The presentation will begin shortly. Audio will be streamed directly via your computer speakers. Enjoy the webcast!

SAP Concur
Budget Visibility & Connectivity – Going Beyond AP Automation

A Solution Series Webinar

Mike Dailey | Strategic Solution Expert, Invoice – SAP Concur
Beth Diedrich | Senior Solution Consultant – SAP Concur
Mike Dailey | Strategic Solution Expert – SAP Concur
Managing spend is a distraction, not a differentiator.
Does any of this sound familiar?

- Too much paper
- Manual data entry
- Exception handling
- Duplicate invoices
- Lost invoices
- Insufficient controls
- Lack of visibility
- Long cycle times
- Missed discounts
But Automation and Efficiency Alone Are Not the Answer
BUSINESS SPENDING
PAYROLL - 35%
T&E - 10%
EVERYTHING ELSE - 55%
BUSINESS SPENDING
PAYROLL = 35%
T&E = 10%
EVERYTHING ELSE = 55%
BUSINESS SPENDING
PAYROLL - 35%
T&E - 10%
EVERYTHING ELSE - 55%

PROCUREMENT $
DIRECT PO  INDIRECT PO  INDIRECT NON-PO  XYZ-CARD

EMPLOYEE $
EXPENSE REPORTS
BUSINESS SPENDING
PAYROLL - 35%
T&E - 10%
EVERYTHING ELSE - 55%

PROCUREMENT $
DIRECT PO  INDIRECT PO  INDIRECT NON-PO  XYZ-CARD  EXPENSE REPORTS

EMPLOYEE $

SILOED DATA

MICRO TRANSACTIONS $

1998 SPEND CATEGORIES 2018
BUSINESS SPENDING
PAYROLL - 35%
T&E - 10%
EVERYTHING ELSE - 55%

PROCUREMENT $
DIRECT PO  INDIRECT PO  INDIRECT NON-PO  XYZ-CARD

SILLOED DATA

EMPLOYEE $

OFFICE SUPPLIES

MICRO TRANSACTIONS $

1998 SPEND CATEGORIES
2018
BUSINESS SPENDING
PAYROLL - 35%
T&E - 10%
EVERYTHING ELSE - 55%

 PROCUREMENT $
 DIRECT PO
 INDIRECT PO
 INDIRECT NON-PO
 XYZ-CARD
 EXPENSE REPORTS
 EMPLOYEE $

 OFFICE SUPPLIES

 AGGREGATED SPEND

 CONNECTED

 TRANSPARENT

 EFFORTLESS

 EVENTS

 MICRO TRANSACTIONS $

 1998 SPEND CATEGORIES 2018

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BUSINESS SPENDING
PAYROLL - 35%
T&E - 10%
EVERYTHING ELSE - 55%

SAP Concur

CONNECTED
TRANSPARENT
EFFORTLESS

1998 SPEND CATEGORIES
2018
Complete Spend Management Solution

- Expense
- Meeting and Events
- Industry Solutions
- User Experience
- Tax Management
- Risk and Compliance
- Travel
- Invoice

SAP Concur
Beth Diedrich | Senior Solution Consultant – SAP Concur
Imagine knowing when and where spend happens with enough time to influence it
Poor VISIBILITY leads to poor decisions

- Inaccessible spend
- Incomplete data
- Data that is available too late

Employees are spending in more ways than ever before. A lack of data and insight puts your entire budget at risk.
Take CONTROL of your budget

Visibility is only half the equation. With the right insights and alerts, you can stay one step ahead of potential budget issues.
FLEXIBILITY…Your Budget, Your Way

- **Track** spend based on detail budget items
- **Custom hierarchies** control who sees what
- **Permissions** provide a range of options, from visibility to approval rights
Integrated budgets gives you the visibility, insights, and power to better manage your budgets.
What is Concur Budget?

Connected platform collects and synthesizes spend data

Available 24/7

Take action on changing situations

Peace of mind

Manage your budgets with confidence
Budget detail dashboard

My Marketing Budget
FY 2018 • USD

BUDGET $40,000.00
SPENT $12,153.33
PENDING $6,633.00
REMAINING $21,213.67
UNEXPENSED $6,176.33

BUDGET BREAKDOWN
- Spent
- Pending
- Remaining

TOP SPENDING CATEGORIES
- Airfare (Exp.) $6,542.93

Total Items: 9
<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>TRANSACTION DATE</th>
<th>SUBMITTED BY</th>
<th>DETAILS</th>
<th>EXPENSE TYPE</th>
<th>BUDGET AMOUNT</th>
<th>% OF BUDGET</th>
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<td>Chicago</td>
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<tr>
<td>Downer's Grove Trip</td>
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<td>Car Rental</td>
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<td>2018 Misc Expenses</td>
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<td>Starbucks, London, UNITED KINGDOM</td>
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<td>No. of Items</td>
<td>Pending Amount</td>
<td>Spent Amount</td>
<td>Budget Amount</td>
<td>% of Budget</td>
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<tr>
<td>-------------------------</td>
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<td>Miscellaneous</td>
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<td>$0.00</td>
<td>$150.00</td>
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<td>Request</td>
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<tr>
<td></td>
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<td>Payment Request</td>
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<td>$1,375.00</td>
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<td>3.44%</td>
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<td>$0.00</td>
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<td>Airfare</td>
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<td>9</td>
<td>$1,550.00</td>
<td>$4,992.93</td>
<td>$6,542.93</td>
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<td>Laundry</td>
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<td>$0.00</td>
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<td>Business Meal (attendees)</td>
<td>Expense</td>
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<td>$0.00</td>
<td>$153.79</td>
<td>$153.79</td>
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<td>Local Phone</td>
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<td>Hotel</td>
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</table>
In transaction view

PURCHASE REQUEST #12

PURCHASE DETAILS
- Policy: PO Policy
- Employee: L, Claire
- Description: New phone
- Comment:

REQUEST ITEMS
- New Phone V100
  - Expense Type: Cellular Telephone
  - Acme (ACH)
  - 1102 15th Street SW Suite 102
  - Auburn, WA 98001-6509
  - Show Comments
In transaction view

Total Budgets: 1
New phone $778.98

MY BUDGET
Marketing: $41,000.00
FY 2017 - Q4 | USD

OVER

Spend Per Line Item

<table>
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<tr>
<th>No.</th>
<th>Title</th>
<th>Invoice Number</th>
<th>Requester Name</th>
<th>Description</th>
<th>Expense Type</th>
<th>Vendor Name</th>
<th>Amount</th>
<th>% of Budget</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>New phone</td>
<td>12</td>
<td>L, Claire</td>
<td>New Phone V100</td>
<td>Cellular Telephone</td>
<td>Acme (ACH)</td>
<td>$699.00</td>
<td>1.70%</td>
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<tr>
<td>2</td>
<td>New phone</td>
<td>12</td>
<td>L, Claire</td>
<td>Activation fee</td>
<td>Other</td>
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<td>3</td>
<td>New phone</td>
<td>12</td>
<td>L, Claire</td>
<td>Screen protector</td>
<td>Cellular Telephone</td>
<td>Acme (ACH)</td>
<td>$49.98</td>
<td>0.12%</td>
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</table>

TOTAL $778.98 1.90%
Marketing

2017 - Q4 | USD

<table>
<thead>
<tr>
<th>Budget</th>
<th>Spent</th>
<th>Pending</th>
<th>Remaining</th>
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<tbody>
<tr>
<td>$41,000.00</td>
<td>$25,592.67</td>
<td>$16,534.67</td>
<td>$-1,127.34</td>
</tr>
</tbody>
</table>

Budget Breakdown

- Spent
- Pending

PENDING

<table>
<thead>
<tr>
<th>Payment Request</th>
<th>Purchase Request</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Number</td>
<td>Requestor</td>
<td>Submit Date</td>
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<tr>
<td>12</td>
<td>L, Claire</td>
<td>12/27/2017</td>
</tr>
<tr>
<td>12</td>
<td>L, Claire</td>
<td>12/27/2017</td>
</tr>
<tr>
<td>12</td>
<td>L, Claire</td>
<td>12/27/2017</td>
</tr>
<tr>
<td>5</td>
<td>L, Bob</td>
<td>12/28/2017</td>
</tr>
<tr>
<td>6</td>
<td>L, John</td>
<td>12/28/2017</td>
</tr>
<tr>
<td>7</td>
<td>L, John</td>
<td>12/28/2017</td>
</tr>
</tbody>
</table>
Budget for Mobile
Budget for mobile

- Approval needed for Susan’s Purchase Request
Budget for mobile

- Approval needed for Susan’s Purchase Request
- Over budget
Budget for mobile

- Approval needed for Susan’s Purchase Request
- Over budget
- Call Gayle
Budget for mobile

- Approval needed for Susan’s Purchase Request
- Within budget!
- Thank you, Gayle!
How does Budget solve the challenges?

Visibility
- Captures data from Expense, Invoice and Request
- Gives a holistic view of spend – before and after it happens.
- Intuitive dashboards and reports at your fingertips
- Mobile app that gives you 24/7 access

Control
- See the impact of requests and expenses before approving them.
- Be proactive with your budget
- Customizable alerts ensure you are never caught off-guard.

Flexibility
- Flexibility to track spend in the way that makes the most sense for you and your team.
- Permissions give you a range of options to make sure people are connected to budgets appropriately
- Take control - build flexible, automated process informed by near real-time information,
- Flexible workflows and permissions allow you to take the right action at the right time
Questions?