

Infor Expense Management Payment Requests

Streamline to save.

Your employees often need to purchase goods and services on the fly without going through your company's structured purchase requisition-to-purchase order process. Problem is, these requests often go untracked from a business management perspective, resulting in an incomplete view of your employee spending. Infor™ Expense Management Payment Requests automates the slow and often cumbersome employee-initiated process of requesting vendor payments. Better still, it helps companies like yours track non-PO purchases centrally, make more timely payments, and realize considerable cost savings by reducing the workload of accounts payable personnel.

Count on experience.

At Infor™, we measure our success by the success of our customers. And with more than a decade of experience in expense management, we have a proven track record of helping companies like yours benefit by significantly improving their payment request process. A key module of Infor10 Expense Management, Payment Requests captures all the information you need to automate payment processing.

Payment Requests is perfectly suited for companies with manual payment request processes, no PO process, or a tedious PO process that often jeopardizes timely payments. By using Payment Requests to streamline this frequently overlooked yet expensive process, you can achieve:

- Better cost control
- · Greater efficiency
- Closer tracking of employee-initiated expenditures across the enterprise
- Fewer policy violations

The cumbersome employee-initiated method of requesting vendor payments often slows processing. Automate your company's approval process with Infor Expense Management Payment Requests to get payments out the door faster.

Get business specific.

With Payment Requests, your employees can request vendor payments quickly and easily from their desktop or laptop. It can help your company benefit by increasing business policy compliance and preferred vendor usage, delivering integrated business intelligence, and supporting global organizations. Payment Requests does all this through:

Accelerated request processing. The solution's intuitive, interactive interface guides employees through request creation and lets them track the status of previously submitted requests in real time. It automatically flags any policy violations and gives employees a chance to correct them before submitting the request. Using Infor's database-driven workflow, managers can review requests, resolve any purchasing violations, and then approve those requests in minutes. The result: Your company accelerates the approval process and keeps vendors happy by paying them in a more timely manner.

Business policy compliance and preferred vendor usage. Your company sees significant business benefits by increasing policy compliance and preferred vendor usage. Besides alerting your employees of policy violations in real time, Payment Requests notifies them of preferred vendors for certain goods and services.

This is especially useful when the solution is used before the purchase. Central tracking of employee spending also yields important information that helps managers set up new preferred vendor relationships and negotiate additional discounts.

Complete integration. Payment Requests integrates with other Infor applications, linking to other key operational processes like expense reporting, travel planning, and employee time capture. This provides a single platform for employee-based financial processes—a platform on which you can thoroughly analyze employee spending, preferred vendor usage, and other areas.

Global functionality. With Payment Requests, global organizations gain comprehensive international features including local language support, date and time formats, and support for all ISO currencies, as well as for local statutory and legal requirements. Multinational companies can quickly deploy applications that meet the unique operations of each local division and facilitate easy local management of each country's business policies, workflows, and corporate data.

See results now.

By capturing all the information needed for automated payment processing, Infor Expense Management Payment Requests helps companies around the globe successfully meet their purchasing challenges. In the process, they're realizing significant benefits, including greater cost control and enhanced efficiencies.

Using this highly configurable solution, you'll see compelling results—and a return on your Infor investment in the shortest time possible—through:

- · Comprehensive business intelligence
- Central tracking of non-PO purchases
- Additional vendor discounts
- More timely payments
- Business policy compliance and preferred vendor usage
- Less work for accounts payable personnel



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About Infor.

Infor is the world's third-largest supplier of enterprise applications and services, helping more than 70,000 large and mid-size companies improve operations and drive growth across numerous industry sectors. To learn more about Infor, please visit www.infor.com.

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