



Kypera Business - Time Recording

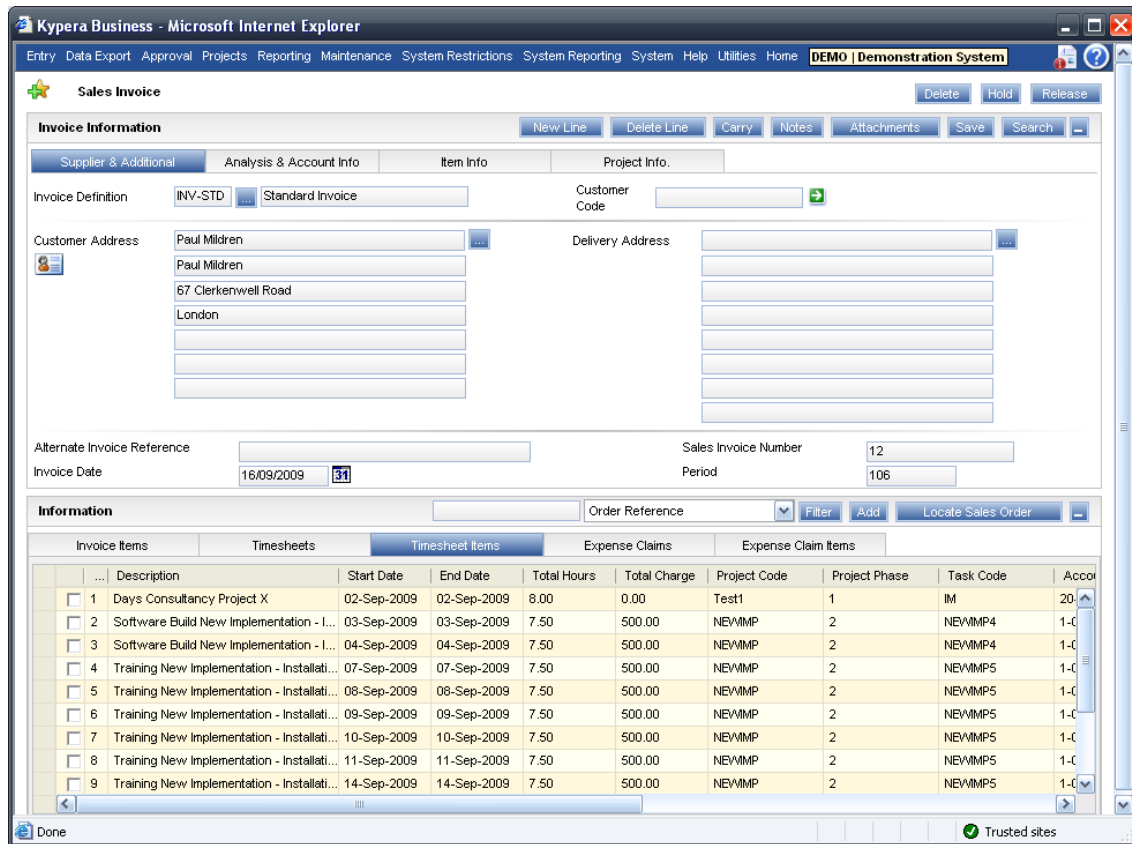
The Kypera Business Time Recording module provides users with a online entry mechanism for completing timesheets whether in the office or on the road. Allowing both the entry of full or partial timesheets the system provides a simple interface for the speedy submission of timesheets.

Start Date Time	End Date Time	Total Time (H...)	Description	Project	Phase	Task
Wed 25 Nov 2009 09:00:00	Wed 25 Nov 2009 17:30:00	7.50	Project Sign Off New Implementation - Post Live	New Implementati...	Post Live	Project
Thu 26 Nov 2009 09:00:00	Thu 26 Nov 2009 17:30:00	7.50	Project Sign Off New Implementation - Post Live	New Implementati...	Post Live	Project

Multiple configurable definitions allows customised entry forms to be created, thus tailoring the entry process to suit both groups of users or individuals. When linked with the Kypera Business Projects modules this customisation can be further enhanced by allocating individuals with a 'working week' where the system will define the timesheet entry based on an employees working schedule.

Links to the projects module also allows users to pick calendar items from the project tasks allotted to them which will subsequently auto-fill the timesheet; thus providing further speed increases on entry.





Dynamic online authorisation provides managers to the ability to approve timesheets online, thus improving efficiencies and productivity. Notes and attachment facilities also allows users to attached scanned receipts and supporting documents to manage the entire approval process online.

Full timesheet reporting and enquiries are also available for end to end processing and management.

Additional links to the Kypera Business Sales Invoicing Module allows users to link project timesheets directly onto sales invoices. This feature removes the need to rekey information in addition populating the project charge cost against the timesheet to ensure accuracy and efficiency.

Features and Benefits include:

- Online Timesheet entry & Authorisation
- Intelligent recording – Last date entry, reminders & user prompts
- Account Information defaults available
- Dynamic reporting against employee, contract & projects
- Variable rates & units of measure available
- Multiple Configurable entry mechanisms
- Fully integrated with Sales Invoicing, Project costing & Expense Management modules
- Multicurrency supported
- Definable definitions assignable to individual users
- Fully permission controlled proxy entry