## Norming Resource Manager eExpense Claim Suite

Web and Mobile-Based, Paperless Expense Claim with Travel and Cash Advance Management

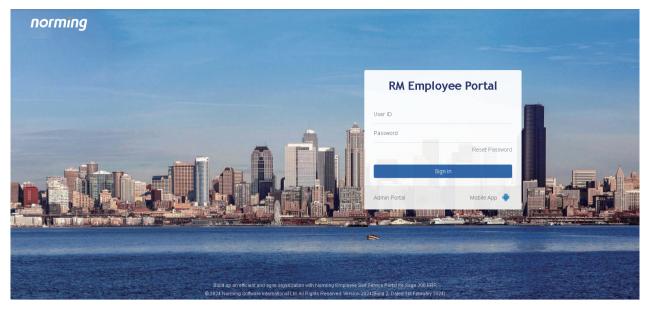
Norming Resource Manager eExpense Claim Suite seamlessly integrates with Sage 300 to automate employee expense claims, travel requests, and cash advance management. Employees and managers can:

- Submit, track, and approve travel requests, expense claims, and cash advances anytime, anywhere.
- Manage cash advances with detailed requests and proper reconciliation against actual expenses through Sage 300's AP/GL modules.
- Automate workflows with real-time budget alerts and policy enforcement.
- Eliminate manual tasks with Sage 300 synchronization and auto-reconciliation.

Accelerate approvals, improve cost control, ensure compliance, and reduce processing costs — all in one intuitive, paperless **Web and Mobile-based platform.** 

#### Anytime, Anywhere Access

Empower your team with 24/7 access to submit and approve travel requests and expenses from any device. Our Web and Mobile-based platform speeds up approvals and shortens reimbursement cycles, while keeping employees informed with real-time status updates.



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#### Intuitive Employee Self-Service (ESS) Portal

Norming Resource Manager eExpense Claim Suite improves on traditional accounting software with its intuitive ESS portal, built to eliminate process delays and reduce errors. Employees can get up to speed in minutes, ensuring faster, more accurate submissions and approvals. Instant notifications keep both managers and employees informed, preventing bottlenecks and ensuring timely updates on travel requests and expense claims.

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Туре	Expense	- Document No.	***NEW***				*	٤
Document Date	06/12/2024	Start Date	06/01/2024 III End Date	06/12/2024 III Expense Days	12			
Non-Reimbursable		Reimbursable Total	383.96 CAD -					
Description	Leanne Alfaro's Expense Entry on	06/12/2024	PJC Related					

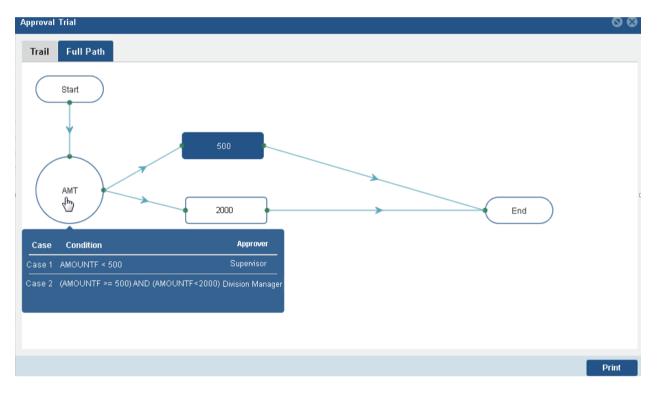
	Date	Expense Code	Description	Currency	Unit Cost	QTY	UOM	Amount	State Tax Class	State Tax	County Tax Class	County Tax	Job	
1 🔒	06/12/2024	AIR	Air Ticket	USD	120.00	1.00	EACH	120.00	1 - Taxable item	0.00	1 - Taxable mer	0.00		
2 🛃	06/12/2024	HOTEL	Hotel and Accomodation	USD	120.00	1.00	EACH	120.00	1 - Taxable item	0.00	1 - Taxable mer	0.00		1
3 🚺	06/12/2024	TAXI	Taxi	USD	10.00	1.00	EACH	10.00	1 - Taxable item	0.00	1 - Taxable mer	0.00		1
4 🔜					0.00	1.00		0.00		0.00		0.00		
5 🔒					0.00	1.00		0.00		0.00		0.00		
6 🔒					0.00	1.00		0.00		0.00		0.00		
7 🔒					0.00	1.00		0.00		0.00		0.00		
8 🔒					0.00	1.00		0.00		0.00		0.00		
9 🔒					0.00	1.00		0.00		0.00		0.00		
10 🔒					0.00	1.00		0.00		0.00		0.00		
Insert Remov	e Copy Import	Clear All Calc	ulate Tax											
		سنه المتسبية ا												
Expense Notes														
Save Co	ry Expense													Sub
3446	by Expense													3000

# 03

#### Smart, Condition-Based Workflows

Eliminate approval bottlenecks with workflows that adapt to your business needs. Automatically route expenses to the right approver based on criteria like amount, department, or project, while enforcing compliance at every step:

- Dynamic Approval Paths Assign approvers for specific expenses.
- Validation Checks Flag missing receipts and policy compliance issues before approval.
- **Custom Alerts** Automatically notify approvers via email to keep workflows on track.
- Multi-Level Escalation Auto-remind busy approvers or escalate to backups for urgent requests.





#### **Supporting Document Management**

Ensure every expense is audit-ready by attaching PDFs, images, spreadsheets, or other documents at both the header and line-item level. The system automatically flags missing documents, reducing errors and delays, while approvers gain instant access to all files for streamlined verification.

norming	🐋 Expens	es 💛 🐋 Expenses	-EV000112 ×				ń	20	💄 Cervantez, Freddy Daniel 👻	G
Туре	Expense	Document No.	EV000112							$\otimes$
Document Date	11/07/2023	Start Date	11/01/2023	End Date	11/07/2023 III Expense Days	7				
Non-Reimbursable		Reimbursable Total	446.37	CAD -						
Description	Cervantez, Freddy Daniel's Expense	Entry on 11/07/2023		PJC Related						
Event		Grade			w.					
County / School			nts							
Grade		- Topic			¥					
Expense Report	Attachments									
File Name	Notes		Upload	led By	Uploaded Date					
receipt-102.pdf			Leanne	Alfaro	06/12/2024					
Attach Detach	Download									

### Pre-Approved Travel & Cash Advances

**Pre-approved travel** requests offer clear oversight of itineraries and budgets, helping organizations manage costs and enforce travel policies. **Cash advances** can be requested upfront and automatically reconciled against final expense claim reports in Sage 300.

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Request Type	[DEFTYPE] Defa	ult Travel Request Type		Document No.	TR000007						≈
Request Date	02/20/2024	From Date	02/20/2024	To Date	03/02/2024						
Travel Days		12 Budget Amount	4,000.00	<ol> <li>Cash Advance</li> </ol>	0.00	USD -					
Description	Cervantez, Fredo	y Daniel's Travel Request o	02/20/2024	•							
Note											
PJC Related											
Itinerary Estimat											
From Locati	on	To Location	From Date	To Date	Days	-					
1 CANADA		SINGAPORE	02/20/2024	02/27/2024		8	7 Asia Travel 4 Business Travel to HK				
2 SINGAPORE		HUNGKUNG	02/2//2024	03/02/2024		4 0	4 Business Travel to HK				
4						0	0				
6						0	0				
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Add Remove	Comu										
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#### Automated Budget & Compliance Alerts

Automated email reminders help ensure timely submission and approval of expense claims, keeping teams compliant with company policies. Customizable alerts flag budget excesses and policy deviations, prompting immediate corrective action. This solution validates expenses against budgets, enforces policy compliance, and incorporates additional approval steps as needed, fostering efficiency, cost control, and accountability.

Mess	age			⊗
No.	Туре	Description	Source	
1	Warning	For G/L Account 6660, the expenditure total	14:05:51	
2	Warning	For G/L Account 6660-100, the expenditure	14:05:51	

Description : For G/L Account 6660, the expenditure total in this document(232.12) exceeds the available period budget amount(-232.12).

Source : 14:05:51





#### Seamless Sage 300 Integration

Approved expense reports submitted via Web and Mobile-based platform are automatically transferred to the Sage 300 Resource Manager Expense module and AP Invoice for reimbursement. This seamless integration eliminates manual data entry, streamlines workflows, and minimizes errors, ensuring faster and more efficient processing.

🖬 INC08 - Expense Entry File Help							-		×
Batch Number I	72	Batch Date 12/06/24	***	Status Entries	Open 1	Totals		446.3	70
Document Taxes Optional Field	ls T <u>o</u> tals Attach <u>m</u> ents App <u>r</u> ova	l Trail							
Entry Number	1 🕨 🔰 🔍 🕂 🛛 Leanne Alfaro's	Expense Entry on 06/12/2024							

Employee	e Number	100010	🕂 🥛 Leanne Alfaro			Entry Status	Awaiting Approval		
Expense	Report Type	EXPENSE	C Expense Report			🔲 Non-Reimbursal	ble		
Documer	nt Number	EV000142	Document Date	12/06/24	Posting Date	12/06/24	Year/Period 2	024 - 06	
Start Date	e	01/06/24	End Date	12/06/24	Expense Days	12	PJC Related		
Reimburs	. Currency	CAD 🤍 Functional	Currency USD Rate Typ	e SP	Rate Date	01/04/24	Exchange Rate	1.00000	) 00 (
Reimburs	able Totals	446.37	Functional Totals	446.37	]				
Advance	Request				-				
🔽 Creat	e A/P Invoid	e VendorN	lumber 1201	Chloride Systems	test1	A/P Invoice Numbe	er		
Lin ]	Expense D.	] 🔍 Expense Co	Description	Оом Q	Source ]	Quantity	Unit Cost	Source Am	Re
	Expense D. 12/06/24	] Q. Expense Co AIR	Description Air Ticket			Quantity 1.00	Unit Cost 120.00	Source Am 120.00	Re
1					D				Re
1 2	12/06/24	AIR	Air Ticket	EACH USI	D	1.00	120.00	120.00	Re
1 2	12/06/24 12/06/24	AIR HOTEL	Air Ticket Hotel and Accomodation	EACH USI EACH USI	D	1.00 1.00	120.00 120.00	120.00 120.00	Re



#### **Cost-Effective Licensing**

Norming's **eExpense Claim Suite** offers a cost-effective way for employees to initiate and manage transactions via ESS or the Mobile App — before seamless integration with Sage 300. This solution offers access at a fraction of the cost of full Sage 300 licenses, making it an ideal choice for supporting remote workers with secure, real-time access to Sage 300 — while maintaining cost-efficiency and control.

