



SMART BUSINESS ACCOUNTANTS





About SMART BUSINESS ACCOUNTANTS

Smart Business Accountants ("SBA") offers various bookkeeping and accounting outsourcing options to suit the needs of any practice.

All over the world single legal practitioners and small to medium sized law firms are outsourcing their bookkeeping and accounting functions in order to save money and free themselves up to focus on their core function: practising law and growing their practices.

Outsourcing the bookkeeping and accounting functions makes good financial sense. Not only does it provide peace of mind that finances are being properly managed, but there is often no need to employ a bookkeeper.

It is like having your own large-firm finance department - but at a fraction of the price!



SBA Services Offered

Bookkeeping

Audit Preparation

Business & Trust Accounting

Business & Practice Advice

Processing Creditors

Company Registrations

Month end processing

**Application for Annual
Fidelity Fund Certificate**

**Completing and Submitting
of VAT Returns**

**Formal Annual Financial
Statements**

Salaries & Payroll, Tax

Annual Budgets & Forecasts



Smart Business Accountants BENEFITS



Accurate and compliant accounts

With SBA you can rest assured that your bookkeeping will be properly managed. The service complies with all regulations and legislation. SBA uses AJS Accounting Software, a system built on a 7-column general ledger which is recommended by auditors. All Trust and Business accounts are managed, ensuring that your accounting records are accurate.



First-rate service and support

We regularly receive compliments about the quality and speed of our service and our attitude towards our clients. One of the most valued aspects of our service is the practice management advice we provide.



No need for a bookkeeper (Smaller firms)

Since SBA performs all of your bookkeeping and accounting functions for you, there is no need to employ a bookkeeper. This not only saves money, but it also provides peace of mind knowing that your finances are in safe hands.



Improved cash flow

SBA will process all transactions within 24 hours of receiving the information from you, which means that your information will always be up-to-date. Invoices and statements may be generated on demand, which improves cash flow. As a result, your clients are more likely to pay you timeously. SBA can also offer advice as to how you can improve your collectibles and reduce the never-ending requests for discounts.





Management Reports on time each month

A full set of management reports is provided monthly - including a fee-earner report, debtors age analysis, trial balance, income statement, balance sheet, and various other financial and management reports. Management reports are provided within seven working days of your month-end ensuring that you have up-to-date information about the status of your practice enabling you to make informed decisions.



No risk of fraud

The bookkeeping and accounting service is backed by AJS (a legal accounting software solution) which has been trusted by over 500 law firms in South Africa to manage their finances since 1979. Since SBA does not access your bank accounts in any way there is no risk of fraud. Another reason why our clients trust us to manage their accounting is because we employ a number of SAICA-registered accountants to oversee the processing of financial information.



Simplified audit

Because your financials will be accurate and up-to-date, the audit is a much quicker task for your auditors. SBA will handle the audit preparation for you, saving time and money and allowing you to focus on what you do best.



Allows you the freedom to focus on your practice

As SBA handles all your bookkeeping and accounting processing functions, you can focus on what you do best: growing your practice and practising law.



About Web-based AJS EXPRESS Cloud

Most of our SBA Clients make use of the AJS Web Legal Accounting and Practice Management system to manage their finances. The system includes all of the functions you would expect to find in a professional trust and business accounting system, including practice management aspects such as document management, time recording, contacts management, FICA management and an asset register.

Another way that AJS is leading the way is through its tutorial instruction videos, which are available to all users free of charge. This means that new employees, or even existing employees who need a refresher course can simply watch the appropriate video via the web –24/7.

Unlike old-fashioned Windows-based systems, the innovative new AJS Express for Web is hosted in the Cloud, which means that you won't need an expensive file server, and you can work from anywhere on almost any device. You will also sleep easier knowing that we do you backups for you.

If all of this isn't compelling enough, we go even further with incredibly affordable pricing, no deposit, and no term contract whatsoever. True pay-as-you-go for legal accounting software!

The new web-based AJS Express Legal Accounting system is so forward-thinking that the competition will never catch up! Finally, a full-featured web-based and practice management system which will change the way you practise law forever!



About AJS SOFTWARE

AJS is a division of the privately owned O2Smart Group of companies which has its head office in Johannesburg, South Africa. O2Smart includes various software technology businesses, including AJS Accounting, XpressDox Document Automation, Avid Workflow Software, Galaxy Software Distribution and AJS Smart Business Services. The Group's origins date back to 1979 when the AJS accounting system was first developed. Today, O2Smart has a presence in all of South Africa's major centres with a certified reseller network throughout the world.

The Group employs more than eighty staff members, a number of whom have been with the company for more than twenty years. AJS is renowned for the ability and commitment of its senior staff members, which is another reason why so many legal and commercial businesses trust AJS to manage their finances.

Although AJS initially earned its reputation for dependable legal accounting, today it provides a broad range of associated products for a diverse range of industries. For example, a document automation system, an online process management or workflow system and a financial advisory and consulting service to help clients to analyse and improve financial performance. This extensive product range ensures that AJS is able to offer a full solution to its clients.

In order to provide the highest level of support to its clients, AJS has a policy to only sell and support those products which it develops itself. A team of qualified and experienced software developers uses state-of-the-art development tools to ensure that AJS' products remain at the forefront of technology.

In summary, the quality and flexibility of AJS' products, coupled with the talked-about level of service and strong customer ethic of the staff make AJS the logical and safe choice for any firm looking for a robust and dependable solution.



For more information visit www.ajs.co.za,
email **sales@ajs.co.za** or phone us on **0861-265-376**



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