



Accounting Made Simple: Your Guide to the UNCO SA

**Get Fully Ready for the Exam
on 11.12.2025**

A study guide by students, for students.



Welcome, Future Accounting Pros!

This deck was created by your peers at VSN to make accounting easy and intuitive. We'll explain everything like you're 10 years old and teach you all the key English & German words you need to know.

No stress, just success!



To make this real, let's follow the story of **Leo, a freelance photographer**. We'll see how he uses these rules to run his new business.

The #1 Rule: The Business Piggy Bank



Imagine Leo has a simple piggy bank for his business. Money he gets from a photoshoot goes IN. Money he spends on printing photos comes OUT. He only counts the money when it actually moves in or out.

 **Keyword Spotlight** **English:** Cash-Basis Accounting (EAR) | **German:** Einnahmen-Ausgaben-Rechnung (EAR)

This is the **Cash-Inflow/Cash-Outflow Principle**. In German, that's the **Zufluss-Abfluss-Prinzip**.

Who uses this? This simple system is used by freelancers (like Leo!) and small businesses whose annual net sales don't consistently exceed €700,000.

Leo's Money Diary: The Cash-Basis Journal

To keep track of his piggy bank, Leo needs a 'money diary'. This diary is his official record of every transaction.

Date	Document (Beleg)	Text	Income (Einnahmen)	Expenses (Ausgaben)
05.03.	B21	 Payment from Berger Wedding	€2,200	
11.03.	K92	 Photo paper & ink		€144
20.03.	K93	 Fuel for car to event		€43



Keyword Spotlight

English: Cash-Basis Accounting Journal | **German:** Einnahmen-Ausgaben-Journal

The Final Score: Did Leo Win?

At the end of the year, Leo wants to know if he ‘won’. He uses one simple formula to figure it out.

**Profit (Gewinn) = Total Income
(Betriebseinnahmen) - Total Expenses
(Betriebsausgaben)**

Quick Example

€2,200 (Income) - €187 (Expenses: €144 + €43) = **€2,013 (Profit)**



Keyword Spotlight

English: Profit/Loss Determination | German: Erfolgsermittlung

Leo's Tools: The 'Stuff' That Lasts

Leo buys photo paper, which he uses up right away. That's a simple **Expense (Ausgabe)**. But he also buys a new camera that will help him make money for YEARS. Things that last for more than one year are special.



Used up quickly = **Expense**



Lasts more than a year = **Asset**

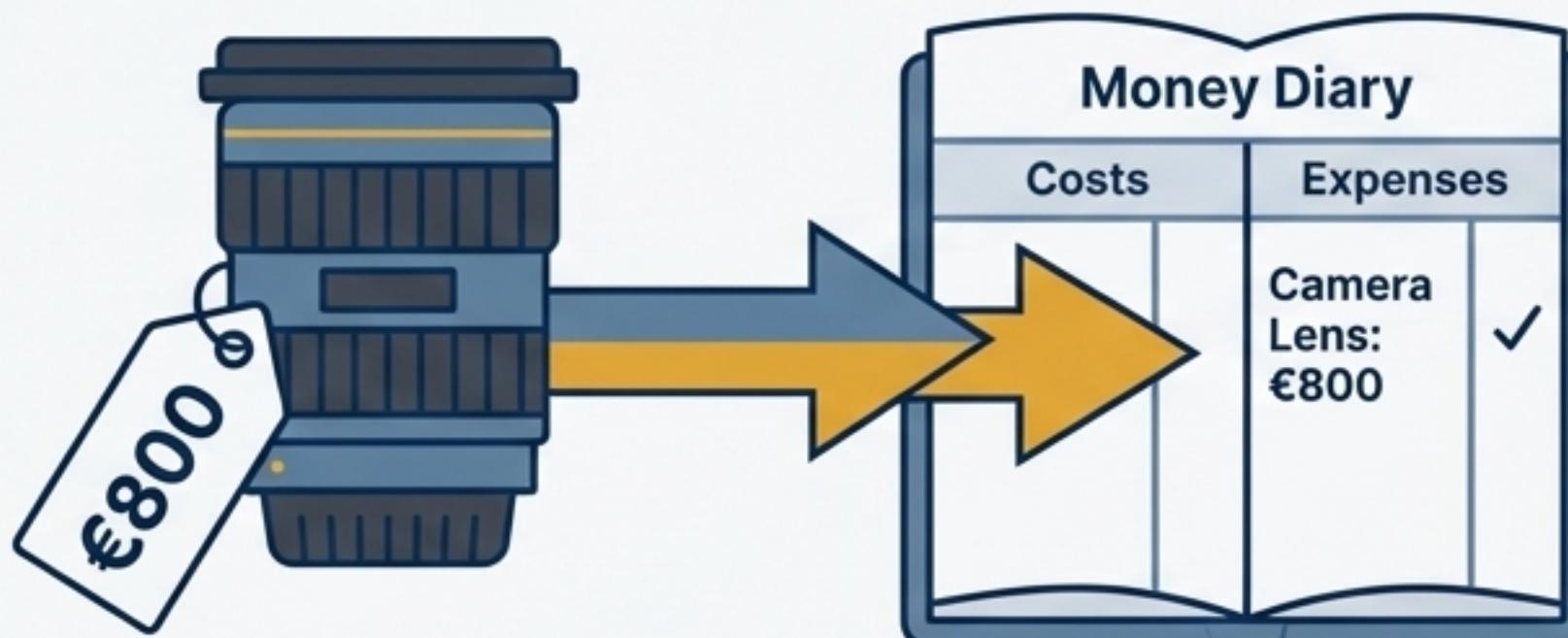


Keyword Spotlight

English: Asset (specifically, Fixed Asset) | **German:** Anlagegut (plural: Anlagegüter)

The ‘Small Tools’ Rule: Buy It, Expense It, Done.

Some assets, like a new lens for Leo’s camera, are long-lasting but not super expensive. The rules make accounting for these “small tools” really easy.



Exam Tip!

The GWG Rule

If an asset costs **up to €1,000 (net)**, you can record the entire cost as an expense in the year you buy it! It's treated just like buying photo paper.

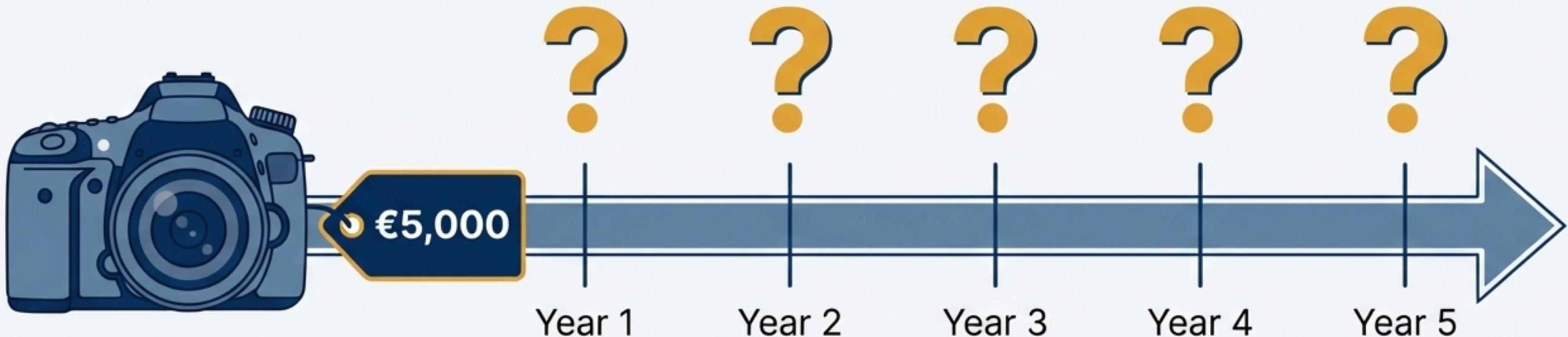


Keyword Spotlight

English: Low-Value Asset (LVA) | **German:** Geringwertiges Wirtschaftsgut (GWG)

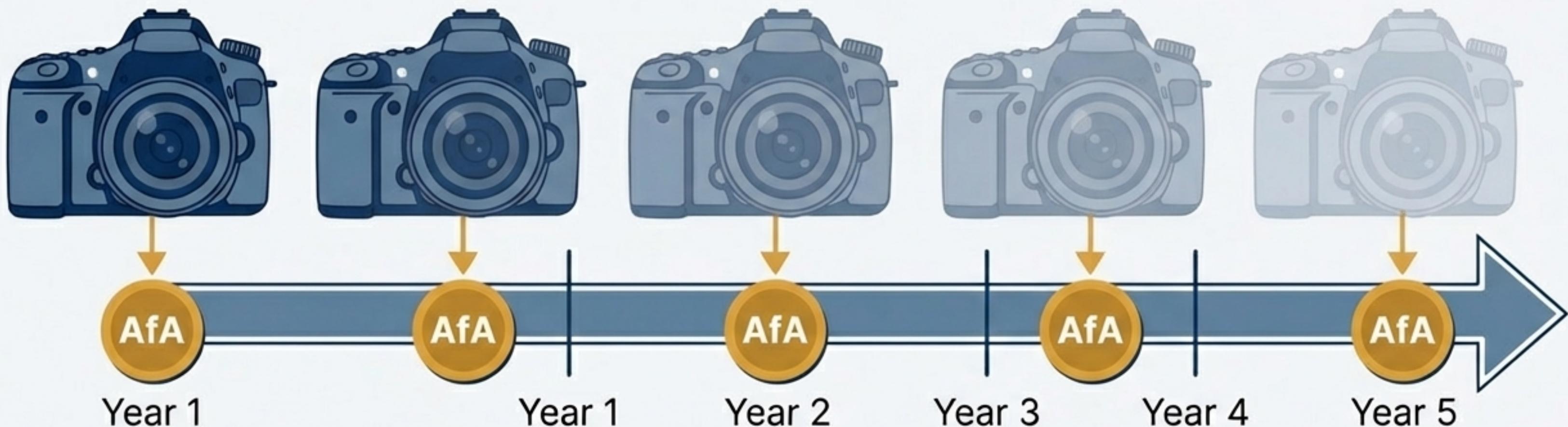
The 'Big Tools' Rule: Spreading the Cost

Leo buys a professional camera that costs €5,000. It would be unfair to count that whole cost as an expense in just one year, since he'll use it to make money for many years. So, the rules say we have to spread the cost out over time.



The 'Wear & Tear' Expense: Depreciation

Think of it this way: Leo's camera gets a little bit older and less valuable each year from all the use. This 'value loss' is a special kind of expense that he can claim each year.



Keyword Spotlight English: Depreciation (sometimes abbreviated as 'AfA') |
German: Abschreibung (Absetzung für Abnutzung, AfA)

The Depreciation Formula (It's Easy!)

Annual Depreciation (AfA)

Acquisition Value (Anschaffungswert) / Useful Life (Nutzungsdauer)

Acquisition Value

The net purchase price PLUS any extra costs to get it ready (like shipping or installation), MINUS any discounts.

Useful Life

How long the tax office expects the asset to last. (e.g., Cars: 8 years, Office Equipment: 5-8 years, Laptops: 3-5 years).

Leo's Example

Leo's camera is expected to last 5 years. So:

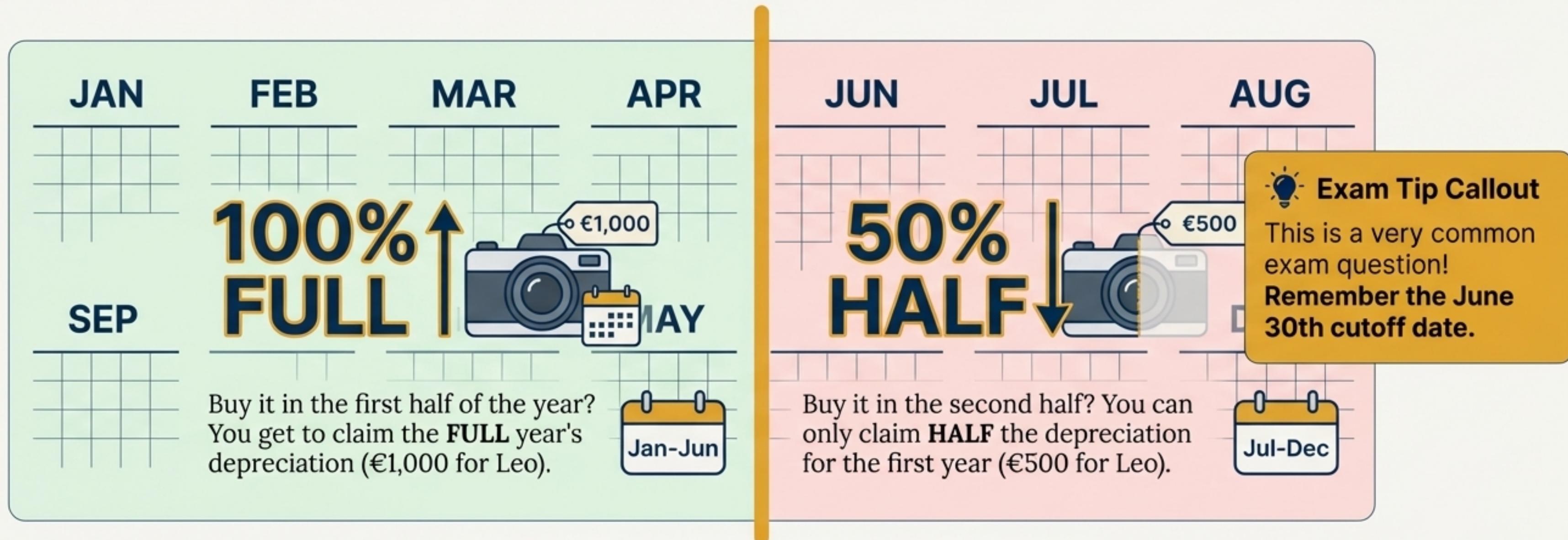


$$\frac{-}{\text{5 Years}} =$$

€1,000
expense per year.

The First-Year Timing Trick: The Half-Year Rule

When did Leo buy his camera? The exact timing matters for the first year of depreciation!



Keyword Spotlight

English: Half-Year Rule | German: Halbjahresregel

The Master List for All Big Tools

To keep track of all his ‘big tools’ and their depreciation, Leo uses a master list. This list is mandatory for anyone using EAR.



Keyword Spotlight

English: Fixed Asset Register | **German:** Anlagenverzeichnis

Leo's Fixed Asset Register

Item	Acquisition Value	Useful Life	Annual AfA	Year-End Book Value
 Pro Camera	€5,000	5 Years	€1,000	€4,500*

*Assuming a July purchase (Half-Year Rule).

Book Value (Buchwert)

The asset's value in the books (Acquisition Value - All Depreciation so far).

Token Value (€1) (Erinnerungseuro)

After an asset is fully depreciated but still in use, it stays on the list with a value of €1 so it's not forgotten.

The Golden Rule of Accounting: "No Entry Without a Receipt!"

To prove every single transaction in his money diary, Leo needs proof.
This is the absolute golden rule of accounting.



Incoming Invoice
(Eingangsrechnung - E)



Bank Receipt
(Bankbeleg - B)

Keine Buchung ohne Beleg!



Cash Receipt
(Kassabeleg - K)



Other Receipt
(Sonstiger Beleg - S)

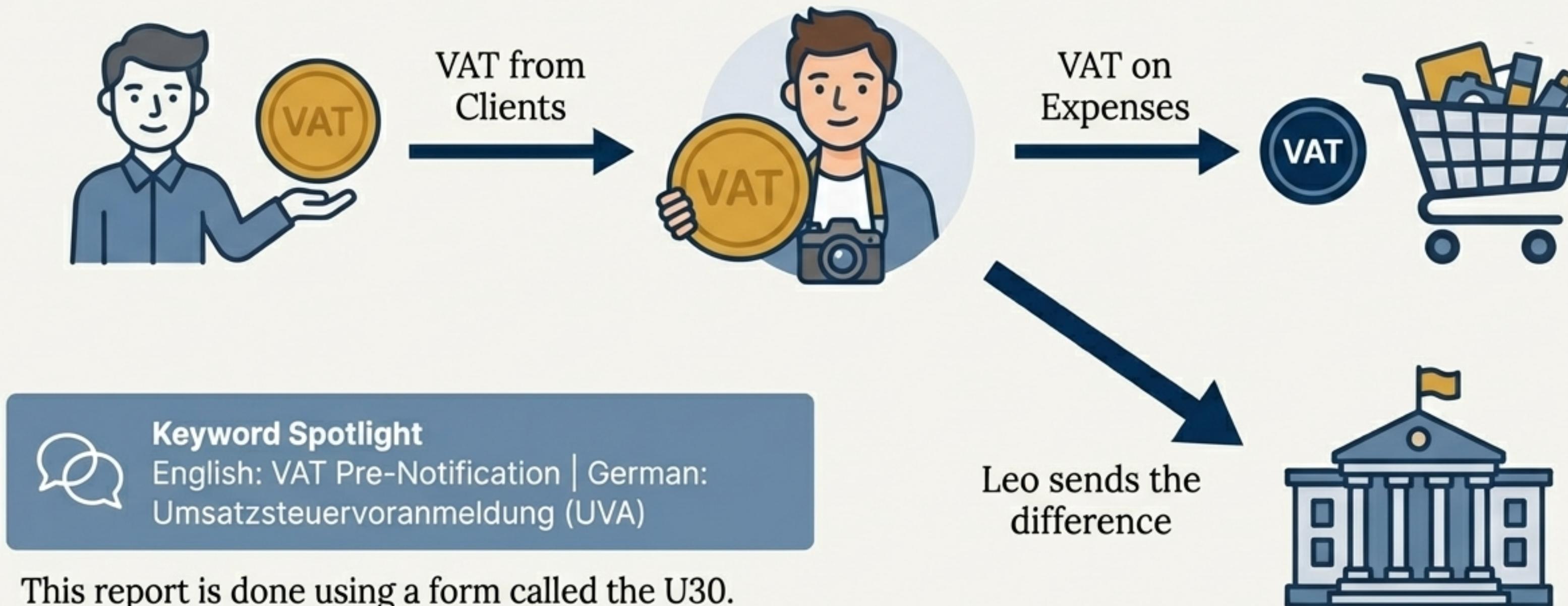


Keyword Spotlight

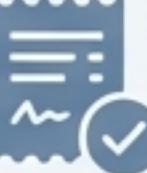
English: Receipt Principle | German: Belegprinzip

A Quick Word on Taxes: Reporting VAT

This is just Leo's regular report to the tax office. He tells them: "Here is the sales tax (Umsatzsteuer) I collected for you on my photoshoots, minus the sales tax (Vorsteuer) I paid on my business expenses." He then pays the difference to the tax office (or gets it back).



You've Mastered the Basics!

- **The Piggy Bank Rule**
(EAR & Zufluss-Abfluss-Prinzip)
- **Small Tools vs. Big Tools** (GWG vs.
Anlagegüter)
- **The Wear & Tear Expense**
(Depreciation / AfA & Halbjahresregel)
- **The Golden Rule** (Belegprinzip)

You've got the building blocks for success. Study this guide, and you'll be ready. Good luck on your exam on 11.12.2025!

From your friends at VSN (VBS Student Network).

