



# Infor Expense Management Payment Requests

## Automate the vendor payment process

You can't plan every expense in advance. When your employees need to purchase goods and services in a hurry, your company's structured purchase requisition-to-purchase order process can add unnecessary headaches. In a worst-case scenario, these requests can go untracked, 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, so you can keep your vendors happy by paying them faster. Track non-PO purchases centrally, make more timely payments, and realize considerable cost savings by reducing the workload placed on your accounts payable personnel. And, you can accelerate the approval process with a workflow that allows managers to review requests, resolve purchasing violations, and approve requests quickly.

### Key benefits

As a key module of Infor Expense Management, Payment Requests captures all the information you need to automate payment processing—with seamless integration to your other Infor applications. Infor Expense Management Payment Requests is perfectly suited for companies with manual payment request processes, no purchase order (PO) process, or a tedious PO process that often jeopardizes making timely payments.

With Infor Expense Management Payment Requests, you can:

- Effectively track and accurately allocate employee purchases that are made immediately and that often bypass requisition and order processes.
- Enforce your corporate travel policy before spending occurs with system-verified compliance alerts.
- Make better approval decisions and help employees make smarter spending choices.

### Improve the way you work

With Infor Expense Management Payment Requests, your employees can request vendor payments quickly and easily from their desktop, on-premise or in the cloud. It can help your company benefit by increasing business policy compliance and preferred vendor usage, delivering integrated business intelligence, and supporting global organizations. Infor Expense Management 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 faster.

**Business policy compliance and preferred vendor**

**usage**—Your company can experience significant business benefits by increasing policy compliance and preferred vendor usage. Besides alerting your employees of policy violations in real time, Infor Expense Management 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.

**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.

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

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

## Deliver application performance and reliability

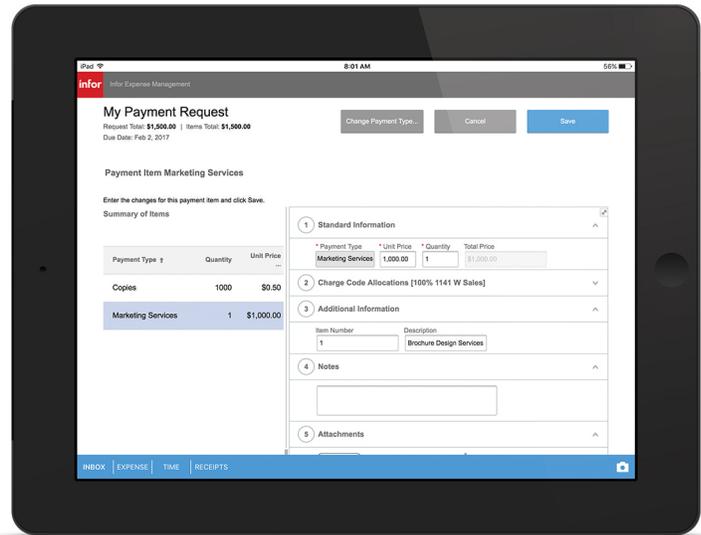
Whether you choose to deploy on-premise or as a software as a service (SaaS) offering, Infor Expense Management Payment Requests gives you powerful control over all of your business-related expenses.

For cloud customers, Infor Expense Management Payment Requests is hosted on the state-of-the-art Amazon Web Services (AWS) cloud infrastructure. That means 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 Payment Requests 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 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.

## Meet all of your purchasing challenges

By capturing all the information needed for automated payment processing, Infor Expense Management Payment Requests can help you meet your purchasing challenges. You'll realize significant benefits, including greater cost control and enhanced efficiencies.

With Infor Expense Management Payment Requests, you'll see compelling results-and a return on your 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

To learn more,  
[visit Infor Expense Management >](#)



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