ERPAdvance Asia

FOR SAGE 300

NORMING RESOURCE MANAGER · HR AND EXPENSES

Expense Claims & Travel

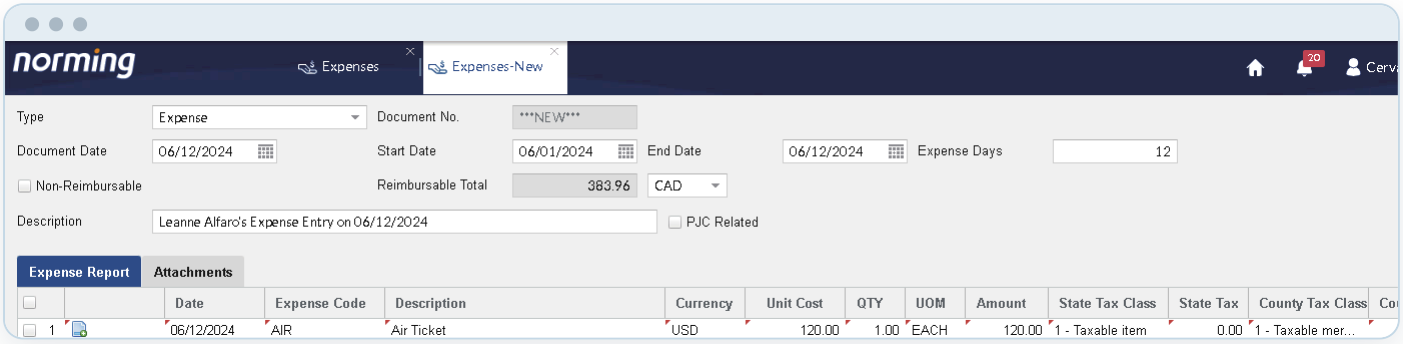
Travel requests, cash advances and everyday claims in one paperless flow

Staff claim any business expense on web or mobile. Everyday claims go straight to approval; business trips start with a travel request, approved before anyone travels.

HOW IT WORKS

Everyday (Non-travel): **Claim** (Any expense) → **Approve** (Web or mobile) → **Reimburse** (A/P or payroll)

Travel (Business trips): **Request** (Trip and costs) → **Approve** (Pre-trip) → **Advance** (Optional) → **Claim** (Vs estimate) → **Reimburse** (A/P or payroll)



Expense claim entry

KEY CAPABILITIES

Travel request approval
Approve the purpose, dates, destinations and estimated costs before the trip.

Everyday expense claims
Claim non-travel expenses straight away, with no travel request needed.

Cash advances
Request advances upfront and reconcile them against the final claim in Sage 300.

Claims checked against trip
Link a travel claim to its request to compare actual spend with the estimate.

Receipts attached at entry
Attach receipts when you claim. Missing ones are flagged, and all are kept on file for audit.

Budget and policy alerts
Flag budget excesses and policy deviations before approval.

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.

Approved claims are reimbursed through Sage 300 A/P or payroll, with no re-keying. 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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