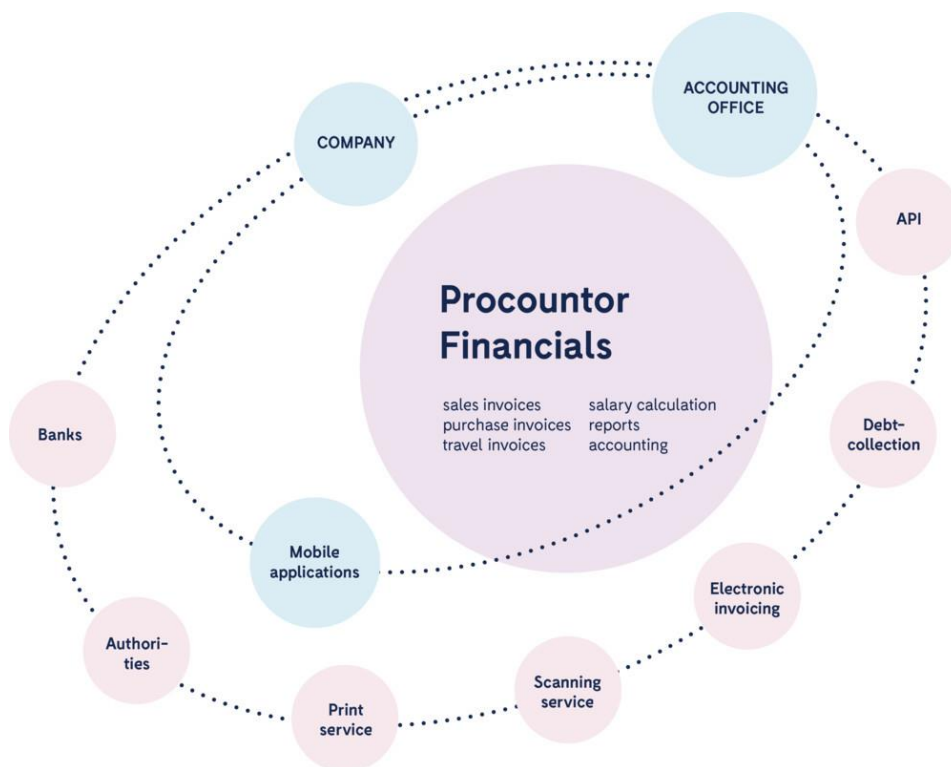


## SERVICE DESCRIPTION – PROCOUNTOR FINANCIALS

### PROCOUNTOR IN BRIEF

Procountor is a web-based electronic financial management software. The software enables, for example, sales invoicing, purchase invoice processing, travel and expense invoice management, salary calculation, accounting and versatile reporting. The software also includes data connections, such as sending and receiving e-invoices, mailing service, purchase invoice scanning service, payment transactions, and notifications to authorities.

Procountor has over 23,000 users in more than 16,000 Finnish companies and corporations with number of employees varying from one to more than 200. Procountor is serving its customers in close cooperation with more than 700 accounting office partners around Finland. Most of the customer companies use Procountor jointly with their accounting office, so that both of them have access to the customer's data, which makes their cooperation more efficient. Procountor also includes tools for general ledger accounting and can also be used by companies not using accounting office services.



## SALES INVOICING IN PROCOUNTOR

Procountor software includes all the tools required in invoicing and sales transaction processing. Invoices can be created individually or more efficiently in large batches. Sending of invoices is easy because it always occurs from the same place in Procountor, no matter if the invoices are sent for mailing through the print service, as e-invoices or by email. Agreements with print service providers or e-invoice operators are included in the service, rendering separate agreements unnecessary.

Created and sent invoices are stored in Procountor's accounting and sales ledger, which is automatically updated by the electronic bank statements and reference transactions. Searching open sales invoices is easy and payment reminders can be sent directly from the software. Invoices are pointed to customer and product registers, which enables comprehensive sales reporting.

## PURCHASE INVOICE PROCESSING IN PROCOUNTOR

Procountor enables totally digital processing of purchase invoices. Invoices can be received as e-invoices, through a scanning service, or saved manually. When registered, invoices are automatically transferred for approval, accounting and accounts payable for payment. Procountor enables versatile approval procedures where the system provides easy access to invoices for inspection and approval directly in the system. At the same they can add follow-up posts to invoices for collecting important information for decision-making.

When using Procountor there is no need for separate bank payment software, as the software itself includes bank connections. The accounts payable and accounting are automatically updated by the electronic bank statements. All invoices are stored in the electronic archive, and if purchase invoices are received as e-invoices or scanned into the system, no paper copies of purchase invoices are needed for archiving.

## TRAVEL AND EXPENSE INVOICE PROCESSING IN PROCOUNTOR

All users in the company are able to create their travel invoices in Procountor with their personal user IDs. Procountor updates current daily allowances and kilometer allowances automatically, which makes creating invoices easy. Approval and payment of travel invoices can be handled directly in Procountor. Stored invoices are also transferred automatically to accounting, default dimensions (e.g. projects) and annual salary calculation notifications to authorities.

## SALARY CALCULATION IN PROCOUNTOR

With Procountor's easy-to-use salary calculation you can calculate and pay wages and salaries, and prepare the required notifications to authorities. Taxes withheld in advance and the contributions of employees and employers

are calculated automatically. Procuntor updates for the customer the register of forms of wages and annually confirmed values of employee benefits, as well as other variable data, e.g. pension insurance premium percentages, confirmed by the authorities.

Salary statements can be sent to employees from Procuntor by mail or e-mail, and employees can view their wages directly in Procuntor. Payment of wages and salaries can be carried out directly in Procuntor with no need for a separate bank payment software. Wages and salaries are automatically transferred to accounting, financial reporting and the notifications to authorities.

## **ACCOUNTING AND NOTIFICATIONS TO AUTHORITIES IN PROCUNTOR**

All documents from sales invoices to bank statements are automatically transferred to accounting when saved, and accounting is always up-to-date, thanks to the smart automatization. Procuntor's default account scheme, default postings and internal accounting dimensions can be modified to conform to the customer's specific needs. Accounting and other data entered in Procuntor are instantly available to all users within the framework of the personal access rights. The software thus enables flexible working both inside the company and together with the accounting office.

Procuntor produces the income statement, balance sheet, journal and general ledger required by the Accounting Act. Besides the basic reports, the system provides accounting reports by the dimension, e.g. the project, and comparison reports from accounting. The service further enables the creation of the balance sheet book at the end of the fiscal period. Notifications to authorities can also be made directly in Procuntor.

## **REPORTING IN PROCUNTOR**

Procuntor includes all necessary accounting reports and a wide range of financial reporting features to support business management. These include reporting by customer and product, monetary transaction and payment reports and internal reporting enabling the monitoring of specific projects and cost centers. Comparing current financial figures to the previous year or budget is easy. The versatile and up-to-date reporting of the system provides a better view of the company's financial state