

Infor Sign-In and Workspace Setup

Infor Direct URL: https://mingle-portal.inforcloudsuite.com/BMCC_PRD/ or use the link from Financial Tools on www.bmchealthsystem.org/employees.

Administrative Tools Clinical Tools Policies and Protocols **Financial Tools**

Expense Reimbursement (Chrome River)

Staff can submit requests for reimbursements through Chrome River, as long as they follow related company policy. Access to Chrome River requires an @bmc.org login and being set up in Workday.

[Chrome River Information →](#)

[Access Chrome River →](#)

Invoices (Infor)

All invoices for vendors are handled by Corporate Accounts Payable through the Infor financial system. Valid Infor purchase orders are required for all products and services purchased. This [tipsheet](#) has step-by-step instructions on how to sign up for Infor and create a workspace.

[Learn About Infor →](#)

[Access Infor →](#)

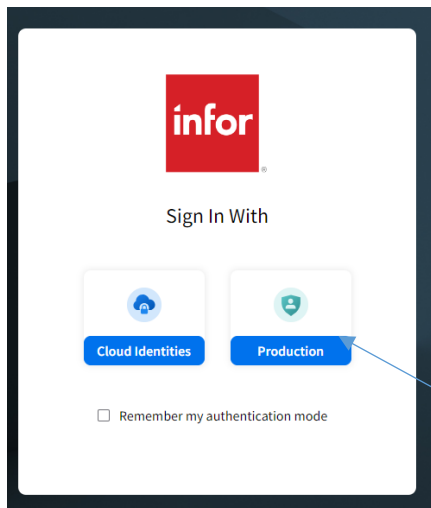
Strata (Budgeting and Financial Planning)

Strata is the financial system used for budgeting, capital planning, cost accounting, and more. It uses data from Workday, Kronos, Epic, and Infor for these functions.

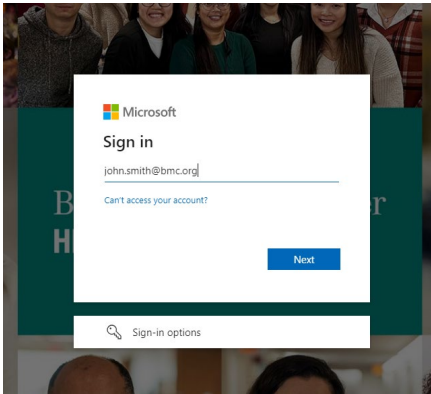
[Strata Overview →](#)

[Capital Planning →](#)

1. Click on Production

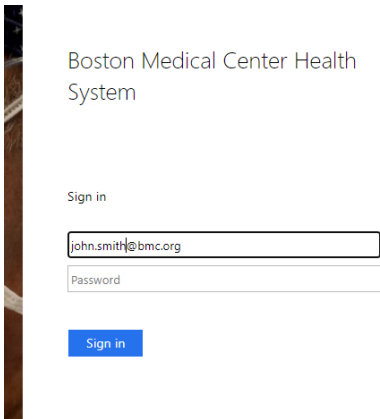


2. Enter your BMC credentials

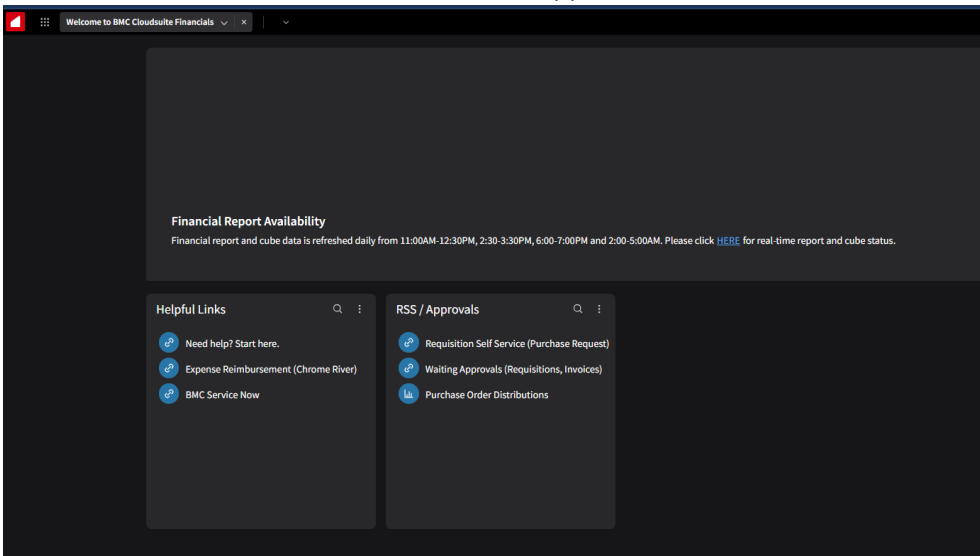


3. Click next (you will be redirected to a new authentication page)

4. Enter your BMC password

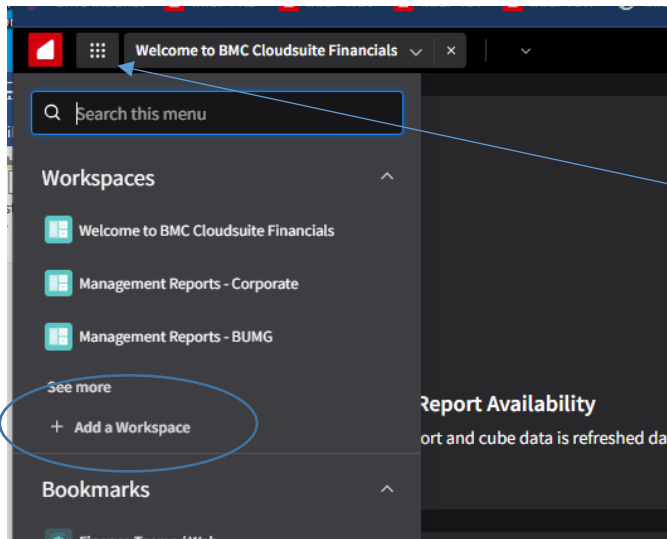


5. Welcome to the Infor Cloudsuite Financials Application

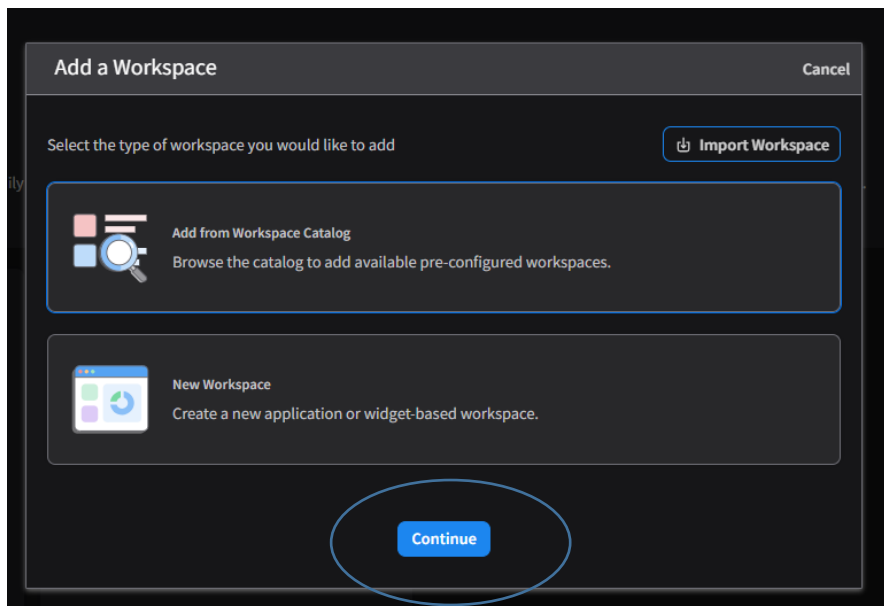


Adding a Workspace

1. Using the grid in the upper left corner, select Add a Workspace

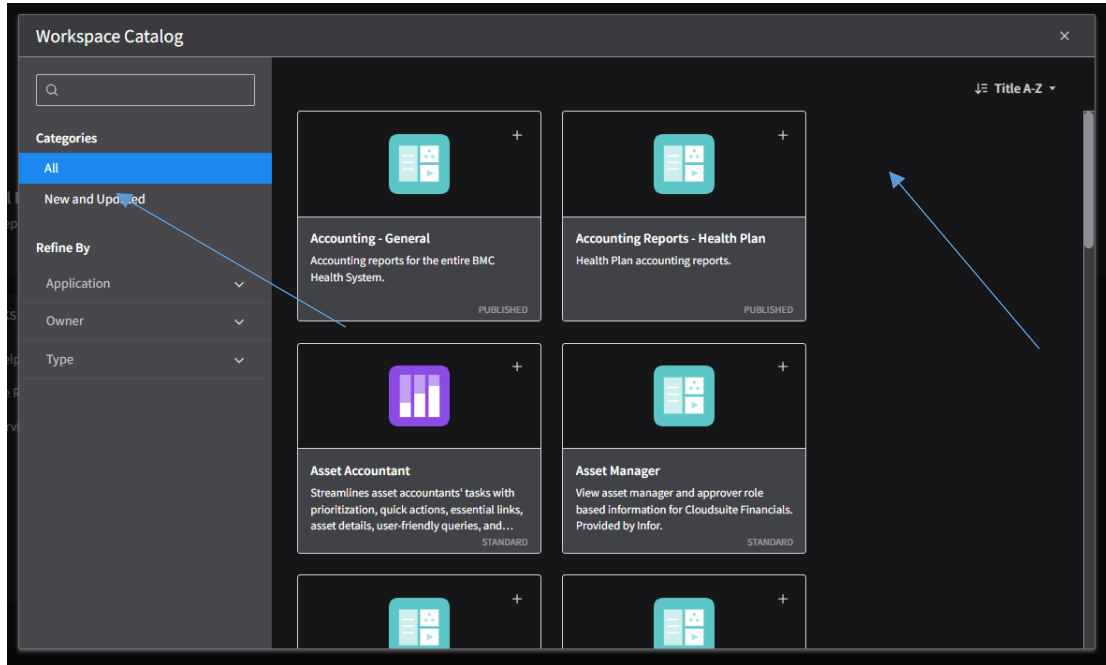


2. Click on Continue to add from workspace catalog



3. Select All and browse the list to find the Workspace you want – push the + icon to add it. You can add more by continuing to push the '+' icons next to the appropriate workspace.

The available list of Workspaces will be based on your Infor profile security.



4. Click the X icon in the top right to exit
5. Your Workspaces will now be available when you click on the Infor Grid.

