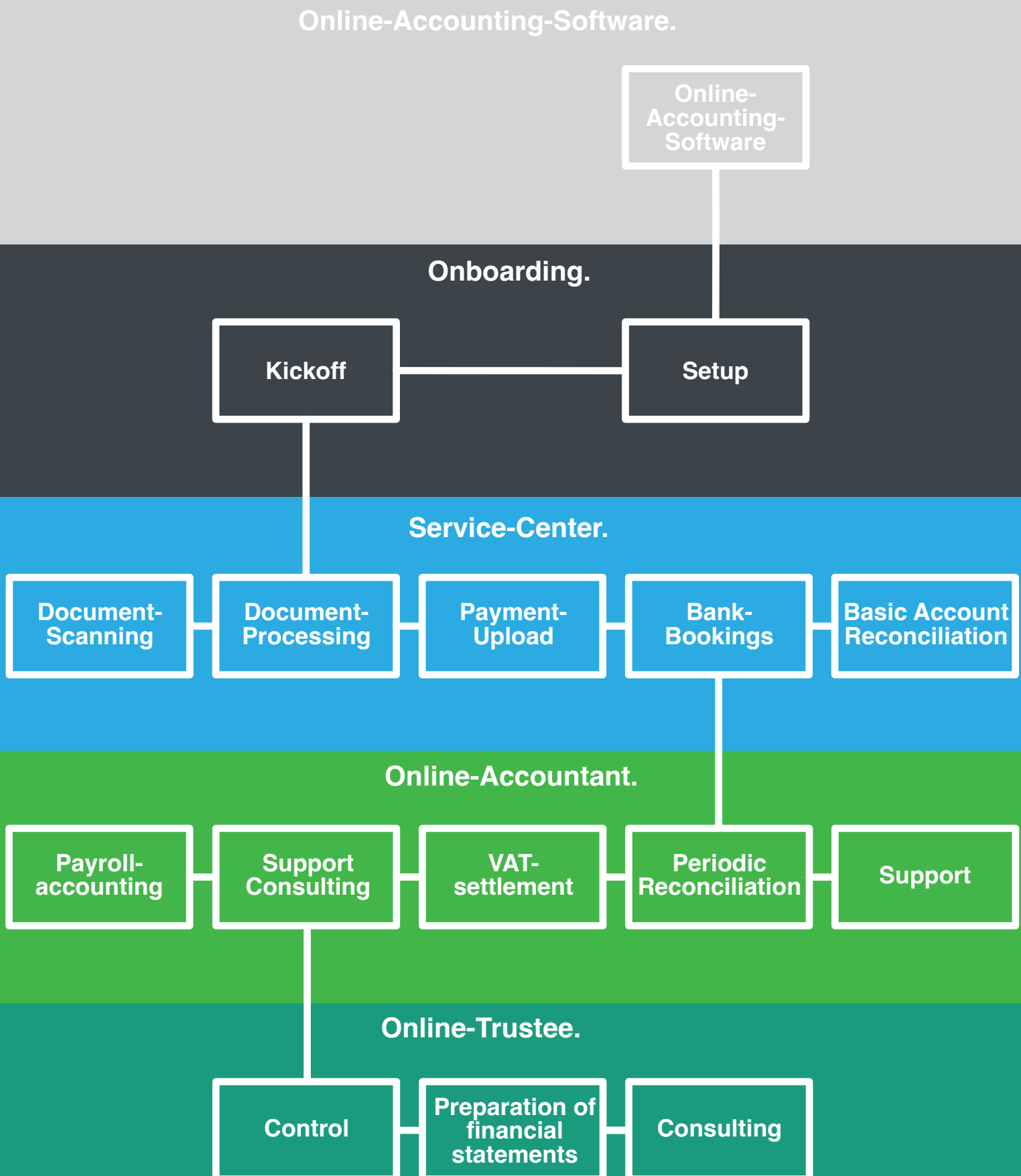


How we work together.



Online-Accounting-Software.

Online-
Accounting-
Software

Run my Accounts provides you with an online accounting software featuring sub-ledger functionality. Different users can access it with various role profiles. If the customer uses the REST API, Run my Accounts offers a paid test environment to ensure the interface is approved before going live.

Onboarding.



Run my Accounts sets up the online accounting software for you. The partner organises a kick-off meeting with you.

Setup.

Activity: Setup	You	RMA	Partner
Compiling the necessary questions for setting up the client.			x
Providing Run my Accounts with necessary banking details.			x
Granting "settings authorization" (without signing authority) for e-banking access to view transactions and account balances.	x		
Setting up the accounting client: entering master data, creating the chart of accounts based on the Swiss SME accounting framework, linking the customer's Swiss bank, and configuring invoice templates (QR invoices, ESR, logos, etc.).		x	

Kickoff.

Activity: Kickoff	You	RMA	Partner
Watch videos about the Run my Accounts software (www.runmyaccounts.ch/support-artikel/schulungsvideos-fuer-neue-kunden/)	x		
Your online accountant organises a kick-off meeting (online or at one of the partner's locations or at your premises). This is where you get to know each other and optimise your accounting business model.			x
Submit additional documents.	x		
Your online accountant sets up the bookkeeping (customisation of the chart of accounts, creation of customer documentation, etc.).			x

Service-Center.

Document-
Scanning

Document-
Processing

Payment-
Upload

Bank-
Bookings

Basic Account
Reconciliation

Document-Scanning.

Run my Accounts scans and archives your incoming correspondence without the letters ending up in your letterbox. This is how you realise the paperless office. You check your receipts electronically in the Run my Accounts workflow module.

Activity: Document-Scanning	You	RMA	Partner
Redirecting the mail: Run my Accounts fills out the form for you - you sign it and send it to the post office / prompt dispatch of your collected receipts in an envelope to Run my Accounts.	x	(x)	
Work preparation & scanning (working days, with the exception of regional public holidays).		x	
Feed into document processing.		x	
Short-term archiving of originals.		x	
Monthly return of originals.		x	
Long-term archiving of originals.	x		

Document-Processing.

You transmit your receipts including payment details in digital form: scan-to-e-mail, e-mail forwarding, upload in the online accounting software, via API, via expense app or via third-party connection. Run my Accounts posts these automatically.

Activity: Document-Processing	You	RMA	Partner
Submit receipt to Run my Accounts electronically.	x		
Automatically read out accounting-relevant information.		x	
Inspection of the automatic receipt readout by a qualified employee.		x	
Create account assignment proposal.		x	
Recording of suppliers and customers.		x	
For payment details: Preparation of a payment.		x	
Options: Release in the workflow or expense module, possibly reassignment.	x		
Create booking, save booking with PDF receipt.		x	

Scan paper receipts in black and white with a resolution of 300 dpi. Run my Accounts processes receipts no later than 5 working days after receipt ('Service Level'). The service level does not apply to receipts with a receipt date that is more than 30 days old at the time of transmission ('processing'). You send us all relevant receipts on an ongoing basis and in good time before the payment deadline. A Run my Accounts barcode affixed to the receipt acts as the audit trail. The following applies to receipts without barcodes: one receipt per file.

You are responsible for the proper storage of receipts in accordance with the OR and GeBüV.

Payment-Upload.

Once a receipt with payment has been finally processed, a payment file is created which you release in your e-banking.

Activity: Payment-Upload through Run my Accounts	You	RMA	Partner
Option: Release the payment in the payment module of the online accounting software.	x		
Import payments into e-banking ('Enter only' authorisation).		x	
e-mail information on payments to be authorised by you - if subscribed.		x	
Authorisation in e-banking as a single payment.	x		

Option: Payment-Upload by you	You	RMA	Partner
Download the payment file from the payment module of the online accounting software.	x		
Importing and releasing the payment file in e-banking.	x		

To ensure smooth processing, you must enter and authorise payments in e-banking as individual payments (with the sole exception of salary payments).

Bank-Bookings.

Run my Accounts obtains electronic bank account statements every working day via a direct interface to your bank. We close open positions in the subsidiary ledgers. The process is supported by a Run my Accounts employee.

Activity: Bank-Bookings	You	RMA	Partner
Working day download of electronic bank data.		x	
Working day closure of open positions.		x	
Entry of financial accounting postings.		x	
Auxiliary accounts: Posting of unclear transactions.		x	
e-mail information to you about paid invoices - if subscribed.		x	

Basic Account Reconciliation.

Activity: Basic Account Reconciliation of financial accounting	You	RMA	Partner
Keeping a cash book and checking the cash balances in the accounting department, periodic transmission to Run my Accounts.	x		
Submission of detailed bank account statements, bank charges and interest statements within 10 days of the end of the month, proper storage of receipts in accordance with the OR and GeBüV.	x	(x)	
Check bank account balances.			x
Check that the accounts receivable/payable subledger matches the financial accounting.			x
Review and correction of obvious discrepancies in transfer accounts and unclear amounts.			x
Reconciliation of the submitted expenses.			x
VAT-Validation.			x

Online-Accountant.

Payroll-
accounting

Support
Consulting

VAT-
settlement

Periodic
Reconciliation

Support

Online-Accountant.

The online accountant is your personal contact for all ongoing accounting issues. Each online accountant has a deputy who can take over support in their absence according to Best Effort. The online accountant can be replaced by the partner at any time.

Reconciliation work is carried out periodically as agreed in the contract:

Activity: Periodic Reconciliation	You	RMA	Partner
Review of all balance sheet and income statement accounts, in particular auxiliary and transitory accounts (transfer account, liabilities for personnel expenses, unclear amounts, credit cards, current accounts).			x
Communication with the customer about missing, incorrect, unclear and superfluous bookings.			x
Prompt documentation of unclear postings to the auxiliary and transitory accounts, including subsequent submission of receipts within 5 working days.	x		
Adjustment of missing / incorrect / superfluous postings in bank accounts, auxiliary and transitory accounts.			x
Manual subsequent posting of subsequently submitted vouchers.			x
Locking the accounting period.			x
Regular plausibility checks of accounting, in particular of expense allocations and transit accounts, reporting to the partner in the event of systematic deviations.	x		

Activity: VAT-settlement (Switzerland)	You	RMA	Partner
Issue authorisation in the ePortal in accordance with the partner's instructions.	x		
Complete transmission of all receipts for the VAT period to Run my Accounts within 10 days of the end of the period.	x		
Answering all open questions from the partner regarding the VAT period.	x		
Reconciliation of VAT accounts.			x
Create the VAT statement and upload it to the ePortal.			x
Check and release the VAT statement in the ePortal.	x		
Blocking the billed period.			x
Document processing of the VAT statement.		x	
Proper storage of the copy and the calculation bases in accordance with the OR and GeBüV.	x		

Activity: Consultancy, support, communication	You	RMA	Partner
Supporting the customer in ongoing accounting issues by e-mail, telephone, video conference, etc.			x

Support.

We provide you with training material at the URL www.runmyaccounts.ch/support.

Activity: Support	You	RMA	Partner
If you have any questions about online accounting software or the process, please consult www.runmyaccounts.ch/support .	x		
Assistance in the area of online accounting software (e.g. telephone support, parameterisation, migration) by our support department. Billing according to time spent.		x	(x)

Payroll accounting.

Activity: Payroll accounting setup	You	RMA	Partner
Sending all policies (UVG, KTG, BVG), withholding tax rates, expense regulations and other relevant documents to the partner.	x		
Provision of direct online access to all insurance policies for the partner.	x		
Filling in the company's basic data sheet and the employees' payroll master data in the Run my Accounts template.	x		
Opening the client and entering all insurance records in the payroll accounting software.			x
Providing information in the event of uncertainties.	x		

Activity: Wage mutations	You	RMA	Partner
Notification of all changes to the partner by the 15th of the respective month.	x		
• New entry: Creation of employment contract and dispatch with wage master data to the partner.	x		
• Notification of the departure of an employee.	x		
• Notification of illness, maternity and accident to insurance companies and the partner.	x		(x)
• Notification of changed insurance premium rates and transmission of policies and BVG statements to the partner.	x		
Mutation - billing according to expenditure.			
• Registration and deregistration with the AHV if necessary.			x
• Registration and deregistration with the pension fund if necessary.			x
• Registration for withholding tax if necessary.			x
• Entering and customising personal data.			x
• Enter and customise payment details.			x
• Recording and adjusting pension fund.			x
• Enter and adjust monthly salary / workload / hours.			x
• Capture and customise KTG.			x
• Capture and customise UVG.			x
• Registration of child allowances if necessary.			x
• Processing of daily allowances in payroll accounting.			x

Activity: Payroll	You	RMA	Partner
Carrying out the payroll run.			x
Electronic transmission of payslips, payment overview by e-mail to the customer.			x
Checking the documents.	x		
Payment transfer to the customer's online bank.			x
Verification and release of the payment.	x		
Posting of the financial accounting document in the accounting department.			x
Notification of withholding tax.			x

Activity: Wage year-end processing	You	RMA	Partner
Preparation of wage statements.			x
Creation of AHV/ALV/FAK salary report via ELM.			x
Preparation of BVG salary report.			x
Creation of UVG wage report via ELM.			x
Creation of KTG wage report via ELM.			x
Creation of wage recapitulations.			x
Compilation of all documents for the customer.			x
Check all documents.	x		
Signing the documents and sending all documents to the appropriate recipients if necessary.	x		

Online-Trustee.



The online trustee is your contact person for all technical questions relating to your accounting. The online trustee can be replaced by the partner at any time.

Control.

Activity: Control	You	RMA	Partner
Carrying out 4-eyes checks: Quality, technical review, corrections.			x

Preparation of financial statements.

The partner prepares the annual financial statements, the annual accounts and the tax return for your company. The responsibilities for the individual activities are defined as follows:

Activity: Preparation for finalisation	You	RMA	Partner
Planning the annual financial statements and communicating a deadline to the customer.			x
Complete documentation by the customer: Clarification of all outstanding points relevant to the period to be closed. Confirmation of balances. Sending the original tax return forms to the partner no later than 6 weeks before the final reconciliation of the entire accounting.	x		
Final reconciliation of the entire accounting: reconciliation of payroll accounting, plausibility check of the posting of expense and income allocations, verification of balance sheet items by the online trustee.			x
With complete documentation: Approval of the accounting for the financial statements by the online trustee.			x
Preparation of the closing entries by the online-trustee.			x
Annual sales reconciliation by the online-accountant.			x
Arrange an appointment with the online-trustee for the closing session.	x		x

Activity: Final session	You	RMA	Partner
Meeting with the online trustee via web meeting or at the partner's / customer's premises.	x		x
Joint review and analysis of the prepared closing entries. Additions and optimisations.	x		x
Possible agreement and organisation of a subsequent meeting to discuss any outstanding points.	x		x

Activity: Finalisation of the annual financial statements	You	RMA	Partner
Preparation of supplementary documents to the annual financial statements for legal entities: Notes, appropriation of profit.			x
4-eyes check of the annual financial statements.			x
Confirmation of annual financial statements signed by the customer to the partner.	x		
Definitive posting of the annual financial statements and blocking of the closed period.			x
Finalisation of VAT sales reconciliation by online-accountant.			x
Sending a copy of the AGM minutes to the partner.	x		
Recognising the appropriation of earnings according to the customer's specifications.			x
Preparation of tax return for legal entities or auxiliary sheet A for natural persons.			x
Submitting the tax return.	x		

Consulting.

Activity: Consulting	You	RMA	Partner
Tax consulting, financial consulting, management consulting, budgeting, financing, software consulting, process consulting, CFO consulting.			x