

Tenrox[®]

Integrated Operational Control & Compliance Software
Solutions

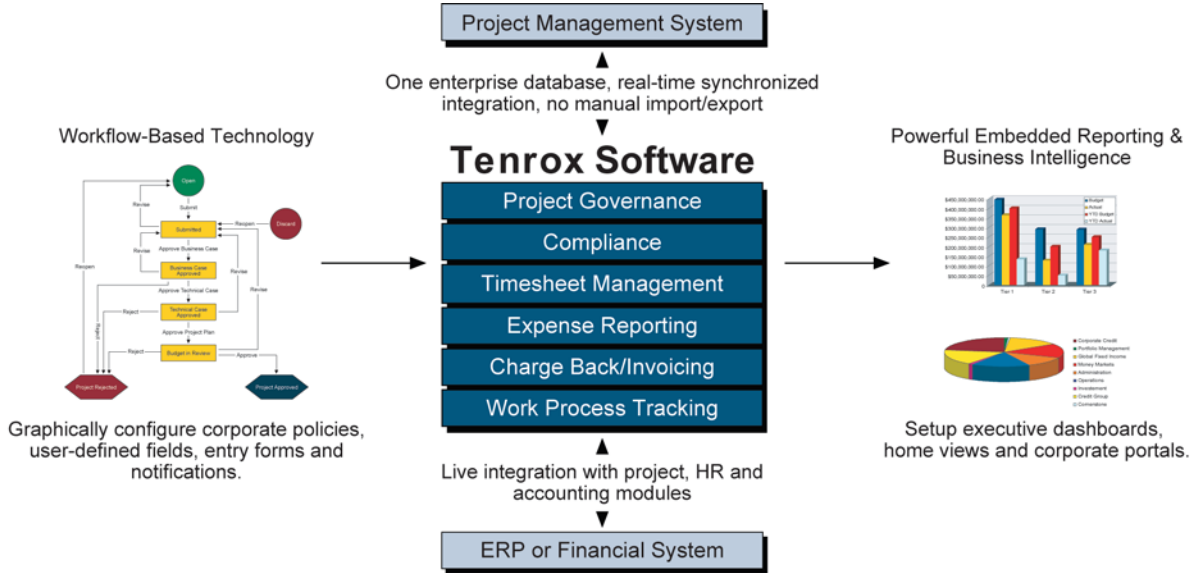


Optimize Today

Tenrox Solutions

Integrated Operational Control & Compliance Software

Tenrox develops, licenses and supports award-winning solutions for workforce management, time and billing, expense reporting, invoicing/charge back and business process management. Based on unique workflow-based technology, our products help companies track actuals, streamline internal work processes, ensure compliance with regulations and financial controls, and increase corporate accountability.



Product Family

Tenrox solutions are based on a 100% Web and XML architecture. The software uses eLicensing to activate modules in a phased manner or as needed. Complete modules and features can be removed or hidden from a group of users or the entire organization.

Products

Timesheet	Timesheet management, optional expense reporting, cost & billing, invoicing and charge back
Expense	Travel & Entertainment (T&E) expense management
Workflow	Work process, compliance and project governance tracking

Solutions

PPM	Project Portfolio Management. Make better decisions faster, clarify costs and cut non-performing projects
PSA	Professional Services Automation. Automate and manage project and service delivery

Integration

Time, expense, cost, billing and work process data collected and approved in Tenrox software can be exchanged with:

Payroll: ADP Payroll, Ceridian, ACCPAC, Microsoft Great Plains, and QuickBooks

Project management: Microsoft Project (optional connector - real-time synchronized one enterprise database integration)

Financials: ACCPAC, Microsoft Great Plains, QuickBooks, Sun Systems, and Navision Financials

Messaging & desktop applications: Microsoft Exchange Server and Outlook, Lotus Notes, and Windows 2000

Enterprise Resource Planning (ERP): SAP, PeopleSoft, Oracle and Lawson

Office applications: Microsoft Word, Microsoft Excel, and Corel Word Perfect

Solution Benefits

Tenrox software is designed to help organizations manage project and service delivery in today's competitive and highly regulated environment.

Expense Management

Cutting just \$1 of operational costs could have the same impact as increasing revenue by \$13.

- CFO Magazine's Annual SG&A Survey

Travel and entertainment (T&E) is the second largest controllable corporate expense; often representing millions of dollars in annual spending. It takes 55 minutes on average to prepare an expense report; an automated solution reduces expense-processing costs by at least 80%.

Time Management

Time & Attendance solutions can reduce labor costs by 5 to 10% in organizations with large numbers of hourly workers.

- Gartner

The manual processing of timesheets:

- Manually adding up time cards takes roughly 6 minutes per card. A workforce optimization software can easily reduce that to just a few seconds
- 1 to 3% of the total payroll and invoice imprecision is caused by human error
- An automated timesheet solution reduces payroll or invoice preparation time by 80% (American Payroll Association and Robert Half Associates)

Project Management

Over 50% of IT projects are delivered over budget, 50% fail to meet objectives, and 30% are canceled prior to completion.

- Gartner, 2001; executive dashboards, project governance and business process management substantially improve project delivery

Resource Management

Resource utilization is on average 65%, indicating approximately a 35% resource underutilization including administrative and unproductive tasks, which do not directly benefit the organization.

- META Group Research 2002; resource tracking measures and helps substantially reduce or eliminate resource underutilization.

Governance

Sarbanes-Oxley will force system integration, automation, and real-time notification of events to give companies more visibility into everything that goes into their financial books.

- Aberdeen Group

Business Process Management (BPM - operational control)

The tangible benefits of a Business Process Management (BPM) solution - A reduction in: time for process completion, the number of steps, error cycles and number of workers required; automation of administrative tasks.

- Gartner 2002

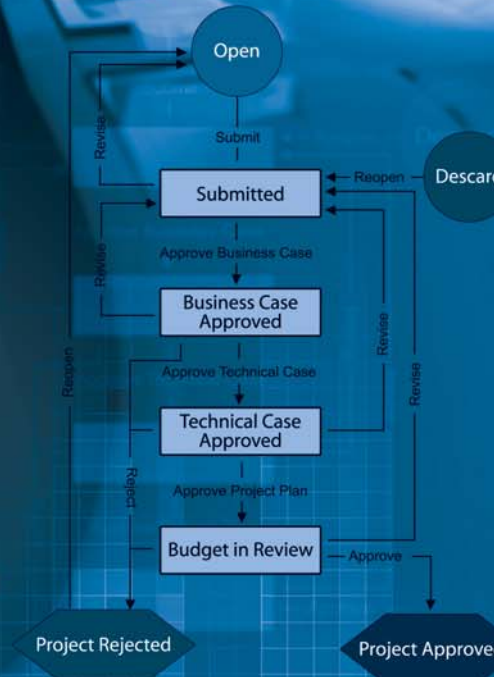
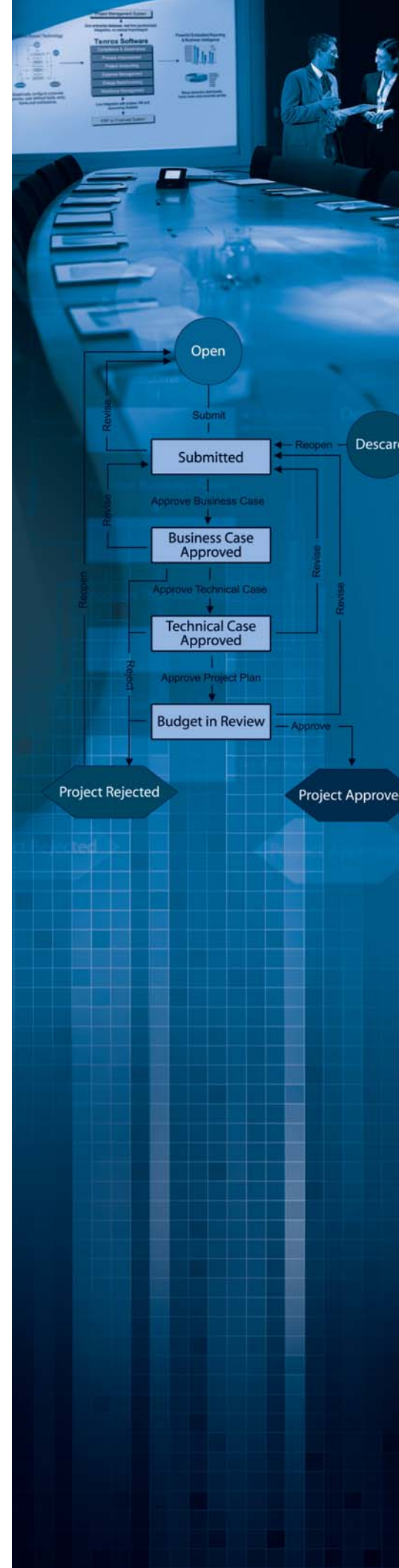
Enterprises that continue to hard-code flow control or insist on manual process steps, and do not incorporate BPM's benefits will lose out to competitors who adopt BPM

- Gartner 2003

Integration

The job of making new software work with existing systems at a cost equal to 40% to 60% the price of the software itself

- Gartner; a pre-integrated solution substantially reduces or eliminates this largely hidden expense



Compliance - Conforming to Regulations and Guidelines

Tenrox provides powerful and intuitive enterprise software that helps ensure compliance to various regulations, guidelines and standards including:

Time & Attendance Regulations	<ul style="list-style-type: none">▪ Family Medical Leave Act (FMLA)▪ Fair Labor Standards Act (FLSA)▪ European Time Directives▪ State wide wage laws (such as California wage laws)
Time Tracking Regulations	<ul style="list-style-type: none">▪ Defense Contractor Audit Agency (DCAA)▪ United States' per diem (FAR) regulations
Industry Specific	<ul style="list-style-type: none">▪ 21 CFR Part 11 on FDA Compliance▪ HIPAA▪ Accounting Regulations
Generally Accepted Accounting Principles (GAAP)	<ul style="list-style-type: none">▪ Revenue recognition▪ Expensing or capitalizing software costs (SOP 98)▪ Federal Managers' Financial Integrity Act (FMFIA)▪ Requirements for General Accounting Office (GAO)

Compliance is achieved by helping organizations:

- Effectively automate administrative and repetitive tasks
- Provide user-defined forms, fields and notifications, and a graphical workflow designer to define and control work process flow and approvals
- Maintain detailed audit of all work process activity
- Validate user data at the point of entry, based on configured policies and procedures
- Streamline the tracking and management of timesheets, expense reports, requisitions, and work processes
- Facilitate decision-making and improve project visibility by incorporating visual, dynamic, live, real-time, and drillable charts and reports in executive home views and dashboards
- Automate policy enforcement: Company officials can ensure that their staff has read and understood policy documents for audit and compliance purposes. The software alleviates the tedious, error prone, bureaucratic, expensive and lengthy process for production, distribution, and maintenance of compliance and policy documents by automating tracking, record keeping and policy agreement tracking, thereby facilitating the audit and verification process
- Quickly adapt to new regulations or changes in policy



Quick Facts

Modular, Web and XML-based software to closely track actuals (time, expenses, charges, costs, billing, and work processes)

Fully integrated with project management and financial systems

Work process automation to increase operational control, ensure compliance and governance by automating, tracking and validating policy enforcement at point of entry

Extensive auditing, routing, approval, budgeting, escalation, aging, and notification capabilities



Governance – Improving Corporate Accountability

Executives, auditors and business managers are now mandated to provide greater visibility and effective internal controls. In the past, companies relied on periodic "point-in-time" audits of internal controls. In today's fast-paced world, with nervous investors, and a tough regulatory environment, organizations are realizing that a real-time business view of corporate operations is a corporate necessity.

The Security and Exchange Commission's (SEC) recent (August 2002) certification rules for Sarbanes-Oxley Act require executives to not only certify their financial reports but also confirm that internal controls are effective. They also have the critical task of ensuring that corporate assets are safeguarded against abuse and that all transactions are transparent and recorded. This virtually mandates that the processes of creating, reviewing, approving, and releasing information on operations and disclosure documents is automated and fully auditable. Failure to follow consistent and auditable processes can result in significant financial, regulatory and criminal penalties to the firms and individuals involved.

To protect their investments, investors, the board of directors and sometimes strategic customers of a private company are mandating the management team to also comply with Sarbanes-Oxley.

Tenrox workflow-based solutions significantly mitigate disclosure-related risks through business process management (BPM). BPM software helps organizations better manage business risk, improve compliance, and continuously increase efficiency across their business processes. With Tenrox solutions, company officials gain greater visibility and have a real-time view of their portfolios, projects and operations.

Home Views & Digital Dashboards

Tenrox offers a powerful reporting system that enables the real-time analysis and review of a large quantity of operational information.

Home views allow users to:

- Quickly spot problem areas
- Obtain instant status of all projects, work processes and outstanding tasks/requests/incidents
- Graphically analyze team, project and work status
- Provide fast access to common features and functions used on a daily basis

Multiple home views can be configured with access granted to specific information based on individuals' responsibilities within the organization.





XML Reporting & Business Intelligence

Tenrox Report Central provides a hierarchical view of all reports. Report Designer lets users create, customize and share XML or Crystal reports. Users can report on actuals (time, expenses, charges and work processes) by sites, cost centers, employees, groups, teams, tasks, projects, work processes, portfolios, and business units. Reports and graphs can be viewed in pie and bar chart formats.

Tenrox Analysis Server is a powerful executive decision support system. It consists of a highly-configurable embedded business intelligence engine for a visual 360-degree view of operational data and statistics. Tenrox Analysis Server includes Analysis Central and Analysis Designer. Analysis Central provides a hierarchical view of all business intelligence reports. Analysis Designer is used to create and share live, dynamic, and real-time graphs on critical business metrics.

Professional Services

Tenrox provides professional and system integration services, including project management, customization, deployment, and training. The company's professional services division translate an organization's strategy into specific tactical "to-do" lists and supervise projects to completion. Having worked with more than 800 organizations in a variety of industries, Tenrox Professional Services team has perfected its deployment and customer service processes. Its unique workflow-based approach ensures that enterprise software implementations are completed quickly and effectively.

Hosted Services

Hosting provides a convenient alternative to implementing and maintaining Tenrox solutions in-house. Tenrox Hosting acts as an extension to the organization's IT infrastructure, providing seamless integration with existing enterprise software investments.

Utilizing leading edge and high-performance technologies, Tenrox Hosting offers organizations the same security, stability, reliability, and performance they would expect from hosting the solution at their premises. Tenrox Hosting software runs on reliable, powerful and scalable server farms that can adapt to an organization's changing needs.

Tenrox software can be installed at your premises or hosted.

Key Benefits of Hosting:

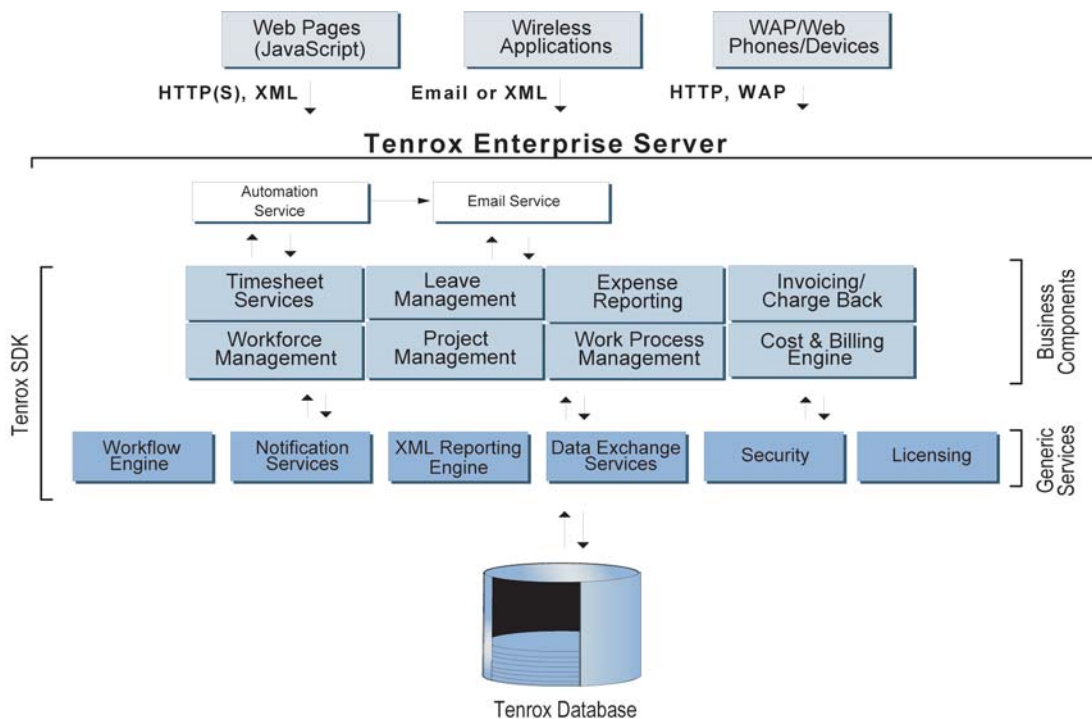
- The Worry-Free convenience of a Hosted Solution
- High performance and reliability
- Quicker Implementation
- Extensive support services
- Lower Cost of Ownership & instant transparent upgrades
- Increased ROI through reduced IT resource consumption
- By outsourcing, reduces IT costs and overhead, and helps the organization focus on its core business



Highly Configurable and Customizable

Tenrox applications incorporate extensive out-of-the-box, industry-specific templates, functionality, best practices and reports. The software is fully configurable and customizable including a workflow designer, terminology table, report designer, security-based menus and components, user-defined fields and forms, and email notifications.

Tenrox also offers a Software Development Kit (SDK). The SDK provides a customization and integration toolkit that fully documents the Tenrox Application Programming Interface (API) and database model. Same SDK is used by all Tenrox Web apps. The SDK substantially facilitates third party integration, customizations and enhanced reporting.





Optimize Today



Tenrox[®]

Integrated Operational Control & Compliance Software

www.tenrox.com

info@tenrox.com

Tenrox is a registered trademark of Tenrox Corporation. All other trademarks are the property of their respective owners.