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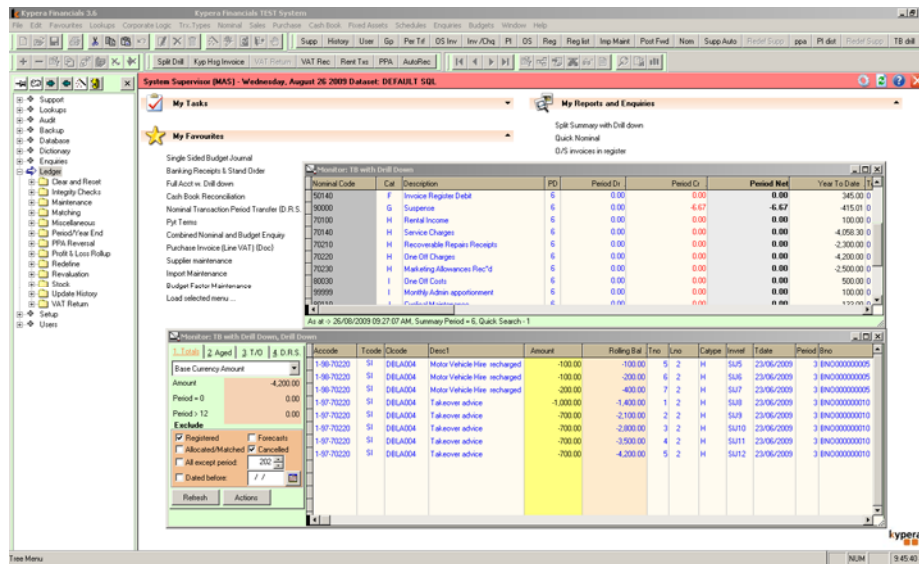
Kypera Financials Summary

Kypera Financials is a fully integrated solution that's more than just a standard accounting package. Utilising a unified ledger structure the system provides extensive functionality that can be adapted to meet the requirements of almost any business model. The flexible nature of the integral chart of accounts structure provides an extensive means for information capture and reporting outputs. The additional analysis codes and sort codes provide further capabilities to sub divide and group the chart of accounts to accommodate multi-level reporting throughout the system.

The single ledger format provides times saving automated ledger reconciliation, in addition to facilitating the ease of data access for enquires and reporting. The ability to drill down and across the ledgers in a dynamic manner means information can be filtered and extracted quickly and simply.

The SQL database structure means the system is fully scalable and can accommodate multiple companies and entities, whilst easily managing intercompany postings and reconciliation. Adding further to this scope, the software is fully multi-currency compliant and can utilise dual based currencies for reporting purposes; an essential requirement for international businesses.

With customers in the public, private and not for profit sectors the solution truly provides an out of the box solution that can be adapted and customised to meet the needs of your organisation.



ST. JAMES'S PLACE
WEALTH MANAGEMENT

NEW GORBALS
PROPERTY ASSOCIATION

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Packaged with Kypera Financials, Kypera XLR provides a powerful reporting tool that draws real-time information from the finance database, into the familiar surroundings of Excel. The system allows users to create high level management reports and forecasts whilst providing full drill down and drill around capabilities to further interrogate the data, right down to a transactional level.

Modules Include:

- Nominal & Cash Book
- Purchase Ledger
- Sales Ledger
- Budgeting & Forecasting
- Corporate Logic ations
- Fixed Assets
- Project Accounting
- CRM
- Credit Control

Stock code*	Account Code*	Analysis*	Description*	Quantity	Cost price*	% Discount*	Amount	VAT*	VAT Amount	GBP amount	AED amount	Client*
REG	1Z2Z2Z2		Laser Toner	1.000	200.0000	0.00	200.00	S	35.00	200.00	0.00	APE01
Transactions: Lines												
Transaction Value												
Batch Total												
Batch Control												

Features and Benefits include:

- Flexible coding structure
- Extensive Analysis
- Transaction Presets
- Multi- Company & Multi Currency Compliant
- Electronic Payments Functionality
- Direct Debit Capabilities
- Email Remittances
- Scanning Interface
- Invoice Approval
- Screen/Grid Customisations
- Extensive Import / Export Capabilities
- Redefinition of Account Codes
- Transaction Editing & Cloning
- Scheduled/Recurring Transactions
- Dynamic Enquiries and Multi-Level Reporting
- Currency Revaluation
- Automated Bank Reconciliation
- User Reconciliation Facilities
- Corporate Logic

“Since completing the Implementation we have seen that the system has provided us with good functionality and excellent value and would recommend Kypera to anyone looking for an accounting system. The Kypera Consultants were very committed, competent, approachable and the project management was very professional.”

- Michael Hall (Head of Finance Developments at ST. James Place)



The team at Forpoint Solutions has over 30 years experience and an extensive track record in delivering successful Financial and Business Software for our clients. Forpoint is the **exclusive Kypera partner for in Australia** and supports the full range of Kypera Solutions including; Kypera Financials, Kypera Business, Kypera XLR and Kypera Housing. We also offer an experienced consulting team for implementation, delivery and ongoing support of your solution.

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Kypera Financials – Cashbook Ledger

Kypera Financials Cashbook Module offers a number of facilities for processing an organisations receipts and payments as well providing reconciliation and reporting functionality. Payments maybe made by cheque or EFT DDI module is available so that any electronic file transfer format can be accommodated.

Bank Statement reconciliation are achieved using Bank Reconciliation or if the Bank that you use supports electronic bank statements then Automatic Bank Reconciliation. Cashbook posting can be carried during the reconciliation without having to leave the process.

Sundry Receipts & Payments can be made directly without using the Sales or Purchase ledger. Cheque numbers can be input or generated and altered if necessary. Actions can be performed on transactions using a simple actions button to permit one to reverse, unallocate, add notes, clone, schedule or reverse the receipt/payment. Standing Orders are input into the Scheduler so they can be processed at user defined intervals. Transactions such as payments and receipts maybe edited under permitted circumstances to correct errors in posting.

Features and Benefits include:

- Cheque Printing
- Automatic Receipt Allocation
- Customisable Display & Input Screens
- Automatic Bank Reconciliation
- Sundry Receipt / Payment
- Bank Transfer
- Inter Company
- EFT Payment
- Cross Currency Payment / Receipt
- Automatic Payment Allocation
- Ability to Schedule Tasks
- Bank Reconciliation
- Transaction Drilldown
- Ability to Add Notes



Kypera Financials – Nominal Ledger

Kypera Financials Nominal Ledger offers wide ranging functionality to assist in the financial management of an organisation. Kypera Financials has a considerable number of journal screens allowing users to undertake a number of processes from a simple journal to an intercompany or cross-currency journal.

There are reversing journals that will post prepayments and accruals into the next or future period. Transactions may be edited for ease of correction by authorised users with a full audit trail. Notes and documents maybe added to transactions to better explain the purpose of the posting if considerable detail is required. Entry screens maybe modified by the user to reduce input time and capture essential details.

Nominal code maintenance records details of your nominal codes including addresses, account details for bank accounts, currency, revaluation, input rules and whether you want balance sheet accounts to be open item or brought forward balance. The account code structure is user defined with a normal maximum length of 30 characters.

The account structure supports multiple companies and intercompany posting. Kypera Financials allows users to post forward up to nine years with up to 99 periods per year, although the norm is 12 or 13. Organisations may change their financial year end effortlessly by adopting a financial year greater or less than 12 months.

In addition to the highly flexible account structure there are nine libraries of user defined analysis codes used for coding where occasionally more detail is required. To facilitate flexible financial and management reporting there is a function to group and sort nominal, cost centre or company codes together. This “Sort code” functionality delivers up to nine additional charts of accounts without any intervention by the user posting or importing transactions.

Should there be a need to consolidate nominal, cost centre or analysis codes this is achieved by the Redefine capability which recodes all transactions meeting the consolidation criteria. There is a powerful selection and filter feature built into Redefine that allows the consolidation to be precise.

Kypera Financials has a number of reconciliation facilities to assist whereby transactions are marked that they are part of reconciliation. The process can be applied to any nominal code and may optionally require the reconciliation to balance to zero.

The Period End process is flexible with the option of closing individual ledgers or closing down globally. The ability to back post is strictly controlled through security and setup.

Marked	Type	Marked Order	Cheque No.	Amount	Transaction	Description	Client	Account
	SI	5	0	-210.00	23/06/2009	Services June 09	DBLA004	1-97-9000
X	PI	0	0	17.50	23/06/2009	Suspense	ABC001	1-17-9000
X	SI	0	0	-17.50	23/06/2009	Motor Vehicle Hire recharged	DBLA004	1-98-9000
X	PI	0	0	175.00	23/06/2009	Suspense	ABC001	1-97-9000
X	SI	0	0	-210.00	23/06/2009	Services June 09	DBLA004	1-97-9000
X	SI	0	0	-210.00	23/06/2009	Services June 09	DBLA004	1-97-9000

The Year End process is straightforward and can be done in stages if desired. A feature of Kypera Financials is that an Interim Profit & Loss rollup can be performed prior to year end. This can be repeated as many times as required and will automatically be removed when the actual year end is run. This enables New Year reporting to be more accurate prior to a year end.

The drill down screens are user customisable with a number of options to exclude or include transactions. Transactions can be excluded through the use of simple tick boxes. Additionally there is powerful filter utility that acts upon all the fields for that transaction. Actions can be performed on transactions using a simple actions button to permit one to reverse, unallocate, add notes, clone, and schedule, reverse the payment and scan the transactions. Transactions maybe edited under permitted circumstances to correct errors in posting.

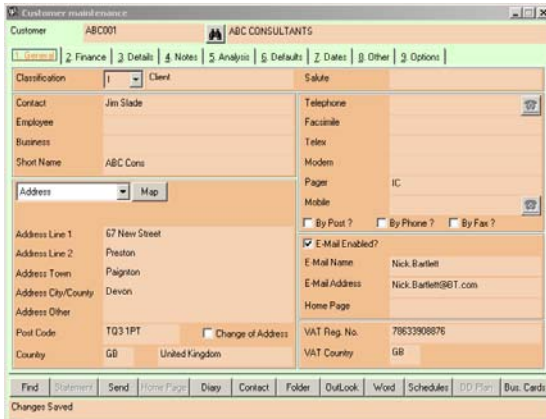
Features and Benefits include:

- Flexible User Defined Account Structure
- Analysis Codes
- Sort Codes
- Redefine Account codes
- Customisable Display & Input Screens
- Currency Revaluation
- Interim Profit & Loss Rollup
- Multi Company
- User Defined Reconciliation
- Multi Currency
- Scheduler
- Transaction Drilldown
- Full Report Suite
- Flexible Period Ends



Kypera Financials – Sales Ledger

Kypera Financials Sales Ledger provides wide-ranging sales invoicing facilities for an organisation. Kypera Financials allows one to invoice your customers on a one off basis or more routinely.

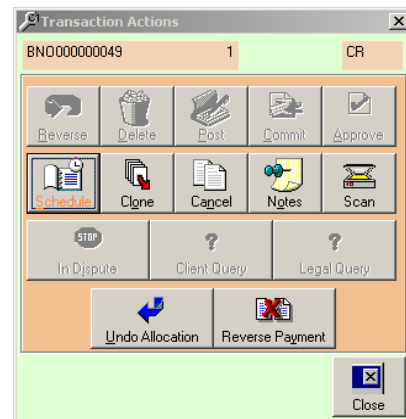


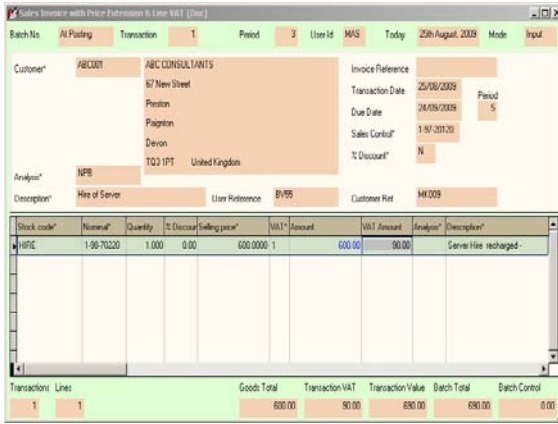
Customer maintenance gives the ability to record details of your customers including multiple addresses, payment terms, e-mail details, default currency and GST. The customer maintenance screen labels maybe customised. There are a number of options comprising a customer find facility and transaction drilldown choices to make managing your customer details as easy as possible.

Client Name	Due Date	Trans Date	Period	Trans	Match Key	Description	Reference	Imag	Amount	Stop	Note	Alloc
MR WILLIAM BLACK	23/07/2009	23/06/2009	3	SI	BNO000000049	Hire of Centre	SU7		-200.00			
MR WILLIAM BLACK	25/08/2009	25/08/2009	5	CR	BNO000000005	Hire of Centre	SU5		117.50			
MR WILLIAM BLACK	23/07/2009	23/06/2009	3	SI	BNO000000049	Hire of Centre	SU5		-117.50			
MR WILLIAM BLACK	23/07/2009	23/06/2009	3	SI		Services June 09	SU9		-1410.00			
MR WILLIAM BLACK	23/07/2009	23/06/2009	3	SI		Services June 09	SU8		-1762.50			
MR WILLIAM BLACK	23/07/2009	23/06/2009	3	SI		Hire of Centre	SU6		-100.00			
MR WILLIAM BLACK	23/07/2009	23/06/2009	3	SI		Services June 09	SU12		-1410.00			
MR WILLIAM BLACK	23/07/2009	23/06/2009	3	SI		Services June 09	SU11		-1410.00			

The drill down screens are all user customisable. All Transactions can be excluded or included through the use of simple tick boxes. Additionally there is powerful filter utility that acts upon all the data fields of that transaction.

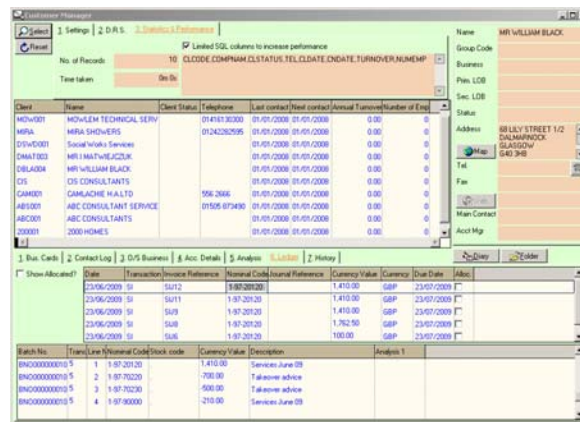
Actions can be performed on transactions using a simple actions button to permit one to reverse, unallocate, add notes, clone, and schedule, reverse the receipt and scan the transactions. Transactions such as invoices, credit notes and receipts maybe edited under permitted circumstances to correct errors in posting.





Kypera Financials has a number of different types of invoice. Each of which has been designed for a different purpose. Invoices can be either standard or recurring. The difference between a standard and a recurring invoice is that a recurring invoice does not necessarily have to be posted at the time it is entered. It can be saved and posted repeatedly. They may also be copied and modified between postings. A standard invoice is posted at the time of entry and can only be posted once.

A Customer Manager screen is available to assist in the examination of customers with access to the contact log, customer details, current and historical transaction detail. The transactions may be added, reviewed, edited or printed.

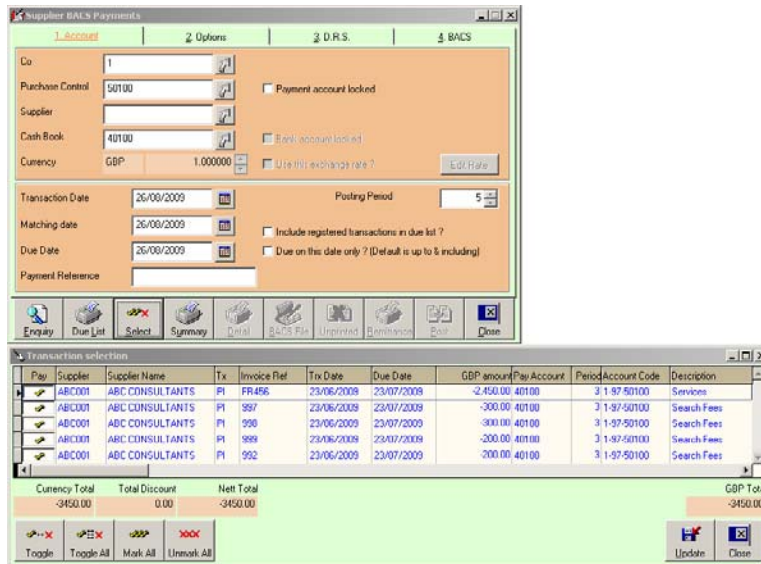


Features and Benefits include:

- Customer Maintenance
- Sales Invoices & Credit Notes
- Automatic Receipt Allocation
- Business Cards
- Contacts Log
- Integrated To Credit Control
- Send E-mails
- All Display Grids Can Be Customised by users
- Sales Statement
- Sales Journal
- Customer Manager
- Invoice Scheduler
- Client Records Holds Letter Group
- Ability to Add Notes
- All Display Grids Can Be Re-Sorted To Suit The Requirements Of The Individual

There are a full suite of enquiries and reports available with a powerful search enquiry engine on hand. Enquiries may be saved by the user for reuse.

The Supplier Manager screen is available to assist in the review of suppliers with access to the contact log, supplier details and current and historical transactions. Transactions can then be added, reviewed, edited or printed.



Features and Benefits include:

- Supplier Maintenance
- Multiple Purchase Invoices & Credit Notes
- Flexible Payment Terms
- Business Cards
- Contacts Log
- E-mail Remittances
- Customisable Display & Input Screens
- Part Payment
- Cheques
- EFT (Electronic Payment)
- Supplier Manager
- Invoice Scheduler
- Contact Log
- Ability to Add Notes
- Transaction Drilldown
- Full Report Suite

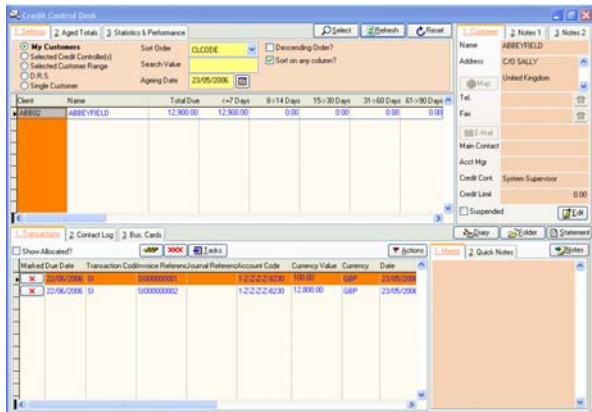
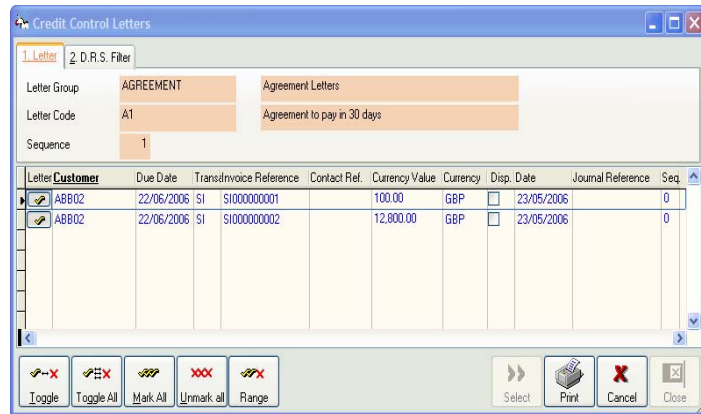


Kypera Financials – Credit Control

The **Kypera Financials Credit Control Module** provides extensive credit control functionality allowing an organisation to manage its debts efficiently and flexibly. Credit Control letters can be created for user defined groups and if necessary it allows you to create more than one letter per group. The letter can reference any field against the customer, the nominal transactions or user.

The letters may be printed automatically or viewed/amended during creation. An archive copy maybe optionally stored against each customer record and in addition a short record of each letter made in the notes for every transaction.

Credit Desk provides a one stop shop with fully comprehensive facilities for managing customer debt. Organisations can run easy to use options to select customers and their associated debt.



The information is displayed to screen with debt aged according to due date and the entered ageing date. By default customers are displayed by client code order but this is customisable. Credit Desk will allow you to view a detailed transaction breakdown for each client. Invoices and receipts that have been matched can be excluded or included.

From the Credit Desk one may access the customer record, contact log, transaction notes, client folder and business cards. The

contact log page displays all outstanding contact log records for the currently selected customer. Completed contacts can also be displayed by ticking the option on this page.

Notes for the currently selected contact are displayed below the grid. Contacts can be edited or created via the toolbar buttons or right click Menu. The transactions may be reviewed, edited, created or printed with the ability to access the Actions, Statement and Tasks buttons.

The Transactions Task button allows one to email copy invoices, send a credit control letter, add transaction notes, mark as disputed and enter details of a payment agreement. The payment scheduler screen enables you to enter details of a payment agreement with dates and amounts or percentages.

Business Card	Name	Department	Description	Logged By	Logged On	Action On	Action Code	Contact R
	MORAG		test email	MH	11/09/2007	01/01/1900		

1. Notes | 2. Progress Notes | 3. Completion Notes | Show Completed Contacts?

To: morag@molendinar.org.uk
Subject: test email

Features and Benefits include:

- Aged Debt Summary
- Transaction Breakdown
- Business Cards
- Letter Creation
- Add Contacts
- Credit Control Letter Production
- Enter Payment Agreements To Schedule Payment Of Invoices
- All Display Grids Can Be Customised By Any End Users
- Dispute Or Clear Transactions
- User Defined Letters
- Contact Log
- Send E-mails
- Ability to Add Notes
- Client Records Hold The Letter Group And A Credit Controller
- All Display Grids Can Be Re-Sorted To Suit The Requirements Of The Individual



Kypera Fixed Assets

Kypera Financials Fixed Assets module provides a Fixed Asset register integrated into Kypera Financials accounting. There is provision to record an organisation's fixed assets with their associated details including its depreciation, value and digital image.

The asset records the purchase value in multiple currencies if your system is multicurrency. Assets can be purchased through the Purchase Ledger or entered directly onto the asset register

The module supports multiple depreciation methods:

- Straight Line
- Reducing Balance (by %)
- Reducing Balance (by value)

The screenshot shows the 'Fixed Assets maintenance' window for asset code FAC000001. The asset is a BMW X5 3.0d, classed as MV, with a serial number V3 NPB. It was purchased from ACE HI VAN RENTALS on 13/08/2009 for 30,000.00 NZD. The location is MAIN CAMPUS at Tairāhiti Polytech - Main Campus. The depreciation method is set to Straight Line with a frequency of 1 MONTH. The start date is 01/08/2009, and the next due date is also 01/08/2009. The current value is 30,000.00, and the depreciation amount is 500.00. The system is configured to auto-generate code and nominal transactions.

Depreciation calculations can be configured to run automatically on a pre-defined date or can be prompted to run them manually. Fully written down assets can have a residual value and assets can be disposed of before being fully written off.

This screenshot shows the 'Depreciation' tab of the 'Fixed Assets maintenance' window. The depreciation method is '2. Straight Line' with 'Auto depreciation' checked. The start date is 01/08/2009, and the next due date is 01/08/2009. The frequency is set to 1 MONTH. The depreciation amount is 500.00. The system is configured to auto-generate code and nominal transactions.

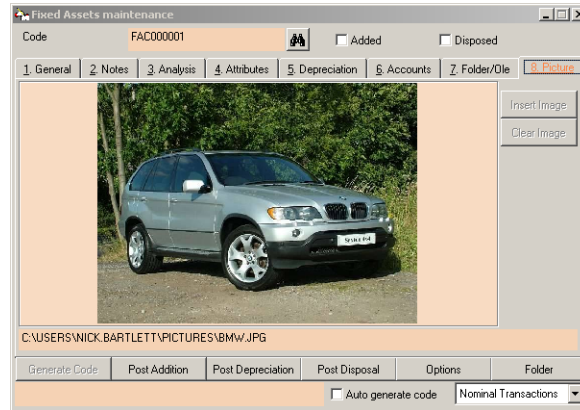
Depreciation calculations can be set to daily, weekly, monthly, quarterly, period start, period end or annually. The system has unlimited write down periods and appreciation can be handled as well as depreciations.

A Depreciation Schedule can be run manually or automatically with depreciation predications so that the depreciation maybe reviewed prior to posting.

From the Fixed asset record one can drill down to see individual transactions on the Nominal ledger and from there to the transactions that make up that batch.

The Fixed Asset register can be implemented by either adding asset records directly into Kypera Financials or by importing from an Excel spreadsheet. If there are records already held by spreadsheet or there are numerous asset records then importing is a quicker and more efficient method of implementation. Assets maybe added retrospectively with depreciation back to a user defined date.

The Fixed Asset register allows one to store a digital image of the asset that can be printed within a fixed asset report from within Kypera Financials and used for identification purposes.



Features and Benefits include:

- Fully Integrated Solution
- Optional Import from a Spreadsheet
- Transaction Breakdown
- Customisable Transaction Display
- User Defined Fixed Asset classes
- Assets Added Through Purchase Ledger
- All Display Grids can be re-sorted to suit the requirements of the individual
- Straight Line depreciation
- Reducing Balance by value depreciation
- Image Storage
- Depreciation schedule
- Ability to Add Notes
- Reducing Balance by % Depreciation
- Individual Windows folder for document / file storage



Kypera Financials – Reporting

Kypera Financials has two reporting tools that can be utilised for enquiries and reporting. There is the Microsoft Excel add in XLR that is very easy to learn. It can be used by both financial and non financial users to enquire and produce reports. It has the ability to report on multiple databases including Kypera Financials, Housing and Business. One can report your actual income & expenditure, commitments and budgets all within the same report. The reported figures can be drilled down on in many ways. There is a Transaction Drilldown option that permits one to select the fields you view with the data available in Excel to review and manipulate. XLR reports can be distributed within your organisation and allow managers to view / drilldown at the same time.

Account	Account Description	Period
3440	ACC levies	24,725.00
3450	Personal protective consumables	1,556.70
3455	Personal protective equipment	28,375.17
3465	Safety equipment	2,423.56
3470	Safety signage	6,161.00
3505	Pre-employment medicals	717.61
3510	Psychological testing	5,975.00
	Direct Costs	69,934.04
3515	Staff advertising	11,187.01
3520	Staff recruitment	11,554.80
3525	Staff transfer/relocation expenses	25,286.68
3555	Conferences and seminars - domestic	933.32
3560	Conferences and seminars - overseas	1,933.50
3565	External training - domestic	18,192.83
3570	External training - overseas	0.00
3575	Internal training	175.00
3580	Training resources	5,050.00
	Indirect Overheads	74,313.14
	Total HR Costs	144,247.18

Build Cell

Dictionary: PRC_NOMINAL

Field Name: Entity, Period, Account, Cost Centre

Values: Value Type: Base Currency Amount

+ Add - Edit - Delete Update Cell

Select Filter Values

Filter Cost Centre

Code	Description
CEO000	CEO
CPF000	CPF
DEV000	Development
ENG000	Engineering
ENV000	Environmental
FIN000	Finance
GMM000	General Manager Mines
HAS000	Safety and training
HLM000	Human resources
LOG000	Transport & logistics
PRD000	Production
SAM000	Sales & marketing
STK000	Stakeholder relations
TEC000	Technical services

From: CEO000 To: CEO000

Cancel OK

There is the functionality to publish the report as values only at a keystroke so that reports maybe emailed to locations that do not have access to the databases being reported on. One can report on amounts in the base currency as well as the local currency with XLR able to select whether to display amounts as negative or positive. XLR can also be used as an interactive enquiry tool with the user typically entering the Company, Nominal code and Period using a dropdown menu.

XLR Features and Benefits include:

Company	002	Demonstration Ltd
Nominal	3110	Contractor services - maintenance
Period	1	

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
	1	2	3	4	5	6	7	8	9	10	11	12	
Debits	13,404	8,994	13,499	7,980	2,520	142,625	64,392	26,381	136,312	36,947	0	0	453,054
Credits	0	0	0	-1,154	0	-95,942	-10,443	0	-37,225	0	0	0	-144,764
Total	13,404	8,994	13,499	6,826	2,520	46,683	53,949	26,381	99,087	36,947	0	0	308,290

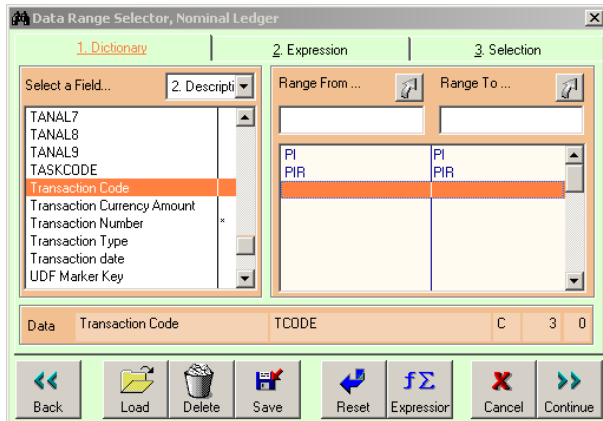
- XLR Reporting
- Interactive Enquiry
- Drilldown
- Multi Currency
- Publish Values
- Actuals, Budgets, Commitments
- Transaction Drilldown

	Period			YTD			Full Year	
	Actual	Budget	Variance	Actual	Budget	Variance	08 Forecast	08 Budget
3050 Rents								
3110 Audit Fee	3,750	(3,750)		30,000	(30,000)		45,000	
3120 Bhd Duties	416	(416)		3,333	(3,333)		5,000	
3130 Bank/FFPOS Fees	378	(38)	859	3,333	(2,473)		5,000	
3150 Computer Software Expenses	2,093	(2,093)		18,666	(18,666)		24,999	
3165 Hospitality/Entertainment	208	(208)		1,666	(1,666)		2,499	
3210 Interest Paid								
3215 Interest Charge -Use of TP	272	(272)		2,193	(2,193)		3,275	
3230 Legal Fees								
3240 Membership Fees	208	(208)		1,666	(1,666)		2,499	
3250 Mixer Equipment + P/O	166	(166)		1,333	(1,333)		2,000	
3260 Other Expenses	233	83	150	614	666	(152)	999	
3270 Photocopying, Photocopyer &	143	(23)	221	1,333	(1,111)		2,000	
3280 Postage & Freight	358	333	23	1,166	2,886	(1,500)	3,999	
3290 Stationery	666	(666)	729	5,333	(4,604)		8,000	
3300 Provisions e.g. Food Tea &	250	(250)		2,000	(2,000)		3,000	
3340 Telephone & Faxes	(98,943)	1,888	(100,696)	(35,190)	13,333	(48,523)	20,000	
3350 Travel & Accommodation	416	(416)	548	3,333	(2,704)		5,000	
3360 Travel & Accommodation -								
Totals for Expenditure	(82,686)	52,272	(94,876)	(3,876)	98,183	(182,856)	147,275	
Totals for Finance	(279,344)	41,758	(324,102)	(260,687)	328,359	(589,046)	493,690	0

Within Kypera Financials there is an extensive number of reporting options to produce a variety of different style reports ranging from cost centre based actual versus budget reports to a list of supplier details. There are a full suite of enquiries on hand with a powerful search enquiry engine so that data maybe accurately selected. Enquiries maybe saved by the user for reuse so

that regular enquiries are available for all staff. The search engine permits a user to refine the data selected so that an enquiry need not be repeated. Reports can be easily copied and then amended so that new reports can be created. The Combined Nominal & Budget enquiry allows one to report against two budgets, actual income & expenditure for the current and previous year all within the same report.

In addition to management reports there are enquiries and reports covering all aspects of Kypera Financials including Fixed Assets, Stock, Sales Ledger, Purchase Ledger, Cashbook and Contact Manager.



Kypera Financials Features and Benefits include:

- Powerful Search Engine
- Transaction Drilldown
- Interactive Enquiry
- Customised Enquiry Screen
- Multi Currency
- Actual versus Budget Reporting
- Full Report Suite
- Fixed Asset, Stock, Contacts, Cashbook, Sales & Purchase Reporting



Kypera Budgeting & Forecasting

Kypera Financials Budgeting and Forecasting module delivers outstanding flexibility and functionality to assist in the management of budgets within an organisation.

Budgets are held on a “transactional” basis so allowing greater flexibility and an improved audit trail. Budgets can be entered via definable grids which permit simple and effective entry. As an alternative you may upload budgets via a Microsoft Excel spreadsheet and the Import module.

Full Account Code*	Description	Total	1	2	3	4	5	6	7	8	9	10	11	12
1-01-80100	Internal Repairs	120,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
1-01-80110	External Repairs	65,000.00	5,420.00	5,420.00	5,420.00	5,420.00	5,420.00	5,420.00	5,420.00	5,420.00	5,420.00	5,420.00	5,420.00	5,380.00
1-03-80100	Cyclical Repairs	114,000.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00
1-03-80110	Void Repairs	7,000.00	0.00	2,000.00	0.00	2,000.00	0.00	0.00	500.00	500.00	500.00	500.00	500.00	500.00

Budgets can be given a budget status of Entry, Unapproved, Approved or Archived. When entering via definable grid the status is set automatically by the program and is set to ‘Entry Stage’ for a new budget. Unapproved is when you have ‘Submitted’ your budgets and the figures cannot be amended with this status. From this status a budget is either approved or taken back to the Entry Stage. Approved budgets cannot be amended unless the action to ‘Unapprove’ them is taken and taken back to the Entry Stage status. Archived status indicates the Budget has been archived to the History Budget table using the Archive facility although the budget can be easily restored. When

importing budgets the budget status is entirely optional.

Budget Element Maintenance

Budget Code: TEST Test Property budget

Revision: 2A

Element Code: PROPERTY Property budget

Factor Type: None Overall Expenses Element Rows

When apportioning, round values to the nearest: 10.00

Adjust total by remainder after apportionment?

Entry Restriction: None Totals Only Individual Values Only

Forecasting Method: Increase/Decrease overall total Offset in specified period Spread across remaining periods Revert to original budget

Offset Period: 6

Locked to Column: 0

Show description field in grid?

Description Field: ACDESC Account Description

Changes Saved

Budgets can be copied and amended to create a new budget. The values in the new budget will be set to Zero or Original Budget but you may increase or decrease the amount by a percentage. Alternatively you can select previous year’s actuals or this year’s actuals. Increase or decrease can be applied to the budgets in the second part of the year. Forecasts can be created by copying an existing budget and selecting Forecast.

This Forecast contains actual values in place of the original budget values in a defined number of columns. These columns are normally locked to prevent entry of values. Forecasts may calculate under & overspending which can be apportioned over a specific period or range of periods.

To amend a budget for correction purposes, Budget journals can be entered that can be either one sided or balancing. Alternatively the budget correction can be imported from a spreadsheet.

There are a full suite of enquiries and reports available with a powerful search enquiry engine on hand. Enquiries maybe saved by the user for re-use. The Combined Nominal & Budget enquiry allows one to report against two budgets, actual income & expenditure for the current and previous year all within the same report.

Predefined report templates are available when using the budget enquiries for straightforward reporting.

In addition XLR can be used for those that utilize this Excel based reporting tool.

Management Report
Reporting Period 8

	Actual	Period Budget	Variance	Actual	YTD Budget	Variance	00 Forecast	00 Budget
3050 Rental								
3110 Audit Fee	3,750	(3,750)		30,000	(30,000)		45,000	
3120 Bad Debts	416	(416)		3,333	(3,333)		5,000	
3130 Bank APT POS Fees	378	(38)	659	3,333	(2,473)		5,000	
3150 Computer Software Expenses	2,083	(2,083)	16,666	(16,666)		24,999		
3165 Hospitality/Entertainment	200	(200)	1,666	(1,666)		2,499		
3210 Interest Paid								
3215 Interest Charge - Use of TP	272	(272)	2,183	(2,183)		3,275		
3230 Legal Fees								
3240 Membership Fees	200	(200)	1,666	(1,666)		2,499		
3250 Minor Equipment + 9000	166	(166)	1,333	(1,333)		2,000		
3260 Other Expenses	83	150	614	666	(152)	999		
3270 Photocopying, Photocopy &	143	166	(23)	221	1,333	(1,111)	2,000	
3280 Postage & Freight	358	333	23	1,166	2,666	(1,503)	3,999	
3310 Stationery	666	(666)	729	5,333	(4,666)	8,000		
3330 Professions e.g. Food Tea &	250	(250)	2,000	(2,000)		3,000		
3340 Telephone & Tolls	(98,943)	1,666	(100,609)	(35,918)	13,333	(48,578)	20,000	
3350 Travel & Accommodation	416	(416)	548	3,333	(2,746)	5,000		
3360 Travel & Accommodation -								
Totals for Expenditure	(82,686)	12,272	(94,958)	(3,876)	98,183	(182,859)	142,275	
Totals for Finance	(279,344)	41,758	(321,102)	(260,687)	328,359	(588,046)	493,488	0

Features and Benefits include:

- Multiple Budgets & Forecasts
- Flexible Budget Levels
- Entry via Definable Grids
- Forecast Creation
- Budget Journals
- Analysis Codes
- Budget Import
- Multi Currency
- Actual versus Budget Reporting
- Full Report Suite
- XLR Reporting
- Sort Codes

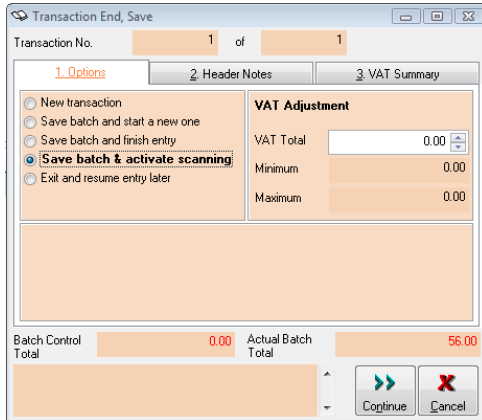
"We believe we have implemented a future proof system which we can build on and develop, whilst at the same time delivering an efficient and effective financial package to Magna Housing Group".

- David Block (Group Head of IT at Magna Housing Group)



Kypera Financials – Scanning Module

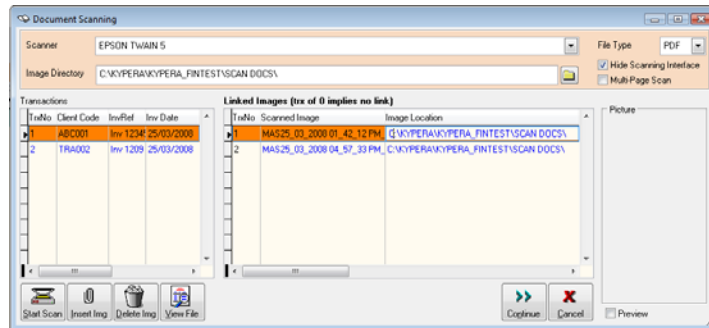
Kypera Financials Scanning Module offers an organisation the ability to scan and attach images to financial transactions.



There are two types of scanning process, Single sheet (flat bed scanning) or Automatic Document Feeder (ADF scanning). For the single sheet scanning, the user clicks the scan button for each image to be scanned. The scanned image will be automatically linked to the current transaction number. For ADF scanning the user clicks the scan button once, and all the pages will be scanned in as separate images. The system will link the transactions to the images. Multi-Page scanning is supported where the type of scanner in use permits this. The user can select the default file type for scanned images.

It is recommended that pdf is used as it reasonably compressed, portable and the image viewer is good. Most scanners come with their own interface that allows pre-scanning options, Eg. rotate, crop etc. This interface can be optionally hidden and the scanning process from Kypera automated as far as possible.

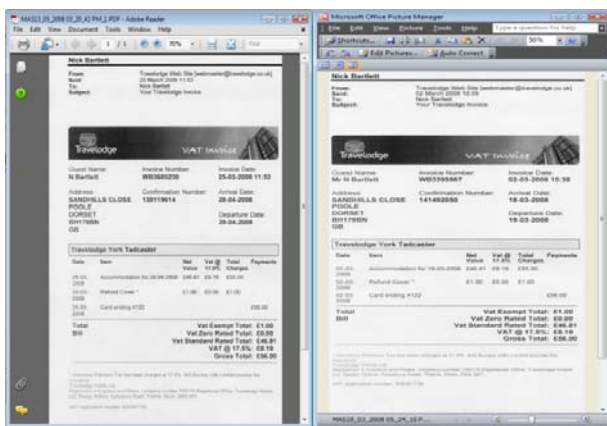
At the conclusion of processing a batch you can invoke the Document Scanning facility. An option, Save batch & activate scanning is available when saving a batch. If selected and continue clicked, the user will be presented with the Document Scanning screen.



The main functions of this screen are:

- Scan and Link Images
- Edit Link by Overtyping the Transaction Number in the List of Linked Images
- Delete Links and Optionally Remove the Image From Disk.
- Preview Images as Thumbnail Images
- View the Image in its Native Application.
- Edit Link by Overtyping the Transaction Number in the List of Linked Images

Client	Client Name	Period	Transaction Date	TransacDescription	Reference	Image	Amount	Stop	Note	Alloc	RecA
ABC001	ABC CONSULTANTS	3	18/12/2007	JNL Council Tax	JNL00000005		-3,000.00				
ABC001	ABC CONSULTANTS	4	18/12/2007	JNL Council Tax	JNL00000005		-3,000.00				
ABC001	ABC CONSULTANTS	5	18/12/2007	JNL Council Tax	JNL00000005		-3,000.00				
ABC001	ABC CONSULTANTS	6	18/12/2007	JNL Council Tax	JNL00000005		-3,000.00				
ABC001	ABC CONSULTANTS	10	21/01/2008	PI Clean Room	454646		-1,000.00				
ABC001	ABC CONSULTANTS	12	25/03/2008	PI Test Invoice Description	Inv 123456		-300.00				
ABC001	ABC CONSULTANTS	101	02/04/2008	PI Desc	8687		-1,199.88				
ABC001	ABC CONSULTANTS	101	03/04/2008	PI Test Desc	Inv No 1		-100.00				
ABC001	ABC CONSULTANTS	101	03/04/2008	PI Test Desc	Inv No 11		-100.00				
ABC001	ABC CONSULTANTS	101	03/04/2008	PI Desc	Inv Ref 123		-1,200.00				
ABC001	ABC CONSULTANTS	101	03/04/2008	PI Desc	Inv Ref 1235		-1,200.00				
ABC001	ABC CONSULTANTS	101	03/04/2008	PI Desc	Inv Ref 1235		-1,200.00				
ABC001	ABC CONSULTANTS	101	03/04/2008	PI Desc	Inv Ref 1235		-1,200.00				
ABC001	ABC CONSULTANTS	101	03/04/2008	PI TEST 123	TEST 123		-120.00				
ABC001	ABC CONSULTANTS	101	03/04/2008	PI TEST 123	TEST 123		-120.00				
ABC001	ABC CONSULTANTS	101	30/04/2008	JNL RECOVERABLE REPAIR	JNL00000011		-2,002.00				
ABC001	ABC CONSULTANTS	101	30/04/2008	PA IEST	6464		-180.00				
ABC001	ABC CONSULTANTS	103	13/05/2008	PI Test Desc	7979		-7,950.00				



Screens maybe easily customised to indicate if there are linked images to transactions. To view a transaction click on image icon and it will display the image(s) that are linked to the transaction using the appropriate image viewer that has been set in Document Scanning Setup e.g. Adobe Reader.

Features and Benefits include:

- Link To Document Afterwards
- Supports Multiple File Types
- Flexible Image Naming
- Optional Scanning Interface
- Low Storage Costs
- Flexible Image Naming Convention
- Scan Documents e.g. Purchase Invoices As You Process
- Automated Process
- Dispense With Physically Inspecting Invoices
- Security Enabled To Prevent Unauthorised Editing
- View Scanned Image As You Browse Transactions
- Enquiry Screens Display If Image Available
- Supports ADF scanning (Automatic Document Feeder)