

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







Over 750 Customers & 131,000 Users

Worldwide Presence

HQ / Metro Detroit 1374 East West Maple Road Walled Lake, MI 48390 Offices / GA · ND · OH · OR · VA · VT · WA · CAN

E / Sales@ParamountWorkPlace.com **P** / 800.725.4408

Industries We Serve Include:







SPORT











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TECHNOLOGY

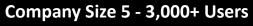


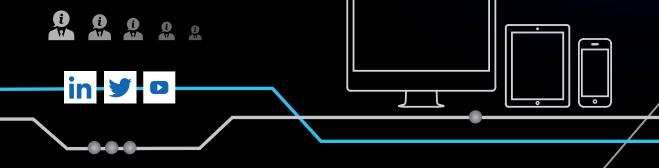




LIFE SCIENCE

AGRICULTURE











TRANSFORM SPEND MANAGEMENT Intuitive Web-Based & Mobile Solutions



Paramount **Work Place**



Intuitive Web-based and Mobile Requisition & Procurement Requisition & Procurement solution that is easy for employees, effective for management, and powerful for accounting!

Automate the entire Requisition & Procurement process, move projects forward, enhance communications, gain real-time visibility and control, and deliver strong ROI across your entire organization. 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 Microsoft Partner



Mobile Catalog Shopping & Approvals

Enjoy Mobile App Catalog Shopping & Approvals - browse & shop your catalogs, save items to the shopping cart to process or submit as a requisition directly from your Mobile App, anywhere, anytime!

- Available for iOS & Android
- Secure mobile access to WorkPlace via the On-The-Go (OTG) web service
- View status of open requisitions from the Mobile Requisition dashboard
- Approve & process requisitions from To-Do list, all from within the App View, enter, approve transactions on multiple companies in WorkPlace from a single interface

Dynamic Rule Engine & Approval Workflow 5-6

Implement any corporate approval rule you can imagine during the entire process, even at creation!

- Mobile & e-mail approvals
- Unlimited entry rules
- Unlimited approval rules based on any field available such as vendor, amount, department, GL account, expense type, etc.
- Approval criteria can be at transaction (header) level, or item (line) level
- Position-based approvals, a rapid deployment based on organizational structure and approval limits
- Approval workflows & budgetary controls for PO & Non-PO invoices
- Approval of revisions to a transaction
- Auto detect invoice variances and route for approval
- Optional auto skip to next (but not final) approver
- Acceptance of variances (price, quantity)

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

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

Enterprise Purchase Order Management

Automatically track, manage, organize, and instantly route approved request for PO creation. Control transactions, keep purchasing commitments up to date, and streamline the procurement process company-wide.

- Control who can create manual POs, initiate Change Orders, or automatically generate from approved Requisition & RFQ workflows
- Release PO via automatic email, printer/fax, and cXML
- 1-click receipt & invoice creation directly from PO screen
- Full Change Order Management document retention, revision number tracking and approval workflow
- Quantity status & detailed audit log throughout purchasing lifecycle
- Effective dashboards & analytics of PO status, detailed audit logs,
- inquiries, and reporting for any required compliance

e ? e Flexible GL Distributions

- Distribute requisition line items into hundreds of GL accounts in seconds.
- Total control & flexibility in expense & ERP
- Distribute unlimited line items into unlimited GL accounts
- Distribution Groups for auto or manual GL distribution



Multi-Currency & Multi-Language Eliminate language & currency barrier, and

- provide system access to your global teams.
- Foreign & actual local currency options
- Currency can be selected at the transaction line level Manage & update exchange rates manually or automatically from ERP or online service
- Foreign & actual local language options
- Personalize interface to each user's language
- French, Spanish, Swedish, English US, UK, CAN or submit your own language template
- Switch languages on the fly with a single click

PunchOut Capabilities

Speed order processing, lower procurement costs by integrating real-time with suppliers' online catalogs.

- POs are created & auto sent to vendors after approval Real-time browsing & shopping on vendors website for easy
- checkout requisitions auto populate for quick, accurate entry

Centralized Invoice Matching

Ensure correct receipt & billing of items ordered with true centralized AP Invoice Processing across your entire organization.

- Easy 3-way matching process to avoid paying for items billed, paid for, but not yet received
- Separate user & role level security for Receiving, 3-way & 2-way matched invoices to enforce segregation of duties
- Auto unmatched invoice processing workflow & notifications to eliminate processing delays
- Exception based invoice variance approvals based on quantity or amount thresholds to enhance purchasing controls
- Line level audit log for instant access to each item's purchasing history - from requisition, approvals, receipts, invoice match

Guided Buying Catalogs

Enhance user shopping experience & control costs, using your own catalog, pictures, descriptions, and company selected items.

- Customized catalogs by vendor, location, type of item, etc.
- Auto generate requisitions & route for approval before PO is created

Powerful Vendor Contract Management Enforce vendor-negotiated terms and

provide blanket PO capabilities.

- Track committed amounts & quantities against contract budgets
- Originate vendor contracts from within requisition
- Enforce vendor contract for a specified period
- Manage by \$ amount, quantity, or both Restrict to a predefined list of items
- Auto route requisition line items for approval when amount is exceeded

Intuitive Software + Your Strategy **Transform Your Spend Management Today!** 800-725-4408

Powerful Receiving Capabilities

Recognize receipt of goods & services easily from any location with multiple receiving options to compliment user needs.

- Auto alert to requester when request is fulfilled or not received by due date
- Single wizard-driven session to streamline receiving process for multiple
- vendor shipment transactions
- Filters to restrict items available to receive based on user's responsibility Multiple user-tailored receiving include auto-receiving. Receive Load Wizard. Load by PO Number, detailed transaction entry, and more
- Auto GL journal based accrual accounting for items received not invoiced
- Receivers can cancel or reject item quantities upon receiving and update PO status in real-time

Sophisticated Audit Capabilities

\mathbb{R} / \mathbb{Q} Experience full visibility of what was changed, who made it, and when it was made.

- Detailed transaction line & field level audit trail capabilities
- Audit detail reporting to track critical user, security, configuration changes
 - Detailed log of date, time, user actions during entire transaction lifecycle



Invoice Attachment Maintenance Page

Streamline uploading scanned invoices & make available for users from Check Request page entry. Add attachments to the Select Invoices queue without relying on access to remote file systems.

- Invoice attachment from repository with a simple click
- Dedicated page to set up invoice repositories
- Simple drag & drop one or more files into repository
- Invoice repositories configuration by department or system-wide
- Quick & secure interface drop zone

Questionnaire Capabilities

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

Advanced Budgeting Engine

Establish & enforce any corporate budget during

entire requisition & procurement process.

Consolidate purchasing across your organization,

Solve common problems of delays from paper-based,

Excel, e-mail requisition and approval process.

■ Intuitive user dashboard shows employees To-Do's at a glance

Administrators can add custom reports & enable access by user

eliminate duplicate purchases, and capitalize

on your buying power & volume discounts.

Enterprise-wide centralized data for detailed analytics, dashboards and

Comprehensive Status Monitoring

Alternate approvers can be assigned during absences

E-mail alerts & reminders to users & approvers

Unlimited number of questions

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Multi data types to tailor responses to your business needs

Configure budgets to be strictly enforced

Multi-Company & Inter-Company

Configurable questionnaires, anytime, anywhere

Real-time GL budget validation

Ability to transfer inventory among companies

View status of a transaction in real-time

Central repository for multiple AP ledgers

performance metrics

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