DATEV

Description

With the DATEV module, you can export your booking records in DATEV format (DATEV SKR 03 and DATEV SKR 04) to transfer them to your tax consultant or accountancy. We recommend to make the settings of the module with your tax consultant / accountant.

Installation

After you have downloaded and installed the module DATEV, the module should be found in your module list: **Module> Module**.

Functions

Click on **Configure** to configure the module.

Click on the "Settings" tab to make basic settings.

- Client Number: Enter your DATEV client number here. You will receive this information from your tax consultant.
- Adviser number: Enter your DATEV adviser number here. You will receive this information from your tax consultant.
- Enable export documents: If this option is activated, a .zip file will be created during export. The zip file contains your invoices in PDF format.
- E-mail address of export receiver: Enter an e-mail address here, if the export documents are to be sent to your e-mail address.

* Client number	12345
	5-digits number which you get from tax consultant
* Adviser number	1234567
	7-digits number which you get from tax consultant
Enable export documents	◯ No
	● Yes
	Enable export supporting documents in .zip file
E-mail address of export receiver	
	If e-mail address is not empty, then receiver will receive mail with export after generating

- Enable export of the e-mail in documents: Activate this option to export the e-mail address as an additional field.
- Enable export VAT number of customer: Activate this option so that the VAT number is exported as an additional field.
- Enable summarizing products, shipping and discounts by tax type: Enable this option to have your items exported in one package. ATTENTION: You should under no circumstances activate this option if you offer products with different VAT, otherwise the VAT will be combined! The use of this option is at your own risk!
- Enable exporting Paypal transaction ID: Activate this option to export the Paypal transaction ID as an additional field.

* Enable export customer e-mail in documents	YES NO
	Enable export customer e-mail in documents
* Enable export VAT number of customer	YES NO
* Enable summarizing products, shipping and discounts by tax type	YES NO
	In this case accounts and contraccounts will be taken from section "Products"
* Enable exporting Paypal transaction ID	YES NO

- Standard of chart of accounts: Select the account frame to be used when booking in DATEV. The default accounts are based on SKR 03 or SKR 04. You can only change the account frame by making all the settings again, so you should definitely choose an account frame.
SKR 03 and SKR 04 differ in their sorting. SKR 03 is structured according to business processes, while SKR 04 is classified according to the balance sheet of the annual financial statements. In practice, only the first two digits of the account frame will change in the choice of an accounting framework.
- Products / shipping and packaging: Here you have to specify the account frames, with regard to the different tax rates. You can specify different accounts for

"products" and "shipping and packaging". It is advisable to make the settings with your tax consultant. The following screenshots show the default settings for the account frames DATEV SKR 03 and DATEV SKR 04. The contra account settings can vary between 0 and 9 in the last digit. Instead of

| tax 7% DE | 8300 |

you could enter

| tax 7% DE | 8304 |

. In this case every number between 8300 and 8309 is possible. In principle, the accounts frameworks SKR 03 and SKR 04 are applicable to all companies.

Click here to be guided to the accounts of DATEV SKR 03.
Click here to be guided to the accounts of DATEV SKR 04.

Contra account SKR 03:

Standart of chart of accounts ● SKR 03
                               ○ SKR 04

Contra account

Products

	Contra account
tax 7% DE	8300
tax 19% DE	8400
tax free DE	8125
tax 7% EU country	8300
tax 19% EU country	8400
tax free EU country	8125
tax of EU country	8300
tax 7% non EU country	8300
tax 19% non EU country	8400
tax free non EU country	8125

Shipping and Packing

tax 7% DE	8301
tax 19% DE	8402
tax free DE	8125
tax 7% EU country	8301
tax 19% EU country	8401
tax free EU country	8125
tax of EU country	8302
tax 7% non EU country	8301
tax 19% non EU country	8402
tax free non EU country	8125

Contra Account SKR 04:

Standart of chart of accounts ○ SKR 03
● SKR 04

Contra account

Products

	Contra account
tax 7% DE	4300
tax 19% DE	4400
tax free DE	4125
tax 7% EU country	4300
tax 19% EU country	4400
tax free EU country	4125
tax of EU country	4300
tax 7% non EU country	4300
tax 19% non EU country	4400
tax free non EU country	4125

Shipping and Packing

tax 7% DE	4301
tax 19% DE	4402
tax free DE	4125
tax 7% EU country	4301
tax 19% EU country	4401
tax free EU country	4125
tax of EU country	4302
tax 7% non EU country	4301
tax 19% non EU country	4402
tax free non EU country	4125

The "tax of EU country" field refers to the limit you can sell to another country before its tax rate is applied.
Click "Save Settings".

Click on the "Export" tab.

EXPORT SETTINGS INFORMATION
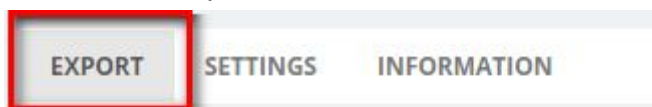
- From: The starting date from which orders are to be included in the export, e.g. The first day of a month.
- To: The end date to which orders are to be included in the export, e.g. The last day one month.
- Test Mode: Activate the test mode if you want to import a test stack to DATEV without using it productively. In standard mode (not test), the business transactions from the chosen period are determined and will not be included in future exports. It is possible to create multiple productive DATEV exports for the same or overlapping period. Only orders that are not already contained in a previous productive export are included in the export. When you create a test game, it is directly available for download without appearing in the list.
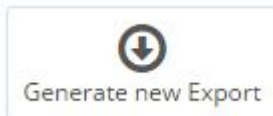
DATEV EXPORT

? Please select mode

From	2017-06-07	📅
To	2017-06-07	📅

☑ Test mode

Now click on "Generate new export" to generate a new export with the specified data.

Generate new Export

You will now receive the .csv file, which you can forward to your bookkeeper.

export_2017_06_07...

If you have activated the "Enable export documents" option, you will also receive a .zip file with the invoices of the orders.

5937cb067fb5e.zip