Accounts Payable Process Checkup

Identify your risks
and opportunities for growth
with our interactive scorecard

Interactive Sorecard | Higher Education

THE BEST RUN **SAP**

Don't Let an Outdated Invoice Process Hold You Back

Today's higher education environment demands a streamlined, modern invoicing and Accounts Payable (AP) process. Not only can it improve engagement with staff, students, and vendors, it can help you overcome compliance and regulatory hurdles, improve efficiency, and increase visibility into spend.

Yet many institutions continue to lag behind, relying on cumbersome manual processes or patchwork solutions that don't go far enough. The risks of doing nothing — from fraud and misuse to failing regulatory compliance — are too great to ignore any longer.

HERE'S THE BOTTOM LINE:

NO MATTER WHERE YOUR AP PROCESS IS TODAY, THERE'S ALWAYS ROOM TO GROW.

Where is your institution thriving and where is it falling short? **Take our quick, interactive AP Self-Assessment to find out.** In the following interactive scorecard, you can score your AP process across these five categories (Adobe Acrobat recommended):

1 Strategic Alignment

2 Ownership & Accountability

3 Process Visualization

4 Change Management

5 Measurement & Controls

① Strategic Alignment

STATEMENT	RATING (1-3)
1 = No, we're not there yet	**2** = Somewhat	**3** = Yes, we're on top of it	
AP goals are clearly defined	
Our mission statement articulates AP goals	
AP goals and Procurement's operational needs are aligned	
AP goals and Finance's strategic needs are aligned	
My organization's resource planning and allocations are aligned to AP goals	
AP goals are translated into actionable plans	
Subtotal	

Continue to the next page to see where you rank

Imagine
the possibilities

SAP Concur customers are seeing a

505% ROI

over five years and improving
invoice management processes.[1]

② Ownership & Accountability

STATEMENT	RATING (1-3)
1 = No, we're not there yet | **2** = Somewhat | **3** = Yes, we're on top of it	
Capabilities and skillsets are defined for AP process owners	
Leadership identifies AP process owners	
AP process owners create, modify, and enforce process changes	
AP process roles are identified and assigned	
Improvement and prioritization approach are applied by AP process owners	
Subtotal	

Continue to the next page to see where you rank
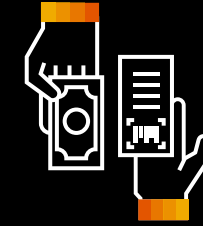
Get on the same page

Concur® Invoice has helped organizations improve AP processing and achieve nearly

100%

employee compliance.[1]

(3) Process Visualization

STATEMENT	RATING (1-3)
1 = No, we're not there yet | **2** = Somewhat | **3** = Yes, we're on top of it	
All AP process steps are documented	
The beginning and end of AP processes are clearly defined	
The steps of AP processes are consistently named	
The general flow of AP process steps is explicitly described	
Roles and responsibilities for AP processes are assigned	
The process inputs and outputs of AP are defined	
The knowledge needed to execute and manage AP processes is identified	
Subtotal	

Continue to the next page to see where you rank

Take back your time

Concur Invoice has helped organizations reduce staff time on invoice processing by

68%.[1]

(4) Change Management

STATEMENT	RATING (1-3)
1 = No, we're not there yet | **2** = Somewhat | **3** = Yes, we're on top of it	
Finance's broader operational goals are translated into clear AP actions	
Changes to AP processes are promptly documented	
AP process changes and updates are communicated	
AP best practices, and lessons learned, are captured and shared	
AP staff training needs are identified & prioritized	
AP leadership training is offered	
Best practices processes are captured and applied to AP	
Subtotal	

Continue to the next page to see where you rank

Better for everyone

Concur Invoice can help you reduce IT staff time required to manage AP solutions by

29%.[1]

⑤ Measurement & Controls

STATEMENT	RATING (1-3)
1 = No, we're not there yet	**2** = Somewhat	**3** = Yes, we're on top of it	
Leadership is actively engaged in identifying goals and performance targets	
AP process measures are identified and defined	
Data collection process validates data quality	
AP measures are benchmarked against custom peer groups	
Plans are established to manage sub-optimal performance results	
Strategic management decisions are based on performance metrics	
Subtotal	

Continue to the next page to see where you rank

Save time and money

Automated invoice processing can lower the average cost of processing a single invoice from **$9.66 to $6.21**. With a manual process, that's a total cost of **$34,039** per 10,000 invoices.[2]

You scored   out of **93**

31-49: Looks like you could use some help.

50-75: You've got a solid foundation; let's build on what you have.

76-93: You're doing well, but we can help you get even better!

SAP® Concur® solutions are here to help you take the next step.

Congratulations on completing your AP Self-Assessment. Now you should have a better idea of how your process is performing and where you need to focus next. As you chart your path forward, connect with your SAP Concur representative to learn how we can help you build a better AP process.

Schedule a conversation today or visit our **solutions for higher education webpage** to learn more. One of our higher education specialists will reach out immediately to set up a call once you submit your inquiry.

SAP Concur

[1] *The Business Value of Concur Invoice*, IDC, 2020.

[2] *The True Costs of Paper-Based Invoice Processing and Disbursements*, IOFM Special Report, 2016.

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