



Concur Standard Edition

Configure Concur Standard Edition in as few as 30 days

Concur® Standard Edition allows you to configure the service with a self-paced set-up wizard. You'll consult with a Concur Implementation Manager to start the process. The Implementation Manager will provide general recommendations and ensure you're positioned to meet your milestones. With Concur's implementation support, you can be up and running in as few as 30 days.

Who Should Choose Concur Standard Edition?

Concur Standard Edition is appropriate for organizations that:

- Use a single travel management company
- Have a single expense or invoice report process
 - A single approval and workflow
 - A single travel and expense policy
 - A single financial system
- Are free of complex language or travel and expense handling requirements

If these statements accurately describe your company, Concur Standard Edition can quickly help you see a return on your technology investment.

How Does it Work?

Concur Standard Edition includes a self-paced set-up wizard that allows you to use your own internal resources to configure the Travel, Expense, and Invoice services. Your assigned Implementation Manager provides deep expertise and supports you throughout your implementation.

Concur has analyzed configurations to develop "best practice" configuration options—based on implementing the service for over 15,000 clients in 100 countries. These options are incorporated into the set-up process.

What are the Options?

By design, Concur Standard Edition provides quick and easy access to the most common and appealing features and functionality in travel and expense management and invoice processing.

Travel Configuration Categories

- **Basic Country Configuration:** select from best-practice configuration options including User Permissions, Travel Class, Travel Rules, Message Boards and Custom Text options
- **Ticket Management:** drive efficiency with ticket management (from Internet fares and passive segments to class of service), cancel a trip, track unused tickets and access Concur's unique e-receipt capability
- **Travel Content:** access robust travel content (spanning multiple GDS providers) for each travel configuration
- **Direct Connects:** leverage your existing relationship or establish one with your preferred vendors; access Concur's Direct Connect partners
- **Travel Approval Workflow:** select from the best-practice configuration for single- or first-level manager approval

Expense Configuration Categories

- **Financial Accounting Configuration:** provides pre-defined and customer-defined expense-type options and ability to map expenses to your general ledger
- **Cost Object Configuration:** upload a cost-object list; assign cost objects to an expense type; allocate/split/cross charge an expense type to multiple cost objects; support linked lists
- **Expense Type Special Handling:** includes best-practice configuration for handling common travel and expense transactions (including hotel itemization, car mileage and attendee tracking)
- **Compliance Controls:** support travel and expense policy compliance through pre-defined and personalized compliance controls; includes options to deliver a best-practice configuration for receipt management
- **Corporate Card Support:** supports personal credit card imports and corporate card programs supported by Concur
- **End User Experience:** users can create and submit reports; upload required receipts; recall an expense report and resolve any over-limit warnings or incomplete entries
- **Expense Report Approvals:** select a best-practice configuration to manage approval workflow and expense report lifecycle
- **Financial Data Exports:** create export files to support multiple activities, including generating payments and integration to QuickBooks

Invoice Configuration Categories

- **Financial Accounting Configuration:** provides pre-defined and customer-defined expense-type options and ability to map expenses to your general ledger
- **Cost Object Configuration:** upload a cost-object list; assign cost objects to an expense type; allocate/split/cross charge an expense type to multiple cost objects; supports linked lists
- **Compliance Controls:** support invoice policy compliance through pre-defined and personalized compliance controls
- **End User Experience:** users can create and submit payment requests, upload/digitize invoices, recall a payment request, and resolve any policy warnings or incomplete entries
- **Invoice Approvals:** select a best-practice configuration to manage approval workflow

Why choose Concur?

Concur is a leading provider of integrated travel and expense management solutions. Concur's adaptable Web-based and mobile solutions help companies and their employees control costs and save time.