

NGOsoft User Manual

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How to Use this Manual

This Manual is designed to give complete guide to the users of NGOsoft 1.0. It is grouped into Modules. It can serve as handy reference book to be consulted on day-to-day basis until one becomes much familiar with the application.

- (i) *Context Help:* *You can obtain instant context help by clicking on the question ‘?’ mark button that appears near selected subject matters.*
- (ii) *ESC:* *Use the windows Escape Key to close a number of window that popup. Use it to close messages windows. When you press the ESC once, to clears the current field. When you press the second time in succession, it clears all other entries you started.*

Getting Started:

After installing the software, you are required to take the following First steps to SetUp the system for your organisation:

(i) MAIN Setup

Baba Ali First-Time SetUp Close

07:46:26 AM
Monday, January 07, 2019

Save And Close

After you commence making payments with the accounting module, you cannot change (1)NameOfOrganisation, (2)Default Country, (3)Local/FunctionalCurrency and (4)Year-Period-Span.

Name Of Organisation*	[Insert Name of Organisation] ?	Preview Org. Name Before Saving
Address Line 1	P.O. Box XXXXXX, Nii Odai Ayiku Street	
Address Line 2	Nungua Barrier	
Address Line 3	Sakumono	
City/Town/Village	Accra	
Default Country*	Ghana	
Telephone_1	+233(0)XXXXXXXXXX	
Telephone_2	+233(0)XXXXXXXXXX	
Fax		
Email Address	example@gmail.com	
Tax Identification Number	PI0023541	Logo
Social Security Number	HN 023500-01	Click To Insert/Edit Logo
Local/FunctionalCurrency*	GHS	Financial Year* 2019
Default Project		Start Date 01-Jan-19
Default CashBookName		End Date 31-Dec-19
Year Period Span*	Jan 01 - Dec 31	

Click to Enter Access CODE

GoTo: >>SetUp >>MAIN Setup

- Name of Organisation:** Enter the name of your organisation as you want it to print on reports. Make sure to preview the name is a sample report to make sure it appears in full. Read the context help about 'Name of Organisation' for more guidance.
- Postal Address, Telephone numbers, Fax, Email Address, Tax Identification Number and Social Security Number:
Enter the information as much as you have that is applicable to your organisation.

- c. **Default Country:** This is the country where your organisation is going to use this ERP system. Once you select the country and you commence entering data, you cannot change the country.
- d. **City/Town/Village:** This is where your head-office is located.
- e. **Local/Functional Currency:** This is currency in which you will be preparing your final accounts. Once selected and data entry commenced, you cannot change this.
- f. **Default Project:** Every financial transaction in this ERP is associated with one project or the other. Even if you do not have a project at the moment, at least you should have one project about your own organisation. Such a project may be called "Own Funds Project".

You can only set the project after you have recorded projects into the system. The system suggests project number 100A as the default project.

Since you have not yet entered records of any project, you should leave this field empty. Once you create your first project, it will automatically be posted here as the default project. You can come back to this page to change it if you wish.

- g. **Default CashBook Name:** Once you have not entered records of any bank account yet, you should leave this field empty. When you create your first bank account and the currency is consistent with the default system currency, that account will automatically be posted here as the default cashbook name. Later, you can change it to another cashbook if you wish.
- h. **Year Period Span:** This is the first day and the last day of your financial year. The system limits the options to only four (Jan – Dec, Mar – Feb, Jul – Jun or Oct – Sep).
- i. **Logo:** You can insert your organisation logo at this stage. Read the guidelines on how to insert a logo.
- j. **Click to Enter Access CODE:** If you are a smaller organisation with not more than 20 payments per month OR not more than 10 paid employees, you do not need to worry about the *Access CODE*. CODE is required for big organisations to support the development of this system for the benefit of smaller organisations.

(ii) Default Options

Financial Year	2019
Year Start Date	01-Jan-19
Year End Date	31-Dec-19
Year Period Span	Jan 01 - Dec 31
Employer Provident Rate	0%
Welfare Contribution Amt.	GHS
Maximum Petty Cash Float	2,000.00 GHS
Max. Petty Cash Payment	500.00 GHS
Allow a staff More Than One Advance?	No
Allow Salary Without Time Sheet?	Yes
Do staff attend medical facility in lure of medical Cash Allowance?	No
Do staff enjoy Provident Fund, 13th Month Salary, Both or None?	Provident Fund Only
Is bank account signatory declaration mandatory?	No
Do You Use the Accounting Module?	Yes
Don't Show Welcome Message	<input checked="" type="checkbox"/>

Prepare the SetUp Default Options for your first financial Year.

GoTo: >>SetUp >>> Default Options

- Financial Year:** This is the current financial year. You set the when you commence using this ERP and at the beginning of each of your financial year.
- Year Start Date:** The year start date is not controlled in the options window. It is controlled in the MAIN Setup window. Therefore, you cannot control it from here.
- Year End Date:** The year-end date is also not controlled in the options window.
- Year Period Span:** This field is also controlled from the MAIN Setup window.
- Employer Provident Rate:** If your organisation pays provident contribution to staff, set the rate to be applied on the basic salary.
- Welfare Contribution:** If your staff agreed to contribute to welfare which should be deducted at source, set the amount agreed for the welfare. If you do not have welfare, set the value to ZERO
- Maximum Petty Cash Float:** Set the maximum amount that can be transferred to petty cash (cash on hand).

- h. **Maximum Petty Cash Payment:** Indicate the ceiling for your petty cash payment.
- i. **Allow a staff more than one advance?:** If your organisation does not allow a staff to keep more than one cash advance for an activity or event, you may select the appropriate option.

It is highly recommended that you leave the default setting at 'NO' but give exceptions to some key staff on need basis due to the nature of their function within the organisation. To give the exceptions, go to >>>**Management, >>>Approval/Locking, >>>Allow a Staff Multiple Advances.**

- j. **Allow Salary without Timesheet?:** If you have a policy not to pay salary to a staff until they submit their timesheet, you may select the appropriate condition.
- k. **Do staff attend medical facility in lieu of medical cash allowance?:** You may have a policy for staff to attend medical facility while the organisation pays later. If you select 'YES', it means the field under staff salaries where medical allowances can be given, will be disabled. If you do not have any medical benefit condition for staff all, then set it as 'YES' so that the allowance field will be disabled.

Simply put, the choice of 'NO' will allow medical allowance field to be available. A choice of 'YES' will make medical allowance field disabled.

- l. **Do staff enjoy Provident Fund, 13th Month Salary, Both or None?:** Please select what is applicable for your organisation.
- m. **Is bank account signatory declaration mandatory?:** This option is very important for persons who sign cheques.

Choice of 'YES':

This means on monthly basis, persons who sign cheques must review all cheques they signed and login to approve their signatory availability for the coming month. If a signatory does not give her/his consent to sign cheques again, then they cannot be used as signatories.

Choice of 'NO':

This means the system does not need the signatory to give monthly consent anymore. Their names will be available to sign cheques automatically.

- n. **Do you use the Accounting Module?:** Your choice here would determine if certain accounting related transaction are enforced or not. If you chose no, you cannot record payments.
- o. **Don't show welcome message:** Select to disable the showing of welcome message each time you log in.

Setup Preliminary Records

Setup your **(1) Donor Records, (2) Projects, (3) Bank Accounts, (4) Positions of Staff, (5) Office Locations and (6) Staff Particulars** in this order.

Note that entry of some information into the system are dependent on the entry of other previous information. You are hereby advised to follow the order as stated out below. If you jump a process, you may be compelled to go back and do it in the antecedent step.

- a. **Donor Records** *GoTo: >>Accounting >> Project Management >>> Add New Donor*
You may not have any donor. In that case, set up yourself as the donor. You may want to set up yourself as “Own Organisation Funds”. You become your own donor. If you have other donors, please enter the current ones to start with.

Note that even if all your projects are funded by others, you must still setup your organisation as another donor using a name as suggested or something similar. This is necessary because, at one point or the other, you might recover costs for services you render to the other donor projects, or you may incur expenses that are not directly for any other project.

The recommended format for numbering the donors is: AAA-00. The format is made up of three alphabets and two numerals. You might use numbers such as EUR-01 (for the European Union as a donor), USA-01 (for USAID as a donor), DFI-01 (for UK-Aid as a donor), etc.

You may include something as description of the relationship with the donor. It is not too important though.

The button **View Existing Donors** allows to view donors who are already in the system.

- b. **Projects** *GoTo: >>Accounting >> Project Management >>> Add New Project*
Create at least one project (e.g. Own Funds Projects). Preferably, add all your current active projects. You will need them when you create bank accounts to be linked to the projects.

The recommended format for project number is **Three Numerals** and **One Alphabet** (e.g. 100A). The wisdom in adding the alphabet to the number is that, some projects might run several phases. In that case, you may have 101A, 101B, 101C, etc. to represent the same project running in several phases.

It is recommended that you scan a copy of the project contract and upload it when entering the project data. If you do not have it scanned at the time of the data capture, you can do that later under >>>Review >>>Editing >>>Edit Project Details.

HINT: You must add the approved lifetime budgets for the projects before you can assign expenses to them.

c. **Banks** *GoTo: >>> Management >>> Add New Bank Name*

Depending on your selected default country, the list of some banks have been pre-set in the system. If your country's banks have not been pre-set, follow this process to add any bank to the system.

The bank's short name is a three-letter abbreviation for the bank's name. It is recommended to use UPPER CASE (BLOCK LETTERS). This short name will be used in identifying cashbooks from each bank.

The first bank account you add will automatically become your default bank account. In non-cash-movement transactions where you are not requested for bank account but the system needs to associate it with an account, the default account will be chosen automatically.

d. **Bank Account** *GoTo: >>> Accounting >>> Banks >>>Add New Bank Account*

Create a bank account to receive money and to make payments. Each project ideally should have a separate bank account. You can create multiple bank accounts for the same project. E.g. One forex account and One Local currency account. You can add more accounts for the same project if need be.

Where you have multiple project being operated with one bank account, set the dedicated to 'NO'.

Remember that anytime you create a new bank account, you must assign signatories to it otherwise you cannot make payments from it.

e. **Add New Positions** *GoTo: >>> Management >>> Add New Position*

These are the positions of staff in the organisation. You need the staff's position at the time of entering new employees. Therefore, make sure to do this first.

f. **Add New Office Location** *GoTo: >>> Management >>> Add New Office Location*

You must define all office locations where staff are stationed. When recording new employees, you will be required to state where they are located.

g. **Add New Staff** *GoTo: >>> HRIS >>> Add New Staff*

Enter the staff details of all your workers. You must enter staff details before you commence making any payments. Each payment is linked to a staff as the responsible person.

The New Staff entry form has Four TABS: Personal information, Contact Information, Salary and Benefits, Banking Information and Photograph

Try to collect as much information about your staff as possible; you may need them so badly someday.

HINT: You may enter just a few staff details at this stage and allow the HR Manager to do the rest later.

h. **Assigning Projects to Staff** GoTo: >>> HRIS>>> Percentage of Staff Time >>> Add New Time Distribution/>>>Edit Current Time Distribution

When you add a new staff, you are required to assign one project to staff. Thereafter, once you have added all your projects, you should review list of staff who ought to be assign to multiple projects.

Edit the first distribution by lowering it to the correct percentage. After that, distribute the remaining percentage to the other projects for that staff.

Remember, if a staff's total percentage of time allocated to projects is less than 100%, their name will not be available for payroll preparation.

If a staff is working on part-time, their total percentage of time should still be 100%. The part-time calculation should be on the amount of salary they are paid.

i. **Add other users to the ERP system** GoTo: >>SetUp >>Add New User.

This ERP system is a multi-user. There are several transactions that one person cannot complete without the action of another user (e.g. Approving salaries, adding signatories to bank accounts, editing some PVs, etc).

After you have added some staff to the system, it is time to add other persons as users and give them the necessary access rights.

- i. **Is User a Staff?:** *Specify as required.*
- ii. **Staff ID:** *If the user is a staff, this will be the ID earlier assigned to them;*
- iii. **User Full Name:** *Enter the user's full name if they are not staff.*
- iv. **User Login ID:** *This is usually a short name the user will use to enter the system.*
- v. **Password:** *It is recommended that, the first initial password should be the word 'password' without the quotation. You may choose a different approach but be consistent. If your Microsoft Office Outlook is configured properly, it will send an automatic email to the New User.*

Automatically, an email is sent to the new user if your internet is working and your Outlook application is properly configured. Crosscheck in your sent items whether the email is gone otherwise, send the email to the user informing them about the account created for them with the temporary password. Advise them to change the password.

Adding the First User's Staff ID

If the first user who setup this ERP system is a staff, their staff ID will not be recorded in the users list.

Another user with BOD members rights or administrator rights should update the staff ID for that first administrator.

GoTo: >>>Setup >>>Manage Existing Users.

Change the ID from Zero (0) to the correct system generated ID.

j. **Add Account Signatories** *GoTo: >>> Management >>> Cheque Signatories >>> Add Account Signatories*

Staff and non-staff (e.g. BOD members) can become cheque signatories (signatory to bank accounts).

You cannot add yourself as account signatory.

Remember that anytime you create a new bank account, you must assign signatories to it otherwise you cannot make payments from it.

A prospective account signatory must first be added as a user of the system before they can be an account signatory. Account signatories have some level of responsibility which necessitates their addition as users. They do not need to have the system installed on their computers but they can be given access by finance or HR/Admin to discharge these responsibilities.

If the first user who setup this ERP system is a staff, their staff ID will not be recorded in the users list. Another user with BOD members rights or another AdminUser_Senior should update the staff ID for that first administrator.

To do that, *GoTo: >>>Setup >>>Manage Existing Users.*

Change the ID from Zero (0) to the correct system generated ID.

Assign Bank Accounts to Individual Signatories

GoTo: >>> Management >>>

Cheque Signatories >>> Assign Bank Accounts to Individual Signatories

Signatories cannot sign cheques until they are added to specific bank accounts. Add each signatory to the specific accounts that they are allowed to sign. If you do not assign accounts to the individual, they cannot sign on those accounts.

Remember that anytime you create a new bank account, you must assign signatories

Initial Data Capture

If you are an existing NGO with audited financial statement, you must input the audited balance sheet as opening balances for the coming year. If you have just ended a financial year but the audit is ongoing, you can input figures from your cashbook balances only.

Apart from bank accounts, all records of opening balances must be in the local/functional currency (i.e. currency used in preparing the final accounts).

A typical NGO balance sheet might have some or all of the following items:

- a. Fixed Assets:
 - i. Land and Buildings
 - ii. Vehicles
 - iii. Furniture and Fittings
 - iv. Office Equipments
 - v. Motorbike and Tricycles
- b. Current Assets:
 - i. Stocks
 - ii. Debtors (staff and non-staff)
 - iii. Cash Advances to Staff (for activities)
 - iv. Other Accounts Receivables
 - v. Investments
 - vi. Cash at Bank and in Hand
 - vii. Prepayments
- c. Liabilities (current & non-current)
 - i. PAYE Income Tax Payables
 - ii. Social Security Payables
 - iii. Other Accounts Payables
- d. Accumulated Funds
 - i. Endowment Funds
 - ii. Restricted Income Funds
 - iii. Unrestricted Funds

Recording transactions from the previous year:

If the audit of your immediate past financial year is in progress but you wish to start using the system for the coming year, use figures from your cashbook balances only (DO NOT USE BANK ACCOUNT BALANCE unless it is the same as your cashbook balance.).

However, some transaction from the previous year may have to be recorded (e.g. retirement of advance from previous year, repayment of loan by staff, payments of accounts payables, etc.). In this case, you must record the opening balances of those Ledgers before you can enter those transactions.

While you wait for the audit to complete, you must record accounts payables from last year if you have to record any new accounts payable of this year.

How to record Initial Data Capture – (IDC) of each class of balance sheet items into the system:

Fixed Assets:

- a. All fixed assets need to have unique identification. You may use your current asset numbering format to identify each asset before you do the initial data capture (IDC). If you do not already have unique numbering for your assets, use 1, 2, 3, 4, ... etc in that order (simple non-duplicate numbers). Once you add assets to the register, the system will generate unique IDs for each.
- b. The system makes room to record fixed assets at their book values. This means you've written off all accumulated depreciations to get the NET Fixed Assets.
- c. If you are not sure whether the pending/ongoing annual financial audit will result in changes in the book values of the fixed assets, you can delay the IDC for the fixed assets until after the audit. However, you must do that before the end of the year. If you fail to add it before you close the year's accounts, you can only add it as a new asset (donated asset).

Current Assets:

- d. Current assets need to be identified uniquely based on their sub-class.
 - i. **Staff Debtors** must be identified with the Staff ID in the new system.
 - ii. **Other debtors** need to be uniquely identified by their unique names. Other Debtors cannot be broken down. It must be lumped up. You can keep memorandum record of its details until they all pay-up.
 - iii. **Cash advances** to staff that have not been retired need to be identified by the unique PV number in your previous accounting system. If you have none, use 1, 2, 3, 4, ... etc in that order (simple non-duplicate numbers).
 - iv. **Investments** such as **Government Treasury-Bills** or **Fixed Deposits** should be identified by their unique names. If you have multiples of the same

investment, you have to lump them up as one single investment. You can give some details in the description section.

- v. **Stocks:** This ERP system did not recognise stock as important aspect of NGO accounting. Memorandum records can be kept of stock for accountability but such stock as not capitalised so as to make them appear in the end of your accounts.
- vi. **Prepayments** from the previous year are not allowed to be brought forward. Keep memorandum record of it in the preparation of your final accounts until it is exhausted. Prepayments arising from payments in this current year are allowed. **GoTo: >>> SetUp >>> Annual Prepayment Journals**

Liabilities

A number of liabilities common on an NGO balances have been pre-set in the list of ledgers. You can add more if you wish.

- i. **Accounts Payables** from the First-Opening balance sheet must be recorded before any future accounts payable arise. Even if the audit of the opening balance sheet is not yet complete to confirm the payables in the draft account, you must record the payables from the first-opening balance sheet before you record new payables in this your first year. If you commence recording new payable for the current year, you will not be allowed record to old payables from the OBS.
- ii. **PAYE Income Tax Deduction:** If you have deducted Pay As You Earn (PAYE) income taxes from staff salaries for the last month of the year which you may not have paid before the year closed, they will appear on you balance sheet. You can enter this amount as a single figure. You cannot enter multiple of this ledger.
- iii. **Social Security Contribution:** If you owe social security deductions just as you do with PAYE Income Tax, treat it the same way.

Accumulated Funds:

The Accumulated Funds is the balancing figure of the OBS. Therefore, it should be the last item to be recorded. However, it can be adjusted as you finalise your opening balance figures.

If you commence the system with only cashbook balances, the accumulated fund balance will be the sum of those balances. If later you add new assets or liabilities, you will again record the difference in the accumulated funds.

When you are on the OBS accumulated funds page, the amount required would have been calculated automatically for you as you entered the other figures.

Editing First-Opening Balance sheet

You can edit your First-Opening balance sheet while in your first year only. The first balance sheet you use to commence the system may not have been audited yet. Hence, you are given opportunity until your audit is complete so that you can make any necessary adjustment to the opening balances. However, immediately you close your first financial year and commence a new year, the edit function of the First-Opening balance sheet is turned off.

Adding First-Opening Fixed Assets to the Asset Register

After capturing your first opening balances, if there are fixed assets among them, you will receive on-screen message reminding to add those assets to the asset register. Make sure to do that before doing any other thing.

First OBS Assets can be added to the register only through the OBS window.

Receiving Funds and Making Payments:

Once the initial setup is complete, you can receive funds and make payments.

Prospective payees are names of every individual, group, organisation or institution that you have ever had previous engagement with. This feature minimises the retyping of peoples' names and allows the differentiating of names should they be identical. The **prospective payees** list is auto-generated from *Contact list, previous payee, staff and suppliers list*.

Accounting Module

Payments

The following are the types of payments under the accounting module. They include

- i. Payments of Advances (Main CashBook)
- ii. Transfer between Accounts
- iii. Payments of Direct Debits in Bank Statements
- iv. Petty Cash Payments
- v. Payment of Reimbursements
- vi. Settlement of Accounts Payables
- vii. Payment of Salaries

(i) Payment of Advances (Main CashBook)

Nearly all payments are considered as advances until they are retired. The default action of the payments window is to make payments from main cashbook only. Petty Cash payments should be made through the petty cash window.

An email notification is sent (Microsoft Outlook Only) to the signatories who signed for the payment being made unless the user prevents the sending process.

Payments made are automatically added to the list of PVs outstanding and can only be cleared through expense retirement.

Where the currency of the advance is not the functional currency (Local currency), you will be required to provide the prevailing exchange rate at the time of the payment. It is important to always have the exchange rate in hand before commencing the transaction.

Cheque number is required for the first transaction and when a new cheque book is opened. Automatically, new cheque numbers are suggested in incremental order based on the immediate previous number. You can change it if it does not match your actual cheque number. However, you cannot duplicate a cheque number for the same bank account.

Exchange rate may be calculated by (i) dividing the local currency by the foreign currency or (ii) by dividing the foreign currency by the local currency. This ERP system uses the first approach where the local currency is divided by the foreign currency. A guide is provided near the exchange rate field.

The default setting is to disallow staff from receiving additional payments unless they retire any outstanding advance. However, this setting can be changed under Setup Options. Additionally, exceptions can be made for some staff due to their roles.

Closing of Past Month's Financial Transactions

If you commence recording financial transactions in any date, then you cannot record any financial transaction in any other date earlier than that date.

For instance, if your last financial transaction date was **8th January 2019**, then you cannot record transactions of **7th January 2019** or earlier. However, you can continue to record transactions of the 8th even if today is the 10th.

Therefore, if you have a set of past dates' transactions to record, make sure you complete them before you commence new dates' transactions.

(ii) Transfer between Accounts

Funds movement from one bank account to another and from a bank account to its petty cash (as cash float) are effected through this window.

Where the currency of the account making the transfer is different from the receiving account, you will be required to provide the prevailing exchange rate at the time of the payment. It is important to always have the exchange rate in hand before commencing the transaction. Use the local currency divided by the foreign currency to establish the rate.

Handling Exchange Rate Errors

While transferring funds from one currency account into another and may err by reversing the exchange determination. E.g. You may have established a rate as 4.1628 between your local currency the USD. If for whatever reason you need to transfer money from your local currency account to the USD, you need to use the inverse of this rate; i.e. $1/4.1628 = 0.2402$

If you made a mistake and first enter the 4.1268 your USD bank account will show a very high balance which is incorrect. To correct this you need to reverse the transfer by passing back the same realised amount in the USD account back to your local currency account. Thereafter, you can use the correct rate to re-do the transfer all over again.

(iii) Payments of Direct Debits in Bank Statements

The recording of direct debit payments arise when the bank honour's your standing order request to pay some bills on your behalf. It is also used to record bank charges.

Direct debit payments do not require account signatories. However, they require a reference number which is obtained only when you carry out bank reconciliations.

(iv) Petty Cash Payments

The use of petty cash payment require you to set up the maximum float for petty cash re-imburement. It also require the maximum allowable amount of payment as petty cash. These are part of SetUp Options. It can be revised as required.

(v) Payment of Reimbursements

Payments of re-imburements to staff is one when there is approved over expenditure. This can only be done when the circumstance has arisen. Once the amount of expenditure is more than the amount advanced and management approves the extra expenditure, the details of that PV will automatically be available to be reimbursed.

NOTE: (1) If reimbursement to staff is outstanding, end of closure cannot be done until the liability is settled. (2) You cannot reimburse with petty cash. All reimbursements to staff and refunds from staff have to be channelled through the bank.

No Petty Cash for refunds or reimbursements

All reimbursements to staff and refunds from staff have to be channelled through the bank.

(vi) Settlement of Accounts Payables

Accounts payables can be settled if they exist. Each accounts payable has a reference cycle which is automatically generated to differentiate one payable from another.

(vii) Payment of Salaries

Salaries can only be paid if they are approved. You cannot approve salary that you prepared. To approve salaries, Goto >>>Management >>>Approvals/Lockings >>>Approve Salaries.

If salaries are not approved, you will not find the year and month to even select.

(viii) Search Payment Voucher

You can search for any payment voucher either by the number or through other multiple criteria. Search by number will yield only one result whilst search via multiple criteria could result in multiple results to choose from. The criteria could include *Name of Payee, any part of the description of the payment, the currency used, the date of payment, the cheque number and the amount.*

(ix) Correction of Errors in Payment Vouchers

When a payment voucher is not yet retired, you could correct the error therein by going through the review window. If the error require that the amount should be made zero (0), that PV will remain among PVs outstanding. Under retirements, you could analyse it as though it is retired and enter a zero (0) amount as the expenditure and select a Cancelled PV as the ledger name.

Receipts

Every receipt of funds have an auto-generated reference number made up of financial year and serial numbers from 1 to the last receipt in the year. The following are the types of receipts under the accounting module. They include

- a. *General Incomes*
- b. *Refund from staff for advances*
- c. *Receipt of Accounts Receivables*
- d. *Receipt from Redemption of Investments and Other Assets*
- e. *Investments Income Re-invested*

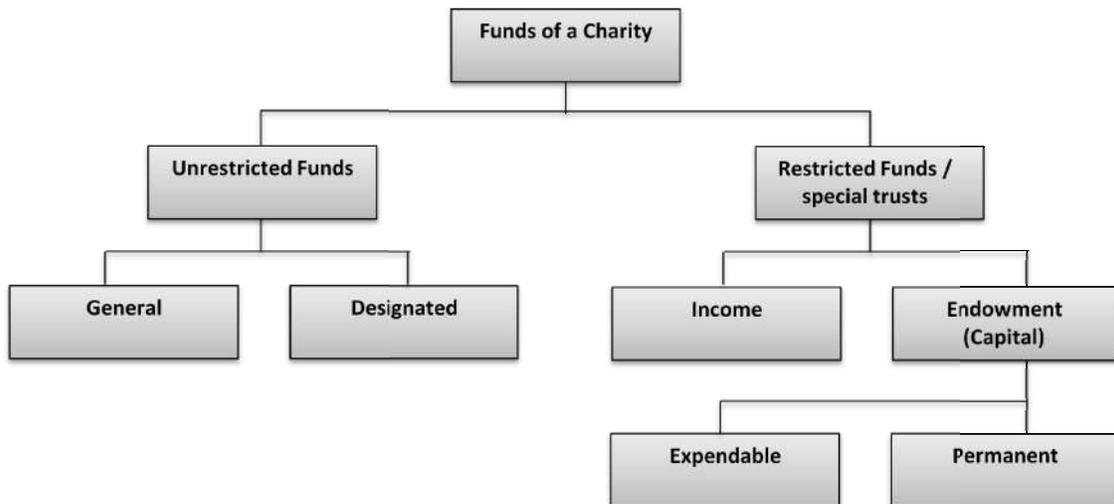
(i) *General Incomes*

The General Incomes window is used to receive all grants and loans. The following are the pre-set types of incomes anticipated:

- a) Income from Commercial Activity
- b) Income from Other Investments
- c) Incomes from Fees, Dues and Subscriptions
- d) Other Incomes
- e) Restricted Funds - Endowment (Expendable)
- f) Restricted Funds - Endowment (Permanent)
- g) Restricted Funds (Income)
- h) Unrestricted Funds (Designated)
- i) Unrestricted Funds (General)

All cashbook names are linked to projects. Therefore, make sure to select the appropriate cashbook for the project funds received. The drop-down list shows each cashbook and the associated project.

The figure below shows the classes of charitable funds (Source: UK Charity SORP):



(ii) Refund from staff for advances

When staff under-spend from the advances given to them, it is recorded through this window. After retirement is made and there arise the need for re-fund, such PVs are populated here automatically.

Note: You cannot close the year if a refund from staff is not received.

(iii) Receipt of Accounts Receivables

When accounts receivables have arisen, such funds can be received here when received. This is rare transaction and should be avoided as much as possible.

(iv) Receipt from Disinvestments and Other Assets

When an investment such as Fixed Deposit, Government Treasury Bills, etc are retired, they are recorded through this window. When staff pay back their loans, it is recorded here as well.

Only staff with outstanding debts are visible here.

(v) Investments Income Re-invested

If an investment income is to be reinvested, it is recorded here. When a notice

Retirement of Advance

Apart from reimbursements paid to staff, every payment is an advance which must be retired. Therefore, *Retirement of Advance* is a key entry requirement that affects nearly every payment.

Retirement entries are directly linked to the advances made that have not been retired. Therefore, you only select the PV being retired from the drop-down list of outstanding PVs.

The sub-analysis of selected expenditure can be enabled or disabled. Some donors require further thematic analysis of the cost of an event. For instance, a donor might request that Conference, training and workshop expenses should be further broken down to *cost of accommodation for participants, feeding, travel and transport, venue and facility hire, fuel, etc*. You can select expense ledgers that should be sub-analysed. To do so, Goto >>>SetUp >>>Select Expense Ledger for Sub-Analysis.

Project Management

The Project Management button opens the Project Management control panel. It is part of the Accounting module. The actions that can be performed here include:

- i. Add New Project
- ii. Add New Donor
- iii. Add Approved Project Lifetime Budget
- iv. Add Periodic Approved Budget
- v. Project Reporting Timelines

- vi. *Review Activity Detail Expenditure*
- vii. *Re-allocate Activities Only*
- viii. *Re-allocate Activities and Projects*
- ix. *Project Closure Processes*
- x. *Views:*
 - a. *Project Financial Reports*
 - b. *Periodic Reports (Quarter/Annual/Semi-Annual)*
 - c. *View Existing Donors*
 - d. *View Existing Projects*
 - e. *View Project Lifetime Budget*
 - f. *View Project Periodic Budget*
 - g. *Project Expenditure Quick View (Current Year Only)*
 - 1. *By CashBook*
 - 2. *By Month*
 - 3. *By Ledger*

(i) Add New Donor

The new donor window is to record new donor details once you agree to implement projects to be financed by them. The data to be collected in this window include:

- (a) Donor Number: This is the unique following the format prescribed.
- (b) Donor Name: This is the full name of the donor.
- (c) Description: This is a description of the relationship.
- (d) Donor Contact Person: This is the individual contact person for your organisation within the donor institution.
- (e) Contact Person's Title: State as applicable.
- (f) Contact Telephone _1: State as applicable.
- (g) Contact Telephone _2: State as applicable.
- (h) Contact Email Address: State as applicable.
- (i) Donor Postal Address: State as applicable.

This ERP adopts a donor numbering system comprising three letters (in CAPS) and two digit numeral as suffix. The three letters should come from the name of the donor. Any combination that will help you easily know which donor it is. The numeral is simply 01 for each donor. If you later have a new donor whose first three letters are the same as a previous donor, then you can use 02 as the suffix.

The donor numbering format can be customised as a request.

(ii) Add New Project

The addition of new project require *a project number, a project name, a donor name, a donor assigned number to the project, the start date of the project, the end date, the frequency of recurring budget, the contract sum, the currency, the exchange rate to your local/functional currency, the budget reporting currency, the number of years to keep copies of project documents after closure and scan copy of the contract.*

- (a) Project Number: The format for project number in this ERP is *three-digit numeral and one alphabet*. E.g. 100A, 101A, 113C, etc. The idea of using an alphabet after the number is to identify projects that goes into phases. The first phase of a project should always have the letter

'A' after the number. Subsequent phases should have the letter 'B', 'C', in that order. This helps one to know that the projects are related. However, this numbering format can be customised as a request.

The first project number reserved is 100A. It is meant as the own-funds project. It is the project that even in the event there are no other projects being implemented by the organisation, as long as the organisation is operating and spending money, then it is implementing project 100A.

- (b) Project Name: The project name should be the same as agreed with the donor or agreed by management.
- (c) Donor Name: The name of the donor or sponsor of the project. Donor details must be recorded before the project details.
- (d) Donor assigned number: Some donors have special numbers they assign to the projects that they sponsor. Therefore, it is important to keep track of that number in your documentation.
- (e) Project Start Date: This is the date as agreed in the contract.
- (f) Project Start Date: This is also the date as agreed in the contract. If you have received approval for a no-cost extension, you should amend this date at the appropriate time. To amend, GoTo: >>>Reviews >>>Editing >>>Edit Project Details
- (g) Recurring Budget Period: This is frequency with which your donor require for periodic budgets. For instance, a one-year project may require the submission of quarterly budgets.
- (h) Contract Sum Amount: This is the agreed project value.
- (i) Currency Name: This is the currency for the contract sum.
- (j) Exchange Rate: This is the rate between the currency and your local/functional currency if it is different. If the currency is the same, this value will automatically be equal to 1.
- (k) Approved Budget Reporting Currency: This is the currency in which financial reports will be submitted. In a lot of the cases, your expenditure will be in the local/functional currency. However, some donors require you to report in the foreign currency agreed in the contract. This Approved Budget Reporting Currency field is to take note of what currency the donor require you to submit financial reports. It is the currency in which variances will be analysed.
- (l) Number of Years to keep project documents: This is important for future use.
- (m) Signed Contract: It is highly recommended that even before you start capturing the details of a project, you should have scan a copy of the original contract so that you can upload it at this point. If you have not scan it yet, then you can do that later. The signed contract embedded within your ERP is very important for future quick reference.

(iii) Add Approved Project Lifetime Budget

The approved project lifetime budget is the first agreed budget per the signed contract. You require the *project number, activity number, activity name, and the approved budget*.

- (a) Project Number: The project number is coming from the list of active project in the system.
- (b) Activity Number: Each project has a list of activities agreed per the lifetime budget. Use a simple serial numbering from 1 to the last at activity. When you start with 1, the system will automatically generate the next number for you as you move the next activity. You can always add new activities in future.
- (c) Activity Name: This is name of the numbered activity. You can also edit the name of an activity if you realised a mistake was made.

(d) **Approved Budget:** This is the budget in the signed contract. Remember you have selected a currency during the process of recording the project. Therefore, that currency appears here automatically. As you add new activity to the list, the total budget is shown on your right and the remaining funds is shown to you. These are figures coming from the project details you recorded earlier. You cannot exceed the total budget per the project details.

(iv) Periodic Approved Budget

During the time of recording a new project, you indicated the frequency of periodic budgeting and reporting. You will use that periodicity to capture periodic budgets in this window.

Normally, you should record the first period budget only. However, if you have already agreed with your donor on each period's budget (each quarter budget), you can capture each of those periods here. If the recurring budget is allowed to be more natural so that at the start of each period (e.g. quarter), you prepare a revise budget for the quarter, then you will be recording it in this window as and when a new period budget is prepared.

The button is grey until you select the period. There are controls to prevent you from wrongly going beyond the approved project lifetime.

- (a) **Project Number:** You will the project number and its details will be shown.
- (b) **Activity Number:** The first activity number is 1. Once you select the first activity number, the subsequent once come automatically as you proceed. If you have already budget for a certain period, you cannot do it again, you can only edit that.
- (c) **Period Budget:** This is the budget approved for the period. This will be used in period variance analysis.

(v) Project Reporting Timelines

This is the list of agreed timeline in the contract. The contract may specify periods for the submission of financial reports, narrative reports, submission revised budgets, etc. This window is very useful in tracking any agreed contractual obligation that is time bound. By select the appropriate times, an automatic email (MS Outlook only) reminder will be sent to the responsible staff who need to act.

You need to provide the *project number, report cycle, report due date, type of report or action to be done, email addresses of responsible staff*.

- (a) **Project Number:** You need to provide the project number.
- (b) **Report Cycle:** Each event or report should be numbered starting with 1 as the first cycle. If financial reports will have to be submitted five times in the life of a project, then you need to record five cycles and describe each requirement.
- (c) **Report Due Date:** This is the date the action is required.
- (d) **Type of Report to be submitted:** You should specify the type of report or event. This description will be part of the email to be sent to the specified persons. Therefore, make sure it is clear to each one of them what the email is about.
- (e) **Email address of responsible staff:** This is a list of staff email addresses for you to select the responsible persons who should be sent an email when this timeline is approaching. Three emails (Outlook only) will be sent. The first email will be sent when it is one month to due date. One week to the due date a second email will be sent. The last email will be sent a

day to the deadline. The email is triggered once someone sign-in. If they do not have internet connectivity, it will remain in their outbox. If they did not configure outlook, then no email will be sent until someone with Outlook configured signs-in.

(vi) *Reallocate Activities Only*

In situations when expenditure is allocated to the correct project but to the wrong activity, this window will allow you to correct that error. Remember, the audit trail tracks any changes you make. It is traceable to you. That is the other reason why you should not log-in and allow someone else to work. Log-out and let the person also log-in.

(vii) *Reallocate Activities and Projects*

In situations where a cashbook is used for multiple projects and there is an error in the allocation process, this window can be used to correct that. Once more, note that the audit trail tracks any changes you make. It is traceable to you. That is the other reason why you should not log-in and allow someone else to work. Log-out and let the person also log-in.

(viii) *Project Closure Processes*

Every project has a start date and an end date apart from project 100A which move with the going concern state of the organisation. Every other project that has a define lifetime should not be recorded under 100A. It should be given its unique number so that it will run its useful life.

After you have gone through your organisational procedure for project closure, this window is to effect the actual closure. Confirm project cash balances, transfer back to the donor any agreed unspent funds per contractual obligation or transfer to your other regular accounts funds that you are allowed to keep and effect the final closure.

- (a) Project CashBook Balance: If the project has a dedicated bank account, the balance in the account and its associated petty cash can be assumed to belong to the project (cross-check to make sure the project does not owe other projects). If the project comingles its funds with other projects in one of those non-dedicated bank accounts, then need to establish the projects actual cashbook balance. To do that GoTo: >>>Accounting >>>Project Management >>>Project Closure Processes >>>Check Project Bank Balance.
- (b) Transfer out any remaining Funds: Transfer to your regular account any surplus funds in the project account.
- (c) Final Closure of Project: Effect the final closure by indicating the person who approved the closure, the date of closure and the reason for the closure.

(ix) *Views: (Sundry Items in font colour GREEN)*

The following buttons in font colour green are meant to provide with quick access to reports and other key information for reference and action as may be required.

On the project management window, the view buttons are *Project Financial Report, Periodic Report (Quarter/Annual/Semi-annual), Existing Donors, Existing Projects, Review Activity Detail Expenditure, Project Lifetime Budget, Project Periodic Budget, Project Expenditure Quick-view (current year)*.

- (a) Project Financial Report: The project financial report view enables you to preview or print a copy of the project's financial report in five different forms. The reports can be exported to Excel for further analysis.
- a) Up-to-Date Report: This is the complete report from inception to date as far as the expenditure has been retired and analysed and assigned to the project. All reports are in local currency except the forex-based designated reports.
 - b) Forex Financial report: If the contract require that report be submitted in foreign currency, this report is available. If you did not indicate in the project details that this project shall be in forex, then it will not be available.
 - c) Periodic report in Detail: This report can be set to cover any desired time frame. The detail report lists the activity, date of expenditure, the PV number, etc. However, the dates must be relevant to the project's expenses.
 - d) Periodic report in Summary: This is the summary version of the detail periodic report. It can be set to cover any desired time frame. However, the dates must be relevant to the project's expenses.
 - e) Comparative Report with M&E Data: As the Monitoring and Evaluation component of the ERP is capturing data on activities being implemented, this comparative report allows you to confirm the list of activities carried out as far as financial report is concerned against the list of activities reported as carried per the narrative report from the M&E data. It does not show amount of money spent but the list of activities being reported.
- (b) Periodic Report (Quarter/Annual/Semi-annual): The periodic financial report is based on the periodic budgets. If you do not set any periodic budgets, you will not get any periodic report. If you set the periodic budget but you have not made any expenditure in the period, you will not get any report. You can export the report to Excel for further analysis.
- (c) View Existing Donors: You can take a look at the list of exiting donors.
- (d) View Existing Projects: You can view the list of existing projects.
- (e) Review Activity Detail Expenditure: This window allows you to take a look the expenditure on and activity, the PVs that have been used to report the expenditure, compared with the lifetime budget for that activity.
- (f) View Project Lifetime budget
- (g) View Project Periodic budget
- (h) Project Expenditure Quick View (current year): This collection of windows provide quick reference of monthly expenditure (over-all and per project), expenses per ledger per project, expenses per cashbook, etc.

The Banks button provides the window to manage everything about bank accounts. The addition of a new bank to list of available banks is a management function and therefore not located here. To add a new bank GoTo: >>>Management >>>Add New Bank Name.

The specific sub buttons for the Banks window are:

- i. *Add New Bank Account*
- ii. *Bank Reconciliations*
- iii. *Reallocate Bank Account to Another Project*
- iv. *Views:*
 - a. *View Existing Banks*
 - b. *View CashBook Balances*

(i) Add New Bank Account

The addition of a new bank account requires the following information: *bank full name, Account Number, Currency, Swift CODE, Bank Address, Contact persons and telephone numbers, Correspondent Bank, Related Project, Dedicated or Not-Dedicated to the project.*

- (a) The bank's full name is a drop-down list from the list of bank previously captured under management. The account series is automatic and it represents the number of accounts with the same bank. The currency series is also automatic as it represents the number of the same currencies within the entire accounting system.
- (b) Account Number as issued by the bank
- (c) Currency of the account
- (d) SWIFT CODE or IBAN or any such identification as may be issued by the bank
- (e) Bank address and contact persons details
- (f) Correspondent bank as provided
- (g) Related Project: Each bank account is identified with a particular project. Even if the bank account is meant for multiple projects, there must be the default project to which it is tied.
- (h) Dedicated to Project: Specify if the account is dedicated to the related project previously identified. This can be edited at anytime if necessary.

(ii) Bank Reconciliations

The preparation of bank reconciliations statement is a mandatory action in the accounting module. The Bank Reconciliation window contains the complete processes involved in the preparation of bank reconciliations. The processes are *the selection year and month, the recording of all cleared cheques that were issued, all cleared cheques received, recording of adjustments (bank charges, errors by bank, direct debits and direct credits), recording actual bank statement balance. Correction of errors that arise during the preparation process.*

Preparation of Bank Reconciliation Statement is mandatory

The accounting module required the preparation of BRS at for every month. It is a mandatory task. No payments are allowed if the BRS of the previous month is not prepared and approved.

In a month with no transactions at all, simply post the bank statement balance. That is enough to generate a BRS.

How to Prepare the Bank Reconciliation Statement:

- i. Take a copy of the bank statement
- ii. Trace all cheques issued that have cleared and capture them
- iii. Trace all receipts recorded that have cleared and capture same
- iv. Record bank charges
- v. Trace all errors by bank and capture them
- vi. Trace all direct debits/credit and capture them
- vii. Record the actual balance on the bank statement
- viii. Preview the report.
- ix. Get someone else to approve if all is correct.

- (a) Cheques Issued: After the selection of the month and year, this window becomes enabled. The only additional fields to enter data are the cheque numbers and the cashbook name. All the other fields are auto-generated once the cheque number and the cashbook names are entered. If there is a bank wire transfer payment, it can be recorded as direct debit. If however, your bank wire transfers have unique ID numbers that are non repetitive and will not conflict with your cheque numbers, then you can recorded as though they are cheques issued.
- (b) Cheques Received: The cheque received window require entry into the Receipt Reference Number and the cashbook name. The other fields will populate automatically. Bank wire transfer receipt will be recorded during bank reconciliation preparation.
- (c) Reconciliation Adjustments: The adjustments window is to capture bank charges, wrong debits/credits and direct debits/credits.

Error by Bank (Wrong Credit/Debit) in Bank Statement

If an Error by the bank (i.e. wrong Debit/Credit) is not corrected by the bank in subsequent months, you must keep restating it under the adjustments until it is resolved.

- (d) Bank Statement Balances: The bank statement balance is to capture simply the actual balance shown on the bank statement. If you have a scan copy of statement, you may upload it.
- (e) Correction of errors: Errors that arise in the process of preparation can be corrected before the reconciliation is approved. You can edit the bank statement balances, edit the cheques received, edit the cheques written or edit the adjustments. Once the reconciliations statement is approved, no correction is possible.

(iii) *Reallocate Bank Account to another Project*

After a project is closed, the bank account can be reallocate to a new project. To do so, use this window.

Select the bank name and then the account series. If there is money in the account, you will receive a warning message.

Why a Bank Reconciliation Statement may not Balance?

The following are among other reasons why your BRS may not balance:

1. Check your bank statement balance and compare with the figure you recorded;
2. You may have not recorded some Direct Debits and Direct Credits;
3. You have not recorded the wrong credit/debit mistake made by the bank;
4. The wrong credit/debit made by the bank in the previous month has not been reversed by the bank. You are supposed to be recording each month under adjustments until such time that the bank corrects the mistake.
5. A direct credit reported in the previous month has been recorded correctly in the cashbook of this month. However, you have not cleared it under reconciliation cleared cheques. This means it is still standing as uncredited cheque for this month which is not the case. Direct debits as cleared automatically but you need to clear direct credits.;
6. Check whether the wrong credit/debit was posted in reverse order. i.e. You may have posted wrong credit as wrong debit or the vise-se-versa

(iv) Views: (Sundry Items in font colour GREEN)

The following buttons in font colour green are for quick references only. You can view Existing Bank accounts and CashBook balances.

Withholding Taxes (WHT)

The Withholding Taxes (WHT) window is used to calculate taxes to be withheld, review monthly WHT calculated, detail WHT report per year, monthly expected WHT, WHT paid per year.

(i) Calculate Withholding Tax

This window to calculate WHT allows you to select PV number, input the tax rate and the tax amount is calculated for you. Amount so calculated is added to the list of calculated taxed for the month that are yet to be paid.

(ii) Monthly WHT Calculate

This is the list of calculated withholding taxes for the month.

(iii) Detail list of PVs Used for Annual Accounts

This is an annual report of all the PVs used for your annual accounts. During tax audit, the auditors from your revenue authority would request you to show them the detail of all the PVs used to arrive at your summary annual accounts.

You can export this report into Excel so that you will categorise the expenses by identifying the payee and the tax threshold. Repeated payment to the same payee that adds up to the threshold meant you should have withheld the tax. One-off payment to some payees that is below the threshold meant you should not withhold tax.

This report will be a good starting point for you to prepare for tax audit.

(iv) Monthly Expected WHT

This button used the threshold set in your SetUp Options for withholding tax to assemble all payments that meet the mark. Some payment may not qualify but since it meets the mark, it will be added.

This report is only a guide for management crosscheck with finance if all expected WHT have been withheld.

(v) WHT Paid (Yearly)

This window will give you a single report of all WHT paid to your tax authority. This report is based on the name of the authority as you input into the system. Thanks the auto-payee

name selection function, you have not excuse to type the name of the tax authority in two different forms. Once a name is typed as a payee, it becomes available to be selected without having to type fully.

To get the report, select the name and the report is generated. If you select the wrong name or you have been changing the name, then you will not get a correct report.

General Ledger and Other Accounts

The General Ledger and Other Accounts window contains *General Expense Recovery Provision, Actual Expenditure Funds Recovery, Accounts Payables, Accounts Receivables, PV Splitting, Re-allocation of Funds Received, Viewing of Consolidated Ledger Details in local currency, Trial Balance of Local Currency CashBooks, Consolidated Ledger Details of any Year, Ledger Details per CashBook in Foreign Currencies, Consolidated Trial Balance in Local Currency (any Year), Balance Sheet per Year and Income and Expenditure per Year.*

(i) **General Expense Recovery Provision**

The expense recovery provision window allows for the codification of certain expenses that a single project does not pay in full. Expenses such as staff salaries, overhead contributions, venue, vehicle and other facility usage charges and contribution to events that is common to all projects. This allows for harmonised payments.

There are four recovery items that can be handled through this window: (i)*Recovery – Administrative Overheads, (ii)Recovery – Salary and Benefits, (iii)Recovery - Vehicle, Equipment & Facility Usage and (iv)Recovery – General Field Activities*

- (a) Recovery – Administrative Overheads: Unless a project specifically identifies administrative items to pay for, this option allows for the lump sum to recovery to be made so that the organisation can use it to pay various types of overhead lines. It is important to discuss this with your donor before you make such recovery. If you are able to keep your overheads under control and this method is agreed, it can be a means of building reserves for your organisation.
- (b) Recovery – Salary and Benefits: This is less controversial. It is widely understood that you can assemble each project’s salary contribution into a common pool before effecting payment. You can discuss this also if there are reasons for lack of understanding.
- (c) Recovery - Vehicle, Equipment & Facility Usage: This provision is also another opportunity for your organisation to charge projects for the use of your conference room, your vehicle and other facilities. Make sure to discuss this at the time of signing the project’s contract. Make sure this discussion is documented as part of the contract.
- (d) Recovery – General Field Activities: This option comes about when the project agrees to contribute to certain events the cost of which is shared among several

projects. Each project can make its contribution through this means so that the pool of funds can be managed in one pot.

Necessary fields required to record a recovery provision include approval by a responsible staff, the project number, the activity number, the description, the amount and the currency of the expenditure.

Make sure there is enough funds in the project's account before you make this provision. Note that the currency of the provision will be the same currency for the actual funds recovery.

Each recovery has an auto-generated cycle number which is used to track the recovery.

(ii) *Actual Expenditure Funds Recovery*

This is the counterpart of the expenditure recovery provision. It is only available when a provision has been made.

The most important field is the *Recovery Cycle*. Once the cycle is selected, the other fields are dependent on same. The other important field is the receiving cashbook name. Make sure to select the correct receiving cashbook name.

(iii) *Accounts Payables*

The accounts payables' window is to record liabilities that have been enjoyed but yet to be paid for. It requires the name of the creditor, a responsible staff to approve the recognition of the liability, the expenditure item, a description, the amount, the currency name, the project number and activity number.

(iv) *Accounts Receivables*

The accounts receivables window records benefits that the organisation has earned but is yet to receive. This is rare in the NGO field but in the event that it becomes necessary to record same, it can be done through this window.

(v) *PV Splitting*

One PV may have been used to pay for an expenditure that has to be shared between different projects. It is also possible that a PV use to pay for an event is to analysed to more than one activity within the same project.

The PV Splitting window allows you to *Split a retired PV, Allocate the split PV as desired* and *Undo a PV Split*.

(j) Split a Retired PV: Select a PV number and indicate the number of times you wish to split that PV. The PV value will be split equally to the number of times selected. The maximum number of splits is nine (9). When a financial year is closed, the PVs for that

year are not available for splitting. Additionally, a recovery PV cannot be split neither can a staff PV be split.

- (k) Allocate the Split as desired: After the PV split, the amount is divided equally to the number of splits. You have to allocate to the various projects, activities, or ledgers you wish in the right amounts.
- (l) Undo a PV Split: If you noticed that you need to split that PV more than you have done, you have to undo the split and do it again.

(vi) Reallocation of Funds Received

The reallocation of funds received window is to take care of funds received on behalf of another organisation. In that case, the first entry is to add it to your incomes and thereafter, allocate it as accounts payable.

After the reallocation, you can now disburse the funds to the beneficiary as you would settle any accounts payable.

The necessary fields to effect that transaction are *the Income Reference Number, Name of Creditor (the beneficiary organisation), the responsible staff to approve this transaction, the Account Payable source, a description and the amount.*

- i. Income Reference Number: The income reference number is the number which was system generated for the income received. Look closely and you will see the date of transaction, the amount and the description which together will help you identify the reference number.
- ii. Name of Creditor: There may be previous creditors in your system. Their names are there already but you can type in a new name.
- iii. Liability approved by: This is responsible staff who approves this transaction.
- iv. Account Payable: This will automatically be linked to the reference number.
- v. Description: Describe as necessary.
- vi. Amount: The amount of liability can be less than the total amount received.
- vii. Project Number: The project should be the one related to this transaction if there is any. It could also be your own-funds project or general sundry projects.

(vii) Views: (Sundry Items in font colour GREEN)

The following buttons in font colour green are for quick references only. You can view Consolidated Ledger Details (Current Year), Consolidated Ledger Details (any Year), Trial Balance of Local Currency CashBooks (current year), All CashBook Trial Balances (current Year), Ledger Per CashBook for local currency (any year), Ledger per cashbook for Foreign Currencies (any year), Balance Sheet per year, Income and Expenditure per year.

- (a) Consolidate Ledger Details (current Year): This window has varied options of seeing results for all ledgers together, specific ledger up to date, specific ledger for specific

- periods (start date and end date). If the ledger had only one two transactions, then you will see only those dates.
- (b) Consolidated Ledger Details (any Year): The ledgers for any year allows you to generate report for any past year.
 - (c) Foreign Exchanges cashbooks also have their ledgers available for review.
 - (d) The balance sheet, income and expenditure accounts and trial balances are all available for review.

Search Payment Voucher by Number

Payment Vouchers (PVs) are best searched by their numbers. The numbering format for the PVs is auto generated. It comprises the cashbook name (which is based on the currency and the series). The series refers to whether it is the first cashbook for the currency or it is the second, third, fourth, etc. The PV number also includes the financial year. The next variable is the month of the transaction. Finally, the PV number shows the serial number for that cashbook in that month and year.

Search Payment Voucher by Multiple Means

If you do not know the PV number, you can search PVs through other multiple means. The variables for the multiple means include *the PV number, the date of transaction, the cheque number, the name of the payee, any word within the description of the activity or event or item, the amount and the currency.*

The closer the successive entry of the search key word(s) the fewer the search results. If you simply put in the currency name as your criteria, it will give you all transactions in that currency.

PV report in foreign currency also shows the local currency equivalent of the expenditure.

Accounting Module Quick Views

The following buttons in font colour green are for quick references only. You can view Consolidated Trial Balance in local currency, trial balances in all foreign currencies, PVs Outstanding, PVs Not allocated to projects, PVs not allocated to activities, Other reports.

Project Expenditure Quick View (current year): This collection of windows provide quick reference of monthly expenditure (over-all and per project), expenses per ledger per project, expenses per cashbook, etc.

Exchange Rates Requirements

Every financial transaction in this ERP requires the entry of the exchange rate between the currency of the transaction and the local/functional currency. It is important to always have the exchange rate in hand before commencing the transaction.

Exchange rate may be calculated through (i) dividing the local currency by the foreign currency or (ii) through dividing the foreign currency by the local currency. This ERP system uses the first approach where the local currency is divided by the foreign currency. A guide is provided near the exchange rate field.

End of Year Exchange Rates

At the end of each financial year, foreign currency bank accounts account that have balances greater than zero (0), need their exchange rates to be adjusted to reflect the current rates between the local currency and those bank balances.

To do that, GoTo: >>>SetUp >>>Exchange Rates Adjustments >>>

- (a) Financial Year: Select the financial year.
- (b) Type of CashBook: Indicate whether it is petty cash or main cashbook.
- (c) Cashbook Name: Select the cashbook name
- (d) Currency Name: Select same.
- (e) Exchange Rate: State the prevailing exchange for that currency. Use an objective basis. If you use an online portal, print the page and file it for future presentation to your auditors.

Payroll Module

Prepare Salary PV

The setup for Social Security and PAYE Income Tax rates are the starting point for payroll preparation. GoTo: >>>SetUp >>>Tax and Social Security to set the parameters for the PAYE Income tax rates and Social Security rates for your country. Use the **Test Payroll** button to compare your manual way of calculation with what the system generates. Preview the result carefully to make sure your figures are consistent with the law. If the figures differ from your manual method, let someone also check for you. The fact that you have been using a figure for several years does not make the figure correct.

Before the salary PV for any month is prepared, crosscheck with Human Resources Information System (HRIS) whether there are any changes with status of staff especially their time allocation per project. Once a payroll is prepared, the time allocation per project for any staff cannot be changed. The cost of that staff is distributed according to the set percentages of time. If the percentages are changed after the preparation, even before payment, it cannot correct the previously payroll.

The IDs of staff whose total time distribution is less than 100% will not be available for payroll preparation.

Depending on your country's PAYE Income Tax law, some allowances may be taxed while others may not; for example, some countries tax medical allowances paid in cash while other do not tax it. This ERP system by default set medication allowance as non taxable. If your country taxes it, then add it to the group of *Other Taxable Allowances* and describe it as such in the appropriate field.

The actual preparation of salary PV require the completion of the following fields: *staff ID, month, year, basic salary, transport allowance, accommodation allowance, other taxable allowances, medical allowance, other non-taxable allowances, PAYE income tax, Staff Provident rate, welfare contribution, welfare loan repayment, other deductions, sundry comments.*

- a. **Staff ID:** The staff ID represents the list of staff whose contracts are active, who have up to 100% time allocated to projects and whose timesheet submission has been confirmed by HRIS. The timesheet confirmation is an option under setup. If it is your policy to insist that timesheet submission should be mandatory for payroll preparation, then you can set it as such.
- b. **Month:** This is the month for which salary is being paid. This ERP assumes single pay frequency in each month. If your pay frequency is more than once in a month, this can be customised for you.
- c. **Year:** The financial year to which the salary is being paid.
- d. **Basic Salary:** The base salary set in the employee's contract. This is the item upon which other items that are percentage-based are calculated.
- e. **Transport Allowance:** Allowance as agreed per contract.

- f. **Accommodation (rent) Allowance:** Allowance as agreed per contract.
- g. **Other taxable Allowances:** Allowance as agreed per contract. This should be defined each time payroll is being prepared. It will appear on the payslip.
- h. **Staff provident rate:** Staff Provident fund contribution is usually voluntary. Because it geared toward employee pension, it is usually tax deductible. Because it is tax deductible, tax laws tend to set a limit to what percentage of basic an employee is allowed to contribute to provident. If this is applicable in your country then enter the employee's chosen rate. In the same vein, if the employer agreed to make a contribution for the staff, the agreed rate should be entered in the Tax and Social Security SetUp.
- i. **PAYE Income Tax:** The PAYE income tax field is calculated automatically. You do not and cannot change anything there.
- j. **Medical Allowance:** Allowance as agreed per contract.
- k. **Other non-taxable allowance:** Allowance as agreed per contract. This should be defined each time payroll is being prepared. It will appear on the payslip.
- l. **Welfare contribution:** If the staff together have a welfare system, the contribution can be made here.
- m. **Welfare loan repayment:** If staff takes a welfare loan, it can be deducted at source.
- n. **Other deductions:** This is any other source deduction that an employee give standing order to finance department to effect on their behalf. Example of these contributions may include *personal life insurance, donation to charity, etc.* If you have such deductions, you must describe it appropriately. It will appear on the payslip.
- o. **Sundry comments:** If there is any other comments that you wish to appear on the payslip, you can make it as part of the sundry comments.

HINT: After you enter a staff's ID and selected that month, all other pre-set figures are populated for you automatically. The only fields that you have to enter yourself are staff welfare loans if any, other non-taxable allowance if any, and other deductions if any, sundry comments if any.

Therefore, if a staff does not have welfare loans, or Other deductions or any comments or descriptions, after the entry if staff ID and month, it is possible to simply click on save button.

After salary PV is prepared, a message will keep popping up to remind you to approve salaries. Until salaries are approved, that message will periodically, pop up.

EDIT Payroll PV

In the process of data capture, it is possible to make acceptable human error. This ERP has so many controls that you CANNOT make certain mistakes even if you wish to make. For instance, you cannot make mistakes with base salary or any of the allowances. You mistakes are limited only to the welfare loan repayments, other deductions, and the comments and descriptions. Any error with base salary or allowances must have been fundamental error made during the input process of the staff contract. If you avoid errors with the capture of staff contract, then you cannot err during payroll preparation

However, if you make genuine error as described above, you can correct it through this window before the salary is approved. Once salary for a particular month is approved, no correction of payroll is possible.

The edit salary PV starts with the search for the specific staff's PV. If you do not see a month for a particular year, it means you have not prepared payroll for that month and year or that payroll has already been approved.

Views and Previews for Payroll

Views: (Sundry Items in font colour GREEN)

Payroll reports and some other employee related information can be access through the sundry items in font colour green. The view in this category include *Payroll reports, Payslips, View existing staff, view former staff, calculate current wage bill of a staff.*

(i) Payroll Reports

The following payroll-based reports are available and they are classified as either GENERAL(All) or SPECIFIC (Project-based). Reports that may require some further analysis can be exported into Excel by clicking on the appropriate button.

GENERAL Reports: (i)*Payroll Details by Amount* (ii)*Payroll Details by All Projects* (iii)*Payment to Bank_All* (iv)*Social Security_All* (v)*PAYE Income Tax_All* (vi)*Provident Fund_All* (vii)*End of Service Benefit_All* (viii)*Summary Wage Bill_All*

SPECIFIC Reports per Project: (i)*Payroll Details by Project* (ii)*Payment to Bank per Project* (iii)*Organisation cost per project* (iv)*Summary Wage Bill per Project* (v)*Social Security per Project* (vi)*PAYE Income Tax per Project* (vii)*Provident Fund per Project*

OTHER Custom Reports: There are other custom reports that are design for some countries. Those reports are not described in this manual. The organisations operating in those countries are familiar with those reports. After you select your country during setup, those custom reports will be available automatically

a. GENERAL Reports

- (i) Payroll Details by Amount: This report has complete data on what constituted the payroll items. It has all the details you may require.
- (ii) Payroll Details by All Projects: This is similar to the details by amount except that it is grouped by project.
- (iii) Payment to Bank_All: This report shows the staff's ID, name, bank name, bank branch, account number, SORT/BBAN Number, Net Pay. It does not segregate for different projects.
- (iv) Social Security_All: This report cover's the total expected payment for social security. It shows staff ID, name social security number, Sex, base salary allowances, taxes, Staff portion of social security, Organisation's portion and the total social security payable.

- (v) **PAYE Income Tax_All:** This report shows what the staff is due to pay as income taxes. It contains similar information as the social security report.
 - (vi) **Provident Fund_All:** If provident applies, this report shows the details.
 - (vii) **End of Service Benefit_All:** If you pay for end of service benefit, this report give the details involved.
 - (viii) **End of Service Benefit per Staff:** This ESB per staff report allows you view the summary for each staff of time. It can be sorted by month or by project.
 - (ix) **Summary Wage Bill_All:** The summary wage bill report shows the total organisation costs and breaks it down. The breakdown are *Net payment to employees' bank, Payment to Social Security managers, Payment for provident fund, Payment to Revenue Authority for PAYE Income Tax, Payment for welfare deductions at source, and Payment for End of Service Benefit to the managers of that fund.*
 - (x) **Distribution of Staff Time:** This report give you a chart of the percentages of time that projects are assigned to staff. It is a one-snapshot view of the distribution of staff time.
 - (xi) **Payroll Comparison:** It is important to periodically compare wage bill of one period with another vis-a-vis the number of staff at post. This report is good for a supervisor to know if something is gone wrong.
- HINT:** As a supervisor, you should take time in one particular month to scrutinise each employee's payroll data. Once you are satisfied, that month's scrutiny becomes your baseline for comparing subsequent months. The payroll comparison report will show you the number of staff against the total organisation's cost for that month.

b. SPECIFIC Reports per Project

- (i) **Payroll Details by Project:** This report is similar to the GENERAL Payroll details report. This only difference is that, this report presents on project basis. It allows you to present to any donor their unique project's payroll costs.
- (ii) **Payment to Bank per Project:** This is the project-based net payments to staff's banks.
- (iii) **Organisation Cost per Project:** This is total organisation cost per project. It is also a good means of presenting to a donor what their projects' staff costs is.
- (iv) **Summary Wage Bill per Project:** This summary is similar to that of the GENERAL reports.
- (v) **Social Security per Project:** This is similar to the social security report.
- (vi) **PAYE Income Tax per Project:** This is similar to the PAYE Income Tax report.
- (vii) **Provident Fund per Project:** This is similar to the provident fund report.

(ii) **Payslip**

This window is to allow you to preview and possibly print staff's payslips. The payslips can be printed in PDF and sent to staffs' emails; this saves you some stationery.

To preview a payslip, select the year and month.

You can also view a staff's payslip through the staff information dashboard.

The payslip report contains the following information:

- *Staff ID*
- *Name*
- *Position*
- *Sex*
- *Pay Period (month and year)*
- *Employment Type*
- *Office Location (workstation)*
- *Department*
- *Social Security Number*
- *Tax Identification Number (TIN)*
- *End of Service Benefit (monthly)*
- *Employer Social Security (monthly)*
- *Basic Salary*
- *All Allowances (if any)*
- *Employee Social Security (monthly)*
- *PAYE Income Tax*
- *Employee Provident Contribution (if any)*
- *Net Salary*
- *Welfare contribution (if any)*
- *Welfare Loan Repayment (if any)*
- *Other Deductions (if any)*
- *Net Pay*
- *Staff Bank Name*
- *Bank branch*
- *Account number*
- *Bank sort code/BBAN number*
- *Projects assigned to staff for this month and year*
- *Percentage of time for each project*
- *Sundry comments (if any)*

(viii) *View Existing Staff and Former Staff*

This window is a quick way to locate the details of any existing staff or former staff.

(ix) *Calculate Current Wage Bill of a Staff*

This window allows you see the current breakdown of a staff's salary and benefits.

Human Resources Information System (HRIS) Module

The Human Resources Information System (HRIS) module is a one-stop location to manage every aspect of your human resources. HR managers who continue to manage staff through the traditional manual documentation system occasionally find themselves wanting. Staff contracts do expire before HR realizes same; staff take salaries without completing timesheet and the donor request for refund since there was no evidence of work-done; manually tracing staff employment information takes time and sometimes the information is misplaced in the maze.

In summary, the NGOsoft HRIS solution allows you to do among others the following:

- i. Upload the staff appointment letters including application and other interview related documents for future reference.
- ii. Include staff photographs for ease of identification when making entries.
- iii. Staff queries and commendations are documented. Printed documents related to the subject are scanned and uploaded.
- iv. Staff's leave requests, approvals and management are available.
- v. Staff timesheet confirmation and approval before salary payment is available for use if desired.
- vi. Document and upload staff appraisal reports
- vii. Received pop-up messages when staff contract is due to expire.
- viii. Receive reminder when a staff's probation is due to expire.

The HRIS module has the following (i)Add New Staff (ii)Staff Contract Renewal, (iii)Staff Appraisals (iv)Staff Commendations/Queries (v)Timesheet Confirmation (vi)Percentage of Staff Time (vii)Staff Contract Closure Checklist (ix)Staff Confirmation/Probation Extension (x)Education Entry Data (xi)Education Progression (xii)Staff Leave Management (xiii)Response to Query (xiv)Other Reports (xv)Staff Information Dashboard (xvi)View Contracts Due for Renewal (xvii)View All Contract Renewal Dates (xix)View Existing Staff (xx)View Former Staff (xxi)Employee Statistics

Adding New Staff

(i) *Add New Staff*

This window is used to capture data for new staff. Before the capture of new staff, make sure the following have been captured: staff positions and office locations.

The addition of new staff require the following pieces of information which must be assembled before you commence the data capture. Some of them are mandatory while other can be done later. In any case, the more information you collect about your staff, the better.

(A) Personal Information:

1. **Staff ID:** This is auto-generated and it starts with 1. If you have very good reason to do so, you could jump but to a later number and capture an earlier number later. Duplicate numbers are not allowed. The system anticipates that you may have a previous numbering system which may not be a combination of numerals and alphabets. The next field accommodates that.
2. **Other ID:** This is the field reserve to accommodate your previous numbering system. If you do not have any, leave as N/A (not applicable).
3. **First Name:** The first name field is mandatory.
4. **Middle Name(s):** The middle name is optional. If you have several additional names, it is important to put all of them here while the First and Last names are singles.
5. **Last Name:** The last name field is mandatory.
6. **Sex:** Specify the sex of the staff.
7. **Postal Address:** Provide the employees postal address.
8. **Email address:** This is meant for staff's private email address. Please enter only one.
9. **Hometown:** Enter as applicable.
10. **Nationality:** Enter as applicable.
11. **Passport Number:** Enter as applicable.
12. **Passport expiry date:** Enter as applicable. This is useful as it sends automatic email reminders to the staff when it is approaching the expiry date.
13. **Driving licence renewal date:** Enter as applicable. This is also useful as it sends automatic email reminders to the staff when it is approaching the renewal date.
14. **Home Phone:** Enter as applicable. Enter private lines only.
15. **Mobile Phone:** Enter as applicable. Enter private lines only.
16. **Birthdates:** Enter as applicable.
17. **Marital Status:** Enter as applicable.
18. **Name of Prime Spouse:** Enter as applicable.
19. **Name and Dates of Birth of Children:** Enter as applicable.
20. **Names and percentage for beneficiaries:** Enter as applicable.
21. **Name of Next of Kin:** Enter as applicable.
22. **Next of Kin Phone:** Enter as applicable.

(B) Contract Information:

1. **Position Title:** This is the first position as stated in their contract. This is a dropdown field coming from the list of positions recorded earlier. If the position has not yet been captured, then you have to terminate the capture process to effect same and re-start when the position is in the system.

2. **Employment Type:** There is a pre-set employment types. Contract is the default type. You can add new employment type if you wish.
3. **Office CODE:** Select as applicable.
4. **Supervisor:** Enter as applicable.
5. **Contract Start Date:** Enter as applicable.
6. **Contract End Date:** Enter as applicable.
7. **Probation:** Enter as applicable.
8. **Probation End Date:** Enter as applicable.
9. **Related Project:** Enter as applicable. This is the first project assigned to this staff and the percentage will automatically be 100%. If this staff has other projects assigned to her/him, make the necessary additions as follows:

GoTo: >>>HRIS >>>Percentage of Staff Time >>>Edit Current Time Distribution. This action is to reduce the first percentage to the appropriate value. Thereafter, add the other projects and allocate the appropriate percentages. Note that, you must reduce the default percentage of 100% before you can add new percentages.

(C) Salary and Benefits:

1. **Basic Salary:** Enter as applicable. This is from the contract document. Note that, under no circumstance should you change a staff salary without it first being written in a new contract. Annual salary adjustments to all staff require the issue of new contract amendments to state the exact amount.
2. **Transport Allowance:** Enter as applicable.
3. **Accommodation (Rent) Allowance:** Enter as applicable.
4. **Medical allowance:** Enter as applicable. If you indicated under Default Options that your staff attend medical facility, then the medical allowance field will be disabled.
5. **Other taxable allowance:** Enter as applicable.
6. **Description of Other taxable allowance;** Enter as applicable.

(D) Banking Information:

1. **Bank Name:** Enter as applicable.
2. **Bank Branch:** Enter as applicable.
3. **Account Number:** Enter as applicable.
4. **IBAN/Sort Code:** Enter as applicable.
5. **Social Security Number:** Enter as applicable.
6. **Tax Identification Number (TIN):** Enter as applicable.
7. **Provident ID:** Enter as applicable.
8. **Provident Rate:** Enter as applicable.

(E) Photograph:

Upload a scan copy of the staff's passport size photograph. This is very important as it eases the management of staff data. When the photograph of a staff appears as you capture their salary or other information, it gives you certainty that you are dealing with the right person.

The following are the Steps to Upload Photograph of a staff.

1. Make sure you have the image saved on the computer or local area network
2. The image should meet the following specifications:
 - Dimensions not more than: Width – 2 inches by Height – 2.5 inches
3. First Open the picture in Paint (Paint is part of Windows Accessories)
4. Copy from the opened image and Paste it within the image box.
5. To Copy and Paste:
 - a. Click in the image
 - b. Press Ctrl+A to select the image
 - c. Press Ctrl+C to copy the image
 - d. Return to the image box and press Ctrl+V to paste the image
6. Click save.

(ii) Staff Contract Renewal

This window is to record the renewal or revision of a staff's contract. As a staff's contract approaches expiry, screen messages will keep popping up until it is renewed or the popup is disabled.

When a new contract is prepared prior to the final expiration of the current one, it should not be entered into the system until the first day of the new contract. If the new contract is entered before the final expiration of the old contract, the figures therein will over-right the active contract. For this reason, it is advised that you only disable the repetitive reminders once you have prepared the contract documents and they are fully executed.

The required fields: *Staff ID, New or Retained Position, Contract Start Date, Contract End Date, Basic Salary, Transport Allowance, Accommodation (Rent) Allowance, Medical Allowance, Other taxable Allowances, Description of other taxable allowances, upload copy of new contract*

- (a) **Staff ID:** Enter as applicable.
- (b) **New or Retained Position:** Enter as applicable.
- (c) **Contract start Date:** Enter as applicable.
- (d) **Contract End Date:** Enter as applicable.
- (e) **Basic Salary:** Enter as applicable.
- (f) **Transport allowance:** Enter as applicable.
- (g) **Rent Allowance:** Enter as applicable.
- (h) **Medical Allowance:** Enter as applicable.
- (i) **Other Taxable Allowances:** Enter as applicable.
- (j) **Description of Other Taxable Allowances:** Enter as applicable.
- (k) **Appoint Letter:** Upload if you have scanned it.
- (l) **Quick Views:** While on this page, you can view
 - a. all contract renewal history of the staff
 - b. all contract renewal dates for all staff.

(iii) *Staff Appraisals*

This window is used to capture information about the appraisal of staff. The required fields are *Staff ID, Appraisal Cycle, Date Appraised, Period Covered, Appraised By, Total Score, Action to be Taken* and *Objectives for next Period*.

- (a) **Staff ID:** Enter as applicable.
- (b) **Appraisal Cycle:** This is automatically generated. It counts the number of appraisal that have been documented in this system.
- (c) **Date Appraised:** Enter as applicable.
- (d) **Period covered:** Enter as applicable.
- (e) **Appraised By:** Enter as applicable.
- (f) **Total Score:** Enter as applicable.
- (g) **Action to be taken:** Enter as applicable.
- (h) **Objectives for next period:** Upload as appropriate.

(iv) *Staff Commendations and Queries*

You can use this window to record commendation letters or query letters issued to staff. The required fields are: *Staff ID, Cycle of Event, Commendation/Query, Subject Matter, Brief Description, Letter issued*.

- (a) **Staff ID:** Enter as applicable.
- (b) **Cycle of Event:** This is auto generated.
- (c) **Commendation/Query:** Indicate whether it is a query or a commendation.
- (d) **Subject Matter:** Specify what the subject is about.
- (e) **Brief Description:** Provide a brief description of the event.
- (f) **Letter Issued:** Upload a copy of the letter or MEMO issued to the staff.

(v) *Timesheet Confirmation*

Under the SetUp options, you have the opportunity to decide whether the submission of timesheet is mandatory for payroll preparation. If you chose 'YES', it means, you need to confirm the receipt of approved timesheet every month before the payroll can be prepared.

Some organisation manage timesheets in arrears (previous month's timesheet required for current months payroll) while others do it On-time (this month's timesheet received before this month's payroll is prepared). Whichever method is adopted, timesheet preparation have become standard practice in the NGO section for salary accountability.

The necessary fields required are just the staff's ID, the month and year.

(vi) *Percentage of Staff Time*

After the capture of new staff data, the first project recorded for them assumed 100% time allocation. This window is used to revise that allocation and to add new project and take away some

project. You can add new projects and delete any project at any time before the preparation of a payroll. After a payroll for a month is prepared, no changes will affect that payroll.

There are two buttons under this:

a. Add New Time Distribution

Before you add new project percentage to a staff, you must first reduce the current time to something below 100%. The editing must take place before the addition of new project time.

The fields for the addition of new time distribution are:

- (a) Staff ID: Enter as applicable.
- (b) Project Number: Select as applicable.
- (c) Percentage of Time: Enter as applicable.

b. Edit Current Time Distribution

Editing should precede the addition. When you select the staff ID, the previous times allocated will be displayed. You can delete an entry completely or reduce the percentage. After the reduction or reallocation, if the total is less than 100%, you can then go to Add New Time Distribution to add new projects to make up the time.

Remember, if a staff's total time is less 100%, you cannot prepare salary PV for that staff (This ID will not be visible).

(vii) Staff Contract Closure Checklist

When a staff's contract is ending, this window is to capture certain key information before the final cessation of the employment. This does not replace your normal procedure for contract closure but to contribute to its efficiency.

The required fields are the staff ID and confirmation of the followings statements:

- (a) Staff ID: Enter the ID as applicable.
- (b) Confirm the various statements as 'YES'. The following are the statements:
 - 1. The employee has Submitted all Outstanding Reports - Yes/No
 - 2. The employee has been cleared by the Finance department - Yes/No
 - 3. Employee has returned all office items in their possession - Yes/No
 - 4. Employee has signed the Indemnity Documents - Yes/No
- (c) Other Comments: Make other comments as applicable.

(viii) Staff Confirmation/Probation Extension

After a staff is evaluated at the end of their probation period, a decision is taken to confirm their engagement, extend their probation or terminate the engagement. This window simply to record that decision.

On clicking this button, a window opens to show all staff on probation.

Click on the Review button at the end of each staff's record. Upon the click, you will be asked whether you wish to confirm the engagement or extend it. If you intend terminate the engagement, you do not need to go through any confirmation at all.

(ix) Education Entry Data

From the New staff's CV, you can capture information about the staff's educational background as they join your team.

(x) Education Progression

This window is to document the additional educational qualifications that a staff acquires since they joined your team.

Staff Leave Manager

The staff leave manager provides a one-stop avenue to manage leave entitlements, leave applications, leave approvals and leave reports.

(i) Leave Entitlement

At the beginning of each financial year, you ought to assign each staff leave entitlement based on your organisational policy.

The required fields are:

- (a) Staff ID: Select as applicable.
- (b) Vacation: Enter days entitled.
- (c) Sick: Enter days entitled.
- (d) Family Emergency: Enter days entitled.
- (e) Bereavement: Enter days entitled.
- (f) Other: Enter days entitled.

If any of the above does not apply to you, just leave it at the value of zero (0).

(ii) Leave Application

The leave claim application form requires entries into *staff ID, financial year, leave cycle, days claimed, leave start date, leave end date, waiver status* and *contact telephone while on leave*.

- (a) Staff ID: Enter as applicable.
- (b) Financial Year: Enter as applicable.
- (c) Leave Cycle: The first cycle is 1 and the subsequent cycles will be automatically generated.
- (d) Leave Claim: Enter the number of days applicable based on the entitlement and the remaining days.
- (e) Leave Start Date: Enter as applicable.

- (f) Leave End Date: Enter as applicable.
- (g) Waiver Status: Select as applicable. A selection of 'YES' means you are going to pay the staff for the number of days that they are trading off.
- (h) Contact telephone while on leave: Enter as applicable.

To approve leave application, GoTo:>>>Management >>>Approvals/Lockings >>>Approve Leave Application.

(iii) Views and previews

a. Leave Approval Certificate

This certificate is usually issued to a staff as a confirmation of the approval of their leave application. This certificate is only visible if the application has been approved. If someone signs in and captures leave application, then the same person cannot approve that leave. Someone else has to.

b. Leave Reports

This report shows persons who have taken leave and how many days are left in their leave entitlement.

Response to Query

When a staff issued to a Query letter or MEMO, they usually respond in writing. This window is to upload a copy of the query response.

Current Employee Statistics

There is a snapshot view of summary employee statistics on HRIS page. It shows the various offices of your organisation and the number of staff at each office. In another section, it also shows the disaggregation of employees into Male and Female. Therefore at all times and after each relevant update, the number of men and women is always given.

Views and previews

(i) Staff Information Dashboard

The staff Information Dashboard is quick reference point for HR/Admin to find out so much about a staff in one window. After selecting the ID of the staff (Existing staff only), you can preview their (a)Leave history, (b)Appraisal forms, (c)Queries/Commendations, (d)End of Service Benefit report,

(e) Pay slip (f) PVs Outstanding in their name (g) Contract renewal history (h) Staff Loan report, (i) Emergency contact persons, and (j) Assets assigned to the staff.

(ii) *View Contracts Due for Renewal*

This quick view allows H/R to take periodic view of contracts that are due for renewal. Even though the on-screen reminders will keep coming, this window is available for on-demand view. It shows contracts that are 30 days to their expiry date.

When the expiry date elapses, the date fields changes to colour **RED**.

(iii) *View all contract Renewal Dates*

Similar to the contracts due for renewal, this window shows all contract renewal dates. It arranges it order of closeness to expiry (those closest to expiry are at the top).

(iv) *View Existing staff*

This is list of all existing staff. It is a searchable window where you can put in desired criteria to locate a staff in the list.

(v) ***View Former staff***

This is similar the existing staff list. The only difference is that it is for former staff only.

Administrative Information Management System (AIMS)

The Administrative Information Management System (AIMS) of NGOs is a support service that serves as mesh between the programme activities and the daily mundane activities of an organisation. To liken it to the hygiene factors in Herzberg's two factor theory of motivation, the presence of AIMS alone does not make you a well managed organisation while your organisation cannot be well managed with a good AIMS.

When the NGO manager is busy with the content of project implementation, NGOsoft takes care of the AIMS

The NGOsoft AIMS module comprises *a contacts register, suppliers register, fixed assets register, vehicle management, insurance and others, office stock management, procurement management, and timeline management.*

Add New Contact

The organisation comes into contact with different people and other organisations on daily basis. There are manual card holders, telephone directories and other similar tools to help you keep track of persons who come into contact with. The need to convert all those manual contact management aids into an electronic and searchable system cannot be over emphasized.

NGOsoft contact register offers you the opportunity to record *name of the contact, category of contact, gender, their organisation, telephone numbers, email address, postal address, relationship, date of first contact, event first attended, etc.*

- (a) Name of Contact: Enter as applicable.
- (b) Contact Category: Select the appropriate category. A contact person may be a BOD member, a donor, an event participant, or Other.
- (c) Gender: Enter as applicable.
- (d) Organisation: Enter as applicable.

- (e) Telephone 1: Enter as applicable.
- (f) Telephone 2: Enter as applicable.
- (g) Email address: Enter as applicable.
- (h) Postal address: Enter as applicable.
- (i) Relationship: Enter as applicable. Beside the classes of category identified, what other relationship does she/he have with your organisation. It may just be the same as the category.
- (j) Date of first contact: Enter as applicable.
- (k) Event first attended: Enter as applicable.
- (l) Notes: Is there any other information about this contact person that you wish to keep. Remember, the more information you keep about people whenever you have the opportunity the better. You may just need it one day.

HINT: Former staff are automatically added to contact register. Suppliers of goods or services are automatically added to the contact register. The contact register is therefore a comprehensive location of all persons and institutions that you have ever dealt with.

Search Contact Register

The Search Contact Register window provides opportunity to locate contacts easily. You simply enter a key word such as the name, postal address, organisation, telephone_1, telephone_2, email or address or any part of those variables.

After locating the contact, their details can then be viewed and any action required taken.

Insurance, Roadworthy and Others

An efficient AIMS require the management of certain key administrative processes that may include *Insurance for both office buildings and vehicles, vehicle registration certifications and any other similar variable with expiry date.*

This AIMS tool require the completion of the following fields Recording Date, Tracking ID, Property Number, Property description, insurance expiry date, Roadworthy expiry date, Other variable description, Other variable expiry date, Email addresses of responsible staff for reminders.

- (a) Tracking ID: This is auto generated.
- (b) Property Number: If it is a property and it has a unique number, record that number here.
- (c) Property type: if it is a property, identify it with this categorisation.
- (d) Property description: Describe as appropriate.
- (e) Insurance expiry date: Enter as applicable if it is insurance.
- (f) Roadworthy expiry date: Enter as applicable if it is a vehicle or motorbike.

- (g) Other Variable: Identify the type of variable if it is not a vehicle or building. This is an opportunity to track the expiry date of any other item of importance to an efficient AIMS. Some important such variables are the office tenancy agreement expiry/renewal date, the submission returns to the registrar of companies and other such bodies, the submission of tax returns for senior management team members, etc.
- (h) Other variable expiry date: Enter the date as applicable.
- (i) Email addresses for reminder: The tracking is incomplete if you do not get the system to send you automatic reminders when these variables are approaching their expiry.

This ERP system is set to send three email (Outlook only) reminders when any of the variable is approaching expiry. The first reminder is sent sixty days before the expiry date, the next reminder goes 30 days before expiry while the last goes one week before expiry. The emails are sent automatically when anyone logs into the system unless they do not have internet connection or they suppress the email or do not have Outlook configured as their email client.

Add New Supplier

Keeping a register of your regular recurrent suppliers is part of the features of a good AIMS. The register contains Supplier ID, Supplier name, Gender, Supplier Address, Supplier telephone_1, Supplier telephone_2, Supplier email address, Type of Good/Service and Supplier grade.

Before you commence entering a new supplier to the register, make sure their service/goods type has been added to the list of goods/service type. To add a new service/goods type, **GoTo: >>>Management >>>Add Supplier Good/Service Type.**

- i. **Supplier ID:** This is auto generated.
- ii. **Supplier Name:** Enter as required. Two suppliers cannot have the same name. If it turns out that actually have the same name, you must modify the second supplier's name a little in order to allow its capture.
- iii. **Gender:** Enter as applicable.
- iv. **Supplier Address:** Enter as applicable.
- v. **Supplier Telephone_1:** Enter as applicable.
- vi. **Supplier Telephone_2:** Enter as applicable.
- vii. **Supplier Email:** Enter as applicable.
- viii. **Goods/Service Type:** Select from the list. New service type can only be added through the management window.
- ix. **Supplier Grade:** Suppliers are gradable and you can rate them based on your own criteria.

Search Suppliers Register

The Search Suppliers Register offers the chance to locate any previously recorded supplier. Enter a key word to search the register. The full name, part of the name, or part of any of the variables therein can be used to search for a supplier.

Fixed Assets Management

The management of fixed assets is both an AIMS efficiency tool and an accounting requirement for end of year audit. As part of donor due diligence on first potential grantee, your asset register will be reviewed by you prospective donor.

NGOsoft asset management tool provides opportunity to record new fixed assets and Dispose existing assets off. You can also search the asset register, preview assets register report (with images or without images of the asset), view disposed assets report, view annual depreciations on the assets.

(i) *Add New Fixed Asset*

The add new fixed asset window captures the following pieces of information about the new asset. PV Number of the expenditure resulting in the capitalisation of the asset, PV series, Asset Category Name, Asset Name, Other Assigned Number, Office Code for location, Description of Asset, Staff assigned the asset, Manufacturer, Brand, Model, Model Number, Serial Number, Date Acquired, Purchase Price, Depreciation Rate, Salvage Value, Technical Specifications and Image of the asset.

The addition of assets to the register is mandatory if only you have selected the category of ledgers that are classified as fixed assets (see categories below). You will continue to receive on-screen reminder about the availability of asset item that has not been added to the register until you do so. Additionally, you cannot close the year without adding the asset to the register.

CAUTION:

Adding New Asset to Register prevents the Editing of Category and Depreciation Rates:

There is a pre-set list of asset categories (see categories below) and pre-set list of depreciation rates (see rates below). If you are satisfied with them you can go ahead to start adding new fixed assets. If you wish to change any of them, you must do that before adding any asset to the register. Once you commence adding assets to the register, you cannot change the depreciation rates or the category names.

- (a) PV Number: Every acquired asset's fair value comes from the payment made for it. Therefore, the PV number for the payment, provide reference to the payment source and

the fairness of the value. Therefore, assets can only be added if they have been paid for (Read below how to add donated asset).

The PV number can only be obtained if the expenditure on the asset has been retired and the analysis at the point of retire classify the item among ledgers that are considered fixed assets (see categories below).

- (b) PV Series: The accounting module of this ERP classifies PVs into series. The series represent the number of times the PV may have been split. By default, every PV is series 1. However, if PV splitting becomes necessary, the PV can be divided up to 9 times.

After you select the PV number, the series will be automatically related to that PV. You cannot change it. You must select the series that is shown.

- (c) Category Name: This ERP recognises five categories of fixed assets:
- i. *Vehicles,*
 - ii. *Motorbike & Tricycles,*
 - iii. *Furniture & Fittings,*
 - iv. *Office Equipment and*
 - v. *Lands & Buildings.*

During expenditure retirement, if you select any of the categories listed here, the PV will be available for addition to fixed assets register.

Category selection cannot be changed. Therefore, you will receive on-screen caution about your choice.

- (d) Asset Name: This ERP has pre-set asset names of assets for your choice. However, you can add new names if you wish. To add a new name **GoTo: >>>Management >>>Add Asset Name**. Similar to the Category names, asset names cannot be changed. Therefore you will receive an on-screen caution about your choice.

The asset names and the category names are related. Therefore you cannot 'cross-breed' any of them.

- (e) Asset Serial Number: This is simply serialisation of all assets of the same name class. For instance, if the category selected is Furniture and the Asset Name selected is Cabinet, the first entry automatically takes the serial number 1. This is system generated and is incremental; you cannot change it.
- (f) Office Code (First): Every asset must be located in one of your offices as recorded by you under the Management window. The office in this register refers to the first office of assignment of the asset. In future, if it is relocated, this can be updated through the review window.
- (g) Description of asset: This is a simple description of the asset. Write something brief about the type of asset.

- (h) **Staff Assigned:** This is the staff responsible for the asset. Every asset must have a staff who could be asked to account for it; this is mandatory. The administrative manager may take responsibility for most of the assets that are kept at general location and is used generally by all staff. In future, the asset can be re-assigned to another staff. When this happens, it is important to update the register appropriately through the review window.
- (i) **Manufacturer:** Enter as appropriate.
- (j) **Brand:** Enter as appropriate.
- (k) **Model:** Enter as appropriate.
- (l) **Model Number:** This is a number you may find on some fixed assets especially the electronic ones.
- (m) **Item Serial Number:** This is a number you may find on some fixed assets especially the electronic ones.
- (n) **Date acquired:** This is the date of PV associated with the asset. You cannot choose any other date except that.
- (o) **Purchase Price, carriage and installation:** This is the PV value as recorded in the accounting model. You cannot change that.
- (p) **Depreciation Rate:** This ERP has preset the depreciation rates for the five categories of fixed assets. They are:

Asset Category	Depreciation Rate
i. <i>Vehicles,</i>	- 20% p.a.
ii. <i>Motorbike & Tricycles,</i>	- 20% p.a.
iii. <i>Furniture & Fittings,</i>	- 7% p.a.
iv. <i>Office Equipment and</i>	- 25% p.a.
v. <i>Lands & Buildings.</i>	- 2% p.a.

HINT: Once you commence adding assets to the register, you neither change the depreciation rates nor the category names. Asset depreciations are calculated automatically at the end of the year when you are closing the financial year. It is part of the closure processes.

- (q) **Salvage Value:** Enter as applicable.
- (r) **Technical Specifications:** Enter as applicable.
- (s) **Asset Image:** Upload the image of the asset if you wish. The procedure for addition image is:

Steps to Upload Asset Image

- i. Make sure you have the image saved on this computer or local area network
- ii. The image should meet the following specifications:
 - Dimensions not more: Width – 3 Inches by Height – 1.5 inches
- iii. First Open the image in Paint (Paint is part of Windows Accessories)
- iv. Copy from the opened image and Paste it within the image box.
- v. To Copy and Paste:
 - a. Click in the image
 - b. Press Ctrl+A to select the image
 - c. Press Ctrl+C to copy the image
 - d. Return to the image box and press Ctrl+V to paste the image
- vi. 6. Click save.

(ii) *Dispose Fixed Asset*

To dispose off an asset, simply select the asset ID. Select 'YES' for disposal and enter the disposed price, the cashbook in which the money is being deposited and the date of disposal. The cashbook is being debited automatically with the entry of the cashbook name and the disposed price. The specific required fields are:

- (a) Asset ID: This is the system generated unique ID of the asset.
- (b) Disposed?: This is a question which needs to be answered as YES.
- (c) Disposed price: This is the value of the disposal. Note that the value is being posted to the cashbook automatically once the process is completed.
- (d) CashBook Name: This is the cashbook in which the proceeds of the disposed asset is being deposited.
- (e) Recorded By: This is the person who log in and is processing the disposal.
- (f) Disposed date: Select the actual day of the disposal. It may differ from the date of recording.

HINT: Asset disposal recoding automatically does a number of transactions which are worthy of note to a finance person.

- i. the accumulated depreciation of the asset is automatically taken from the balance of accumulated depreciations.*
- ii. The asset cost value is equally taken from the sum of asset values at the end of the year.*
- iii. The gain or loss on disposal is also automatically calculated based on the variables of cost, depreciation and disposal price.*
- iv. The cash/cheque received is automatically added to your cashbook. Do not debit the cashbook again.*

(iii) *Search Asset Register*

This window allows you to locate any existing asset by entering search keyword. You can search by ID, asset name, brand, model, model number, serial number, date acquired, current office location, purchased price. Upon locating the asset, you may click on the details button to show the full information about the asset including the image if it was uploaded.

(iv) *View and pre-views*

The following series of button provide quick views of the asset register.

- (a) **Asset Register report (No Images):** This report present a more compressed view of the asset register without the images.
- (b) **Asset Register report (with Images):** This is a more comprehensive register showing the images if it exists. It is more engaging since people familiar with the assets can identify it.
- (c) **Disposed Assets Report:** This is a report all assets that have been disposed.
- (d) **Annual depreciations:** This is a historical record of all depreciations that have been recorded.

Update Pending Expiry Dates

There are a number of events and records that have expiry dates and renewal dates. When events expiry dates are updated through renewals, this window is used to record the new dates. The recording of the renewals automatically re-sets the reminder emails to the future.

(i) *Update expiry and Renewal Dates*

The following are events and records that need updates of their reminders:

- (a) Passport expiry dates
- (b) Driver licence renewal and expiry dates
- (c) Vehicle Roadworthy Expiry Dates
- (d) Vehicle Insurance expiry dates
- (e) Other property insurance expiry dates
- (f) Other variable expiry dates

(ii) *View and pre-views*

The reminders occasioned by the above dates can be viewed in advance of their crystallization. They include:

- (a) Staff probation end dates
- (b) Passport Expiry Date
- (c) Driver License expiry dates
- (d) Insurance expiry dates
- (e) Vehicle road worthy expiry dates
- (f) Other item/event expiry dates

Monitoring Evaluation and Learning (MEAL)

NGO projects performance results are tied to their financial results to establish value for money. It is therefore necessary for project indicators and activities implemented to be accessible in one location.

The NGOsoft MEAL Module serves as one-stop location for the preparation of narrative report to your donors. It gives opportunity for comparing narrative report with the financial. Donors read narrative reports alongside financial reports. In the process they try to establish the relationship between the expenditure for the period and the indicator results being reported.

Project Indicators

Every project should normally have indicators for success. The project indicators window is used to collect all such indicators as may be agreed with your donors. The required data to be captured here include *project number, indicator number, the indicator name and Indicator Reference sheet*.

- (a) Project Number: This is the project number being tracked. Select as applicable.
- (b) Indicator number: This is simple serial numbering from 1. It is auto generated and you can't change it.
- (c) Other Numbering Format: This ERP recognises that you may have other numbering format which may not be consistent with the serial numbering. You can therefore enter your unique numbering format in addition to the system generated one.
- (d) Indicator name: State the indicator as agreed with your donor or your management.
- (e) Indicator Reference Sheet: Some donors have developed a unique sheet called Indicator Reference Sheet (IRS). If this is applicable to that project you are recording, then it is recommended that you upload a PDF/Word version of that sheet. It will come handy when you need to do quick referencing.

As you add new indicators, they are populated accordingly.

Activity Implementation Tracker

The MEAL module is incomplete if the activities are not tracked. The implementation tracker provides the avenue for documenting activities carried out. It is only when they are captured in this tracker that they can appear in the narrative and financial comparative report. If you fail to record them, they will not show up.

The tracker records as much as possible information regarding an activity that has been carried out. It covers the date, project number, activity number, description of activity, responsible staff, District/County, Community/Town where activity was carried out, related indicator number, number of participants, number of mail participants, number of entities involved, upload activity report.

- (a) Date of Activity: Record as applicable.
- (b) Project Number: Record as applicable.
- (c) Activity number: Record as applicable.
- (d) Actual Description: There is automatic appearance of the activity name as was recorded in the approved budget. However, there are occasions when at the time of implementation, the activity name changes a little or is expressed in much detail. For instance, training for physically challenged groups may be described in the approved budget. However, there will be several trainings covering the visually impaired, the crippled, etc. The actual description is therefore to be as specific as may be stated in the financial request for the activity.
- (e) Staff responsible: This is the lead staff who is carrying or leading the implementation of the activity.
- (f) District or County: During setup, you were encouraged to record all districts/counties where your organisation operates. This is the time when we start utilising that information. Recording the district/county is important but not mandatory.
- (g) Community/Town: The community/town where the event took place should be recorded. This is a mandatory field.
- (h) Related Indicator Number: Enter the indicator closest to the activity as possible. If one activity is covering two or more indicators, you may repeat the recording and in each case, select the related indicator.
- (i) Number of participants (Male/Female): Indicate as applicable
- (j) Number of Entities: Indicate the different organisation where the participants come from.
- (k) Activity Report: Upload summary activity report.

Upload Activity Report

This window allows you to upload a report if you could not do it previously. If you had not tracked the activity in the first place, then you cannot upload any reports.

Download Activity Report

You can download an activity report if it has previously been uploaded. Double-click to open the download page.

Views and previews

The quick views related to Meal are the search for an activities implemented and reports of activities implemented and recorded under MEAL. Other views are the expenses documented in the financial report of the project.

- (a) Search for Activities Implemented: Simply enter a search criteria and click on the search button.
- (b) Reports of Activity Implemented: These are project based. Select the project number and all activities implemented and documented under MEAL will be available for your review.
- (c) Expenses retired with finance can be compared with activities reported by MEAL. This is visible within the Activity Implementation Tracker window.

Other Reports

The Other Reports window contains several general reports relating to all modules. Some of the reports are already available through the specific module but are also gathered here for centrality. The following is the list of reports available:

No.	Report Name	Description of report content
1.	Staff Contract History	This report presents the chronology of staff contracts over the years from the most recent to the oldest.
2.	List of staff for payroll	This list summarised the current staff available and due to be paid salaries. If a staff's percentage of time is less than 100%, they will be excluded. If a staff's contract expired without it being renewed, the name will not be here. In some organisations, HR would have to sign this report before finance prepares payroll.
3.	Staff with less than 100% of time covered	This is a list of staff with less than 100% of time on projects.
4.	Staff time distribution	This report shows the distribution of every staff's time to all projects in one view.
5.	List of current projects and donors	This lists current active projects with their donors.
6.	List of current staff	Lists staff with active contracts.
7.	List of former staff	Lists former staff.
8.	List of ALL staff (past and present)	Lists all staff (both former and current)
9.	End of service benefit – per staff	Shows how much a staff is entitled to over the years.
10.	Staff education entry data	Records of staff education entry data.
11.	Staff commendations and query	History of staff queries or commendations
12.	Staff appraisals	History of staff appraisals
13.	Staff Leave Report	Report of staff's leaves approved.
14.	Staff welfare contributions	Welfare contributions over the years
15.	Staff Loan Statement	Statement of loans disbursed and repayments made
16.	Staff Debtors Outstanding	List of staff on loans
17.	Asset Register Report	Report of assets in the register
18.	Activity implementation Tracker	List of activities carried out over a period for a particular project
19.	Project Indicators	Indicators of a project
20.	Project Financial Report	Financial reports of a project, up-to-date and for specific defined period
21.	Project expense sub-analysis report	Sub-analysis report of a project's expenditure
22.	Consolidated trial balance per year	Trial balance in functional currency
23.	Balance sheet per year	Balance sheet in functional currency
24.	Income and expenditure per year	Income and expenditure in functional currency

25.	Payment Voucher (PV) Outstanding	Vouchers that have not been retired.
26.	PVs Retired in later month	Vouchers retired but not in the month they were issued
27.	PVs Cancelled	Cancelled vouchers
28.	Reimbursements Outstanding	Monies the organisation owe staff from reimbursements
29.	Refunds Outstanding	Monies staff owe the organisation from refunds due the organisations
30.	Accounts Payable Outstanding	Payables outstanding
31.	Accounts Receivable Outstanding	Receivables outstanding
32.	All payments to One Payee	A report of all payments that have been made to one particular payee
33.	Funds Received – periodic	Report of funds received
34.	PVs (Preview and Print)	View of any PV
35.	Project Periodic Financial Report	Periodic project financial report. This is based on periodic budgets not the lifetime budget.
36.	Charts of Accounts	List of ledgers used in this ERP
37.	Cheque Signatory Report	A report of which cheques a particular signatory signed over a period.

Reviews

The review function of the ERP provides opportunity to correct acceptable human errors that can be made during data capture. Apart from the uploading of reports and pictures, every error corrected is tracked with time-stamp.

The tracking of the individual who made the changes is dependent on the one who logged in. This is the reason why you should always sign out once you are not doing any activity. If your colleague needs to make some corrections, let them sign in with their credentials unless they do not have the right access to the area in question.

The time-stamp tracking function indicates the name of the individual who logged in and made the changes, the date and time of the changes and the item(s) changed.

The review window is categories according to the modules.

There are several limitations to what can be changed. For instance, after a PV is retired, no correction on it is possible. After salaries are paid, no correction is possible. After a year is closed, all PVs are locked from all changes. You need to visit the specified subject area to see the limitations.

The following are the editable areas under each module:

HRIS Edits

- (a) Edit staff Details
- (b) Edit staff contract (salaries)
- (c) Edit staff photograph
- (d) Edit staff education entry data
- (e) Edit Query/Commendations
- (f) Edit staff appraisals
- (g) Edit staff leave entitlement
- (h) Edit staff leave applications
- (i) Edit timesheet confirmation

AIMS Edits

- (a) Edit Asset Register
- (b) Edit Asset Category
- (c) Edit Supplier Register
- (d) Edit Insurance/Roadworthy certificates
- (e) Edit contact details

MEAL Edits

- (a) Edit Project Indicators
- (b) Edit Activity Implementation Tracker

PROJECT MANAGEMENT Edits

- (a) Edit Donor Records
- (b) Edit Project Details
- (c) Edit Project Lifetime Budget
- (d) Edit Project Periodic Budget
- (e) Edit Project Reporting Timelines

ACCOUNTING & PAYROLL Edits

- (a) Edit Payment Vouchers Outstanding
- (b) Edit Retirement
- (c) Edit Payment Transfers
- (d) Exit Expenses Recovery
- (e) Edit Receipts (Incomes)
- (f) Edit Sub-Ledger Analysis
- (g) Edit Salary Payment
- (h) Reallocate PVs to activities
- (i) Edit Bank Account

BANK RECONCILIATIONS Edits

- (a) Edit Bank Reconciliation Statement (BRS) Bank Balances
- (b) Edit BRS Cheques Received
- (c) Edit BRS Cheques Issued
- (d) Edit BRS Adjustments

Management

The MANAGEMENT window is a control panel. It is closer to the setup window because it sets a lot of parameters for the other windows.

Among its collection of functions are *adding new staff position, add new office location, add asset category, add asset name, add supplier Goods/Service type, add new bank name, block a bank account (cashbook) from all recordings, cheque signatories management, Reallocate expense retirement, add new region, add new district/country, add new currency, calculate current wage bill of a staff, reallocate bank account to another project, add new employment type, approval & lockings, search for specific record, payroll comparison, record entry tracker, unemploy a staff, restore unemployed staff, close a project and restore a closed project.*

Add New Position

The New Position window requires only two variables; the position name and the department to which it is related. Note that you cannot enter the same position twice.

Add New Office Location

The New Office Location window requires two variables; The Office CODE and the name of the office.

The office CODE is a Three-digit letter usually written in BLOCK CAPITALS. The office name is any given to the office where some of your staff operate.

Add Asset Category

An asset category is the highest classification within the asset register. There is a pre-set category as follows: *Furniture and Fittings, Lands and Buildings, Motorbike and Tricycles, Office Equipment and Vehicles.*

If you wish not to use the preset categories or wish to edit the wording, you can do so once you not commenced entering assets into the register. After you start adding assets to the register, you cannot edit the pre-set categories. You can add new ones if you wish. However, you are advised to avoid adding too many categories in order to avoid confusion.

Add Asset Names

Similar to the asset categories, asset names of up to thirty (30) different assets have been pre-set for you. Look within each category to see if the item is not before you add new ones.

To add a new asset name, select the category name, the name serial number (auto – generated), and enter the asset name. You cannot have duplicate name within the same category.

Add Supplier Good/Service Type

The suppliers register includes the types of goods and services that the supplier is associated. This window is used to add a new type of good or service.

Add New Bank Name

Depending on your country, there is a pre-set list of banks for some countries. Open the Add New Bank Name window Goto: >>>Management >>>Add New Bank Name to see if your banks are there. If they are not there, you may add all banks in your country or add only those that you have accounts with.

Add New Region

You are encouraged to enter into the system all the regions of the country where you operate. You will need then when tracking implementation of activities.

To add that, simply select your country (this is from the SetUp Default Country). If you have previously recorded some regions, they will be in the list. You cannot have duplicate regions for the same country.

Add New District/County

Just as you add regions, you are better off adding all the districts/counties/provinces in your country.

To add a new district/county/province complete as follows:

- (a) **Country:** select your country.
- (b) **Enter name of district/county/province:** enter as applicable.
- (c) **Enter the capital town:** enter as applicable.
- (d) **Region:** select the related region.

Add New Currency

Some country's currencies have already been entered into the system. If you do not see yours, please add it through this window.

To add a currency, complete as follows:

- (a) **Currency Short CODE:** Enter the three letter short form of the currency. Use only alphabets. Do not use symbols. One currency can be assigned to more than one country but no country can have more than one currency.
- (b) **Currency Name:** Enter as applicable.
- (c) **Country:** Select the appropriate country. Therefore, you can select a country only once.

Add New Employment Type

There is a pre-set types of employment in the system. You can add new ones.

Block a Bank Account from all Transactions

For certain reasons, you may have reserved a particular account for some future event. While you have money in that account or not, you could block that account from all transactions.

This means that the accounts staff or cashiers who post entries into your accounting system will not see that account at all let alone to post transactions into it. The balance from that account will also not be visible. However, its total is part of your trail balance and balance sheet.

When a bank account is blocked, the year closure is not possible until it is unblocked. It should be unblocked for the closure to effect so that it is re-blocked right after the closure.

You cannot block a bank account in the following situations:

- (a) if there are PVs Outstanding in its name,
- (b) if there are Refunds Outstanding in its name, or
- (c) if there are Reimbursements Outstanding in its name.

Cheque Signatories

The cheque signatories window provides the management avenue for the assignment of persons into the capacity to sign cheques (bank accounts).

The window contains *Add Account Cheque Signatory*, *Assign Bank Accounts to Individual Signatories*, *Suspend you account signing status*, *suspend someone from cheque signing*, *cheque signatory report* and *cheque signatory declaration*.

(i) *Add Account Cheque Signatory*

This is the avenue to add persons to the list of signatories to your organisation bank accounts. this first step simply adds the persons to the pool of signatories but does not assign them to specific accounts yet.

To add a person as a cheque signatory they must first be added as a user of the ERP system. They have some responsibilities which they can exercise only by login into the system. After they gain user status, add them as signatories by completing the following:

- (a) Signatory ID: This is system generated.
- (b) Signatory Status: Specify whether they are staff or they are non-staff. If they are staff, on their staff ID is required. If they are non-staff, other information is required.
- (c) Staff ID: For staff only.
- (d) Full Name: For non staff only. You will notice that the name is a drop down from the list of users.
- (e) Email address: For non staff only. The email address is also a drop down.
- (f) Relationship to organisation: For non staff only.

(ii) *Assign Bank Accounts to Individual Signatories*

After the addition into signatory group, the individual must be assigned appropriate bank accounts as necessary. To assign to a bank account, simply select the signatory ID and the cashbook name.

(iii) *Suspend Your Account Signing Status*

As a bank account cheque signatory, you have the right to discontinue signing cheques. This window is available for any signatory to voluntarily prevent themselves from signing cheques. You can only suspend yourself through this window.

(iv) *Suspend Someone from Cheque Signing*

This window is used to suspend someone else from cheque signing. This can be done by a senior person with the necessary access rights.

(v) *Cheque Signatory Report*

This report present the list of all cheques that an individual co-signed in each month. A cheque signatory has access to this portal on their own to see all cheques attributed to them for any given period. It is also in order for finance staff to send email copies of this report to each cheque signatory so that they can verify what they signed over the period.

(vi) *Cheque Signatory Declaration*

There is an option under SetUp for you to decide whether it is mandatory for cheque signatories to review all cheques they sign in a previous month and give their consent to sign in the current or coming month.

If you choose the option to make it a policy, then on monthly basis, each cheque signatory must make this declaration before their name can be used to sign any cheque. This is part of good practices but the choice is yours.

If this policy is adopted, then a cheque signatory will not be available for any cheque signing unless they avail themselves by make this declaration:

DECLARATION:

"I, _____, hereby confirm that I have reviewed all previous cheques/checks recorded as signed by me. I further declare that all those cheques were correctly recorded as haven been signed by me. In the cases where I noticed errors, I have brought that to the notice of the finance staff. For the purpose of additional documentation, I hereunder re-state the concerns I had which I have brought to the finance staff and their supervisor's attention."

To make this declaration complete as follows:

- (a) **Signatory ID:** Select your ID. You cannot select anybody's ID but your (i.e. the one who logged into the system)
- (b) **Year Signing:** Select the financial year.
- (c) **Month Signing:** Select the Month.
- (d) **Confirm Signing:** Select 'YES' to make the declaration.
- (e) **Concerns:** If you have any concerns which you should have first report in writing to the head of finance, you can reiterate those concerns in the space provided for same.

Reallocate Expense Retirement

At a lower level of responsibility, finance staff can re-allocate expenditure retirement within activities of the same project or between one project and another. However, after the year closure, this cannot be done anymore. However, at a higher management level, it is still possible that some previous allocation as incorrect and need amendment.

Senior managers who have this access right can be requested by the finance staff justifying why such reallocation should be allowed. If satisfied with the explanations, the senior staff can effect such changes though this window.

Simply select the PV number and make the necessary changes.

Approval / Locking

There are a number of transactions that require approval before they are completed. Among them are *Salaries, bank reconciliation statements, Leave Application, allow staff to take multiple advances, Edit payment voucher after it is retired.*

There are also some transactions that need to be locked when they are completed to prevent accidental or deliberate alterations. These are classified under 'Lock for Editing'. They include *lock queries and commendations, lock appraisal report, lock insurance and roadworthy dates, lock Split PV expenditure, Lock salary payment PV, Lock any payment voucher.*

(i) *Approve Salaries*

When salaries are prepared, an on-screen message will pop-up reminding you to get the salary approved. The one who prepare the salary cannot approve it.

To approve salaries,

- (a) **Year:** Select the year.
- (b) **Month:** Select Month.
- (c) **Indicate total number of staff:** select as shown from the sub-form.
- (d) **Total Organisation Cost:** Enter the figure as shown.
 - a. **View Staff List:** You may preview the list of staff for which you are approving the salaries.
 - b. **Other Views:** There are other quick views of the payroll which you are about to approve. Take a look to be sure what you are approving.

HINT: If approving salaries is one of your roles, take time to review one particular month carefully. Cross-check each and every staff's salary details. Do not sample or skip any aspect of the payroll details. Once you do this successfully in one month, that month becomes your reference month for subsequent approvals. In subsequent months, you can simply take a look at the summary and once it is consistent with the month when you had the thorough review, you can conclude that it is accurate.

(ii) *Approve Bank Reconciliations*

When Bank Reconciliation Statement is prepared, an on-screen message will pop-up reminding you to approve same. The one who prepared the reconciliation cannot approve it.

To approve bank reconciliation statement, complete as follows:

- (a) **Month:** Select the month.
- (b) **Year:** Select the year.
- (c) **CashBook Name:** Select the cashbook Name
- (d) **Preview the report:** Take a look at the draft report. If you are satisfied, then go ahead to approve same.

(iii) *Approve Leave Application*

When a person applies for Leave, someone other than the one who recorded the transaction should approve of it.

- (a) **Staff ID:** Select the staff ID
- (b) **Leave Cycle:** Select the appropriate cycle

(iv) Allow staff Multiple Advance

The Allow a Staff Multiple Advances window is related to your SetUp Option where you decide that no staff should receive additional advance when they have retired a previous one. This management tool is to provide room for exception to that setup option.

Every payment has staff responsibility attached to it. There would be occasions when multiple payments are to third parties have to be effected and it is obviously not any staff's fault that one payment cannot wait for the other to be retired first.

It is recommended that this exception should especially be given to the finance staff since they are responsible for collecting retirements from others and they have not excuse to blame anyone for delayed retired retirement if they are the same culprits.

To allow a staff multiple advances, simply select the ID and confirm with a choice of 'YES'.

HINT: Once you login, you cannot allow/disallow yourself multiple advances. It has to be done by someone else.

(v) Edit Payment Voucher after it is retired

Staff at a lower level of responsibility can edit a PV only before the PV is retired. After retirement, editing is disallowed. However, if lower level staff report of an error in the processing a PV (something not fundamental) higher level managers should be able to address the error.

However, due to checks and balances, even a senior manager cannot make this changes if she/he was the one who recorded that transaction in the first place. It simply requires that, a person other than the one who made the first entry may be able to do the changes if she/he has the right user access right.

To effect the changes, select the PV number and proceed with the changes.

(vi) Lock Queries and Commendations

After a query or commendation is processed, you can use this window to lock it from any changes.

To effect the locking, select the staff ID and the cycle of event. Due to checks and balances, you cannot lock the entry that you captured.

(vii) Lock Appraisal Report

After an appraisal exercise, the report recorded in this ERP can be locked from any further amendments. Use this window to lock it from any changes.

To effect the locking, select the staff ID and the cycle of appraisal. Due to checks and balances, you cannot lock the entry that you captured.

(viii) Lock Insurance and Roadworthy Data

When data about Insurance, vehicle roadworthy certificate, and other important event reminders are set, such data can also be locked. Use this window to lock it from any changes.

To effect the locking, select the Tracking ID and select 'YES'. Click save and close.

(ix) Lock Split PV Expenditure

When a PV has been split into multiples, it needs to be locked from further editing. This window provides the avenue to effect that.

To Lock a Split PV, select the PV Number and select 'YES' to lock it.

(x) Lock Salary Payment Voucher

After salaries are paid, it is important to lock such PVs. This can be done through this window.

(xi) Lock a Payment Voucher

Any other payment voucher (PV) can be locked. Some were specifically selected because of their unique importance. To lock any PV, simply select the PV number, and select 'YES' to effect the locking.

The essence of locking a PV is to prevent unapproved editing.

(xii) Views and Previews

- (a) Staff allowed Multiple Advances: This is a report that shows the list of staff who have been given approval to take multiple advances. It shows their details, the person who approved them and the date and time from when the approval took effect. The audit trail also has this record of when the allowance was given and who did that.

Un-employ A Staff (Final Closure)

After you have completed your standard procedure for disengagement, complete the required fields of this window to record same into the system the final closure.

You are encouraged to complete a closure checklist before you execute the final closure. To do so, complete as follows:

- (a) Staff ID: Select the staff ID.
(b) Un-employ?: Select 'YES'.
(c) Date unemployed: This will take today's date. You may put in the correct date of disengagement.
(d) Reason for Unemployment: State the reasons for the disengagement. It may be end of contract, termination of contract, resignation, etc.
(e) Unemployed By: This is automatically the person who login.

Restore Unemployed Staff

If for whatever reason it was realised there was an issue with the disengagement and it will be better to re-instate the staff, this window provides that opportunity.

Close a Project

When a project is completed and the donor or management approve that it can be closed, this window is used to execute same.

Select the project ID, select 'YES', provide reasons for the closure and confirm the closure.

Restore Close Project

If for whatever reason management realised that the closure of the project was in appropriate and need to restore to complete something, this window provides that opportunity.

Select the project number and reverse the previous choice.

View and Previews

(i) *Search for Specific Record*

This is a collection of the windows that provide the chance to search for a record. At the management level, managers may require this collection assortment in one place. The set include:

- (a) Search for Contact Persons
- (b) Search for Existing Staff
- (c) Search for Former staff
- (d) Search Suppliers Register
- (e) Search Asset Register
- (f) Search Payment Voucher
- (g) Search Activities Implemented

(ii) *Payroll Comparison*

This report provides a manager the opportunity to compare total organisational cost of one period with that another. It benchmarks the total number of staff paid and the amount involved. If there was not salary adjustment and there was no change in the number of staff, a manager can easily see if something may have gone wrong.

(iii) *Record Entry Tracker*

This is an auditing tool. It shows who recorded what transaction at what time date and time. It does not track changes but tracks new entry.

SetUp

The SetUP window plays fundamental system required function in the entire ERP. It is the control panel that sets the framework for all the modules. It contains the following sub-windows: *Options, Add New user, Manage Existing Users, Change Password and Security Questions, Add New Ledger, Edit Selected Ledgers, Select Expense Ledger for Sub-Analysis, Tax and Social Security Setup, Maintenance, Annual Closure and Opening Balances, Annual Prepayment Journals, MAIN SetUp, and OBS Items.*

Options (Default)

The Options window allows you to setup basic action that other modules depend on. The fields available are:

- a. **Financial Year:** This is the current financial year. You set the when you commence using this ERP and at the beginning of each of your financial year.
- b. **Year Start Date:** The year start date is not controlled in the options window. It is controlled in the MAIN Setup window. Therefore, you cannot control it from Options.
- c. **Year End Date:** The year end date is also not controlled in the options window.
- d. **Year Period Span:** This field is also controlled from the MAIN Setup window.
- e. **Employer Provident Rate:** If your organisation pays provident contribution to staff, set the rate to be applied on the basic salary.
- f. **Welfare Contribution:** If your staff agreed to contribute to welfare which should be deducted at source, set the amount agreed for the welfare. If you do not have welfare, set the value to ZERO
- g. **Maximum Petty Cash Float:** Set the maximum amount that can be transferred to petty cash.
- h. **Maximum Petty Cash Payment:** Indicate the ceiling for your petty cash payment.
- i. **Allow a staff more than one advance?:** If your organisation does not allow a staff to keep more than one cash advance for an activity or event, you may select the appropriate option.

It is highly recommended that you leave the default setting at 'NO' but give exceptions to some key staff on need basis due to the nature of their function within the organisation. To give the exceptions, go to >>>**Management, >>>Approvals/Lockings, >>>Allow a Staff Multiple Advances.**

- j. **Allow Salary without Timesheet?:** If you have a policy not to pay salary to a staff until they submit their timesheet, you may select the appropriate condition.
- k. **Do staff attend medical facility in lure of medical cash allowance?:** You may have a policy for staff to attend medical facility while the organisation pays later. If you select 'YES', it means the field under staff salaries where medical allowances can be given, will be disabled. If you do not have any medical benefit condition for staff all, then set it as 'YES' so that the allowance field will be disabled.

Simply put, the choice of 'NO' will allow medical allowance field to be available. A choice of 'YES' will make medical allowance field disabled.

- l. **Do staff enjoy Provident Fund, 13th Month Salary, Both or None?:** Please select what is applicable for your organisation.
- m. **Is bank account signatory declaration mandatory?:** This option is very important for persons who sign cheques.

Choice of 'YES':

This means on monthly basis, persons who sign cheques must review all cheques they signed and login to approve their signatory availability for the coming month. If a signatory does not give her/his consent to sign cheques again, then they cannot be used as signatories.

Choice of 'NO':

This means the system does not need the signatory to give monthly consent anymore. Their names will be available to sign cheques automatically.

- n. **Don't show welcome message:** Select to disable the showing of welcome message each time you log in.

Add New User

This is the window where persons with the right to login to the system are set up and given the necessary rights. There are broadly six categories of users with different functions. They include:

- i. Senior Finance users and junior finance users;
- ii. Senior HR and Admin users and their junior counterparts;
- iii. There are senior project managers and MEAL users with their junior counterparts;
- iv. There are Senior Management Team members and BOD view access;
- v. There are account signatory access and activity level; and
- vi. IT System Administrator

To add a new user, complete the following:

- (a) **Is User a Staff?:** This question sets the first categorisation of users between staff and non staff. BOD members especially may have to be users so that they can sign cheques if that is part of your policy. Select as appropriate.
- (b) **Staff ID:** If the user is a staff, the ID field will become active.

- (c) User Full Name: Enter the name if the person is not a staff. You cannot have two user with the same name. If two prospective users have the same name, you must modify the second name.
- (d) User Login ID: This is the unique ID the person needs to input each time they seek to login.
- (e) Password: This is the secret password. It is case sensitive. The default is set as 'password'. It is recommended to keep it as such. The new user should change it themselves.
- (f) Re-enter password: This is a repeat of the password.
- (g) User Security Level: Select the appropriate user level for the person. Make sure you understand each choice before you assign it to the individual. It can be changed at any time by a responsible person.
- (h) Telephone: Enter the telephone number.
- (i) Email: Enter the email address.

There are some default security questions that the user will set themselves when they first login. Those security questions and answers are to help you reset your password if you forget of it.

Manage Existing Users

This window is used by responsible persons to control the right of other users. To manage existing users, follow these steps:

- (a) User Login ID: Select the login ID of the user you want to manage. The selection will show the details of the user.
- (b) Disable?: Select 'YES' to disable a user. When a user is disabled, they cannot log in. When they try to login, they will get the message **"Invalid use of Null"**. It is different from the message when the password is wrong.
- (c) User Security: You can change the existing security level of a user.
- (d) User telephone: You can edit the telephone if the user is not a staff.
- (e) User Email: You can edit the email address if the user is not a staff.
- (f) Re-set Password to 'password': This button is used to re-set a user's password if they cannot remember it even with the assistance of the security questions and answers.

Change Password and Security Questions

Each new user is encouraged to change their password when they first login. It is inappropriate to continue to use the word 'password' as your password. Everyone else may know that the default password is 'password'. It is not safe to continue to use that.

When you click on the 'Change Password' button, your current password is automatically deleted and you are told to set a new password. You can cancel the process and return to your old password.

Apart from password, you can also change your user Login ID, Question_1 and Answer_1, Question_2 and Answer_2 as well as Question_3 and Answer_3.

When you forget of your password but can remember the answers to your questions, your password will be re-set to 'password'. You can then login and change to something new.

Add New Ledger

The accounting module has pre-set ledgers typical for an NGO. However, you can change them the first time you are starting to use the system. After you start entering data into any ledger, you cannot change that ledger again.

You can add new Ledger names to this system if you wish. There are a number of ledgers that cannot be edited. You can see the complete list when you open the report of charts of accounts.

To add a new ledger follow these steps:

- (a) Category: Select the category to which it belongs,
- (b) Ledger Account Name: Type in your desired name.
- (c) Remarks: select the desired remarks from the dropdown. It is depending on the selected category.
- (d) Description: You can describe it the way you want.
- (e) Default Balance: Indicate DEBIT or CREDIT.

Edit Selected Ledgers

You can edit selected ledgers from the pre-set list. To do so follow these steps:

- (a) Ledger Account Name: Select the ledger you wish to edit.
- (b) Category: Select the desired category.
- (c) Remarks: Select the remarks.
- (d) Description: Describe as desired. Description is of no consequence to the function of the ledger.

Select Expense Ledger for Sub-Analysis

This button allows you to select Expenses Ledger so that they can be further analyzed.

Some project donors require the reporting entity to breakdown some expenses such as conference and workshops into sub categories such as cost of

- (i) accommodation for participants

- (ii) feeding for participants
- (iii) transportation for participants
- (iv) fuel and lubricants
- (v) venue and facility hire
- (vi) stationery and printing
- (vii) communication and internet, etc.

From this button you can select what types of Expenses Ledgers you wish to breakdown.

Once a ledger is added to the category, a sub-section will be activated at the time of retirement of expenditure for you to do the above sub-analysis.

Maintenance

The maintenance required for this ERP is to create daily backups, leave the original in the backup location and take a copy into an external drive and keep in a different location from your current office location. Additionally, you can store a copy on your cloud backup location (e.g. Dropbox, Google Drive, Microsoft One-Drive, etc).

Your system is only as safe as you regularly backup and keep copies in safe multiple locations. There are different methods of backup you can adopt. This ERP recommends the following:

1. Maintain 100 copies of successive backups on all working days of the year.
2. While you add a new copy, you delete the oldest copy.
3. Do not delete the copy backed-up on the last day of a month. Keep those copies in a separate folder labelled 'Monthly backups'. This means you will have 12 copies for a whole year as your monthly backups.
4. In the event of any disaster, your IT unit can restore the most recent available copy on your server.

To backup, GoTo: >>>SetUp >>>Maintenance >>>BackUp.

(i) Backup:

When you click backup, a copy of your system will be produced and store in the same location as the current system. You will receive a message confirming the successful backup. The backup will be kept in a new folder using today's date and the exact of the backup. If you re-do a backup, another copy will be produced for the same day with a new time.

If you did not backup the previous day, an on-screen message will pop-up upon login to remind you to do so.

(ii) Restore:

The automatic Restore Function is disabled in version 1.0

Annual Closure and Opening Balances

At the end of the year when you have

- adjusted you prepayments,
- outstanding recovery provisions are all cleared,
- paid outstanding reimbursements to staff,
- received all outstanding refunds from staff,
- all OBS PVs are retired,
- added any new assets to the asset register,
- no bank account is blocked, and
- exchange gains and losses are adjusted
- created a backup copy of the entire system (on that same date)

you can go ahead to close the year and open the next year. The issues listed above are mandatory before year end closure can be done.

Once they are done, close the year with this simple process:

GoTo: >>>Setup >>>Annual Closure and Opening Balances >>>End of Year Closures

- (a) Value Date: Date of Closure. Leave it at the default date.
- (b) Financial Year: Select the Year. This cannot be changed.
- (c) Currency: This is you default currency. This cannot be changed either.
- (d) Close All Accounts: Click on this button and confirm your action. This will take a few seconds to complete. You will received a message if successful

Annual Prepayment Journals

At the end of the year, you need to determine whether any of the expenses paid for in the course of the year spans into the coming year or years. When you establish that, then you need to pass a prepayment recognition journal.

At the same time, if in the previous year there was a prepayment journal recognition, then it is time to utilise it in full or in part for the current year through the prepayments clearing journal.

Prepayment adjustment (either Recognition or Clearing) if any, is mandatory before any year closure.

(i) Prepayment – Recognition:

To adjust prepayments through Prepayment Recognition Goto: >>>Setup >>>Annual Prepayment Journals >>>Prepayments-Recognition

- (a) Value Date: Recoding date.
- (b) DEBIT: Select Prepayments.

- (c) CREDIT: Select the appropriate expenses which was paid in advance for future years.
- (d) Description: Provide brief description of what brought about the prepayment.
- (e) Financial Year: Select the financial Year
- (f) Currency: Select the currency.
- (g) Amount Pre-paid: This is the amount earmarked as prepayment and meant for future years.

(ii) Prepayment – Clearing:

Prepayment clearing happens when in previous years there were prepayment recognitions and they are now being cleared. To clear prepayment, GoTo: >>>Setup >>>Annual Prepayment Journals >>>Prepayments-Clearing

- (a) Value Date: Recoding date.
- (b) DEBIT: Select the appropriate expenses which was recognised in previous years.
- (c) CREDIT: Select Prepayments.
- (d) Description: Provide brief description of what brought about the prepayment.
- (e) Financial Year: Select the financial Year
- (f) Currency: Select the currency.
- (g) Amount Clear: This is the amount Exhausted. It cannot exceed the balance.

Main Setup

This is the window for first time setup. The details can be found on the Getting Started page.

Opening Balance Sheet (OBS) Items

The Opening Balance Sheet is the first set of accounting double entry information that you input into this ERP. It is done only once. It involves the following: *First Opening Balance Sheet (OBS), Payments of OBS Accounts Payables, Retirement of OBS Payment Vouchers, Add OBS Fixed Assets, Reimbursement for OBS Payment Vouchers, Refund for OBS Payment Vouchers.*

(i) First Opening Balance Sheet (OBS):

This is your first balance sheet from your previous accounting system and your audited accounts. It is the accounting figures from where you are continuing.

- (a) First Bank Balances: These are the balances based on your last cashbook figures; not your bank statement balances. If bank statement and cashbook balances are the same, that will be good starting point.
 - i. Value Date: You should use the first day of your financial year. It is automatic and you cannot change it.
 - ii.

Audit

NGOsoft is built with the highest level of security and access control. It allows responsible persons to access responsible pages. A time-stamp is recorded in an activity and login audit trail of when entry was made and when exit was made. Allowable changes are also tracked.

The user is given a pre-warning which has a deterrent effect on potential wrong-doers. You are told that your action is being recorded and it is traceable to you. You have the option to proceed with your intended changes or to drop same.

A report is available and can be generated to span any desired period of time. The responsible persons who wish to check on user's past activity can limit the report to specific date and time.

There are different categories of users with different levels of access control. They include:

- i. Senior Finance, Middle-Level Finance and Junior Finance users;
- ii. Senior HR/Admin and Junior HR/Admin counterparts;
- iii. There are Project and MEAL Managers;
- iv. There are Senior Management Team, BOD and Other Accounts Signatories; and
- v. IT System Administrator.

The audit trail is divided into two categories; Activity Audit Trail and Login Audit Trail.

Activity Audit Trail

(i) *Report of All Users' EDITING*

The report of all user editing presents history of all changes made by all users combined. It brings the latest changes on top while the oldest are at the bottom. It shows the name of the user, their login ID, the table of the record they changed, the ID of the field they changes, the previous value changed and the new value.

(ii) *Specific User Changes*

The report user changes can be limited to only one user. The report is comprehensive from the user's first changes to their latest changes. The content includes the name of the user, their login ID, the table of the record they changed, the ID of the field they changes, the previous value changed and the new value.

(iii) *Specific User Changes within a timeframe*

The specific user changes report above can be customized to cover only specific time period.

(iv) *Specific User Changes within a timeframe in a Particular Table*

This is the third stage of the specific user changes. It can be further customized to focus on only one record source.

To generate any of the above reports, follow this process:

- (a) UserLogin ID: Select the login ID of the user from the dropdown window.
- (b) All Editing by User: Click on this button if you wish to see all changes by the user.
- (c) Subject: Select the table in which you wish to query.
- (d) Editing per Subject (Table): Click this button to show the report.
- (e) Editing for specific period:
 - 1. Start Period: Select the start date and time. The dropdown list of start date and time are actual. They are dependent on actual times that the user made changes. You can choose to enter any date and time of your choice but if the user did not activity within those periods, you will get no results. It is therefore recommended to simply select one of those times that show-up. Note that if you change the user, the list of times will also change to match the actual for that person.
 - 2. End Period: This is similar to the start period. They are dependent on actual times for the selected user.
 - 3. OK: Click 'OK' in the case of the specific period reports.

Login Audit Trail

(i) *Report of All Users' LOGINS*

The report of all User Login covers every user of the system for all periods. It brings the latest period on top while the oldest period is at the bottom.

(ii) *Specific User Logins*

- 1. User Login ID: Select the Login ID of the user you wish to track.
- 2. All Logins: Click on All Logins to reveal the history of the user's login.

(iii) *Login for Specific Period*

The login history of a specified user can be queried to cover specified period.

- 1. Start Period: Select the start period from the dropdown list. Note that the list is based on the actual login of the specified user. It is therefore better to select the time from that list than to type in a new time.
- 2. End Period: Similar to the start period, select the end period from the dropdown list. The default date and time the current time.