

Holvi Bookkeeper Service

The Service Description

The Service

The service conducts bookkeeping, tax returns and tax payments on behalf of customers. The bookkeeping is based on source document from invoicing and payment services provided by Holvi with Holvi Accounting Partners. Accounting Partner reviews Customer accounting information to ensure correctness and help Customers with their accounting issues.

Who is it for?

The Service is a fit for legal entities under a single entry accounting scheme. Events are recorded on a payment basis, that is, on their payment days.

The Service is intended for business activity with only one of the following exceeds the limits laid down by law:

- Net sales of less than 200 000 €
- Balance sheet total less than 100 000 €
- Employing an average of less than 3 people

Unfortunately, the service is not suitable for Ay, Ky, Oy company forms.

What services are included in the Bookkeeper Service package?

Invoicing and payment services

The service package includes Invoicing Service for sending invoices. The service package also includes a business current account for collecting payments and paying for business costs. The current account can be used with a web service, Mastercard and a mobile application.

Bookkeeping services

The service package includes accounting service that the Customer can use to finish their businesses bookkeeping records, tax returns, tax declarations and to ask for support in accounting related questions.

How to start using the service?

In general

The customer must accept the Holvi Bookkeeper Service Terms and Conditions. Customer is responsible for delivering all the required documentation for Holvi to finish the end documentation and to deliver the end product to the Customer.

In the middle of fiscal year

In addition to the general requirements listed above, the Customer starting to use the Bookkeeper Service in the middle of the fiscal year has additional requirements, discussed separately with Holvi representative.

How does the bookkeeping service work?

Following events will be recorded to the bookkeeping service:

- Income
- Expenses

Bookkeeping events are extracted from Holvi services:

- Invoicing service
- Online store
- Payments made on mobile and/or online service
- Payments made with Mastercard

Following events will be recorded to the bookkeeping service manually:

- Interests
- Taxes withheld in advance
- Personal usage of goods or services

Customers are responsible for saving the source documents on bookkeeping events via Holvi mobile application or customer messaging platform. The Customer can also add and save events and source documents manually online.

Customers must invoice the possible intra-community sales within the same month the service has been provided.

E-invoices are automatically activated to facilitate billing between the customer and the accountant.

Following events will not be recorded to the Bookkeeping Service:

- private withdrawals and deposits;
- outstanding taxes (withholdings and estimated taxes are less than the tax owed) and/or tax returns.

Following events are recorded once a year in the financial statements, which are done in a manual fashion by Holvi Bookkeeper Partners:

- raising money by borrowing and payments,
- changes in inventoried assets,
- depreciations,
- sales receivables,
- purchase payables and
- per diem payments

Tax declaration is finalised by the accountants based on source documents and the financial information provided by the entrepreneur, and the supporting documents drawn up by the accountants. Tax declaration will be delivered automatically to the tax authority.

Source documents are filed into the bookkeeping service and in addition the documents will be delivered to the Customer by the end of the fiscal year for statutory 6/10 years of retention.

The service levels and pricing

Service levels and pricing are described in the applicable pricing plan.

Customers that change their pricing plan in the middle of the month are not eligible for the Bookkeeper services end of the month.