



Reconciliation and reporting

Appendix 1.31 Service Description

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Introduction

This appendix describes Services within reconciliation and reporting, which are additional services to Visma Løn and HR, and a description of the technical requirements imposed on the Customer to access data.

These Services are covered by the Visma Enterprise Agreement, including appendix 9, Terms – Visma Enterprise's products and Services.

Reconciliation and reporting

Products:
eIncome reconciliation year-to-date
eIncome reconciliation per employee
Extended deviation list
Report module

eIncome reconciliation year-to-date

Excel tool with a 3-legged reconciliation of data between Visma Payroll, eIncome and the Customer's own financial accounts.

The reconciliation tool is based on the following year-to-date information:

- Bookkeeping file from Visma Payroll, is loaded into the reconciliation tool
- File from SKAT (eIncome), is loaded into the reconciliation tool
- Balances from the Customers finance accounts is entered into the system.

The eIncome reconciliation tool contains a user guide.

eIncome reconciliation per employee

The program "Reconciliation between eIncome and Visma Løn per employee" allows the Customer to easily and efficiently reconcile between eIncome and Visma Løn, year to date.

By loading a file from eIncome showing the sum per. employee and then load the report 'Reconciliation list eIncome (year to date)' from Visma Løn, the Customer receives a reconciled list of each employee per. field from eIncome and Visma Løn. Should there be differences between eIncome and Visma Løn, the program will show the difference per. employee per field.

Extended deviation list

With the Extended deviation list, the Customer has the opportunity to check deviations on more different columns than those that are standard on Deviation List in Visma Payroll.

The Extended deviation list can contain up to 10 columns, and is setup individually for each Customer by Visma Enterprise. Each column can be set up according to the Customer's needs and can contain one or more pay elements. The list is automatically created in connection with each payroll-processing run in Visma Payroll.

Report module

The report module is developed as a default service (tool) with a uniform structure and configuration for all Customers. In addition, the individual Customer is able to purchase consultancy services for e.g. determination and configuration of specific reports.

Access to the report module takes place via Visma Løn if the Customer has signed up for the service.

Employees with the following user access in Visma Løn are able to use the report module:

- Full access
- Full access exclusive of approval
- Reading access including approval
- Reading access exclusive of approval.

Users have access to all data in the report module – partial access is not possible.

Content and functionality

The report module contains the following 6 tracks:

- Basic data
- Absence
- Accounting
- Salary information
- Employment information
- Salary period total.

Each track has a number of underlying relevant data that can be extracted to Excel or other report in html format. Basic data are found in all tracks.

Data from individual tracks cannot be combined when the extract is made, however, all data can be further processed in Excel.

It is possible to configure specific data criteria where this is relevant (e.g. period selection with date, employee number with interval option).

As a starting point a count is made on all selected columns in a report, i.e. a count of number of fields. It is also possible to select adding up of up to 2 optional columns.

Reports can contain data from present and previous year.

Basic data are delivered from Visma Løn every night in order for changes to basic data to be available in the report module the following day after 8.00 am. Data from the salary run will be available in the report module the day following the salary run, also from 8.00 am.

It is possible to save report templates including set up criteria for repeated use and sharing within the same customer relation.

User interface

The terminology in the report module corresponds to the terminology used in Visma Løn.

The user interface does not require any particular previous training or knowledge with the Customer.

A user guide is supplied at the signing up for the service.

Service and support

The service and support provisions of the agreement also comprise Services within reconciliation and reporting. Questions about the functionality should be directed to Visma Enterprise's customer centre.

Invoicing

Services are invoiced according to current prices.

Termination

The agreement on use of Services within reconciliation and reporting is terminable by both Parties subject to appendix 9 Terms – Visma Enterprise's Products and Services. Termination will be effective as from the end of a calendar month.

Termination of the Customer's Visma Enterprise Agreement will automatically cover Services within reconciliation and reporting.