

Data export auditing



GoBD: Principles for the proper management, storage and access of books and records in electronic form

The menu entry **Accounts/Fiscal-Export** opens the data export auditing. The files issued here are stored in CVS format and can be read in by the tax office. Please pay attention to which account area you are in. If you want to output the data from a cash account area, such as SALES, please change to the relevant account area before exporting to GoBD.

You can find out how to change the account area under [Select account area](#)

If you need export data from an archived area, please change to the respective archive area beforehand.

Clicking on **Fiscal-Export** opens the following window:

Fiscal export

Date from 01.01.17
to 31.12.17

Invoice PDF export:
Invoices sent by email

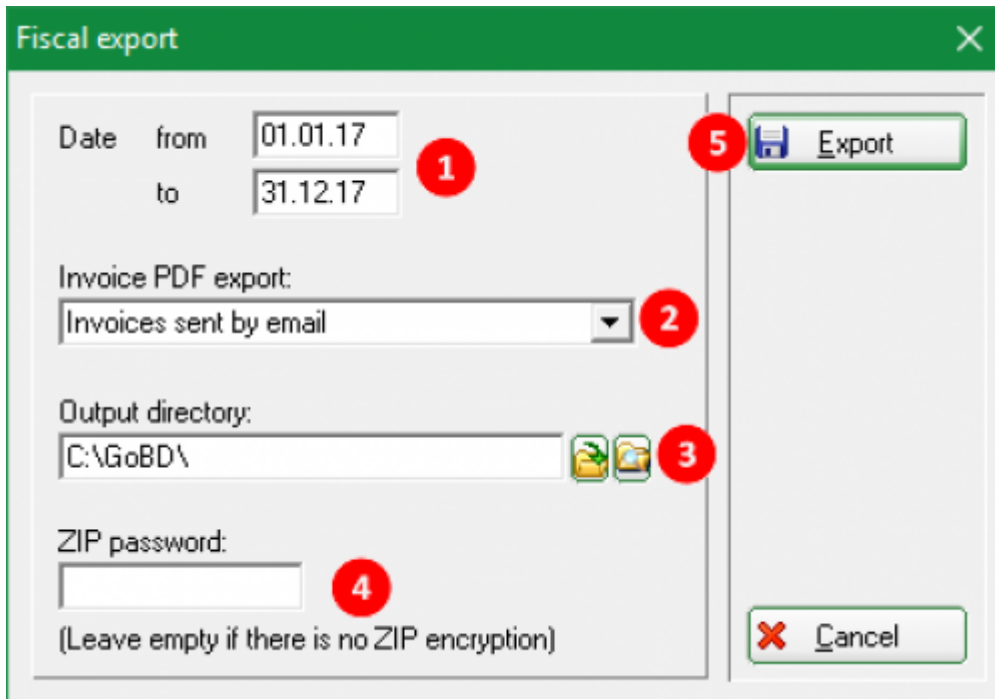
Output directory:
C:\GoBD\

ZIP password:
(Leave empty if there is no ZIP encryption)

Export

Cancel

You can now make the desired settings:



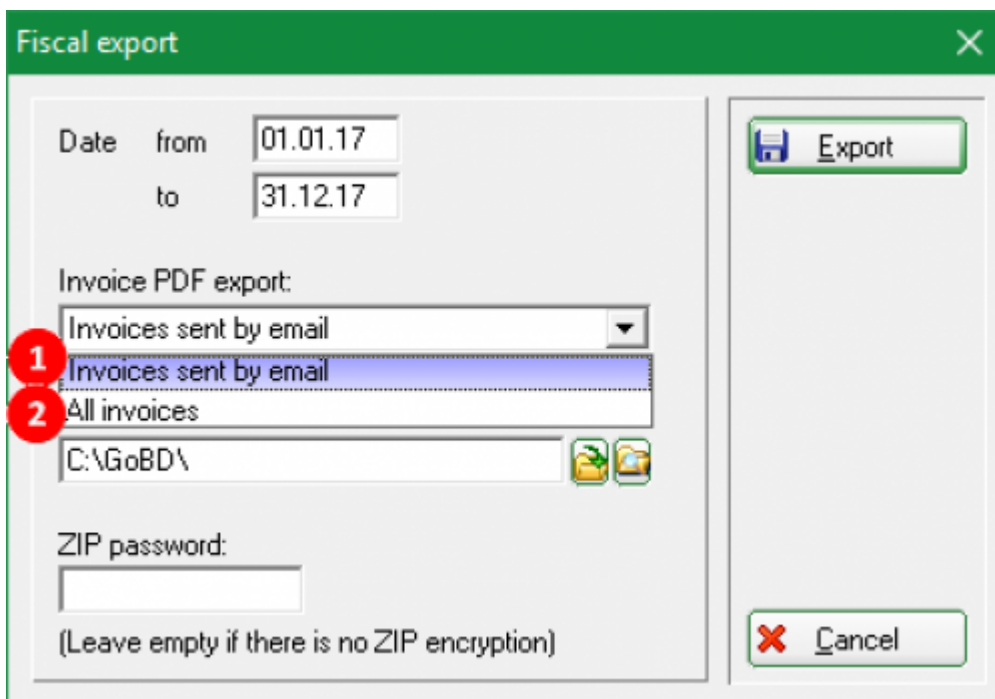
The period to be exported is defined at (1).

You have the possibility to choose between two invoice PDF exports at (2).

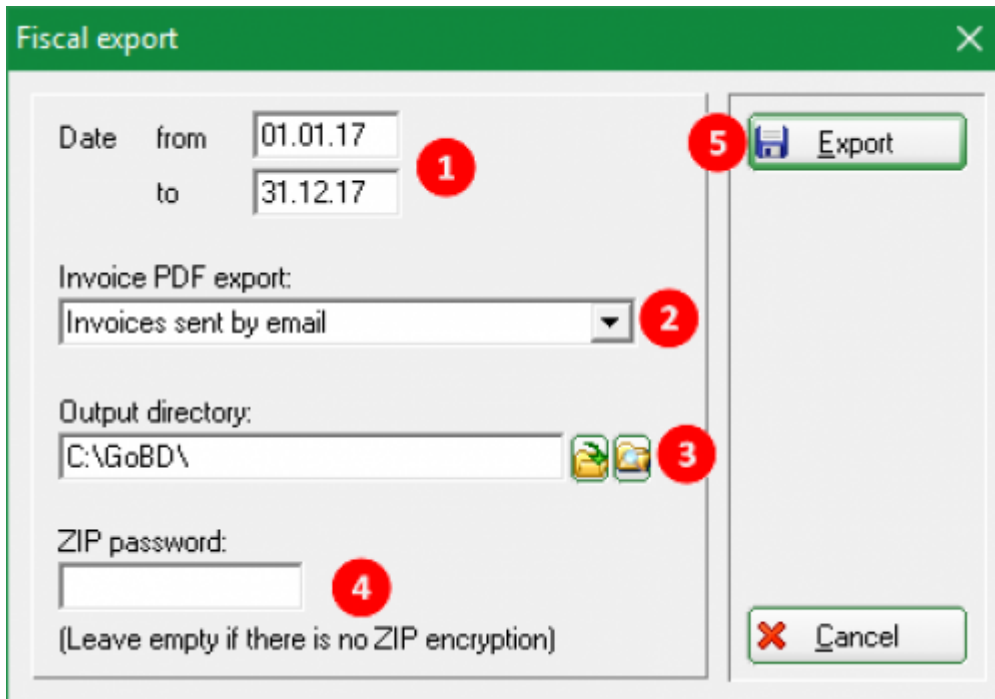
- **Invoices sent by email:** only the invoices sent by e-mail are exported.

or

- **All invoices:** all invoices written in the period defined above are exported as a PDF file.



(3) specifies an output directory where the CVS files should be exported.



If you want to password protect the files, enter a corresponding password at (4). This will be required later when opening the export files.

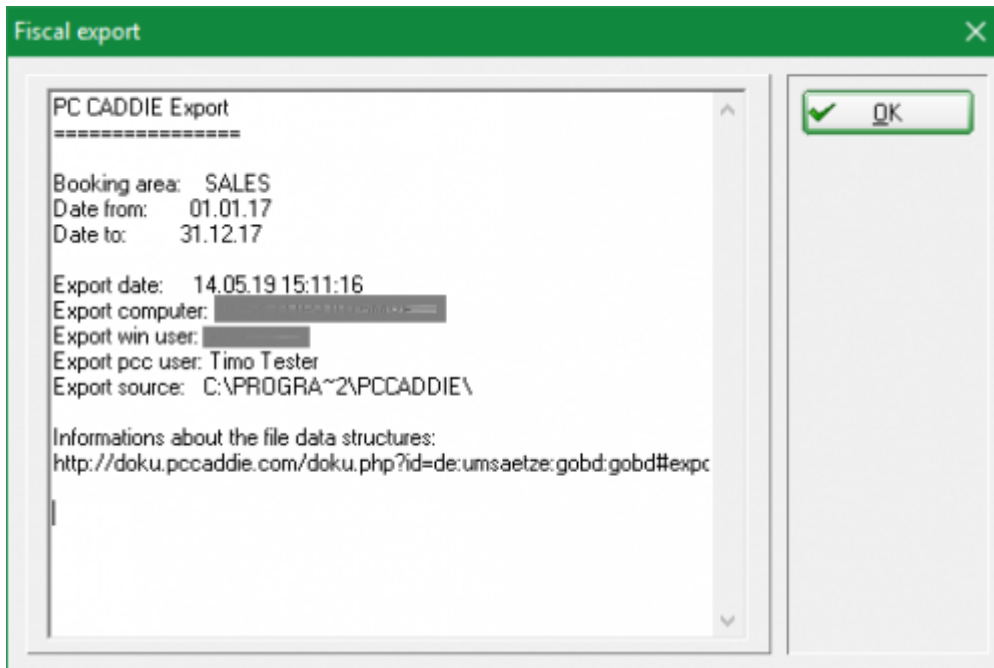
Click on **Export** (5).

PC CADDIE asks again if the fiscal export for the selected account range should be started.

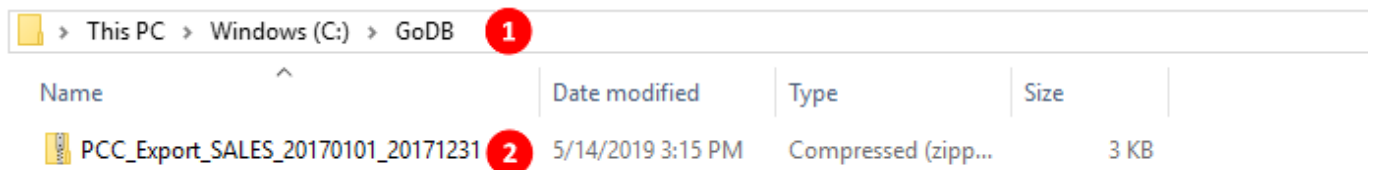


Confirm with **Export**.

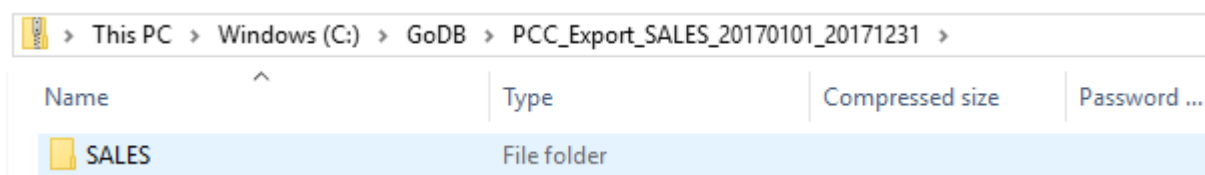
You will receive some relevant information after the export is done: the account area output, the time period, the date and time of the export, the name of the computer, the Windows user, the PC CADDIE user, and the output directory.



confirm with **OK**. Then the file explorer (Windows Explorer) opens with the selected link (1) and a ZIP folder (2). The exported account area and time range are included in the name of the ZIP folder. You can open the ZIP folder with a double-click.



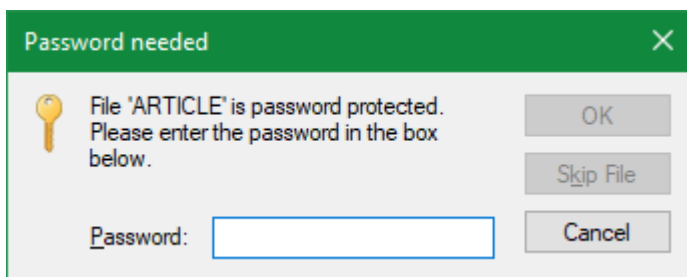
This ZIP folder contains another subfolder with the name of the account area. You can also open this folder with a double-click. Inside are the CVS files that you can open with your standard spreadsheet program.



The export files will look like this:

Name	Type	Compressed size	Password ...	Size
ARTICLE	Microsoft Excel-CSV-Datei	1 KB	Yes	
ARTICLE_GROUP	Microsoft Excel-CSV-Datei	1 KB	Yes	
BOOKINGS	Microsoft Excel-CSV-Datei	1 KB	Yes	
CASH_PROTOCOL	Microsoft Excel-CSV-Datei	1 KB	Yes	
CASHBOOK	Microsoft Excel-CSV-Datei	1 KB	Yes	
CHANGE_PROTOCOL	Microsoft Excel-CSV-Datei	1 KB	Yes	
CUSTOMER	Microsoft Excel-CSV-Datei	1 KB	Yes	
HASH_SHA256	Compressed (zipped) Fol...	1 KB	Yes	
INFO	Text Document	1 KB	Yes	

If you have assigned a password and want to open one of the above mentioned files, you get the following message. Here you must then enter the password previously entered in PC CADDIE, and confirm with **OK**.



Export files

The following list shows the contents of each file:

ARTICLE.CSV

Used articles in the defined period of the exported account range

Field name	Description
CODE	Unique ID
NAME	Name
WAGR	Articles group ID
NETTO	Net price
BRUTTO	Gross price
MWST	Tax rate in percent
FIBU	FA number

ARTICLE_GROUP.CSV

Used articles groups in the defined period of the exported account range

Field name	Description
CODE	Unique ID
NAME	Name
AREACODE	Booking area ID
AREANAME	Booking area Name
FIBU	FA number

BOOKINGS.CSV

All entries from the selected account area are listed.



The fields important for economic evaluations are marked in bold.

Field name	Description
KONTMITGCO	Customer number from CUSTOMER.CSV, MITGCODE
KONTBEITCO	Internal article number from GOLFBEIT.DBF, BEITCODE
KONTBEITSU	First four characters of the „external“ article number
KONTBEITNA	Booking text; Price: = price changes
KONTEKNET	Purchase price of the booked article (rarely used) (Net)
KONTVKORG	Original selling price in case of discounts (gross)
KONTBRUTTO	Gross price including VAT for the line item
KONTNETTO	Net price without VAT for the line item
KONTMWST	Tax rate in %
KONTZAHLT	Paid amount - used only in special cases
KONTWAEHR	Currency for foreign currency payments
KONTDATUM	Booking date
KONTZEIT	Booking time
KONTSTATUS	Status of the entry
	0 = Notes without own booking value (invoice header etc.)
	3 = Normal bookings
	4 = Booking with variable price (Article „Divers“ etc.)
	5 = Booking with free text
	7 = Card bookings (Charges on prepaid cards)
KONTTYP	Booking type
	<Empty> = Normal
	R = Invoice header
	Z = Payment
	D = Deleted
	p = Price changes
	A = Adjustment of article number
	U = Rebooking
	K = Cash register
	W = Articles movement booking (if an item is distributed to several, this posting may not be included in the balance)
	v = Corresponding follow-up bookings

Field name	Description
KONTBEZ	Status
	0 = Not recorded
	1 = In invoice
	2 = Retracted
	4 = Partly payed
	5 = Payed
KONTMAHND	Reminder date
KONTMAHN	Reminder level
KONTRGNR	Invoice / receipt number
KONTRGDAT	Invoice date
KONTBEZDAT	Payment date
KONTFIBU	Update status in Financial Accounting (at accounting interface)
KONTAREA	Cash register area (in case of large facilities with several cash register areas)
KONTSTAREA	Statistics area (for evaluations according to customer types, seldom used)
KONTXINFO	Extended information for special cases
KONTSTORNO	<i>Not used</i>
KONTRABATT	Discount rate in %
KONTNUTZER	Encrypted user ID
KONTCHKSUM	Line checksum, usually not used
KONTINDX01	Internal link
KONTINDX02	Internal link
KONTINDX03	Internal link

CASH_PROTOCOL.CSV

All cash book entries are outputted. Similar to the cash register [protocol](#)

CASHBOOK.CSV

Cashbook bookings

CHANGE_PROTOCOL.CSV

All changes are logged in this file.

- Article changes
- User changes (New, Change, Delete)
- Confirm cash balance
- Disable GoDB-compliant cash book
- Day-end closing
- Cancel several bills
- Cancel the invoice
- Invoice number changes

CUSTOMER.CSV

Used customers in the defined period of the exported account range

Field number	Description
CODE	User ID
SUCH	Search abbreviations

INFO.TXT

Information about the fiscal export

- Issued account area
- Period of bookings / invoices
- Date and time of export
- Computer name
- Windows user
- PC CADDIE user
- Path to the PC CADDIE main directory