

Are Status Quo, Manual Processes Holding Your Business Back?

Small and midsize businesses (SMBs) like yours face many unseen challenges in addition to your everyday resource constraints. Manual inefficiencies can have a bigger impact on overall efficiency and distract from growth and other business priorities more than you might think. You can't just "throw more bodies" at a cumbersome task the way larger enterprises can, because there may not be anyone else available. You need to work smarter, harnessing intelligent automation to empower employees and do more with less. **Let's take a closer look.**



Are you **wasting time** using paper, spreadsheets, and e-mails to process expense reports, track travel and payments, and chase down details and exceptions?



26%

Of companies use spreadsheets to manage their expenses¹



49%

Of SMBs use handwritten records to track, manage, and analyze spend²

What's the **real cost** to your business? It's more than you think.

While you may be comfortable with the status quo of manual processes, **research shows that:**



Approximately **50%** of SMBs say that manual processes hinder visibility into cash flow, increasing the risk of fraudulent or unqualified spending³



On average, accounting and finance staff spend **14%** of their time processing invoices – equivalent to more than five hours per employee per week⁴

SAP Concur solutions **automate** this work, unlocking step-level improvements in spend visibility, efficiency, and control.



US\$30,000

Average annual savings after implementing a travel and expense (T&E) solution⁵



\$34,000

Average annual savings after implementing invoicing solutions⁶



\$20 per expense report

Average savings of T&E users⁷



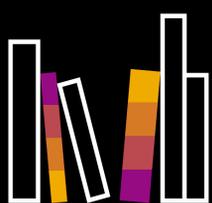
\$11 per invoice

Average savings after implementing an invoicing solution⁸



500 hours

Time saved annually per finance employee using an integrated expense, travel, and invoice solution⁹



Want to learn more?

Download the new paper from SAP, "Letting Go of the Manual Process Status Quo: With Intelligent Travel, Expense, and Invoice Management Automation." Spend happens. Make it count. Visit us online at concur.com/smb.

1. "5 Great Reasons to Move Your Expenses to the Cloud." SAP, 2018.
 2. Joshua Sophy, "84 Percent of Small Businesses Rely on a Manual Process," Small Business Trends, April 4, 2017.
 3. "Gain Peace of Mind with Automated Spend Management Solutions." AMI-Partners study sponsored by SAP, March 2019.
 4.-9. Joseph Bertran, "Elevate Business Performance and Better Manage Spend with Automation." AMI-Partners study sponsored by SAP, February 2018.