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OPUSCAPITA TYVI

SERVICE DESCRIPTION

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1. OPUSCAPITA TYVI SERVICE

The OpusCapita TYVI service (hereinafter “the TYVI service” or “the Service”) is an electronic transaction service provided and maintained by OpusCapita Oy (hereinafter “the Provider”) that enables public administration organizations, insurance companies and trade unions to rapidly and cost-effectively produce an electronic channel for their corporate customers. Through the Service, receivers are given reports from reporters and also send response messages to them. The Service is maintained in the Provider’s facilities and server environment, and all that is required of the receivers is an ability to receive and process reports arriving in the agreed format. All phases are automated, and receiving data does not require the receivers to take any manual action.

For the reporter, OpusCapita TYVI offers an easy-to-navigate, centralized place where the reporter can submit statutory reports on behalf of its company. If the reporter serves as an agent, he can also submit reports on behalf of his corporate customers, i.e. reporting companies. For a reporter under a statutory obligation to report, the TYVI service offers several ways to submit reports, depending on the size of the company and the level of its information systems. The Service is secure, and all transactions between the reporter and the Service are encrypted using the SSL protocol.



Figure 1: TYVI as a process

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2. PROPERTIES OF THE OPUSCAPITA TYVI SERVICE FOR THE REPORTER

2.1 Archive

The Service has an electronic report archive, where reports submitted by reporters are stored for a period of three years. Reports can be searched for from the archive on the basis of the reporter and the date. The reporter can also hide unnecessary reports in the archive.

If an archived report belongs to a reporting company, deleting the company will also delete its archived reports. After this, the company's data can no longer be recovered.

The archive is divided into two sections: unsent reports and sent reports.

Unsent reports

The archive of unsent reports contains the reports that the reporter has temporarily saved before sending. The reporter can select a report from among unsent reports, and complete and send it.

Sent reports

The archive of sent reports includes all reports sent by the reporter. Reports are transferred to the receiver in a batch run once per day, or as separately agreed. After a report is sent, it is displayed in boldface in the archive until it has been transferred to the receiver. If the reporter deletes the report during this time, it will not be transferred to the receiver. Instead, the report is deleted and transferred to unsent reports.

2.2 Monitoring

The monitoring function enables the reporter to see which reports he has completed for reporting companies during a specific month. The reporter can proceed from the monitoring section directly to submitting a report if it has not yet been completed.

2.3 Management of reporting companies

An agent can create new reporting companies in the Service, update their information (name and business ID) and remove unnecessary companies. When a reporting company is removed, all of its information is deleted from the service, including its archived reports. The reporter is responsible for ensuring the accuracy of a reporting company's information, as its accuracy is not checked against any register. Only the format of business IDs and personal IDs is checked to ensure that it is appropriate.

2.4 User management

The main user can create, update and delete sub-user accounts. Sub-users are actual users who issue reports to receivers through the TYVI service. The main user can update a sub-user's information and password. In addition, the main user can determine which reports a sub-user can view and create in the Service. Combined with the management of reporting companies, this serves to ensure that, for example, only certain employees can create and view their company's detailed payroll listings containing personal salary information.

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2.5 Updating your information

A reporter's contact information is entered into the Service in conjunction with creating a user account. The default contact information is the information provided in conjunction with applying for a user account. The reporter can update his contact information in the service. In addition, campaigns can be run in the Service over a specific period of time to guide reporters to update their information using the contact information form when signing in to the system.

2.6 Sending feedback

A reporter can send feedback to the Provider, which maintains the service, or to a selected receiver. The feedback is forwarded to its appropriate receiver: to the OpusCapita Service Desk or the customer service address provided by the receiver.

2.7 Announcements

A reporter sees any announcements sent to the service. They are displayed immediately after the sign-in page the first time that the user logs in after the announcements are published. After that, they can be viewed on the Announcements tab.

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3. DATA TRANSFER CHANNELS FOR THE REPORTER

A reporter using the OpusCapita TYVI service can send reports to a customer via the Provider in four different ways: using online forms, file transfers, a software interface or an EDI connection. The Provider transmits the reports it receives to the customer through the OpusCapita customer connection. Correspondingly, the customer can send messages to the reporter via the OpusCapita customer connection and the Provider.

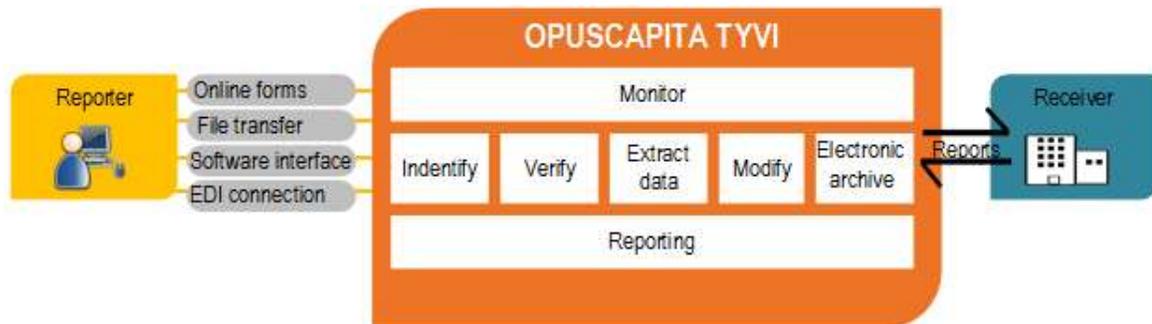


Figure 2: Data transfer channels

The Provider is responsible for data transfer via the report channels (online forms, file transfer, software interface, EDI connection) used by the reporter through the OpusCapita customer connection all the way to the receiver. Correspondingly, the Provider is responsible for data transfer to the reporter via the channel used by the Provider's customer and the OpusCapita customer connection. This comprehensive service includes responsibility for information security, data warehousing and message conversions, for the maintenance and monitoring of the OpusCapita TYVI service and for OpusCapita Service Desk services. Data transfer between the Provider and the customer is performed using the OpusCapita customer connection.

3.1 Online forms

The reporter can create, modify, delete and send reports using online forms in the OpusCapita TYVI service. The receiver determines the data content and appearance of the online forms. Data and data type checks determined by the receiver can be added to forms. In addition, dependency checks can be performed between data entry fields in online forms, and the group of answers can be limited to a list or alternative groups of values. Error messages can be created about erroneous data, with the message referring directly to the erroneous field for easier correction of the data.

The forms have a flexible structure that allows for forms containing multiple reports. This means that the reporter has to fill in only one form, even when issuing several reports. The forms support multiple languages (Finnish, Swedish and English).

The reporter can leave an online form incomplete, save it in the archive of unsent reports and retrieve it for completion. After a report is sent, the data sent is displayed to the reporter, which makes it easy for the reporter to confirm the accuracy of the data entered. A completed form can be used as a template for a new form, which makes it faster to fill in forms.

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3.2 Data transfer

Through the OpusCapita TYVI service, reports can also be submitted as files in a format specified by the receiver. An export file created by accounting or payroll administration software is used for file transfer. The reporter uploads the file to the OpusCapita TYVI service through the Data Transfer tab. For reports transferred as files the same checks are performed as for reports submitted using online forms, and the reports submitted are displayed among other reports in the report archive.

Reporters can download messages sent to them by receivers on their workstations from the Data Transfer section.

3.3 Software interface

If the payroll administration or accounting software used by the reporter is integrated into the OpusCapita TYVI service through a software interface, the reporter can send reports directly from the software. The software transfers the messages in the specified format from the reporter to the OpusCapita TYVI service in a manner determined by the software provider and, correspondingly, transfers to the software all the messages and announcements sent to the reporter by the receiver.

Interface description can be found (in Finnish) at https://www.tyvi.fi/tyvi-r5-auth/OC_TYVI_AJL_IEA.pdf

3.4 EDI connection

The EDI connection is suitable for large volumes and for the needs of major reporters. The EDI connection requires reporters to be able to automate the sending of reports, so that no manually created reports are made in the service. The EDI connection is more extensive than other types of connections and can include various value added services, such as intermediate storage, message and code conversions, and various receipt confirmation messages. The EDI connection is always customized for each customer's systems and data transfer connections.

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4. MANAGEMENT PROPERTIES OF THE OPUSCAPITA TYVI SERVICE FOR THE RECEIVER

4.1 User management

User management enables receivers to receive and process applications for user accounts, view reporters' contact information and update reporters' user IDs and passwords (unless an external identification service is used). In addition, receivers can send announcements to the Service and monitor status information related to sent reports specific to each reporter (for example, they can monitor whether all organizations under an obligation to submit an annual report have fulfilled their obligation).

4.2 Report management

In addition, a preprocessing function for reports received can be included in the Service to enable the receiver to browse and approve or reject reports before they are transferred to the receiver's own system. If the receiver's own system is not able to receive reports, they can be processed in full in the Service. The receiver can be informed via email about reports received, so that the receiver knows when the service has open reports to process.

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5. REPORTS

There is a possibility to get different reports from the Service to meet receivers needs. Reports can be monthly, weekly or even daily. The reported data can be logged in user amounts to amount of sent forms.

Monthly reports feature the number of session transfers on the extranet and the number of OpusCapita TYVI Pro user accounts that have been used to create reports for the customer. The report is created on the first day of the month.

6. OPUSCAPITA TYVI PRO USER ACCOUNT

The customer will have an OpusCapita TYVI Pro user account. OpusCapita TYVI Pro is a user account offered by the Provider for the OpusCapita TYVI service, mainly intended for accounting firms and large companies. The user account includes all of the properties of the OpusCapita TYVI service.

An OpusCapita TYVI Pro user account can be used to create reports for all receivers in the OpusCapita TYVI service. Users sign in to the Service with their user IDs and passwords, which are determined by the Service subscribers themselves when subscribing and later through user information management. Users sign in to the TYVI service via its front page. OpusCapita TYVI Pro user accounts are subject to a charge, and the Provider charges a monthly fee for their use. The monthly fee covers the use of the Service, the services listed in Section 2 and the OpusCapita Service Desk support service. In addition, OpusCapita offers expert assistance at an hourly rate of EUR 140 + tax, for example if a user wants to recover archives of past reporting companies.

7. MAINTENANCE AND MONITORING OF THE SERVICE

The Provider's monitoring systems observe the OpusCapita TYVI service 24 hours per day, every day of the year. Information about any disruptions is recorded in the OpusCapita Service Desk monitoring system. The Provider's Service Desk operations are defined in a service description included as an appendix to the Customer Agreement.

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SUB-USER	A sub-user is a separate user ID with limited rights. Sub-user accounts are created by the reporter's main user. Sub-user IDs are derived from the main user ID, with sequential numbering added at the end in the order that sub-user accounts are issued. The password is determined by the main user in conjunction with creating the ID. Main users can limit the rights of sub-users.
CUSTOMER	"Customer" refers to a customer of the Provider. A customer can be a receiver or a reporter.
AGENT	A reporter serving as an agent submits reports on behalf of a reporting company. In other words, an agent can submit reports on behalf of its own company as well as other companies. Accounting firms typically serve as agents, as do payroll administration departments in major corporations, which also report information about their subsidiaries.
REPORTING COMPANY	An agent can create reporting companies in the Service, i.e. companies whose information is being reported by the agent. Reporting companies have no user accounts and, consequently, no access to the OpusCapita TYVI service. The agent is responsible for ensuring that the information concerning a reporting company is accurate. The agent's own company will also be a reporting company.
REPORTER	A reporter is a user of the OpusCapita TYVI service. A reporter can be the receiver's customer with a statutory obligation to report or the Provider's customer with a statutory obligation to report. A reporter uses the service to submit reports or to receive messages sent by the receiver. A reporter can submit reports, add reporting companies or update its contact information in the OpusCapita TYVI service. A reporter can operate as an agent, a main user or a sub-user. A reporter (with the exception of users without user IDs) must have a user ID to be able to sign in to the Service.

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<p>OPUSCAPITA TYVI SERVICE</p>	<p>OpusCapita TYVI is the Provider’s service environment that enables the transmission of TYVI reports from reporters to receivers and the transmission of messages from receivers to reporters. The Provider has included various value added services (e.g. report archive) in the Service that can be accessed using the appropriate user IDs (e.g. OpusCapita TYVI Pro user IDs). The front page of the TYVI service can be found at: http://www.tyvi.fi.</p>
<p>OPUSCAPITA TYVI PRO</p>	<p>OpusCapita TYVI Pro is a user account offered by the Provider for the OpusCapita TYVI service for accounting firms and large companies. The user account includes all of the properties of the TYVI service and can be used to submit reports to all receivers in the service. Users sign in to the Service with their user IDs and passwords, which are determined by the reporter when subscribing to the service and later through user information management. Users sign in to the TYVI service via its front page. A TYVI Pro user account is subject to a charge, and the Provider charges a monthly fee for its use.</p>
<p>MAIN USER</p>	<p>The user account for the OpusCapita TYVI service that is created for a company when it applies for an OpusCapita TYVI Pro user account is the company’s main user account. The main user has more extensive rights than other users in the company. The main user can create new accounts – that is, sub-user accounts – for the company. In addition, the main user can determine rights for sub-user accounts and remove sub-users. The main user ID can also be used for submitting reports. Each company has only one main user ID.</p>
<p>PROVIDER</p>	<p>“Provider” refers to OpusCapita Oy.</p>
<p>USERS WITHOUT AN ID</p>	<p>In certain cases, a reporter can create reports in the OpusCapita TYVI service without a user account. In such cases, the user can only submit reports using forms and has no access to other properties of the OpusCapita TYVI service, such as archives and announcements. Users without an ID are not authenticated in the TYVI service. Instead, such users are authenticated when they proceed to the online bank.</p>

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TYVI	TYVI is an acronym of the words “tietovirrat yritysten ja viranomaisten välillä”, which is the Finnish for “data streams between companies and the authorities”. Administered by the Ministry of Finance, the TYVI operating model provides reporters with a consistent way to submit information electronically to receivers – that is, the authorities and parties responsible for statutory duties.
RECEIVER	A receiver is an authority that has subscribed to the Service or a customer of the Provider that receives statutory reports (e.g. pension insurance companies). The receiver determines the data content and appearance of the reports in the TYVI service. In addition, a receiver receives reports sent to its organization in the agreed format at the agreed times. A receiver can also send information to reporters through the TYVI service. The OpusCapita TYVI service has a large number of receivers to which reporters can submit reports.
RECEIVER'S ADMIN ID	A customer has a receiver's admin ID that can be used to search for reports with incomplete payment processes. In addition, it can be used to view statistics on the number of reports.