



SAP Concur 

Solutions for P-Card Process | PUBLIC

## 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 paper-based 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.

## 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, businesses 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 businesses to run at their best. Learn more at [concur.com](https://concur.com) or at the SAP Concur [blog](#).

Follow SAP Concur



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

**BR P-CARD CBS enUS (21/06)**

© 2021 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platforms, directions, and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See [www.sap.com/trademark](https://www.sap.com/trademark) for additional trademark information and notices.