



Solutions for P-Card Process

## Take your P-Card program to the next level

Automate the P-Card process from purchase to general ledger integration with Company Bill Statements

Approximately 80 percent of all an organization's purchases are low value. This makes a paperbased purchase order process a waste of time, money and resources. In response, purchasing cards—known as P-Cards—have taken the place of paper orders in organizations around the globe. As the number of P-Card transactions continues to grow, many organizations are looking for new ways to increase control and visibility in this category of spend.

With a robust workflow, policy control, and detailed reporting, Company Bill Statements from SAP Concur enables organizations to automate the purchasing process, providing control and visibility along the way.

### Go paperless

Users can easily upload or email images for all transactions requiring a receipt, providing a permanent and fully digitized record of the transaction. Digital receipts make the approval and audit process transparent and help users stay compliant with your organization's spending policies.

### Our reporting

Our reporting helps organizations gain insight into policy violations or potentially fraudulent activities, as well as spending trends. Our analysis is designed to identify where your reporting process needs improvement and which vendors get the most business so you can better negotiate discounts and deals.

## One simple process from start to finish



### Quickly capture

P-Card charges are assigned to each cardholder's statement.



### Automatically assign

Transactions are automatically given the appropriate expense type.



### Validate and submit

Users validate the transactions and submit their reports after the statement period ends.



### Approve and pay

Each statement goes through your regular approval workflow before being extracted for payment.

# Take control of your P-Card program

## Effectively capture P-Card transactions

As staff members use a P-Card, SAP Concur solutions automatically captures each transaction in detail and pre-populates Company Bill Statements based on your preferred reconciliation period. Transactions are automatically assigned accounting codes based on your organization's accounting structure. Transactions are ready for review, reconciliation and posting without any manual data entry, saving time, and preventing errors.

## Easily review and reconcile in one location

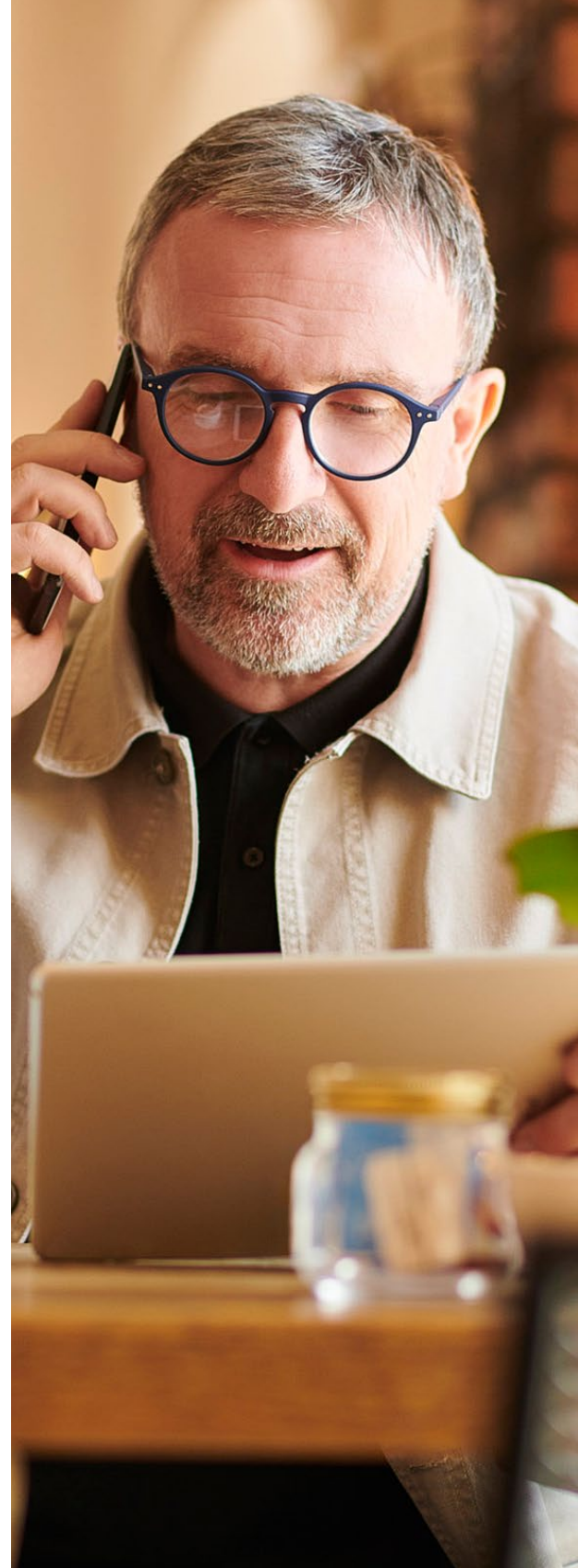
SAP Concur solutions allows users to easily access, review and reconcile their P-Card transactions in one central location. Travelers and administrative offices ultimately get more detailed and accurate spending data, with the flexibility to make changes to charge allocations along the way. With the click of a button, and even on the go, users can submit reconciled statements and SAP Concur automatically notifies the appropriate approver, giving complete visibility to everyone involved. Once the report has gone through the approval and audit process, it is automatically extracted into your accounting system.

## Expense and P-Card integration work better together

Coupling travel and expense with Company Bill Statements allows you to manage your organization's spend in one easy-to-use solution. Users will work with a single platform to manage travel and entertainment expenses and P-Card purchases. In one simple system, you can implement a paperless and automated process that effectively manages your user initiated spend.

## Card feeds and policies connected

The Company Bill Statement Implementation supports the addition of up to two Company Bill Statement policies and one VAT configuration as part of a single project, as well as two card feeds.



Learn more at [concur.com](https://concur.com).