



Infor10 Expense Management



Know all your costs.

Employee-initiated expenses can account for a surprisingly large percentage of total corporate spending. In challenging economic times, companies that can't track, analyze, and control these expenditures are missing an important opportunity for cost savings.

Consider, for example, the cost of unnecessary travel, unauthorized purchases, unused discounts and rebates, honest expense report errors, and under-billed clients. Other hidden costs can include the time and effort spent on administrative duties related to accounting for expenses and payments, as well as outright fraud. Organizations that gain control over employee-initiated spending and automate expense-related processes can see dramatic benefits to the bottom line.

Select the experts.

Infor10™ Expense Management is more than just an end-to-end travel expense management solution. Employees can plan and expense business travel; request and approve payment requests; capture time for charging to projects and cost centers; and calculate paid time off and overtime. These integrated applications share a single, intuitive interface, making them easy to learn, use, and maintain. With Expense Management, the overall result is comprehensive control over employee-initiated corporate spending. Using expense management software from Infor, even complex,

multinational organizations can automate expense-related business processes and enforce policy compliance, reducing both associated administrative costs and the opportunity for accidental error and intentional fraud. With it, 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 they can use to negotiate savings with vendors.

Suit your business needs.

Infor10 Expense Management includes four core modules: Infor10 Expense Management Travel Plans, Infor10 Expense Management Expense Reports, Infor10 Expense Management Payment Requests, and Infor10 Expense Management Timesheets. Each module features real-time policy notification, alerting employees to violations as they enter data, and allowing them to provide explanations or make corrections before submitting plans or expenses; configurable workflow for alerting reviewers, obtaining necessary approvals, and then triggering events such as issuing plane tickets or reimbursing expenses; and business intelligence tools to analyze the solution's database and search for opportunities to transform spending into savings.

Companies in more than 60 countries use Infor10 Expense Management to gain control over employee-initiated spending.

These applications work where you do—in your office, on the road, and around the globe. They support multiple languages and currencies, work with all international date and currency formats, and enable you to apply rules and policies specific to independent divisions or geographic locations. Expense Management also accommodates country-specific per diem rates, local taxation requirements, variable VAT rates, and mileage rates.

EXPENSE REPORTS—VISIBILITY AND CONTROL.

You can dramatically reduce the hassle, time, and cost of creating, approving, and processing expense reports by replacing paperbased tasks with Infor's web-based, automated system. With Infor10 Expense Reports, you also can gain the visibility and control you need to comply with today's accounting standards.

Travelers can create and manage expense reports whenever and wherever it's convenient—the office, the airport, even a taxicab—with Infor's offline client. Employees leverage simplified data entry with the application's pre-populated drop-down menus, saving time and eliminating potential errors caused by manually entering data. Streamlining the process further, Expense Reports accepts credit card feeds and uses them to populate expense reports with detailed hotel information (location, room rates, taxes, phone charges, etc.), airline ticket data (ticket number, departure date, destination airport, etc.), and car rental information (location, rental agreement number, pickup date, etc.).

When an email alert arrives in the inbox, the reviewer can open the expense report and any attached supporting documents (receipts, travel plans, etc.) without logging into the application. Because the system integrates with back-end financial systems, no further data entry is required once you approve the expense report. Accounting can issue reimbursements in a fraction of the time it used to take because policy checking was completed up front.

Infor also offers digital receipt filing—the collection, scanning, and digital storage of expense report receipts for future retrieval. As users submit receipts electronically via fax or digital copier scan-to-email device, the receipt images link to the expense report.

Infor10 Expense Management helps you:

- Improve employee compliance
- Increase savings
- Reduce unnecessary travel
- Speed document processing
- Increase time billing accuracy
- Reclaim more foreign taxes

Combined with best business practices, digital receipt filing allows companies to reduce the time, effort, and people needed to process expense reports; eliminate postage, mailing, and paper storage costs; streamline the auditing process; and provide timely reimbursement to employees.

TRAVEL PLANS—PRE-SPEND APPROVAL.

Many companies struggle to control their travel and entertainment spending. It's particularly difficult to keep a handle on travel that's either unnecessary or needlessly expensive. Infor10 Expense Management Travel Plans gives you a way to enforce your corporate travel policy before spending occurs. As employees create their travel plans, the system verifies compliance with corporate policy and requires employees to submit their travel plan for approval, providing another level of protection against unnecessary spending. Travel Plans also works seamlessly with Infor Expense Reports by allowing you to attach a travel plan to an expense report and compare planned and actual expenses. This information helps managers make better approval decisions and adds rich analytic capabilities to improve future budget planning.

PAYMENT REQUESTS—RECEIVE ACCELERATED RESPONSE.

In today's fast-paced business environment, employees sometimes must purchase goods and services immediately, bypassing the company's lengthy purchase requisition and order process. As a result, these requests often go untracked, resulting in an incomplete view of employee spending. Infor10 Expense Management Payment Requests helps companies close this gap.

Payment Requests lessens the workload on accounts payable (AP), helping your organization realize tremendous cost savings. This solution eliminates duplicate data entry, and automates validation, ensuring that requests are accurate, complete, and charged to the correct cost centers or project codes. While designed for use by non-finance employees, AP or purchasing personnel can also use Payment Requests to enter information on behalf of other employees.

TIMESHEETS—GET SIMPLIFIED ACCOUNTABILITY.

In many companies, accurate recording of salaried and hourly employee time is vital for timely customer billing and payroll calculation. Yet, this simple function is typically manual, timeconsuming, and error-prone. Infor10 Expense Management Timesheets simplifies the process by letting employees accurately report project hours, as well as general work and absence hours, in a fraction of the time required by traditional paper-based methods.

By accelerating processing time and reducing disputes from errors, Timesheets allows companies to significantly increase the efficiency of customer billing cycles and reduce days sales outstanding, contributing directly to the bottom line. Timesheets is a valuable project management tool for tracking your project resources and profitability, and allocating costs accurately. This application captures employee data and can provide instant access to usage and project summaries.

MOBILE DEVICE SUPPORT.

Users have the ability to create expense reports on their PDA device anywhere, anytime, thanks to the mobile device support option in Infor10 Expense Management. Managers can also view and approve expense reports from their mobile device. That not only saves time, but also gives managers the same degree of mobility as their workforce for maximum performance and rapid response.

FLEXIBLE DELIVERY OPTIONS.

Infor offers an unparalleled range of software deployment options so that you can use the power of Infor10 Expense Management in the way that suits you best. You can take advantage of a hosted version and let us deal with application management, or you can license the application outright.

Infor10 Expense Management customers typically earn a return on their software investment in 9 to 12 months.

See improvements quickly.

Infor10 Expense Management customers typically earn a return on their software investment in 9 to 12 months, whether they choose to license the product or use our hosted services. The benefits they reap include:

- Improved employee compliance with spending policies
- Increased savings through effective vendor negotiation and rebate usage
- Reduction in unnecessary travel and purchases
- Fewer people needed to process documents
- Reduced manager time spent on approvals
- Increased accuracy of time billed to clients and paid time off due employees
- Higher amounts of foreign taxes reclaimed
- Increased efficiency through effective domestic and nondomestic VAT identification
- Reduced employee time spent on travel planning, expense reporting, time capture, and purchasing of goods and services
- Lower administrative costs

The Infor10 Expense Management modules share a common, scalable, Internet-based product architecture designed to work with your existing financial, HR, payroll, and project accounting systems, and can link to multiple back-end systems of the same type. You can easily deploy them, and the solution's System Administration Tool makes it easy for nontechnical administrators to manage changes in the company's policies and organizational structure. Now that's doing business better.

About Infor.

Infor is a leading provider of business software and services, helping more than 70,000 customers in 164 countries improve operations and drive growth. To learn more about Infor, please visit www.infor.com.

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