

## BROCHURE

# Infor Expense Management

### Choose a trusted solution

Take control of employee-initiated expense needs without having to install or maintain any components inside an IT infrastructure thanks to Infor® Expense Management. As a software-as-a-service (SaaS) solution, Infor Expense Management is hosted by Amazon Web Services® (AWS®). AWS perfectly complements Infor's innovative technology framework by providing a superior delivery model, advanced security protocols, competitive cost structure, and a proven record of operational excellence.

Infor Expense Management is a globally accepted solution available in 20 languages. Best of all, Infor Expense Management translates to a speedier implementation with minimal involvement from IT and lower ongoing costs because the application is maintained and upgraded by Infor.

### Take control of employee-initiated expenses

Employee-initiated expenses constitute the second largest cost at most of today's businesses; they also pose a huge legal risk. Organizations can't afford to let such large costs go uncontrolled or risk a major security breach or performance failure by failing to manage them appropriately.

## Automate expense- related processes

Infor Expense Management empowers users from small businesses up to 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.

## Manage a full range of spending needs

Infor Expense Management is a comprehensive solution for automating and managing the full range of employee-initiated spending. It includes a collection of distinct functional modules, such as:

- **Expense reports**—To control T&E costs and streamlining approvals for rapid reimbursement
- **Payment requests**—To automate and manage employee driven third-party payments
- **Travel plans**—To reduce noncritical travel with pre-trip approval
- **Time sheets**—For internally and externally chargeable time management

## Improve the way work gets done

Infor Expense Management also provides:

- **Standard credit card feeds**—Process standard feeds from American Express®, MasterCard®, Visa®, and Diners Club®.
- **Digital receipts**—Scan and fax receipts to help substantiate expense reports and payment requests. Email receipts, store them, and send them as attachments from a desktop or mobile device.
- **Optical character recognition (OCR)**—Automate data capture from receipts with artificial intelligence driven technology that eliminates manual data entry.

Infor Expense Management's OCR capability reads documents with accuracy and further validates the data to ensure credibility.

- **Birst operational reporting and analytics**—Leverage the power of networked business intelligence and analytics from Infor Birst® to manage, plan, and forecast with greater accuracy, stop bad spending decisions before they occur, and ensure compliance with corporate and regulatory policies. Get out-of-the box analytics and management and auditor reports, as well as the ability to create and modify analytics dashboards and reports.
- **Mobility**—Whether it's desktop or mobile, users can access Infor's expense management solutions from the platform they prefer. Create and approve expense reports on a mobile device or tablet with Infor Expense Management for mobile web; or for business travel, use Infor Expense for iOS, and Android™ a consumer-grade native application with receipt photo capture, offline functionality, currency conversion, and for faster, easier expenses on the go.
- **Back-office integration tools**—Provide a standard means for importing information such as cost centers, employees, hierarchies, remittance information, vendors, and GL codes from users' backend systems to Infor Expense Management. It is also used to export data, such as approved expenses or invoices for payment.
- **Online booking integration**—Automatically and easily create expense transactions with the Deem Work Fource online booking solution, integrated with Infor Expense Management.
- **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.
- **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. Determine the schedule and the solution initiates an automated payment the very next day.

## Deliver application performance and reliability

Infor Expense Management is hosted on the state-of-the-art Amazon Web Services (AWS) cloud infrastructure, delivering world-class network performance, rock-solid reliability, and complete security. With continuous backup, complete disaster recovery features, and numerous Internet backbones, Infor Expense Management delivers unbeatable application performance and security

## Think globally, act locally

With Infor Expense Management, organizations can implement instantaneous global updates to policies and processes to support continuous improvement, while simultaneously managing local policies and statutory requirements. Companies also use it to capture information for analysis and benchmarking, identifying spending patterns that can be used to negotiate savings with vendors.

## Maintain compliance wherever business is done

Infor Expense Management offers complete global compatibility, with modules available in English, Swedish, Italian, German, French, Slovak, Russian, Danish, Finnish, Norwegian, Spanish, Portuguese, Brazilian Portuguese, Japanese, Thai, Korean, Polish, Dutch, Traditional Chinese, and Simplified Chinese. It also supports transactions in multiple currencies and has the ability to deal with international taxation issues.

Compliance needs can change by country and region. Fortunately, Infor Expense Management can help maintain compliance with reporting entertainment spending to 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.”

## Keep data secure

Through Infor’s partnership with AWS, organizations can count on absolute business continuity from every angle against every kind of man-made threat or natural disaster. With multiple redundancies and backups, 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, providing access to compute and storage resources when needed.

Some advantages of running the application from AWS include:

- **Next-generation cloud security**—An end-to-end approach to a secure IT infrastructure, including physical, operational, and software measures.
- **Superior auditing and compliance**—Because Infor supports compliance at the application level and AWS maintains high compliance standards for the underlying infrastructure, Infor customers gain an important advantage in complying with detailed industry standards, such as ITAR and HIPAA, SSAE, FedRAMP, CSA, and more.
- **Rapid scalability**—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.
- **High availability**—All the Infor products can be spread across multiple AWS Availability Zones (AZs) to optimize fault tolerance and reduce any risk of downtime. Infor’s infrastructure is built to minimize single points of failure.

Infor Expense Management delivers:

- **Lower total cost of ownership**—Little or no IT involvement is required.
- **Lower capital budget requirements**—There's no additional hardware or infrastructure to acquire.
- **Predictable costs**—The per-document transaction cost is locked in.
- **Unlimited growth potential**—Infor ensures processing power as organizations grow.
- **Full redundancy and high availability**—Experience an application environment with maximum availability around the clock.
- **Disaster recovery capabilities**—The solution is built to withstand even the loss of multiple data centers with RPO/RTOs of near zero.
- **SSAE 16 report**—This helps organizations achieve Sarbanes-Oxley compliance.
- **Multiple application environments**—Take advantage of two application environments: one for testing and training, and a separate production environment.
- **Multi-tenant cloud offering**—As a multi-tenant cloud offering, the solution is more cost-effective to deploy and operate.
- **PCI compliance**—Protect sensitive employee credit card data and meet PCI DSS standards.

### With Infor Expense Management, organizations can:

- Improve employee compliance with spending policies.
- Increase savings through effective vendor negotiation and rebate usage.
- Improve accuracy of time billed to clients and paid time off due employees.
- Reduce unnecessary travel and purchases.
- Cut down on labor required to process documents and administrative costs.
- Help managers spend less time on approvals.
- Save time on pre-trip authorizations, expense reporting, time capture, and employee-initiated payment requests.

## Get started right out of the box

By deploying Infor Expense Management, organizations don't have to wait to get the benefits of advanced expense management. Because the solution is delivered as a SaaS, the tools required to get started are delivered in the cloud. All of the solution's expense management modules share a common, scalable, Internet-based product architecture, designed to work with Infor or non-Infor financial, HR, payroll, and project accounting systems and link to multiple backend systems of the same type.

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