

# Accounting export

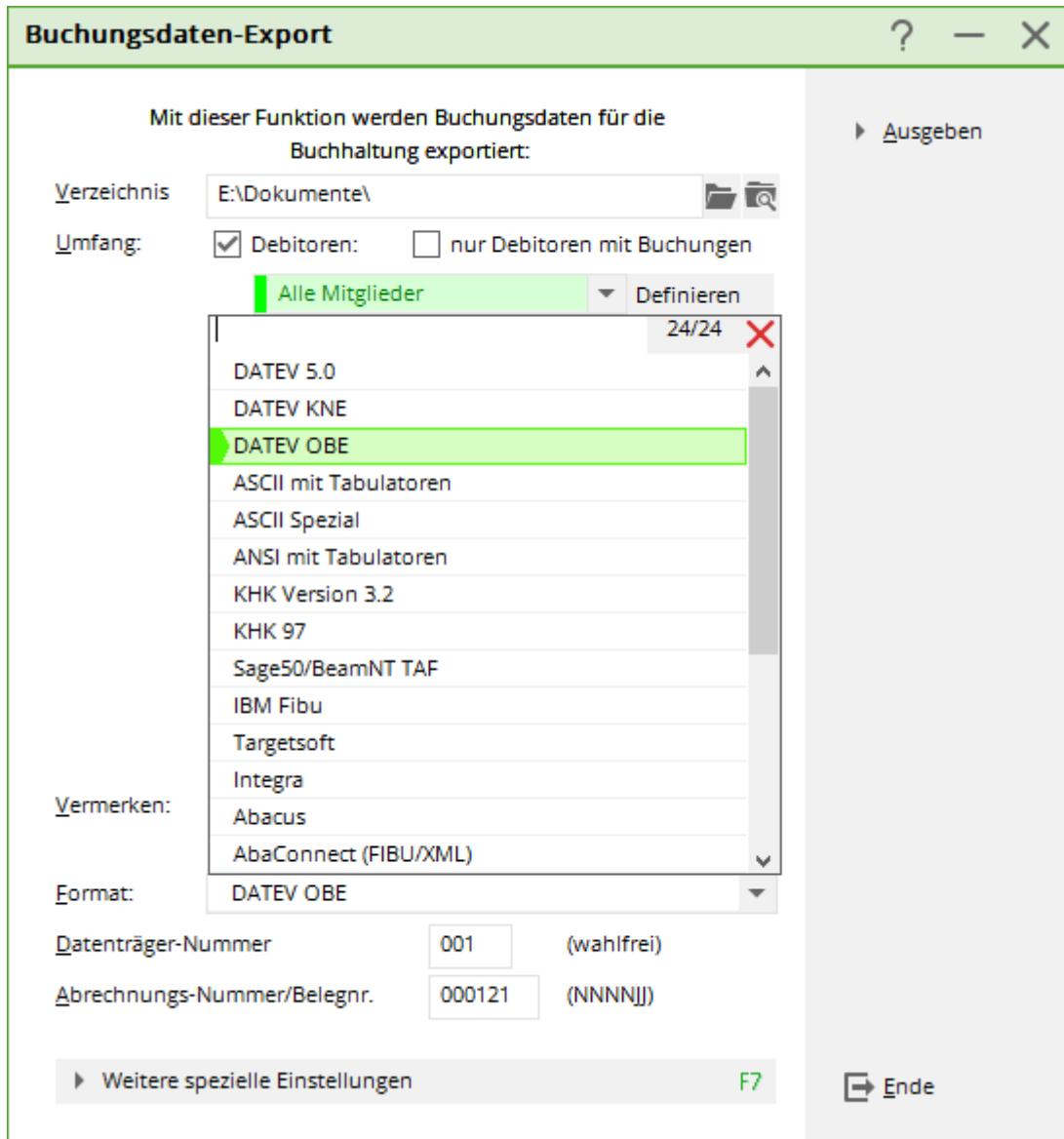
The accounting export module in PC CADDIE makes it easier for the accounting department to work with sales data. With just a few mouse clicks, files can be created for export and imported into the respective accounting programme. Some preparatory work is necessary at the beginning, although these are only one-off settings. The following preparatory work must be observed.

**Please** discuss these two points with your accounting department:

- On the one hand, it must be clarified with the accounting department which customer numbers have been used so far (possibly in the area of **CASH/SALES** may have been posted without a customer number). In certain cases, PC CADDIE can output the member numbers as unique customer numbers using a formula. It therefore often makes sense to start with new customer numbers when introducing the accounting export, also to avoid unnecessary follow-up work, such as the manual updating of customer numbers.
- Secondly, you must enter the FNA account numbers in the product groups and/or posting items. To do this, you can enter cost centres and tax keys if required.

## Selection of export formats

PC CADDIE can output your accounting data in the following export formats:



Please contact us if you have any questions about SAP export.

**Please note** | From 2018, the mailing format and the previous accounting format (ASCII) can no longer be processed in the DATEV accounting programmes. The mailing format is EV and ED files or DV and DE files. (The current ASCII formats under DATEV pro are not affected).

**Please switch to the new data formats as early as possible.**

## LEXWARE

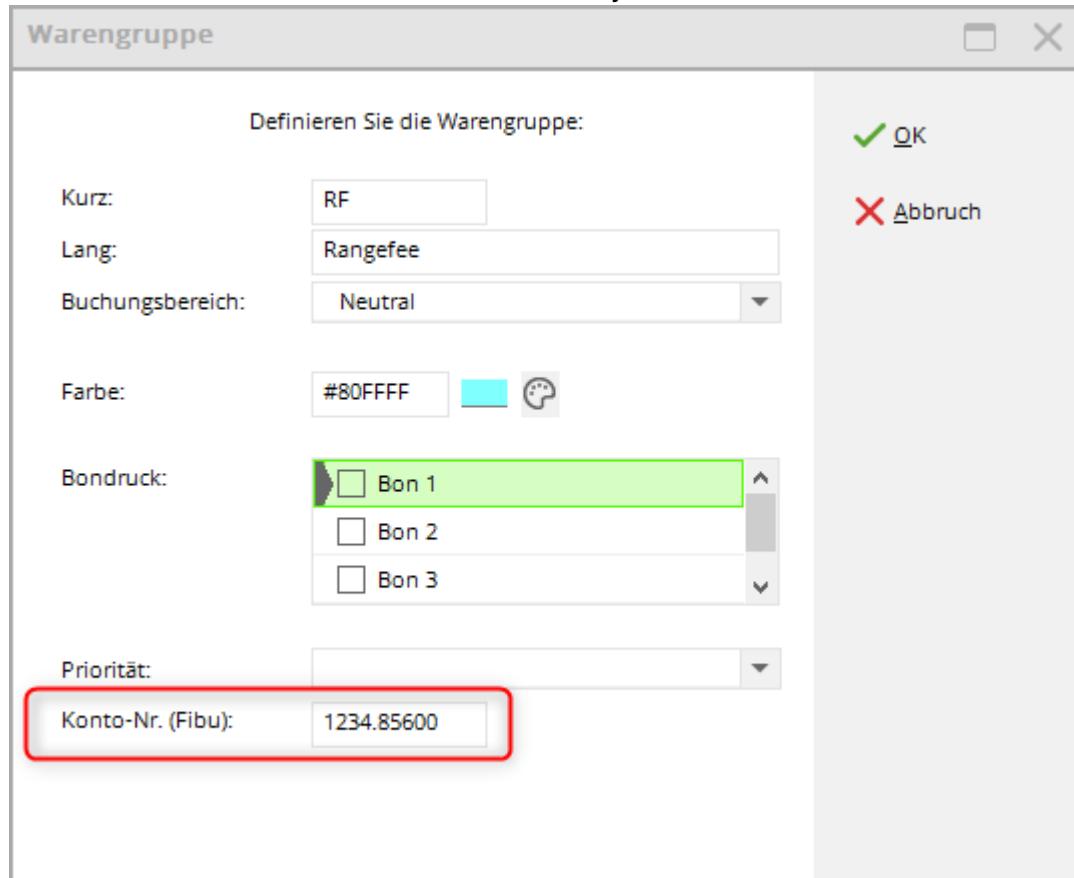
For the Lexware export, select the format „ASCII with tabs“. This is a „text file“. In Lexware this is then called „ASCII / Text“ in the import path. „ANSI with tabs“ would also be possible.

## DATEV 7.0

## Control key up to 4 digits

Currently (as of October 2023), the Datev 7.0 format is only necessary if you need tax keys with more than 2 digits. With DATEV 7.0, you can enter these with up to 4 digits.

In this example, the tax key 1234 and the 5-digit Fibu number 85600 are entered in a product group. You can of course also enter these individually in articles:



## Sphere key

53.123456/123/2

In this case: 53 would be the control key

123456 the Fibu account number

123 the cost centre

2 the sphere key

**Suchkürzel, Name, Status**

Kürzel	test	Konto-Nr. (Fibu)	53.123456/123/2
Name	Testartikel		
Kennung			
Gruppe	JBEI	Jahresbeitrag	<input type="button" value="▼"/> <input type="button" value="+"/> <input type="button" value="✎"/>
Status	J - Jährlich		

53.123456/2 - in this case, the sphere key would be entered in the KOST1 field in the export if no cost centre is used.

## DATEV 5.0.

### General information

The accounting export for the **DATEV format 5.0** takes place via a **csv file**.

### Fixed entry indicator

As soon as you output, you can decide in the following window whether you want to deliver the immediate fixation to your accounting department (this is delivered as fixation identifier 1) or whether you want to export without immediate fixation (this is delivered with fixation identifier 0).

***In most cases, the box is not ticked and the accounting department decides after the import when the data is „frozen“.***

Informationen zum DATEV-Format

Informationen zum DATEV-Format:	<input type="button" value="OK"/>
Datenträger-Nummer:	003 (wahlfrei)
Berater-Nr.:	0000000
Berater-Name:	
Mandanten-Nummer:	00000
Abrechnungs-Nr+Jahr:	000123 (NNNNJJ)
Namenskürzel:	
Passwort:	
Länge der Sachkonto-Nummern:	4
(Nur beim neuen KNE-Format wählbar, sonst 4)	
<input type="checkbox"/> Sofortige Festschreibung	

## Account holder

Info: With the transfer of debtors, the **name of the account holder** is also transferred if this was entered in the personal data in the „Payment“ tab with the bank data (e.g. for a child). The account holder can therefore be different from the name of the debtor (person) themselves.

## Use document field 2

With a special setting it is possible to use the **voucher field 2 with the due date** if the postings are also output on the invoice date. Please contact our support team if you require this function. This special setting can also be used for the additional voucher date of the cash book in the cash area!

For this setting, it is also important that the „Post to invoice date“ checkbox is ticked in the other special settings.

## Transfer cashbook directly

There is also an additional option in the **Special settings** (only with DATEV format)

The tick **Cash book: transfer directly** ensures that cashbook documents are always exported individually, even if you have ticked the box „Summarise sales postings per G/L account and customer“.

The cash book vouchers are posted directly from the FIBO account to the cash payment type (without the diversions via the collective customer)

The function has **has priority over „Summarise sales postings per G/L account and customer“** which is very practical, as cash postings are often exported individually for each voucher.

Buchungsdaten-Export

Mit dieser Funktion werden Buchungsdaten für die Buchhaltung exportiert:

Verzeichnis: C:\BUCHHA~1\UMSATZ

Umfang:  Debitoren:  nur Debitoren mit Buchungen

Alle Kontakte

geändert  bis: 17.10.2023

Alle Debitoren als 'neu' ausgeben

Debitoren mit Adresse ausgeben

Familien zusammenfassen

Buchungen

vom: 01.08.2023 bis: 31.08.2023

Vermerkte Buchungen nochmals ausgeben

Nur verbuchte Buchungen ausgeben

Rechnungsnummer als Belegnummer

Vermerken:  Ausgabe vermerken

Format: DATEV 5.0

Datenträger-Nummer: 003 (wahlfrei)

Abrechnungs-Nummer/Belegnr.: 000123 (NNNNJJ)

F7

**Buchungsdaten-Export: Spezielle Einstellung**

		?	X
Länge der Kontonummern:	4	<input checked="" type="button"/> OK	
Spezielle Debitoren-Nummer	<input type="text"/> if(PersMitglied(), <M_NR>+1000)		
<input checked="" type="checkbox"/> Personen, die nicht in den Debitorenfilter passen	<input checked="" type="checkbox"/> auf dieses Sammeldebitoren-Konto buchen: 69999		
<input type="checkbox"/> Buchungen für Personen, die nicht in den Debitorenfilter passen, NICHT exportieren.			
<input type="checkbox"/> Umsatzbuchungen pro Debitor und pro Sachkonto für die Periode zusammenfassen			
<input checked="" type="checkbox"/> Kassenbuch: direkt umbuchen			
<input type="checkbox"/> Buchungen auf das Rechnungsdatum buchen			
<input type="checkbox"/> anhand Rechnungsdatum filtern (max. 365 Tage zurück)			
<input type="checkbox"/> Datum abfragen, auf das mindestens datiert wird			
<input type="checkbox"/> Familien-Umbuchungen mit übertragen			
Bei Familien zusammenfassen:			
<input type="checkbox"/> Mitglieds-Nummer in den Buchungstext			
<input type="checkbox"/> Name in den Buchungstext			
<input type="checkbox"/> Bei Umsatzbuchungen die Artikelnummer voranstellen			
<input checked="" type="checkbox"/> Export-Dateien archivieren			
<input type="checkbox"/> Protokoll während des Exportierens erstellen			

## Checklists

Please note the new function for [Checklists](#)!

## Export with original documents

Ask our support if you need this function.

The export of invoices as PDF in addition to the posting exports is possible for contribution accounts (not for cash accounts)

## Debtor numbers

In many cases, PC CADDIE can use the member numbers as unique customer numbers with a

formula. The formula is installed for you by PC CADDIE Support. There is then less follow-up maintenance work for the customer numbers. If there are open items for non-members - for example for the cash account area - additional customer numbers are required.

The customers can be transferred to the accounting programme with an address during export.

If the accounting department wants to use its own number range, these numbers can be entered in an additional info field. Please note that customer numbers must then always be maintained manually in PC CADDIE. If your accounting department specifies a free number range, this can be created for selection in an info field (similar to boxes).

Quickert, Rosemarie

Name	Suchkürzel	qur2	Nr.	049.9001.111860	Nr. wähler
Titel			Briefanrede		
Vorname	Rosemarie				
Nachname	Quickert				
 Turnier	 Kasse	 Timetable	 Intranet		
Merkmale	Adresse	2. Adresse	Zahlung	Infos	Memo
Zusatz-Info					
Garderobe					
Elektro-Caddie					
Unbenutzt					
Unbenutzt					
Debitor	22444				
Vertragsbeginn	..				
Unbenutzt	0				
Unbenutzt					
Geburt	14.01.1962 [61]	 Gast-Information			
Eintritt	06.02.2018 [5]	 Datenschutz			
Austritt	..				

Korrespondenz  
Vermerke  
06.02.18 1.

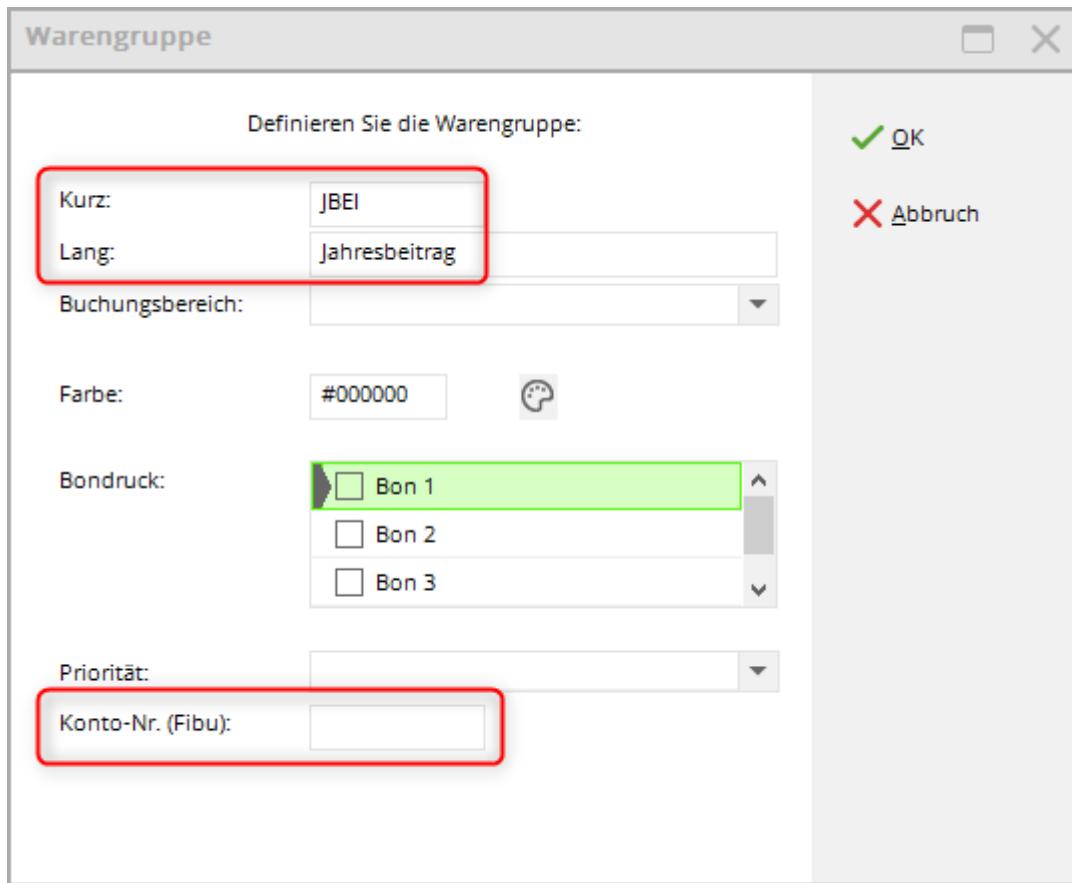
Optionen

If you do not have this field, you can set up the additional field according to these instructions:  
[Additional fields of the contacts](#).

## FNA account numbers

It is also possible to enter complete FNA account numbers for entire merchandise categories if you go

to **Sales - Contribution types/articles - Edit/swap/delete merchandise categories** Edit the merchandise categories:



If you also want to export the payments, enter the appropriate FNA numbers in the payment types. You will also find the payment types in the article list.

In contribution account areas such as **CLUB** or **GMBH** (or similar), the field for the FNA number can be found here:

Beitrags-Typ

Suchkürzel, Name, Status

Kürzel	jakt	Konto-Nr. (Fibu):	8027
Gruppe	JBEI	Jahresbeitrag	<input type="button" value="Neu"/> <input type="button" value="Lösch."/>
Name	Vollmitglied Einzel		
Fälligkeit	..	Leer = Buchungstag	
Status	J - Jährlich		

Betrag

MwSt:	19,0	%	Netto:	840,34	Brutto:	1000,00
-------	------	---	--------	--------	---------	---------

Automatische Beitrags-Zuordnung

Nur Mitglieder / Gäste	nur Mitglieder
Gefülltes Infofeld	Zahlweise
	Filter J
	Filter
	Filter
<input type="checkbox"/> Geschlecht	nur
<input type="checkbox"/> Altersklasse	nur
<input checked="" type="checkbox"/> Mitgliedsstatus	nur
<input checked="" type="checkbox"/> Beitragsstatus	nur
<input type="checkbox"/> Unbenutzt	nur

Buttons on the right:

- 
- 
- 
- 
- 
- 

In cash account areas such as **SALES** or **CASH** (or similar) you will find the corresponding field here:

10er ABO Greenfee

Artikel

Artikel-Nr.	10abo	0100	Fibu-Konto:	8765
Bezeichnung	10er ABO Greenfee			Kennung
Gruppe	GF	01 Greenfee	<input type="button" value="Neu Gruppe"/>	<input type="button" value="Lösch."/>
Farbschema	ABO	ABO	<input type="button" value="Edit"/>	<input type="button" value="Details"/>
Größensch.			<input type="button" value="Edit"/>	<input type="button" value="Details"/>

Preise / Mengen

Status	Normal	Einheit	10	Abo
Kalkulation		MwSt:	19,0	% <input type="checkbox"/> kein Rabatt
Farben / Größenkombination	<input type="button" value="Neu F2"/> <input type="button" value="Löschen"/>		EK (netto)	0,00
Verkauf 10er	400,00	-70,00	EK (effektiv)	0,00
Einlösung 18-Loch	0,00	12,00	VK (brutto)	400,00
Einlösung 9-Loch	0,00	1,00	Marge: 100,00 %	
Aufzahlung für WE 18 Loch	10,00	1,00	<input type="checkbox"/> Bestandsführung	
			Mindest-Bestand	.....
			Bestand	-70
			Bestellt	0
			Individualisierung	<input type="button" value="..."/>

Einkauf

Lieferant		Packungs-Einheit		Rabatt	0
Best.Nr.:				<input type="button" value="..."/>	<input type="button" value="..."/>
Barcode:	12345678				

Buttons on the right:

- 
- 
- 
- 
- 
- 
-

# Tax code/cost centre

The tax key and cost centre can also be entered in the FNA account number field.

The screenshot shows the 'Bermuda' entry screen in the PC CADDIE software. The 'Fibu-Konto:' field (FNA account number) contains '12.3456/789', which is highlighted with a red box. The right-hand toolbar contains various buttons for saving, deleting, and printing.

Artikel		Fibu-Konto:	
Artikel-Nr.	BERM0003	0102	12.3456/789
Bezeichnung	Bermuda		Kennung
Gruppe	OK	Oberbekleidung	<input type="button" value="Neu Gruppe"/>
Farbschema	KARO	Karos	<input type="button" value="Edit"/>
Größensch.	KH	Konfektion, Herren	<input type="button" value="Edit"/>

Preise / Mengen		Einheit	
Status	Normal	1	Stück
Kalkulation		MwSt: 19,0 %	<input type="checkbox"/> kein Rabatt

Farben / Größenkombination		Neu	F2	Löschen
Blau-kariert - 48	50,00	-4,00		
Blau-kariert - 54	50,00	0,00		
Grün-kariert - 46	50,00	0,00		
Grün-kariert - 54	50,00	0,00		
Grün-kariert - 58	50,00	0,00		
Grün-kariert - 60	50,00	0,00		

Einkauf		
Lieferant	brwi	Brax, Willi Müller
Best.Nr.:		Packungs-Einheit
Barcode:		

Right-hand toolbar buttons include: + Neu, ✓ Sichern, ⌫ Löschen, ⌘ Kopie -> Ne, ... Details F6, ⚙ Bestandteil, ⚡ Automatik, ⚙ Konto, + Eingang, 🖨 Drucken, and ⌛ Ende.

- 12 → Tax key
- 3456 → FNA account number
- /789 → cost centre

## Enter two cost centres

From PC CADDIE versions 02.10.2023 it is also possible to enter a cost centre 2.

Bermuda

Artikel-Nr.	BERM0003	0102	Fibu-Konto:	12.1222/6/789
Bezeichnung	Bermuda		Kennung	722
Gruppe	OK	Oberbekleidung	Neu Gruppe	Lösch.
Farbschema	KARO	Karos	Edit	*** Details
Größensch.	KH	Konfektion, Herren	Edit	*** Details

Preise / Mengen

Status	Normal	Einheit	1	Stück
Kalkulation		MwSt:	19,0	% <input type="checkbox"/> kein Rabatt
Farben / Größenkombination		Neu	F2	Löschen
Blau-kariert - 48		50,00	-4,00	
Blau-kariert - 54		50,00	0,00	
Grün-kariert - 46		50,00	0,00	
Grün-kariert - 54		50,00	0,00	
Grün-kariert - 58		50,00	0,00	
Grün-kariert - 60		50,00	0,00	

Einkauf

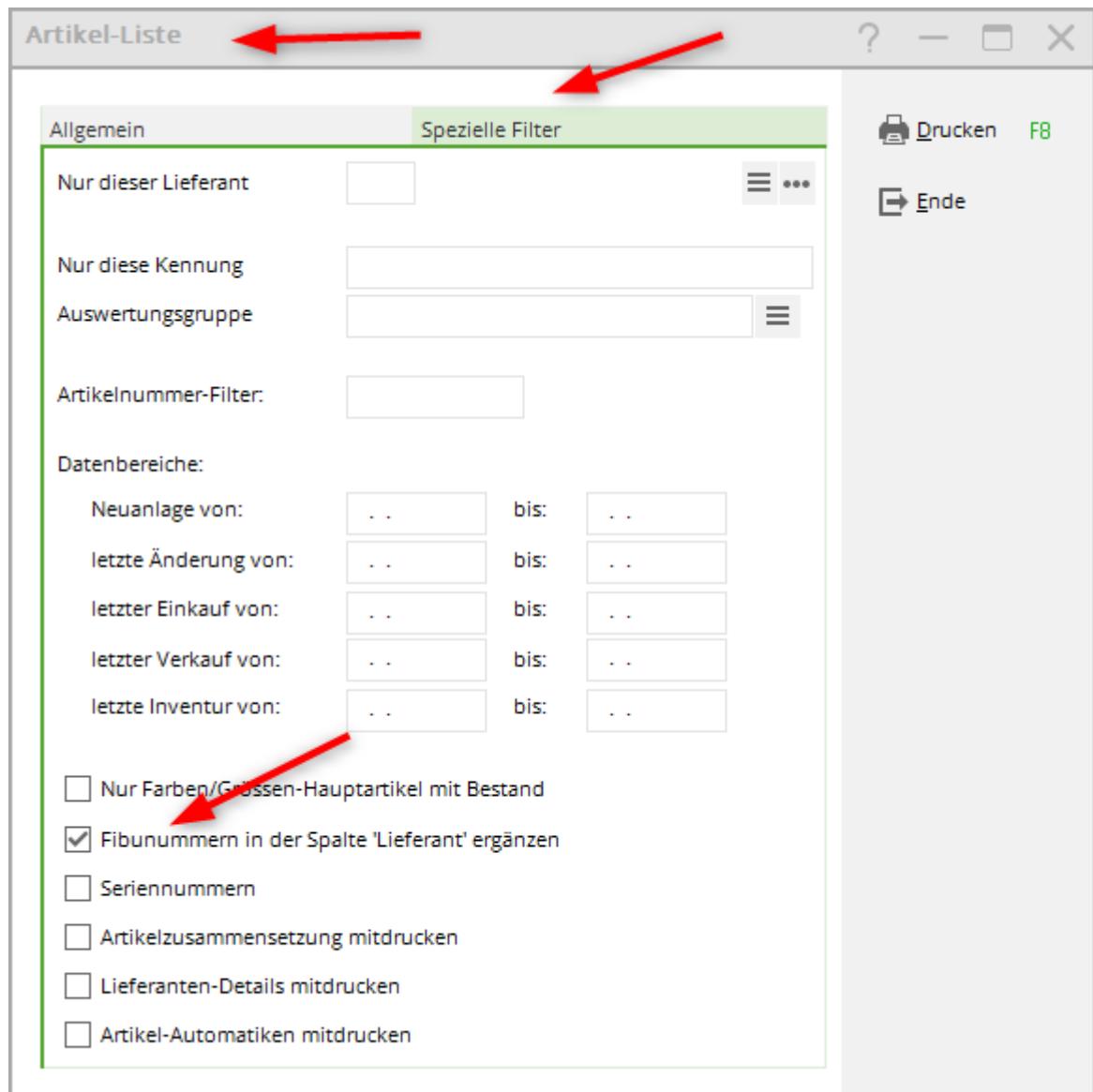
Lieferant	brwi	Brax, Willi Müller
Best.Nr.:		Packungs-Einheit
Barcode:		
		Rabatt
		0

- 12 → Tax key
- 1222 → Financial accounting account number
- /6 → cost centre 1
- /789 → cost centre 2

## Print article lists with Fibu numbers

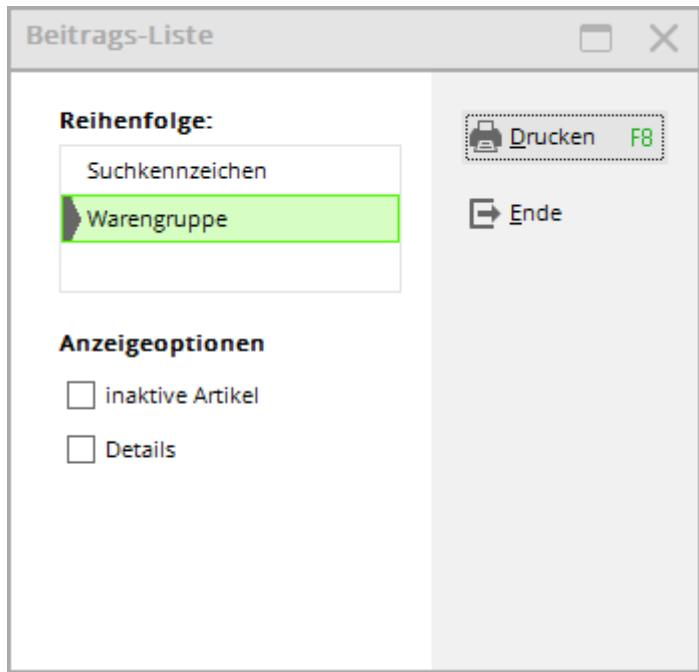
### Cash accounts

Print cash register items with Fibu numbers via „Items - print item list“ and tick the box under special filters:



## Contribution accounts

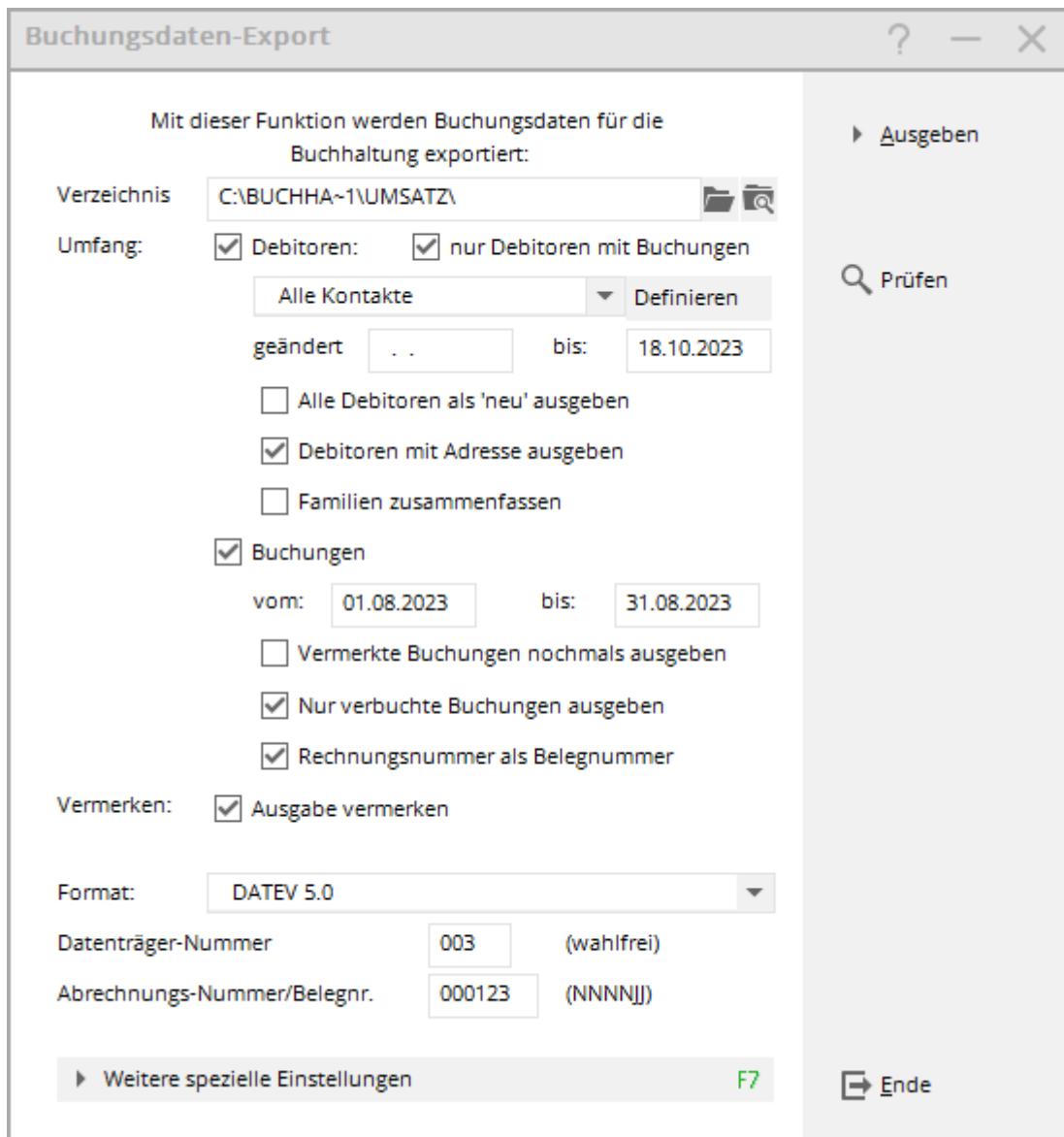
Print article lists from contribution accounts, e.g. in the open CLUB area via „Sales - Contribution types/articles - Print list/labels“ and sort by product group. The fibre number is always printed.



## Create export file

Once all the preparatory work has been completed, the actual accounting export can be started. The export is created separately for each account area (e.g. **CLUB**, **TURNOVER**, **GASTRO** etc.) Under Turnover you will find the programme item **Accounting export**.

The following window opens:



- **Directory**

Path for the export file.

- **Scope**

Normally you only need customers with postings.

- **All contacts**

Restriction of the person group possible, if this is desired and appropriate, discuss this during installation, especially for cash registers with open items, a formula is used to control which guests are to be posted to the collective debtor.

- **Changed... until 18.10.23**

All changes to customers up to the current date should be recorded.

- **Output all debtors as „new“**

This marks the exported customers as „NEW“.

- **Output customers with address**

If this is desired.

- **Summarise families**

If this box is ticked, the bookings are posted to the customer number of the main contact person; if it is not ticked, the booking remains with the individual person

- **Postings e.g. from: 01.01.23 to e.g. 31.01.23**

Please select the appropriate period.

- **Output noted bookings again**

PC CADDIE marks the bookings in the sales accounts with a yellow star. If you want to repeat the export, tick the box here.

- **Only output posted bookings**

Postings that are still in yellow in the sales accounts (no invoice created yet) are not exported.

- **Invoice number as document number**

If this is desired, please tick the box.

- **Note**

This tick sets the yellow star in the account.

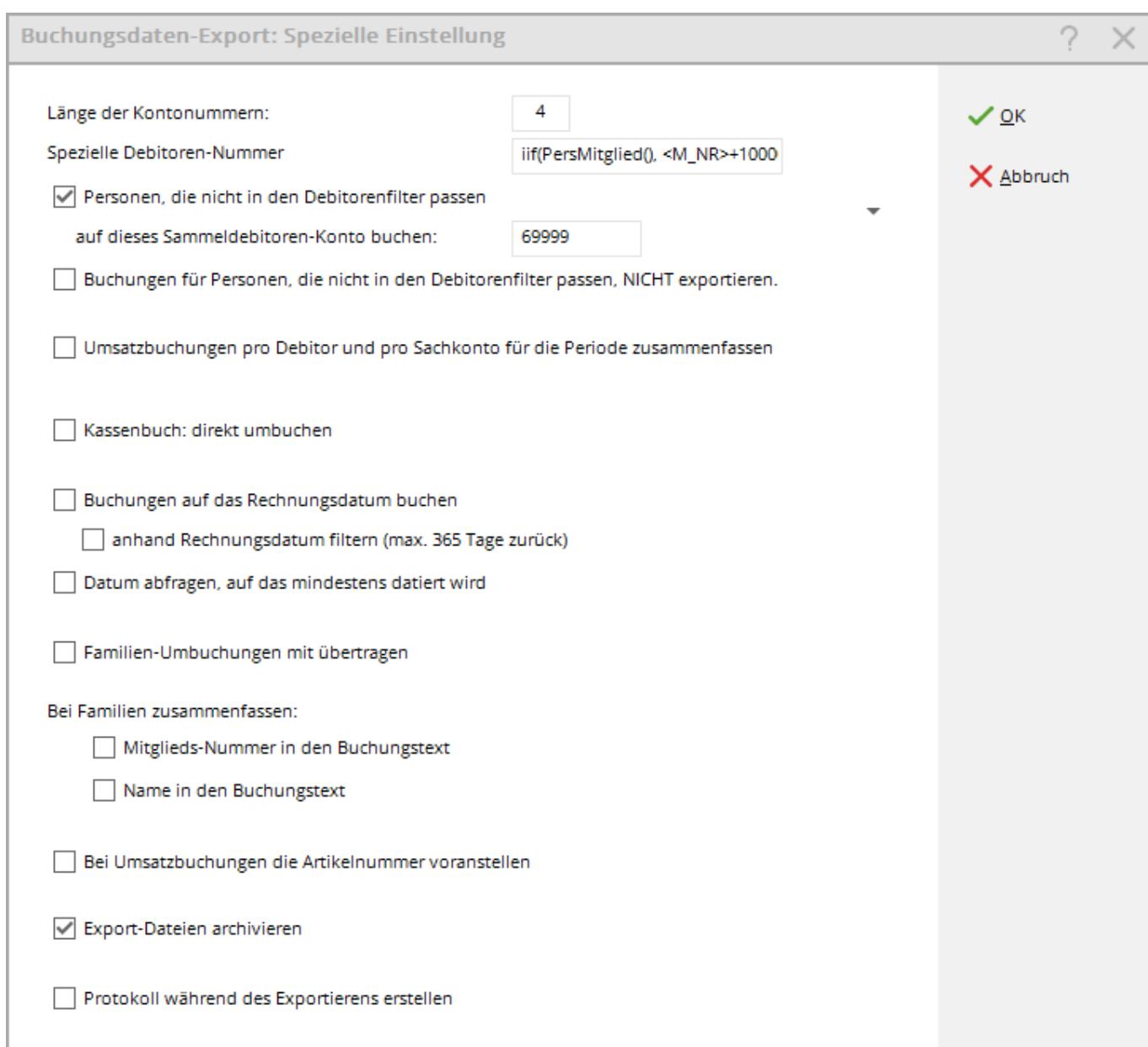
- **Format**

This is where you set the format for your accounting programme when installing the module.

- **Data carrier number/billing number**

Sometimes this information is necessary so that your accounting programme can read the file, e.g. the current year. For the accounting number, it is important that no more than 68 numbers can be assigned per year, i.e. numbers from 000123-006823 for the year 2023.

On the second page of the settings, click on the button **Further special settings** the following window opens:



- **Length of the account numbers**

This is the character length of the fibre numbers, with Datev these are usually 4 or 5 digits long, normally the account numbers are always 1 digit shorter than the customer number.

- **Special customer number**

Depending on the decision as to which customer number is used, the formula for the customer number output is entered here. In the example above, automatic debtors are used for members, but there are also guests with debtors (the formula cannot be seen in full here due to the length and will be determined by PC CADDIE for your data if required).

- **Post persons who do not fit into the debtor filter to this collective debtor account**

This is very useful, especially for cash accounts, so that you can post all guests who do not have a customer number to a collective customer. Please coordinate the customer number for the collective account with the accounting department. This information is also useful in other account areas so that postings from persons without a customer number can also be exported.

- **Postings for persons who do not fit into the customer filter, not exportieren:**

This tick is not normally set.

- **Sales postings per customer and per article for the period zusammenfassen:**

Especially in the cash account area **SALES** or **CASH** this makes sense, as you usually summarise each day. If, for example, you post all guests to 1 collective account, you can use this to summarise the individual items in one total. If you only want to summarise certain items (e.g. ball ticket bookings), please place an S. (for total) in front of the FIBO number, e.g. in the item in the FIBO number: S.1234

- **Set bookings to the invoice date**

In this case, the invoice date is exported instead of the item date. Please bear in mind that the tick is unfavourable if you have printed the invoices in the „old year“.

- **Filter booking output also by invoice date**

If the invoice also contains items for which the booking date is outside the exported booking period, these items are also exported.

- **Query the minimum date to be dated**

If the invoices were printed in the „old year“, you can also use this to control the date to which postings are made.

- **Transfer family transfer postings with**

This is used to additionally export the transfer postings from the partners/children to the main contact person (unnecessary when summarising families). **This tick is useful in cash accounts, especially if, for example, a green fee is booked on account via a hotel.**

- **For summarise families, membership number in the booking text**

The membership number is also exported.

- **Name in the booking text**

The name is also exported.

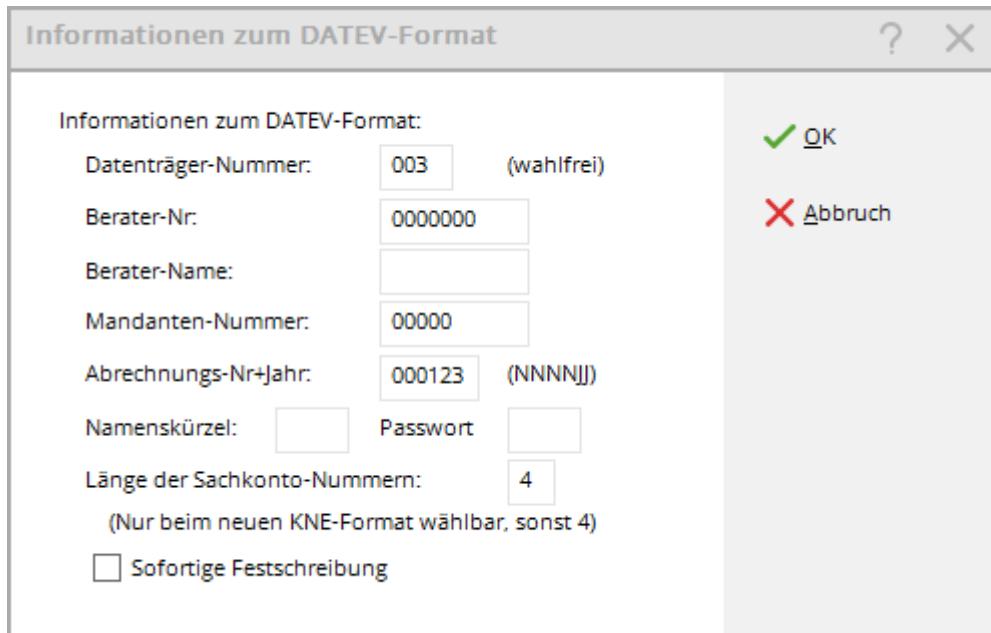
- **Prefix the article number for sales postings**

- **Archive export files**

The files are archived automatically. They are automatically moved from the original export path by PC CADDIE to a subfolder with the name of the account area. The export files are also marked with the date and time.

By clicking on the button **Export** button, the file is exported to the path entered.

Carefully fill in the following window with the data from your tax advisor:

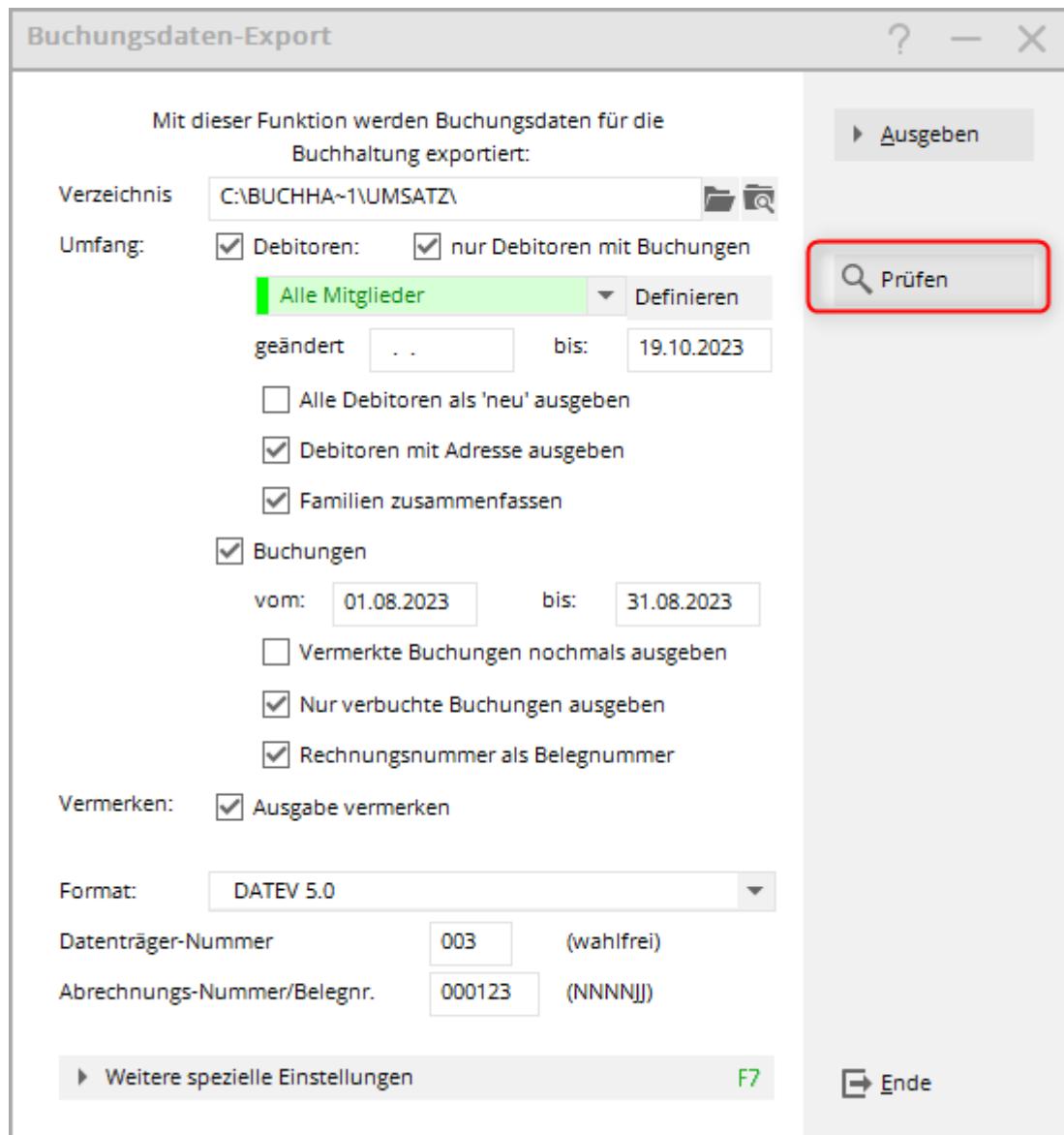


The files (with Datev there are 2 files, the posting batch and the customer file) are then available for importing into the accounting programme.

## Open/check the export files

### Checklists for DATEV

Once you have exported in DATEV 5.0 or DATEV 7.0 format, you can print checklists:



Select the file for the issued debtors according to your set export path.  
The file with the posting batch is preset. You can choose whether you want to view the customer file or the posting batch:



Name	Änderungsdatum	Typ
UMSATZ	19.10.2023 09:14	Dateiordner
EXTF_Buchungsstapel	19.10.2023 09:15	OpenOffice.org 1..
EXTF_Stammdaten-Deb-Kred	19.10.2023 09:15	OpenOffice.org 1..

... and print - here is an example of a customer file:

- the „Valid from“ column is filled with the person's entry date in PC CADDIE if you output the customers „with address“.
- many more fields are output (according to the Datev interface), this checklist only gives you an overview of the customer numbers (account) and which persons they are.
- if you want to view the file in full, open it with Excel or Open Office, for example

In this example, the customers were output without an address, the customer numbers in this case have 6 digits (the Fibu accounts would then usually have 5 digits in addition, but 4 digits would also be possible (depending on requirements and installation)).

## DATEV-Datei

Datei: C:\DATEVT\CLUB\EXTF\_Stammdaten-Deb-Kred.csv  
 DATEV Format: EXTF 510 4  
 Datenkategorie: 16 Debitoren/Kreditoren  
 Erzeugt: 19.10.23 09:28  
 Exportiert von: sup  
 Berater/Mandant: 0000000 / 00000

Stand: 19.10.23, 09:28 Uhr

Nr.	Konto	Unternehmen	Nachname	Vorname	Straße	PLZ	Ort	IC	Gültig ab	LS
1	175996		Kind					..	9	
2	175977		Alexander					..	9	
3	175958		René					..	9	
4	176021		Friedrich					..	9	
5	216004		Maria					..	9	
6	216082		Test					..	9	
7	217395		Julian					..	9	
8	176020		H. Peter					..	9	
9	176008		Fritzchen					..	9	
10	216135		Tester					..	9	
11	176002		Maria					..	9	

The following is an example of a posting batch:

In this example, the account numbers (Fibunumbers) have 4 digits and the customer numbers have 5 digits.

## **DATEV 5.0-Datei**

Datei: C:\DATEVTEST\EXTF\_Buchungsstapel.csv  
DATEV Format: EXTF 510  
Datenkategorie: 21 Buchungsstapel

Stand: 24.11.16, 14:37 Uhr

Nr. Rechnung	Datum	Eintrag	Konto	Gegenkonto	Mwst	Brutto EUR	S	Belegfeld 2
1 359	24.11.	/ Schoko	35925	1234		1.00	S	
2 359	24.11.	/ Barzahlung	35925	8077		1.00	H	
3 360	24.11.	/ -1.0*Cola - 0	19203	8055		3.50	H	
4 360	24.11.	/ Barzahlung	19203	8077		2.80	S	

## **Turnover statistics for non-exported bookings**

You can also check whether all postings have been transferred under ***Turnover/turnover statistics*** under the Filter tab. Exported and non-exported postings can be selected there. Read more about the [Checklist after the Datev export](#).

**Umsatz-Statistik**

Zeitraum und Inhalt	Filterung	Spezielle Artikel	Tage / Zeit / Club-Statistik												
<u>Warengruppen:</u>	<input type="text"/> <input type="button" value="Wahl"/>														
<u>Buchungstext:</u>	<input type="text"/>														
<u>Betragsbereich:</u>	<u>von:</u> <input type="text" value="-999999.99"/>	<u>bis:</u> <input type="text" value="9999999.99"/>	<input type="checkbox"/> Nur ungleich 0												
<u>Mwst.-Sätze:</u>	<input type="text"/>														
<u>Nur diesen Status:</u>	<input type="text" value="(neutral)"/>														
<u>EIBU-Export:</u>	<input type="text" value="(neutral)"/>														
<u>EIBU-Konten:</u>	<table border="1"> <tr> <td><input type="text"/></td> <td>3/3</td> <td><input type="button" value="X"/></td> </tr> <tr> <td colspan="3"><input type="text" value="(neutral)"/></td> </tr> <tr> <td colspan="3">* exportierte Einträge</td> </tr> <tr> <td colspan="3">NICHT exportierte Einträge</td> </tr> </table>			<input type="text"/>	3/3	<input type="button" value="X"/>	<input type="text" value="(neutral)"/>			* exportierte Einträge			NICHT exportierte Einträge		
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<u>Kategorien:</u>	<input checked="" type="checkbox"/> Normal <input checked="" type="checkbox"/> Familie	<input checked="" type="checkbox"/> Umbuchung <input type="checkbox"/> Zahlungen	<input type="checkbox"/> Eingang <input type="checkbox"/> Sonstige Sonder-Kategorien												
	<input type="button" value="Wahl"/>	<input type="button" value="Wahl"/>	<input type="button" value="Wahl"/>												
	<input type="button" value="Ende"/>														

## Transfer PDF of the invoices

It is not possible to transfer individual invoices as PDF files in the accounting export. Use the function for this:

### **Sales/data export audit**

It is best to select „ALL INVOICES“ in relation to the date range of the invoice creation!

**Datenexport Betriebsprüfung**

Datum von: 01.01.22

bis: 31.12.22

Rechnungs PDF Export:

Per Mail versendete Rechnungen

3/3 

Per Mail versendete Rechnungen

Alle Rechnungen

Nur Rechnungen exportieren 

ZIP Passwort:

(Für keine ZIP Verschlüsselung leer lassen)

Dezimal-Trennzeichen (Komma):

 Abbruch



The created file is located in the output directory and can be transferred to the tax consultant.

## Troubleshooting

### Missing postings in the file

Check whether the Fibunumbers have been entered in all articles, also use the sales statistics to find the articles (non-exported entries). Add the Fibunumbers and re-export the missing bookings. **You can find the setting =>here**

### Empty file

If the file is empty and you have entered all of the fibre numbers in the articles, you may have already output the booking period as a test. It may then help to tick the box „Output noted bookings again“. Bear in mind that if you tick this box, all bookings for the specified booking period will be output again.