

Time and Expense Suite

Web-Based Software Built to Fit your Business

Complete, seamless, real-time integration with Microsoft Dynamics GP Project Accounting

Control user entry and access to fields with user-specific field templates

Handles any approval structure and organizational hierarchy

Intuitive navigation controls for viewing current and archived time and expense sheets

Non-financial lists allow approval rules to be based on a list of values, not just a single value

Status of a time or expense sheet viewable throughout its lifetime from entry to approval and then final processing

Email-based alerts for Pending Approvals, Approved, Disapproved and Processed

Multi-language capable

Multi-currency support

Active Directory compliant

100% written in Microsoft .NET — means easy deployment across the entire enterprise

Simple and intuitive web browser dashboard interface — users can see current activities at a glance

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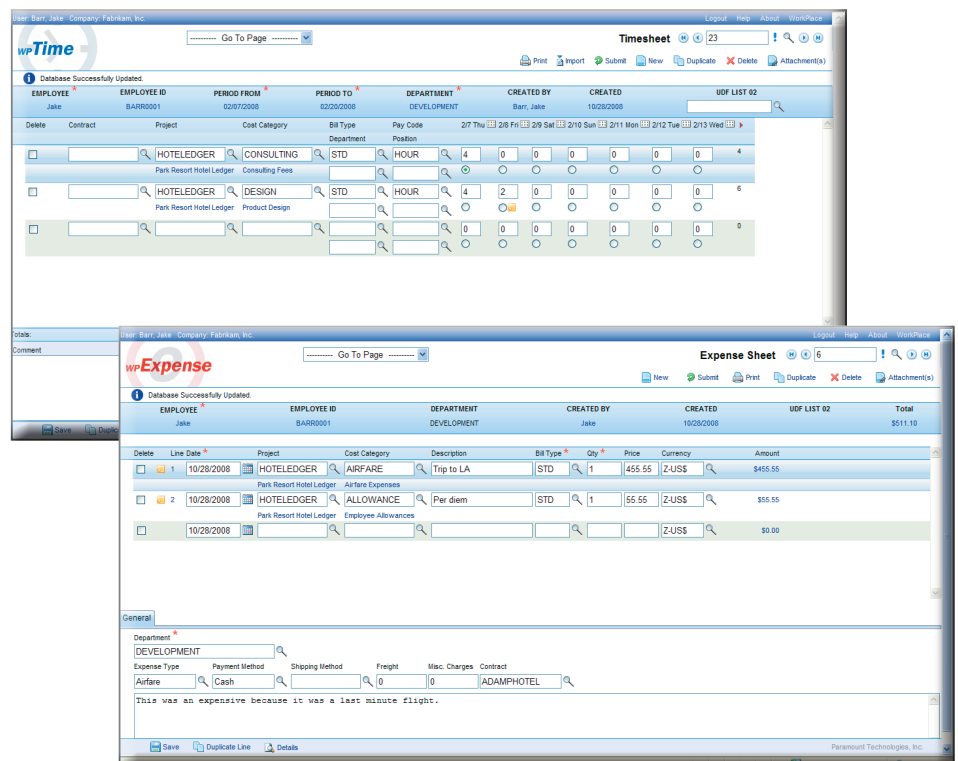
Time and Expense Management Tightly Integrated with Microsoft Dynamics GP Project Accounting

WorkPlace Time and Expense for Microsoft Dynamics GP is a robust web-based time and expense management solution that allows organizations to increase employee productivity and streamline customer billing in a secured environment.

Designed to remove paperwork and streamline business processes, WorkPlace Time and Expense is tightly integrated with Microsoft Dynamics GP Project Accounting to give employees an easy way to enter time and expenses - and managers an easy way to approve them.

WorkPlace Time and Expense supports the electronic submission of time and expense reports, automatic routing, and electronic approvals of individual line-items — all through an intuitive web browser-based interface.

Intuitive Time and Expense Entry interface is easy enough for all levels of users



The image displays two screenshots of the WorkPlace software interface. The top screenshot is the 'Timesheet' entry screen, showing a table with columns for Employee ID, Department, Project, Cost Category, Bill Type, and Play Code. The bottom screenshot is the 'Expense Sheet' entry screen, showing a table with columns for Line Date, Project, Cost Category, Description, Bill Type, City, Price, Currency, and Amount. Both screens include navigation buttons like 'Save', 'Duplicate Line', and 'Details'.

About Paramount Technologies

Paramount Technologies is the leading global provider of Employee Workforce Automation software for middle-market and enterprise organizations.

The Paramount WorkPlace Suite of web-enabled eProcurement, Project Accounting, Expense Management and Time Management solutions leverages clients' ERP investment, reduces transaction costs and enhances process efficiencies through the automation of employee-driven transactions.

"It takes a typical organization anywhere from 30 to 90 days to complete an expense-to-reimbursement cycle, at a cost of \$30 to \$60 per expense report. If an item on an expense report is declined or requires further approval, the cost of this process can increase two- or three-fold, and the process can be extended for weeks."

Average cost to process an expense report	Expense Processing	
	Manual	Automated
	\$45	\$5 or less
Average days to settlement	30-90	3 or less

– Aberdeen Group

Powerful User Time and Expense Entry

WorkPlace Time and Expense offers a user-friendly, web-based way to submit time and expense sheets from any location. Employees can enter their own time and expense sheets and have them routed automatically for approval. They can attach any number of receipts and other supporting documents. Employees can include unlimited free-form comments to provide detailed explanation behind a time entry or expense. A flexible and easy-to-use internet search system helps users find the data they are looking for quickly, and on-line context-sensitive help is available at all times. Complete Active Directory integration and compliance.

Configurable User Interface

Administrators can control each user's entry and access to fields by creating employee-specific field templates that can hide fields, make them read-only, show default values, make them required, or limit what is selectable within a field. Based upon the setup of the employee, templates and filters, a user can only access the information you allow them to, and your business rules are enforced throughout the process.

Approval Routing

WorkPlace Time and Expense includes an easy-to-use approval interface that even the casual system user can operate with little training. The approval screen makes it easy for managers to quickly review the time and expense sheets in their queue. On-line drill-down options allow approvers to review sheets at a summary or detailed level. Approvers can click within their notification messages to open the easy-to-use approval system, preloaded with the items in their queue. Email notifications ensure timely approval and employee event notification through an entirely paperless system.

Configurable Approval Control

WorkPlace Time and Expense offers configurable business rule-driven application functionality that can be tailored to how you do business using a flexible, easy to administer approval routing system based on your business rules. The approval system can handle any approval structure and organizational hierarchy. The configurable Rules Engine controls and routes each time or expense sheet line to different approvers based on Contract, Project, Cost Category, Bill Type, Pay Code, Department, Position and many other criteria. Non-financial lists allow approval rules to be based on a list of values, not just a single value. You can enforce departmental, divisional and corporate approvals with multilevel approval lists, and there is no limit on the number of levels of approval.

Comprehensive Status Monitoring

A simple and intuitive user dashboard concept enables employees to see their current activities at a glance. Employees and approvers can view the status of a time or expense sheet on-line and in real-time throughout

its lifetime from entry to approval to final processing. Employees and approvers can receive email-based alerts and reminders for Pending Approvals, Approved, Disapproved and Processed enabling them to keep as informed as desired. Intuitive navigation controls allow for easy viewing of current and historical sheets. Administrators can add custom reports and enable controlled report access by user.

Complete Multi-Currency Support

Employees can enter expense items in the currency in which they were incurred. A baseline currency is defined for the organization and used for reporting, and a transactional currency that can be selected for individual transactions, as well as defined as a personal option by employees. The transaction currency is based on an exchange rate of the baseline currency for the organization.

Dynamics GP Project Accounting Integration

WorkPlace Time and Expense incorporate time and expense entry interfaces that enable you to work in a real-time environment that leverages your investment in Dynamics GP Project Accounting and allows employees' and contractors' time and expenses to be tracked and applied at the contract, project and cost category level. Workplace Time will route employee time sheets for approval based on Contract, Project, Cost Category, Bill Type, Pay Code, Department, Position and other criteria. Once fully approved, timesheets can be processed and sent into Dynamics GP Project Accounting. Workplace Expense will route employee expense items for approval based on Contract, Project, Cost Category, Department and other criteria. Once fully approved, expense sheets can be processed and sent into Dynamics GP Project Accounting.

Enhanced Sarbanes-Oxley Compliance

Under Section 404 of Sarbanes-Oxley, companies must document all internal processes that could affect the bottom line. These can include the flow of work related to travel expenses, accounts payable, procurement and even quality assurance. Sarbanes-Oxley also demands that companies identify possible risks — such as the potential for fraud or substandard parts, create controls to mitigate each threat, and document those controls as well. Workplace Time and Expense provides tight process control over, and documentation of, the entire process.

Designed for Enterprise-Wide Compatibility

WorkPlace Time and Expense is written entirely in Microsoft .NET making our web-based functionality easy to deploy across the entire enterprise.



ISV/Software Solutions



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