

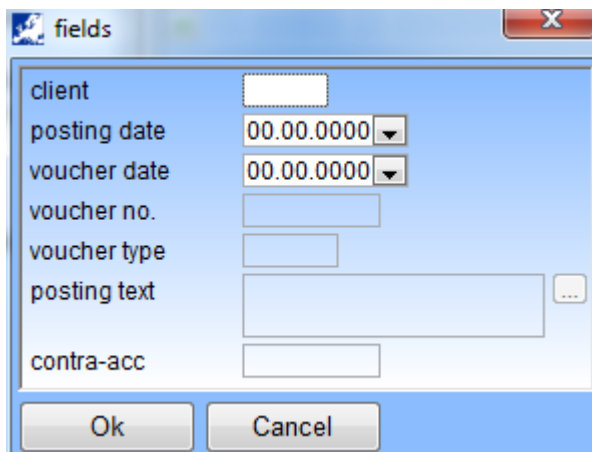


## Manual - import from Excel

The import of postings from an excel file starts with "Posting/Import Stack". If the extension of the filename ends with .XLS, the import routine for excel will start automatically.



If you start the import with F11, the following window will appear:



Here you can enter fixed values for the import (if they aren't present in the excelschema)  
The fields posting date and voucher date are fix in the samplefile – labeling in the 2nd row of the schema with the word ASK. You can enter fixed values for the default fields.

Click OK to start the import. The program creates a normal stack you have to complete with „Posting/Stack posting“.



**Fields for excelimport (stack)**  
**(Bold fields are mandatory)**

**Record type 01 – real accounts**

There has to be the number „1“ in the cell „A1“.  
From column „B“ you can start with the following fields.

Field	Format	Description
KLIENT	N4	Number of your client
<b>KONTO</b>	<b>A8</b>	<b>Account number</b>
MATCHCODE	A20	Matchcode
<b>BEZEICH_1</b>	<b>A50</b>	<b>Title 1</b>
BEZEICH_2	A50	Title 2
STEUERART	A5	Tax type (VSt, USt, ...)
STEUERCODE	A4	Tax code
FWCD	A3	Foreign currency
<b>VERDICHUNG</b>	<b>A1</b>	<b>Compression:</b> <b>N = none</b> <b>B = posting</b> <b>T = daily</b>
OFFENPOSTEN	A1	Open item
<b>KOST_ZWANG</b>	<b>A1</b>	<b>Entry cost centre</b> <b>J = You have to enter a cost centre</b> <b>N = You can't enter a cost centre</b> <b>K = You can enter a cost centre if you want to</b>
<b>KOTR_ZWANG</b>	<b>A1</b>	<b>Entry cost unit</b> <b>J = You have to enter a cost unit</b> <b>N = You can't enter a cost unit</b> <b>K = You can enter a cost unit if you want</b>
KOST_VORG	A10	Cost centre default
MENGEN_KZ	A4	Quantity sign
BIL_GLIED	A12	Balance structure
KON_GLIED	A12	Group structure
SELE_1	A10	Selection 1
SELE_2	A10	Selection 2
SELE_3	A10	Selection 3
SELE_4	A10	Selection 4
SELE_5	A10	Selection 5
SELE_6	A10	Selection 6
KOSTENART	A10	Cost type
<b>BRUTTO_NETTO</b>	<b>A1</b>	<b>B = gross amount</b> <b>N = net amount</b>
SUM_OP	N3	Summation open items 0 = none 1 = cost centre 2 = cost unit
KOTR_VORG	A15	Cost unit default
ANLAGEGUT	A1	Asset J = asset N = none asset
HAUPTKONTO	A8	Main account
KOST_FIX	A1	J = post cost centre fix N = don't post cost centre fix



KOTR_FIX	A1	J = post cost unit fix N = don't post cost unit fix
KASSA	A1	J = enable the account for cash N = disable the account for cash
AUSZ_NACH	N3	OI clearing by 0 = none 1 = cost centre 2 = cost unit 3 = classification number 4 = zero balance 5 = value date 6 = int. Voucher number 7 = ext. Voucher number
KOST_VARIATOR	N5.2	Variable percentage for cost accounting
OSS_WD	N1	Goods (0) / NON_Goods (1)

**Record type 02/03 - debtors/creditors (incl. banks + credit insurance)**

There has to be the number „2“ in the cell „A1“.

From column „B“ you can start with the following fields.

Field	Format	Description
KOD_X_KLIENT	N4	Number of your client
<b>KOD_X_KONTO</b>	<b>A8</b>	<b>Account number</b>
<b>KOD_X_SA</b>	<b>N2</b>	<b>Record type:</b> <b>2 = debtors</b> <b>3 = creditors</b>
KOD_X_MATCHCODE	A20	Matchcode
KOD_X_KUNNUMMER	A16	Customer number
KOD_X_ANREDE	A40	Form of address
KOD_X_TITEL	A40	Acad. title
KOD_X_VORNAME	A40	First name
<b>KOD_X_ZUNAME</b>	<b>A40</b>	<b>Surname</b>
KOD_X_NAME2	A40	Name 2
KOD_X_ZUSATZ	A40	Supplement
KOD_X_STRASSE	A80	Street
<b>KOD_X_LAND</b>	<b>A3</b>	<b>Country sign</b>
KOD_X_PLZ	A11	Pcode
KOD_X_ORT	A80	Place
KOD_X_TELEFON	A30	Phone
KOD_X_TELEFAX	A30	Fax
KOD_X_TELEX	A30	Telex
KOD_X_UID	A15	UID-number
KOD_X_STEUERN	A20	Tax number
KOD_X_STEUERN2	A20	Tax number 2
<b>KOD_X_SAMMELKONTO</b>	<b>N3</b>	<b>Summary account</b>
KOD_X_ZENTRAALKONTO	A8	Central account
KOD_X_FWCD	A3	Foreign currency
KOD_X_NETTO	N4	Netdays
KOD_X_SKTAGE1	N4	Discount days 1
KOD_X_SKPROZ1	N4.2	Discount percentage 1
KOD_X_SKTAGE2	N4	Discount days 2
KOD_X_SKPROZ2	N4.2	Discount percentage 2
KOD_X_MAHNKENN	A1	Reminder code
KOD_X_MAHNSPESEN	A1	Reminder charges
KOD_X_VERZUG	A1	Interest on arrears
KOD_X_VERZUGRECH	A1	Interest on arrears invoice
KOD_X_INTERVALL	N2	Interval
KOD_X_MAHN_ART	N3	1 = normal 2 = fax 3 = e-mail
KOD_X_MAHN_FAX	A50	faxnumber reminder
KOD_X_MAHN_MAIL	A50	E-mail reminder
KOD_X_BRANCHE	A16	Trade
KOD_X_KLIMIT	N18	Credit limit
KOD_X_KREDI	A8	Creditor's account
KOD_X_ZESSION	N3	Cession
KOD_X_VERTRETER	N4	Representative
KOD_X_SPRACHE	N3	Language
KOD_X_GRUPPE	A5	Group
KOD_X_ZAHLUNGSV	A5	Payment performance
KOD_X_BONITAET	A16	Reliability



KOD_X_EMAIL	A50	E-mail
KOD_X_VERZUG_TAB	N3	Interest on arrears tab
KOD_X_SELE_1	A10	Selection 1
KOD_X_SELE_2	A10	Selection 2
KOD_X_SELE_3	A10	Selection 3
KOD_X_SELE_4	A10	Selection 4
KOD_X_SELE_5	A10	Selection 5
KOD_X_SELE_6	A10	Selection 6
KOD_X_UID_CHK_NR	N3	0 = no check yet 1 = status 1 2 = status 2 3 = invalid
KOD_X_UID_CHK_DATUM	DATE	Checking date
KOD_X_VERZUGOP	A1	Interest on arrears open items active
KOD_X_VERZUGOP_TABNR	N3	Interest on arrears open items tablenumber
KOD_X_KOSTENTRAEGER	A15	Cost unit
KOD_X_KOSTENSTELLE	A10	Cost centre
KOD_X_GKTO	N4	Contra-account
KOD_X_CARD_CODE	A15	Customer number of SAP Business One
KOD_X_STV_CODE	A4	Tax code
KEV_X_NUMMER	A20	Number
KEV_X_VON_1	DATE	Date from 1
KEV_X_BIS_1	DATE	Date to 1
KEV_X_LIMIT_1	N15.2	Credit limit 1
KEV_X_VON_2	DATE	Date from 2
KEV_X_BIS_2	DATE	Date to 2
KEV_X_LIMIT_2	N15.2	Credit limit 2
KEV_X_VERSICHERUNG	A5	Credit insurance
ZAH_X_NUMMER	N3	Number
ZAH_X_ART	A1	U = remittance E = collect order S = cheque
ZAH_X_BANKNAME	A35	Bank identification
ZAH_X_LEITZAHL	A20	Bank ident. Code
ZAH_X_BANKKONTO	A35	Bank account
ZAH_X_ZUSATZ1	A15	Supplement 1
ZAH_X_ZUSATZ2	A15	Supplement 2
ZAH_X_SWIFT	A15	Swift code
ZAH_X_BANK_LAND	A3	Country of the bank
ZAH_X_IBAN_NR	A35	IBAN number
ZAH_X_SPESEN_AN	A3	13 = recipient pays 14 = recipient pays only abroad 15 = recipient don't pay
ZAH_X_FWCD	A3	Foreign currency code
ZAH_X_AKTIV	A1	Active J/N
ZAH_X_AVISO	A1	Aviso J/N
ZAH_X_KOMPRIMIEREN	N1	Compress 0 = single remittance 1 = remittance per account 2 = multiple remittance per account 3 = remittance acc. to bank account
ZAH_X_BANKNAME_1	A40	Name of bank 1
ZAH_X_BANKNAME_2	A40	Name of bank 2
ZAH_X_CAB_NR	A20	CBA number
ZAH_X_BCA_NR	A20	BCA number
ZAH_X_PREF_BANK	A1	Preferred bank J/N



ZAH_X_SEPA_ZAHLUNGSCODE	A10	SEPA payment code
ZAH_X_SEPA_MANDAT	A35	Reference number of your mandat
ZAH_X_SEPA_MANDAT_UNTERSCH	DATE	Signing date of the mandate
ZAH_X_SEPA_MANDAT_DRUCK	DATE	Printing date of the mandate
ZAH_X_SEPA_MANDAT_EINZ	DATE	Date of payment made by direct debit

**Record type 21/31 – debtor/creditor banks**

There has to be the number „21“ in the cell „A1“. (debtors)

There has to be the number „31“ in the cell „A1“. (creditors)

From column „B“ you can start with the following fields.

Field	Format	Description
KLIENT	N4	Number of your client
KONTO	A8	Account number
SA	N2	Record type: 2 = debtors 3 = creditors
NUMMER	N3	Number of the bank
ART	A1	Method of payment U = remittance E = collect order S = cheque
BANKNAME	A35	Bank identification
LEITZAHL	A20	Bank ident. Code
BANKKONTO	A35	Bank account
ZUSATZ1	A15	Supplement 1
ZUSATZ2	A15	Supplement 2
SWIFT	A15	Swift code
BANK_LAND	A3	Country of the bank
IBAN_NR	A35	IBAN number
SPESEN_AN	A3	13 = recipient pays 14 = recipient pays only abroad 15 = recipient don't pay
FWCD	A3	Foreign currency code
AKTIV	A1	Active J/N
AVISO	A1	Aviso J/N
KOMPRIMIEREN	N1	Compress 0 = single remittance 1 = remittance per account 2 = multiple remittance per account 3 = remittance acc. to bank account
BANKNAME_1	A40	Name of bank 1
BANKNAME_2	A40	Name of bank 2
CAB_NR	A20	CBA number
BCA_NR	A20	BCA number
PREF_BANK	A1	Preferred bank J/N
SEPA_ZAHLUNGSCODE	A10	SEPA payment code
SEPA_MANDAT	A35	Reference number of your mandat
SEPA_MANDAT_UNTERSCH	DATE	Signing date of the mandate
SEPA_MANDAT_DRUCK	DATE	Printing date of the mandate





## **Record type 04 – Cost unit creation**

There has to be the number „4“ in the cell „A1“.

From column „B“ you can start with the following fields.

Field	Format	Description
KTR_X_KLIENT	N4	Number of your client
<b>KTR_X_NUMMER</b>	<b>A15</b>	<b>Number of cost unit</b>
<b>KTR_X_BEZE_1</b>	<b>A30</b>	<b>Description 1</b>
KTR_X_BEZE_2	A30	Description 2
KTR_X_ERLEDIGT_DATUM	DATE	Date done YYYYMMDD
<b>KTR_X_AKTIV</b>	<b>A1</b>	<b>Active sign</b>
KTR_X_ZUSATZ_1	A50	Addition 1
KTR_X_ZUSATZ_2	A50	Addition 2
KTR_X_ZUSATZ_3	A50	Addition 3
KTR_X_ZUSATZ_4	A50	Addition 4
KTR_X_BAUHERR	N6	Constructor
KTR_X_SPARTE	N6	Category
KTR_X_SONDERSPARTE	N6	Special category
KTR_X_NIEDERLASSUNG	N6	Settlement
KTR_X_OBERBAULEITER	N6	Project manager
KTR_X_BAULEITER	N6	Foreman

## **Record type 05 – Cost centres creation**

There has to be the number „5“ in the cell „A1“.

From column „B“ you can start with the following fields.

Field	Format	Description
KST_X_KLIENT	N4	Number of your client
<b>KST_X_NUMMER</b>	<b>A10</b>	<b>Number of cost centre</b>
<b>KST_X_BEZE_1</b>	<b>A30</b>	<b>Description 1</b>
KST_X_BEZE_2	A30	Description 2
<b>KST_X_AKTIV</b>	<b>A1</b>	<b>Active sign</b>
KST_X_ART	A1	Type
KST_X_ERLEDIGT	DATE	Date done YYYYMMDD
KST_X_MENGEN_KZ	A4	Amount sign
KST_X_VERANTWORTLICHER	A50	Responsible person
KST_X_ZUSATZ_1	A50	Addition 1
KST_X_ZUSATZ_2	A50	Addition 2
KST_X_ZUSATZ_3	A50	Addition 3
KST_X_ZUSATZ_4	A50	Addition 4





## **Record type 06 – Cost types creation**

There has to be the number „6“ in the cell „A1“.  
From column „B“ you can start with the following fields.

<b>Feldname</b>	<b>Format</b>	<b>Beschreibung</b>
KOA_X_KLIENT	N4	Number of your client
<b>KOA_X_NUMMER</b>	<b>A10</b>	<b>Number of cost type</b>
<b>KOA_X_BEZE_1</b>	<b>A30</b>	<b>Description 1</b>
KOA_X_BEZE_2	A30	Description 2
KOA_X_ART	A1	Type
KOA_X_STEUERKZ	A1	Tax sign empty = NULL S = normal fiscal K = imputed
KOA_X_ZUSATZ_1	A50	Addition 1
KOA_X_ZUSATZ_2	A50	Addition 2
KOA_X_ZUSATZ_3	A50	Addition 3
KOA_X_ZUSATZ_4	A50	Addition 4

**Record type 70 - Postings**

Every posting in column „A“ begins with “x” and rows with „c“ are comments which will be ignored by the import routine.

Lines with “k” means “cost-split” (optional).

Lines with “a” means “address” (optional).

From column „B“ you can start with the following fields.

Field	Format	Description
KLIENT	N4	Number of your client
<b>KONTO</b>	<b>A8</b>	<b>Account number</b>
SA	N2	Record type
<b>SOLL_HABEN</b>	<b>A1</b>	<b>S = account will be booked in debit H = account will be booked in credit</b>
BUCHDATUM	DATE	Posting date
BELEGART	A3	Voucher type
BELEGDATUM	DATE	Voucher date
BELEGNUMMER	N8	Internal voucher number
<b>BETRAG</b>	<b>N13.2</b>	<b>Amount posted in basis currency</b>
STEUERCODE	A4	Tax code
STUEBERBETRAG	N13.2	Tax amount in basis currency
FWCD	A3	Foreign currency
FWBETRAG	N13.2	Amount posted in foreign currency
FW_STEUERCODE	A4	Tax code
FWSTUEBERBETRAG	N13.2	Tax amount in basis currency
<b>GEGENKONTO</b>	<b>A8</b>	<b>Contra-account (only when contra-posting)</b>
GEGENKONTO_SA	N2	Contra-account Record type
TEXT	A100	Posting text
<b>BRUTTO_NETTO</b>	<b>A1</b>	<b>B = gross amount N = net amount</b>
NETTOTAGE	N4	Netdays
VALUTA	DATE	Valute date/payment date
LEISTUNG	DATE	Service date
LEISTUNG_VON	DATE	Beginning of the service (monthly factoring – always with the 1 <sup>st</sup> of the month e.g.: 2006-05-01)
LEISTUNG_BIS	DATE	End of the service (monthly factoring – always with the 1 <sup>st</sup> of the month e.g.: 2006-07-01)
ZUORDNUNG	A25	Allocation number
EXTBELEG	A50	External voucher number
VALUTA_BEGINN	DATE	Beginning of the payment date
SKTAGE1	N4	Discount days 1
SKPROZ1	N2.2	Discount percentage 1
SKTAGE2	N4	Discount days 2
SKPROZ2	N2.2	Discount percentage 2
FREIGABE	A1	J = enable for payments N = disabled for payments
KURSDATUM	DATE	Rate date
KURS	N15.6	Rate
KURS_PER	N4	Rate per
KURS_FIX	A1	Rate fix
KOSTENSTELLE	A10	Cost centre
KOSTENTRAEGER	A15	Cost unit
MENGEN_KZ	A16	Quantity sign
MENGEN_STUCK	N8.4	Quantity
ZESSION	A3	Cession



SCANNUMMER	A50	Archive number
UEBERW_BANR	N3	Default bank account for remittance (only with payments)
NB_CODE	A3	National bank code
MAHNCODE	N1	Reminder level
OPO_INFO	A254	Information for the open item (will be printed on open item list only)
SKONTO_BASIS	N13.2	Discount basis for the calculation of the discount – only if the posting amount is different
SKONTO_FWBASIS	N13.2	Discount basis foreign currency
KOST_VARIATOR	N5.2	Variator
KOST_VARIATOR_K	A1	Variator code
SKONTO	N13.2	Fix discount amount
SKONTO_FW	N13.2	Fix discount amount foreign currency
VB_FACTORING	A1	J = Consider for VBFactoring Export
KURS_STEUER	N15.6	Rate for tax translation
KUNDENDATEN	A50	Customer data
VERTRETER	N4	Representative number
UID	A15	VAT number
EFA_DATEI	A1000	EuroFib archive – original file (path & filename)
OSS_EU_I	N1	Null / 1 = IOSS
OSS_UID	A15	OSS VAT (permanent establishment)
SEL01	A30	Dimension 1
SEL02	A30	Dimension 2
SEL03	A30	Dimension 3
SEL04	A30	Dimension 4
SEL05	A30	Dimension 5
SEL06	A30	Dimension 6

**additional fields for optional cost split (lines with „k“)**

BETRAG_SOLL	N13.2	amount debit (instead of BETRAG)
BETRAG_HABEN	N13.2	amount credit (instead of BETRAG)

**Additional fields for optional address (lines with “a”)**

ANREDE	A80	Form of address
TITEL	A80	Title
VORNAME	A80	First name
ZUNAME	A80	Surname
NAME2	A80	Name 2
ZUSATZ	A80	Additional
LAND	A3	Country code
PLZ	A16	Postal code
ORT	A80	Place
STRASSE	A80	Street
TELEFON	A30	Telephone
EMAIL	A254	Email
STEUERNUMMER	A20	Tax number
UID	A15	VAT number