



EXPENSE MANAGEMENT

# Infor Expense Management Expense Reports

## Control employee spending

After payroll, employee-initiated expenses are the second largest cost at many organizations. To keep employee-initiated expenses in control, you need more than just record keeping. You need a strategic financial solution to help you manage employee reimbursements, one that gives your employees and managers all of the features and functionalities they need to take the burden off creating expense reports.

With Infor® Expense Management Expense Reports, you can dramatically reduce the hassle, time, and cost of creating, approving, and processing expense reports by replacing paper-based tasks with this automated system. 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.

## Key benefits

Whether you choose to deploy on-premise or as a software as a service (SaaS) offering, Infor Expense Management Expense Reports gives you powerful control over reporting employee spending. Best of all, Expense Reports is a core component of Infor Expense Management, which means you can seamlessly integrate to other Infor applications, as well as configure the application.

This sophisticated application 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 requirements.
- 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.

## Gain visibility and control

With Infor Expense Management Expense Reports, you can get the visibility and control you need to maintain compliance with today's accounting standards. In addition, 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.

## Deliver application performance and reliability

When you choose to deploy Infor Expense Management Expense Reports in the cloud, you get security and an infrastructure you can rely on. Because Infor Expense Management Expense Reports 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 Expense Reports delivers unbeatable application performance and security.

Through Infor's partnership with AWS for cloud customers, you can count on absolute business continuity from every angle against every kind of man-made threat or natural disaster. With multiple redundancies and backups, your data is as secure as possible. Best of all, AWS tools including auto scaling and elastic load balancing, so Infor Expense Management can scale up or down based on demand. That means you get access to compute and storage resources when needed.

Some advantages of running the application from AWS include:

- An end-to-end approach to a secure IT infrastructure, including physical, operational, and software measures.
- AWS Cloud Compliance, which covers numerous programs including ISO, HIPAA, SSAE, FedRAMP, CSA, and more. An up-to-date list can be found at: <http://aws.amazon.com/compliance/>.
- A scalable, reliable, and secure global computing infrastructure, the virtual backbone of Amazon.com's multi-billion dollar online business that has been honed for over a decade.
- Twelve regions around the globe that provide Infor with multiple options for cloud deployments.
- Multiple availability zones (AZ) within each region with each AZ comprised of one or more data centers, allowing for built-in data center redundancy.

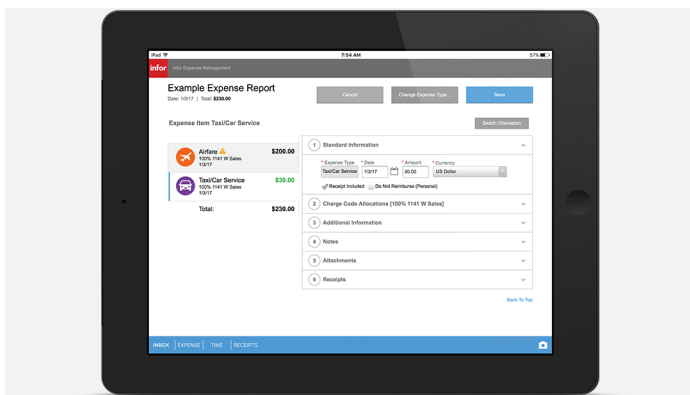
## Maintain security and compliance

Because compliance needs change by country and region, Infor Expense Management Expense Reports 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 standards.

In addition, 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.

## Simplify data entry and save time

Infor Expense Management Expense Reports gives you the greatest possible flexibility to create and manage expense reports whenever and wherever it's convenient.



You can simplify data entry, save time, and eliminate manual data entry errors with tools for:

**Mobility**—Let managers and employees use the platform they prefer, whether that's a laptop, desktop or mobile device, so they work anywhere, anytime. You can create and approve expense reports on the go from your mobile device, phone, or tablet, including Apple iPhone® and Android™ devices, improving productivity and employee satisfaction.

**Policy controls**—Consistently enforce all travel and audit policies by alerting employees to policy violations as they enter data and allow them to provide explanations or make corrections before submitting plans or expenses.

**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. It is also used to export data, such as approved expenses or invoices for payment.

**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.

**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.

**Online booking integration framework**—Automatically and easily create expense transactions with the Deem WorkForce online booking solution, seamlessly integrated with Infor Expense Management.

**Infor Reporting**—Get out-of-the box management and auditor reports and analytics, so you can get insights into your travel spending and negotiate rates with vendors.

**Global functionality**—Support global compatibility with modules available in English, Swedish, Italian, German, French, Slovak, Russian, Spanish, Brazilian, Portuguese, Japanese, Thai, Korean, Polish, Dutch, Norwegian, Danish, Finnish, Traditional Chinese, and Simplified Chinese. You can also support transactions in multiple currencies and manage international taxation issues.

**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.

**Auditing services**—For select transactions based on a client's unique business expense audit rules, these services can ensure compliance with Sarbanes-Oxley mandates, segregation of duties, and timely, consistent audits. You can help your approvers and A/P personnel save time, improve accuracy, and reduce errors and fraud.

**Social collaboration**—With a centralized platform for employee communication and collaboration across the enterprise, you'll be able to interact with colleagues in ways you never imagined possible.

## Get up and running quickly

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 successful. Infor Implementation Accelerator for Infor Expense Management Expense Reports 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.

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. You get the functionality you need to get up and running quickly, along with all the features and functions you need.

## Build better processes for employee-initiated expenses

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. You can build a smarter end-to-end expense reimbursement process, from report creation to processing and approval. That way, your employees and managers get speed, convenience, and choice—anytime, anywhere.

[Learn more >](#)



Infor builds business software for specific industries in the cloud. With 17,000 employees and over 68,000 customers in more than 170 countries, Infor software is designed for progress. To learn more, please visit [www.infor.com](http://www.infor.com).

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