

Welcome Pack | EXTERNAL

# Company Bill Statements: Let's Get You Started

Now you can view and manage your company and Purchasing Card (P-Card) spend more effectively, while staying compliant.

THE BEST RUN



Overview

Company Bill Statements  
at a Glance

## Company Bill Statements at a Glance

With Company Bill Statements, you'll be able to intelligently control low-value payments and easily reconcile P-Card statements. You will benefit from:



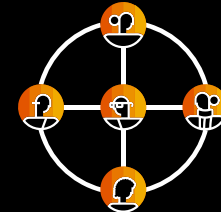
### Compliance Built Into the Process

Crack down on non-compliant spend by using data to define and implement policy rules.



### Managing Spend Effectively

Get reports that are unique to your business needs, so you can understand where money is being spent.



### A Process that Scales as You Grow

Your solution is ready to grow with your business by creating one centralized experience for users.

Overview

Here's How It Works

## How Our Service Works



### **Automatically Generate Statements**

Get a comprehensive view of purchases through detailed statements that are made with information from your P-Cards.



### **Take Control of Low-Value Purchases**

Reconcile pesky P-Card statements with ease in one simple solution that feeds into your overall SAP Concur environment.



### **Enforces Specific Policies for Purchase Cards**

Typically, P-Card policies differ from travel and expense policies, and Company Bill Statements allows you to holistically integrate this separate policy.



### **Access to the Right Data**

Monitor transactions and optimize spending through preferred vendors, and use data to allow your team to plan proactively.

Overview

Additional Details

## What Else is Possible?

The benefits will be felt across the whole business:



### Reduce Tedious Manual Tasks for Employees

AP teams no longer have to manually reconcile P-Card statements from your bank.



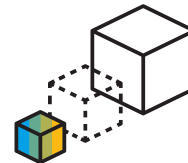
### Optimize Processes Across Your Finance Teams

From a single UI, managers can see all spend information and are automatically notified when statements should be approved.



### Employee Spend All in One Solution

Pull data from every channel and gain visibility to track spend and compliance in one place.



### Manage Spend Easily as You Grow

Proactively plan for growth with confidence as users are already loaded on the Concur® platform.



And that's just the tip of the iceberg. Discover more about [Company Bill Statement's features.](#)

Overview

Company Bill Statements  
and SAP Concur Solutions

## Company Bill Statements and SAP Concur Solutions

Company Bill Statements is an extension of other SAP Concur solutions – allowing you and your employees to manage spend through one, intuitive experience.



**Concur Expense** centralizes P-Card processes along with its policy.



**Company Bill Statements** automates and reconciles P-Card expenses.



**Budget** allows you to manage your budgets and gives a full view of spend.



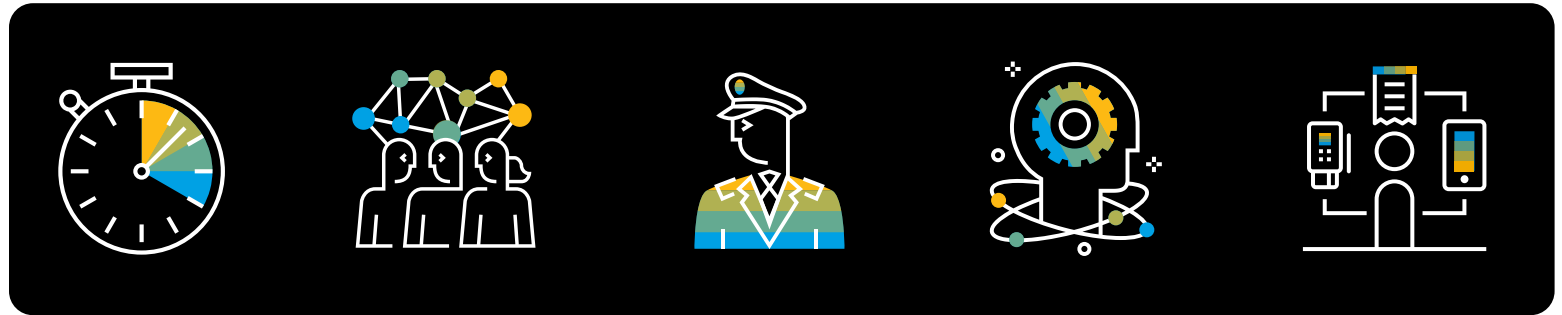
**Expenselt** allows end-users to attach photos of receipts directly to transactions.

Adoption

Key Messages

## See How Employees Benefit

Getting employees to adopt a new solution can be challenging, but by letting them know how they will benefit will make it easier.



### **Save Valuable Time**

Employees no longer need to spend time doing manual tasks.

### **Even More Detailed Data**

Finance teams will get granular data needed to plan growth proactively.

### **Everyone Stays in Policy**

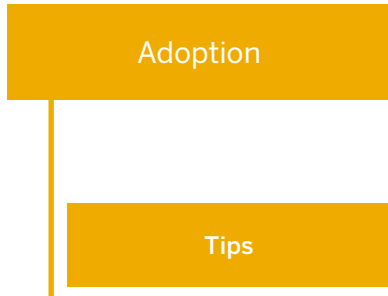
Reminders can be sent to employees to review and submit statements.

### **Automate and Itemize Spend**

Charges auto-populate to P-Card-specific expense types as entries are auto-itemized.

### **Easy and Intuitive**

Users can attach photos of receipts that match P-Card transactions in just a few clicks.



## P-Card Process Tips

There are many common issues that discourage employees from using P-Cards, but Company Bill Statements offers solutions and best practices that will make sure you're getting the most out of your P-Cards.

Understanding these best practices can help your end-users adopt P-Cards and, in turn, Company Bill Statements.



### **Reconciling our company's P-Card statement is nightmare.**

Company Bill Statements automates P-Card transactions. Detailed entries are captured and generate statements so purchases can be easily reviewed and reconciled.

#### **Pro tip:**

Company Bill Statements combines the wealth of data captured with a powerful reporting platform that provides the visibility that companies need.



### **Our spending policy for P-Cards is different than our travel and expense policy, but we want spend all in one place.**

Create rules within Company Bill Statements to enforce P-Card-specific policies to make sure employees are staying compliant.

#### **Pro tip:**

Give leaders access to P-Card spend data and define audit and policy rules to make sure employees are staying compliant.



### **We have zero visibility into the business purpose and details of P-Card expenses.**

By using Company Bill Statements to drive employee spend through one solution, you can pull data from every channel and gain visibility to track spend and compliance across the board.

#### **Pro tip:**

Have a look at your dedicated reporting for Company Bill Statements. Not sure what to look for? Don't hesitate to get in touch with the SAP Concur Reporting Team.



### **We want our employees to make purchases with preferred vendors.**

By automating P-Card transactions, you will gain a more detailed understanding of where money is spent. Check with your P-Card provider to see if they can help you set up a preferred vendor program.

#### **Pro tip:**

Analyze your P-Card transactions with the reporting in Intelligence to spot trends and identify potential preferred vendors.

Contact Us

## Thank You

With Company Bill Statements, you can tackle rogue, low-value purchases and be confident that you're spending money where necessary and with the suppliers who give you the best prices.

### Ongoing Support

Got a question or need advice? Just ask your SAP Concur representative.

### Systems Issues

Visit the [support page](#) to raise a case and/or ask your Service Coordinator.

### Demo Video

[Watch](#) and share the demo video.





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