PROFSOFT SOLUTIONS – your perfect partner

ACCESSIBILITY | SPEED | SCALABILITY
RELIABILITY | SECURITY | SIMPLICITY

Ease of use

- **Web based**
  - for easy access – anywhere / any time on PC, iPad or other tablets.
- **Be productive**
  - fastest access speeds in the market.
- **Secure logins and menu level security across all applications.**
  - easily control who does what.
- **Report with ease and confidence**
  - server generated to PDF, MS Word and Excel.
- **Passion for excellent support**
  - service excellence.

Ease of implementation

- **No ProfSoft installations on any PC, device or Server needed ***
  - click and use.
- **Fast implementations**
  - only need a web browser and internet access.
- **Training made easy**
  - onsite, as part of a group, or Skype.
- **Support**
  - no need to send backups.
  - fewer onsite consultants required.

** Would need PDF / Word / Excel readers installed, as required.*

Ease of maintenance

- **Greatly reduce running costs.**
  - no internal or external IT staff required for server or workstation updates or backups.
- **Know your costs.**
  - what we quote is what you pay.
  - no need for further budgeting of backups, server updates, workstation maintenance, frequent installations.
  - no per transaction charge for emails.
- **100% South African developed and maintained, no outsourcing.**
  - ensures fast understanding and turnaround of all regulatory requirements or client requests.

Built for the Web – from the ground up. No hacking of software and databases to fit the Web environment.
All components are **Browser independent**, working best on IE 9+, Chrome or Firefox, but also on Safari and other browsers.
Access all the applications on **PC, Mac and tablets**. No need for special hardware, software or operating systems.
Each component is carefully developed using **the latest and most effective technology**, with **industry standard tools** including Visual Studio .NET, VB, C#, J#, XML, XSL, HTML, JavaScript, AJAX, JSON, jQuery, ASP .NET MVC, WordML, LINQ.

ProfCore

- **Capture and share**
  - master data edited once, relevant departments notified for action (data not simply modified without control).
- **Custom reporting**
  - ODBC access allowed, which makes Excel and other reporting tools available for in-house or consultant design.

ProfCost

- **Online, real time transactions**
  - capture and approve or reject.
  - all debtors and wip transactions.
  - all maintenance.
- **Staff and project planning and management**
  - planning and budgeting module.
  - calendar timesheets.
  - overtime management and ledger.
  - leave management, ledger and calendar view planning reports.
  - expense claims with upload of supporting documents.
- **Notification modules**
  - automated email notifications.
  - no extra costs per transaction.
  - missing or incomplete timesheets.
  - leave and expense claims.
  - rejected transactions including fees, invoices, credit notes, receipts, time, overtime, leave and expenses, with reasons.
- **Debtors emails**
  - email statements, invoices and credit notes to clients with one click.
  - no extra costs per transaction.
  - add Snapscan payment.
  - once off on the fly or bulk.
  - audit trail and track status.
- **Enquiries**
  - Client, debtor, group and project enquires.

ProfSec

- **Regulatory requirements**
  - Complies with Companies Act 2008 and CIPC forms.
- **Beneficial Ownership**
  - Trusts and Corporates.
  - Organogram, data reports, other.
- **Full history**
  - all transactions, including convert to no par value, split share certificates, subdivide classes, replacement and balance certificates, conversions of share classes, transfers, reverse allotments, redeem shares, share declarations, premium reductions and buy backs are retained.
- **Share register**
  - multi share classes, allotments.
  - reverse allotments, redeem shares.
  - premium reductions, buy backs.
  - debentures and linked debentures.
- **Letter editor**
  - annual return, directors, dividend, resolutions and trust letters.
  - print or email standard MS Word template letters.
  - individual or global run.
- **Sticky notes**
- 5 sticky notes per register.
- **Annual duties (returns)**
  - calculate and report.
  - print or email client letters.
  - FAS and CIPC Compliance Checklist

ProfTax

- **ISV to eFiling integration**
  - request, manage and submit provisional tax, IT12, IT12TR and IT14 as well as IT34 summary directly from ProfTax.
- **Global functionality**
  - request provisional, annual and assessments.
  - calculate, print or email IRP6.
- **Single and batch submit**
  - manage individual transactions or batch process.
- **Letter editor**
  - provisional tax, assessment or general letters.
  - print or email standard MS Word template letters.
  - individual or global run.
- **Payments**
  - payment capture made easy.
- **Provisional Tax**
  - print or email client letters.
  - eFiling request, manage and submit provisional tax directly from ProfTax.
  - capture manual return history.
  - listings, reports and IRP6 printing.
  - capture and review payments on the same screen.
  - attach supporting documents.
- **Statistics**
  - various statistical reports.

ProfCost

- **Multidimensional data**
  - company.
  - country.
  - office (including VAT entities).
  - 3 management levels each on cost, sec, tax and each project (resulting in a minimum of 12 levels).
  - service and sub service lines.
  - business and user categories.
  - groups.
  - entity types.
  - multi-currency.
  - custom fields as required.

- **Client and project categories**
  - client risk and audit categories.
  - audit categories

- **Approval module**
  - approve or reject.
  - allow different manager per transaction type.
  - time, overtime, leave, expenses, fees, fee reversals, invoices, credit notes or receipts with rejection narrations (sent to requestor via email).
  - leave management, ledger and monthly planning reports.
  - expense claims (with upload and review of supporting documents).

- **Staff productivity or profitability**
  - manage staff profitability, not just productivity.
  - produce Open Item, Balance Forward or a combination of fees.
  - report on time recovered through billings, not simply time charged.

- **Custom layouts**
  - use customised corporate identity on debtors documents.
  - customise documents depending on transaction office within an entity.

- **Date effective rates**
  - maintain charge out rates in advance.

- **Real time multi transactional**
  - capture, submit, reject or approve single entries, daily, weekly, monthly or any combination of entries for time, expense, fees, credit notes or receipts.

- **Easy to use receipt module**
  - open item or unallocated receipts captured in one screen.
  - one click to allocate, de-allocate or reallocate entries, with full audit trail.

- **Multilevel projects**
  - main and sub projects.
  - templates subprojects.
  - daily staff and expense project budgets.

- **Standard narrations**
  - setup standard statement email body messages.
  - setup standard fee narrations.

- **Reports**
  - ALL reports are date driven (past and future), no stats updates.
  - controls.
  - analysis.
  - transactional.
  - pivot.
  - ODBC.

- **General Ledger mapping**

- **Creditors mapping**

Tasks

- Allocated, track and manage own or other's tasks and include documents.

ProfSec

- **Most complete 'red register'**
  - includes special resolutions.
  - register of sessions and pledges.
  - interest register.
  - land and building register.
  - register of transfer secretaries.

- **Document status**
  - track all outstanding documents requiring action or your attention.
  - track whether submitted to CIPC, with tracking number.
  - track whether registered by CIPC.

- **One click functions**
  - click to convert to no-par, transfer, split, replace shares.

- **Global appoint resign**
  - global appoint or resign auditor, director, public officer, secretary, registered office, statutory office, designated director.

- **Historic Documents and FICA**
  - Upload Historic Documents, FICA and other documents, signed forms and contracts and attach to individuals and entities, securely
  - view from anywhere.

- **Client enquiries web service**
  - access portal for clients to print register or info sheets online.

- **Forms**
  - new CIPC CoR forms, old CIPRO CM/CK forms, form fillers, letters including directors, officers, secretaries and auditor's appointment or resignation.

- **Shareholders mail merge**
  - mail merge to shareholders for AGMs.

- **Ease of use**
  - open new related data inline.

- **Name swops**
  - click to swop.

- **Formations**
  - company formations in seconds!
  - template setup.
  - produce all relevant forms.

- **Entity types**
  - body corporate.
  - close corporations.
  - companies – (pty) and (pty) ltd.
  - co-operative.
  - estate.
  - fund.
  - external companies.
  - individual.
  - not for profit companies – with or without members.
  - partnership.
  - trusts.

- **Blank form fillers**
  - complete forms without related data.

- **CC conversions**
  - convert CC to PTY.

- **Audit committee**
  - maintain and advise on rotation.

- **Directors declaration**
  - declaration of interest in contracts.

Entity information

- Multi-taxonomy levels, including Company, Region / Jurisdiction, Office, Service Line, Multi-manager, Groups, Entity and Business Types.
- RISK categories.

ProfTax

- **Annual returns and assessments**
  - print or email client letters.
  - capture both on one screen (as well as the corresponding assessment payment).
  - review differences side by side on one screen.
  - capture and review payments on the same screen.
  - request, manage and submit IT12, IT12TR and IT14, with supporting documents (IT14), directly from ProfTax
  - request or capture IT34.
  - IT12 and IT12TR SARS calculation.
  - Statement of Accounts.

- **SARS eFiling messages**
  - complete feedback from SARS eFiling on status and errors of transactions.

- **Invoices**
  - Automated billing run.

- **Audit trails**
  - full logs of all transactions.

- **SARS and client queries**
  - capture and manage.
  - attach additional documents.

- **SARS correspondence**
  - download client or date range.
  - allocate as a query to staff.
  - attach additional documents.

- **Client query tool**
  - review client information and returns.

- **Upload client documents**
  - Engagement, BBBEE, Power of Attorney, Tax Clearance.

- **Events**
  - System generated suggested events.
  - Capture events.

Print or email letters

- Letter of engagement, Power of Attorney, Debt Collection, Provisional Tax, Assessment, Annual Returns.

Staff Planning (ProfCost)

- **Staff and project planning and management**
  - weekly or monthly calendar planning and budgeting module.
  - over- and underutilised staff.
  - review leave commitments while planning.
  - compare to actual time spent.
  - time and or fee budgets.

GL / Creditors (ProfCost)

- **General Ledger mappings**
  - coded on transaction level.
  - integrate to most 3rd party databases.

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Superfast development

- **Web development experts**
  - don't wait months for new features.
  - functions added in days or weeks.
  - regulatory requirements updated real time.

- **Client interaction**
  - continued client input and requests implemented.