



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.



INFOR EXPENSE MANAGEMENT REPORTS

DO BUSINESS BETTER.

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 recordkeeping—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.

LEVERAGE EXPERIENCE.

Infor Expense Management's extensive adaptability combined with our experts' deep experience in expense management means that 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, 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.

GET BUSINESS SPECIFIC.

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 shorten 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 functionality. You'll also gain proactive control over expenses with real-time policy enforcement.

Mobile features. With mobile device approval and email approval with automatic email notifications, you'll see improvements in efficiency and employee productivity. You can even file and approve travel reports on your BlackBerry® or other HTML-compatible device such as an iPhone.

Imaging support. You can attach scanned or faxed copies of supporting documentation to your travel 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 template-driven 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 enables 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'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 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; and 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 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.

You can dramatically reduce the hassle, time, and cost of creating, approving, and processing expense reports by replacing paper-based 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 of 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



THERE IS A BETTER WAY.

At Infor, we work with a core belief. We believe in the customer. We believe that the customer is seeking a better, more collaborative relationship with its business software provider. And a new breed of business software: created for evolution, not revolution. Software that's simple to buy, easy to deploy and convenient to manage. Our 70,000 customers in more than 100 countries stand with us. We look forward to your sharing in the results of our belief. There is a better way. For additional information, visit www.infor.com.

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The Infor logo consists of the word "INFOR" in a bold, sans-serif font. The letters "I", "N", "F", and "O" are black, while the letter "R" is red. A small trademark symbol (TM) is located to the upper right of the "R".