Paramount WorkPlace refines user experience and introduces new features as part of the 2017 Release. Key features include:

**New Mobile App Interface**
Navigate quickly between Requisition, Expense, and Time modules for simple and convenient On-The-Go functionality. Shop, approve, and process directly from your Mobile App. View activity across all companies in Paramount WorkPlace without the hassle of logging in and out.
- Easy access to your Home, Approval, Entry, and History screens
- Seamless mobile access to Paramount WorkPlace via secure On-The-Go web server
- Available for iOS & Android

**Mobile App Catalog Shopping & Submission**
Browse and shop your company Catalogs, save items to the shopping cart, and submit as a Requisition anywhere, anytime!
- Secure and seamless On-The-Go submission and approval
- Clear display of Mobile Requisitions details and approval status (pending, approved, canceled) on the History screen

**Mobile App Expense Entry & Submission**
Create, submit, and view status of expense entries and expense sheets directly from the Mobile App.
- Detailed line items and attachments
- Clear display of Mobile Expense sheet status and expense line item details on the History screen

**Mobile App Time Entry & Submission**
Enter, submit and view status of your Time entries and create Timesheets directly from the Mobile App.
- Mobile time entries can be submitted as a Timesheet from the Mobile App
- Clear display of Mobile Timesheet approval status and details on the History screen

**Two Factor Authentication**
Enhance security with 2-Factor Authentication that you can enforce company-wide or as a per user preference.
- Easy configuration via General tab for company-wide enforcement
- Easy configuration via User Preferences screen for user-based preference
- Once activated, 2-factor authentication will be required
  - Every time Credit Card page is opened
  - 1st time accessing WorkPlace via new computer or device
  - 1st time navigating to the Security or System Settings for WorkPlace sessions

**Mobile App Approvals**
Approve, disapprove, and process approval sessions for Requisitions, Check Requests, Travel Requests, Expenses, and Timesheets directly from your mobile device, even across multiple companies in WorkPlace.
- Intuitive workflow and navigation
- Deeper level of visibility with transaction details
- Effective communications with Approver Notes to specific requests
2017 RELEASE
KEY FEATURES

Vendor Self Service in Vendor Portal
Empower supplier and vendors to submit their contact information and attachments for approval, while saving time and cutting operations cost.

- Seamless integration with Vendor Approval workflow
- Easy review of field level changes from WorkPlace Vendor or from Approval Session detail pages
- Approved changes will update both Paramount WorkPlace and integrated ERP

Sortable Lookups (Zooms)
Find information and sort data by column easily and quickly with one click.

- Available on every lookup (zoom) page
- Intuitive arrow icon displays next to sorted column heading
- "Lock" option to save preferred sort selection
- Ascend or descend order of information within a column option

User Defined Field - Event Tracking
Track an additional expense category with User-Defined Field/Event Field. Capitalize on deeper financial coding automation and track travel requests and expense sheet line items against your specific user-defined category for deeper level of cost tracking and reporting.

- Field can be tailored to your company terminology in the “Event Label” System Setting
- G/L Account Overlay field that can also work in conjunction with existing WorkPlace financial defaulting logic
- View, edit, and add values to match your organization’s specific data entry and reporting needs
- Field values can also be assigned to default to new Expense lines at the user level in Security

OFX For Personal Credit Cards
Provide users permission to setup and maintain their personal credit cards within WorkPlace to automatically retrieve credit card expenses for processing.

- Easy setup and maintenance
- Fast and secure Credit Card expense retrieval
- Available with any Financial Institution that supports Open Financial Exchange (OFX)
- Fully encrypted and hidden Credit Card numbers and passwords once entered

Attendee Types Tracking
Categorize Types of Attendees allocated to expenses and available for selection when entering Attendees for an Expense Sheet line.

- Easy setup and maintenance of Attendee Types
- Optional or enforced options
  - Defaults to optional for cost tracking
  - Enforced via ‘Require Type on Attendee Tracking when Attendee Distribution Exists’ System Setting

Worldwide Presence
Over 750 customers & 131,000 Users

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