



# Infor Expense Management in the cloud

## 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 for companies subject to the Sarbanes-Oxley Act of 2002.

You 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.

## Choose a trusted solution

With Infor® Expense Management in the cloud, you can take control of your employee-initiated expense needs without having to install or maintain any components within your IT infrastructure. As a software-as-a-service (SaaS) solution, Infor Expense Management has obtained clean SSAE 16 (formerly SAS 70) reports every year since 2004, satisfying even the most stringent Sarbanes-Oxley requirements.

Hosted by Amazon® Web Services (AWS) cloud infrastructure, Infor Expense Management is a globally accepted solution available in 16 languages around the globe. Best of all, Infor Expense Management translates to a speedier implementation with minimal involvement from IT and lower ongoing costs as your application is maintained and upgraded by Infor.

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

## Automate expense-related processes

Infor Expense Management 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.

### Manage your 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:

- **Infor Expense Management Expense Reports**—For controlling T&E costs and streamlining approvals for rapid reimbursement
- **Infor Expense Management Payment Requests**—To automate and manage employee driven third-party payments
- **Infor Expense Management Travel Plans**—To reduce noncritical travel with pre-trip approval
- **Infor Expense Management Time Sheets**—For internally and externally chargeable time management
- **Mobility**—Let managers and employees use the platform they prefer, whether that's a laptop, desktop, or mobile device or tablet, including Apple iPhone® and Android™ devices.
- **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 framework**—Automatically and easily create expense transactions with the Deem Work Force online booking solution, seamlessly integrated with Infor Expense Management.
- **Policy Controls**—Consistently enforce all of your 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. You can pay after submission, after approval, after receipts are received, or after the audit is completed. You determine the schedule and the solution initiates an automated payment the very next day.

### Improve the way you work

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. You can email receipts, store them, and send them as attachments from a desktop or mobile device.
- **Infor Reporting**—Get out-of-the box management and auditor reports as well as reports you can create and modify.

## Deliver application performance and reliability

Because Infor Expense Management 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 delivers unbeatable application performance and security.



### Keep your data secure

Through Infor's partnership with AWS, 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.

## Think globally, act locally

With Infor Expense Management, 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 can be used to negotiate savings with vendors.

## Maintain compliance wherever you do business

Infor Expense Management offers complete global compatibility, with modules available in English, Swedish, Italian, German, French, Slovak, Russian, Danish, Finnish, Norwegian, Spanish, 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 your organization maintain compliance with reporting your 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.”

With Infor Expense Management, you get:

- **Lower total cost of ownership**—Little or no IT involvement is required.
- **Lower capital budget requirements**—There’s no additional hardware or infrastructure for you to acquire.
- **Predictable costs**—Your per-document transaction cost is locked in.
- **Unlimited growth potential**—Infor ensures processing power as you grow.
- **Full redundancy and high availability**—You get 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 you 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.

## Get started right out of the box

By deploying Infor Expense Management in the cloud, you don't have to wait to get the benefits of advanced expense management. Because the solution is delivered as a SaaS, the tools you need 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 your Infor or non-Infor financial, HR, payroll, and project accounting systems, so you can link to multiple backend systems of the same type.



### With Infor Expense Management you 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.

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