



RELAY Software, Inc.

www.relayworks.com

850.219.5710

Relay Expense

Relay Expense expedites the reimbursement process by integrating tightly with your firm's existing accounting software.

We are dedicated to understanding the nature of your procedures to ensure that each will be preserved by the rules logic that comprises the foundation of our software. This means that you can continue to be successful, while Relay Expense automates the process.

As with all our applications, Expense is web and email-based so responsible parties can easily manage personnel, client, matter, and request information in real time from virtually anywhere within the firm. In fact, from the moment users submit requests for reimbursement, Expense tracks their progress from imaging receipts to reviewing requests...even all the way to reconciling checks.

Expense Request - Microsoft Internet Explorer

Request Date * 7/12/2005 Trip Begin * 6/6/2005 Trip End * 6/10/2005 Voucher No. H 198

Type Employee Andover, Jane Requestor Andover, Jane Input By

Note St. Louis Trip Total 205.68 Currency USD

Payee	Client	Matter	Type	Disb. Code	Amount
Delta	Arden Industries	Anchorage Consolidation	AIR	AIR	100.00
Metro Transit	Arden Industries	Anchorage Consolidation	TAXI		11.00
Manny's Bistro	Arden Industries	Anchorage Consolidation	MILE	MILE	25.02
Able Courier Service	Arden Industries	Anchorage Consolidation	TELE		44.66
Chili's	Arden Industries	General	MEAL	MEAL	25.00

Payee Client Code Matter Code Expense Type * Disb. Code Amount

Delta 10901 2 AIR AIR 100.00 Enter

Save Close Advance Import Attachments Submit

Local intranet

Advantages

Relay Expense gives you these advantages:

- Easy import of credit card, Quicken or MS Money account items
- Attachment and centralization of receipt and scanned images, documents or spreadsheets to be used as backup
- Automatic routing based upon firm-defined rules and supervisory structures
- Automatic application of previous advance checks
- Ability to apply General Ledger or Disbursement offsets
- Line-item editing capabilities

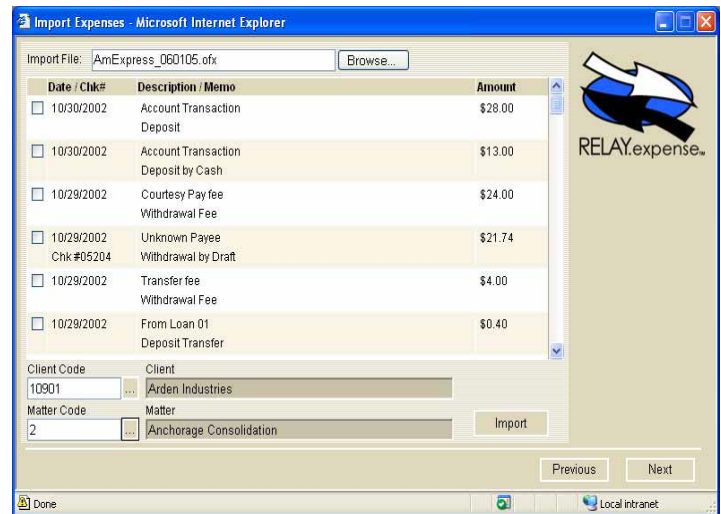
Integration

Relay Expense allows you to use Quicken and MS Money file formats to expedite entry of expenses directly from your credit card statements.

Relay Expense 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 Expense will also integrate Interwoven/iManage document management system for retrieval of existing documents or scanned images to attach as backup documentation.



Wizard Interface

Request Information

Enter the information for the new request (* indicates a required field).

Input By: Andover, Jane

Type: Requestor

Employee: Andover, Jane

Request Date: 8/17/2005

Begin Date: 6/1/2005

End Date: 6/5/2005

Note: Atlanta trip

Client: Aden Industries

Matter: Anchorage Consolidation

Next

The Relay wizard interface prompts the user for only the necessary information at each step in the workflow.

Relay Expense then guides the information through **your** intake and approval processes. This streamlines the expense entry process.

The user can enter their expenses, attach backup documentation and review their work with the spot report before submitting the request. The process is quick and easy.



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