

Work Aid for Depositing Invoicing Documents – Entry Form

For micro businesses, there is an alternative to the upload process available; an entry form for sending annual financial statement documents for Deposit to the Federal Gazette. Using this form provides you with the advantage of having the Deposit of your annual financial statement invoiced at a lump-sum price for delivery in XML Format. As a registered user, you can find the form on the publication platform in order transmission for Deposits in the “Transmission” process step under “Option 1: Fill out Form”.

1. Entering your Balance Sheet Data

The data from your balance sheet must be manually entered into the balance sheet for assets and liabilities. The tables contain example texts for individual balance items, which can be entered or overwritten depending on your demands.

1. Enter balance

assets:

	Euro	Gesamtjahr/Stand Euro	Euro	Vorjahr Euro	
A. Anlagevermögen					
I. Immaterielle Vermögensgegenstände					
II. Sachanlagen					
III. Finanzanlagen					
B. Umlaufvermögen					
I. Vorräte					
II. Forderungen und sonstige Vermögensgegenstände					
III. Wertpapiere					
IV. Kassenbestand, Bundesbankguthaben, Guthaben bei Kreditinstituten und Schecks					
C. Rechnungsabgrenzungsposten					
Summe Aktiva					

liabilities:

	Euro	Gesamtjahr/Stand Euro	Euro	Vorjahr Euro
A. Eigenkapital				
I. Gezeichnetes Kapital				
II. Kapitalrücklage				
III. Gewinnrücklagen				
IV. Gewinnvortrag/Verlustvortrag				
V. Jahresüberschuss/Jahresfehlbetrag				
B. Rückstellungen				
C. Verbindlichkeiten				
D. Rechnungsabgrenzungsposten				
Summe Passiva				

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If your balance sheet should not contain individual items, then the individual items in the legend should be erased using the function  in the toolbar. Empty columns or rows are not shown in the Deposit.

Important!

The classification/numbering are not automatically adjusted. Therefore, please make sure that your information in this form matches the one in your annual financial statement documents.

If you need more time (more than 1 hour) to fill out the form, temporarily save the form (see section 6. Temporary Saving). Otherwise, your entries will be lost!

If you need additional rows for entering your data, you can add them using the appropriate function in the toolbox. Additional columns cannot be added. The following functions are available in the toolbar:



If you wish to add additional data to the balance sheet, you can add it to the entry field:

Information below the balance sheet:

For micro limited liability companies, it is sufficient if you make the required "entries in the balance sheet" instead of an appendix. Please also read the help text pertaining to this in the green question mark.



If you have already inserted the information above in the balance sheet, you do not need to transmit an appendix.

» I would like to transmit more data.

If you wish to furthermore send an appendix, additional data or a profit and loss account, click on the appropriate link. The forms for entering this data will then be shown to you.

If you do not wish to send any information about this, simply click on "OK" on the form and proceed from item 4 in this work aid.

2. Adding an Appendix

The appendix text does not need to be manually entered, rather it can be manually copied using "copy + paste", e.g. from a Word file into a form's text field. Please note that the "APPENDIX" heading is already set in the form by default. Please do not enter the heading in the text again.

Tables can also be inserted using "copy + paste". Please note that the table must be split after the 6th column for Deposit to the Federal Gazette. This process largely takes place automatically.

2. Add attachment

text:

To ensure table readability after splitting, please mark the legend column using the function  provided in the entry field tool box for the appendix. You can select up to 5 columns as a legend.

Moreover, there is the option of creating tables directly in the form using the function  provided in the toolbar. The amount of table columns is limited to 6 when using this function.

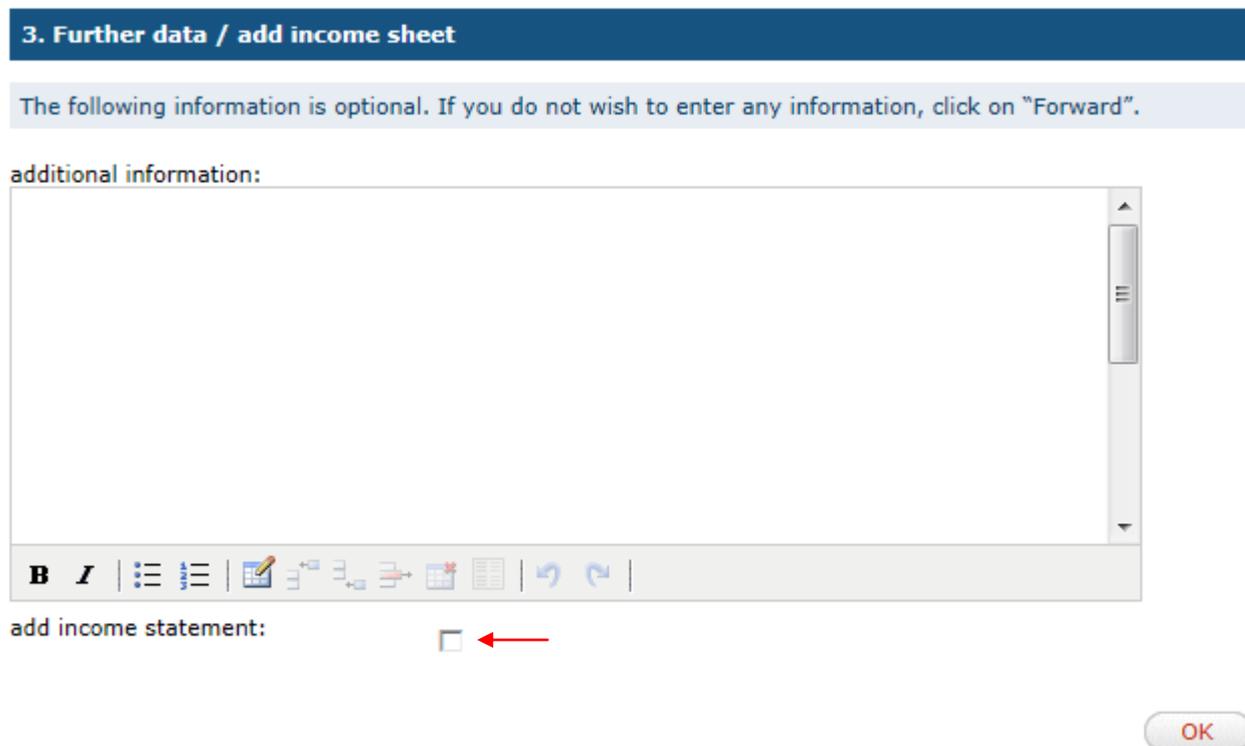


Important!

If you need more time (more than 1 hour) to fill out the form, temporarily save the form (see section 6. Temporary Saving) Otherwise, your entries will be lost!

3. Enter Additional Data and the Income Statement

In the “Additional Data” field, you have the option of entering additional information about your annual financial statement. The same functions are available to you as during appendix input.



The screenshot shows a form with a dark blue header bar containing the text '3. Further data / add income sheet'. Below the header is a light blue bar with the text 'The following information is optional. If you do not wish to enter any information, click on "Forward".'. The main content area has a label 'additional information:' followed by a large, empty text input field. Below this field is a toolbar with various icons. At the bottom of the form, there is a label 'add income statement:' followed by a small, empty checkbox. A red arrow points to this checkbox. To the right of the checkbox is an 'OK' button.

Furthermore, there is the option of entering the profit and loss account here. To that end, select the corresponding selection field (see red arrow in above illustration); the entry form for the profit and loss account will subsequently be shown to you (see illustration on the next page).

The data from your balance sheet must be manually entered into the table. The table contains example texts for individual profit and loss account items, which can be entered or overwritten depending on your demands.

Important!

The classification/numbering are not automatically adjusted. Therefore, please make sure that your information in this form matches the one in your annual financial statement documents.

If you need more time (more than 1 hour) to fill out the form, temporarily save the form (see section 6. Temporary Saving) Otherwise, your entries will be lost!

title*:

GEWINN- UND VERLUSTRECHNUNG

income statement according to the nature of expenses:

	Euro	Gesamtjahr/Stand Euro	Euro	Vorjahr Euro
1. Umsatzerlöse				
2. Sonstige Erträge				
3. Materialaufwand				
4. Personalaufwand				
5. Abschreibungen				
6. Sonstige Aufwendungen				
7. Steuern				
8. Jahresüberschuss/Jahresfehlbetrag				

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Afterwards you still have the option of entering a signatory and the date of your annual financial statement's validation and/or authorisation. Please note the help text in the form.

4. Signer and date of validation of the annual financial statement

Information about a signer is required for the annual financial statement pursuant to §245 HGB. Everybody must sign in the case of multiple personally-liable partners. Pursuant to §328 HGB, you must furthermore provide the date of disclosure and approval of the annual financial statement when disclosing your documents.

place of signing:

date of signing: 

signer: 

The approval resp. acceptance of the annual statement was made on:  

4. Sending a Company Logo

Optionally, you have the option of sending a company logo as a graphic file using the upload process. Permissible file formats are jpeg or gif.

5. Submit company logo

You have the option to submit a company logo here. So you should read the information in the help text of the green question mark. If you would like to submit a company logo, please click below on "Next".

A) Select a file from your computer: 

B) Download the file to the directory below:

Loaded files

File name	Size	Date	Time	Action
No file loaded				

Legend:  Delete

5. Temporary Saving

If you need more time (more than 1 hour) to fill out the form, temporarily save your entries. Otherwise, these entries will be lost! Five minutes before time expiry, you will be reminded of the end of the session once more via an automatically-appearing warning window.

You can continue to fill out the form at any time. You also have the option of continuing to edit the form with the previously-entered data at a later point in time after saving. The saved document can then be retrieved again under » My Data > Bundesaneiger Orders > Temporarily Saved Orders.

Please note that the entry form here can only be temporarily saved. Using temporary storage does not deposit the order to the publisher yet. You must perform this separately in the "Overview" form.

16:12 Uhr. Die Zeit zeigt Ihnen die verbleibende Dauer zum Ausfüllen des Formulars an. Benötigen Sie länger, speichern Sie bitte einen Zwischenstand. Andernfalls gehen die eingegebenen Daten verloren.



» I would like to temporarily save my data.



6. Preview

After clicking on the “Forward” button, you will be shown the content you inputted in a preview and in an organised manner (see illustration on the next page). The title is created based on the information you provided in the “Additional Order Data” form.

14:22 Uhr. Die Zeit zeigt Ihnen die verbleibende Dauer zum Ausfüllen des Formulars an. Benötigen Sie länger, speichern Sie bitte einen Zwischenstand. Andernfalls gehen die eingegebenen Daten verloren.



» I would like to temporarily save my data.

TESTUNTERNEHMEN-STAB

Alfeld (Leine)

Jahresabschluss zum Geschäftsjahr vom 01.01.2013 bis zum 31.12.2013

BILANZ

AKTIVA

	Euro	Gesamtjahr/Stand Euro	Euro	Vorjahr Euro
A. Anlagevermögen				
I. Immaterielle Vermögensgegenstände				
II. Sachanlagen				
III. Finanzanlagen				
B. Umlaufvermögen				
I. Vorräte				
II. Forderungen und sonstige Vermögensgegenstände				
III. Wertpapiere				
IV. Kassenbestand, Bundesbankguthaben, Guthaben bei Kreditinstituten und Schecks				
C. Rechnungsabgrenzungsposten				
Summe Aktiva				

PASSIVA

	Euro	Gesamtjahr/Stand Euro	Euro	Vorjahr Euro
A. Eigenkapital				
I. Gezeichnetes Kapital				
II. Kapitalrücklage				
III. Gewinnrücklagen				
IV. Gewinnvortrag/Verlustvortrag				
V. Jahresüberschuss/Jahresfehlbetrag				
B. Rückstellungen				
C. Verbindlichkeiten				
D. Rechnungsabgrenzungsposten				
Summe Passiva				

Please check carefully once more to see if all information is reproduced correctly. If you still wish to make changes to the annual financial statement data, you can go back to the appropriate form using the “Back” button and make the changes.

You can reach the overview of the entered content using the “Forward” button. If all information is correct, confirm the accuracy of the data by selecting the appropriate selection field.

*I confirm the accuracy of the information. The publisher reserves the right for adjustments after receiving the order regarding presentation and layout.
* Required fields

14:22 Uhr. Die Zeit zeigt Ihnen die verbleibende Dauer zum Ausfüllen des Formulars an. Benötigen Sie länger, speichern Sie bitte einen Zwischenstand. Andernfalls gehen die eingegebenen Daten verloren.



> I would like to temporarily save my data.

Please note: Your order has not been sent to the publisher yet. Only after going through all the process steps of order Deposit and order placement in the “Overview” form is your electronic order Deposit complete and the order sent to the publisher.

Using the “Forward” button, you can access the additional order forms in which you can enter information about the date and invoicing.

7. Placing Order

Only after placing an order will a Deposit order be sent to the Federal Gazette publisher.

Placing an order

Sending a completed form constitutes a binding order of the publication disclosure for depositing at the Federal Gazette.

If the Federal Gazette publisher has doubts regarding the client’s authorisation for use of the depositing option, and if the client does not clear up these doubts despite information from the Federal Gazette, the Federal Gazette will perform the issued depositing order. At the same time, the Federal Gazette publisher will report the company to the Federal Office for Justice so that administrative fine proceedings can be initiated, if applicable.

Please note that information about deposited balance sheets (annual financial statements) cannot be issued via the Federal Gazette, but rather the Company Register.

- *Basis of the order are the [Allgemeinen Geschäftsbedingungen](#) for the paid deposit of annual financial statements (micro corporation) of the Federal Gazette publisher. Changes/cancellations **prior to the deposit** are mostly only possible subject to a charge.
- *The order can in principle neither be cancelled nor partially or fully reversed in any other way **after the deposit has been carried out** including with respect to individual parts. Deletions or partial deletions are therefore no longer possible even if contents that were not legally required have been deposited.
- Please notify me via e-mail at the e-mail address saved in „My data -> Master data” when the deposit has been carried out.
- Please send me an order confirmation in PDF format via e-mail to the e-mail address saved in „My data -> Master data”.

* Required fields

◀ Correct data

Commission at cost ▶

8. Order Confirmation – Create Template for Subsequent Orders

After placing the order, you will be shown an order confirmation with an order number. We recommend that you print out the order confirmation. Please keep the order number handy for any possible queries. Moreover, you have the option here of saving your orders as templates for future orders.

9. Change Order

You can make changes in your existing order. To do so, go to the “My Data – Orders & Retrievals – Federal Gazette Orders” menu and click on the “Change” symbol for the order in question.

Order changes always correspond to existing orders which have not yet been deposited. You can overwrite the existing order and its content by changing the order. Only the state of the last change is deposited. You can review changes to the order under “My Data”. The order number remains the same during an order change. It is not possible to create a new order via this method.

Please note: If, in case of an annual financial statement order, the financial year is overwritten, for instance, by an order change, this can lead to a notification being sent to the Federal Office of Justice regarding a failure to make a disclosure for the overwritten financial year.

Changes are free of charge if your order is in the “Order Received” status. Changes incur a cost in the “Processing” status. If your order is in another status, then changes can no longer be made via the publication platform. Please contact the publisher if you still need to urgently make a change in such a case. You can find the service number on the publication platform under “We can further assist you”.