

Advanced web-based & mobile spend management solutions for mid-market & enterprise organizations worldwide. Stand-alone solution and out-of-the-box seamless integrated extension of:

- Microsoft Dynamics GP, AX, NAV, SL
- Dynamics 365 Business Central
- Sage ERP 100, 100c, 300, 300c, 500, Intacct
- Blackbaud Financial Edge, Financial Edge NXT
- Acumatica, NetSuite








## Requisition & Procurement



Worldwide Presence  
Over 750 Customers & 131,000 Users

**HQ /** Metro Detroit  
1374 East West Maple Road Walled Lake, MI 48390  
**Offices /** GA · ND · RI · VT · WA · CAN  
**E /** Sales@ParamountWorkPlace.com  
**P /** 800.725.4408

### Industries We Serve Include:

 STATE & LOCAL GOVERNMENT	 PROFESSIONAL SPORTS
 PHARMACEUTICALS	 GAMING & CASINOS
 HOSPITALITY	 TELECOMMUNICATIONS
 EDUCATION	 TRANSPORTATION
 LIFE SCIENCE	 TECHNOLOGY
 UTILITIES	 NON-PROFIT
 PROFESSIONAL SERVICES	 AGRICULTURE

## TRANSFORM SPEND MANAGEMENT

Intuitive Web-Based & Mobile Solutions



Paramount  
**WorkPlace**

### Company Size 5 - 3,000+ Users





**Intuitive Web-based and Mobile Expense solution that is easy for employees, effective for management, and powerful for accounting!**

Create, submit, approve to pay, report, and analyze expenses with full tracking and control during the entire expense life cycle. Designed for mid-size and enterprise organizations as a standalone solution, or as a seamless out-of-the-box, real-time integration with:

- Microsoft Dynamics GP, AX, NAV, SL
- Dynamics 365 Business Central
- Sage ERP 100, 100c, 300, 300c, 500, Intacct
- Blackbaud Financial Edge, Financial Edge NXT
- Acumatica, NetSuite

### 1 Mobile Entry & Approvals

Experience easy expense entry and approvals on the mobile app. Capture expense on or off-line with your phone or tablet's built-in camera in seconds.

- Currency options, robust auto fill, type to search
- Entry Assistant feature
- On-The-Go (OTG) web service synchronizes time entry & expenses
- Mobile entry, e-mail alerts, and approvals
- View, enter and approve transactions across multiple WorkPlace companies from a single interface

### 3 Advanced Expense Split

Split expense reports, even by line item, into multiple clients, projects, activities, budgets, groups, accounts, individuals, time periods, etc.

- Composite bills & composite expense capabilities
- Composite expenses are as easy as any expense transaction

### 5 In-line Receipt Attachment

Capture & view receipts directly on the screen with each expense item during entry & approval process. Eliminate mailing or losing receipts.

- Easy use, view, store attachment features

### 7 Open Payment Capabilities – (Sunshine Act)

Comply with Open Payment Act reporting, allocating travel, meal, gifts, payments, etc. by NPI number.

- Expense entry splitting
- Robust NPI search by name, NPI#, other fields

### 9 Dynamic Rule Engine & Approval Workflow

Implement any corporate spend policy & approval rule imaginable anytime during expense life cycle, even at creation!

- Dynamic rules engine
- Unlimited routing rules
- Unlimited expense entry rules
- Unlimited routing customized to roles and organization structure – based on approval criteria such as amount, department, budget, project, vendor
- Mobile & e-mail approvals
- Position-based approvals, a rapid deployment based on company structure & associated approval limits
- Approval of revisions to a transaction
- Optional auto skip to next (but not final) approver
- Acceptance of variances (price, quantity, expense allowance, travel request)
- Approval criteria can be at transaction (header) level, or expense line level

### 2 Advanced Optical Character Recognition (OCR)

Capture comprehensive receipt data accurately in real-time and ensure data security. Experience exceptional user experiences with robust OCR technology.

- 1st to market OCR with logo recognition
- Dynamic data transcription
- Mobile App includes Entry Assistant feature in addition to OCR

### 4 Direct Connect Credit Card & Banking Integration

Create expense reports from credit card transactions automatically, accurately, anywhere, anytime, with confidence. Eliminate data entry and duplicates.

- Real-time integration with any bank that supports OFX (Open Financial Exchange)
- Out-of-the-box manual upload options
- Banking-specific custom import maps capabilities
- Auto credit card expense report by employee card assignments

### 6 Real-Time Cash Advances & On-Account Balance

Experience real-time seamless cash advance & on-account balance adjustments on both the expense & ERP sides, until the entire amount is fully expensed.

- Full automation, visibility, efficiency
- Robust real-time integration with your balance sheet on the ERP side

### 8 Google Maps & Mileage Calculation Capabilities

Enforce mileage policy with accurate mileage driven with audits via our Google map integration.

- Automatic mileage calculations
- Up to 25 waypoint flexibility
- Standard commute deduction option
- Personal travel subtractions
- Detailed routes driven, even by line item

### 10 Powerful GL Distributions

Distribute expense, even by line item, into hundreds of GL accounts in seconds.

- Total control & flexibility reflected in the expense & ERP sides
- Distribution Groups for auto or manual GL distribution
- Want to distribute 50 line items into 500 GL accounts? You can!



### 11 Powerful Tax Engine

Assign tax schedule by line level, incorporate enterprise-wide tax amount visibility. Adjust recoverable taxes within the system in no time.

- Foreign recoverable taxes & tax guidelines capabilities
- Advanced tax capabilities

### 13 Intuitive Expense Type Engine

Capture detailed financial data with a simple list of Expense Types that can automatically be assigned to GL accounts. Gain control & efficiency through automation mapped to your business while providing superior user experience.

- Robust price, GL account and tax schedule defaults
- Fixed price & daily per diem amount enforcement capabilities
- Define attachment requirements based on type of expense
- Cost by country/region maintenance with effective dates options

### 15 Robust Questionnaire Capabilities

Enhance communications, streamline entry, and prompt users to provide key information for specific charges, as a requirement or an option.

- Configurable questionnaires, anytime, anywhere
- Unlimited number of questions
- Multiple data types to tailor responses to your business needs

### 17 Attendee Tracking

Allocate expenses at the line level by % or amount across one or more attendees. Simplify & enforce compliance for internal/external reporting requirements.

- Expense allocation by % or amount
- Identify by Name, Title, Company, etc.
- Add custom defined expense categories & products based on company-specific needs

### 19 Easy Credit Card Assignment

Update & maintain user's corporate card assignments for automated Credit Card integrations with convenient options.

- Credit Card Page with its own security option to allow view, maintain, and enter employee credit card assignments in a list view format
- Credit Card Import Map to utilize CSV template & import User ID, Credit Card Type, and Number assignments

### 12 Travel Request & Pre-approval Features

Control cost before it's even incurred. Create expense reports from pre-approved travel requests. Enforce corporate policy as well as government regulations, effectively & efficiently.

- Easy to create travel requests
- Unlimited pre-approval & approval capabilities

### 14 Multi-Currency Options

Maintain correct reimbursement with full control of exchange gain/loss. Manage & update exchange rates manually or automatically from ERP or online service.

- Foreign & actual local currency options
- Currency rates by expense report, by line item
- Actual & system exchange rate comparison, calculation, reporting
- Automatic flag of variances exceeding approved threshold

### 16 Filter-Based Controls & Communications Rule Engine

Communicate effectively while enhancing controls by providing custom auto feedback messages to highlight certain conditions when saving, submitting, or approving expenses.

- Alert with custom warnings or error messages to highlight certain conditions for specific user, groups, etc.
- Powerful error rules to eliminate the ability to process expenses under specified conditions- sending a custom message to explain why an error occurred
- Option to require confirmation when submitting expense sheets
- Unlimited business model-specific filter-based rules. Validate a user, group, and role's transactions against specific defined conditions

### 18 Ad Hoc Approvals

Introduce additional approval requirements on the fly while maintaining policies & controls to original defined configuration, moving process forward.

- Ad Hoc Approval functionality for added flexibility
- Approvers can add additional approvals to existing workflows on the fly

### 20 Comprehensive Status Monitoring

Solves the common problem of delays encountered in paper-based, Excel, e-mail, and approval processes.

- Intuitive user dashboard shows employees their To-Do's at a glance
- Users & approvers view the status of a transaction in real-time
- Users & approvers receive e-mail alerts & reminders
- Alternate approvers can be assigned to avoid delays during absences
- Administrators can add custom reports & enable controlled access by user

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