

Concur Invoice: Ledgers

Setup Guide

Last Revised: July 13, 2012

Applies to these SAP Concur solutions:

- Concur Expense
 - Professional/Premium edition
 - Standard edition
- Concur Travel
 - Professional/Premium edition
 - Standard edition
- Concur Invoice
 - Professional/Premium edition
 - Standard edition
- Concur Request
 - Professional/Premium edition
 - Standard edition

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Revision History

Date	Notes/Comments/Changes
October 12, 2022	Minor edits; cover date not updated
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 17, 2021	Updated the copyright year; no other changes; cover date not updated
April 17, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 6, 2020	Updated the copyright; no other changes; cover date not updated
February 9, 2019	Changed the term "Concur" to "SAP Concur" and the term "payment request" to "invoice" where applicable; no other content changes.
January 29, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 10 2018	Updated the copyright; no other changes; cover date not updated
December 14 2016	Changed copyright and cover; no other content changes.
December 5 2016	Updated the <i>Permissions</i> section and guide content to new corporate style; no content changes.
May 27 2016	Added a couple of ledger considerations.
May 15 2015	Updated the images to the enhanced UI and made general updates to the content.
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
September 16 2014	Added information about the two user interfaces; no other content changes
April 16 2014	Changed copyright and cover; no other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
July 13 2012	Tool now available from within Invoice Admin user interface.
January 21 2011	New setup guide

Ledgers

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

In addition, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur staff. In this case, the client must initiate a service request with SAP Concur support.

Section 2: Overview

Ledgers are created and configured within the Accounting Structure area of the Ledgers module by using the Invoice Admin.

Before You Begin

Before using the information in this guide to create a new ledger, you must determine your account code structure. The administrator can locate the instructions for setting up the account codes in the *Concur Invoice: Account Codes Setup Guide*.

What is a Ledger?

A ledger is an accounting book of final entry, where the system lists transactions in separate accounts. More specifically, the General Ledger (GL) summarizes all the company's financial transactions, through offsetting debit and credit accounts. Within Concur Invoice, the Ledger is the point of interaction into an accounting system.

User Categories and Characteristics

- **Accountants:** The company's accountants use the data provided by Concur Invoice to build transactions in their payment systems. The automated SAP Concur transactions contain all the data required for posting into the company's ledgers. This data includes the following:
 - ◆ Employee names and IDs

- ◆ Dates of the transactions
- ◆ Reimbursement amounts, in a currency for which the accounting system is able to make payments
- ◆ Accounting codes for where to post the expenses

NOTE: The accountants provide the data for setting up the accounting codes and use this data ongoing to reconcile to their payment systems.

- **Accounting Administrators:** Accounting Administrators may enter the accounting configuration data such as definition of the ledgers, companies, accounting structure and account codes

Map to the General Ledger

The SAP Concur system is required to map invoices to the existing General Ledger (GL). All GL's incorporate a structure that allows them to separate "who" is responsible for a transaction and the "type" of transaction.

Define the "Who" in a Transaction

The "who" of any transaction can be defined as the portion of the business for which this payment is to be applied. Each company can have a different way of dealing with this information; however, nearly all accounting systems configure this as a series of accounting segments or codes, that when grouped together define a single "who" for accounting purposes. Many companies label these accounting segments as Division, Department, Cost Center, Project, Budget Center, and Company.

The accounting segments are defined using a specific pattern, so that the codes always appear the same way. For example, Division codes may be defined as numeric codes, no longer than three digits. Additionally, some segments may be validated against other segments. For example, Division 100 may only be valid in Company A, while Division 200 and Division 300 are valid in Company B.

Define the "What" in a Transaction

The "what" of any transaction relates to the chart of accounts, which defines how the transaction is classified for financial and tax reporting. These values may also be segmented within the accounting system and may require validation between segments.

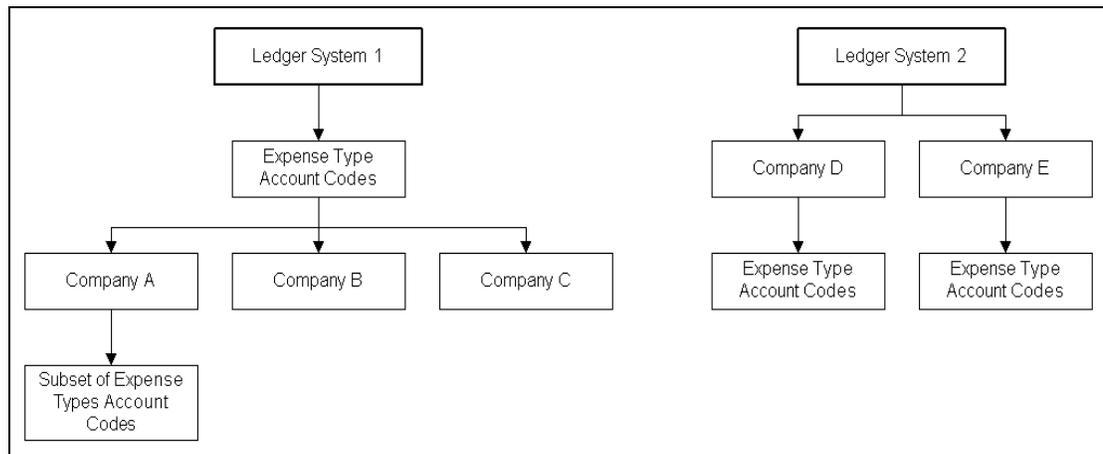
Manage the Mapping Process for Multiple Companies

A company, in accounting terms, is a business that maintains a complete set of balanced accounts, where the sum of all the balances nets to zero. Based on this definition, multiple companies can exist within a parent company for different reasons, including doing business in different several countries, being legally defined as a subsidiary, or having a business that is materially different from the organization's other business. In some cases, businesses maintain separate companies during an acquisition.

There are four common combinations that occur for multiple companies and expense type account codes:

1. The different companies use different accounting systems, and therefore different account code structures.
2. The different companies share an accounting system, and therefore share the expense type account codes.
3. The different companies share some of the expense type account codes, but some of the codes are defined to be specific to each individual company.
4. The different companies define the accounting system using different data fields, and therefore the assignment of expense type account codes is based on the hierarchy of those defining fields.

Accounting Structure Diagram, Figure 1, displays the examples of different relationships that can exist between an accounting ledger system, the chart of accounts/expense type account codes, and a company.



Ledger Considerations and Implementation Guidelines

The following implementation guidelines exist, including:

- There can be one or many ledger definitions within Concur Invoice.
- The ledger is shared between Concur Invoice and Concur Expense, which means that modifications to the Ledger Name and/or Ledger Code will affect both Invoice and Expense.
- If a ledger is added, it will be visible in both services.
- Each ledger must have a single accounting structure definition. The accounting structure is defined as a group of one or more segments. Different accounting structures require additional ledgers.
- The accounting structure definition is based upon defined columns from the payment and invoice tables.

Section 3: Employee Admin Experience

- A subset of segments can be used to define different expense type account codes, which can be ordered as necessary.

! **WARNING:** If the administrator changes the relationship of the account code segments to the hierarchy, it may invalidate the account code configuration and require that the accounts be redefined.

Section 3: Employee Admin Experience

When Employee administrators add employees within User Administration, they determine which ledger each employee should use for submission and payment.

NOTE: If the Employee administrator selects the wrong ledger for the employee, invoices could potentially be sent to the wrong accounting system, generate errors, and cause the vendor to not be paid.

The screenshot shows the 'Expense and Invoice Settings' form. At the top, there are navigation links: 'Approvers', 'Expense Preferences', 'Invoice Preferences', 'Expense Delegates', 'Invoice Delegates', and 'Purchase Request Delegates'. The form contains several fields: 'Country of Residence' (UNITED STATES), 'State/Province' (Select one), 'Ledger' (DEFAULT, highlighted with a red circle), 'Reimbursement Currency' (US, Dollar), 'Cash Advance Account Code' (10799), 'Org Unit 1-Division', 'Org Unit 2-Department', 'Org Unit 3-Region', 'Default Language' (English (United States)), 'Authorized Approver' (checked), 'Manager Approval Limit' (100), and 'Approval Limit Currency' (US, Dollar).

Section 4: Ledger Tool

The accounting ledger systems require that the exported data be in the same format. Therefore, the administrator must set up as many ledgers as there are unique combinations of the following:

- Account code hierarchies
- Extract target systems

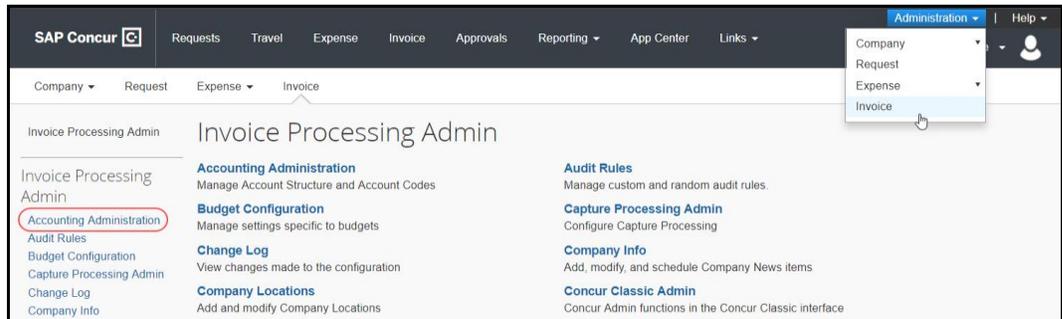
Typically, the ledger information is created by an Accountant, or Account administrator, assigned the Shared Configuration administrator role.

Section 5: Procedures

Access the Ledger

► **To access the ledger:**

1. Click **Administration > Invoice**.
2. Click **Accounting Administration > Accounting Structure**. The **Accounting Structure** tab appears along with a list of available ledgers.

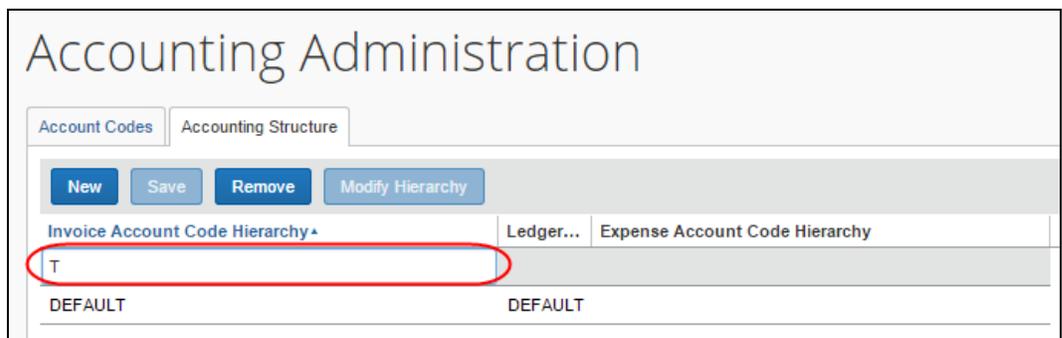


Add a New Ledger

For each unique target system, a ledger is used to define a particular accounting hierarchy and extract process. Once you have added a new ledger, the Shared Config administrator can add the accounting structure components.

► **To add a new ledger:**

1. On the **Accounting Structure** tab, click **New**. A new line appears in the list.



2. Click in the fields and enter the required information.

Field	Description
Ledger Name	Enter an easily recognizable name for the ledger system, no more than 40 characters in length. For example, if the ledger is for Germany, you could use "Germany."

Field	Description
Ledger Code	<p>Enter the code definition as it relates to the system into which it is being extracted.</p> <p>NOTE: The Ledger Code value must be unique and should be logical. The system uses this code as a criterion in the Import/Extract Administrator tool. If you define a code that is not readily recognizable, it may not be located by the system.</p>

Edit an Existing Ledger

You have the option to edit the ledger name and code for any ledger in the system, as long as it has not been used by Concur Invoice.

▶ **To edit an existing ledger:**

1. On the **Accounting Structure** tab, click the field to edit.
2. Edit the information as necessary.
3. The information is saved when you leave the edited field.

Delete an Existing Ledger

If a ledger does not have any transactions or employees associated with it, it can be deleted. Deleting a ledger is commonly done to remove seed data or a ledger entered in error and is permanent.

NOTE: If you delete a ledger in error, the ledger must be recreated. It cannot be recovered.

▶ **To delete a ledger:**

1. On the **Accounting Structure** tab, click the name of the desired ledger.
2. Click **Remove**. The **Remove Ledger** window appears.
3. Click **Yes** to remove the ledger.

