



Modernization of M3 AP

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Agenda

New approval flow for expense invoices

01

Initiative Scope

02

Process overview

03

Basic data and process logic

04

Demo

Initiative Scope

Initiative overview – Modernization of M3 AP

1. Request to spend

- New function for all types of spendings, such as requisition orders, subscriptions, projects, capital expenditures etc.
- Approval based on workflows

2. Improvements in batch entry to receiving invoices

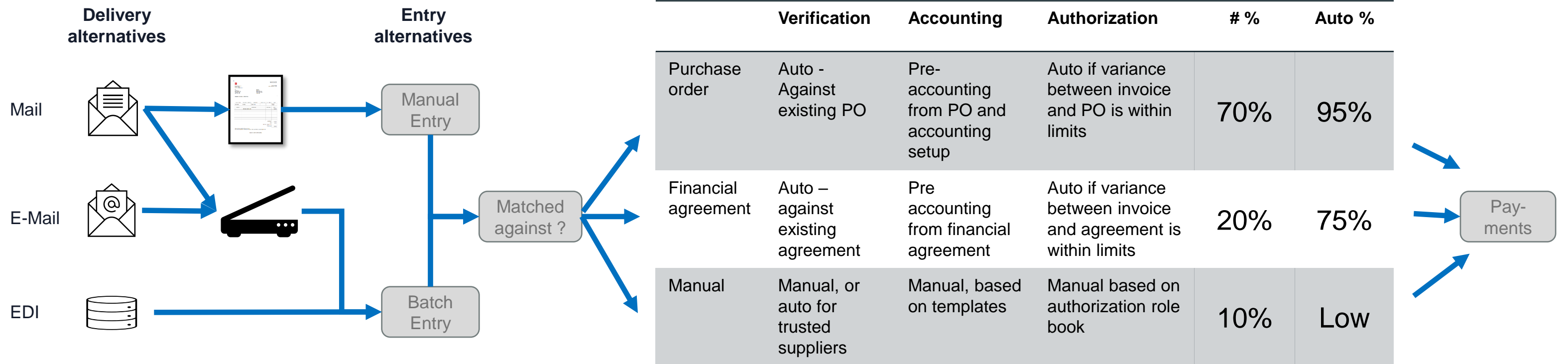
- Mail
- E-Mail
- EDI

3. Streamlining 3-way matching

Changes introduced and planned to improve the matching of invoices versus purchase orders

4. Changes in matching against financial agreement

Planned changes to improve the matching against financial agreements



5. New approval flow for expense invoices

- Workflow oriented
- M3 Users, and non M3 users
- Computer, tablet, cellphone

6. Authorization rule book

- Common for all authorizations
- Several authorizers per invoice
- Four eyes principle
- Type and amount criteria's

7. Common claim routine

- Extend the claim routine to be enabled for all types of scenarios

8. Re-curing payments

- New function for re-curing payments.

- M3 Cloud – TBD

Financial accounting

Modern accounts payable

1. New function – Request to Spend (RTS)

A new function to approve costs, before they occur. To be used for financial agreements, requisition orders, service/workorders etc.

Planned changes

Objective

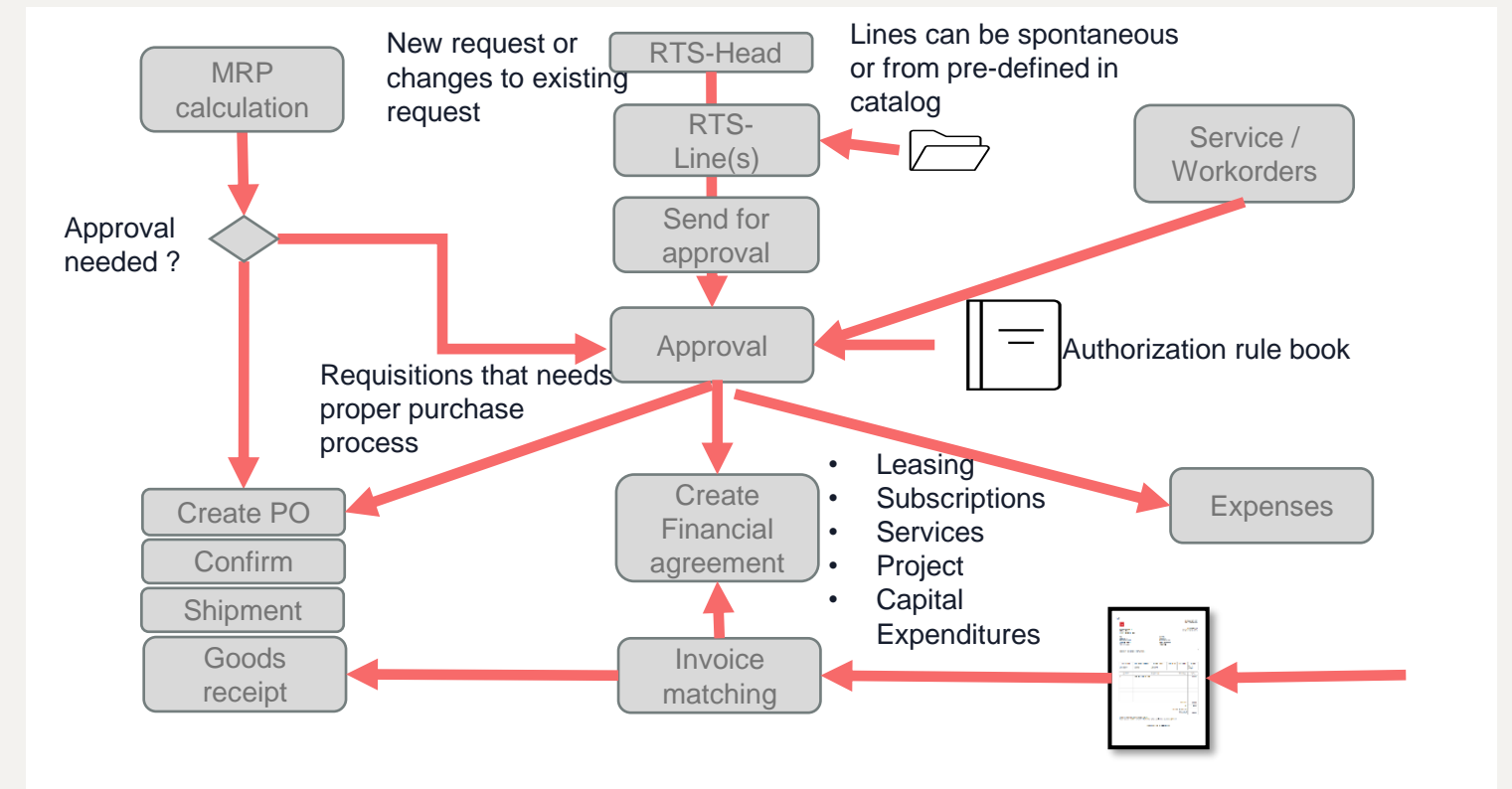
- Increase the control over spendings by approve the spend in advance
- Simplify the matching and accounting of the supplier invoice

- Approve requests
- Create procurement via
 - Requisition order
 - Financial agreements
 - Expenses

Value

Features

- Reduce costs easier to stop cost before they are ordered, refuse an invoice is much more problematic.
- Introduce request to spend
 - Enter request
- Better control over costs
- Get volume discounts by offering std products in catalogs



Modernization of Accounts Payable

2. Receiving invoices

- M3 Cloud – October 2023 and onwards

Financial accounting

Modern accounts payable

2. Improvements to receiving invoices

There are new alternatives to receive invoices today.

Planned changes

Objective

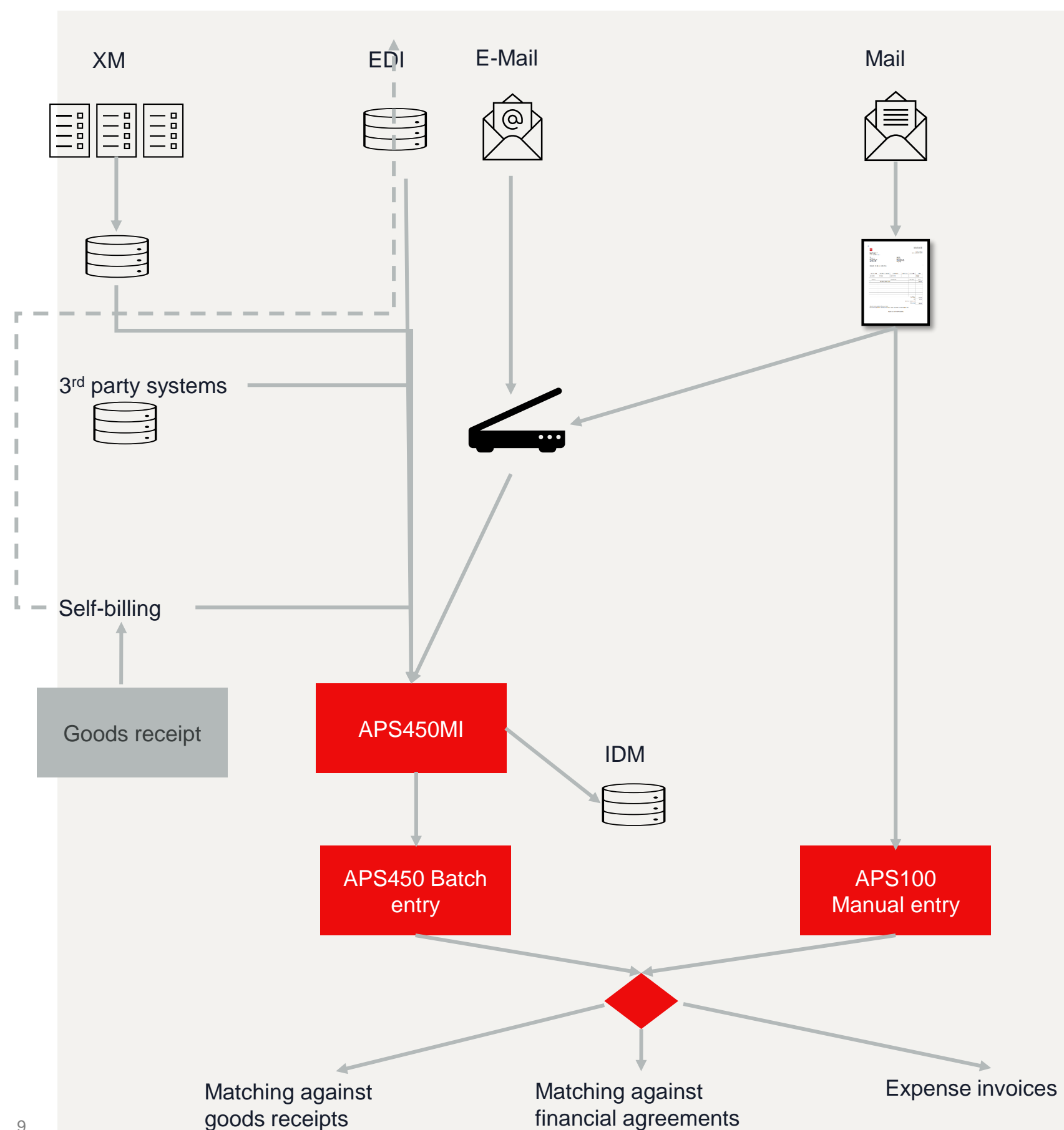
- Connections to get e-invoices from governmental platforms
- Connections to support invoices from accepted national standards
- Improved functions in the entry function to simplify the processes.

Features

- E-invoice – receive invoices from government portal.
- E-invoice - received in emails
 - Visualize xml-invoices
 - Extract xml from PDF
 - Extract PDF from xml

Value

- Increase the number of invoices that can be matched automatically



2. Invoice entry – status overview

Launched items

Description	GA Date	KB
Enhanced exception in FAM function	2024-04	2308564
Enhanced function for unexpected invoice lines – manual account away amount	2024-04	2321230
Enhancements for PO matching header (match delivery note number)	2024-04	2321685
Enhanced VAT code for charges	2024-04	2315891

Planned items

Description	M3SREQ	Status	GA Date
Complement invoice with information from PO (item, line number etc)	M3SREQ-8612	R25	TBD
Improvements in charge handling	M3SREQ-8749	R20	TBD
Receive invoices from Governmental portals (LSP direct, legal formats + national accepted standards)	*multiple	R20-R32	TBD
Improved function for VAT code selection	M3SREQ-8748	R10	TBD
Visualization of an XML invoice	M3SREQ-10756	R10	TBD

Modernization of Accounts Payable

3. 3-Way matching

- M3 Cloud – October 2023 and onwards

Financial accounting

Modern accounts payable

3. Streamlining 3-way matching

The functionality to match purchase order, goods receipts and invoices is complicated.

Planned changes

Objective

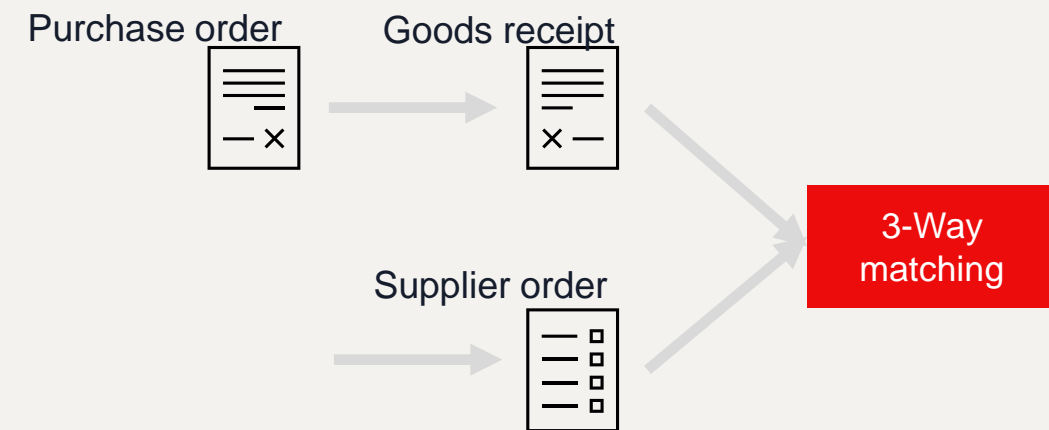
- Enhance the 3-way matching

Features

- Introduce asymmetric tolerances
- Improved the messages around error codes
- Allocations of charges based on weight / volume
- Improve the reconciliation of received not invoice and invoiced not received

Value

- Increase the number of invoices that can be matched automatically



3-way matching – status overview

Launched items

Description	GA Date	KB
Asymmetric tolerances	2023-10	2269211
Zero-priced lines alt 100% discounts – auto approved	2023-10	2269211
Enhanced routines for approval of rounding in matching	2023-10	2269211

Planned items

Description	M3SREQ	Status	GA Date
Undo matching (ctrl –z function)	M3SREQ-8438	R25	TBD
Credit note / debit note request at any line (today only for variances)	M3SREQ-8438	R25	TBD
Distribute charges by weight	M3SREQ-8438	R25	TBD
Approval on variances instead of full invoice amount	M3SREQ-11122	R10	TBD
Alternative approver depending on price or qty variance	M3SREQ-11122	R10	TBD

Modernization of Accounts Payable

4. Financial agreements

- M3 Cloud – April 2025

Financial accounting

Modern accounts payable

4. Changes in matching against financial agreement

Recurring payments is used to create recurring payments without receiving an invoice. Examples are subscriptions, rents etc. The base for these payments is a contract, not an invoice

Planned changes

Objective

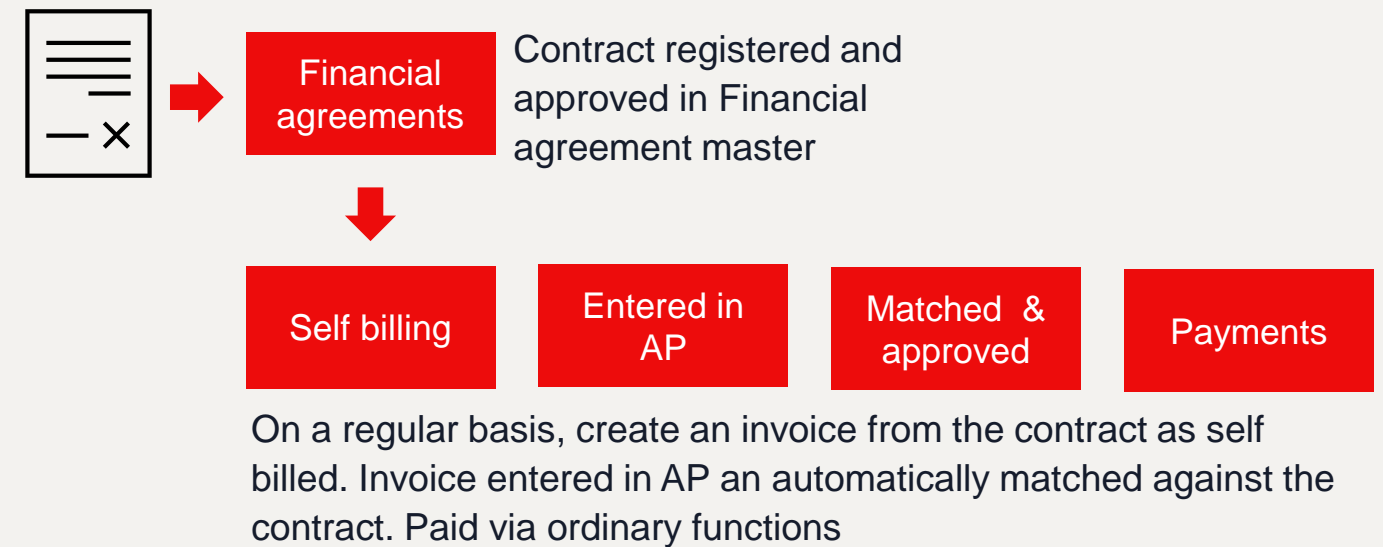
- Enhance the functionality for financial agreements

Features

- Financial agreements
- Allow multiple suppliers for project agreements

Value

- Manage recurring payments with minimum effort of work
- Correct VAT reporting via self-billing and invoice



Modernization of Accounts Payable

7. Claim routine

- M3 Cloud – TBD

Financial accounting

Modern accounts payable

7. Common claim routine

Today the claim routine is implemented for invoices that are matched against purchase orders. There is a demand to have claim functionality for other flows as well

Planned changes

Objective

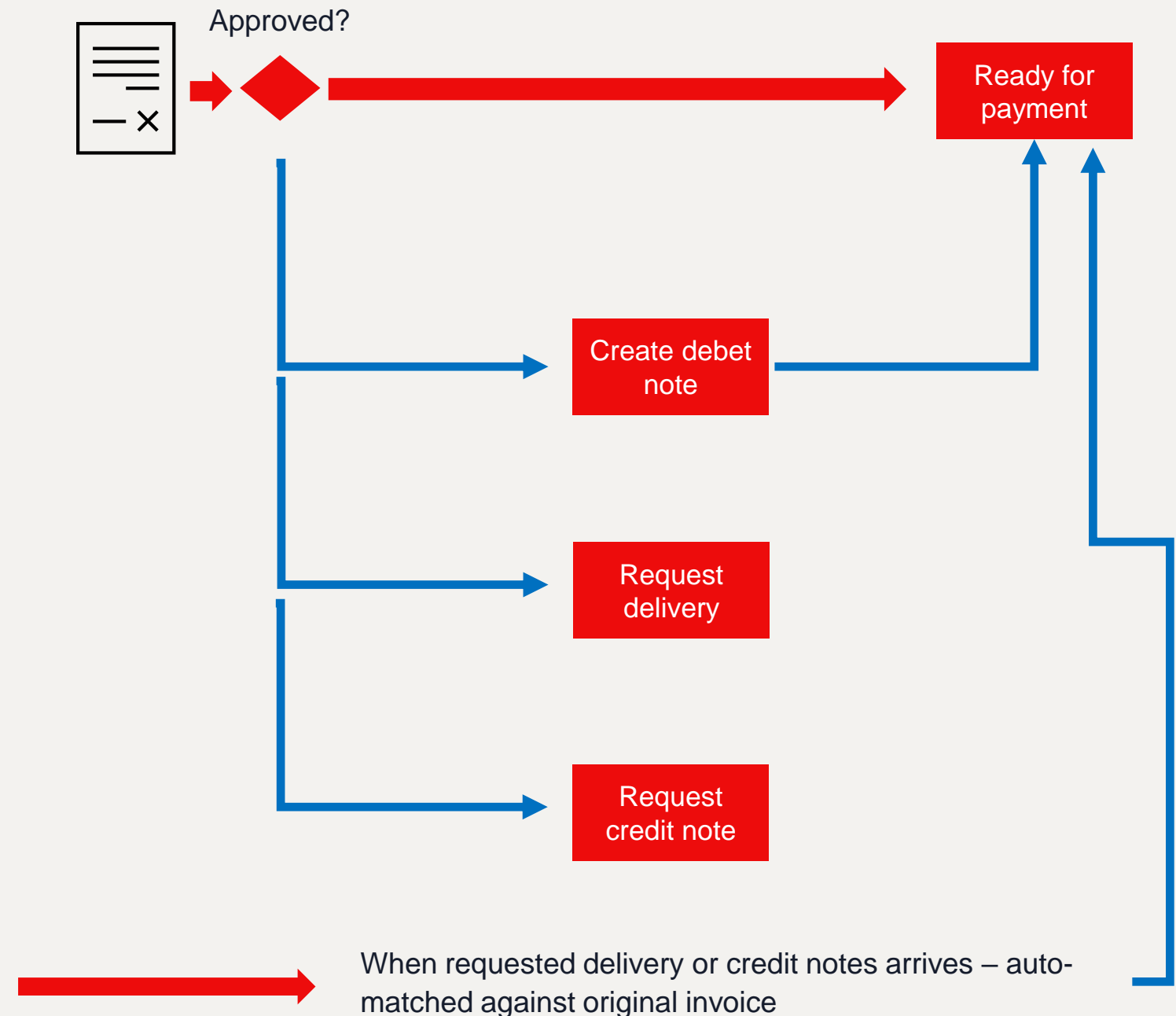
- Connect claims to invoices matched against financial agreements.
- Connect claims to expense invoices.

Features

- Request credit note
- Request new delivery
- Create debit not

Value

- Improve the process for claims



Modernization of Accounts Payable

8. Re-curing payments

- M3 Cloud – October 2025

Financial accounting

Modern accounts payable

8. Recurring supplier payments

Recurring payments is used to create recurring payments without receiving an invoice. Examples are subscriptions, rents etc. The base for these payments is a contract, not an invoice

Planned changes

Objective

- Manage recurring payments

Features

- Enter a contract in the financial agreement module, incl the periods it will be paid
- Approval routine for the contract
- On a regular basis, create an internal invoice according to the self billing

Value

- Manage recurring payments with minimum effort of work
- Correct VAT reporting via self-billing and invoice

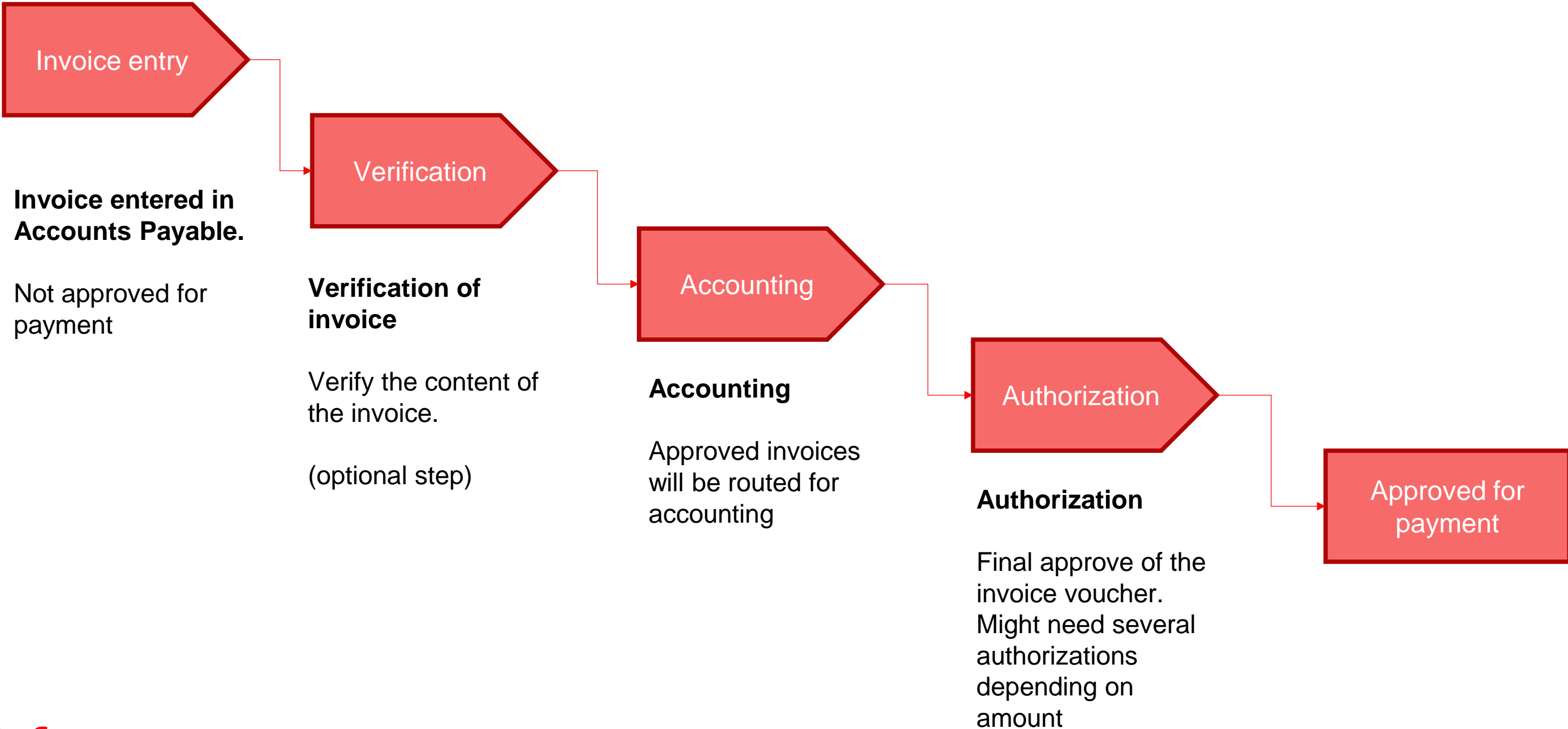
principle, from the contract.

- Manage payments in the ordinary payment functions



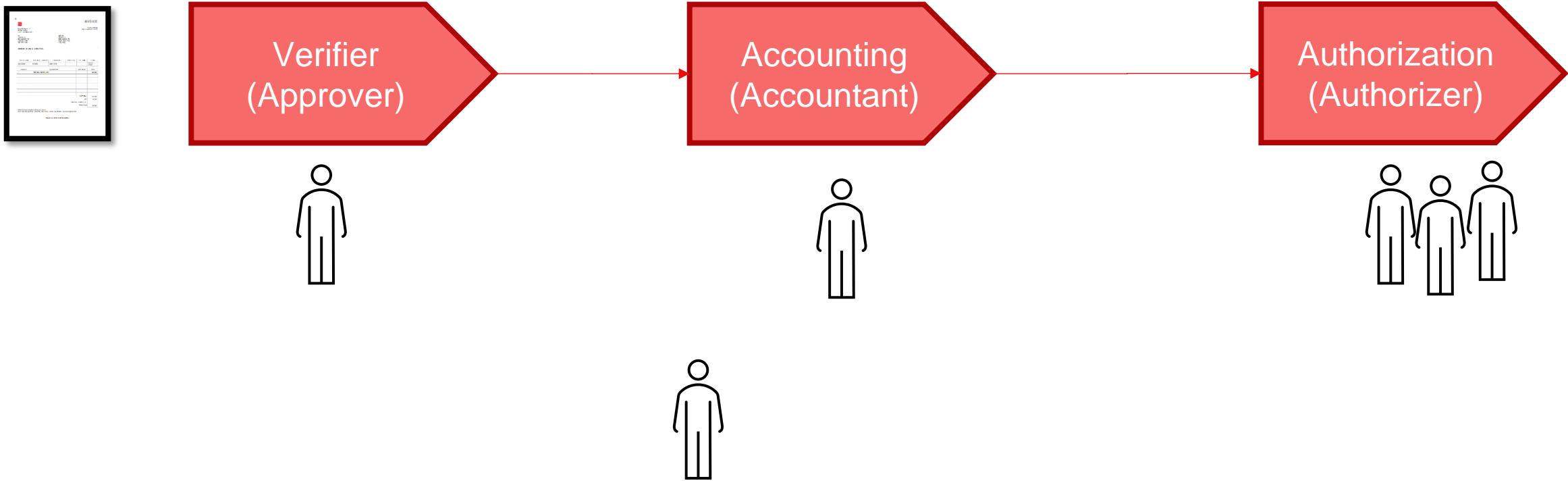
New approval flow for expense invoices

Process overview



Roles

Roles	Description
Invoice administrator	The person that has this role is responsible for the flow of supplier Invoices
Verifier	In this role the person verifies the invoice. Confirms that the content of the invoice is correct.
Accounting Responsible	In this role the person is doing the accounting of an invoice
Authorizer	In this role the person authorizes the invoice voucher as being ready for payments



Invoice administrator
 “owner” of the invoice from entry to authorized

Basic data and Process logic

General Approval Type: Expense invoice

Approval Rule book

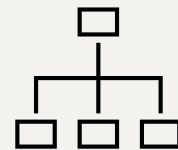
What and Who

- User can have different approval amounts, based on the approval code.
- User can have different next level users.
- Out of office. Option to inherit approval amount.



Approval Routes

- Rules for the approval of the document
 - Min number of authorized users
 - First authorized user



Approval Route Groups

- Number of authorization levels
 - CEO, CFO, Directors, Managers, etc....
 - Project Owner, Project Manager, Project members....



Authorized users

- Users Manager
- Out of office

User Approval Groups

- Connect user to approval route group
- Alternative next level user



Approval Codes

- Description of the approval
- Object from accounting string is translated to approval code.
- The code is connected to one Approval Route



Approval amount

- Amount is defined for each approval code and approval route group.

Assign the Roles

Approval Types

- Approval Code
- Authorized user
- Invoice Administrator
- Verifier
- Accounting Responsible

15 priorities with up to 7 objects in parallel.

CMS711 Authorization Priorities. Open

Actions Options Related Tools

Filter Options

Sorting order: 1-Approval code View: STD01-01-Standard view...

Division AAA Infor M3 Distribution (400/AAA)

Gen approval tp 1-Expense invoice Approval type 1-Appr cd

Apply

Priority	Fld 1	Fld 2	Fld 3	Fld 4	Fld 5	Fld 6	Fld 7	New priority
10	EGAIT1	EGAIT4						
20	EGAIT1							
30	EGAIT1							

CMS711 Authorization Priorities. Open **CMS710 Authorization Selections. Open**

Actions Options Related Tools

Division AAA Infor M3 Distribution (400/AAA)

Gen approval tp 1-Expense invoice

Approval type 1-Appr cd

Priority 10-Priority 1

From To

Account dim 1 6000 - 79999

Account dim 4 PR00 - PR99

From date

Details

Approval code PRDEF Project Default authorization levels

Browse Basic Information (E)

Next

Approval combination

Each unique combination of Authorized User and Approval Code is called approval combination.

Saved on each cost voucher line in general ledger and is not updated.

Additional Authorized users are added to the approval action table. Based on the configuration.

GLS200 Voucher. Display
Filter Options ^

Actions ▾ Options ▾ Related ▾ Tools ▾
+ ✕ ✎ 📄 🗑️ 🔄 📄 📄
🔍 ? ▾ ☰

View: AUTHINV-Authorize AP accou... ▾

Year Voucher no Book of AC

Jour no	Seq no	Tc	Acc dt	Appr cd	Authorized user	Rec amt	Account.	Cost Ctr	Prod Grp	Project.	Elemnt..	Order...	Acc Rule
1000208	1	40	241120			1000,00-	21100			Z01			AP10200
1000208	2	41	241120	TRAVEL	NORERIO	400,00	62100	402					
1000208	3	41	241120	TRAVEL	BARANDO	400,00	62100	403					
1000208	4	41	241120	TRAVEL	BARANDO	200,00	62200	403					

CMS741 Approval Actions - Per invoice. Open
Filter Options ^

Actions ▾ Options ▾ Related ▾ Tools ▾
+ ✕ ✎ 📄 🗑️ 🔄 📄 📄
🔍 ? ▾ ☰

Sorting order: 1-Sup inv no, Inv year, Su... ▾ View: STD01-01-01 ▾

Division: Infor M3 Distribution (400/AAA)

Current user: Andreas Barkaro

Payee: CloudBerries

Supplier inv no: Invoice year: Supplier: CloudBerries

Gen approval tp:

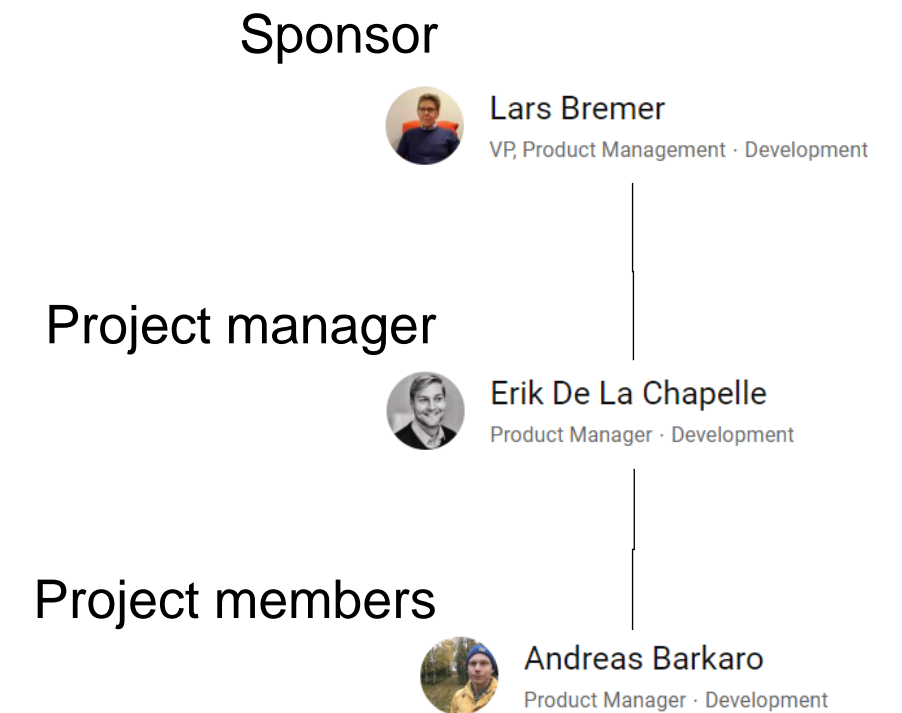
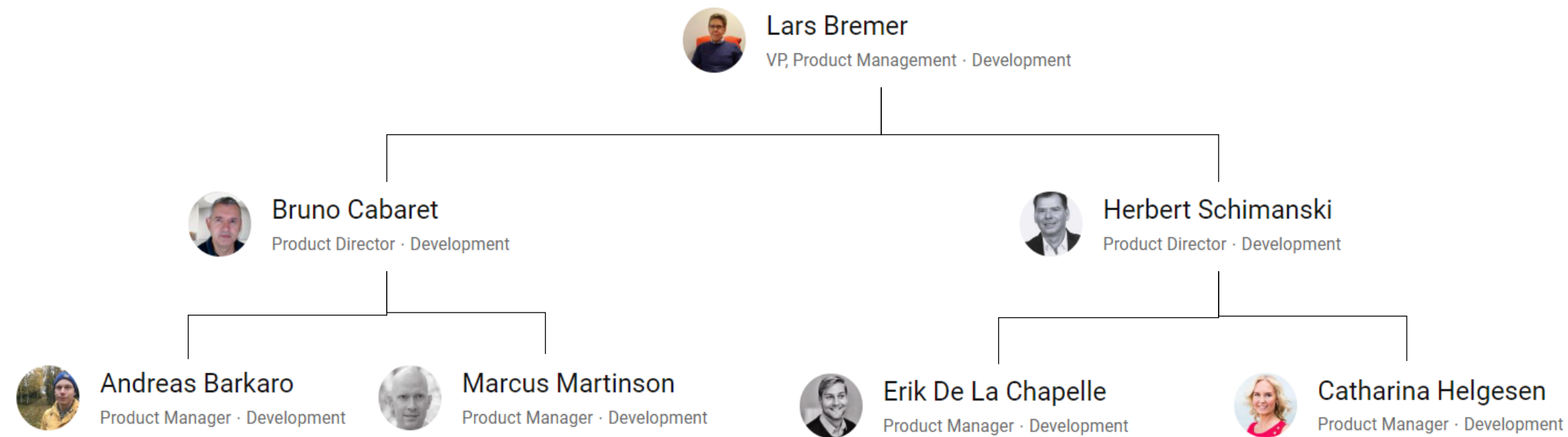
For curr amt: USD

Recorded amount: USD

User	Acd	Approval Code Description	Role	Status	Reason code	Comment	For curr amount	Cur	Recorded amount	Lcu	Start date	Complete date	Auth comb	Approval seq	Max app amount
BARANDO			3-Invoice administrator	2-Active			1000,00	USD	1000,00	USD	241120			1	
BARANDO			4-Verifier	2-Active			1000,00	USD	1000,00	USD	241120			2	
BARANDO			5-Accounting responsible	1-Pending			1000,00	USD	1000,00	USD	241120			3	
NORERIO	TRAVEL	Travel expense	2-Authorized user	1-Pending	1-Authorized user		400,00	USD	400,00	USD	241120		1	1	200,00
SCHHERO	TRAVEL	Travel expense	2-Authorized user	1-Pending	2-Limit amount		400,00	USD	400,00	USD	241120		1	2	500,00
BARANDO	TRAVEL	Travel expense	2-Authorized user	1-Pending	1-Authorized user		600,00	USD	600,00	USD	241120		2	1	200,00
CABBRUO	TRAVEL	Travel expense	2-Authorized user	1-Pending	2-Limit amount		600,00	USD	600,00	USD	241120		2	2	500,00
BRELARO	TRAVEL	Travel expense	2-Authorized user	1-Pending	2-Limit amount		600,00	USD	600,00	USD	241120		2	3	2000,00

Demo

Example Org charts



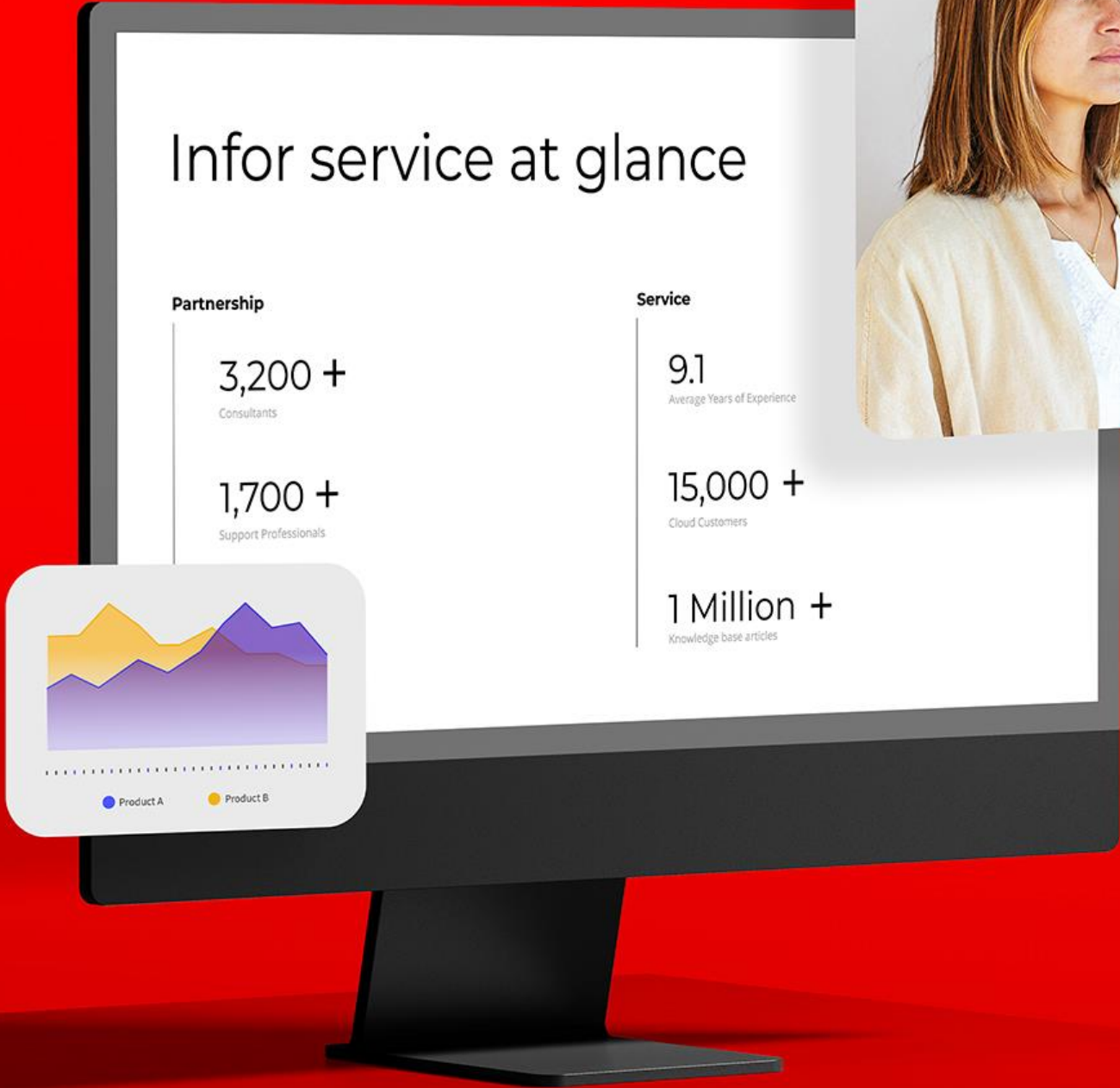
Demo

- Basic Data and Role selections
- Invoice with several approval combinations
- Project related invoice
- Approval Actions



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