



## *Simplifying* **Taxation**



☑ **CompuTax®**  
Tax Solutions Software

☑ **CompuTds**  
e-Tds Solution

☑ **CompuGst**  
GST Simplified

☑ **CompuBal**  
Balance sheet & Audit Report software

☑ **CompuDms**  
Document Management System

☑ **CompuRoc**  
e-Solution to MCA

☑ **CompuChk**  
Check IT assessment orders

☑ **CompuWeb**  
Access Office Everywhere

☑ **CompuCma**  
Financial Solution

☑ **CompuXBRL**  
Make XBRL filing easy

☑ **CompuWatch**  
Productivity enrichment

☑ **CompuPay**  
Payroll Management

☑ **CompuSpace**  
Cloud Backup



# CompuOffice

A complete Automation Software for Professionals



[www.computaxsoftware.com](http://www.computaxsoftware.com)



## WHO WE ARE

The driving force behind the CompuTax group is a team of Chartered Accountants and Advocates. The foundation was laid down in 1989 in Jaipur. Now 2 group companies are undertaking the development and marketing of softwares jointly.

Professional Softec Private Limited (PSPL) was formed in 1998. It houses highly qualified technical staff engaged in software development and trained personnel for support. These developed softwares are sold through its dealer network.

Taxsoft Marketing Pvt Ltd (TMPL) was formed in 2006. TMPL markets softwares developed by its group companies. It also offers various types of Digital Signature Certificates (DSC) for I.T. return, GST, MCA21, EXIM, e-tenders etc. It has a wide sales network and user base of professionals, corporates & non-corporates all over India.

Our strength is the technical and professional expertise that our team possesses in handling large and complex applications.

CompuTax has been appreciated by the IT Department several times for the highest number of returns filed through it among the private software providers.





### COMPLETE SOLUTION FOR

- ✓ Income Tax Returns
- ✓ TDS Returns
- ✓ GST Returns & Invoices
- ✓ Balance Sheet and Audit Report
- ✓ ROC Forms
- ✓ Credit Monitoring Arrangement (CMA)
- ✓ Checking of Assessment Orders
- ✓ XBRL Reporting
- ✓ Document Management
- ✓ Payroll Management
- ✓ Employee Control System
- ✓ SFT Returns
- ✓ Backup Storage & Retrieval
- ✓ Professional bill/receipts with reports and flash message for outstanding amount at party open.

### FEATURES

- ☞ Single switch board for all software(s).
- ☞ Common client information for all software(s) with Easy searching by Code, Name, PAN/GSTIN, etc.
- ☞ Challan e-Payment and their management.
- ☞ Client and Department Letter preparation
- ☞ Return Status Management (Filed/Pending etc.)
- ☞ Contact Person Details of Client at shortcut key.
- ☞ Defining user permissions with grouping facility.
- ☞ Password protection for individual clients.
- ☞ Data input validation checks to eliminate errors.
- ☞ Real time news & updates related to software at dashboard of CompuOffice.
- ☞ Facility of E-mail & SMS directly to clients.
- ☞ Reminders: like Birthday, Outstanding Fee.
- ☞ Online auto update latest software changes.



- Easy and systematic inputs with real-time tax calculation at party dashboard.
- Computation of Income & Tax, taking care of various ceiling, deductions, set-off/carry forward losses, etc.
- Relief u/s 89(1), form 10E and Filing Return by Legal Heir with registration facility.

#### Direct Online Activities from software

- ❖ Register/update User Profile, DSC, and relevant detail at IT Portal.
- ❖ Online filing of e-return and e-Verify through Aadhaar OTP or generating EVC or Bank Pre-Validation.
- ❖ Auto download of ITR-V and auto Fill their Receipt date from CPC.
- ❖ View Import 26AS data, My Return/ITR/XML/JSON, Intimation Order.
- ❖ Request/Download Large 26AS & PAN Registration at TRACES.
- ❖ Auto pick & management of Intimations & communications received on your email Id (sent by ITD).
- ❖ Submit Rectification of ITR, Response to outstanding tax demand.
- ❖ Add CA & Approve Audit Report.
- ❖ Bulk Function Utilities for Link Aadhaar with PAN, Return E-Verification, Bank Pre-Validation, Download 26AS, Download Xml/JSON, Return Filing Status, Refund Status, etc.
- ❖ e-Proceedings Management :
  - Auto download all notices, replies along with attachments by single click.
  - Ease in uploading response, auto naming of attachment taking care of restrictions of site, allow to attach more than 10 attachments.
  - Status of proceedings (closed/open/submitted)
  - Facility to view all e-proceedings and status of all clients at one screen.



#### Easy Data Transfer

- Import data from xml file with bulk facility.
- Import of Balance Sheet, P&L, computation from CompuBal software.
- Automatic transfer of master data and particulars to next assessment year(s).
- Transfer of Allowable Remuneration & other details of firm's partner to the Partner individual ITR.
- Keeps Investment details and transfer income in Computation & ITR for relevant years.

#### Advanced Features

- Advance Tax Estimation, Tax Calendar,
- Club Computation for new and old scheme u/s 115BAC.
- Comparison Chart for Companies u/s 115BAA / 115BAB.
- Display of current & previous year figures of income & tax on screen.
- E-return error Locator with facility of correction on same screen.
- Direct navigation from one screen to other screen.
- Ready reckoner, Capital Gain Index, Gold & Silver rate, Tax rates.
- Auto picking of listed share price as on 31 January 2018.
- Facility of creating User defined password for all clients.



## CompuTds

e-Tds Solution

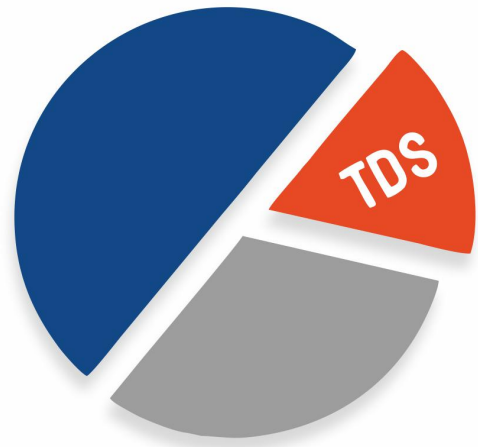
- Pre-Scrutiny of e-return before FVU Generation to minimize defaults.
- Calculation of Interest and Late filing fees at the time of e-TDS Return also.
- Simplified process of preparing correction return with step guidance (Correction map).
- Auto Rectify of Justification (Default).
- Preparation & filing of Other Online Forms like Form 13, 26QB, 26QC, 26QD, 26B, etc.
- Generate digitally signed TRACES Form 16/16A (with mail facility to deductee/deductor) and View status from single page for all client.

### Direct Online Activities

- ❖ Deductor and DSC Registration at TRACES and ITD Portal.
- ❖ Import Challan from OLTAS with facility of verify amount and view balance.
- ❖ TRACES Portal Request & download for Form 16/16A, Justification File and Consolidated FVU file.
- ❖ Bulk PAN verification at TRACES.
- ❖ Auto pick & management of Intimations U/s 200A received on your email Id (sent by ITD).
- ❖ Picking up Token number from TRACES and ITD Portal.
- ❖ Prepare e-TDS return and Direct Upload at ITD Portal.
- ❖ Online Challan Correction or Non Filing Declaration at TRACES.
- ❖ Simplified Registration and Return Filling Process of Form 15G/H at ITD Portal (with Video Help guideline).

### Advanced Features

- 👉 Alerts for Duplicate PAN/Name or Blank Name and change Invalid PAN at a Glance.
- 👉 Merge Employees (On the basis of Name and Duplicate PAN).
- 👉 Video Helps for Various Activities in Software for better understanding of CompuTds.



### Easy Data Transfer

- ➡ Repeat Entry option (Next month same TDS entries can be copied and also auto adjusted with challan).
- ➡ Import Data from Tally/Excel/Bank/e-Return Txt File/etc.
- ➡ Import 15G/H Entries from XML and Excel file.
- ➡ Export Employee data to CompuTax.
- ➡ Move/Transfer Challan and Entries from one Quarter to another Quarter.

## CompuXBRL

Make XBRL filing easy

- Different type of inputs like numeric, text, date, text block, etc has been separated by colour for error free feeding.
- Parent child exempted inputs have been separately indicated.
- Hide inapplicable sheet according to:
  - ❑ Consolidated/ Standalone balance sheet.
  - ❑ Main/ Alternate Profit and Loss a/c.
- Copy paste facility from Word, Excel in text block with formatting.
- Facility to auto fill Company & Director's detail from MCA site on the basis of CIN.
- Auto Generation of compulsory tags, where there is no value.
- Auto List of standard items for inputs.

# CompuGst

GST Simplified

- Easy Preparation, validation and filing of Returns and other forms in simple steps
- Informative dashboard showing tax summary, return status, direct online links, other useful data etc.
- Annual Returns through automatic import of filed return data from GSTN portal & books.
- Controls and alerts for time bound filing through SMS / email to client.
- User management system for multiple logins with permitted access.
- Office Assistance to Track Return Status of all clients at one place.
- Utility to generate E-way bill directly from accounting software.
- Invoicing solution and e-way bill generation facility with GSTR-1.
- Preparation of e-Invoice from directly your accounting software, ERP.

## Easy Data feeding and uploading

- Import data from Excel/Accounting Software/ e-Way/e-Invoice portal/etc.
- Smart comparing on next import/multiple imports.
- Automatic preparation of return form based on data in software.
- Easy transfer of invoices to other period, wherever required.
- Item, recipient, supplier masters for easy & repeat use.

## Useful Reports

- Reconciliation Reports to compare data filed in returns and recorded in booked.
- Status Tracking Reports for form Applicability, Return Filed/Pending, Challan deposited, Ledger balances.
- Yearly Consolidated Reports of Outwards/ Inwards and their comparison.
- Other Useful Reports like Rate/State/HSN wise transaction, Duplicate Invoices, Interest Calculation, etc.



## Advanced Validations

- ✓ Validations and auto pre-scrutiny to avoid errors in return forms.
- ✓ Validation of summary from GSTN with software data before final submission.

## Smart Matching of Invoices

- = Download and fetch relevant GSTR automatically from GSTN for comparison of records and uploaded data.
- = Automatic match/mismatch handling through artificial intelligence for comparison between your inputs and counter party uploaded records.

## Tax Liability Management

- Calculation of Tax liability and ITC
- Managing liability, credit and cash ledgers
- Pay challan & track challan status.
- Offset of liability, ITC, TDS, TCS, Payments, Reversal etc.

## Advanced Facilities

- ⚡ Single click download of all Return data, Filed Pdf, Filing status, Challan, Notices, Registration detail, etc. from GSTN portal.
- ⚡ Single page Utility for Bulk Function of update/download detail/status in multiple records, Verify/Get GSTIN detail, download Registration/Filed Return Data/PDF/ Notice/ Orders from GSTN portal, Send mail to clients, etc. for multiple clients.
- ⚡ Automate OTP receiving from client with their consent.



## CompuBal

Balance sheet & Audit Report software

### Preparation of Financial Statements as per latest provisions of Companies Act & Rules

- ✓ Balance Sheet (with automatic generation of notes) as per schedule III and Depreciation Chart as per schedule II.
- ✓ Auto preparation of Cash Flow Statement (indirect method) for companies.
- ✓ Prepare MGT-9 (extract of annual return).
- ✓ Depreciation calculator for individual asset.

### Preparation of Financial Statements for other than company Cases

- ✓ Horizontal and Vertical Formats options for Balance Sheet.
- ✓ Prepare depreciation chart as per IT Act
- ✓ Prepare Income & Expenditure A/c and Receipt & Payment A/c.
- ✓ Facility to incorporate previous year column.
- ✓ Various other features for user convenience such as: Facility to prepare more than one trading A/c, Columnar Trading a/c, add quantity column in Trading A/c etc.

### Preparation and online filing of Tax Audit Forms such as 3CD, 29B and 10CCC, etc.

- ✓ Facility to Register, Track Status and Add CA in Assessee Account at IT Portal.
- ✓ Import TDS information from CompuTds and text file.
- ✓ Various validations as per IT department for error free filing with error locator.
- ✓ Automatic calculation of ratios in form 3CD.
- ✓ Auto sign attachment through DSC Token.
- ✓ Auto conversion of financial statements in PDF.
- ✓ Facility to Verify UDIN Status of Tax Audit Reports at IT Portal.
- ✓ Get Status of Uploaded and Approved forms.
- ✓ XML Import Facility.
- ✓ Facility to transfer from 3CD Depreciation Chart to fixed assets Chart of Balance sheet and depreciation chart of CompuTax

### And many more like...

- Import Data from Tally software & Excel Sheet.
- Transfer Balance Sheet, Computation and other Information (3CD) into ITR Form i.e. transfer data into CompuTax.
- Facility to merge financial statements of multiple businesses of single client.
- Many templates for Independent Auditor Report, as per Companies Act, 2013.
- Templates for Board of director report and notes of accounts as per Companies Act, 2013.
- There are various other templates available for auditor's requirement.



## CompuWeb

Access Office Everywhere

- Allows you to access all of CompuOffice software(s) from anywhere in the world.
- Allow access to office staff according to the right assigned to them.
- Clients can be given limited access to view computation and relevant reports.
- Option to restrict office staff to access software(s) from outside office premises.
- Audit staff can access software from client premises and prepare computation or balance sheet online.

## CompuRoc

e-Solution to MCA

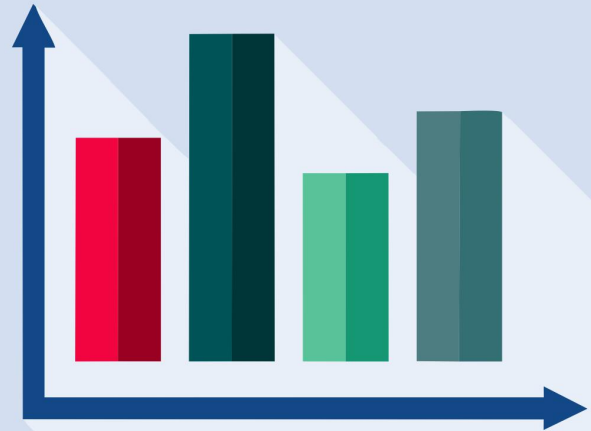
- Complete collection and preparation of all type forms for Company, LLP & OPC.
- Auto fill e-Forms by fetching data from ROC portal and software master with required validations.
- Preparation of Resolutions, Notices, Meeting & Minutes, Compliance Certificate, Annual Return.
- Regularly Updated Forms, Registers, Resolution, MOA/ AOA according to new Companies Act 2013.
- Maintain details and changes of Directors/ Partners, Members, Auditors.
- Various useful Reports like Share Certificate Event History, Filed/Pending forms and many more...

### Direct Online activities from software

- ❖ Single Click Login and View Profile at MCA Portal, Index Charges, etc.
- ❖ DSC registration at MCA portal.
- ❖ Import company master from MCA Portal through CIN.
- ❖ Import director information & other directorship from MCA portal through DIN.
- ❖ Downloading of acknowledgment of filed form or Track Payment Status through SRN.
- ❖ Other many useful direct links for online activities at MCA Portal.

### Advanced Features

- ☞ Facility for Importing Members from Excel.
- ☞ Facility to convert word/text file in PDF.
- ☞ Preparation of MGT-7 and MGT-9



## CompuCma

Financial Solution

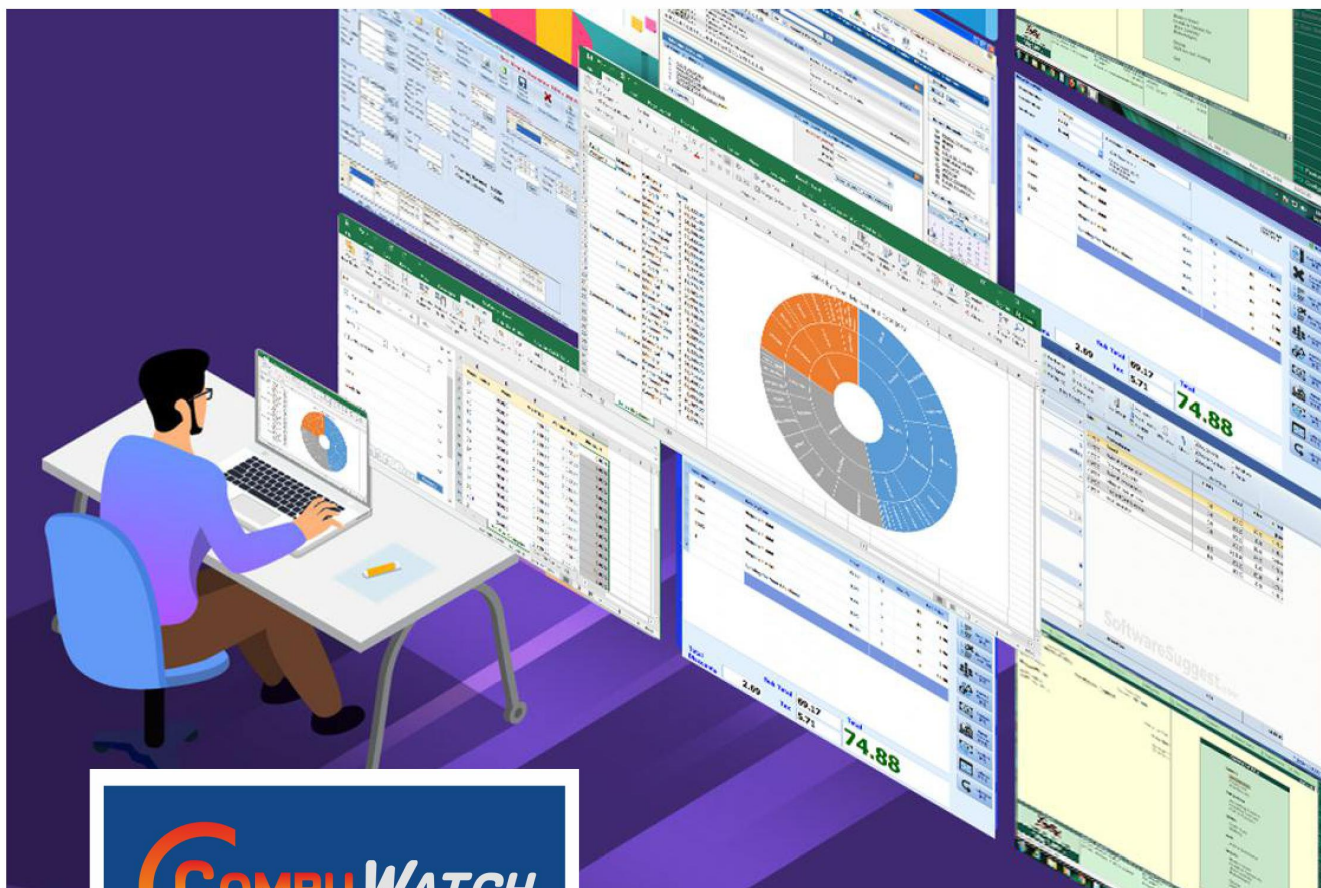
- Auto preparation of CMA data in operating statement on the basis of % increase in sales.
- Automatic preparation of Comparative Statement, MPBF & Fund Flow Statement,
- Auto calculation of Ratio Analysis & Turnover Methods.
- Calculation of closing stock on the basis of turnover period.
- FM Tools for Calculations of EMI, Comparative EMI, Depreciation, Loan Amount or time duration, IRR, MIRR, NPV, Interest Rate, etc.
- Facility of broken period, auto calculation of stock, show % column, etc.
- Facility to compare figure in % with previous year.

## CompuChk

Check IT assessment orders

- Checking of calculation of order u/s 143(1), 143(3), 147, 153A, 154, Appeal effects.
- Checking of calculation of interest u/s 234/B/ C/D, 220(2), 244A.
- Facility to Import order detail from CompuTax or previous orders.
- Printing of reports with advance useful options.





### PROFESSIONAL EDITION

- Enable to view & access screen of any computer system.
- Setting of permissions for using external drives (Pen drives, CD's etc.).
- Setting of permissions for using/restricting websites.
- Enable to keep watch on office/employees through webcam (if installed).
- Auto recording of employee computer screen/ Webcam for defined period.
- Maintain log (history) of internet surfing.
- Real time security alerts on failure of Security setting of any employee's P.C.
- Facility to login from anywhere in the world.
- Facility to view unlimited number of screens at a time.
- Sending of file, message in real time from client to client, client to server & vice versa.
- Screen sharing facility, with any computer system.

### CORPORATE SILVER EDITION

*Features in addition to Professional Edition*

- Facility to create groups/departments for monitoring by their superiors.
- Two supervisory levels, admin & group admin.
- Facility to connect with Head Office located anywhere in the world.

### CORPORATE GOLD EDITION

*Features in addition to Professional Edition & Corporate Silver*

- Facility to monitor different branch offices situated at other location any where in the world.





## THE BEST WAY TO COMPLETE SALARY MAKING IS NOW IN YOUR REACH

### MODULE -1 Payroll, Salary Processing and Statutory Compliance

- User specific multi set up for Salary Packages, salary heads, leaves, holidays etc.
- Import facility using Excel for Employee Master, Packages, and Attendance etc.
- Multiple ways to input the attendance data i.e. Daily Basis, Lump sum Basis, Excel Import etc.
- Option to add various income or deductions in easy manner for Canteen, Vehicle Charges etc.
- Special features to set up for Loans, Arrears, Increments, Over Time and Bonus etc.
- Ample details about the employees to maintain a proper database.
- Auto updating Leave Register from Attendance details.
- Complete range of reports as per your need by selecting various fields for Pay Slip, Salary Register, and Attendance Register etc.
- Facility to import PF and ESI values to generate Challans and Statutory returns on a single click.
- Full and Final settlement on a single click.
- Reports for salary transferred to bank.
- Duty roster facility.
- Facility to download uploaded ECR & Challans from EPFO Portal.
- Facility to Apply ABRY and PMRPY schemes.
- View employees tax computation as per new tax slab u/s 115BAC of IT Act 1961.
- Facility to save all major payroll Reports in a folder on single click in Pdf & Excel formats.

### MODULE -2 Integration of Payroll software with Time Machine/Attendance Machine:

Integrate your Software with Time Machine or Attendance Machine to get the attendance directly into the software and generate various reports on its basis e.g. Late coming report, Early going report, Mismatch report etc.

### MODULE -3 Employee Self Service

- Automated Attendance System using a computer.
- Most modern and latest way to facilitate your employees by giving personalized login id and password to interact with HR/Admin with full security controls and user management.
- Facility to be able to request for all the services online (Like Leave Request, Regularization of field work in the system, Request for loan, Visiting Card request, Resignation, PC repair, Declaration on Investment for TDS etc.)
- Claim and reimbursement management (Medical Bills, LTA, Office Tours etc.)
- Access to his/her personal Salary credentials, Pay Slip, Leave records, Form 16, ITR etc.

### Special Features

- No cap on employees as well as companies.
- In-built TDS software within Payroll Software at no extra cost.
- File e-return for TDS, PF and ESI.
- Multi location integration capability.
- Fully integrated as per standard statutory compliances.
- Standard format for Challans.
- Easy to use and understand.
- Best technical and customer support.
- Unbeatable industry price.
- Single Point contact for all your problems and support.





STAY CONNECTED  
**24x7**



# CompuDms

Document Management System

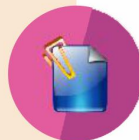
## UNIQUE FEATURES



Compilation of documents  
at one place



View, print, e-mail  
document at single click



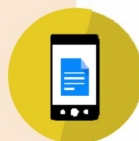
Create category, attach document  
according to your own requirement



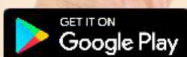
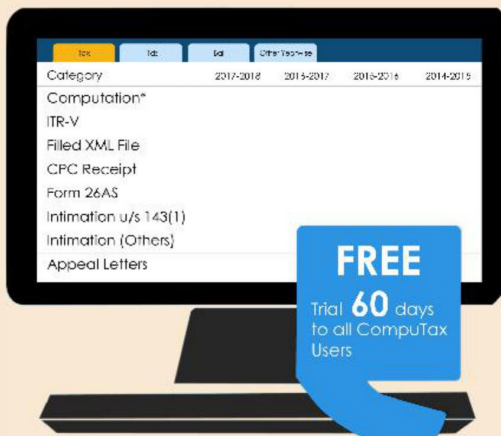
Cloud facility to view  
documents anytime, anywhere



Provides facility to your client to  
view, print, download document.



Mobile app to access documents.



## DigitalSignature

Keep your business moving

## HIGHEST DSC SALE AWARD WINNER COMPANY



ePass2003Auto



Watch Data Proxy

Easy to use and in built drivers • FIPS 140-2 Certified • Free Delivery all over India

### DSC for

- Income Tax e-filing, TDS, GST, MCA
- e-Procurement/e-Tendering
- IRCTC (e-Ticketing)
- DGFT (IET)
- Employee Provident Fund (EPF)
- Foreign National DSC
- Intellectual Property (IPR)
- Digital Signature ICEGATE
- Document Signer
- SSL certificate  
& all types of other DSC as required.

### How to Get DSC

- (a) Become our reseller and issue DSC from your office as per your need with minimal investment.
- (b) Buy as per your need from our office.

### Benefits of Reseller

- Add business avenue to your cartel.
- You can make Associate under your reseller account so that they can issue DSC of their own.
- Self-dependent- no need to visit DSC provider for every single DSC.
- Charge price from your client according to your wish.
- Fast and easy procurement of DSC.
- Secure your Customer Data.

### Why from Taxsoft

- Hassle free procurement
- Best after sales support
- Highest DSC sale Award winner company
- Issuing DSC since 2006 when made mandatory by MCA
- Reliability of CompuTax
- Largest network of support sales

### Contact details of DSC :



+91-9953917616



computaxsarita@gmail.com



www.computaxsoftware.com

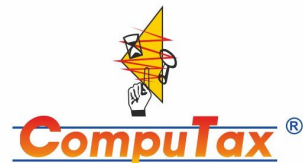
#### Note:

1. Taxsoft never asks to pay for DSC in OTHER's bank account/cash.
2. DSC support/service will only be provided, if it is purchased from Taxsoft.



A facility to automatically store backup of CompuOffice on cloud

An initiative by



**CompuSpace**

Cloud Backup

**CompuSpace** does...



Automatic backup on daily, weekly, monthly, yearly basis with customizable settings as per your need.



Restoration of backup available anytime.

Why **CompuSpace** ?



Offsite backup of CompuOffice.



Minimizes risk of loss of data in case of system crashes and technical errors.

AUTHORISED DEALER :-

**PERFECT INFO SOLUTIONS PVT. LTD.**

1007-08, VISHAL TOWER, DISTRICT CENTER, JANAKPURI

NEW DELHI - 110058

Support No :- 011-49181100