TimeLine® Financials

>TimeLine® Financial Accounting. Accountancy//

www.tlfi.de

>Ergonomics//

Our software is being developed in close cooperation with our users.

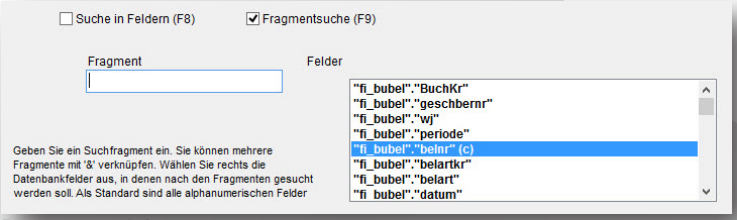
As we are a medium-sized software company, our customers' experience and wishes reach us in a direct and unfiltered manner.

Clarity of the presentation in the screens and menus, intuitive operation and simple handling are some of the most important features of our TimeLine® products.

From practice for practice:

✓ direct link from each screen to the relevant master data

✓ easy full text and fragment search functions



Fragment search for an account

✓ one transaction per screen - no more need to change screens

✓ completely keyboard-operatable

✓ seamless integration into Excel

✓ generation of e-mail orders (e.g. Outlook, David)

>Application areas//

The software comprises all areas of commercial administration-right through to an informative representation of the result.

Additional modules:

✓ asset accounting

- overview of the assets
- daily information about the value stream

✓ cost accounting

- classic structure according to: cost types, cost units and cost object
- representation according to the needs of the company

Extract from the main menu

>Characteristics//

Features:

- ✓ multi-client-capable
- ✓ consolidation-capable
- ✓ accounting for up to 99 periods
- ✓ unlimited number of company codes and tax keys
- ✓ integrated receivable and payable accounting
- ✓ subsidiary accounting for several cash accounts
- ✓ various types of dunning with specific
  - texts
  - levels
  - conditions
  - languages
- ✓ foreign currencies accounting with parallel exchange rate management
- ✓ table of currencies incl. reference values with daily currency update from the Internet
- ✓ capturing vouchers by company codes and divisions
- ✓ import of accounting records from text files

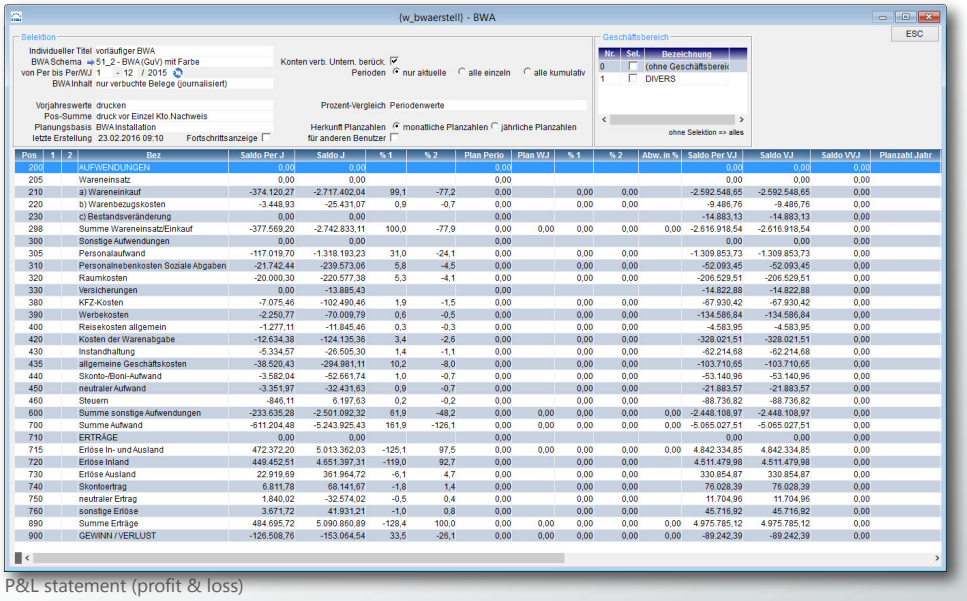
Accounting vouchers:

- ✓ voucher-type-oriented
- ✓ automatic allocation to the correct account
- ✓ definition of specific types of vouchers for automated accounting
- ✓ access on debtor and creditor accounts with individual and summary posting
- ✓ permanent inspection whether debt and credit are equal, as well as the turnover tax / input tax
- ✓ defined standard boxes and lines for free text for your individual entries

Reporting:

The basic module already provides you with an extensive and performant reporting system.

- ✓ preparation of balance sheets and P&L (profit & loss) statements according to the rules of commercial and fiscal laws
- ✓ quick overview with
  - a list of current totals and account balances
  - information on accounts / ARs



Pos	1	2	Bez	Saldo Per J	Saldo J	% 1	% 2	Plan Perio	Plan WJ	% 1	% 2	Abw. in %	Saldo Per VJ	Saldo VJ	Saldo VVJ	Planzahl Jahr
200			AUFWENDUNGEN	0,00	0,00			0,00					0,00	0,00	0,00	
205			Wareneinsatz	0,00	0,00			0,00					0,00	0,00	0,00	
210			a) Wareneinkauf	-374.120,27	-2.717.402,04	99,1	-77,2	0,00		0,00	0,00		-2.592.548,65	-2.592.548,65	0,00	
220			b) Warenbezugskosten	-3.448,93	-25.431,07	0,9	-0,7	0,00		0,00	0,00		-9.486,76	-9.486,76	0,00	
230			c) Bestandsveränderung	0,00	0,00			0,00					-14.883,13	-14.883,13	0,00	
298			Summe Wareneinsatz/Einkauf	-377.569,20	-2.742.833,11	100,0	-77,9	0,00	0,00	0,00	0,00	0,00	-2.616.918,54	-2.616.918,54	0,00	
300			Sonstige Aufwendungen	0,00	0,00			0,00					0,00	0,00	0,00	
305			Personalaufwand	-117.019,70	-1.318.193,23	31,0	-24,1	0,00		0,00	0,00		-1.309.853,73	-1.309.853,73	0,00	
310			Personalnebenkosten Soziale Abgaben	-21.742,44	-239.573,06	5,8	-4,5	0,00		0,00	0,00		-52.093,45	-52.093,45	0,00	
320			Raumkosten	-20.000,30	-220.577,38	5,3	-4,1	0,00		0,00	0,00		-206.529,51	-206.529,51	0,00	
330			Versicherungen	0,00	-13.885,43			0,00					-14.822,88	-14.822,88	0,00	
380			KFZ-Kosten	-7.075,46	-102.490,46	1,9	-1,5	0,00		0,00	0,00		-67.930,42	-67.930,42	0,00	
390			Werbekosten	-2.250,77	-70.009,79	0,6	-0,5	0,00		0,00	0,00		-134.586,84	-134.586,84	0,00	
400			Reisekosten allgemein	-1.277,11	-11.845,46	0,3	-0,3	0,00		0,00	0,00		-4.583,95	-4.583,95	0,00	
420			Kosten der Warenabgabe	-12.634,38	-124.135,36	3,4	-2,6	0,00		0,00	0,00		-328.021,51	-328.021,51	0,00	
430			Instandhaltung	-5.334,57	-26.505,30	1,4	-1,1	0,00		0,00	0,00		-62.214,68	-62.214,68	0,00	
435			allgemeine Geschäftskosten	-38.520,43	-294.981,11	10,2	-8,0	0,00		0,00	0,00		-103.710,65	-103.710,65	0,00	
440			Skonto-/Boni-Aufwand	-3.582,04	-52.661,74	1,0	-0,7	0,00		0,00	0,00		-53.140,96	-53.140,96	0,00	
450			neutraler Aufwand	-3.351,97	-32.431,63	0,9	-0,7	0,00		0,00	0,00		-21.883,57	-21.883,57	0,00	
460			Steuern	-846,11	6.197,63	0,2	-0,2	0,00		0,00	0,00		-88.736,82	-88.736,82	0,00	
600			Summe sonstige Aufwendungen	-233.635,28	-2.501.092,32	61,9	-48,2	0,00	0,00	0,00	0,00	0,00	-2.448.108,97	-2.448.108,97	0,00	
700			Summe Aufwand	-611.204,48	-5.243.925,43	161,9	-126,1	0,00	0,00	0,00	0,00	0,00	-5.065.027,51	-5.065.027,51	0,00	
710			ERTRÄGE	0,00	0,00			0,00					0,00	0,00	0,00	
715			Erlöse In- und Ausland	472.372,20	5.013.362,03	-125,1	97,5	0,00	0,00	0,00	0,00	0,00	4.842.334,85	4.842.334,85	0,00	
720			Erlöse Inland	449.452,51	4.651.397,31	-119,0	92,7	0,00		0,00	0,00		4.511.479,98	4.511.479,98	0,00	
730			Erlöse Ausland	22.919,69	361.964,72	-6,1	4,7	0,00		0,00	0,00		330.854,87	330.854,87	0,00	
740			Skontoertrag	6.811,78	68.141,67	-1,8	1,4	0,00		0,00	0,00		76.028,39	76.028,39	0,00	
750			neutraler Ertrag	1.840,02	-32.574,02	-0,5	0,4	0,00		0,00	0,00		11.704,96	11.704,96	0,00	
760			sonstige Erlöse	3.671,72	41.931,21	-1,0	0,8	0,00		0,00	0,00		45.716,92	45.716,92	0,00	
890			Summe Erträge	484.695,72	5.090.860,89	-128,4	100,0	0,00	0,00	0,00	0,00	0,00	4.975.785,12	4.975.785,12	0,00	
900			GEWINN / VERLUST	-126.508,76	-153.064,54	33,5	-26,1	0,00	0,00	0,00	0,00	0,00	-89.242,39	-89.242,39	0,00	

P&L statement (profit & loss)

>Language selection//

The programme can be operated in several languages:

✓ language selection:

- German
- Czech
- Polish

✓ UNICODE-capable

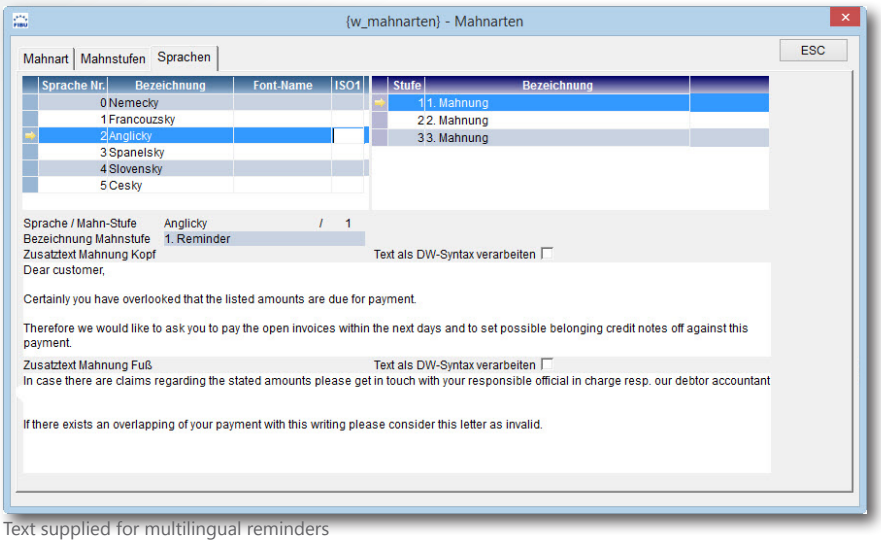
✓ accounting in compliance with the respective legal regulations

Multi-language vouchers in the dunning system:

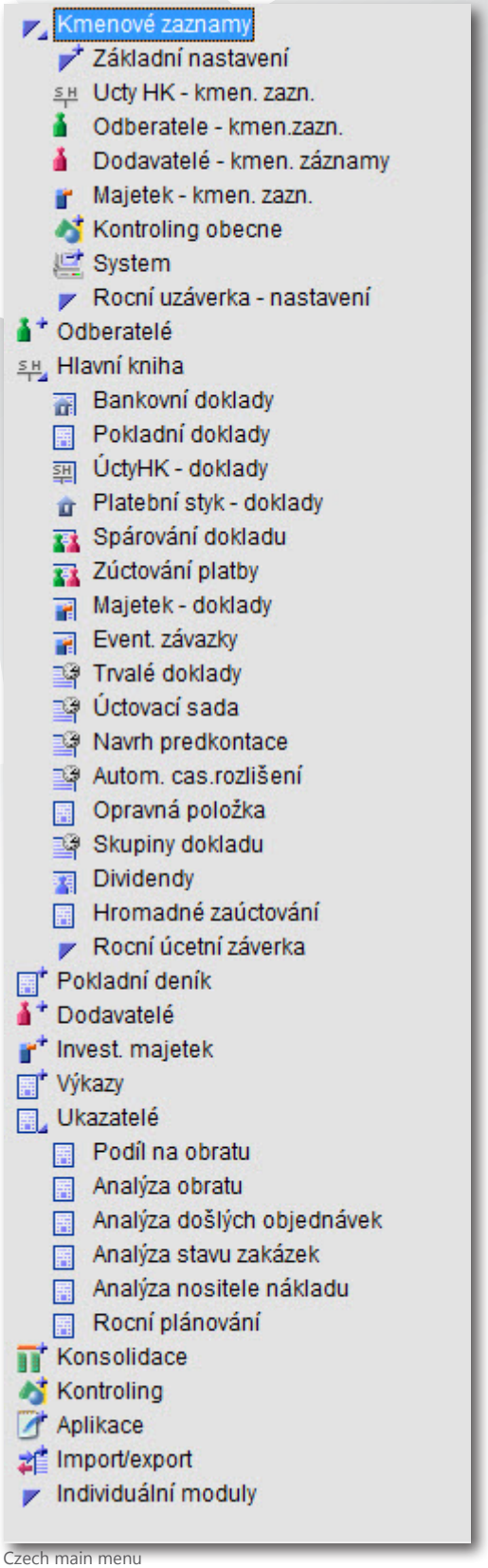
✓ language selection:

- German
- English
- French
- Spanish
- Czech
- Polish
- Slovakian

✓ the respective language for the reminder is recorded in the debtor master data



Text supplied for multilingual reminders



Czech main menu

>Settings//

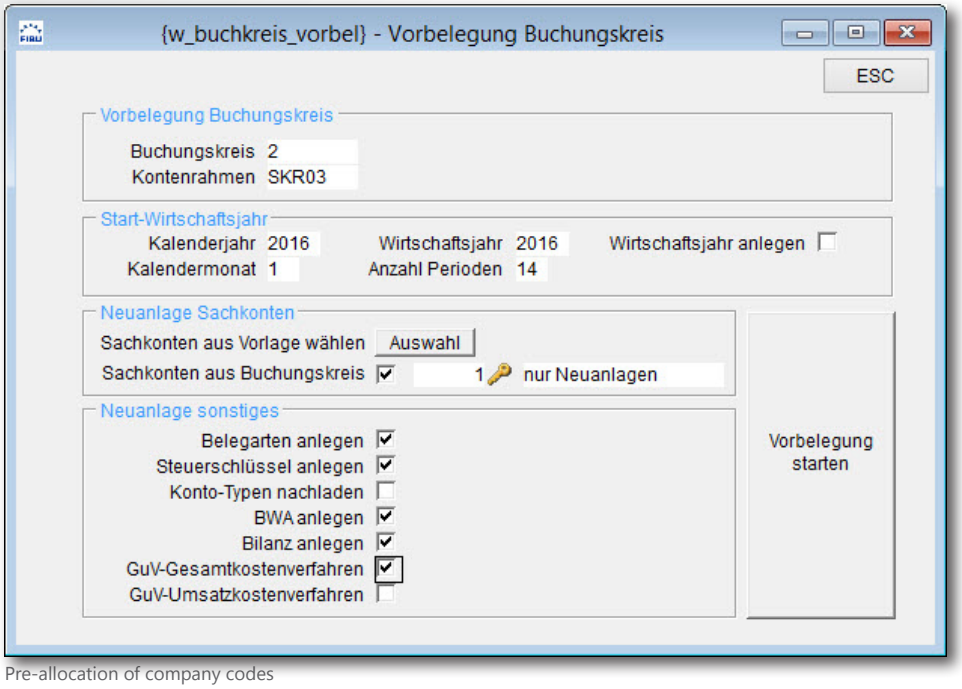
Pre-allocation of new company codes

✓ transfer of master data from existing company codes

- general ledger accounts
- tax keys
- types of vouchers
- business years

✓ pre-allocation with installation settings for

- balance sheet
- P&L (profit & loss)



Pre-allocation of company codes

>Electronic archiving//

✓ inserting/activating directly from the application

✓ integration of several archives

✓ automatic allocation of the scanned documents to the respective transactions

✓ direct printing into the archive per PDF file

✓ cross-program queries to the archive (TimeLine Materials Management > Financial Accounting)

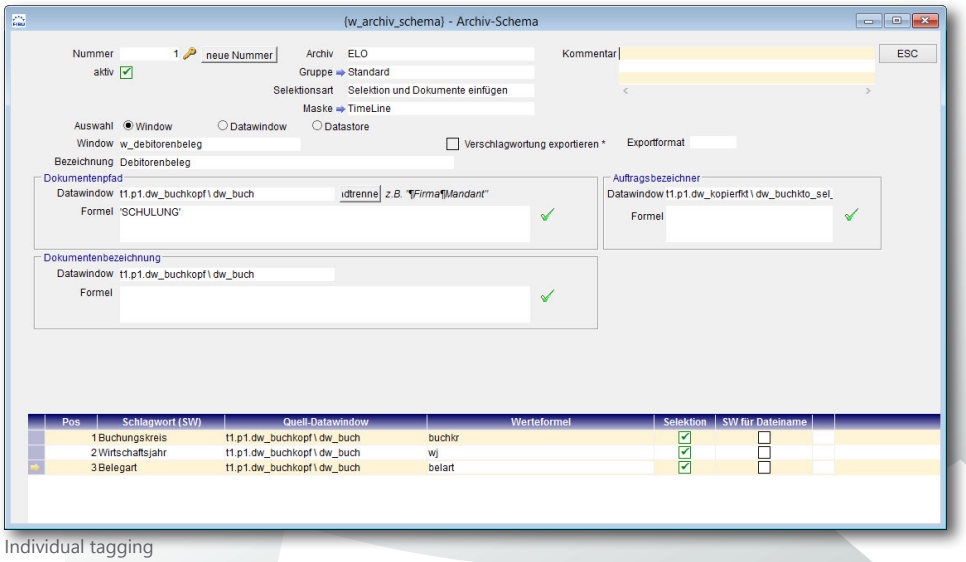
✓ seamless integration by means of DMS interfaces to the archiving programs

- ELO
- Easy
- DocuWare

✓ scanning of all vouchers

- during capturing
- as a batch

✓ individually definable tagging of all objects by creating archive schemes



Individual tagging

>Master data//

Debtors/creditors:

✓ complete master data management

✓ any number of contact persons, incl.

- Fax / phone numbers
- e-mail-addresses
- comments

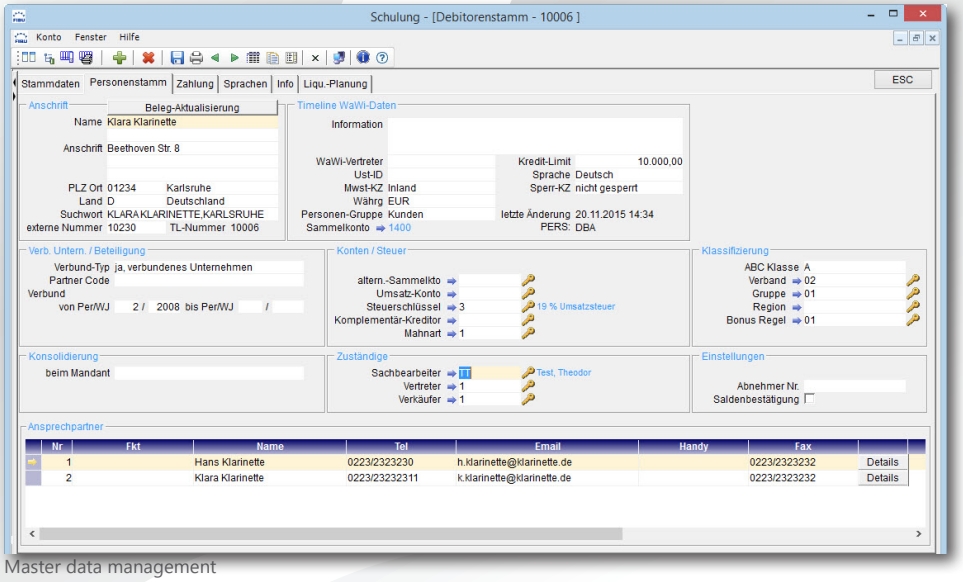
✓ seamless connection to TimeLine Materials Management

✓ specification of up to three bank account details for

- direct debit procedures
- bank transfers

✓ customer-specificsettings, such as

- any number of terms of payment can be defined
- blocking for dunning management



Master data management

Account master record:

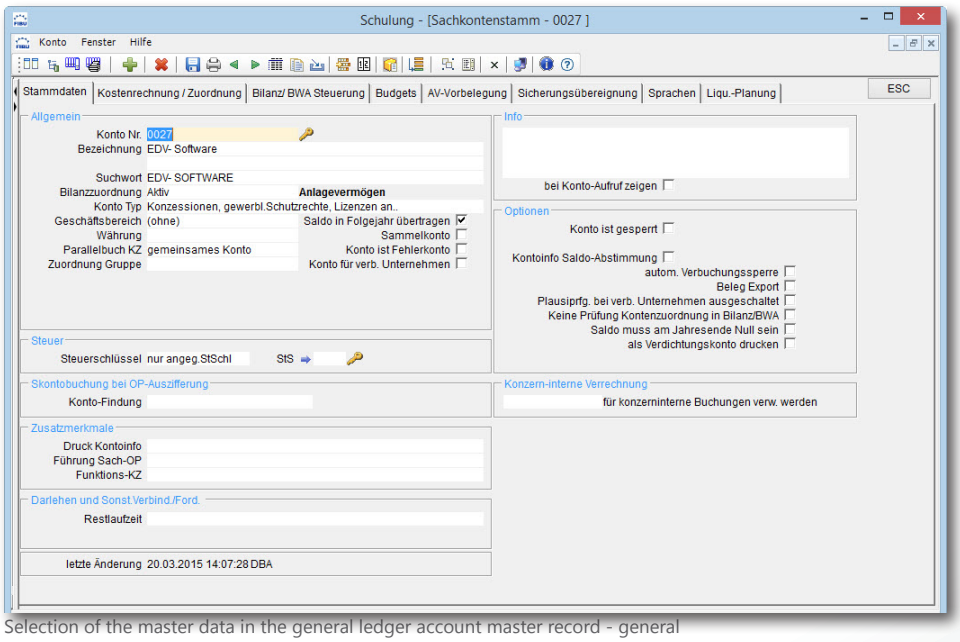
✓ choice of account system:
- account system SKR 03
- account system SKR 04
- freely definable account system

✓ more master data about
- tax keys
- booking cash discounts
- management of general ledger accounts and accounts receivable
- cost accounting
- information on duration of loans, accounts receivable and payable

✓ account management in a foreign currency

✓ balance brought forward automatically in balance accounts

✓ assignment of accounts to any number of balance sheets and/or P&L statements

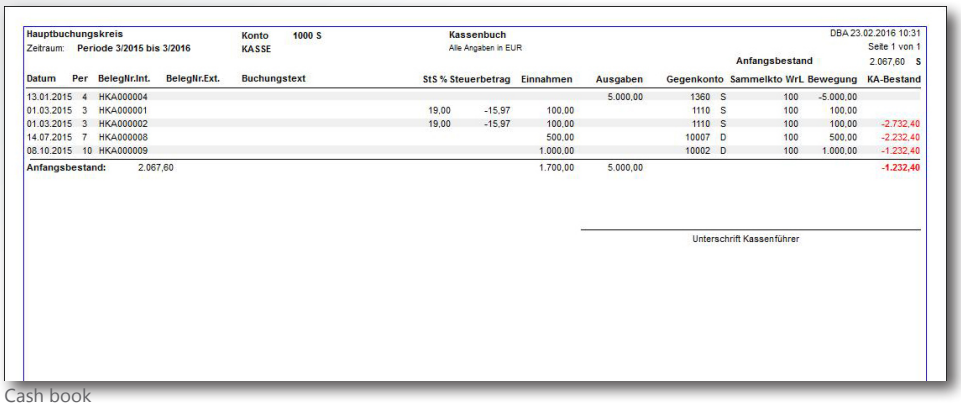


Selection of the master data in the general ledger account master record - general

>General ledger//

Cash-book/bank:

- ✓ keeping any number of cash books and bank accounts
- ✓ printing the cash receipts and the booking journal per reference day
- ✓ subsidiary accounting for several cash accounts
- ✓ immediate listing of the accounts receivable as payment proposal
- ✓ creating and editing accounts receivable in case of overpayment or cancellation for
  - debtors
  - creditors



Hauptbuchungskreis — Kassenbuch — DBA 23.02.2016 10:31
Zeitraum: Periode 3/2015 bis 3/2016 — Konto 1000 S KASSE — Alle Angaben in EUR — Seite 1 von 1
Anfangsbestand 2.067,60 S

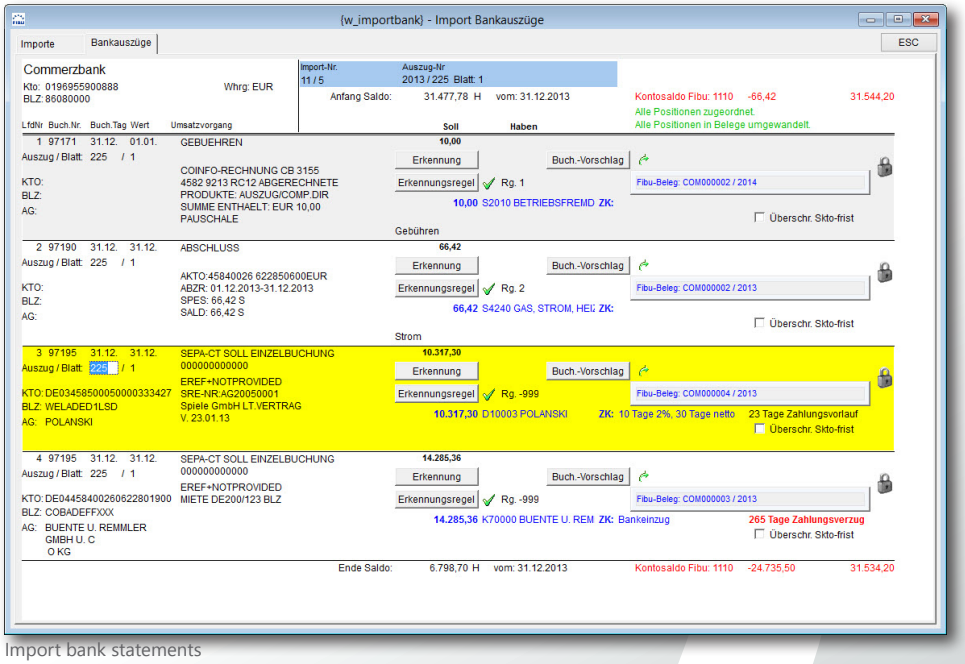
Datum	Per	BelegNr.Int.	BelegNr.Ext.	Buchungstext	StS %	Steuerbetrag	Einnahmen	Ausgaben	Gegenkonto	Sammelkto	WrL	Bewegung	KA-Bestand
13.01.2015	4	HKA000004						5.000,00	1360 S	100		-5.000,00	
01.03.2015	3	HKA000001			19,00	-15,97	100,00		1110 S	100		100,00	
01.03.2015	3	HKA000002			19,00	-15,97	100,00		1110 S	100		100,00	-2.732,40
14.07.2015	7	HKA000008					500,00		10007 D	100		500,00	-2.232,40
08.10.2015	10	HKA000009					1.000,00		10002 D	100		1.000,00	-1.232,40
Anfangsbestand:		2.067,60					1.700,00	5.000,00					-1.232,40

Unterschrift Kassenführer

Cash book

Import bank statements:

- ✓ reading in the following files:
  - SWIFT MT940
  - Gemini
  - TXT-format
- ✓ detection rules can be freely defined
- ✓ automatic generation of booking proposals



Import bank statements

Compound entries/ voucher groups:

- ✓ representation of the vouchers created in the other modules (e.g. asset accounting)
- ✓ these vouchers will then be available for
  - compound entries
  - individual entries

Period vouchers/ batches entries:

- ✓ Periodic posting cases can be pre-captured as permanent vouchers to be used in the following periods. They can be reworked until the final booking.

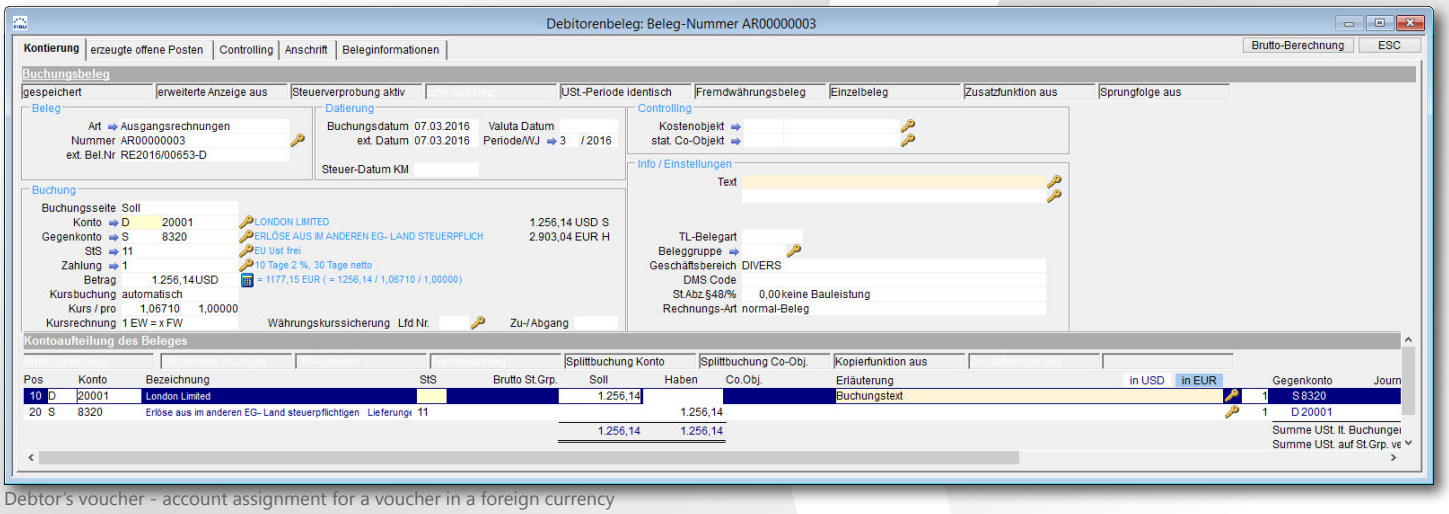
Additional functions:

- ✓ automatic setting of accrual postings
- ✓ automatic individual value adjustment

>Debtors / creditors//

Capturing:

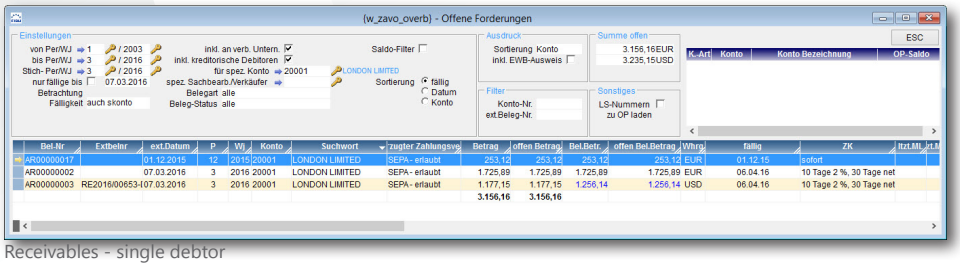
- ✓ capturing in and out vouchers
- ✓ presentation in foreign and domestic currency
- ✓ direct allocation of the cost unit/cost object on the voucher
- ✓ indication of any deviating payment recipient



Debtor's voucher - account assignment for a voucher in a foreign currency

Management of accounts receivable:

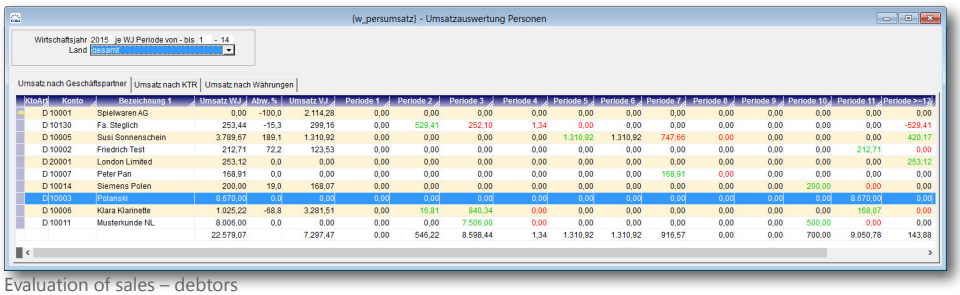
- ✓ management of receivables/payables
  - for all debtors/creditors
  - for a specific debtor/creditor



Receivables - single debtor

Evaluation of sales:

- ✓ evaluation of sales in the categories
  - domestic
  - foreign
  - total

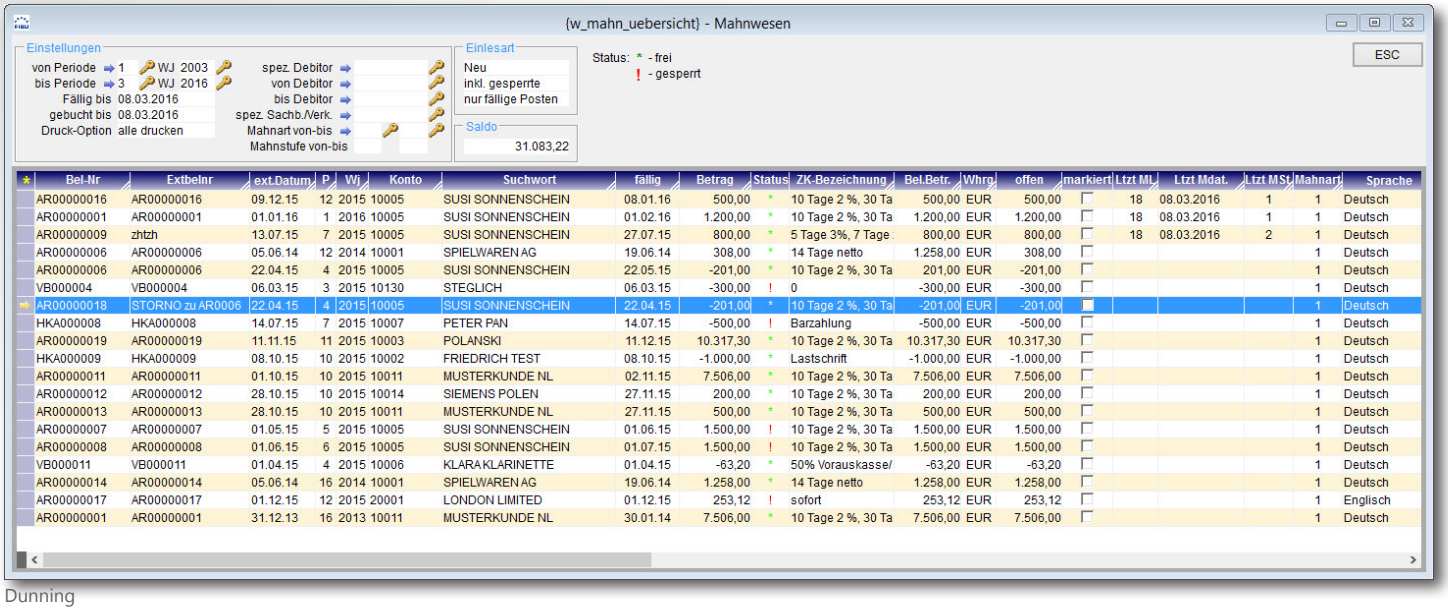


Evaluation of sales – debtors

>Dunning / payment transactions//

Dunning:

The integrated dunning allows comprehensive and exact dunning activities.
Various dunning levels but also different types of reminders are possible.

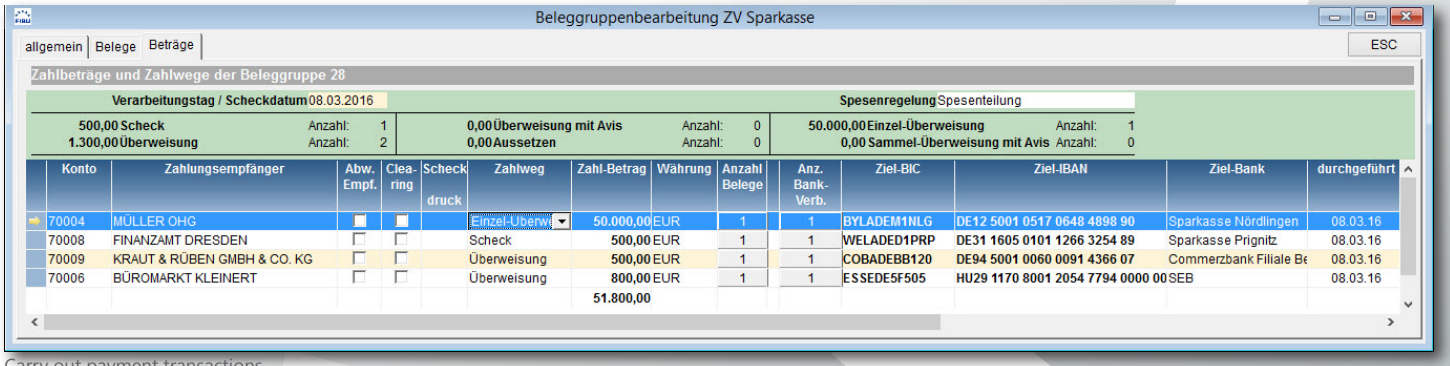


Dunning

- ✓ reminders
  - for any period of time
  - in several languages
- ✓ selection of individual debtors for creating the reminder
- ✓ blocking the reminder at the debtor's voucher
- ✓ last dunning level for accounts receivable and status (blocked/free) immediately apparent

Payment transactions:

- ✓ SEPA payment transactions
- ✓ for various banks
- ✓ foreign payment transactions
- ✓ summary of the vouchers of one group
- ✓ data output as a
  - payment transaction file
  - check
  - transfer order

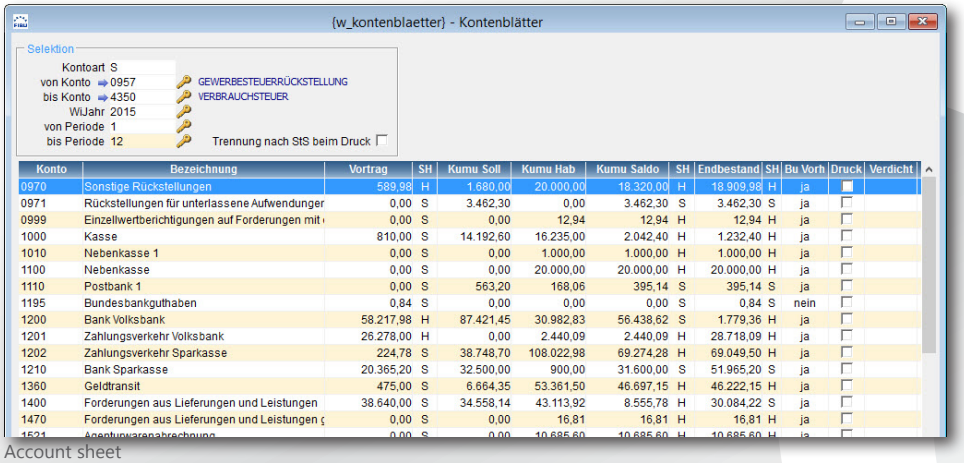


Carry out payment transactions

>Analysis//

Account information/account sheets:

- ✓ presentation of the postings entered in a specific period of time
- ✓ output of individually adaptable print lists
- ✓ account balances immediately retrievable



Konto	Bezeichnung	Vortrag	SH	Kumu Soll	Kumu Hab	Kumu Saldo	SH	Endbestand	SH	Bu Vorh	Druck	Verdicht
0970	Sonstige Rückstellungen	589,98	H	1.680,00	20.000,00	18.320,00	H	18.909,98	H	ja		
0971	Rückstellungen für unterlassene Aufwendunger	0,00	S	3.462,30	0,00	3.462,30	S	3.462,30	S	ja		
0999	Einzellwertberichtigungen auf Forderungen mit	0,00	S	0,00	12,94	12,94	H	12,94	H	ja		
1000	Kasse	810,00	S	14.192,60	16.235,00	2.042,40	H	1.232,40	H	ja		
1010	Nebenkasse 1	0,00	S	0,00	1.000,00	1.000,00	H	1.000,00	H	ja		
1100	Nebenkasse	0,00	S	0,00	20.000,00	20.000,00	H	20.000,00	H	ja		
1110	Postbank 1	0,00	S	563,20	168,06	395,14	S	395,14	S	ja		
1195	Bundesbankguthaben	0,84	S	0,00	0,00	0,00	S	0,84	S	nein		
1200	Bank Volksbank	58.217,98	H	87.421,45	30.982,83	56.438,62	S	1.779,36	H	ja		
1201	Zahlungsverkehr Volksbank	26.278,00	H	0,00	2.440,09	2.440,09	H	28.718,09	H	ja		
1202	Zahlungsverkehr Sparkasse	224,78	S	38.748,70	108.022,98	69.274,28	H	69.049,50	H	ja		
1210	Bank Sparkasse	20.365,20	S	32.500,00	900,00	31.600,00	S	51.965,20	S	ja		
1360	Geldtransit	475,00	S	6.664,35	53.361,50	46.697,15	H	46.222,15	H	ja		
1400	Forderungen aus Lieferungen und Leistungen	38.640,00	S	34.558,14	43.113,92	8.555,78	H	30.084,22	S	ja		
1470	Forderungen aus Lieferungen und Leistungen (	0,00	S	0,00	16,81	16,81	H	16,81	H	ja		

Account sheet

List of current totals and account balances:

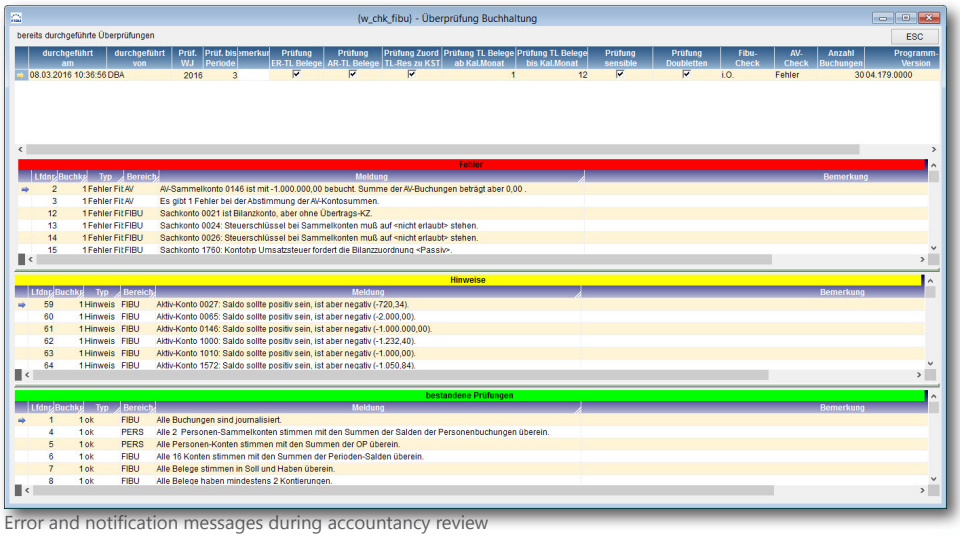
- ✓ output of a balance extract for
  - general ledger accounts
  - debtors
  - creditors
  - assets
- ✓ determination of balance for any period in the business year
- ✓ clear output of the transactions
  - on the screen
  - in a print list

Balance sheet/P&L statement:

- ✓ preparation of balance sheets in accordance with the legal regulations (German Commercial Code, International Financial Reporting Standards IFRS)
- ✓ comparison of different periods
- ✓ consolidation
  - intrayear financial statements, as well as
  - consolidated financial statements
- ✓ definition of several reference values
- ✓ individual control of the balance sheet and the P&L (profit & loss) statement
- ✓ retrievable any time for periods in the past

Review:

- ✓ review of accountancy by means of lists of
  - errors
  - notifications
  - passed reviews
- ✓ additional secure documentation of the postings by
  - journalising
  - general ledger accounts receivables information



Error and notification messages during accountancy review

Turnover tax advance return:

✓ can be issued per

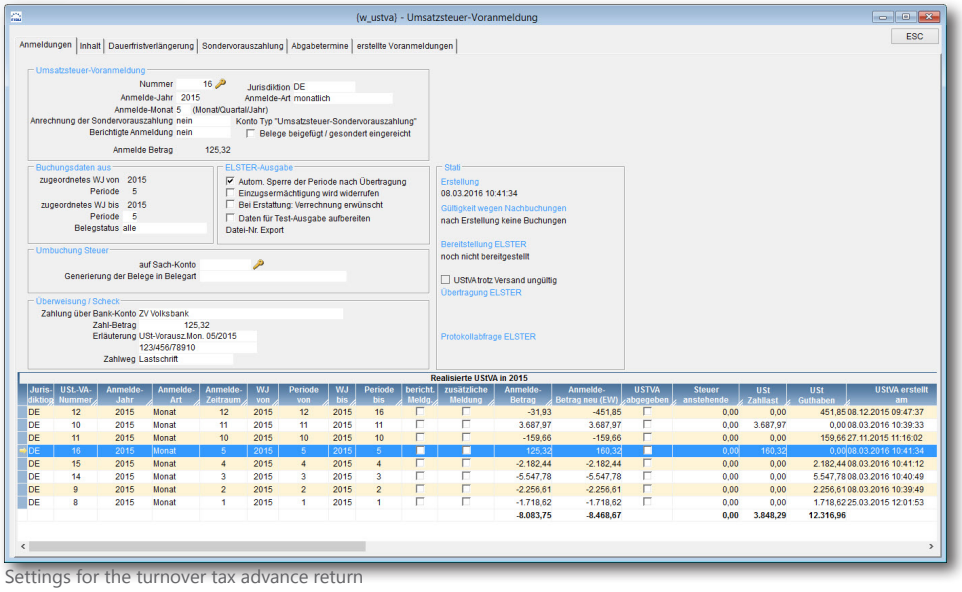
- month
- quarter
- year

✓ electronic transmission by means of the "Perfidia" interface to the Regional Tax Office for

- turnover tax advance returns (USTVA)
- sales tax advance payment (SVZ)
- permanent extension of deadline (DFV)

✓ consolidation of the tax data for several clients

✓ print a list of proof for the turnover tax advance return

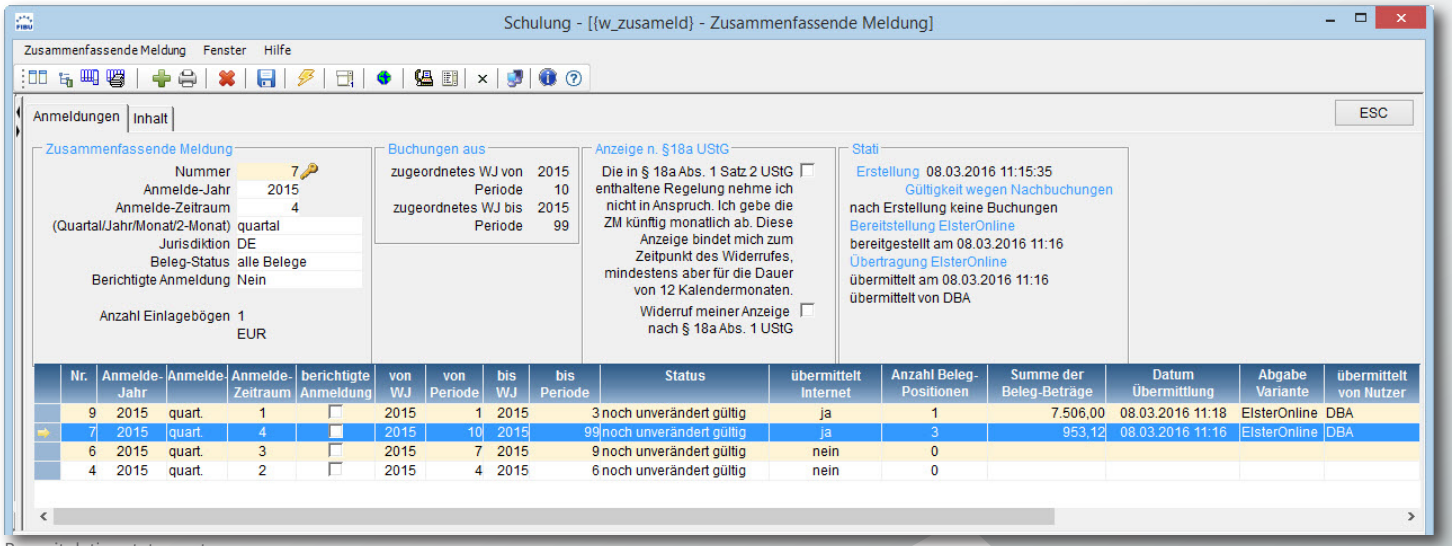


Settings for the turnover tax advance return

Recapitulative statement:

✓ creating a statement for the tax office about the sales transactions within the EU

✓ direct transmission of the prepared data via Internet to ElsterOnline or by means of the ELMA5 procedure



Nr.	Anmelde-Jahr	Anmelde-	Anmelde-Zeitraum	berichtigte Anmeldung	von WJ	von Periode	bis WJ	bis Periode	Status	übermittelt Internet	Anzahl Beleg-Positionen	Summe der Beleg-Beträge	Datum Übermittlung	Abgabe Variante	übermittelt von Nutzer
9	2015	quart.	1	☐	2015	1	2015	3	noch unverändert gültig	ja	1	7.506,00	08.03.2016 11:18	ElsterOnline	DBA
7	2015	quart.	4	☐	2015	10	2015	99	noch unverändert gültig	ja	3	953,12	08.03.2016 11:16	ElsterOnline	DBA
6	2015	quart.	3	☐	2015	7	2015	9	noch unverändert gültig	nein	0				
4	2015	quart.	2	☐	2015	4	2015	6	noch unverändert gültig	nein	0				

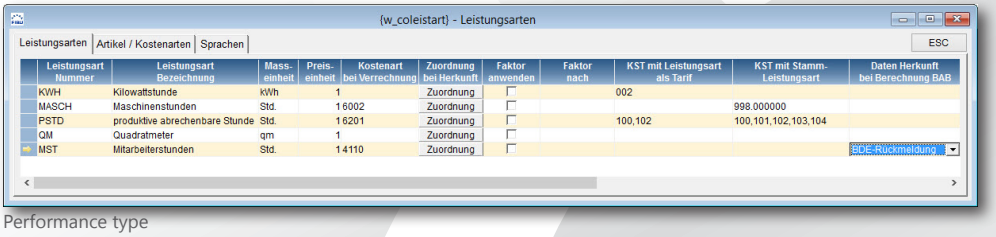
Recapitulative statement

>Cost accounting / controlling//

Master data:

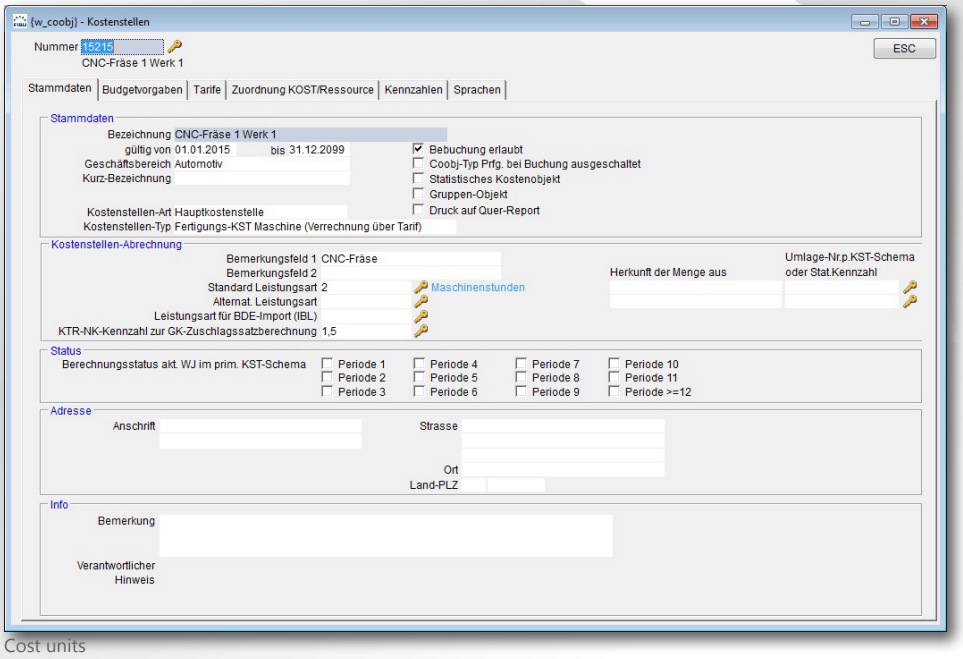
✓ principles
- performance type
- quantity units of performance
- cost units
- cost objects
- primary costs types
- secondary cost types

✓ settlement types
- cost type accounting
- cost unit accounting
- cost object accounting



Performance type

✓ overhead absorption with appointment of cost units to cost objects



Cost units

Automatic posting of appointments:

✓ various definitions of the allocation
- dynamic
- fixed
- percentage
- time-related

✓ in-house cost allocation

Automatic posting of appointments:

✓ discharging a cost unit by defining the receiving cost unit

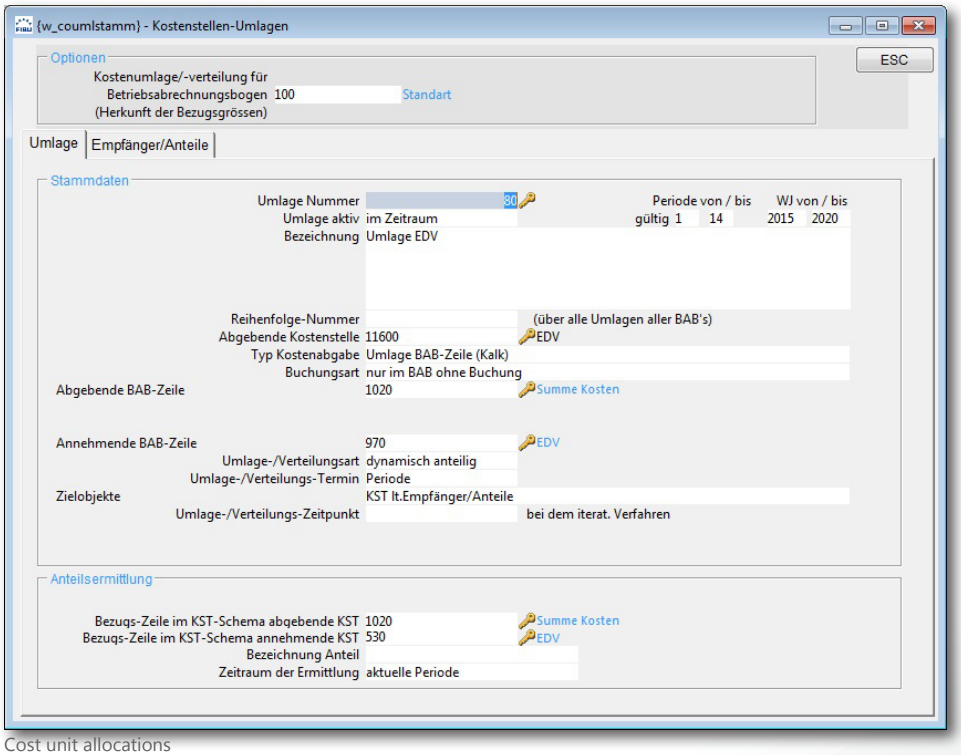
✓ tracking back to the initial voucher by means of posting information about the reference objects

✓ calculation of all the pre-defined appointments in one process

✓ definition of the order of appointment postings

✓ collection of all automatic postings in one voucher group

✓ presentation of the result of the cost unit accounting
- per period
- cumulatively

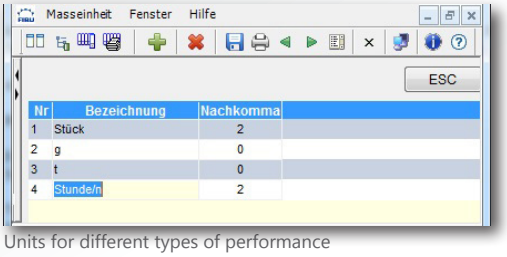


Cost unit allocations

Posting of quantities:

Quantities such as hours or kilometres can be posted in the period per cost unit.

✓ presentation and processing of the quantities in a cost unit accounting

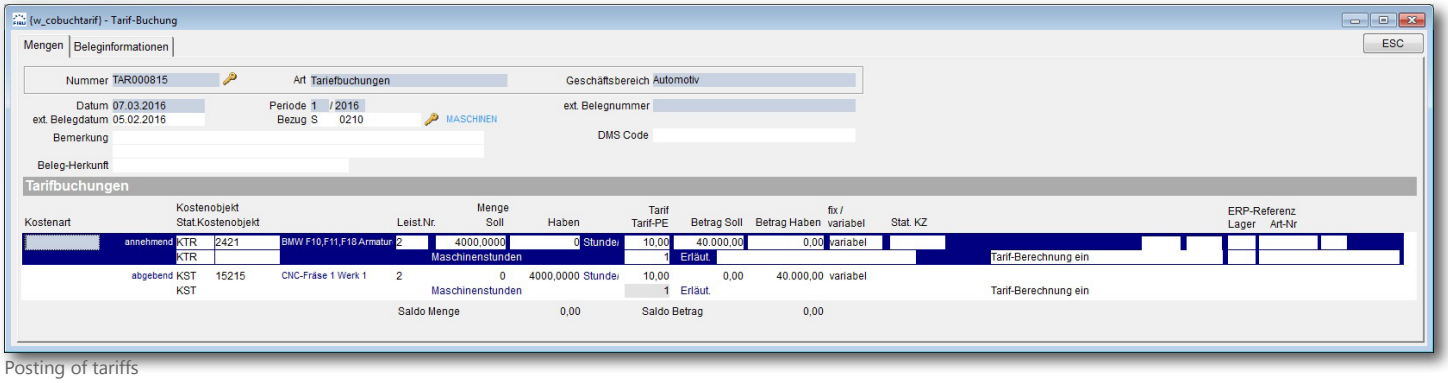


Units for different types of performance

Posting of tariffs:

✓ the tariffs per type of performance are recorded at the cost units

✓ crediting the performances among the cost units



Posting of tariffs

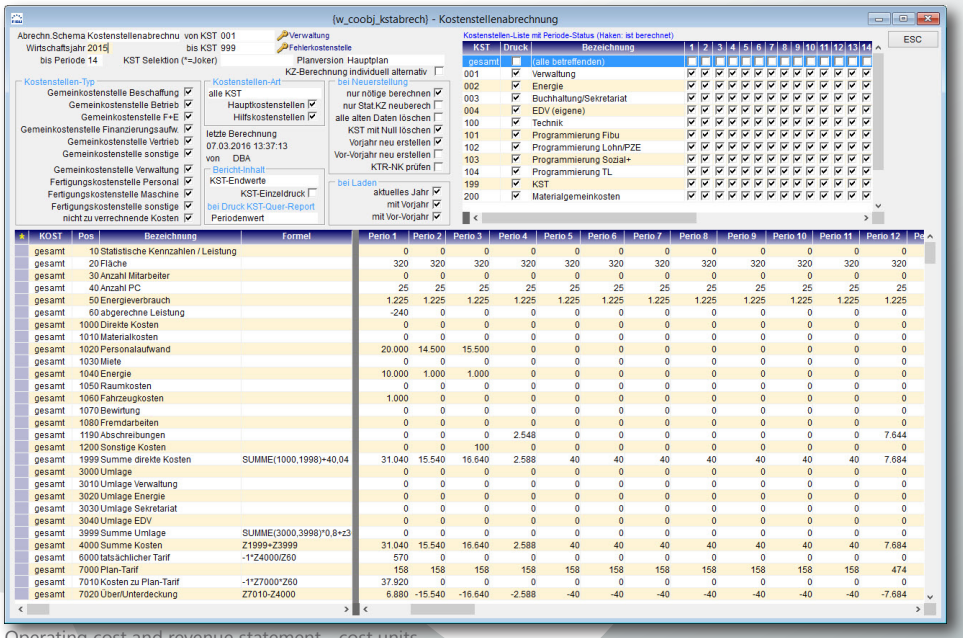
Accounting per cost unit/ accounting per cost object:

various elements are included

- free text lines
- summary of several cost types
- calculation lines with a formula interpreter
- various performance types
- printer control

✓ use of statistical indexes

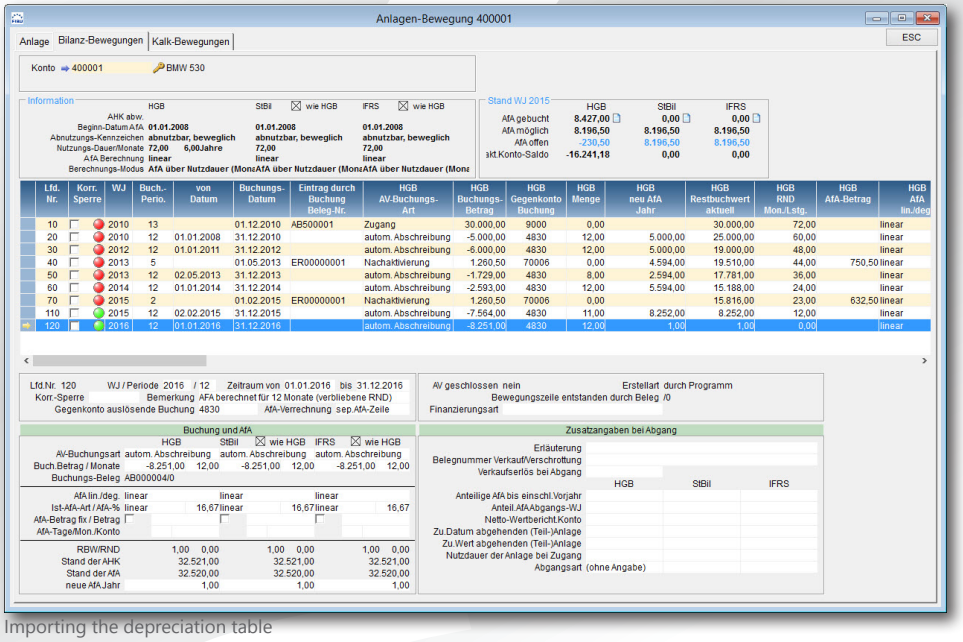
✓ calculation of important indexes of the cost units



Operating cost and revenue statement - cost units

>Asset accounting//

- ✓ method of depreciation
  - linear
  - degressive
  - progressive
- ✓ time periods
  - related to the month
  - related to the day
- ✓ documentation of
  - incoming
  - outgoing
  - partially outgoing
  - account transfers
  - depreciations
- ✓ creation of compound items for low-value assets
- ✓ manual or automatic depreciation possible
- ✓ determination of the imputed depreciation
- ✓ depreciation preview for the following years can be called
- ✓ current depreciation table included, but can also be defined individually
- ✓ issuing the fixed asset schedule

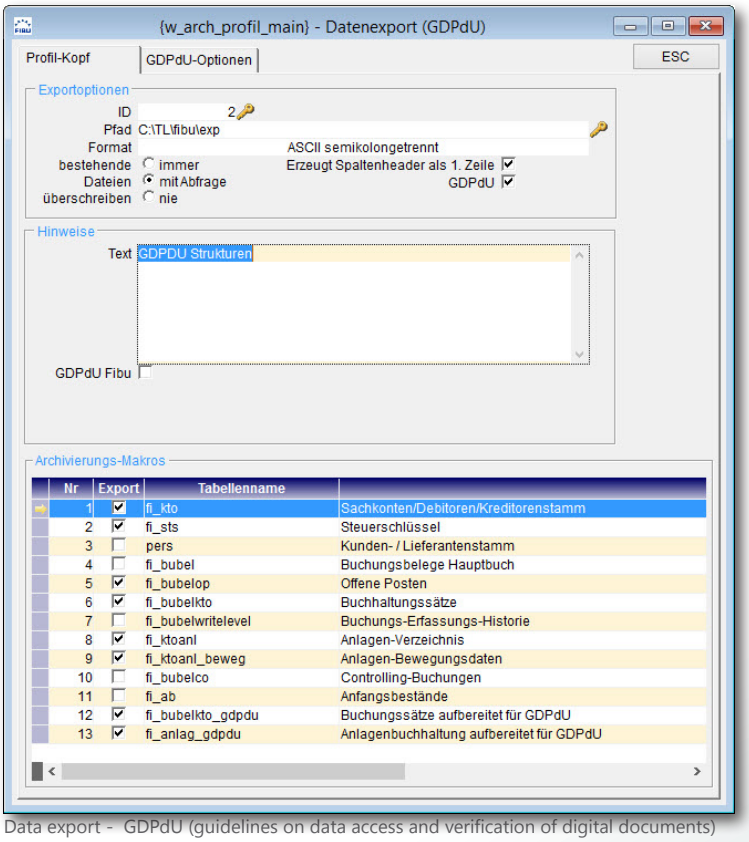


Importing the depreciation table

>Electronic management / GDPdU (guidelines on data access and verification of digital documents)//

A module for a series export of data in GDPdU-format is integrated - for an automatic creation of any data extracts from the data base.

- ✓ a complete standard GDPdU profile exists, which exports the essential data
- ✓ definition of individual export profiles
- ✓ updating the GDPdU profiles by means of regular updates
- ✓ automatic transfer of the company master data from the current company code



Data export - GDPdU (guidelines on data access and verification of digital documents)

>Interfaces / operating systems//

Integration into the Microsoft world:

- ✓ Excel
- ✓ Outlook

Interfaces to the following archiving systems:

- ✓ ELO
- ✓ Easy-Archiv
- ✓ DocuWare documents management systems

Terminal server:

- ✓ Citrix and terminal server-capable
- ✓ special options for working with a reduced colour depth

Server operating systems:

- ✓ Windows
- ✓ Linux (database server)

TimeLine® interfaces:

- ✓ TimeLine Materials Management
- ✓ TimeLine Payroll Accounting
- ✓ TimeLine Time and Attendance Recording
- ✓ TimeLine Social

Standard and system interfaces:

- ✓ ODBC
- ✓ SQL

Other interfaces:

- ✓ DATEV

>Customising abilities//

Reporting:

- ✓ reports in source format
- ✓ reports individually adaptable
  - rapid creation of new reports

Database:

- ✓ based on SQL
  - simple addition of new boxes and tables
  - quick readout of data in any common ODBC-capable program

TimeLine® Business Systems

TimeLine Financials GmbH & Co. KG
in Grossröhrsdorf, district of Bretnig (near Dresden)

>From practice - for practice//

Benefit from our more than 25 years of experience in the field of software development.

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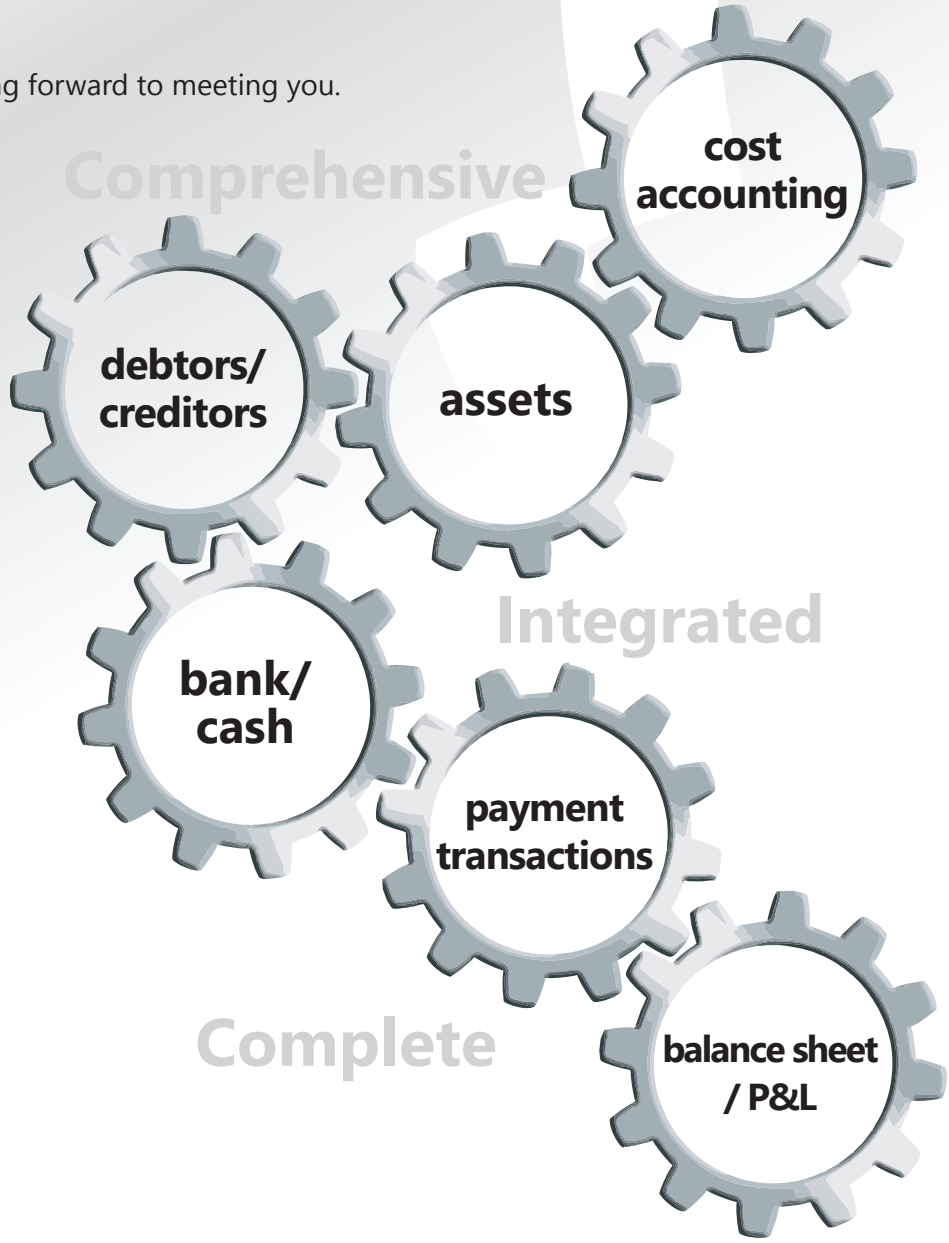

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