



Bisan Enterprise[®]

Microfinance & Loan Tracking

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To efficiently manage and track all loans information and to provide stakeholders with financial and statistical data reports and indicators for evaluation and measuring performance, we provide a system to manage the loan workflow as well as multiple loan calculations options through our end-to-end software solutions for lending and microfinance institutions.

For lending and microfinance institutions a system managing the loan workflow as well as multiple loan calculations options, our end-to-end software solution enables managers, loan officers, credit analysts, and loan committees at all levels to efficiently manage and track all loans information and provide stakeholders with financial and statistical data in addition to other reports and indicators for performance measurements and evaluation. The Loan management system is fully integrated with the Bisan Enterprise Financial and Payroll Systems in addition to flexibility in customizing and implementing each system according to the workflow and requirements of each institution

General Features

- **Drill Down Functionality:** A complete drill down functionality showing all details on each transaction on every report.
- **Filtering Capabilities:** Capability to filter tables by excluding or including any criteria.
- **Advanced Search Functionality:** A unique enormously detailed search mechanism which enables search in any given database regardless of its size by searching through keywords or any other requested field. The search utilizes soundex algorithm that is especially handy for Arabic keyword searches.
- **Multi Lingual System:** A unique multi lingual implementation providing the user the option to switch between desired languages at any giving time during a session. An enhanced capability that allows entering vouchers in a certain language, and printing in another.
- **Data Export to HTML, XML, Excel, Word:** Bisan Enterprise is capable of exporting all the generated reports to XML and HTML files which can be opened by Excel or any other spread sheet or word processing software.
- **Data Import from XML Documents:** A capability of importing data from XML to the various tables in the system that saves time and effort in data entry

- **User Friendly:** The system provides user friendly menus and graphics, a capability to hide, show and move columns around to customize screens per user.

The menus and windows are designed in groups that deal with different cycles of accounting and management titles.

The system provides consistent use of function keys and icons that are defined clearly on the menu bars. Immediate error checking and warnings are provided throughout the system.

The System allows the user to open different menus and tables at the same time, to add new records, and modify existing ones without having to interrupt the transaction you are working with.

- **Record Cloning:** To accelerate the data entry transactions saving time and effort included you can clone any record available whether a file or a voucher providing a powerful feature for using any available voucher as a template rather than building a separate template per voucher.

- **Document Attachment:** Ability to attach any file type with the related record or voucher, or such as attaching purchase or expense invoices with related payment or journal voucher or attaching item picture with item file.

- **Full Audit Trail:** Every change in the system is audited on the field level, giving authorized users access to view all historical changes of any piece of data with who/what/where/and when information.

- **Multiple Year Reporting:** A full reporting capability per different periods and years allowing for multiple years reporting, overlapping years and cumulative periods.

- **Integration:** The package is fully integrated where all the data is entered through conventional vouchers entered directly on the screen. The system will eliminate the use of all paper work whereby all transactions are entered once and automatically posted to corresponding accounts and files, and related modules.

- **Segmented Accounts:** According to requirements segmented accounts could be tailored to cope with set structures

Loan Specifications

- **Loan Products:**

- The system supports user defined unlimited number of loan products families and loan products.

- **Loan Methodologies**

- Individual loans
- Group Guarantee Loans tracked by Groups
- The System supports tracking Clients as individual Borrowers and Guarantors
- As Members of a Group Loan
- With every new loan application the application is validated showing if any of the members involved in the loan requested are involved in any other active loan or guaranty personally or as a member of Company or Group.

- **Loan Amount Methods**

- Client's loan amounts evaluation based on cyclic Loan levels methods where the loan amount is selected from a list of stepped amounts defined for the different products, and where the available amount depends on the client cycle history in the different cyclic amount products.
- Based on custom amount methods that can take into account client history.

- **Amortization Table**

- The system supports flexible payment schedules: creating the Payment Schedule with Constant Intervals based on multiples of days, weeks and months “e.g. every 18 days, monthly, 2 weeks, etc”
- Monthly installments can be scheduled at a certain day in month “e.g. the first Monday of every month”
- Monthly installments can be scheduled for a certain day of week in the specific week of month “e.g. every Saturday in the second week of the month”
- Supports grace periods
- Supports holidays and weekend handling
- Supports payment rounding
- Supports different Interest and commission Methods
- Supports mandatory on payment Saving
- Supports mandatory on payment Insurance

- **Loan Approvals and Controls:**
 - For maximum flexibility, loan controls and approval parameters are defined and set on the product level based on
 - Client Loan History
 - Previous loan products the client took
 - Loan Amount Approval Method
 - Current Active loans based on product
 - Repayment history
 - Black list history
 - Loans Guaranteed by client.
 - Client personal Data such as age, gender, education, work experience...
 - Loan Collaterals

- **Interest calculation methods**
 - Flat Rate
 - Flat Rate declining interest.
 - Declining interest Fixed Payment amount
 - Declining interest stepped amount

- **Interest Calculation based on**
 - Monthly calculations based on the number of installments of the loan
 - Daily calculations based on the loan preference of the number of days in a fiscal year “360, 365, 364”
 - Handles interest free grace periods

- **Interest Handling Methods**
 - Straight forward
 - Discounted handling

- Accrual Interest handling, monthly accrual transfers, limiting monthly accrual transfers based on parameterized number of days late...etc”
- Islamic Murabaha profit handling based on Islamic Bank preference.

- **Commission calculation methods**
 - Flat Rate Commission Calculation
 - Monthly based on the number of installments of the loan
 - Daily based on the loan preference of the number of days in a fiscal year “360, 365, 364”
 - Handles interest free grace periods
 - Commission calculation as percentage of loan amount “Independent of loan period”
 - Fixed amount

- **Commission Handling Methods**
 - Straight Forward
 - Discounted handling

- **Fees calculation methods**
 - Flat Rate fees
 - Percentage Of Loan Amount “Independent of loan period”
 - Fixed Amount

- **On payment saving calculation methods**
 - Calculated as percentage of the loan amount
 - Fixed Amount

- **Loan Insurance**
 - Loan insurance pool to cover outstanding payments for clients with a defined set of criteria
 - Insurance can be scheduled with payments, or handled as a stand-alone fixed amount

- **Insurance calculation methods**
 - Preset fixed amount
 - Percentage of the loan amount

- **Loan Collateral handling**
 - The system supports a comprehensive loan collateral handling for the different types of collaterals, where multiple collaterals can be defined for each loan

- **Guarantors**
 - Multiple guarantors per loan
 - Client guarantor handling
 - Comprehensive guarantor personal information like name, address, phone number...etc
 - Comprehensive guarantor historical data
 - Transferred salaries
 - Notary deeds
 - Promissory Note
 - Group Guarantee
 - General Guarantee

- **Branch Management**
 - The system supports unlimited number of Geographical hierarchy levels. The user will be able to generate reports “When applicable” at any level

filtered and or Grouped by user set criteria built based on geographical position and or employee, product, Donor and when applicable also based on certain Loan and client variables like Business Sector, loan Amount Age Ranges

- **Field Employee Management**
 - The system supports hierarchy employee levels
 - Comprehensive employee personal info
 - Employee monthly, quarterly or yearly Reports

- **Client Information**
 - The system will support different personal ID type's validation methods
 - General personal Information such as personal name, mother's name, spouse's name, gender, education, number of children, address, phone...etc”
 - General client business Info such as business type, business name, registration number, date established, address, number of paid employees, number of non paid employees...etc
 - Supports black listing of clients for a specific time range
 - Comprehensive tracking of client's activities, and history per loan

- **Loan Transactions and Functionalities**
 - A comprehensive range of loan transaction functionalities are supported such as partial and over payments
 - Multi security level transaction process
 - Multiple loan disbursement installments
 - Keep track of canceled loans
 - Closing none complete loans

- **Writing off Loans**
 - Writing off loans with a number of late days payments based on product defined parameters
 - Clients with written off loan can be automatically black listed based on a period defined at the write off level
 - Written off loan repayments can be tracked and reported

- **Refinancing**
 - Refinancing functionality will be available for all loan types
 - All defined Interest and commission methods will be available for the new payment schedule
 - Interest, commission can be refinanced in the new loan amount
 - Interest and commission balance can be taken into account for calculating new Interest and commission values

- Fixed pre refinancing charge amount handling
- Historical data regarding refinanced loans.

- **Rescheduling**
 - Preset rescheduling parameter driven methods can be added and updated
 - Rescheduling will be available for most loan types
 - Interest and commission balance can be taken into account calculating new Interest and commission values
 - Fixed pre rescheduling charge amount handling
 - Historical data regarding rescheduled loans

- **Penalty handling**
 - Parameter driven penalty methods can be defined based on two general methods:
 - A fixed percentage of the late amount per day with the flexibility of choosing the amount and up to five ranges of days late criteria's
 - A fixed amount per day late for up to five different ranges of days late criteria's
 - Automatic penalty deduction with payments, or at the end of the loan.
 - Supports penalty exemptions
 - New loans are validated against overdue penalties

Loan Management Reports

- A whole range of reports covering day-to-day transactions to comprehensive managerial reports and performance indicators are available in the system with different levels of details:
 - Single point in time summery reports
 - Single point in time detailed reports
 - Range in time summery reports
 - Range in time detailed reports

Sample of generated reports in addition to the general and financial reports

- **Detailed Reports**
 - Active loans
 - Loans Issued In Range
 - Loans Actual Payment Delinquency at a certain point of time
 - Loans Delinquency Report “historical”
 - Rejected loans in range
 - Loans pending status in range
 - Payments in range. “Detailed by transaction type”
 - Detailed Loans transactions by Type
 - Amount due in Range by type
 - Payments Late at least X days
 - Written of loans and amounts
 - Payments on written of loans
 - Detailed Repayment Rate
- **Summary reports**
 - Summary of The Total Transactions by Type in Range
- Aging Report. “Where preference days late ranges and percentage of reserves are set By Product”
- Outstanding Portfolio
- Portfolio in arrears “1 and 30 days late”
- Portfolio At Risk. “1 and 30 days late”
- Amount of Loans disbursed in range “Taking in account approved amounts”
- Number of active clients
- Number of loans Awarded
- Interest paid in range
- Payment quality aggregated percentage, “where the days late range to be used are specified at report time”
- Comprehensive Indicator Report
 - Definitions of Income statement, Balance Sheet and most Important financial Ratios
 - Outreach indicators: number of active loans, number of loans issued, amount of loans issued in range, etc.
 - Portfolio Quality indicators
 - Productivity and efficiency indicators

▪ **Miscellaneous Reports**

- Client/Guarantor History Report
 - Client personal Information
 - Client Loan and repayment history
 - Client Activity and sector history threw the different loan history
 - Client Black list history
 - Client Loan Guarantee history
- Loan Payments schedule
- Loan Payments Receipt book
- Loan statement of account
- Loan Transactions
- Detailed Loan Days Late and Penalty Report
- Detailed loan payments, delinquency and penalty
- Detailed loan collaterals and guarantors information. “Include detailed information about the collaterals status”.
- Client Income statement
- Client Balance sheet

Financial Management

- **General Ledger:** A flexible chart of accounts with multilevel file structure, multi-level segments, capturing all vouchers & financial transactions providing flexible reporting capabilities for any specified period of time with detailed information, and drill down functionality. A single entry voucher system, fully integrated to maintain all of your financial entries in an accounting ledger.
- **Accounts Receivable & Accounts Payable:** Fully real time integrated module with the GL, multi-currency accounts management with consolidated reports for easy accurate comprehensive view for all customers and vendors balances in addition to detailed transactions with full analysis of your customers’ and suppliers activities such as aging, periodic collections, and maximum credit reports.
- **Full Banking & Checks:** Management for multiple bank accounts and multiple currencies, full management and tracking for received and issued checks & bank transfers with full details including due dates and endorsed checks, providing an easy automated bank reconciliation processing and providing a cash flow forecast for each bank account.
- **Check Printing & Bank Transfer Forms:** Fully user defined ease to use setup per bank account for checks dimensions and available fields for any available check format; in addition to user defined HTML bank transfer forms.

- **Automatic Depreciation Calculations:** Fully integrated with financial reports providing detailed depreciation schedules per asset or group of assets at any period of time with management of assets, new, additions, and discarding. In addition to providing detailed managerial reports for assets related expenses.
- **Asset Management:** In Addition to automatic depreciation calculations, full tracking of assets locations and custody providing easy to use full control on assets inventory taking.
- **Financial Statements** (Income Statement, Balance Sheet & Cash Flow Reports): Comprehensive Financial reports for any period of time including (DD-MM-YY TO DD-MM-YY), giving flexibility for cross period and multiyear reporting, in addition to providing currency translation for extracting the reports in any desired currency defined in the system.
- **Projects Management/Multiple Segments/Cost Centers/Branches:** Featuring unlimited number of account segments of any size, with sub ledgers giving you the flexibility of tracking transactions to the smallest detail according to the type of institution. Clients could tailor segmented accounts to cope with management requirements, was it per branch, department, project, cost center, fund, currency, or other.
- **Multi-Level File Structure:** Providing grouping on any set of files whether, General ledger accounts, A/R, A/P, assets, cost centers to simplify data entry and provide flexible comprehensive reporting options.
- **Prepaid & Accrued Expenses:** For accurate financial and managerial reporting Bisan enterprise provides automated calculation and management for accrued and prepaid expenses with easy to use user defined setup.
- **Multi-Currency Management:** Full Multi currency management with user defined currencies and currency Rates tracking, ability to use multiple currencies per voucher, with automated currency conversion & currency variance calculations vouchers allowing the management of as many currencies as needed, keeping track of account balances, statements and financial reports in the standard currency as well as any other defined currency. The system provides a multi-currency reporting and value translation for all available reports in the system.
- **Workflow & Electronic Transaction Approval:** To save time and ensure accuracy a multi-level electronic approval structure per document fully integrated with documents workflow providing a paperless fully tracked, automated and audited transaction processing based on your own set policies and procedures

Business Intelligence & Reporting

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workflow providing a paperless fully tracked, automated and audited transaction processing based on your own set policies and procedures

Configuration & Development

- **Access Rights & Security:** Users are organized in a tree fashion similar to that of the company's administrative tree, and each user can be assigned specific access rights on any option, module, and functionality on the system
- **Advanced Security:** An all-inclusive security features that only permits authorized users' access in permissible, fields, and sub-fields. By defining criteria and rules per voucher or record field providing a high level of user access control.
- **Station Login Security:** Besides the user name and passwords an additional user defined security option for permitting specific stations to access the system this feature is extremely useful for online access.
- **Document Printing & Signature Setup:** User defined document printing options and assigning desired signatures (approvals) for hard copies per voucher based on criteria's and rules for fields such as voucher amount, Branch, department, and supplier.
- **Control Dates:** User defined set of controls for data entry security and control, such as maximum and minimum allowed document dates from system date. Per bank account lock date for reconciled bank statement. Data entries lock date for last audited or reporting period. This controls guarantees unintentional data entry that will affect audited or submitted reports.
- **Internet Enabled:** The system is fully written in the Java programming language which is the internet standard. It fully supports internet/intranet functions such as web publishing of reports; online multiple locations accounting, as well as business to business and business to customer interface. The system is platform independent with standard SQL Database.