

# NEWEST RELEASE KEY FEATURES

WorkPlace newest release focuses on advancing mobility, accelerating approvals, OCR, AI & machine learning, and superior user-centric experiences.

Empower teams to boost productivity, gain visibility, and reduce cost!



## Smart OCR Invoice Capture

Go beyond paperless invoice processing and into capturing the data down to the line-level, going from points A to Z accurately in seconds.

- Smart OCR capabilities with AI
- AI & machine learning features
- Automated invoice capture
- Optional 3rd party integration
- PO & non-PO invoice capture



4

## Requisition Mobile App

Process requisitions while on the road with WorkPlace mobile App. Browse and shop company catalogs, request items for purchase, save to cart, submit items, approve/reject requisitions, and add comments from anywhere, anytime.



- Full visibility of the entire requisition cycle
- Line-level review, approval, and rejection capabilities
- Catalog & non-Catalog shopping



## Powerful Reporting Metrics

Gain insight from a powerful 360° view of all your KPI's and metrics in one single dashboard, empowering you and your team to manage, evaluate, improve, and optimize every area of the business.

- 15 out-of-the-box metrics and reports
- Powerful single-glance view of your KPI's
- Create unlimited personalized charts, metrics, reports
- Export capabilities



## Modern Interface

Onboard users more quickly and gain higher user adoption rates with our intuitive, easy to navigate interface. Our UI allows users, regardless of skills level, to go through the procurement and expense cycle with ease.

- Type to Search feature
- Intuitive dashboard
- Effective workflows
- Meticulously designed components
- Balanced layout



## Google Maps Mobile Capabilities

Save time while traveling by automatically calculating mileage from the Mobile App, adding it seamlessly to your expense reports.

- Seamless map integration for mileage reimbursements
- Simple, accurate accounting of mileage driven
- Select, store routes and mileage alongside transactions for audit compliance and workflow
- User-based personal travel and standard commute deductions



## Payment Processing Capabilities

Process Vendor and Employee payments securely, quickly, and directly from WorkPlace centralized P2P (Procure-to-Pay) platform.

- Available for WorkPlace Enterprise Standalone
- Payment Batch capabilities
- Automatic terms discounts calculation
- Automatic electronic payments
- Option for standard payment provider integration
- Personalized integration option via WorkPlace DIAPI or report exports
- Automatic transmission of remittance information to suppliers
- Full financial journal tracking of discounts, payments, multi-currency exchange gain/loss



800-725-4408

FoyMainor@ParamountWorkPlace.com

www.ParamountWorkPlace.com

## Requisition & Procurement



### Key Features

- Mobile Catalog Shopping & Approvals
- Enterprise Purchase Order Management
- Powerful Receiving Capabilities
- Multi-Currency & Multi-Language
- Dynamic Rule Engine & Approval Workflow
- Ad Hoc Approvals
- OCR Smart Invoice Capture

- Extensive Project & Job Cost Capabilities
- Flexible Vendor Approval
- Effective Request for Quote
- Sophisticated Audit Capabilities
- Flexible GL Distributions
- Advanced Budgeting Engine
- PunchOut Capabilities
- Guided Buying Catalogs
- Inventory & Materials Management
- Powerful Tax Engine
- Questionnaire Capabilities
- Comprehensive Status Monitoring
- AP Automation
- Vendor Invoice Portal
- Centralized Invoice Matching
- Powerful Vendor Contract Management
- AI & Machine Learning



### Mobile App Features

- Request items for purchase, browse and shop company catalogs, save items to cart, and submit items from anywhere, anytime!
- Approve, disapprove, and process approval sessions directly from your mobile device
- Works across multiple companies in WorkPlace Mobile App without logging in and out
- Clear display of Mobile Requisitions details and approval status on the History screen
- Seamless access to Paramount WorkPlace via secure On-The-Go web server

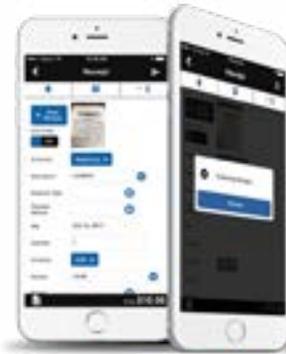
## Expense



### Key Features

- Mobile Entry & Approvals
- Advanced Optical Character Recognition (OCR)
- In-line Receipt Attachment
- Intuitive Expense Type Engine
- Google Maps & Mileage Calculation Capabilities

- Ad Hoc Approvals
- Easy Credit Card Assignment
- Real-Time Cash Advances and On-Account Balance
- Advanced Expense Split
- Powerful GL Distributions
- Attendee Tracking
- Powerful Tax Engine
- Filter-Based Controls Rule Engine
- Multi-Currency Options
- Robust Questionnaire Capabilities
- Comprehensive Status Monitoring
- Dynamic Rule Engine & Approval Workflow
- Travel Request & Pre-Approval Features
- Open Payment Capabilities – (Sunshine Act)
- Direct Connect Corporate Credit Card and Banking Integration



### Mobile App Features

- Create, submit, add attachments, and view status of expense entries and expense sheets anywhere, anytime!
- Approve, disapprove, process approval sessions from your mobile device, even across multiple companies
- Currency options, robust auto fill, type to search, Entry Assistant feature, Google maps integration
- Clear display of Mobile Expense sheet status and expense line item details on History screen
- Seamless access to Paramount WorkPlace via secure On-The-Go web server