eTimesheet
Asset Management
Expense Reimbursement
Payroll Manager
Accpac Security...

NORMING® software

sage software
Development Partner

Expert at Sage Accpac ERP Development and Implementation

Norming eTimesheet

Norming eTimesheet is a web-based time tracking and expense reporting software for Sage Accpac ERP. By enabling the anytime and anywhere collection of electronic timesheet and expense report, it provides the real–time visibility into job costs, facilitates cost allocation, accelerates billing cycles, increases employee productivity and enhances profitability within a single solution.

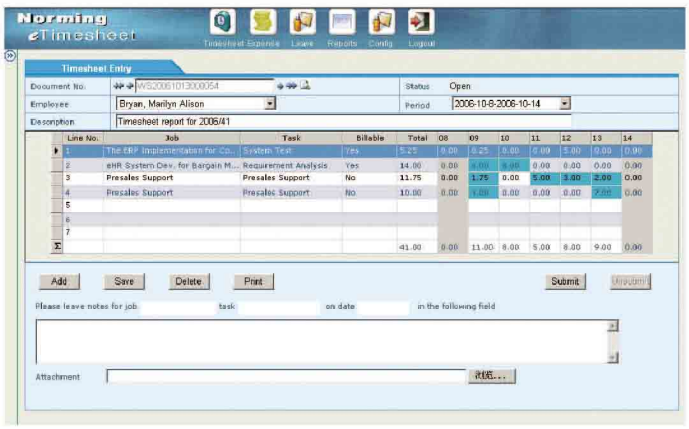
The Timesheet module tracks time on a job and task with both a cost and a billing rate applied to the working time. User can enter time on behalf of themselves or other employees. The approved timesheet can be posted to Sage Accpac PJC timecard or Payroll timecard.

The Expense module allows entry of employee expenses that are reimbursable or non–reimbursable, and billable to the client or non–billable. Each line on the expense report can have a unique approver. The approved expense can be posted to Sage Accpac PJC or Norming Expense Reimbursement.

The Leave module tracks requests and approvals for vacation and sick leave for employees.

The Billing module supports fixed price or time and expense based billing on jobs, either in summary or detail. Accpac A/R items are used to show details on an A/R invoice.

Highlights



- Easy to use, implement in 2 or 3 days.
- 100% web–based.
- Integrates with Sage Accpac ERP GL, AR, PJC and Payroll.
- Use Crystal Reports to write the standard or custom reports.
- Set up the timesheet period and holiday according to your organization rules.
- Enter time, expense and leave request anywhere and anytime with detail comments.
- Calculate employee overtime and allow employee to use the banked overtime for leave.
- Set up multi–level approval workflow for timesheet, expense and leave.
- Facilitate timesheet submission and approvals with email notification.
- Proven scalability– Up to 30,000 concurrent users.

Reports

- Timesheet Reports: Timesheet Status, Awaiting Approvals, Timesheet Comments, Audit Trial, Timesheet Details.
- Overtime Reports: Overtime Bank, Overtime History.
- Expense Reports: Expense Details, Awaiting Approval.
- Billing Reports: Timesheet Billing, Expense Billing Details, Expense Billing Summary, Billing Batch List, Invoice.
- Job Reports: Job Task Assignment, Job Team Assigned, Job Cost Details, Job Cost Summary, Job Status.
- Setup Reports: Payment Type, GL Accounts, Divisions, Regions, Departments, Cost Centers, Expense Code, Approval Path, Timesheet Periods,Clients, User Details, Substitute Users, License Information.

Job Management

- Tree structure and view of job, task and employee.
- Employee is assigned to job task with specific role, labor rate and billing rate.
- Filter job and task on timesheet and expense per employee assignment.
- Set up estimate of working time on job task.
- Report actual working time and labor cost on job task.
- Bill clients for a job at a fixed price or according to time and expense.

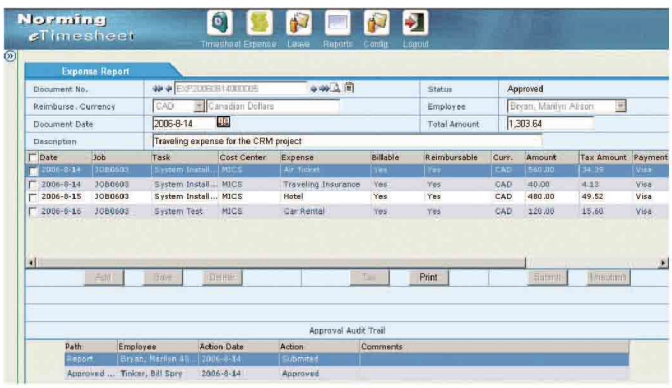
Norming eTimesheet

Expense Tracking

- Set up expense codes with Accpac AR item, or GL account.
- Allocate expense to specific job, task and cost center.
- Set up and apply different tax rules.
- Option to make expenses billable or reimbursable.
- Enter expense in multicurrency and in quantity.
- Expense can be posted to Accpac GL, PJC timecard or Expense Reimbursement.

Approvals

- Set up multi–level approval process according to your organization rules.
- Option to enable or disable approval path for employee.
- Facilitates the approval process with automatic eMail notification.



Access permissions

- Comprehensive security and access permissions to restrict user access.
- Extensive configurable permission controls.

Powerful Reporting Engine–Crystal Reports™

- Create, save, and print reports as PDF for easier file sharing.
- Reports can be downloaded to Excel for further analysis.
- Restrict user access to reports. Users view only the information that is applicable to them.
- Custom reports can be attached to Norming eTimesheet.

Seamless Integration with Sage Accpac ERP

- Use the tax, currency, customer, employee and GL account in Sage Accpac ERP.
- Create GL transaction for allocating labor cost and expense.
- Create AR invoice to bill customer for time and expense.
- Create PJC timecard or Payroll timecard from timesheet.
- Post expense to Norming Expense Reimbursement.

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Norming Payroll Manager

Norming Payroll Manager provides a complete payroll management solution for small–to–medium–size organizations outside US and Canada. You can use it to enter or import timecards, run automatic calculation to get your pay data into the system. Norming Payroll Manager handles all pay frequencies, unlimited earnings, deductions, benefits and taxes, and other pay factors such as tax rebate, overtime pay, and employee loan repayment.

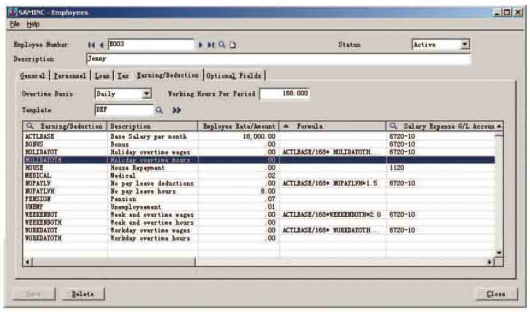
Developed using the Sage Accpac SDK, Norming Payroll Manager has all the standard features, look, feel, and level of integration you would expect to find in a core Accpac module.

Highlights

- Fully integrates with Sage Accpac ERP.
- Track cash and non–cash benefits.
- Choose from a wide variety of calculation methods to compute employee benefits, earnings, and deductions.
- Create payroll template to group earnings or deductions code, and then assign payroll template to employee.
- Formula–based earning and deduction calculation.
- Use General Ledger's flexible account structure for cost center accounting (post to cost centers by division, department, region or job).
- Post expenses only, or post liabilities and expenses to cost centers and easily change the cost center for all the accounts involved in a transaction.
- Streamline your timecard entry by providing Norming eTimesheet for self–service time entry.
- Process by date without being tied to pay periods with required openings and closings.
- Provides flexible and open tax table to calculate the income tax.
- Provides unlimited optional fields for employee profile and timecard.

Standard Reports

- Pay Schedule
- Pay Group
- Tax Rebate
- Income Tax Table
- Overtime Schedule
- Loan Repayment Schedule
- Payroll Templates
- Payroll History
- Payroll Analysis
- Welfare Calculation



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Norming Asset Management

Norming Asset Management is a complete asset management solution with Sage Accpac ERP. The basic level can be used to process asset acquisition, depreciation, disposal and adjustment. The higher level can be used to facilitate the asset maintenance and leasing management. Asset tracking with hand–held barcode scanner is also enabled.

Fully integrated with the Sage Accpac ERP, Norming Asset Management streamlines the acquisition of assets by avoiding duplicate data entry. Depreciation is posted straight to the General Ledger.

Highlights

- Seamless integration with Sage Accpac SM, GL, AR, AP, IC and PO.
- Support all the databases for Sage Accpac ERP.
- Flexible Asset Numbering.
- Unlimited optional fields for assets register, lease contract, maintenance order.
- Asset depreciation for book & tax respectively.
- Powerful asset depreciation facility.
- Full multicurrency support.
- Asset maintenance scheduling and expense processing.
- Asset lease tracking and billing processing.
- Complete barcode–based tracking.
- Extensive and flexible inquires and reporting.

Reports

- Setup Reports: Options, Account Sets, Categories, Groups, Cost Centers, Locations, Acquisition Codes, Depreciation Methods, Depreciation Periods, Classifications, Budgets, Asset Templates, Optional Fields.
- Accounting Reports: Batch Listing, GL Transaction, Provisional Revaluations, Accumulated Depreciation, Period Depreciation, Depreciation Projection, US Depreciation Worksheet, Asset History, Capitalization Analysis, Asset Listing, PO Receipt Audit List, Asset Schedule.
- Leasing Reports: Lease Rate, Lease Contract, Contract Action Details, Lease Billing Batch, GL Transaction, Lease Billing History.
- Maintenance Reports: Maintenance Type, Maintenance Order, Order Action Detail, Maintenance Batch Listing, GL Transaction, Maintenance History.

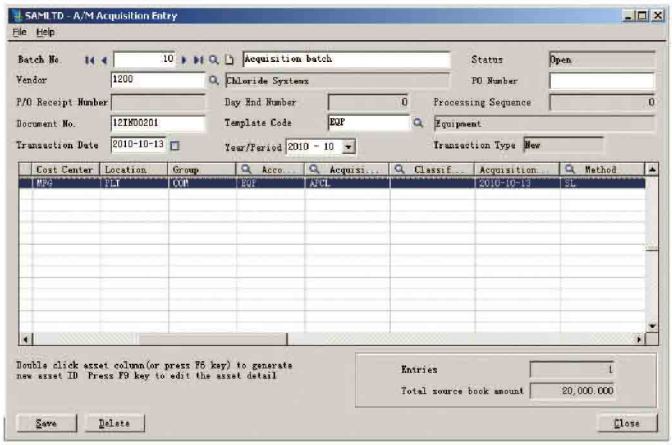
Flexible Asset Numbering & Powerful Transaction Process

- Asset ID consists up to 72 characters with up to 9 segments, automatic numbering is enabled.
- Process acquisition for WIP or normal assets.
- Convert PO receipt to asset acquisition entry automatically.
- Create GL transaction, AP invoice or miscellaneous payment from asset acquisition batch.
- Create IC shipment or return from acquisition batch.
- Check batch–driven depreciation prior to posting.
- Change asset value, YTD depreciation, estimated life, depreciation method.
- Transfer asset between cost centers, locations.
- Create AR Invoice automatically from asset disposal transaction.
- Bulk disposal facilitates the disposal processing for a range of assets.
- Split one asset into multiple assets, or merge multiple assets into one.

Norming Asset Management

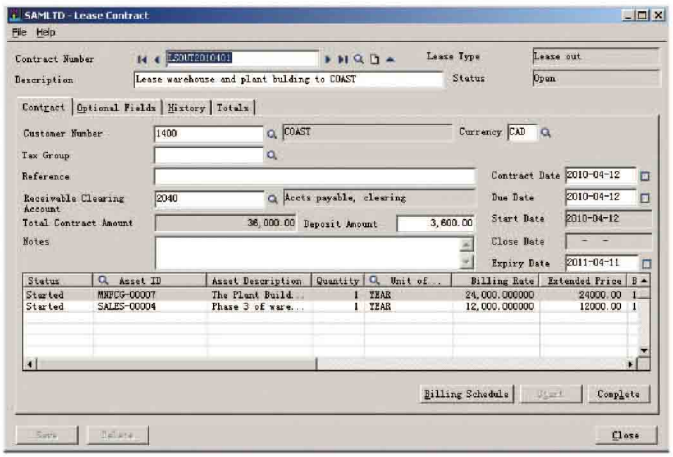
Flexible Depreciation Facility

- Calculate depreciation using standard or user–defined formula.
- Depreciation periods switch on/off the asset depreciation.
- Depreciation projection with different formula is enabled.
- Depreciation calculation log reports the processing result.



Lease Contract & Billing Processing

- Set up multiple lease rates for assets.
- Maintain asset lease contract and billing schedule.
- Recognize lease revenue against asset lease contract.
- Create AR invoice to bill customer for leased–out assets.
- Create AP invoice to distribute expense for leased–in assets.
- Track asset lease history and billing schedule.

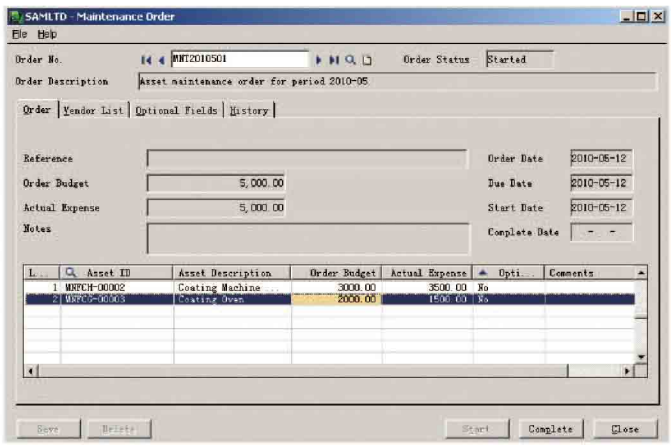


Multicurrency Support

- Acquire assets in any currency that vendors use.
- Calculate unrealized gains /losses for assets as exchange rate fluctuates.
- Adjust asset value in source or functional currency.
- Disposal proceeds in source or functional currency.

Maintenance Schedule & Expense Processing

- Create maintenance order to schedule the asset maintenance.
- Process asset maintenance expense with maintenance order, and Create AP Invoice for maintenance expense automatically.



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Norming Expense Reimbursement

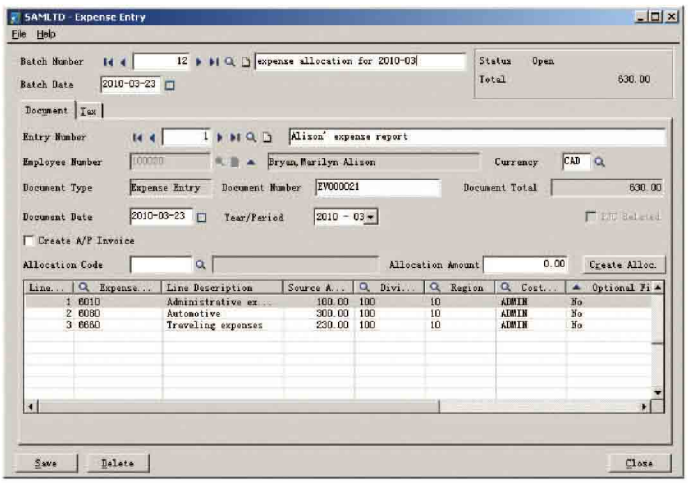
Norming Expense Reimbursement provides a powerful and flexible tool for streamlining the employee expense reporting, allocation, reimbursement and billing process. The integration with Norming eTimesheet empowers employee to submit expense report via web browser at anytime and anywhere.

Fully integrated with Sage Accpac ERP, Norming Expense Reimbursement posts all transactions directly to GL, creates AP Invoice and PJC timecard expense for expense entry. Bank check can be generated directly for reimbursement and cash advance transactions. AR invoice can be created to bill customer for job–related expense.

Developed using the Sage Accpac ERP SDK, Norming Expense Reimbursement has all the standard features, look, feel, and level of integration you would expect to find in a core Accpac ERP module.

Highlights

- Seamless integration with SM, GL, AP, AR, PJC.
- Copy employee information from US/Canadian Payroll.
- Provide unlimited optional fields for employee, expense detail and payment batch.
- Print manual check directly for reimbursement and cash advance.
- Process employee expense in more than two currencies.
- Calculate and distribute tax for employee expense.
- Assign PJC contract, project and category to employee expense and create PJC timecard expense automatically.
- Expense allocation to division, department, cost center, region or job, and the GL segment overriding is enabled.
- Create AR invoice to bill customer for expense.
- Multidimensional expense inquiry and reporting.
- Drilldown from GL, AP to originating ER transactions.



Powerful Transaction Process

- Duplicate expense code is allowed for expense entry, and consolidation is enabled.
- Override the tax information of AP invoice created for expense entry if tax is calculated.
- Create PJC timecard expense for expense entry automatically.
- Create AR invoice automatically to bill customer for expense.
- Distribute expense to division, region, department, cost center or job, and override the GL account segment if necessary.
- Automatically create the GL transaction for expense and reimbursement transaction.
- Drilldown from GL, AP to originating transaction.

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Ministry of Infrastructure (Ethiopian)
Navachab Gold Mine
ODI Retail Rand Water
Rand Merchant Bank
Sun International
Telekom Networks Malawi
Value Group Ltd.
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Asian Stanley International Co.
Breadtalk Pte Ltd.
Computer Associates Pte Ltd.
Daewoo Electronics Marketing
Ecolab Pte Ltd.
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EXi Telecoms
Falcon Oilfield Services
Gulf Farabi Petrochemical
Human Resources Development Fund
International Building Systems
Khaleeg Block Factory
Lionweld Kennedy Middle East LLC
Middle East Appliance
Mohammed Monassar Alesayi Est.
National Heaters Industries Co. LLC
Oman International Group LLC
Open Circle Co.
Qatar Investment & Project Co.
Readymix Hassa New
Social Security IU
Talal Al Zawawi Enterprises LLC
Uhde Arabia Ltd.
WAJ–OMS

North America
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Bucyrus Community Hospital
Canada Post Corp.
Diebold Election Systems, Inc.
Elopak Canada Inc.
Fairmont Hotels
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HSBC Bank Canada
Inflazyme Pharmaceuticals Ltd.
Justice Resource Institute
Kinkisharyo International, LLC
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