## Formatta Business Solutions

Process Expense Reports in Record Time

What's the first thing you think of when you have to submit an expense report? "Awesome, let's do this!" or "How can I get stuck in the elevator?" Turning one of the most annoying tasks ever into a simple, fast and highly automated routine would be really satisfying, wouldn't it? But finding a better way also eliminates serious issues associated with traditional travel and expense reporting processes — lost documents, manual errors, rework, unnecessary costs, wasted time and slowed reimbursements. With Access Formatta, you can **overcome all of these obstacles** and more.

How Formatta works for expense reporting
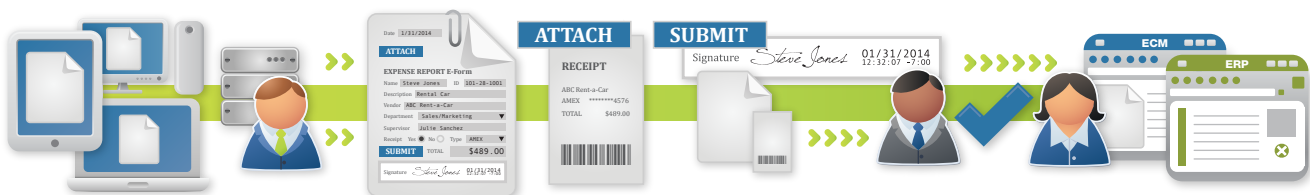
An employee launches a Formatta expense report e-form from a web page, portal, email or software application using their computer or mobile device — or locally from their Windows desktop.

Formatta automatically fills in the employee's personal information, such as name, employee ID, manager and so on. The employee can select an associated project, department and other helpful pieces of supporting data from prepopulated lists.

After completing the remaining details, the employee clicks a button to electronically attach receipts to the e-form.

The employee clicks a button to electronically or digitally sign and submit the e-form (along with receipts) through a paperless approval workflow.

An approver opens the e-form and quickly signs off, turns down or requests modifications. Once approved, Formatta notifies the appropriate team members to start the reimbursement process.

Formatta uses the e-form data to update records in an ERP system or other accounting software and automatically send and index the signed e-form and receipts in an enterprise content or document management system (ECM).

The Formatta difference

Formatta e-forms remove the limitations of paper forms and manual workflow that make expense reporting and receipt matching a time-consuming and frustrating process for employees and your accounting team. With Formatta, your expense reports can be mobile, paperless, fast, secure, efficient and 100 percent hassle-free. Here are **10 reasons to choose Formatta**:

1   Simplify information sharing between employees, management and your accounting and financials team.

2   Complete and approve expense reports on the go from anywhere using virtually any device.

3   Enable staff to fill out expense report e-forms offline and then submit them once they're connected.

4   Ensure that critical, confidential data is locked up and encrypted from the moment someone submits it.

5   Pull in e-form data from different sources, calculate totals and validate content to save steps and reduce errors.

6   Drive automated, dynamic approval workflows based on data submitted in the e-form, such as amount owed.

7   Track expense reports throughout the process to enhance accountability and support compliance and audit needs.

8   Send completed, signed and approved expense e-forms plus receipt attachments into your ECM without manual effort.

9   Update records automatically in your accounting, ERP and other third-party systems using e-form data.

10 Move from scanned paper to e-forms without costly services or development, realizing a fast return on investment.