Copitrak Editor

Cost Allocation Software

Copitrak Editor, cost allocation software allows Firms to capture, validate, control and seamlessly flow third party costs into the financial system with complete accountability, verification and automation of the transaction recovery process.

The Copitrak Editor offers Users a single Application for Managing and Allocating Costs.

Firms can recover items such as FedEx/UPS, Westlaw, LexisNexis, Court Costs, Conference Calling, Credit Card charges, Travel, Delivery and many other costs which do not allow for validation of Account information up front.



How does it work?

The Copitrak System will flow Third Party electronic billing data via the internet into the Copitrak System database. Copitrak Engineers will guide the firm through setting up these electronic billing links with each vendor.

Transactions are checked as they flow into the system and appropriate fields are validated.

Transactions with all fields validated (including Account) will post directly into the billing

System. Transactions with invalid fields are retained in the Copitrak Editor application which then notifies the user who created the transaction where action is needed.

Business Rules

The firm can create Business rules that control how the Copitrak Editor will pursue users for Account and other information. This frees Accounting Personnel from this burdensome task and increases the percentage of transactions billed to clients.

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Transaction Approval Mode

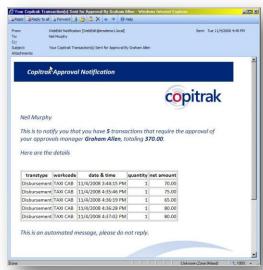
In addition to reconciliation and chargeback of costs, the Copitrak Editor has a built-in *Transaction Approval Mode* which allows Firms to better manage costs by requiring Manager Approvals for specific types of costs.

Approvals can be set by a specific transaction type i.e. travel costs, credit card charges, etc., or can be set by a dollar threshold or both.

Email Notification

Both the user responsible for the transaction and the manager are notified via email when transactions enter the system that meets the approval required rules.

The email will detail each transaction and include a link which the manager can follow to automatically log into the Copitrak Editor to approve, modify or reject the transactions.



Advanced features include:

- **Advanced Billing Integration** Allows firms to take full advantage of the power of their financial system
- **Progressive email Notification** Emails can go out daily or weekly and can increase in urgency and frequency as the Month end billing cycle draws near.
- Desktop Pop-up Linked with the Copitrak Desktop the Exception Notification tool provides
 friendly reminders to users that certain transactions need attention. Its frequency can also be
 changed based on time.
- Auto Editing As the user corrects transactions over time the Copitrak Editor will start to
 automatically edit transactions for the user by auto-assigning account numbers to
 transactions when it finds matches based on previously edited transactions. Users can accept
 the changes or choose to assign the costs to another account.
- Auto Assignment for Aging Transactions The Copitrak Editor can automatically assign transactions remaining in the users account to a personal or expense account. This enforcement feature keeps transactions from building up in a users account.





