Norming Resource Manager

AP Automation Solution

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

What is AP Automation?

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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.

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.

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Upload You can u	pload up to 100 files. PDF, JPG, JPEG, PNG or 0	OFD types are supported. Each file should be I	ess than 20MB		
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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.

	File Name Please Input Supplier(ERP) Please Input	Invoice No. Please Inp	Date Crea	ted Nearly 30 Days 🔻	04/15/2024 ~ 05/15/2024 8	All y
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COMC-620-Jun23.pdf	AP Invoice	Recognized	COMC-620	05/20/2023	• Pass	Verify 😈
COMC-621-Jun23.pdf	AP Invoice	Recognized	COMC-621	05/20/2023	• Pass	Verify 😈
INV05.pdf	AP Invoice	Recognized	TR-INV-0051	01/30/2019	• Pass	Verify 😈
NV04.pdf	AP Invoice	Recognized	TR-INV-0043	02/02/2019	• Pass	Verify 😈
NV06.pdf	AP Invoice	Recognized	TR-INV-0052	06/02/2019	• Error	Verify 😨
OCR-1500-74-IV1.pdf	AP Invoice	Recognized	OCR-1500-74-IV1	03/22/2024	Pass	Verify 😰



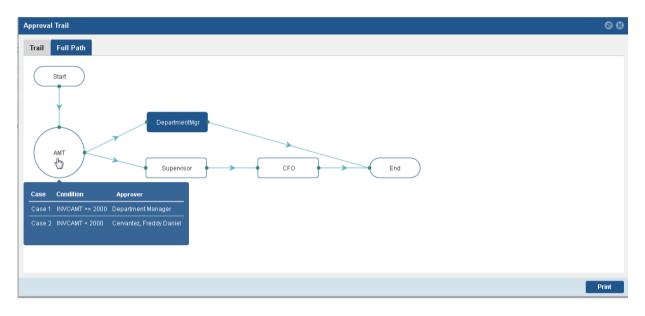
Step 3. Verifying

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

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			- 11	Invoice No.	8155300200293207000981					
Your automatic payment on Jun 15, 2023, will include your amount due, plus or minus any payment related activities or adjustments, and less any credits issued before your bill due				INV Type	AP INVOICE	\sim				
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Need help? Visit xfinity.com/customersupport or see page 2 for other				PO Number						
ways to contact us.			- 11	Order Number						
			- 11	Vendor&Customer						
			- 11	*Requisition Type	Default A/P Invoice Requisition Type	~				
			- 11	*Supplier(ERP)		~				
				Totals&Subtotals						
Detach the bottom portion of this bill and enclose with your payment	- 11	Net Amount		98.13						
Do not include correspondence with payment			_	Total Amount		98.13				
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HEALDSBURG, CA 95448-4776			- 10	Terms Code						
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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.

Sage 300 - Sample Company Inc.		Administrator	– f	7 ×
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Sample Company Inc.				
A/P Transactions (Invoice Batch List)				
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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.

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Document Type	Invoice	Budget and Expenditure	-							00		
Invoice Number	81553									00		
Description	Cervan	G/L Account Budget										
Distribution Set		Fiscal Year/Period	Calendar Year/Month	G/L Account	This Requisition	Budget Amount		d Budget Pending Amount	Available Amount	Puda		
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Easy Auditing

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

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To Appro	ve	Bryan, Marilyn Alison	05/15/2024 16:51	'		
Submitte	ed	Cervantez, Freddy Daniel	05/15/2024 16:51			
						Print

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.

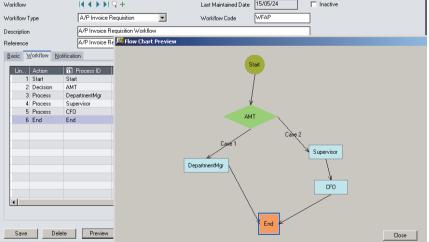
OCR technology

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.

1	🎮 INC08 - Approval	Workflows			×
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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).

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Invoice Number	8155300200293207000	2000 PO Number			Order Number	r 🗌 On Hold							
Description	Cervantez, Freddy Daniel's	A/P Invoice REQN. on C	5/15/2024					8					
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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 accounting system seamlessly without any data entry or import/export.

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