

Two Key Secrets
of the Modern
Finance Leader

How you can stay ahead
of your expanding role.

You've moved beyond
the bottom line.



If your title includes “finance,” chances are you’ve seen your list of responsibilities get much longer. Many of today’s finance leaders are expected to take on everything from growth planning and risk management to pricing strategies and compliance.

But the bottom line is still the bottom line, and because it takes just as long to take care of things like managing expenses, the way you work needs to be simplified. Especially as the digital, mobile economy puts more purchasing power in the hands of your people.

It’s getting easier for your employees to spend, which makes it harder for you to stay on top of it all. So what do you do?

Modern finance leaders put two key strategies to work to stay on top of the bottom line in the midst of their expanding roles.



Almost three-quarters of **CEOs from HIGH-PERFORMING COMPANIES BELIEVE THAT THE CFO'S ROLE WILL INCREASE** in importance more than any other C-suite role.

—Forbes, Jan. 2015

Strategy #1

Engage
employees in
your cause.



When it comes to your company's expenses, who's spending the money? Clearly, it's the people you work with—from every corner of the business. So who better to help you manage it?



In the past, when employees needed something, the company bought it for them and the company had control. And decentralizing business spending has naturally put increasing responsibility in the hands of employees.

So how do you keep control?

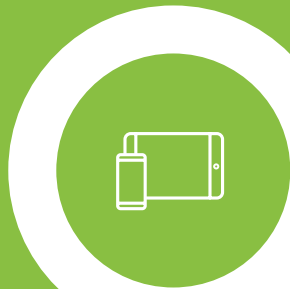
You've spent years establishing and enforcing company policies and processes. You've got countless more regulatory and tax requirements to manage.

And yet you probably don't have full control over what's being spent. **Why?**



1. If your expense reporting process is an inefficient, cumbersome burden, your employees could be finding easier ways to get things done that may result in out-of-policy spending.
2. If you're funneling paper invoices through your approval process, you're bogging people down, increasing the risk of manual-entry errors, and potentially disrupting cash flow.
3. If your travel program isn't aligned with the way employees are booking, you're losing visibility into more and more data—including the more than 10% of air travel and 50% of car and hotel reservations that employees are booking directly with suppliers.

Suffice it to say, the way your employees spend your organization's money is changing. Dramatically.



They expect travel, expense and invoice systems to be as simple, compelling and mobile as the apps and tools they use every day. And when you give them ease and options, you'll get a better handle on the budget.

Modern finance leaders give employees the tools they want to use, not procedures that slow them down.



Business leaders will continue to understand that they must **FIND NEW AND INNOVATIVE WAYS TO ENGAGE STAKEHOLDERS** in a way that provides value for all parties involved.

—Ten Workplace Trends That Will Change The Way You Manage, Inc.com, Dec. 14, 2015

The Solution:



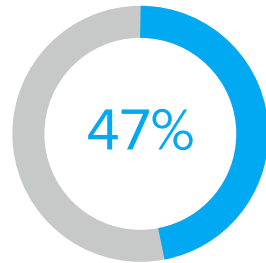
Make it easier
for employees to
make the best
decisions.

When you give employees intelligent tools and user-friendly apps to automate your travel, expense and invoice systems, you make it simple for them to spend within policy and easier for you to stay on budget.

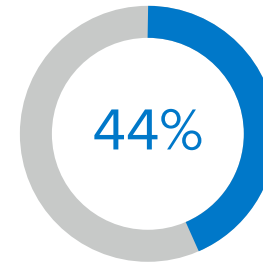
Look for tools that:



1. **Eliminate paperwork, errors and hassles**—with features like electronic receipts and invoice capture; the ability to snap photos of receipts; and pre-populated, itemized expense report entries.
2. **Collect expenses from corporate cards automatically**—eliminating the mistakes of manual data entry.
3. **Cut invoice processing time**—routing invoices and managing approvals automatically.
4. **Help travelers make the right decisions**—with the ability to pre-authorize spending, guide decisions with color-coded cues, and capture every itinerary regardless of where it was booked.
5. **Capture data and discounts no matter where travel is booked**, so when employees book directly with suppliers, they still get their rewards, and you still get your discounts and compliance control.
6. **Make it all mobile**—helping travelers manage expenses and invoices with simple, smartphone apps.



Businesses with an integrated travel and expense system require an **AVERAGE OF 47% LESS STAFF TIME** for processing travel and expense reports.¹



Businesses using an end-to-end travel and expense solution see **44% BETTER COMPLIANCE**.²

¹ *Driving Business Value Through Travel and Expense Management Maturity*, IDC, January 2016.

² *End-to-End Visibility into T&E Expense Management: Mobile Comes to the Table*, Louis Berard, Aberdeen Group, April 2013

Strategy #2

Demand
more from
your data.



Data is a double-edged sword. It enables you to do your job more effectively, but if you're not seeing the right numbers at the right time, it can throw you off course.

Paper- and spreadsheet-based processes invite human error—just think of the impact of a few misplaced decimal points across a few hundred expense reports. Or consider the suppliers your people are paying in a variety of ways—how do you get an accurate look at your total spending?

Multiple systems and multiple payment methods can cause multiple problems. Moving data from system-to-system takes time, can create errors and often requires a lot of normalization.

How many dollars of discounts have these disconnected systems cost you?



When you consider the regulatory requirements your data has to stand up to, you could be in a world of trouble. If you don't have all the accurate numbers.



- How do you comply with laws like the Foreign Corruption Act when you don't know what you're spending?
- How do you know how much Value-Added Tax isn't being recovered?
- How do you know you're meeting sales and use tax requirements everywhere you operate?

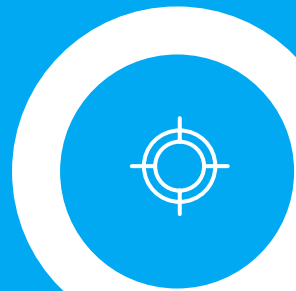
It comes down to this:



If you can only see what has been spent—not what's planned or accrued—how do you know where you stand today?

And if you can't see what's *already* been spent—no matter where it's been spent—how can you manage things like cash flow, the lifeblood of every business?

Your data needs
to work harder.



It needs to be:

Consolidated—No matter where it comes from, it needs to be combined into a single view of all your spending.

Accurate—If you can't trust it, it's useless in helping you to control your budget.

Current—You need today's numbers, not the "recent" data from last quarter's reports.

Modern finance leaders make sure the numbers work for them, managing the bottom line and driving savings across the business.



A 2015 Gartner report cites the **QUALITY OF THE DATA** used for business decisions and facilitating analysis and decision-making as the top two areas of need for CFOs.¹

The Solution:



Deliver insight
that drives
savings.

If you can get the reins on company spending, you can start seeing every savings opportunity. You'll know when and where spending occurs, how to track it, how to spot trends and how to uncover out-of-policy spending.

Look for solutions that:



- 1. Integrate with existing systems and data**—connecting travel, expense and invoice systems with your ERP, HR or accounting solutions for a single, accurate view of spending.
- 2. Track every dime of travel spend**—giving you a look into all your spending—no matter where it’s booked.
- 3. Ensure you see the metrics that matter**—using intelligent dashboards gives you a quick look at KPIs.
- 4. Provide alerts to manage spending**—delivering real-time notifications that show you when you’re nearing budget and when a purchase is out-of-policy.
- 5. Use apps to extend and enhance the system**—so you can track everything from VAT reclaim and fraud to sales and use tax.



Businesses with Concur's integrated travel,
expense and invoice system see about
**\$97,000 in AP processing and
auditing savings per year.¹**

¹ *Driving Business Value Through Travel and Expense
Management Maturity, IDC, January 2016.*

CONCUR

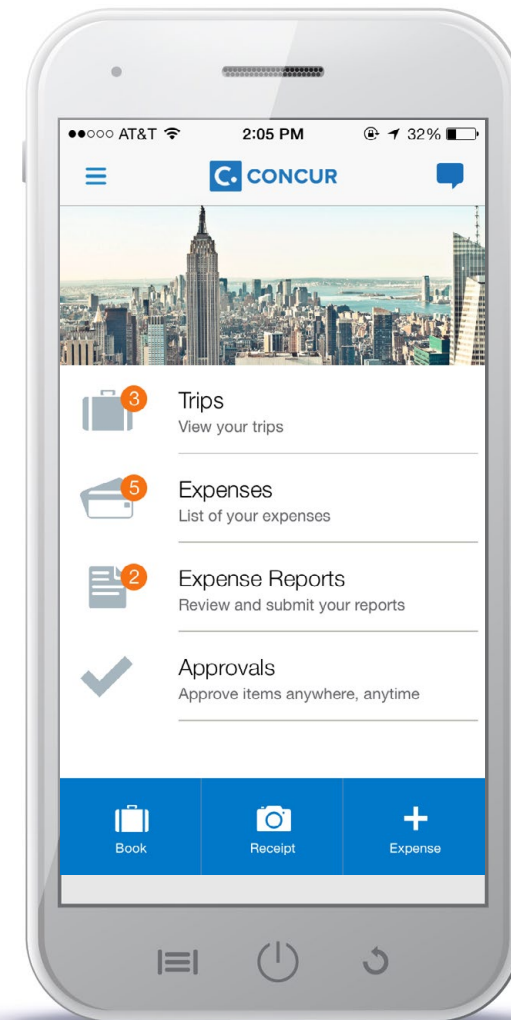
Take the pressure out of running your business.

Today's finance leaders are turning to Concur to control costs and cash flow associated with expenses, travel and invoices.

Concur eliminates the disconnect between employees and smart spending choices, while giving you accurate, consolidated and current spending data.

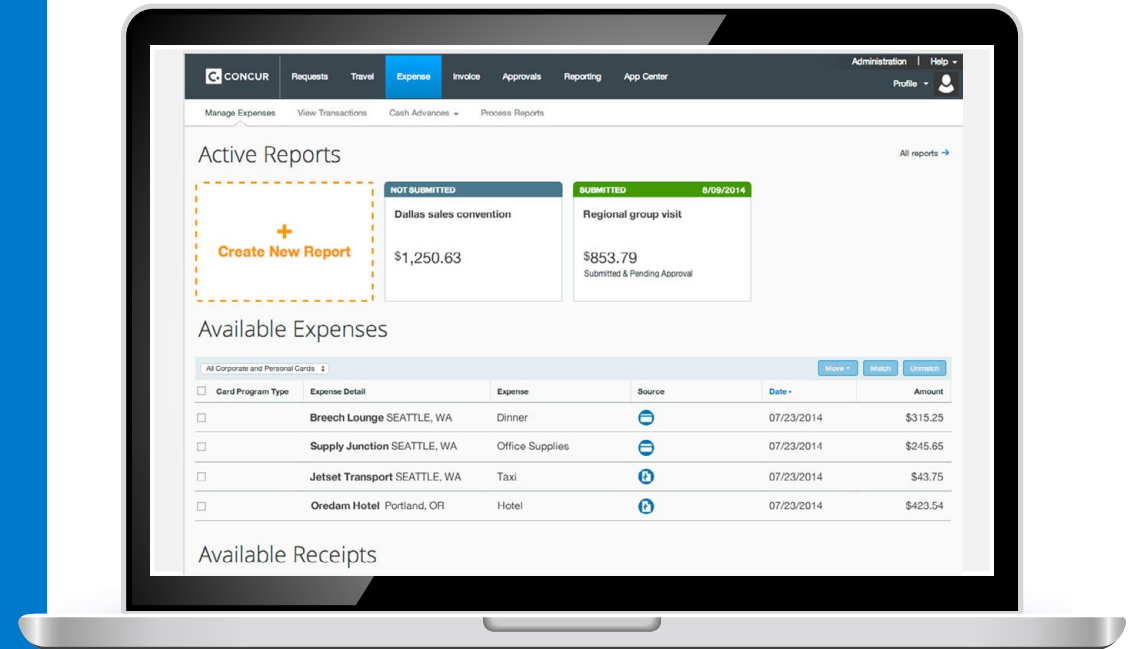
Concur's intelligent tools and applications provide built-in guidance, making it easy for employees to stay within company policies.

Plus, our solutions streamline and automate expense, travel and invoice processes, making it simple for employees to give you accurate data, to complete tasks quickly and stay focused on their jobs.



With **Concur**, you'll get consolidated, near real-time data and analysis to get visibility into employee spending whenever and wherever it occurs, so you can track company spending, identify spending trends, negotiate more savings with suppliers and drive down costs.

With **Concur**, you can stay on top of your bottom line—and everything else you have to do—so you get more time to do more with your budget.





About Concur

Concur, a part of SAP, imagines the way the world should work, offering cloud-based services that make it simple to manage travel and expenses. By connecting data, applications and people, Concur delivers an effortless experience and total transparency into spending wherever and whenever it happens. Concur services adapt to individual employee preferences and scale to meet the needs of companies from small to large, so they can focus on what matters most. Learn more at [concur.com](https://www.concur.com) or the Concur blog.