

# Norming Resource Manager eExpense Claim Suite

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

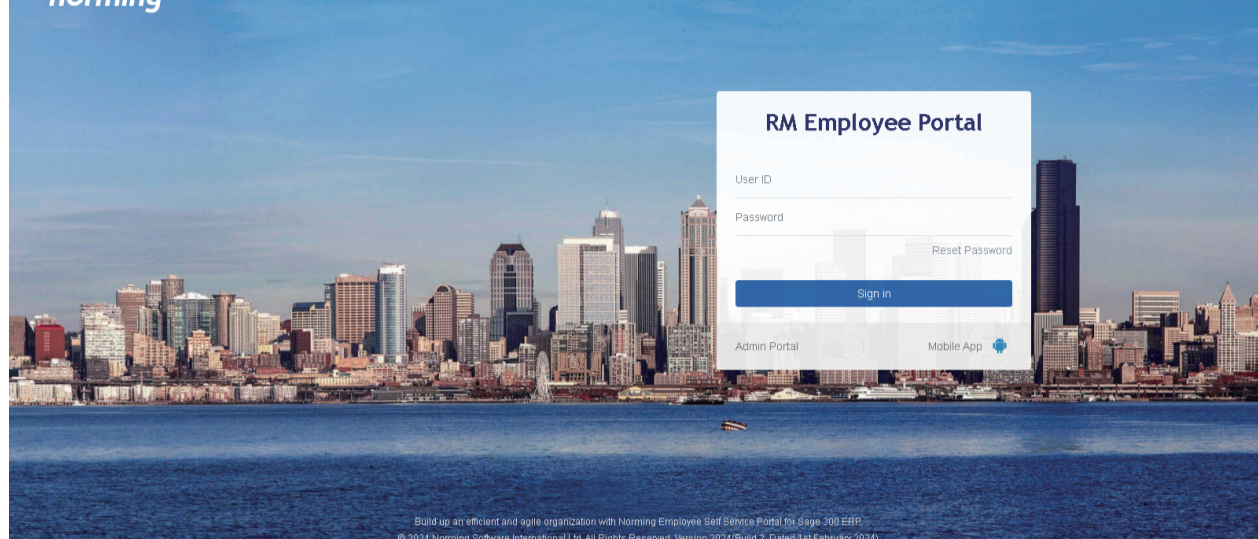
Norming Resource Manager eExpense Claim Suite seamlessly integrates with Sage 300 to automate employee expense claims, travel requests, and cash advance management. Employees and managers can:

- 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**.

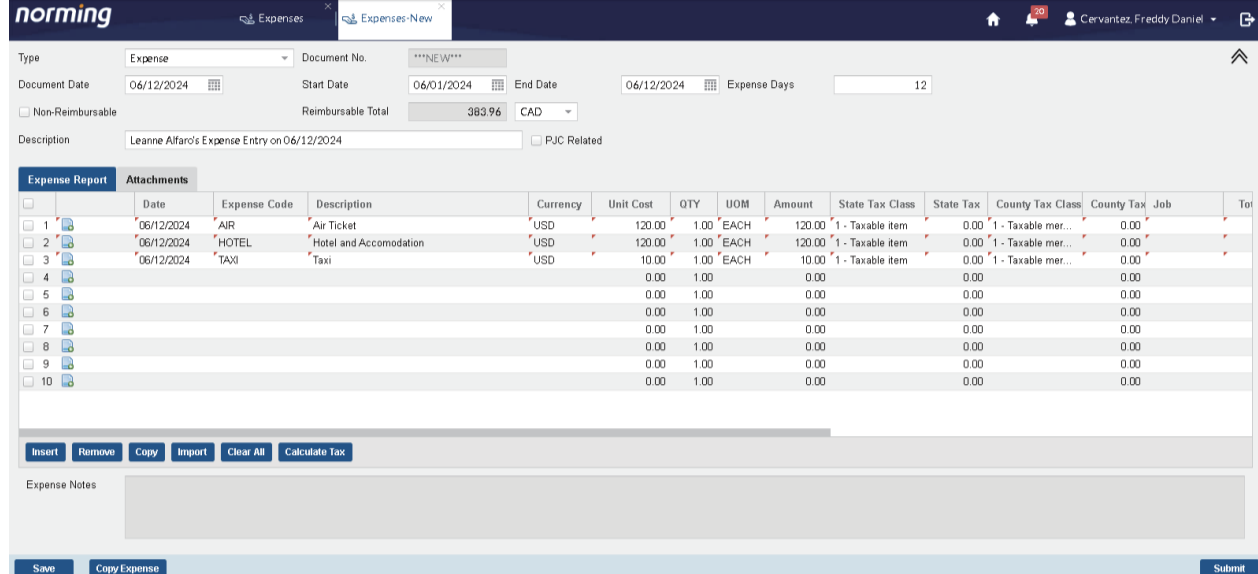
## 01 Anytime, Anywhere Access

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.



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

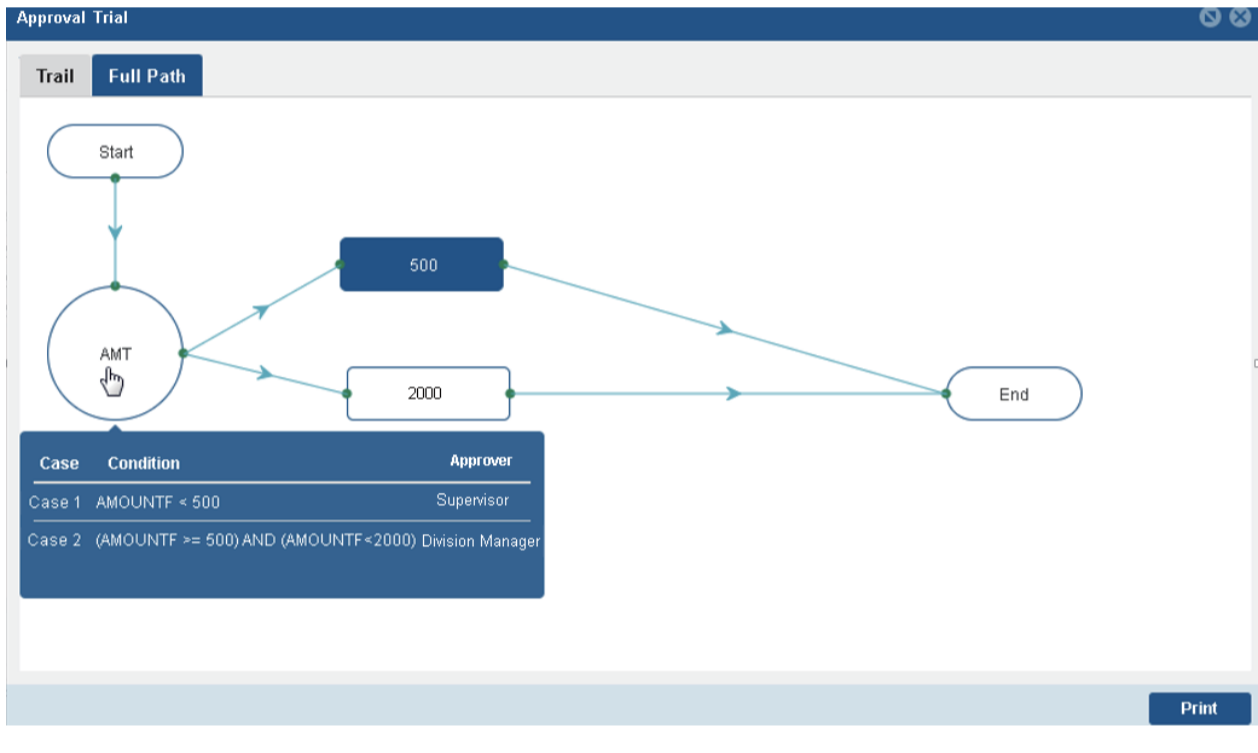
Norming Resource Manager eExpense Claim Suite improves on traditional accounting software with its intuitive ESS portal, built to eliminate process delays and reduce errors. Employees can get up to speed in minutes, ensuring faster, more accurate submissions and approvals. Instant notifications keep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



## 03 Smart, Condition-Based Workflows

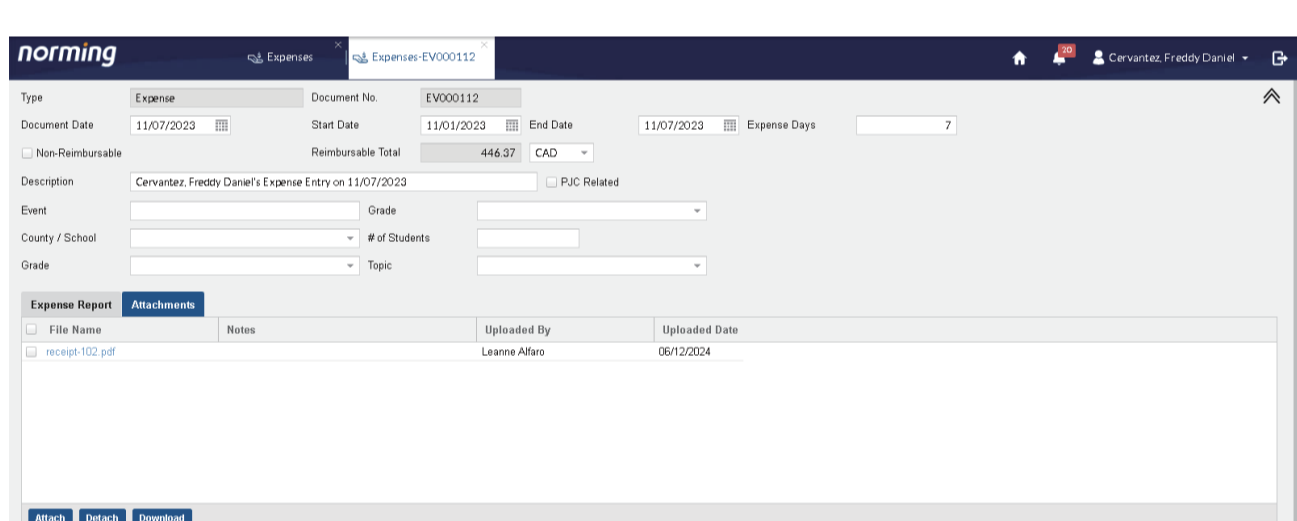
Eliminate approval bottlenecks with workflows that adapt to your business needs. Automatically route expenses to the right approver based on criteria like amount, department, or project, while enforcing compliance at every step:

- 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.



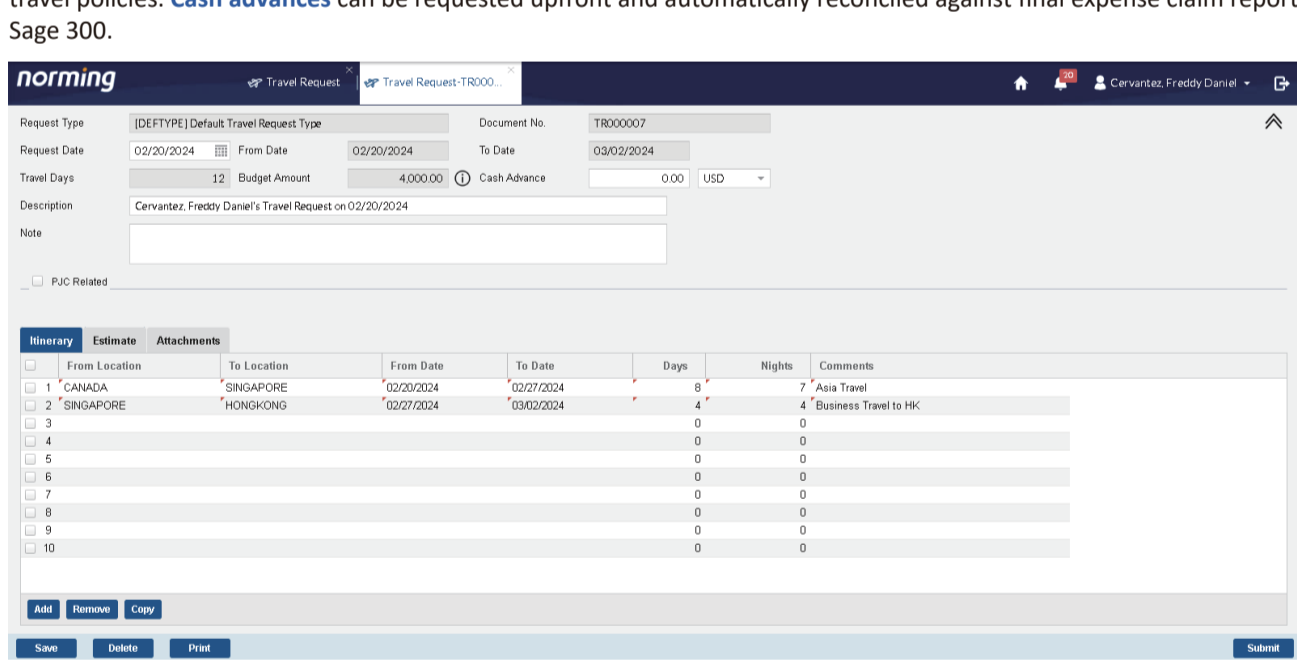
## 04 Supporting Document Management

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.



## 05 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.



## 06 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, and incorporates additional approval steps as needed, fostering efficiency, cost control, and accountability.

**Message**

No.	Type	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

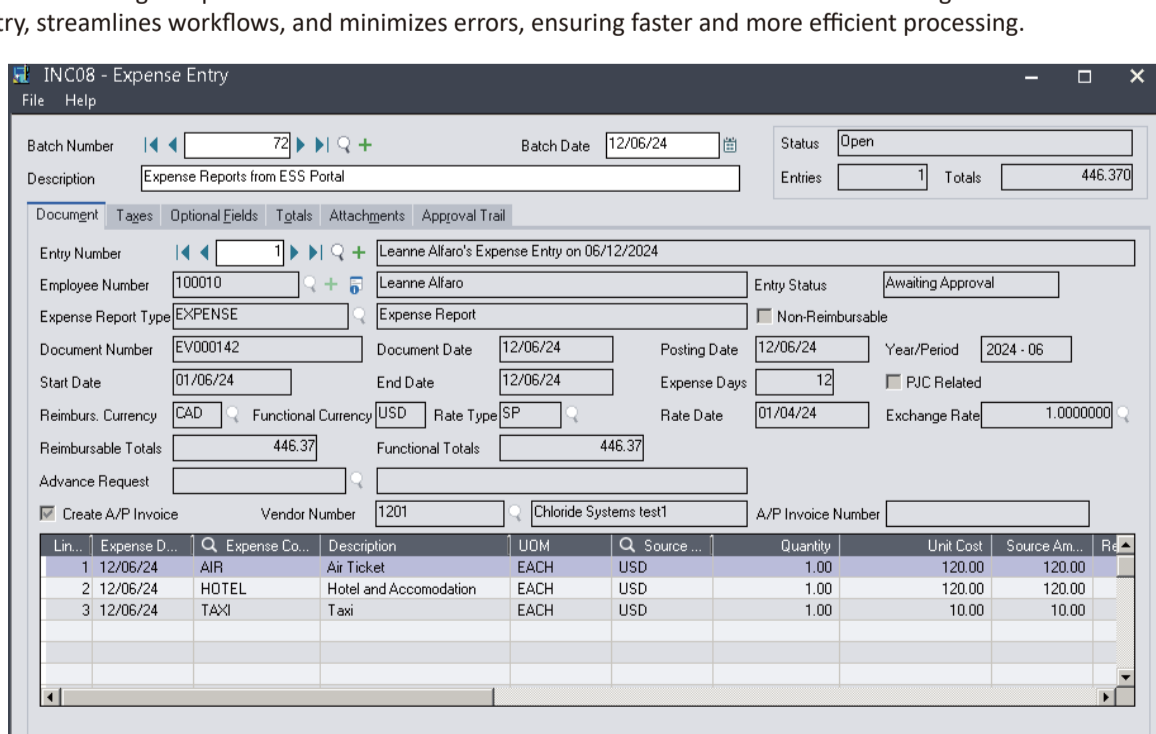
Description : For G/L Account 6660, the expenditure total in this document(232.12) exceeds the available period budget amount(-232.12).

Source : 14:05:51

Continue
Cancel

## 07 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.



## 08 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.