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| Proposal for the  Implementation of an Integrated  CRM & ERP & PAYROLL system |
| **Submitted by: Matricia Solutions**  **Date: 24.04.2014**  matricia_loho_rct_485 |

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# PREFACE

## Confidentiality

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## Amendment Record

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| --- | --- | --- | --- |
| **Issue Level** | **Details** | **Issue Date** | **Prepared By** |
| 1.0 | First Issue | 10.03.2014 | Elena Caciula |
| 2.0 | 2nd Issue | 21.03.2014 | Diana Lungulescu |

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# BeneAPPENDIX Project Scope

## Microsoft Dynamics NAV

|  |  |  |  |
| --- | --- | --- | --- |
|  | Functionality | Client responsibility | System validation and acceptance |
| 1.1 | **Set up the company in Nav** |  |  |
|  | Install Nav in the Client environment |  |  |
|  | Set up company, parameters, fiscal periods and all needed for operating with the system |  |  |
|  | Train the system administrator and set up together the second company |  | **System installed, setup for operations, training provided to the system administrator** |
|  |  |  |  |
| 1.2 | **Accounting** |  |  |
|  | Set up of Romanian Chart of Accounts and import in the system |  |  |
|  | Set up of accounting dimensions: cost center, project, employee etc. and import in the system |  |  |
|  | Train users to perform all types of accounting transactions: cash, bank, employee advances, rent, etc. |  |  |
|  | Train users to use budgeting functionality | Budget preparation and import in NAV is the Client's responsibility |  |
|  | Train users to use translation and consolidation functionality | Set up of different charts of accounts, as well as elimination of IFRS/GAAP transactions is is the Client's responsibility |  |
|  | Train users to use the standard reports in NAV. All reports can be exported to Excel. |  |  |
|  | Train System Administrator to create additional reports in MS Reporting Services technology. Two sample reports will be developed during the training session. | It is client responsibility to prepare custom specific reports |  |
|  | Train the users to use automatic allocation for accounts and accounting dimensions | It is client responsibility to define how to use automatic allocations in the future | **Chart of accounts and dimensions are in the system, users are trained in all the mentioned functionalities, two customer specific reports provided** |
|  |  |  |  |
|  |  |  |  |
|  | **The following statutory reports are included in the project scope:** |  |  |
|  | Folder separate destinat operatiunilor de TVA |  |  |
|  | Ultimele schimbari legislative in privinta procentelor de TVA utilizate |  |  |
|  | Intrastat |  |  |
|  | Inchideri de venituri si cheltuieli |  |  |
|  | Consumuri interne |  |  |
|  | Balante analitice furnizori si client: sume precedente, rulaje curente. |  |  |
|  | Balanta analitica stocuri |  |  |
|  | Jurnale lista de material articole. |  |  |
|  | Jurnal de inventar. |  |  |
|  | Rapoarte MF |  |  |
|  | Corectie rulaje venituri si cheltuieli |  |  |
|  | Jurnal de casa si raport in moneda nationala si valuta. |  |  |
|  | Jurnalele de TVA vanzari si cumparari. |  |  |
|  | Stornare in rosu. |  |  |
|  | Balante sintetice cu 5 egalitati: sume precedente, sume initiale, rulaje curente. |  |  |
|  | Declaratia 394, declaratia 390 (VIES). |  |  |
|  | Actualizare automata cursuri de schimb de pe site-ul BNR. |  |  |
|  | Registru MF. |  |  |
|  | Balante analitice detaliate: client, furnizori, MF, conturi bancare. |  |  |
|  | Re-evaluari documente in valuta. |  |  |
|  | Documente de livrare. |  |  |
|  | Reconciliere conturi bancare. |  |  |
|  | Verificare automata numar inregistrare TVA cu ANAF |  | **All the mentioned reports will be installed and validated with the Client** |
|  |  |  |  |
| 1.2 | **Fixed assets** |  |  |
|  | Define fixed assets master file (fields) | It is client responsibility to prepare the fixed assets file in the format that will be agreed together for the import |  |
|  | Import fixed assets master file into the system from Client generated file |  |  |
|  | Set up the fixed assets module to calculate depreciation in two methods (RAS, GAAP) |  |  |
|  | Train the users to work with standard functionality of Fixed assets module |  |  |
|  | Record insurance on fixed assets |  |  |
|  | Record additions, decreases of value, reclassifications on fixed assets |  |  |
|  | Train the users to work with all the Nav standard reports |  |  |
|  | Reports to be provided |  |  |
|  | •      Fisa mijloc fix |  |  |
|  | •      Lista inventar mijloc fix |  |  |
|  | •      Registru mijloace fixe |  |  |
|  | •      Balanta Mijloce Fixe (SI/ Intrari/Iesiri/SF) |  |  |
|  | •      Tabloul de amortizare a mijloacelor fixe |  |  |
|  | •      Proces verbal receptie mijloc fix |  |  |
|  | •      Mijloc fix – valoare de inventar 01 |  |  |
|  | •      Mijloc fix – Valoare de inventar 02 |  |  |
|  | •      Mijloc fix – valoare proiectata |  |  |
|  | •      Mijloc fix – lista achizitii |  |  |
|  | •      Analiza mijloc fix |  |  |
|  | •      Analiza asigurari mijloace fixe |  |  |
|  | •      Valoare asigurata mijloc fix |  |  |
|  | •      Registru asigurari mijloace fixe |  |  |
|  | •      Registru intretinere mijloace fixe |  |  |
|  | •      Analiza intretinere mijloace fixe |  |  |
|  | •      Sold perioada pe grupe – mijloace fixe |  | **Fixed assets files are in the system, fixed assets module si completely parametrized, users are trained for all the mentioned functionalities, romanian reports are installed and validated** |
|  |  |  |  |
| 1.3 | **Cash flow management** |  |  |
|  | Train the users to record all the bank, cash transactions in multiple currencies |  |  |
|  | Train the users to reconcile the bank accounts |  |  |
|  | Cash flow report by direct method can be provided if all the bank, cash transactions are recorded with accounting dimensions "cash flow from operations, finance, investment" |  | **Users are trainind and ready to work with the cash flow accounts** |
|  |  |  |  |
| 1.4 | **Acquistions management** |  |  |
|  | Set up the suppliers file in accordance with client needs | It is client responsibility to prepare the suppliers file in the format that will be agreed together for the import |  |
|  | Import suppliers into the system from client generated file |  |  |
|  | Train the users to work with Purchase Order for acquisitions |  |  |
|  | Set up and train the users to work with the basic flow of acquisions |  |  |
|  | Order |  |  |
|  | Order confirmation |  |  |
|  | Goods received note |  |  |
|  | Invoice |  |  |
|  | Credit note |  |  |
|  | Train the users to work with NAV standard reports on acquisions |  |  |
|  | •      Balanta analitica furnizori/creditori la data de.... |  |  |
|  | •      Scadentar/Vechime furnizori |  |  |
|  | •      Lista facturilor primite si neplatite/ scadente |  |  |
|  | •      Fisa furnizor |  |  |
|  | •      Registru intrari |  |  |
|  | •      Ordin de achizitie (PO) |  |  |
|  | •      Nota de intrare receptie si constatare diferente (NIR). |  | **Suppliers are in the system together with opening balances (invoices not paid); basic flow of acquisitions is set up and users are trained to work with the new flow; training for the NAV standard reports is provided** |
|  |  |  |  |
| 1.5 | **Sales management** |  |  |
|  | Set up the Customers file in accordance with client needs | It is client responsibility to prepare the customers file in the format that will be agreed together for the import |  |
|  | Import customers into the system from client generated file |  |  |
|  | Set up the import file interface from Time@Work to import invoices by project |  |  |
|  | Set up the invoice document in the system |  |  |
|  | Train users to work with credit limits and the basic NAV functionality for sales processes |  |  |
|  | Train the users to use all the standard reports Provided by Nav |  |  |
|  | •      Balanta analitica clienti/creditori la data de.... |  |  |
|  | •      Scadentar/Vechime clienti |  |  |
|  | •      Lista facturilor emise si neplatite/ scadente |  |  |
|  | •      Fisa client |  |  |
|  | •      Registru intrari |  | **Customers are in the system together with openining balances (invoices not paid); import interface for the invoices from Time@Work is validated; users are trained with the flow; training for the NAV standard reports is provided** |
|  |  |  |  |
| 1.6 | **Not included in the project scope** |  |  |
|  | Developments - we are not doing customer specific developments in Nav within the current project scope | This can be a topic for a later stage but cannot be included in the current budget and scope; as we understand the operations of Ensight there will be no blocking missing functionality in NAV |  |
|  | Custom reports - there are no custom reports included in the project scope - except 2 that will be provided during the training sessions | In principle the system administrator will be trained in the database and links and any custom reports can be generated internally using a person with MS Reporting services knowledge |  |
|  | Set up of different Ensight customers companies | We will set up one Ensight customer as a training for the system administrator. He/she will be able to generate more companies and will be trained to import and prepare customer databases in the future |  |
|  | Import old accounting data into the system | Except opening balances for the accounts, clients, suppliers, fixed assets we will not import into the system old accounting information from the Ciel system; the system will start with clean opening balances; |  |

**Additional clarifications – following meeting on 20/03/2013**

NAV – Statutory Reports - we validated that all of them are included in the scope above except:

1.      300

2.      101

3.      100

4.      Bilant (P&L and Balance Sheet)

All the above – due to different implementations (in principle of Chart of Accounts – accounts and subaccounts) can be provided in a report format with all the relevant information but needs initial set up for each company (again due to possible different set up of the chart of accounts).

NAV has a report generator were this reports are created. **We (Matricia – LLP team) will provide in the fixed budget the configuration of these reports for one company – and also provide training in order to set them up for all the companies that will be created in NAV in the future.**

Nav – Trial Balance with 5 equalities

Will be delivered as standard in RON for the RAS company.

Nav – accelerated depreciation

Will be delivered as standard with no additional costs for development

Nav – declaratia inf. Persoane fizice nerezidente

Will be delivered as standard within the fixed budget

*Note: In order to create a good continuation of the project in the future – we have agreed that we will train in Nav configuration one person from Ensight and one person for database and reporting (Tudor). This is critical for the success of the project – keeping in mind that the intention of the company is to migrate all the customers to Nav during the next year.*

## Microsoft Dynamics CRM

|  |  |  |  |
| --- | --- | --- | --- |
|  | Functionality | Client responsibility | System validation and acceptance |
| 1.1 | **Sales functionality to be delivered** |  |  |
|  | Define in the system the necessary fields for a partner (customer, prospect, lead and the way to complete the information) |  |  |
|  | Define in the system the sales flow for Ensight that will contain lead, prospect, customer and the procedures and evolution between different sales stages |  |  |
|  | Define in the system the contacts file (can be defined multiple contacts for each account) with necessary fields |  |  |
|  | Import partners and contacts from files that are agreed and prepared by Ensight; explore the possibility to have a common contacts database in Outlook and CRM | Prepare partners and contacts in agreed formats to be imported in CRM |  |
|  | Define opportunities and the necessary fields to needed for management of opportunities and moving them from a status to another |  |  |
|  | Import existing opportunities with estimated budgets, closing dates, and all the necessary information in order to be able to have a correct pipeline report | Prepare opportunities in agreed formats to be imported in CRM |  |
|  | Define the interactions needed with Outlook for tracking the actions related to opportunities (track meetings, correspondence, mails, etc.; Define the procedures for what is the needed information to be tracked in CRM from Outlook in order to have transparent view of the interactions with contacts, partners and opportunities |  |  |
|  | Define the sales organization with user rights for each person and tree structure | Prepare the sales organization list |  |
|  | Create necessary interactions (views) from the NAV financial system in order that sales people will operate only in one system (for example list of sales invoices, list of unpaid invoices) |  |  |
|  | Define list of project phases (or types of services) that can compose a project and issue budget estimates for the customers, prospects from the CRM (BPR, SWS, SWI, RU, etc) |  |  |
|  | Training and procedures fro recording all the information on a specific project from the first interactions till the project is closed or executed |  |  |
|  | Activities: define and implement in the system all the list of activities that are needed: call, call report, visit, estimation provided, etc. - in order to record all the activities that are done in sales for a specific project, opportunity | List of activities and activity flows to be provided by Ensight |  |
|  | Define sales costs that need to be traced in the system and define the cost elements that are relevant for a specific project (for Ex: presales presentation - 4 hours using an internal cost rate) | List of relevant sales costs types to be provided by Ensight |  |
|  | Calculate and follow up by sales person and closed opportunities the sales bonuses and commissions in accordance with company's policy - this is probably a development as there is no general procedure available generally for managing the commissions |  |  |
|  | Create inside the CRM by attaching documents a knowledge management repository; it is important to upload in the CRM only the relevant information and documents (proposals, budget estimates, relevant correspondence, etc.) | To be defined together with Ensight which is the relevant correspondence to be uploaded in the system |  |
|  | Store inside the knowledge management the relevant versions or links to company presentations, capability statements, referrals, etc.) | To be defined together with Ensight which is the relevant knowledge management information to be uploaded in the system |  |
|  | Create procedures for introducing new company, contact, activity, import documents, and all the activities listed above |  |  |
|  | Training for the users for each type of interaction that they will have with the system |  |  |
|  | Create 6 company specific reports using reporting services and training for the system administrator for continuing to create reports in the future |  |  |
|  | Training for the reporting capabilities for the standard |CRM as most of the reports can be provided using lists and filters directly in the CRM |  |  |
|  | Train people for the integration with Outlook and Excel |  | All the functionalities listed will be configured, lists imported, training for each system interaction and end user procedures for being ready to use standard processes |
|  |  |  |  |
| 1.2 | **Marketing functionality to be delivered** |  |  |
|  | Define campaigns with training and examples |  |  |
|  | Train people to segment companies in the database by different segmentation criteria that will be implemented in the sales phase - industry, turnover, etc.) |  |  |
|  | Train people to use the CRM system to send information to targeted list of companies, contacts |  |  |
|  | Train people to use the CRM in sending newsletters to target audience |  |  |
|  | Possibility to send promotional activities to specific customers segmented |  |  |
|  | Channel management - channels will be defined (LinkedIn, Facebook, web, referral, etc.) to track the opportunities as they come into the company |  | All the functionalities listed will be configured, lists imported, training for each system interaction and procedures for being ready to use standard processes |
|  |  |  |  |
| 1.3 | **Administration and user rights** |  |  |
|  | Define the user rights and access levels into the system |  |  |
|  | Training for the system administrator for the user rights changes, adding fields, adding tables in application and in general all the non development related issues |  |  |
|  | Train in audit for the system (that SA can define after the implementation what fields, entities need audit |  |  |
|  | Train SA for the import export procedures in the system so the company will be independent in importing new lists of contacts, prospects, etc. in the system |  | Training delivered and basic documentation |
|  |  |  |  |
| 1.4 | **Not included in the project scope** |  |  |
|  | Time sheet entry and timesheet functionality (present in Time@work) |  |  |
|  | General functionality that is present in Time@work |  |  |
|  | Development - except validation rules (for example we cannot move a lead to prospect without budget sent) we will deliver standard CRM functionality which covers most of the aspects of the sales and marketing cycle for a B2B services company; | During the analysis phase of the project all the developments needed will be listed - will be done only critical (validation type ones); |  |

**Additional clarifications – following meeting on 20/03/2013**

CRM - developments

|  |  |  |
| --- | --- | --- |
| Requirements list no. | Requirement | Supplier comments |
| 32 | Prezentarea grafica a pipeline-ului in functie de mai multe criterii: ex. din total buget asteptat, cum este repartizat acesta pe diferitele stadii ale ciclului de vanzare; pipeline/consultanti; portofoliu - sume/ stadii pe consultant etc. | We will not include this report in the scope as presented (can take 4-5 days of additional work). However all the information from the report is present in the system and we will train Tudor to prepare it (explain from where to collect all the information) |
| 34 | Checklist pentru evaluarea riscului si decizia go/ no-go (pe baza EMF) | Included in the fixed scope |
| 35 | Checklist pentru elaborarea propunerii (pe baza EMF) | Included in the fixed scope |
| 40 | Posibilitatea de a prelua angajatii Ensight din ERP | Included in the scope with a semiautomatic solution (import – export) |
| 46 | Agregarea rezultatelor generale la chestionarele de satisfactie | Included in the fixed scope |
| 48 | Captarea potentialelor recomandari in baza de lead-uri, pe baza numelor de companii mentionate de clienti la intrebarea "ne-ati recomanda partenerilor de afaceri?" – not included as an automatic functionality | It can be done with a day of development – but from our experience risks of mistakes (wrong names listed by customers, incomplete, etc) is big and a manual validation and input of such leads is highly recommended. |
| 62 | Urmarirea costurilor generate de activitatile de vanzare | Included in the fixed project scope. As discussed – costs will be estimated by different categories – travel, meal, accomodation, Free of Charge time, etc.) |

*Note: In order to create a good continuation of the project in the future – we have agreed that we will train in CRM configuration one person from Ensight and one person for database and reporting (Tudor). This is critical for the success of the project – as it will be very easy to make changes in the future that can be handled very easy internally.*

## Sal – Your Payroll Expert

**All the requirements included in the Requirements list issued by Ensight are included in the project scope. One development has been identified: printing of additional employee benefits on the pay slip (medical insurance, meal tickets etc.), quoted at 300 EUR and included in the quotation.**

**All the reports required by the Romanian legislation will be delivered and continuously updated as legislation changes require (as part of the maintenance contract).**

**General Functionality**

Acopera administrarea tuturor proceselor specifice acestui domeniu: administrarea completa si eficienta a datelor personale si contractuale privind angajatii, administrarea eficienta a structurii organizationale a companiei, colectarea si procesarea datelor de pontaj, procesare datelor privind concediile – inclusiv medicale, administrarea sesiunilor de plati din cadrul unei luni, procesul de calcul salarial, raportarea obligatorie catre autoritati si raportarea catre management.

Pentru realizarea calculului salarial modulul va avea urmatoarele functionalitati:

### Calcul Standard

Calculul salariilor in RON, cu ajutorul valorilor brute

* Furnizeaza **raportare standard** in concordanta cu cerintele legale:

Rapoarte lunare:

* Statul de plata, fluturasi de salariu
* Declaratia 112 privind obligatiile de plata a contributiilor sociale, impozitul pe venit si evidenta nominal a persoanelor asigurate.
* REVISAL, etc.

Rapoarte anuale:

* Declaratia 205
* Istoricul angajatilor curenti si fostilor angajati cu privire la arhiva de salarii si pontaje de la inceputul activitatii acestora in societate si/sau numai pe anumite perioade de timp.
* Calculul indemnizatiilor de concediu medical cu ajutorul functionalitatilor oferite de **submodulul de concedii**. Acest submodul permite stabilirea setarilor specifice concediilor medicale, raportari speciale cu privire la baza de calcul pentru fiecare tip de concediu medical, planificarea concediilor de odihna, inregistrarea altor tipuri de concedii in conformitate cu legislatia in vigoare si cu politica organizatiei.

Modulul de baza asigura definirea si implementarea tuturor regulilor si politicilor salariale din companiei (avansuri, prime si bonusuri de orice tip, retineri de orice tip, avantaje in natura de orice tip, tichete de masa, plati compensatorii pentru angajatii disponibilizati) oferind departamentului de HR flexibilitate si independenta atat fata de furnizor, cat fata de departamentul de IT al companiei.

### Calcul Non-Standard

Toate drepturile salariale ale angajatilor se pot stabili in sume nete sau in valuta, aplicatia asigurand calculul invers al acestora – valorile brute corespunzatoare, cu ajutorul modulului dpNon-Standard Calculation.

Spre exemplu, daca in mod uzual compania negociaza salariul pentru anumite categorii de angajati in valoare neta exprimata in RON sau in valuta (USD, EUR etc.), modulul dp-NonStandard Calculation permite echipei de HR sa introduca valorile nete negociate direct in aplicatie, aceasta caculand pe baza lor salariile brute in RON ce urmeaza a fi implicate in calculul salarial lunar si vor fi raportate catre ITM prin contractele de munca (calculul de la NET la BRUT, utilizarea valutelor).

De asemenea, in cazul salariilor negociate in valuta, dp-Non-Standard Calculation pemite actualizare veniturilor lunare nete ale angajatilor in functie de evolutia cursului de schimb valutar.

Toate aceste metode de calcul al salariilor au atasate modelele de calcul corespunzatoare conform legislatiei in vigoare.

### Salariu variabil

Modulul va da posibilitatea utilizatorului sa isi defineasca conform nevoilor proprii modalitatea de evaluare si evidenta a muncii angajatilor cat si metodologia de calcul al salariilor conforma cu acestea.

In cazul in care se doreste distribuirea cheltuielilor salariale pe mai multe centre de cost, pentru angajatii care lucreaza pe diferite centre de cost in cursul aceleiasi luni, aceasta evidenta se realizeaza prin dp-Variable Salary.

Spre exemplu, daca avem angajati care in cadul aceleiasi luni sunt transferati de pe un loc de munca pe altul, modificandu-se pentru acestia conditiile de incadrare (salariu, conditii de munca, norma, sporuri etc.) dar si centrul de cost pentru care lucreaza, modulul dp-Variable Salary permite:

* evidentierea distincta a numarului de zile/ore lucrate pentru fiecare centru de cost, precum si
* evidentierea separata pe fiecare centru de cost a cotei parte de cheltuieli salariale aferente angajatului respectiv in fiecare luna de calcul.

### Legaturi financiare

Va face legatura intre Payroll si aplicatiile de contabilitate. Datele de iesire rezultate din calculul salariilor sunt astfel redirectate si aranjate intr-o forma facila prelucrarilor contabile.

Modulul va permite definirea planului de conturi, a formulelor si notelor contabile specifice, precum si generarea si exportul acestora catre sistemul de contabilitate.

Notele contabile aferente cheltuielilor salariale sunt configurate in aplicatie si la finalizare calculului lunar de salarii modulul dp-Financial Link permite generarea unui fisier de note contabile ce va fi importat in sistemul de contabilitate al companiei, notele contabile lunare fiind generate in mod automat.

### Corectii financiare

Modulul da posibilitatea utilzatorului sa revina asupra calculului salariilor in orice moment ulterior acestuia. O corectie asupra salariilor da posibilitatea reconfigurarii in intrgime a calculului, cat si corectarea datelor de intrare eronate folosite in sesiunea de calcul eronata.

Corectia se aplica si tuturor raportelor generate (stat de plata, centralizator).

Modulul va permite utilizatorului efectuarea de corectii pentru lunile anterioare si generarea statelor de plata si a fluturasilor de diferente corectati.

Spre exemplu, sa consideram ca in luna Mai compania primeste un cetificat medical aferent lunii Martie, si decide ca il va plati deoarece au existat motive obiective din cauza carora angajatul respectiv nu a reusit sa-l predea la timp departamentului de HR. Pentru a modifica modul de calcul al salariului angajatului repectiv pentru luna Martie (se calculeaza indemnizatia aferenta concediului medical si se acorda zilele de CAS) este necesar sa redeschidem printr-o corectie arhiva lunii Martie din aplicatia de payroll. Realizarea corectiei respective se face cu ajutorul modulului. In urma introducerii datelor referitoare la concediul medical in luna Martie, se vor putea genera statele de plata rectificate, declaratiile rectificative catre stat, precum si notele contabile de diferenta.

### e-plati

Plata drepturilor salariale direct in conturile salariatilor se va realizeaza cu ajutorul acestui modul care va permite obtinerea fisierului in formatul solicitat de bancile prin intermediul careia compania plateste salariile catre angajatii lor.

Dupa finalizarea calculului de salarii sau a fiecarei sesiuni de plata, modulul va permite generarea unor fisiere ce vor fi importate in aplicatiile de multicash (sau orice alta aplicatie de plata electronica) utilizate de catre companie pentru plata salariilor catre angajatii proprii. Pe baza datelor importate, aplicatia multicash a bancii va genera in mod automat ordinele de plata aferente fiecarui salariat, fara a mai fi necesara prelucrarea manuala a datelor.

### e-taxe

Modulul va trebui sa permita generarea fisierelor de export, reprezentand plati electronice ale taxelor angajatilor si angajatorului direct in conturile bugetare.

### Integrare

Comunicarea cu alte aplicatii externe se va realiza prin intermediul acestui modulului, inclusiv MS Excel, acest modul facand posibil si importul automat al fisierelor lunare de pontaj.

Cu ajutorul modulului, la deschiderea fiecarei luni de calcul salarial va genera fisierele lunare de pontaj distribuite pe unitatile de structura organizatorica in cadrul carora se colecteaza aceste date (ex. sectii, echipe, departamente, centre de cost etc.). Aceste fisiere se transmit catre responsabilii de pontaj pentru a fi completate, fiecare primind lista angajatilor aflati in subordinea sa.

La sfarsitul lunii cand se colecteaza datele lunare de pontaj, modulul va asigura importul automat al fisierelor completate primite inapoi de la reponsabili de pontaj, in aplicatia se salarizare.

### Plati speciale

Modulul va permite utilizatorului planificarea si inregistrarea diverselor sesiuni de plata in avans, in functie de politica salariala si necesitatile companiei.

Spre exemplu, daca acordam un bonus esalonat pe mai multe luni de calcul salarial (Martie, Aprilie, Mai), sumele ce urmeaza a fi platite suplimentar angajatului in fiecare luna pot fi introduse in aplicatie in momentul aprobarii bonusului (adica in luna Martie se introduc in aplicatie si sumele aferente lunilor Aprilie si Mai). Rata din bonus aferenta fiecarei luni pentru care se acorda va afecta insa numai luna de calcul respectiva, si va fi preluata automat in calcul de salarii la deschidere fiecarei lunii in aplicatia de payroll fara a fi necesara procesarea din nou a datelor despre bonusul respectiv.

### Retineri salariale

Diversele tipuri de retineri din salariul angajatilor, prioritizate conform cerintelor legale, se pot gestiona prin intermediul modulului.

Cu ajutorul acestui modul se pot defini toate tipurile de retineri pe care compania trebuie sa le efectueze asupra drepturilor salariale ale angajatilor sai. Pentru fiecare tip de retinere se poate stabili perioada pe care se aplica, modul de calcul si retinere si prioritatea pe care o va avea in fata altor retineri aplicate aceluiasi angajat.

Spre exemplu, daca pentru un angajat avem o retinere in urma unei hotarari judecatoresti si o retinere pentru convorbiri telefonice in interes personal, prima retinere va avea prioritate. Pe de alta parte, suma retinuta intr-o luna nu poate depasi 50% din venitul net al angajatului. In acest caz, daca suma celor doua retineri este mai mare de 50% din venitul net, se poate stabili ce se intampla cu a doua retinere:

* poate fi retinuta diferenta pana la 50% din venitul net si restul se reporteaza pentru luna urmatoare, sau
* intreaga suma se reporteaza pentru luna de calcul urmatoare.

### Statistici si rapoarte

Aplicatia va pune la dispozitie un sistem complex de raportare, format atat dintr-un set de rapoarte predefinite dar in acelasi timp oferind utilizatorului posibilitatea de a realiza rapoarte ad-hoc definite in functie de nevoile acestuia la un moment dat prin intermediul modulelului de statistici si rapoarte.

Toate rapoartele necesare, atat cele adresate managementului cat si cele adresate autoritatilor Statului, sunt definite si configurate in timpul proiectului de implementare. Ulterior insa, in functie activitatea desfasurata, fiecare utilizator poate genera propriile rapoarte ad-hoc pe baza informatiilor aflate in sistem, cu efort minim si fara a avea nevoie de cunostinte tehnice avansate.

### Rapoarte complexe

Sistemul de raportare se va completa cu inca un modul care va permite generarea automata a unui set (grup) de rapoarte deja create cu ajutorul modulului de Statistici si rapoarte si/sau crearea automata de grafice pe baza datelor din sistem.

Generarea unui grup de rapoarte in acelasi timp este necesara, spre exemplu, cand se creaza rapoartele statistice lunare sau anuale (S1, S2, S3 etc.). Rezultatul rapoartelor simple este exportat in mod automat catre un fisier MS Excel in care pe baza unei machete predefinite se creaza raportul final pentru Institutul de Statistica.