

SAP Concur 

Tip Sheet | Public Sector

# Four Tips to Help County Leaders Maximize Budget

THE BEST RUN 





**Managing your county's budget is no simple task, especially with the new challenges counties are facing in a post-pandemic world, including hybrid work environments and reduced savings. That's why counties across the country are approaching budget management in new and creative ways.**

In addition, government funding from the American Rescue Plan Act of 2021 is giving local governments the green light to fast-track digital transformation efforts. Counties are investing in technology and creative solutions that can help eliminate cumbersome legacy systems that cause challenges when it comes to successfully optimizing your county's spend.

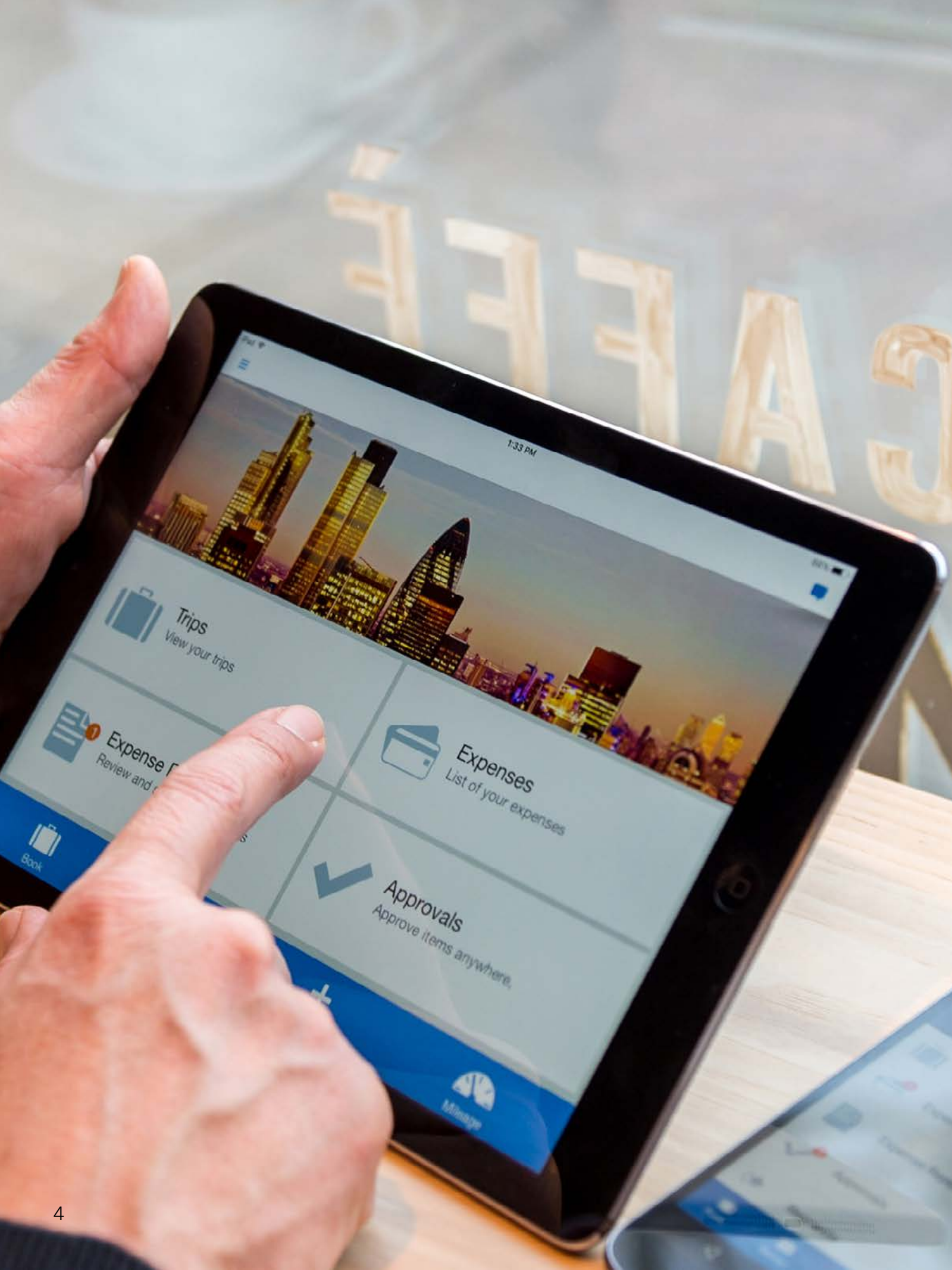
# Challenges

There are several challenges that counties face when making the most out of a budget. For example, legacy systems create slow, manual expense processes and lack comprehensive oversight of employee spending. Policy guidelines aren't always readily available for reference, and even if they are, no one wants to waste time searching through complicated compliance documents. And, with employees working remotely and work environments taking a hybrid approach, expenses and mileage may not be accurately reported if employees aren't on site.

Read on to discover some tips that can help you get the most out of your county budget.







## TIP 1

# Find more time in your day with an automated expense process

Making an investment in an automated expense, travel, and invoice solution can lead to long-term savings. An automated expense process allows you and your team to easily and accurately track expenses, so it's no longer necessary to hang on to all those receipts, take time to manually populate spreadsheets, and file away paper reports. An automated solution can also quickly spot inconsistencies and highlight concerns such as duplicate claims and missing receipts. Your time will be freed by simplifying the process, allowing you to focus your efforts and energy on more important things, like making meaningful decisions for your constituents.

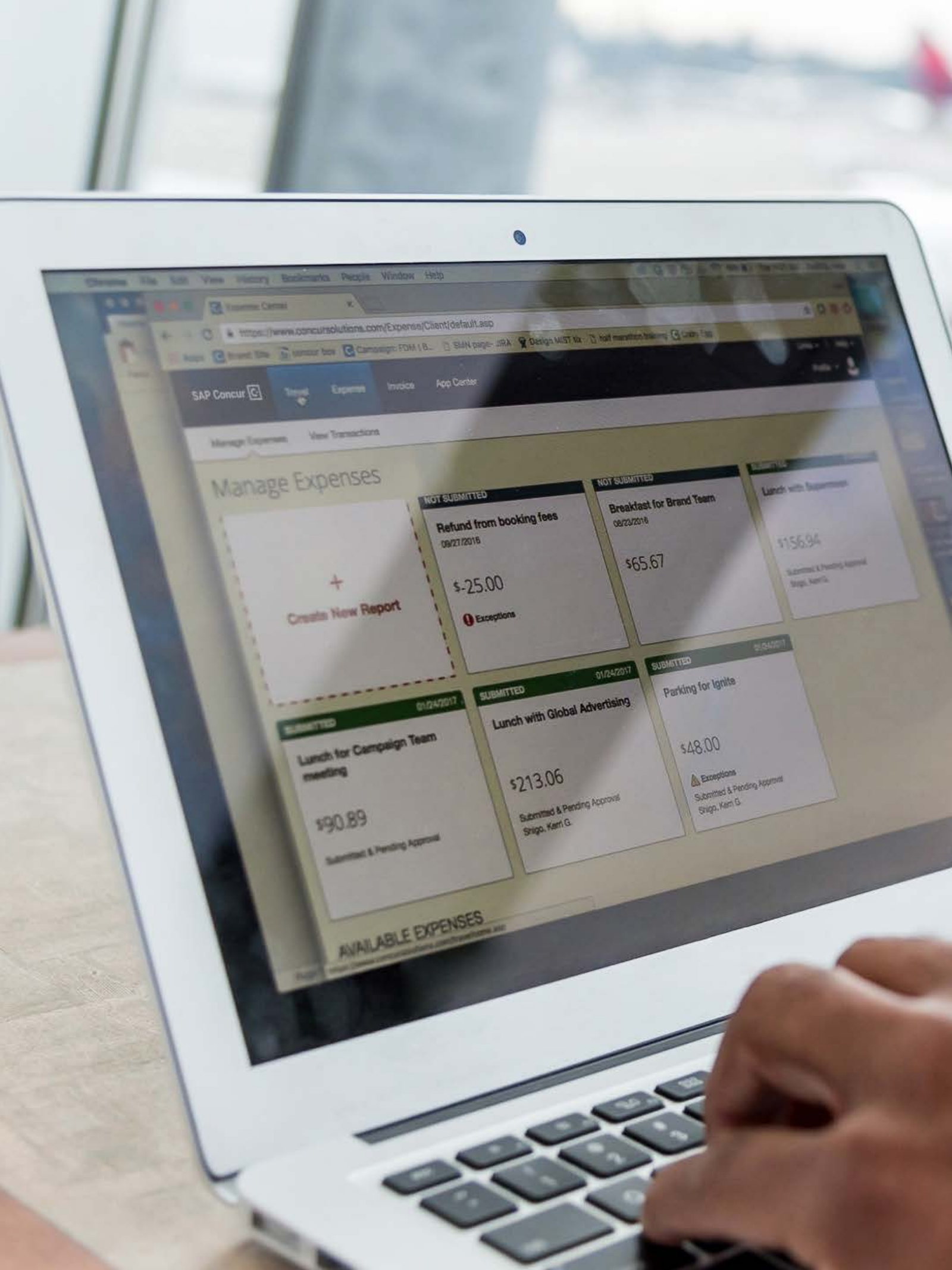
## TIP 2

# Upgrade your expense forecasting for more empowered decision making

The first step to gaining greater visibility and control over your county budget is by having the right financial data at your fingertips. Automation can give you a clearer picture of who is spending how much and where, which allows you to identify trends, improve spending forecast, and see your cash flow in near real-time, regardless of where your employees are working. Data-driven insights empower you to make informed decisions and feel confident that you're positioning your county for future success.







### TIP 3

## Improve fraud detection to save time and money

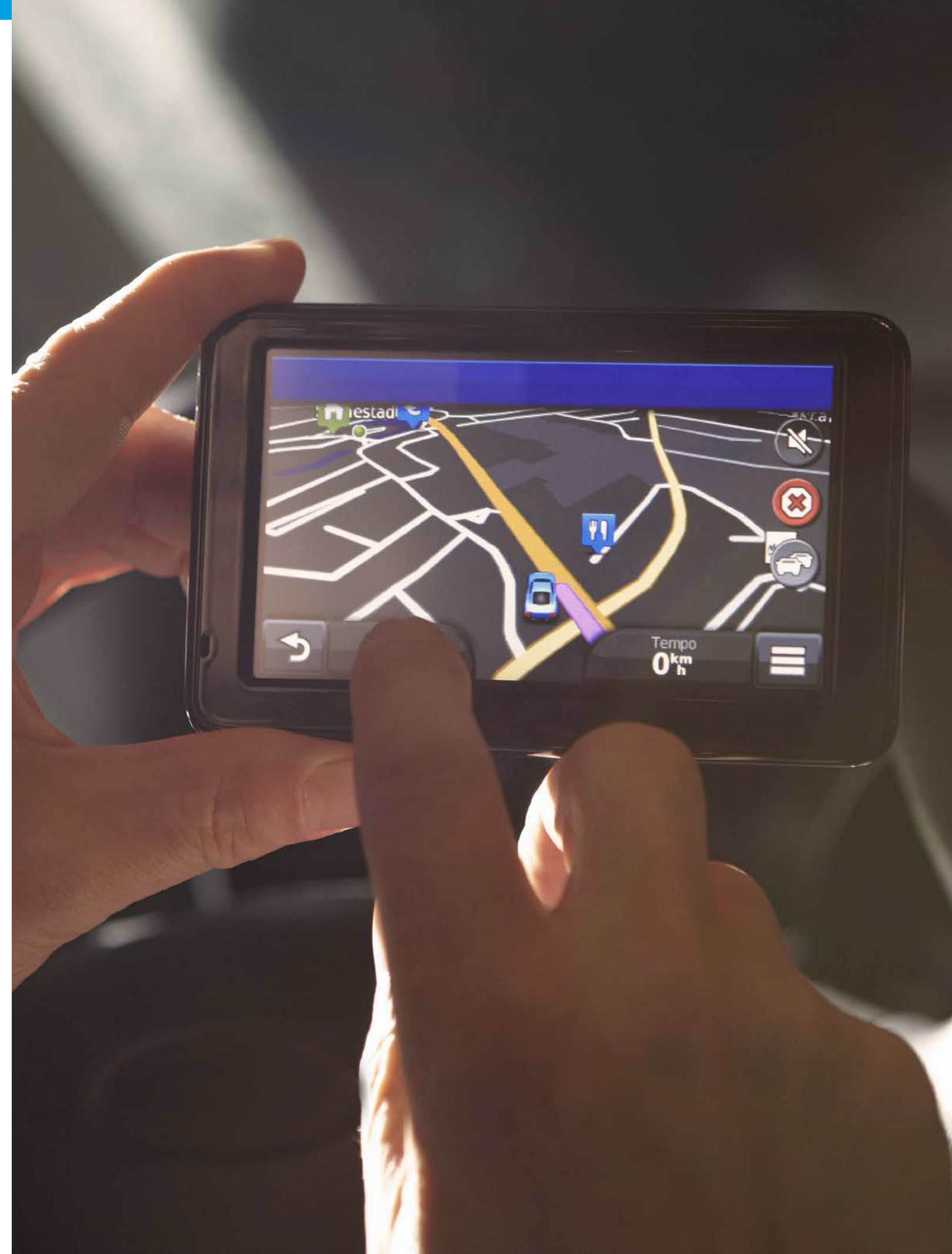
Even the most well-meaning staff members can make mistakes on their expense reports. To avoid these seemingly minor mistakes, expense policies should be easy to understand and clearly communicated with employees. A plain and concise policy will allow you to more easily spot out-of-policy spend when it happens, reduce losses, and control employee spending. Once your policy has been distributed, automation can flag and prevent non-compliant transactions from going through, saving you time and money, and stopping a slow leak of resources in the long run. Automating your travel and expense process allows you to build in policies that are customized to the way your county and staff work—and catch mistakes and potential fraud before it's too late.

## TIP 4

# Equip your team with tools to succeed

Give your staff tools that will save them time and effort. For example, through GPS technology, personal mileage can be automatically tracked and calculated without employees having to reset their odometer or look up mileage when they get back home or to the office. Not only are you taking the headaches out of the process for your staff, but you'll benefit from the increased accuracy, improved compliance, and overall operational efficiencies. Mileage will also be submitted promptly, so you won't be faced with unexpected expenses or significant fluctuations later.

Learn more about how SAP® Concur® solutions can help you maximize your county's budget.





## ABOUT SAP CONCUR

SAP® Concur® is the world's leading brand for integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes. The highly rated SAP Concur mobile app guides employees through business trips, charges are directly populated into expense reports, and invoice approvals are automated. By integrating near real-time data and using AI to analyze transactions, organizations can see what they're spending and avoid possible blind spots in the budget. SAP Concur solutions help eliminate yesterday's tedious tasks, make today's work easier, and support organizations to run at their best. Learn more at [concur.com](https://concur.com) or the [SAP Concur blog](#).

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