Infor Expense Management

Make T&E easier

It's time to take the frustration and risk out of travel and entertainment (T&E) expense management. Many companies today unwittingly overspend on employee-initiated expenses for lack of adequate reporting technology.

At the same time, most business travelers feel irritated over the time and effort required to report expenses.

In the past, T&E spending has been notoriously difficult to control and document because it involves so many different charges incurred by so many different people. But it doesn't have to be that hard anymore.

Infor® Expense Management now brings you the most innovative and comprehensive solution available for cutting T&E costs while making it easier for travelers to file accurate, timely expense reports.

- Infor Expense Management customers typically earn a return on their software investment in 9 to 12 months. -

Take an innovative approach

Infor Expense Management stands alone as the most flexible, powerful, easy to use expense management solution for organisations of all sizes. Because employee-initiated expenses can represent the second largest corporate expense outside of payroll, you can gain enormous value from this full-featured expense management solution that works the way you do.

Infor Expense Management features a breakthrough user-experience design that streamlines all phases of the expense reporting process to increase employee participation.

As a result, you'll be able to collect more complete, timely, and accurate expense information, while improving the way you track, analyse, and control employee-initiated expenditures to realise important opportunities for cost savings.

How much money do you waste on careless travel spending? Consider, for example, the cost of unnecessary travel, unauthorised purchases, unused discounts and rebates, honest expense report errors, and under-billed clients.

Infor Expense Management helps you reduce wasteful spending by tracking those hidden costs, reducing the time and effort you spend accounting for expenses and payments, and preventing outright fraud.

Get better control

We want to change the way you think about expense reporting and control. Infor Expense Management takes a whole new approach to the ways your employees enter, organise, and submit expense information.

It also offers unique and insightful capabilities for spending control, reporting, and analysis, so that you can actively manage employee-initiated expenses and reduce those costs without impeding your business.

Infor Expense Management also makes it easy for employees to plan business travel, request payments, and capture billable time.

Using Infor Expense Management, even complex, multinational organisations can automate expense-related business processes, enforce policy compliance, cut administrative costs, and reduce the risk of accidental error and intentional fraud.

With Infor Expense Management, you can implement instantaneous global updates to policies and processes to support continuous improvement.

Travelers can create and manage expense reports whenever and wherever it's convenient—from the office, the airport, even a taxicab—with the Infor's offline client. To further streamline the process, Infor Expense Management brings you a wealth of innovations, including:

- **T&E budget controls** - You can import cost center or project-related budget figures into Infor Expense Management and monitor accruals against budgets,

Infor Expense Management helps you:

- Improve employee compliance

- Increase savings

- Reduce unnecessary travel

- Speed document processing

- Increase time billing accuracy

- Reclaim more foreign taxes

so that you can avoid getting surprised by unexpected spending.

- **Streamlined credit card accounting** - Our unique, secure approach to integrating credit card feeds simplifies the task of creating new expense reports based on the latest available charges.

- **Digital receipts** - Your employees can simply and easily attach digital copies of receipts using free Infor mobile apps, local scanners, shared servicing centers, emailing the expense management system, or directly from desktop PCs.

- **Import from Microsoft™ Excel®** - When travelers lack an Internet connection, they can still assemble expense reports and timesheets using an Excel template. After they return to the office, they can quickly upload the spreadsheet to Infor Expense Management for quick and easy submission.

Infor Expense Management encompasses four main areas of your business process: Travel planning, reporting, payment requests, and timesheets. For each area, Infor Expense Management gives you:

- **Real-time policy notification** - Infor Expense Management alerts employees to policy violations as they enter data and allows them to provide explanations or make corrections before submitting plans or expenses.

- **Configurable workflow** - After alerting reviewers and obtaining necessary approvals, Infor Expense Management can trigger events, such as the issuance of plane tickets or the reimbursement of expenses.

- **Business intelligence tools** - You can take advantage of advanced analytic tools in Infor Expense Management to identify potential cost savings.

With full support for dozens of languages and hundreds of currencies, Infor Expense Management helps you

stay compliant with all relevant rules, localisations, and regulations, as well as allowing you to enforce your own unique internal expense policies. The system's group-based architecture permits you to configure specific procedures and business rules for each office, division, subsidiary, or company based on the needs of those units.

Reports—visibility and control

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, hosted by Amazon Web Services (AWS). This sophisticated reporting service 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.

Infor Expense Management accepts credit card feeds and uses them to populate expense reports with detailed hotel information, airline ticket data, and car rental information. The reviewer can rapidly review the expense report and any attached supporting documents when they arrive via email, without logging into the application.

Travel Plans—pre-spend approval

To help you keep a handle on travel that's either unnecessary or needlessly expensive, Infor Expense Management gives you a way to enforce your corporate travel policy before spending occurs. As employees create their travel plans, the system verifies compliance with corporate policy and requires employees to submit their travel plans for approval, providing another level of protection against unnecessary spending.

It also allows you to attach a travel plan to an expense report to compare planned and actual expenses. This information helps managers make better approval decisions and helps employees make smarter spending choices.

Payment Requests—accelerated response

In today's fast-paced business environment, employees must sometimes purchase goods and services immediately, bypassing the company's lengthy purchase requisition and order process. As a result, these requests often go untracked, resulting in an incomplete view of employee spending.

Infor Expense Management lessens the workload on accounts payable (AP), helping your organisation realise tremendous cost savings. It eliminates duplicate data entry and automates validation, ensuring that requests are accurate, complete, and charged to the correct cost centers or project codes. While designed for use by non-finance employees, AP or purchasing personnel can also use Infor

Expense Management to enter information on behalf of other employees.

Timesheets—simplified accountability

In many companies, accurate recording of billable employee time is vital for timely customer invoicing and payroll calculation. Infor Expense Management simplifies the process by letting employees accurately report project hours as well as general work and absence hours, in a fraction of the time required by traditional paper-based methods. As a result, you can present bills sooner and improve cash flow.

As a mobile-capable, AWS hosted solution, Infor Expense Management is easy for employees and managers to use on the platform they prefer, whether that's a laptop, desktop, or tablet. And its modern user-friendly design ensures that employees won't feel burdened by the details of reporting. Infor Expense Management is easy to learn and operate, which makes it more likely that users will complete more accurate reports and get paid sooner.

Get better results

Most Infor Expense Management customers recoup the cost of the software in a surprisingly short time and go on enjoying lower costs indefinitely. With Infor Expense Management, you'll be able to:

- Improve employee compliance with spending policies.

- Increase savings through effective vendor negotiation and rebate usage.

- Reduce unnecessary travel and purchases.

- Deploy fewer people to process documents.

- Reduce manager time spent on approvals.

- Increase the accuracy of time billed to clients and paid time off due employees.

- Reclaim higher amounts of foreign taxes.

- Increase efficiency by effectively identifying domestic and non-domestic VAT.

- Reduce employee time spent on travel planning, expense reporting, time capture, and purchasing of goods and services.

Above all, with Infor Expense Management, you get unmatched power to manage, process, and control your employee-initiated spending. As a result, you'll be able to identify how that spending contributes to your business goals and ensure that you get maximum value from future spending.

trg

TRG is a market-leading global professional services firm focused on delivering technical excellence. TRG adds value in a challenging and dynamic market by delivering the right IT solutions that work quietly and brilliantly in the background, freeing our customers up to focus on their core.

For more information about this solution, please contact us at sales@trginternational.com

trginternational.com | blog.trginternational.com