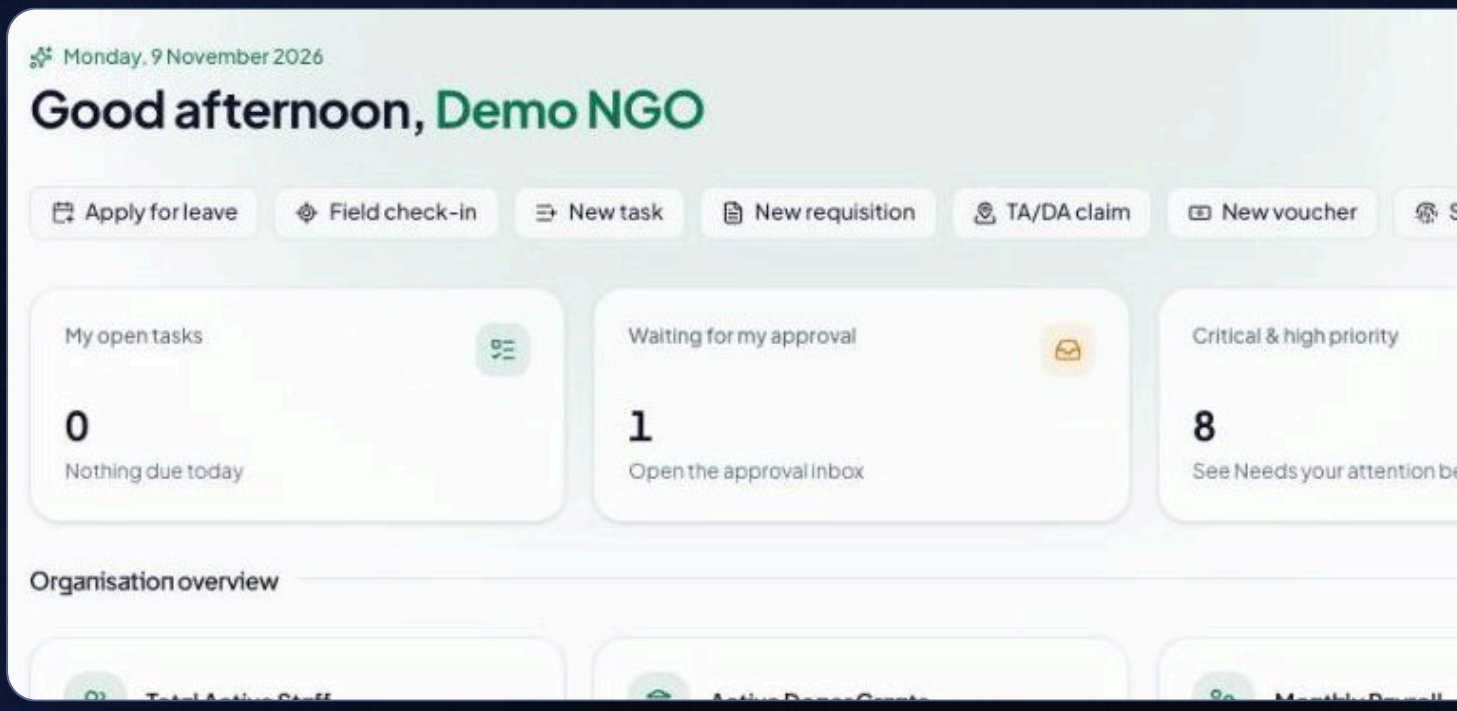
Top System

TOP NGO ERP · PRODUCT BROCHURE
NOVEMBER 2026

People, payroll, accounts and donor reports in one system

Nine-module software for NGOs, foundations and development organisations in Bangladesh



PREPARED FOR
Boards and management

EDITION
November 2026

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01 SUMMARY

Top NGO ERP on one page

Top NGO ERP is software built for NGOs. Staff, attendance, payroll, projects, procurement, accounts and donor reports sit in one place, and every expense is tied to a donor, a project and a budget line.

9	2	4	2
modules in one system	organisations running it (SAWAB, SAWAB Foundation)	steps of payroll approval	languages for software and training

WHAT THE BOARD NEEDS TO KNOW

01
What it solves
Scattered Excel files, salary splits done by hand and donor reports that arrive late.

02
How
Every department works on the same data; approval steps live in the software.

03
What it takes
A demo, the facts of your structure and rules, and agreement on a written proposal.

IN THIS BROCHURE

Why it is needed 03
How it is built 04
The screens 05
Control and transparency 06
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Implementation and investment 08
Decision and next steps 09

WHO IT IS FOR
NGOs and foundations, from a small team to many branches

IN ONE PLACE
Staff, payroll, accounts, programs and procurement

REPORTS
Reports ready for donors and auditors

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> **Good software is not about more features. It is about making each day's work a little easier. That is what we try to do in every project.**
>
> Mehedi Hasan, Founder & CEO, Top System

02 WHY IT IS NEEDED

The problems this system was built to solve

These were the problems in the real SAWAB and SAWAB Foundation project; most donor-funded NGOs will recognise them.

01 Managing staff records, biometric attendance, leave balances and project-wise salary splits across two sister organisations (SAWAB and SAWAB Foundation) in separate spreadsheets slowed monthly close.

02 In donor-funded NGOs, a single employee's salary is often shared across multiple active grants; verifying 100% cost-sharing manually created bottlenecks before payroll sign-off and audits.

03 Leadership needed one real-time workspace connecting the grant pipeline (FD-6 and FD-7 projects), procurement requisitions, fleet logs and fund-wise bank and cash balances.

WHAT CHANGES ONCE THE SYSTEM IS LIVE

NOW	ONCE THE SYSTEM IS LIVE
Biometric logs exported manually and reconciled in spreadsheets	**Direct ZKTeco LAN/ADMS device sync feeding live attendance, shifts and leave registers**
Project-wise salary cost-sharing calculated by hand each month	**Built-in 100% project allocation guard with a structured four-step payroll sign-off**
Donor grant stages and burn rates scattered across separate files	**End-to-end grant pipeline from concept note to NGOAB project budget and burn-rate view**
Requisitions, vehicle logs and vouchers tracked in separate books	**Procurement POs, fleet administration, micro-investment and fund accounting in one ERP**

~~Scattered files~~

Everything in one place

~~Manual payroll~~

Payroll approved step by step

~~Late reports~~

Donor and audit reports, ready

03 HOW IT IS BUILT

Nine modules, one system

Start with the departments you need; the rest are added later. Every module works on the same data.



1 My space

- A summary of staff, grants, payroll and attendance
- A list of what needs attention
- Quick links to your own work

2 People (HR)

- Recruitment and staff records
- Performance appraisal
- Training records

3 Time & attendance

- Connection to attendance devices
- The attendance register
- Leave and shifts

4 Payroll

- Payroll prepared step by step
- Review and sign-off
- Payslips

5 Programs & field

- Budgets and work plans
- Grants from proposal to agreement
- Beneficiaries by project and district

6 Procurement

- Requisitions
- Quotation comparison
- Purchase orders

7 Office admin

- Vehicle trips
- Fuel records
- Cost reports

8 Accounts

- Vouchers and payments
- Budgets
- Reports for donors, NGOAB and auditors

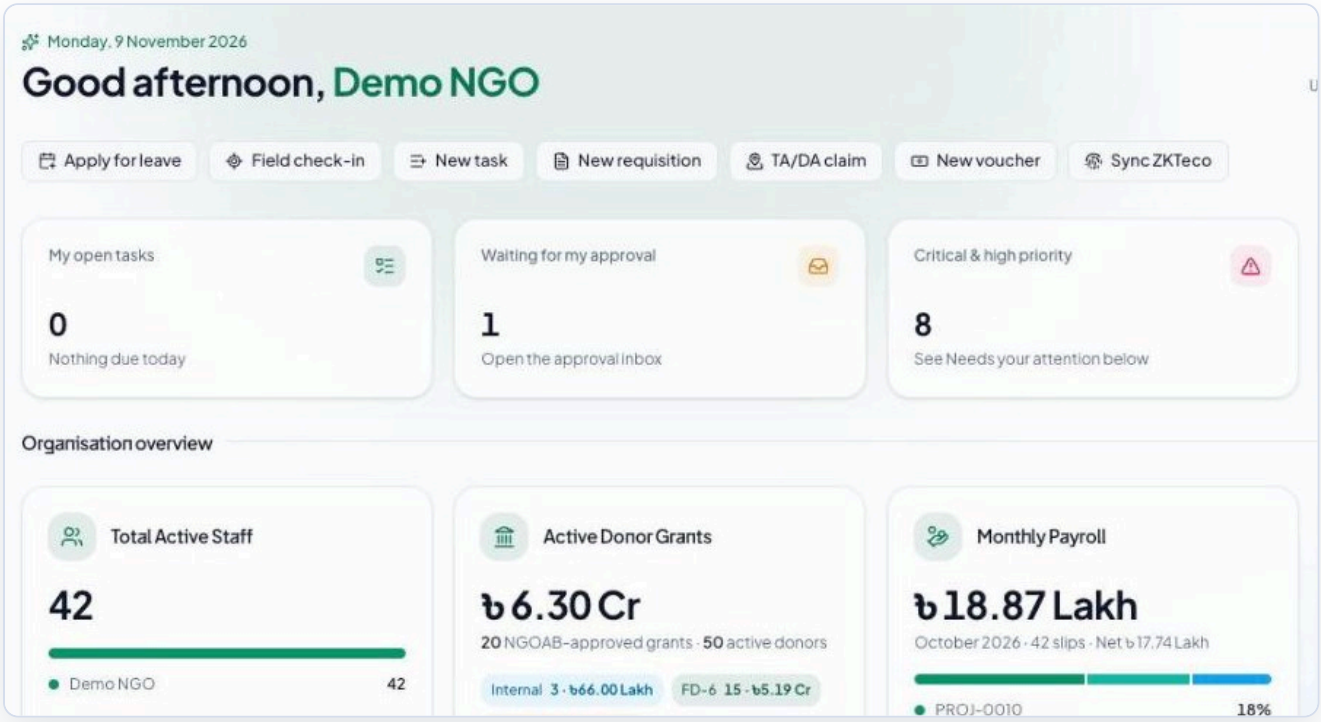
9 Micro-investment

- Member and investment records
- Collection records
- Activity reports

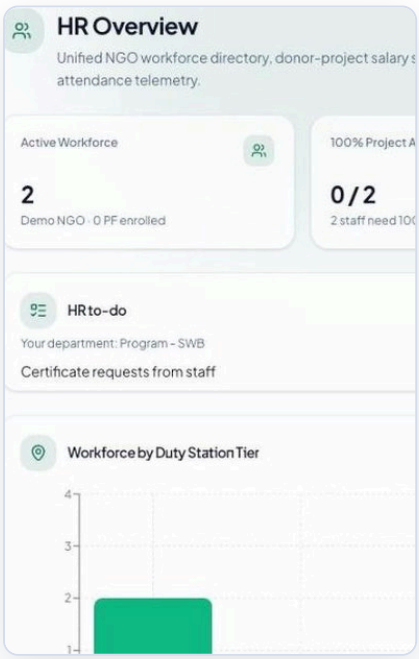
04 THE SCREENS

What the software looks like

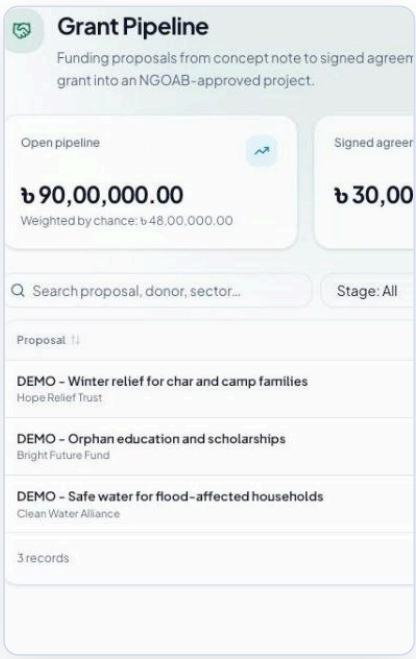
These are real Top NGO ERP screens. The figures are samples (Demo NGO), not any organisation's real data.



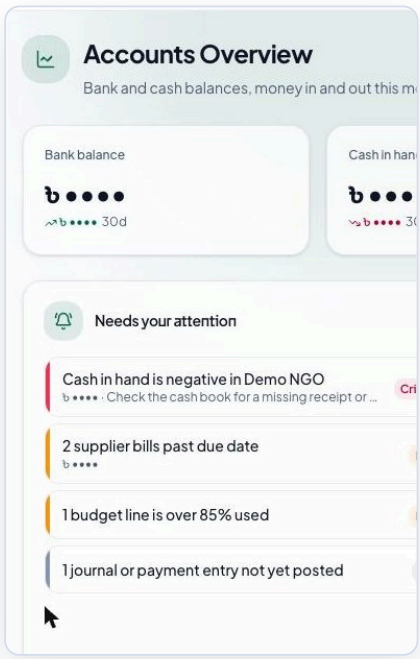
01 Executive dashboard: active workforce, NGOAB-approved grants, monthly payroll and fund burn-rate



02 HR & ZKTeco telemetry: unified staff directory and multi-project salary cost-sharing guard



03 Grant pipeline: proposals from concept note to signed agreement and NGOAB project setup

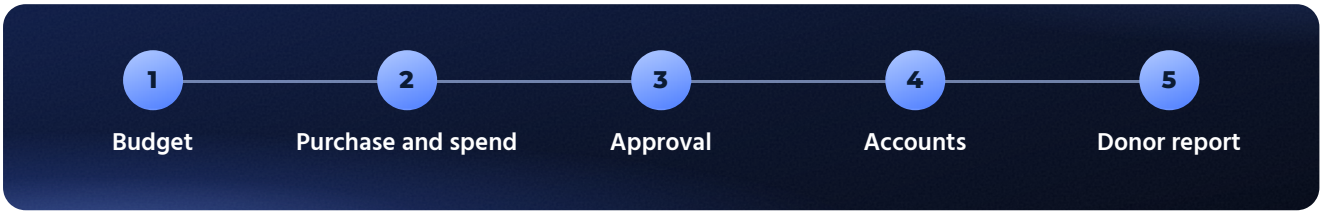


04 Accounts overview: bank and cash balances, supplier dues and budget threshold alerts

05 CONTROL AND TRANSPARENCY

One expense, from budget to donor report

Every transaction is tied to a project, a donor and a budget line, so an auditor opening one voucher sees the whole path.



WHERE THE CONTROLS ARE BUILT IN

- Multi-organisation support allows leadership to inspect workforce, payroll and grant utilisation both per entity (SAWAB vs SAWAB Foundation) and across the combined group.
- Validating donor-project salary allocations before payroll execution eliminates reconciliation mismatches between HR, program managers and finance.
- Automated attention alerts flag unposted vouchers, overdue supplier bills and budget lines crossing 85% utilisation so audit readiness stays continuous.

COMPARED WITH EXCEL AND ORDINARY SOFTWARE

OPERATIONAL AREA	SPREADSHEETS & GENERIC SOFTWARE	TOP NGO ERP
Donor funds & NGOAB reporting	Manual reconciliation across separate files for FD-6/FD-7 and donor statements	**Fund- and project-tagged ledgers ready for donors, NGOAB and external auditors**
Multi-project salary allocation	Error-prone manual percentage splits when staff work across multiple grants	**Automated grant cost-sharing with four-step payroll review and voucher posting**
Biometric attendance & field staff	USB exports from attendance clocks manually matched before every payroll run	**Direct ZKTeco & attendance device sync into leave, shift and payroll registers**
Procurement & audit trail	Paper requisitions and quotation sheets scattered during donor audits	**Requisition, quotation comparison and purchase orders linked with digital sign-off**
Beneficiaries & micro-investment	Field beneficiary lists and collection sheets disconnected from core accounts	**District-wise beneficiary tracking and micro-investment collections tied to finance**

06 IN REAL USE

SAWAB and SAWAB Foundation

Unifying HR, ZKTeco biometric attendance, multi-project salary allocation, NGOAB and donor grant pipelines, procurement and fund accounting across two sister humanitarian organisations.

SECTOR
NGO, Humanitarian Aid & Development

SYSTEM
Multi-organisation NGO ERP & HRM (9 modules)

WHAT WAS BUILT AND CONNECTED

01 My Space & unified approval inbox

Role-aware home workspace surfacing open tasks, leave requests, TA/DA claims, requisitions and pending sign-offs immediately upon login.

02 HR & multi-project cost-sharing guard

Centralised workforce directory with automated checks ensuring every staff member's salary split totals 100% across active donor projects.

03 ZKTeco time & attendance telemetry

Direct integration with ZKTeco biometric terminals alongside field check-ins, grace-period rules and duty-station tracking.

04 Four-step controlled payroll

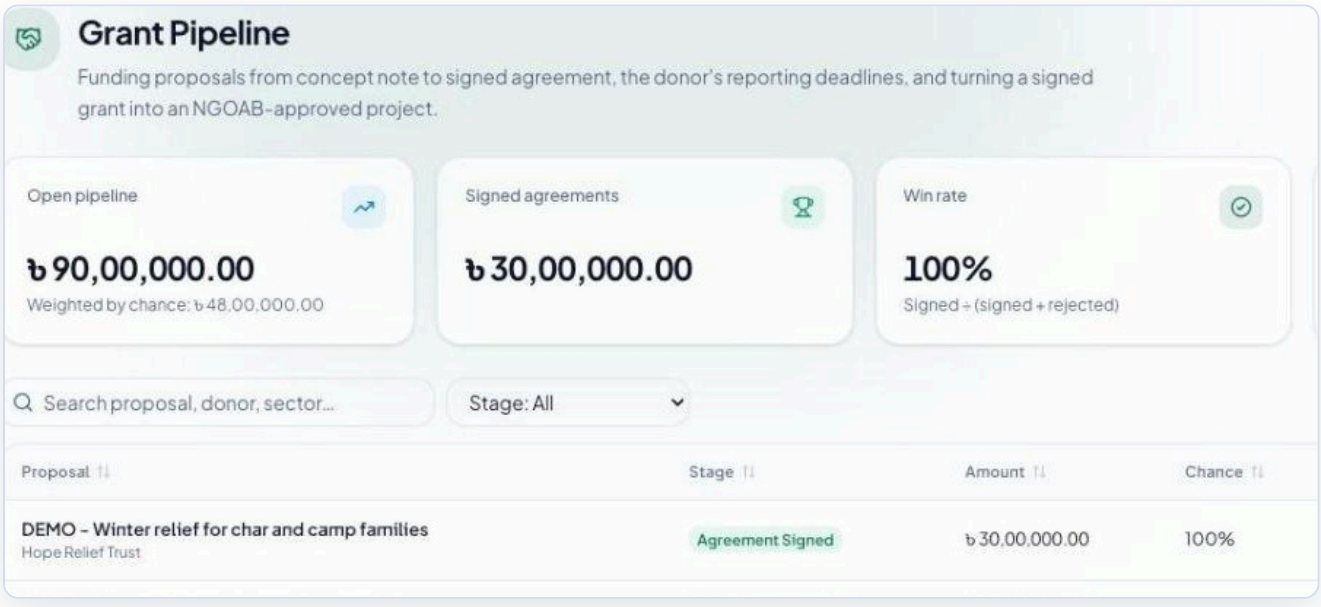
Structured preparation, verification, approval and accounting post workflow with automated monthly payslips.

05 Programs, grants & NGOAB tracking

Proposal-to-agreement grant pipeline, FD-6 and FD-7 budget tracking, and district-wise beneficiary records.

06 Procurement, fleet & fund accounting

Requisition-to-PO workflow, quotation comparison, vehicle trip/fuel tracking, and donor-ready voucher & audit reports.



Grant pipeline: proposals from concept note to signed agreement and NGOAB project setup

Full case study: topsystem.bd/en/case-studies/sawab-ngo-erp

07 IMPLEMENTATION AND INVESTMENT

Live in four steps, start with one of three packages

1 **Understand**
We listen to how you work and write down what you need.

2 **Design**
We show screens and a plan, and agree them with you.

3 **Build**
We build in stages and show you each one.

4 **Launch and support**
We go live, train your team and stay with you.

WHO DOES WHAT

TOP SYSTEM DOES	YOUR ORGANISATION PROVIDES
Software set-up, shaped to your rules	Your structure, projects and donor list
Migration of old Excel data	Approval steps and limits
Attendance device connection	Old staff, ledger and budget files
Staff training in Bengali and English	One named contact person
Support after launch	Staff time for training

THREE PACKAGES

Price is set in a written proposal from your staff size, branches and modules. A demo and first consultation cost nothing.

Standard
Ready, quick to launch

- Ready software, set up for your organisation
- Training for staff
- Support after launch

Premium
Shaped around how you work

- Everything in Standard
- New features and reports built
- Links to payment, SMS and devices

AI automation
Premium plus AI to cut the work

- Everything in Premium
- Automatic reports and alerts
- Entries made from documents
- Search by writing in plain language

COST HEADS TO BUDGET FOR

Software and set-up · Changes to fit your rules · Migrating old data · Staff training · Server or hosting · Yearly support and updates

08 DECISION AND NEXT STEPS

What to check before deciding

THE BOARD'S CHECKLIST

- [ ] Whether every expense is tied to a project, a donor and a budget
- [ ] Whether approval steps can follow your own policy
- [ ] Whether branches and field offices can work in the same system
- [ ] Finalise the chart of accounts and project codes
- [ ] Write down who may approve up to what amount
- [ ] Choose the first departments: usually HR and accounts
- [ ] Decide how much old data moves to the new system

QUESTIONS THAT COME UP OFTEN

Who is Top NGO ERP for?

For small, medium and large NGOs, development organisations and foundations in Bangladesh that need HR, donor fund accounting, project tracking, procurement and audit reporting in one unified system.

Does Top NGO ERP handle NGOAB (FD-6 / FD-7) and donor fund accounting?

Yes. Every voucher, purchase and payroll entry is tagged by fund, grant and budget line so donor financial statements, NGOAB compliance reports and audit schedules are always ready without manual spreadsheet merging.

Can it connect to biometric attendance devices and split salaries across donor projects?

Yes. ZKTeco and standard biometric attendance devices sync directly into the attendance register, and payroll supports percentage cost-sharing across multiple donor-funded projects with four-step approval.

How is Top NGO ERP priced and can our existing Excel data be migrated?

Pricing is tailored in a written proposal based on active staff size, branches and selected modules. Our team migrates your existing staff, ledger and grant sheets from Excel and trains your team in Bengali and English.

THE NEXT THREE STEPS

1

Demo

We run the software live for you. No cost.

2

Understanding

We write down your structure, projects and rules.

3

Written proposal

We send scope, time and cost in writing.

Tell us about your work. A demo and first consultation cost nothing.

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