





kypera Business Solutions

Kypera Business is a suite of powerful online tools to allow organisations to manage the Purchasing, Sales, Expense and Project Management processes..

Kypera Business combines all major business processes into a single web based solution that's intuitive and easy to use. Each Kypera Business module can be used as a standalone solution or combined with Kypera Financials and other leading financial management applications to achieve a fully integrated Financial and Business management solution.

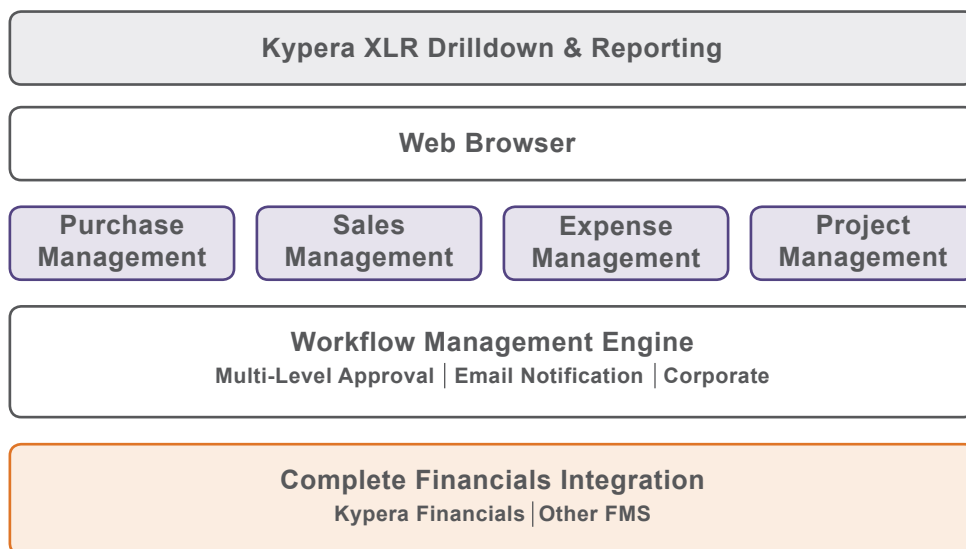
Key Features:

-  **Purchase Management**
Manage costs & improve the visibility of your procurement process.
-  **Sales Management**
Easy to use sales invoicing functionality available to the entire organisation.
-  **Expense Management**
Expense and corporate card management from entry to approval.
-  **Project Management**
Improve the management of projects and capture timesheet information.

Kypera Business Web Based Purchasing solution, in conjunction with Kypera Financials, enables important controls for Tairawhiti Polytechnic. We now have full visibility of our main expenditure drivers. Budgets for goods and services are integrated with budget controls and checking in Kypera Purchasing, and, using different authority levels, are set-up as business rules. This enables managers to only spend to approved budgets. Expenditure outside budgets is escalated to the next level of management for review. "Kypera Purchasing is a very easy system to use and we have complete buy-in from all users."

*Herman Koenders, Tairawhiti Polytechnic
Director of Finance and Infrastructure*

Solution Architecture



All Kypera Business modules have user-definable multi-level authorisation paths, approval workflows and email integration. This ensures you minimise the time spent on managing your Purchase, Sales, Expense and Project Management processes. Kypera Business integrates with your Financial Management System giving you real time updates and ensuring full audit control.

Core Modules

Purchase Management

Kypera Purchase Management provides complete visibility of costs and commitments across the entire procurement process allowing you to reduce the overall cost of purchasing for your organisation.

Eliminate paper based and manual processes by entering on-line requisitions, emailing orders and utilising electronic workflow approvals.

Features such as catalogues, favourites, user-defaults and system validation ensure fast and efficient data entry as well as the elimination of incorrect entries.

- Requisition Entry
- Invoice Entry and Matching
- Good Receipting
- Approval Workflow
- Electronic Orders
- Inventory
- Scanned Invoices
- Budget Checking

Sales Management

Kypera Sales Management provides an online application to manage the sales invoice, approval and electronic distribution process. Eliminate current manual invoicing processes based on documents and spreadsheets, by providing a controlled and secure invoicing solution available to the whole organisation. Optional workflow and approvals before invoices are issued provide improved visibility and control to an organisations finance department.

- Sales Invoices and Invoicing
- Sales Quotes
- Integrated to Time and Project Management
- Match Sales Orders to Purchasing
- Manage the Order Book

Expense Management

Kypera Expense Management provides an online, web based solution for the completion of expense and corporate card claims both in the office and 'on the road'. The ability to add both notes and attachments (scanned receipts) to any expense ensures that complete information is accessible throughout the entire process, and the entry and approval of expenses can be achieved in a fast and reliable manner, within a single solution.

- Online Expense Entry
- Corporate Card Import
- Scan Receipts and Attachments
- Approval Workflow

Project Management

Kypera Project Management allows users to create and maintain projects, monitoring project spend against budgets, timetables and resources. Parent Projects, Phases and Tasks can be built into a single project to allow tracking and ensure that timelines and key deliverables are being achieved. This hierarchy, in addition to the Project Calendar and Gantt Chart views, allow you to easily manage any project from start to finish.

Kypera Project Management also allows for the recording of time via a simple online entry mechanism for the speedy submission of timesheets. Multiple configurable definitions allow customised entry forms to be created, thus tailoring the entry process to suit both groups of users or individuals.

- Online Timesheet Entry and Approval
- Project and Contract Management
- Calendars and Gantt Chart
- Project and Task Management
- Resource Management and Control
- Client Invoicing and Reimbursement