

Certificate in Fundamentals of DATEV Software and Systems

# Reporting and Analysis in DATEV

## Reporting and Analysis in DATEV: Key Terms and Vocabulary

In this article, we will discuss the key terms and vocabulary related to reporting and analysis in DATEV, a popular accounting software used in Germany. Understanding these terms is essential for anyone looking to get a certificate in DATEV basics.

1. **Financial Accounting (Buchführung):** Financial accounting is the process of recording, summarizing, and reporting financial transactions of a business. In DATEV, financial accounting is performed using the "Buchführung" module.
2. **Journal (Journal):** A journal is a record of financial transactions in the order in which they occur. In DATEV, you can create and post journals using the "Journal" function.
3. **General Ledger (Hauptbuch):** The general ledger is a master file that contains all the accounts in a financial accounting system. In DATEV, the general ledger is referred to as the "Hauptbuch."
4. **Trial Balance (Saldenliste):** A trial balance is a report that lists all the general ledger accounts and their balances. In DATEV, you can generate a trial balance using the "Saldenliste" function.
5. **Profit and Loss Statement (Gewinn- und Verlustrechnung):** A profit and loss statement shows a company's revenues and expenses over a specific period. In DATEV, you can generate a profit and loss statement using the "Gewinn- und Verlustrechnung" function.
6. **Balance Sheet (Bilanz):** A balance sheet shows a company's assets, liabilities, and equity at a specific point in time. In DATEV, you can generate a balance sheet using the "Bilanz" function.
7. **Accounts Receivable (Forderungen):** Accounts receivable refers to the amounts of money owed to a company by its customers for goods or services that have been delivered but not yet paid for. In DATEV, you can manage accounts receivable using the "Offene Posten" module.
8. **Accounts Payable (Verbindlichkeiten):** Accounts payable refers to the amounts of money a company owes to its suppliers for goods or services that have been received but not yet paid for. In DATEV, you can manage accounts payable using the "Offene Posten" module.
9. **Fixed Assets (Anlagevermögen):** Fixed assets are long-term assets that a company uses in its operations, such as property, plant, and equipment. In DATEV, you can manage fixed assets using the "Anlagevermögen" module.
10. **Depreciation (Abschreibung):** Depreciation is the process of allocating the cost of a fixed asset over its useful life. In DATEV, you can calculate depreciation using the "Abschreibung" function.
11. **Banking (Konten):** The banking module in DATEV allows you to manage your company's bank accounts, including recording transactions, reconciling bank statements, and generating reports.
12. **Analytical Accounting (Kostenrechnung):** Analytical accounting is the process of analyzing and allocating costs to different departments, projects, or products within a company. In DATEV, you can perform analytical accounting using the "Kostenrechnung" module.
13. **Overhead Costs (Gemeinkosten):** Overhead costs are costs that cannot be directly attributed to a specific department, project, or product. In DATEV, you can allocate overhead costs using the

"Gemeinkosten" function.

14. **Cost Center (Kostenstelle):** A cost center is a department or unit within a company that incurs costs. In DATEV, you can define cost centers using the "Kostenstelle" function.

15. **Profit Center (Ergebniszentrum):** A profit center is a department or unit within a company that generates revenue. In DATEV, you can define profit centers using the "Ergebniszentrum" function.

16. **Controlling (Controlling):** Controlling is the process of monitoring and analyzing a company's financial and operational performance. In DATEV, you can perform controlling using the "Controlling" module.

17. **Management Cockpit (Management Cockpit):** The management cockpit is a dashboard that provides an overview of a company's financial and operational performance. In DATEV, you can create and customize management cockpits using the "Management Cockpit" function.

18. **Business Intelligence (Business Intelligence):** Business intelligence is the process of analyzing data to gain insights into a company's performance and make informed decisions. In DATEV, you can perform business intelligence using the "Business Intelligence" module.

19. **Data Warehouse (Datenlager):** A data warehouse is a central repository of data that can be used for reporting and analysis. In DATEV, you can create and manage data warehouses using the "Datenlager" function.

20. **Reporting (Berichte):** Reporting refers to the process of generating and analyzing reports to gain insights into a company's financial and operational performance. In DATEV, you can generate various types of reports using the "Berichte" function.

Practical Applications:

- \* Use the "Journal" function to record financial transactions in DATEV.
- \* Generate a trial balance using the "Saldenliste" function to ensure that your financial accounting records are in balance.
- \* Use the "Gewinn- und Verlustrechnung" and "Bilanz" functions to generate profit and loss statements and balance sheets.
- \* Manage accounts receivable and accounts payable using the "Offene Posten" module.
- \* Calculate depreciation for your fixed assets using the "Abschreibung" function.
- \* Use the "Kostenrechnung" module to analyze and allocate costs to different departments, projects, or products.
- \* Define cost centers and profit centers using the "Kostenstelle" and "Ergebniszentrum" functions.
- \* Monitor and analyze your company's financial and operational performance using the "Controlling" and "Management Cockpit" modules.
- \* Use the "Business Intelligence" module to analyze data and gain insights into your company's performance.
- \* Create and manage data warehouses using the "Datenlager" function for reporting and analysis.

Challenges:

- \* Ensuring accurate and timely recording of financial transactions in DATEV.
- \* Properly allocating overhead costs to different departments, projects, or products.

- \* Managing accounts receivable and accounts payable to ensure timely payment and minimize bad debts.
- \* Ensuring that depreciation calculations are accurate and comply with relevant accounting standards.
- \* Analyzing and interpreting financial reports to make informed decisions.
- \* Ensuring data accuracy and consistency in data warehouses.

Conclusion:

Understanding the key terms and vocabulary related to reporting and analysis in DATEV is essential for anyone looking to get a certificate in DATEV basics. By mastering these concepts and practical applications, you can effectively manage your company's financial and operational performance. While there may be challenges along the way, with practice and experience, you can overcome these challenges and become proficient in using DATEV for reporting and analysis.