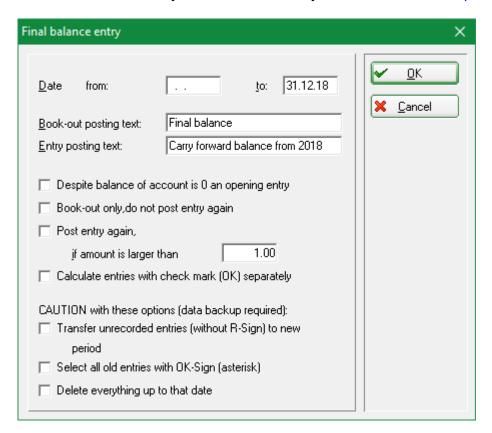
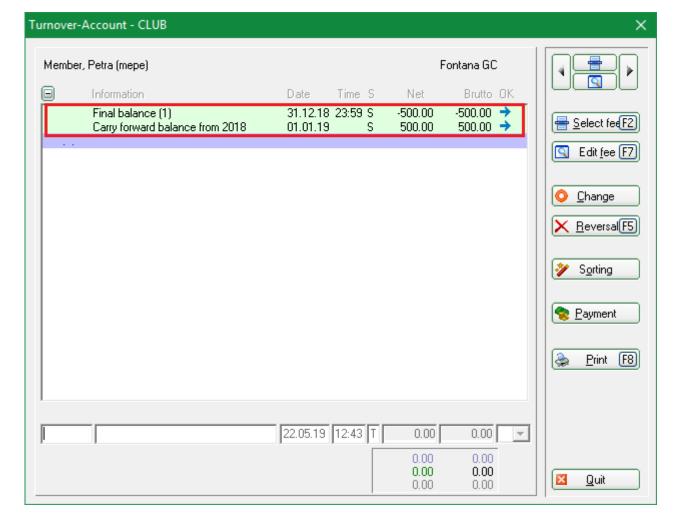
## Final balance entry

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.



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

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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.