
Certificate in Fundamentals of DATEV Software and Systems

DATEV System Administration.

DATEV System Administration: Key Terms and Vocabulary

1. DATEV eG: A German cooperative of tax consultants, auditors, and lawyers that offers a wide range of software and services for financial management, payroll, and enterprise resource planning (ERP).
2. System Administration: The process of managing and maintaining computer systems, including servers, workstations, networks, and software applications.
3. DATEV System: A software suite developed by DATEV eG that provides various modules for financial accounting, cost accounting, controlling, and human resources management.
4. DATEV User: A person who is authorized to use DATEV software and has been assigned a user ID and password.
5. Client: A legal entity that uses DATEV software and has its own database and settings.
6. Database: A collection of data that is organized and structured in a specific way to support efficient querying and reporting.
7. Administrator: A user who has been granted administrative privileges and can perform tasks such as creating and managing clients, users, and security settings.
8. Security: The measures taken to protect data and systems from unauthorized access, modification, or destruction.
9. Backup: A copy of data that is created and stored in a separate location to protect against data loss or corruption.
10. Recovery: The process of restoring data or systems from a backup.
11. Update: A change to the software or database that is intended to fix bugs, improve performance, or add new features.
12. Upgrade: A major update to the software or database that requires additional installation steps and may involve changes to the database structure or user interface.
13. License: A legal agreement between DATEV eG and the client that specifies the terms and conditions of software use, including the number of users, the duration of the contract, and the support and maintenance services provided.
14. Maintenance: The ongoing support and updates provided by DATEV eG to ensure the smooth operation and security of the software.
15. Consultant: A person who provides advice and guidance on the use of DATEV software and services, typically a tax consultant, auditor, or lawyer.
16. Interface: A connection between two systems that allows them to exchange data or commands.
17. Add-On: A software module that extends the functionality of the DATEV system, typically developed by third-party vendors.
18. Import: The process of transferring data from an external source into the DATEV system.
19. Export: The process of transferring data from the DATEV system to an external source.
20. Report: A summary of data that is generated by the DATEV system, typically in the form of a table, chart,

or graph.

21. **Dashboard:** A user interface that provides an overview of key performance indicators (KPIs) and other important information.
22. **Workflow:** A series of tasks that are performed in a specific order to achieve a goal, typically supported by software automation.
23. **Audit Trail:** A record of all actions taken on the DATEV system, including user login and logoff, data entry, and report generation, used to track changes and ensure compliance with regulations.
24. **Data Warehouse:** A central repository of data that is used for reporting and analysis, typically consisting of a relational database and a set of tools for data extraction, transformation, and loading (ETL).
25. **Data Mining:** The process of discovering patterns and insights in large datasets, typically using statistical or machine learning techniques.
26. **Business Intelligence:** The use of technology and data to support decision-making and improve business performance, typically involving data warehousing, data mining, and reporting.
27. **ERP:** Enterprise Resource Planning, a software suite that integrates various business functions such as financial management, human resources, and supply chain management.
28. **Cloud Computing:** The delivery of computing services (servers, storage, databases, networking, software, analytics, and intelligence) over the internet to offer faster innovation, flexible resources, and economies of scale.
29. **Single Sign-On:** A user authentication process that allows a user to access multiple applications or systems with one set of login credentials.
30. **Two-Factor Authentication:** A user authentication process that requires two different forms of verification, typically something the user knows (e.g., a password) and something the user has (e.g., a mobile device).

Practical Applications and Challenges

As a DATEV System Administrator, you will be responsible for managing and maintaining the DATEV system for one or more clients. This includes creating and managing clients, users, and security settings, as well as performing updates and backups. You will also need to ensure that the system is secure, compliant with regulations, and available for users to access.

To perform these tasks, you will need to have a strong understanding of the DATEV system, as well as related technologies such as databases, networks, and security. You will also need to be able to communicate effectively with users, consultants, and other stakeholders, and be able to troubleshoot and resolve issues as they arise.

Here are some practical applications and challenges that you may encounter as a DATEV System Administrator:

- * **Creating a new client:** When a new client is added to the DATEV system, you will need to create a new database and configure the settings for that client. This includes setting up the chart of accounts, creating user accounts, and defining security settings.
- * **Managing user accounts:** You will need to create and manage user accounts for the DATEV system, including assigning permissions and setting up two-factor authentication. You will also need to ensure that

user accounts are deactivated when employees leave the company or change roles.

* Performing backups and recoveries: You will need to perform regular backups of the DATEV system to protect against data loss or corruption. You will also need to be able to restore data from a backup in the event of a failure or disaster.

* Updating and upgrading the system: You will need to apply updates and upgrades to the DATEV system to fix bugs, improve performance, and add new features. This may involve applying patches, updating the database schema, or installing new software modules.

* Ensuring security and compliance: You will need to ensure that the DATEV system is secure and compliant with relevant regulations. This may involve implementing firewalls, intrusion detection systems, and other security measures, as well as configuring access controls and auditing user activity.

* Troubleshooting and resolving issues: You will need to be able to diagnose and resolve issues with the DATEV system, including performance problems, data corruption, and user errors. This may involve using debugging tools, analyzing logs, and collaborating with other stakeholders to identify and resolve issues.

In summary, the DATEV System Administration is a complex and challenging role that requires a deep understanding of the DATEV system, as well as related technologies and best practices. As a DATEV System Administrator, you will be responsible for managing and maintaining the DATEV system for one or more clients, and will need to be able to perform a wide range of tasks, from creating and managing user accounts to troubleshooting and resolving issues. With the right skills and experience, however, you can become a valuable asset to any organization that uses DATEV software and services.

Examples:

* Creating a new client:

To create a new client in the DATEV system, follow these steps:

1. Log in to the DATEV system as an administrator.
2. Select "Clients" from the main menu.
3. Click on "New Client" and enter the client details, including the name, address, and tax ID.
4. Define the chart of accounts for the client, including the accounts, categories, and sub-categories.
5. Create user accounts for the client, including the administrator, finance, and accounting users.
6. Define security settings for the client, including password policies, access controls, and audit trails.
7. Test the client setup and ensure that it is working correctly.

* Managing user accounts:

To manage user accounts in the DATEV system, follow these steps:

1. Log in to the DATEV system as an administrator.
2. Select "Users" from the main menu.