ERPAdvance Asia

FOR SAGE 300

NORMING RESOURCE MANAGER · PROCUREMENT

A/P Invoice

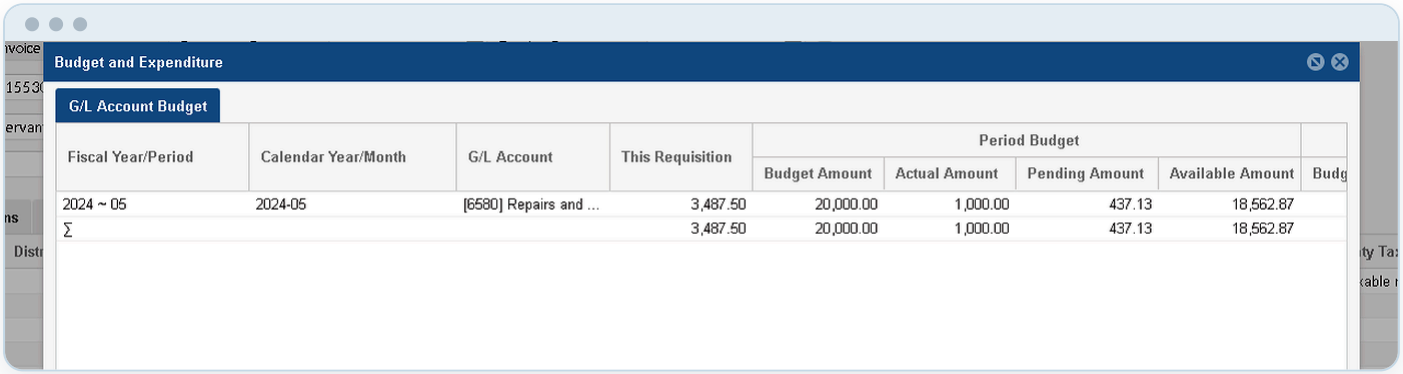
Enter and approve non-PO supplier invoices online

Staff enter supplier invoices that have no purchase order in a simple web form, coded against Sage 300. Approved invoices create A/P invoices in Sage 300 without re-keying.

HOW IT WORKS

Enter → **Check** → **Approve** → **Create**

- **Enter** — Invoice or credit note
- **Check** — Budget and validation
- **Approve** — Rule-based workflow
- **Create** — A/P invoice in Sage 300



Budget check on an A/P invoice

KEY CAPABILITIES

Invoices and credit notes
Enter either document type with distribution codes, G/L accounts and tax by authority.

Budget control
Check spend against budget by G/L account and by department, division or region.

Condition-based approval
Send different types of expense to different approvers, with email alerts.

Custom validation
Show warnings or errors when an entry breaks your rules, before it is submitted.

Vendor access control
Limit which A/P vendors each user can raise invoices for.

Invoice attached at entry
Attach the invoice when it is entered, so approvers check it and auditors can retrieve it later.

APPROVALS THAT DON'T GET STUCK

- **Auto-escalation** — Moves up a level after the time limit you set.
- **Delegation** — A substitute approves for you on set dates.
- **Transfer** — Hand a request to a colleague to approve.
- **Reminders** — Scheduled emails nudge pending approvers.

Creates A/P invoices in Sage 300 A/P. Entry and approval on web; approval on mobile. ESS web user licences cost a fraction of a full Sage 300 user licence.

See how it fits your business

Contact your Sage 300 partner or ERPAdvance Asia for a demo.

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