

*Here are a few hints on building your business case, including some key business drivers that can help you explain how your company will benefit from this investment, and justify the resources to be spent.*

## **Justification Tips: Business Drivers for Expense Automation**

### **What is a Business Case and Why Do I Need One?**

The purpose of a business case is to capture the reasoning behind initiating a project or task, so that competing projects can be ranked for funding or resources. Because you are interested in bringing Concur Breeze into your organization, a business case will help you explain how your company will benefit from this investment, and justify the resources to be spent.

From a highly detailed and structured document to a short and informal presentation, the scope of a business case can vary depending upon the particular organization; you will know best what is appropriate in your situation.

Concur provides a sample business case for Concur Breeze that you can customize for your business.

### **What are Key Business Drivers for Automated Expense Reporting?**

Automated solutions have provided positive results for many companies recognizing the need to streamline business processes, gain higher visibility, increase control and reduce costs. Here's a quick summary of some of the most important business drivers for automated expense reporting.

- **Gain Rapid ROI**  
With an automated expense reporting solution, return on investment (ROI) is realized very quickly. On-demand software is an easy and affordable way for companies to quickly streamline troublesome manual processes. Automation reduces the cost of expense report processing. Automating the expense reporting process also helps to increase ROI by saving employee time, and in some cases, reducing the number of employees needed to process expense reports. On-demand solutions that are up and running quickly can yield rapid ROI with minimal resources and none of the ongoing costs associated with traditional enterprise-wide applications.
- **Control Operational Costs**  
Significant cost and time savings can be attained by implementing an automated expense reporting solution. The savings is accomplished through comprehensive workflow for approvals, by leveraging imaging for receipt capture (which expedites approvals and audit), and targeted audit (for rule violations, exception audits, etc.). An ADP survey uncovered that automation reduced the time needed for the expense reporting process for all employees involved. Creation of a new expense report dropped from 28 minutes to 15 minutes, manager review time decreased from four minutes to one minute, and the processing time required by the accounting staff fell from 22 minutes to five minutes.

Moreover, many companies audit 100 percent of expense reports when they are processing manually, and upon automation they can adopt the best practice of randomly auditing just 20

percent of reports—cutting additional time out of the process. In addition, the ability to reimburse employees directly via payroll or into their specified bank accounts drives rapid reimbursement, saving time and cutting costs compared to cutting checks.

- **Increase Compliance**

According to Aberdeen Group, approximately 20 percent of spending is out of compliance with company expense policies. The reason cited by most organizations for lack of compliance is poor communication and inefficient tools. Out of compliance spending can add up quickly, costing organizations large sums of money. Automated tools have the ability to highlight where spend is going, and determine if it is in or out of policy.

- **Enhance Visibility**

On top of automating the expense management process, powerful reporting capabilities provide companies with enhanced visibility into their expense spending. By automating, these organizations are able to drive additional costs out of their businesses and extract even greater business value from the data they collect. When organizations know where and how their employees are spending, data can be leveraged to negotiate supplier discounts and mandate employee behavior. Visibility into actionable expense data allows organizations to make smarter business decisions.

## **Concluding Thoughts**

Economics ultimately drive the business case which organizations use to compare against other key initiatives within the business. Automated corporate expense management solutions provide an opportunity to reduce direct and indirect costs, driving significant savings to a company's bottom line. This is prompting organizations all over the world to make expense management initiatives part of their strategic plans.

### ***Need more help building your business case?***

*Concur can help you understand what the potential savings opportunity is for your organization. Call us at 1-(888) 811-2030 in North America*