SAP Concur C·

Tip Sheet | K-12 Schools
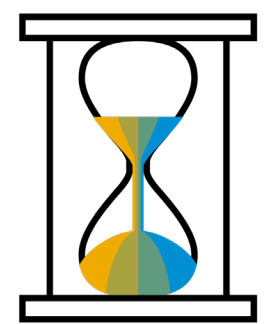
Rewriting the K-12 Spend Story:
Overcoming Top Challenges for Better Spend Management
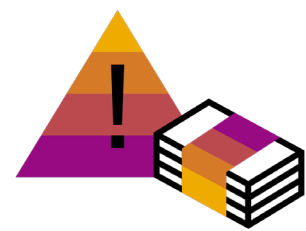
THE BEST RUN **SAP**

Top Spend Management Challenges for K-12 Schools

Times are becoming increasingly more difficult for K-12 schools and school districts. Between teacher walkouts and chronic divestment, how schools are spending their dollars is in the spotlight now more than ever before. The below common challenges facing K-12 schools show how even expenses, invoices, and mileage can impact your ability to fund and focus on mission-critical initiatives.
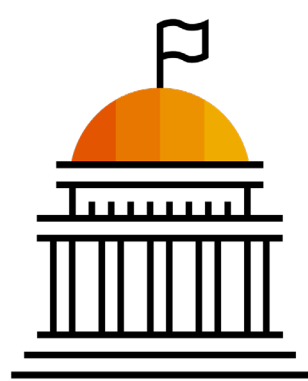
Slow manual spend management processes

It's no secret that school budgets are tight. And if you're still manually tracking down your staff mileage, chasing invoices, or managing paper receipts, you're likely missing more spend than you know. Manual spend management – whether completely paper-based or using spreadsheets – means your tight budgets may be unintentionally getting even tighter.
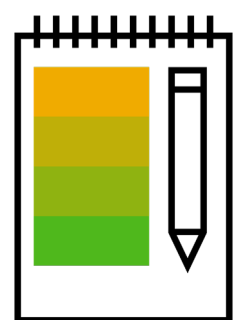
Lack of control over limited budgets

In a recent Gallup survey, 73% of surveyed K-12 superintendents agreed that budget shortfalls were a challenge[1]. If you're operating with already limited budgets and also are lacking total visibility into your school spending, you can't effectively control where that spend is going, and when. Purchase requests won't get approved on time, payments will be delayed, and you won't catch areas where you're over- or under-spending until it's too late.

Increasing compliance requirements

With recent regulations like the Every Student Succeeds Act (ESSA) requiring improved reporting on where your school uses its dollars, you can't afford noncompliance. This added push for transparency makes it even more important your schools are upfront about where funding goes – whether it be operational tasks or student-facing services.
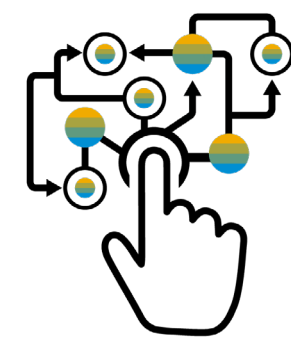
Cumbersome tools and technology

55% of K-12 students, parents, and educators believe a lack of technology expertise among teachers and administrators is a top obstacle facing K-12 schools[2]. Lack of expertise paired with cumbersome tools and technology make it harder for staff to accurately track and report on their spend, lead to employee frustration, and put you at heightened risk for regulatory noncompliance.
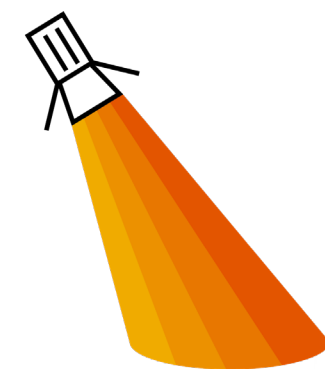
Best Practices to Take Control of Your Spend

Transform your manual process with a connected, easy-to-use spend management solution that provides end-to-end transparency and efficiency. Delivering more than just automation, SAP[©] Concur[©] expands your schools' view of spending to securely track, manage, and analyze all your spend, wherever and whenever it happens.

Automate and integrate your mileage-tracking, expense, and invoice processes

Automating your manual processes gives your staff time back to focus on what matters most. In fact, when using automated cloud technology for managing spend, expense reports are completed 60 percent quicker[3], vendor payment speeds are increased by 51 percent, and time spent on invoice-related tasks decrease by 34 percent[4].

Put your budgets front and center

An accurate view of spend data across your school or school district gives your staff access to the information they need to make the right budget decisions. Employing tools that make budgets easy to access and track ensures staff can see where the stand against their budget and you can plan for now and into the future.

Make compliant decisions a breeze

Empower employees to easily make compliant decisions. Choose a solution that makes it simple to submit and approve purchase requests or expense reports with just a few clicks, track mileage based on actual miles driven, and automatically flag reports for noncompliance. Not only are you taking the headaches out of the process for your staff, but you'll benefit from the increased accuracy, improved compliance, and overall operational efficiencies.

To learn more about automating spend management for your schools, visit us online.

ABOUT SAP CONCUR

SAP Concur is the world's leading provider of integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes. With SAP Concur, a top-rated app guides employees through every trip, charges are effortlessly populated into expense reports, and invoice approvals are automated. By integrating near real-time data and using AI to audit 100% of transactions, businesses can see exactly what they're spending without worrying about blind spots in the budget. SAP Concur eliminates yesterday's tedious tasks, makes today's work easier, and helps businesses run at their best every day. Learn more at **concur.com** or the SAP **Concur blog**.

---

[1]Gallup, Leadership Perspectives on Public Education, 2017

[2]EdTech, "State of K-12 IT Survey Highlights Cloud Technology and Security [*Infographic]," Jan. 2019

[3]IDC, Empower Organizations to Transform Travel, Expense and Invoicing Processes, 2018

[4]IDC, The Business Value of Concur Invoice, 2017

THE BEST RUN SAP®