

Introduction

TrueBook: A Trusted Financial Management System for Non-Profit Organizations.

TrueBook is a computer-based tool or software that non-profit organizations use to manage their finances. Non-profit organizations are groups that work to achieve social or charitable goals, and they need to keep track of their money just like any business does.

A Brief History:

TrueBook first became available in 2001. Since then, it has been continuously improved and adapted to meet the specific needs of different non-profit organizations. Think of it like a car that gets upgraded with new features over the years to make it more efficient and comfortable.

Who Uses TrueBook:

Over the past 20 years, more than 100 non-profit organizations have used or are currently using TrueBook. This tells us that many organizations trust this software to help them manage their fund effectively. It's like a tool that many people find reliable and helpful for their financial management.

Features of TrueBook:

TrueBook offers several important features that make it easy to use:

- **Double Entry System:** This ensures that all financial transactions are recorded accurately, which is crucial for financial integrity.
- **Multi-Currency and Multi-Fiscal Year Support:** Some organizations deal with fund in different currencies and financial years / cycles, and TrueBook can handle these complexities.
- **Project-Based Accounting:** Non-profits often work on specific projects. TrueBook allows organizations to track the fund coming in and out for each project separately.
- **eTDS and Retirement Fund Management:** This feature optimizes the eTDS and retirement fund management. TrueBook additionally generates reports in a designated format for filing eTDS in Inland Revenue Office and filing retirement funds in CIT (Citizen Investment Trust), SSF (Social Security Fund), and/or EPF (Employees Provident Fund).
- **Reports:** TrueBook can generate various financial reports. These reports are like financial statements that help organizations understand their financial health and periodic reporting.
- **Dynamic Filtering of Reports:** This feature lets users customize reports to see exactly the information they need. It's like using filters on a camera to focus on specific details.
- **Project Budgeting:** Planning how to spend fund is crucial. TrueBook helps organizations to input budgets for their projects, ensuring they have utilize the funds for as per the approved budget.
- **Bank Reconciliation:** This ensures that the organization's records match what the bank says they have. It's like double-checking your bank statement against your own records.
- **One-Click Donor Reporting:** Reporting to their donors on periodic basis is essential. TrueBook simplifies this process, making it easier by providing option to generate the reports in one click in donor prescribed format.

Specific Donor Reporting:

TrueBook has been tailored to support reporting for specific organizations, such as Plan International, Save the Children, SNV in Nepal, Aasaman Nepal, Child Fund Japan, The Norwegian Association of the Blind and Partially Sighted, and more. This means it can generate the types of reports and financial information that these organizations require in their prescribed format.

In summary, TrueBook helps non-profit organisation to manage their fund / project in accounting, financial management, reporting to donors with minumal manual work. It has a history of being improved over time and is trusted by many organizations in the non-profit sector to help them achieve their missions.

Software Platform

Front-end - MS Access

Back-end – MySQL or MS Access

System Requirement

- Operating System - Microsoft Windows 10
- Processor - Intel i5 or higher
- RAM - 4GB RAM (minimum)
- Software - Microsoft Access and Excel (version 2013 or higher)
MySQL (if database prefer in MySQL or in Cloud)
- Monitor / Screen - HD Ready (1280x720)
Recommended: Full HD Screen(1920x1080)
- Hard Disk Space - 200MB free space (approx.) for this software only
- File Server (for multiusers) - Dedicated computer / server connected within same network of users,
or cloud space with MySQL Database (internet required to access)

Software File Location and Folder

	Folder Location
Program	C:\TrueBook24
Data File	C:\TrueBook24\Data Note: there will be no Data folder if database in maintained in cloud database.
Backup Data File	C:\TrueBook24\Backup (by default)
Header and Footer	C:\TrueBook24\rptHF
Program Icons	C:\TrueBook24\Icons
Exported files	C:\TrueBook24\Export (report generated in excel saved/exported in this folder)