



SAP Solution Brief

SAP® MOBILE TIME AND TRAVEL

As companies step up their use of mobile technologies and seek the support of mobile-business applications, SAP® solutions for mobile business can provide the answers. SAP Mobile Time and Travel lets mobile employees manage their working time and travel expense data, helping you improve efficiency and lower costs. And, SAP Mobile Time and Travel works seamlessly with your existing SAP infrastructure, supporting mobile functions in the back office.

The age of static business and slow information flow, when most decisions were based on day- or week-old data, has come to an end. With the availability of improved wireless devices, better software, and broadening global-wireless infrastructure, companies and governments worldwide are urgently pursuing mobile capabilities. Real-time, adaptive processes are becoming the norm, and deploying mobile-business infrastructure is now essential for cost cutting and increasing employee productivity. In short, the business world has become mobile.

In this context, mobile workers are constantly on the move – and moving faster than ever – to provide more services, make more contacts, and generate more revenue. To do any less would give the competition an unfair advantage. A natural result of this increased mobility is a greater difficulty to keep track of employee working times and expenses. This is particularly the case at companies with limited infrastructure in place to record information from the field, integrate it with main IT systems, and send data back to mobile workers. Too often, excess time is spent on administrative tasks, the quality of data is poor, and customer service suffers.

The ability to manage employee time and expense data quickly in this fast-paced age of increasing mobility is critical. This is especially true of travel expenses, since they represent the second-largest controllable expense incurred by many companies. And since time recorded often equates directly with revenue in a service-based economy, it is essential to capture

working time frequently and accurately. Healthy business depends on the regular receipt of critical data from the field and its input into back-end financial and human resources systems. It is vital that these processes run smoothly and efficiently – all the time.

THE SAP SOLUTION

With its human resources and financials capabilities, the mySAP™ ERP solution can help your company achieve this goal. mySAP ERP performs a variety of tasks and processes that improve the management of human capital. And, mySAP ERP provides operational, analytical, and collaborative applications for financial planning and forecasting. Together with the SAP® Mobile Time and Travel solution and other SAP software, mySAP ERP is unbeatable for remote management of employee time and travel expense data.

SAP Mobile Time and Travel is an SAP solution for mobile business that is designed for people who work outside of the office. Using SAP Mobile Time and Travel, your mobile employees can enter data about work performed, business trips, and related expenses into a laptop and upload it later to your main SAP system. This mobile solution provides efficiency and data accuracy, and it accelerates complex processes in areas such as billing and financial accounting.

SAP solutions for mobile business help companies extend their existing applications beyond traditional corporate boundaries so they can reach any user, anytime, anywhere. As a result, your customers receive better service due to greater efficiency in your organization.

SAP MOBILE TIME AND TRAVEL ON A LAPTOP

SAP Mobile Time and Travel contains two applications that can be used on laptops, either independently or together, to provide travel-expense management and (or) time-sheet capabilities. SAP Mobile Time and Travel provides:

- Mobile data entry with back-end synchronization
- Immediate error notification during synchronization
- Offline data validation
- An intuitive user interface
- Customizable data entry fields
- Automatic triggering of follow-on processes

MANAGE TRAVEL EXPENSES ON THE ROAD

SAP Mobile Time and Travel communicates with the SAP Travel Management application and mySAP ERP, enabling remote employees to manage expenses and other trip details. Delivered through a user-friendly, browser-based interface, SAP Mobile Time and Travel allows employees to:

- Generate new trips, copy existing trips, or download trip data from centralized SAP systems
- View a trip list that includes the status of each trip (for example, trip completed, approved, to be settled, and so on)
- Create and assign individual expense items to each trip
- Assign credit card items to trips
- Itemize receipts
- Create trip details such as vehicle usage, meal deductions, and border crossings
- Assign costs to various accounting objects such as projects and orders
- Perform offline data validation checks

MANAGE TIME SHEETS ANYTIME, ANYWHERE

SAP Mobile Time and Travel communicates with the Cross-Application Time Sheet (CATS) in the mySAP ERP Human Capital Management solution to provide a point-and-click interface that lets employees enter, copy, change, and delete time sheet items. Additional functions include:

- Validation of target hours against employee work schedules
- Customizable employee profiles to accommodate different employees and roles
- Detailed activity descriptions for better understanding of projects and billing
- Time-data backup that lets employees save their time data in the main SAP system in case a laptop is lost, stolen, or damaged
- Automatic triggering of follow-on business processes (for example, approval and billing) when an employee submits final data

MOBILE TECHNOLOGY FROM SAP

The SAP Mobile Infrastructure (SAP MI) technology component provides the infrastructure, including middleware and development tools, needed to support all kinds of mobile applications. This infrastructure provides the foundation for all SAP solutions for mobile business. As one of the key building blocks of the SAP NetWeaver™ technology platform, SAP MI delivers a universal foundation that enables true enterprise mobility. It supports multiple devices in either a connected or a disconnected mode and multiple infrastructures such as General Packet Radio Services (GPRS), Bluetooth, and wireless LAN. SAP MI also effectively manages infrastructure and application deployment as well as bidirectional data synchronization for mobile devices.

HOW CAN SAP MOBILE TIME AND TRAVEL BENEFIT YOU?

SAP's unrivalled business-process experience lets us deliver solutions that empower employees, manage employee time and travel expenses, provide seamless information flow, and boost productivity across the enterprise.

The benefits of using SAP Mobile Time and Travel include:

- Elimination of paper-based processes that prevent mobile employees from keeping updated trip and activity data
- Improved employee efficiency through the effective use of downtime (taxi rides, air travel, and so on)
- Timely, precise information on project costs
- Greater cash flow as a result of faster billing cycles for services rendered
- Greater travel policy compliance
- Real-time entry of time and expense data, which accelerates business processes
- Improved ability to monitor and control the costs of your mobile employees' activities
- Reduced costs due to less back-office administration

To find out how SAP Mobile Time and Travel can help your company succeed in the fast-paced, demanding world of mobile business, visit our Web site at www.sap.com/mobile.

www.sap.com/contactsap

THE BEST-RUN BUSINESSES RUN SAP



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