

Improve Invoice Turnaround Time with Invoice Capture

You Have Better Things to Do than Manual Data Entry

If your Accounts Payable team is still manually sorting, scanning, and keying in data, solutions enabled with AI can help. Automating these tasks can free up time for more fulfilling and profitable work. Invoice Capture provides automation that can help boost your team's productivity and prepare your company for growth.

HOW IT WORKS

1 Vendors send invoices to Concur® Invoice

- Invoices can be received via email or electronically.
- Client receives a customized email address to which vendors send invoices, meaning no need to print and/or manually enter an invoice in the system.
- Documents can be easily separated by splitting a single document into multiple invoices.
- Clients can stop worrying about printing, re-scanning, or editing PDFs.
- Businesses can centralize their vendor invoices and move from paper to paperless.

2 Capture invoice data

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3 Validate invoice data

- Invoice Capture is an extension of your team. How your invoice data gets validated is up to you.
- Prior to entering the workflow, you can have SAP Concur validate your invoice data, your AP staff, or a combination of the two.

4 Route for processing

- Once captured and validated, vendor invoices are sent through the determined workflow and the first step in the approval process so that invoices can be processed for payment.



Invoices in the following languages are supported:

English, Dutch, German, French, Spanish, Portuguese, Polish, Czech, Lithuanian, Latvian, Estonian, Turkish, Danish, Finnish, Norwegian, Swedish, Slovenian, Romanian, Hungarian, Italian, Japanese, Chinese (Simplified)

Learn more at concur.com or the [SAP Concur blog](#)