



# Bisan Enterprise<sup>®</sup>

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Non Governmental Organizations –  
NGO Professional Edition

## **Bisan Enterprise® | NGO Professional Edition**

*The information you need through a dynamic and reliable system providing you with the ultimate financial management and budgeting application and accurate reporting.*

Working closely with NGOs and partnering with funders and understanding the reporting requirements of both parties, the system provides the ultimate solution for fund accounting, revenues and expenditures allocation and tracking per project, category, activity, component, cost center.... etc

## General Features

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- **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.
- **Checks Printing:** Fully user defined easy to use setup per bank account for checks dimensions and available fields for any available check format.
- **Bank Transfer Forms:** User defined HTML bank transfer forms printed directly from the payment vouchers.

- **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 the type of your institution whether governmental or NGO, you could tailor segmented accounts to cope with management and donors requirements.

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- **Segmented Accounts:** For ease of use one segment is defined in the NGO Lite Edition.

## Financial Management

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- **General Ledger:** A flexible chart of accounts with multilevel file structure, 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:** Full 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 & Check Management:** 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

## Budgeting Module

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- **Real Time Full Integration:** The Budgeting module is seamlessly integrated with the GL, and other modules providing real time reporting and budget control.
- **Multi Year Budgets:** The System allows setting up multiple year budgets with transaction and control across fiscal year.
- **Multiple Budgets per Period:** The system allows creating multiple budgets per period for control purposes and reporting.
- **Flexible Structure:** Flexible Budget structure based on any combination of defined segments.
- **Budget Vouchers:** Budget setup transactions are entered through special budget vouchers, keeping track of all additions, amendments and variations on any budget.
- **Flexible Dates:** Flexible time span for each budget created allowing budgets per years months, weeks, days, including non-consistent time intervals within same budget.
- **Flexible Controls:** Budgets could be defined as controlled budgets not allowing exceeding set amounts or uncontrolled budgets which are used for reporting purposes.
- **Reporting:** Various number of reports including Roll up accounts and segments, Budgeted Vs Actual expenditure

## Business Intelligence & Reporting

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- **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.

## Configuration & Setup

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- **Access Rights & Security:** Users are organized in a tree fashion similar to that of the organization'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, 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