

12 Tips to Build a Culture of Compliance

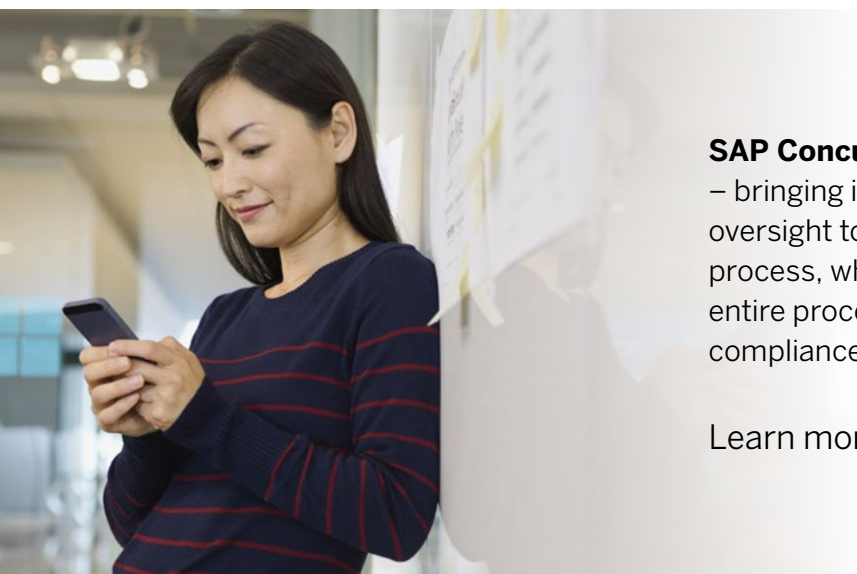
Here's how to stay within policy and on top of regulations.

A commitment to growth takes a commitment to continuous improvement. And as you evaluate how you manage the systems and protocols you have in place to manage spending, it's critical that you consider the policies and processes that keep your bottom line in check while protecting your company and its people.

Compliance rules and restrictions might keep changing, but the tools and technology keep improving as well. As you review your status-quo or consider new options, make sure your solution can:

1	Push automatic reviews as close to the purchase as possible, and reduce non-compliant spending before the money goes out the door.
2	Apply controls across your overall spend policy, making sure preferred vendors, negotiated rates, spend limits, and other requirements are the easiest, best choices for employees to make.
3	Use human auditors – backed with artificial intelligence – to review expense reports and strengthen oversight without adding overhead.
4	Use intelligent technology to flag specific expense report spending that needs manager or auditor review.
5	Stay ahead of controls with a system that gets smarter and smarter as it reviews more and more charges.

6	Use proactive requests to your advantage – giving employees, budget managers, and decision makers the foresight to see and manage multiple types of spending and safety issues.
7	Improve access to and control over spending for continuing education, professional development, and other programs.
8	Infuse analytics at every step – giving decision makers near-real-time information, so they can effectively manage budgets and tax requirements, and keep a close eye on compliance.
9	Give approvers an instant view into their budgets, so they can see what's spent, what's pending, and what's planned.
10	Use spend alerts to remind budget managers where their budgets stand, and avoid overspending, surprise expenses, and costly shortfalls.
11	Tap into in-depth reporting and analytics to review how you're performing against policies, to identify trends or gaps, and to build improvement plans.
12	Use intelligent technology to improve VAT reclaim – capturing and enriching data and adapting to each market's rules – so you can efficiently meet requirements and bring money back to the business.



SAP Concur solutions can make all of this possible

– bringing intelligent technology and automatic oversight to critical points throughout the spending process, while embedding flexible controls across the entire process. So you can stay on top of spending and compliance – even as they change.

Learn more at concur.com