



SAP Concur 

sariba^{HR}
STRATEGY · PROCESS · TECHNOLOGY

How to Achieve Compliance with Sariba & SAP Concur

Halvard Løchen, Sariba
Rasmus Smedberg, SAP Concur

November 6th, 2020

THE BEST RUN 

Agenda

- Velkommen og introduksjon av Sariba
 - Halvard Løchen
- Introduksjon SAP Concur og tema Compliance
 - Rasmus Smedberg
- Hvordan bli compliant med Sariba, og fordeler ved å bruke en lokal leverandør
- Demo av SAP Concur
 - Rasmus Smedberg
- Q&A

Hvem presenterer

Halvard Løchen, Sariba

- Senior manager solution
- Jobbet 13 år med reise
- Erfaring fra store og små prosjekter, offentlig og privat



Rasmus Smeberg, SAP Concur

- Senior presales specialist
- Støtter både nye og befintlige kunder kopplat till funksjonalitet i SAP Concur for å få den perfekte løsningen



Om Sariba

vår historie

Sariba AS er et konsulenthus som lever av å gjøre hverdagen bedre og enklere for alle som jobber innen HR. Dette gjør vi ved å levere produkter, tjenester og rådgivning innen HR-strategi, HR-prosesser og HR-teknologi.

Vi ble etablert i år 2000 og har 35 ansatte ved våre kontorer i Oslo, Stavanger, Spania og Sverige.

Vi jobber hovedsakelig i Norden, men har kunder spredt over hele kloden.



sariba 

Why Focus on Compliance?

Mileage is the
10th
largest employee
spend category.



"The cost of doing Nothing"-2018

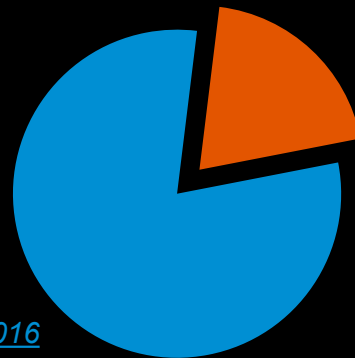
Almost **90%**
of employees admits submitting
an inaccurate claim in the past.

14% of Fraud involves
Expense Scams

ACFE* 2016 Global Fraud Study

Nearly **20%**
of T&E expenses fall outside of policy

AFCE "Report to the Nation" 2016



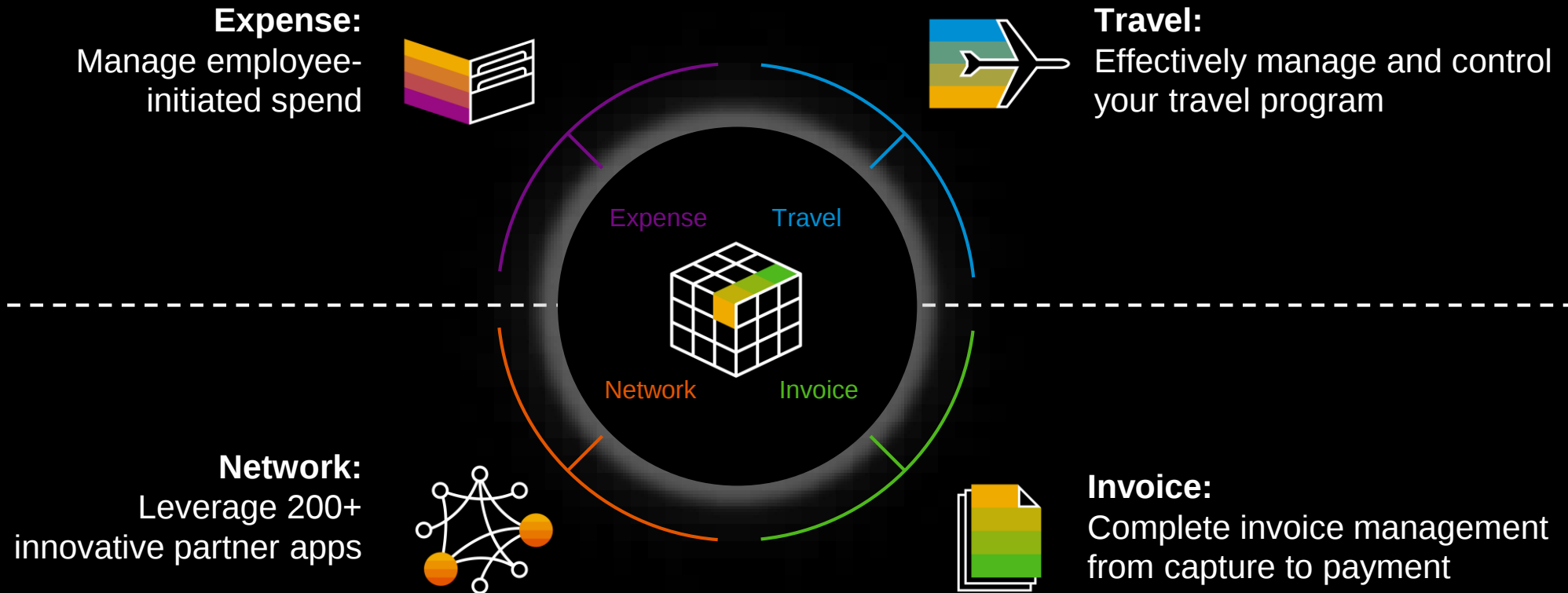
10% of all employees
have at least one
duplicate expense on
their expense report

with an
average
transaction
value of
more than

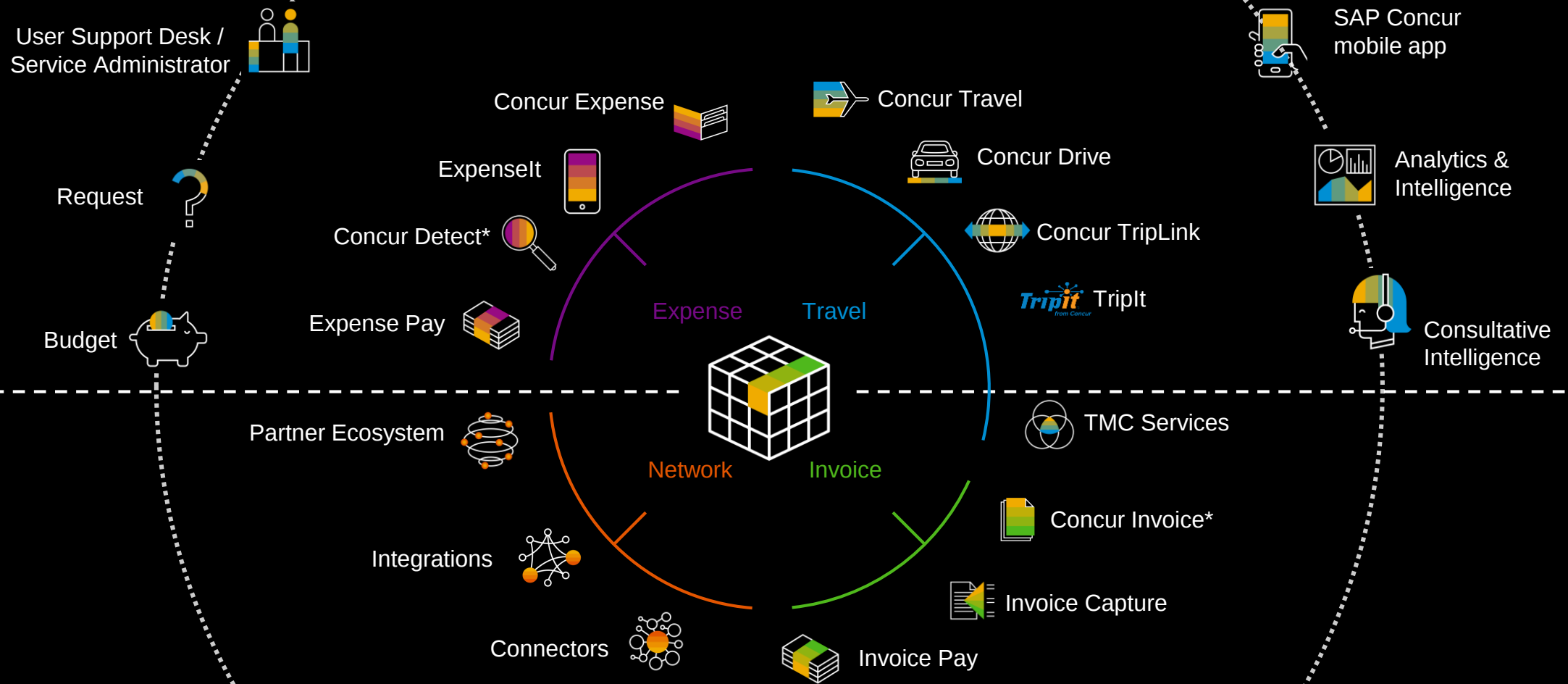
\$50
per duplicate.

Oversight- "Audit best Practise"- 2015

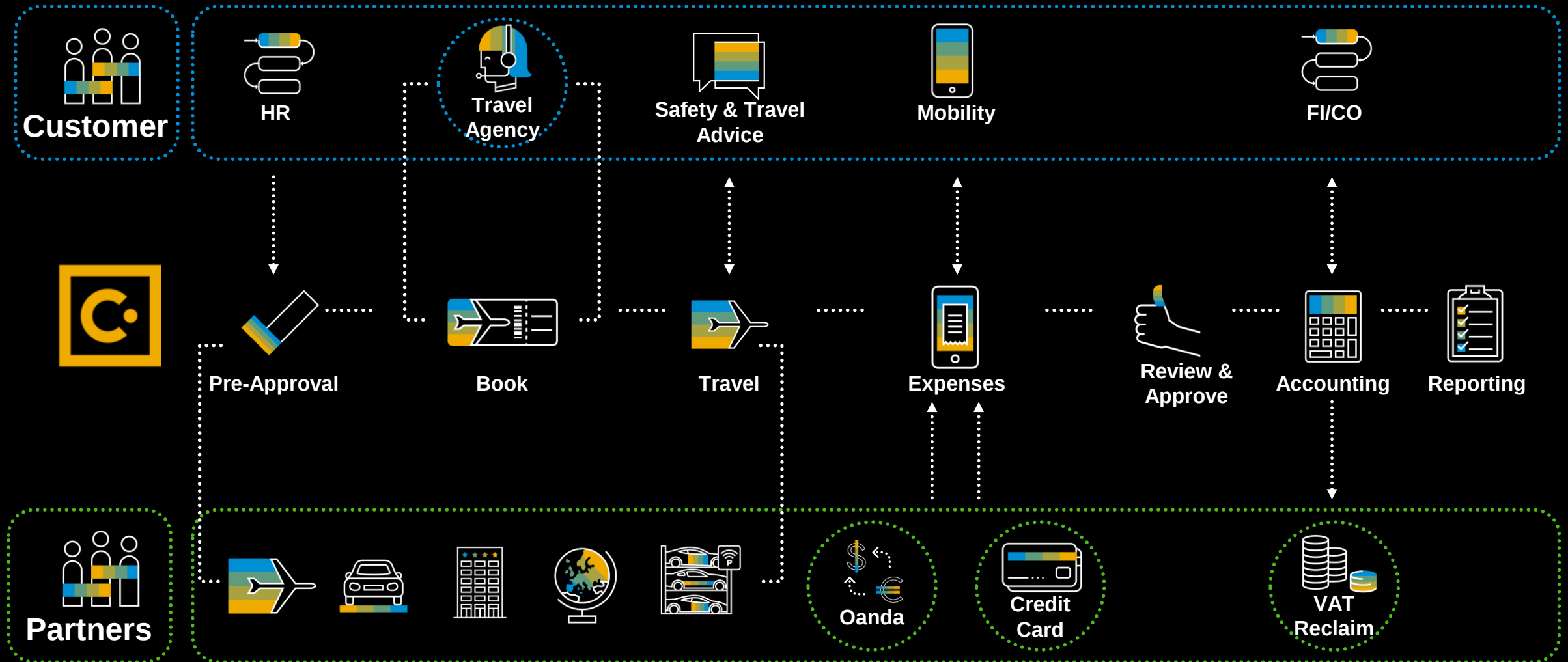
Integrated End-to-End



End-to-end Intelligent Spend Management



SAP Concur: End-to-End



Traven and Expense Management **by Exception**

- Let the system work for you
- Assign rules and audit rules to do the job
 - Book what you are allowed to book
 - Duplicate expenses
 - Missing receipts
 - Cross-check travel allowance with meal expenses
- Use the energy where it provides most value
 - Institute thresholds for auto-approval
 - Do random/spot-check review
 - Flag new employees



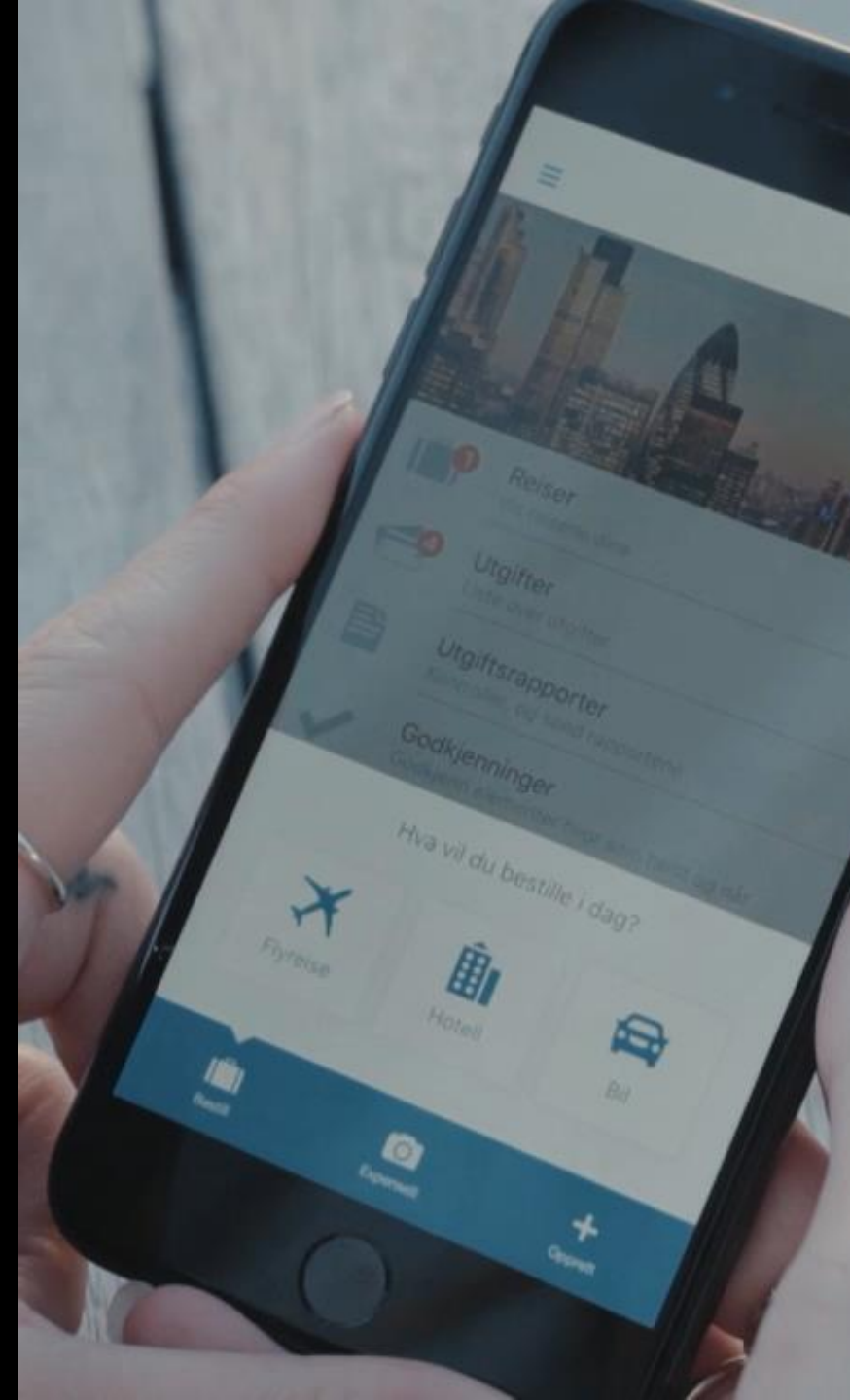
Travel Policy **Guidance**

What can't be found in 15 minutes doesn't exist!

Implement your corporate travel policy in SAP Concur

Ensure compliance by guiding the user to:

- Preferred vendors with discount agreements
- Book within the online booking tool and save time
- Comply with the travel policy with in-app instructions and advices
- Be cost-aware



Accurate and Automated **Mileage Capture**

One of the largest expense categories out of compliance!

Eliminate mileage padding – numbers ending with 0 or 5

Leverage the technology already available in mobile devices:

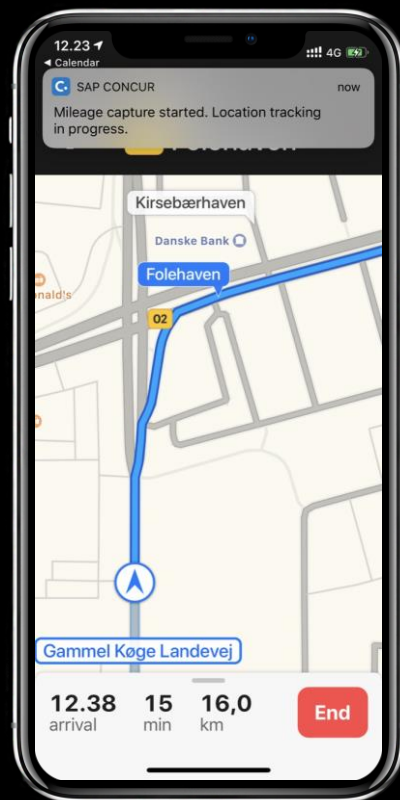
- Concur Drive captures the route with Location Services
- Easy for the employee
- Full compliance for the company



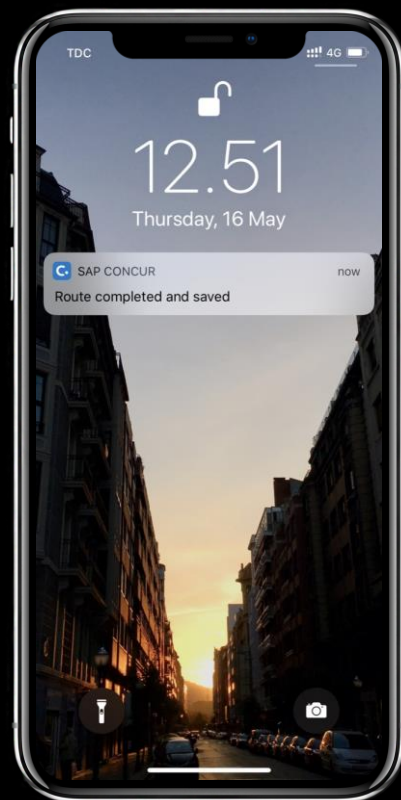
Accurate and Automated Mileage Capture



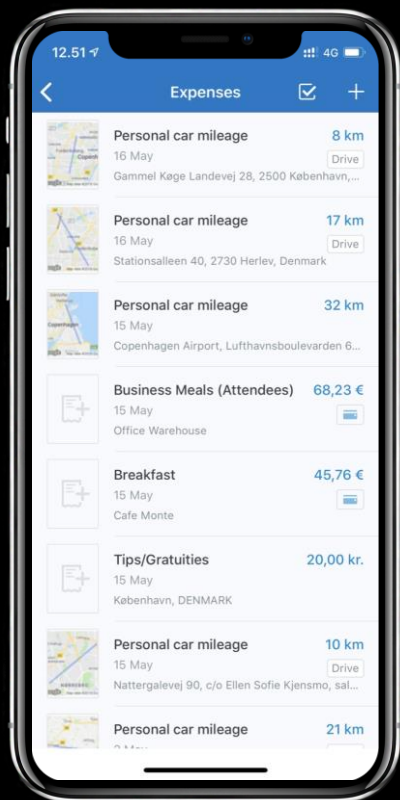
Auto start



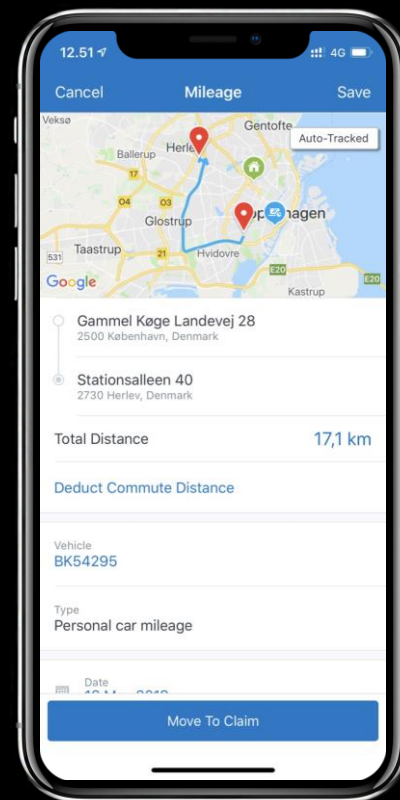
Auto stop



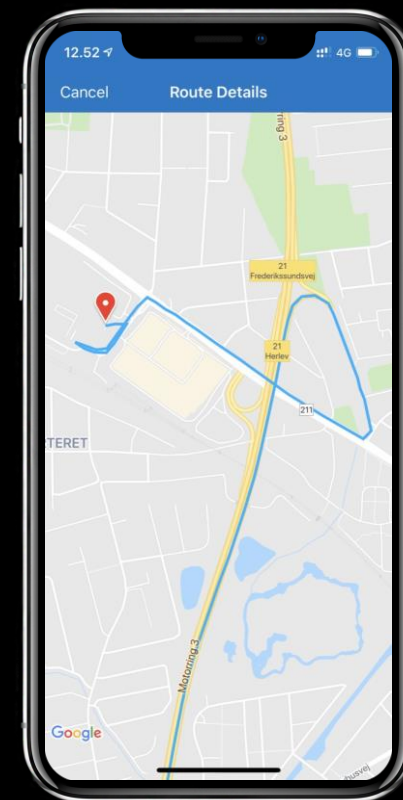
Fast reporting



All data points



Actual route



Visibility through Reporting

Do you have visibility?

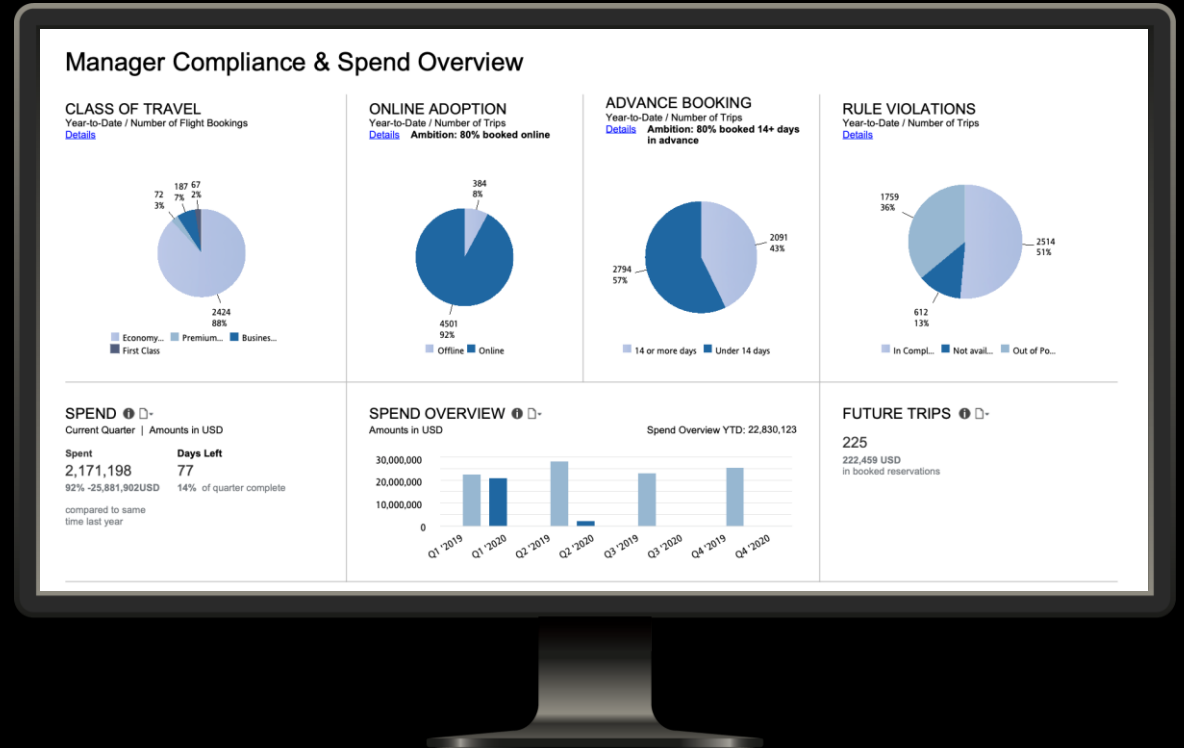
Use prebuilt reports to track compliance

Get actionable insights

Provide the right data to the right people

Develop your BI with Concur Intelligence suite:

- Provide visibility by Dashboards
- Push reports to management automatically by scheduling
- Build and modify based on your own needs

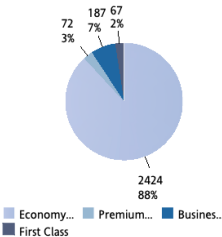


Visibility through Reporting

Manager Compliance & Spend Overview

CLASS OF TRAVEL

Year-to-Date / Number of Flight Bookings
[Details](#)



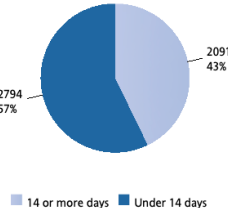
ONLINE ADOPTION

Year-to-Date / Number of Trips
[Details](#) Ambition: 80% booked online



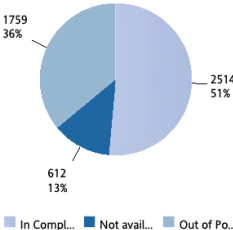
ADVANCE BOOKING

Year-to-Date / Number of Trips
[Details](#) Ambition: 80% booked 14+ days in advance



RULE VIOLATIONS

Year-to-Date / Number of Trips
[Details](#)



SPEND

Current Quarter | Amounts in USD

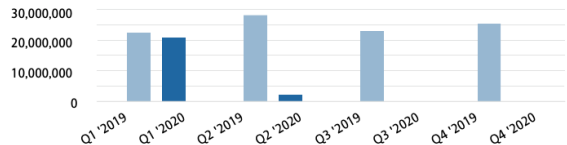
Spent
2,171,198
92% ~25,881,902USD
compared to same time last year

Days Left
77
14% of quarter complete

SPEND OVERVIEW

Amounts in USD

Spend Overview YTD: 22,830,123



FUTURE TRIPS

225
222,459 USD
in booked reservations

TOP 10 SPENDING EMPLOYEES

Year-to-Date | Amounts in USD

Employee	Employee ID	Year-to-Date Total Spend	Outstanding Spend	Average Spend per Report	Average Cost per Trans.
Douglas	DUGL	59,735	0	19,912	436
Johannah	ZNSM	54,070	-39	7,724	702
Trevor	TRLN	48,749	1,447	10,065	296
Otte	UCO	38,560	0	12,853	536
James	JKMS	34,562	-535	5,760	311
Brian	BKRE	34,025	4,444	8,506	420
Richard	RDZI	31,560	27	3,945	188
Katherine	KSPK	29,590	0	9,863	193
Negelle	NEMR	28,043	4,985	9,348	169
Lynn	LSUL	27,931	-299	3,626	447

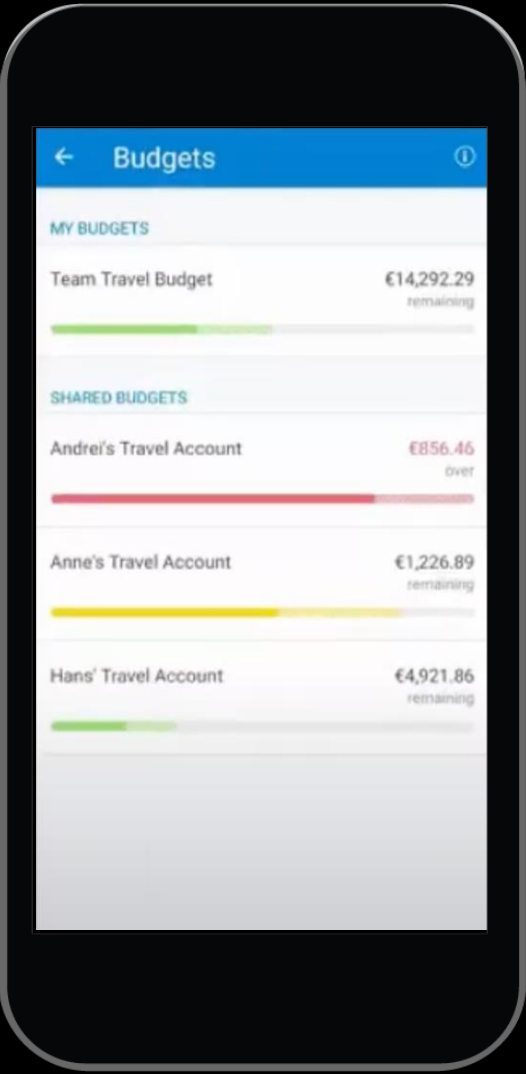
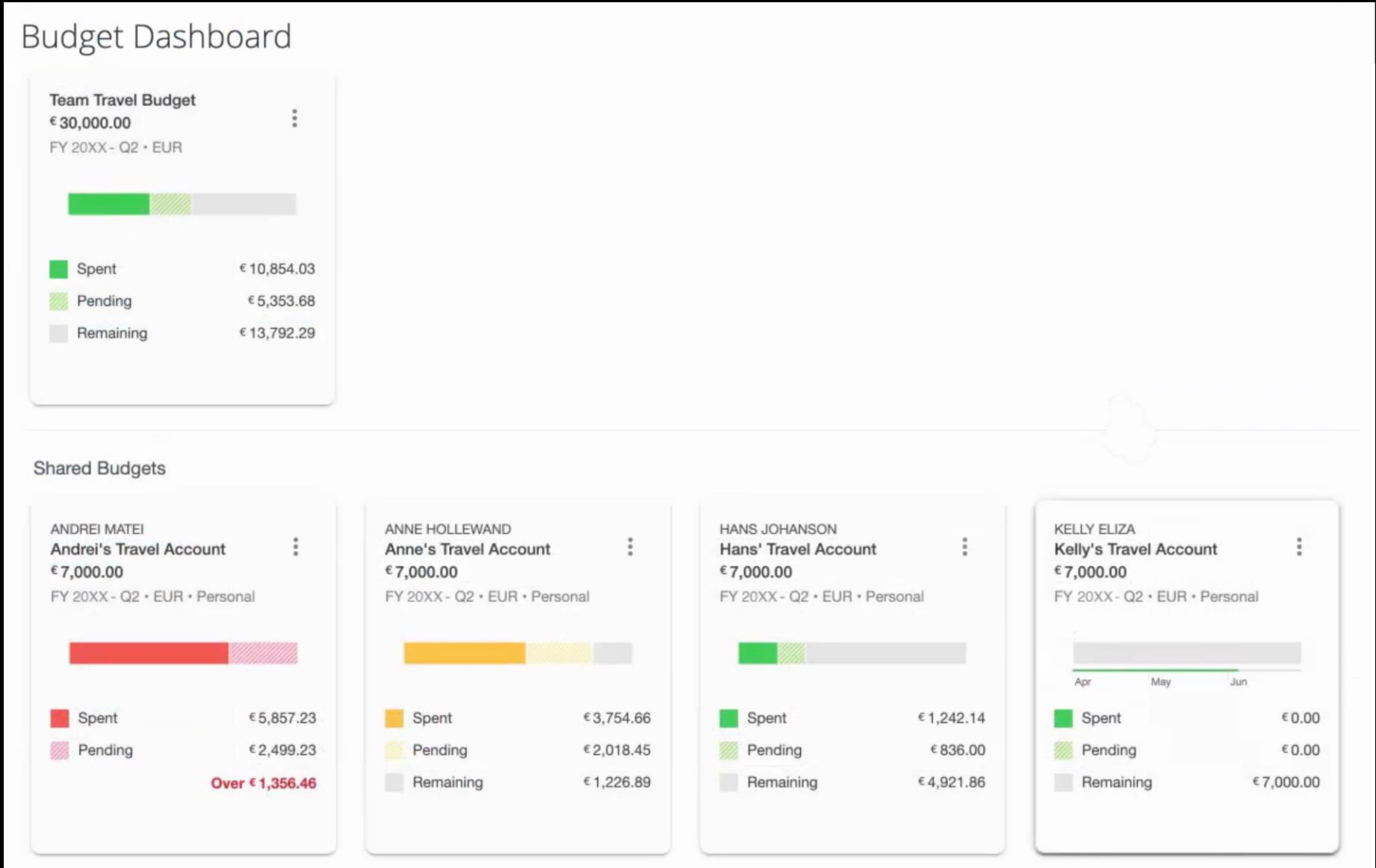
To view this dashboard and supplemental reports in real-time, log in to concur through single sign on first, then go to Reporting > Intelligence, and then click [here](#) to link to your dashboard.

Budget Insights at your **Fingertips**

- Giving tools to every budget owner so they can stay on budget and avoid overspend
- Capturing and consolidating data for a holistic view of spend across the organization
- Improving the accuracy and timeliness of spend
- Real-time visibility into budgets so budget owners can be proactive, not reactive
- Approve travel and purchase requests quickly



Budget Insights at your Fingertips



Hva er viktig for Norske kunder

- Støtte for bedriftsspesifikke reiseregler
- Støtte for særavtaler for reiser innenlands og utenlands på statens regning
- Støtte for skattedirektoratets reiseregler
- Støtte for håndtering av merverdiavgift (mva)
- Sørge for at ansatte/leder/reisebehandler følger overnevnt regler (Samsvar/Compliance)
- Riktig rapportering



Support for Norske spesifikke krav

- I mal (Country Template) for Norge fins det standardstøtte basert på Best Practice fra SAP Concur
- Reisegodtgjørelse/Diett
 - Dagsreiser
 - Overnattingsreiser
 - >28 dager
 - Hybel
 - Pensjonat
- Det er også mulighet for individuelle tilpasninger for å støtte opp om bedrifts spesifikke regelverk



Support for Norske spesifikke krav

- Natt tillegg
- KM-godtgjørelse
 - KM-godtgjørelse satser blir splittet mellom skattepliktig og trekkfritt
- MVA-håndtering
 - Best practice oppsett ferdig definert



Bedrifts spesifikke **Revisjonsregler**

- Lag revisjonsregler spesifikke for din organisasjons reisepolicy
- Systemet sørger for at ansatte følger bedriftens retningslinjer for reise- og utgiftsrefusjon
- Varsel og stop meldinger **vises kun til relevant rolle** i reise- og utgiftsrefusjonprosessen
- Systemet leveres med **ferdig definerte** regler som kan benyttes direkte eller tilpasses



Bedrifts spesifikke Revisjonsregler

- Eksempel
 - Har bedriften din grenser på hvor mye man kan få refundert av forskjellige utgifter i løpet av bestemt tidsintervall?
 - Sitter det personer som kjører rapporter på dette på slutten av året?
 - La systemet håndtere dette ved hjelp av revisjonsregel som vil kunne holde orden på beløp og som vil gi melding til ansatt når dette overstiges



Utgifter					Flytt ▾ Slett Kopier Vis ▾ <<	
☒	Dato ▾	Utgiftstype	Beløp	Ønsket		
☒	02.11.2020	Internet/Online Fees Oslo, Oslo	NOK 650.00	NOK 650.00		
		Du har krevd refusjon for mer en årlig beløp for Internett/Bredbånd avgift (grense 8000 NOK) kontakt din leder				

Q&A



Thank You.

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