BUERF IMPORT - IMPORT OF BOOKINGS

For basic booking information, go to Book .

Contents

1 GENERAL

There are basically two ways to create posting records. The common way is to enter the posting records manually. Instead of manual entry, posting records (e.g. outgoing invoices, payment postings, wage postings, incoming invoices, etc.) can also be imported.

When importing bookings via the interface, it is crucial that the import file containing the bookings is structured "correctly" so that the bookings can be imported without errors.

Bookings are imported with the BuErf import.

If you would like to learn more about importing an entire bookkeeping or master data, the following documentation is available:

- Export/Import
- Import personal accounts
- Import ledger accounts
- Conversion of financial accounting from BMD 5.5 to NTCS

1.1. Sequence

create the import file	The file is created using the Description created.
View the Data	The individual postings are displayed before the import into accounting. Any errors will be pointed out. These errors can be corrected and the changes written back to the file.
Import the file	After the control and possible corrections, the postings are imported from the file into the accounting.
fuse	When imported, the file is automatically converted to the backup directory saved.

Notice

In this help document you will find both a Description for the sentence structure of the file, as well as a Instructions for importing the file to accounting if the import file has already been created correctly or is output correctly by your third-party system.

1.2. preparations

1.2.1. headlines

The file to be imported must be a text file. In practice, this is usually a CSV file (the components of the posting record are separated by ;).
The data is imported via a file with a variable record structure, ie the data is recognized according to the field headings and thus assigned to the correct posting field. Fields whose headings do not match the headings specified by BMD are not correctly recognized by the program and are therefore not read in either. The order of the individual fields (columns) and the capitalization of the headings is irrelevant.

Notice

Basically, it is also possible to import a file with BMD 5.5 record structure (see program documentation PR08).
However, the correct processing of such an import file in the NTCS FIBU cannot be guaranteed (e.g. use of country code, missing offsetting account, transfer of a split booking with tax on the booking line). We therefore recommend creating the import file according to the NTCS record structure.

Structure of the file in Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	satzart	konto	gkonto	belegdatum	belegnr	buchsymbol	buchcode	steuercode	prozent	betrag	steuer	text	zziel	skontopz	skontotage
	0	200000	4000	01.06.2011	15	AR	1	1	20	1200	-200	AR	30	3	8
	0	200000	4000	02.06.2011	16	AR	1	1	20	1200	-200	AR	10		
	0	200002	4050	03.06.2011	17	AR	1	1	0	800		AR	14		

Display in the editor:

```
editor.csv - Editor
Datei  Bearbeiten  Format  Ansicht  ?
satzart;konto;gkonto;belegdatum;belegnr;buchsymbol;buchcode;steuercode;prozent;betrag;steuer;text;zziel;skontopz;skontotage
0;200000;4000;01.06.2011;15;AR;1;1;20;1200;-200;AR;30;3;8
0;200000;4000;02.06.2011;16;AR;1;1;20;1200;-200;AR;10;;
0;200002;4050;03.06.2011;17;AR;1;1;0;800;;AR;14;;

                                                                  Zeile 1, Spalte 1
```
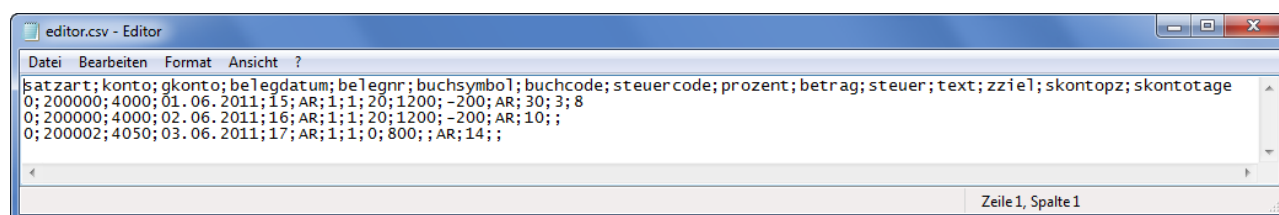
1.2.2. Account, contra account, posting code and sign

In principle, we recommend that you enter these personal accounts in the field for postings that contain personal accounts**Account**and the associated G/L account in the field**contra account**to represent. The fields are also based on this definition**booking code**and that**sign**for the amount or tax dependent.

In the case of outgoing invoices, the posting code must be set to debit, the posting amount is positive and the tax is negative.

For incoming invoices, the posting code must be set to credit, the posting amount is negative and the tax is positive.

In the case of credits or cancellations, only the signs of the amounts are reversed. If, for example, the amount is positive for a normal AR and the tax is negative, the amount must be negative and the tax positive for the cancellation of an AR.

Theoretically you can z. For example, an AR can also start with the real account and show the personal account in the "Contra account" field. In this case, the transaction code must be transferred as a credit, the transaction amount as a negative and the tax as a negative.

Danger!

However, split posting is not possible with this variant.
In order for postings to be automatically combined into a split posting, the personal account must be transferred in the leading account.

1.2.3. Other principles and tips

Necessary fields for the BuErf import:
Basically all fields that you also enter in the "manual" booking in the booking mask:

Account	Leading Booking Account
G account	contra account
book icon	booking icon
document no	receipt number, invoice number
Book date	posting date
receipt date	receipt date, invoice date
book code	Code, whether debit or credit
tax code	Code, whether input tax or sales tax, etc.
Amount	Posting amount for leading account
percent	tax percentage
Tax	tax amount
text	booking text
Ztarget	Net payment term in days
cash discount	discount percentage
discount days	Cash discount payment target in days

Our recommendation is to only deliver the postings, offsetting postings and postings to the collective accounts, tax accounts and cash discount accounts are automatically created during the import.

Be careful when using the ";" as a separator to ensure that the semicolon does not otherwise appear in the data records (e.g. in the posting text), as the fields will then no longer be imported correctly.

Notice

Import the text as the last column (then only part of the transaction text would not be imported).

If the import file contains incorrect postings (e.g. personal account does not exist), these incorrect postings are not transferred to the financial accounting.

If G/L accounts are not created in accounting, but this account number does exist in the standard chart of accounts, then these accounts are automatically adopted from the standard. If you have not created a personal account, an error message appears and this posting cannot be imported.

If bookings are imported for the first time, it is recommended to use a test bookkeeping.

Notice

It is possible to have the bookings to be imported automatically processed directly during the import using a post-processing macro that is subject to a fee.
If necessary, please contact the FIBU support.

2. EXAMPLES

The fields in the examples below are basically sufficient for an import, but additional fields can be added (e.g. cost center, value date, ...).

2.1. False Tax Exemption

More information about False Tax Exemption see the topic Book .

If bookings are transferred without a tax code in the BuErf, then it is necessary for the tax code field in the account master to be empty **fixed** is.

Without being fixed in the account master, tax code 2 (Vt) is automatically entered in the posting during the BuErf import.

2.2. Outgoing invoices (AR)

	A	B	C	D	E	F	G	H	I	J	K	L	M
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost
	0	200000	4000	1	01.08.2014	AR	1	20	1	1200	-200	Rechnung	10
	0	200000	4000	2	02.08.2014	GU	1	20	1	-1200	200	Gutschrift	10

After the import in the journal:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	Kostenstelle
01.08.2014	AR	1	200000	4000	S	EUR	1 200,00	M	20		200,00-		Rechnung	10
01.08.2014	AR	1	4000	200000	H	EUR	1 000,00-	M	20	200,00-			Rechnung	10
01.08.2014	AR	1	3500		H	EUR	200,00-						Rechnung	
01.08.2014	AR	1	2000		S	EUR	1 200,00						Rechnung	
02.08.2014	GU	2	200000	4000	S	EUR	1 200,00-	M	20		200,00		Gutschrift	10
02.08.2014	GU	2	4000	200000	H	EUR	1 000,00	M	20	200,00			Gutschrift	10
02.08.2014	GU	2	3500		H	EUR	200,00						Gutschrift	
02.08.2014	GU	2	2000		S	EUR	1 200,00-						Gutschrift	

Example

[Import file for outgoing invoices](#) n

2.2.1. Outgoing invoices with ig. Delivery/Other services

	A	B	C	D	E	F	G	H	I	J	K	L	M
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost
	0	200000	4100	3	01.08.2014	AR	1	0	7	1200	0	ig. Lieferung	10
	0	200000	4113	4	01.08.2014	AR	1	0	77	1200	0	sonst. Leistungen	10

After the import in the journal:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	Kostenstelle
01.08.2014	AR	3	200000	4100	S	EUR	1 200,00		0				ig. Lieferung	10
01.08.2014	AR	3	4100	200000	H	EUR	1 200,00-		0				ig. Lieferung	10
01.08.2014	AR	3	2000		S	EUR	1 200,00						ig. Lieferung	
01.08.2014	AR	4	200000	4113	S	EUR	1 200,00		0				sonst. Leistungen	10
01.08.2014	AR	4	4113	200000	H	EUR	1 200,00-		0				sonst. Leistungen	10
01.08.2014	AR	4	2000		S	EUR	1 200,00						sonst. Leistungen	

Example

[Import file for outgoing invoices with ig. Delivery/Other services](#)

2.2.2. Split posting (AR)

Split postings are automatically recognized by the program if the following fields are identical in several consecutive posting lines:

- Account
- document no

- receipt date

Danger!

In order for postings to be automatically combined into a split posting, the personal account must be transferred in the leading account.

If the personal account is transferred in the offsetting account, the following parameter is necessary so that the postings are still combined into a split posting:

FIBU - master data - general FIBU parameters - book - BuErf posting

Generate grit if counter account Personal account is	Indicates whether a split posting is generated when transferring several individual offsetting postings of a document (same document number, same account number and same document date) if the subledger account is transferred as an offsetting account.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost
	0	200000	4000	5	01.08.2014	AR	1	20	1	150	-25	Splittbuchung	10
	0	200000	4096	5	01.08.2014	AR	1	20	1	252	-42	Splittbuchung	10
	0	200000	4030	5	01.08.2014	AR	1	10	1	110	-10	Splittbuchung	10

After the import in the journal:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	Kostenstelle
01.08.2014	AR	5	200000		S	EUR	512,00	M			77,00-		Splittbuchung	10
01.08.2014	AR	5	4000	200000	H	EUR	125,00-	M	20	25,00-			Splittbuchung	10
01.08.2014	AR	5	4096	200000	H	EUR	210,00-	M	20	42,00-			Splittbuchung	10
01.08.2014	AR	5	4030	200000	H	EUR	100,00-	M	10	10,00-			Splittbuchung	10
01.08.2014	AR	5	3500		H	EUR	77,00-						Splittbuchung	
01.08.2014	AR	5	2000		S	EUR	512,00						Splittbuchung	

Example

[Import file for split bookings](#)

2.2.3. Overall example for outgoing invoices

Example

[Import file for outgoing invoices - overall example](#)

2.3. Incoming invoices (ER)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost	extbelegnr
	0	300000	5000	1	01.08.2014	ER	2	20	2	-1200	200	Rechnung	10	558
	0	300000	5000	2	01.08.2014	EG	2	20	2	1200	-200	Gutschrift	10	558a

After the import in the journal:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	Kostenstelle	OP	Ext. Beleg-Nr
01.08.2014	ER	1	300000	5000	H	EUR	1 200,00-	V	20		200,00		Rechnung	10		558
01.08.2014	ER	1	5000	300000	S	EUR	1 000,00	V	20	200,00			Rechnung	10		558
01.08.2014	ER	1	2500		S	EUR	200,00						Rechnung			558
01.08.2014	ER	1	3300		H	EUR	1 200,00-						Rechnung			558
01.08.2014	EG	2	300000	5000	H	EUR	1 200,00	V	20		200,00-		Gutschrift	10		558a
01.08.2014	EG	2	5000	300000	S	EUR	1 000,00-	V	20	200,00-			Gutschrift	10		558a
01.08.2014	EG	2	2500		S	EUR	200,00-						Gutschrift			558a
01.08.2014	EG	2	3300		H	EUR	1 200,00						Gutschrift			558a

Example

[Import file for incoming invoices](#) n

Notice

If, when importing an incoming invoice, an account is addressed on which the [Goods Receipt Ledger ID](#) is set, an entry is automatically made in das [Goods Receipt Ledger](#) created.

2.3.1. Incoming invoices with purchase tax/construction tax/reverse charge

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost	extbelegnr
	0	300000	5320	3	01.08.2014	ER		2	20	9	-1000	-200	ig. Erwerb	10	E558
	0	300000	5770	4	01.08.2014	ER		2	20	29	-1000	-200	Bausteuer	10	E559
	0	300000	5750	5	01.08.2014	ER		2	20	19	-1000	-200	Rev. Charge	10	E560

After the import in the journal:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	Kostenstelle	OP	Ext. Beleg-Nr
01.08.2014	ER	3	300000	5320	H	EUR	1 000,00-	E	20		200,00-		ig. Erwerb	10		E558
01.08.2014	ER	3	5320	300000	S	EUR	1 000,00	E	20	200,00-			ig. Erwerb	10		E558
01.08.2014	ER	3	3501		H	EUR	200,00-						ig. Erwerb			E558
01.08.2014	ER	3	2501		S	EUR	200,00						ig. Erwerb			E558
01.08.2014	ER	3	3300		H	EUR	1 000,00-						ig. Erwerb			E558
01.08.2014	ER	4	300000	5770	H	EUR	1 000,00-	B	20		200,00-		Bausteuer	10		E559
01.08.2014	ER	4	5770	300000	S	EUR	1 000,00	B	20	200,00-			Bausteuer	10		E559
01.08.2014	ER	4	3504		H	EUR	200,00-						Bausteuer			E559
01.08.2014	ER	4	2504		S	EUR	200,00						Bausteuer			E559
01.08.2014	ER	4	3300		H	EUR	1 000,00-						Bausteuer			E559
01.08.2014	ER	5	300000	5750	H	EUR	1 000,00-	R	20		200,00-		Rev. Charge	10		E560
01.08.2014	ER	5	5750	300000	S	EUR	1 000,00	R	20	200,00-			Rev. Charge	10		E560
01.08.2014	ER	5	3502		H	EUR	200,00-						Rev. Charge			E560
01.08.2014	ER	5	2502		S	EUR	200,00						Rev. Charge			E560
01.08.2014	ER	5	3300		H	EUR	1 000,00-						Rev. Charge			E560

Example

[Import file for incoming invoices with purchase tax/construction tax/reverse charge](#) e

2.3.2. Split posting (ER)

Split postings are automatically recognized by the program if the following fields are identical in several consecutive posting lines:

- Account
- document no
- receipt date

Danger!

⚠️ In order for postings to be automatically combined into a split posting, the personal account must be transferred in the leading account.
If the personal account is transferred in the offsetting account, the following parameter is necessary so that the postings are still combined into a split posting:
FIBU - master data - general FIBU parameters - book - BuErf posting

Generate grit if counter account Personal account is	Indicates whether a split posting is generated when transferring several individual offsetting postings of a document (same document number, same account number and same document date) if the subledger account is transferred as an offsetting account.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost	extbelegnr
	0	300000	5000	6	01.08.2014	ER		2	20	2	-150	25	Splittbuchung	10	E600
	0	300000	5030	6	01.08.2014	ER		2	10	2	-110	10	Splittbuchung	10	E600
	0	300000	5040	6	01.08.2014	ER		2	0	2	-80	0	Splittbuchung	10	E600

After the import in the journal:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	Kostenstelle	OP	Ext. Beleg-Nr
01.08.2014	ER	6	300000		H	EUR	340,00-	V			35,00		Splittbuchung	10		E600
01.08.2014	ER	6	5000	300000	S	EUR	125,00	V	20	25,00			Splittbuchung	10		E600
01.08.2014	ER	6	5030	300000	S	EUR	100,00	V	10	10,00			Splittbuchung	10		E600
01.08.2014	ER	6	5040	300000	S	EUR	80,00	V	0				Splittbuchung	10		E600
01.08.2014	ER	6	2500		S	EUR	35,00						Splittbuchung			E600
01.08.2014	ER	6	3300		H	EUR	340,00-						Splittbuchung			E600

Example

 [Import file for split bookings](#)

2.3.3. Overall example for incoming invoices

Example

 [Import file for incoming invoices - complete example](#) l

2.3.4. Goods Receipt Ledger

If, when importing an incoming invoice, an account is addressed on which the [Goods Receipt Ledger ID](#) is set, an entry is automatically made in das [Goods Receipt Ledger](#) created.

2.3.5. ANBU pre-registration

It is currently not possible to transfer data for ANBU pre-registration in the file. The data must be entered manually in the NTCS.

2.4. Cash postings (KA)

	A	B	C	D	E	F	G	H	I	J	K	L
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text
	0	4000	2700	1	01.08.2014	KA		2	20	1	-100	-20	Erlöse
	0	5000	2700	2	01.08.2014	KA		1	20	2	50	10	Aufwand

After the import in the journal:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text
01.08.2014	KA	1	4000	2700	H	EUR	100,00-	M	20	20,00-			Erlöse
01.08.2014	KA	1	2700	4000	S	EUR	120,00		20				Erlöse
01.08.2014	KA	1	3500		H	EUR	20,00-						Erlöse
01.08.2014	KA	2	5000	2700	S	EUR	50,00	V	20	10,00			Aufwand
01.08.2014	KA	2	2700	5000	H	EUR	60,00-		20				Aufwand
01.08.2014	KA	2	2500		S	EUR	10,00						Aufwand

Example

Import file for cash postings

2.5. Bank postings with clearing (BK)

Record type 4 is used for multiple clearing. If only a single document is cleared, the clearing fields can also be transferred in record type 0.

	A	B	C	D	E	F	G	H	I	J	K
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	betrag	text	ausz-belegnr	ausz-betrag
	0	300000	2800	2	01.08.2014	BK	1	1200	Einzelauszifferung	1	
	0	300000	2800	2	01.08.2014	BK	1	3000	Mehrfachauszifferung		
	4								Mehrfachauszifferung	3	1000
	4								Mehrfachauszifferung	4	1000
	4								Mehrfachauszifferung	5	1000

After the import in the journal:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	Kostenstelle	OP
01.08.2014	BK	2	300000	2800	S	EUR	1 200,00	V	20				Einzelauszifferung		+
01.08.2014	BK	2	2800	300000	H	EUR	1 200,00-		20				Einzelauszifferung		
01.08.2014	BK	2	3300		S	EUR	1 200,00						Einzelauszifferung		
01.08.2014	BK	2	300000	2800	S	EUR	3 000,00						Mehrfachauszifferung		+
01.08.2014	BK	2	2800	300000	H	EUR	3 000,00-						Mehrfachauszifferung		
01.08.2014	BK	2	3300		S	EUR	3 000,00						Mehrfachauszifferung		

Example

Import file for bank transactions n

Notice

If bank postings are to be posted with a certain discount amount, then a column with the heading "discount" must be added to the import file. In this field, the cash discount amount of the posting (with the opposite sign compared to the posting amount) is transferred.

2.6. Postings with cost centers (cost units, ...)

Record type 1 is used to distribute a posting record to several cost centers (or several cost units, departments, dimensions, business areas). If a posting is only posted to one cost center (cost unit, ...), this can also be transferred in record type 0.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost	kotraeger	koabteilung	kobetrag	komenge	komengenr
	0	200000	4000	52	01.08.2014	AR		1	20	1	1200	-200	AR mit KSt	10	100				
	0	200000	4000	53	02.08.2014	AR		1	20	1	2400	-400	AR mit Aufteilung						
	1													10	100	1000	1200		
	1													20	200	2000	800		
	0	200000	4000	54	03.08.2014	AR		1	20	1	3600	-600	AR mit Mengen						
	1													30	300		2000	20	1
	1													40	400		1000	30	1

After the import in the journal:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	Kostenstelle
01.08.2014	AR	52	200000	4000	S	EUR	1 200,00	M	20		200,00-		AR mit KSt	10
01.08.2014	AR	52	4000	200000	H	EUR	1 000,00-	M	20	200,00-			AR mit KSt	10
01.08.2014	AR	52	3500		H	EUR	200,00-						AR mit KSt	
01.08.2014	AR	52	2000		S	EUR	1 200,00						AR mit KSt	
02.08.2014	AR	53	200000	4000	S	EUR	2 400,00	M	20		400,00-		AR mit Aufteilung	+
02.08.2014	AR	53	4000	200000	H	EUR	2 000,00-	M	20	400,00-			AR mit Aufteilung	+
02.08.2014	AR	53	3500		H	EUR	400,00-						AR mit Aufteilung	
02.08.2014	AR	53	2000		S	EUR	2 400,00						AR mit Aufteilung	
03.08.2014	AR	54	200000	4000	S	EUR	3 600,00	M	20		600,00-		AR mit Mengen	±
03.08.2014	AR	54	4000	200000	H	EUR	3 000,00-	M	20	600,00-			AR mit Mengen	+
03.08.2014	AR	54	3500		H	EUR	600,00-						AR mit Mengen	
03.08.2014	AR	54	2000		S	EUR	3 600,00						AR mit Mengen	

Kostenaufteilung

Kostenaufteilung Ansicht Ausdruck Extras Hilfe   Kostenaufteilung

Firma: 52700   KORE   KORE: 2013/01   KORE
Konto: Eingabe: Netto   Gesamtbetrag: -3 000,00

                                    -3 000,00

Kostperiode	MT	Kostenstelle	Schlüssel	Betrag	KORE-Konto	Konto	Mengen-Nr	Menge
201408	0	30		2 000,00-		4000	1	20,000000
201408	0	40		1 000,00-		4000	1	30,000000

<Standard> beginnt mit | Umschalt+F11

Neu (F5)   Bearbeiten (F6)   Löschen (F7)   sF9   Restbetrag (F2)   Brutto/Netto (F8)   aF9

Example

Import file for postings with cost centers

2.7. foreign currency transactions

There are basically three possible handover variants:

- Foreign currency and basic currency are transferred (if possible, this variant is to be preferred in any case.)

- Foreign Currency Only - The base currency amount is calculated using the rate table. Foreign
- Currency and Rate - The base currency amount is calculated using the passed rate.

There are additional amount fields for foreign currencies that have to be filled in according to the same pattern as the basic currency fields.

currency	**foreign currency abbreviation**(WAE, alphanumeric 4 digits)
	If a posting is imported in a foreign currency, the currency abbreviation must be transferred in this field. The currency abbreviation is usually the ISO currency code, e.g. e.g. CHF, USD,...
fw course	**foreign exchange rate**(Course; numerical 8.8 digits)
	rate of booking; the course must be handed over as follows: 1 € = x FW
fwfactor	**foreign currency factor**(Factor; numeric 6 digits)
	The factor indicates in how many units the foreign currency exchange rate was given.
fw amount	**foreign currency amount**(FC amount; numerical 15.2 digits)
	Amount in foreign currency
fw tax	**Tax amount in foreign currency**(FW tax; numeric 15.2 digits) Tax amount of the posting in foreign currency
fwskonto	**Discount amount in foreign currency**(FW discount; numeric 15.2 digits)
	Cash discount amount in foreign currency (with the opposite sign compared to the posting amount)
fwopamount	**OP amount in foreign currency**(FW OP amount; numeric 15.2 digits) This value indicates how much of the foreign currency posting amount is still "open". In principle, the FW OP amount does not have to be transferred, since the FW posting amount is automatically adopted as the FW OP amount. OP amounts that deviate from the posting amount can only occur during a data transfer. In this case, please contact our support!
fwistkw	**Course as a notional**
	1 = course is given with reciprocal value (1 FW = x GW)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost	extbelegnr	fwbetrag	waehrung
	0	300000	5000	10	01.08.2014	ER		2		-1000		Fremdwährung	10	40	-1178	CHF

After the import in the journal:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Text	Kostenstelle	OP	Ext. Beleg-Nr	FW-Betrag	Faktor	Kurs
01.08.2014	ER	10	300000	5000	H	CHF	1 000,00-				Fremdwährung	10	40		1 178,00-	1	1,178000
01.08.2014	ER	10	5000	300000	S	CHF	1 000,00				Fremdwährung	10	40		1 178,00	1	1,178000
01.08.2014	ER	10	3300		H	CHF	1 000,00-				Fremdwährung		40		1 178,00-	1	1,178000

Example

[Import file for foreign currency postings](#)

2.8. Postings at an I/O computer with open items

Incoming or outgoing invoices:
When entering the invoice, the "normal" revenue or expense account is entered.

During posting, the program automatically moves the "normal" revenue or expense account to the "E/O-Buch.AktNr" field and places the clearing account in the posting according to the fixed accounts.

Payments:
If payments are imported, there is an automatic transfer from the clearing account to the actual revenue or expense account. At this point, the booking becomes effective.

You can find the settings for this under<u>I/O calculator with open items</u> .

2.9. payroll postings

When posting wages, an offsetting account must be given. We recommend handing over the "technical contra account" according to the fixed accounts as the contra account. It is important that an O is entered in the "counter book code" field.

If wage types with tax are available, the tax posting must not be entered separately in the file, as this is generated automatically by the program.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	satzart	konto	gkonto	buchdatum	belegdatum	belegnr	betrag	waehrung	text	buchsymbol	buchcode	periode	gegenbuchkz	verbuchkz	verbuchstatus	steuer	prozent	steuercode
	0	3540	9990	31.01.2013	31.01.2013	1	-739,04	EUR	LV 2013/1	LG	2	1	O	A	0			
	0	3541	9990	31.01.2013	31.01.2013	1	-220,5	EUR	LV 2013/1	LG	2	1	O	A	0			
	0	3550	9990	31.01.2013	31.01.2013	1	-147	EUR	LV 2013/1	LG	2	1	O	A	0			
	0	3600	9990	31.01.2013	31.01.2013	1	-2030,07	EUR	LV 2013/1	LG	2	1	O	A	0			
	0	3640	9990	31.01.2013	31.01.2013	1	-3192,8	EUR	LV 2013/1	LG	2	1	O	A	0			
	0	4970	9990	31.01.2013	31.01.2013	1	-250	EUR	LV 2013/1	LG	2	1	O	A	0	-50	20	1
	0	6000	9990	31.01.2013	31.01.2013	1	2000	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	6030	9990	31.01.2013	31.01.2013	1	100	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	6200	9990	31.01.2013	31.01.2013	1	2500	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	6270	9990	31.01.2013	31.01.2013	1	300	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	6402	9990	31.01.2013	31.01.2013	1	32,13	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	6407	9990	31.01.2013	31.01.2013	1	42,84	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	6600	9990	31.01.2013	31.01.2013	1	455,7	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	6605	9990	31.01.2013	31.01.2013	1	611,24	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	6620	9990	31.01.2013	31.01.2013	1	94,5	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	6621	9990	31.01.2013	31.01.2013	1	126	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	6640	9990	31.01.2013	31.01.2013	1	63	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	6641	9990	31.01.2013	31.01.2013	1	84	EUR	LV 2013/1	LG	1	1	O	A	0			
	0	7360	9990	31.01.2013	31.01.2013	1	200	EUR	LV 2013/1	LG	1	1	O	A	0	20	10	2

After the import in the journal:

Journal-Nr	Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Text	Periode	Kostenstelle
892	31.01.2013	LG	1	3540	9990	H	EUR	739,04-				LV 2013/1	1	
893	31.01.2013	LG	1	3541	9990	H	EUR	220,50-				LV 2013/1	1	
894	31.01.2013	LG	1	3550	9990	H	EUR	147,00-				LV 2013/1	1	
895	31.01.2013	LG	1	3600	9990	H	EUR	2.030,07-				LV 2013/1	1	
896	31.01.2013	LG	1	3640	9990	H	EUR	3.192,80-				LV 2013/1	1	
897	31.01.2013	LG	1	4970	9990	H	EUR	250,00-	M	20	50,00-	LV 2013/1	1	1
898	31.01.2013	LG	1	6000	9990	S	EUR	2.000,00				LV 2013/1	1	+
899	31.01.2013	LG	1	6030	9990	S	EUR	100,00				LV 2013/1	1	+
900	31.01.2013	LG	1	6200	9990	S	EUR	2.500,00				LV 2013/1	1	1
901	31.01.2013	LG	1	6270	9990	S	EUR	300,00				LV 2013/1	1	1
902	31.01.2013	LG	1	6402	9990	S	EUR	32,13				LV 2013/1	1	+
903	31.01.2013	LG	1	6407	9990	S	EUR	42,84				LV 2013/1	1	1
904	31.01.2013	LG	1	6600	9990	S	EUR	455,70				LV 2013/1	1	+
905	31.01.2013	LG	1	6605	9990	S	EUR	611,24				LV 2013/1	1	1
906	31.01.2013	LG	1	6620	9990	S	EUR	94,50				LV 2013/1	1	+
907	31.01.2013	LG	1	6621	9990	S	EUR	126,00				LV 2013/1	1	1
908	31.01.2013	LG	1	6640	9990	S	EUR	63,00				LV 2013/1	1	+
909	31.01.2013	LG	1	6641	9990	S	EUR	84,00				LV 2013/1	1	1
910	31.01.2013	LG	1	7360	9990	S	EUR	200,00	V	10	20,00	LV 2013/1	1	+
911	31.01.2013	LG	1	3500		H	EUR	50,00-				LV 2013/1	1	
912	31.01.2013	LG	1	2500		S	EUR	20,00				LV 2013/1	1	

Record type 1 is used if wage postings are split between several cost centers (or cost objects, departments, dimensions, business areas). If a posting is only posted to one cost center (cost unit,...), the clearing fields can also be transferred in record type 0.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	satzart	konto	gkonto	buchdatum	belegdatum	belegnr	betrag	waehrung	text	buchsymbol	buchcode	periode	gegenbuchkz	verbuchkz	verbuchstatus	steuer	prozent	steuercode
	0	3540	9990	31.01.2013	31.01.2013	1	-739,04	EUR	LV 2013/1	LG	2	1	O	A		0			
	0	3541	9990	31.01.2013	31.01.2013	1	-220,5	EUR	LV 2013/1	LG	2	1	O	A		0			
	0	3550	9990	31.01.2013	31.01.2013	1	-147	EUR	LV 2013/1	LG	2	1	O	A		0			
	0	3600	9990	31.01.2013	31.01.2013	1	-2030,07	EUR	LV 2013/1	LG	2	1	O	A		0			
	0	3640	9990	31.01.2013	31.01.2013	1	-3192,8	EUR	LV 2013/1	LG	2	1	O	A		0			
	0	4970	9990	31.01.2013	31.01.2013	1	-250	EUR	LV 2013/1	LG	2	1	O	A		0	-50	20	1
	0	6000	9990	31.01.2013	31.01.2013	1	2000	EUR	LV 2013/1	LG	1	1	O	A		0			
	1															0			
	1															0			
	0	6030	9990	31.01.2013	31.01.2013	1	100	EUR	LV 2013/1	LG	1	1	O	A		0			
	1															0			
	1															0			
	0	6200	9990	31.01.2013	31.01.2013	1	2500	EUR	LV 2013/1	LG	1	1	O	A		0			
	0	6270	9990	31.01.2013	31.01.2013	1	300	EUR	LV 2013/1	LG	1	1	O	A		0			
	0	6402	9990	31.01.2013	31.01.2013	1	32,13	EUR	LV 2013/1	LG	1	1	O	A		0			
	1															0			
	1															0			
	0	6407	9990	31.01.2013	31.01.2013	1	42,84	EUR	LV 2013/1	LG	1	1	O	A		0			
	0	6600	9990	31.01.2013	31.01.2013	1	455,7	EUR	LV 2013/1	LG	1	1	O	A		0			
	1															0			
	1															0			
	0	6605	9990	31.01.2013	31.01.2013	1	611,24	EUR	LV 2013/1	LG	1	1	O	A		0			
	0	6620	9990	31.01.2013	31.01.2013	1	94,5	EUR	LV 2013/1	LG	1	1	O	A		0			
	1															0			
	1															0			
	0	6621	9990	31.01.2013	31.01.2013	1	126	EUR	LV 2013/1	LG	1	1	O	A		0			
	0	6640	9990	31.01.2013	31.01.2013	1	63	EUR	LV 2013/1	LG	1	1	O	A		0			
	1															0			
	1															0			
	0	6641	9990	31.01.2013	31.01.2013	1	84	EUR	LV 2013/1	LG	1	1	O	A		0			
	0	7360	9990	31.01.2013	31.01.2013	1	200	EUR	LV 2013/1	LG	1	1	O	A		0	20	10	2
	1															0			
	1															0			

Wage postings from the BMD NTCS wage are transferred with the same structure!

Example

Import file for payroll postings

2.10. balance transfer postings

For more information, please refer to the documentation from the topic Book -balance transfer .

	A	B	C	D	E	F	G	H	I	J	K	L	M
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost
	0	2700	9810	1	31.12.2013	UE	1			14561,23		Saldenübernahme	

After the import in the journal:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	BuArt
31.12.2013	UE	1	2700	9810	S	EUR	14 561,23						Saldenübernahme	1001
31.12.2013	UE	1	9810	2700	H	EUR	14 561,23-						Saldenübernahme	1001

Example

Import file for balance transfer postings

2.11. opening balance entries

For more information, please refer to the documentation from the topic Book -opening balance .

	A	B	C	D	E	F	G	H	I	J	K	L	M
	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost
	0	2700	9800	1	01.01.2014	EB		1		14561,23		Eröffnungsbilanzbuchung	

After the import in the journal:

Journal-Nr	Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	BuArt
0	01.01.2014	EB	1	2700	9800	S	EUR	14 561,23						Eröffnungsbilanzbuchung	3001
0	01.01.2014	EB	1	9800	2700	H	EUR	14 561,23-						Eröffnungsbilanzbuchung	3001

Example

[Import file for opening balance entries](#) n

2.12. transfers

Transfers to G/L accounts
If two G/L accounts are posted against each other that are not defined with tax, the account on which the tax amount is to be shown must be transferred in the "Account".

Transfers to personal accounts
When making transfers to subledger accounts, note that the posting code DEPOSIT/CREDIT decides whether tax or an open item clearing can be imported with a discount.

Transfers to tax accounts
When posting directly to a tax account, it is mandatory to enter a tax code and a percentage. This entry is important for the correct assessment basis of the posting. However, only the actually booked amount of this booking is shown in the UVA and on the tax statement

2.13. partial/final invoices

ts flow type	**TS flow type**(TR/SR procedure type; numeric, 2 digits) The specified code is used to identify partial invoices, advance payments and final invoices. 1 = partial invoice (TR/SR process type) 2 = final invoice 3 = automatic deposit 4 = manual deposit For more information on the TR/SR automatic, see[here](#) .
ts process no	**TS sequence number**(TR/SR process no; alphanumeric, 50 digits) The TR/SR process number establishes the reference to partial invoices, down payments and the final invoice. If the TR/SR sequence number does not yet exist, it will be created automatically during the import. This requires the transfer of the following additional fields: ts process type and ts control type. If the field "Manual selection for SR" is ticked on the TS process number, a selection window opens when posting a final invoice in which you can manually mark those TR and AZ that need to be reversed. For more information on the TR/SR automatic, see[here](#) .
ts expiry type	**TS expiry type**(numeric, 2 digits) The transfer of the TS process type is only necessary if the TR/SR process number does not yet exist and is to be created automatically during the import. The TS process type indicates whether the partial invoices are inclusive or accruing. 0 = including

-
-

-

-
-
-

-
-

satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost	ts-ablauftyp	ts-ablaufnr	ts-ablaufart	ts-versteuerungsart
0	200000	4080	101	01.01.2015	TR	1	20	1	1200	-200	TR 1	10	1	8	0	1

satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost	ts-ablauftyp	ts-ablaufnr
0	200000	4000	102	03.01.2015	SR	1	20	1	2400	-400	SR zu TR1	10	2	8

After the import in the journal - partial invoice:

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	OP	TR/SR-AblaufNr	TR/SR-Ablauftyp
1.1.2015	TR	101	200000	4080	S	EUR	1.200,00	Mn	20		200,00-		TR 1		8	Teilrechnung
1.1.2015	TR	101	4080	200000	H	EUR	1.000,00-	Mn	20	200,00-			TR 1		8	Teilrechnung
1.1.2015	TR	101	3515		H	EUR	200,00-						TR 1		8	Teilrechnung
1.1.2015	TR	101	2000		S	EUR	1.200,00						TR 1		8	Teilrechnung

After the import in the journal - final invoice:

The TR and the AZ automatic posting are automatically canceled.

Beleg-Dat	BS	Beleg-Nr	Kto-Nr	GKto-Nr	BC	WAE	Betrag	Sy	Proz	Steuer	Steuerinfo	Skonto	Text	OP	TR/SR-AblaufNr	TR/SR-Ablauftyp
3.1.2015	SR	102	200000	4000	S	EUR	2.400,00	M	20		400,00-		SR zu TR1	±	8	Schlussrechnung
3.1.2015	SR	102	4000	200000	H	EUR	2.000,00-	M	20	400,00-			SR zu TR1		8	Schlussrechnung
3.1.2015	SR	102	3500		H	EUR	400,00-						SR zu TR1		8	Schlussrechnung
3.1.2015	SR	102	2000		S	EUR	2.400,00						SR zu TR1		8	Schlussrechnung
1.1.2015	TR	101	200000	4080	S	EUR	1.200,00-	Mn	20		200,00		TR 1	+	8	Teilrechnung
1.1.2015	TR	101	4080	200000	H	EUR	1.000,00	Mn	20	200,00			TR 1		8	Teilrechnung
1.1.2015	TR	101	3515		H	EUR	200,00						TR 1		8	Teilrechnung
1.1.2015	TR	101	2000		S	EUR	1.200,00-						TR 1		8	Teilrechnung
1.1.2015	SR	96	299999	3292	S	EUR	1.200,00-	M	20		200,00		Anzahlung	+	8	
1.1.2015	SR	96	3292	299999	H	EUR	1.000,00	M	20	200,00			Anzahlung		8	
1.1.2015	SR	96	3500		H	EUR	200,00						Anzahlung		8	
1.1.2015	SR	96	2000		S	EUR	1.200,00-						Anzahlung		8	

Example

Import file for partial invoices
Import file for final invoices

2.14. overall example

This Excel file contains all the examples, divided into several spreadsheets.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	satzart	konto	gkonto	belegnr	belegdatum	buchsymbol	buchcode	prozent	steuercode	betrag	steuer	text	kost
2	0	200000	4000	1	01.08.2014	AR		1	20	1	1200	-200	Rechnung	10
3	0	200000	4000	2	02.08.2014	GU		1	20	1	-1200	200	Gutschrift	10
4	0	200000	4100	3	01.08.2014	AR		1	0	7	1200	0	ig. Lieferung	10
5	0	200000	4113	4	01.08.2014	AR		1	0	77	1200	0	sonst. Leistu	10
6	0	200000	4000	5	01.08.2014	AR		1	20	1	150	-25	Splittbuchur	10
7	0	200000	4096	5	01.08.2014	AR		1	20	1	252	-42	Splittbuchur	10
8	0	200000	4030	5	01.08.2014	AR		1	10	1	110	-10	Splittbuchur	10

Ausgangsrechnungen | Eingangsrechnungen | Kassenbuchungen | Bankbuchungen | Buchungen mit Kostenstellen | Fremdwä ...

Danger!

This Excel file only serves as an overview of all examples and cannot be imported into the NTCS because it is not a CSV file!

Example

Import file for overall example

3. STRUCTURE OF THE IMPORT FILE (SET STRUCTURE)

3.1. sentence types

There are several record types that determine whether e.g. B. postings, clearings, etc. are to be accepted.

sentence type **0**	Record type 0 includes general ledger posting records. This means that any booking type (invoice, payment) can be imported. In addition, master data can be imported when used by various people.
sentence type **1**	cost accounting splits
sentence type **2**	Guess
sentence type **4**	Payments with multiple clearing
sentence type **8th**	TR/SR cancellation postings (if the TR to be canceled must be transferred due to the "Manual selection for SR" indicator in the TR/SR process)
sentence type **10**	percentage split
sentence type **11**	Agricultural products

Record types 1 and 4 can be transferred in any order, but always after record type 0. All data records with record type 1 or 4 therefore relate to the postings above them with record type 0. The data records are identified using the appropriate column abbreviation at the beginning of the record.

3.2. Record type 0 (FIBU posting records)

Record type 0 contains financial accounting posting records, cost accounting data and various personal master data.

sentence type	**sentence type**(sentence type; numerical, 1 digit) Here 0 for FIBU posting
account	**Bank account number**(account no. numeric, 10 digits) Leading account of the posting
book date	**posting date**(book date) The posting date is given here in the format DD.MM.YYYY. If no posting date is passed, the current date is used as the posting date.
gaccount	**contra account**(Gkto no; numeric, 10 digits) offsetting account of the posting
receipt no	**document number**(document number; alphanumeric, 20 digits) document number of the posting
receipt date	**receipt date**(document date) Date of the receipt in the format DD.MM.YYYY
percent	**tax percentage**(perc; numeric, 3.3 digits) Percentage of booking
tax code	**VAT tax code**(tax code; numeric, 4 digits) The VAT tax code is used to identify the VAT tax type: **tax code** **Designation** 1 value added tax 2 input tax 3 VSt §12/3 in conjunction with paragraphs 4 and 5

lock	**payment blocking**(ZV lock; numeric, 1 digit)
	Indicator whether the posting for the autom. Payment transactions or automatic direct debit is blocked.
	  0...no lock
	  1...Block invoice
	  3...complaint
	  4...direct debit
	  5...cash payment
	  6...standing order
	  7...advance payment
	  8...credit card payment
	  9...bankruptcy
	  10...Manual payment
	  11...foreign currency

direct debit	**direct debit indicator**(direct debit indicator; numeric, 1 digit) 1...This invoice is explicitly approved for direct debit. Only necessary if the direct debit indicator is NOT set in the customer base, but a specific invoice should still be included in the direct debit.

dunning block	**Dunning block**(dunning block; numeric, 1 digit) Indicates whether the posting is blocked for the dunning run.
	  0...Invoice is dunned
	  1...Never dun invoice
	  2...do not dun the invoice once
	  3...complaint
	  4...direct debit
	  5...cash payment
	  6...standing order
	  7...advance payment
	  8...credit card payment
	  9...bankruptcy
	  15...lawyer
	  16...collection agency
	  17...Installment Agreement

reference no	**Swiss reference number**(Ref no; alphanumeric, 27 characters) Receipt identification for Swiss payment transactions
timeline	**Text for booking note**(Note; alphanumeric) Text for booking note
div name	**Surname of the diverse person**(Last name; alphanumeric, 50 digits)
div-firstname	**First name of the various person**(First name; alphanumeric, 50 digits)
various profession	**Occupation/industry of the diverse person**(Profession; alphanumeric, 50 digits)
div street	**Street of the diverse person**(Street; alphanumeric, 100 digits)
div-plz	**ZIP code of the diverse person**(Postal code; alphanumeric, 10 digits)
div place	**location of the diverse person**(Location; alphanumeric, 50 digits)
div state	**country of diverse person**(Country; alphanumeric, 2 digits) ISO code of the respective country (e.g. AT, DE,...)
div guid	**GUID number of the diverse person**(alphanumeric, 36 digits) It is possible to import various people to normal personal accounts. In order to facilitate the retrieval, a GUID can be transferred in the BuErf, via which the various person is clearly identified (this must be stored on the various person). If bank details are also created by BuErf, then these are assigned to the various person and not to the personal account when a various person is transferred.

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bank blz	**sort code**(sort code; alphanumeric, 9 digits)
bank account no	**bank account number**(bank account number; alphanumeric, 20 digits)
bank name	**bank designation**(bank name; alphanumeric, 255 characters)
bank iban no	**Bank IBAN number**(IBAN; alphanumeric, 50 digits)
bank-landkz	**Country identifier of the bank**(country code; alphanumeric, 6 digits)
bank swiftcode	**Swift code**(SWIFT BIC; alphanumeric, 11 digits)
bank no	**Customer bank details**(Customer bank details, numeric, 15 digits) The serial number of the customer's bank details can be transferred here. The corresponding bank details are then saved in the booking (e.g. for a later direct debit). Only an already existing bank account is written on the booking. If the bank details do not exist, a corresponding notification is issued. However, if additional fields such as account number etc. are transferred in this case, the bank details are created with the transferred data.
Bank-mandated	**Mandate ID**(alphanumeric, 35 digits) Mandate number, made up of customer number and mandate date.
Bank-mandate date	**mandate date**(Date format DD.MM.YYYY) Date on which the mandate was signed.
Bank-**mandate mark**	**mandate identifier**(numeric, 2 digits) Identification of the indentation: 0 = First indentation 1 = Further collection 2 = One-time collection 3 = Collection expired 4 = Last collection
Bank-last collection	**Last move-in date**(Date format DD.MM.YYYY) Date of the last move
bank-guid	**bank guide**(alphanumeric, 36 digits) Unique identification number of an already existing bank account.

Notice

For the**Updating of the existing bank details with the transferred mandate data** the following applies:

If bank details with mandate data are transferred in the BuErf, the setting in the CRM parameter is checked first.

Import bank details customer	With the "Overwrite" setting, the main bank details are overwritten with the import data. Otherwise, the bank details are searched for and recreated if no suitable bank details were found for the import data. The parameter refers to the behavior of CSV imports (e.g. variable person import as well as variable account import in the financial accounting) and when importing from PR01. **Background information:** The "Search and create new" setting uses the following priorities to determine whether bank details already exist in NTCS for imported bank details. 1. Search with GUID (unique ID of the bank details) 2. Search with IBAN and MandateID 3. Search with bank code/account number and mandate ID 4. Search with IBAN (If a mandate ID is also sent, then the mandate ID on the bank details must be empty, otherwise a new bank details will be created.) 5. Search with bank code/account number

If "Overwrite" is set in the parameter (default setting), then the main bank details in the customer master are updated with the transferred mandate data.

If "Search and new creation" is set in the parameter, then it is checked whether an existing bank account needs to be updated.
The search criteria are:

- Bank GUID
- IBAN and mandate ID
- Bank account number and bank code and mandate
- ID IBAN and empty mandate ID
- Bank account number and bank code and empty mandate ID

If bank details are found, these are updated with the transferred mandate data.

3.2.2. Foreign currency (record type 0)

currency	**foreign currency abbreviation**(WAE; alphanumeric 4 digits) If a posting is imported in a foreign currency, the currency abbreviation must be transferred in this field. The currency abbreviation is usually the ISO currency code, e.g. e.g. CHF, USD,... If a currency other than that specified in the import file is fixed on the account, a corresponding error message is issued during the import and the posting cannot be imported.
fw course	**foreign exchange rate**(Course; numerical 8.8 digits) rate of booking. The course must be passed as follows: 1GW = x FW
fwfactor	**foreign currency factor**(Factor; numeric 6 digits) The factor indicates in how many units the foreign currency exchange rate was given.
fw amount	**foreign currency amount**(FC amount; numerical 15.2 digits) Amount in foreign currency
fw tax	**Tax amount in foreign currency**(FW tax; numeric 15.2 digits) Tax amount of the posting in foreign currency
fwskonto	**Discount amount in foreign currency**(FW discount; numeric 15.2 digits) Cash discount amount in foreign currency (with the opposite sign compared to the posting amount)
fwopamount	**OI amount in foreign currency**(FW OP amount; numerical 15.2 digits) This value indicates how much of the foreign currency posting amount is still "open". In principle, the FW OP amount does not have to be transferred, since the FW posting amount is automatically adopted as the FW OP amount. OP amounts that deviate from the posting amount can only occur during a data transfer. In this case, please contact our support!
fwistkw	**Price as reciprocal** 1 = course is transferred with reciprocal value (1 FW = x GW)

3.2.3. Cost accounting (record type 0)

If a posting is only posted to one cost center (or one cost unit, ...), this can also be transferred in record type 0.

For the distribution of a posting to several cost centers (or cost objects, departments, dimensions, business areas), the sentence type 1 be used.

costs	**Cost centre**(Cost centre; alphanumeric 20 digits) The cost center of the invoice is transferred here. If the cost is divided among several cost centers, nothing needs to be entered here. The allocation is made with record type 1.
co-carrier	**payer**(payer; alphanumeric 20 digits) cost unit of the invoice
ko department	**Department**(Department; alphanumeric 20 digits) department of the invoice
codimensional	**dimension**(Dimension; alphanumeric 20 digits) dimension of the invoice
co-business area	**business area**(business area; alphanumeric 20 digits) business area of the invoice
comet	**KORE quantity**(Crowd; numeric 13.6 digits) The reference quantity is specified here (e.g. number of hours) that is to be transferred for cost accounting. The quantity is taken over together with the quantity indicator.
comet no	**Cost-Quantity indicator**(Quantity KZ; alphanumeric 18 digits) number of the quantity designation according to the appendix in the KORE

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document	**document path** The file name of the document that is to be attached to the booking can be transferred here. The path can be relative (based on the original BuErf path) or absolute (with drive and path information).
category	**category**(Category; alphanumeric 10 digits) A category can be passed here with which the document is archived. If no category is passed, the booking symbol is used as the category.
archive no	**archive number**(archive no; numeric 10 digits) The archive number of the archive in which an already archived document is located can be transferred here. This document will be attached to this booking on import. in The Field **document no**the document number of the already archived document must be transferred.
document no	**document number**(Document number; numeric 15 digits) The document number of an already archived document can be transferred here. This document will be attached to this booking on import. in The Field**archive no**the archive number of the archive in which the already archived document is located must be transferred.
project no	**project number**(numeric 10 digits) If a project number is transferred here, the document is archived under this project number.
dkzid	**Document Association ID** For internal use only.

3.2.7. Installments (record type 0)

There are two ways to pass installments:

Automatic split of installments: In this case, the amount is divided evenly over a certain number of installments.

The following fields must be transferred:

installment deposit	**installment deposit** amount of the down payment
guess-number	**number of installments** Number of installments to split the amount into.
installment-deposit-zziel	**Terms of payment down payment** The payment target for the down payment is transferred here.
guess-ztarget	**Terms of Payment Installment** The payment target between the installments is transferred here.

Fixed transfer of installments: If only one installment (e.g. security deposit or liability deposit) is to be transferred or if the individual installments have different amounts, the following fields must be used. If only one rate is transferred, the fields can be transferred in record type 0. If several installments are transferred, the fields in<u>sentence type 2</u> be handed over.

installment amount	**installment amount**
	The amount of the individual installments is transferred in this field.
guess-ztarget	**Terms of Payment Installment**
	Terms of payment for the individual installments
guess text	**Booking text Rate**
	Booking text of the individual installments
guess-type	**installment type**
	The rate type is passed in this field:
	RATE = Rate (instead of RATE, 2 can also be passed)
	DRL = reserve for cover (instead of DRL, 3 can also be transferred) HRL =
	liability reserve (instead of HRL, 4 can also be transferred) DEDUCTION =
	deduction (instead of DEDUCTION, you can also transfer 5)
installment dunning block	**Installment dunning block**
	A single installment for dunning can be blocked here: 0...invoice
	is dunned
	1...never dun an invoice
	2...do not dun the invoice once
	3...complaint
	4...direct debit
	5...cash payment
	6...standing order
	7...advance payment
	8...credit card payment
	9...bankruptcy
	15...lawyer
	16...collection agency
	17...Installment Agreement
rate-lock	**Installment payment lock**
	A single installment for automatic supplier payment transactions or direct debit
	can be blocked here:
	0...no lock
	1...Block invoice
	3...complaint
	4...direct debit
	5...cash payment
	6...standing order
	7...advance payment
	8...credit card payment
	9...bankruptcy
	10...Manual payment
	11...foreign currency
guess-manual account	**Manual discount amount Rate**
	A manual cash discount amount can be transferred here for the posting.

Notice

 The data is only displayed under the "Installments" tab if the individual installment bookings are also transferred directly in the BuErf file. The display does not work if the rates are determined automatically. These are only visible after posting in the journal.

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3.3. Record Type 1 (Cost Accounting Splits)

Record type 1 is used to distribute a posting record to several cost centers (or several cost units, departments, dimensions, business areas). If a posting is only posted to one cost center (or one cost unit, …), this can also be transferred in record type 0.

The sum of the cost splits must match the net amount of the previous transaction with record type 0.

Notice

If cost center, cost unit, department, dimension or business area is mentioned, then the field "cost number" of the NTCS KORE is meant here. In practice, the number of the cost center (KTR, …) is usually actually a number, but it can also be alphanumeric (e.g. 123AB45).

sentence type	**sentence type**(Record type, numeric 1 digit) Here 1 for cost accounting distribution
costs	**Cost centre**(Cost center, alphanumeric 20 digits) Cost center to which the allocation is made.
co-carrier	**Cost bearer (cost bearer, alphanumeric 20 digits)** Cost object to which the allocation is made.
amount	**split amount**(Amount, numeric 15.2 digits) Amount that is divided among the individual cost centers.
comet	**KORE quantity**(Crowd; numeric 13.6 digits) The reference quantity for the KORE is transferred here.
comet no	**Cost-Quantity indicator**(Quantity KZ; alphanumeric 18 digits) number of the quantity designation according to the appendix in the KORE
covariator	**cost variator**(Var; numerical 3.2 digits) Indicates what percentage of the total costs are variable.
component divider	**Cost Monthly Divider**(MT; alphanumeric 2 digits) Here you can specify how many months the amount should be divided over.
coperiod	**cost period**(meal period; numeric 6 digits) A cost period can be transferred here if it differs from the posting period.
coaccount	**expense account**(KORE account, numeric 10 digits) If other accounts are used in KORE/FIBU, the different KORE account can be entered here.
kokey	**allocation key**(Key, alphanumeric 20 characters) The distribution key for the invoice can be entered here.
ko department	**Department**(Department, alphanumeric 20 digits)
codimensional	**dimension**(Dimension, alphanumeric 20 digits)
co-business area	**business area**(Division, alphanumeric 20 digits)

Notice

If an account (cost center, …) is fixed to a cost dimension, then this is automatically applied to the posting concerned.

3.4. Record type 2 (installments)

If only one installment (e.g. security deposit or liability deposit) is to be transferred, or if the individual installments have different amounts, the following fields must be used.
If only one rate is transferred, the fields can be transferred in record type 0. If several installments are transferred, the fields in record type 2 must be transferred.

installment amount	**installment amount** The amount of the individual installment is transferred in this field.
guess-ztarget	**Terms of Payment Installment** Terms of payment for each installment
guess text	**Booking text Rate** Booking text of the individual rate
guess-type	**installment type** The rate type is passed in this field: ANZ = down payment (instead of ANZ, 1 can also be transferred) RATE = rate (instead of RATE, 2 can also be transferred) DRL = reserve for cover (instead of DRL, 3 can also be transferred) HRL = liability reserve (instead of HRL, 4 can also be transferred) DEDUCTION = deduction (instead of DEDUCTION, you can also transfer 5)
installment dunning block	**Installment dunning block** A single installment for dunning can be blocked here: 0...invoice is dunned 1...never dun an invoice 2...do not dun the invoice once 3...complaint 4...direct debit 5...cash payment 6...standing order 7...advance payment 8...credit card payment 9...bankruptcy 15...lawyer 16...collection agency 17...Installment Agreement
rate-lock	**Installment payment lock** A single installment for automatic supplier payment transactions or direct debit can be blocked here: 0...no lock 1...Block invoice 3...complaint 4...direct debit 5...cash payment 6...standing order 7...advance payment 8...credit card payment 9...bankruptcy 10...Manual payment 11...foreign currency
guess-manual account	**Manual discount amount Rate** A manual cash discount amount can be transferred here for the posting.

3.5. Record type 4 (multiple clearings)

Record type 4 is required for multiple clearings. If only a single document is cleared, the clearing fields can also be specified in record type 0.

Notice

If the fields are transferred in record type 0 (only possible with individual clearing), the "discount" field must be used for the discount amount.

sentence type	**sentence type**(sentence type; numerical 1 digit) Here 4 for multiple clearing
Ausz document no	**Invoice number**(document number; alphanumeric 20 digits) Document number of the invoice to be cleared.
deduction amount	**allowance amount**(Amount; numeric 15.2 digits) Amount to be cleared.
ex-fw amount	**foreign currency amount**(FC amount; numerical 15.2 digits) Foreign currency amount to be cleared.
deduction discount	**discount amount**(discount; numeric 15.2 digits) discount amount of the document that is to be cleared.
Ausz-fwskonto	**foreign currency discount**(FW discount; numerical 15.2 digits) Foreign currency discount of the document that is to be cleared.
ex-book icon	**booking icon**(BS; alphanumeric 4 digits) The posting symbol of the document that is to be cleared can be entered here. This is important if the same document number has been assigned to customers and suppliers.
ex-receipt date	**receipt date of the invoice**(document date) Receipt date of the invoice to be cleared (format DD.MM.YYYY). This field is necessary if several invoices with the same document number (but different document dates) are to be cleared with one payment.

3.6. Record type 8 (TR/SR cancellation postings)

Record type 8 is required for the transfer of SR cancellations. In this way, those partial invoices can be transferred which are to be canceled in the final invoice.
It is only necessary or possible to transfer the partial invoices to be canceled if the indicator for "manual selection at SR" is set in the partial/final invoice process.

If only one partial invoice is cancelled, these fields can also be entered in record type 0.

sentence type	sentence type(sentence type; numerical 1 digit) Here 8 for SR cancellations
srst book icon	**Partial invoice posting symbol**(BS; alphanumeric 4 digits) Posting symbol of the partial invoice that is to be reversed.
srst document no	**Receipt number of the partial invoice**(document number; alphanumeric 20 digits) Document number of the partial invoice that is to be reversed.
srst receipt date	**Receipt date of the partial invoice**(Receipt date) Receipt date of the partial invoice in the format DD.MM.YYYY
srst-stoafstobucid	**Cancellation-account-request-cancellation-bookingID**(ID; numeric 19 digits) Only for internal purposes - in connection with the billing scheme "1 payment on account, then TR (taxed immediately)!
srst-amount	**cancellation amount**(cancellation amount; numeric 15.2 digits) Only for internal purposes - in connection with the billing scheme "1 payment on account, then TR (taxed immediately)!

See the topic for more information[partial and final invoice](#) under[Book without TR/SR process N](#) right.

3.7. Record type 10 (percentage allocation)

Record type 10 is required for the transfer of percentage allocations. In this way, an invoice with different percentages can be posted to several expense accounts without being split.
A percentage allocation can be transferred both for an individual offsetting entry and within a split entry.

sentence type	sentence type(sentence type; numerical 1 digit) Here 10 for percentage distribution
percent	**tax percentage**(perc; numeric 3.3 digits) Percentage of allocation
amount	**Amount**(Amount; numeric 15.2 digits) The amount of the percentage distribution is to be transferred net and with the sign of the booking.
tax	**tax amount**(Tax; numeric 15.2 digits) tax amount of the distribution
fw amount	**foreign currency amount**(FW amount numeric 15.2 digits) apportionment amount in foreign currency
fw tax	**Tax amount in foreign currency**(FC tax numerical 15.2 digits) Tax amount of the allocation in foreign currency

See the topic for more information[Book](#) under[Mixed tax on invoices](#) .

3.8. Record type 11 (agricultural products)

Record type 11 is used to transfer data for agricultural products or steel construction products (relevant in Hungary).

You can find more information on this in the[Handbook for Hungary](#) .

sentence type	**sentence type**(sentence type; numerical 1 digit) Here 11 for agricultural products
tax NR	**tax number**(Tax NR; alphanumeric 20 digits) If no control number is transferred in record type 11, this is taken over from record type 0. If no tax number is passed in record type 0 either, this is automatically determined from the account during posting.
account	**personal account**(account no. numerical 10 digits) If no account is transferred in record type 11, this is taken over from record type 0.
performance date	**performance date**(performance data) The service date can be transferred here in the format DD.MM.YYYY. If the service date is not transferred in record type 11, the service date from record type 0 is automatically adopted for the agricultural products.
crowd	**Crowd**(Crowd; numerical, 15.9 digits) The quantity can be transferred here.
lwp-art	**Kind of agricultural products**(kind; numeric, 1 digit) 0 = agricultural Products Purchasing 1 = agricultural Products sale 2 = steel construction purchase 3 = steel construction sale
lwp goods des	**description of goods**(Designation; alphanumeric, 50 digits) If the description of the goods is not transferred, this is determined using the customs tariff number from the list of goods.
lwp customs tariff no	**Customs tariff number**(customs tariff; alphanumeric, 40 digits) The customs tariff number is transferred here.
lwp dimensioning	**Dimensioning agricultural products**(Rating; numerical, 15.2 digits) The design is transferred here.
lwp- fw design	**Assessment of agricultural products in foreign currency**(Rating; numeric, 15.2 digits) Here, the assessment is transferred in foreign currency.
currency	**foreign currency abbreviation**(WAE; alphanumeric 4 digits) If a posting is imported in a foreign currency, the currency abbreviation must be transferred in this field. The currency abbreviation is usually the ISO currency code, e.g. e.g. CHF, USD,...
fw course	**foreign exchange rate**(Course; numerical 8.8 digits) rate of booking. The course must be passed as follows: 1GW = x FW
fwfactor	**foreign currency factor**(Factor; numeric 6 digits) The factor indicates in how many units the foreign currency exchange rate was given.
fwistkw	**Price as reciprocal** 1 = course is transferred with reciprocal value (1 FW = x GW)
receipt no	**document number**(document number; alphanumeric, 20 digits) document number of the posting

Notice

If in record type 11 no data for the fields **currency**, **fw course**, **fwfactor**, **fwistkw** and **receipt no** transferred, then these are taken from record type 0.

4. BURF IMPORT

4.1. Import BuErf

The import program can be called up via FIBU - Book - FIBU-BuErf import or in booking under Extras - BuErf-Import.

Generally:

company	Company to which the BuErf is to be imported.
accounting	FIBU into which the BuErf is to be imported.
import Model	Pre-recording is possible via the import model. Thus, only the model has to be loaded, further settings are no longer necessary. Requirement: Path and file name always remain the same.
filename	Input file path of the BuErfs. You can also search with F4. Possible file formats are .csv and .txt.

Ideas:

BuErf-Art	Here it is announced whether it is a BMD 5.5 sentence structure or a NTCS record structure acts. As soon as it is an NTCS record structure, the program automatically switches to BuErf type NTCS. If the BuErf is transferred with BMD 5.5 record structure, the BMD 5.5 control codes must also be used. The data is converted during the import process. (BMD 5.5 sentence structure see PR08 documentation)
period constraint	This field is required if postings with different periods are transferred in a BuErf and only postings from a specific period are to be imported. **Example** The BuErf file contains postings with periods 3 and 4. Only postings with period 3 should be posted. Therefore, "3" is entered in the period constraint so that only these transactions are imported. If no period is given in the BuErf, then the document date is decisive. The "Period Restriction" and "Fixed Posting Month" fields are mutually exclusive.

Fixed booking month	Basically, the document date is decisive for determining the posting month. With this setting, this can be overridden and the BuErf is imported into a different month. This is e.g. This is necessary, for example, if the postings in the file have the document date for April, but the postings are to be imported into month 5 (because month 4 has already been completed). The "Period Restriction" and "Fixed Posting Month" fields are mutually exclusive.
booking type	An entire BuErf can be imported here with a specific posting type. The default is Journal 1001. Exceptions would be when accrual journals are imported as balance sheet journals (Journal Type 2001) or ER journals (Journal Type 3001).
delimiter	Separator for the variable record structure. (e.g. ; or T for tabulator) This delimiter is set automatically by the program when the file is selected.
character set	The character set of the file to be imported can be specified here. • ANSI • ASCII • UTF-8 • UNICODE

If you want to prevent a BuErf from being imported immediately without first opening the display, this can only be set via the preview under FIBU - Master data - General FIBU parameters - Post - BuErf posting - Import.

In this case the button will be. **Importieren** inactive and the import can only be started from the preview

If it was set in another package (e.g. in wages) that the posting should take place directly - without a preview - then this has priority. i.e. the "Import only via preview" parameter then does not apply.

Notice

Already became one annual takeover carried out with EB and postings are still imported in the old year, parameters (FIBU - master data - general FIBU parameters - posting - general - EB correction) can be set so that a query for an EB correction should appear.
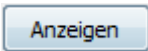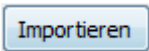
The query appears when closing the import window or when changing the financial accounting.

4.1.1. Import via batch file

The import of BuErf files can be done via a batch call also be automated.
A log file is created for control purposes (BMDFibuBuErfImport_Batch_<Firmennr>_<FibuNr>.log). This shows whether or when the BuErf import was started and whether it was successful.

4.2. Display records

Before importing can over **Anzeigen** the BuErf can be checked before it is posted. Over **Importieren** the BuErf is immediately imported into accounting.

In display mode, the screen is divided into two. The data records are displayed in the upper part of the screen. In the lower area, additional information can be called up via the following tabs:

cost allocation	If cost allocations are also transferred, they are displayed here.
diverse person	If the address and account details are also handed over with a diverse person, these are displayed here.
Bank details	If a specific bank account is also provided.
note	Display if a booking note is also transferred.
clearing	In the case of payments, the clearing is displayed here.
Mistake	In the case of incorrect postings, the error message is output here. See point 3.2.1.

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4.2.1. Incorrect bookings

If there are incorrect postings when importing the BuErfs, a window opens asking whether you want to edit the posting records or import the correct postings.
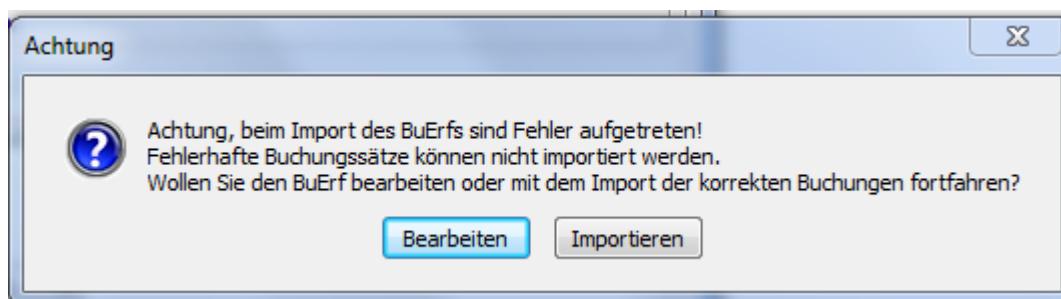
If there are incorrect postings in the BuErf, the focus is automatically set to the first incorrect posting. With the button "next error" you can jump to the next incorrect booking.

The entry "Incorrect" or "Incorrect posting lines" can be selected via the combo box. As a result, only the incorrect data is displayed in the BuErf view window.

If you choose Edit, you go directly to the display mode, in which the incorrect data records are marked in red.
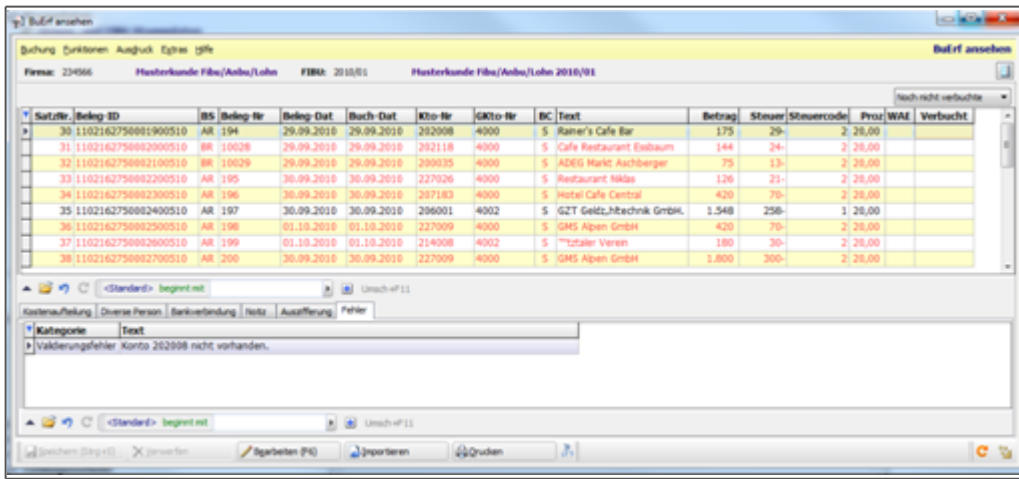
The incorrect postings can be included directly in the ad**Edit (F6)**to be edited. The changes are saved back to the BuErf.

Over**Press**a log can be printed out. Incorrect postings are marked with a**f**marked. In addition, a notification is issued that there are incorrect documents.
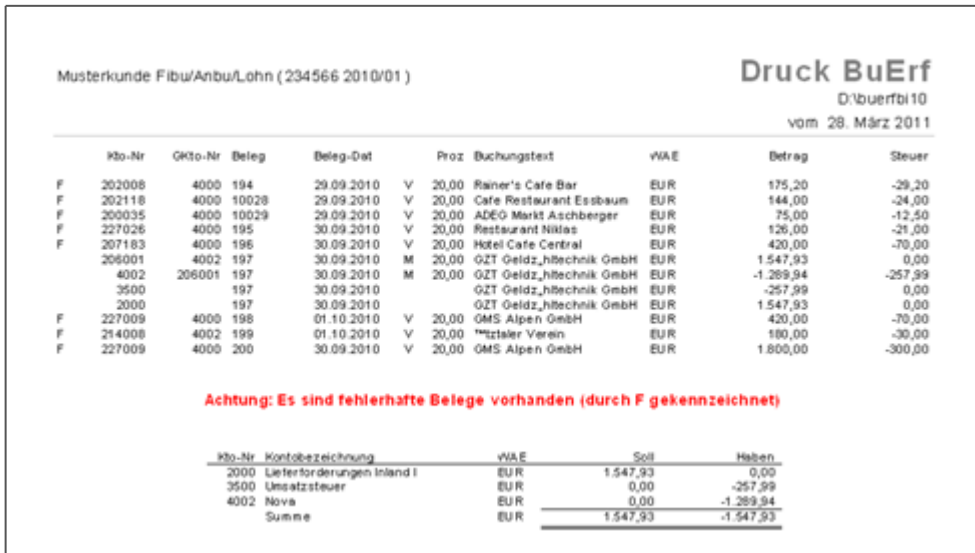
If you import the correct records, they will be added to the log with a**V**marked as booked. The incorrect postings remain as not posted.

4.2.2. Bookings with notes

In addition to postings with errors, there are data records for which information is given.
A note appears if there are postings that do not lead to any differences in accounting (e.g. document date outside of the fiscal year).
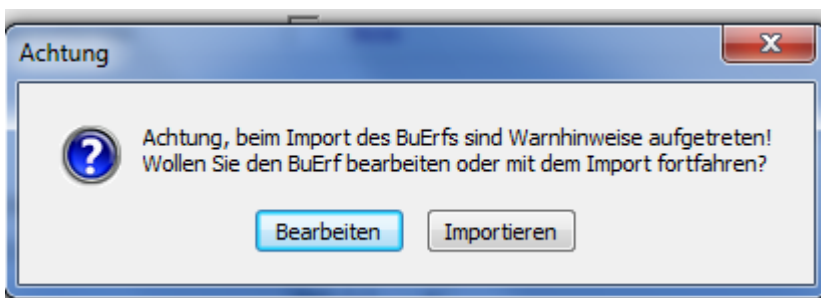
The entry "Notes" or "Notes on posting lines" can be selected via the combo box. As a result, only the data that is not correct is displayed in the BuErf view window.

If you choose "Edit", you will return to the display mode in which the bookings are marked in blue.
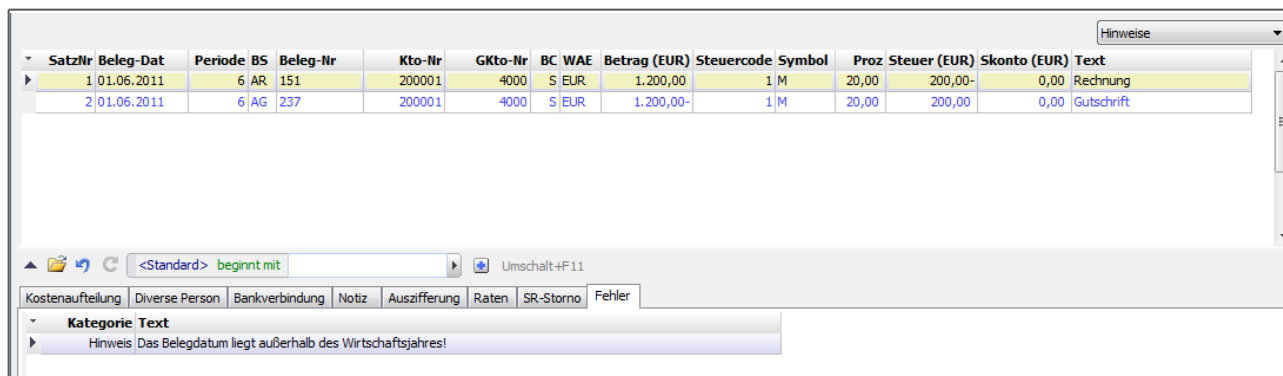
Postings with notes are imported as opposed to postings with errors.

Possible hints are:

Hints	causes
The document date is outside the fiscal year.	
Invalid UID number	
Account XY should not be posted with posting symbol XY.	e.g. B. when a customer account with document symbol ER is posted
The tax code XY should not be used for personal account XY be used.	e.g. B. when a customer account with tax code 2 is posted
Document number already exists.	If the check of the document number is activated on the posting symbol, a check is also carried out during the BuErf import as to whether the transferred document number is already available in the financial accounting or in the postings to be posted.
External document number already exists.	If the control of the external document number is activated on the posting symbol, a check is also carried out during the BuErf import as to whether the transferred external document number is already available in the financial accounting or in the postings to be posted.

Notice

If postings are edited and the percentage, tax code or branch is changed during a posting, then the amounts (posting amount, tax amount, OI amount) of the relevant posting are automatically adjusted. The open item amount is only changed if it was equal to the posting amount before the change!
(For foreign currency postings, the base currency amounts are also automatically changed.)

4.2.3. Bookings not yet booked

The entry "not yet booked" can be selected via the combo box. As a result, all data records that could not be booked due to errors are displayed in the BuErf view window.

4.2.4. Finished bookings

Use the combo box to select the entry "Completed bookings". As a result, all data that is only written to the posting record when it is posted, such as e.g. e.g.:

- collective bookings
  - cash discount postings
- Cancellation postings for a final invoice ADL
- code from the account
- Cost center: If no KST is given in the BuErf, but a KST is fixed on the account, this is set in the posting and is already displayed here.

Notice

The "Edit", "Import" and "Print" functions are disabled in the "Finished bookings" view!

The following information is added to the "Finished bookings" view on the Cost distribution tab:

- Account period (determination based on the posting period)
- Quantity number (if stored in the account master) k
- Cost number (if stored in the cost master or on another cost type)

4.3. Import of BMD 5.5 BuErfs

Basically it is also possible to import a file with BMD 5.5 sentence structure. However, the correct processing of such an import file cannot be guaranteed.

The following content cannot be imported into NTCS FIBU:

- Postings with country code Postings
- without an offsetting account
- Split posting with tax on the first posting line
- For bookings with TR/SR project numbers, the process number must already have been created before the
- import. When booking with documents, it should be noted that the document belonging to the booking must be given directly when booking (fields "Document" and "Category"). If the documents are imported in advance using a bmddocs.dok file, no link between booking and document is possible!

The file to be imported must be a text file. In practice, this is usually a CSV file (the components of the posting record are separated by ;).

The data is imported via a file with a variable record structure, ie the data is recognized according to the field headings and thus assigned to the correct posting field. Fields whose headings do not match the headings specified by BMD are not correctly recognized by the program and are therefore not read in either. The order of the individual fields (columns) and the capitalization of the headings is irrelevant.

4.3.1. Import of a BMD 5.5 wage file

It is still possible to use the wage file from the BMD 5.5. Import wages into accounting.

Settings in BMD 5.5 wages
In program**Posting document (LV131)**the NTCS contra account must be stored in the parameters (general or client-specific). This is necessary because one-way postings cannot be imported into the NTCS:

account creation

Deposit in the fixed accounts
In the NTCS under financial accounting - master data -fixed accounts the account must be stored as a technical contra account.

generate file
The file is created as usual after running the programs STAP1 and STAP2.
By default, under the BMD 5.5 data directory, the folder "**wage fibuntcs**" created. The payroll files are stored in this folder.
If the files are to be saved in an individual directory, this can be stored in program LV131 in parameter 81 "NTCS-FIBU export directory".

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The designation of the wage BuErf consists of the following criteria:

1.) The "NTCS company number" (LV040, item 1, screen 6, field 4) is used to create the file name -**bb
+ NTCS company no.month**
2.) If the "NTCS company number" is not stored, the "NTCS customer number" (LV040, item 1, screen 6, field 5) is
used -**bb + NTCS customer number.month**
3.) The wage company number (client) is used as the last fallback level -**bb + wage company number.month**

Notice

When posting, a one-time import model be created.
The path and the file name are stored in the import model. If this model is selected for the next
import, the program automatically suggests the stored path and file name. Since the file name is
saved with the ending .month and therefore varies every month, it must be entered with a
placeholder (*client number.*).

When importing, the import model must be selected. The file name is suggested automatically.
When you start the search, you are automatically in the stored directory and only the
corresponding files are displayed.

to a**general model**for several companies, a placeholder for the company number ($companyno$ or
$companyno) can be stored in the file name. During the import, this placeholder will be replaced by
the company you are using.

Example import model:

Danger!

In BMD 5.5, a financial accounting must be created in program pr00 and the required accounts must be created in program pr01.
This is necessary so that

- the account names are printed on the wage booking document (the account names are not read from the NTCS account master) the tax
- accounts can be read correctly.

4.3.2. Import BMD 5.5 BuErf - percentage distribution 88

When importing a BMD 5.5 BuErfs, postings with a percentage of 88 are converted into a percentage split. However, this is only possible if the original split consists of two percentages and the percentages involved are known.
The setting of which percentages are involved is made via an internal parameter.

However, the calculation of the distribution is only necessary

- for Austrian postings with tax
- type USt or VSt

If the split cannot be calculated, the default percentage is placed on the transaction.

The internal parameters can be found under Tools - Administration - Parameters - Overview of all internal parameters.

The following parameter must be created there.

In this example, the percentages 10% and 20% were stored.

This parameter can also be stored related to financial accounting. In this case are in the field **param key** additionally enter the company and the financial accounting.
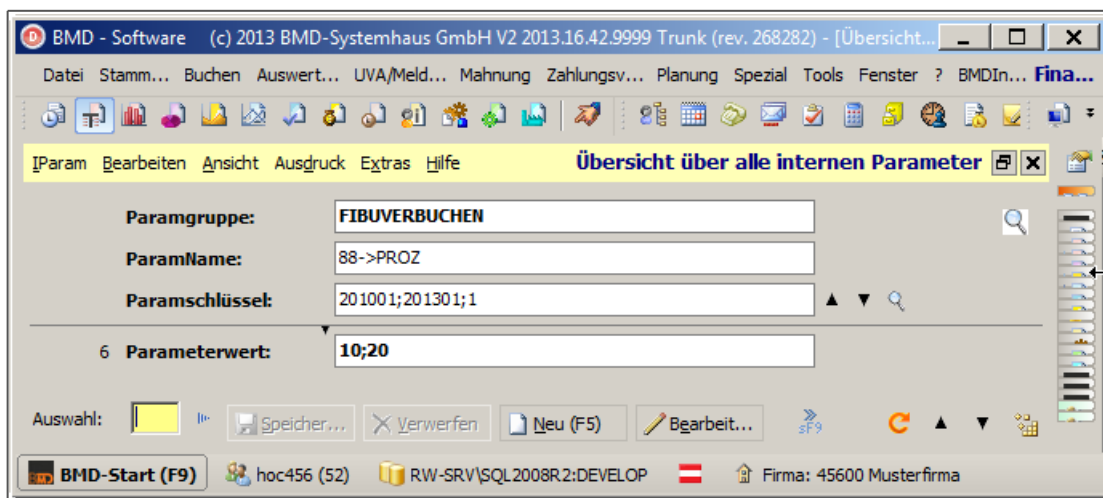
In this example, the internal parameter only applies to company 201001 and FIBU 2013/01.

Danger!

      Please consult our FIBU support before setting this parameter.

4.3.3. Import BMD 5.5 BuErf - term of payment

In BMD 5.5, the payment target always refers to the document date.
In the NTCS, the term of payment always refers to the value date, and only if this is not available, to the document date.

Under FIBU – Post – Post you will find under Extras – Settings for posting in the parameter**BuErf posting**the following setting options for the transfer of the payment target:

5.5-BuErf: Starting date of payment cond.	Applies to 5.5-BuErf only. Indicates which date is used as the starting date for the payment terms when reading/writing a 5.5-BuErf. Only works with direct BuErf import into the financial accounting.

5.5-BuErf: Fallback to account conditions	Applies to 5.5-BuErf only. Indicates whether the account conditions are used when no payment conditions are transferred (ie 0 in the fixed record structure).

4.3.4. Import BMD 5.5 BuErf - determination of tax code

If tax code "0" and percentage "0" are transferred in BMD 5.5 BuErf, the tax code is determined as follows during import:

- If a tax code is stored in the G/L account and this is fixed, it is transferred to the posting. If tax code 5
- (export delivery) or 81 (sales not taxable) is stored in the G/L account, then this is transferred to the posting, even if it is not fixed in the account.
- If no tax code is stored and fixed in the G/L account, it is first checked whether the customer is an EU customer. If so, then tax code 7 (ig delivery) is transferred to the posting. If no, then tax code 81 (sales not taxable) is transferred to the posting.

4.3.5. Import BMD 5.5 BuErf - foreign currency transfer

In the BMD 5.5, the foreign currency exchange rates are created under exchange rate numbers (e.g. 23 for CHF), in the NTCS under the respective currency abbreviations (e.g. CHF).
For this reason, when transferring the currency for foreign currency postings in 5.5 BuErf, a distinction must be made as to whether under FIBU - master data -courses on the course table one**Course File 5.5**deposited.

- If a course file 5.5 is stored in the course table, then the course number (e.g. 23) must be transferred in the BuErf.
- If no rate file 5.5 is stored in the rate table, then the currency code (e.g. CHF) must be transferred in the BuErf.

4.4. Printout of booking log

The parameter control can be used to set a posting log to be printed after importing the BuErf. The parameter setting can be found under Financial Accounting - Master Data - General Financial Accounting Parameters - Posting -BuErf posting or in the BuErf import window under "Extras".

Print booking log	After posting or importing into the FIBU, the printout of the posting log is started automatically. All successfully booked data records are printed.

After successful posting, you will be asked whether the posting log should be printed.
Various BMD standard printouts are available in portrait and landscape format or in basic and foreign currency.

4.5. backup directory

After importing, all BuErfs are automatically copied to a backup directory. If nothing was stored in the parameter settings, the "Company number" folder and the "FIBU number" folder below it are automatically created in the BuErf directory. The imported BuErf (+ date and time of import) is stored in this folder.

A different backup directory can be specified via the parameter setting. You can find the parameter setting under Financial Accounting - Master Data - General Financial Accounting Parameters - Book -BuErf posting or in the BuErf import window under "Extras".

The backup directory can**absolutely**or**relative**(based on the original BuErf path).

The stored directory is not created automatically, so it must exist at the time of import. In this directory, a "Company number" folder is automatically created again, and under it a "FIBU number" folder.

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Example:

Absolute backup directory: "D:\buerf-sicherungen" - Backup: D:\buerfsicherungen\<company number>\<FIBU number>\buerf_date-time.csv

Relative backup directory: "backup" - Backup: <current accounting directory>\backup\<company number>\<FIBU number>\buerf_date-time.csv

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See also:

[Book](#)
[Parameter BuErf](#)
[BuErf import](#)
[Import of a BMD 5.5 wage file](#)