# Standard Implementation

## Quickly configure Concur Premier in as little as thirty days

With Concur's Standard Implementation, the configuration of the service is primarily facilitated by you. A Concur Implementation Project Manager is assigned to support your implementation and is available to assist you when you need it. The Implementation Manger will kick-off the process with an initial consultation to review your options, provide general recommendations and ensure you are positioned to meet the milestones. Together, you can be up and running in as little as 30 days.

## Why Standard Implementation is Right for You

The Standard Implementation method fits organisations that are:

- Based in the Australia and have a single expense process applied across the entire organisation
  - A single approval and workflow
  - A single travel and expense policy
  - A single financial system
- Have the interest and resources available to drive the configuration of the Expense service
- Free of complex language or expense handling requirements

If these statements accurately describe your situation, the Standard Implementation method can help you quickly gain the benefits of your technology investment.

## How Does it Work?

Standard Implementation includes a self-paced set-up wizard that allows you to configure up to 90 percent of the Expense service using your own internal resources.

The Standard Implementation is based on Concur's extensive experience in implementing over 10,000 clients in 90 countries. Concur has analysed configurations to develop "best practice" configuration options, incorporating them into the set-up process. This allows you to get up and running quickly and start realising the benefits of your investment sooner rather than later.

Your assigned Implementation Project Manager supports you throughout the process, providing deep expertise and knowledge. Concur's implementation resources have at least five years of experience having successfully managed hundreds of implementations.

## What are the Options?

By design, the Standard Implementation for Expense provides quick and easy access to the most common features and functionality configuration.

## Configuration categories include:

- Financial Accounting Configuration – provides pre-defined and customer defined expense type options and ability to map expenses to your General Ledger
- Cost Object Configuration – Provides the ability to upload a cost object list, assign cost objects to an expense type, allocate/split/cross charge an expense type to multiple cost objects and supports linked lists
- Expense Type Special Handling – Includes best practice configuration for handling common travel and expense transactions including hotel itemisation, car mileage and attendee tracking
- Compliance Controls – Provides the ability to support travel and expense policy compliance through pre-defined and personalised compliance controls and includes options to deliver a best practice configuration for receipt management
- Corporate Card Support – Provides support of personal credit card imports and corporate card programmes supported by Concur
- End User Experience – Allows configuration to create and submit reports, upload required receipts, recall an expense claim and resolve any over limit warnings or incomplete entries
- Expense Claim Approvals – Provides the ability to select a best practice configuration to manage the approval workflow and management of the expense report lifecycle
- Financial Data Exports – Options allow you to facilitate the creation of export files to support multiple activities including generating payments and integration to QuickBooks

## What are the Benefits?

Standard Implementation puts you in control of an expedited set-up process, enabling your organisation to quickly enjoy the cost savings, increased control and compliance of Concur's Expense service.

For organisations implementing Travel and Expense, the Expense configuration can be completed in parallel to the implementation of the Travel service.

## About Concur

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

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