



By automating the process of tracking billable resources, time, and attendance, Infor Expense Management Timesheets can help you expedite and reduce the cost of processing employee hours, project, and attendance data.



INFOR EXPENSE MANAGEMENT TIMESHEETS

DO BUSINESS BETTER.

In many companies, recording employee time accurately is vital for timely customer billing and effective project management. It's also essential for generating correct work and paid-time-off (PTO) hours for payroll—and for making fast, informed decisions about labor costs that significantly affect the bottom line. Yet, what should be a simple function is typically manual, time consuming, and error prone.

Companies need comprehensive time-tracking tools that use the company's business policies and rules to automate the process of tracking billable resources, time, and attendance. They also need real-time online status checking, flexible approval routing, and a means of ensuring compliance with their company's policies. With the right technology, organizations can expedite enterprise-wide time capture and tracking, enhance operational efficiency, trim costs—and, ultimately, do business better.

LEVERAGE EXPERIENCE.

Drawing on more than a decade of experience in expense management, Infor™ understands the challenges of companies like yours. Our integrated offering ensures innovation and value by automating the important process of tracking billable resources, time, and attendance.

And because Infor solutions have industry experience built in, they lower our customers' total cost of ownership. A core component of Infor Expense Management, Infor Expense Management Timesheets delivers the powerful time-tracking capabilities needed to reduce the hassle, time, and cost of entering and processing employee time and attendance. How? By using innovative workflow business rules along with your company's business policies.

Because Timesheets automates time capture for all your employees, no matter what their time reporting needs, it helps you better manage tasks like tracking hours worked by non-exempt employees; paid time off reported by employees; and time billable to a customer project. It ensures that timesheets conform to your company's policies. It even provides tools to approve and audit timesheets, then export them for payroll or accounting processing.

GET BUSINESS SPECIFIC.

Infor Expense Management Timesheets is a flexible, web-based solution that paves the way for timely, accurate processing of customer invoices and employee pay. Better still, because the solution automates time capture and approval, it drives cost savings, efficiencies, and higher employee productivity for companies of all sizes. For your users who create and submit timesheets and your managers who review and approve them, this enterprise solution facilitates:

Quick and accurate time tracking. With Timesheets, you can accurately report project hours, as well as general work and absence hours—and you'll do it in a fraction of the time required by traditional paper-based methods. The solution's intuitive, interactive interface guides you through timesheet creation and submission, with templates pre-populated with project codes to accelerate document creation. Timesheets' drilldown capabilities and personalized project menus help you choose the right code from potentially hundreds of thousands of options. Plus, Timesheets includes an offline client, so you can create and manage time reporting whenever and wherever it's convenient.

Business policy compliance. Timesheets automatically checks for organizational and project-based policy compliance. It also monitors company policy to ensure the

correct information is entered before you submit a timesheet for approval. Then, thanks to Infor's database-driven workflow, your timesheet is routed to the appropriate manager, who can review and approve it by laptop or PDA device.

Accurate and timely project billing. By accelerating processing time and reducing disputes from errors, Timesheets helps your company significantly boost the efficiency of customer billing cycles—and lower Day Sales Outstanding (DSO), contributing directly to the bottom line. For example, where the cost of capital is 1% per month, a reduced DSO of 30 days translates into an additional 1% profit on hours billed per timesheet. If each timesheet represents an average of \$5,000 in billings, the result is \$50 per timesheet in reduced costs and increased profitability.

Multiple, configurable views according to role. Timesheets supports both salaried and hourly employees on the same system. Depending on your company's policy and the employee's role, users see different and appropriate time capture interfaces. Hourly employees can submit their work and absence hours as elapsed time—or provide their daily in-and-out times in compliance with various state laws. Project-based or billable employees reporting project hours can view a summary or detailed, line itemized list of their hours. Timesheets also serves as an ideal time-tracking solution for departments, like engineering or IT, that share their services across the organization.

Enhanced business intelligence. Managers gain a valuable project management tool for tracking project resources and profitability, as well as for accurately allocating costs. Timesheets captures employee data and gives you instant access to utilization and project summaries. Infor's business intelligence not only makes real-time reporting accessible to all users, it also provides world-class business analytics tools for your business analysts.

Global functionality. Timesheets provides a comprehensive set of international features, including local language support, date and time formats, and support for most currencies, as well as for local statutory and legal requirements.

Multinational corporations can quickly deploy applications that meet the unique needs of local divisions in more than 40 countries. At the corporate level, Timesheets ensures consolidated reporting and business insight into different multinational divisions.

Anytime, Anywhere. The Timesheet solution comes with a specially designed user interface for mobile devices so employees can enter their time from a mobile device making them more productive and speeding up the billing process.

Complete integration. When you integrate Timesheets with Infor Expense Management Reports and Infor Expense Management Payment Requests, you gain a complete time and expense management solution. All Infor Expense Management applications share a common, scalable, Internet-based product architecture that works with your existing financial, HR, payroll, and project accounting systems. Not only that, you can easily modify these applications to reflect your unique processes for centralized control and administration.

SEE RESULTS NOW.

If your company lacks the capabilities for timely billing, more efficient project management, and the accurate tracking of paid time off hours for payroll, isn't it time to work with a trusted business partner like Infor? Using workflow business rules and your company's business policies, Infor Expense Management Timesheets can help you expedite—and cut the cost of—processing employee time and attendance. It accomplishes this task by automating the process of tracking billable resources, time, and attendance.

Besides reducing the aggravation associated with entering and processing employee time and attendance, Timesheets helps you better manage tasks like tracking hours worked by non-exempt employees; paid time off reported by employees; and time billable to a customer project. It also ensures compliance with your company's policies. Plus, Timesheets implements quickly, so you can speed the time to value on your Infor investment.

Let our innovative solution put your company on the fast track to impressive returns by giving you key capabilities for:

- ▶ Comprehensive time tracking
- ▶ Real-time online status checking
- ▶ Offline time recording
- ▶ In/out attendance tracking
- ▶ Automatic overtime calculations
- ▶ Paid-time-off tracking and validation
- ▶ Standard and custom reports
- ▶ Web-based access via your corporate intranet



- ▶ Integration with project accounting, payroll, and HR systems
- ▶ Project-based approvals
- ▶ Integrated time and expense

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 letters "R" and "A" are red. A small trademark symbol (TM) is located to the upper right of the "R".