eTimesheet
Asset Management
Expense Reimbursement
Payroll Manager
Accpac Security...
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.
- 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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ICBT Textile Machinery
Johnson Mathey India Pvt Ltd.
KPMG Business Advisory
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Carol Ltd.
Court of the Crown Prince
EXI Saudi Arabia Ltd.
EXI Telecoms
Falcon Oilfield Services
Gulf Farabi Petrochemical
Human Resources Development Fund
International Building Systems
Khaleej Bank Factory
Lionel Kennedy Middle East L.L.C
Middle East Appliance
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National Heaters Industries Co. LLC
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