



# **German Accounting**

*A Guide for Students and Professionals*

by

**Prof. Dr. habil. Gerrit Brösel**

holder of the Chair of Auditing at  
University of Hagen, Germany,

**Prof. Dr. Christoph Freichel**

(German) Public Accountant, (German) Tax Consultant,  
Professor of Accounting and Business Taxation at  
Saarland University of Applied Sciences in Saarbrücken, Germany,  
as well as Partner at Moore Treuhand Kurpfalz GmbH,

and

**Prof. Dr. Torsten Mindermann**

(German) Tax Consultant,  
holder of the Chair of Auditing and Taxation at  
Ernst-Moritz-Arndt-University of Greifswald, Germany

with the collaboration of

**Yannick Stein, M. A.**

Auditing specialist (Chamber of Public Accountants) and  
Senior auditor at Moore Treuhand Kurpfalz GmbH

**ERICH SCHMIDT VERLAG**

**Bibliographic information published by Deutsche Nationalbibliothek**

The German National Library (Deutsche Nationalbibliothek) lists this publication in the Deutsche Nationalbibliografie; detailed bibliographic data are available in the Internet at <http://dnb.d-nb.de>.

**For further information concerning this title please follow this link:**

[ESV.info/978-3-503-20619-3](http://ESV.info/978-3-503-20619-3)

**Note for lecturers:**

In order to help you prepare and conduct your courses, we will be happy to provide you with a PowerPoint presentation based on the book, as long as you provide proof of lecturing. Please contact [buchvertrieb@ESVmedien.de](mailto:buchvertrieb@ESVmedien.de) in this regard.

ISBN 978-3-503-20619-3

All rights reserved

© Erich Schmidt Verlag GmbH & Co. KG, Berlin 2021

[www.ESV.info](http://www.ESV.info)

Printing and Binding: Difo-Druck, Untersiemau

## Preface

“Accounting is the language of business.”

WARREN BUFFETT

Until now, there were hardly any textbooks dealing with accounting according to the **German Commercial Code (HGB)** in (British) English. We have taken up the challenge and have now written one based on the 7th edition of the textbook by *TORSTEN MINDERMANN* and *GERRIT BRÖSEL* “Buchführung und Jahresabschlusserstellung nach HGB” (Bookkeeping and preparation of annual financial statements according to the HGB). And we have found out: It was really a **challenge!** The original was streamlined in some chapters and expanded in many sections to ensure comprehensibility. The biggest challenge, however, was to find a uniform and comprehensible language, because numerous specialist dictionaries contradict each other here. We think **the result is something to be proud of**. Now we look forward to your verdict!

This textbook teaches the basics of bookkeeping and the preparation of annual financial statements according to HGB in a **compact, clear and application-oriented** manner. Special attention has been paid to the didactic preparation of the learning content. With this in mind, numerous examples, repetition and in-depth questions as well as exercises and a sample exam (with solutions in the appendix) have been integrated into the book. In addition, a clearly arranged index enables a targeted search for specific aspects. A highlight is a small “dictionary” within the most important technical terms.

For a better overview, the following symbols are used in relation to the different didactic tools:

-  for exercise within a chapter, the solutions of which can be found at the end of the textbook,
-  for repetition and in-depth questions for understanding, which also point to important learning objectives for the respective (completed) chapter,
-  for (further) literature references,
-  for important mnemonics.

The textbook is primarily aimed at **students of economics** who (have to) attend English-language courses in accounting or bookkeeping and financial statements at universities, universities of applied sciences or other public or private educational institutions. Due to its didactic orientation, however, the textbook is also excellently suited for self-study and for “refreshing” the teaching content for **professionals in enterprises, especially for expatriates posted to Germany, and for supporting the topic of “accounting” in the content of commercial training.**

The **legal framework conditions from 2021/07/01** are taken into account. However, “pandemic-related” tax changes, which are expected to be temporary, are abstracted from. Due to the book’s orientation towards the HGB, you should not work through the textbook you are currently holding without an up-to-date legal text. Unfortunately, no official translation is currently available. However, we recommend that you use to the excellent translation provided by the Chair of Business Administration and Business Taxation at Heinrich Heine University in Düsseldorf:

([https://www.steuern.hhu.de/aktuelle-meldungen/  
neue-arbeitshilfe-hgb-in-englischer-sprachfassung](https://www.steuern.hhu.de/aktuelle-meldungen/neue-arbeitshilfe-hgb-in-englischer-sprachfassung))



Our special thanks therefore go to Prof. Dr. *GUIDO FÖRSTER* (Heinrich Heine University Düsseldorf) for his suggestions and advice as well as his willingness to discuss. We would also like to thank Mr. *YANNICK STEIN* for his assistance with the translation and the publisher “*ERICH SCHMIDT VERLAG*” for the very pleasant cooperation.

**Criticism, suggestions for improvement** and other comments are always welcome. Please send them to:

Gerrit.Broesel@FernUni-Hagen.de

Düsseldorf, July 2021

*GERRIT BRÖSEL  
CHRISTOPH FREICHEL  
TORSTEN MINDERMANN*

PS: As date format we use in the book: **yyyy/mm/dd** for the year (yyyy), month (mm) and day (dd).

## Table of contents

	Page
Preface .....	V
List of abbreviations .....	XI
1 Basics of accounting .....	1
1.1 Accounting and functions of annual financial statements .....	1
1.2 Statutory accounting requirements .....	7
1.2.1 Accounting obligation according to commercial law .....	8
1.2.2 Accounting obligation according to tax law .....	10
1.3 Regularity of accounting .....	11
1.3.1 Accounting principles .....	11
1.3.2 Booking voucher .....	13
1.3.3 Violations of accounting obligations and of German GAAP .....	13
1.3.4 Retention periods .....	14
2 Stocktaking and inventory .....	17
2.1 Stocktaking .....	17
2.2 Inventory .....	19
2.3 Determination of success by business capital comparison .....	22
3 Balance sheet .....	25
3.1 Basics .....	25
3.2 Structure and content of the balance sheet .....	27
3.3 Exchanges in the balance sheet .....	30
3.3.1 Accounting exchange on the assets side .....	30
3.3.2 Accounting exchange on the liabilities side .....	31
3.3.3 Balance sheet extension .....	32
3.3.4 Balance sheet contraction .....	33
4 Booking to accounts .....	35
4.1 Balance sheet accounts .....	35
4.1.1 Dissolving the balance sheet in accounts .....	35
4.1.2 Booking to balance sheet accounts .....	38
4.1.2.1 Simple entry .....	38
4.1.2.2 Compound entry .....	39
4.1.3 Opening and closing balance sheet accounts .....	40
4.1.3.1 Opening balance sheet accounts .....	40
4.1.3.2 Closing balance sheet accounts .....	41
4.2 Equity account and its sub-accounts .....	45
4.2.1 Income accounts .....	45
4.2.1.1 Expense accounts and earning accounts .....	45
4.2.1.2 P&L account .....	47
4.2.2 Private account(s) .....	49
4.3 Interim conclusion .....	50

5	Standard charts of accounts and individual charts of accounts.....	55
5.1	Standard charts of accounts .....	56
5.1.1	“Joint Chart of Accounts” .....	57
5.1.2	“Industrial Chart of Accounts”.....	61
5.2	Individual charts of accounts .....	65
6	Bookings in trading and producing enterprises .....	67
6.1	Bookings in trading enterprises .....	67
6.1.1	Uniform merchandise account .....	68
6.1.2	Separate merchandise accounts.....	68
6.1.2.1	Merchandise purchase account .....	69
6.1.2.2	Merchandise sales account.....	71
6.1.2.3	Closing of the separate merchandise accounts.....	72
6.1.2.3.1	Closing with the net method .....	72
6.1.2.3.2	Closing with the gross method.....	72
6.2	Booking in producing enterprises .....	78
6.2.1	Purchase and consumption of raw materials, supplies and consumables.....	78
6.2.2	Changes in finished goods inventories and work in process .....	80
6.2.3	Accounting for changes in finished goods inventories and work in process .....	81
6.3	Measurement of inventories .....	88
7	Booking of value-added tax (VAT).....	97
7.1	Nature of VAT .....	97
7.2	VAT account.....	100
7.3	Input tax account.....	102
7.4	Closing the VAT account and the input tax account.....	103
8	Special bookings in sales and procurement .....	107
8.1	Delivery costs .....	107
8.2	Return shipments and credit notes .....	108
8.3	Discounts, cash discounts and bonuses.....	110
8.3.1	Discounts .....	110
8.3.2	Cash discounts .....	110
8.3.3	Bonuses .....	113
8.4	Down payments received.....	114
8.5	Leases .....	115
8.5.1	Forms of leases .....	115
8.5.2	Economic attribution to the lessor.....	116
8.5.2.1	Bookings with the lessor.....	116
8.5.2.2	Bookings with the lessee.....	117
8.5.3	Economic attribution to the lessee .....	117
8.5.3.1	Bookings with the lessor.....	117
8.5.3.2	Bookings with the lessee.....	120

8.6 Private withdrawals of goods or services .....	122
9 Personnel expenses .....	125
9.1 Basics .....	125
9.2 Booking of personnel expenses .....	126
9.3 Booking of advances and part payments .....	128
9.4 Booking of remuneration in kind .....	130
9.5 Booking of benefits to encourage capital formation.....	132
10 Fixed asset accounting .....	135
10.1 Basics .....	135
10.2 Booking of fixed asset purchases .....	136
10.3 Booking of internal expenses capitalised .....	138
10.4 Booking of down payments made and assets under construction.....	140
10.5 Booking of fixed asset disposals .....	140
11 Securities and long-term liabilities.....	145
11.1 Balance sheet classification of securities.....	145
11.2 Booking of the acquisition of securities .....	147
11.2.1 Bearer securities .....	147
11.2.2 Bonds .....	147
11.3 Booking of securities earnings .....	149
11.3.1 Bearer securities .....	149
11.3.2 Bonds .....	151
11.4 Booking of the sale of securities .....	151
11.4.1 Bearer securities .....	151
11.4.2 Bonds .....	152
11.5 Booking of long-term liabilities .....	153
12 Taxes .....	157
12.1 Basics .....	157
12.2 Taxes to be capitalised .....	157
12.3 Expense taxes .....	157
12.4 Personal taxes .....	158
12.5 Passing taxes .....	158
13 Preparatory closing entries.....	159
13.1 Basics .....	159
13.2 Depreciation of fixed assets.....	160
13.2.1 Cause of depreciation .....	160
13.2.2 Depreciation methods .....	162
13.2.2.1 Overview .....	162
13.2.2.2 Straight-line method of depreciation .....	163
13.2.2.3 Reducing-balance method of depreciation .....	164
13.2.2.4 Unit-of-product method of depreciation.....	166
13.2.2.5 Low-cost assets .....	167
13.2.3 Booking of depreciation .....	170

13.3 Valuation allowance for receivables .....	172
13.3.1 Reasons for the valuation allowance .....	172
13.3.2 Itemized valuation .....	173
13.3.2.1 Direct valuation allowance procedure .....	173
13.3.2.2 Indirect valuation allowance procedure .....	176
13.3.3 Global valuation .....	177
13.3.4 Mixed procedure (itemized and global valuation) .....	179
13.4 Accrual of expenses and earnings .....	181
13.4.1 Basics .....	181
13.4.2 Transitory deferred items: deferred expenses and deferred income .....	182
13.4.2.1 Basics .....	182
13.4.2.2 Deferred expenses .....	182
13.4.2.3 Deferred income .....	184
13.4.3 Anticipatory deferred items: other assets and other liabilities .....	186
13.4.3.1 Basics .....	186
13.4.3.2 Other assets .....	187
13.4.3.3 Other liabilities .....	189
13.4.4 Provisions .....	191
13.5 Deferred taxes .....	197
13.5.1 Cause of deferred taxes .....	197
13.5.2 Booking of deferred taxes .....	202
13.6 Cancellation booking and correction booking .....	208
13.6.1 Cancellation booking .....	208
13.6.2 Correction booking .....	208
14 General ledger trial balance .....	213
15 Organisation of the accounting .....	219
15.1 Components of the accounting organisation .....	219
15.1.1 Journal .....	219
15.1.2 General ledger .....	219
15.1.3 Subsidiary ledgers .....	219
15.2 Bookkeeping systems .....	220
15.2.1 Single-entry bookkeeping .....	220
15.2.2 Double-entry bookkeeping .....	220
Suggested solutions to the exercises .....	225
Sample exam with suggested solutions .....	241
Dictionary of significant technical terms .....	251
References .....	263
Index .....	265