

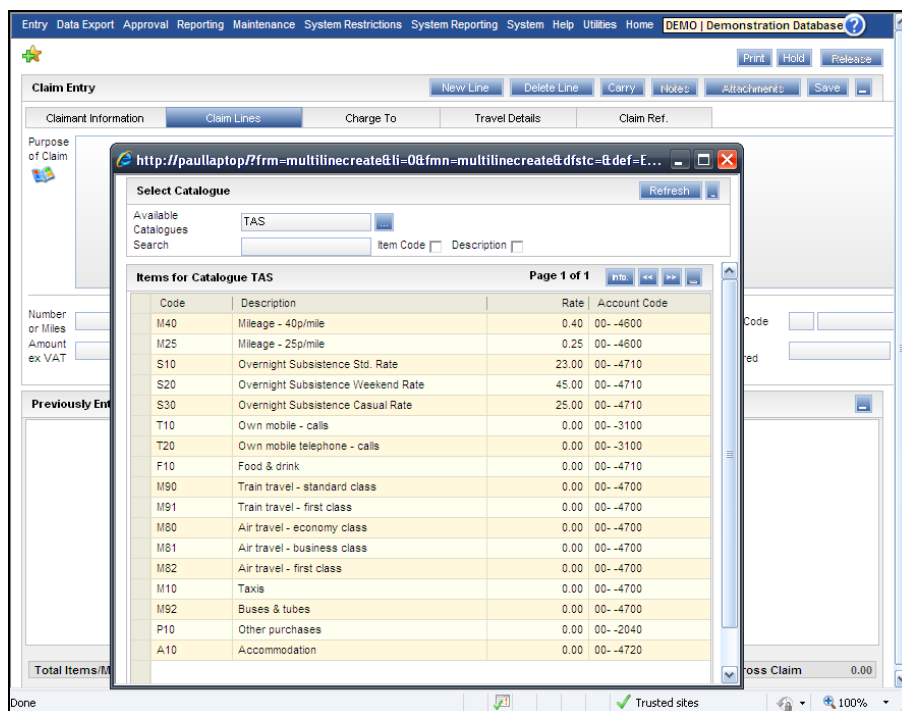


## Kypera Business – Expense Claim Management

Kypera Business can be utilised to manage expense claims, providing an online, web based entry mechanism for the completion of claim both in the office and on the road. In addition to online entry the system facilitates flexible online approval to ensure claims are managed in a timely manner.

The use of catalogues allows users to select pre-determined items from a specified list. These catalogues allow you to predefine items, rates, account codes etc to simplify the requirements of the end user and thus speed up entry.

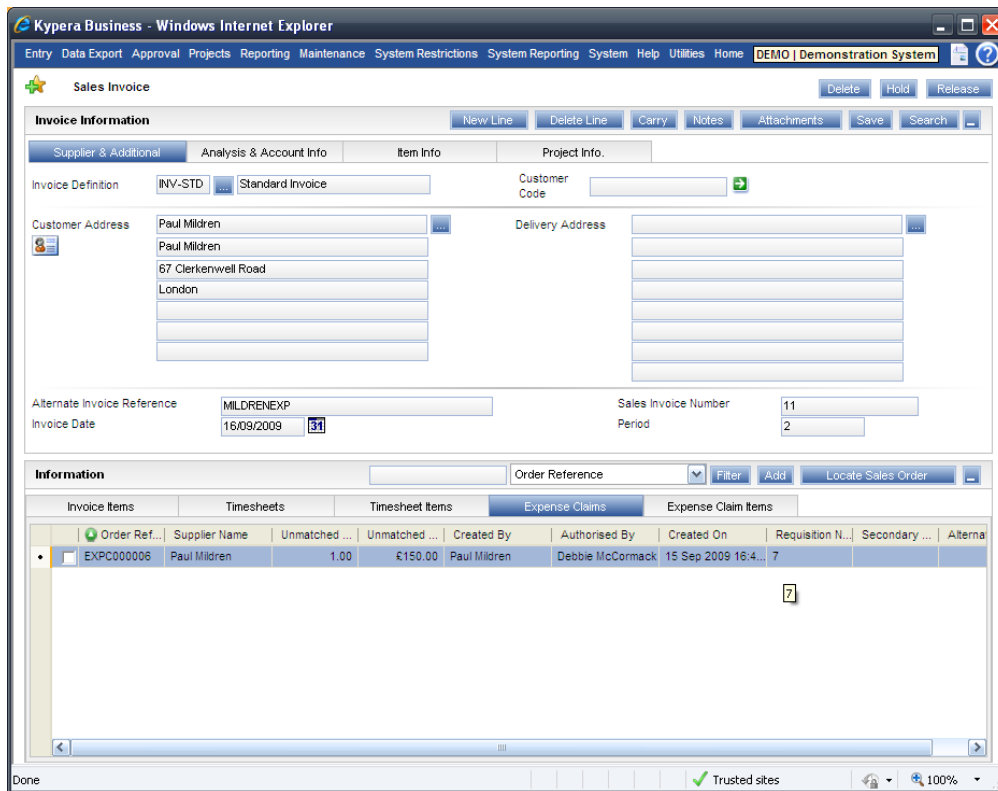
Customisable expense definitions also provide customers with the ability to tailor both the entry and approval to groups of users or individuals.



The ability to add both notes and attachments to the claim ensures that receipts can be attached to the claim and the entire process, from entry to approval can be achieved within a single system.

Linking these claims to the purchase invoice and project modules further enhances the functionality by allowing easy matching and payment of claims, in addition to the recharging of project expenses via sales invoices.





**Features and Benefits include:**

- Internally Managed and Supplier generated catalogues
- Multicurrency compliant
- Online flexible approval
- Account & Cost centre restrictions to avoid mis-coding
- Ability to attach receipts and supporting documentation
- Global reports of last entered dates etc
- Fully integrated with projects and timesheets modules
- Favourites & user defaults for rapid entry of claims
- Warning prompts when expense rules are breeched or exceeded
- Ability to manage corporate charge card expenses.