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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

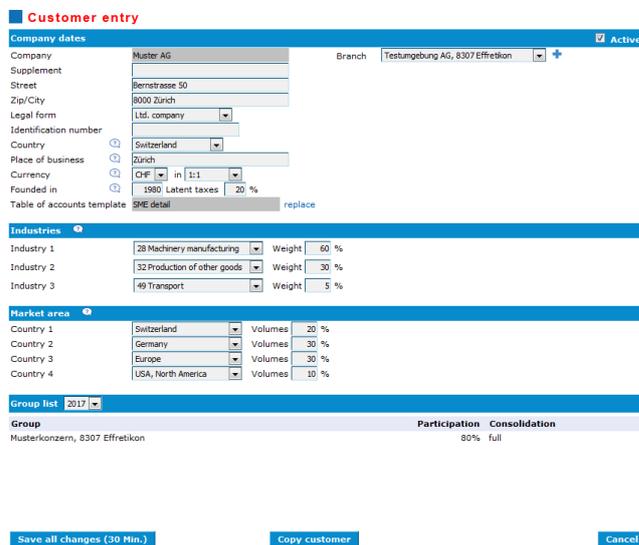
# 1 Data collection

## 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.

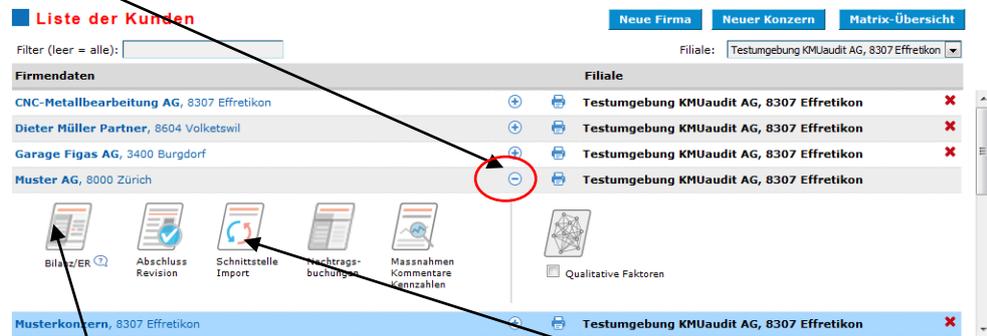
**Reports:** Here, you can enter individual reports, which you can embed in the evaluations as needed.

- 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	
<b>BILANZ</b>					
Unterkonti bereinigen				<input checked="" type="checkbox"/> Eingaben prüfen	
<b>Umlaufvermögen</b>	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
<b>Anlagevermögen</b>	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
<b>Total Aktiven</b>		<b>3'155'406</b>	<b>3'365'340</b>	<b>3'284'687</b>	

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	
<b>Betriebsaufwand</b>	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**    414übriger Betriebsaufwand

**Unterkonto**    Konto aus Kontenplan

Deutsch    (Sach-)Versicherungen

Français    Insurances

English    Assurances

Reihenfolge    4

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Statistik    Sachversicherungen, Abgaben

[Schliessen](#)

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## 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).

The screenshot displays the 'Closing entries' window for 'Muster AG, 8000 Zürich' with a currency of CHF. The interface includes a 'Financial year' dropdown set to 2017 and a 'Version' dropdown showing '1. version from 20.02.2018 11:54:00'. A 'Start a new version' button is visible. On the right, a 'Reports' section lists options like 'List of entries', 'Annual accounts before corrections', and 'Annual accounts after corrections'. Below this is a table titled 'Entries to the financial year 2017' with columns for Debit, Credit, Text, and Amount. The table contains four rows of entries, including 'Rappen', 'Bezahlung vom 31.12', 'Umsatz', and 'Abschreibungen sind zu machen und sind zu lange'. An inset window shows a detailed view of a closing entry for 'Rappen' with a debit of 96'279.00 and a credit of 89.00, resulting in an amount of 0.13 and a VAT of 0.00.

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	
<b>Current assets</b>		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	
<b>Fixed assets</b>		Prepaid expenses	275'000 K C	280'000 K C	280'140 K
	Financial assets	0 K M C	0 K M C	0 K M	
	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	
<b>Total assets</b>			3'527'840	3'088'671	3'507'610
<b>Liabilities</b>		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	
<b>Current assets</b>		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	
<b>Other current receivables</b>					
	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%
	<b>Total</b>	<b>67'066.50</b>	<b>83'892.60</b>	<b>16'826.10</b>	<b>25.1%</b>
	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.

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	
<b>Current assets</b>					
Cash & banks	+	293'846	K	174'391	K
Trade receivables	+	650'932	K	771'313	K
Other current receivables	+	83'893	K	93'697	K
Inventories, unbilled services	+	350'000	K	275'000	K
Prepaid expenses	+	280'000	K	240'000	K
<b>Fixed assets</b>					
Financial assets	+	0	K M C	0	K M C
Tangible assets	+	1'140'000	K M C	1'240'000	K M C
Intangible assets	+				
<b>Total asset</b>					
<b>Liabilities</b>					
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
Accrual				268'884	K M
<b>Shareholders' equity (net assets)</b>					
Share capital				300'000	M
Capital reserve				500'000	
Legal retained earnings				120'000	
Retained earnings/losses				88'763	
Annual profit/loss before correction value				270'121	M
Difference earnings IS before correction value					
Hidden reserve				600'000	
<b>Total liability</b>					
<b>INCOME STATEMENT</b>					
<b>Company earnings</b>					
Revenue from goods and services				7'489'068	K
<b>Company expenses</b>					
Costs of sales	+	2'880'698	K	2'970'358	K
Personnel costs	+			3'143'227	K

KMUaudit - Balance sheet-Cash flow statement - Goog...

https://kmuaudit.ch/bilanzmzr.asp?j=2018&n=2&f=MAT&x...

**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

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## 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

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

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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

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**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		

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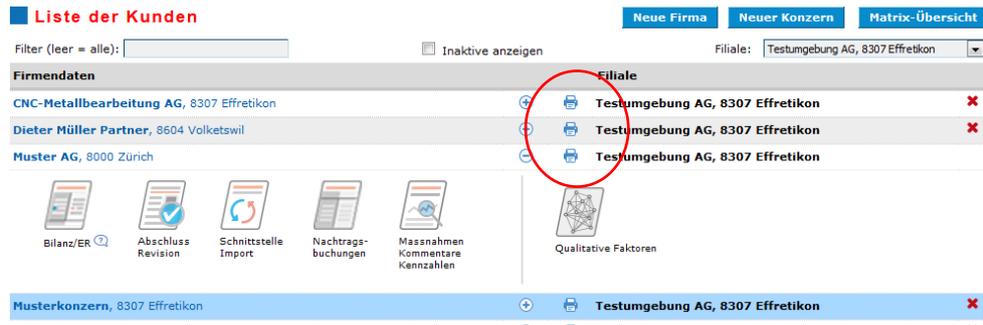
Rahmenabschlüsse, Konditionen

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

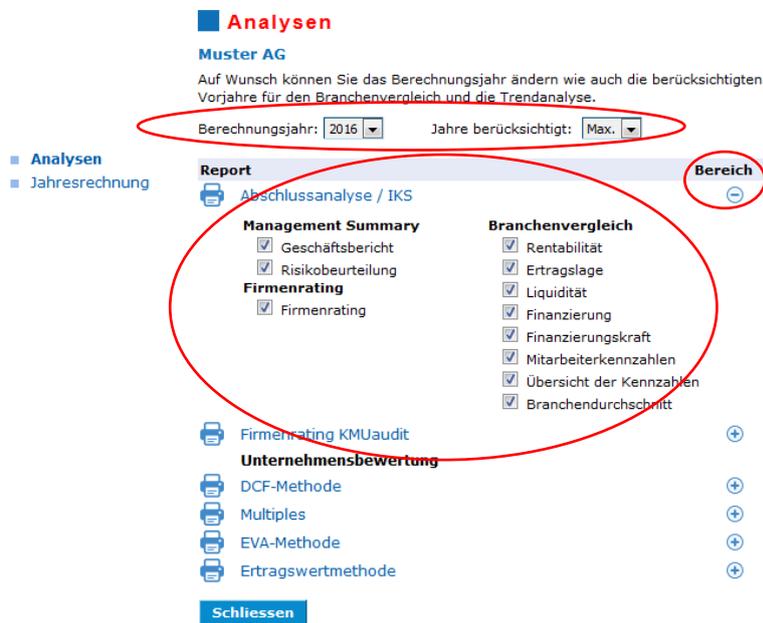
### 2.1 Analysis

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