Assignment of individual articles based on special person groups**.

Automatic transfer of fee

Enter here the fee types, the prices and the listing model  
Pay attention to the individual grouping (who pays what type of fee?)  
Check using button '#' (definition of automatic transfer!)

Select article

F2

Edit article

F7

Book on this date:

..

☐
Take entry month

Book monthly fees up to this date

..

Transfer of one article to a special persons group

Transfer of one article over some months

✓Sort

✗Quit

✗Cancel

Please make sure that you tick the box here **Post as incoming payment with reversed sign** The amount is then posted to the account as a credit for the selected person group.

**Special allocation of articles** [X]

Allocate this article  
☐ Flat Flat rate adults [Icons]

To this group of persons:  
 [Icon]

Post entries with this date:

Special price:

... or use price from this field:  
 [Icon]

☐ Only if field content says:

☐ Take this value as price factor

☐ Post price entries plus VAT

☒ Post entries of payment receipts with opposite sign

☐ Also post entries if value is 0

☒ Replace old matching entries

[✓] Sort  
[✗] Quit  
[✗] Cancel

## Bookings on account

If consumptions are now posted openly on account during the season, they appear with the corresponding voucher number in the open item account of the persons.

Umsatzkonto - OP

Member, Elsbeth (meel)

| Information                          | Datum    | Zeit  | S | Netto | Brutto  | OK |
|--------------------------------------|----------|-------|---|-------|---------|----|
| VP -1,00 Verzehrpauschale Erwachsene | 01.01.11 |       | z |       | -300,00 |    |
| GAST Restaurant-Beleg 20100081       | 05.01.11 | 12:13 | N | 39,08 | 46,50   |    |
| GAST Restaurant-Beleg 20100082       | 07.01.11 | 12:14 | N | 27,82 | 33,10   |    |

...

07.01.11 12:15 T 0,00 0,00

0,00 0,00  
0,00 0,00  
-233,10 -220,40

Beitr. Wah F2  
Beitr. Typ F7  
Ändern  
Storno F5  
Zuordnen  
Bezahlen  
Drucken F8  
Ende

As soon as the account shows a „debt“ (consumption allowance included), an invoice is generated during the next invoice run. Under **Turnover/Print/Invoices** you define the minimum balance to be taken into account during the invoice run.

Invoice

Layout

normal receipt (invoice or credit) Edit...

Print copy

Proforma Invoicing

summary of account

Persons group

All persons Define...

Order

xxx Special xxx Edit...

Due date from . . to 08.01.21

Amount only from 5,00 to 999999,99

WITH and WITHOUT direct-debit Define...

Families together separate invoice, extra

Print F8

Invoice-No.

Bookings filter

Note

Quit

## Print flat rate evaluation

You can access this menu item via **Turnover/Print.../Lump sum evaluation**.

**Pauschalen-Auswertung - Liste**

Datum von: 01.08.20 bis: 31.12.20

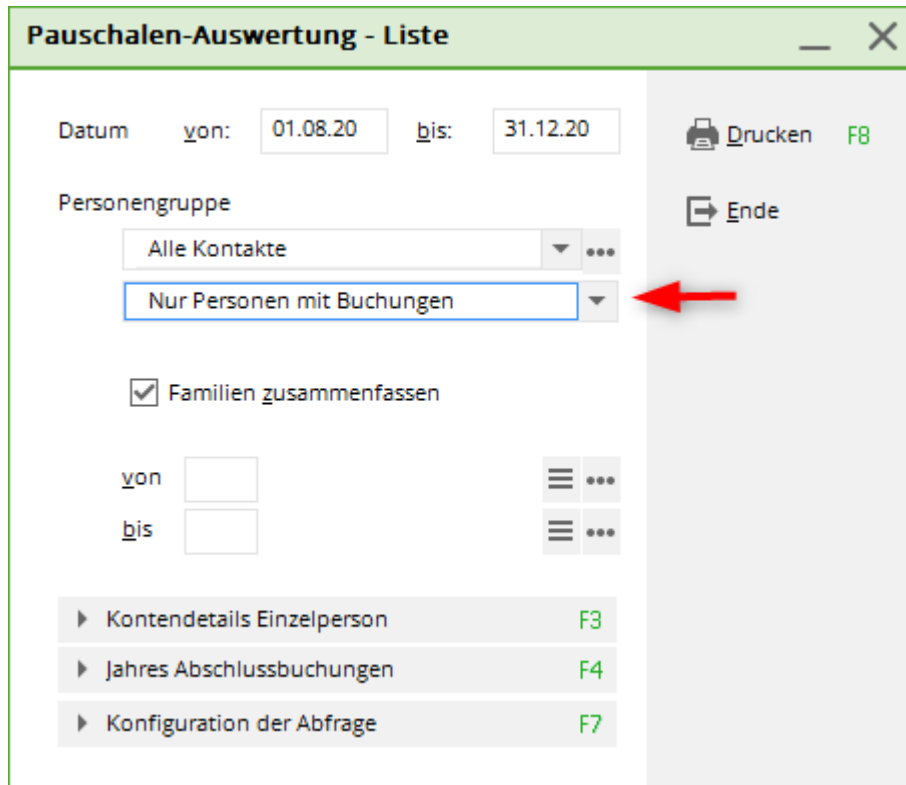
Personengruppe  
Alle Kontakte  
Nur Personen mit Buchungen

☒ Familien zusammenfassen

von bis

Kontendetails Einzelperson F3  
Jahres Abschlussbuchungen F4  
Konfiguration der Abfrage F7

Drucken F8  
Ende



## Account details individual

**Pauschalen-Auswertung - Liste**

2 Datum von: 01.08.20 bis: 31.12.20

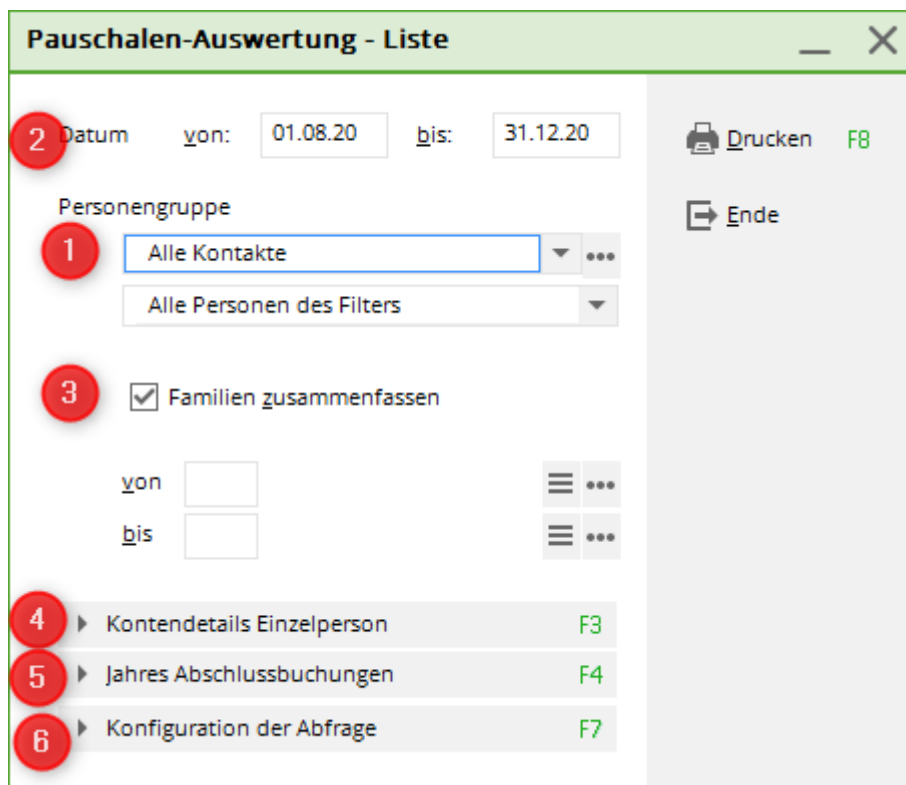
1 Personengruppe  
Alle Kontakte  
Alle Personen des Filters

3 ☒ Familien zusammenfassen

von bis

4 Kontendetails Einzelperson F3  
5 Jahres Abschlussbuchungen F4  
6 Konfiguration der Abfrage F7

Drucken F8  
Ende



1. Select the person/family either by entering the search abbreviation or the name, or via the list button on the right.
2. Select the time period to be analysed.
3. Decide how you would like the data to be analysed.
4. This takes you back to the previous window
5. This takes you to the year-end posting function
6. This takes you to the more detailed settings for the year-end closing

## Configuration of the query

The configuration of the query is important for the year-end closing. This list is used to display what is posted at the end of the year. Depending on the club, customer credits are handled very differently.

**Pauschalen-Auswertung - Konfiguration**
✕

Mindest-Konsum Verfallsdatum 31.12.19

☒ Familie zusammenfassen

☒ Familienkonten gemeinsam chronologisch rechnen

☐ Familien-Umbuchung anzeigen

☐ Familien-Umbuchung mitberechnen

☒ Buchungen vor dem Zeitraum berücksichtigen

☒ Alle Zahlungseinträge als Aufzahlung

☐ Abschlussbuchungen einrechnen

☐ Null-Buchungen anzeigen

Personengruppe Alle Kontakte ▼ ...

MitgInfoZusatz Keine ▼

MitgInfo Datum 05.01.19

Warengruppen

|             |  |        |
|-------------|--|--------|
| Mind.Konsum | <input style="width: 95%;" type="text"/> | ▶ Wahl |
| Aufzahlung  | <input style="width: 95%;" type="text"/> | ▶ Wahl |
| Sonstiges   | <input style="width: 95%;" type="text"/> | ▶ Wahl |
| Gastrobeleg | <input style="width: 95%;" type="text"/> | ▶ Wahl |

✓ OK

✕ Abbruch



The date on which the minimum consumption should expire and the bottom four lines are important. Define which product groups not are to be settled via the consumption flat rate and what is defined as an additional payment (customer makes a deposit) and should not expire but be posted as a credit to the next year.

- **Minimum consumption** → Product group of the consumption flat rate items



- **Additional payment** → Product group of payments or rebookings by the customer that do not expire
- **Other** → Product group of items that are not included in the flat rate
- **Catering voucher** → Material group for the carryovers from the catering account area

The other tick boxes are to be understood as follows:

- **Summarise families**

As soon as this box is ticked, the family account balance is displayed in the catering cash register for the individual family members. However, the consumptions are booked to the respective person as normal. This prevents a family member who has used up the lump sum from making additional payments even though another family member still has a remaining lump sum balance. If a family wishes to keep a separate bill, the additional information must be entered for each family member.



For the group of persons, take into account that there are people who are contact persons but not members, etc. Create a filter for these persons. Create a filter that includes these people.

- **Calculate family accounts together chronologically**

Family accounts are counted as one account. Credits do not expire for the individuals, lump sums are calculated as a total. If the function is not activated, the lump sums are forfeited for the individual members of the family grouping.

- **Show family transfers**

Transfers within the family are shown

- **Include family transfers**

Family rebookings that were made through invoices are included in the total.

- **Include bookings before the period**

The complete account is calculated.

- **All incoming payments as an additional payment**

The payments made are calculated as a top-up payment.

- **Include closing entries**

The closing entries are included.

- **Display zero postings**

An account entry is made, even if the amount is 0.

- **Person group**

Which persons should be included in the overview?

- **Additional information**

Consumption is not in the account but in an info field.

- **WithInfoDate** Info field should be posted to this date.

## Year-end closing entries

The prerequisite for the year-end closing entries with possible carryovers is the creation of the respective articles, which are then assigned to the respective function.

**Pauschalen-Auswertung - Jahresabschluss**

Datum von:  bis:

Artikel für Abschlussbuchung

Pauschale:  Verzehrpauschale

Verbrauch:  Gastroverbrauch Familienumbuchung

Verfall:  Guthaben-Verfall

Saldo:  Salden-Übertrag

☒ Nur Guthaben ins neue Jahr umbuchen

☒ Verfallsrechnungen mit Rechnungsnummer verbuchen

Personengruppe

☒ Familien zusammenfassen

von  bis

Kontendetails Einzelperson (F4)

Kontenliste (F3)

Konfiguration der Abfrage (F7)

OK

Abbruch

|                    |  |
|--------------------|--|
| <b>Flat rate</b>   | Posting or transfer of the flat rate to the account                                      |
| <b>Consumption</b> | Catering consumption Transfers   |
| <b>Expiry</b>      | Remaining lump sums that expire are derecognised with this item                          |
| <b>Balance</b>     | Account balance (credit balance due to deposits or debts) are posted again after closing |



Be sure to print out the control list before the closing entry.

| Zuletzt  | Betrag  | Pauschal | Einzahl. | Verbrauch | Sonstiges | Rest-Pau. | Saldo   | RestSaldo |
|----------|---------|----------|----------|-----------|-----------|-----------|---------|-----------|
| 27.11.08 | -215.50 | -550.00  | -329.00  | 663.50    | 0.00      | 0.00      | -215.50 | -215.50   |
| 27.11.08 | -159.90 | -1100.00 | -4476.95 | 5417.05   | 0.00      | 0.00      | -159.90 | -159.90   |
| 04.11.07 | 203.40  | -250.00  | -213.80  | 667.20    | 0.00      | 0.00      | 203.40  | 203.40    |
| 26.10.07 | 425.50  | -500.00  | -479.00  | 1404.50   | 0.00      | 0.00      | 425.50  | 425.50    |
| 27.11.08 | -399.20 | -550.00  | 0.00     | 150.80    | 0.00      | -399.20   | -399.20 | 0.00      |
| 27.11.08 | -243.00 | -550.00  | -548.60  | 855.60    | 0.00      | 0.00      | -243.00 | -243.00   |
| 27.11.08 | -516.40 | -1100.00 | -1297.30 | 1880.90   | 0.00      | 0.00      | -516.40 | -516.40   |
| 27.11.08 | 78.00   | -550.00  | 0.00     | 628.00    | 0.00      | 0.00      | 78.00   | 78.00     |
| 27.11.08 | -544.10 | -1100.00 | -861.80  | 1417.70   | 0.00      | 0.00      | -544.10 | -544.10   |
| 27.11.08 | -23.60  | -550.00  | -1338.10 | 1864.50   | 0.00      | 0.00      | -23.60  | -23.60    |
| 08.10.07 | 93.70   | -250.00  | -161.20  | 504.90    | 0.00      | 0.00      | 93.70   | 93.70     |

|                  |  |
|------------------|--|
| <b>Last</b>      | Date of last consumption   |
| <b>Amount</b>    | Value of the last consumption  |
| <b>Flat rate</b> | Value of the originally booked consumption flat rate (individual or family combined) |
| <b>Payment</b>   | Payments made (in advance)   |

|                          |  |
|--------------------------|--|
| <b>Consumption</b>       | Total amount of consumption  |
| <b>Other</b>             | Consumptions that were not charged against the flat rate   |
| <b>Residual lump sum</b> | Residual value of the original lump sum after deduction of consumptions; the amount is forfeited |
| <b>Balance</b>           | Current account balance (remaining credit minus consumption)                                     |
| <b>Residual balance</b>  | Credit or debt that is carried forward to the next year  |

Any discrepancies must now be corrected. If the lists are in order, play it safe and make a [Fast data backup](#) . Then run the year-end posting.

## Archiving the operating theatre area with consumption flat rates

The operating theatre or per diem area can be closed like a contribution account area after the per diem evaluation. However, you must be aware that the debt from the previous year is not offset against the consumption allowance in the new year. Although this appears to be the case in the account, it is not included in the flat-rate evaluation.

Balance carryovers have a special entry and of course cannot be offset against the consumption credit, as this is intended to cover everything from one year - something that comes in through an annual carryover therefore does not belong in the lump sum.