Guide to preparing accounting documents

– Digital documents in accounting –

I.   General information on preparation

- **Invoices for small expenses** of 250.00 € or less (gross) must contain the following **necessary information:**

  1. Name and address of the contractor providing the service
  2. Date the invoice was issued
  3. Amount and customary trade description of goods or type and extent of service provided
  4. Applicable tax rate
  5. Total gross amount

- **Pre-tax deductions** for all **business expenses of 250.01 € or more (gross)** require an invoice issued to your name with the following necessary information (see a Sample Invoice). A simple sales receipt is not sufficient for pre-tax deductions, thus hospitality invoices upwards of 250.01 € must also contain the required information, for example.

- Which costs are tax-deductible? A list of possible business expenses can be found here: Business Expenses ABC.

- Please note that **hospitality receipts** must contain **all the required information** and be issued **promptly (within 10 days)**. Any hospitality receipts that are uploaded blank or incomplete must be entered as personal withdrawals. Please upload hospitality receipts using the app (select 'Hospitality Receipt') or send us the hospitality receipts along with a completed Hospitality Receipt form. Cash payments must include a signature from the service staff confirming any tips paid. **Tip:** pay with EC or credit card

- For **business trips**, please clarify the business-related nature of the trip using the Additional Meal and Personal Vehicle Expenses form available on our website for freelancers and single enterprises, or the Travel Expense Report for employees and shareholders of a GmbH.

- **Reimbursement of expenses**: If you pass on any expenses to a client for reimbursement and enter the costs as **your own expenses** in your accounting, the cost to the client must be subject to the **same** sales tax rate as your **original payment**.

  If any costs can be considered **true expenses** (transitory items), which are not entered as costs in your accounting because they were paid with the express intention of being reimbursed, please inform us so that we can complete the necessary records.

- If a **cash book** is used, it must be maintained **daily** and in an orderly fashion. This means that a cash check may be possible at any time, the cash is paid daily and the cash count is documented in a log. No minus stocks are permitted in the books.

II. Uploading accounting documents via Digi-Bel

All invoices regardless of payment date should be **uploaded** in the **month they originated** (delivery or service period), not in the month they were paid (ex. delivery date December 2017, invoice date January 2018, payment date February 2018 -> please upload with documents for December 2017 (**delivery date**)). If we do not receive your bank transactions electronically, please send the bank statements of the month by e-mail as a PDF.

The following **options** are available **for uploading** your documents:

1. App

2. [Browser-based upload tool](#)

3. Email forwarding

➔ **Please upload these documents by the 15th of the month** (for permanent deadline extensions) following the pre-payment period (month or quarter). Please use the **following types**:

1. Outgoing invoices (invoices issued by you)

2. Incoming invoices (invoices you received for services provided to you (ex. Telephone bills, hospitality receipts, etc.)

3. Cash (receipts for cash payments)

4. Others (continuing contracts, ex. contracts for loans, rent, office space, etc.)

5. Unexplained payments/invoices (please use this type to upload missing invoices of previous months

6. Credit card (receipts payed by credit card)

If you use PayPal or you need other special kinds of invoice types, it is possible to **set up other forms of invoicing records**. In this case, please talk to us

➔ **Examples of documents** that should **<u>not</u>** be **uploaded with** Digi-Bel:

- Delivery notices, order confirmations, general terms and conditions (AAB, AGB)

- Income tax documents (private insurance, extraordinary hardship, other income sources, ex. employees, renting and leasing, etc.). Please submit **income tax documents** all together as one complete packet either in paper form or by email **no earlier than March of the following year**. Please use our Income Tax Checklist (German) or our English Checklist.

- Please make sure to **avoid duplicate uploads** (we recommending using a **"scanned"** stamp). As a Digi-Bel client, you may request this stamp from us free of charge.

- Please always upload **only one file (ex. PDF) per document** (ex. upload a three-page invoice as one PDF or three one-page invoices as three individual PDFs).

➔ **Final important note:**

- Before sending us an **email confirming** the **completed upload**, please make sure that you have not forgotten any documents. Please look through the business account and make sure that business receipts have been submitted (in the previous month, where applicable) for all account transactions (credits and withdrawals on the bank statement). **Without an invoice, no business expenses can be deducted** and all **income is subject to a 19% sales tax**.

- In December, all invoices need to be uploaded with the invoice date of the current year, that are not paid until the following year.

- If you **must submit missing documents later**, it **will always require additional effort** on our part for the relevant accounting (identification and filing), which we must bill to you **at 105,00 € per hour**. If you do end up missing something, we ask that you always send us **the missing documents** along with the documents for the next billing period.

- Discover the other documents and tools available for download on our website.

- All accounting documents should be **kept for 10 years in their original version**. Therefore, please make sure that your paper documents are securely stored. Uploading paper receipts is not a replacement for the original paper documents unless you have appropriately documented the process.