

Efficient Processing of Travel Documents in SAP



maxflow[®] travel management

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YOUR BENEFITS

- Reduction of process costs and minimisation of errors
- Faster processing workflow
- Increased transparency and better traceability
- Reduction of work effort by means of collective approval
- Web connection
- Completely integrated in SAP

Digitalised travel cost management – simple, paperless and transparent

At many enterprises, processing travel applications and travel expense reports is a lengthy process involving many manual tasks, records on paper, and delivery by post. This causes a tremendous effort for checking and approving travel applications and expense reports manually, in addition to the coordination of individual approvers and validators or compliance with specific approval conventions. Our travel cost workflow maxflow® travel management automates and digitises the entire approval process, making for a simple and organised management of travel documents.

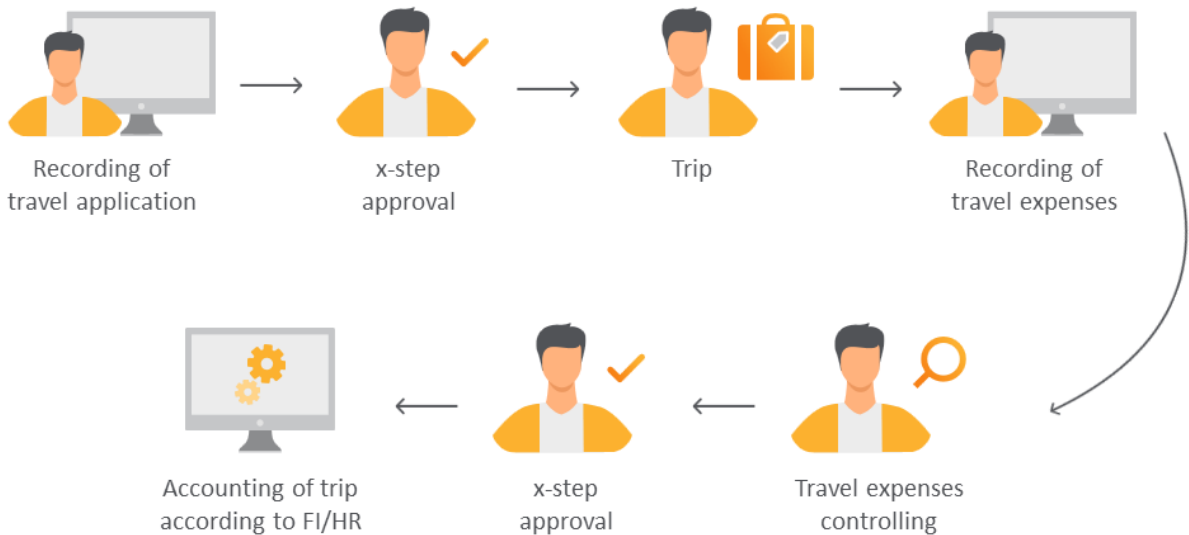
maxflow® travel management is equipped with two automated approval workflows. The first workflow is for **travel applications** and the second for **travel costs**. It therefore covers the entire travel process from the prior travel application to the approval of the incurred expenses while it also prevents the loss of documents.



Flexible approval control

By means of the automated approval process, the traveller and all process participants are spared the complicated coordination of individual approvers and validators, because maxflow® travel management distributes the tasks in full automation to the responsible processors.

Moreover, it enables the quick and efficient application, recording, validating, approval and settlement of travel documents in both SAP GUI and in the web browser. The freely scalable and extendable approval workflow permits the comprehensive and specific definition of the individual approval steps. Travel applications and travel expense reports can also be integrated into a collective document and be approved collectively.



Maximum transparency

The maxflow® travel management monitor permits the traveller and all process participants to generate a detailed and extensive analysis of the specific approval and processing status of the travel documents and all executed processing steps at any time during or after the approval process.



Gapless tracking of which employee created, processed and approved the application or document and at what time is facilitated in the process log. The individual processes are therefore easier to understand and the progress in the approval of the travel document can be identified quickly. In addition, the traveller will be informed at regular intervals about the approval status of his or her trip by email.

Travel form up to date at all times

After the travel dates are recorded, a standardised PDF document with all relevant information is generated. If the travel dates change, the document will be updated continuously. The form can be customised for corporate design and layout as per the customer's wishes.

OVERVIEW OF ADDITIONAL FEATURES

- Notes and query feature
- Mobile processing by means of web-based interfaces
- Substitution rules in the case of personnel absences
- Mailing of escalation messages
- Sorted grouping of trips
- Uploading additional documents
- Use of company-internal SAP standard permissions
- Supported in multiple languages (e.g. English)
- Adjustment of texts to customer vocabulary
- User-defined layouts
- Flexible and freely configurable process
- Comprehensive customising