



Sage 300 Add-on Products

Norming Asset Management

Norming Resource Manager

Norming Payroll Manager

Norming Bank Security

Norming Inventory Security

Norming Sales Security

Norming Purchase Security

Norming A/P Security

Norming A/R Security

The Sage logo, consisting of the word 'sage' in a green, lowercase, sans-serif font.

**Development
Partner**

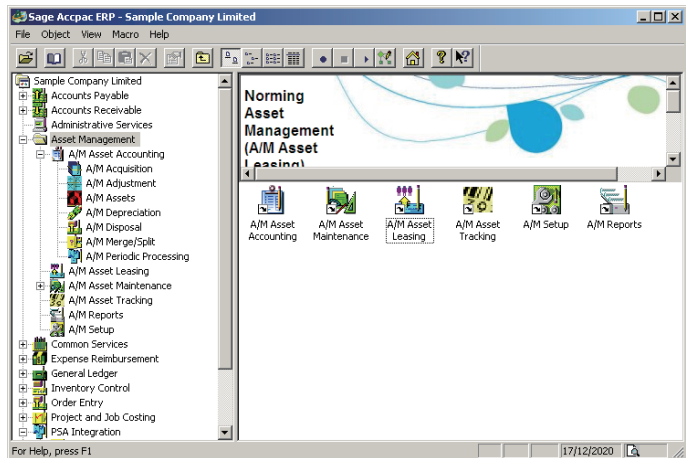


Norming Asset Management

Norming Asset Management is a powerful and complete asset management solution with Sage 300. The core module, Asset Accounting, can be used to process the asset accounting transactions, including acquisition, depreciation, adjustment, disposal, impairment, merge and split. The higher modules, Asset Maintenance and Asset Leasing can be used to facilitate the asset maintenance and lease management. Asset tracking with hand-held barcode scanner is also enabled.

Highlights

- Fully integrates with Sage 300.
- Supports all the databases for Sage 300.
- Flexible asset and barcode numbering.
- Manages the WIP and transfers WIP to asset.
- Provides formula-based depreciation calculation.
- Supports depreciation projection and reversal.
- Supports up to 5 Books for accounting purpose.
- Provides the ability of depreciation reversal to prior years.
- Full multicurrency support for acquisition and depreciation.
- Manages meters and SLA's for equipment maintenance.
- Schedules maintenance activity and process maintenance expense.
- Manages asset lease contract and billing processing.
- Provides complete barcode-based asset tracking facility.
- Extensive inquiries and reporting functionality.



Asset Accounting

The Asset Accounting module provides the basic functionality for processing asset accounting transaction, including acquisition, depreciation, adjustment, disposal and impairment. Asset merge and split are also available in this module.

Acquisition

- Converts P/J transactions to assets.
- Converts P/O receipts or invoices to assets.
- Converts I/C internal usage to assets.
- Converts A/P invoice to acquisition entry.
- Creates A/P invoice or Misc. payment from acquisition batch.

Depreciation

- Provides up to 5 books for tracking asset depreciation.
- Runs depreciation for a range of assets for any number of periods.
- Depreciation calculation uses standard or user-defined formula.
- Depreciation Projection facilitates the financial planning.
- The depreciation can be reversed to any period of past years.

Adjustment

- Changes asset value or salvage value.
- Changes asset year depreciation.
- Transfers assets between cost centers, locations, etc.
- Changes asset life, depreciation method and rate.

Impairment

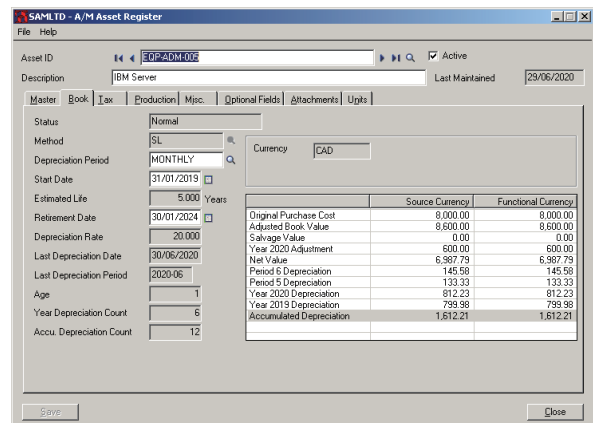
- Impairment can be captured to comply with IFRS and GAAP principles.
- Impairment reversal is enabled.

Disposal

- Disposes asset at user-specified proceeds with user-defined proceeds account.
- Creates A/R invoice or I/C receipt for asset disposal batch.
- Bulk disposal is enabled.
- Partial disposal is enabled.
- Disposal transaction can be reversed.

Merge/Split

- One asset can be split to multiple assets.
- Multiple assets can be merged to one asset.



Norming Asset Management

Asset Maintenance

Based on the Asset Accounting module, the Asset Maintenance module can be used to manage the maintenance activity for equipment and components. By specifying maintenance budget on SLA and maintenance order, the maintenance expense is under control.

Equipment and Meter

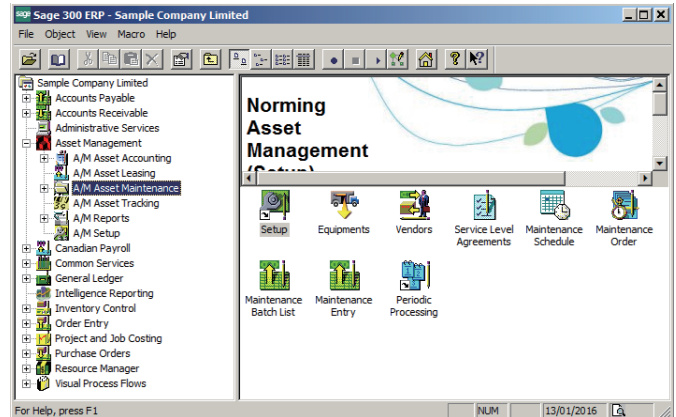
- Equipment can be copied from asset register or entered manually.
- Multiple meters can be maintained for equipment and component.
- Meter is set up to track the equipment usage and production.
- The usage criteria can be specified for meters to create maintenance order automatically on meter reading.

Service Level Agreement

- A SLA is signed up with a vendor to define the service terms.
- Multiple SLA's can be set up for an equipment or component.
- Resource budget can be specified for SLA to control the expense.

Maintenance Order

- Maintenance order defines the maintenance activities for equipment.
- Maintenance order assigns resource for maintaining equipment.
- Budget can be set up for Maintenance order to control maintenance expense.
- Maintenance order can be created automatically by meter reading.



Asset Leasing

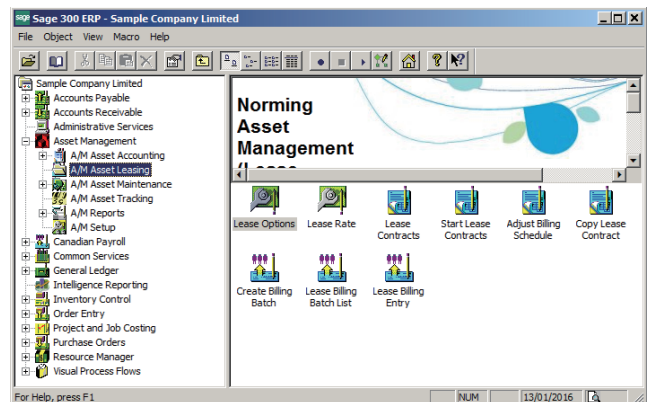
Base on the Asset Accounting module, the Asset Leasing module can be used to manage the asset leasing activity, and to process lease billing transaction with the Sage 300 Account Receivable module.

Lease Contract

- Lease contract can be signed with customer for leasing assets out.
- Lease contract can be signed with vendor for leasing assets in.
- Includes multiple assets in a lease contract.
- Defines lease quantity, UOM and billing rate for each assets.
- Sets up a billing schedule for each leased asset.
- Defines lease revenue/expense account for each asset.
- Calculates interest on lease principal if needed.

Lease Billing

- Enters lease revenue/expense entry against lease contract.
- Creates lease billing batches automatically against lease contracts.
- Creates A/R or AP invoice batch automatically for lease billing batch.
- Posting lease billing batch updates the billing schedule.
- Posting lease billing batch updates the lease billing history.



Norming Resource Manager

Norming Resource Manager provides a powerful and easy tool for tracking employee expense, time usage, leave and overtime, managing purchase, item usage, A/P invoice and any user-defined requisitions, scheduling project tasks and planning project resources with Sage 300.

By providing the web-based and mobile-based employee self-service portal, and a fully Sage 300-integrated backend application, Resource Manager simplifies and streamlines the documents and requisitions entry, approval and accounting process.

Highlights

- Web-based and mobile-based Employee portal enables real time entry and approval process.
- Sage 300-based Backend application provides the seamless integration with Sage 300.
- Sets up multi-level approval workflow for documents and requisitions.
- Enters timesheet with detail comments in Standard or In/Out format.
- Schedules project tasks and plans project resources with Gantt-Chart enabled web interface.
- Post documents and requisitions to Sage 300 automatically.
- Facilitates document/requisition submission and approvals with email alerts.
- Full multi-currency support for expense reporting and reimbursement.
- Extensive inquiries and reporting functionality.

Expense Tracking

The Expense module 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.

- Creates unlimited expense codes with specific G/L account.
- Sets up expense budget and limit to keep expense under control.
- Enters expenses against Divisions, Regions, Departments and Cost Centers.
- Enters expense in multi-currency and in quantity.
- Option to make expenses billable/non-billable and reimbursable/non-reimbursable.
- Calculates purchase tax for expense automatically or leave it entered manually.
- Attaches multiple documents to an expense report for reference.
- Posts expense entry to Sage 300 GL, AP, PJC Timecard or Payroll Timecard.
- Creates AR invoices to bill customers for billable expenses.

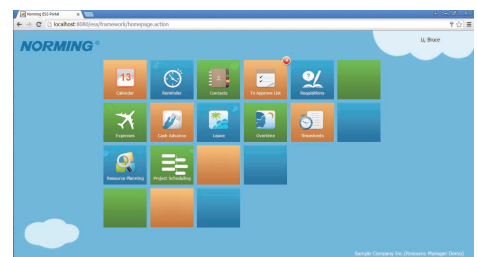
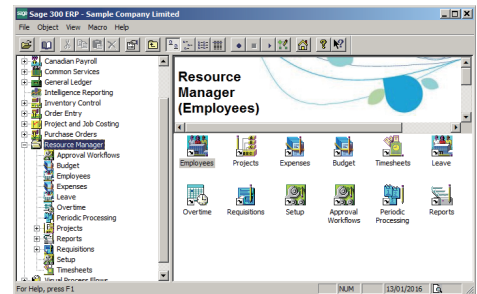
Time Tracking

The Time Management suite includes three components, Timesheet, Leave and Overtime.

Timesheet

The Timesheet module tracks time on Projects, Phases and Tasks with both a cost and a billing rate applied to the worked time. The approved timesheet can be directly passed to Sage 300 side for accounting purpose.

- Sets up work calendar to define workday, weekend and holiday for employees.
- Creates timesheet period to define the frequency to submit timesheet.
- Validates minimum or maximum work time on daily or period basis.
- Defines regular daily working time for employee.
- Displays timesheet in grid or in/out format.
- Enters time against Project, Phase, WBS and Task if project module is enabled.
- Posts timesheet to Sage 300 PJC Timecard and Payroll Timecard.



Expenses	
Type	Amount
Air Ticket	0.00
Air Ticket - Company Paid	0.00
Car Rental	0.00
Entertainment Fee	0.00
Hotel and Accomodation	0.00
Hotel and Acc... - Company Paid	0.00
Meal	0.00
Misc. Fee	0.00
Taxi	0.00
Submit	

Norming Resource Manager

Leave Tracking and Overtime Tracking

The Leave module manages various types and principles for vacation and leave in the organization, tracks leave account and history for employees. Web-based and Mobile-based screens enable entry and approval process anytime and anywhere.

The Overtime module tracks request and approval for overtime, and manages overtime bank for employees. Overtime bank can be taken through the Leave module or cashed from the Payroll module.

Requisition Management

The Requisition module includes four functionalities, Purchase Requisition, Item Usage Requisition, A/P Invoice Requisition and Custom Requisition.

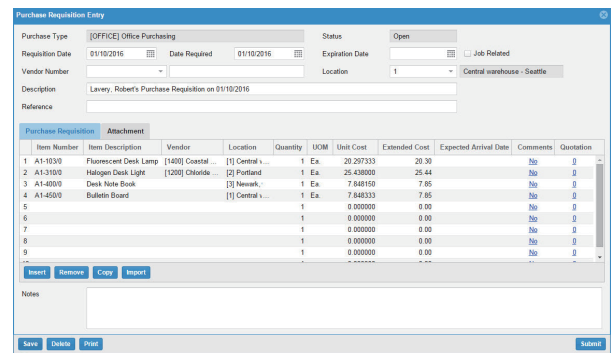
Purchase Requisition

The R/M Purchase Requisition can be raised via a web browser with quotations specified for items. By enabling the Budget function, the purchasing activities can be kept under control. The approved purchase requisition can be converted to Sage 300 P/O Requisition Entry or P/O Purchase Order for further purchasing action.

- Web-based entry and approval process.
- Sets up purchase types with specific workflows for different purchase needs.
- Creates buyers to define who can purchase and what can be purchased.
- Maintains quotations for items for management to make better decisions.
- Attaches multiple documents to a purchase requisition for reference.
- Sets up purchase budget to keep purchase activities under control.
- Job Related Purchase Requisition can be created.
- Converts R/M PR to Sage 300 P/O Requisition Entry or PO.

Item Usage Requisition

- Sets up the Employee database to specify the items that an employee can request.
- Issues items to employee by creating Sage I/C internal usage.
- Calculates item requirements against approved item usage requisitions.
- Option to consider the current Sage P/O purchase orders in calculation.
- Option to consider R/M and P/O Requisitions entries in calculation.
- Creates R/M purchase requisition automatically.



A/P Invoice Requisition and Custom Requisition

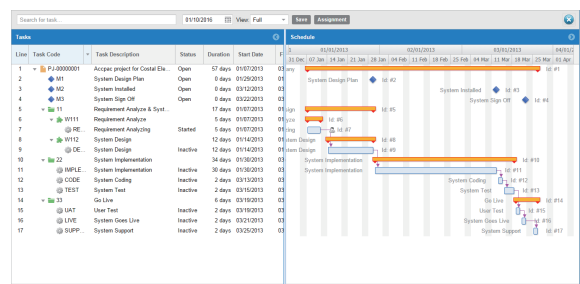
The A/P Invoice Requisition functionality simplifies the A/P invoice entry, allows attachments to the requisition, and provides multi-level approval workflow. The approved A/P invoice requisition can be directly passed to Sage 300 Account Payable module.

The Custom Requisition functionality enables unlimited user-defined requisitions types. With the ability of customizing workflow, attaching document and printing report, you can define various custom requisitions to meet your business management needs.

Project Management

The Project module facilitates the project management and accounting purpose in one database, helps project managers easily manage phases, WBS, tasks, team and milestone for the Project, and efficiently plan the project resources with Sage 300.

- Creates and manages projects with Sage300-Based interfaces.
- Manages project schedule in GANTT view on a web browser.
- Schedules project activities with the drag and drop ability on a web browser.
- True visibility into the employee status for a particular period.
- Option to manage project standalone and bill customers for billable expense and labor.
- Option to integrate with Sage PJC and pass the billable expense and time to PJC timecard.



Norming Payroll Manager

Norming Payroll Manager provides a powerful and complete payroll management solution for the market outside North America, including Asia, Africa, Caribbean..., you can use it to set up and maintain employees, earnings/deductions, taxes, and other pay factors used in calculating their payroll. You can calculate payroll based on timecards or based on information you add when you set up employees. You can track the results of payroll processing on displays and printed reports.

You can use Norming Payroll Manager by itself or as part of an integrated system with Sage 300 General Ledger, Account Payable or Project and Job Costing. You can also transfer Payroll account data to and from spreadsheet and database applications.

Highlights

- Integrates with Sage 300 GL, AP and PJC.
- Supports unlimited earnings and deductions.
- Allows user to define formula for earning/deduction calculation.
- Supports multiple payroll calculation in one pay period.
- Provides the flexibility to reverse payroll calculation in the last pay period.
- Allows user to include all or part of the earnings/deductions in the calculation.
- Provides flexible and customizable tax table to calculate income tax.
- Allows user to calculate income tax on Period to Date or Year to Date basis.
- Full multicurrency support.
- Enables cost center accounting by overriding GL segment.
- Allow employee to get paid in home currency or foreign currency.
- Creates AP invoice to track the salary payment to employee.
- Creates AP invoice to track the benefit or income tax payment.
- Provides unlimited optional fields for employee and timecard entry.
- Tracks accrual and usage of employee vacations.
- Allowed vacation time can accrue according to user-defined formula.
- Allocates labor cost across multiple cost centers by specified allocation set.
- Restricts user's access to employee & payroll information.

Integrated Solution

- Supports all the databases for Sage 300.
- Supports the Sage 300 import/export facility.
- Uses the standard Sage 300 security control system.
- Use the fiscal calendar and currency of Common Service module.
- Creates GL transaction for payroll calculation batch automatically.
- Creates AP invoice for payroll calculation batch automatically.
- Drill down from G/L and A/P to originating payroll calculation entry.

Multicurrency

- Earnings/deductions can be calculated in functional or pay currency.
- The GL transaction for payroll calculation is in functional and pay currency.
- Employer welfare and income tax is calculated in functional currency only.

The screenshot shows the 'SAMIHC - Employees' window. The 'Employee Number' is 0001 and the employee name is Bruce Li. The status is 'Active'. The 'General' tab is selected, showing fields for Last Name (Bruce), First (Li), Middle, Address (5559 Jackson Avenue), City (Beijing), State/Province, Country (China), Postal Code, Telephone, Email, Nation (Native), Gender (Male), Marital Status (Married), and Emergency Contact. On the right, there are fields for SIN, ID/IRC Number, Pension Fund No., Medical Aid No., Income Tax No., Last Maintained (21/09/2015), Birth Date (01/01/1970), Hire Date (01/01/1998), Probation End Date, Last Raised Date, and Terminated Date. Buttons for 'Save', 'Delete', and 'Close' are at the bottom.

The screenshot shows the 'SAMIHC - Income Taxes' window. The 'Income Tax' is IIT. The description is 'Individual Income Tax'. The 'Basic Info' tab is selected, showing fields for Last Maintained (13/01/2016), Inactive checkbox, Short Description (IIT), Tax Rebate (NONE), and Tax Payable Account (2200). The 'Tax Payable Account' is linked to 'Federal tax payable'. Buttons for 'Save', 'Delete', and 'Close' are at the bottom.

Sage 300 Security Modules

Norming develops a suite of security products for Sage 300 to limit the sensitive or confidential data to the authorized Sage 300 users.

Norming Bank Security

Norming Bank Security enables organizations to control, which users can see or use certain banks based on user permission setting in Norming Bank Security.

- Enables you to control user access to any bank in bank service, accounts payable and accounts receivable. This allows you to limit user activity to a prescribed set of bank, blocking sensitive or confidential banks from being seen or changed.
- Restricts users from viewing A/P Payment or A/R Receipt Batches containing banks from which they are restricted.
- Restricts users to adding banks only to which they can access.
- Works with all the third-party products if they use bank integration.

Norming Inventory Security

Norming Inventory Security enables organizations to control the user access to the I/C items and locations, based on user permission setting in Norming Inventory Security.

- Enables you to control user access to item and location in inventory control, order entry and purchase order. This allows you to limit user activity to a prescribed set of items and locations, blocking sensitive or confidential items, location from being seen or changed.
- Allows you to tailor user access to item and location.
- Restricts users from viewing location details containing items or locations from which they are restricted.
- Restricts users to adding items or locations only to which they have access.
- Works with all the third-party products if they use Inventory.

Norming Sales Security

Norming Sales Security enables organizations to control the user access to customers, price list, and order entry, sales history, based on customer permission setting in Norming Sales Security.

- Enables you to control user access to any customer and price list in inventory control, order entry. This allows you to limit user activity to a prescribed set of customers and price lists, blocking sensitive or confidential customers and price lists from being seen or changed.
- Allows you to tailor user access to customer and price list.
- Restricts users from viewing price containing price list from which they are restricted.
- Allows users to view order entry and sales history containing only customer or price lists to which they have access.
- Works with all the third-party products if they use Customer and Price List integration.

Norming Purchase Security

Norming Purchase Security enables organizations to control the user access to vendors, purchase order, purchase receipt, purchase invoice and purchase history, based on vendor permission setting in Norming Purchase Security.

- Enables you to control user access to vendor. This allows you to limit user activity to a prescribed set of vendors, blocking sensitive or confidential vendors, AP transaction and purchasing activities from being seen or changed.
- Allows you to tailor user access to vendor.
- Works with all the third-party products if they use Purchase Order integration.

Norming A/P Security

Norming A/P Security enables organizations to control the user access to vendors, A/P invoices, A/P payment entries, A/P adjustment entries and vendor history, based on vendor permission setting in Norming A/P Security.

- Enables you to control user access to vendor. This allows you to limit user activity to a prescribed set of vendors, blocking sensitive or confidential vendors, AP transactions and history from being seen or changed.
- Allows you to tailor user access to vendor.
- Provides an easy way to apply vendor permission in A/P reports.

Norming A/R Security

Norming A/R Security enables organizations to control the user access to customers, A/R invoices, A/R receipt entries, A/R adjustment entries and customer history, based on customer permission setting in Norming A/R Security.

- Enables you to control user access to customer. This allows you to limit user activity to a prescribed set of customers, blocking sensitive or confidential customers, AR transactions and history from being seen or changed.
- Allows you to tailor user access to customer.
- Provides an easy way to apply customer permission in A/R reports.



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2007, Sage Development Partner of the Year, Africa
2007, Sage Development Partner of the Year, Asia
2007, Top 3rd Party Product, Australia & New Zealand
2006, Top 3rd Party Product, Australia & New Zealand
2006, Accpac Intl. Developer Runner-Up, 2006, Africa
2005, Outstanding Business Growth, Asia
2002, Sage Development Partner of the Year, North America



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