

Process Organization

When Using the Run my Accounts Online Accounting Software

- Onboarding
- Automated Bookkeeping
- Accounting Service
- Payroll Service
- Fiduciary & CFO Service

Onboarding			
Task: Setup	Client	Z83 AG	RmA
Compile questions for client onboarding.		x	
Coordinate bank access.		x	
Grant "settings authorization" without signing authority (explicitly no individual or collective signature authority) at the bank and authorization to view account transactions and balances via e-banking.	x		
Set up the accounting client: Enter master data, create the chart of accounts based on the Swiss SME chart of accounts, connect to the client's Swiss bank, set up ESR, QR invoices, invoice templates, etc., optionally with company logo.		(x)	x
Task: Kickoff	Client	Z83 AG	RmA
Attend a webinar/online training on processes and software.	x		
Joint kickoff meeting for getting acquainted, discussing optimal processes, and understanding the business model.		x	
Send additional documents.	x		
Final setup of accounting (chart of accounts, client documentation, etc.).		x	

Automated Bookkeeping			
Task: Document Scanning	Client	Z83 AG	RmA
Redirect mail: We prepare the form – the client signs and submits it to the post office. Also: Prompt shipping/upload of previously collected documents.	x	(x)	(x)
Work preparation & scanning (daily, except for regional holidays).			x
Input into document processing.			x
Short-term archiving of originals.			x
Monthly return of originals.			x
Long-term archiving of originals.	x		
Task: Document Processing	Client	Z83 AG	RmA
Electronically submit documents incl. payment information: scan-to-email, email forwarding, upload in the online accounting software, via API, via expense app, or via third-party integration.	x		
Automatically extract bookkeeping-relevant information.			x
Verify automatic document reading by a qualified employee.			x
Create accounting proposal (no later than 5 working days after receipt).			x
Record suppliers and customers.			x
If payment information is included: Prepare a payment.			x
Options: Approval in the workflow or expense module, possible reclassification.	x		
Post transaction and save booking with PDF document.			x
Task: Payment Upload by Run my Accounts	Client	Z83 AG	RmA
Option: Approve payment in the payment module of the online accounting software.	x		
Upload payments into e-banking (authorization "capture only").			x
Email info about payments pending your release – if subscribed.			x
Release payments individually in e-banking.	x		
Option: Payment Upload by Client	Client	Z83 AG	RmA
Download payment file from the payment module of the online accounting software.	x		
Upload and release the payment file in e-banking.	x		
Task: Bank Transactions	Client	Z83 AG	RmA
Daily download of electronic bank data.			x
Daily closing of open items.			x
Recording of accounting entries.		x	
Post to suspense accounts: record unclear transactions.		x	
Email info about paid invoices – if subscribed.			x

Accounting Service			
Task: Basic Reconciliation of Financial Accounting	Client	Z83 AG	RmA
Maintain a cash book and verify cash balances in accounting, periodically send to Z83 AG.	x		
Submit detailed bank statements, bank fees, and interest statements within 10 days after month-end, properly store documents according to OR and GeBüV.	x	(x)	
Verify bank account balances.		x	
Ensure reconciliation of accounts receivable/payable subledgers with financial accounting.		x	
Review and correct obvious discrepancies in transfer accounts and unclear amounts.		x	
Reconcile submitted expenses.		x	
VAT plausibility checks.		x	
Task: Periodic Reconciliation	Client	Z83 AG	RmA
Review all balance sheet and income statement accounts, particularly auxiliary and transit accounts (transfer account, employee liabilities, unclear amounts, credit cards, current accounts).		x	
Communicate with the client regarding missing, incorrect, unclear, and redundant bookings.		x	
Timely documentation of unclear bookings in auxiliary and transit accounts incl. submission of missing documents within 5 working days.	x		
Correct missing/incorrect/redundant entries in bank accounts, auxiliary, and transit accounts.		x	
Manual posting of submitted documents.		x	
Lock the accounting period.		x	
Regular plausibility checks of bookings, especially allocation of expenses and transit accounts, and reporting systematic deviations.	x		
Task: VAT Filing (Switzerland)	Client	Z83 AG	RmA
Grant authorization on the ePortal according to instructions.	x		
Submit all documents for the VAT period within 10 days after the period closes.	x		
Answer all open questions regarding the VAT period.	x		
Reconcile VAT accounts.		x	
Prepare VAT return and upload to the ePortal.		x	
Review and approve the VAT return in the ePortal.	x		
Lock the settled period.		x	
Document VAT return processing.		x	
Properly store the copy and calculation bases according to OR and GeBüV.	x		
Task: Consulting, Support, Communication	Client	Z83 AG	RmA
Support the client with ongoing accounting questions via email, phone, video conference, etc		x	
Task: Support	Client	Z83 AG	RmA
If you have questions about the online accounting software or process: consult www.runmyaccounts.ch/support .	x		
Support with the online accounting software (e.g., phone support, parameterization, migration) by our support team.		x	(x)

Payroll Service			
Task: Payroll Setup	Client	Z83 AG	RmA
Submit all policies (accident, sickness, pension), withholding tax rates, expense regulations, and other relevant documents.	x		
Grant direct online access to all insurers.	x		
Fill out company master data sheet and employee payroll master data template.	x		
Set up client and enter all insurance rates into the payroll software.		x	
Provide clarification if needed.	x		
Task: Payroll Changes	Client	Z83 AG	RmA
Report all changes by the 15th of each month.	x		
• New hires: prepare employment contract and send with payroll data.	x		
• Notify departure of an employee.	x		
• Report sickness, maternity, and accidents to insurers and payroll.	x	(x)	
• Report changed premium rates and submit new policies.	x		
Changes (charged based on effort) include:			
• Registration/deregistration with AHV if necessary.		x	
• Registration/deregistration with pension fund if necessary.		x	
• Registration for withholding tax if necessary.		x	
• Update of personal information.		x	
• Update of payment details.		x	
• Update of pension fund data.		x	
• Update of monthly salary/workload/hours.		x	
• Update of sickness insurance.		x	
• Update of accident insurance.		x	
• Registration of child allowances if necessary.		x	
• Handling of daily allowances in payroll.		x	
Task: Payroll Run	Client	Z83 AG	RmA
Execute payroll run.		x	
Electronically send payslips and payment summary by email to the client.		x	
Check documents.	x		
Submit payment to the client's online bank.		x	
Review and release payment.	x		
Post payroll entries in accounting.		x	
Report withholding tax.		x	
Task: Year-End Payroll Processing	Client	Z83 AG	RmA
Preparation of salary certificates.		x	
Preparation of AHV/ALV/FAK salary reports via ELM.		x	
Preparation of BVG salary reports.		x	
Preparation of UVG salary reports via ELM.		x	
Preparation of KTG salary reports via ELM.		x	
Preparation of payroll summaries.		x	
Compilation of all documents for the client.		x	
Review of all documents.	x		
Signing the documents and sending them to the appropriate recipients, if necessary.	x		

Fiduciary & CFO Services			
Task: Review	Client	Z83 AG	RmA
Execution of four-eyes reviews: quality checks, technical review, corrections.		x	
Task: Year-End Preparation	Client	Z83 AG	RmA
Planning and coordination of the year-end closing.		x	
Complete documentation by the client: clarification of all open items relevant to the closing period, confirmation of balances, submission of the original tax return forms, no later than six weeks before final reconciliation of the accounts.	x		
Final reconciliation of the accounts: reconciliation of payroll accounting, plausibility checks of expense and income allocations, verification of balance sheet positions.		x	
Upon complete documentation: release of the accounting for the year-end closing.		x	
Preparation of closing entries.		x	
Annual VAT turnover reconciliation.		x	
Scheduling of the year-end meeting.	x	x	
Task: Year-End Session	Client	Z83 AG	RmA
Meeting via web conference or on-site.	x	x	
Joint review and analysis of the prepared closing entries, additions, and optimizations.	x	x	
If necessary, scheduling and holding a follow-up meeting to discuss open issues.	x	x	
Task: Finalization of the Year-End Closing	Client	Z83 AG	RmA
Preparation of supplementary documents for the annual financial statements for legal entities: notes, appropriation of results.		x	
Four-eyes review of the annual financial statements.		x	
Client's signature confirming the annual financial statements.	x		
Final booking of the annual financial statements and locking of the closed period.		x	
Finalization of the VAT turnover reconciliation.		x	
Sending a copy of the General Assembly minutes.	x		
Booking of the appropriation of results according to client's instructions.		x	
Preparation of the tax return for legal entities or auxiliary sheet A for individuals.		x	
Submission of the tax return.	x		
Task: Consulting	Client	Z83 AG	RmA
Tax consulting, financial consulting, business consulting, budgeting, financing, software consulting, process consulting, CFO consulting.		x	