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Greater transparency in the government sector also means increased pressure on systems and controls; there has never been a more pressing need for sound management processes and systems than there is in today's environment. A primary method to enhance corporate governance in the sector and seek its sustainable development is to ensure compliance with statutes and prescripts while managing procurement, reduction of consumption and ensuring the management of budgets.

AccTech's vast experience and understanding of government requirements allows us to assist any government agency in:

- The preparation of monthly financial statements.
- The preparation of audits by the Auditor General (As requested by the Public Finance Management Act.
- The alignment of the General Ledger chart of accounts to comply with GAAP, IFRS and National Treasury requirements.
- Compliance with National Treasury Prescripts, DTI Prescripts, PPP.
- IFRS compliance tracking.
- Process automation and governance compliance.
- Strategic alignment and business driver optimization for ultimate budget control.

Records Management

Built on a well-integrated platform, ECM from Microsoft easily extends content management to every information worker in an organization through integration with familiar tools like the Microsoft Office system.

A Microsoft ECM Solution Can Help Businesses:

1. Manage Diverse Content:

The document management capabilities in the Microsoft integrated ECM solution can help organizations consolidate diverse content from multiple file shares and personal drives into a centrally managed repository with consistent categorization. Integrated search capabilities can then help people find and share this information. IT organizations can also protect the content in this centrally managed repository from unauthorized access.

Integrated collaboration capabilities, such as automated workflow, help people work better together to create, review, and approve documents in a more structured way. That way, they no longer have to rely solely on e-mail to share documents. Mobile workers can also use these documents offline when they are not connected to the network.

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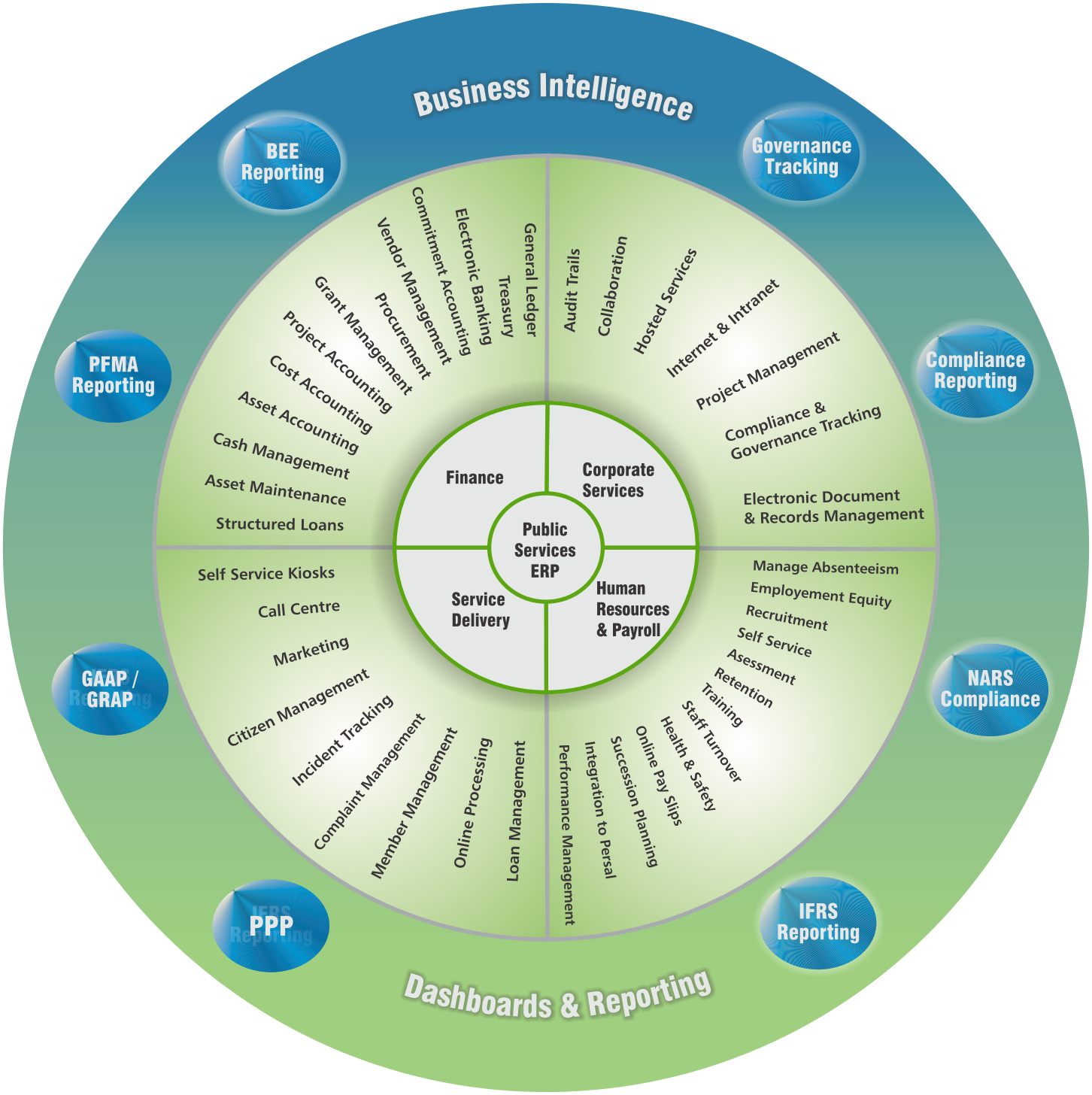

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2. Satisfy Compliance And Legal Requirements:

The Microsoft ECM solution also includes integrated records management capabilities that give organizations the capability to store and protect business records in their final state. Expiration policies applied to these records help ensure that the records are retained for the appropriate time period to comply with regulations or corporate business polices, thereby mitigating legal risk to the organization. Audit trails provide proof to internal and external auditors that records have been retained appropriately. Holds can be placed on specific records under legal discovery to prevent their destruction.

3. Efficiently Manage Multiple Web Sites:

Integrated Web content management capabilities enable people to publish Web content with an easy-to-use content authoring tool and a built-in approval process. This helps ensure that content is uploaded to Web sites in a timely manner without placing a large burden on IT staff. Templates in the form of Master Pages and Page Layouts enable consistent branding to be applied to all pages, thereby helping to ensure that brand assets are properly used. A single deployment and management infrastructure for intranet, extranet, and Internet sites â€" as well as for multilingual sites â€" reduces the cost and complexity for IT departments.

4. Streamline Business Processes:

The Microsoft ECM solution enables businesses to streamline content-driven, collaborative business processes by providing the tools and platform for automating the tasks of these processes. Electronic forms solutions provide a mechanism for gathering and validating input for these business processes across Web sites, mobile devices, and Microsoft Office system programs. Forms can be created once and management tools allow IT to easily deploy and track the use of these forms across multiple channels.

These capabilities are provided by Microsoft on a single integrated business productivity infrastructure. This significantly reduces the management burden on the IT organization since they now have a common set of tools and methodologies for managing the solution. Tight integration with familiar tools such as Microsoft Office system programs enables the Microsoft ECM solution to easily extend these capabilities to every information worker in the organization. This reduces the burden on users, who no longer need to learn new tools or change the way they work in order to participate in their organization's content management strategy.

5. Capabilities of ECM from Microsoft:

The Microsoft ECM solution provides capabilities to manage the entire lifecycle of unstructured content from creation to expiration on a single unified platform. These capabilities include document management, records management, Web content management, and forms solutions.

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Document Management:

- **Save time and easily reuse information.** Organize and classify content within a centralized document repository to provide a consistent method for organizing, categorizing, navigating through, and quickly searching for the right information.

- **Help protect sensitive information.** Help safeguard documents with integrated rights management that travels with documents wherever they may go. User access rights can be specified for individual items, and metadata can be removed from documents prior to final publication.

- **Streamline collaborative document creation.** With built-in document workflows, you can initiate, track, and collaborate on document-oriented processes directly from within Microsoft Office system desktop programs. Important alerts and task information can be displayed in the document, helping to ensure that workflow steps are properly followed.

Records Management:

- **Improve legal and regulatory compliance.** Apply information retention, protection, and auditing policies to business records to help ensure these records are appropriately retained.

- **Help secure business and vital records**. A security-enhanced repository helps ensure that records are locked in the final state.

- **Easy litigation discovery.** Help ensure that information required for legal discovery can be retrieved in a cost-effective manner and placed on hold as per the discovery requirements.

Web Content Management:

- **Author and publish content quickly and easily.** Business groups can author and publish Web content in a timely manner with easy-to-use authoring tools and integrated workflows with minimal IT involvement.

- **Maintain a consistent look and feel throughout your Web sites.** Maintain consistency by providing approved master pages and page layouts that enable branding and navigation of the site to be specified once and reused by content authors.

- **Lower deployment and management costs your Web sites.** Implement a single multi-tier infrastructure for

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Forms Solutions:

- **Automate business processes.** Automate many manual tasks by using Windows Workflow Foundation. Create new workflows with tools like Microsoft Visual Studio 2005 and Microsoft Office SharePoint Designer 2007.

- **Gather information using electronic forms.** Using Microsoft Office InfoPath 2007, businesses can create electronic forms which are then deployed to various channels including Web sites, mobile devices, and rich client applications.

- **Rapidly deploy and manage forms solutions.** Quickly deploy forms solutions side-by-side upgrades to help ensure minimum downtime. View the status of all deployed forms in a single view.

Project Management

Microsoft Office Enterprise Project Management Solution top 10 benefits:

1. Standardize and automate the governance processes:

Define multiple workflows to subject each project to the appropriate governance controls throughout its life cycle - from proposal to post-implementation - resulting in lowered costs, faster cycle times, and increased quality.

2. Standardize and automate the governance processes:

Consolidate business and information technology (IT) investments within an enterprise repository to improve visibility, insight, and control. The Office EPM Solution enables you to implement repeatable processes as templates to standardize and streamline data collection across the organization. Centralized data facilitates cross project analysis of finances, resources, schedules as well as other data trends and status for informative reports.

3. Objectively prioritize business strategy and competing investments:

Employ proven techniques to define and prioritize your organization's business strategy for the upcoming planning period, and automatically derive objective prioritization scores to effectively evaluate the competing investments from multiple dimensions.

4. Align the selected portfolios with the business strategy:

Run optimization what-if scenarios to identify tradeoffs and select the optimal portfolio under varying budgetary and business constraints that best align with your organization's business strategy. Take advantage of advanced portfolio analytical techniques to identify and break the constraints prohibiting the portfolio from reaching the Efficient Frontier

5. Effectively manage resources:

Without understanding long-term workloads and capacity, companies can experience inefficient hire-fire cycles, resulting

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in higher overhead, lost knowledge, and poor employee morale. By providing visibility into overall work commitments, actual timesheets, and resource capabilities, the Office EPM Solution helps you create resource plans to align your strategic recruiting and outsourcing with your long-term business objectives.

6. Collaborate and coordinate easily:

Helping to ensure that teams share common goals and work together effectively becomes more vital as organizations become more geographically and culturally diverse. Web-based access to timely, business-critical project information stored by the Office EPM Solution means teams can share knowledge, collaborate smoothly to complete tasks and deliverables, and adjust activities quickly to accommodate project changes and updates.

7. Measure and track portfolio performance:

Effectively measure and track projects, programs, and applications throughout their life cycle, giving you the visibility to proactively identify potential issues, make decisions, and help ensure that your portfolios maximize return on investment (ROI) and improve operational efficiencies.

8. Get more from existing technology investments:

The Office EPM Solution is built on Microsoft Windows Server, Microsoft SQL Server, and Microsoft Windows SharePoint Services so you can get the most out of your organization's skills in these Microsoft technologies. The Office EPM Solution also includes pre-built integration with the Microsoft Office system, ERP applications, and the Microsoft collaboration platform. This enables users to contribute data to the Office EPM Solution while working in familiar applications such as Outlook or SharePoint.

9. Tightly integrate with line of business applications:

The well defined Project Server Interface API, the Eventing Model supporting the Windows Workflow Foundation, the SDK with reference samples, and other tools make the Office EPM Solution a flexible and extensible platform to manage your work. Utilize the Project Server Interface, a Web services based API, to seamlessly integrate the Office EPM Solution with General Ledger, HR, ERP, CRM and other line of business applications.

10. Quickly realize a return on investment:

The Office EPM Solution provides organizations with an end-to-end project portfolio management solution. By enabling increased employee productivity, faster cycle times, reduced costs, and improved time management, the Office EPM Solution provides a positive and sustainable return on your investment. In IT portfolio management, software can cut costs 2-5 percent, improve productivity 20-25 percent, and shift 10-15 percent of budgets to more strategic projects. In developing and bringing new products to market, the best performers — those who have applied rigorous process and technology to their research and development and go-to-market activities — can reduce time to market by more than 30 percent.

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Asset Management

AccTech Systems brings you the ultimate in comprehensive asset management products and solutions designed for the medium business to large business and multinational corporations.

There are real bottom-line benefits to fixed asset management. Companies with effective asset management systems and processes find that they: For over 14 years, AccTech Systems has designed, implemented and supported some of the largest Enterprise Asset Management implementations in the world. Building on this unrivalled experience, AccTech Systems has developed core methodologies and a structured framework to ensure we continue to provide professionally implemented solutions that work.

AccTech Systems in Partnership with Assetware Technology brings you the ultimate in comprehensive asset management products and solutions designed for the medium business to large business and multinational corporations.

There are real bottom-line benefits to fixed asset management. Companies with effective asset management systems and processes find that they:

- Cut costs.
- Meet statutory requirements.
- Control valuable IT assets.
- Make informed decisions.
- Comply with corporate governance legislation and international accounting standards.

The best way to cut costs is to stop spending money that you don't need to spend. Here are some of the ways in which you may be spending money unnecessarily:

- Buying things you don't need because you already have them.
- Paying insurance premiums on non-existent items.
- 'Losing' equipment because of lax security.
- Paying maintenance and licensing charges on software which is no longer installed.
- Paying lease penalties because leased equipment is not properly controlled.
- Independent research has estimated that many companies are overspending by at least 20% because of under-utilisation, inefficient maintenance and petty theft of their assets.

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Enterprise Asset Management Is The Key To Expenditure Control

Meet statutory requirements:

The law requires you to keep accurate accounts and to produce a Balance Sheet and P&L at least annually. This means you must have some way of working out the value of your fixed assets - their cost and their depreciation. Straightforward and accurate statutory reporting is a major benefit of asset management.

Control valuable IT assets:

Most organisations are dependent for their day to day running on their IT assets - the hardware, software and systems which make up their IT infrastructure. But IT equipment can easily get out of control.

Make informed decisions:

Lack of accurate information means lack of transparency and inability to manage risks. If you know what you've got, what it is being used for, how much its worth and what it's costing you, then you are in a position to anticipate, weigh up options, and proactively make informed business decisions based on real information.

Enterprise Asset Management - IFRS

Compliance means: Being in a state of keeping to established guidelines or legislation (or working towards being in that state). IFRS currently applies to companies listed on EU stock exchanges. But it won't stop there! The International Accounting Standards Board (IASB) has published a draft document on IFRS for small and medium enterprises. It is clear that IFRS will be the standard for all companies within the next few years.

IFRS and asset management

Just some of the IFRS requirements for asset management:

- More analysis of fixed assets.
- A different means of depreciation for finance leases and restatement for property.
- Open and customisable depreciation methods.
- Apply depreciation, revaluation and / or impairment to categories, subcategories or components of assets.
- Manage different valuations and processing for a given asset in parallel.
- Provide complete audit trail.

The Sarbanes-Oxley Act of 2002 was signed into law in the USA. The aim of the legislation is to ensure that business processes are reliable and that key managers are accountable. Sarbanes-Oxley (abbreviated to Sarbox) affects many larger companies, particularly those with US connections.

The key issue in Sarbox is accountability. Senior executives are required to sign personal undertakings that their accounts present an accurate view.

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Enterprise Asset Management - Product Range

Technical Information:

Products run in all supported Windows PC and server, Citrix and Terminal Services environments.

The database used is MS SQL Server. For smaller businesses, products will run on MSDE or MS SQL Express, available for free download from the Microsoft website. This provides clients with powerful functionality whilst maintaining a low cost of ownership.

1. Assetware Manager:

The ultimate asset accounting solution for the medium to large business. Comprehensive, flexible, easy to use and fully compliant with the relevant Sarbanes-Oxley, IFRS and GAAP requirements. Assetware Reporter is also included in the Assetware Manager product

Technical Information:

Products run in all supported Windows PC and server, Citrix and Terminal Services environments.

The database used is MS SQL Server. For smaller businesses, products will run on MSDE or MS SQL Express, available for free download from the Microsoft website. This provides clients with powerful functionality whilst maintaining a low cost of ownership.

Product Feature Highlights:

- Procurements, Improvements and expenses can be added towards a specific asset with full history tracking without creating additional assets.
- Change the estimated useful life of an asset.
- Revaluation of Assets.
- Attach multiple images and documents for each asset.
- Data Gateway to apply any transaction in bulk using an excel type interface.
- Powerful calculation engine that can easily handle depreciation calculations for large registers.
- Multiple structure and account allocation.
- Project and Work in Progress tracking.
- Easy forecasting for procurements and depreciation.

Integration:

Assetware Manager has been developed as an open solution that allows easy integration with other software systems. We have developed strategic alliances with leading companies and offer readily available integrated solutions with their accounting packages. For a customised solution the open design of Assetware Manager allows easy integration with virtually all software systems, and enables system integration to be completed quickly, cost-effectively and with minimum development time.

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2. Assetware Manager:

An entry level fixed asset accounting product, designed and priced for the smaller business. Ideal for spreadsheet users who want to cut costs and improve control through effective asset management.

3. Assetware Tracker:

An asset tracking system using barcode and laser scanner technology. Allows you to manage your assets from point of delivery through to the physical verification of the asset location and cost centre deployment.

Assetware Tracker enables you to manage assets from point of delivery through to physical verification of the asset location and cost centre deployment.

Assetware Tracker allows you to perform a full, partial or interim physical audit of your assets. Typically the audit information is sourced from Assetware Manager. It can also be sourced from external products using various data and connection options.

The system produces comprehensive and fully customisable physical auditing reports. These provide information about assets which were:

- Found.
- Not found.
- Found but not detailed within the source asset data.
- Found but in a different location.

This information and other exceptions are available in a variety of formats. The transactions resulting from the audit are then ready for verification and entry to Assetware Manager, or ready to be updated within an external data source.

Active and Passive RFID Tracking solutions are also available for Assetware Manager.

4. Assetware Discovery:

An auto-discovery product which dynamically interrogates the network, and makes available detailed and up-to-date information about both hardware and software. Essential for controlling your valuable IT assets, and making sure you are legally compliant with software licensing

RFID Solutions for Tracking of Assets as well as an integrated solution are also available.

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5. AccTech eWorkflow - Capex:

The capital workflow will ensure the implementation of policy, controls and procedures in the procurement of fixed assets. This is essential to maintain the management of the fixed assets and new capital and to identify the assets by using barcodes before it is allocated.

The Asset register will be automatically updated with financial, identification and allocation information from the procurement in workflow. With the automation of the procurement to the register, reconciling between your financial system and fixed assets system is much easier if ever necessary.

The workflow also handles the capital budgeting and can track the expenditure to specific defined budgets within workflow. Full reporting functionality is available for actual, variance and commitments to the budgets.

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