



Infor Expense Management Expense Reports

Control employee spending.

Some companies' survival depends on getting control of employee-initiated expenses, the second largest cost at many firms, after payroll. But you need more than just record keeping—without a strategic financial solution to help you manage employee reimbursements, your company wastes both time and money and courts legal peril. Up-to-date automated expense management programs typically pay for themselves in less than a year, sometimes in as little as four months. Those systems save you money forever, through better cost control and greater visibility of employee spending. Now that Infor's advanced software as a service (SaaS) lets you buy powerful control over employee spending on a pay-as-you-go basis, your company absolutely must take control of employee-initiated spending today.

Infor can help.

Infor™ Expense Management Expense Reports has extensive adaptability. Combined with our experts' deep experience in expense management, you get the know-how to automate your entire expense reimbursement process, from online booking to report creation to processing and approval. A core component of Infor Expense Management, Expense Reports dramatically reduces the aggravation, time, and cost of managing travel and entertainment (T&E) expenses, improving both productivity and operational efficiency.

Here's how it works.

Infor Expense Management Expense Reports gives you the greatest possible flexibility to create and manage expense reports whenever and wherever it's convenient. It simplifies data entry, saves time, and eliminates manual data entry errors.

Comprehensive policy control. A robust, end-to-end employee reimbursement solution, Expense Reports provides complete and configurable data capture with validation, which shortens reimbursement cycles. Also, because Expense Reports integrates with back-end financial systems, no further data entry is required once an expense report is approved.

Credit card feeds. You can pre-populate data from single or multiple corporate cards and benefit from advanced credit card data capture. You'll also gain proactive control over expenses with real-time policy enforcement.

Mobile features. You can create and approve expense reports on the go from your mobile device, improving productivity and employee satisfaction.

Imaging support. You can attach scanned or faxed copies of supporting documentation to your expense reports for complete accountability and efficient third-party billing.

Online booking integration. Seamless integration with popular online booking tools allows users to quickly capture their itineraries directly from the online booking vendor and automatically generate expense reports, greatly reducing the time required to create a report.

Reporting and analysis. Comprehensive reporting allows for deep analysis of spending trends, policy violation statistics, process monitoring, and much more. Ad hoc reporting capabilities allow end users to define their own reports.

Global functionality. Comprehensive international features simplify and speed the reimbursement process. Those features include local language support, date and time formats, support for the euro and other currencies, VAT, and variable mileage rates. Plus, an expense management per diem module can help improve traveler compliance with local government travel policies and statutory or legal requirements. Multinational companies can quickly ensure easy local management of each country's business policies, workflows, and corporate data.

Flexible delivery options. Our unrivalled breadth of software deployment options lets you use the power of Infor Expense Management in the way that suits you best. You can choose a hosted version and let us deal with application management, or you can license the application outright. We also offer a templatedriven Business Edition that can have you up and running in short order.

Value-added services. Infor Expense Management offers a number of added services for those companies that want to outsource some of the manual tasks involved with the audit and reimbursement process, including:

- Payment processing
- Receipt verification
- Expense report auditing

A comprehensive expense management solution, Infor Expense Management allows employees to plan and report 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.

Infor Expense Management:

- Lowers the costs of managing T&E expenses
- Boosts employee productivity
- Enhances operational efficiency
- Speeds the reimbursement cycle

Infor's expense management software 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. 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 you can use to negotiate savings with vendors.

All four Infor Expense Management modules feature:

- 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 the issuance of plane tickets or the reimbursement of expenses
- Business intelligence tools to analyze the solution's database and search for opportunities to transform spending into savings

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 allow 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.

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 Expense Reports, you also can gain the visibility and control necessary for compliance with today's accounting standards.

See results now.

With Infor Expense Management Expense Reports, you gain a single, consolidated platform that automates all your employee-based financial processes, maximizing your efficiency and control through:

- Lower direct costs of managing T&E expenses
- Greater employee productivity
- Enhanced operational efficiency
- Faster reimbursement cycle
- Better visibility and control to meet compliance mandate

Build a smarter end-to-end expense reimbursement process, from report creation to processing and approval, with the help of Infor Expense Management Expense Reports.



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About Infor.

Infor is the world's third-largest supplier of enterprise applications and services, helping more than 70,000 large and mid-size companies improve operations and drive growth across numerous industry sectors. To learn more about Infor, please visit www.infor.com.

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