



# Infor Expense Management

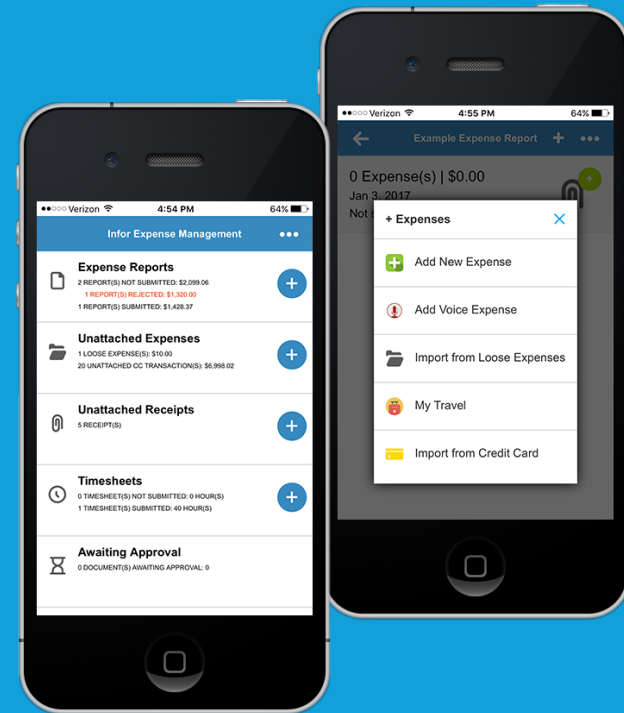


[infor.com/xm](https://infor.com/xm)

# Get work done wherever you are

Infor® Expense Management is the most flexible and configurable travel and entertainment (T&E) expense management solution on the market. It's easy to maintain, efficient to use, and supports mobile usage and social collaboration. Available for deployment in the cloud or on-premise, Infor Expense Management helps eliminate manual processes—and the headaches and mistakes that go along with them.

Infor Expense Management is a suite of four integrated applications (Expense Reports, Travel Plans, Payment Requests, and Timesheets) that can be used either individually or in any combination. With seamless integration between Infor Expense Management and your other Infor applications, you get a consumer-grade experience—built for enterprise users.



## Automate expense-related processes

Infor Expense Management allows even complex, multinational organizations to automate expense-related business processes and enforce policy compliance, reducing associated administrative costs and decreasing the opportunity for accidental error and intentional fraud.

## Deliver application performance and reliability

Because Infor Expense Management is hosted on the state-of-the-art Amazon Web Services (AWS) cloud infrastructure, you get world-class network performance, rock-solid reliability, and complete security. With continuous backup, complete disaster recovery features, and numerous Internet backbones, Infor Expense Management delivers unbeatable application performance and security.

## Think globally, act locally

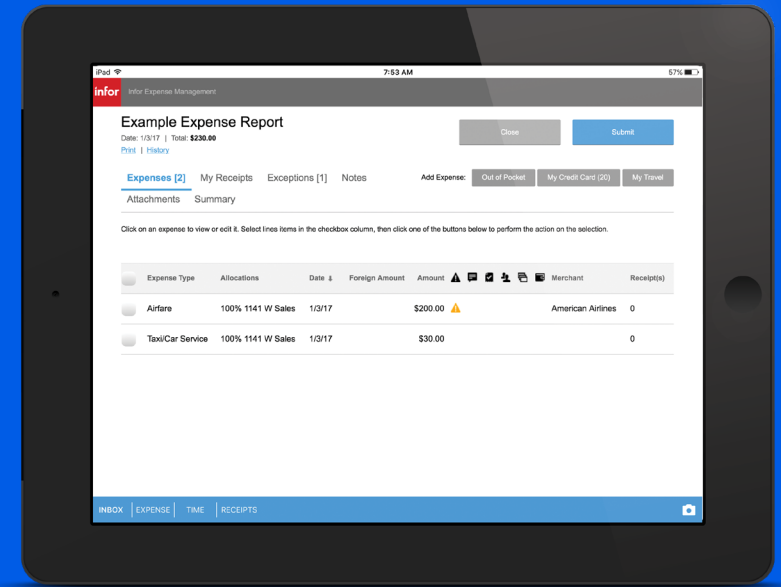
With Infor Expense Management, you can implement instantaneous global updates to policies and processes to support continuous improvement, while simultaneously managing local policies and statutory requirements. Companies like yours also use it to capture information for analysis and benchmarking, identifying spending patterns that can be used to negotiate savings with vendors.



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# Manage employee-initiated expenses

Infor Expense Management offers unique and insightful capabilities for spending control, reporting, and analysis. You can actively manage employee-initiated expenses while on the go, thanks to mobile capabilities and cloud deployment, and reduce those costs without impeding your business. Whether your organization has one location, or it's a complex, multinational operation, you can automate expense-related business processes with social collaboration tools, enforce policy compliance, cut administrative costs, and reduce the risk of accidental errors and intentional fraud.



## With Infor Expense management, you can:

### Streamline the reporting process

Employee-initiated expenses can represent the second largest corporate expense outside of payroll. To help increase employee participation—and help organizations collect more complete, timely, and accurate expense information—Infor Expense Management features a modern and beautiful user-experience design that streamlines all phases of the expense reporting process. As a result, you'll be able to improve the way you track, analyze, and control employee-initiated expenditures to realize important opportunities for cost savings.

### Act quickly on alerts

Infor Expense Management incorporates alerts and automatic analysis capabilities to help nip policy violations in the bud and uncover hidden opportunities for savings. The system alerts employees to violations as they enter data, allowing them to provide explanations or make corrections before submitting plans or expenses. It also alerts reviewers and obtains necessary approvals.

### Maintain security

Companies subject to the Sarbanes-Oxley Act of 2002 can't afford to let large costs go uncontrolled or risk a major security breach or performance failure. Infor Expense Management has obtained clean SSAE 16 (formerly SAS 70) reports every year since 2004, which satisfies adherence to the most stringent Sarbanes-Oxley requirements.

### Remain in compliance

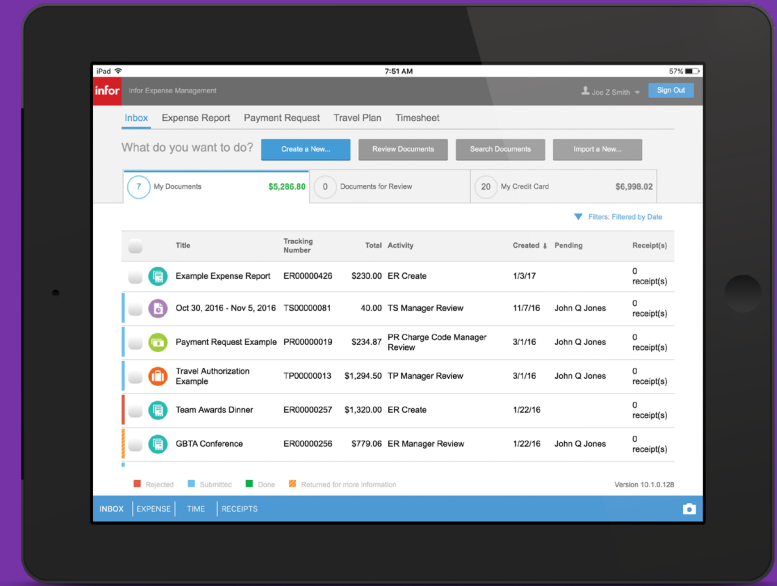
Compliance needs change by country and region, Infor Expense Management can help you maintain compliance with the Bribery Act 2010 in the UK, as well as the Transparency Reports and Reporting of Physician Ownership or Investment Interests section of the Patient Protection and Affordable Care Act (ACA), commonly referred to as the "Sunshine Act." You also get PCI compliance so you can protect sensitive employee credit card data and meet PCI DSS standard, as well as tools to maintain ISO and SOC 1 compliance.



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# Infor Expense Management: Modular by design

Infor Expense Management provides the ultimate flexibility. You can choose the modules you need and use them individually or in any desired combination. You get a single, fully automated system for managing travel and entertainment expenses, employee-initiated purchases, and employee time capture. You can deploy on-premise or in the cloud, and purchase modules in any combination, at any time. The modules also work together with other Infor applications.



## Key capabilities:

### Expense Reports

- Create and manage expense reports whenever and wherever it's convenient, whether they're on a laptop, desktop, mobile device, or tablet, including Apple iPhone®, Android™, and Windows® Phone.

### Travel Plans

- Enforce corporate travel policies before spending occurs by verifying compliance as employees make travel plans and create a fast, easy approval process.

### Payment Requests

- Effectively track and accurately allocate employee purchases that are made immediately and that often bypass requisition and order processes.

### Timesheets

- Streamline and simplify the creation of timesheets and improve accuracy by letting employees report project hours and general work/absence hours in a fraction of the time it takes with paper-based methods.



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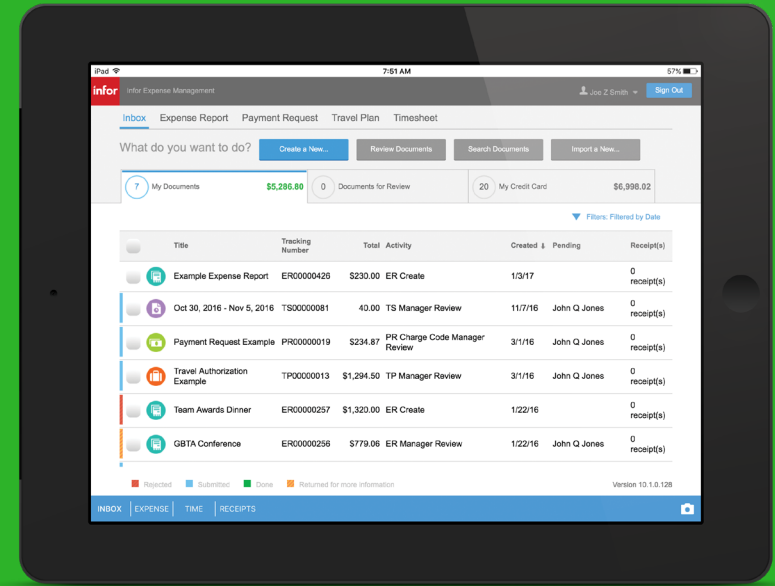
# Remove the frustration and risk from travel and entertainment (T&E) expense management

With a centralized platform for employee communication and collaboration across the enterprise, Infor Expense Management lets you interact with colleagues in ways you never imagined possible. You'll be able to take control of your T&E and related needs with:

- **T&E budget controls**—Import cost center or project-related budget figures into Infor Expense Management and monitor accruals against budgets, so that you can avoid getting surprised by unexpected spending.
- **Online booking integration framework**—Automatically and easily create expense transactions with the Deem Work Fource online booking solution, seamlessly integrated with Infor Expense Management.
- **Digital receipt management**—Scan and fax receipts to help substantiate expense reports and payment requests. You can also email receipts, store them, and send them as attachments—from a desktop or mobile device.
- **Standard credit card feeds**—Process standard feeds from American Express®, MasterCard®, Visa®, and Diners Club® to automatically populate expense reports with credit card transaction details.
- **Electronic payment processing**—Enable electronic payment for out-of-pocket expenses to a user's preferred bank account or credit card. Pay after submission, after approval, after receipts are received, or after the audit is completed.
- **Global functionality**—Support global compatibility with modules available in English, Swedish, Italian, German, French, Slovak, Russian, Danish, Finnish, Norwegian, Spanish, Brazilian, Portuguese, Japanese, Thai, Korean, Polish, Dutch, Traditional Chinese, and Simplified Chinese. You can also support transactions in multiple currencies and manage international taxation issues.
- **Mobility**—Let managers and employees use the platform they prefer, whether that's a laptop, desktop, or mobile device, so they can work anywhere, anytime.
- **Back-office integration tools**—Provide a standard means for importing information such as cost centers, employees, hierarchies, remittance information, vendors, and GL codes from Infor or non-Infor backend systems to Infor Expense Management. You also can export data, such as approved expenses or invoices for payment.
- **Infor Reporting**—Get out-of-the box management and auditor reports, as well as reports you can create and modify, so you can get insights into your travel spending and negotiate rates with vendors.
- **Policy controls**—Consistently enforce all travel and audit policies by alerting employees to policy violations as they enter data and allowing them to provide explanations or make corrections before submitting plans or expenses.

# Expense Reports

You can dramatically reduce the hassle, time, and cost of creating, approving, and processing expense reports by replacing paper-based tasks with the automated Infor Expense Management Expense Reports. Your users get an interface reminiscent of today's mobile banking apps, which makes it easy for them to scan and upload receipts and other expense-related documents via mobile device or desktop system. This gives them speed, convenience, and choice—anytime, anywhere.



## Key benefits:

A core component of Infor Expense Management, Expense Reports gives you powerful control over reporting employee spending. This sophisticated reporting service gives you the visibility you need to take control of these costs and identify opportunities for improvement. Even better, you can adjust and update business rules, configurations, and policies on your own, as your needs require. With Infor Expense Management Expense Reports, you can:

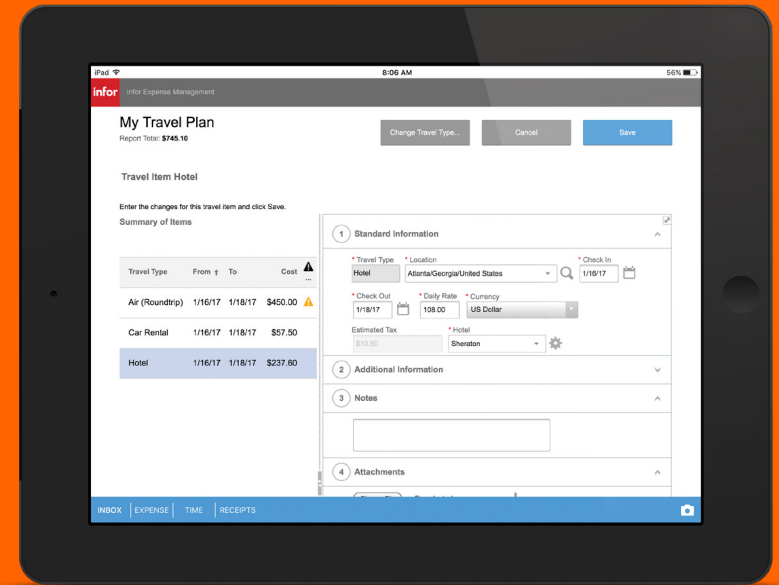
- Reduce the time and cost of creating, approving, and processing expense reports by replacing paper-based tasks with an automated system.
- Improve how your employees work by populating expense reports with detailed hotel information, airline ticket data, and car rental information directly from credit card feeds. You'll save time and cut costs.
- Prepare for future business needs with the flexibility to adjust and update business rules, configurations, and policies on your own, as your needs change. Avoid having to re-implement or change your policies to meet the software.
- Adjust and update business rules, configurations, and policies on your own, as your needs change. Reduce the risk of accidental errors and intentional fraud.
- Increase savings through effective vendor negotiation and rebate usage.
- Increase efficiency by effectively identifying domestic and non-domestic VAT and reclaim higher amounts of foreign taxes.



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# Travel Plans

With Infor Expense Management Travel Plans, you'll be able to automate the entire travel experience—from pre-trip planning to post-trip reimbursement. Minimizing travel costs, enforcing travel policies, and eliminating unnecessary travel means continually implementing new processes—checks and balances that help influence travel policy compliance. By taking control of these processes, you can reduce the stress and hassle of making travel plans.



## Key benefits:

Infor Expense Management Travel Plans helps you capture a wealth of corporate and employee data with far more detail than you'll find in most financial systems of record. By using this important information, you can spot trends that will allow your company to:

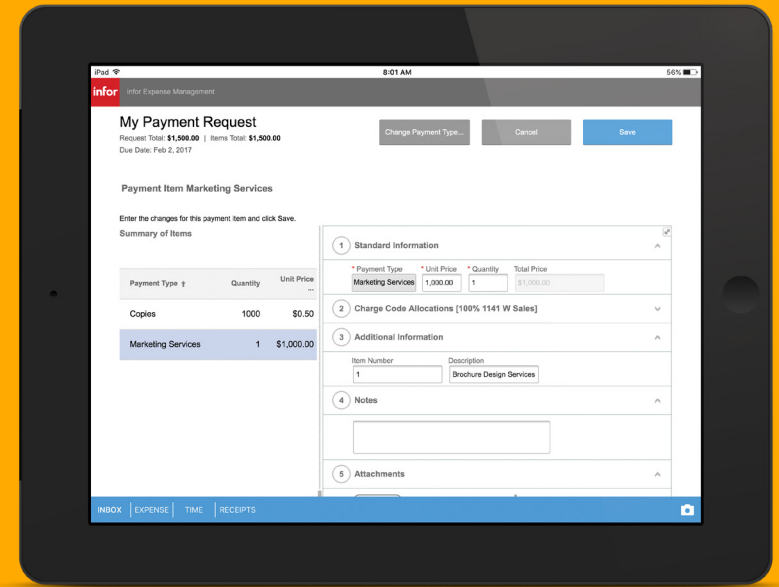
- Control travel that's either unnecessary or needlessly expensive by staying compliant with travel policies.
- Enforce your corporate travel policy before spending occurs, thanks to system-verified compliance alerts.
- Make better approval decisions and help your employees make smarter spending choices with better insights into the travel planning process.



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# Payment Requests

Infor Expense Management Payment Requests automates the slow and often cumbersome employee-initiated process of requesting vendor payments. You can track non-PO purchases centrally, make more timely payments, and realize considerable cost savings by reducing the workload placed on your accounts payable personnel. Even better, you can accelerate the approval process with a workflow that allows managers to review requests, resolve any purchasing violations, and approve those requests in minutes. That way you can keep your vendors happy by paying them faster.



## Key benefits:

As key module of Infor Expense Management, Payment Requests captures all the information you need to automate payment processing—with seamless integration to your other Infor applications. Infor Expense Management Payment Requests is perfectly suited for companies with manual payment request processes, no purchase order (PO) process, or a tedious PO process that often jeopardizes timely payments. With Infor Expense Management Payment Requests, you can:

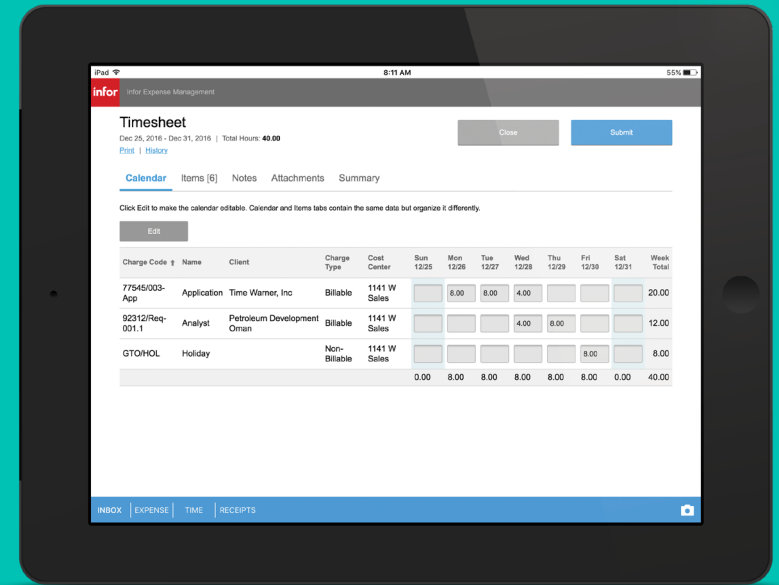
- Effectively track and accurately allocate employee purchases that are made immediately and that often bypass requisition and order processes.
- Enforce your corporate travel policy before spending occurs with system-verified compliance alerts.
- Make better approval decisions and help employees make smarter spending choices.



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# Timesheets

Accurately recording employee time is vital for timely customer billing and effective project management. Yet, what should be a simple function is typically manual, time-consuming, error-prone, and difficult to manage. Infor Expense Management Timesheets delivers powerful time-tracking capabilities, so you can avoid manual, time-consuming, and error-prone tasks. You can reduce the hassle, time, and cost of entering and processing employee time and attendance. Best of all, Infor Expense Management Timesheets uses innovative workflow business rules, so it works alongside your company's business policies.



## Key benefits:

Because Infor Expense Management Timesheets automates time capture and approval, it can help drive cost savings, efficiencies, and higher employee productivity for companies of all sizes. When you integrate Infor Expense Management Timesheets with Infor Expense Management Expense Reports and Infor Expense Management Payment Requests, you gain a complete time and expense management solution. With Infor Expense Management Timesheets, you can:

- Create automated and accurate timesheets in a fraction of the time it takes with paper-based methods.
- Automate time capture for all of your employees, so you can support salaried and hourly employees on the same system. Timesheets also serves as an ideal time-tracking solution for departments such as engineering and IT, which share their services across the organization.
- Monitor company policy to ensure a timesheet is correct before it is sent for approval. Then, route it to the appropriate manager, who can review and approve via their desktop or mobile device.
- Enjoy faster processing times and fewer errors, which can lead to more efficient customer billing cycles and a reduction in days sales outstanding.



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# Speed up implementation

With Infor Expense Management, not only do you get the most flexible and configurable travel and entertainment (T&E) expense management solution on the market, but you also get the tools to ensure that your implementation goes quickly and smoothly. To help you get the most out of your solution, Infor builds and implements software based on decades of industry-specific experience and first-hand knowledge of what makes a company.

Infor Implementation Accelerator for Infor Expense Management embodies that experience by providing highly focused, pre-built content you can use to rapidly create a solid expense reporting solution. It also delivers a variety of outputs, including common application business processes and other supporting material, to help you monitor your corporate expenses. As a result, you get:

- **Accelerated implementation**—By populating the solution to support a significant number of core configurations and processes, Infor Implementation Accelerator is robust, yet flexible enough to adapt to your unique needs.
- **Industry best practice processes**—Infor Implementation Accelerator is based on the experience Infor Consulting resources has gained from dozens of successful implementations.
- **Reduced implementation risk and stress for employees**—Infor Deployment Methodology refines your preconfigured solution proposal step by step, so that fewer personnel need to be involved in developing the project scope and implementing the solution. Instead, you can focus on helping your users become proficient in your Infor Expense Management applications.
- **A foundation for future success**—Infor Implementation Accelerator is ideal for companies that want to implement Infor Expense Management rapidly and easily, but envision growth ahead and need long-term scalability and continuous improvement.
- **Lower overall total cost of ownership**—With Infor Implementation Accelerator, your Infor Expense Management software can be less costly, less risky, and deliver faster time to benefit.

With Infor Implementation Accelerator for Infor Expense Management, you get the functionality you need to get up and running quickly. Best of all, you can customize the solution so it works best for your users—and your business.

[Learn more about Infor Implementation Accelerators](#)



# Make T&E management easier for your employees and managers

## With Infor Expense Management, you'll be able to:

- Improve employee compliance with spending policies.
- Increase savings through effective vendor negotiation and rebate usage.
- Reduce unnecessary travel and purchases.
- Cut down on labor required to process documents and administrative costs.
- Reduce manager time spent on approvals.
- Increase the accuracy of time billed to clients and paid time off due employees.
- Increase efficiency by effectively identifying domestic and non-domestic VAT and reclaim higher amounts of foreign taxes.
- Save time on travel planning, expense reporting, time capture, and purchasing of goods and services.

## Get the maximum value from your spending

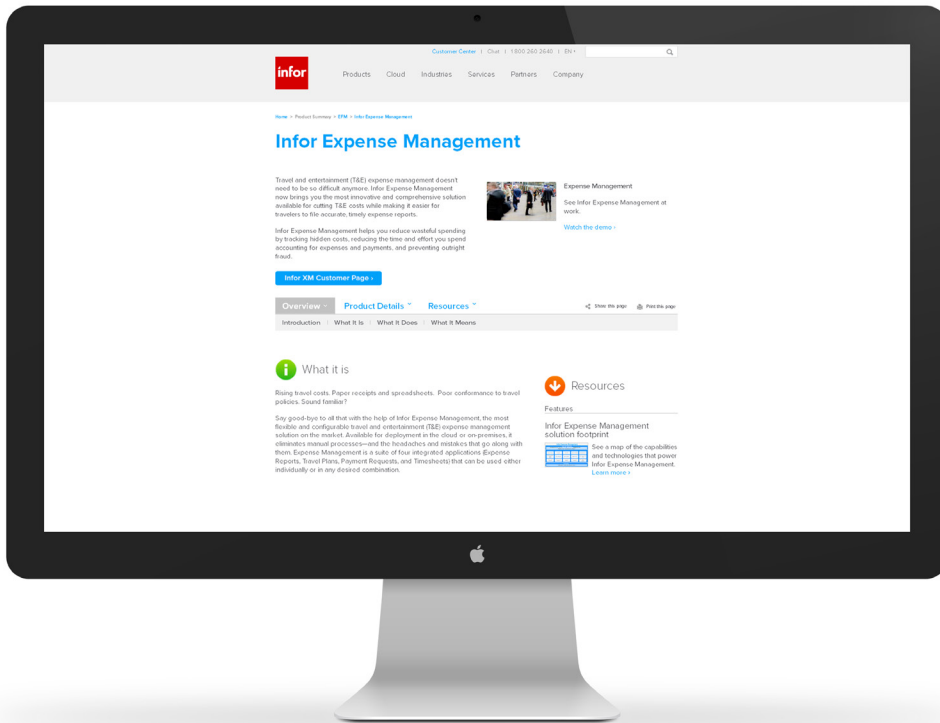
Infor Expense Management gives you unmatched power to manage, process, and control your employee-initiated spending. As a result, you'll be able to identify how that spending contributes to your business goals and ensure that you get maximum value from future spending.

Your employees get a system that is easy to use, while you can take advantage of one the biggest, and most often overlooked, opportunities for cost reduction that exists today—the hidden costs in the T&E expense management process.

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