

Six tips for a successful SAP Concur implementation.



Changing the integration reputation.

Software integrations often earn their bad rap. They fly past the budget and the deadline. They lack buy-in. They bury your team in busywork and slow any hope of a quick return. But just because that's the case in other companies, it doesn't have to be in yours.

We pulled together these six time-saving tips from SAP Concur experts with decades of experience and the specialists at [TCG Consulting](#) – global leaders in strategic advisory and management services across travel, meetings, payment, and expense. They're here to help you successfully implement your SAP Concur solutions – to provide a fast, efficient implementation and return on your investment.



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6 TIME-SAVING TIPS

1 Form the right team.

Make sure you convene representatives from finance, procurement, travel, and all the critical components of the company. You'll also want to include power users, like those in sales. And be sure to get a sign-on from an executive sponsor to shore up the strategic support you need.

2 Encourage finance and travel teams to start planning early.

There's plenty of important work for your business partners to do before tapping your already-stretched-thin IT resources. Consider freeing those teams to do the functional discovery and design it takes to develop IT requirements on their own. You'll keep the project moving without taking up your valuable time.

3 Be comfortable with the cloud.

Remember that this is a highly configurable – if not highly customizable – approach. You're building on best practices proven by thousands of companies across the globe. So, when it comes to requirements that are “unique” to your business, follow the 80/20 rule. Don't force the system to do everything your way – take advantage of what's been proven to work.

4 Map out your data and workflows.

Travel, expense, and invoice processes impact data sets and workflows across your company: Employee profile data from HR, general ledger and cost object data from finance, hierarchy and approval data from HR and ERP, and on and on. Work closely with your peers to get your data and workflow mapping done – and get the most out of your system.

5 Confirm the quality of your HR data.

Employee demographic data (first/last name, email address, employee ID, manager relationship, phone numbers, home address, etc.) are vital parts of your travel and expense systems and approval processes. Unfortunately, this data often isn't in as good a shape as you might think. It's important to do a data double-check and make sure it's clean, up to date, and ready to go. You'll also want to build in time to fix it if it's not.

6 Include time and resources for testing.

Spending time now means saving it later. And given all the connections that travel, expense, and AP systems have across your company, it's easy for things to slip through the cracks and cause disruptions. Include testing time and plan for testing teams to make sure all the data dots are connected and that workflows are flowing.

What if you're refreshing existing SAP Concur solutions?

Even if you're already using SAP Concur, there's often work to be done to keep your system running its best. Maybe you're implementing a new ERP, for example, or years of modifications have made it too hard to incorporate the latest innovations and extensions.

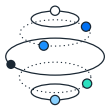
Either way, if you need a refresh, here's what to expect and how to make it successful:



Remember that you're not starting from scratch. You and your finance and travel peers have already done much of the planning, process mapping, etc., so you can build on that work to compress timelines.



Re-examine your data mapping. As you make changes to your SAP Concur solutions and/or your accounting or ERP systems, make sure the data you're gathering in your travel and expense system is linked to the right places in the rest of your system.



Don't let integration make you nervous. If you're integrating to a new ERP system, direct integrations with SAP ERP solutions – as well as prebuilt connections to other top systems – make the process far simpler than you may expect.



There's no time to waste, and there's no time like the present.

Implementing SAP Concur – or refreshing the solution you already have – doesn't have to overwhelm your team or your time. We offer guidance, insight, and hands-on support every step of the way, ensuring that the process is as efficient as possible.

Plus, you'll have turnkey tools to help you along the way. They're all in this [Professional Deployment Toolkit](#), which offers detailed change-management tactics from strategy and planning to communication and training – ending with ways to gauge your success. Take a look and get started now.

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A quick look at TCG Consulting.

TCG Consulting is the global leader for client-centric strategic advisory and management services to drive leading organizations to initiate, integrate, and optimize their Corporate Travel, Meetings, Payment, and Expense Management programs. Our TCO-TMPE® solution is being widely adopted as the cornerstone to solve program maturity and enable broad spend under management.

TCG manages over \$26B in client TCO spend and has delivered successful results on more than 1,650 engagements across 164 countries on six continents during our 29-year history. We bring deep expertise to solve the unique challenges and industry specific strategic needs of global and domestic organizations across all verticals.

