

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

**NORMING**<sup>®</sup>  
*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.

Line No.	Job	Task	Billable	Total	08	09	10	11	12	13	14
1	The ERP Implementation for C&S	System Test	Yes	14.00	0.00	1.75	0.00	0.00	0.00	0.00	0.00
2	ERP System Dev. for Bargain H...	Requirement Analysis	Yes	11.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Presales Support	Presales Support	No	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Presales Support	Presales Support	No	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5											
6											
7											
				41.00	0.00	11.00	0.00	5.00	0.00	9.00	0.00

## Reports

- Timesheet Reports: Timesheet Status, Awaiting Approvals, Timesheet Comments, Audit Trail, 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.

Task Code	Task Description	Status	Start Date	End Date	Estimated Work...	
ADY	Requirement Analysis	Closed	2006-7-17	2006-7-26	64,000	
MNT	Annual Maintenance	Inactive	2006-8-17	2007-8-17	184,000	
Employee No.	Employee Name	Role Code	UOM	Billing Rate	Earning Code	Cat
100020	Bryan, Marilyn Alison	Engineer	HRS	200.0000000	HOURLY	Arti
100050	Haley III, John Rees	Engineer	HRS	200.0000000	HOURLY	Arti
100100	Dolite, Theodore	Engineer	HRS	200.0000000	HOURLY	Arti
201210	Jang, Richard Geraldo	Team Lead	HRS	300.0000000	HOURLY	Arti
Task Code	Task Description	Status	Start Date	End Date	Estimated Work...	
RPT	Report Writing	Closed	2006-7-6	2006-7-17	120,000	
SET	System Installation	Closed	2006-6-26	2006-7-5	112,000	
TES	System Test	Open	2006-7-2	2006-7-5	24,000	
TRN	User Training	Open	2006-7-10	2006-7-17	56,000	

## 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.

Date	Job	Task	Cost Center	Expense	Billable	Reimbursable	Curr.	Amount	Tax Amount	Payment
2006-8-14	3080603	System Install...	MCCS	Traveling Insurance	Yes	Yes	CAD	49.00	4.13	Visa
2006-8-15	3080603	System Install...	MCCS	Hotel	Yes	Yes	CAD	480.00	49.52	Visa
2006-8-16	3080603	System Test	MCCS	Car Rental	Yes	Yes	CAD	120.00	15.60	Visa

## 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.

## For more information and update

Visit our website at [www.norming.com](http://www.norming.com) or email: [sales@norming.com](mailto:sales@norming.com)

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