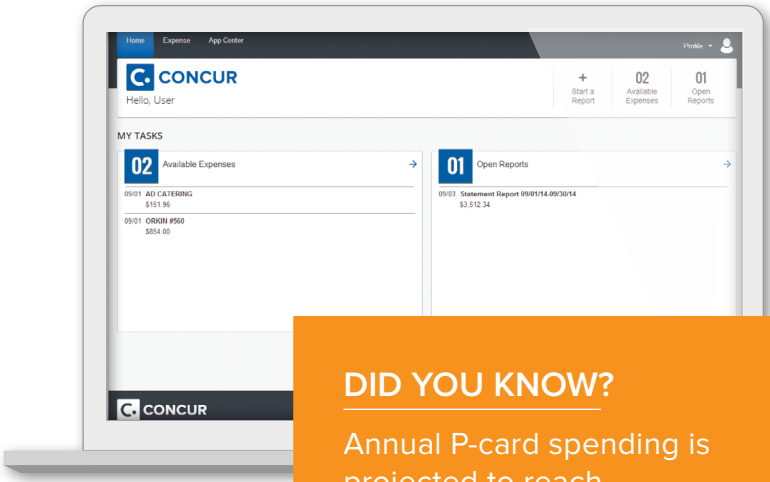
Take your P-Card program to the next level

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

Approximately 80 percent of all corporate 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, companies 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 Concur enables organizations to automate the entire purchasing process, providing control and visibility along the way.



DID YOU KNOW?

Annual P-card spending is projected to reach

$377 billion

by 2018.*

*2014 Purchasing Card Benchmark Survey Results: Market Trends and Best Practice Program Choices, RPMG Research Corporation

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 employees stay compliant with corporate spending policies.

Improve reporting

Our reporting tool 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 & Submit

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

Approve & 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 employees use a P-Card, Concur 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 company'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

Concur allows users to easily access, review and reconcile their P-Card transactions in one central location. Travelers and business 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, users can submit reconciled statements and 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 all of your company's spend in one easy-to-use solution. Employees will work with a single platform to manage travel and entertainment expenses and P-Card purchases. In one simple system, you can implement a completely paperless and automated process that effectively manages the entire employee 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 Concur

Concur, a part of SAP, is the leading provider of spend management solutions and services in the world, helping companies of all sizes transform the way they manage spend so they can focus on what matters most. Through Concur's open platform, the entire travel and expense ecosystem of customers, suppliers, and developers can access and extend Concur's T&E cloud. Concur's systems adapt to individual employee preferences and scale to meet the needs of companies from small to large.

Learn more at concur.com

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