



Concur® Invoice

Automate Your Invoice Process

Get Rid of the Paperwork, Manual Entry, and Errors that Slow Down Accounts Payable

The Best Thing to Happen to AP Since the Calculator

Your finance and accounts payable teams are key to driving business forward. Automation is the key to helping them be more efficient and more accurate.

Add in control and visibility and you enable your accounts payable team to stay on top of spend and cash flow. This effectively turns the department into a hub of financial insights.

Concur® Invoice management solutions eliminate piles of paperwork, drastically reduces processing time and — because it can integrate invoices with travel and expense payments in a single system — provides a complete view to monitor and manage all your business spending.

That means you get actionable insights into spend before, during, and after it's spent. And there's no better way to take care of the bottom line.



TAKE CONTROL OF THE NUMBERS

Consolidate spend from invoices, travel, and other expenses and get forward-looking, real-time insights.



TURN PAPERWORK INTO PREDICTABLE CASH FLOW

You can efficiently automate your invoice process, from authorisation to supplier payment, empowering leaders to better predict and manage cash flow.



EXPAND YOUR BUSINESS, NOT YOUR STAFF

Putting power in the hands of spenders and approvers with a simple, automated workflow dramatically increases efficiency — so you won't need more people as your business grows.

Here's How It Works

Concur Invoice management solutions allow you to **capture and automate** paper and electronic invoices, then integrate those payments into a single system for managing all of your spending. You'll literally be able to track, then **integrate payments**, in one, simple AP system—and access it anytime, anywhere with the SAP Concur mobile app.

AUTOMATE ALL OF YOUR AP

Get a full solution for total AP automation with Concur Invoice, Concur®Travel and Concur®Expense. You'll put an end to disconnected transactions and get a holistic view of all your spend.

CAPTURE INVOICES ELECTRONICALLY

Capture e-invoices or use OCR technology to turn paper invoices into electronic files, so you can trim staff time spent processing and reduce the risk of errors or double-payment.

EFFECTIVELY TIME YOUR INVOICE PAYMENTS

When you've got greater visibility, it's easier to track and control when you make payments—or even capture early payment discounts—freeing you to more effectively utilise your cash on hand.

TRIPLE-CHECKED FOR ACCURACY

SAP Concur Three-Way Match automates the timeintensive and error-prone process of matching invoices, PO's and goods received. Everything you pay for is automatically verified against everything you receive and mismatched figures, errors and exceptions are flagged before payments go out the door.

TRACK ATTENDEE SPENDING

With SAP Concur attendee tracking, you can see the complete spend for each individual at an event or meeting, across both expense reports and invoices.



When you have greater visibility, it's easier to track and control when you make payments.

CONNECTED WITH THE TOOLS YOU KNOW

Concur Invoice integrates seamlessly with QuickBooks and NetSuite—along with other partners and vendors—and with one-click syncing, eliminates your need to export/import files or enter data manually.

SIMPLIFY THE PROCESS AND AUTOMATE APPROVALS

When employees request purchases, they're quickly validated against your purchasing policies and routed for approval—which managers can do from the SAP Concur mobile app. You can even setup workflow options for several levels of approval, plus complex coding and allocations across departments.

ABOUT SAP CONCUR

SAP Concur solutions take companies of all sizes and stages beyond automation to a completely connected spend management solution encompassing travel, expense, invoice, compliance, and risk. For more than 20 years, these leading, innovative solutions have kept customers a step ahead by delivering time-saving tools, connected spending data, and a dynamic ecosystem of diverse partners and apps. User-friendly and business-ready, SAP Concur solutions unlock powerful insights that help businesses reduce complexity and see spending clearly, so they can manage it proactively. For more information, visit concur.co.in.



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