



SAP Concur 

Concur Audit

Review Expenses, Identify Issues, and Stay Compliant

Insight that Helps You **Take Control**

When an expense claim is submitted, you need to be confident that claims are accurate and expenses align with company policy. Although vital, this process can take up a lot of valuable time and resources. Concur Audit works in sync with Concur Expense to verify expense claims and receipts for you – to not only take the pressure off your business, but also save you time and help with policy compliance. Concur Audit helps your company conduct tax checks against the VAT amount calculated within the system. Plus, our range of tax partners can assist you in reclaiming VAT that might otherwise be lost.

RECEIPT AUDIT

Do all expenses have receipts attached? Does the receipt information match the expense claim?

- Concur Audit checks to make sure the date, amount and expense type matches the claim.
- If a receipt is missing, the audit review will determine if your missing receipt guidelines have been followed.

POLICY AUDIT

Are you sure all employees understand and follow your company travel and expense policy?

- Concur Audit can check for a range of prohibited spend, including flight upgrades and parking fines.
- VAT receipts can be audited to help you capture the right amount of tax.



A THIRD-PARTY REVIEW

Concur helps you stay in control and reduce costs by conducting unbiased audits on your behalf. We can make sure expenses are checked before they are reimbursed.



FLEXIBLE OPTIONS

Work with your designated audit specialist to update your rules whenever needed as your company grows or your policies change.



ACTIONABLE INSIGHT

Review exception reports to identify what rules are being broken and the actions that need to be taken to improve compliance and increase savings.

HOW IT WORKS

- Define your audit process based on the level of support you need.
- Choose the volume that's right for your business – remember 100 percent audit leads to 100 percent compliance.
- Trained and certified auditors conduct each audit based on best practices and your company policies.
- The audit process is designed to provide details of any exceptions back to the claimant.
- Use your exception report to identify and address areas of frequent non-compliance.

ELITE POLICY AUDIT

Concur also offer an advanced policy audit which follows a more consultative approach. We'll meet with you on a quarterly basis to share best practices to improve compliance, identify trends within your reports, and make recommendations to address any areas of concern.

REPORTING

A set of reports are included in all audit services giving a summary of pass/fail rates and details of each exception. These reports help you identify where your travel and expense policy may require adjustments, or where additional education is needed to ensure your policy is being followed.

TAX COMPLIANCE AND RECLAIM

According to research conducted by Concur and Vanson Bourne, 75 percent of senior finance decision makers wish they knew more about employee expenses and VAT reclaim, and 43 percent are very concerned about HMRC inspections.

Concur Audit can uncover business insight that helps reduce costs and improve compliance. Our audit tax checks are designed to support your tax position. And our expert tax partners provide the guidance you need to take control of your expense process from start to finish.

ABOUT SAP CONCUR

SAP® Concur® solutions take companies of all sizes and stages beyond automation to a completely connected spend management solution encompassing travel, expense, invoice, compliance, and risk. For more than 20 years, these leading, innovative solutions have kept customers a step ahead by delivering time-saving tools, connected spending data, and a dynamic ecosystem of diverse partners and apps. User-friendly and business-ready, SAP Concur solutions unlock powerful insights that help businesses reduce complexity and see spending clearly, so they can manage it proactively. For more information, visit concur.co.uk.

BR AUDIT UK (17/11)

© 2018 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 platform 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 <http://www.sap.com/corporate-en/legal/copyright/index.epx> for additional trademark information and notices.