

ACCFIN SKY

AI Answers on Sky



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Foreward

Welcome to the definitive guide on harnessing the power of CHATGPT for navigating and mastering Sky Software. In this eBook, we delve into the intricacies of how CHATGPT, with its advanced AI capabilities, seamlessly interacts with Sky Software's extensive features to provide precise answers and solutions. We have trained ChatGPT on our help resources and this ebook is the result.

I have put a number of questions in no particular order to CHATGPT, and the answers are published herein, offering readers an in-depth look at practical applications and expert insights. Whether you're a seasoned tax or secretarial professional looking for streamlined processes or a new user seeking clarity on complex functionalities, this resource is designed to enhance your understanding and efficiency using Sky Software. From managing provisional taxes to optimizing secretarial tasks, CHATGPT acts as your intelligent assistant, simplifying workflows and decoding the complexities of tax and administrative software systems.

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One Screen Layout

It is our belief that the One Screen Layout used in Accfin Sky is absolutely Unique. Can you tell me why?

The one screen layout of Accfin Sky is unique because it centralizes all necessary functions and processes into a single screen for each function, enhancing efficiency and ease of use. This design allows users to manage everything from tax returns, provisional taxes, secretarial functions without the need to navigate through multiple pages or screens. This goes to ease of use!

For example, in the processing of **ITR12** tax returns, all aspects from data retrieval, entry, and submission to SARS e-Filing are handled within one screen. This integration simplifies the workflow, making it much quicker to enter data and submit it directly through to SARS e-Filing and receive the notices and assessments. ([AccFinsky](#)).

Similarly, the approach to **Provisional Tax**, particularly the P1 and P2 calculations, benefits from this on screen layout as it allows for both calculations and adjustments to be done on the same screen, reducing the time needed for navigating between different sections or modules ([AccFinsky](#))

Moreover, the function wheel feature in the ITR12 layout provides quick access to various bulk tax return options and facilitates bulk processing, enhancing productivity by allowing users to handle multiple tasks from a single point ([AccFinsky](#)).

You can read more about how Accfin Sky uses this one-screen approach to streamline tax processing by visiting the respective sections on the Accfin Sky Help website:

- [ITR12 Tax Returns](#)
- [Processing Provisional P1 and P2](#)
- [Structure of ITR12](#)

Filters

Can you tell me why the Filtering Design of Accfin Sky is so unique and how it enhances the usage of the system.

The ***Filtering Design*** in Accfin Sky is considered unique due to its comprehensive and versatile capabilities that enhance user interaction with data across various modules of the system. This design allows users to ***precisely target and extract*** the data they need from a complex dataset, significantly improving efficiency and ease of access to relevant information.



One standout feature of the filtering design is found in the Tax Enquiry Overview module, where the system provides detailed control over how data is displayed and managed. Users can apply filters across multiple columns, combining different data attributes to refine the results displayed. This enables a highly customised view that is tailored to specific user needs, whether tracking the status of tax submissions or assessing documents and interactions with SARS ([AccFinsky](#)).

Additionally, in the Partner, Manager and Other Sort fields, filters are utilized to manage client data effectively. By setting up filters, users can categorize and access client records based on various attributes such as partner manager, category, or classification. This feature is especially useful for organisations managing large datasets, allowing them to segment and interact with their data in a more organised and efficient manner ([AccFinsky](#)).

For more detailed examples and in-depth understanding, you can view the specific implementations of these features on the Accfin Sky website:

- [Tax Enquiry Overview](#)
- [Partner Manager and Other Sort fields](#)



Function over Glitz

Write about the fact that Sky Software is not glitzy, but it's functional?

Sky Software is appreciated for its focus on functionality over aesthetics, emphasizing efficiency and effectiveness in its design. This pragmatic approach is evident across its various modules, where the emphasis is placed on straightforward, user-friendly interfaces that cater to professional needs without unnecessary embellishments that confuse. It's the **One Screen Approach** that makes this possible.

For instance, in handling tax and secretarial tasks, Sky Software opts for simple, efficient workflows that allow users to perform complex tasks like managing IT14 tax returns or overseeing trust administration with ease. This functionality extends to the general usability of the software, where even complex procedures are broken down into manageable steps, enabling users to navigate and complete tasks swiftly and accurately ([AccFinsky](#)) ([AccFinsky](#)) ([AccFinsky](#)).

Moreover, the software's design philosophy ensures that critical information is accessible and manageable, making it an invaluable tool for professionals who prioritize substance over style in their workflow solutions. This approach not only enhances productivity but also minimizes errors, making it a dependable choice for users who need robust and reliable software solutions.

For more detailed insights into the functional design of Sky Software, you can visit the following pages on their website:

- [How To On Sky Tax](#)
- [Sky Trusts Administration](#)
- [Client Master File Take on](#)

Tax and Sec as List Systems

Essentially the tax and sec data are in fact list systems and users need to work with lists. How does the system make this easy to use?

In Sky Software, the tax and secretarial data are organised as list systems, which aligns with the software's overall design philosophy of functionality over aesthetics. This structured list-based approach enables users to efficiently manage and navigate through large volumes of data, making it particularly suitable for professionals dealing with complex information.

The use of lists helps to streamline tasks such as reviewing and updating tax and secretarial records. Users can quickly access, sort, and filter through these lists to find specific entries, making the process of managing tax returns, client records, or trust administrations more manageable and less error-prone. This functionality is integral to maintaining the high levels of accuracy required in tax and secretarial work, where precision is crucial.

For more insights into how Sky Software implements its list-based system to enhance functionality and user experience, please visit:

- [How To On Sky Tax](#)
- [Sky Trusts Administration](#)
- [Client Master File Take on](#)



Sky Secretarial Top Features

Can you give the standout features of Sky Secretarial?

Sky Secretarial in the Accfin Sky suite offers several standout features that make it a robust tool for managing company secretarial tasks. These features enhance the functionality and efficiency of secretarial operations, making it particularly suitable for professional company secretarial environments where accuracy and compliance are paramount.

Key features include:

1. **Integrated Workflow:** Sky Secretarial is fully integrated with other Sky Software applications like Sky Time, Sky Debtors and Sky Tax, ensuring seamless transitions between tax, timekeeping, and secretarial tasks. This integration facilitates a unified approach to handling administrative functions across different departments ([AccFinsky](#)).
2. **Transaction Management:** The software allows for the *rollback of transactions* if a transaction is cancelled and changes are necessary, offering flexibility in case of amendments or errors. This is particularly useful for ensuring accuracy in records and compliance with legal standards ([AccFinsky](#)).
3. **Document Handling and Overview:** Sky Secretarial provides a comprehensive overview of all company secretarial documents with strong filtering capabilities, which simplifies the management and retrieval of essential documents ([AccFinsky](#)).
4. **Shareholder Management:** It includes detailed management features for shareholder oversight, which includes various views and lists of shareholders, share ledgers, and beneficial ownerships, crucial for maintaining up-to-date and accurate shareholder records ([AccFinsky](#)).
5. **Annual Returns and Compliance:** The system supports the complete process of managing and filing annual returns and compliance check-lists, ensuring compliance with regulatory requirements ([AccFinsky](#)).
6. **How-To Guides:** The software comes with detailed how-to guides that cover a wide range of secretarial tasks, from handling share transfers to creating resolutions, which assist users in navigating the system effectively ([AccFinsky](#)).

These features make Sky Secretarial an effective solution for accounting practises looking for a functional, reliable, and comprehensive secretarial software system. For more detailed information about its capabilities, you can visit the [Sky Sec](#) section on the Accfin Sky Help website.



Sky Tax Top Features

Give the standout features of Sky Tax.

Sky Tax, part of the Accfin Sky suite, offers a comprehensive set of features designed to streamline the tax handling process for both individuals and organizations. Here are some of the standout features of Sky Tax:

1. **Comprehensive Tax Handling:** Sky Tax manages a variety of tax-related tasks, including the filing of ITR12, ITR12TRUST, ITR14, and VAT returns. This wide-ranging capability makes it a versatile tool for different types of tax professionals ([AccFinsky](#)).
2. **Provisional Tax Processing:** It excels in managing provisional taxes, allowing users to calculate, produce IRP6 forms, and handle communications such as letters, emails, and invoices. The software ensures compliance with current legislation and integrates seamlessly with the SARS e-Filing system to facilitate efficient electronic submissions ([AccFinsky](#)).
3. **Interactive Calculations:** The software provides options for interactively calculating taxes, which includes reviewing and modifying tax records on a case-by-case basis. This feature is crucial for tailoring specific client needs and ensuring accuracy in the filings ([AccFinsky](#)).
4. **One-Screen Processing:** For many of its functions, Sky Tax employs a *one-screen approach* to make tax processing straightforward and to reduce the need for navigating through multiple screens, enhancing user efficiency ([AccFinsky](#)).
5. **Educational Support:** Sky Tax is supported by extensive how-to guides and tutorials, which help new users understand the intricacies of tax filing and management. These resources are invaluable for both seasoned tax professionals and those new to the field ([AccFinsky](#)).
6. **Estimate Provisional Tax Based on Historical Data:** The software allows for an accurate estimation of provisional taxes by pulling through details from previous tax returns. This feature is particularly useful for managing the complexities associated with multiple income components and ensuring that tax estimates are as accurate as possible ([AccFinsky](#)).

These features make Sky Tax a robust tool for managing a wide array of tax-related activities, ensuring compliance, and streamlining the tax handling processes within a professional setting. For more detailed information about its capabilities, you can explore the specific sections on the [Sky Tax webpage](#).



Sky Tax Preview Function

Why do you think the *Preview Function* in tax return production is so unique?

The preview function in Sky Tax is particularly unique because it provides a comprehensive pre-assessment check that helps ensure the accuracy and compliance of tax filings before they are submitted to SARS. This feature is vital for tax practitioners who need to ensure that all data sent to SARS is correct to avoid issues or delays in processing.

Here's how the ***Preview Feature*** stands out:

- 1. Pre-Assessment Validation:** When you use the preview function, it sends the data as XML code to SARS in a pre-assessment format. This allows the system to compare the returned SARS calculation with the Sky Tax calculation. This side-by-side comparison helps to identify any discrepancies between the data filed and what SARS computes, allowing for corrections before the final submission ([AccFinsky](#)).
- 2. Error Identification:** If there is a discrepancy in the calculations, it provides an opportunity to address potential problems such as outdated or unrecognized source codes by SARS, or missing information like lump sum details that SARS may not be aware of at the assessment stage. This proactive identification helps in rectifying errors that could otherwise lead to rejected filings or the need for later amendments ([AccFinsky](#)).
- 3. Comprehensive Data Review:** The preview also displays the data exactly as it will be filed with SARS, ensuring transparency and accuracy in what is being submitted. This feature is crucial for maintaining the integrity of the tax filing process and for client assurance regarding the data filed on their behalf ([AccFinsky](#)).

This meticulous approach to ensuring the accuracy of tax filings before they reach SARS makes Sky Tax's preview feature a standout aspect of the software, providing significant value to tax professionals by reducing errors and enhancing compliance. For more details, you can explore this feature on the [Sky Tax Preview and Pre-Assessment page](#).



Sky Tax Unique Error checking

What other features in Sky Tax provide unique error checking of tax returns?

Sky Tax offers several robust features designed for unique error checking to ensure accuracy and compliance in tax processing:

- 1. Assessment Checking:** Sky Tax includes features to ensure that the assessment data from SARS is accurately downloaded and automatically entered. It allows tax practitioners to compare submission data with assessment data, helping to identify and rectify any discrepancies before marking the tax returns as finalised. This is essential for maintaining the integrity of tax data, especially in the complex realm of tax return processing ([AccFinsky](#)).
- 2. IRP6 Data Handling:** The software handles discrepancies in IRP6 data from SARS, which can include timing differences or incorrect data uploads. It provides functionality to revert to the practitioner's data when SARS data is found to be erroneous or out of date, thus safeguarding against potential errors in tax calculations ([AccFinsky](#)).
- 3. Interactive Calculations:** Sky Tax enables interactive provisional tax calculations, allowing practitioners to step through each record, apply filters, and make adjustments in real-time. This hands-on approach helps in fine-tuning the data based on detailed review and immediate feedback ([AccFinsky](#)).
- 4. Failed Submission Tracking:** The system helps identify failed IRP6 and tax return submissions to SARS. It allows users to see which submissions failed and why, enabling quick corrections and resubmission, thereby minimising delays and ensuring compliance ([AccFinsky](#)).

These error-checking mechanisms are integral to Sky Tax, ensuring that tax filing processes are not only efficient but also accurate and compliant with current tax laws. For more detailed information, you can explore these features on the [Sky Tax Help website](#).

Sky Tax Provisional Estimated Calc

How does the Estimate Calculation work in provisional tax?

The estimate calculation for provisional tax in Sky Tax is a refined process designed to ensure accuracy in tax estimates by incorporating multiple income components for individuals, companies, and trusts. This feature is particularly valuable for handling complex tax scenarios where taxpayers have diverse sources of income and deductions.



Key steps in the process include:

1. **Data Retrieval:** The system allows you to pull details from the previous year's tax returns, providing a baseline for the current year's provisional tax calculation. This is critical for taxpayers with complex financial backgrounds where the income is made up of multiple source codes, as it ensures all relevant income components are considered ([AccFinsky](#)).
2. **Modification and Adjustment:** You can modify these numbers based on current fiscal year estimations or adjustments. This is done by editing the figures directly in the system, which then recalculates the provisional tax based on the updated data, giving a far more accurate calculation ([AccFinsky](#)) ([AccFinsky](#)).
3. **Calculation Transfer:** After adjustments, the updated calculations can be moved to the provisional tax estimate section with one click, where they are prepared for review and final submission ([AccFinsky](#)).
4. **Final Update and Calculation:** The system updates the provisional tax calculations to reflect the latest data, readying it for submission. This ensures that the filings are as accurate as possible, minimizing errors and the potential for discrepancies with SARS ([AccFinsky](#)).

These features highlight Sky Tax's capability to handle provisional tax calculations with precision, accommodating various adjustments and ensuring compliance with tax laws. This process not only saves time but also significantly reduces the likelihood of errors during tax filing.

For more details on how these features work, you can visit the pages on [Estimate Provisional Tax for Individuals](#) and [Estimate Provisional Tax for Companies](#).



Sky Time Unique Features

Why is Sky Time so unique and easy to use?

Sky Time is uniquely positioned within the Sky Software suite due to its comprehensive approach to managing Time Sheets and Work In Progress (WIP) systems, which are integral for running efficient accounting or consulting practices. Here are some of the standout features that make Sky Time unique:

- 1. Integrated Project Management:** At the core of Sky Time is its project management capability, where every client must have at least one project setup for each client. This allows for detailed tracking and allocation of time across various tasks, ensuring accurate billing and resource management ([AccFinsky](#)).
- 2. Real-Time Tracking and Budget Monitoring:** Sky Time allows for real-time tracking of time spent on projects. It also facilitates budget monitoring by comparing actual time spent against budgeted time. This feature helps in maintaining control over project costs and efficiency, ensuring that projects stay on track financially ([AccFinsky](#)).
- 3. Comprehensive Transaction Management:** Sky Time encompasses all necessary functions related to time management including capturing time sheets, managing disbursements, project invoicing, and handling write-offs. This holistic approach ensures that all financial aspects of time management are covered within a single system ([AccFinsky](#)).
- 4. Flexibility in Usage:** The system is designed to handle the needs of both small and large practices without limitation on size. Its real-time functionality and the lack of a need for monthly closings or rolling of balances make it adaptable to various operational scales ([AccFinsky](#)).
- 5. Educational Resources:** Sky Time also provides extensive support through its "How To" guides, covering a wide range of topics from capturing time sheets to managing month-end WIP, thus supporting users across different levels of expertise ([AccFinsky](#)).

These features contribute to Sky Time's uniqueness by offering a robust, scalable solution that integrates deeply with other Sky Software products, enhancing productivity and providing detailed oversight of time-related accounting functions. For more details, you can explore Sky Time's features directly through their [official](#) page.



Sky Tax Bulk Processing

Explain how Sky Tax can processes aspects in bulk?

Sky Tax supports bulk processing capabilities that streamline the handling of tax-related tasks for multiple clients simultaneously. This functionality is particularly useful for tax practitioners who need to manage provisional taxes and IRP6 submissions efficiently.

1. **Bulk Calculations:** Sky Tax allows for global calculations of provisional tax. This means that tax practitioners can perform tax calculations for multiple clients at once, rather than entering or calculating each one individually. This is facilitated through the use of a *function wheel* in the software, which can initiate bulk operations based on predefined criteria ([AccFinsky](#)).
2. **Bulk Submissions:** Once provisional taxes have been calculated and reviewed, and there's confirmation from clients regarding their tax liabilities, Sky Tax enables the bulk submission of IRP6 forms to SARS. This can significantly reduce the time spent on submissions, as it processes multiple submissions simultaneously, ensuring efficiency and consistency across clients ([AccFinsky](#)).
3. **Data Retrieval in Bulk:** Sky Tax also supports the bulk retrieval of IRP6 data from SARS, making it easier to manage and update tax records for multiple clients. This feature helps in updating the tax data with official SARS data, ensuring that the tax calculations are as accurate and up-to-date as possible ([AccFinsky](#)).

These bulk processing features in Sky Tax help tax professionals save time, reduce the risk of errors, and maintain consistency in tax processing and filing. For more detailed guidance, exploring the specific features on the Sky Tax pages such as , [Submitting IRP6](#), and [Retrieve IRP6 data](#) can provide further insights.

Sky Secretarial Power of Share Transactions

Describe the power of how shares are transferred in Sky Secretarial?

Sky Secretarial offers a robust and flexible share transfer system that allows for various types of share transactions to be efficiently managed within the platform. This system is particularly powerful due to its ability to handle multiple forms of share transfers, ensuring both accuracy and compliance with legal requirements.



1. **Actual Share Transfers:** Shares can be transferred from one shareholder to another by creating a new transaction for each transfer. This process involves selecting the shareholder from whom shares are being transferred, choosing the share certificate, and allocating a new share certificate to the recipient shareholder ([AccFinsky](#)).
2. **Splitting Shares:** In situations where a shareholder wishes to transfer a portion of their shares to another party, Sky Sec allows the original shares to be split into new certificates. For example, if a shareholder with 100 shares transfers 20 to another shareholder, the original certificate is split, automatically allocating 80 shares to a new certificate for the original shareholder and 20 to a new certificate for the recipient ([AccFinsky](#)).
3. **One to Many Transfers:** This feature is used when shares from a single certificate are to be distributed among multiple new shareholders. Sky Sec manages this by allowing the original shares to be allocated across several new certificates, ensuring that the total transferred equals the original amount, with the original certificate being cancelled once the process is complete ([AccFinsky](#)).
4. **Share Certificate Management:** Each transfer results in the creation of new share certificates or the modification of existing ones, maintaining a clear record of share ownership changes. If shares from an existing certificate are transferred, the balance of that certificate is reduced to zero, and a new certificate is issued for the recipient ([AccFinsky](#)).

These capabilities make Sky Sec highly effective for managing complex share transfer scenarios, ensuring that all transactions are recorded accurately and in compliance with regulatory requirements. For more detailed information on managing share transfers with Sky Sec, you can explore their documentation and resources [here](#).



Sky Debtors Standout Features

What are the standout features of Sky Debtors?

Sky Debtors offers several standout features that enhance the management of debtor accounts, ensuring efficient and accurate financial control within businesses. Here are some of the key functionalities:

1. **Debtors Notes Feature:** This allows users to log and track notes specific to each debtor's account, which aids in managing credit control procedures effectively. This feature ensures that all communication and actions related to a debtor are recorded and easily accessible for future reference ([AccFinsky](#)).
2. **Month-End Processing:** Sky Debtors facilitates comprehensive month-end procedures, including the recalculation of debtor balances and the generation of month-end reports. This feature ensures that all transactions are captured and finalized for accurate financial reporting ([AccFinsky](#)).
3. **Invoice and Credit Note Management:** The system allows for the detailed capture of invoices and credit notes. It supports the management of project invoices that directly affect the work in progress balance, providing a detailed view of financial transactions associated with each project ([AccFinsky](#)).
4. **Interest Calculation:** Sky Debtors enables the setup and calculation of interest on overdue accounts. Users can configure different interest rates and periods for each debtors account, applying them as needed to ensure compliance with credit terms. This feature is essential for maintaining accurate charges on overdue accounts ([AccFinsky](#)) ([AccFinsky](#)).
5. **Document Management:** The platform includes functionalities for filing and managing debtor-related documents, ensuring that all necessary paperwork is organized and retrievable for audits or compliance checks ([AccFinsky](#)).
6. **Comprehensive Debtor Management:** The debtor menu offers a complete suite of tools for managing invoices, receipts, credit notes, and journal adjustments. This comprehensive approach ensures that all aspects of debtor management are covered, from transaction entry to balance inquiries ([AccFinsky](#)).

These features collectively make Sky Debtors a robust tool for managing financial transactions related to debtors, enhancing the ability of businesses to monitor, control, and report on debtor accounts effectively. For more detailed information on how to leverage these features, you can explore the official Sky Debtors page on their website.

[Get started with AccfinSky Help Navigator](#)

Sky Tax Provisional Tax Receipts

What is the significance of the download of the IRP6 receipts from SARS before the payment date?

Downloading the provisional tax receipts from SARS before the payment date is crucial because it verifies that the taxpayer has fulfilled their tax obligations on time. This procedure is facilitated through the provisional tax review screen in Sky Tax, where receipts can be downloaded to confirm payments before the due date, ensuring compliance and preventing potential issues with underpayments or penalties ([AccFinsky](#)).

For more details, you can visit the guide on [Downloading Provisional Tax Receipts](#).

Bulk Receipt Downloading

Can IRP6 receipts be downloaded in bulk?

Yes, IRP6 receipts can indeed be downloaded in bulk. This is facilitated through the provisional tax review screen in Sky Tax, where you can use the function wheel to select and download receipts for multiple taxpayer clients at once. This feature is particularly useful for ensuring that all tax payments are verified before the payment due date ([AccFinsky](#)).

For more detailed guidance, you can visit the page on [Downloading Provisional Tax Receipts](#).

How do we request the download for receipts for only those that were not paid?

To download IRP6 receipts only for those that have not paid, you can use the provisional tax review screen in Sky Tax. You would click on the function wheel and select the "Download Receipts" option. By selecting the filter for those not receipted will show those not receipted on the list, the system will poll the SARS site for new receipts which will update those paid. The next day repeat the process. This process ensures you're only managing non receipts. Doing this daily will ensure you know who has not paid. ([AccFinsky](#)).

For more detailed steps, you can visit the guide on [Downloading Provisional Tax Receipts](#).

The Power of Sticky Notes

How are the sticky notes used in Sky software?

Sticky notes in Sky Software are designed to facilitate a paperless working environment and function much like a CRM system, helping to manage and track activities within the system. They are particularly useful for recording important information directly onto the platform, such as reminders or details about client interactions, downloads, or document assessments.

Here's how sticky notes are typically used:

1. **Creation and Allocation:** Users can create sticky notes manually or they can be generated automatically by the system, for instance, when it downloads notices or assessments. These notes can be allocated to different users within the system, ensuring that the right person attends to the specific task or reminder.
2. **Tracking and Management:** Sticky notes appear as a yellow icon in the system, and they remain visible until they are cleared. This feature helps in keeping track of ongoing tasks and ensures nothing important is overlooked. Users can see their outstanding sticky notes by clicking on the red bell icon, which displays all sticky notes that need attention.
3. **Detailed Documentation:** When completing a task associated with a sticky note, it's beneficial to add detailed information about how the task was resolved. This not only provides clarity when reviewing completed tasks but also aids in maintaining detailed records that can be referred back to anytime.
4. **Filtering and Exporting:** Sticky notes can be filtered to show only those that are uncleared, allowing users to efficiently manage outstanding tasks. Additionally, the notes can be exported for record-keeping or analysis purposes.

This system enhances organizational efficiency by ensuring that all tasks, especially those related to tax and secretarial work, are tracked and managed systematically. For more details on how to effectively use sticky notes in your workflow, you can visit the Sky Software guide on [Using Sticky Notes](#) and [Sticky Notes feature](#).



Sticky Notes Updated by SARS

How does SARS work with the stick notes system?

The integration of the sticky notes system with SARS (South African Revenue Service) functions primarily to enhance the efficiency and accuracy of tax-related processes in Sky Software. When SARS-related documents such as notices and assessments are downloaded into Sky Software, the system can automatically generate sticky notes. These notes contain details of the downloaded documents, ensuring that the user is promptly informed and can take necessary action.

Here's how SARS works with the sticky notes system in Sky Software:

1. **Automatic Note Generation:** When documents from SARS are downloaded, such as tax assessments or official notices, Sky Software automatically creates sticky notes. These notes include essential details about the documents, ensuring users are aware of new information or required actions.
2. **Reminder System:** Sticky notes serve as reminders for tasks that need to be completed, based on the information received from SARS. This could include reviewing assessments, responding to notices, or updating tax filings.
3. **User Allocation:** Sticky notes generated from SARS downloads can be allocated to specific users within the organization. This helps in delegating responsibility and ensures that the right person addresses the issues highlighted by SARS.
4. **Tracking and Documentation:** Users can track the completion of tasks associated with SARS documents through sticky notes. They provide a way to document the steps taken in response to each SARS communication, supporting thorough record-keeping and accountability.
5. **Visibility and Access:** Sticky notes linked to SARS documents are visible to users upon logging into the system, and they can be accessed by clicking on a red bell icon. This feature ensures that all necessary actions related to SARS communications are promptly addressed.

By automating part of the workflow and ensuring that all communications from SARS are immediately noted and assigned, the sticky notes system helps maintain compliance and enhances the efficiency of tax management processes in Sky Software. For more details on how this feature integrates with SARS, you can visit the [Sticky Notes page on Sky Software](#).



Beneficial Ownership for the CIPC

Explain how the beneficial ownership work for the CIPC?

In the context of the Companies and Intellectual Property Commission (CIPC) in South Africa, beneficial ownership involves identifying the natural persons who ultimately own or control a company. Sky Software's Sky Secretarial module facilitates the management of beneficial ownership information to comply with CIPC regulations. Here's how it works:

1. **Beneficial Owners Register and Organogram:** Sky Sec allows the creation of a Beneficial Owners Register, which details the ultimate individual owners of a company. It can also generate an organogram that visually represents the structure of ownership down to individual levels. This is particularly useful for disclosing complex ownership structures to the CIPC as required ([AccFinsky](#)).
2. **NPC Specifics:** For non-profit companies (NPCs), members who exercise control, typically through voting rights, are considered beneficial owners. Sky Sec can document these details by creating a share class for members, denoting each member's control percentage based on their voting rights relative to the total votes. This helps in generating accurate beneficial ownership registers for NPCs ([AccFinsky](#)).
3. **Operational Functionality:** The system provides tools to generate necessary documentation such as spreadsheets and organograms for CIPC submissions. These tools help to simplify the process of meeting regulatory requirements by organizing and visually representing ownership data in a structured format ([AccFinsky](#)).

Sky Sec's capabilities ensure that companies can effectively manage and report beneficial ownership information, maintaining compliance with South African corporate governance and legal standards. For more detailed guidance on using Sky Sec for beneficial ownership management, you can explore more on their [Sky Sec Beneficial Owners Overview page](#).



Spreadsheet for the Masters

How do we generate the spreadsheet template for the masters?

To generate the spreadsheet template for the Masters using Sky Sec, you would typically use the provided video tutorial on the Sky Sec Beneficial Ownership page. This tutorial specifically guides you through the process of generating a spreadsheet for uploading to the Masters. Additionally, the same page offers instructions on creating an organogram for the CIPC and conducting a share transfer ([AccFinsky](#)).

For more detailed guidance, you can view the tutorial directly on the [Sky Sec Beneficial Ownership page](#).

The Result of Training ChatGPT on Accfin Sky Help

Training knowledge on ChatGPT involves several steps, including generative pre-training on a large text data, supervised fine-tuning using human conversations, and reinforcement learning from human feedback to optimize the model's responses. We have trained ChatGPT on our help guide www.accfinsky.co.za.

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