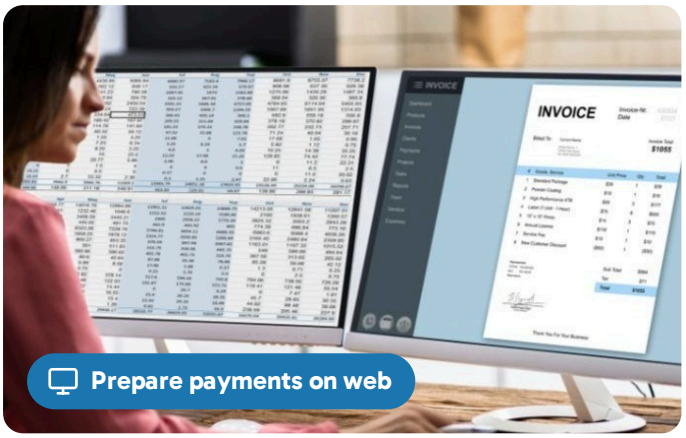
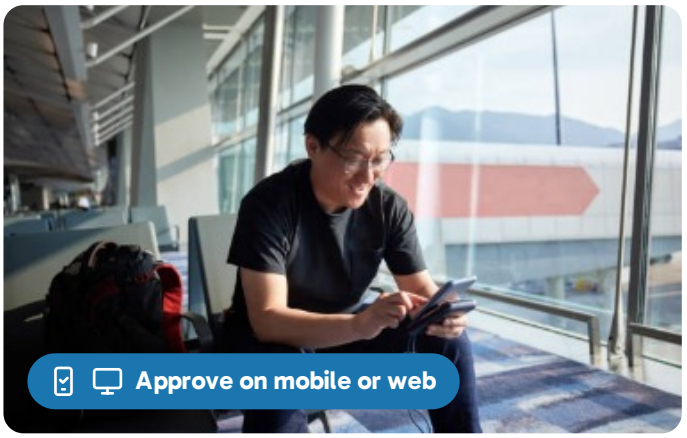
NORMING RESOURCE MANAGER

AP Payment Requisition

Prepare in bulk. Approve anywhere.

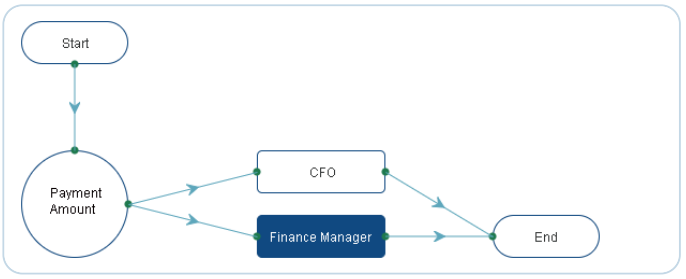




One run. Multiple vendors.

1. **Choose**
   Bank, payment date, due date and vendor group or selection code for your payment requests.
2. **Review**
   See open invoices, amounts paid, balances and amounts to apply.
3. **Select**
   Include or exclude vendors and invoices from this payment run, then create one request per vendor.
4. **Route**
   Each request goes through its own approval path automatically.

Approvals that keep moving



Real Norming screen - approval route by payment amount. Set levels and conditions to match your company rules.

- Review attachments and linked records, and add comments.
- Add a final finance check, or return requests for correction.

Flexible payments. Clear safeguards.

Payment options

- Monthly payment groups
- Urgent one-off requests
- Invoice instalments

Access and evidence

- Vendor and bank permissions
- Required attachments
- Invoice and PO drill-down

Track progress

- Track requests from draft to posted
- Approval and rejection history
- Who acted and when

ESS web user licences cost a fraction of a full Sage 300 user licence. Optional extensions: Manager Console, multi-company approval and Document Management. Drill-down to related POs, receipts and invoices requires linked records, and supporting documents must already be attached. Works with your existing Sage 300 bank payment or EFT process.

See how it fits your payment process

Contact your Sage 300 partner or ERPAdvance Asia for a demo.

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BEFORE AND AFTER

Less paperwork. Clearer approvals.

BEFORE | Paper-based work



- Prepare payments in Sage 300 with no online approval step
- Search folders and emails for the PO, GRN and invoice
- Circulate paper vouchers and wait for signatures
- Chase approvers by email and phone
- Re-key approved vouchers into Sage 300

AFTER | With Norming



- Create payment requests in bulk and route each to the right approvers
- Open the linked invoice, PO and receipt from the payment request
- Review and approve on web or mobile
- See live status and the full approval history
- Approval creates AP payment entries in Sage 300

From request to Sage 300

Prepare
AP team - on web

→

Approve
Supervisor, director - web or mobile

→

Final check
Finance (optional)

→

Sage 300 AP
Created in Sage 300, no re-keying

Regular payment | Miscellaneous payment | Prepayment

WORKS BEST WITH NORMING PROCURE-TO-PAY

▸ Click a step to watch the demo. Separate modules.

Requisition › Purchase Order › Goods Receipt › Invoice capture › AP Payment

See how it fits your payment process

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