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

Date	Notes/Comments/Changes
July 7, 2020	Updated the procedure on page 6 to reflect recent changes to the **Custom Fields** page.
April 27, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 15, 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".
February 12, 2019	Updated the copyright; no other changes; cover date not updated
December 17, 2018	Updated to reflect new Cost Tracking page names.
July 27, 2018	Minor edit.
June 18, 2018	Removed information about QuickBooks Connector and Financial Integration, as content is now consolidated in the *Shared: QuickBooks Connector Setup Guide* and *Shared: QuickBooks Integration Using Concur Financial Integration Service Setup Guide*.
April 16, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 14 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.
October 17 2017	Updated the *Quickbooks Clients* and *QuickBooks Desktop (QBD) and QuickBooks Online (QBO) Financial Integration Items* sections.
August 24 2017	Updated QuickBooks Desktop note about mapping alternate account codes.
March 18 2017	Updated with menu option name change to access Setup Wizard.
December 15 2016	Changed copyright; no other content changes.
December 9 2016	Added note about QuickBook items.
November 4 2016	Added information about QuickBooks Online.
September 9 2016	Added information about the **Does your company use items list in QuickBooks?** list. Removed Concurforce check box from the cover.
March 18 2016	Updated graphic of connected QBs company; no other content changes

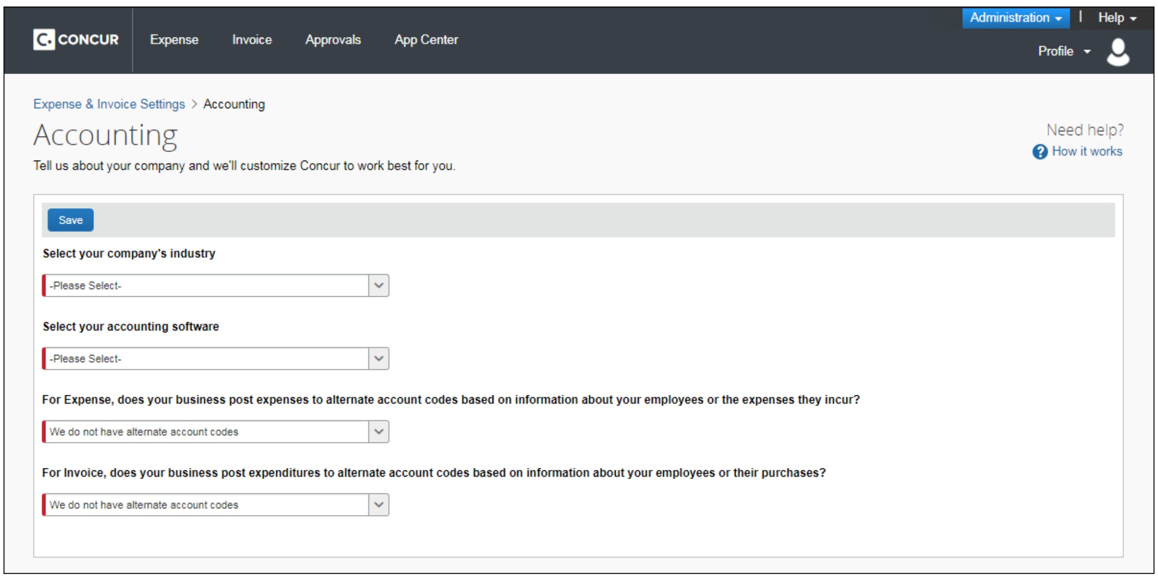
Date	Notes/Comments/Changes
November 20 2015	Renamed this document from *Shared: Introduction Setup Guide* to *Shared: Accounting Setup Guide*. Updated graphics to reflect updated step names and instructional text where applicable.
October 16 2015	Added a note that alternate account codes settings are visible only when enabled by Concur. Updated graphics to reflect newly styled step numbers.
March 13 2015	Added the **To connect Concur to your QuickBooks** procedure.
January 22 2015	Removed information about two user interfaces; no other content changes
January 16 2015	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 *Expense Setup Guide for Concur Standard*.)

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.

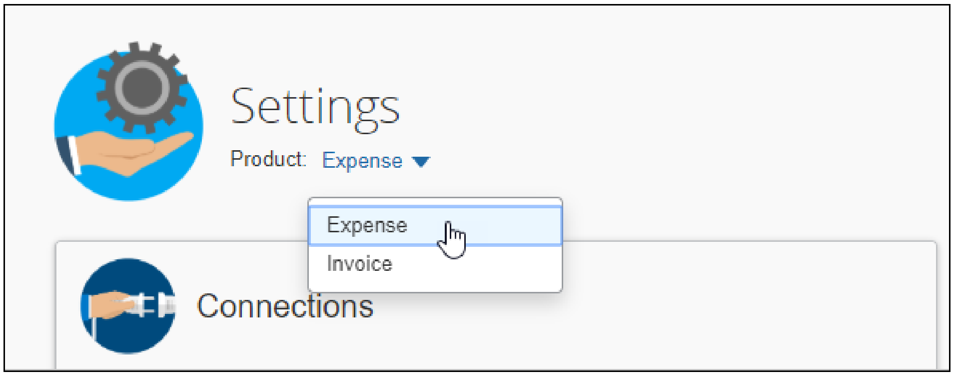
NOTE: Alternate account code settings are visible only when enabled by Concur Admin and are not displayed in Simple Setup mode.

Access the Accounting Page

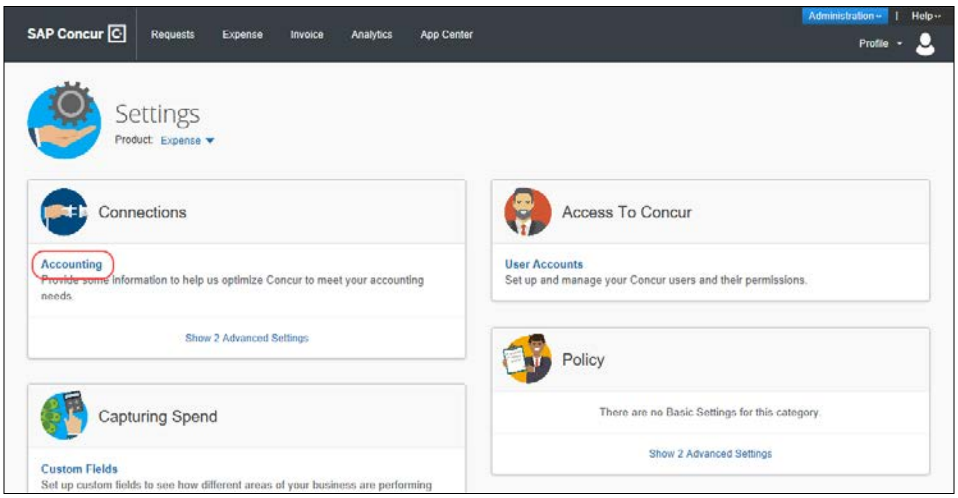
To access the Accounting page:

1. Click **Administration** > **Expense Settings** or **Expense & Invoice Settings** or **Invoice Settings**.

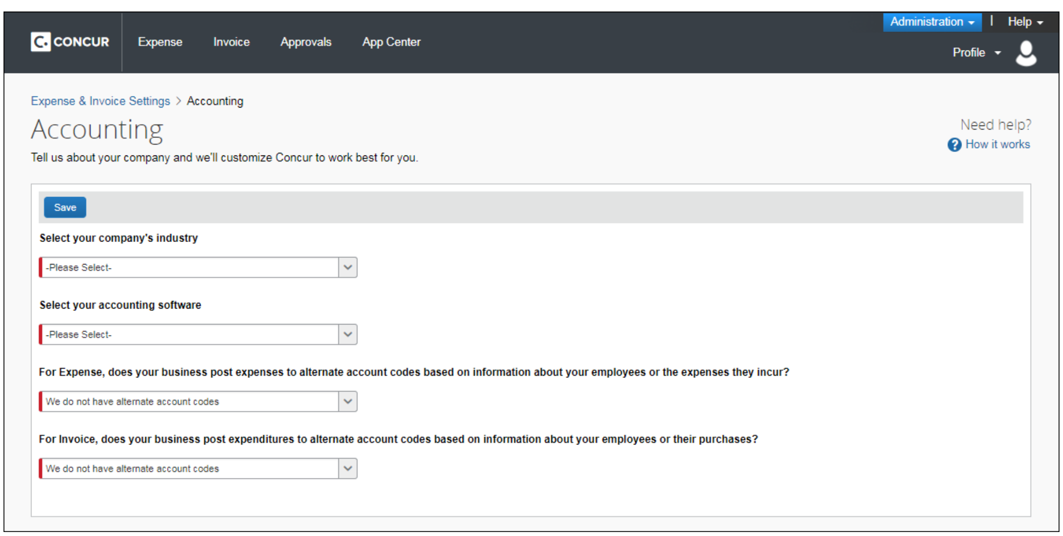
2. In the **Product** list, click *Expense* or *Invoice* or *Request*.



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



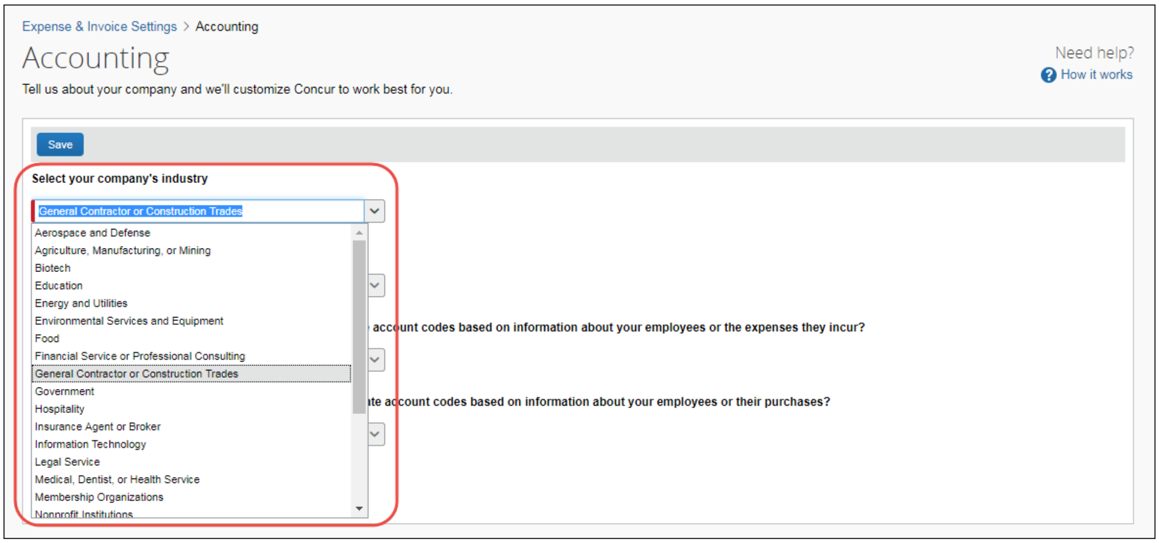
The **Accounting** page appears.



Enter Company Information

To enter your industry information:

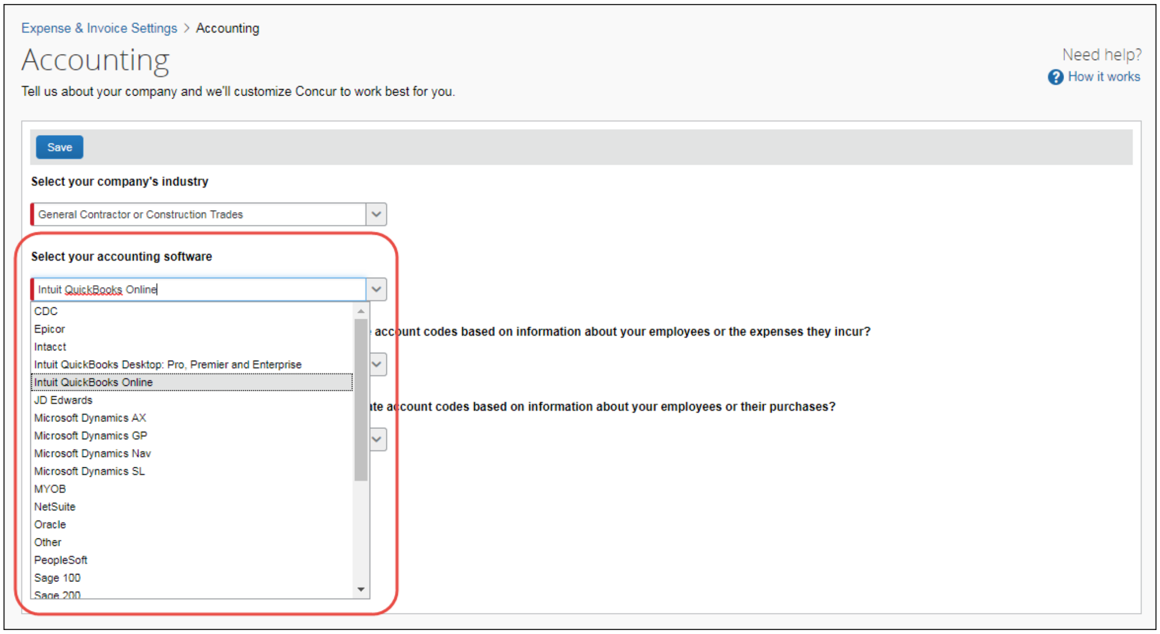
Select the type of industry that your company works in from the list. If none of the industries match your company, select the closest industry. Concur uses this information to target the default cost data to track. The administrator can always change these suggested defaults later in Product Settings – 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.

For more information, refer to the *Expense: Payment Manager User Guide for Concur Standard Edition*, or *Invoice Administration Guide for Concur Standard Edition*.

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).

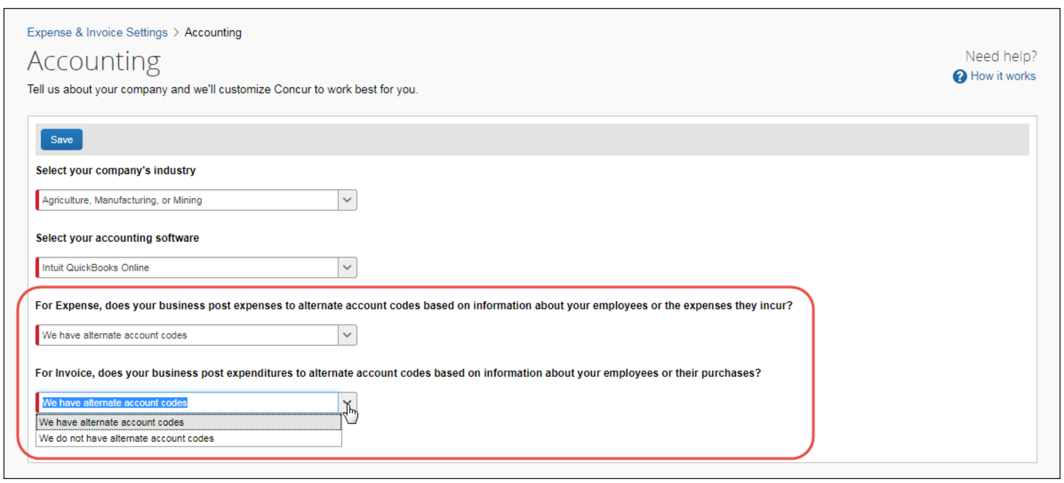
For example, assume you add the default **Is Billable?** field to either the line item entry, or to the **User Details** page, or both. Now, when the admin clicks this check box in the user interface (in the **User Details** page for this example), it is also selected in the line item entry, thus telling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



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.

📖 For more information for Expense, refer to the *Shared: Custom Fields Setup Guide for Concur Standard Edition* and the *Expense: Expense Types Setup Guide for Concur Standard Edition*.

📖 For more information for Invoice, refer to the *Shared: Custom Fields Setup Guide for Concur Standard Edition* and the *Invoice: Expense Types Setup Guide for Concur Standard Edition*.