SAP Solution Brief
SAP ERP

SAP Travel Receipts Management by OpenText

Tighten Control and Streamline the Processing of Travel Expenses

Quick Facts

Summary

The SAP® Travel Receipts Management application by OpenText is integrated with the SAP Travel Management application to reduce the administrative workload associated with travel expense accounting. A comprehensive business solution to manage travel receipts, it provides an intuitive self-service interface to speed the entry of receipts and the processing of expense reports. It streamlines accounting and reimbursement processes as well.

Business Challenges

- Integrate travel receipts into travel management processes
- Reduce cost and burden of managing paper archives
- Reduce cost of processing transactions
- Improve employee satisfaction through rapid reimbursements
- Support decisions through data transparency and insight

Key Features

- **Receipt capture** – Use multiple inbound channels including e-mail, scanning, bar codes, fax, mobile device, and mass import
- **Self-service interface** – Speed the capture, management, and assignment of travel receipts
- **Document archiving** – Archive receipts securely according to legal regulations
- **Audit functionality** – Gain immediate visibility of source documents related to expense reporting
- **Receipt management** – Upload electronic receipts to the SAP ERP application, attach at the header of expense reports or at the line-item level, and assign to a specific trip

Business Benefits

- **Tighter control of expenses** by integrating receipts and increasing transparency of the overall travel management process
- **Simplified auditing** by providing access to original receipts electronically
- **Fraud prevention** thanks to enhanced approval criteria and audit capabilities
- **Decreased storage costs** by replacing paper receipts with e-receipts
- **Faster reimbursement** through process standardization and automation

For More Information

Call your SAP representative, or visit us online at www.sap.com.

If your company is like most, you keep a close watch on travel budgets, policies, and spending. Now you can gain even tighter control by streamlining the capture, management, and assignment of travel-related receipts. The SAP® Travel Receipts Management application by OpenText, integrated with the SAP Travel Management application, streamlines these processes and more to reduce administrative tasks.

Working with paper receipts is a particularly cumbersome aspect of expense reporting. Finance departments need to locate receipts in folders and file cabinets, sort and file incoming paperwork, and cross-check printed data with electronic data in SAP Travel Management. Employees have to keep track of receipts when on the road and then manually input the data when back in the office. These processes get even more complicated when receipts have to be sent from one office to another. Multiple copies of the original document are stored throughout the process, often including critical comments on the copy instead of the original. In short, the result of these inefficient, time-consuming, and error-prone processes is higher costs.

SAP Travel Receipts Management takes the sting out of these tasks. The software is integrated with SAP Travel Management and the SAP ERP application to reduce the administrative workload associated with the handling of travel receipts within the travel expense accounting process. Self-service access and intuitive functionality speed the entry and processing of expense reports. The software streamlines accounting and reimbursement processes to help your company save significant time and money (see table).

ELIMINATE PAPER RECEIPTS

SAP Travel Receipts Management frees you from the tedium of handling paper receipts. Your travelers can now use different input channels to scan, e-mail, fax, as well as mass-upload receipts. The software also eliminates the need for process participants to keep personal copies of the original source receipts.

E-Mail Integration
SAP Travel Receipts Management provides a channel to simplify importing electronic receipts as e-mail attachments. The software automatically stores e-receipts in personal folders based on employee ID and travel ID.

Fax Integration
Travelers can now print personalized bar codes on cover sheets to fax receipts to a central number. The software automatically recognizes and uploads receipts based on employee ID and travel ID. The software also supports fax servers with fax distribution via e-mail.

Mobile Access
Travelers can document travel receipts via mobile devices equipped with a camera and e-mail. Simply snap an image of

Software feature	Impact area
Electronic receipt format	Printing and copying Receipt processing
Electronic transfer of information	Postage and courier
Archiving functionality	Paper storage
Self-service scanning and assigning of receipts	Receipt processing Cost capture
Integration of electronic receipts into expense reports	Receipt exceptions Receipt processing
Increased transparency to data and documents	Expense approvals Receipt exceptions
Integration of e-receipts to speed expense processing	Late reimbursements
Complete audit trail and history of all e-receipts	Expense fraud
Immediate access to all relevant receipts	Audit requests

the receipt and e-mail it to a designated travel receipt management address along with an employee ID number in the subject line. This is a great way to speed the reimbursement process.

MANAGE ELECTRONIC RECEIPTS

Once the receipts are input electronically, SAP Travel Receipts Management uploads the data to an appropriate repository in SAP ERP. These e-receipts can be assigned at the header or line-item level. From the e-receipt repository, you can access search, filter, and sort functionality to organize receipts and manage them in list or thumbnail views. You can also assign e-receipts to a specific trip for use in an expense report.

SUBMIT, REVIEW, AND APPROVE EXPENSES

With SAP Travel Receipts Management, all travel-related data, including e-receipts, is displayed in the SAP Travel Management interface in a clearly organized structure. Once information is entered, you can access it automatically anywhere along the travel management process lifecycle.

The integrated environment fosters collaboration among HR, finance, and business travelers to speed the creation and approval of expense reports. It helps your finance staff process expense reports more quickly and with fewer errors, improving productivity and reducing the processing cost per expense report.

OPTIMIZE ARCHIVING AND COMPLIANCE

SAP Travel Receipts Management features secure and compliant archiving functionality. You can integrate archived receipts with travel expense accounting, optimizing audit and payment processes for travel and entertainment expenses. You can then assign the imaged receipts to the related business trip, thus saving tedious manual scanning and attachment tasks.

The software also enables approvers and auditors to retrieve all e-receipts associated with a specific expense report. This functionality provides a complete audit trail and history of all e-receipts that have been attached to the expense report, for improved regulatory compliance.

MAKE THE MOST OF SELF-SERVICE ACCESS

As a self-service application, SAP Travel Receipts Management cuts administrative efforts substantially. It reduces the workload throughout the travel management process lifecycle by avoiding double entries and liberating employees for better use of their time.

The self-service functionality is consistent with SAP Travel Management, enabling users familiar with the interface to work efficiently from the start, saving time and effort. Even those new to the software, as well as advanced users, can readily use the application thanks to step-by-step user guidance and on-screen help. This intuitive and user-friendly interface helps your people learn quickly so your organization benefits from a faster return on investment.

GAIN DEEPER INSIGHT INTO EXPENSES

With SAP Travel Receipts Management, you can keep tabs on the process lifecycle through e-mail notifications, error-handling reports, and a data dashboard. You can access all e-receipts, monitor unassigned e-receipts, and browse trips and assigned e-receipts for better insight into travel expenses.

REALIZE THE BENEFITS

SAP Travel Receipts Management improves collaboration among employees, HR, finance, and travel administrators to enable the following business benefits:

- **Greater process efficiency and quality** through an integrated environment, self-service functionality, and electronic input and allocation of receipts

The software is integrated with SAP Travel Management and the SAP ERP application to reduce the administrative workload associated with the handling of travel receipts within the travel expense accounting process.

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- **Reduced costs** related to processing transactions and transporting, copying, and printing receipts
- **Decreased storage costs** for paper-based travel claims
- **Greater employee satisfaction** through more timely and accurate reimbursements
- **Tighter control** of travel expenses
- **Better compliance** with travel policies and budgets
- **Improved decision making** through data transparency and deeper insight

GET STARTED TODAY

SAP Travel Receipts Management is a comprehensive solution that streamlines travel expense management processes through improved receipt uploading, access, and reporting. The software is a perfect fit for single-license environments as well as multinational use and application in a shared services center. Use it to enforce travel policies, tighten control of travel expenses, and increase process efficiency. The software works with the SAP Travel Management application, which helps your company automate and standardize travel processes, reduce administrative tasks, and consolidate all booking and expense data in one place.

SAP Travel Management links all phases of travel management – from the initial request to planning and online booking to the submission and settlement of travel expenses – in one integrated process. It also includes a tailored user interface for all roles involved in the processes: a Web application for travelers, travel arrangers, and managers; a graphical user interface for expense administrators; and a reporting dashboard for travel managers. By using SAP Travel Receipts Management and SAP Travel Management, you'll have the tools you need to increase the efficiency of your company's entire travel management process.

FIND OUT MORE

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