SAP Concur

Turning the moment into momentum.

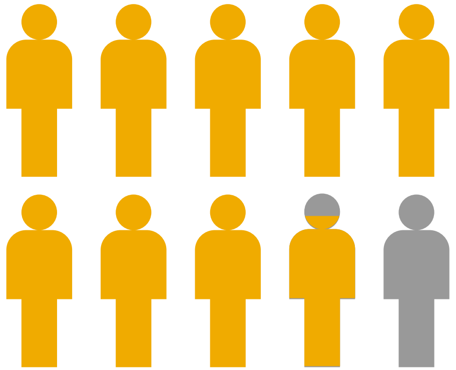
4 tips for making spending decisions smarter decisions.

THE BEST RUN SAP

When you think of every spending decision as an investment in your company, it's easy to see how those choices – what to buy, where to buy it, and how to pay – present both opportunities and risks.

When you're getting the right price on the right raw materials, for example, it's an opportunity to fuel your growth; when you're not sure if you're getting the prices you negotiated or how much of your order will actually show up, well, that's a risk.

If, however, you equip your company to manage every spending choice – controlling cash, costs, and regulatory compliance along the way – you can begin to build momentum all across your organization.



Nearly nine in ten executives

say finding new ways to increase speed and flexibility in the management of travel, expense, and invoice is critical for their organizations to stay profitable and continue to grow.

Source: Ready, Reset, Grow, (E)BrandConnect, 2021

Here are four ways to get moving.

1

Turn confusing processes into moments of clarity.

When the act of buying something for work frustrates employees, how can they be expected to do the right thing? When audits and approvals are infuriating for finance, how can they keep costs under control? When policies and protocols confuse your teams and disjointed workflows get in the way, how can you possibly maintain compliance?

When you use intelligent technology to clarify these complex processes, you can bring simplicity and compliance to every spending decision and cost control to the business. **How? With three key steps.**

1. Integrate travel and expense together.

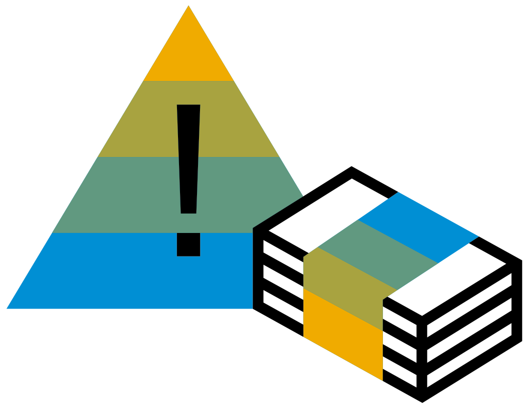
- Ensure transaction data – from travel booking to corporate card charges – flows directly into expense reports.
- Eliminate time-consuming and error-prone data entry.

2. Give employees guidance each step of the way.

- Add pre-purchase approvals to stop bad spending before it happens.
- Automatically alert employees to policies as they complete expense reports, so they'll know what's in and out of policy and can correctly categorize their charges.

3. Add some extra horsepower to your back-end processes.

- Trust AI to check every expense and catch out-of-policy charges before they're reimbursed.
- Access audit experts for an extra eye, ensuring that charges fall under your policies.



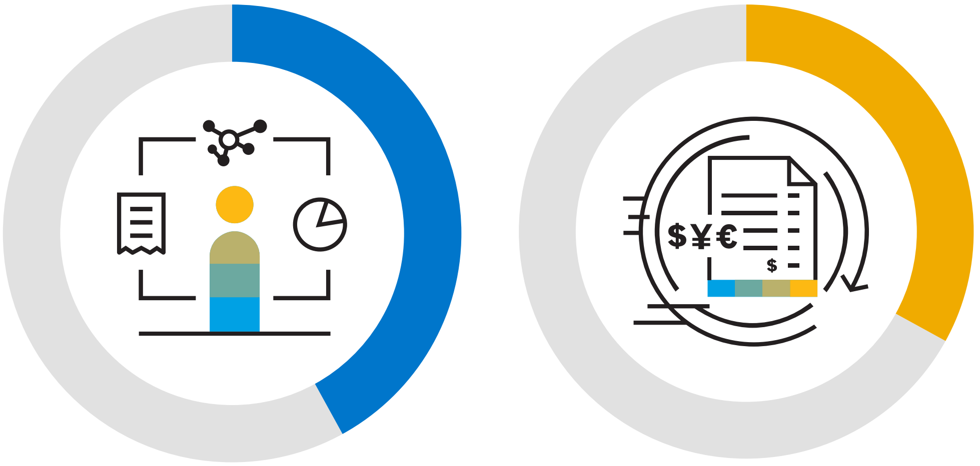
In 2021, Concur Detect by Oversight customers' employee spend violation rates jumped **from 2.68% to 3.33%.**

Source: 2021 Spend Insights Report, SAP Concur and Oversight

2

Turn regulatory shifts into moments of certainty.

You can always count on governments to want more revenue, and you can always trust the tax code to change. As governments digitalize processes, you'll feel increased pressure to streamline compliance and audit protocols in order to stay ahead of reporting requests. And now, as the move to hybrid work opens new categories of work-from-home spending (creating taxable benefits that need to be identified and included in payroll), these shifting tax issues can create concerns for any company.



42% of executives and 33% of CFOs

are accelerating digital transformation initiatives given the evolving global tax environment.

Source: What will be important to CFOs in 2022?, PwC Pulse survey

You can replace these ever-changing regulatory concerns with confidence. By putting the right spend management solutions in place, you can better manage tax compliance and your budgets in two key ways. **What are they?**

1. Use AI to flag taxable employee benefits on expense reports.

- Three-way matching links supplier data, evidence, and expense reports.
- You get an audit trail you can trust, while taking manual tasks off employees' desks.

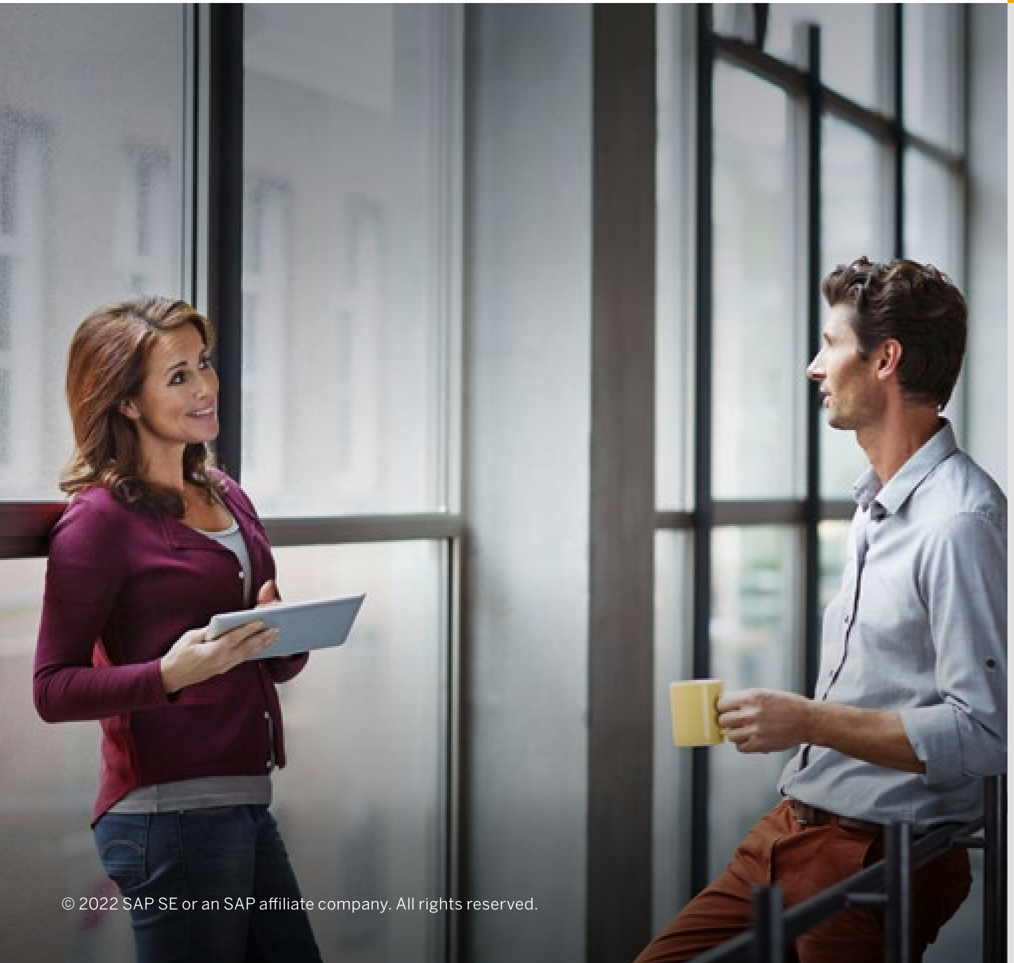
2. Maximize VAT/GST reclaim.

- Intelligent tech captures transaction data and adapts to each market's rules.
- You can see what's rightfully yours and bring funds back into the business.

3

Turn spending decisions into moments of accuracy.

How do you make the best choices when it comes to the budget? You look to the data, and you make certain you have clear, accurate, up-to-date contextual information to guide you. So when managers have to allocate their precious funds, when finance has to revise a forecast, or when program leaders need to adapt policies, you can be sure they make the right decisions for the business.



Find the right spend management solutions, and you can put your spending data to work to increase the accuracy of every decision. What should you look for? **Solutions that can help you:**

1. Pull your data together.

- Capture spending from multiple sources and integrate into one place that gives you a single view of all your spending.

2. Share insights across the company.

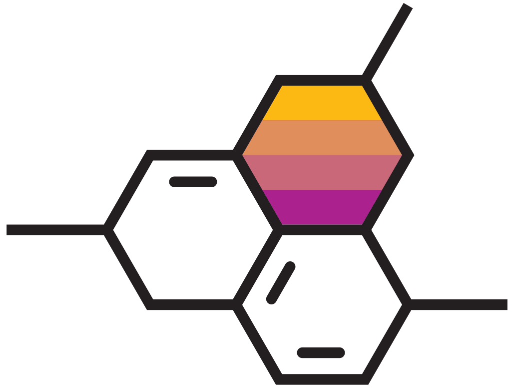
- Deliver up-to-date information to budget managers, so they can see what's been spent, what's pending, and what's next as they plan their next move.

3. Dive into the details.

- Use prebuilt, ready-to-go dashboards to show you how your policies are working, where you're spending, and where you can save.

4. Do custom analysis.

- Tap into reporting experts to help you examine your data your way and deliver the insights your decision makers need – all without taxing your own team.



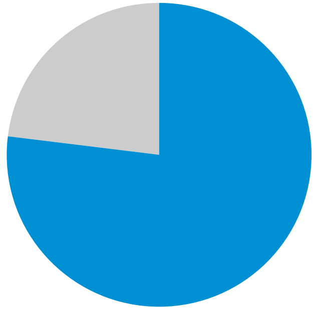
"One of the biggest benefits of SAP Concur solutions is automation. By automating manual processes and bringing integration into the mix, our operations run smoother and better, with the visibility and analytics we need in one place."

– Tetiana Sapun, Senior Travel and Expense Specialist, Alkermes

4

Turn frustrating invoices into moments of confidence.

Yes, every invoice requires attention. But no, none of those invoices should require all of your attention. They shouldn't mean mountains of manual work. They shouldn't consume your team or obscure your view into the what, when, how, and why of who should get paid.



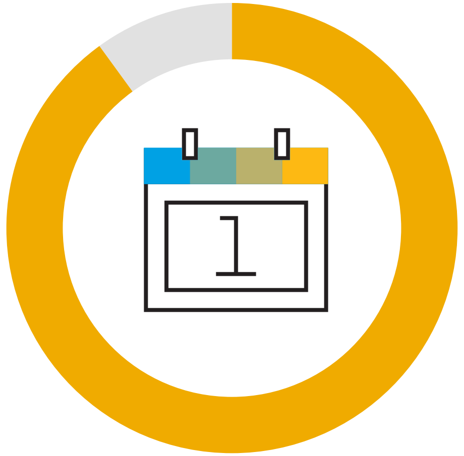
More than three-quarters

(77%) of AP departments have some form of automation.

Source: *IOFM, World-Class AP Performance: Effectiveness Benchmarking Metrics*

Top performing AP departments
pay 90% or more
of their invoices on time.

Source: *IOFM, World-Class AP Performance: Effectiveness Benchmarking Metrics*



Invoices should be simple to capture, audit, route, approve, and pay. Make the move to automate the entire process, and you can say goodbye to this time-consuming AP administration as you welcome digital efficiency into your team. But an easier process is just the beginning. **You'll also be able to:**

1. Make your payments work as hard as you do.

- Avoid late fees with on-time payments and take full advantage of early-payment discounts.
- Confirm you're only paying for what you ordered and what's delivered – and eliminate double payments.

2. Stay ahead of what's next.

- Get visibility into what's paid and what's about to be approved, so you can proactively manage forecasts and cashflow.
- Be ready to handle an increase in invoices as your business changes, along with the currency, tax, and regulatory shifts that come your way.

Take a moment to take control.

Every decision you make costs money. But when you make the decision to control more of your spending and guide your spenders toward smarter choices, you're choosing to save.

SAP® Concur® solutions drive those savings by helping you gain compliance, boost margins, automate processes, and take control of tax operations.

Hear **how Dover Corporation uses SAP Concur solutions** to gain visibility into spend and make smarter spending decisions. Then **contact your SAP Concur representative** to learn how you can get the same benefits for your organization.

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