

Unlock Your
Company's
Full Potential

Automating Accounts Payable Processes

KeyTrack



Is managing an ever-increasing variety of paper invoices, expenses, payments, purchase orders and receipts slowing down your accounts payable department and taking a chunk out of your bottom line?

// Do you need help gaining control of your accounts payable processes?

If so, it's time to automate with **KeyTrack**, KeyMark's award-winning accounts payable solution. Our clients have **increased productivity** by as much as **298%** and cut **“cost-per-invoice”** by as much as **64%** through capturing, automating vendor identification, routing, tracking and archiving documents. KeyTrack provides end-to-end automation; from the mail room through archival and lets you track and access your documents anywhere within that process with the click of a mouse. And most importantly, our solutions are customized to meet your business requirements. »

How Can KeyTrack Help You Meet Your Business Goals?

KeyTrack allows you to control costs and gain control of your processes to ensure and prove compliance by:

- Automating invoice approval, posting and exception handling
- Decreasing man-hours for filing and retrieving paper documents
- Posting transactions to your ERP system
- Reducing printing, mailing and storage costs
- Reducing the manual effort to handle mail
- Allowing you to track your invoices anytime, anywhere
- Providing invoice tracking and alerts to avoid late fees and double payments
- Preventing loss of invoices — retrieve with a click of a mouse
- Making internal and external audits quicker and simpler
- Providing retrieval with a click of a mouse
- Extracting line-item level data from invoice — allowing line-item matching

Key Distinctions Your Executive Officers Will Appreciate

We've found that executive management teams especially appreciate that KeyTrack:

- Assists in the management of financial risk. KeyTrack assists with compliance of the Sarbanes/Oxley Act and other regulations — for every transaction
- Offers quick and accurate end of financial period and year-end accruals, permitting companies to close the books with confidence faster
- Features an executive dashboard with easy-to-read charts and graphs, allowing CEOs and CFOs to quickly view and analyze high-level data, and drill down into additional reports for more detailed information
- Assists executives in making critical decisions using real-time statistics
- Offers full system detail reporting
- Provides full visibility at any stage in the approval process

KeyTrack

Winner of the Association for Information and Image Management (AIIM) award for innovative forms processing.

» Key Solutions

KeyMark offers the accounts payable solutions you need to balance your functional requirements with costs. We realize that our customers have different types of needs, and that's why we spend time with each of them. We look to understand their goals and challenges before recommending appropriate solutions. KeyTrack has the flexibility to suit both custom and best practice implementation approaches.

Many of our customers prefer a completely customized solution. All aspects of our customized solutions are uniquely tailored to our customer's processes and technology.

However, some clients may benefit from a pre-configured solution. KeyMark's pre-configured accounts payable solution fits the needs of companies seeking a solution that is affordable, understandable and ready for rapid implementation. Our pre-configured package incorporates scanning and indexing, workflow for invoice processing, audit trailing, notes and annotations, reporting, web-based access, approval interface and more.

» Plays Well with Others

KeyTrack integrates with virtually any Windows-based, web-based or character-based line-of-business software regardless of platform. These include:

- Corridor
- Dynamics
 - AX
 - GP
- Epicor
- GEAC
- JD Edwards
- Lawson
- Oracle Financials
- Peachtree
- PeopleSoft
- SAP
- Timberline
- And many home grown systems
 - Mainframe
 - AS/400 systems

KeyMark is a leader in developing innovative products and Beyond the Ledger (BTL) is just one of the products we've developed to integrate with our customer's current business applications.

Originally developed to integrate with Microsoft Dynamics GP, Beyond the Ledger assists customers with invoice processing, order processing and check deposits. It works with your current business software through the use of two modules:

Beyond the Ledger Prefill – is used to automatically populate predetermined fields in your established accounting solution with data already available on the transaction.

BTL Application Connector – is configured to retrieve documents from the currently active accounting solution window.

» Survey Says!

According to the PayStream Advisors, Inc. 2009 Imaging and Workflow Automation Adoption Survey, manual data entry, matching errors and exceptions and routing invoices for approval all emerged as high “pain points,” or AP processes that caused the most pain.

These results are very similar to responses from earlier surveys conducted by PayStream, indicating that there is tremendous potential for improvement by automating the AP process—namely invoice receipt, matching and approval workflow.

KeyMark can help with all of these problems and more. You need a partner who will listen to your needs, evaluate your business processes thoroughly and create a solution that solves today's issues and anticipates tomorrow's.

I OCR/AUTOMATED DATA ENTRY I

// Capture

Remote Locations

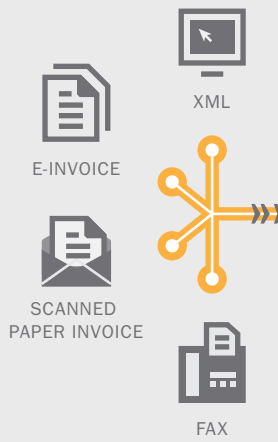
No matter the location, KeyTrack allows for capture and invoice and expense approval.

Document Capture

KeyTrack automates invoices regardless of how you receive them, as soon as they enter your organization. Using a range of capture options, KeyTrack can handle all document formats (paper and electronic).

Automated Data Entry

Once captured, documents are routed to Automated Data Entry where information required for posting is automatically pulled from invoices including line item detail. KeyTrack incorporates software that can read machine-printed data with an accuracy rate of up to 99 percent.



// Process

Invoice Posting

After the data entry is complete, the data and invoice are validated to ensure the required data for posting is in place. If it is, the invoice is automatically posted to host system. If invoice does not post, it is routed for exception handling.

Exception Handling

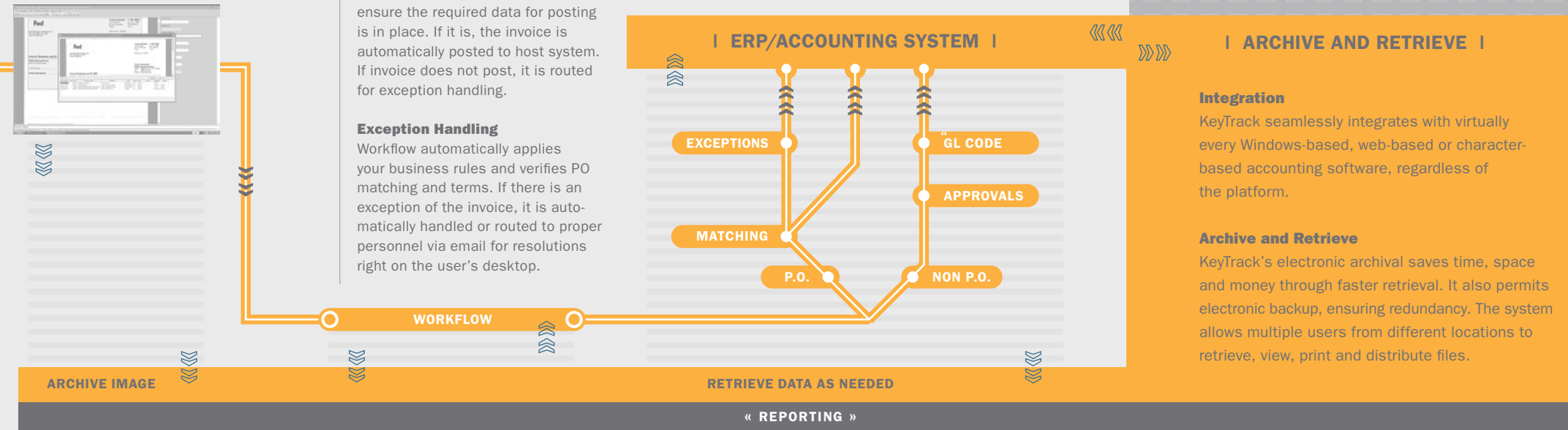
Workflow automatically applies your business rules and verifies PO matching and terms. If there is an exception of the invoice, it is automatically handled or routed to proper personnel via email for resolutions right on the user's desktop.

Invoice Approvals

The invoice is electronically routed to the appropriate managers for approval, notifying them by email that requests are awaiting their review.

GL Coding

KeyTrack automates GL Coding by building new rules into your system or leveraging existing rules.



KeyTrack Workflow processes post data to your enterprise resource planning or accounting system, electronically routing invoices for approval, validating data, handling exceptions and automating GL Coding. KeyTrack provides cleanup and data accuracy.

// Archive

I ARCHIVE AND RETRIEVE I

Integration

KeyTrack seamlessly integrates with virtually every Windows-based, web-based or character-based accounting software, regardless of the platform.

Archive and Retrieve

KeyTrack's electronic archival saves time, space and money through faster retrieval. It also permits electronic backup, ensuring redundancy. The system allows multiple users from different locations to retrieve, view, print and distribute files.

// Business Intelligence

Full visibility

Executive officers can quickly analyze high-level data or pinpoint any invoice at any stage in the approval process.

Reporting

KeyTrack users can generate customized reports reporting on a wide range of criteria.

Compliance

Assisting with compliance with regulations such as the Sarbanes/Oxley Act, KeyTrack assists in the management of financial risk.

Audits

KeyTrack simplifies the audit process. Featuring an executive dashboard with easy-to-read charts and graphs and full visibility at any stage in the approval process, it's easy to use KeyTrack to drill down into reports for detailed information.

SharePoint

Gain access to your business intelligence with KeyTrack's SharePoint integration. You can view reports, get instant document access, and achieve cross-platform integration through your familiar SharePoint interface.

KeyTrack at a Glance

Key Benefits

- Reduces time and money spent on AP processes
- Increases employee and vendor access to critical information
- Reduces staff hours or redirects to more business initiative tasks
- Remote approval capability
- Significantly reduces manual data entry and associated human error rate
- User has visibility and control throughout the entire process
- Solution can be used and maintained with minimal IT resources
- Vendor can self-serve by checking status of invoice via the web, decreasing the amount of time employees spend on the phone
- Improve customer service
- Realize an ROI in months, not years
- Decreased shipping costs

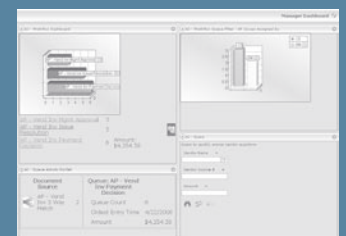
Key Features

- Automated alerts
- Automated exception handling
- Automated paper invoice processing
- Automated processing of payments according to your business rules
- Automated emails inform approver that an invoice is awaiting review
- Automated web-based T&E processing
- Electronic archival of files
- Reduction of manual data entry
- Integrated handling of EDI exceptions
- Integrate to your current systems without programming
- Mix of central and remote capture options available
- Retrieve documents via network or the web
- Scalable to increase efficiencies enterprise-wide
- Tracking allows real-time viewing of invoices

“The KeyMark solution has delivered pure efficiency, eliminating 65% of our payables processing for the US.”

— **Russell Reynolds Associates**

READ MORE SUCCESS STORIES AT
WWW.KEYMARKINC.COM/CONTENT/CASE-STUDIES



To Learn More

Please contact us if you'd like to learn more about our customized and pre-configured accounts payable solutions. We would be more than happy to visit your office(s) for a complimentary on-site analysis. After examining your business processes, goals and obstacles, you'll receive a detailed report that includes an ROI analysis, implementation process and timeline, benefits realized and executive trade-off.

To receive a confidential and complimentary on-site analysis, please contact 866.494.0500.



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