SAP Concur ⓒ

Concur Invoice/Three-Way Match | PUBLIC

Three-Way Match Automation Overview

THE BEST RUN **SAP**

Gain Visibility into Your Invoice Exceptions and Mismatches with Three-Way Match Using Concur Invoice

Three-way matching is vital to your business, but can be very labor intensive. The process may involve an entire team of people, countless hours of work, and endless manual entry errors.

It can also be incredibly inefficient—especially when things don't match up, and additional research is needed prior to making a payment. The additional time taken to complete matching can also result in delaying payments to vendors, losing early payment discounts or holding up production due to late payments.

Three-Way Match makes this process easier by platform logic to automate the matching process for you, based on your organization's required parameters.

In addition to automating your matching, with Concur® Invoice reporting capabilities you can also receive reporting based on the unmatched purchase orders and exceptions found during the matching process.

This brochure will show you how Three-Way Match connects data between the Concur Invoice platform and external systems to automate your time-consuming tasks so you can focus on what matters most.

THREE-WAY MATCH CAN HELP YOU ENSURE:

Vendors charge the appropriate amount agreed upon with purchase orders

You receive the appropriate amount of goods for a particular purchase order

Invoices can be easily processed since initial dollar approvals have been given

WHAT IS THREE-WAY MATCH?

Three-Way Match uses three data sources to evaluate whether an invoice should be paid—using the purchase order, receipt of goods or services, and the invoice.

PURCHASE ORDER MATCHING

Concur Invoice clients can match invoices to purchase orders, whether they're created inside or outside of the Concur Invoice platform. Depending on your unique business needs, you may choose to create some or all of your purchase orders in Concur Invoice for automatic matching to your vendor invoices through the Concur Invoice platform. Alternatively, if you need to maintain your purchase order process outside of the Concur Invoice platform, completing the match will require you to import your purchase order details using one of the integration options listed on .

GOODS OR SERVICES RECEIVED MATCHING

Receiving goods and/or services is the final critical component to complete a three-way match. Clients can use various types of receiving documentation, depending on your process or configuration, to validate that the quantity of goods or services received matches the amount ordered and invoiced.

Here are the options you can select from:

- Clients who've created the purchase order within the SAP® Concur® platform can perform their receiving duties directly in Concur Invoice for matching purposes.
- Clients who've created their purchase orders and perform their receiving outside of the SAP Concur platform can use an integration method listed on .

THREE-WAY MATCH:

- Imports quantities received against the PO.
- Extracts matched receipt data and sends it back to your accounting system.
- Imports multiple receipts per PO line via FTP flat file or API connections.
- Sets the receipt type for the PO: No receipt, confirmed receipt or quantity receipt.

Purchase Order

Receipt
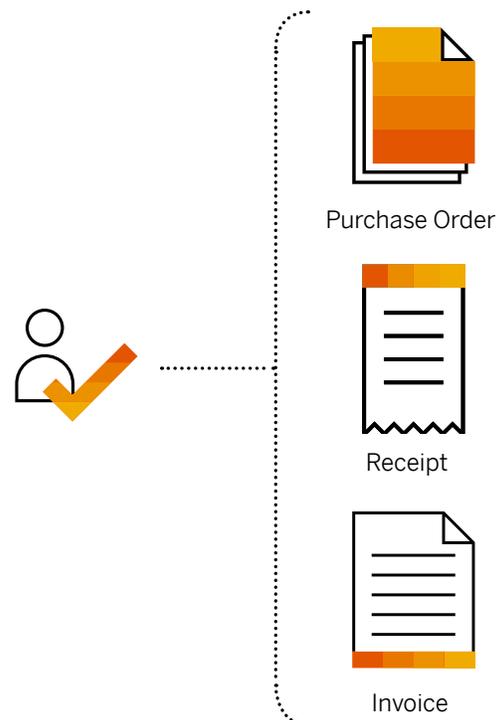
Invoice

METHODS OF INTEGRATION

On-Demand Import
Concur Invoice clients can import their external purchase orders and receiving documentation through the Concur Import/Extract Monitor (additional fee on standard platform). Using the file specifications in the paragraph below to create files, clients can import purchase orders and receiving documentation on their schedule.

FTP
SAP Concur clients who prefer to schedule the delivery of their purchase order and purchase order receipt import can upload to the Concur Invoice platform using sFTP. The Concur Invoice platform can host an FTP directory for importing purchase order and purchase order receipt import files on a schedule. Clients can import files throughout the day. Imported files will be applied to your account in the overnight processing window (beginning at 6 p.m. in your local time zone).

You can review file specifications here:
- **Purchase Order Import**
- **Purchase Order Receipt Import**

Download the **File Transfer Guide** for additional details about FTP.

Web Services
Clients can use internal resources to create the interfaces for purchase orders and receiving using the SAP Concur platform RESTful API, which sends details as a Web Services call instead of a flat file import. Web Services uses standardized industry protocol for the communication. This is ideal for clients looking to update their purchase orders and receiving documentation in real time. Details about our APIs can be found at **API Reference**.

Partners
There are two approaches when considering Web Services for bringing in external data:

1. Clients can use the RESTful API method mentioned in the Web Services section.
2. Clients can speak with their SAP Concur Client Success team to find a certified partner adept at handling the integration effort. Often, this will reduce development time while building a custom solution that meets your integration needs.

WHAT SHOULD I DO NEXT?
Contact your SAP Concur Client Executive or Sales Representative for additional information on getting started with Three-Way Match.

Clients can create purchase orders (through Purchase Request) within the SAP Concur platform. This would improve the matching process by eliminating an additional step of importing purchase orders.

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.com or at the SAP Concur blog

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