



SAP Concur Product Benefits | PUBLIC
Concur Invoice

Optimize AP with Concur Invoice

Automate your AP processes for clear visibility, effective cash flow management, greater control over spend, and easier access from anywhere.

Product **benefits**

Automate your invoice management with Concur Invoice to digitize your end-to-end processes, gain clearer visibility to manage cash flow more effectively, and access your AP processes from anywhere. You can also capture and process invoices efficiently and ensure on-time payments to gain more control over spend.

INCREASE ACCURACY

- Ensure the data pulled from invoices is correct using **optical character recognition** (OCR), machine learning, and human verification - reducing time spent on reconciling errors.
- Store invoices of all types (paper, email, e-invoice) in the **digital filing cabinet** for 7 years or longer, with permission-controlled access for specified company employees.

GAIN GREATER VIEW INTO CASH FLOW

- Offer a consistent, **user-friendly experience** for employees and holistic reporting of travel, expense, and AP for financial leaders in a single, integrated spend management platform.
- **Track unsubmitted invoices** and in-process approvals in real time, matching them with automatic audit trails that help reduce bottlenecks and promote accountability.
- **Explore pre-spend control**, which allows companies without a procurement process to easily create purchase orders in Concur Invoice and approve spend before it happens.



STREAMLINE WORKFLOWS

- Set **pre-defined conditions** (cost object coding, dollar thresholds, exceptions, match or mismatch, non-PO) to ensure optimal workflow every time and shorten the processing time for data entry into the ERP.
- Automate **two- or three-way matching** to existing purchase orders or those created in Concur Invoice to consolidate documentation and help involved parties focus on error analysis and decision-making.

FACILITATE REPORTING AND AUDITS

- **Gain near real-time visibility** into cash flow with organization-wide reporting, including pre-built reports (accrual, aging, vendor spend) and customizable reports you can run automatically and send directly to designated contacts.
- **Implement pre-built and custom audit rules** to enhance internal controls within the invoice life cycle. Flag duplicate invoices, unapproved vendors, and missing coding requirements. Set custom flags to help prevent costly mistakes and mitigate potential fraud.

ENABLE SCALABILITY AND GROWTH

- **Extend the value** of Concur Invoice by pairing it with ERP, accounting, and partner integrations to bring vendor data into Concur Invoice. Push invoice data out in the desired format: flat file, FTP, APIs, or via a connector.
- **Use data for headcount planning strategies** by giving AP leaders the insights to scale and re-allocate resources as the business changes. Mitigate turnover by offering user-friendly tools that can be used from anywhere.

CONCUR INVOICE FAST FACTS



153,000 duplicate payments prevented (monthly)



5 days average time from invoice capture to pay



\$17B processed transactions monthly



1.85M invoices processed monthly

RESOURCES TO TAKE YOU FURTHER



See **Concur Invoice** in action
Self-guided demo



How well is your current AP process serving you?
Take the assessment

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BENEFIT SHEET enUS (21/11)

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