



RELAY Software, Inc.

www.relayworks.com

850.219.5710

Relay Check

Relay Check enables your firm to automate and consolidate your internal check requests through one entry point.

Relay's wizard entry screens allow you to quickly enter information while our full form based interface allows office personnel to see and edit all the required information. In short, Relay makes sure all essential data is entered and edited quickly.

Relay's workflow guides the request through the process and automatically checks for spending limits and employee ranks to make sure all the necessary approvals are met before the check is sent to accounting.

As with all our applications, Check is web and email-based so responsible parties can easily leverage personnel, client, matter, and request information in real time from virtually anywhere within the firm. From the moment users submit requests, Relay tracks their progress from imaging to reviewing requests...even all the way to reconciling checks!

Check Request - Microsoft Internet Explorer

Request Date * 8/1/2005 Request Number H 285

Required Date * 9/1/2005

Payee Type * Vendor Pay to the order of Vendor Bob White Courier Svc New Vendor Amount * 125.00 Currency * USD

Send Check To * Requestor Input By Andover, Jane Requestor * Andover, Jane

Memo Remittance Advice

Save Disb/GL Attachments Submit

Done Local Intranet

Advantages

Relay Check gives you these advantages:

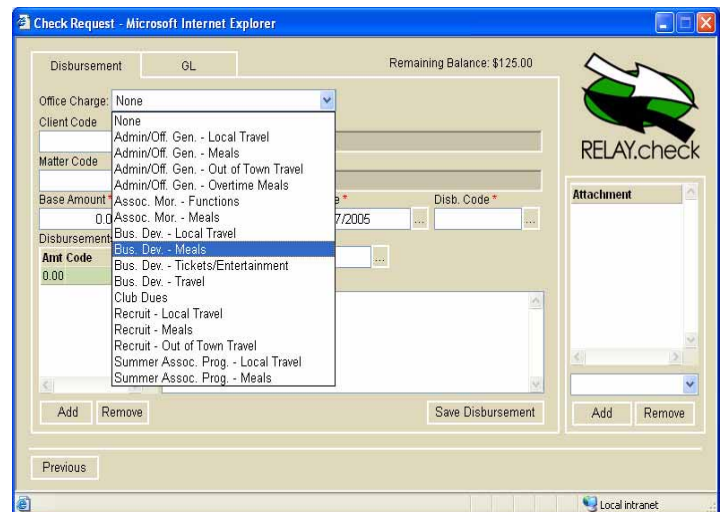
- Relay has a rule-based approval workflow system
- Quick Picks eliminate the need to know GL codes
- Automatic routing based upon firm-defined rules and supervisory structures
- Relay eliminates unnecessary data reentry
- Quick Image integration allows you to attach receipt images for archiving
- The My Request feature allows you to monitor approval status on your requests
- Email notifications are sent when a check is available
- Relay streamlines filing fees requests
- Reduces petty cash requests

Quick Picks

Relay Quick Picks are G/L & Disbursement code shortcuts in plain English.

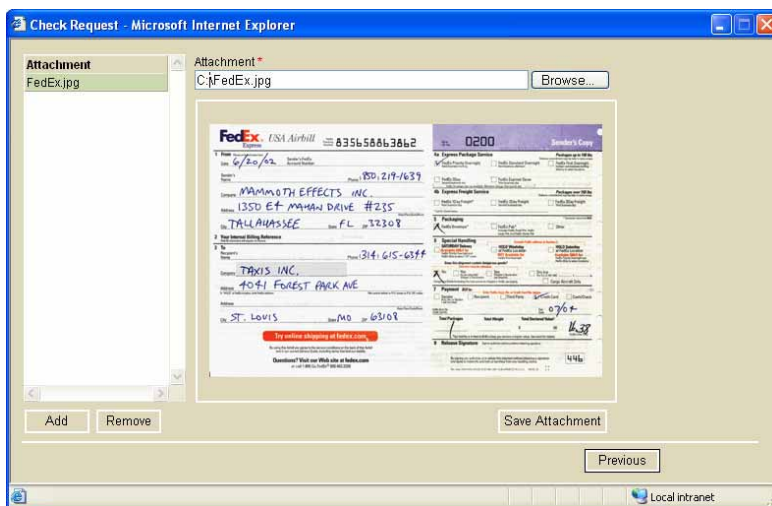
Most end users do not know which account to charge a check to but they know what it is for. By pre-populating this information, end users can save valuable back office time by selecting the Quick Pick and letting Relay determine which account should be used.

When the request reaches the accounting review state, the accounting group can change or correct the account selected. Relay Quick Picks will save your firm time and money.



The screenshot shows a web browser window titled 'Check Request - Microsoft Internet Explorer'. The page displays a form for creating a check request. The 'Disbursement' field is set to 'GL' and the 'Remaining Balance' is '\$125.00'. A dropdown menu for 'Ant Code' is open, showing a list of disbursement codes such as 'Admin/Off. Gen. - Local Travel', 'Admin/Off. Gen. - Meals', 'Admin/Off. Gen. - Out of Town Travel', 'Admin/Off. Gen. - Overtime Meals', 'Assoc. Mor. - Functions', 'Assoc. Mor. - Meals', 'Bus. Dev. - Local Travel', 'Bus. Dev. - Meals', 'Bus. Dev. - Tickets/Entertainment', 'Bus. Dev. - Travel', 'Club Dues', 'Recruit - Local Travel', 'Recruit - Meals', 'Recruit - Out of Town Travel', 'Summer Assoc. Prog. - Local Travel', and 'Summer Assoc. Prog. - Meals'. The 'Bus. Dev. - Meals' option is currently selected. There are 'Add' and 'Remove' buttons at the bottom of the dropdown menu. The 'RELAY.check' logo is visible in the top right corner of the application window.

Integration



The screenshot shows the 'Check Request' web application with an 'Attachment' section. The attachment is a FedEx shipping label for 'MAMMOTH EFFECTS, INC.' with address '1350 EF MAMM DRIVE #235 TALLAHASSEE FL 32308'. The label includes tracking information and a barcode. The 'Attachment' section has 'Add' and 'Remove' buttons. The 'RELAY.check' logo is visible in the top right corner of the application window.

Relay Check integrates with standard email systems to provide email-based notifications.

The notification alerts the user at the exact moment your attention is required with an embedded link that takes you directly in Relay to where action is needed.

Integration with Quick Image imaging software is also available to facilitate scanning and attaching the needed

back-up documentation for each request. This integration provides a method to capture back-up documentation and route it with the request.

Relay Check will also integrate with Interwoven/iManage document management system for retrieval of existing documents or scanned images to attach as back-up documentation. Staff can retrieve and review the document with the appropriate rights.



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