

# Purchase to Pay Solution Expense Report Automation

The Expense Report Automation option can stand alone or integrate with your DataServ P2P solution allowing you to effectively integrate expense reporting with your payables and efficiently review, approve, audit and process those payments. This capability allows your employees to submit expense information via the internet, capture receipt images and provide expense data back to your system for automated processing. It is a simple approach to expense reporting, thus keeping your costs low and making the process (and the change!) easy for your employees.

- A standard DataServ web form, tailored for your unique process, is used to collect the expense report data from employees. This form is secure and available anywhere with internet access and only requires a browser to complete.
- Credit card data, including Level3, if available, can be securely downloaded from your provider and pre-populated into each employee's expense report.
- Employees will print a cover sheet from the web form interface and attach their receipts and then mail, scan, email or fax their expense packet to the DataServ Digital Mailroom for processing.
- The data from this form is captured and available for transfer into your ERP or financial system.

## Why DataServ Expense Report Automation?

### Easy User Interface + Easy Rollout = Greater Acceptance

The single biggest hurdle to improving your expense reporting process is the pain of change. DataServ is well known for its simplicity and we have extended that philosophy into Expense Report Automation. The simple user interface will improve user adoption. Extensive user training is included. Tailoring allows us to mirror your current process and reduce resistance. We even offer a Rapid Adoption Kit with templates and Best Practices to assure your success. Do you care how your employees provide receipts as long as they provide them? A simple process drives more compliance! DataServ captures these documents from any source in any format.

### Integrated with your Accounts Payable process

With DataServ you can use a single system for all of your accounts payable and expense report processing. You do not have to employ separate resources to process expense reports, which allows you to optimize your current AP staff and their time. Managers and other Approvers have only one system to learn and use.

### Eliminate redundant data entry - with ERP Integration

We have worked with many financial systems from Oracle, PeopleSoft, and SAP to JDE and Lawson as well as many less widely used systems. DataServ can return data to any system so you save data entry costs and reduce duplicate steps. The Integration capability can provide a link from within your system to retrieve expense reports and back-up with one click!

### Works with any expense report process

If you are already using another expense report system, DataServ can simply capture and manage your receipts and other back-up documents. If you are using an Excel or paper-based process, DataServ can help streamline the processing of your reports and tie all of the receipts together with your system.

### Reduce fraud with automated audits

DataServ provides a comprehensive audit workflow that can be tailored to your procedures and audit criteria.

Expense Report Automation is part of the Payables Workflow & Automation Solution Set for Purchase to Pay.

For more information call 1-877-700-DATA or visit our website [www.DataServ.com](http://www.DataServ.com).

We know your business is unique. Tailoring is always included with DataServ.

