SAP Concur

Concur® Invoice for State and Local Government

Automate Invoice to Aid Accounts Payable

Reduce Recurring Data Entry and Improve Invoice Turnaround Time

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THE BEST RUN SAP

Your AP Team's Day-to-Day Doesn't Have to Be So Tedious

Spending today is immediate, trackable, and mobile so state and local organizations can move faster and be more flexible. Invoice processing should be just as quick, easy, and beneficial – no matter the size of your organization.

Your financial management and Accounts Payable (AP) teams are essential to driving your organization forward. However, they often get bogged down with manual data entry, errors, and handling exceptions. Essentially, focusing on manual work complicates better spend management processes. State and local organizations need automation – as well as control and visibility – to keep track of user-driven spend and cash flow across their entire organization, and to transform AP into a hub of useful financial data.

For a moderate investment, Concur® Invoice frees your financial teams to focus on your core mission objectives by using one simple system to approve purchase requests, capture invoices, and make payments.

Eliminating piles of paper, Concur Invoice drastically reduces invoice-processing time, and – because it integrates invoices with T&E payments in a single system – provides one dashboard to monitor and manage all your spending. With actionable insights into your organization's spend before, during, and after it occurs, you can help your organization identify opportunities to better manage tax payer dollars.

Plus, Concur Invoice integrates with payment providers, creating a simple and secure platform to manage the entire invoice process, from purchase request to vendor payments. As a result, you can cash-in on more vendor rebates, optimize cash flow, and outsource your payment process – efficiently and easily.

TAKE CONTROL OF THE NUMBERS

Consolidate your organization's employee-initiated spend from invoices, travel, and other sources to get forward-looking, real-time insights.

TURN PAPER PILES INTO PREDICTIONS

From authorization to supplier payment, SAP Concur allows you to efficiently manage all aspects of your organization's spend, giving you the ability to make more accurate predictions and manage the allocation of taxpayer dollars.

EXPAND YOUR CAPABILITIES, NOT YOUR STAFF

Put power in the hands of spenders and approvers with SAP Concur's robust workflow, freeing employees to focus on strategic tasks.

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Manage your Spend Anywhere and Anytime

Concur Invoice allows organizations of all sizes to **capture and automate** paper and electronic invoices, integrating those payments into a single system to better manage all spending. Track every penny in one AP system – and access it anytime, anywhere with the SAP Concur mobile app.

AUTOMATE ALL OF YOUR AP

SAP Concur offers a full solution for AP automation with Concur Invoice, Concur® Travel and Concur® Expense, putting an end to siloed transactions and providing you a holistic view of all spend.

EFFECTIVELY MANAGE CASH OUTLAYS

Concur Invoice gives you visibility and allows you to pay vendors when invoices are due or even capture early payment discounts with suppliers – freeing you to more effectively utilize your available funds.

CAPTURE INVOICES YOUR WAY

SAP Concur can accept e-invoices, use OCR (Optimal Character Recognition) technology to save your staff time in processing paper invoices, or manage the entire process of handling paper invoices.

MAKE THE MATCH

3-Way Match from SAP Concur automates the time-intensive and error-prone process of matching invoices, POs, and GRNs. Everything you pay for is verified against everything you get – automatically. Mismatched figures, errors, and exceptions are flagged before payments go out the door, saving your organization time, avoiding costs, and reducing improper payments.

TRACK ATTENDEE SPENDING

When the same person accrues both invoices and expenses at an event or meeting, keeping track of that spend can get tricky. With Attendee Tracking – available if you have both Concur Invoice and Expense – you can see the complete spend for each individual, across both expense reports and invoices.

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

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SYNC WITH ONE CLICK

SAP Concur seamlessly integrates with QuickBooks and PeopleSoft – along with other partners and vendors – with one-click syncing, eliminating your need to export or import files or enter data manually.

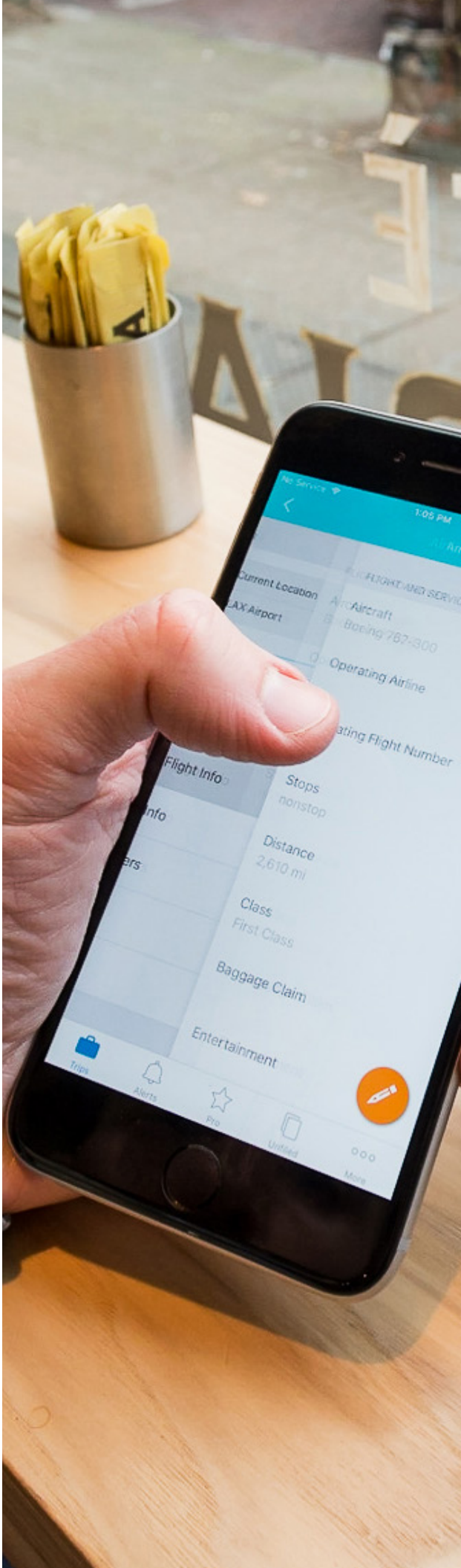
STREAMLINE PURCHASE REQUESTS AND AUTOMATE APPROVALS

Employees can request purchases through the intuitive SAP Concur platform, and those requests are quickly validated against your purchasing policies and routed for approval – which managers can do on the go. Robust workflow options allow for several levels of approval, complex coding and allocations across departments.

ABOUT SAP CONCUR

SAP Concur is the world's leading provider of integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes. With SAP Concur, a top-rated app guides employees through every trip, charges are effortlessly populated into expense reports, and invoice approvals are automated. By integrating near real-time data and using AI to audit 100% of transactions, businesses can see exactly what they're spending without worrying about blind spots in the budget. SAP Concur eliminates yesterday's tedious tasks, makes today's work easier, and helps businesses run at their best every day.

Learn more at concur.com or the SAP Concur blog.



SAP Concur

Learn more at concur.com

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