



Epiconcept :
software solutions
for international
solidarity
organizations



epiconcept
smart IT for NGOs



► **International organisations' support teams are confronted with the daily challenges of managing complex situations, integrating equipment and technical constraints, and providing funders with activity reports.**

At Epiconcept, we believe that they must be equipped with professional solutions that fit their particular needs. Whether business or field experts, developers or IT project managers, our NGO division provides them with dedicated solutions.

ABOUT EPICONCEPT NGO

SOFTWARE SOLUTIONS FOR THE FIELD

Epiconcept offers three solutions for international solidarity organizations:

- **Homere** - HR and payroll management for the field
- **Saga** - financial & accounting management adapted to field missions
- **Saga Stock** - pharmaceutical stock management

OUR DEVELOPMENT METHOD

Epiconcept's approach is based on fundamental principles, such as a strong sense of collaboration with the customer and agile tactics to adapt to change and minimize risks.

Our dedicated project team brings together all the necessary functional and technical roles: project manager, business project manager, technical project manager and developers.

OUR PRINCIPLES: PRAGMATISM, EFFICIENCY, SIMPLICITY OF USE

Our approach favours:

- **Technical pragmatism:** our software is distributed via executable files, is locally configured, and works offline. It is available for head offices and local missions, and maintenance is simple
- **Interoperability** with central headquarters software
- **Ease of use and quick to learn,** ideal for users who are computer novices or new to the workstation
- **Capitalization and sharing:** for each client organization, we train a software specialist who supervises all software deployments. Throughout his or her career, this specialist will be able to share knowledge within other organizations

REFERENCE SOLUTIONS

First deployed in 1999 and now in more than sixty international organizations, our solutions are now standards for NGO support functions.



Field financial management software for international solidarity organizations

► **Saga responds to missions' needs for financial and accounting management. The software allows you to enter structural budgets (one's own funds) and money allocated by funders for actions carried out in a country, and then to record related expenses or revenues.**

Installed locally, it can be used in areas where there is no Internet connectivity. With many modules (expense control, editing of cash inventories, bank reconciliation, balances, bank/cash account entry lists, monitoring of funder budgets, etc.), Saga can also be the subject of customized developments.

THE SOFTWARE IS WINDOWS® BASED.



| SAGA'S ADVANTAGES

- **Offline mode:** simplified storage (7zip format) and data transfer solution (by eMail)
- **Interfaces with general accounting software:** Arcole, Compta Plus, Sage ligne 100, Sage ligne 1000, Navision, SAP, Qualiatic, Ciel
- **Two levels of configuration:** headquarters (chart of accounts) and field (set of accounts, projects, financing contracts, expatriate staff, national staff, suppliers, inventory books, etc.)
- **Configurable access rights (6 levels)** and protection of accounting entries with an authentication system
- **Easy installation:** no specific configuration required on Windows® PC, immediate familiarization (expert training in three days)
- **Advantage of the SaaS license:** flexibility of use according to the number of countries, support for the software specialist, and software updates
- **Multilingual:** French, English, Spanish and Portuguese

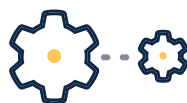
| SAGA'S MODULES

- **Budget:** operation in project mode, with budget lines assigned to specific missions; possibility of centralizing all field accounts in a single Saga at headquarters
- **Monitoring of financing contracts:** integration of the notion of funder; complete monitoring of allocated funding and publication of financial reports or analytical ledgers; multi-year monitoring
- **Analytics:** for the realization of complex financial reports to several funders, in a context of co-financing
- **Closing:** provisional or definitive, month, year, financing contract
- **Expenditures & revenue:** accounting for advances, internal cash transfers, capital assets, activity related expenses, depreciation charges, donor payments, local revenues, etc.
- **Account reconciliation:** monitoring of advances and transfers made on the mission
- **Bank entry scores:** monthly bank reconciliation
- **Cash inventory:** monthly cash flow control
- **Transfer of entries and settings:** receipt of modified entries to a destination station (periphery or capital), sending all capital's accounting to headquarters
- **Reporting:** adaptable to recipients (donors, capitals, headquarters, etc.) - several reports available for monitoring expenses, recoverable advances on missions or control of budgets allocated by a donor
- **Connectivity:** Control Panel module (monitoring of versions and general parameters with automatic updates) and Connect module (automatic synchronization of mission and writing parameters)

OUR WARRANTIES AND SERVICES



**Support and
maintenance**



Training
(on our premises or on site)



**Continuous software
evolution**, with new versions
published



“

Action in the field is the *raison d'être* of Solidarités International. To manage their accounts, our missions need a management solution that is both simple and adapted to our commitments to transparency and reporting: these are two things we found in Saga”

Laurence Siberan,
head of the accounting department for Solidarités International and Saga referent



Human resources and payroll management for international solidarity organizations

► **Developed to meet the specific needs of NGOs' field offices, Homère makes it possible to standardize HR/payroll management practices across all the organization's missions.**

Fully configurable, the software adapts to all international contexts (legal framework, pay plan, salary and job grids, etc.). All HR data is structured in a harmonised framework, easily usable for headquarters. It can be used as a single station installation (in the field) or within a network (at headquarters).

THE SOFTWARE IS WINDOWS® BASED.

| HOMERE'S ADVANTAGES

- **Adaptability:** fully configurable to meet the needs of the organization and the legal context in the countries of intervention
- **Ease of use and deployment:** basic training for configuration and handling
- **Data transfer:** data sending/receiving system allowing information to be transmitted between the field and the organisation's headquarters
- **Financial interface:** direct transfer of pay transactions to the Saga financial management system. Assistance in setting up the interface with other financial information systems.
- **Web interface:** for sites with Internet connectivity, automatic update capability and automated data transfer to headquarters
- **Advantage of the SaaS license:** flexibility of use according to the number of countries, support for the software specialist, and software updates.
- **Multilingual:** French, English, Spanish

| HOMERE'S MODULES

- **Personnel administration:** personal and administrative information, management of employment contracts and professional events; employee movements and transfer of personal information and files from one field to another
- **Payroll management:** pay plan and salary grid adaptable to organizational, regulatory and internal requirements; management of advances on salaries, calculation and generation of bulletins, monthly closing configuration, automated social contribution report, calculation of the balance of any account
- **Competence management:** planning and monitoring of evaluations and training; monitoring based on a list of a specialist's skills; identification of possible advancements; management of changes in the field
- **Leave and absence management:** monitoring of paid leave, illness, maternity, justified or unjustified absences, etc.
- **Analysis module:** creation of statistical reporting
- **Direct mailing:** creation of various types of documents (contracts, job descriptions, etc.)
- **Connectivity:** Control Panel module (monitoring of versions and general parameters with automatic updates)

OUR WARRANTIES AND SERVICES



Support and maintenance



Training
(on our premises
or on site)



System configuration
(Homere «turnkey»)



Continuous software evolution, with new versions published



Pharmaceutical stock management software for international solidarity organizations

► **Saga Stock meets the needs of organizations managing pharmaceutical stocks.**

Whether they are conducting emergency or field interventions, they face a major challenge: ensuring effective monitoring of their supply to avoid any interruption of treatment for their beneficiaries.

THE SOFTWARE IS WINDOWS® BASED.

SAGA STOCK'S ADVANTAGES

- **Advantage of the SaaS license:** flexibility of use according to the number of countries, support for the software specialist, and software updates
- **Multilingual:** French, English, Spanish
- **Ease of use and deployment:** basic training for configuration and handling
- **Configurable access rights (4 levels)** and protection of entries with authentication system
- **Easy installation:** no specific configuration required on PC, immediate familiarization (expert training in two days)
- **Stock management and traceability of movements:** stock status accessible at any time through three types of movements: inventories, incoming and outgoing
- **Donor management:** optional integration of funder references to simplify monitoring and reporting to funders
- **Analysis of the expiry dates** inventoried to support the management of expired products, anticipate orders and limit quantities
- **Standard pharmacy and supplied sub-units:** inventories and incoming, expired, international and local supplies; distribution to places of consumption; request and refund of loans and borrowings, kit management
- **Consumption monitoring and analysis:** quantities consumed by origin and in detail; statement of donations, loans and borrowings; list of products distributed by unit, table of expired products
- **Reporting:** Stock status monitoring tables and consumption forecasts based on average monthly consumption. Document templates: consumption tracking, inventory sheets, delivery, label, certificates for donation/loan/borrowing/conformity

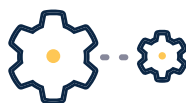
SAGA STOCK'S MODULES

- **Management of an article database, adaptable to local needs:** data fields include: belonging to a group of medicines or a family of the group, name, specific features, therapeutic code and accounting code, number of units per package, price, weight, volume, etc. Standard list management: creation of lists from the article database for each distribution unit, addition of references according to specific field specificities

OUR WARRANTIES AND SERVICES



Support and maintenance



Training
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Continuous software evolution, with new versions published

OUR REFERENCES



INFORMATION ON PRICES AND SUBSCRIPTIONS

Epiconcept NGO software is subject to an annual SaaS subscription based on the number of countries of deployment.

For more information, contact us: ong@epiconcept.fr

ABOUT EPICONCEPT NGO

Committed to international solidarity, we believe that it will be all the more effective if it is equipped with solutions that are both professional and adapted to NGO's issues. Designing dedicated software and supporting their use is what Epiconcept NGO aims to do. More than sixty international solidarity organizations use one or more of our solutions.



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