Sage 300 – Web Expenses Claim

CAREWARE SYSTEMS SDN BHD
Sage 300 ERP Specialist

sage

Key Benefits

Increase spending transparency

Faster and Monitored Approval Process

Budget Control

Policy Compliance

Reduced administrative costs

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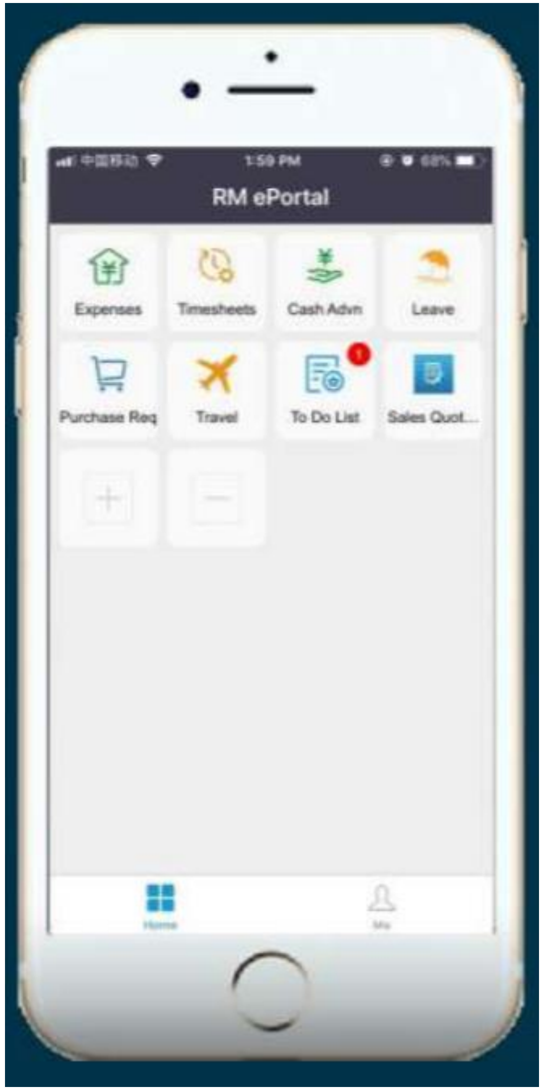
Highlights

- Web & Mobile Based
- Real Time
- Robust Workflow Engine
- Attachment Management Enabled
- Seamless Integration with Sage
- Affordable

Employee Portal

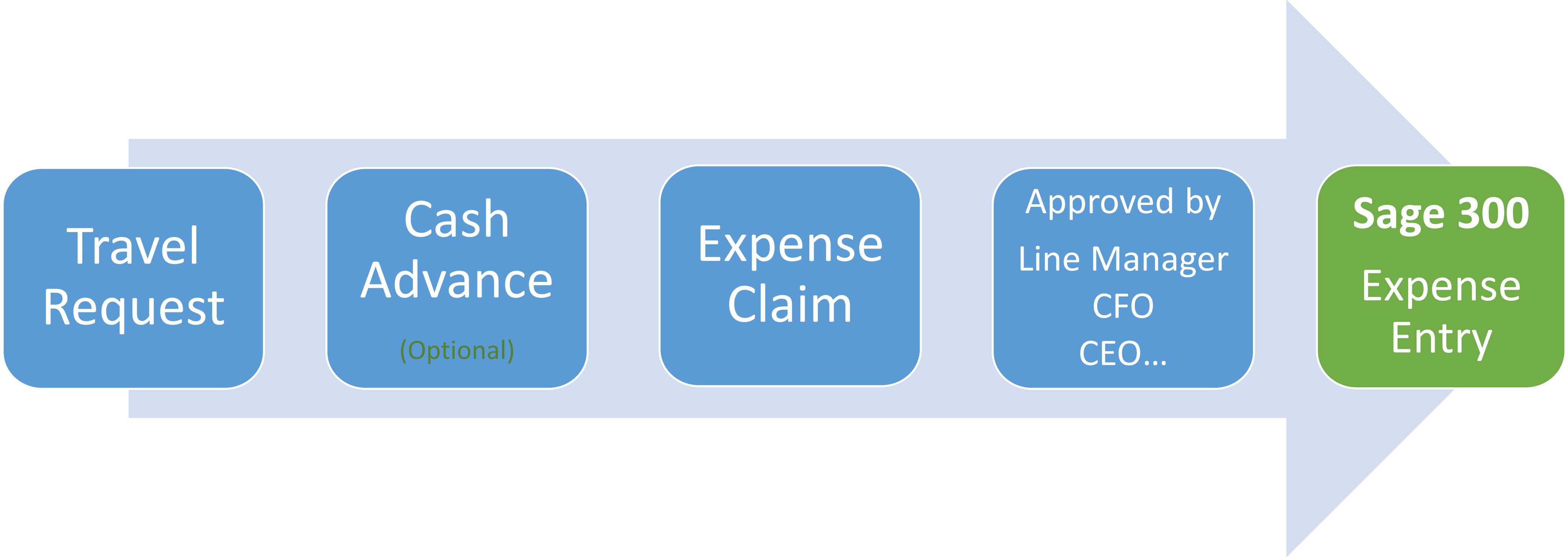


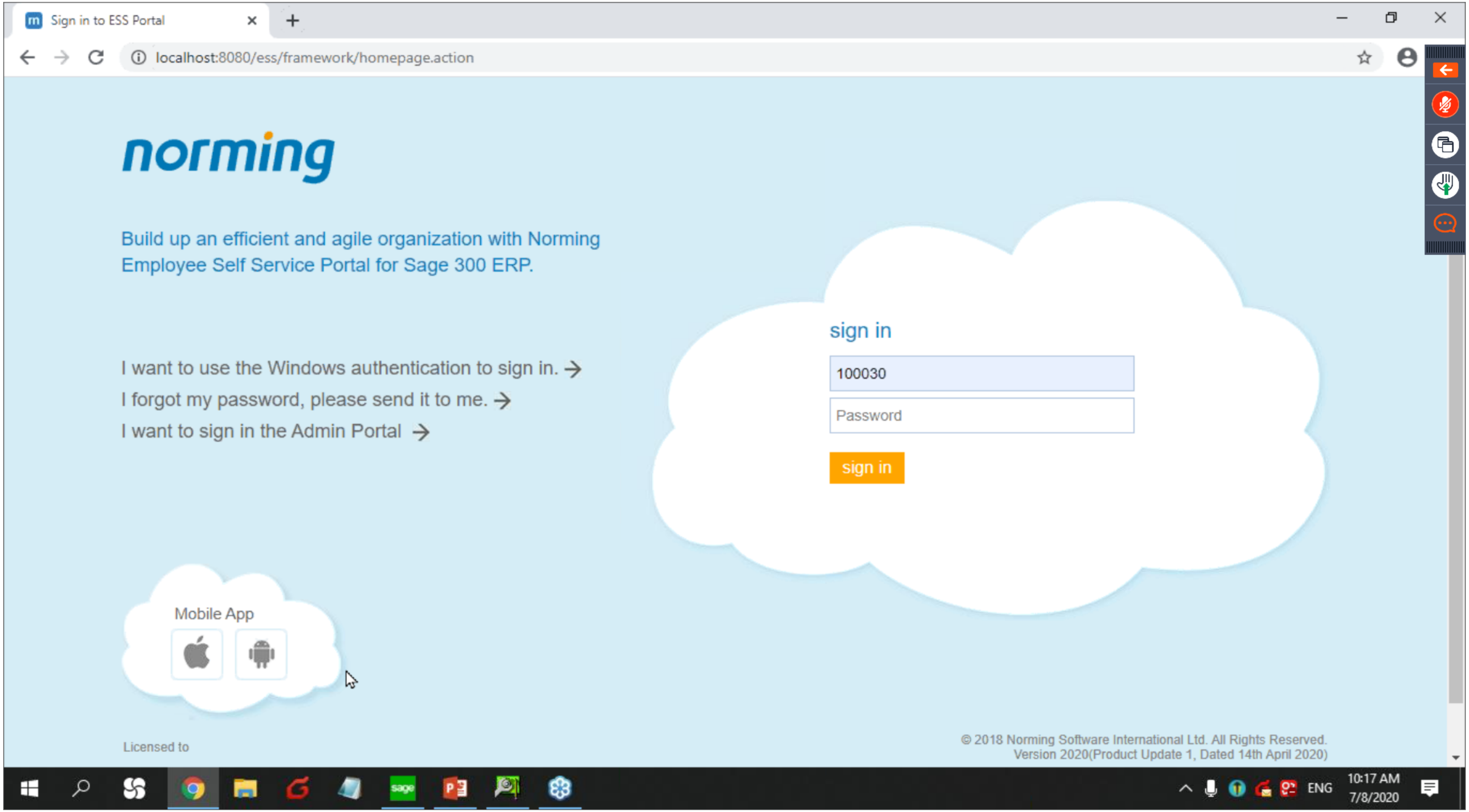
Resource Manager

Applications / Objective

Flow

Travel & Expenses Claim Module




Sign in to ESS Portal
localhost:8080/ess/framework/homepage.action
norming
Build up an efficient and agile organization with Norming Employee Self Service Portal for Sage 300 ERP.
I want to use the Windows authentication to sign in.
I forgot my password, please send it to me.
I want to sign in the Admin Portal
sign in
100030
Password
sign in
Mobile App
Licensed to
© 2018 Norming Software International Ltd. All Rights Reserved.
Version 2020(Product Update 1, Dated 14th April 2020)
ENG
10:17 AM
7/8/2020

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Employee Portal

Web Expense

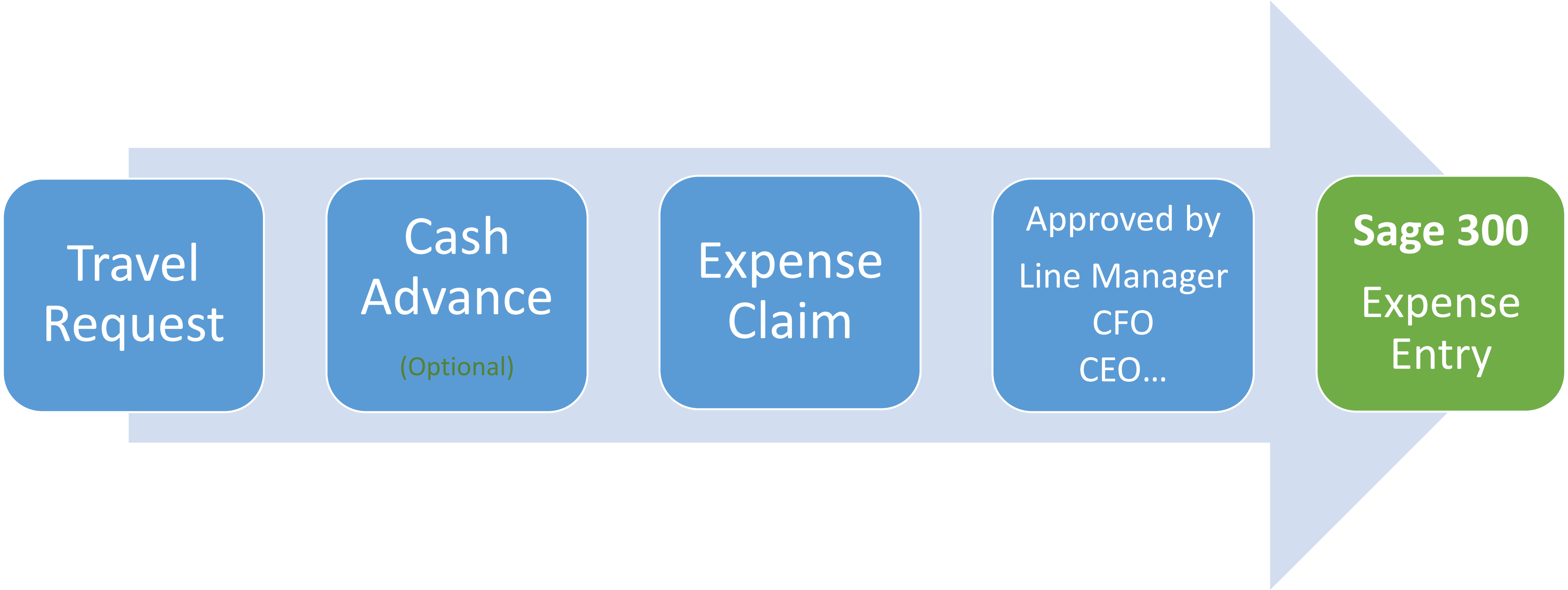
The Expense module comes with three components,

- Expenses,
- Cash Advance and
- Travel Request.

The Expense component allows entry of employee expenses across Divisions, Regions, Departments and Cost Centers. If project module is enabled, the expense can be entered against Projects, Phases and Tasks to track the cost incurred on project. If Sage 300 PJC is integrated,
the expense can be passed to PJC timecard as well. The expense reimbursement can be done within Resource Manager or through Account Payable module.

By enabling the Budget function, the employee expenses can be kept under control.

Travel & Expenses Claim Module



Sage 300 ERP Specialist

Project Related Expense Report

sage

Expense Entry

Type	Job Related Expenses					
Document Date	09/09/2017	Start Date	09/01/2017	End Date	09/09/2017	Expense Days 9
Reimbursable Totals	2,151.36	Non-Reimbursable Totals	109.27	Credit Card Expense Totals	129.90	
Description	PJC Related Expense					
Approved	2	Note	12			

Expense Report | Attachment

	Date	Project	Phase/WBS	Task	Expense Code	Description	Reimbursable	Unit Cost	QTY	UOM	Amount	State Tax Class	St
1	09/09/2017	PJ-00000002	22	IMPLEMENT	AIR	Air Ticket	Yes	120.00	1.00	EACH	120.00	1 - Taxable item	
2	09/09/2017	PJ-00000002	22	IMPLEMENT	HOTEL	Hotel and Accomodation	No	120.00	1.00	EACH	120.00	1 - Taxable item	
3	09/09/2017	PJ-00000002	22	IMPLEMENT	TAXI	Taxi	Yes	2,000.00	1.00	EACH	2,000.00	1 - Taxable item	
4								0.00	1.00		0		
5								0.00	1.00		0		
6								0.00	1.00		0		
7								0.00	1.00		0		
8								0.00	1.00		0		
9								0.00	1.00		0		
10								0.00	1.00		0		

Insert | Remove | Copy | Import | Clear All | Calculate Tax

Save | Delete | Print | Check Limit | Approval Trail | Submit

Travel Related Expense Report

sage

Expense Entry

Type	Travel Expenses	Travel Requisition	TR000004	Linda He's Travel Requisition on 09/19/2017	
Document Date	09/19/2017	Start Date	09/19/2017	End Date	09/28/2017
Expense Days	10				
Reimbursable Totals	450.00	Non-Reimbursable Totals	0.00	Credit Card Expense Totals	0.00
Description	My expenses for travelling to Middle East and South Arica				

Expense Report | Attachment

	Date	Expense Code	Description	Reimbursable	Unit Cost...	QTY	UOM	Amount	State Tax Class	State Tax...	County Tax Cla...	County Tax	Total Tax
1	09/19/2017	AIR	Air Ticket	Yes	120.00	3.00	EACH	360.00	1 - Taxable item	0.00	1 - Taxable mer...	0.00	0.00
2	09/19/2017	CAR	Car Rental	Yes	20.00	3.00	EACH	60.00	1 - Taxable item	0.00	1 - Taxable mer...	0.00	0.00
3	09/19/2017	TAXI	Taxi	Yes	10.00	3.00	EACH	30.00	1 - Taxable item	0.00	1 - Taxable mer...	0.00	0.00
4					0.00	1.00		0		0		0	0
5					0.00	1.00		0		0		0	0
6					0.00	1.00		0		0		0	0
7					0.00	1.00		0		0		0	0
8					0.00	1.00		0		0		0	0
9					0.00	1.00		0		0		0	0
10					0.00	1.00		0		0		0	0

Insert | Remove | Copy | Import | Clear All | Calculate Tax

Save | Delete | Print | Check Limit | Submit

Real-time Related Limit Enquiry

Expense Limit

Amount Limit

Expense Code	Limit Expense On	Year/Period/Date	Limit Amount	Actual Amount	Pending Amount	Available Amount	This Expense Report.
[TAXI] Taxi	Monthly Basis	2017 - 9	1,000.00	0.00	0.00	1,000.00	30.00
[CAR] Car Rental	Monthly Basis	2017 - 9	1,000.00	0.00	227.33	772.67	60.00

Close

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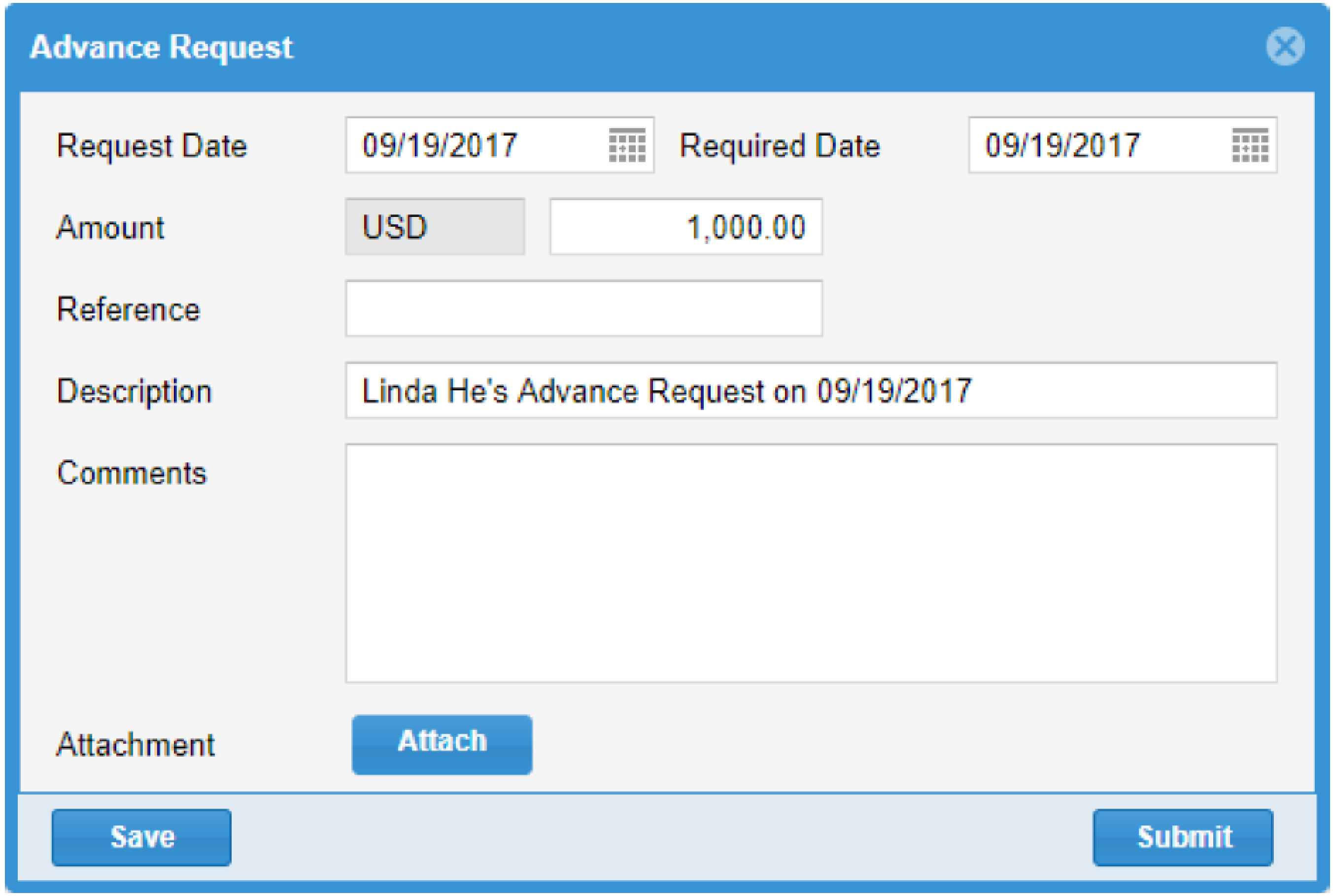
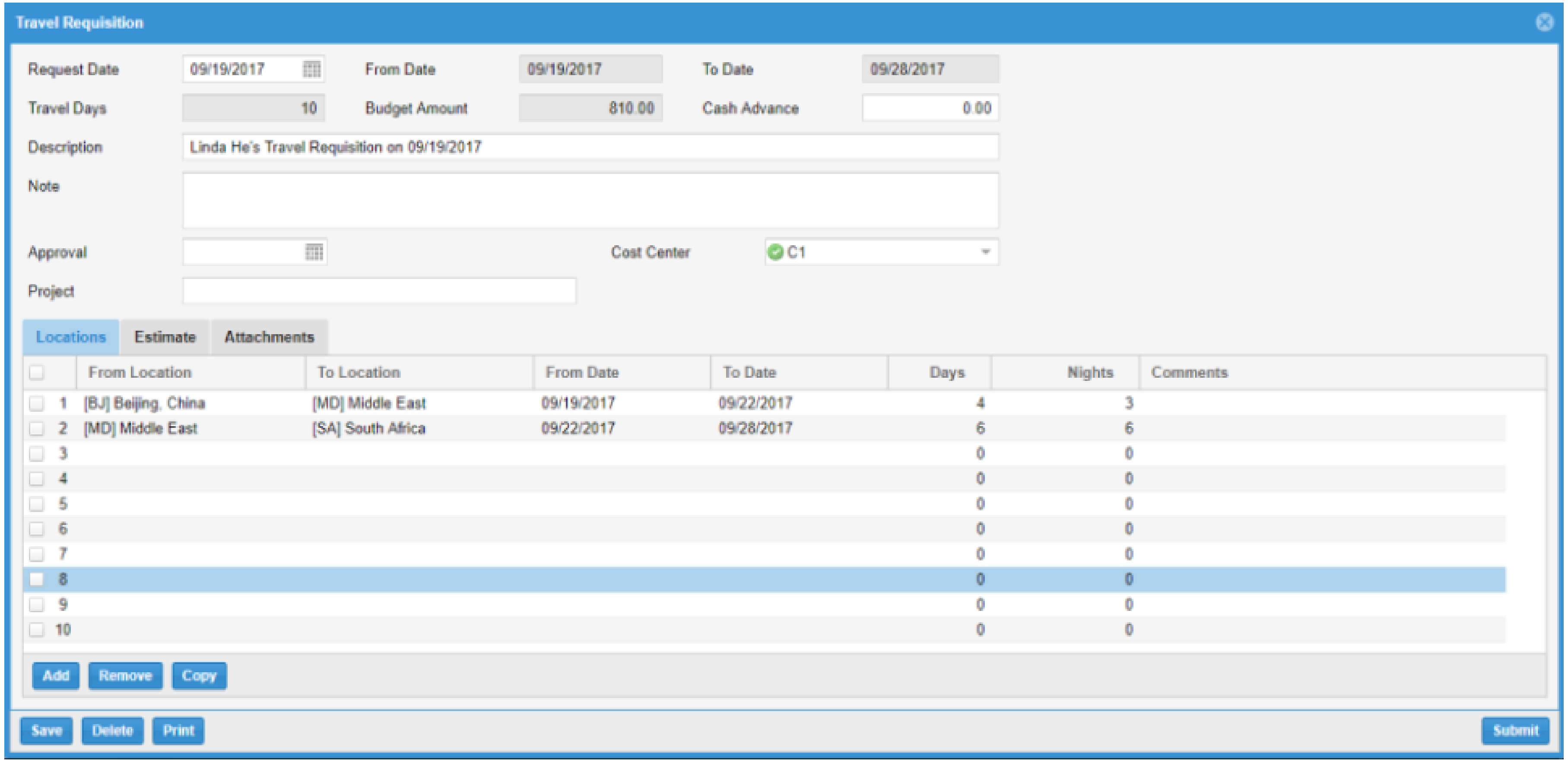
Cash Advance



Travel Request



Travel Requisition

Request Date	09/19/2017	From Date	09/19/2017	To Date	09/28/2017
Travel Days	10	Budget Amount	810.00	Cash Advance	0.00

Description: Linda He's Travel Requisition on 09/19/2017

Note:

Approval:

Cost Center: C1

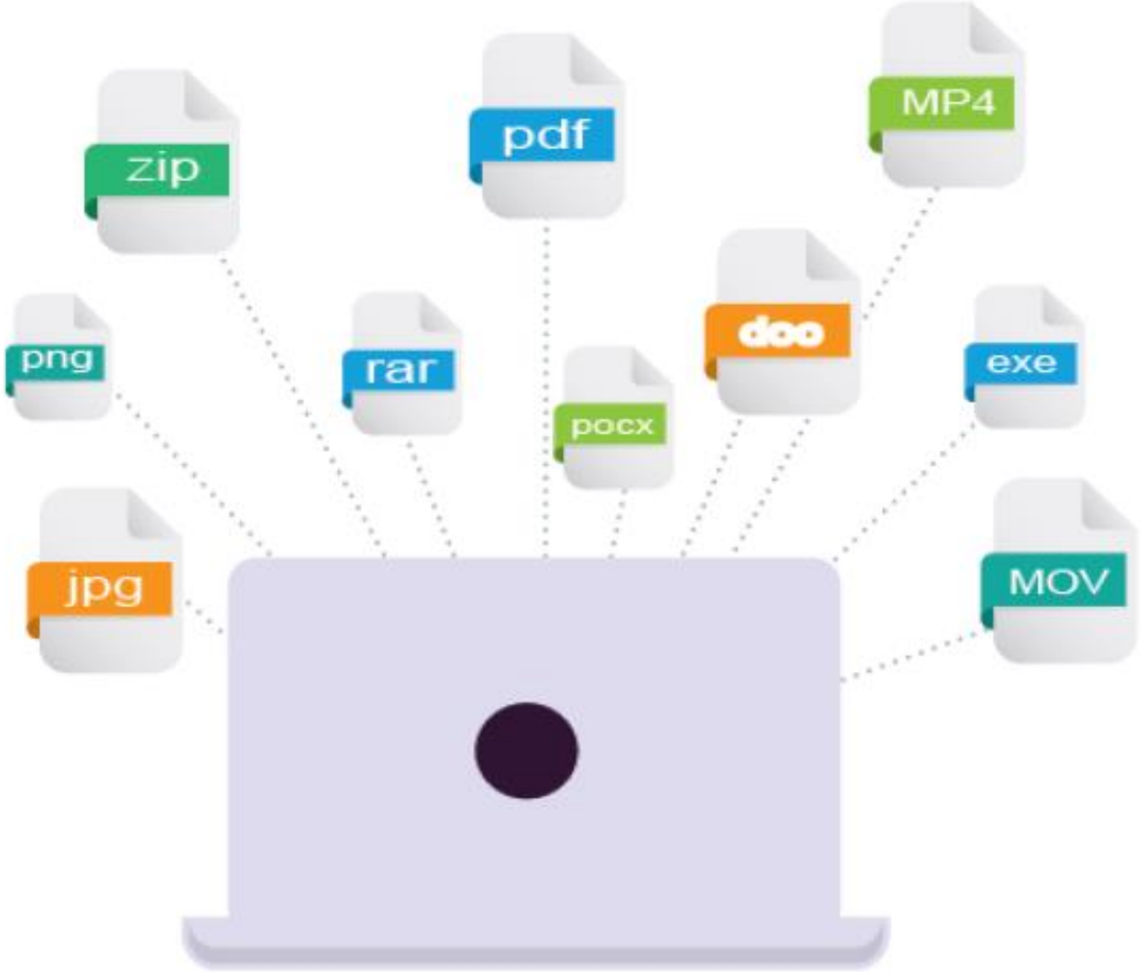
Project:

Locations | Estimate | Attachments

	From Location	To Location	From Date	To Date	Days	Nights	Comments
1	[BJ] Beijing, China	[MD] Middle East	09/19/2017	09/22/2017	4	3	
2	[MD] Middle East	[SA] South Africa	09/22/2017	09/28/2017	6	6	
3					0	0	
4					0	0	
5					0	0	
6					0	0	
7					0	0	
8					0	0	
9					0	0	
10					0	0	

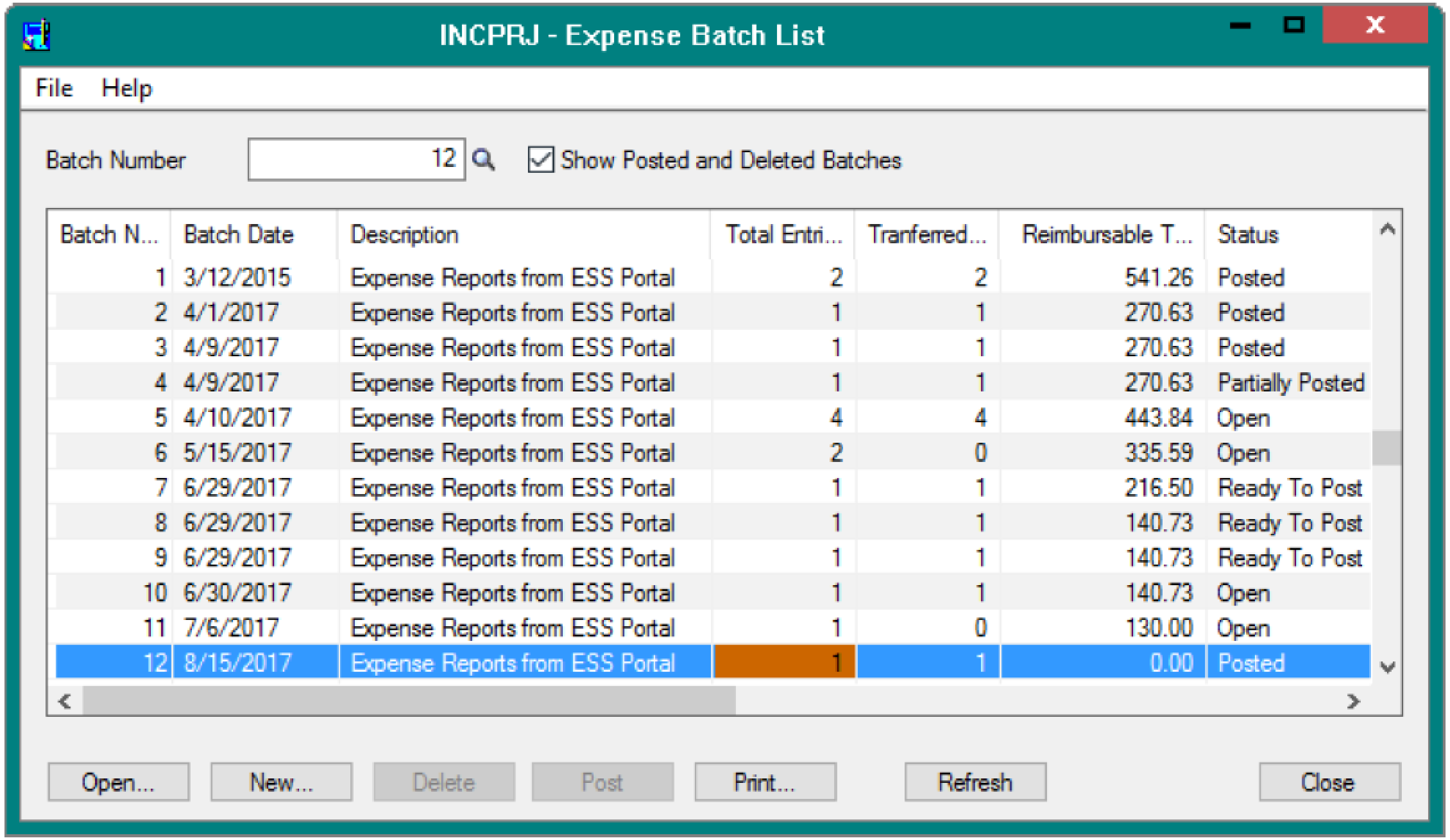
Add | Remove | Copy

Save | Delete | Print | Submit



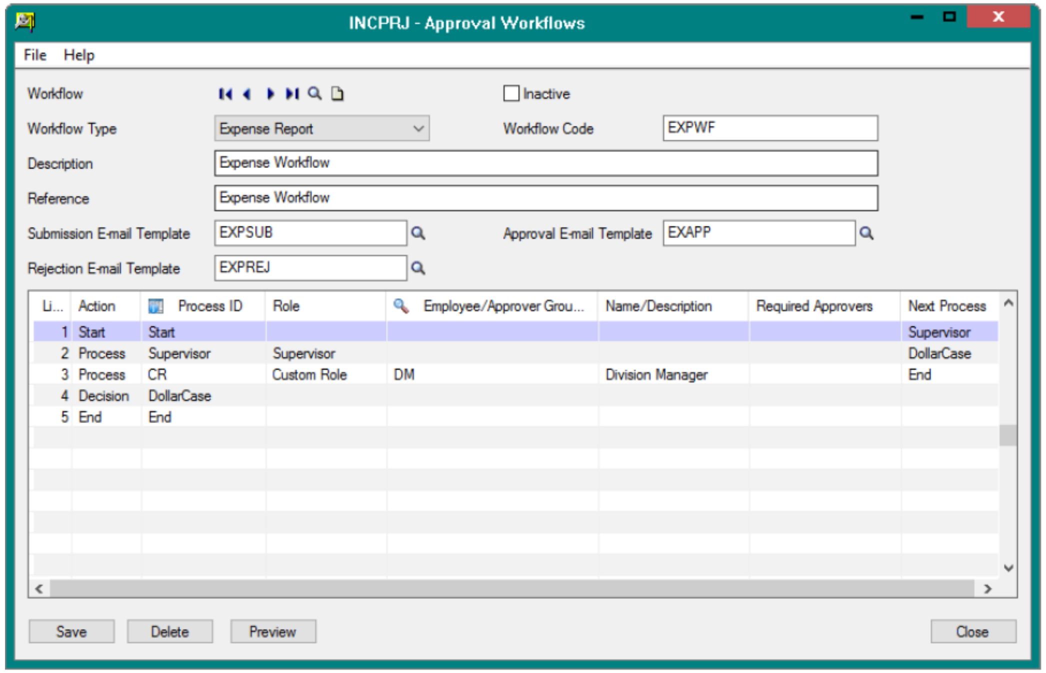
PDF, Images, spreadsheet, any document can be attached at header or detail level of the requisition form for approver's review.

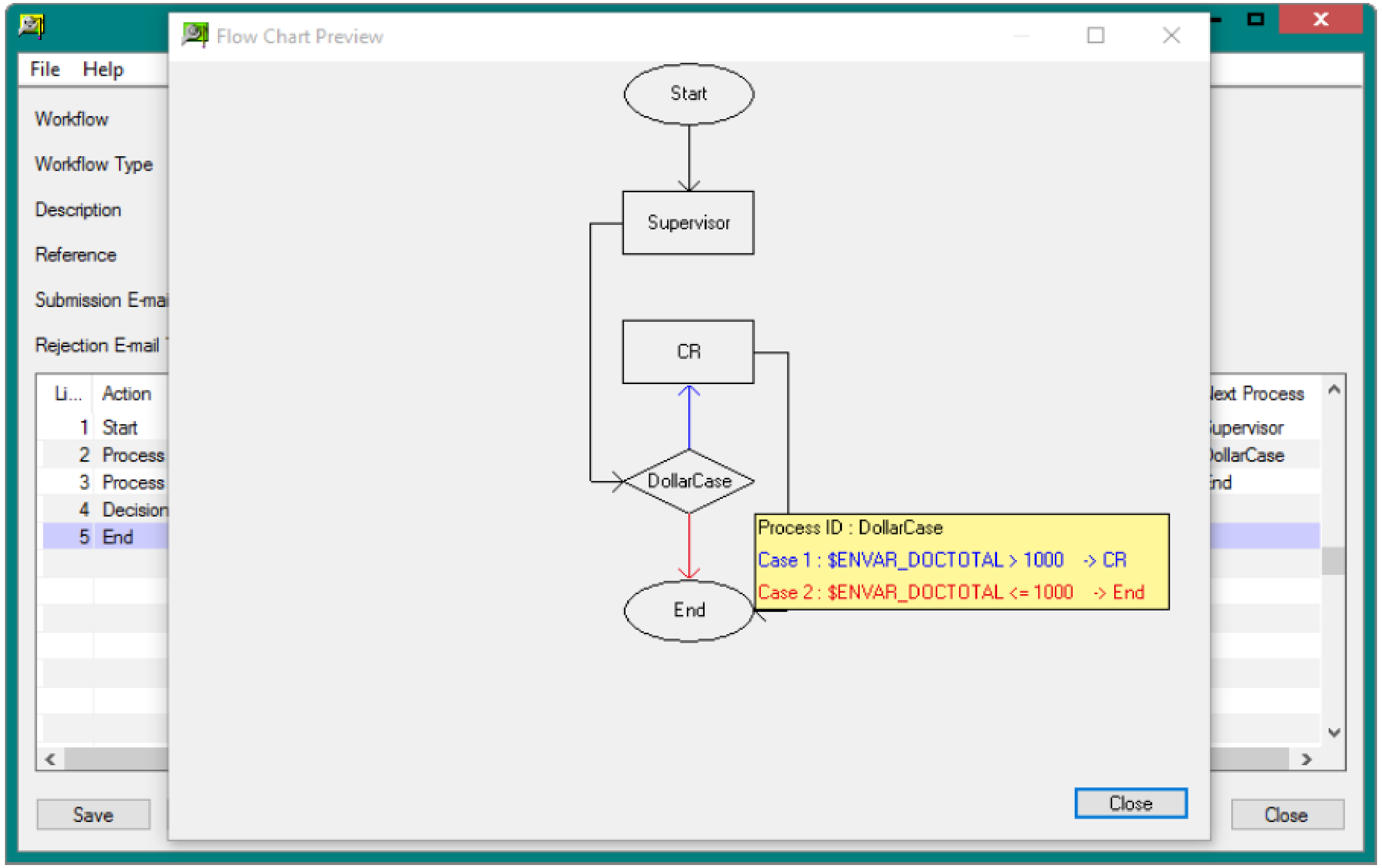
Backend – Approved Expense Report Batch Listing



Batch N...	Batch Date	Description	Total Entri...	Tranferred...	Reimbursable T...	Status
1	3/12/2015	Expense Reports from ESS Portal	2	2	541.26	Posted
2	4/1/2017	Expense Reports from ESS Portal	1	1	270.63	Posted
3	4/9/2017	Expense Reports from ESS Portal	1	1	270.63	Posted
4	4/9/2017	Expense Reports from ESS Portal	1	1	270.63	Partially Posted
5	4/10/2017	Expense Reports from ESS Portal	4	4	443.84	Open
6	5/15/2017	Expense Reports from ESS Portal	2	0	335.59	Open
7	6/29/2017	Expense Reports from ESS Portal	1	1	216.50	Ready To Post
8	6/29/2017	Expense Reports from ESS Portal	1	1	140.73	Ready To Post
9	6/29/2017	Expense Reports from ESS Portal	1	1	140.73	Ready To Post
10	6/30/2017	Expense Reports from ESS Portal	1	1	140.73	Open
11	7/6/2017	Expense Reports from ESS Portal	1	0	130.00	Open
12	8/15/2017	Expense Reports from ESS Portal	1	1	0.00	Posted

Multiple – Approval Workflow





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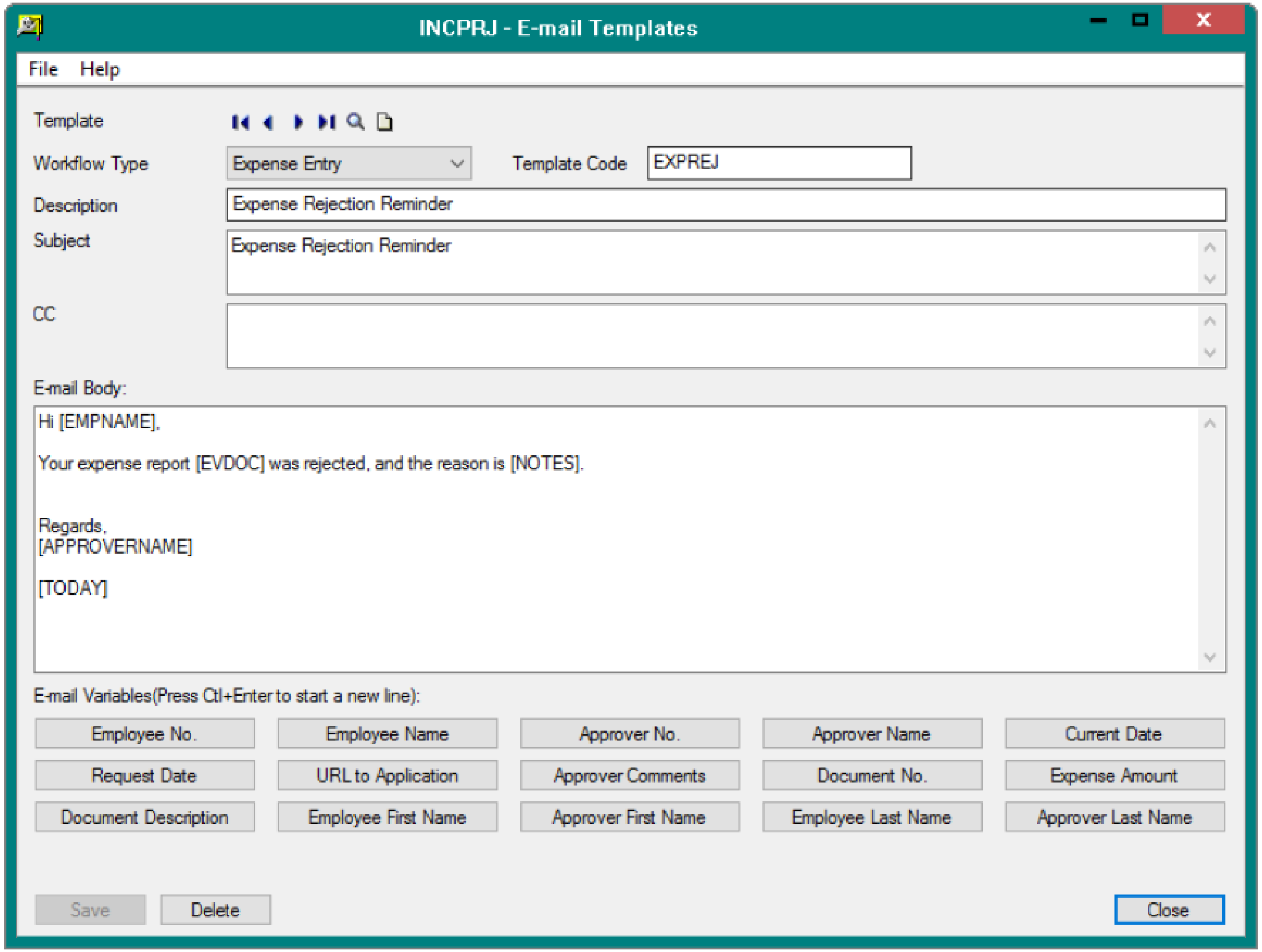
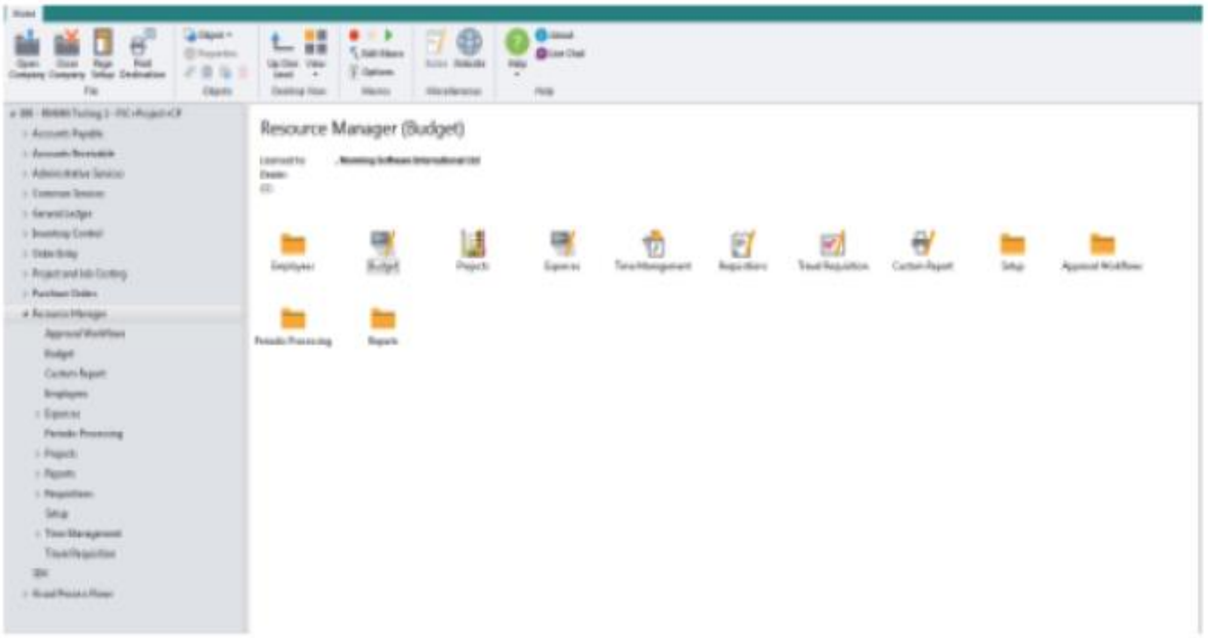
Customized your own Email Alerts



Full Integration with Sage 300



Approved document from ESS portal can seamless flow to the Sage 300 without manual data entry or export/import.

Sage 300

Web Expenses Claim

For more information, please contact us at sales@careware.com.my; 03 2714 3855

Web: www.careware.com.my