Shared: Sage Intacct Accounting

Setup Guide for SAP Concur Standard Edition

Last Updated: July 29, 2022

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 29, 2022	Added new "post only to top level" feature and added info about Expense Pay. Added prerequisite to enable module permissions for web service user.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
October 22, 2021	Updated the **ADP Payroll** reimbursement method note
September 29, 2021	Added a note about mapping a user's data after connecting to the ERP.
May 28, 2021	Updated information about alternate account codes. Added information to steps 1 and 3.
April 21, 2021	Added a note about multicurrency support.
March 22, 2021	Replaced "Company Card" with "Payment Types" to reflect the new module name.
March 1, 2021	Published to client-facing pages.
January 8, 2021	New document.

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Section 1: Sage Intacct Accounting

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.

Overview

SAP Concur and Sage Intacct have partnered to make accounting for expenses in Sage Intacct Accounting easier. SAP Concur Standard Edition lets you import Sage Intacct accounting data (master data) into your SAP Concur configuration. This data allows you to utilize your unique accounting data when entering expenses and/or invoices and is updated in SAP Concur regularly. The master data export loads employee and invoice suppliers from Sage Intacct Accounting to SAP Concur during the implementation.

NOTE: Data transmitted through Sage Intacct Accounting during implementation and during subsequent synchronizations, is purged from SAP Concur after 30-days. As a result, after 30 days, you can no longer view the details of successfully transmitted data by clicking the **View Details** link in Payment Manager.

The financial posting process sends expense reports and invoices that are ready to be posted from SAP Concur to Sage Intacct Accounting, utilizing APIs from the SAP Concur Platform. SAP Concur sends the cash reimbursements and invoice data as a "vendor bill" and sends the credit card charges "bill". The integration manages the transmission of expense and invoice data from SAP Concur to Sage Intacct Accounting, and the transmission of status information back to SAP Concur. The financial posting happens as soon as the report or invoice is approved for payment, without waiting for a batch schedule. The client will see financial posting status information in the audit trail of the expense report or invoice. The expense or invoice processor can view problems with the posting, allowing them to correct errors and re-send the information quickly.

! **IMPORTANT:** Account codes and vendor ID’s will need to be mapped after connecting to the ERP. Any existing account code and vendor ID mappings will be deleted.

The Sage Intacct Accounting Integration can synchronize the following types of information between SAP Concur and Sage Intacct Accounting:

- Expense Reports: SAP Concur → Sage Accounting
- Expense Report Posting Status: Sage Accounting → SAP Concur
- Employee (Supplier) Data: Sage Accounting → SAP Concur

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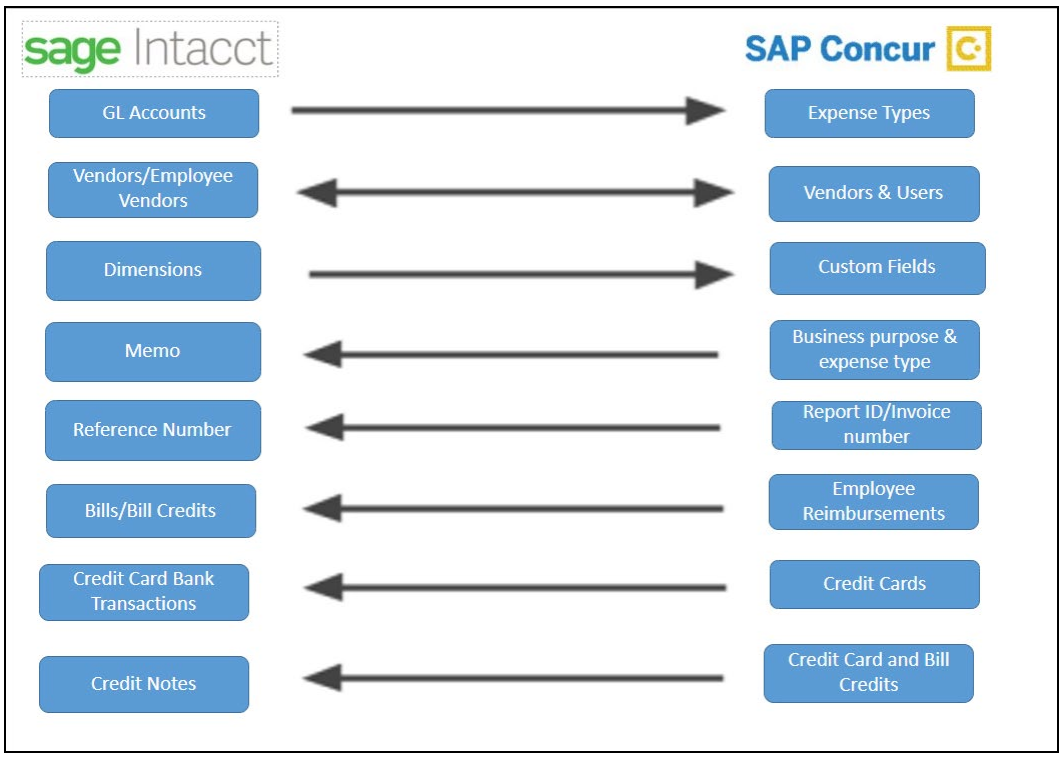
- Supplier Master Data: Sage Accounting → SAP Concur

Data Flow Diagram



The following functionality is also supported by the integration:

- Expense Pay

  NOTE: While SAP Concur supports clients using Expense Pay, the integration does not post back pay information.

- Invoice Pay (Only Check and ACH)
- Client Remittance of IBCP

The following functionality is not supported by the Sage Intacct Accounting Integration:

- Payment Types with Offsets: Company Paid, IBCP with Offsets, CBCP with Offsets

NOTE: If you would like to enable Sage Intacct Accounting Integration for your company, contact SAP Concur Client Services for more information.

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Important Timing Considerations

Connecting to/Disconnecting From Sage Accounting

When connecting to or disconnecting from Sage Intacct Accounting, you must first verify that your users have no in-flight expense reports or invoices. In-flight refers to reports or invoices that are:

- Created and unsubmitted
- Submitted but not fully through the approval workflow

If you attempt to connect or disconnect while you have reports or invoices in-flight, you will receive an error message and will not be able to connect/disconnect.

NOTE: If the company admin who connects SAP Concur to Sage Intacct changes their password for Sage Intacct, they must disconnect and then reconnect SAP Concur and Sage Intacct with the new password.

Sending Expense/Invoice Data to Sage Intacct Accounting

The integration sends the approved reports/invoices to Sage Intacct Accounting when they are approved for payment. Once the data has been posted to Sage Intacct Accounting, the reports/invoices cannot be modified in SAP Concur.

Changing Accounting Information in Sage Intacct Accounting

In SAP Concur, the Sage Intacct Accounting related data for expenses and invoices is stored in the report or invoice when it is submitted for approval. Any changes to the Sage Intacct Accounting related data that happen in SAP Concur after the report or invoice is submitted are not reflected in the submitted reports or invoices. This preserves the record of the data as it was at the time of submission.

Because of this, you should manage the timing of changes in Sage Intacct Accounting carefully. When making changes to any data in Sage Intacct Accounting that would impact SAP Concur, you should verify that there are no submitted and unpaid reports or invoices. If the report/invoice is sent to Sage Intacct Accounting while it contains data that is no longer valid, it will cause an error and fail to post. To correct this error, the processor must send the report or invoice back to the employee, who can re-submit it with the latest Sage Intacct Accounting information.

The following changes in Sage Intacct Accounting should be managed carefully:

- Removing or modifying account codes
- Removing or modifying supplier records
- Removing or modifying dimensions (custom fields lists)

Prior to making these changes, the administrator should notify users to stop submitting expense reports and invoices and wait for all submitted reports to finish

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the approval/sync process. Then the administrator can make the change in Sage Intacct Accounting and update the synchronized data in SAP Concur.

The administrator can review which reports are submitted and not yet sent to Sage Intacct Accounting using the Expense Processor and Invoice Processor tools.

For more information, refer to the *What the Expense User Sees* and *What the Invoice User Sees* sections of this guide.

Features

The integration resolves a common issue with the payment batch files- the inability to change reports or invoices once the batch has been closed. The payment batch process locks reports and invoices when it extracts them, making it impossible to make corrections in SAP Concur after the batch closes. The integration provides a more responsive system, adding the financial posting to the report and invoice workflow. The report or invoice is posted to the financial system but remains open in SAP Concur until posting is confirmed. Any problems with posting appear in SAP Concur, where they can be identified and corrected. Once the data is corrected, the reports and invoices can be posted successfully to Sage Intacct Accounting.

The integration works with Concur Expense (Standard Edition) and Concur Invoice (Standard Edition).

The integration allows clients to:

- Send employee (supplier) data from Sage Intacct Accounting to SAP Concur, keeping SAP Concur up to date with the latest employee information.
- Pay expense reports and invoices using their Sage Intacct Accounting financial system, without needing to send a batch file to Sage Intacct Accounting.
- Send data from SAP Concur to Sage Intacct Accounting and receive feedback from Sage Intacct Accounting.
- View Sage Intacct Accounting posting status in SAP Concur, including posting document numbers and, if a posting failed, a description of why that posting failed. This information appears in the audit trail of the expense report or invoice.

Supported Editions of Sage Intacct Accounting

- US version only

Sage Intacct Accounting Prerequisites

The following prerequisites will prepare you to successfully connect your existing Sage Intacct Accounting service with your SAP Concur service.

Have the following prepared:

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- **Sage Intacct Accounting credentials**: Providing an administrative-level Sage Intacct Accounting ID and Password enables your SAP Concur system to access your Sage Intacct Accounting data.
- **Employees set up as suppliers**: By design, Sage Intacct Accounting sends employee specific expense information to SAP Concur using supplier settings. Employees must be set up as suppliers in Sage Intacct Accounting with first name, last name and email address. Supplier records without an email address will not be considered an employee supplier.
- **Company entities**: SAP Concur will pull in all active entities from Sage Intacct Accounting upon connection to your SAP Concur system.

NOTE: The Sage Intacct connector does not support multicurrency transactions. All transactions from SAP Concur will post to Sage Intacct in the home currency of Sage Intacct.

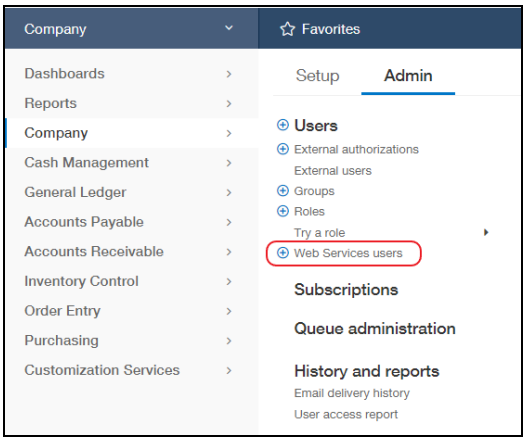
Subscribe to Web Services

1. Click **Company > Subscriptions.**
2. Click (enable) **Web Services**.

NOTE: Ignore warnings about additional charges.

Create Web Service User

1. Click **Company > Web Service User**.



2. Click **Add**.

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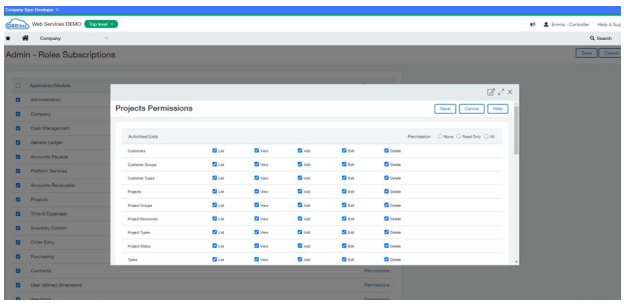
3. Add values to the following fields:
   - **User ID**
   - **Last Name**
   - **First Name**
   - **Email Address**
4. Confirm that the **User Type** is **Business User**.
5. Confirm that **Admin Privileges** is set to **Full** and that the web service user has read, write, and delete privileges for all Sage Intacct modules.
6. Click **Roles information** and then select the role created in the previous step. Ensure that the role used has permissions for all Sage Intacct modules for list, view, add, edit, and delete.



7. Click **Save.**

NOTE: Ignore warnings about charges for creating the user.

User-based security

If roles are not used, grant permissions in user-based instance.

1. Navigate to **Company > (Admin) > Web Service User**.
2. Find your user and, on the right side of the page, click **Subscriptions**.
3. On the page that lists all the modules, click **Permissions** for each module.

Add Sender ID to Allowed List

1. Click **Company > Company**.
2. Click **Edit**.
3. Click the **Security** tab.
4. In the **Web Services authorizations** section, add the SAP Concur sender ID, SAP ConcurMPP-DEV.

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Web Services authorizations

	Sender ID	Description	Status
1	SAP ConcurMPP-DEV	SAP Concur Integration	Active

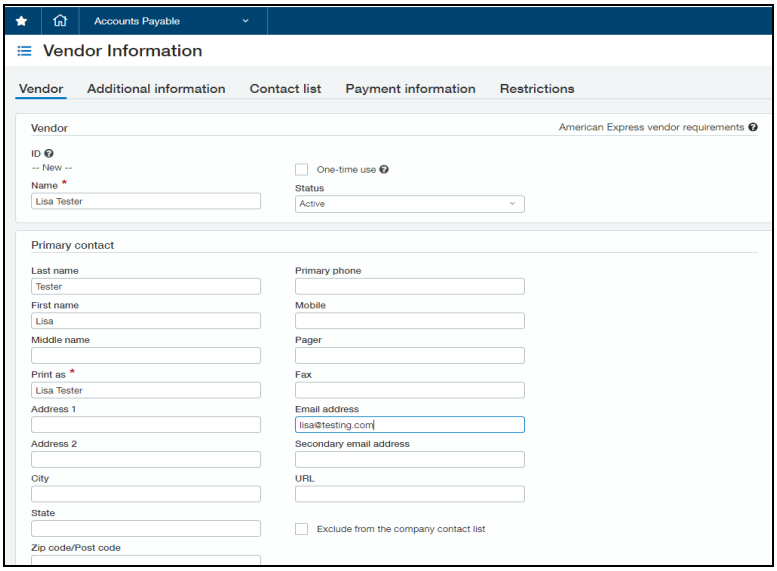
Supported Sage Intacct Account Types

All account types are supported. SAP Concur does not filter out any Sage Intacct GL accounts.

Employee Information

The Sage Intacct Accounting employee (vendor) data must meet the following requirements to successfully integrate with SAP Concur:

- The employee first and last name must be entered in primary person field.
- The employee email address must be provided.



Definitions

Financial Documents: SAP Concur expense reports and invoices are converted into financial documents, which are then posted to the Sage Intacct Accounting financial system. A financial document corresponds to an Accounts Payable (AP) entry, a voucher, or a transaction. Each financial document is assigned a Document Identifier (ID), which is used to identify the document in the Sage Intacct Accounting financial system and returned in the Sage Intacct Accounting feedback to SAP Concur.

One expense report or invoice generally is represented by one financial document. Some circumstances may cause the integration to create multiple financial documents for a single report or invoice (new GL, intercompany process).

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Master Data: The Master Data includes account, vendor, dimensions. The employee master data includes user and employee information stored in Sage Intacct Accounting, combined with the employee information stored in SAP Concur.

Employee Master Data

During the implementation of the integration, the Sage Intacct Accounting employee (vendor) data is sent to SAP Concur. After the implementation, the employee data is updated whenever the administrator begins a user import using the **Add Users from Sage Intacct** button on the Users page of Product Settings. The employee data is always sent from Sage Intacct Accounting to SAP Concur. New users should always be added in Sage Intacct Accounting.

📖 For more information, refer to the **Configuration > Step 9: Add Users from Sage Intacct Accounting** section of this guide.

Financial Posting

Once the financial posting is enabled, expense and invoice information is sent from SAP Concur to Sage Accounting, then posting feedback is sent from Sage Accounting to SAP Concur.

When expense reports or invoices reach the status of *Approved for Payment*, they are converted to financial documents and added to the processing queue. Sage Intacct Accounting requests the queued documents, and SAP Concur sends all the financial documents in the processing queue. Sage Intacct Accounting returns an acknowledgement if the documents were all received successfully.

After receiving the successful receipt of documents message, SAP Concur marks the documents as sent and will not send them again. Sage Intacct Accounting processes the financial postings and returns confirmations for each document. The confirmation includes success information or error codes for any financial documents that failed to post.

If the financial document failed to post the expense report/invoice is updated with the error message and can be recalled by the processor. Failed reports can be found by running the **Failing Financial Posting** query on the **Processor** page. The processor can then modify the report/invoice to fix the issues, and mark it as *Approved for Payment* again. This allows the report/invoice to be sent to Sage Intacct Accounting again.

📖 For more information, refer to the *What the Expense User Sees* and *What the Invoice User Sees* sections of this guide.

All expense reports and invoices that posted successfully are updated in SAP Concur with the success message and are set to the approval status of *Paid* (reports) or *Extracted* (invoices). The expense reports/invoices are not allowed to be recalled by the processor once they have been successfully posted by Sage Intacct Accounting.

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Supported Sage Intacct Accounting Account Types

The Sage Intacct Accounting Integration supports the following account types:

- For mapping expense types in Expense and/or Invoice:
  - All accounts
- For mapping credit card accounts:
  - Credit Card/Bank
- For mapping clearing account codes:
  - All accounts

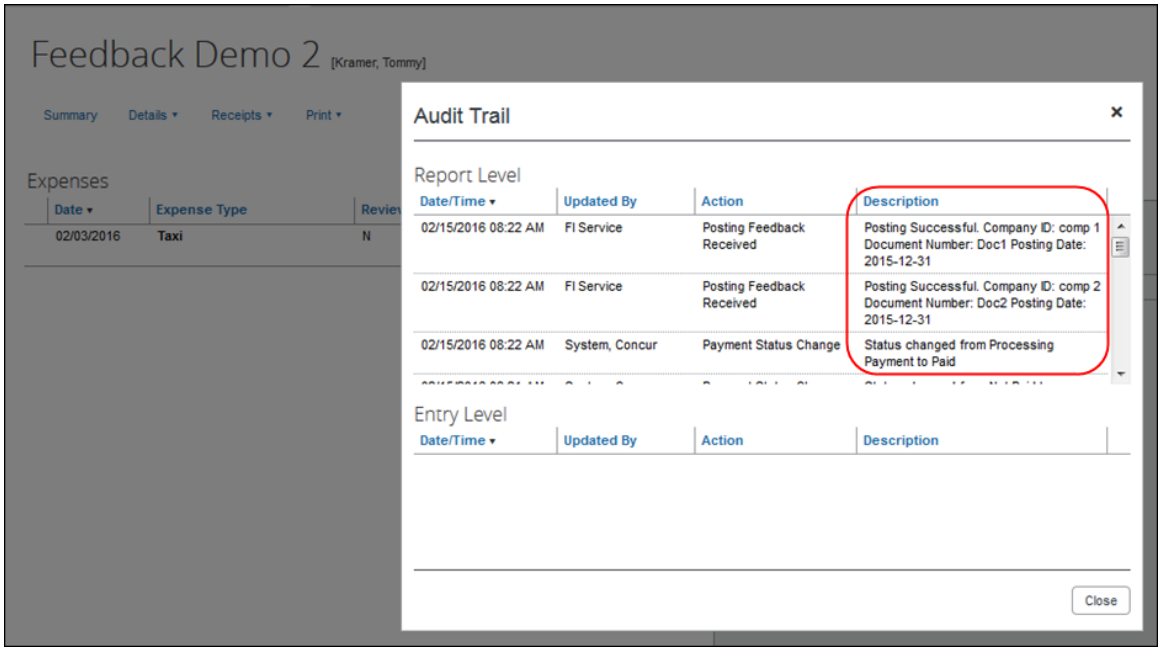
Section 2: What the Expense User Sees

In SAP Concur, the integration functionality appears to the user in multiple places:

- Expense report audit trail
- **Process Reports** page

Expense Report Audit Trail

The report audit trail includes the posting status once the posting feedback has been returned from Sage Intacct Accounting. The user clicks **Details** > **Audit Trail** to view the audit trail.



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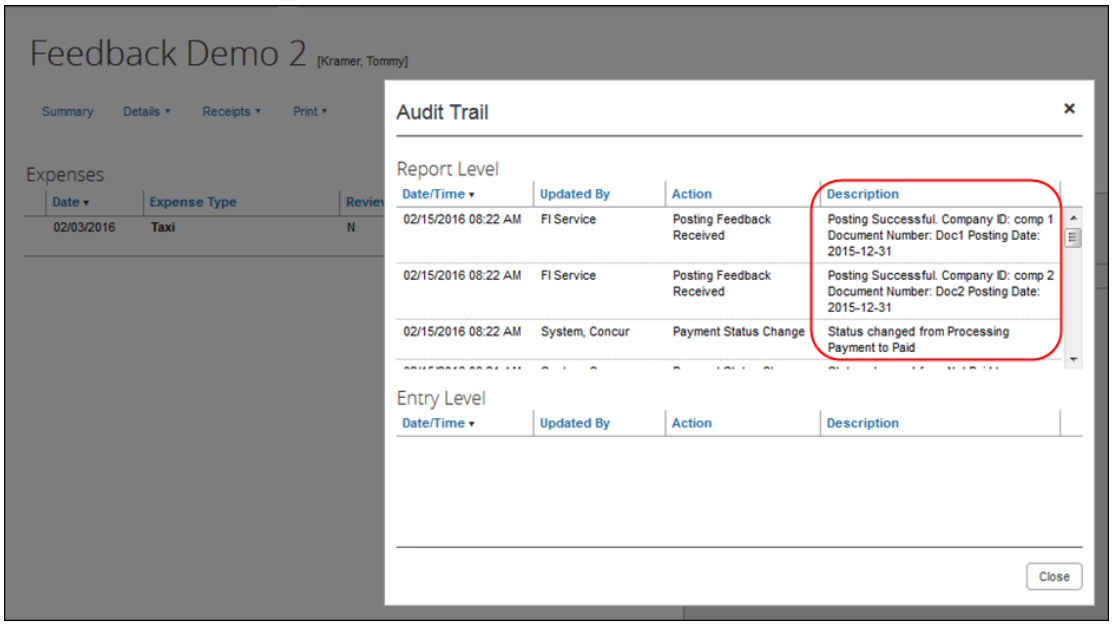
Process Reports Page

The Expense Processor approves the report for payment as usual. After approval, the expense report is placed in a financial posting queue for processing. The processing happens after the processor approves the report.

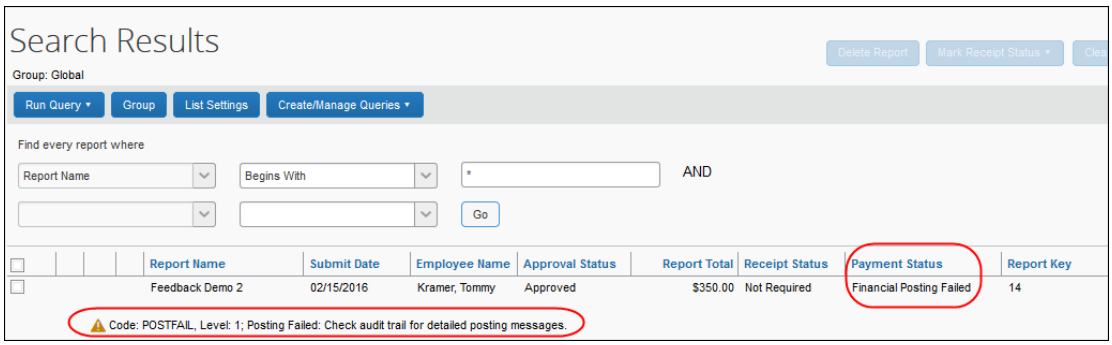
NOTE: The financial integration does not put reports into batches- it marks them for transfer to Sage Intacct Accounting immediately once they are approved by the processor. Make sure the reports are ready to be sent before approving them in **Process Reports**.

Once the financial posting is complete, the processor will see the posting feedback on the **Process Reports** page.

Reports that posted successfully will show the payment status *Paid* and show the details of the financial posting in the audit trail. The audit trail message includes the Company ID, the Document ID, and the Posting Date.



Reports that failed to post will show an exception and the payment status *Financial Posting Failed*.



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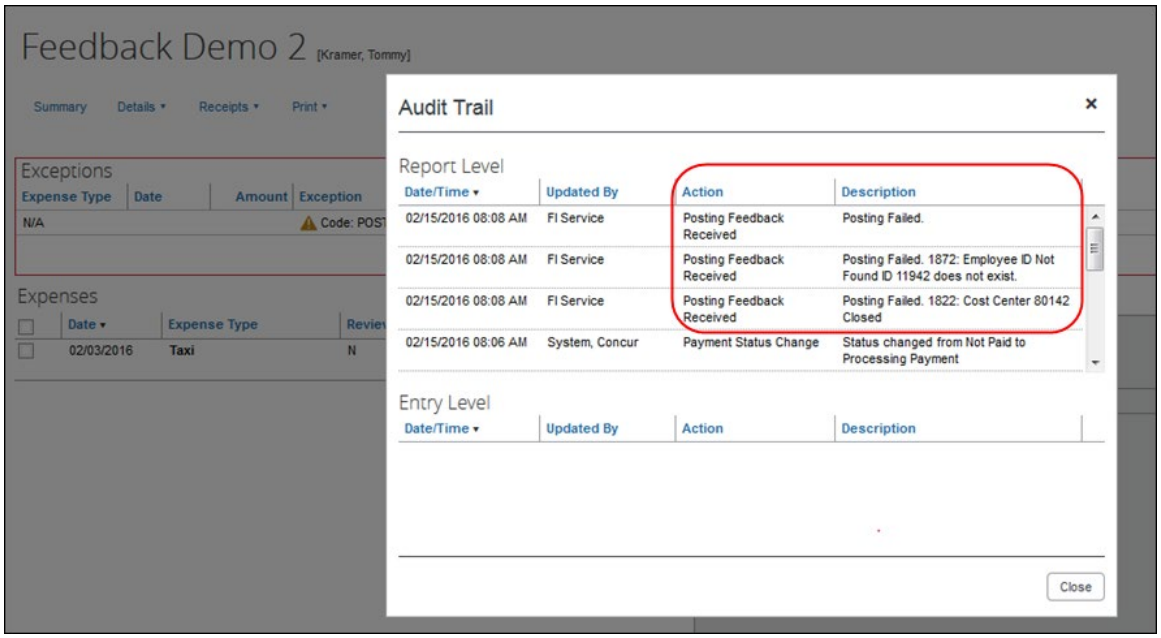
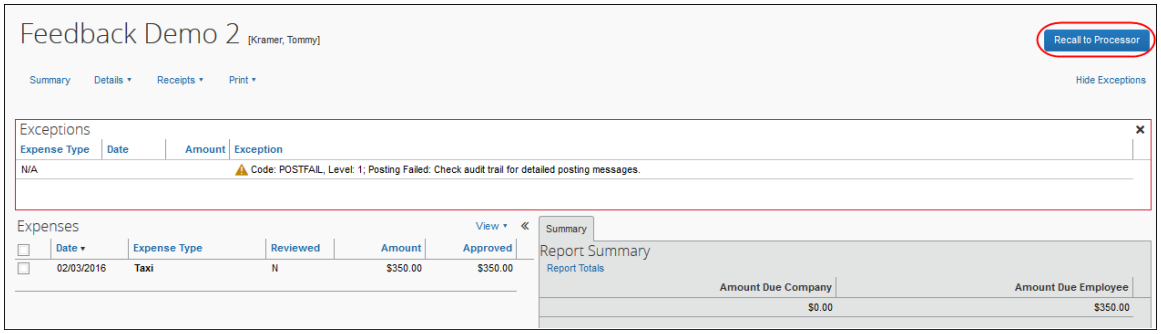
The processor can view the audit trail for the report to see the details of the posting failure. In this example, the report failed to post for two reasons. The audit trail message includes the Company ID, the Document ID, and the details of the failure.



The processor recalls the report, in order to make changes to it.



Then the processor works with the SAP Concur and Sage Intacct Accounting administrators to resolve the issues. In this example, the SAP Concur administrator would update the user's employee ID, while the Sage Intacct Accounting administrator would confirm the correct cost center to select. Then the processor would select the correct Cost Center on the expense entry or report header. Once the processor has updated the report, they approve it for payment again.

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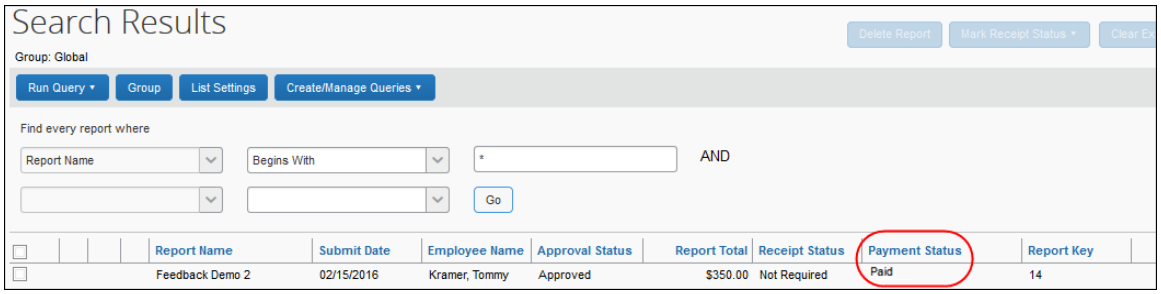
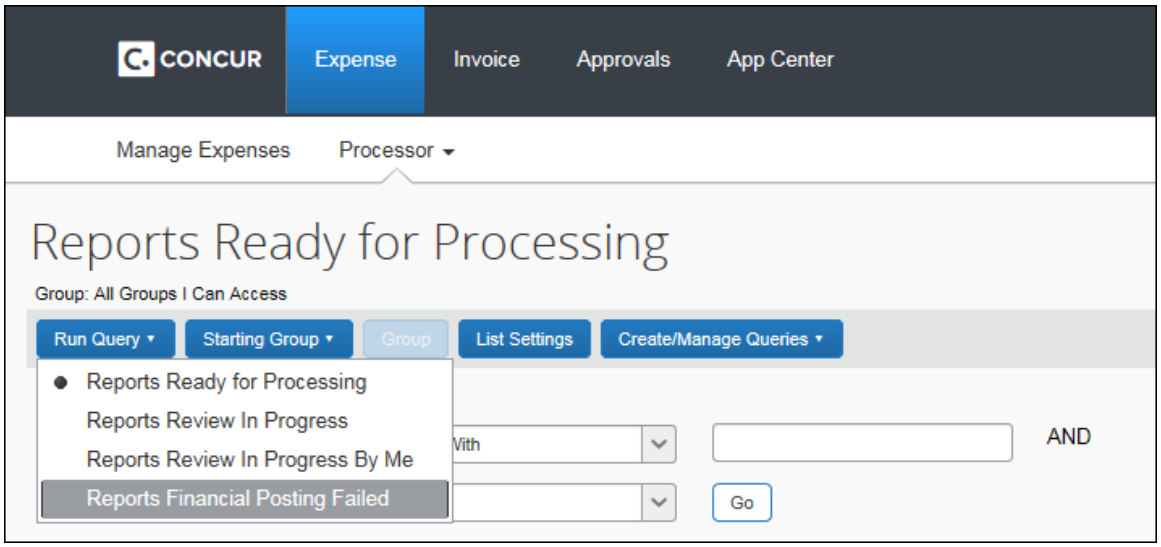
When the report is successfully posted, the integration sets the report's payment status to *Paid*.



Financial Posting Failed Query

The processor can use the *Reports Financial Posting Failed* query on the **Process Reports** page to quickly locate all reports with the payment status of *Financial Posting Failed*.



Section 3: What the Invoice User Sees

In SAP Concur, the integration functionality will appear to the user in multiple places:

- Invoice audit trail
- **Process Invoices** pages

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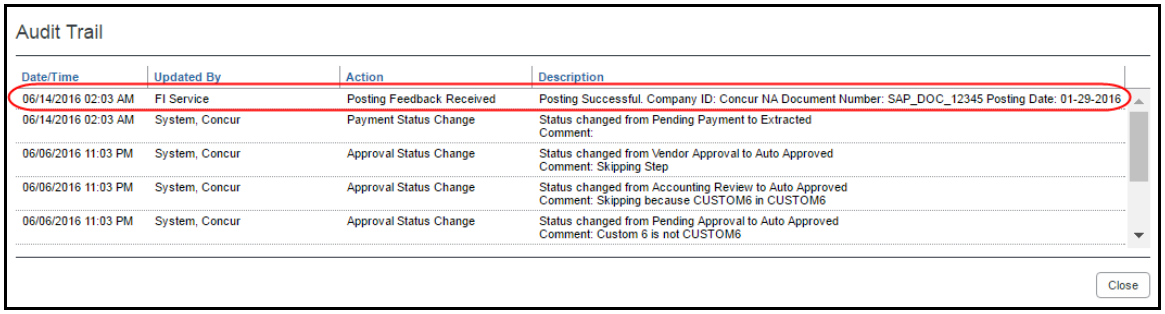
Invoice Audit Trail

The invoice audit trail includes the posting status once the posting feedback has been returned from Sage Intacct Accounting. The user clicks **Details** > **Audit Trail** to view the audit trail.


Audit Trail

Date/Time	Updated By	Action	Description
06/14/2016 02:03 AM	FI Service	Posting Feedback Received	Posting Successful. Company ID: Concur NA Document Number: SAP_DOC_12345 Posting Date: 01-29-2016
06/14/2016 02:03 AM	System, Concur	Payment Status Change	Status changed from Pending Payment to Extracted Comment:
06/06/2016 11:03 PM	System, Concur	Approval Status Change	Status changed from Vendor Approval to Auto Approved Comment: Skipping Step
06/06/2016 11:03 PM	System, Concur	Approval Status Change	Status changed from Accounting Review to Auto Approved Comment: Skipping because CUSTOM6 in CUSTOM6
06/06/2016 11:03 PM	System, Concur	Approval Status Change	Status changed from Pending Approval to Auto Approved Comment: Custom 6 is not CUSTOM6

Close

Process Invoices Page

The Invoice Processor approves the invoice for payment as usual. After approval, the invoice is placed in a financial posting queue for processing. The processing happens every time an invoice receives final processor approval.

NOTE: The financial integration does not put invoices into batches—it marks them for transfer to Sage Intacct Accounting immediately once they are approved by the processor. Make sure the invoices are ready to be sent before approving them in **Process Invoices**.

Once the financial posting is complete, the processor will see the posting feedback on the **Process Invoices** page.

If the process is successful, the invoice will show an Approval status of *Posted to Financial ERP*.

Invoice Name	Employee Name	Vendor Name	Invoice Received	Origin Source	Approval Status	Payment Status	Request Total	PO Number
Request Name	Admin, Concur		N	User Added Request	Approved	Posted to Financial ERP	$0.00	PO1
Code: 200, Posted to Financial ERP								

When the invoice is in transit to Sage Intacct Accounting, it might show a status of *Sent to Financial ERP*. This status appears briefly.

If the posting fails, the invoice shows a status of *Financial Posting Failed*.

Invoice Name	Employee Name	Vendor Name	Invoice Received	Origin Source	Approval Status	Payment Status	Request Total	PO Number
Request Name	Admin, Concur		N	User Added Request	Pending Approval - Approver, Approver	Financial Posting Failed	$0.00	PO1
Code: 400, Financial Posting Failed								

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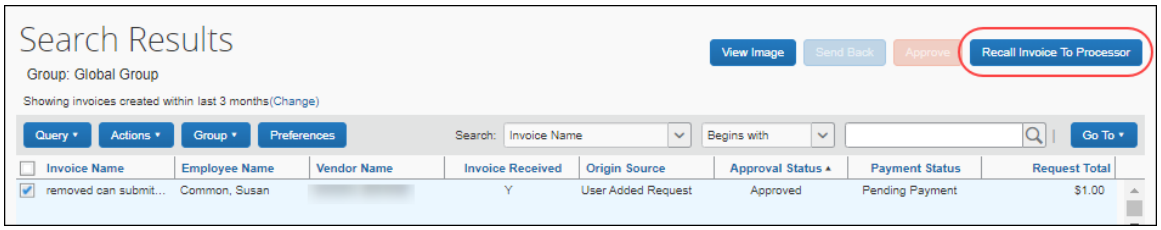
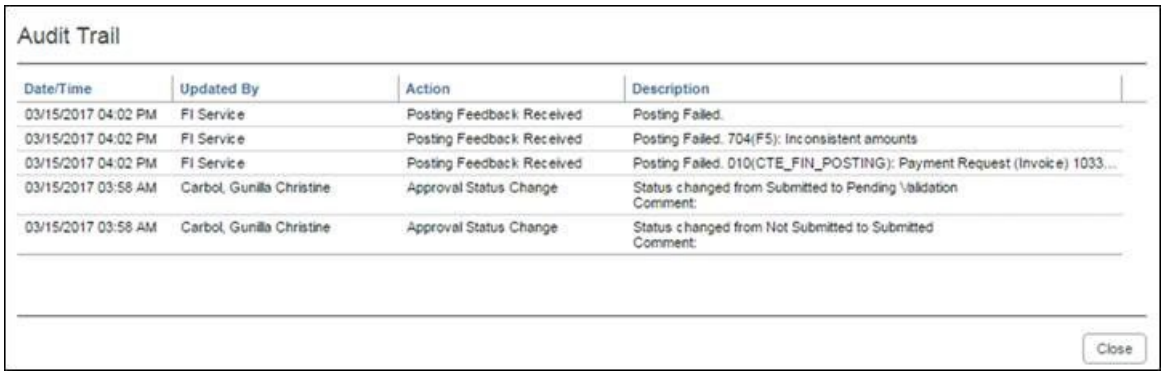
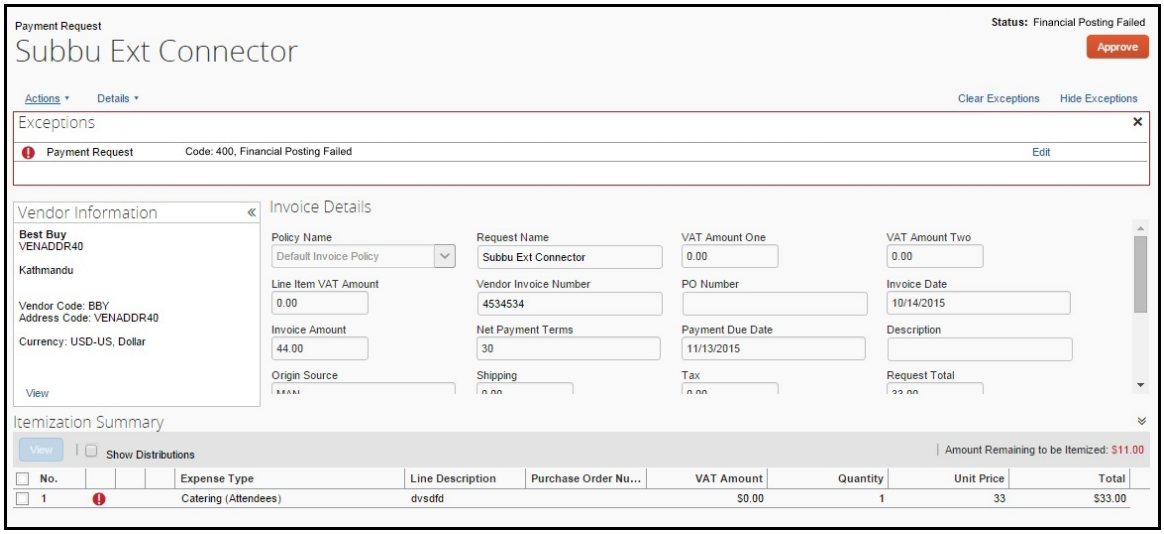
The invoice processor can recall the invoice by clicking **Recall Invoice to Processor**.



The Invoice audit trail details the issue.



Once the invoice processor has corrected the information, the processor can mark the invoice for transfer to Sage Intacct Accounting by clearing the exception, and then clicking **Approve** again.



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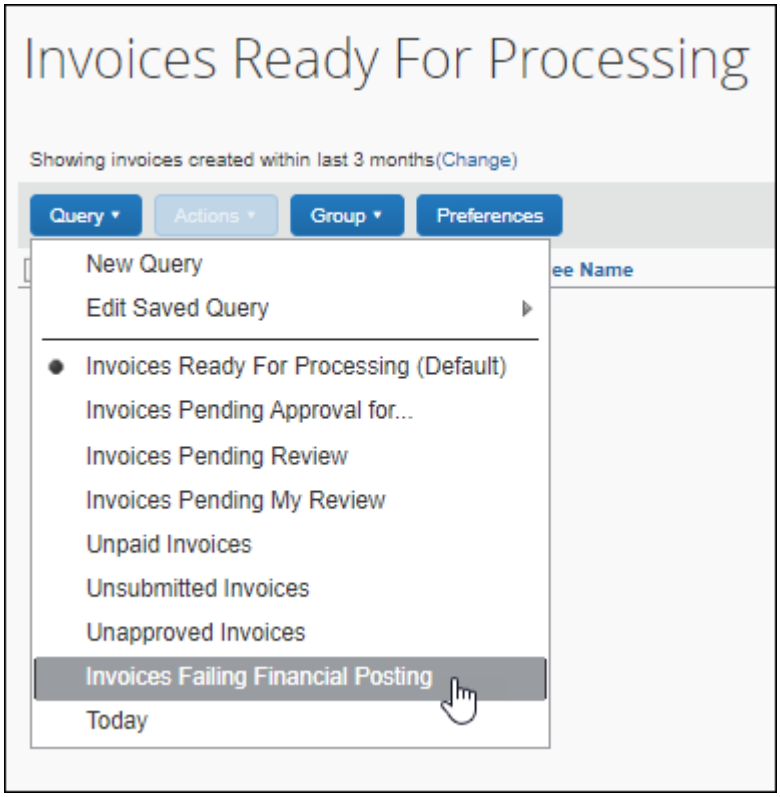
Invoices Failing Financial Posting Query

The processor can use the *Invoices Failing Financial Posting* query on the **Process Invoices** page to quickly locate all invoices with the *Financial Posting Failed* payment status.



Section 4: Configure the Sage Intacct Accounting Integration

SAP Concur Implementation must enable the Sage Intacct Accounting integration for your company. Once it is enabled, you use the Product Settings pages to configure your Sage Intacct Accounting integration.

SAP Concur brings select Sage Intacct Accounting configuration data into your SAP Concur company. You will configure Sage Intacct Accounting-specific information on these pages of Product Settings:

1. Accounting
2. Expense Types
3. Payment Types (Concur Expense only)
4. Payment Manager (Concur invoice only)

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5. Vendor Manager (Invoice only)

6. Users

This setup guide provides a high-level view of the Sage Intacct Accounting-specific portions of Product Settings. For each page of Product Settings, detailed guides are provided. This document introduces those guides.

Step 1: Accounting

The Sage Intacct Accounting Integration allows companies that use Sage Intacct Accounting to integrate their Concur Expense and Concur Invoice company with Sage Intacct Accounting. The integration manages the transmission of expense and invoice data from SAP Concur to Sage Intacct Accounting, and the transmission of status information back to SAP Concur.

Sage Intacct Accounting - Connect to Sage Intacct Accounting

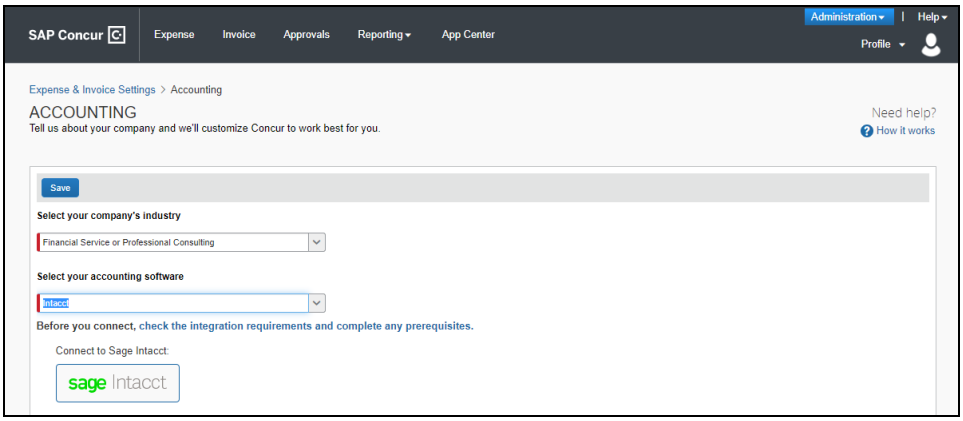
You will not be able to connect to Sage Intacct Accounting if you have any expense reports or invoices in-flight. Make sure your users complete any in-flight reports or invoices before attempting to connect your company to Sage Intacct Accounting.

For more information, refer to the *Important Timing Considerations* section of this guide.

To connect SAP Concur to your Sage Intacct Accounting company:

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

2. Click the **Sage Intacct** button. This button only appears if the Sage Intacct Accounting Integration is enabled for your company. The process of connecting the SAP Concur account to your Sage Intacct Accounting application starts.



3. Enter your Sage Intacct Accounting credentials when prompted to confirm your permissions and enable the Sage Intacct Accounting data transfer.

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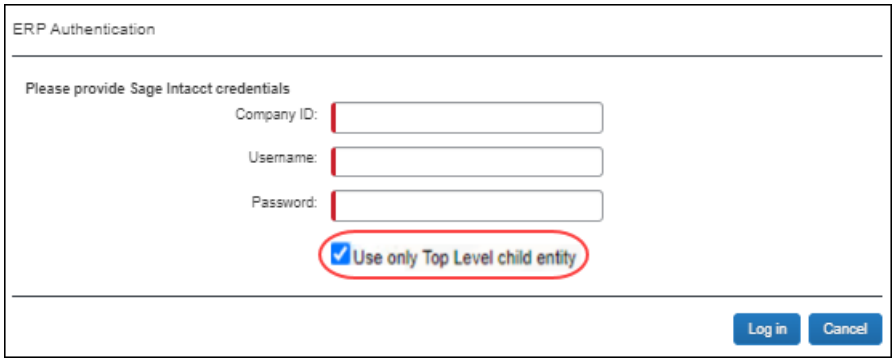
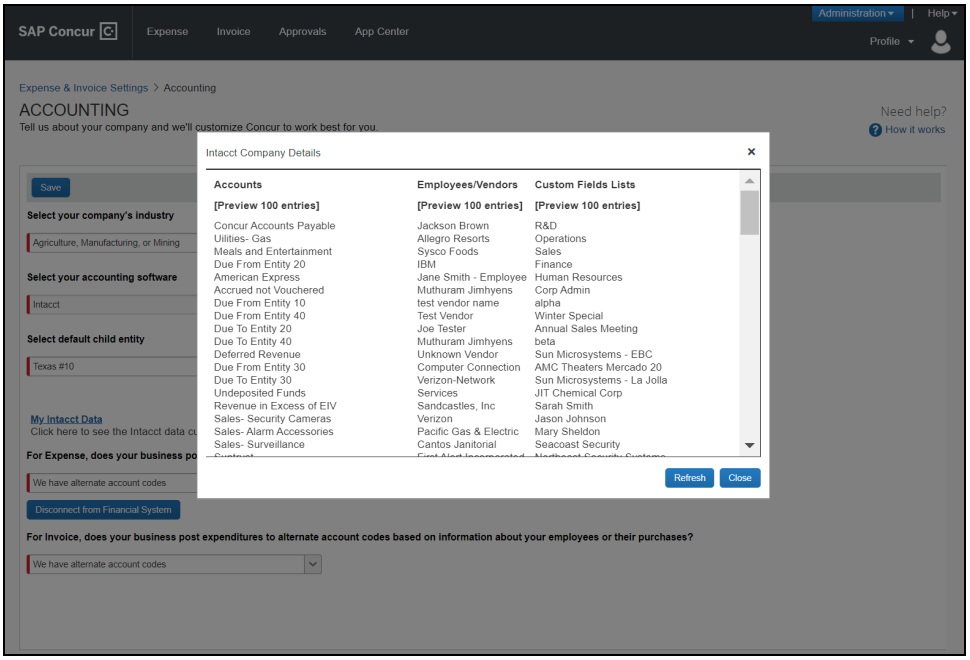
4. (Optional) If you would like to post to top level only, select "Use only Top Level child entity" on the authentication page.

NOTE: When posting to top level in Sage Intacct, you must still select a location to post to.



5. Authorize SAP Concur to use select Sage Intacct Accounting data. Once you are connected to Sage Intacct Accounting, you can start to take advantage of easier transaction data transfer between SAP Concur and Sage Intacct Accounting.

6. Select your entity, click Save, and then click the **My Intacct Data** link. The **Intacct Company Details** page appears. This page provides a summary view of the Sage Intacct Accounting data for the entity that you have selected, that is now integrated with SAP Concur, including GL Expense accounts and vendor/supplier information.



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Financial Integration Alternate Account Codes

Upon connection to Sage Intacct, alternate account codes will automatically be enabled.

FOR CONCUR EXPENSE

On the **Accounting** page in Product Settings, SAP Concur will automatically set the **For Expense, does your business post expenses to alternate account codes based on information about your employees or the expenses they incur** field to **We have alternate account codes**.

FOR CONCUR INVOICE

On the **Accounting** page in Product Settings, SAP Concur will automatically set the **For Invoice, does your business post expenditures to alternate account codes based on information about your employees or their purchases** field to **We have alternate account codes**.

Step 2: Expense Types

! **IMPORTANT:** When you select your entity on the **Accounting** page, the data from ONLY that entity is displayed throughout the set-up process that follows. After you have mapped your data, imported your users and other data from the selected entity, you must return to the **Accounting** page to select your next entity and then map data for that entity. You must repeat the process for each entity. This is to ensure that all the data for each entity is imported into SAP Concur. SAP Concur retrieves the data needed from the selected entity on each page that you map (Accounts, Custom fields, Credit Cards, and Users).

Your users select expense types when they create expenses or invoices in Concur and can only choose from the configured list. When the approved expense or invoice data is sent to Sage Intacct Accounting, SAP Concur automatically knows where to post those transactions. On the **Account Codes** tab of the **Expense Types** page of Product Settings, you will configure your GL account codes.

Account Codes

You will map the accounts to expense types for Concur Expense and/or Concur Invoice. SAP Concur imports the GL account codes for you to use when accounting for expenses and invoices.

📖 For more information, refer to the *Sage Intacct Accounting Prerequisites* > *Account Type Configuration* section of this guide.

To enter your account codes:

1. For Expense, click **Administration > Expense Settings** or **Expense & Invoice Settings > Expense Types for Expenses > Account Codes**.

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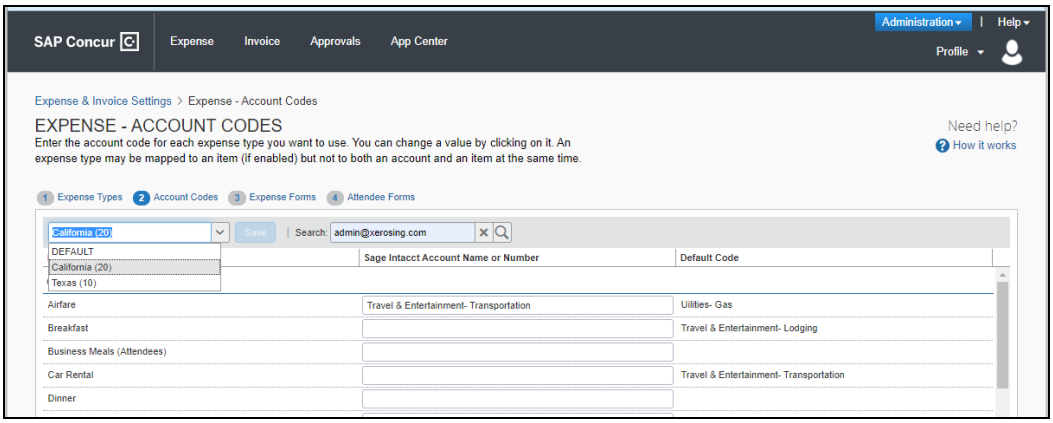
For Invoice, click **Administration > Invoice Settings** or **Expense & Invoice Settings > Expense Types for Invoices > Account Codes**.

2. Click **Account Codes** (tab).

3. Select the Sage Intacct entity.

4. Select the desired account code in the **Sage Intacct Accounting Account Name or Number** field.



5. Click **Save**.

For information about entering alternate account codes, refer to the *Expense: Expense Types Setup Guide for Concur Standard Edition* or *Invoice: Expense Types Setup Guide for Concur Standard Edition*.

NOTE: Account names are imported from Sage Intacct. SAP Concur does not import account numbers.

If you have created policy groups, you can configure different expense types to Sage Intacct Accounting product mappings for the individual policy groups.

For more information about mapping expense types for Concur Expense *Expense: Expense Types Setup Guide for Concur Standard Edition*.

Step 3: Employee Reimbursements (Expense Only)

You do not need to configure the **Sage Intacct Accounting Liability Account Code** on the **Employee Reimbursements** page of Product Settings.

You can select the date you would like a bill to post to Sage Intacct on the **Employee Reimbursements** page.

You have three options to select a posting date:

- Processor Approval Date (Default)

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- Report create date
- Report submit date

NOTE: If you use the **ADP Payroll** reimbursement method, a .CSV file is not generated because the transaction information is sent directly to Sage Intacct.

If **ADP file with Financial Integration** is enabled, payment batches generate an ADP EPIP file. **ADP file with Financial Integration** is enabled by SAP Concur internal staff. If you require an EPIP file, contact SAP Concur support for assistance.

Entering Account Codes for Reimbursement Methods

After you have saved the employee reimbursement method, the **Accounting** tab appears.

To enter your account codes:

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings > Employee Reimbursements**.
2. Create or edit the desired reimbursement method.
3. On the **Accounting** tab, enter the codes in the fields:

Field	Description
How do you want our transactions to appear in Sage Accounting?	This field defaults to Bill, which is the only option for posting employee reimbursements in Sage Intacct Accounting.
Sage Intacct Accounting 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. **NOTE:** Sage Intacct does not allow you to create any transactions against Accounts Receivable accounts. You must create a current asset account in Sage Intacct to post transactions marked as personal.

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Field	Description
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.

4. Click **Save**.

For more information, refer to the *Expense: Employee Reimbursement Setup Guide for Concur Standard Edition*.

Step 4: Payment Types (Expense Only)

The SAP Concur client administrator configures the company card programs on the **Payment Types** page of Product Settings. For each card program, the **Accounting** tab allows you to configure your accounting code and transaction settings for each card program.

To enter your program settings:

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

2. On the **Payment Types** page, create or edit the desired card program. You must create a card for each entity to which you want to post credit card transactions.

3. On the **Accounting** tab, fill in the fields:

Field	Description
How do you want your transactions to appear in Sage Intacct Accounting?	Select the desired setting. If you select *Credit Card*, the **Sage Intacct Accounting Credit Card Account** field will auto-populate with a list of your card accounts in Sage Intacct Accounting.
Use consolidated vendor handling?	Refer to the *Consolidated Vendor/Supplier Handling* section below.
New credit card merchants will be consolidated in this Vendor record in Sage Intacct Accounting	**NOTE**: This field only appears if you enable Consolidated Vendor/Supplier Handling. Enter the vendor/supplier record you would like to use in Sage Intacct Accounting for the credit card transactions that do not match an existing vendor/supplier.

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Field	Description
How do you want SAP Concur to handle charges that have already been entered in Sage Intacct Accounting?	Select the desired option: 1. Match expense data to the existing credit card charge in Sage Intacct Accounting. 2. Use the expense data to create a new credit card charge (i.e. "Other Payment") in Sage Intacct Accounting. Select this if you prefer that SAP Concur posts a new credit card charge and, during the reconciliation process, you will determine which entry to keep and which entry to delete. 3. Ignore the expense data if the transaction already appears in Sage Intacct Accounting. Select this if you have what you need already and prefer that SAP Concur does not create a new entry in Sage Intacct Accounting if it already exists in Sage Intacct Accounting.
Sage Intacct Accounting Credit Card Account	Select or enter the desired card account.
Cash Account Code	This field is not used as part of the Sage Intacct integration.

4. Click **Save**.

For more information, refer to the *Concur Expense: Payment Types Setup Guide for Concur Standard Edition*.

Consolidated Vendor Handling

The **Use consolidated vendor handling?** setting allows you to configure how SAP Concur handles credit card transactions from vendors that don't match existing vendors. Once you have enabled the setting, you can define a single vendor record to use for credit card transactions when an exact match is not found. This allows you to retain control over your vendor lists in Sage Intacct Accounting and provides you with the capability to reduce the number of infrequent and/or one-time vendors that are added to your list during the posting process of the credit card transactions.

If you do not use Consolidated Vendor Handling, the transactions are posted to the vendor value contained in the expense report.

Using Consolidated Vendor Handling:

Vendor information in transaction	Sage Intacct Accounting Online
No Vendor	Applies to the vendor defined in the Consolidated Vendor Handling setting.
Existing Vendor	Applies to the existing vendor.

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Vendor information in transaction	Sage Intacct Accounting Online
New Vendor	Applies to the vendor defined in the Consolidated Vendor Handling setting.
Inactive Vendor	Applies to the vendor defined in the Consolidated Vendor Handling setting.

Not Using Consolidated Vendor Handling:

Vendor information in transaction	Sage Intacct Accounting
No Vendor	Applies to "Unknown Vendor."
Existing Vendor	Applies to the existing vendor.
New Vendor	The vendor is created in Sage Intacct Accounting.
Inactive Vendor	Duplicate vendor is created in Sage Intacct Accounting.

NOTE: You can map one credit card from Sage Intacct per payment type in SAP Concur.

Step 5: Payment Manager (Invoice Pay Only)

(Optional) Configure Liability Accounts

Clients can pay invoices in SAP Concur by using ACH or check payment types and have the transaction data sent to Sage Intacct Accounting. The invoice posts as a bill in Sage Intacct Accounting, which the client manually closes out. Clients enter the liability account code in the **Liability Account** field of the **Funding Account** page in Payment Manager.

To update the Liability Account code:

1. Click **Invoice > Services > Payment Manager**. The **Monitor Payments** page appears.
2. Click **Funding Accounts**.
3. Select the desired account and:
   - Click **Actions** > **Open Funding Account**
   - Double-click the funding account directly

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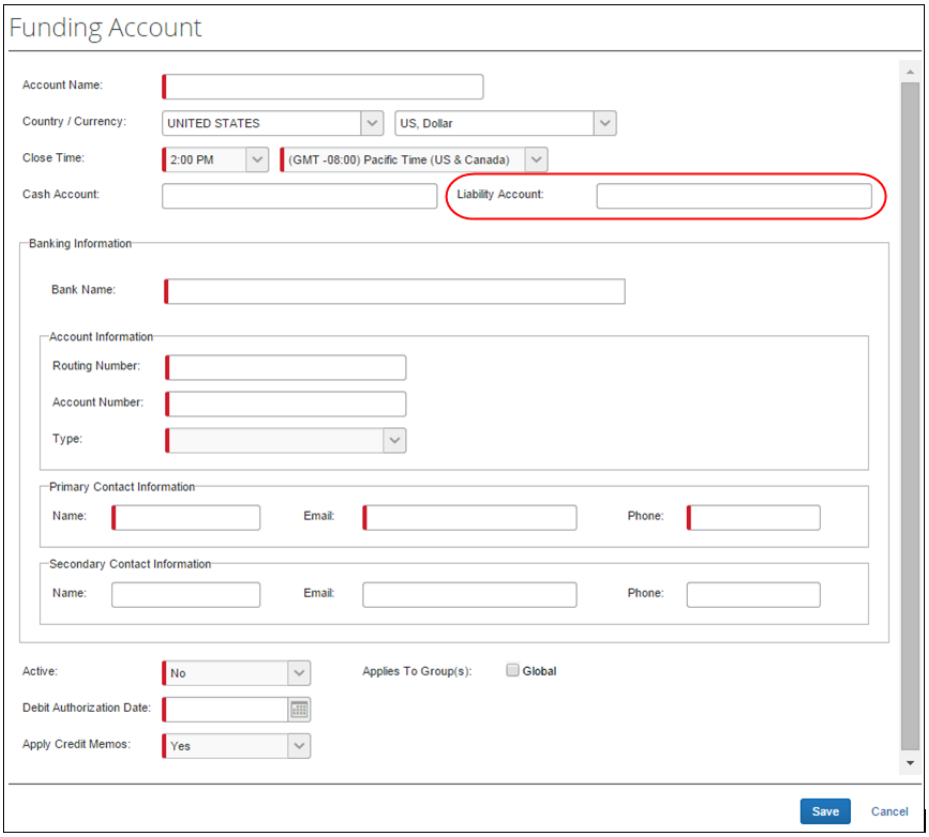
4. In the **Liability Account** field, enter the Sage Accounting liability account code.



5. Click **Save**.

For more information, refer to the *Invoice Pay User Guide for Concur Standard Edition*.

Step 6: Synchronize Vendors From Sage Intacct Accounting (Invoice Only)

Sage Intacct Accounting clients will be able to create vendors/suppliers in Sage Intacct Accounting and then synchronize this data with Invoice from the **Vendor Manager** page of Product Settings without having to use the vendor import functionality.

To synchronize Sage Intacct Accounting vendors with Concur Invoice:

1. On the **Accounting** page, select the entity from which you want to import vendors. (You must select your entity on the accounting page first).

2. On the **Vendor Manager** page, select **Open Vendor** > **Add Vendors from ERP**.

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3. Select the vendors to add from Sage Intacct Accounting.

4. Click **Add**. The vendors are added to Invoice

Step 7: Add Users from Sage Intacct Accounting

The administrator imports the desired users from Sage Intacct Accounting on the **Users** page of Product Settings.

To import Sage Intacct Accounting employees (vendors):

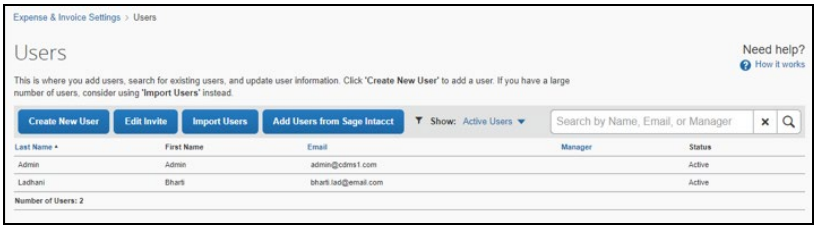
1. On the **Accounting** page, select the entity (or ensure that you are in the correct Sage Intacct entity) from which you want to import vendors.

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

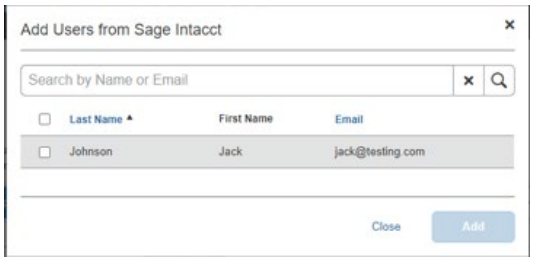
3. In the Product list, select *Invoice* or *Expense*.

4. Click **User Accounts**.

5. On the **Users** page, click **Add Users from Sage Intacct Accounting**.



6. In the **Add Users from Sage Intacct** window, select the desired users.



7. Click **Add**.

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Section 5: Managing the Integration

Updating Employees (Vendor) Records

The integration will help add your Sage Intacct Accounting users to SAP Concur, during implementation. New users should always be added in Sage Intacct Accounting. After you add new employees (vendors), follow the steps in the **Configuration > Step 9 – Add Users from Sage Intacct Accounting** section of this guide to add them to SAP Concur.

Updating the Synchronized Data

The accounting data in Sage Intacct Accounting is synchronized with SAP Concur continuously. You do not need to run a manual sync update.

NOTE: Data transmitted through Sage Intacct Accounting during implementation and during subsequent synchronizations, is purged from SAP Concur after 30-days. As a result, after 30 days, you can no longer view the details of successfully transmitted data by clicking the **View Details** link in Payment Manager.

Disconnecting the Integration

Clients who are ready to disconnect Sage Intacct Accounting from SAP Concur can do so on the **Accounting** page of Product Settings. If there are in-flight expense reports or invoices, the administrator will not be able to disconnect from Sage Intacct Accounting.

NOTE: SAP Concur has identified some situations where it is necessary to disconnect the integration despite in-flight reports or invoices. In those cases, clients should contact SAP Concur support for assistance.

To disconnect your Sage Intacct Accounting company from SAP Concur:

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

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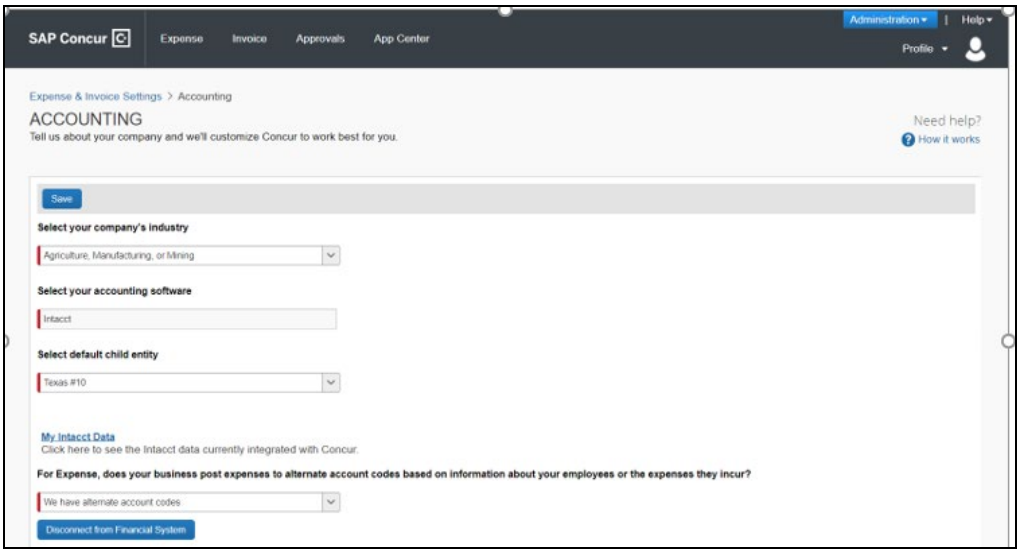
2. Click **Disconnect from Financial System**.



3. Click **Save**.

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