

# Norming Resource Manager

## AP Automation Solution

Norming AP automation software creates a more cost effective, efficient and streamlined AP process.

### 01 What is AP Automation?

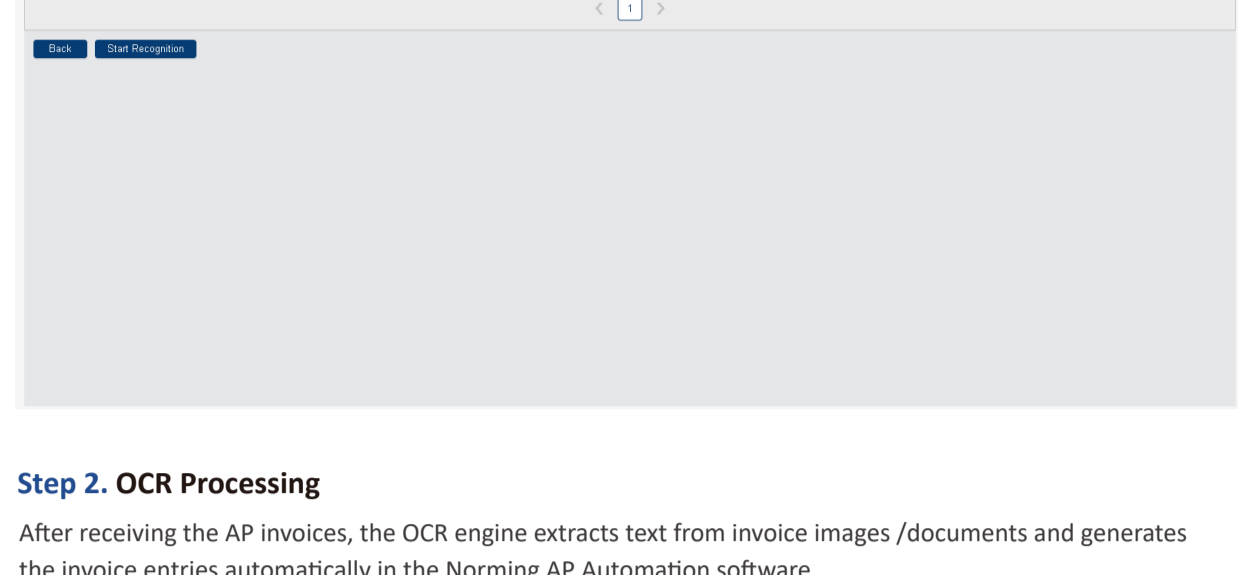
Accounts Payable Automation (AP Automation) incorporates Optical Character Recognition (OCR) technology with machine learning which is used by accounting teams to automate accounts payable invoice processes. Norming AP automation eliminates manual / paper based AP processes to create more visibility and provide greater control over organizational spending.

### 02 Make your AP invoicing process easy in just a few steps:

Speed up your AP invoicing process 3-5x faster with Norming AP Automation

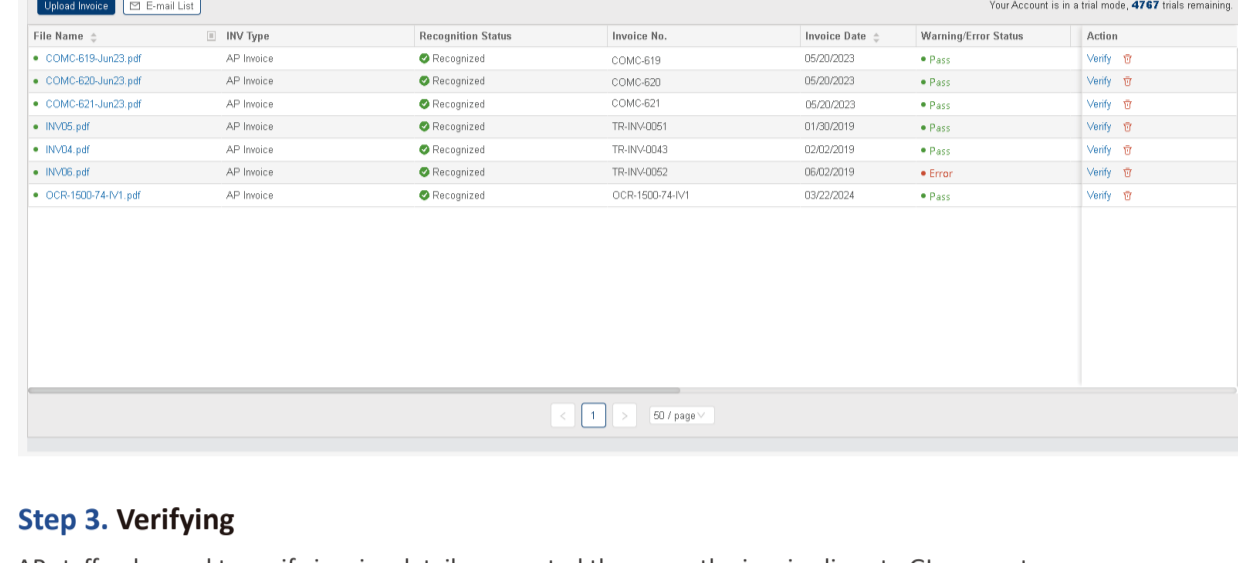
#### Step 1. Email/Upload invoices to the OCR system.

No more manual data entry. You specify a dedicated email address that your AP staff/suppliers can email their invoices to.



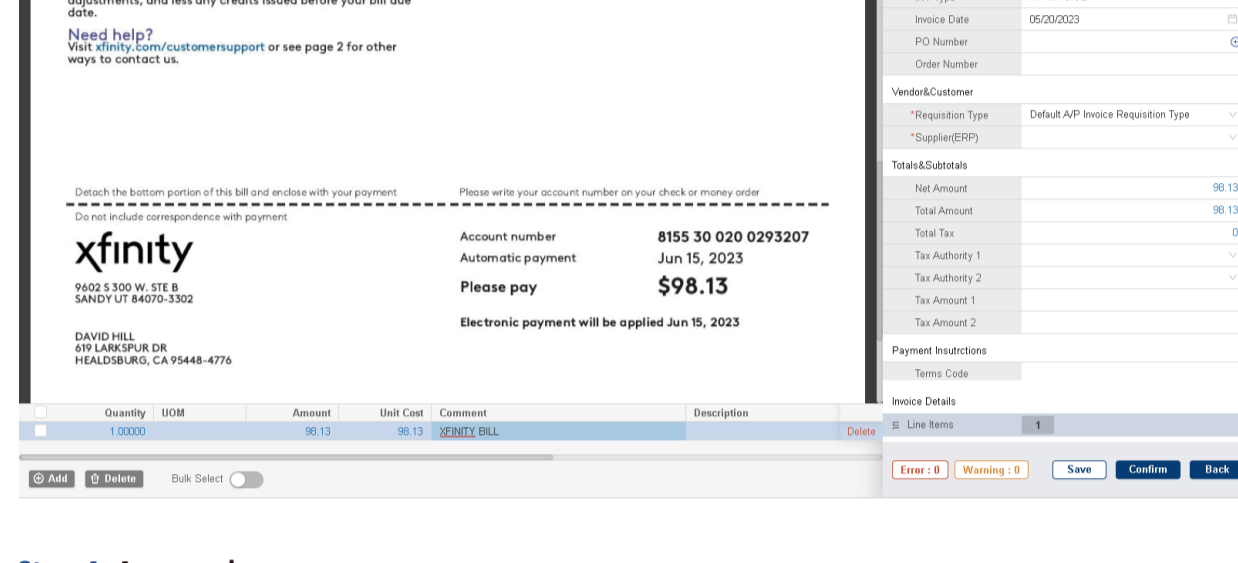
#### Step 2. OCR Processing

After receiving the AP invoices, the OCR engine extracts text from invoice images /documents and generates the invoice entries automatically in the Norming AP Automation software.



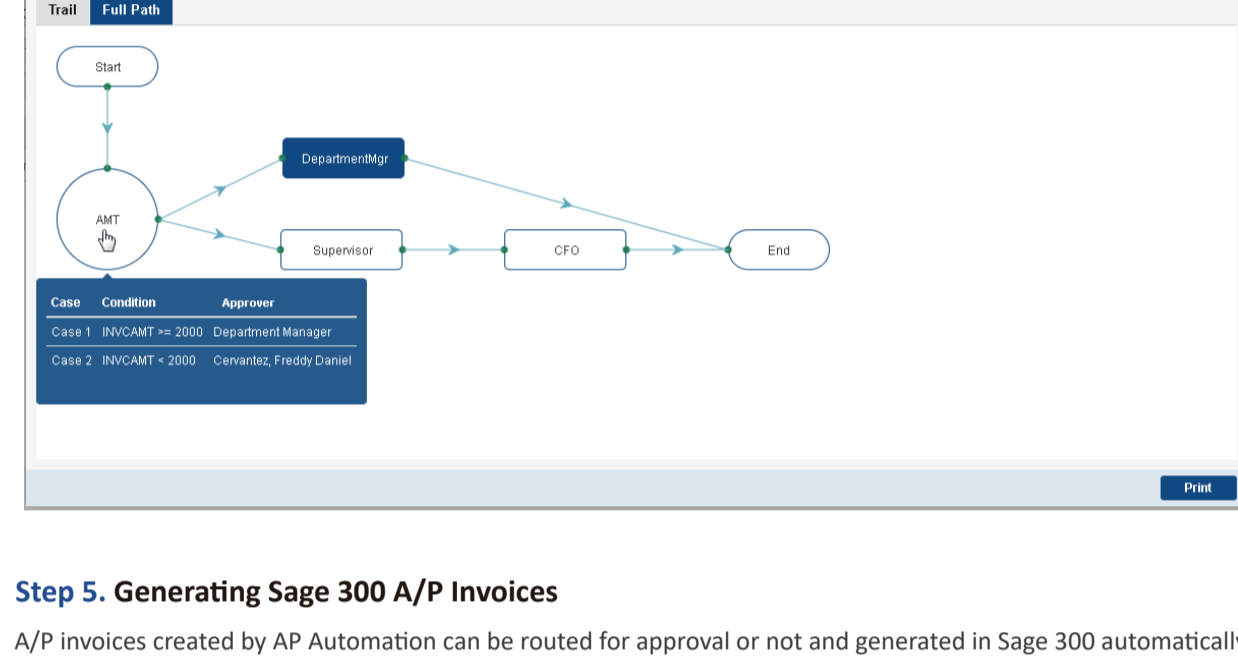
#### Step 3. Verifying

AP staff only need to verify invoice details generated then map the invoice lines to GL accounts.



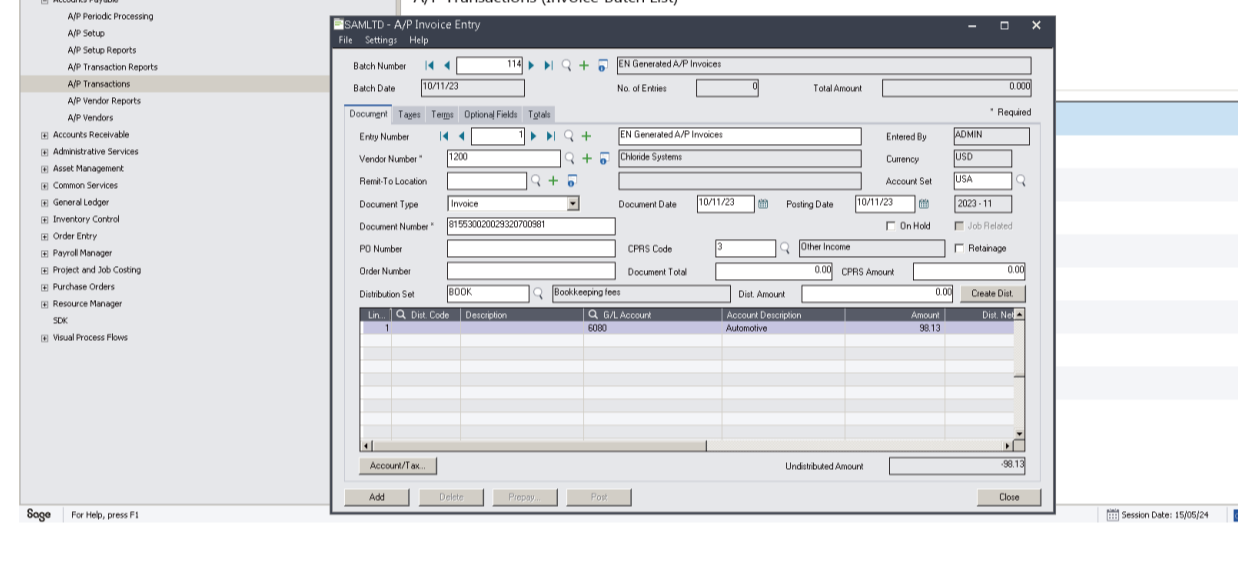
#### Step 4. Approval

When verification is done, the invoice can be routed to the right approvers electronically as part of the AP Invoice Requisition process.



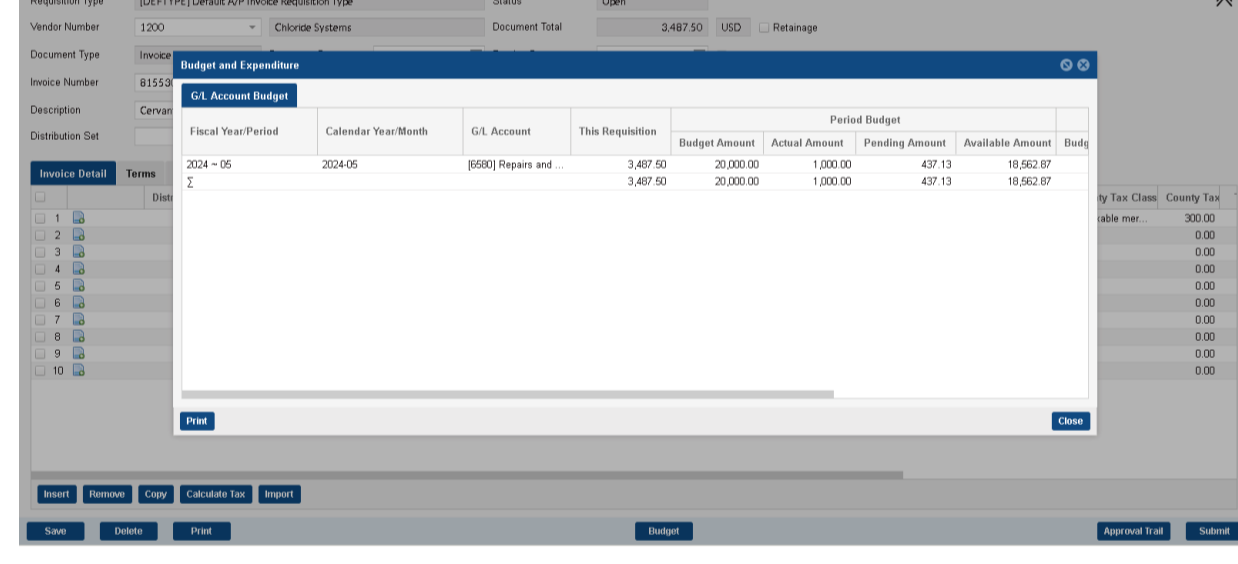
#### Step 5. Generating Sage 300 A/P Invoices

A/P invoices created by AP Automation can be routed for approval or not and generated in Sage 300 automatically without any human intervention.



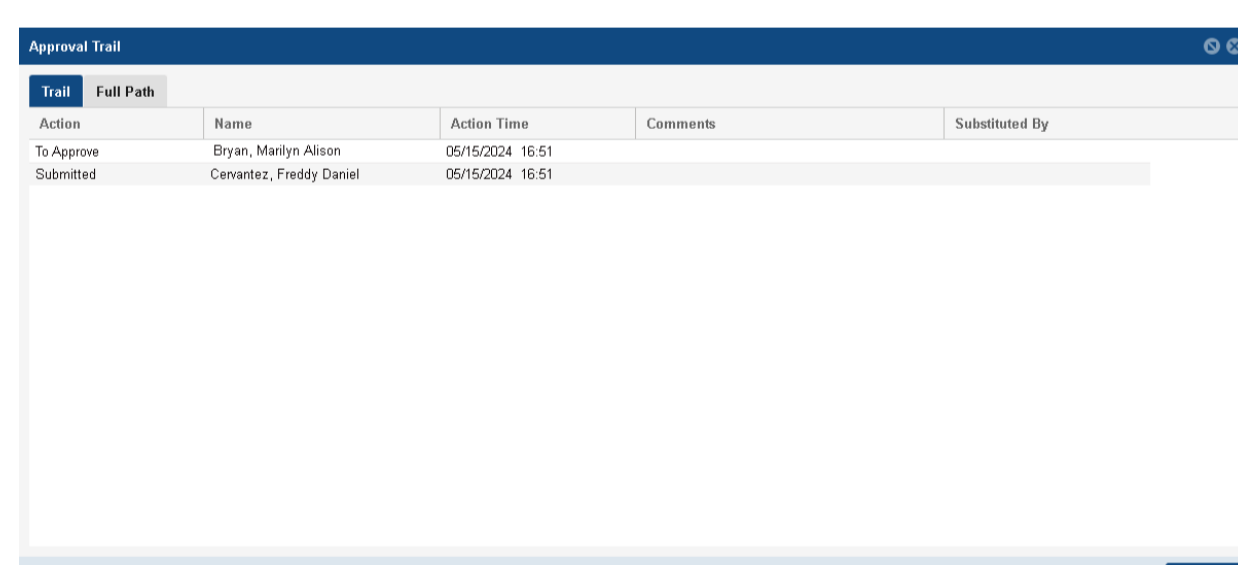
### 03 Key benefits of the AP automation solution

- Saves time and effort**  
 Automating and simplifying your data entry and approval processes using advanced technologies such as OCR and machine learning.
- Higher accuracy**  
 Reduce human errors and duplications that come from manual data entry.
- Increase policy compliance and cost controls**  
 Get better control with real-time and custom validation rules within approval workflows as needed.



#### Easy Auditing

All supporting documents, comments and approval actions can be tracked in the system.

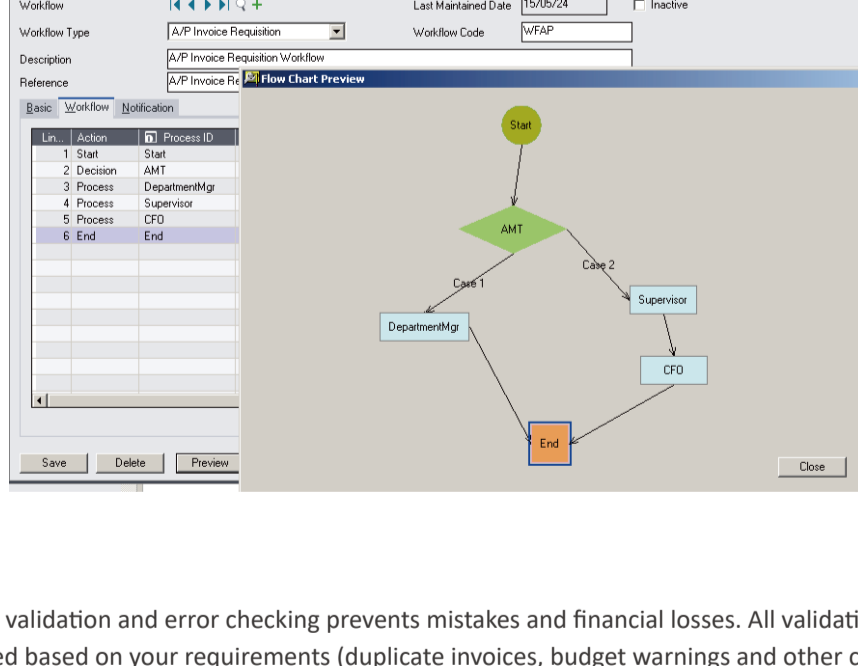


### 04 Product Features

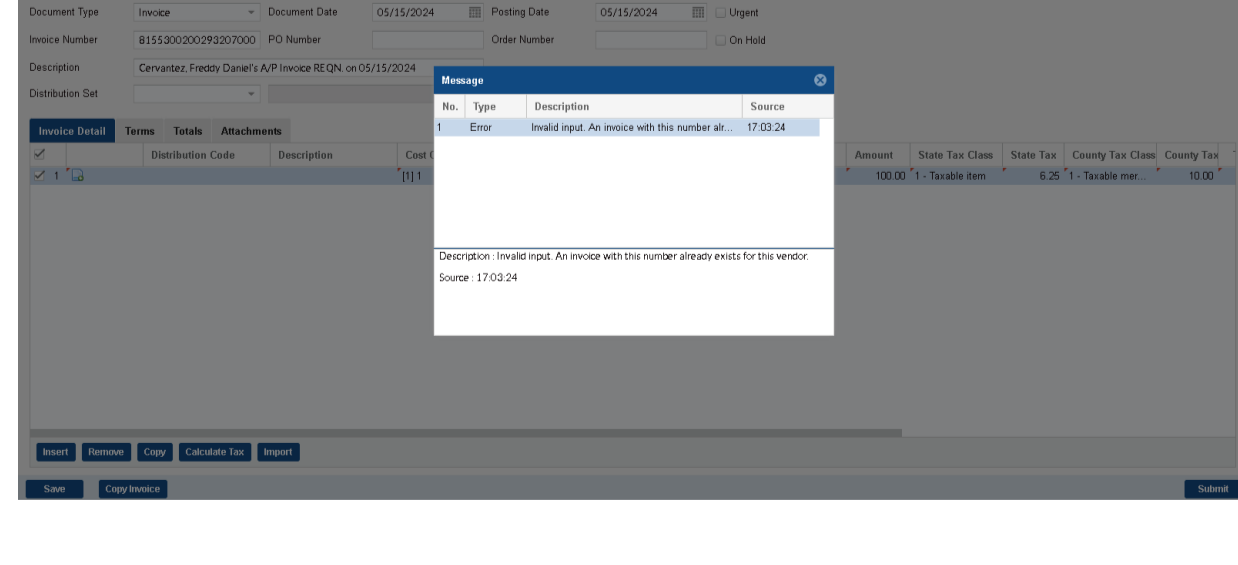
- Modern UI**  
 Norming AP automation provides web and mobile access for anytime and anywhere interaction to submit and approve AP Invoices. All steps in the process are paperless and fully documented with complete audit trails. An easy to use interface improves the user experience increasing acceptance and utilization of the system.

- OCR technology**  
 Optical character recognition (OCR) is a technology that helps you extract text from invoice images/pdfs. With OCR Invoice Processing, the need to store paper invoices and rely on manual data entry is eliminated.

- Powerful workflow engine**  
 Resource Manager AP Automation provides a powerful workflow engine flexible enough to support customized workflow approvals tailored for your specific policies. Every step of the process is documented and system routines alert managers for missing approvals.



- Controls**  
 Real-time validation and error checking prevents mistakes and financial losses. All validation rules can be customized based on your requirements (duplicate invoices, budget warnings and other custom criteria).



- Full Sage 300 integration**  
 True integration with all Sage 300 modules including: Common Services, GL, AP, Project and Job Costing and more. Transactions are generated into your existing system seamlessly without any data entry or import/export.

