

Duet Expenses for Pegasus Opera 3 and Opera 3 SQL SE



Enable your personnel to record expenses and submit claims
for approval using their mobile devices.

Update Opera 3 Payroll, Job Costing and Nominal Ledger with
approved expenses at the touch of a button.

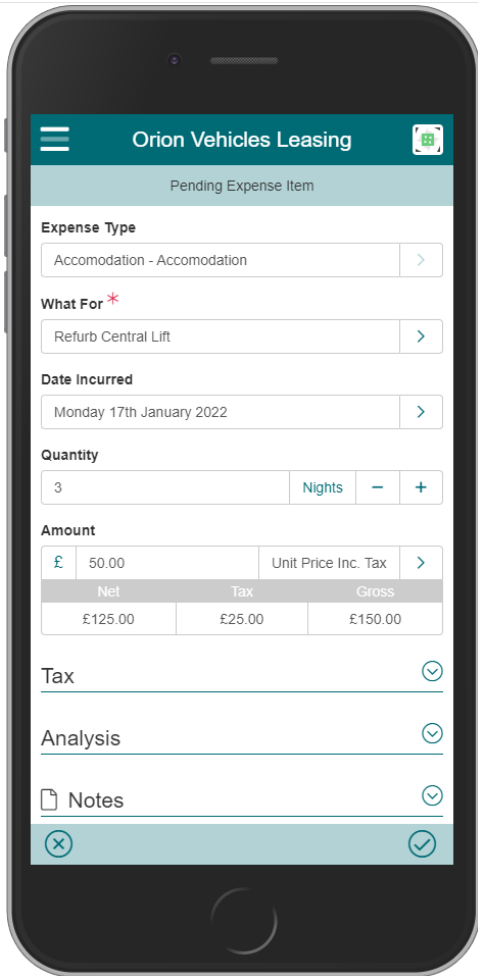
Duet runs on all modern smartphones and tablets, including
Android & iOS, as well as on desktop web browsers.



For further details on Duet, please see www.duet.cloud.

Duet subscription prices start at £3 per active user / per month. Please see [Duet Pricing](#) for more details.

For a complete quote, including pricing for the Duet Integration for Pegasus Opera 3, please contact your Pegasus partner.

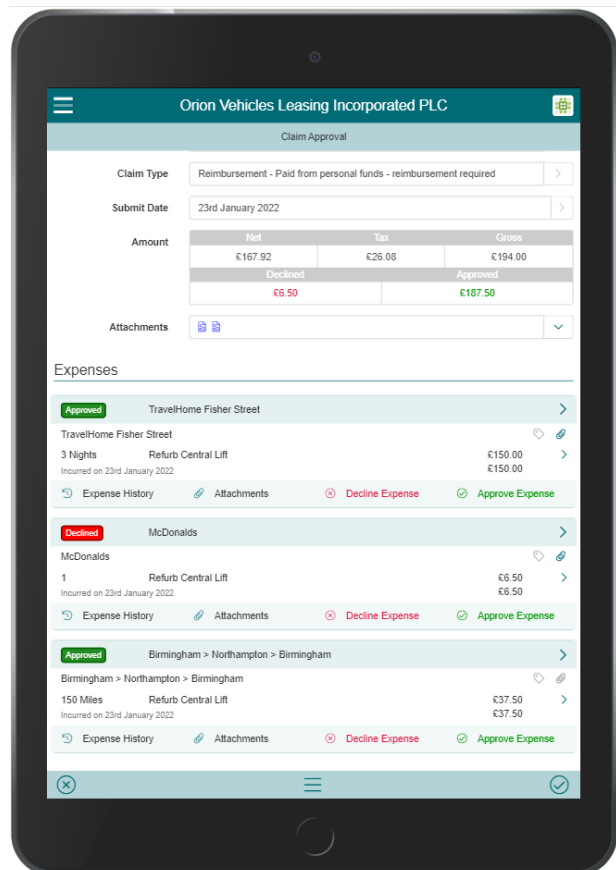


Record expenditure on the go, using your smartphone or tablet

- Snap receipt images, or attach PDF invoices
- Quick entry feature for capturing draft expenses
- Add multiple expenses to a claim
- Once an expense claim meets minimum validation criteria (for example, receipts have been attached where required), it can be submitted for approval
- Categorise claims into different types of expenditure, e.g., Reimbursable, Credit Card, Bank Account
- Define multiple types of expense with differing entry rules, e.g., Meals, Accommodation, Mileage
- Automatic VAT calculation

Approval workflow

- When a user submits an expense claim, it can be automatically sent to a designated manager for approval
- Approvers receive an internal notification whenever an expense claim requires their approval
- The approver can query items with the submitter
- Expense claims can be fully approved, partially approved, or declined
- Users receive an internal notification when their claim is approved or declined, or if there is a query
- A log of correspondence is recorded against expense claims



| User | Expense Status | Incurred | What For | Quantity | Unit | Tax Rate | Tax Percent | Gross | Net | Tax | Tag |
|--|----------------|------------|--------------------------------|----------|--------|----------|-------------|---------|---------|---------|-----|
| Reimbursement - Paid from personal funds - reimbursement required | | | | | | | | | | | |
| Accommodation - Accommodation | | | | | | | | | | | |
| Dean Doran | Approved | 08/04/2021 | Overtime stay for customer job | 1 | Nights | 1 | 20% | £93.00 | £41.87 | £51.13 | |
| Harold Foster | Pending | 09/01/2022 | Refuels Central LH | 2 | Nights | 1 | 20% | £100.00 | £33.33 | £133.33 | |
| Harold Foster | Pending | 17/01/2022 | Refuels Central LH | 3 | Nights | 1 | 20% | £150.00 | £15.00 | £135.00 | |
| Jamie Davidson | Pending | 10/01/2022 | Customer Meeting | 2 | Nights | 1 | 20% | £100.00 | £33.33 | £133.33 | |
| Mileage - Mileage | | | | | | | | | | | |
| Harold Foster | Pending | 23/01/2022 | Refuels Central LH | 150 | Miles | N | 0% | £37.50 | £37.50 | £0.00 | |
| Jamie Davidson | Pending | 04/08/2021 | Customer Meeting | 88 | Miles | N | 0% | £22.00 | £22.00 | £0.00 | |
| Jamie Davidson | Pending | 18/10/2021 | Customer Meeting | 25 | Miles | N | 0% | £6.25 | £6.25 | £0.00 | |
| Wendy Turner | Approved | 28/08/2021 | Training Course | 250 | Miles | N | 0% | £67.25 | £67.25 | £0.00 | |
| Wendy Turner | Approved | 28/08/2021 | Call out | 87 | Miles | N | 0% | £21.75 | £21.75 | £0.00 | |
| Wendy Turner | Approved | 04/08/2021 | Waiting | 200 | Miles | 1 | 20% | £50.00 | £41.87 | £8.13 | |
| | | | | | | | | £204.75 | £168.42 | £36.33 | |
| | | | | | | | | £894.75 | £529.75 | £365.00 | |

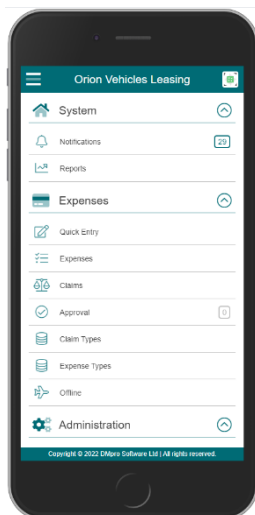
Analyse your team's expenditure

- Analyse your expenses data with the flexible Duet Report Manager
- A set of standard reports can be customised using a simple interface – specify the columns, filters, grouping and sorting that you need
- Report output can be exported to an Excel spreadsheet or CSV file, for further analysis or import into an external system
- Customised reports can be saved, so that they can be quickly run again later, and optionally published for use by other users within your organisation

Integration with Opera 3 & Opera 3 SQL SE

- The Duet Integration enables data to be transferred seamlessly between Duet and Opera 3, using the Duet API
- Flexible configuration enables Duet data to be mapped to Payroll payment codes, Job Costing jobs, phases & cost codes, and Nominal Ledger accounts
- Import approved reimbursable Expenses into Payroll for automatic payment
- Update the Nominal Ledger with Expenses, to accurately account for expenditure and VAT

| User | User Ref | Pay Ref | Amount | Class Type | Expense Type | Job/Code | Work Type | Hour |
|--------------|----------|---------|--------|---------------|--------------|----------|-----------|------|
| Wendy Turner | 2004 | PS05 | 10.00 | Reimbursement | Pool | | | |
| Wendy Turner | 2004 | PS05 | 6.75 | Reimbursement | Pool | | | |
| Wendy Turner | 2004 | PS05 | 24.75 | Reimbursement | Mileage | | | |
| Wendy Turner | 2004 | PS05 | 87.25 | Reimbursement | Mileage | | | |
| Wendy Turner | 2004 | PS05 | 80.00 | Reimbursement | Mileage | | | |
| Wendy Turner | 2004 | PS05 | 158.00 | | | | | |
| Wendy Turner | 2004 | | 158.00 | | | | | |



Simple deployment

- No signal, no problem - offline working is supported
- No downloads from app stores or complex software deployments are required
- New users are simply sent an email, with their login name and temporary password
- No minimum contract, you are only billed for users who have accessed the system each month