

BETTER VISIBILITY AND CONTROL FOR EXPENSES

Reporting and processing expenses all too often requires inefficient, cumbersome, confusing effort. Employees struggle to complete expense reports correctly and track paper invoices and receipts. Approvers can't readily determine expenses align with agency policy. And finance staff can't easily obtain spend data that allows for better monitoring, vendor negotiation and budget planning.

These limitations are particularly true for paper-based processes, but they also exist in older expense-processing software.

A better approach is offered by the cloud-based SAP Concur solutions. Concur Expense, Concur Invoice and Concur Detect by AppZen streamline tasks for employees and approvers and increase transparency, compliance and control for the agency.



SIMPLIFY EXPENSE REPORTING

Concur Expense integrates employee expense data into a single online system for simpler processing and management. Data flows automatically into Concur Expense from credit cards, select suppliers and receipt photos captured by a mobile app. Employees save time by creating and submitting accurate, in-policy expense reports from their smartphones. Managers can review and approve expense reports anywhere, anytime by using the Concur mobile app.



AUTOMATE INVOICE PROCESSING

Concur Invoice offers a single system to approve purchase requests, capture invoices, and automate approval routing and

payments. A single dashboard helps the agency better monitor and manage invoices for employee-initiated expenditures.



IMPROVE EXPENSE TRANSPARENCY AND COMPLIANCE

SAP Concur solutions support expense transparency and policy enforcement end-to-end. Employees always know the status of each expense report and approvers know when submitted reports need review. Agency policies can be built into SAP Concur for automatic enforcement when employees submit expense reports and invoices — improving compliance. Utilizing the latest in artificial intelligence (AI) and machine learning, SAP Concur solutions can audit 100 percent of expense reports automatically, reducing expense reporting errors and reducing potential for fraud, waste and abuse by 66 percent.

Concur Expense also provides visibility into total spending, helping agency managers monitor budgets more effectively and forecast more accurately. Detailed data on spend levels, such as by location or vendor, helps the agency negotiate rates and identify needed policy changes.



MODERNIZE EXPENSE REPORTING AND PROCESSING

Expense reporting, processing and tracking no longer need to involve paperwork, manual activity and limited reports. SAP Concur solutions in the cloud help governments improve expense processing and budget control, while increasing transparency and policy compliance.