



KMU Ratgeber AG
Im Ifang 16
CH-8307 Effretikon

Hotline: +41 52 740 11 11

Basic data - Manual

Table of contents

1	Data collection	2
1.1	Company data	2
1.2	Data collection	3
1.3	Balance sheet / Bilanz/ER	4
1.4	Approach to differences	5
1.5	Subsequent closing entries	6
1.6	Manual data entry/correction values	7
1.7	K-Values – silent reserves	8
1.8	M values - exceptional items MFR	9
1.9	Financial ratios - Optional	10
2	Reports on scale	11
2.1	Analysis	11
2.2	Rating scale AAA to C	12
2.3	Manuals	12

1. **Basic Data – Manual**

- Company data
- Balance sheet / ER
- Import interface
- Evaluations

2. **Financial statements**

- Annual statement
- Attachment
- Profit usage

3. **Audit Manual**

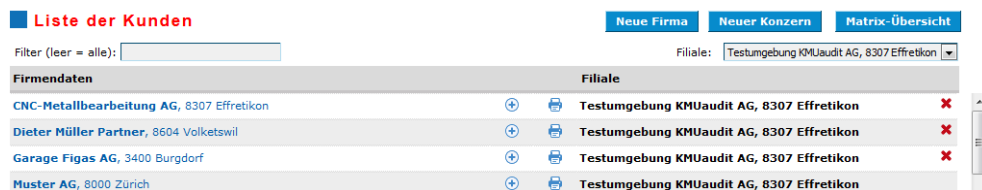
- Risk assessment
- Exam
- Report



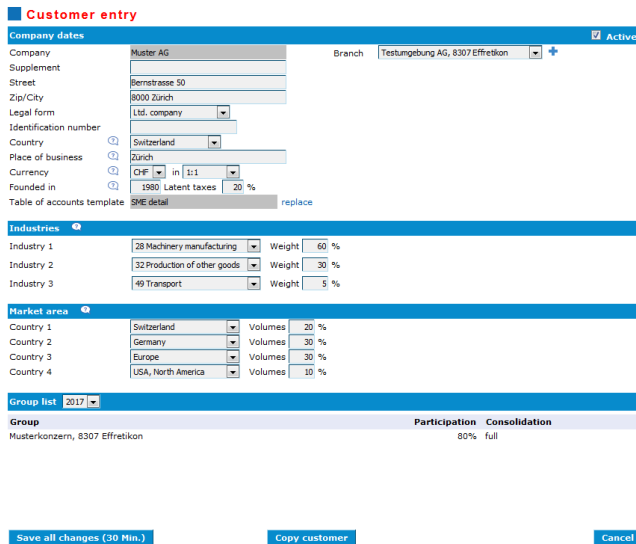
1 Data collection

1.1 Company data

Press on an existing company or on "New company"



Maske Kundeneintrag erfassen:



Address of the company

Legal form, the functionality for completion/revision control

Year of Foundation of the company

Tax rate on deferred tax assets

Industry (n) maximum three sectors (percentage after sales units) Industry according to NOGA (first two digits capture (see manuals)

Sales market

The countries are backed by a risk factor and a weighting according to bis

Group list

If the company is assigned to a group,

Contacts: Here, you enter a contact person, an Advisor/trustee, as well as messages, which appear on the analyses in the management summary.

DOCshare: Inspecting an existing ICS is prescribed in the annual revision. The software allows you to the competent IKS person in the company to create a login which this person via a checklist to verify the existing IKS. IKS Report - Muster AG.

Also, common documents can be managed through the software.

Reports: Here, you can enter individual reports, which you can embed in the evaluations as needed.

- Annual report
- Views
- Basics of evaluation

Outages: Here you can enter a default. A default is a bankruptcy, probate, creditors or a debt collection.

1.2 Data collection

Press **+** and get the data entry form.

The data of financial statements can use the interface import or manually collected balance sheet / income statement .

Please see the manual interface to import import interface . Before the data using the import interface collected additional sub accounts of according to the following description should be included. Available in the import interface these sub-accounts for importing available.

If the data on the import interface were recognised, amending bookings can be recorded for accounting (Chapter 1.4).



1.3 Balance sheet / Bilanz/ER

Bilanz / Erfolgsrechnung		Muster AG, 8000 Zürich		Währung: CHF	
Abschlussmonat: 12		Berechnungsjahre		31.12.2015 31.12.2016 31.12.2017	
BILANZ					
Unterkonti bereinigen				<input checked="" type="checkbox"/> Eingaben prüfen	
Umlaufvermögen	Flüssige Mittel	287554	459'902	209'687	K
	Forderungen aus Lieferung/Leistungen	600'000	638'372	650'000	K
	Übrige kurzfristige Forderungen	67852	67066	150'000	K
	Vorräte, nicht fakt. Leistungen	400'000	375'000	450'000	K
	Aktive Rechnungsabgrenzung	250'000	275'000	275'000	K
Anlagevermögen	Finanzanlagen	0	0	0	K M
	Sachanlagen	1'150'000	1'175'000	1'150'000	K M
	Immaterielle Anlagen	100'000	100'000	150'000	K M
Total Aktiven		3'155'406	3'365'340	3'284'687	

Completed a record year in the completion/revision, so this is grey deposited and marked with a key symbol. This year can no longer be edited.

Subkonti in the financial statements:

More Subkonti can be recorded in the financial statements for each standard account. To do this, press the blue + icon.

Bilanz / Erfolgsrechnung		Muster AG, 8000 Zürich		Währung: CHF	
Abschlussmonat: 12		Berechnungsjahre		31.12.2015 31.12.2016 31.12.2017	
Betriebsaufwand	DL-, Material- und Warenaufwand	3'045'239	2'980'349	3'300'000	K
	Personalaufwand	2'483'221	2'512'644	2'900'000	K
	übriger Betriebsaufwand	1'091'998	994'216	1'145'000	K
	Mietaufwand (Raumaufwand)	180'000	180'000	180'000	
	Unterhalt, Reparatur, Ersatz URE	78'583	69'735	75'000	
	Fahrzeugaufwand	142'562	146'378	145'000	
	(Sach-)Versicherungen	51'450	49'501	50'000	
	Energie- und Entsorgungsaufwand	148'955	137'977	150'000	
	Verwaltungs- und Informatikaufwand	153'390	152'960	170'000	

The Subkonti values are totaled and the associated master account is automatically updated.

To edit a sub account, please click on the text, then you can create text as well as different languages.

Jahresrechnung - Unterkonto

Hauptkonto 414 übriger Betriebsaufwand

Unterkonto Konto aus Kontenplan

Deutsch (Sach-)Versicherungen

Français Insurance

English Assurances

Reihenfolge 4

Statistik Sachversicherungen, Abgaben

[Schliessen](#)

Copyright © KMURatgeber.ch - alle Rechte vorbehalten



1.4 Approach to differences

In the software, we distinguish the following differences:

- Differences profit / loss carried forward
- Differential profit before K-values

Important when you enter corrections:

1. Differences must be corrected first in the oldest occurring year ago. You must correct not the differences including the 2017 and then by 2016. Always start with the oldest year start
2. Correct differences profit / loss carried forward and then differential profit first before K-values

1.4.1 differences profit / loss carried forward

These differences occur when the appropriation of the previous year not correctly does not match the profit / loss carried forward of the following year..

You can make corrections as follows:

1. examination, whether the dividend been captured M value is
2. Examination of capital; Capital reserves, statutory reserves
3. testing profit / loss carried forward

(Collected in the tax return these values without decimal places, therefore we recommend to carry out the rounding in accordance with the tax balance sheet)

1.4.2 differential profit before K-values

These differences occur when the profits in the balance sheet and the income statement do not match. Rounding differences can occur especially when importing via the data interface.

You can make corrections as follows:

1. Check the profit in the balance sheet, if this is bad correct it accordingly with the transitory assets or Transitory liabilities
2. Check the profit in the income statement and correct the costs or overheads until winning matches.

1.5 Subsequent closing entries

You can create supplementary entries in the software, unless a balance list using the import interface is imported.

Based on the imported conclusion can the trustee:

1. create addendum bookings at the account level
2. Create various reports
3. Create many versions of addendum bookings

In the window of amending bookings the trustee can choose the year (proposed last year where he can record his follow up bookings).

Closing entries Muster AG, 8000 Zürich Currency: CHF

Financial year: 2017
 Version: 1. version from 20.02.2018 11:54:00 ✖
 Start a new version

Reports

- List of entries
- Annual accounts before corrections
- Annual accounts before corrections with previous year's figures
- Notation: current year on the right
- Annual accounts with changes
- Annual accounts after corrections

Entries to the financial year 2017 1. version from 20.02.2018 11:54:00 New Entry

Debit	Credit	Text	Amount	
1021	1023	Rappen	0.13	+ ✖
1021	1100	Bezahlung vom 31.12	521.50	+ ✖
1100	3100	Umsatz	5'000.00	7.70% + ✖
6800	1600	Abschreibungen sind zu machen und sind zu lange	5'550.67	+ ✖

KMUaudit - Closing entries - Mozilla Firefox

https://kmuaudit.ch/bilnachtrag_edit.asp?a=EDIT&j=1&n=419

Closing entries

Financial year: 2017 1. version from 20.02.2018 11:54:00

Account Debit	Account Credit	Text	Amount	VAT %
1021 - Bank	1023 - Postfinance	Rappen	0.13	0.00
Balance: 96'279.00	Balance: 89.00			

Save Cancel

Copyright © KMURatgeber.ch - all rights reserved

The follow up bookings can be captured with cents.

The following reports can be created:

- Booking list for the customer
- Financial statements before adjustments
- Financial statements of changes in
- Financial statements after corrections

Has the customer booked the supplements, the balance list should be read in again and checked. Process can then be repeated.



1.6 Manual data entry/correction values

Balances can be recorded in the balance sheet/income statement mask manually. Here you can enter budget data, by pressing the green arrow, scroll to right (budget years).

The balances of the main accounts or sub-accounts can be change, regardless of whether that collects data manually or are imported via the interface.

Enter financial statement Muster AG, 8000 Zürich Currency: CHF

Closing month: 12 Calculation years 31.12.2016 31.12.2017 31.12.2018

BALANCE SHEET	Purge sub-accounts	Budget assistant	Check the inputs
Current assets	Cash & banks	459'902 K	293'846 K 386'475 K
	Trade receivables	638'372 K C	650'932 K C 651'257 K
	Other current receivables	67'066 K C	83'893 K C 83'935 K
	Inventories, unbilled services	375'000 K C	350'000 K C 350'175 K
	Prepaid expenses	275'000 K C	280'000 K C 280'140 K
Fixed assets	Financial assets	0 K M C	0 K M C
	Tangible assets	1'175'000 K M C	1'140'000 K M C 1'140'570 K M
	Intangible assets	100'000 K M	115'000 K M 115'058 K M
	Total assets	3'527'840	3'088'671 3'507'610
Liabilities	Trade payables	541'419 K	569'904 K 570'189 K

K correction values in accordance with IFRS or Swiss GAAP FER can be captured in the data entry form, which included in its corporate rating (silence reserves, excessive costs, not balanced risks) are.

You can also capture **M** "special items" for the cash flow statement. E.G. M growth capital, you can capture the dividend payment, or you can capture a larger investment/sale at tangible assets, etc.

If you collect the data using the import interface they can be about the + button show.

Enter financial statement Muster AG, 8000 Zürich Currency: CHF

Closing month: 12 Calculation years 31.12.2016 31.12.2017 31.12.2018

BALANCE SHEET	Purge sub-accounts	Budget assistant	Check the inputs		
Current assets	Cash & banks	459'902 K	293'846 K 386'475 K		
	Trade receivables	638'372 K C	650'932 K C 651'257 K		
	Other current receivables	67'066 K C	83'893 K C 83'935 K		
	Other current receivables				
	Account	2016	2017	Delta	Delta %
	1170 Vorsteuer auf Mataufw. + Dienstl.	47'422.30	65'225.10	17'802.80	37.5%
	1171 Vorsteuer auf Betr.aufw + Investitionen	19'644.20	18'667.50	-976.70	-5.0%
	Total	67'066.50	83'892.60	16'826.10	25.1%
	Inventories, unbilled services	375'000 K C	350'000 K C 350'175 K		

1.7 K-Values – silent reserves

The financial statements are often the "tax balance sheet", which has been optimized in accordance with the local legislation. To correctly represent the situation of a company we need the internal balance trade balance II also called, in accordance with IFRS or Swiss GAAP FER. The corrections trade balance trade balance II I can be recorded as K-values and it is usually:

- Hidden reserves in the stocks
- Hidden reserves in the financial systems
 - Investments
 - Securities...
- Hidden reserves at the fixed assets:
 - Real estate
 - Machines
- Hidden reserves in the provisions
- Not operating necessary expenses in the income statement
 - excessive/unnecessary wages
 - Donations...

In addition, the offsetting entry can be adjusted in the income statement as needed.

The screenshot shows the KMAudit software interface. At the top, there are navigation tabs: Companies, Statistic, SME trade, Manuals, Administration, and Infos. The main header displays 'Enter financial statement' for 'Muster AG, 8000 Zürich' with a currency of CHF. Below this, there are fields for 'Closing month' (12) and 'Calculation years' (31.12.2017, 31.12.2018, 31.12.2019). The main area is titled 'BALANCE SHEET' and shows a table of assets and liabilities. A modal window is open over the 'Inventories, unbilled services' row, titled 'Correction value - Muster AG 2018 - Inventories, unbilled services'. This window has a table with columns for 'Correction value', 'Comment', and 'Account IS'. The 'Account IS' column has a dropdown menu with options like 'Costs of sales', 'Personnel costs', and 'Costs of sales'. The 'Cancel' button at the bottom of the modal is circled in red, and an arrow points from the text above to it.

By default, when the K-values calculated deferred taxes in accordance with safety control factor (company data) and take into account the annual changes of these values in the income statement. You can turn off this feature, which is useful in the following cases:

- Elimination of property and mortgages at a valuation (the company is assessed without real estate).
- Elimination of non-essential assets in the balance sheet



1.8 M values - exceptional items MFR

The cash flow statement automatically creates the software. While the positions in accordance with the balance sheet and he are calculated. So, investments in the fixed assets as a value will be charged. An additional level of detail can be helpful his (capture as the M value) in the following cases:

- M values of fixed assets; Investments/divestments
 - Real estate
 - Production equipment
 - Investments...
- M values share capital
 - Renovations
 - Distributions of capital reserves

If M values are recorded that are not cash effective, the check mark can be removed (self-made machines, real estate ...). These items are listed in the cash flow statement in the operating cash flow.

Enter financial statement Muster AG, 8000 Zürich Currency: CHF

Closing month: 12 Calculation years: 31.12.2017 31.12.2018 31.12.2019

BALANCE SHEET		Purge sub-accounts	Budget assistant	Check the inputs	
Current assets	Cash & banks	+	293'846 K	174'391 K	120'896 K
	Trade receivables	+	650'932 K	771'313 K	700'101 K
	Other current receivables	+	83'893 K	93'697 K	90'230 K
	Inventories, unbilled services	+	350'000 K	275'000 K	376'438 K
	Prepaid expenses	+	280'000 K	240'000 K	301'151 K
Fixed assets	Financial assets	+	0 K M C	0 K M C	0 K M
	Tangible assets	+	1'140'000 K M C	1'240'000 K M C	1'226'113 K M
	Intangible assets				123'687 K M
	Total asset				3'388'616
Liabilities	Trade payable				669'177 K
	Other short-term liabilities				41'580 K
	Deferred income liabilities				280'091 K
	Long-term liabilities				400'000 K M
	Accruals				268'884 K M
Shareholders' equity (net assets)	Share capital				300'000 M
	Capital reserve				500'000 M
	Legal retained earnings				120'000 M
	Retained earnings/losses				88'763 M
	Annual profit/loss before correction value				270'121 M
	Difference earnings IS before correction value				
	Hidden reserve				600'000 M
	Total liability				3'388'616

Cash flow statement - Muster AG
2018 - Tangible assets

Amount	Comment	effect on liquidity
-175'000	Investition 24	<input checked="" type="checkbox"/>
-24'500	Maschine Eigenproduktion	<input type="checkbox"/>

+values = special expenditures
-values = special yields

Save Delete Cancel

1.9 Financial ratios - Optional

In evaluating Financial indicators measures/comments can K collected comments on the key financial figures, which appear in the rating / business valuation reports.

Quantitative Faktoren des Firmen-Ratings Muster AG, 8000 Zürich

HINWEIS: Die Bewertungen werden nicht gespeichert sondern gemäss den Bilanz/ER-Zahlen errechnet.
 Sie können sich aber trotzdem die entsprechenden Massnahmen anhand Ihrer geschätzten Bewertung anzeigen lassen.

Liquidität	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	K	Massnahmen
Finanzierung	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	K	Massnahmen
Ertragslage	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	K	Massnahmen

Copyright © KMURatgeber.ch - alle Rechte vorbehalten

If you on Action press, the software lists potential projects which can reference strengthen the company sustainably on the current situation.

Kurzanalyse - Massnahmenkatalog

Muster AG
 Bernstrasse 50
 8000 Zürich

Massnahmen zur Bewertung Abhängigkeit Lieferanten

Ist-Stand	Beschreibung Ist-Stand	Zielwert
	Die Anzahl der Lieferanten ist sehr klein. Die Abhängigkeiten sind gross.	Die Anzahl der Lieferanten ist gross und die Abhängigkeiten daher sehr gering.

Priorität 1 - Projekte mit hoher Dringlichkeit

Materialwesen/Logistik

Langfristiger Beschaffungsplan

Massnahme	Abhängigkeit vom Lieferanten verkleinern	Projektdauer	6 Monate
Messung	- Eine Alternative pro Hauptlieferanten	Externer Berater	nicht erforderlich
Ziel	Alternativen für Lieferanten ausarbeiten		

Rahmenabschlüsse, Konditionen

Massnahme	Preisverhandlungen, Rahmenverträge	Projektdauer	2 Monate
Messung	- Einkaufspreisvergleich - Lagerrisiko auf Zulieferer übertragen	Externer Berater	möglich
Ziel	Erzielung günstigster Einkaufspreise bei hohem Lieferservicegrad		

2 Reports an scale

2.1 Analysis

Press the icon on the printer.

In the analysis the year and the number of previous years to be taken into account (max. 8 years = existing years up to a maximum) can be selected.

In addition to areas fade in and out, press on this + and remove the hook, so this area in the report is not prepared.



2.2 Rating scale AAA to C

Risk class	biscau KMUaudit	S&P	Moody's
Very healthy company; highest quality of future proofing	AAA	AAA	Aaa
healthy companies; high quality of the future	AA+ AA AA-	AA+ AA AA-	Aa1 Aa2 Aa3
healthy companies with potential risks; cheap secure future properties	A+ A A-	A+ A A-	A1 A2 A3
Companies with potential risks; medium quality of future proofing	BBB+ BBB BBB-	BBB+ BBB BBB-	Baa1 Baa2 Baa2
Companies with existing risks; sufficient structures assurance of future	BB+ BB BB-	BB+ BB BB-	Ba1 Ba2 Ba3
Companies with medium risks; insufficient structures assurance of future	B+ B B-	B+ B B-	B1 B2 B3
Companies with medium to large risks; endangered future proofing	CCC+ CCC CCC-	CCC	Caa
Companies with large risks; very little future proofing	CC+ CC CC-	CC	Ca
Companies with very large risks; least secure future	C+ C C-	C	C
Debtor in default of payment or bankruptcy	!	D	

2.3 Manuals

- Process manuals
- Noga industry chart