SAP Concur C·

Invoice **Three-Way Match** Integration Overview

THE BEST RUN **SAP**

Gain Visibility into Your Exceptions and Mismatches with Three-Way Match From SAP Concur

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, there are exceptions, or you get invoiced for more than you receive. This can also result in delaying payments to vendors, which may ultimately prevent you from taking early payment discounts.

Three-Way Match from SAP Concur makes this process easier by automating the workflow for you. It reduces manual errors and streamlines the process to give you more visibility into your spending.

This brochure provides an integration overview to help you understand how SAP Concur completes the Three-Way Match by passing data between SAP Concur and external systems, to automate your time-consuming tasks, so you can focus on what matters most.

WHY THREE-WAY MATCH?

Capture your Invoices

Match against your purchase orders

Match receiving data

1. WHAT IS THREE-WAY MATCH (3WM)?

Three-Way Match is a term that refers to the use of three data sources to evaluate whether an invoice should be paid — using the invoice, purchase order, and the goods or services received.

2. PURCHASE ORDER MATCHING

SAP Concur clients have the ability to match invoices to purchase orders, whether they are created inside or outside of the SAP Concur platform. Depending on your unique business needs, you may choose to create some or all of your purchase orders in SAP Concur for automatic matching to your vendor invoices through the Concur Capture service. Alternatively, if you need to maintain your purchase order process outside of the SAP Concur platform, completing the match will require you to import your purchase order details using one of the integration options listed in section 4.

3. GOODS OR SERVICES RECEIVED MATCHING

Receiving of your goods and/or services is the final critical component to complete a three-way match. Clients can use receiving documentation (e.g., packing slips, goods received notes, statements, bills of lading, scale tickets, receipt of services) to validate that the number of goods or services delivered matches the invoices. You can select a more basic approach to receiving in SAP Concur, or fully automate this process.

Here are the options you can select from:

- Clients who have completed a two-way match can upload receiving documentation individually into the Concur Invoice platform to compare against each invoice and purchase order.
- Clients who have completed a two-way match can import receiving documentation to automatically match against the invoice and purchase order using an integration method listed in section 4.

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.
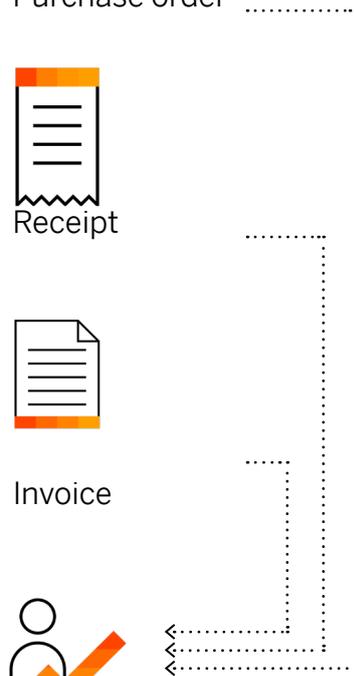

Purchase order

Receipt

Invoice

Three-Way Match

4. METHODS OF INTEGRATION

4.1 On-Demand Import

SAP Concur 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 found in section 4.2 to create files, clients can import purchase orders and receiving documentation on their schedule.

4.2 FTP

SAP Concur clients who would prefer to schedule the delivery of their Purchase Order and Purchase Order Receipt Import can use Concur sFTP. SAP Concur 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., local time zone).

You can review file specifications here:

*   Purchase Order Import:

    http://www.concurtraining.com/customers/tech_pubs/
    Docs/_Current/SPC/Spc_Inv/INV_SPEC_PO_Imp.pdf

*   Purchase Order Receipt Import:

    http://www.concurtraining.com/customers/tech_pubs/
    Docs/_Current/SPC/Spc_Inv/INV_SPEC_PO_Rcpt_Imp_V2_
    (Quantity%20Receipt%20for%20Three-Way%20Match).pdf

For additional details about FTP, please review File Transfer Guide:

http://www.concurtraining.com/customers/tech_pubs/Docs/
FactSheets/Concur%20File%20Transfer%20Guide.pdf

4.3 Web Services

SAP Concur has a RESTful API that can be used for sending over 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
https://developer.concur.com/api-reference/

4.4 Partners

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

1. Clients can use internal resources to create the interfaces for purchase orders and receiving documentation.
2. Alternatively, Concur can recommend a certified partner adept at handling the integration effort. Oftentimes, this will reduce the development time while building a custom solution that meets your integration needs.
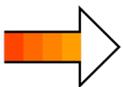
NOTE – Clients can create purchase orders (through Concur Purchase Request Module) within SAP Concur. This would improve the matching process by eliminating an additional step of importing purchase orders.

WHAT SHOULD I DO NEXT?

Contact your SAP Concur Client Executive or Sales Representative for additional information on getting started with Three Way Match from SAP Concur.

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.com

SAP Concur C·

Follow SAP Concur

THE BEST RUN SAP