

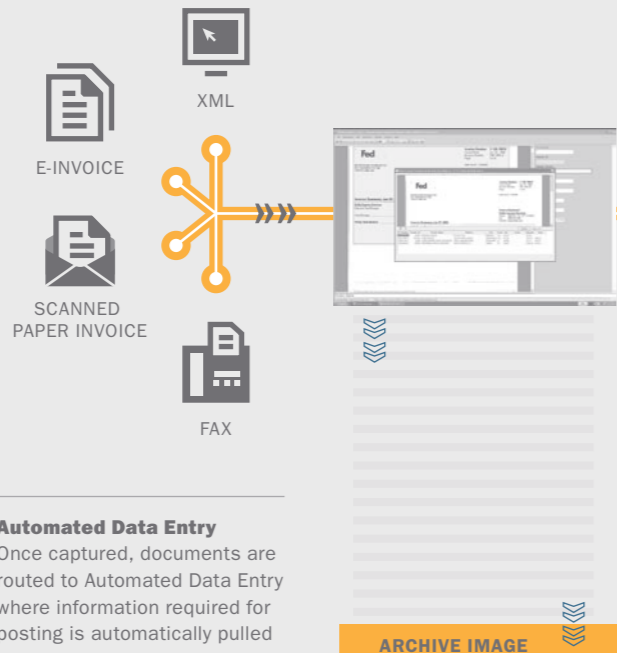
# // Capture

### 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

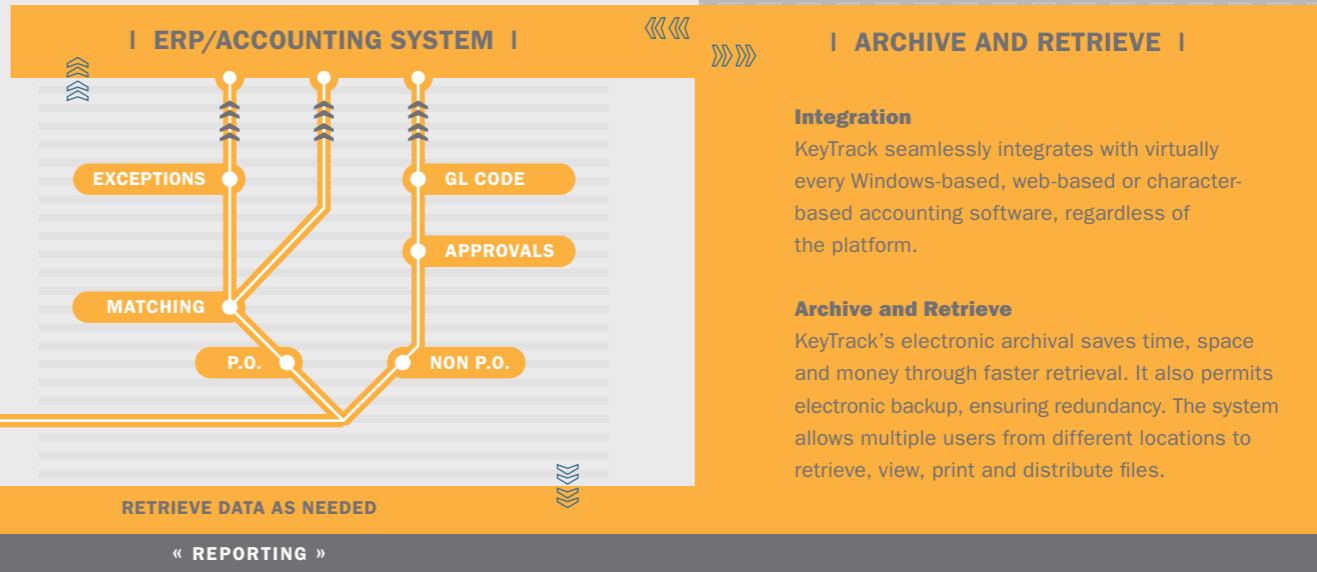
Workflow automatically applies your business rules and verifies PO matching and terms. If there is an exception of the invoice, it is automatically handled or routed to proper personnel via email for resolutions right on the user's desktop.

### 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.



# // Archive

### 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.

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.