

Concur Expense: Employee Reimbursement

Setup Guide for Standard Edition

Last Revised: December 17, 2021

Applies to these SAP Concur solutions:

- Expense
 - Professional/Premium edition
 - Standard edition

- Travel
 - Professional/Premium edition
 - Standard edition

- Invoice
 - Professional/Premium edition
 - Standard edition

- Request
 - Professional/Premium edition
 - Standard edition

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Revision History

Date	Notes/Comments/Changes
December 17, 2021	Updated instructions for Product Settings page
January 21, 2021	Updated the copyright; no other changes; cover date not updated
April 16, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 3, 2020	Updated the copyright; no other changes; cover date not updated
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
April 13, 2019	Minor edits.
January 10, 2019	Updated the copyright; no other changes; cover date not updated
April 14, 2018	Changed the <i>QuickBooks Connector Clients Only</i> section to <i>Financial Integration Clients Only</i> . QuickBooks specific information is now available in the <i>Shared: QuickBooks Connector Setup Guide</i> and <i>Shared: QuickBooks Integration Using Concur Financial Integration Service Setup Guide</i> .
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 13, 2018	Updated the copyright; no other changes; cover date not updated
November 4, 2017	Updated guide to include new Product Settings page, which replaces the Setup Wizard.
March 18, 2017	Updated with menu option name change to access Setup Wizard.
February 27, 2017	Removed references to General Journal from QuickBooks content
December 15, 2016	Changed copyright and cover; no other content changes.
November 20, 2015	Updated graphics to reflect updated step names and instructional text where applicable.
February 12, 2015	Removed information about two user interfaces Updated the screen shots to the enhanced UI; no other content changes
September 16, 2014	Added information about two user interfaces; no other content changes
May 16, 2014	New document (This content originated from the <i>Expense Setup Guide for Concur Standard</i> .)

Employee Reimbursement

This page of Product Settings is visible only when enabled by SAP Concur.

Section 1: Overview

The **Employee Reimbursements** page allows you to establish how your organization reimburses employees for expenses. The administrator can set default reimbursement methods with appropriate accounting information for employees that work in different countries or are reimbursed in different currencies. Payment Manager will batch process one transaction file for each currency/reimbursement method combination according to the schedule you configure.

NOTE: Administrators can create up to three reimbursement methods using the same currency. This allows you to use the same currency to create both ADP and Expense Pay reimbursement methods.

The default reimbursement method is applied to new users, but can be changed on the **User Information** page of Product Settings.

Expense Pay clients may enter the funding bank account and contact information for the Expense Pay service during this portion of Product Settings.

The screenshot shows the SAP Concur interface for 'Employee Reimbursements'. The breadcrumb trail is 'Expense & Invoice Settings > Employee Reimbursements'. The page title is 'Employee Reimbursements' with a 'Need help? How it works' link. Below the title is a description: 'This is where you specify how you will pay your users for their expenses.' There are two buttons: 'New Employee Reimbursement' and 'Modify'. A table lists the reimbursement methods:

Employee Administration Country	Type	Currency	Reimbursement Method
UNITED STATES	Employee	US, Dollar	Company Check (via Accounts Payable)

Example

You would like to use company checks to reimburse your UK employees in Pounds Sterling and Expense Pay to reimburse your US employees in US Dollars. Click **New**, and then select United Kingdom, GBP, and Company Check in the payment method list. Select the desired schedule for your UK payment batches and enter the correct account codes on the **Accounting** tab. Next, click **New**, then select United States,

USD, and Expense Pay in the payment method list. Enter your funding bank information in the window. Select the desired schedule for your US payment batches, and enter the correct account codes on the **Accounting** tab.

In Payment Manager, administrators see these batches associated with these settings:

- **GBP:** Employee Batch Paid by Company Check
- **USD:** Employee Batch Paid by Expense Pay
- **USD:** Employee Batch Paid by Company Check

When administrators create new users, selecting UK for the user's Country and GBP for their Reimbursement Currency causes the system to assign Company Check as their Reimbursement Method. When they select US for the user's Country and USD for their Reimbursement Currency the system assigns Expense Pay as their Reimbursement Method.

Administrators can change the default Reimbursement Method to another eligible reimbursement method. For example, if there is a US employee to be paid by Company Check instead of Expense Pay, the administrator sets the Reimbursement Method for this employee to Company Check. Also, if a US employee is set to be reimbursed by Expense Pay but has not entered the bank information that is required, their payment demands automatically go into the Company Check batch. Once they have entered the required information, their payment demands begin to go into the Expense Pay batch.

Definitions

Term	Definition
Batch	A group of payment requests for a currency/reimbursement method combination.
Payment Demand	The collection of all payment requests for a single payee (such as an employee) for a report. A report with five expenses would have a single payment demand for the total of the expenses.

Complex Reimbursement Methods

The complex reimbursement methods are:

- ADP Payroll
- Expense Pay

Complex reimbursement methods require additional user information to complete payments successfully. When you select a complex reimbursement method, the system automatically creates a Company Check (via Accounts Payable) reimbursement method for the same currency. Any payment demands for users that have not entered the required information for a complex reimbursement method go

into the Company Check (via Accounts Payable) batch. This guarantees that payment demands for all users can be processed in Payment Manager.



For more information, refer to the *ADP Payroll* and *Expense Pay and Funding Accounts* sections of this guide.

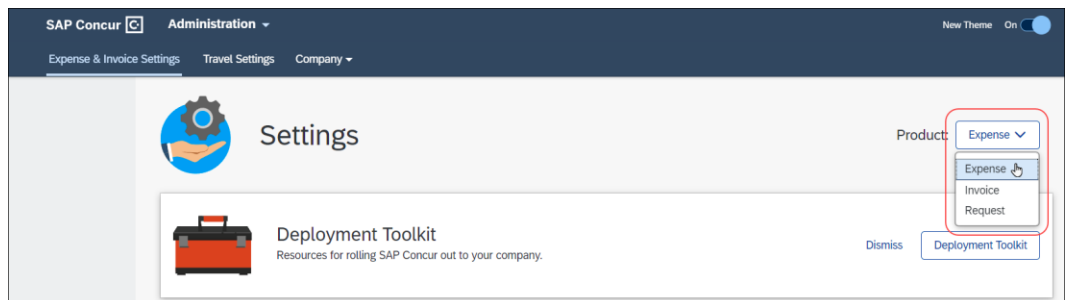
Section 2: Configuration

Configure Reimbursement Methods

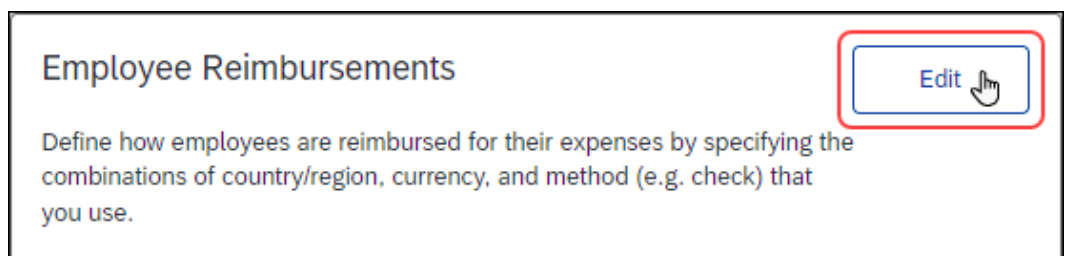
Access the Employee Reimbursements Page

▶ *To access the Employee Reimbursements page:*

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Expense*.



3. In the **Reimbursements** section, on the **Employee Reimbursements** tab, click **Edit**.



The **Employee Reimbursements** page appears.

Section 2: Configuration

Expense & Invoice Settings > Employee Reimbursements

Employee Reimbursements

This is where you specify how you will pay your users for their expenses.

[Need help?](#)
[How it works](#)

[New Employee Reimbursement](#) [Modify](#)

Employee Administration Country	Type	Currency	Reimbursement Method
UNITED STATES	Employee	US, Dollar	Company Check (via Accounts Payable)

Create Your Reimbursement Methods

▶ To create a new reimbursement method:

1. Click **New Employee Reimbursement**.

Expense & Invoice Settings > Employee Reimbursements

Employee Reimbursements

This is where you specify how you will pay your users for their expenses.

[Need help?](#)
[How it works](#)

[New Employee Reimbursement](#) [New Cash Advance Reimbursement](#) [Modify](#)

Employee Administration Country	Type	Currency	Reimbursement Method
UNITED STATES	Employee	US, Dollar	Company Check (via Accounts Payable)

2. Fill in the following fields:

Field	Description
Which country are you setting the employee payment method for?	Select the country that the employees to be reimbursed work in. This should be the country whose taxation regulation applies to the employee.
Which currency do you plan to reimburse these employees with?	Select the currency that applies to the previously selected country.
Which payment method will you use to reimburse these employees?	Select the payment method for the previously selected country and currency.

3. The **Schedule** and **Accounting** tabs appear.

Modify Your Reimbursement Methods

▶ To modify a reimbursement method:

1. On the **Employee Reimbursements** page, select the desired reimbursement method.
2. Click **Modify**.
3. Make the necessary changes.
4. Click **Save**.

Deactivate Your Reimbursement Methods

▶ To deactivate reimbursement methods:

As a client administrator, you must contact SAP Concur Client Services to have an SAP Concur administrator deactivate a reimbursement method.

1. On the **Employee Reimbursements** page, select the desired reimbursement method.

2. Click **Modify**.

3. Select **Deactivate this reimbursement method**.

4. Click **Save**. The reimbursement method is retired.

Employee Administration Country	Type	Currency	Reimbursement Method
UNITED STATES	Employee	US, Dollar	Company Check (via Accounts Payable)
UNITED STATES (Retired)	Employee	US, Dollar	Other Reimbursement Methods

NOTE: The system Company Check (via Accounts Payable) reimbursement method cannot be retired.

Schedule the Batch

Batch scheduling is used to set the dates that a payment batch closes (preventing any new payment demands from being entered) and is processed. The Payment Manager tool automatically closes the batches and creates the transaction file for the batch based on the schedule selected.

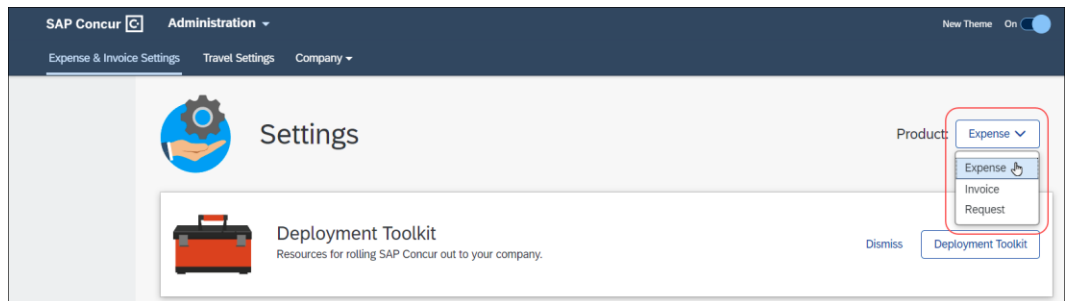
If you change the schedule once there is an open batch, the system waits until the current batch is completed (using the old schedule), then opens a new batch using

the new schedule. Any reports that reach the Pending Payment status go into the current open batch.

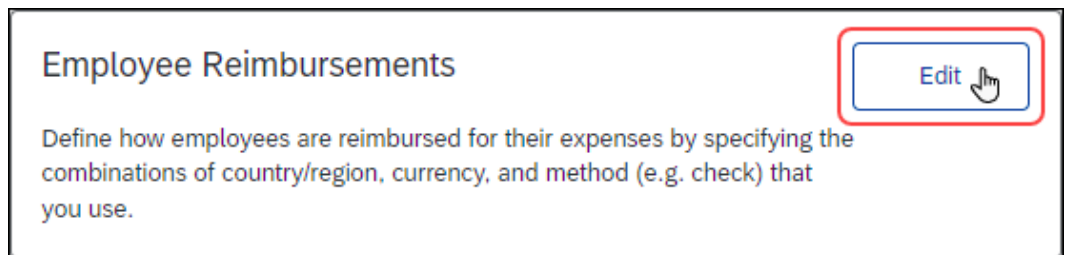
Access the Schedule tab

► **To access the Schedule tab:**

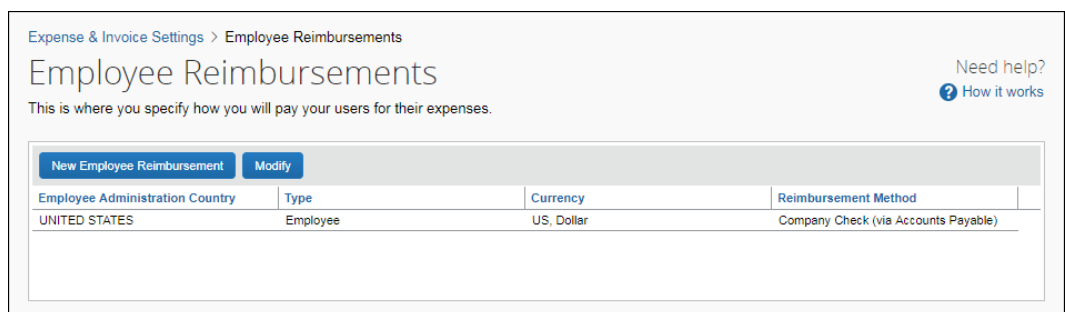
1. Click **Administration > Expense Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Expense*.



3. In the **Reimbursements** section, on the **Employee Reimbursements** tab, click **Edit**.



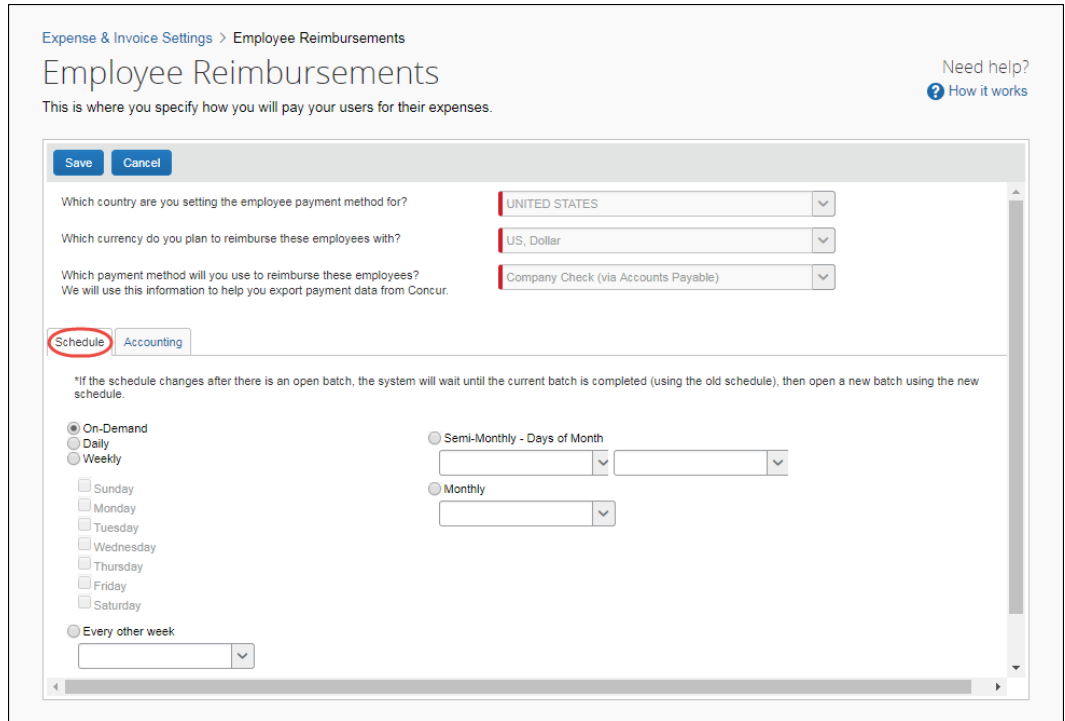
The **Employee Reimbursements** page appears.



4. On the **Employee Reimbursements** page, select the desired reimbursement method.

NOTE: If you click **New Employee Reimbursement**, the **Schedule** tab displays after you have selected a payment method.

5. Click **Modify**. The **Schedule** tab of the **Employee Reimbursements** page appears.



Schedule the Batch

► **To schedule the batch:**

1. Fill in the fields.

Schedule	Description
On-Demand	The batch will remain open until you manually close it in Payment Manager.
Daily	The batch closes daily at the end of the day.
Weekly	The batch closes at the end of the day on the selected day(s) of the week.
Every other week	The batch closes at the end of the day on the selected day of the week, every other week. The administrator selects the weekday, and the batch closes on the second occurrence of that day. Example: On Monday, the administrator chooses the Every other week schedule and selects Thursday as the weekday. The next Thursday (3 days later) is the first occurrence of the weekday, and marks the end of the first week. The Thursday after that is when the batch closes for the first time.

Schedule	Description
Semi-Monthly – Days of Month	The batch closes at the end of the day on the two selected days of the month.
Monthly	The batch closes at the end of the day on the selected day of the month. NOTE: If you use Expense Pay, you can account for banking holidays by setting the Monthly option to six calendar days prior to your payment due date. These six calendar days will account for three banking days for processing plus three non-banking days for the weekend plus a bank holiday. If you set the day of the month six calendar days out, you may pay your card prior to the due date. If you choose this option you will avoid the need to modify the batch close date around bank holidays.

2. Click the **Accounting** tab.

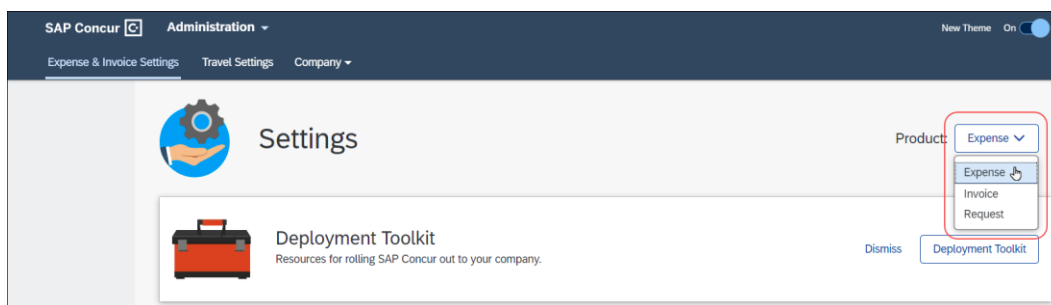
Configure Accounting Codes

The **Accounting** tab allows you to configure your accounting codes for each reimbursement method. The codes entered on this page are included in the accounting export file for the reimbursement method.

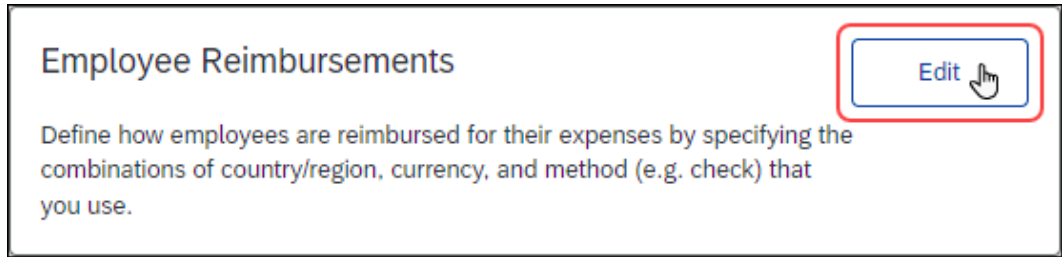
Access the Accounting tab

► **To access the Accounting tab:**

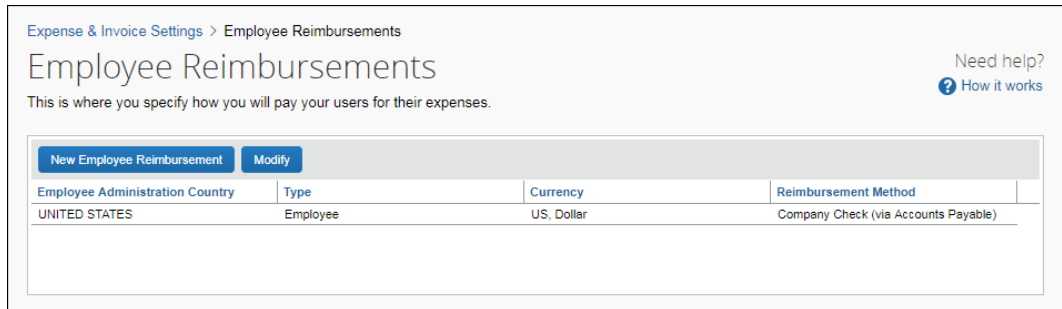
1. Click **Administration > Expense Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Expense*.



3. In the **Reimbursements** section, on the **Employee Reimbursements** tab, click **Edit**.



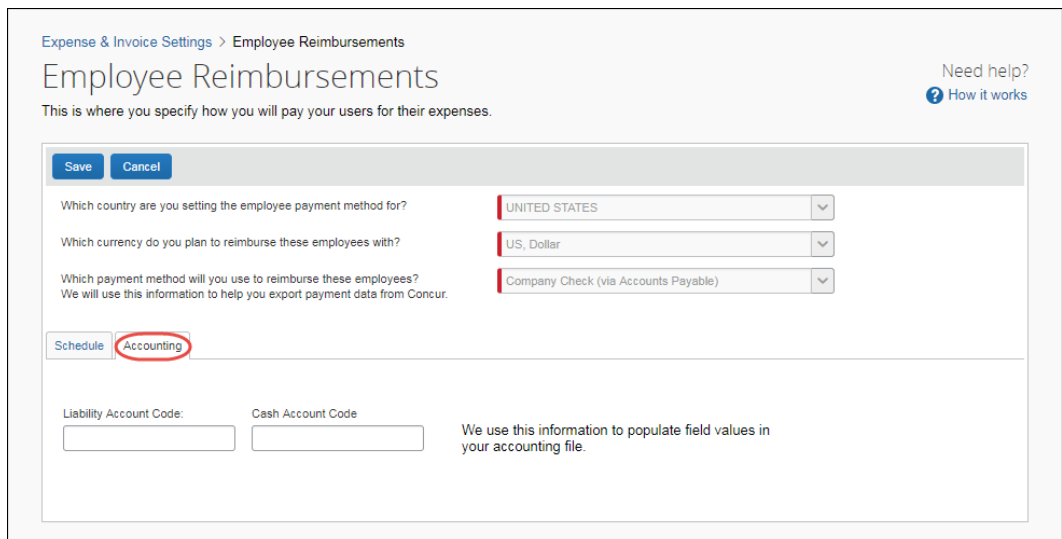
The **Employee Reimbursements** page appears.



4. On the **Employee Reimbursements** page, select the desired reimbursement method.

NOTE: If you click **New Employee Reimbursement**, the **Schedule** tab displays after you have selected a payment method.

5. Click **Modify**. The **Schedule** tab of the **Employee Reimbursements** page appears.
6. Click **Accounting** (tab).



Configure Batch Accounting with Account Codes

▶ To enter your account codes:

1. On the **Accounting** tab, enter the codes in the fields:

Field	Description
Liability Account Code	This is the accounting code that appears in the accounting file "Payment Demand Company Liability Account Code" field for payment made with this reimbursement method. The Liability Account field may be used to record when expenses are incurred. Clients may use this field to capture a code that represents an offset account in the GL extract. This account code commonly represents the credit in the expense accounting entry.
Cash Account Code	This is the accounting code that appears in the accounting file Payment Demand Company Cash Account Code field for payments made with this reimbursement method. The Cash Account Code field may be used to record when expenses settle. Clients may use this field to capture offsets against transactions that directly impact the bank accounts. This account code commonly represents the credit in the payment accounting entry. NOTE: This field only appears for ADP and Expense Pay reimbursement methods.

2. Click **Save**.

QuickBooks Clients Only

The **How do you want our transactions to appear in QuickBooks?** field defaults to *Bill*. You may see the **Cash Account Code** field as well.

Section 2: Configuration

Financial Integration Clients Only

If you connect Concur Expense to your financial system using one of the SAP Concur financial integrations, you may see options on the **Accounting** tab specific to your financial system.



Refer to the setup guide for your financial system integration for details.

ADP Payroll

The **ADP Payroll** reimbursement method is available only when USD or CAD is selected as the currency.

If you select ADP Payroll, the following features are activated:

- Three additional ADP fields appear on the **User Information** page.
- Two additional reimbursement method batches, for Company Check, are created to capture any payments for users or company cards that are not configured to use ADP. These payment batches are set to the On-Demand batch schedule.
- Payment batches generate an ADP EPIP file and a .CSV file when they are closed.

Financial Integration Clients Only

If you connect Concur Expense to your financial system using one of the SAP Concur financial integrations, payment batches generate only an ADP EPIP file, because the transaction information is sent directly to the financial system.

Expense Pay and Funding Accounts

If you have purchased Expense Pay by Concur, you can select this reimbursement method when the country and currency are supported by Expense Pay.

When Expense Pay is selected as the reimbursement method, the **Funding Account** tab appears. This funding account is used to reimburse users.



For information about the funding account fields, refer to the *Expense: Expense Pay User Guide for Concur Standard Edition*.