

# SAGA

## Accounting Software

### Fields – Headquarters

#### 1. Saga overview :

Since 1996, EpiConcept provides management software for NGO. Firstly developed for MSF (Médecins Sans Frontières), SAGA fits perfectly to field based operations needs.

Major assets :

- √ Simple to use
- √ Available in French, English, Spanish and Portuguese
- √ data entry checks and helps
- √ multi-currency management
- √ budget follow-up
- √ funding contract follow-up
- √ fully compliant with the head office accounting system
- √ easy-to-spread and easy-to-install solution

#### 2. SAGA advantages

SAGA is the result of many years of improvement of a software that is widely used on the field. So it contains a lot of useful features. The great number of user, all other the word, gives you the insurance of reliability of the software.

Used by a lot of organizations (nearly 40), SAGA software can be setup to a lot of way of processing. However, if needed, SAGA may be improved to perfectly fits your requirements.

Our experience in developing software allow us to provide many setup options to allow management staff to select only the functions they needed.

From time to time, new features are merged in a new major release that is provided to every users. Of course, each new release is compatible with the previous ones.

### 3. Main features description

#### **Multi-language.**

You can use SAGA in French, English, Spanish and Portuguese

- √ SAGA allows to enter a budget for each project
- √ SAGA allows to make funding contract follow up with the possibility to edit financial reports
- √ SAGA allows third party follow up
- √ SAGA allows headquarters to centralize the data and provide several reports to have a synthetic overview

#### **Simple to use**

- √ SAGA is easy to install and do not required any special configuration on the computer. SAGA is very simple and pleasant to use. It can be used by everybody on the field. The SAGA expert (financial responsible) needs a 3 days training session.

#### **Password**

- √ SAGA allows to define 4 types of login profiles. It allows to access or not to some software features regarding the user access level.
- √ SAGA have also an headquarter mode used for the software setup. Beyond the standard setup, it is also possible to customize the access level to specific organization needs.

#### **Data protection**

- √ Each entry is protected by a certification process. Thus the entries can't be modify through Excel or any other software. However, the storage data format is standard to be easily maintained by the headquarters. The backup function and sending features are included in SAGA.

#### **Multi-fiscal year**

- √ You can do financial contract follow up considering several fiscal year

#### **Headquarter setup / general parameters**

- √ The organization headquarter centralizes the setup of the following parameters: currencies, countries, chart of account, donors, sections, activities, contexts. Theses parameters can be enable or not regarding the financial missions\* needs. Theses parameters called general parameters are spread to lower level by file sending.

## Missions parameters :

- √ Bank and cashbox books, correcting entries, simulation, extra accounting, lump sum, project\*, financing contract\*, donor reference framework\*, supplies, expatriate staff, national staff.
- √ These parameters can be enable or not regarding the financial mission needs.

## Budget

- √ You can setup a budget\* and a financial year\* for each project\*

## Financing contract

- √ The financing contract are granted by the donors to finance one or several program (or projects, activity depending on the terminology used in the organization) in a country. SAGA allow to create and follow this contracts.

## Analytic axes

- √ SAGA software provides huge abilities regarding analysis. Theses analysis are built according to 4 axes :
  - Accounting axe
  - Project axe
  - Financial axe
  - Custom made axe

## Closing

Several type of closing can be done in a provisional or in a final way. You will find below the list of closing type:

- √ The monthly closing
  - For a given month, this feature disables the possibility to change any entry in a book. Only the label or the financing line can be changed. The headquarter get a master level access to cancel the closing if changes are needed.
- √ The yearly closing
  - Same feature as the monthly closing for a given year
- √ Closing a financing contract
  - This function disable every entries link to the closed financing contract. Thus, it is no more possible to modify anything on the linked entries. If changes are needed, only the headquarter would be able to log as master to cancel the closing.

## Matching and checking

In order to validate your data, it is possible with SAGA to do these processes

- √ Matching lines.
- √ Checking your bank account.

## Sending and receiving

- √ Sending and receiving on the field level
  - Sending accountancy for a given month and/or the expatriate staff data from the field to the capital
  - Receiving accountancy or general parameters modified in the capital
  
- √ Sending and receiving in capital level
  - Sending modified accountancy to the field
  - Sending all accountancy to the headquarters
  - Receiving accountancy and expatriate staff data from the field
  - Receiving modified accountancy and general parameters from the headquarter
  
- √ Sending and receiving in headquarter level
  - Sending modified accountancy and general parameters to the capital level
  - Receiving the all accountancy from the capital level.

## Interfaces

- √ Sending accountancy for a given month to the headquarter financial accounting software:
  - Available interfaces: Arcole, Compta Plus, Delphis, Sage Saari, Sun...(contact us to have more details)
- √ Receiving entries from a headquarter financial accounting software:
  - Available interfaces: Sun, Navision, Sage Saari ...(contact us to have more details)
- √ Backup and restore
  - All the data can be saved through a zip file that can be send by email for example.

## 4. Printings

The software allows to edit the following reports :

- √ The listing of the general and mission parameters
- √ The accountancy entries for a given month
- √ Accounting and extra-accounting balance (Income and expenses, advances, transfers...)
- √ The listing of advances, internal transfers and other transfers
- √ Global or specific project follow-up
- √ Financing contract follow-up
- √ Net cost
- √ Financial report
- √ The follow-up of: expatriates, administrative cost, mission, financial report, expatriate card and family card
- √ Calculation tools of the weighted average exchange rate
- √ Financial plan
- √ Audit report

## 5. Pre-requisite

SAGA is available for windows since 1999 (previously DOS release). This is a simple part accountancy software that needs at least windows 2000, XP, Vista, Seven with 256 Mo RAM, 10 Go HDD free.

## 6. Fare

SAGA is distributed through an annual all at one subscription based on the amount of countries using the software. For more details, feel free to contact us.

## 7. Contact

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## Several definitions

★ **Financial mission :**

It is the country where the mission takes place. This is the first information to enter in the software.

★ **Financial year :**

It is a 12 months accountancy period fixed by the organization to manage the financial mission. Each financial mission may managed several projects that may have various durations.

★ **Budget :**

It is designed for a given project and it is linked to a financial year. It can be setup by books or by account number.

★ **Project :**

It is an activity based in a precise area.

★ **Financing contract :**

It is linked to a financial mission.

★ **Donor reference framework :**

Template, without any figures, that is needed for the financing contract budget entry.

★ **Balzac :**

This is the old name for books; for example Bank books, cashbox books...

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