

## Account System of SME (Simplified)

<b>1</b>	<b>Assets</b>	<b>2</b>	<b>Liabilities and Equity</b>	<b>3</b>	<b>Operating Revenue from Goods and Services</b>	<b>7</b>	<b>Profit and Loss from Non-Core Business</b>
<b>10</b>	<b>Current Assets</b>	<b>20</b>	<b>Current Liabilities</b>				
<b>100</b>	<b>Cash and Securities</b>	<b>200</b>	<b>Accounts Payable from Goods and Services</b>	3000	Sales of products (Manufacturing)	7000	Non-core business revenues
1000	Cash in office			3200	Sales of goods (Trade)	7010	Non-core business expenses
1020	Bank (including PostFinance)	2000	Accounts payable from goods and services (Creditors)	3400	Revenues from services	7500	Revenues from operational real estate
1060	Securities (with stock exchange price)					7510	Expenses from operational real estate
<b>110</b>	<b>Accounts Receivable</b>	2030	Prepayments received	3600	Other revenues		
1100	Accounts receivable from goods and services (Debtors)	<b>210</b>	<b>Current Interest-Bearing Liabilities</b>	3805	Losses from bad debts		
1109	Del credere (Acc. depr. on debtors)	2100	Bank Overdraft (Bank)				
1170	Input Tax (VAT) receivable on material, goods, services, energy	<b>220</b>	<b>Other Current Liabilities</b>	3900	Changes in inventories of unfinished and finished products		
1171	Input Tax (VAT) receivable on investments, other operating expenses	2200	Sales Tax (VAT) owed				
1176	Withholding Tax (WT) receivable	2206	Withholding Tax (WT) owed				
1190	Other short-term receivables	2261	Dividend payouts resolved (Dividends)				
<b>120</b>	<b>Inventories</b>	2270	Social insurances owed				
1200	Goods / Merchandise (Trade)	<b>230</b>	<b>Deferred Revenue and Accrued Expenses (Accounts Received in Advance) and Short-Term Provisions</b>				
1210	Raw materials						
1260	Finished products	2300	Deferred revenue and accrued expenses (Accounts received in advance)				
1270	Products in process / Unfinished products						
<b>130</b>	<b>Accrued Revenue and Deferred Expense (Accounts Paid in Advance)</b>	2330	Short-term provisions				
1300	Accrued revenue and deferred expense (Accounts paid in advance)	<b>24</b>	<b>Long-term Liabilities</b>				
		2430	Debentures				
<b>14</b>	<b>Capital Assets</b>	2450	Loans				
<b>140</b>	<b>Financial Assets</b>	2451	Mortgages				
1400	Securities	2600	Long-term provisions				
1440	Loan (Asset)						
1480	Participations	<b>28</b>	<b>Equity</b>				
<b>150</b>	<b>Movable Tangible Assets</b>	<b>280</b>	<b>Equity of Limited Company</b>				
1500	Machinery	2800	Share capital				
1509	Accumulated depreciation on machinery	2900	Legal capital reserves				
1510	Equipment	2950	Legal retained earnings (Reserves)				
1519	Accumulated depreciation on equipment	2960	Voluntary retained earnings				
1520	Office Equipment (including Information & Communication Technology)	2970	Profits brought forward / Losses brought forward				
1529	Accumulated depreciation on office equipment (incl. ICT)	2979	Annual profit or annual loss				
1530	Vehicles	<b>280</b>	<b>Equity of Sole Proprietorship</b>				
1539	Accumulated depreciation on vehicles	2800	Equity				
1540	Tools	2850	Drawings				
<b>160</b>	<b>Immovable Tangible Assets</b>	2891	Annual profit or annual loss				
1600	Real Estate						
1609	Accumulated depreciation on real estate						
<b>170</b>	<b>Intangible Assets</b>						
1700	Patents, Licences						
<b>180</b>	<b>Non-Paid-in Share, Corporate or Foundation Capital</b>						
1850	Non-paid-in share capital						
				<b>4</b>	<b>Expenses for Materials, Goods and Services</b>		
				4000	Cost of raw materials (Manufacturing)		
				4200	Cost of materials (Trade)		
				4400	Cost of purchased services		
				<b>5</b>	<b>Staff Cost</b>		
				5000	Wages and salaries		
				5700	Social benefits		
				5800	Other staff cost		
				<b>6</b>	<b>Other Operating Expenses, Depreciations and Financial result</b>		
				6000	Rent		
				6100	Maintenance & repair expenses		
				6200	Vehicle expenses		
				6300	Insurance premiums		
				6400	Energy expenses & disposal expenses		
				6500	Administration expenses		
				6600	Promotion and advertising expenses		
				6700	Other operating expenses		
				6800	Depreciations		
				6900	Financial expenses (Interest expenses, Securities expenses, Participations expenses)		
				6950	Financial revenues (Interest revenues, Securities revenues, Participations revenues)		
						<b>8</b>	<b>Non-operational, extraordinary, non-recurring or prior-period Expenses and Revenues</b>
						8000	Non-operational expenses
						8100	Non-operational revenues
						8500	Extraordinary expenses
						8510	Extraordinary revenues
						8900	Direct Taxes
						<b>9</b>	<b>Financial Statements</b>
						9000	Profit and Loss Account
						9100	Balance Sheet

## Cash Flow Statements

Possible structure of a cash flow statement with fund “cash” and “cash flow indirect” based on the simplified account system of small and medium-sized enterprises (SME).

- +/- Annual profit (+) or annual loss (-)
- +/- Depreciation, valuation adjustments (+) and appreciation (-) on capital assets
- +/- Creation (+) and reversal (-) of provisions
- +/- Decrease (+) and increase (-) in value of short-term assets with stock exchange price
- +/- Decrease (+) or increase (-) of accounts receivable from goods and services
- +/- Decrease (+) or increase (-) of current accounts receivable
- +/- Decrease (+) or increase (-) of inventories
- +/- Decrease (+) or increase (-) of accrued income and deferred expense
- +/- Increase (+) or decrease (-) of accounts payable from goods and services
- +/- Increase (+) or decrease (-) of current liabilities
- +/- Increase (+) or decrease (-) of deferred revenue and accrued expenses
- +/- Capital loss (+) and capital gain (-) on sale of tangible assets
- +/- Other non-fund effective expenses (+) and revenues (-)
- = **Cash flow from operating activities**
- Investments in financial assets
- + Divestments in financial assets
- Investments in participations
- + Divestments in participations
- Investments in movable tangible assets
- + Divestments in movable tangible assets
- Investments in immovable tangible assets
- + Divestments in immovable tangible assets
- Investments in intangible assets
- + Divestments in intangible assets
- = **Cash flow from investing activities**
- +/- Borrowing (+) or amortisation (-) of short- and long-term financial liabilities
- Profit distributions
- +/- Increase (+) or decrease (-) of capital
- +/- Purchase (+) or sale (-) of own shares (treasury stocks)
- = **Cash flow from financing activities**
  
- = **Increase or decrease in cash**

**Hint:** The result of the following has to be the same

- Cash b/d
- + Cash c/d
- = **Increase (+) or decrease (-) in cash**

## Multi-Level Profit and Loss Account (Period-based Accounting Method (Nature-of-Expense Method))

	Net sales from goods and services
+/-	Changes in inventories of unfinished and finished products and in non-invoiced services
=	<b>Operating revenue from goods and services</b>
-	Expenses for materials, goods and services
=	<b>Gross profit after expenses for materials, goods and services</b>
-	Staff cost
=	<b>Gross profit after staff cost</b>
-	Other operating expenses (without depreciation and financial result)
=	<b>Earnings before interest, tax and depreciation and amortisation (EBITDA)</b>
-	Depreciation and valuation adjustments on capital asset items
=	<b>Earnings before interest and taxes (EBIT)</b>
-	Financial expenses
+	Financial revenues
=	<b>Earnings before taxes (EBT)</b>
+/-	Profit and loss from non-core business
-	Non-operational expenses
+	Non-operational revenues
-	Extraordinary, non-recurring or prior-period expenses
+	Extraordinary, non-recurring or prior-period revenues
=	<b>Annual (net) profit or loss before taxes</b>
-	Direct Taxes
=	<b>Annual (net) profit or loss</b>

## **Balance Sheet**

### **Assets**

Cash

Short-term assets with stock exchange price

Accounts receivable from goods and services

Other short-term receivables

Inventories

Accrued revenue and deferred expense

### **Current Assets**

Financial assets

Participations

Movable tangible assets

Immovable tangible assets

Intangible assets

Non-paid-in share, corporate or foundation capital

### **Capital Assets**

### **Liabilities and Equity**

Accounts payable from goods and services

Current interest-bearing liabilities

Other current liabilities

Deferred revenue and accrued expense

### **Current Liabilities**

Long-term interest-bearing liabilities

Other long-term liabilities

Provisions

### **Long-term Liabilities**

### **Liabilities**

Share, corporate or foundation capital

Legal capital reserves

Legal retained earnings

Voluntary retained earnings

Profits brought forward / Losses brought forward

Annual profit or annual loss

### **Equity**