JAMIS® Prime ERP

TIME & EXPENSE

Workflow-based tools for Government Contractors

- Simplifies and automates your labor and expense processes

- Increases employee performance and productivity

- Provides built-in compliance with federal audit agencies

- Supports time and materials contracting

- Eliminates errors and redundancies in expense reporting

AUTOMATION THAT WILL BOOST YOUR BOTTOM LINE

To maximize profits and minimize the complexity of government contracting, you need workflow tools specifically designed to do the job. That's what you get with JAMIS® Time and expense. Workflow-driven, these affordable best-of-breed solutions will save your company both time and money.

JAMIS builds robust applications to support project-based businesses and government audit requirements.

Now, after nearly 30 years of success, some of the most respected government contractors -- companies both large and small -- rely on JAMIS applications. These firms process millions of JAMIS Time Cards every year.

Streamline Labor and Expense Posting

JAMIS allows you to process labor and expense costs quickly and post them to projects accurately. So you'll bill your customers quicker and collect cash faster.

What's more, Time and Expense does away with improper and unauthorized charging. You'll get charges assigned to appropriate jobs right the first time and eliminate the error correction process associated with manual systems. And you'll capture mistakes well before they are processed into the general ledger.

Easy to Learn, Easy to Use, Easy to Implement

JAMIS web-based labor and expense products are extremely user friendly. So you'll implement them faster and with ease which means an excellent return on your investment. And with the built-in forms design tools, you can tailor the appearance to your end users.

JAMIS PRIME TIMESHEETS — SIMPLE AND EFFICIENT

J AMIS Prime Timesheets have the sophistication you expect from a state-of-the-art online labor tracking system, yet incorporates the look of traditional paper time cards. What's more, it's easy to learn, so implementation won't disrupt your staff. With Prime Timesheets you'll:

- Support time and materials contracting by allowing employees to charge contract labor categories mapped to contract or GSA specific billing rates
- Get timely labor reporting and approval processing prompted by email workflow alerts
- Automate delegation of supervisory approval activities
- Assure a comprehensive audit trail for all recorded activity, including best-of-breed amended time card processing and recording of late entries
- Offer employees on-line, self-service access to their vacation and time-off accrual balances

Establish Your Unique Business Rules

JAMIS Prime Timesheets flexible and powerful tools let you define your business rules for labor reporting. The application is designed to support multi-company enterprises, so you can establish rules by company, site, department or group of employees within a specific company. Use these features to:

- Assign employees to approved project charge numbers or personalized job lists
- Control indirect personnel charging direct
- Control direct personnel charging indirect
- Prevent charges to closed, completed or suspended contracts
- Automate the enforcement of overtime policies
- Define holiday, work and site-specific work schedules

Process Timesheets - Anytime, from Anywhere

Employees simply record labor through a secure website from anywhere in the world. Supervisors can approve timecards and expenses from any location at any time. Personnel who cannot directly access the system using a PC can utilize the Prime Mobile App and easily enter time on the fly.

JAMIS PRIME EXPENSE MANAGEMENT

Built specifically for operations like yours, JAMIS Prime Expense Management will streamline your expense management processes and help eliminate the errors, redundancies and complexities associated with manual expense reporting. Prime Expense allows employees to enter and submit preauthorizations and/or expense reports for travel and other expenses through an intuitive web-based interface. So they can process expenses at anytime, from anywhere they have an internet connection. What's more, its internal controls automatically enforce your corporate and governmental expense policies. The submitted reports are then routed directly to approvers, improving workflow and your operation's efficiency.

With JAMIS Prime Expense your company will:

• Process and authorize workflow-based forms for expenses or other activities such time-off requests, travel approvals or purchase requests that require request and approval

• Automate the enforcement of Government Per-Diem restrictions, caps and ceilings

• Designate multiple approvers and delegate approval responsibility

• Look up past expense reports through available on-line self service

• Assure consistency and timeliness in report preparation and approval processing through JAMIS email alert system

• Distribute expenses from a single expense report to multiple projects based on project allocation distributions for specific days and or specific cost elements

• Force detailed explanations, meeting attendee lists and or receipts for individual expense cost elements

JAMIS Prime Expense custom forms are flexible enough to be used for virtually any administrative task needing authorization and approval. Use them to request and authorize:

• Direct and indirect travel expenses
• Business entertainment and meeting expenses
• Indirect expenditures
• Educational aid or tuition reimbursement

Your workforce will be happy with Prime Expense's intuitive design. Your entire organization will benefit from the workflow automation and the cost savings.

SIMPLIFY DCAA/SARBANES-OXLEY COMPLIANCE

JAMIS Prime was designed and built specifically for government contractors. So you can rely on our solutions to help you meet the stringent requirements of the DCAA and other federal audit agencies.

Many clients using Prime Time & Expense undergo routine audits by federal government agencies with outstanding success.

JAMIS Prime Timesheets meet all DCAA requirements, including support of timely entry of labor, electronic signatures and a comprehensive audit trail so your staff can control timesheet changes and corrections.

JAMIS Prime Expense supports government per diem schedules and/or company mandated caps and ceilings on cost elements. Prime Expense also facilitates segregation of unallowable costs into proper cost objectives.

Implementing the e-Timecard and e-Xpense DCAA compliance options will cut your costs in supporting audits because they automatically enforce contract and company policies for labor and expense reporting.

These solutions enable a secure log-in. In addition, all original and correcting entries are dated time-stamped, further supporting your audit trail.

JAMIS - PROVEN AND TRUSTED IN THE INDUSTRY

For nearly three decades, JAMIS Software Corporation has been a leading provider of world-class enterprise software. We are still proud to say that we are the leading provider of project-based ERP software, designed by Government Contractors for Government Contractors. JAMIS customers include some of the top names in federal contracting, including Booz Allen Hamilton, Alion Science, Boeing, Jacobs Engineering, J&J Worldwide, IBM, M1 Support Services, Urban Institute, and many more.

In 2006, with a growing government contractor market and strong leadership within JAMIS from then President Jeff Noolas and VP of Support & Product Development Naomi May, it was time that JAMIS began its path to the next generation of innovation and market disruption. Mr. Noolas and Ms. May took a leap of faith into the promise and success of JAMIS to take the company under private ownership and forge ahead. It was then that JAMIS began building up a talented staff and investing everything in the product line with the goal of ultimately being the best software solution on the market for government contractors.

In 2013, JAMIS announced the release of JAMIS Prime ERP. This web-based software application provided government contractors with a compelling option for financial management, business performance management, and DCAA compliance in today's competitive environment.

JAMIS Prime is a fully-integrated enterprise software suite designed to give businesses the most powerful solution available in the market. JAMIS Prime delivers unprecedented visibility into crucial business performance data, where government contractors will discover new opportunities to manage costs and boost revenue. Utilizing cloud technology, businesses have access to the application wherever they are, and on any mobile device.

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