



## IBM Business Process Services for Finance and Administration – global expense reporting solutions

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### Highlights

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- ***Helps reduce travel and expense management costs***
- ***Supports policy compliance across the enterprise***
- ***Provides a range of global support options to meet your needs***

### **Finding ways to better allocate your company's income**

Your business is active. Your sales-force is traveling the globe closing deal after deal. You're generating a lot of income, but what about your expenses? Like many companies, you could be spending more than is necessary simply to process them. You could be lacking the data you need to negotiate preferred terms with suppliers. You could be losing significant sums through policy non-compliance and fraud. And you could be risking noncompliance with the Sarbanes-Oxley Act.

IBM Business Process Services for Finance and Administration – global expense reporting solutions (GERS) can leverage the advantages of a globalized environment to help manage your travel and expenses more cost-effectively for you. It can assist with the applications and processes involved in:

- *Reconciling expense reports*
- *Tracking receipts*
- *Providing approval authorizations*
- *Facilitating business intelligence and data analysis*
- *Detecting fraudulent expenses.*

Designed to integrate with your existing finance and human resources systems through common input and output file formats, GERS can help create a seamless automated workflow across your enterprise. It brings together a robust foundation of comprehensive business rules and policies, integrated hard-copy receipt imaging, and Web-based data analysis tools to help reduce management costs while enhancing control and compliance—including compliance with the Sarbanes-Oxley Act. It also delivers relevant expense information to decision makers at all levels.

### **Taking steps to reduce expenses and increase profits**

By taking advantage of IBM's extensive experience in managing global teams, along with IBM's leading-edge technologies and processes, many companies have significantly reduced their travel and expense processing costs. In fact, some of our clients report reductions that average 40 to 60 percent. They also report fewer processing errors, improved service and support, and faster reimbursement to their

employees. IBM's use of electronic card data has also enabled these clients to reduce receipt processing costs by an average of 56 percent and storage costs by 31 percent.

It's been IBM's experience that organizations can achieve significant cost reductions by consolidating their processes and policies across the enterprise. One consumer electronics company, for example, was able to redeploy 15 percent of its travel and expense processing headcount as a result of consolidation efforts. Similarly, an aerospace technology and logistics company reduced its cost per expense claim by 54 percent. And because time is money, it's important to note that GERS from IBM also helps reduce associate and approver processing times. A technology and professional services company, for example, increased its claims throughput by 83 percent.

### **Gaining tighter control and supporting compliance**

GERS has a solid foundation of business processes and controls that can help you meet internal audit and Sarbanes-Oxley Act requirements. The solution uses system control reports from batch processes to reconcile expense report activities—for example, employee reimbursements, general ledgers, corporate cards and late receipts. It also automates the tracking and matching of receipts and accommodates various approval levels and approaches. GERS fraudulent expense detection capabilities have enabled IBM clients to increase policy compliance by an average of 31 percent and reduce fraud by an average of 1.3 percent. These clients also

averaged a 36 percent increase in the use of preferred suppliers. In addition, by leveraging the solution's extensive business intelligence and data analysis capabilities in negotiations with suppliers, IBM clients have reduced their overall travel spending by 13 percent.

### **Choosing from a range of global solution options**

IBM offers travel and expense processing solutions around the clock and around the globe, including 43 countries, ten languages and seven types of taxation systems. You can start with a simple engagement with a narrowly defined scope and incremental process change and then progress, as needed, to integrated consulting and implementation solutions that can encompass your entire expense management environment.

### **Why IBM?**

With IBM's comprehensive array of travel and expense management capabilities, you can select the types of engagements that best meet your needs. Getting started is easy because IBM has proprietary tools and assets designed to reduce your risk, speed your implementation and mitigate complexity.

### **For more information**

To learn more about global expense reporting solutions and other IBM Business Process Services for Finance and Administration, contact your IBM representative or visit:

**[ibm.com/services/us/index.wss/offerfamily/bps/a1028097](http://ibm.com/services/us/index.wss/offerfamily/bps/a1028097)**



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