ERPAdvance Asia

FOR SAGE 300

NORMING RESOURCE MANAGER · HR AND EXPENSES

Cash Advance

Advance cash before the trip, settle it against the claim

Employees request a cash advance on the web portal and managers approve it before any money is paid. Once paid, the advance is settled against the employee's expense claims, and any unused balance is repaid.

HOW IT WORKS

Request
Amount, currency, date

→

Approve
Workflow on web or mobile

→

Pay
Bank cheque or A/P prepayment

→

Settle
Against the expense claim

ADVANCE PAID		EXPENSE CLAIM		BALANCE
1,000.00	-	820.00	=	180.00
Approved, then paid by bank cheque or A/P prepayment		Actual spend with receipts, approved as usual		Repaid via A/R receipt or payroll; if the claim is higher, the difference is reimbursed

Illustration: an advance is settled against the expense claim, so only the balance changes hands

KEY CAPABILITIES

Request on the portal
Enter amount, currency and required date, and follow it from Open to Posted.

Linked to travel
Optionally create an advance when a travel request is approved.

Approval workflow
Condition-based approvals; approvers can be allowed to edit requests.

Pay your way
Pay by bank cheque through Bank Services, or as an A/P prepayment.

Settled against claims
Apply advances to expense claims in Resource Manager or Sage 300 A/P.

Repayment
Recover unused advances by A/R miscellaneous receipt or payroll.

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.

Part of Norming Travel & Expenses. Advances post to Sage 300 G/L, with multi-currency support, and the advance balance shows on the portal once posted.

See how it fits your business

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

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