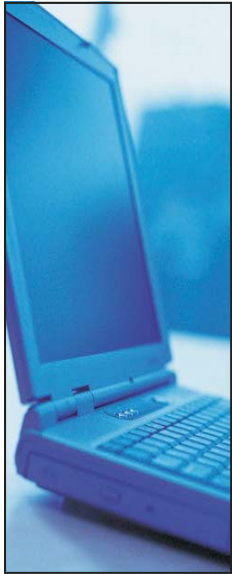


A UNIQUE APPROACH TO ACCOUNTING
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In today's fast-paced accounting firm environment, **Professional Series** delivers efficient and expert solutions to the needs and systems of accountants.



Accfin strives to offer its clients a total solution, including software consulting and affordable after sales support.

Accfin's Professional Series is the market leading totally integrated system that is used by all the major accounting firms in South Africa.

Secretarial Assistant Software does all the secretarial work for you—it's a simple matter to chose a company and generate the forms that you want on demand. In fact it may be a good idea to email each director that you have on file a CM27 which he can correct and return so that you can be sure of holding the correct data in your system. Lets say that a directors address information changes, with Secretarial Assistant its quite simple to access that directors personal details, make the changes in one place and all the director links are immediately updated in seconds, alleviating the need to update each company that he is a director of.

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SECRETARIAL ASSISTANT

Please fax back to 011-262-4036

Please ask one of your representatives to call me
I require more information on Secretarial Assistant

Your Name _____
Your Firms Name _____
Your Telephone No _____
email address _____

>> WE STRIVE TO MEET OUR CLIENTS' NEEDS AND EXCEED THEIR EXPECTATIONS

**PROFESSIONAL SERIES
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>> THE ULTIMATE BACK-
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TAX MANAGER

The market leading tax management system, tracks the status of each taxpayer. Submits and checks tax returns including all letter writing and email. Provisional tax calculations and Management list requirements as well as powerful management reports.



TAX ADVISOR

Integrated to Tax Manager which allows all information to be shared. Facilitates tax return submission and assessment processing. Performs calculations and tracks asset and liabilities producing a capital reconciliation. Calculates traveling allowance and RA deductions.



SECRETARIAL ASSISTANT

The company secretarial software of choice. Processes all government forms. Formation of companies and cc's and appoint and resign directors. Keeps all statutory registers and has powerful enquiry facilities. Annual duty processing and management. Interacts with www.websec.co.za.



TIME RIGHT

The ultimate time sheet program for a professional practice that includes a remote time sheet option. Includes a wide range of reports that offer powerful management and productivity reports.



ITAX CONNECT

The ultimate e-Filing interface to the SARS e-Filing system. Process the full provisional tax run, submit tax returns and receive assessments back electronically without going on the the SARS e-filing website

Secretarial Assistant has been instrumental in innovating the company secretarial industry. First to produce a copyrighted statutory form Secretarial Assistant produces all forms and is ready for the online switch on by CIPRO. Performs all company secretarial work with audit trails and all statutory registers.

PROCESS ALL FORMS

Fill a screen with your changes and print all the necessary forms. Then print all the forms like CM27, CM29 and the necessary resolutions for signature, as well as the registers. At this point the transaction is in a pending state until all the documentation is approved. Once approved finalise edit or remove.

INTEGRATED TASK MANAGEMENT

As part of the transaction process the system has a task management system allowing you to keep track of each stage of the secretarial transaction process. The task management system is user definable and you may set up unlimited tasks per job.

NEW FEATURES

- SMS facilities
- Barcode scanning
- Unlimited share capital classes
- Integrated web comparison
- Sophisticated enquiries
- Internal messaging system
- Task Management
- All statutory forms and registers
- email any form or letter
- Buybacks
- Print to Excel

DIRECTORS INTEREST IN CONTRACTS

Disclosure of directors interests in contracts is now essential. With Secretarial Assistant software the system can be configured to enter all the contracts and allow them to be presented annually with the correct information.

PENDING STATE UNTIL FINALISED

The transactions' are kept in pending state until documents are signed. The transaction is then finalised and all the ledgers updated. Includes roll back procedures if a transaction needs to be cancelled.

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The ultimate secretarial resource. Compare with CIPRO's data. Find all a directors links to companies and cc's. *Integrated Web Comparison*—compares Registrar's Company data to your own data on an interactive basis.

TOTAL INTEGRATION

The integration with the rest of Professional Series allows the sharing of data and keeps all address details up to date. The powerful enquiries allow you to view any aspect of a client in an instant.

