

Export accounting data

The PC CADDIE module Bookkeeping export simplifies your accounting work. Data can be integrated into the respective accounting program with just a few clicks. There are some initial one-time preparatory steps, in which you have to fill-in the necessary settings. You have to do the following.

- Firstly, you must clarify with the accounting which customer numbers were previously used (there may be even bookings without customer account numbers in the **CHECK-OUT/SALES** area). PC CADDIE can use a formula to generate distinct customer numbers from the membership numbers, thus it makes sense to start the introduction of accounting exports with new customer numbers in order to avoid unnecessary follow-up work, such as the manually updating the customer numbers.
- Secondly, the FA account numbers are populated in the articles. Likewise, cost units and customers duties can be entered, if necessary.

Please discuss these two points with your accounting:

Possible formats

PC CADDIE can output the data in the following formats:

Buchungsdaten-Export



Mit dieser Funktion werden Buchungsdaten für die Buchhaltung exportiert:

Verzeichnis: E:\Dokumente\

Umfang: Debitoren: nur Debitoren mit Buchungen

Alle Mitglieder Definieren

- DATEV 5.0
- DATEV KNE
- DATEV OBE**
- ASCII mit Tabulatoren
- ASCII Spezial
- ANSI mit Tabulatoren
- KHK Version 3.2
- KHK 97
- Sage50/BeamNT TAF
- IBM Fibu
- Targetsoft
- Integra
- Abacus
- AbaConnect (FIBU/XML)

Vermerken:

Format: DATEV OBE

Datenträger-Nummer: 001 (wahlfrei)

Abrechnungs-Nummer/Belegnr.: 000121 (NNNNJJ)

▶ Weitere spezielle Einstellungen F7

▶ Ausgeben

Ende

Export of Posting Data (bookkeeping data) ✕

With this function data will be exported for the bookkeeping programme:

Directory: C:\... \...

extent: Debtors : only debtors with postings

All members ▼ Def.

changed: . . . to: 12.11.15

Output of all debtors as 'new'

Output debtors with address

Families together

Postings

from: 01.01.13 to: 31.12.13

Repeat output of noted postings

Output of posted entries only

Invoice-No. as Entry-No.

Note: Note output

Format: DATEV-Format (neu: KNE) ▼

Data carrier number: 001 (optional)

Accounting-No.+Year: 000112 (NNNNJJ)

More special options F7

Export
Quit

Please feel free to contact us for questions regarding SAP Export as well.

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

Please switch to the new data formats as soon as possible.

LEXWARE

Choose the format „ASCII with tabs“ for the Lexware export (this is a „text file“), with the import path „ASCII/Text“. „ANSI with tabs“ is also possible.

DATEV 5.0.

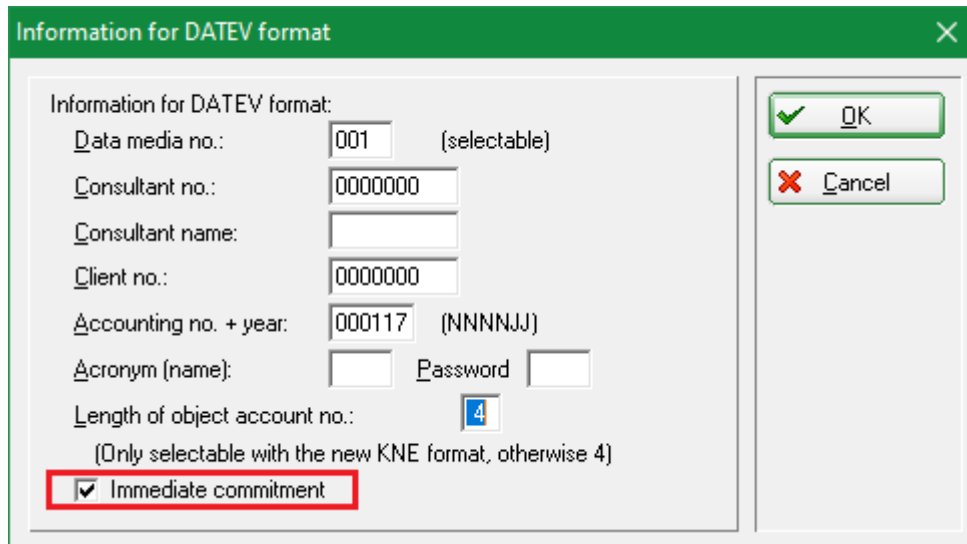
Overview

The accounting export for the **DATEV format 5.0.** is done via a **csv file.**

If you already work with DATEV and your DATEV program has the appropriate update, you just need to change the format of the output and you can export as usual.

Codification identifier

As soon as you start the export, you can decide in the following window if you want to immediately commit the codification to your accounting (it will be exported as codification identifier 1) or if you want to export without immediate commit (it will be exported as codification identifier 0). If in doubt, ask your accounting!



Information for DATEV format

Information for DATEV format:

Data media no.: 001 (selectable)

Consultant no.: 0000000

Consultant name:

Client no.: 0000000

Accounting no. + year: 000117 (NNNNJJ)

Acronym (name): Password

Length of object account no.: 4
(Only selectable with the new KNE format, otherwise 4)

Immediate commitment

OK

Cancel

Account holder

When transferring debtors, the **name of the account holder** is also transferred, if this is different from the name of the customer himself.

Use entry field 2

It is possible to fill in the **entry field 2 with the due date**, if the bookings are additionally issued on the invoice date. This requires special settings, so please contact the PC CADDIE support if you need this feature.

This special setting can also be used for the invoice date in the cash register!

Cashbook: direct booking against accounts

There is an additional possibility under **Special settings** (only for DATEV 5.0. format)



The check-mark **Cashbook: direct booking against accounts** ensures that cashbook documents are always exported individually (even if you have also checked „Summarize sales postings per debtor and per object account“).

The cashbook documents are posted directly from the FA as bar payments (without going through the collection).

The function **has priority over** „**Summarize sales postings per debtor and per object account for the period**“, which is very convenient if you want to export the cashbook entries individually.

Export of Posting Data (bookkeeping data) ✕

With this function data will be exported for the bookkeeping programme:

Directory: C:\DATEVTEST\GMBH\  

Extent: Debtors : only debtors with postings

All members ▼

changed 30.09.2015 to: 11.12.2020

Output of all debtors as 'new'

Output debtors with address

Families together

Postings

from: 01.01.2017 to: 31.12.2017

Repeat output of noted postings

Output of posted entries only

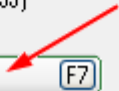
Invoice-No. as Entry-No.

Note: Note output

Format: DATEV 5.0 ▼

Data carrier number 001 (optional)

Accounting-No.+Year 000117 (NNNNJJ)

F7 

Accounting data export: Special settings

Length of account numbers:

Special debtor number

Post persons that do not match the debtor filter
to this pool account:

Do NOT export postings of persons that do not match the debtor filter.

Summarize sales postings per debtor and per object account for the period

Cashbook: direct booking against accounts

Post entries with the invoice date
 Filter records by invoice date

Request the latest date to be considered

Transfer family reposts

Summarize for families:

Member number in posting text

Name in posting text

Put article numbers in front of sales postings

Archive export data

Create the log during the import

Checklists

Note the new function for [Checklists](#)!

Customer numbers

In many cases, PC CADDIE can use a formula to generate distinct customer numbers from the membership numbers. The formula is set up by the PC CADDIE support team for you. This means less follow-up maintenance costs for the customer numbers. Additional customer numbers are needed if there are open items for non-members, for example, for the cash accounts area.

You can export the debtors with addresses to the accounting program.

If the accounting wants to use a separate number range, these numbers can be entered in an additional information field. But keep in mind that doing this involves further maintenance efforts, for example if you have to assign a new number for a new member.

Person: Richter, Heike

Name

Search abbr. rihe No. 030.9001.102021 Select No.

Title Addr.(Pers.)

First name Heike

Name Richter

Competition Cash register Timetable Intranet

Status | 1st Addr. | 2nd Addr. | Bank | **Infos** | Memo

Additional info

Caddiebox

Locker Ladies L.002

Locker Men

Special field 0

Debtor 12345

D.O.B. . . Entry 27.12.13 Resigne . .

Filter F12

New

Change F11

Delete F5

Copy F6

Account

Print F8

Export

SMS

Card

Close

Online

Quit

If this field is not available to you, you can set the description field according to these instructions: [Persons additional info fields](#).

FA account numbers

It is also possible to enter the FA account numbers for article groups. You can enter them under **Accounts - Fees - Edit and change group of articles**


New fee group ✖

Enter a new group:

Abbr.:

Name:

Booking area:

Color: 

Slip print:

- Bon 1
- Bon 2
- Bon 3
- Bon 4

Priority:

Account no (Fibu):

In order to ensure that the corresponding revenue items are posted to the correct FA account number, these numbers have to be associated with the articles. Provide the correct FA number in the payment method field if you want to also export the payments. The payment methods can be found in the products list. In entry accounts areas such **CLUB** or **GMBH** you will find the field for the FA-number as shown in the following screenshot:

Fee type ✖

Abbreviation, Name, Status

Abbreviation
Article group

Name

Due date Empty = Present date

Status

Amount

V.A.T.: % Net: Gross:

Define automatic transfer of fees

Only Members / Guests

Extra information ->

Filter

Filter

Filter

Gender only

Age group only

Membership type only

Status only

Status only

In areas such as **Sales** or **CASH REGISTER** you will find the corresponding field as shown in the following screenshot:

The screenshot shows the 'Article' window with the following data:

Article	
Art.-No.	call1003 0108
Name	Big Bertha Driver
Group	ESLH Clubs Mens
Colour chart	S Shafts
Size chart	ESL Single clubs
Account	8888
Status	normal
Unit	1
Packing	
Calculation	
V.A.T.	19,0 %
No discount	<input type="checkbox"/>
Colour / Size combination	
Steel - Driver 12,5°	239,00 2,00
Graphit, grey	299,00 7,00
Graphit, grey - Driver 10°	299,00 5,00
Purchase	169,00
PP(eff.)	152,10
Sales	239,00
Marge	24,27 %
Stock taking	<input checked="" type="checkbox"/>
Min. stock	0
Act. stock	2
Ordered	0
Supplier	
Order No.:	345345345
Packing details	
Disc.	10
Barcode:	

Cost units/customer duties

Cost units and customer duties can also be recorded in the FA account number field.

Article ✖

Article
 Art.-No. Account:

Name Add. info

Group

Colour chart

Size chart

Prices / Amounts

Status Unit Packing

Calculation V.A.T.: % No discount

Colour / Size combination

Steel - Driver 12,5°	239,00	2,00	Purchase	169,00
Graphit, grey	299,00	7,00	PP(eff.)	152,10
Graphit, grey - Driver 10°	299,00	5,00	Sales	239,00

Marge: 24,27 %

Stock taking

Min. stock

Act.stock

Ordered

Purchase

Supplier

Order No.: Packing details Disc.

Barcode:

- 12. → Customer duties
- 3456 → FA account number
- 789 → Cost units

Create the export file

The actual accounting export can be started after all preparations have been completed. The export is performed separately for each account area (for example, **CLUB, SALES, GASTRO**). You can start the process under **Accounts/Bookkeeping-Export**.

The following window opens:

Export of Posting Data (bookkeeping data) ✕

With this function data will be exported for the bookkeeping programme:

Directory:

extent: Debtors : only debtors with postings

changed to:

Output of all debtors as 'new'

Output debtors with address

Families together

Postings

from: to:

Repeat output of noted postings

Output of posted entries only

Invoice-No. as Entry-No.

Note: Note output

Format:

Data carrier number (optional)

Accounting-No.+Year (NNNNJJ)

F7

- **Directory**
Path for the export file.
- **Extent**
Normally you need „only debtors with postings“.
- **All persons**
Limiting the group of persons if appropriate; for example, you can use „all members“ if you would like to book all members as collective debtors.
- **Changed... to 07.02.11**
Export all debtor changes up to this date.
- **Output all debtors as „new“**
All debtors that are exported are marked as „New“.
- **Output debtors with address**
If desired.
- **Families together**
Checking this means the booking will be made on the account number of the main contact person; otherwise the booking will be made individually.
- **Postings for example from: 01.01.11 to 31.12.11**
Please select the relevant time period.
- **Repeat output of noted entries**
PCC marks the bookings with a yellow star in the revenue accounts. You must check this box if you want to repeat the export.
- **Output of posted entries only**
Bookings, which are still marked in yellow in the revenue accounts (with no invoices) are not

exported.

- **Invoice-No. as Entry-No.**

Check this box if desired.

- **Note**


Checking this places the yellow star in the account.

- **Format**

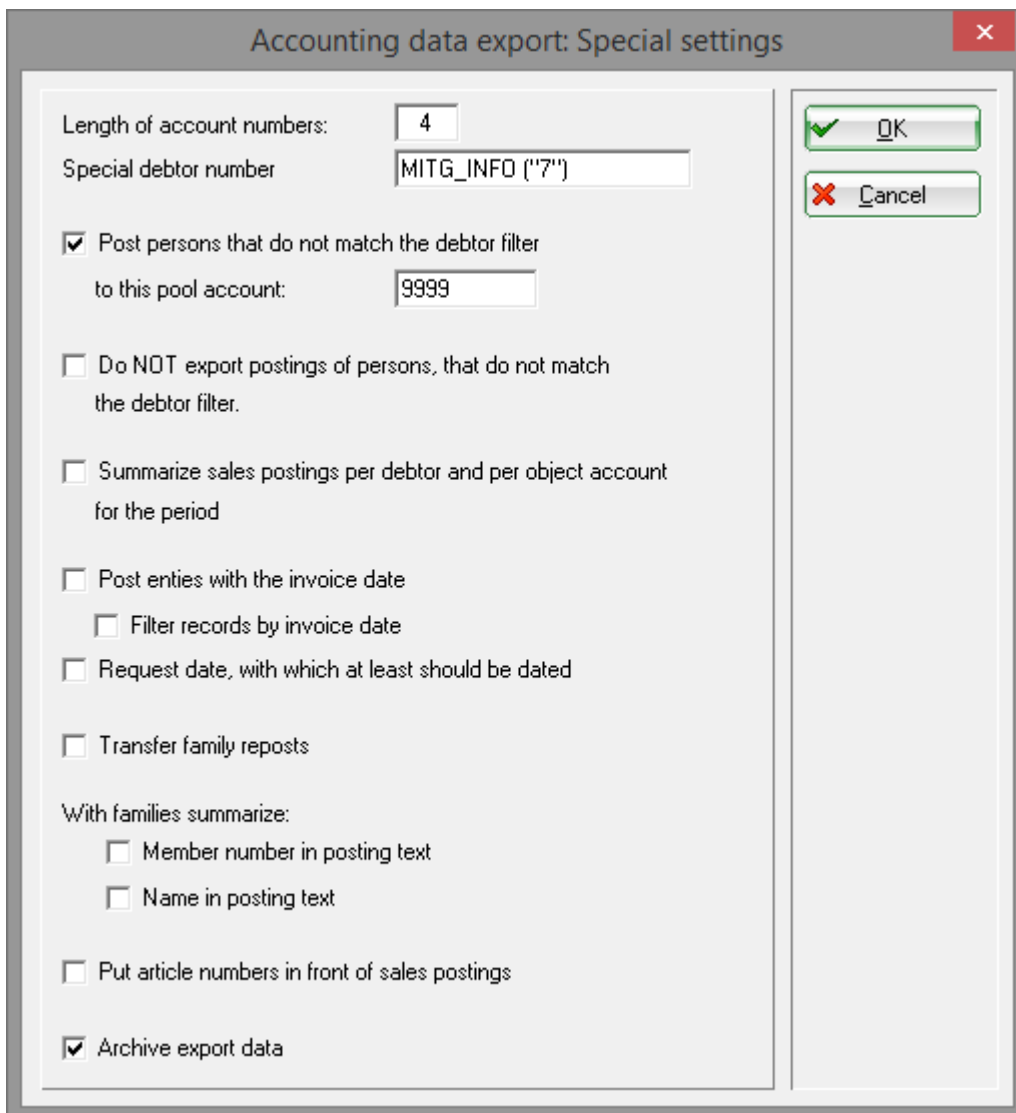
You set here the format to be used when configuring the module for your accounting program.

- **Data carrier/Accounting number**

Information which is sometimes necessary so that your accounting program can read the file,

for example, the current year.  It is important that no more than 68 numbers are assigned per year; for example only the numbers between 000112 and 006812 for 2012.

Clicking on **More special options** brings you to the second page of the special settings; the following window opens:



- **Length of account numbers**

This is the character length of FA numbers. There are 4 digits for the DATEV format; usually the account numbers is always 1 character shorter than the customer number.

- **Special debtor number**

The formula for the customer number generation is inputted here, according to the decision

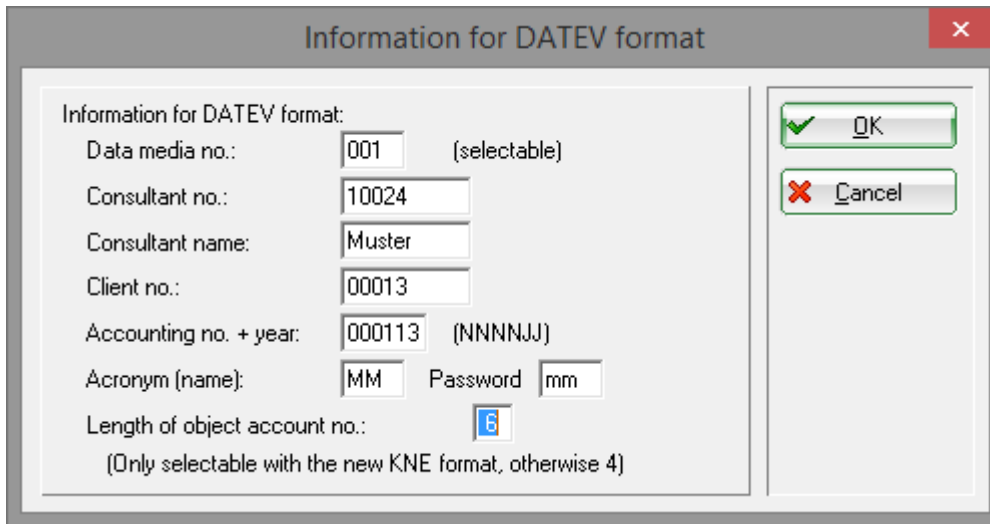
regarding which account number is used. In the example above this is the 7th field of the additional info.

- **Post persons that do not match the debtor filter to this pool account**
This is very useful, especially for cash accounts, so you can book all the guests on a debtor. Please agree upon the account number for the collective account with your bookkeeping. This information is also useful in other areas to ensure that no bookings are „lost“.
- **Do NOT export postings of persons, that do not match the debtor filter**
This box is usually not checked.
- **Summarize sales postings per debtor and per object account for the period**
Particularly useful in areas such as **SALES** or **CHECK-OUT**. You can use this for example if you want to book all the guests using a collective account, and summarize all the individual items in a lump sum. Please put an S (for Sum) before the FA number if you want to summarize only certain products (for example ball card bookings); the FA number will look like this (just an example): S.1234.
- **Post entries with the invoice date**
In this case the invoice date will be exported. Please keep in mind that checking this is inconvenient if you have printed the invoices in the past year.
- **Filter records by invoice date**
Items with the posting date outside of the exported accounting period included in the bill will also be exported.
- **Request date, with which at least should be dated**
If the bills were printed in a past year, you can also request the booking date.
- **Transfer family reposts**
The bookings of the partner/children are exported to the main contact person.
- **With families summarize, Member number in posting text**
The membership number is also exported.
- **Name in posting text**
The name is also exported.
- **Put article numbers in front of sales postings**
- **Archive export data**
The files are automatically archived. PC CADDIE automatically moves them from the original export location to a subfolder that has the name of the accounts area. In addition, the export files are marked with the date and time.

Clicking the **Export** button triggers the export to the desired location.



Fill-in the following window with your accountant's data:

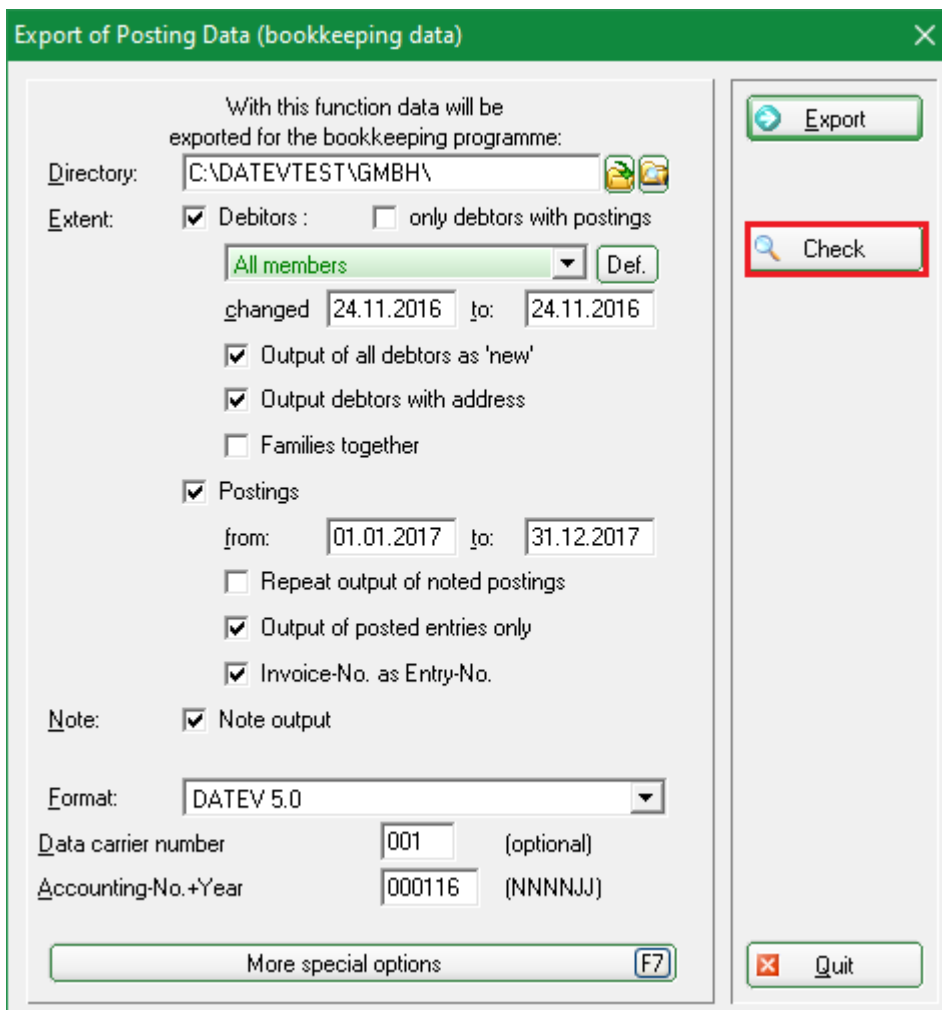


The files (for DATEV there are 3 files) are then available in your accounting program.

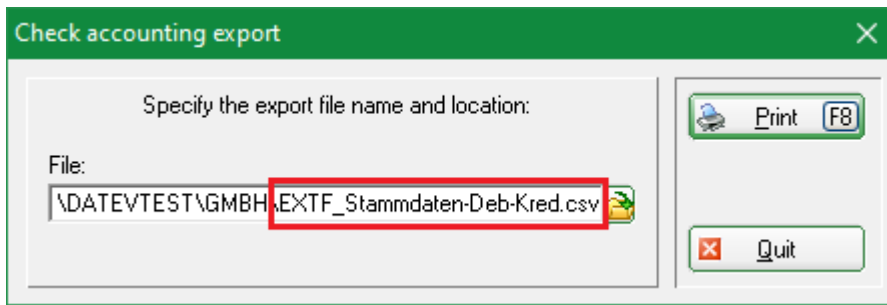
Open/control of DATEV file

Checklists for DATEV 5.0

You can print the checklists after exporting in DATEV 5.0 format:



Select the file for the issued debtors according to your selected export path.



... and print:

- the column „Valid from“ corresponds to the person's entry date in PC CADDIE
- many more fields are output, this checklist only gives you an overview of the customer numbers (account) and who they are
- open the file with Excel or Open Office if you want to view it completely

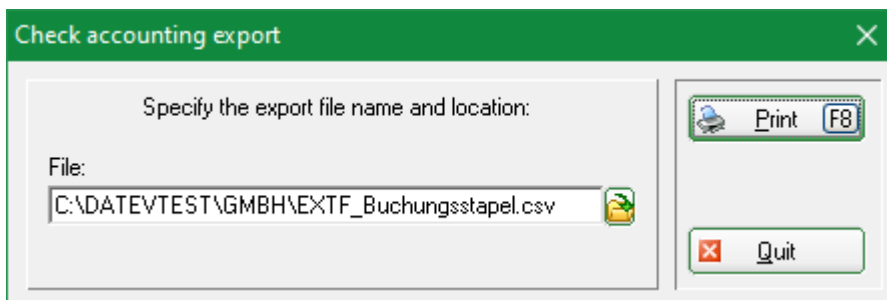
DATEV 5.0-Datei

Datei: C:\DATEVTEST\EXTF_Stammdaten-Deb-Kred.csv
DATEV Format: EXTF 510
Datenkategorie: 16 Debitoren-/Kreditoren

Stand: 24.11.16, 14:29 Uhr

Nr.	Konto	Unternehmen	Nachname	Vorname	Straße	PLZ	Ort	IC	Gültig ab	LS
1	10000							DE	02.01.2016	9
2	35923							DE	07.10.2014	8
3	10765				Strasse 2	CH 8400	Testort	CH	23.09.2014	9
4	17224							DE	02.06.2014	9
5	35924							DE	07.10.2014	9
6	17378					65183	Wiesbaden	DE	10.06.2014	9
7	35925							DE	07.10.2014	9
8	13391							DE	01.07.2011	9
9	85948				Vöcklinghauser Str. 33	45130	Essen	DE	01.03.2016	9
10	10006					53498	Testort 2	DE	10.11.2004	8
11	10394							DE	25.08.2007	9
12	14342				Postfach 4711	53424	Remagen	DE	01.05.2010	9
13	19203							DE	17.12.2015	9
14	19205					12345	Testort 2	DE	01.01.2016	9
15	85952							DE	01.09.2016	9
16	85935					78333		DE	23.10.2015	9
17	11489					44444		DE	19.01.2010	9
18	12933							DE	22.03.2011	9

Select again the button **Check** and then print the file of the issued bookings:



DATEV 5.0-Datei

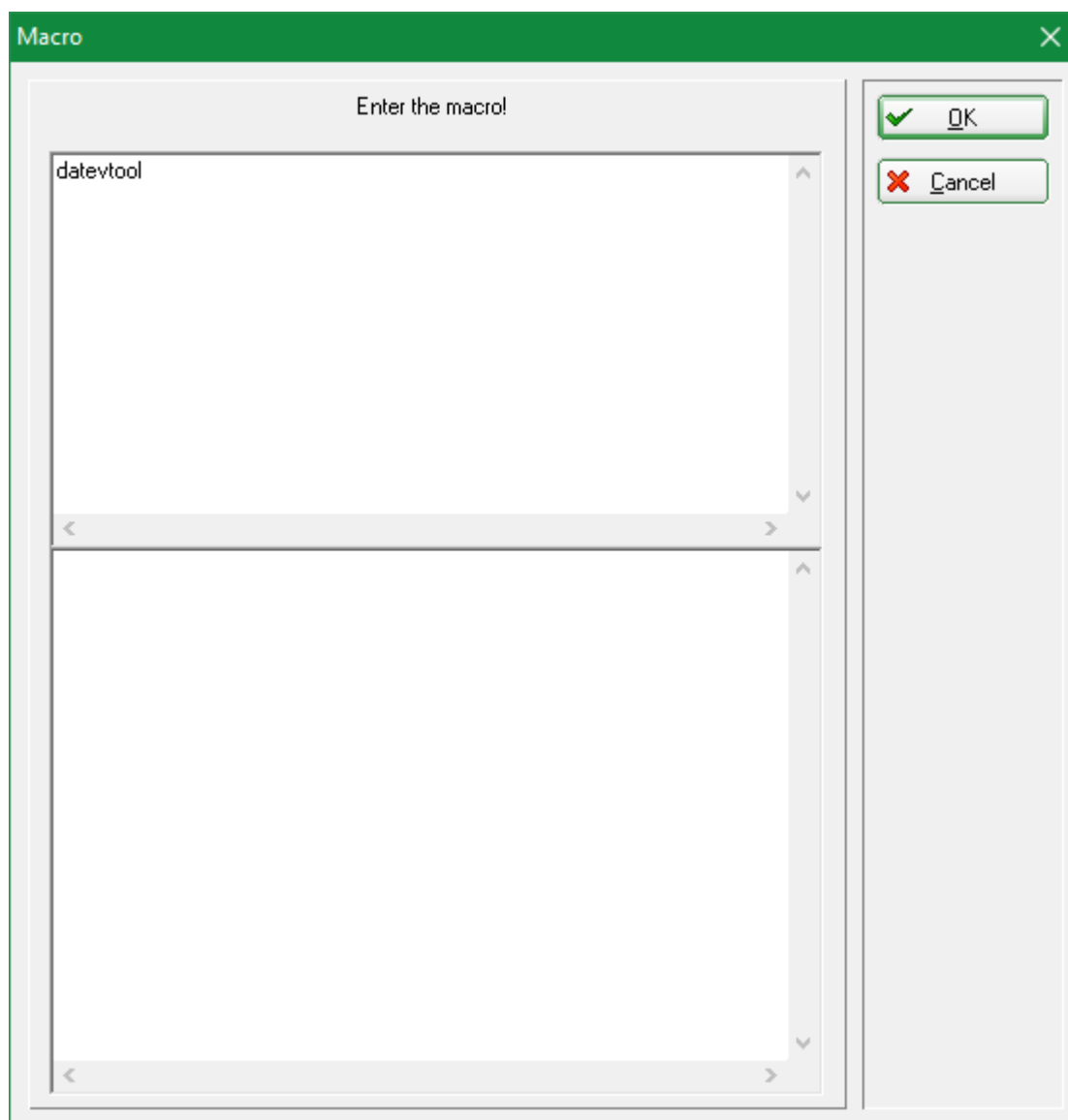
Datei: C:\DATEVTEST\EXTF_Buchungsstapel.csv
DATEV Format: EXTF 510
Datenkategorie: 21 Buchungsstapel

Stand: 24.11.16, 14:37 Uhr

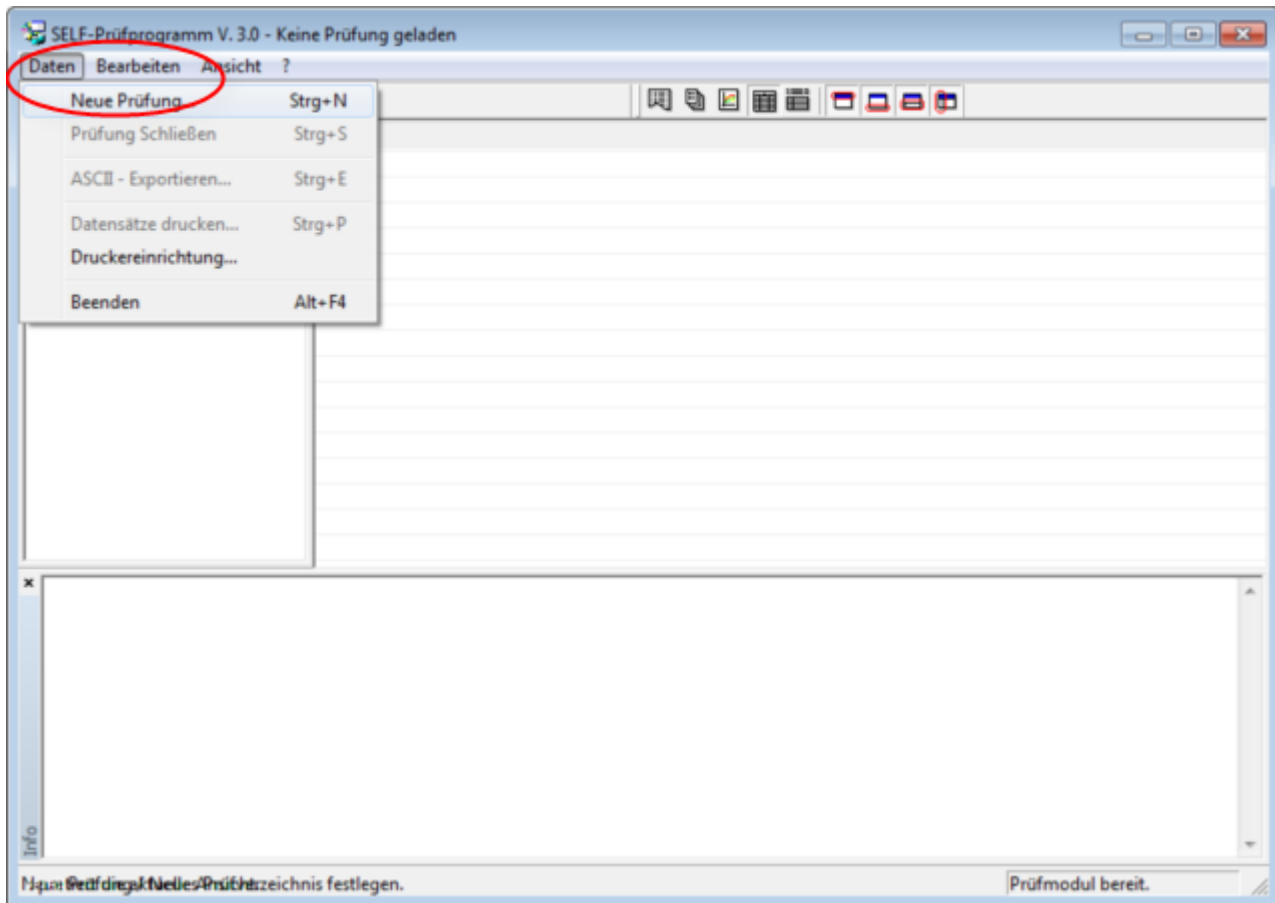
Nr.	Rechnung	Datum	Eintrag	Konto	Gegenkonto	Mwst	Brutto EUR	S	Belegfeld 2
1	359	24.11.	[redacted]/Schoko	35925	1234		1.00	S	
2	359	24.11.	[redacted]/Barzahlung	35925	8077		1.00	H	
3	360	24.11.	[redacted]/ -1.0*Cola - 0	19203	8055		3.50	H	
4	360	24.11.	[redacted]/Barzahlung	19203	8077		2.80	S	

View the Datev file (new KNE)

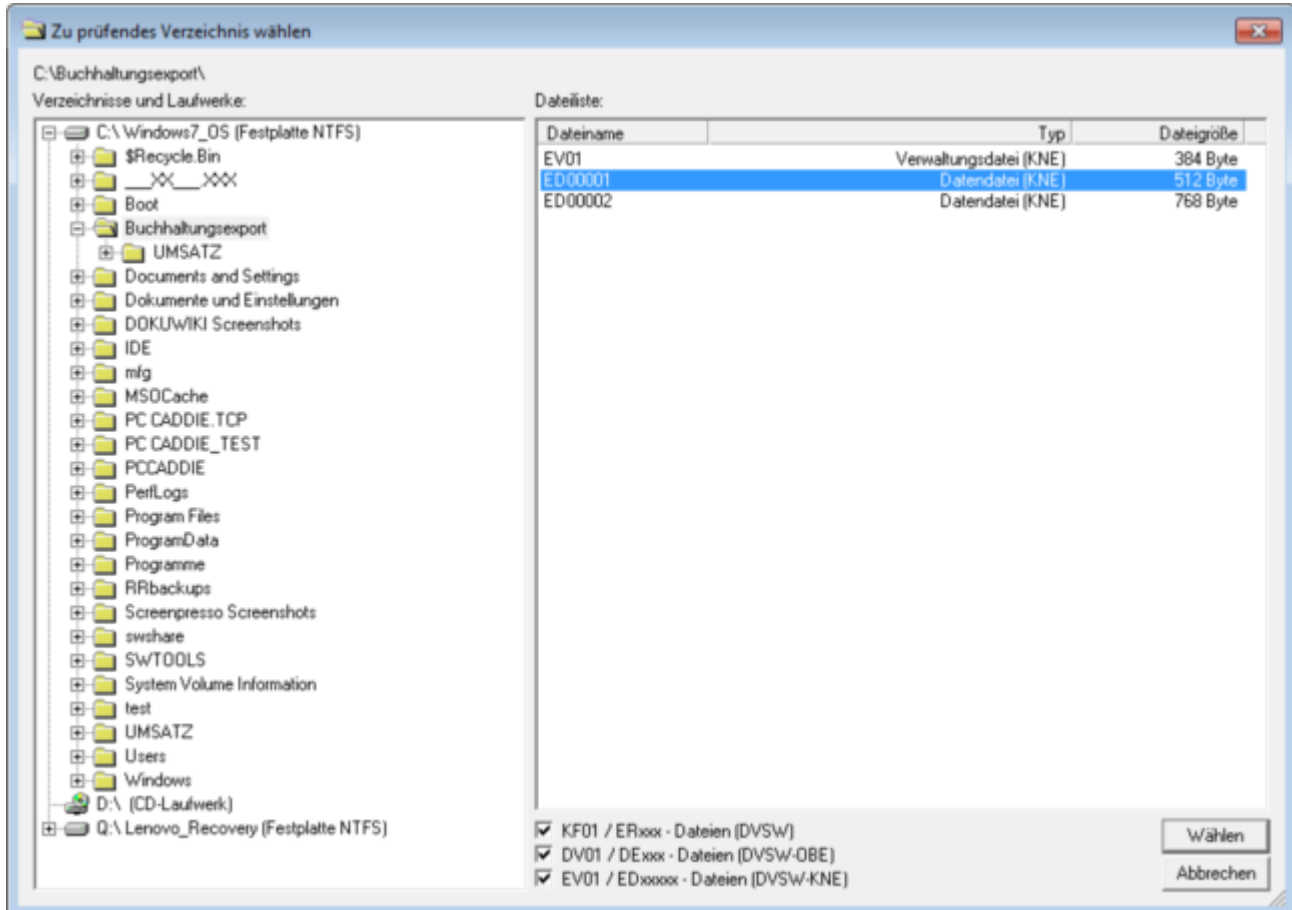
You can view the **Datev files (new KNE)** with a self-audit program. You need to install a macro for this. Input „datevtool“ (without quotation marks) under **Setup/Macros** and confirm with **OK** or F12.



The self-audit program starts; click on „File/New audit“ to examine the appropriate file.



Select the path as specified by the booking export:



Select one of the files and press the **Select** button. PC CADDIE exported two or three files: the first file contains the master data of the accountant, the second file is the debtor (this file is always there if there are new debtors), the 3rd file contains all bookings.

Satz...	Umsatz	BU-Schlüssel	Gegenkonto	Belegfeld 1	Belegfeld 2	Dat...	Konto	K...
1	100000		8027	20090017		0101	10006	
2	100000		8027	20090013		0107	10011	
3	100000		8027	20090013		0107	10011	
4	5000		8080	20090013		0107	10011	
5	100000		8027	20090011		0107	12345	
6	100000		8027	20090013		1210	10011	
7	100000		8027	20090013		1210	10011	
8	11000		8026	20090015		1210	10245	
9	7000		8029	20090014		1210	11603	
10	5000		8080	20090016		1210	12345	
11 S...	Summe: 628000							

Select the display option „Table“, as in this example, to see the bookings. The sales can be expressed in cents, for example, the offsetting account is the FA number, you can also see the date and other details. Scrolling to the right allows you to read the article text.

Sales statistics for the bookings which were not exported

Another option to control if all bookings are exported is available under **Accounts/Print.../Statistic**, under the **Filter** tab. You can select here both exported and not exported bookings. More information available at: [Checklist for the DATEV Export](#).

Sales statistics ✖

Time period and Content Filter | Special Article | Days / Time / Club-Statistic

Article groups: Choose

Booking text:

Amount area: from: to:
 Only dissimilar 0

VAT-Rate:

Only this status: ▼

FM-Export: ▼

FM-Accounts:
★ Exported entries
NOT exported entries

Register area:

Statistic area: Choose

Booking person: Choose

Paym. method: Choose

Discount-Rate:

Categories: Normal Transfer In-payment Cash book
 Family Payments Other special categories

🖨️ Print F8

★ Reset F5

📂 Load F9

💾 Save F11

✖ Quit

Troubleshooting

Missing entries in the file

Check if the FA numbers are entered for all the articles; you may need to use the statistics in order to find the articles (not exported entries). Re-export the missing entries after all the FA numbers are correct.

Empty file

If the file is empty and you have entered all the FA numbers it may be the case that the booking period is incorrect. It might help to check the „Repeat output of noted postings“ box. Keep in mind that this means that all bookings within the specified accounting period are exported again in this case.

FA numbers

- ARLI_ACCNO - FA number on article list cash accounts
- BEIT_PRNTNUM - Article list with FA numbers contribution accounts
- KASS_ABSFIBU - FA numbers on daily closing