Shared: Accounting

Setup Guide for Concur Standard Edition

Last Revised: July 7, 2019

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

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<tr>
<td>July 7, 2020</td>
<td>Updated the procedure on page 6 to reflect recent changes to the <strong>Custom Fields</strong> page.</td>
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<tr>
<td>April 27, 2020</td>
<td>Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated</td>
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<td>Updated text and images throughout to reflect UI name change from &quot;Cost Tracking&quot; to &quot;Custom Fields&quot;.</td>
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<td>Removed information about QuickBooks Connector and Financial Integration, as content is now consolidated in the <em>Shared: QuickBooks Connector Setup Guide</em> and <em>Shared: QuickBooks Integration Using Concur Financial Integration Service Setup Guide</em>.</td>
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<td>Added note about QuickBook items.</td>
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<td>Added information about QuickBooks Online.</td>
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Accounting

Section 1: Overview

The Accounting page of Product Settings allows the administrator to enter information about their company, beginning with identifying the type of business they work in. The administrator can also specify their accounting software package, and whether they will use alternate account codes based on employee, expense entry, or purchase information.

By specifying this information, Concur can target the configuration defaults to the selected industry and accounting practices.

Example

Your company uses QuickBooks for accounting. When you select QuickBooks as the accounting software you use, the configuration fields you see are customized to gather the information QuickBooks needs.

NOTE: Alternate account code settings are visible only when enabled by Concur Admin and are not displayed in Simple Setup mode.

Access the Accounting Page

To access the Accounting page:

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

3. In the **Connections** section, click **Accounting**.

The **Accounting** page appears.
Enter Company Information

To enter your industry information:

Select the type of industry that your company works in from the list. If none of the industries match your company, select the closest industry. Concur uses this information to target the default cost data to track. The administrator can always change these suggested defaults later in Product Settings – they are only provided as a guide.
Enter Accounting Software Information

To enter your accounting software:

Click the accounting software you use from the list. If you do not use any of the software listed, click Other, and then enter the name in the text field. If you do not use accounting software, click None.

QuickBooks Desktop Clients Without Integration

If you use QuickBooks but have not connected your QuickBooks and Concur companies, you can import your expense and invoice data into QuickBooks using an extract file.

When you click the Intuit QuickBooks Desktop: Pro, Premier, and Enterprise accounting software option, you can enter your QuickBooks account name or number for your expense types on the Expense – Expense Types or Invoice – Expense Types pages. In addition, with this selection, the File Export Configuration option becomes disabled, as Concur provides an extract file configured for QuickBooks. To transfer data to your ERP system, you need to use the IIF file generated in Payment Manager.

Section 2: Alternate Account Codes

Alternate account codes allow you to implement an account code structure for expenses and are intended to let a company establish alternate account codes to match those maintained in the company's general ledger (GL).

For example, assume you add the default **Is Billable?** field to either the line item entry, or to the **User Details** page, or both. Now, when the admin clicks this check box in the user interface (in the **User Details** page for this example), it is also selected in the line item entry, thus telling the system that, for this user, all line items are to be mapped to these codes.

**NOTE:** Alternate account code settings are visible only when enabled by Concur and are not displayed in Simple Setup mode.

Define Alternate Accounting Settings

- To define your alternate accounting settings:

  1. On the **Accounting** page, select whether you want to use alternate account codes for expense types based on user or expense information.

  ![Accounting Page Screenshot](image)

  2. Choose from the following options:

     - **We have alternate account codes:** This option allows you to enter a second set of account codes (alternate) when mapping to the GL
     - **We do not have alternate account codes:** The system will not display any options to add or view alternate account codes

  3. Click **Save**.

Later, the **Expense Types** page has a location for you to enter the standard and alternate account codes.
Set Up the Alternate Account Codes

This process involves the following steps:

1. Activate the alternate account code feature on the **Accounting** page by selecting *We have alternate account codes*.

2. In **Custom Fields**:
   1) Create a field to drive account codes on the **Add New Field** page. The field can be created as a list or check box.
   2) Configure the field as the account code driver in **Advanced View** on the **Custom Fields** page.
   3) Create the list values for the field on the **Edit List** page.

3. Proceed to the **Expense Types** page and enter the alternate account codes for the expense type and list item combinations that vary from the default on the **Account Codes** tab. If the field is a check box, the enabled (Y) and disabled (N) options appear.

When the user creates an expense entry, the combination of the expense type and the selected list item determines the account code.
