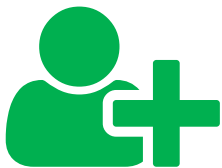# PRODUCT INFORMATION

Ideal Software Applications has developed a customized Sacco management software.

The application is web based and does not require additional hardware to run. It is simple to use yet efficient and secure.

The main features of the web based application includes:
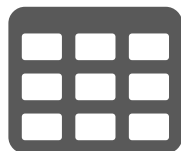
User Management

a) **Member Registration:** The administrator or authorized Sacco clerk can register a member in the system. An interface is provided to capture the appropriate data.

c) **View Profile:** Basically allows an authorized Sacco system user to view the details of an account holder.

b) **View Members:** A list of all registered accounts is shown on a table that is sortable and searchable. Clicking on any account will show particular details of that account.

d) **Edit Profile:** Enable an authorized system user to change/update any details which are allowed to be editable.

e) **Add Staff:** Sacco administrator can add clerks to the platform.

g) **Next Of Kin:** Add next of kin name, contacts and other details. In case of beneficiaries also capture percentage of shares for each.

f) **Mass Accounts:** Upload excel file to create many accounts at once.

Payments

a) **Record Payment:** A form is presented with fields to capture all payments like registration fee, shares, loan, interest, fines etc. The user just enters details and total is calculated automatically both in figures and in words.

b) **Generate Receipts:** The system generates receipts designed per requested customization.

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c) **Money Transfer:** This allows mobile money transfer of direct transfer from credit card.

d) **Amend Transactions:** Any payment transaction can be amended. A log history is kept for any change made.

Loans

a) **Loan Application:** A detailed step by step application from capturing loan details like principal amount, repayment duration, reason etc. A step for adding guarantors or any collateral offered to secure the loan.

b) **Loan Verification:** The administrator or authorized staff can check if the applicant meets all requirements to get the loan.

c) **Loan Repayment:** Tracks the loan repayment process, captures penalties for defaulters.

d) **Amortization Calculator:** Helps user to project the repayment schedule
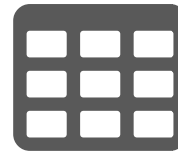
Reports

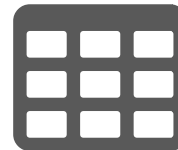a) **Graphical Reports:** Generates bar charts, line graphs and pie charts of selected data set.

c) **Members' Reports:** Access an individual member's financial reports.

d) **Group's Reports:** Generates reports for the entire Sacco like all shares, all fines etc.

b) **Excel & Pdf Reports:** Allows exporting reports as excel or pdf. The reports can be viewed on the browser or downloaded.
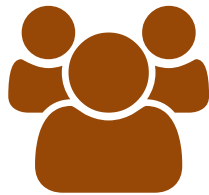
Communication

a) **Bulk SMS:** Type one text message and send to as many users as you wish. Audience can be individuals or groups.

b) **Customized SMS:** This allows sending customized sms i.e each SMS has custom values like name, account balance etc.

c) **Creating Groups:** Create as many groups as you want for easy communication to persons receiving common message.

d) **SMS Scheduling:** SMS can be scheduled to be sent at the specified time to specified recipients.

e) **SMS Reminders:** Allows setting a reminder to be always sent at the specified time like daily, weekly, monthly etc.

f) **Emails:** The above sms functionalities can be done using email.
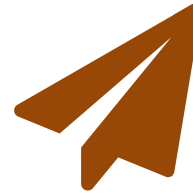
Financial Statement

a) **View Statement:** Allows an authorized user to view the statement for a member or the entire Sacco.

c) **Email Statement:** Send the statement to an email address.

b) **Download Statement:** Allows downloading the statement to local computer.

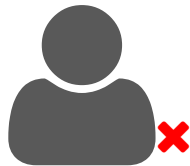d) **Automated Statement:** Automated statement will be sent via email to the specified recipient

Permissions

a) **Account Activation:** The administrator or authorized user can activate a deactivated account.

c) **Access Permissions:** The administrator can grant or revoke permissions of what any user can access on the platform.

b) **Account Deactivation:** Allow deactivating an account like when a customer withdrawal from the Sacco.

Other Modules

a) **Expenditure:** The Sacco can use this to track expenditure i.e money out of the Sacco.
b) **Penalties/Fines:** They can be captured manually like absenteeism from AGM or the system can capture them automatically like loan repayment defaulters.
c) **Document Storage:** Authorized users can upload documents to a secure repository. The documents can be downloaded any time.
d) **Interest:** Capture interest generated by the Sacco like from loans issued or investments.
e) **Dividends:** Calculates dividends based on the given rate per share.