



NORMING RESOURCE MANAGER

Introduction



With organisations becoming more complex, keeping track of employees' work hours, reimbursable expenses and leave history can be a time-consuming task, especially if they are working off-site or in different parts of the world.

Norming Software presents the Norming Resource Manager, a web-based time tracking and expense reporting software for Sage ERP Accpac. Comprising Timesheet, Expense and Leave modules, it is designed to help you pre-empt bottlenecks and enable your employees to work more efficiently by tracking their projects' progress via their timesheets. At the same time, it helps you increase

your organisation's productivity and bottom line by providing more accurate project cost estimates, reducing unnecessary expenses and accelerating billing cycles.

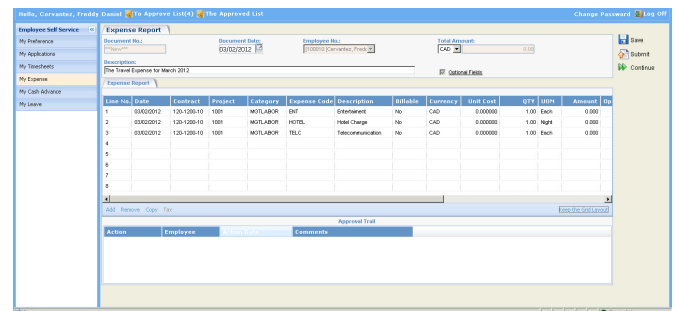
Since beginning its partnership with Sage ERP Accpac in 1999, Norming Software has grown to become a leader in key physical and asset management solutions. Highly regarded for its implementation experience and knowledge, Norming Software has a presence in more than 50 countries and has gained industry-wide recognition for its award-winning and successful products for Sage ERP Accpac such as Norming Asset Management, Norming Payroll Manager and Norming Sales Security.

Product Information

Developed to integrate seamlessly with the Sage ERP Accpac database and desktop, the Norming Resource Manager is a user-friendly software that enables companies to automate overtime tracking, leave taking and expense calculation.

The Timesheet module: This is a powerful web-based interface that streamlines the time tracking process, allowing users to enter time for themselves or their colleagues, and seek supervisor approval for their timesheets. By allowing users to track time on project & job costing (PJC) Contracts, the module lets you calculate applicable costs and billing rates, and emerge with a more accurate budget and project estimate forecast.

The Expense module: Invoices and receipts can sometimes get lost in the deluge of forms and bills that pass through a company's doors every day. With this module, you won't have to worry about that happening. It helps tabulate employee expenses as well as billable expenses according to respective projects.



Illustrated is the web-based expense entry screen on the ESS portal, employees can submit an expense report via a web-browser, and managers can review the employees' expense report via a web-browser as well.

The Leave module: Take the hassle out of tracking employee leave requests and approvals with this function. It automatically updates an employee's leave history, which can be viewed on the employee portal and copied to their timesheet, thus ensuring that their supervisors and human resource (HR) personnel are kept up-to-date as well.

About Sage Asia

Sage Asia, a subsidiary of The Sage Group, plc, provides small-and-medium sized businesses with a broad range of end-to-end business management applications. Its easy-to-use, scalable and customizable applications enhance its customers' competitive advantage. Its products support accounting, operations, customer relationship management, and the specialized needs of accounting practices, distribution and manufacturing. Its portfolio of leading solutions include: Sage ERP Accpac, Sage ERP X3, Sage CRM, and Sage UBS among others. Sage's Asia network covers ASEAN, China, India, and Middle East. For more information, visit www.sageasiapac.com.

Key Features

Time Tracking

- **In-depth tracking:** With customisation of daily timesheets, this module gives you a detailed overview of employees' time usage by letting users key in their timesheet details against Divisions, Regions, Departments and Cost Centres, as well as enter time against PJC Contract, Project and Category if PJC is integrated.
- **Efficient billing:** How do you know whether a project is profitable? Employees' jobs and tasks, as well as billing rates, are clearly defined thus making it easy to gauge a project's profitability by estimating the time spent on it, which helps draw up a more accurate proposal for the client.
- **Proven scalability:** It can support up to 30,000 concurrent users, making it ideal for all kinds of companies, from small start-ups to medium or large enterprises.
- **24/7 accessibility:** The module is 100% web-based hence employees can update their timesheets, and file leave and expense requests anytime and anywhere.

Expense Tracking

- **Multifunctional:** It comes with full multi-currency support and ensures that all submissions and approvals are accounted for with e-mail notification. It also calculates purchase tax automatically

and allows for the creation of multiple expense codes.

- **Maximise profitability:** Ensure that your finances are not in the red by setting up an expense budget for your organisation.
- **Know where your money is going:** Employees file their expense claims according to their respective Divisions, Regions, Departments and Cost Centres, for a detailed report of your organisation's expenses.
- **Seamless interface:** Create Accounts receivable invoices and post expense entries to Sage ERP Accpac general ledger, accounts payable, PJC Timecard or Payroll Timecard with just a few clicks.

Leave Tracking

- **Eliminates paperwork:** Employees apply for leave online while supervisors can reply their requests in real time.
- **Automated updates:** Once an employee's leave is approved, it is automatically updated in their timesheets and accounts, which can be viewed in the Employee portal.
- **Improves efficiency within the organisation:** Supervisors and HR personnel can keep up-to-date with employees' leave movements and draw up more effective job schedules.

Case Study : A Timely Solution

Weighed down by a tedious and time-consuming accounting process, Pacific Broadband Networks turned to Norming Resource Manager to cut its losses and get its organisational groove back.

For organisations with offices located around the world, keeping track of employees' timesheets and filed expenses can often pose a logistical headache. Pacific Broadband Networks (PBN), a leading global supplier of optical broadband solutions and products headquartered in Melbourne, Australia, encountered such a challenge.

With branch offices worldwide, processing its staff's timesheets and expense claims in a timely manner proved to be a laborious and near impossible task. Documents were plodding along in the approval hierarchy. All employees had to manually fill in and submit their timesheets and expense reports to their managers on a weekly basis. The latter would then submit the approved documents to the local accounting manager in person, a task which required them to be in the office just for this purpose.

This process posed an extra burden on its accounting staff who had to oversee the entry of the approved documents into the PJC Timecard and AP Invoice. In addition, due to its unwieldy nature, errors and delays in processing staff reimbursements were common.

For PBN, a rapidly growing company, this problem had to be addressed before it started becoming a bottleneck. They needed a programme that would support a complete integration with its existing Sage Accpac 6.0.

PBN found the solution in the Norming Resource Manager. It was implemented via the installation of a separate web server to host its Employee Self Service (ESS) portal. Making the switch was easy and fast, taking just one week for its Beijing-based consultant to install and configure the software. More importantly, it produced immediate results by significantly reducing the amount of time employees spent on their timesheets and expense reports. Under the new system, all they had to do was log on to the web portal and submit their documents to their managers – a task which could be done anytime and anywhere. Once approved, these documents would then be sent to the local accounting manager, who would in turn post them to the PJC Timecards and AP Invoices with just a few clicks.

As a result of implementing Norming Resource Manager, PBN has not only seen a reduction in the amount of paperwork for its employees but also eased the workload of its accounting executives. Thanks to the convenience that this web-based solution affords, it has also sped up the reimbursement process, thus contributing to the organisation's overall increased efficiency.

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