SAP Concur 🔲

Reduce Recurring Data Entry and Improve Invoice Turnaround Time With Invoice Capture

You Have Better Things to Do than Manual Data Entry

Your Accounts Payable team spends too much time sorting, scanning, and keying in data from paper invoices. Spend less energy on tedious and time-consuming tasks and create more moments for big ideas. Invoice Capture helps businesses boost productivity and prepare for growth.

HOW IT WORKS

Vendors send invoices to Concur® Invoice

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- Invoices can be received via email or electronically.
- Client receives a customized email address to which vendors send invoices, saving significant time over having to print and/or manually enter an invoice in the system.

- Documents can be easily separated by splitting single documents into multiple invoices.
- Clients can forget printing, re-scanning or editing PDFs.
- Businesses can centralize their vendor invoices and move from paper to paperless.

Capture Invoice Data

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- Data like vendor name, invoice number, invoice date, currency, invoice total, invoice owner, tax, PO number and more can be captured.
- Capture uses OCR technology and SAP® Document Information Extraction Machine Learning to auto-populate data followed by human validation to ensure information from the header and line-item level of the invoice are accurate before payment goes out the door.

- Capture also uses Non-OCR technology called Textractor as an additional technology to auto-populate data followed by human validation. This additional technology is used in tandem with the SAP Document Information Extraction engine to help provide fast and accurate data extraction for human verification.
- The Concur Invoice platform stores all emails and uploaded invoices in their original form for easy access.

Validate Invoice Data

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- SAP® Concur® is an extension of your team. How your invoice data gets validated is up to you.
- Prior to entering the workflow, you can have SAP Concur validate your invoice data, your AP staff, or a combination of the two.

Route for Processing

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- Once captured and validated, vendor invoices are sent to the determined workflow and the first step in the approval process so that invoices can be processed for payment.

Invoices in the following languages are supported:

English, Dutch, German, French, Spanish, Portuguese, Polish, Czech, Lithuanian, Latvian, Estonian, Turkish, Danish, Finnish, Norwegian, Swedish, Slovenian, Romanian, Hungarian, Italian, Japanese, Chinese (Simplified)

About SAP Concur

SAP® Concur® is the world's leading brand for integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes. The highly-rated SAP® Concur® mobile app guides employees through business trips, charges are directly populated into expense reports, and invoice approvals are automated. By integrating near real-time data and using AI to analyze transactions, businesses can see what they're spending, improve compliance, and avoid possible blind spots in the budget. SAP Concur solutions help eliminate yesterday's tedious tasks, make today's work easier, and support businesses to run at their best.

Learn more at concur.co.in or the SAP Concur blog

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