Shared: Xero Accounting

Setup Guide for SAP Concur Standard Edition

Last Revised: August 19, 2023

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
August 19, 2023	Added an *ERP Liability Account Code* section in the *Step: 1 Accounting* section. Updated the *Step 6: File Export Configuration (Invoice Only)* section. Minor edits throughout.
June 6, 2023	Updated FBT tax mapping accounts and tax codes.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
December 15, 2021	Updated instructions for **Product Settings** page
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.
September 22, 2021	Added text in section 4 step 1 that Items aren't supported in Concur Invoice.
April 21, 2021	Added a note about multicurrency support.
April 15, 2021	Updated the copyright year; no other changes; cover date not updated
March 22, 2021	Replaced "Company Card" with "Payment Types" to reflect the new module name.
November 14, 2020	Updated the image on page 15 to reflect the new "Connect to Xero" button design.
October 22, 2020	Added Singapore to the list of supported editions of Xero Accounting.
September 28, 2020	Fixed a typo; cover date not updated.
September 3, 2020	Added clarification to the note on page 17 that the 10-image limit applies to bill posting only.
August 19, 2020	Minor tweaks. No cover page update.
August 18, 2020	Added information about the new "Do you want to include expense receipts and invoice images when posting to Xero" setting on the **Accounting** page.
August 6, 2020	Added "Important Information About Xero API Rate Limits" section.
July 24, 2020	Updated the procedure on page 27 to reflect UI updates to the Users page.
June 16, 2020	Various updates on pages 18, 21 and 22. Added a note to page 18.
April 29, 2020	Minor update on page 1. Added a note to the table on page 22.
April 27, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
April 6, 2020	Added workflow diagram on page 1.
January 15, 2020	Updated the copyright; no other changes; cover date not updated

November 26, 2019	Added note to overview and sync sections regarding 30-day purge of data.
November 9, 2019	New document.

Section 1: Xero 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 Xero have partnered to make accounting for expenses in Xero Accounting easier. The Standard Edition of Concur lets you import Xero accounting data (master data) into your Concur configuration. This data allows you to utilize your unique accounting data when entering expenses and/or invoices and is updated in Concur regularly. The master data export loads employee and invoice suppliers from Xero Accounting to Concur during the implementation.

NOTE: Data transmitted through Xero Accounting during implementation and during subsequent synchronizations, is purged from 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.

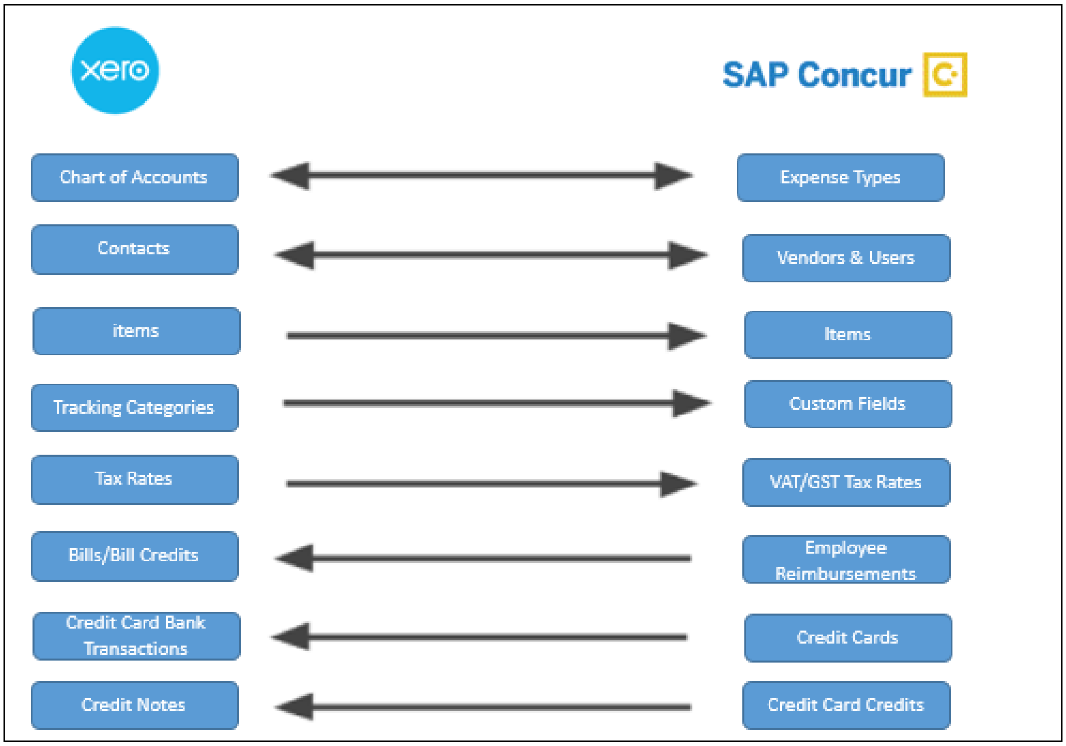
The financial posting process sends expense reports and invoices that are ready to be posted from SAP Concur to Xero Accounting, utilizing APIs from the SAP Concur platform. Concur sends the cash reimbursements and invoice data as a "vendor bill" and sends the credit card charges "bill". The integration manages the transmission of expense and invoice data from Concur to Xero Accounting, and the transmission of status information back to 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 Xero Accounting Integration can synchronize the following types of information between Concur and Xero Accounting:

- Expense Reports: Concur → Xero Accounting
- Expense Report Posting Status: Xero Accounting → Concur
- Employee (Supplier) Data: Xero Accounting → Concur
- Supplier Master Data: Xero Accounting → Concur
- Product/Services (item) codes: Xero Accounting → Concur

Data Flow Diagram



The following functionality is also supported by the integration:

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

The following functionality is not supported by the Xero Accounting Integration:

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

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NOTE: If you would like to enable Xero Accounting Integration for your company, contact SAP Concur client services for more information.

Important Timing Considerations

Connecting to/Disconnecting From Xero Accounting

When connecting to or disconnecting from Xero 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.

Sending Expense/Invoice Data to Xero Accounting

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

Changing Accounting Information in Xero Accounting

In Concur, the Xero Accounting related data for expenses and invoices is stored in the report or invoice when it is submitted for approval. Any changes to the Xero Accounting related data that happen in 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 Xero Accounting carefully. When making changes to any data in Xero Accounting that would impact Concur, you should verify that there are no submitted and unpaid reports or invoices. If the report/invoice is sent to Xero 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 Xero Accounting information.

The following changes in Xero Accounting should be managed carefully:

- Removing or modifying account codes
- Removing or modifying product/services (item) codes
- Removing or modifying supplier records

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

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

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

Important Information About Xero API Rate Limits

Concur makes live API calls when extracting data from and posting data to Xero Accounting. Xero Accounting enforces rate limits on the number of live API calls Concur can make concurrently, per minute, and per day. The limits are as follows:

- Concurrent limit: 5 API calls in progress at one time
- Per minute limit: 60 API calls per minute
- Per day limit: 5000 API calls per day

If a rate limit is exceeded, Concur receives an HTTP 429 response (too many requests).

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 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 until posting is confirmed. Any problems with posting appear in Concur, where they can be identified and corrected. Once the data is corrected, the reports and invoices can be posted successfully to Xero Accounting.

The integration works with the Standard Edition of Concur Expense and Concur Invoice.

The integration enables clients to:

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

Supported Editions of Xero Accounting

- Supported
  - ♦ US - Growing, Established
  - ♦ UK, AU, NZ, SG – Standard, Premium

- Not supported
  - US – Early
  - UK, AU, NZ, SG – Free Trial, Starter

Xero Accounting Prerequisites

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

Have the following prepared:

- **Xero Accounting credentials**: Providing an administrative-level Xero Accounting ID and Password enables your Concur system to access your Xero Accounting data.
- **Employees set up as suppliers**: By design, Xero Accounting sends employee specific expense information to SAP Concur using supplier settings. Employees must be set up as suppliers in Xero Accounting with first name, last name and email address. Supplier records without an email address will not be considered an employee supplier.
- **Company file**: This single Xero Accounting instance connects to your Concur system.

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

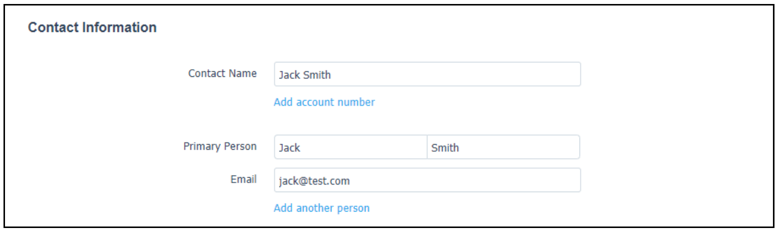
Supported Xero Account Types

- Bank
- Current Asset
- Non Current Asset
- Current Liability
- Liability
- Expense
- Driect Costs
- Overhead

Employee Information

The Xero Accounting employee (supplier) data must meet the following requirements to successfully integrate with Concur:

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



Definitions

Financial Documents: Concur expense reports and invoices are converted into financial documents, which are then posted to the Xero 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 Xero Accounting financial system and returned in the Xero Accounting feedback to Concur.

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

Master Data: The Master Data includes account, product/service (item), supplier, and tax information. The employee master data includes user and employee information stored in Xero Accounting, combined with the employee information stored in Concur.

Employee Master Data

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

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

Financial Posting

Once the financial posting is enabled, expense and invoice information is sent from Concur to Xero Accounting, then posting feedback is sent from Xero Accounting to 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. Xero Accounting requests the queued documents, and Concur sends all the financial documents in the processing queue. Xero Accounting returns an acknowledgement if the documents were all received successfully.

After receiving the successful receipt of documents message, Concur marks the documents as sent and will not send them again. Xero 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 Xero Accounting again.

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

All expense reports and invoices that posted successfully are updated in 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 Xero Accounting.

Supported Xero Accounting Account Types

The Xero Accounting Integration supports the following account types:

- For mapping expense types in Expense and/or Invoice:
  - Overheads
  - Expenses
  - Direct Costs
- For mapping credit card accounts:
  - Credit Card/Bank
- For mapping liability accounts:
  - Current Liability

- For mapping clearing account codes:
    - ♦ Current Assets
    - ♦ Non Current Assets

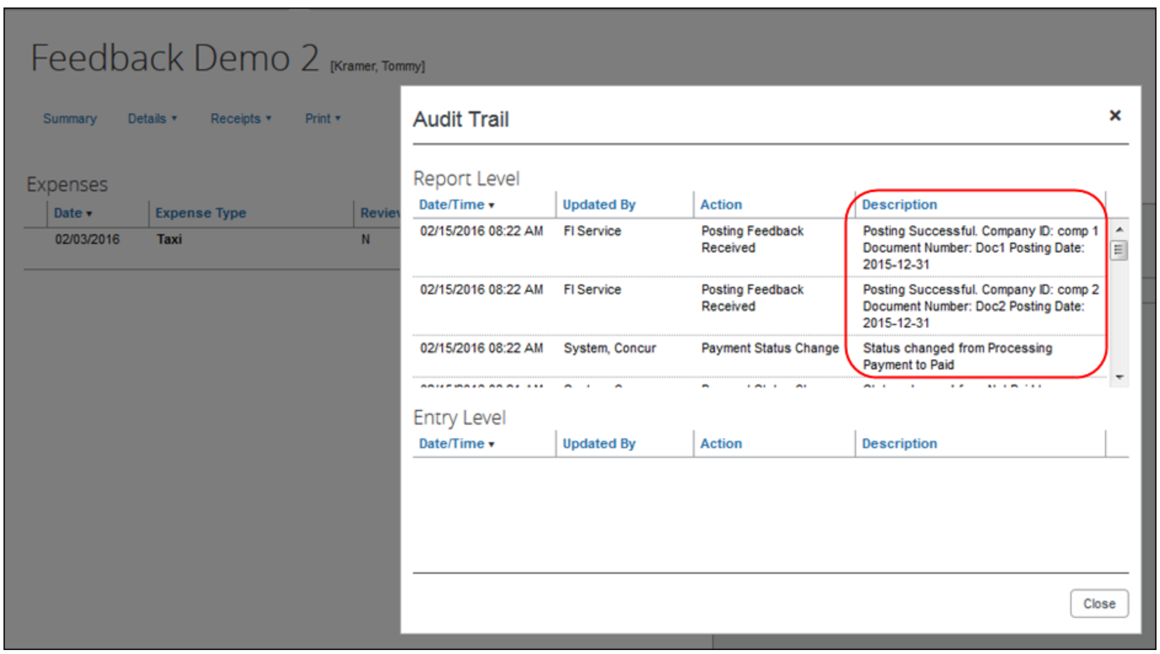
Section 2: Expense User Experience

In Concur, the integration functionality will appear 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 Xero Accounting. The user clicks **Details > Audit Trail** to view the audit trail.



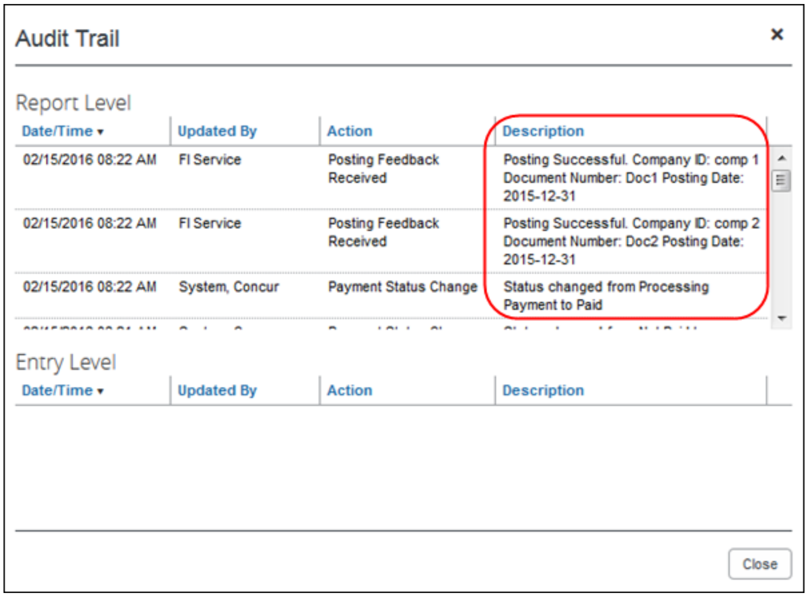
Process Reports Page

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.

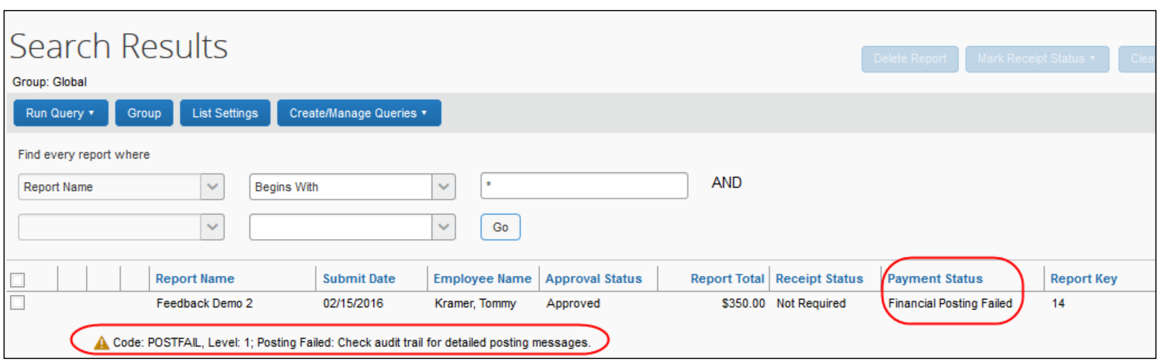
NOTE: The financial integration does not put reports into batches- it marks them for transfer to Xero Accounting immediately once they are approved by the processor. Make sure the reports are ready to be sent before approving them in **Process Reports**.

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

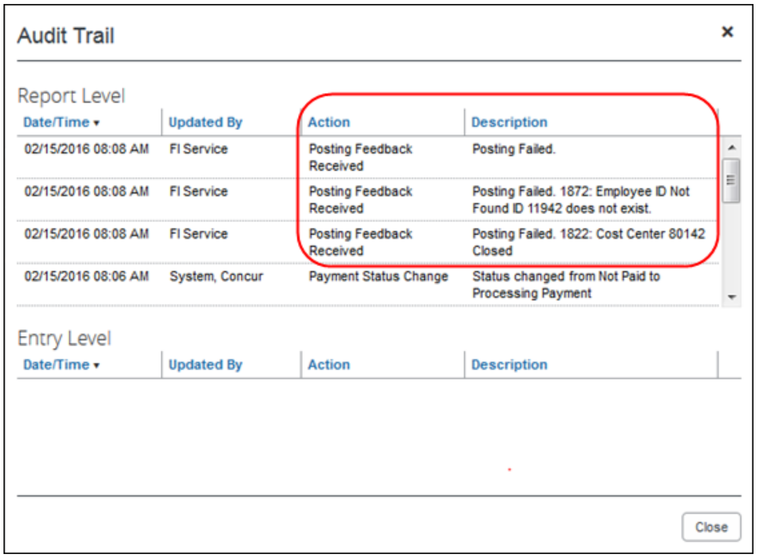
Reports that posted successfully will show the payment status *Paid* and show the details of the financial posting in the audit trail. The audit trail message includes the Company ID, the Document ID, and the Posting Date.



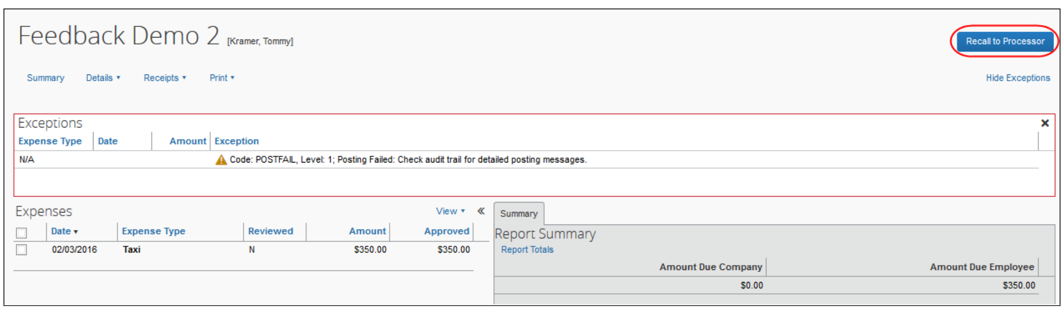
Reports that failed to post will show an exception and the payment status *Financial Posting Failed*.



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.

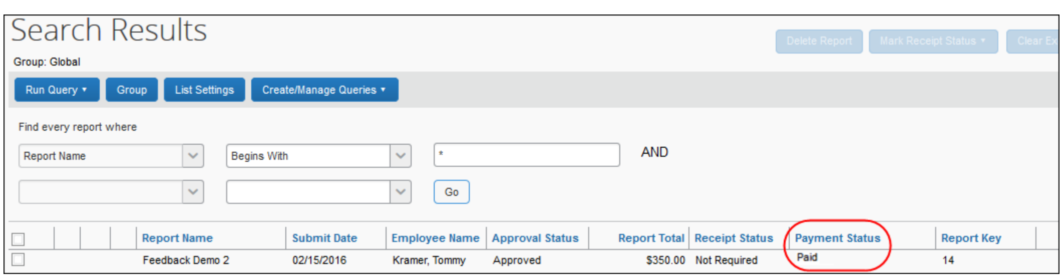


The processor recalls the report, in order to make changes to it.



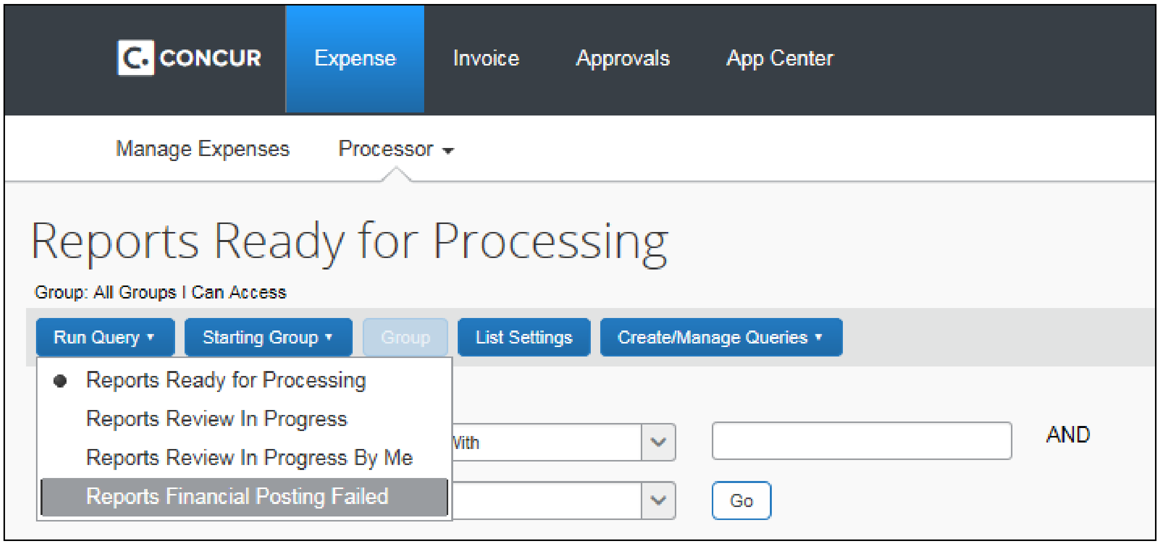
Then the processor works with the Concur and Xero Accounting administrators to resolve the issues. In this example, the Concur administrator would update the user's employee ID, while the Xero Accounting administrator would confirm the correct cost center to select. Then the processor would select the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

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*.



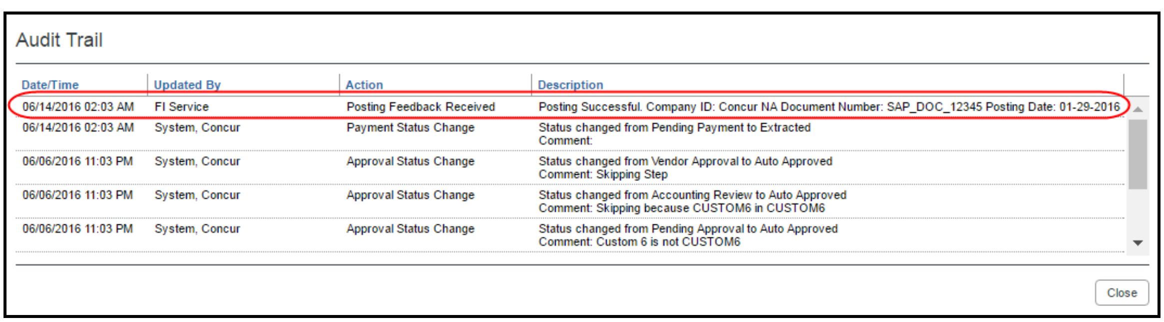
Section 3: What the Invoice User Sees

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

- Invoice audit trail
- **Process Invoices** page

Invoice Audit Trail

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



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 Xero Accounting immediately once they are approved by the processor. Make sure the invoices are ready to be sent before approving them in **Process Invoices**.

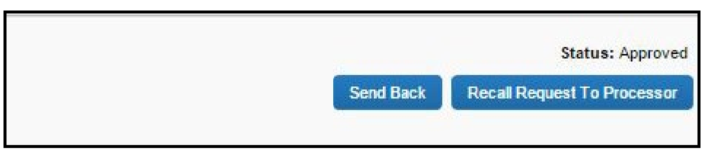
Once the financial posting is complete, the processor will see the posting feedback on the **Process Invoices** page.

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

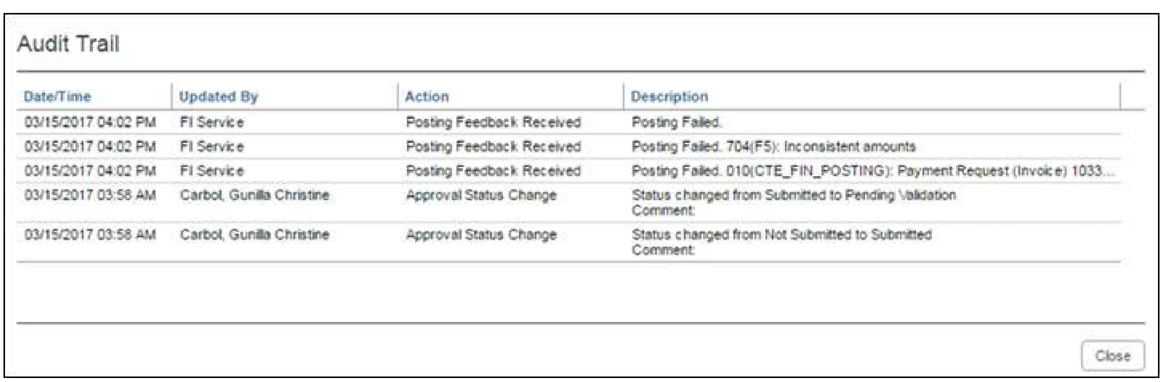
When the invoice is in transit to Xero Accounting, it may show a status of *Sent to Financial ERP*. This status appears briefly.

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

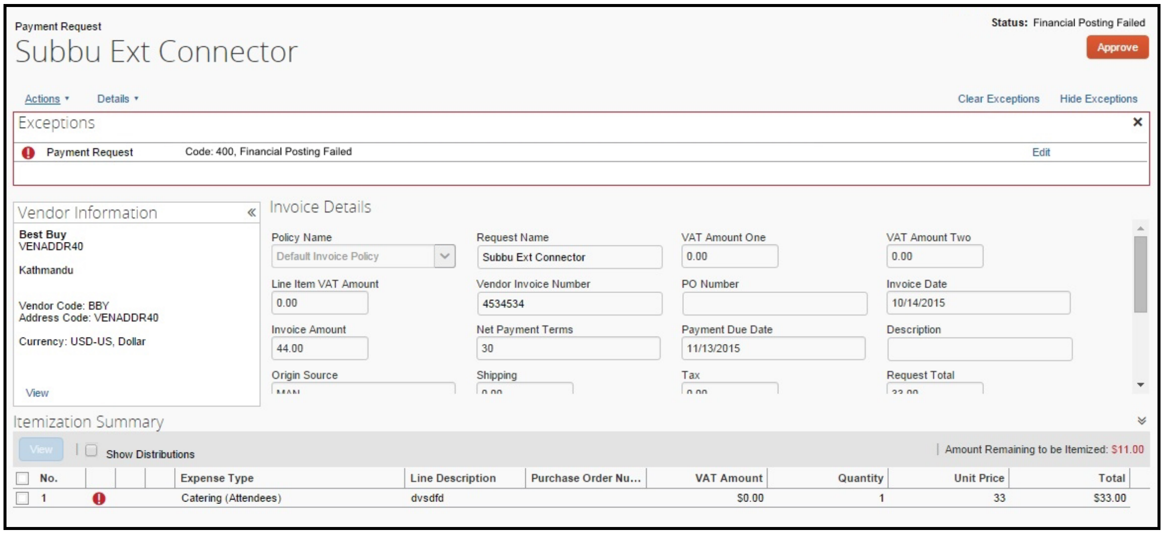
The invoice processor can recall the invoice by clicking **Recall Invoice to Processor**.



The invoice audit trail details the issue.

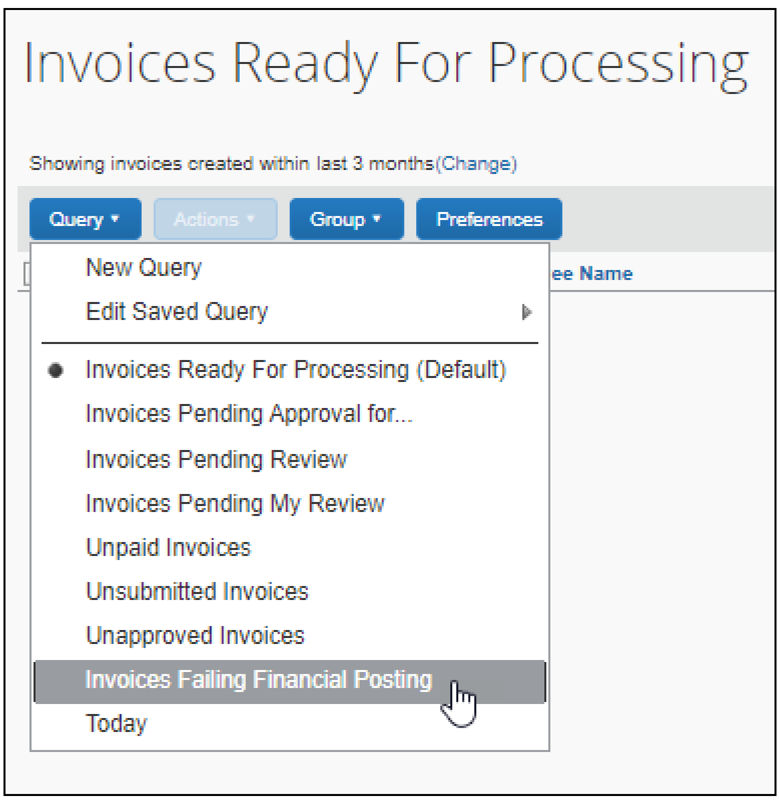


Once the invoice processor has corrected the information, the processor can mark the invoice for transfer to Xero Accounting by clearing the exception, and then clicking **Approve** again.



Invoices Failing Financial Posting Query

The processor can use the *Requests 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 Xero Accounting Integration

SAP Concur implementation staff must enable the Xero Accounting integration for your company. Once it is enabled, you use the Product Settings pages to configure your Xero Accounting integration.

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

1. Accounting
2. Expense Types
3. Taxation
4. Employee Reimbursements (Expense only)
5. Payment Types (Expense only)
6. File Export Configuration (Invoice only)
7. Payment Manager (Invoice only)
8. Vendor Manager (Invoice only)
9. Users

This setup guide provides a high-level view of the Xero 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 Xero Accounting Integration allows companies that use Xero Accounting to integrate their Concur Expense and Concur Invoice company with Xero Accounting. The integration manages the transmission of expense and invoice data from Concur to Xero Accounting, and the transmission of status information back to Concur.

Xero Accounting - Connect to Xero Accounting

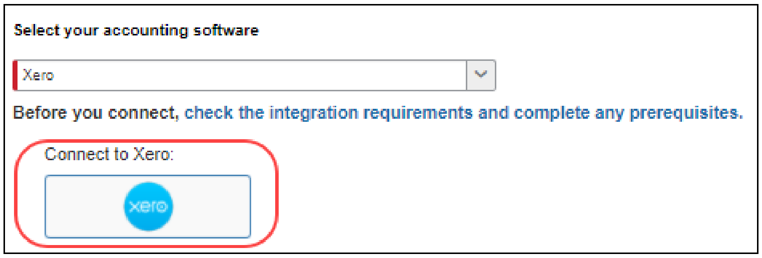
You will not be able to connect to Xero Accounting if you have any expense reports or invoices in-flight. Make sure your users complete any in-flight reports or invoices before attempting to connect your company to Xero Accounting.

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

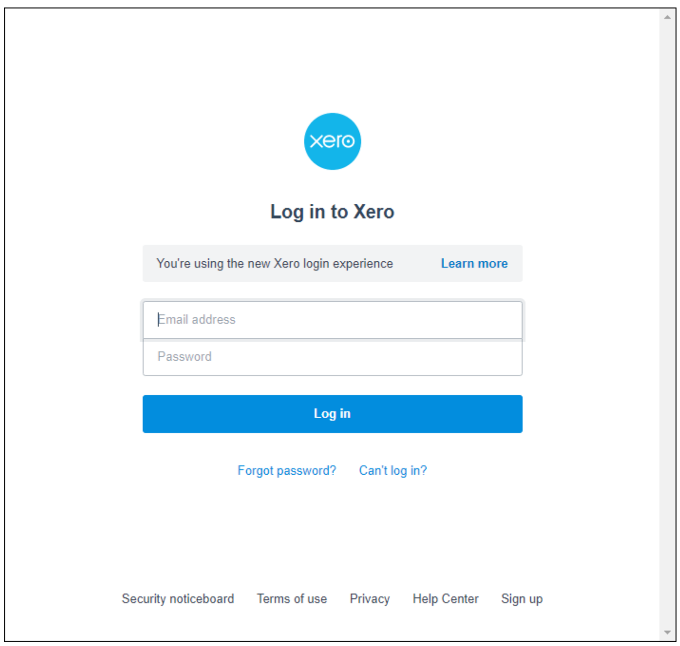
To connect Concur solutions to your Xero Accounting company:

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

2. Click the **Connect to Xero** button. This button only appears if the Xero Accounting Integration is enabled for your company.



3. When prompted, enter your Xero Accounting credentials to confirm your permissions and enable the Xero Accounting data transfer.



4. Authorize Concur to use select Xero Accounting data. Once you are connected to Xero Accounting, you can start to take advantage of easier transaction data transfer between Concur and Xero Accounting.

5. Once you are connected, the screen displays the **My Xero Accounting Data** link, which provides a summary view of the Xero Accounting data that is now integrated with Concur, including GL Expense accounts and vendor/supplier information.

Financial Integration Products & Services (Items)

NOTE: Currently, Items is not supported for Concur Invoice. While you can map the item names to your Concur Invoice expense types, when approving invoices, you will receive an error "At least one expense type is missing an account code".

In Xero Accounting, Products & Services are used for tracking anything that a company buys, sells, or resells and these products & services are tied to an expense account and/or an income account.

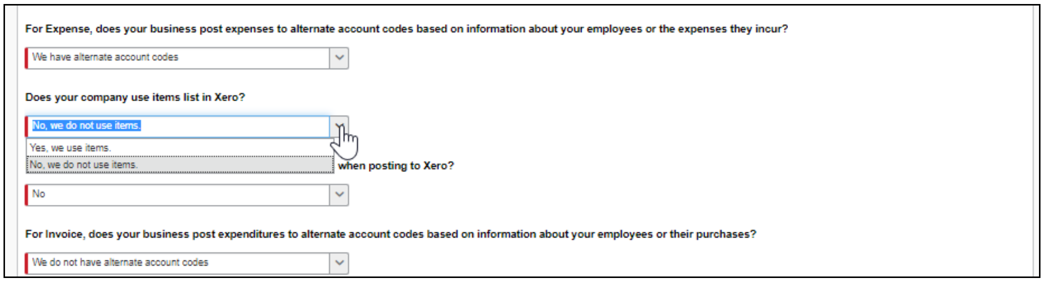
In Concur Expense, if your company uses the Xero Accounting Integration, you can map expense types to Xero Accounting accounts or Xero Accounting products & services. However, the integration only supports products, not services, even though they are grouped together in Xero.

The **Does your company use items list in Xero Accounting?** list on the **Accounting** page determines whether expense types can be mapped to Xero Accounting products (referred to as items in the UI).

The **Does your company use items list in Xero Accounting?** list is only available on the **Accounting** page if the company is connected to a Xero Accounting company and *Xero Accounting* is selected from the **Select your accounting software** list on the **Accounting** page.

To define your Xero Accounting item settings:

1. On the **Accounting** page, select whether you want to map Xero Accounting products/services items to expense types.



2. In the **Does your company use items list in Xero** list, choose one of the following options:
   - **Yes, we use items:** This option enables the **Xero Accounting Item Name** column on the **Expense – Account Codes** and **Invoice – Account Codes** pages so that you can map SAP Concur expense types to Xero Accounting products/services (items).
   - **No, we do not use items:** The system will not display the **Xero Accounting Item Name** column on the **Expense – Account Codes** or **Invoice – Account Codes** page.
3. Click **Save** to save your choices.

If you choose **Yes, we use items**, expense types can be mapped to Xero Accounting accounts or Xero Accounting products/services (items) on the Concur Expense **Account Codes** page.

Including Receipt or Invoice Images When Posting to Xero

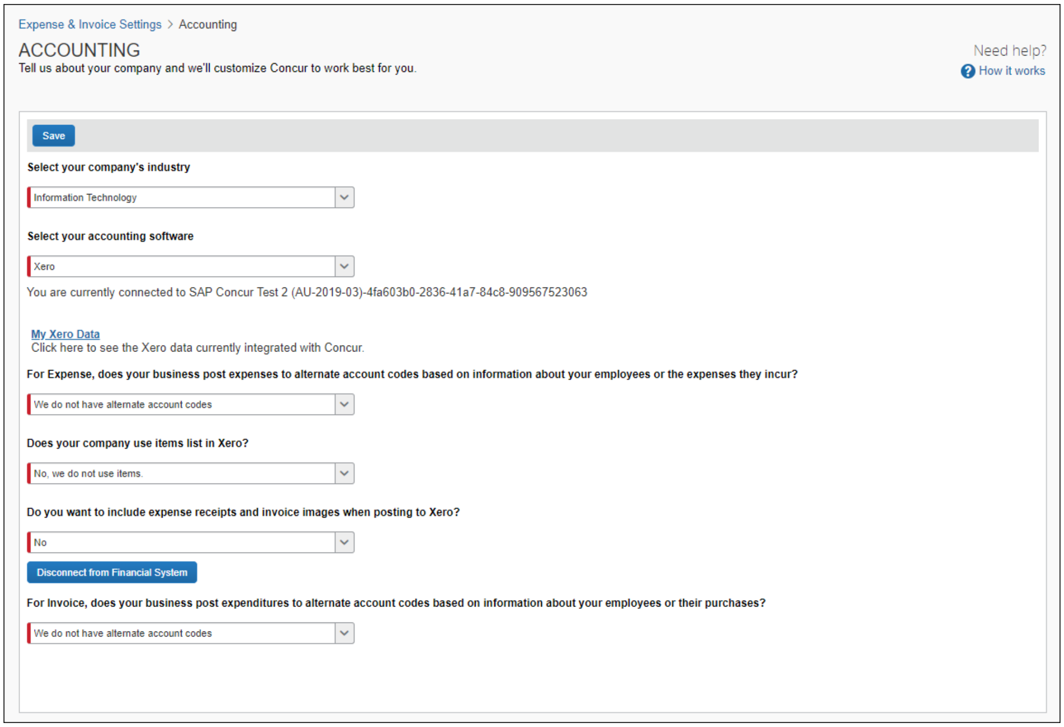
You can include expense receipts and invoice images when posting from Concur Expense or Concur Invoice to Xero Accounting.

NOTE: A maximum of 10 receipts or images can be attached to a single record when posting to Xero Accounting. This limitation applies to bill posting only.

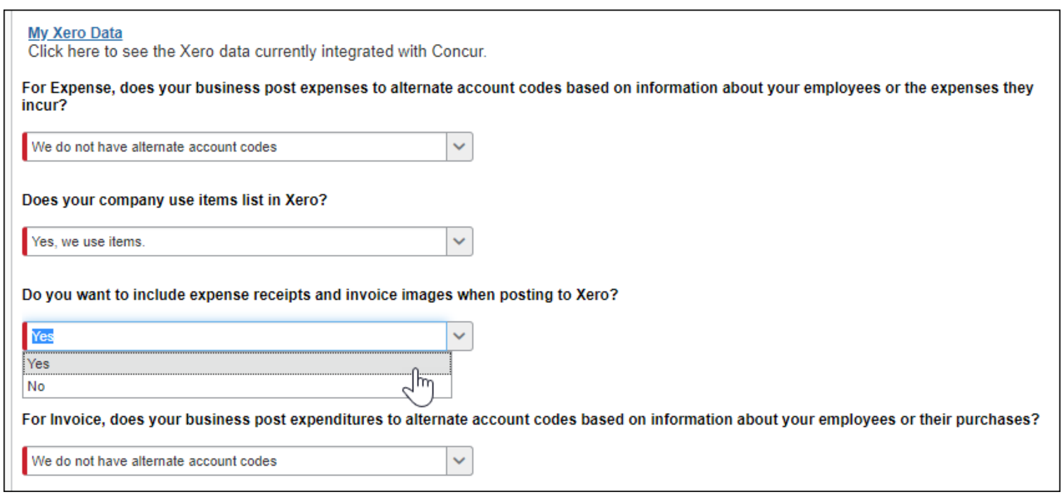
To include or exclude expense receipts or invoice images when posting to Xero Accounting:

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

3. In the **Connections** section, on the **Accounting** tab, click **Edit**. The **Accounting** page appears.

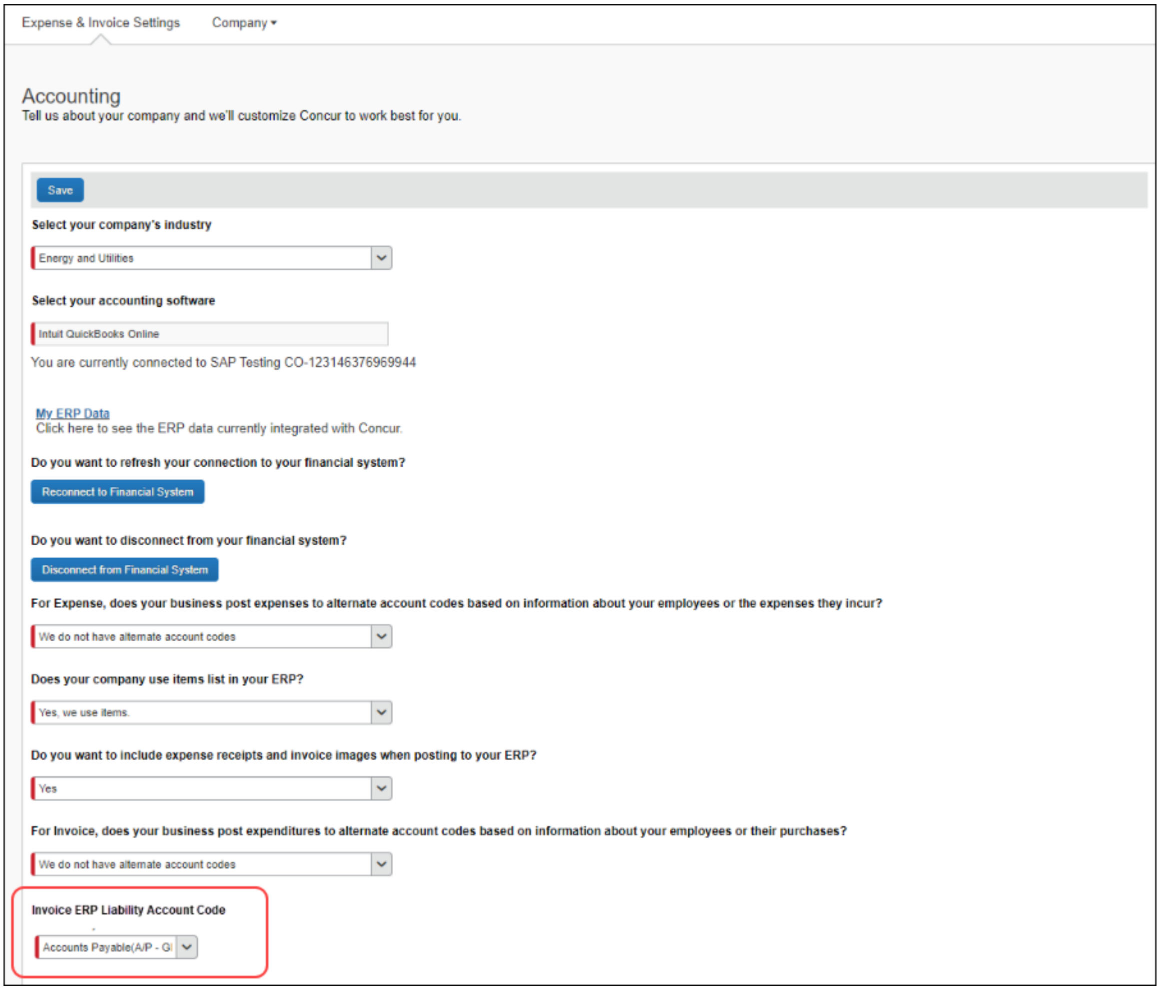


4. In the **Do you want to include expense receipts and invoice images when posting to Xero** list, click **Yes** to include receipts and images or click **No** to exclude receipts and images.



ERP Liability Account Code (Invoice Only)

Use the **Invoice ERP Liability Account Code** list on the **Accounting** page to map your company's ERP liability account code to ensure invoices post directly to it. This required field ensures that the systems are mapped to avoid failures in invoice postings.



* ***To enter your liability account code:***

1. On the **Accounting** page, in the **ERP Liability Account Code** list, enter your company's ERP account code.

2. Click **Save**.

Step 2: Expense Types

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 Xero Accounting, Concur automatically knows where to post those transactions. You can configure your GL account codes on the **Account Codes** page.

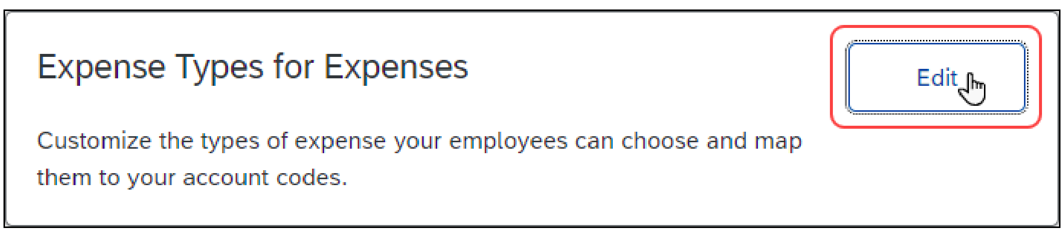
Account Codes

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

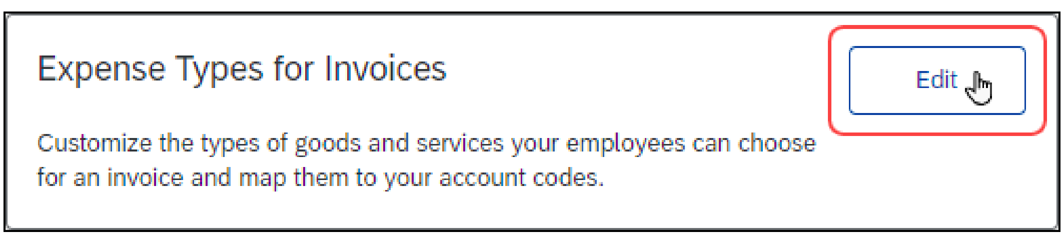
For more information, refer to the *Xero Accounting Prerequisites > Account Type Configuration* section of this guide.

To enter your default account codes:

1. Click **Administration > Expense Settings**, **Invoice Settings**, or **Expense & Invoice Settings**.
2. In the Product list, select *Invoice* or *Expense*.
3. In the **Capturing Spend** section, do one of the following:
   - For Concur Expense, on the **Expense Types for Expenses** tab, click **Edit**.

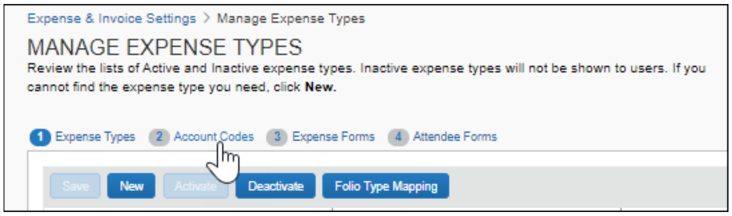


   - For Concur Invoice, on the **Expense Types** for **Invoices** tab, click **Edit**.

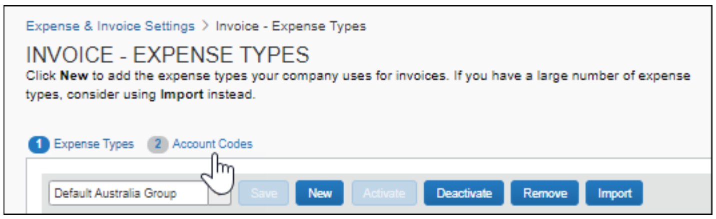


4. Click on **Account Codes**.

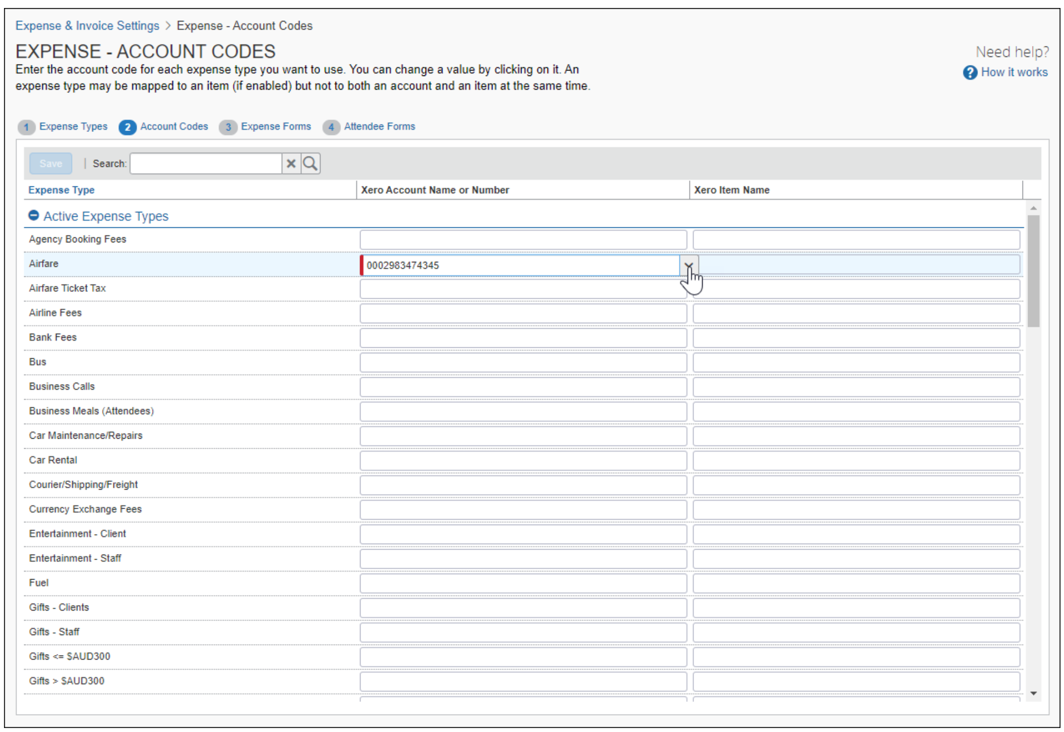
Concur Expense



Concur Invoice



5. Select the desired account code name in the **Xero Accounting Account Name or Number** field.



6. Repeat for each expense type.

7. Click **Save**.

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

NOTE: Account names are pulled in from Xero; we do not pull in account numbers.

Mapping Expense Types to Xero Accounting Products & Services

If you selected **Yes, we use items** from the **Does your company use items list in Xero** list on the **Accounting** page, the **Xero Accounting Item Name** column is displayed next to the **Xero Accounting Account Name or Number** column on the **Account Codes** page.

This page allows you to select a Xero Accounting account or Xero Accounting product (called item in the UI) to associate with each expense type in Concur. The accounting and product (item) information is used when Concur sends expense or invoice data to Xero Accounting.

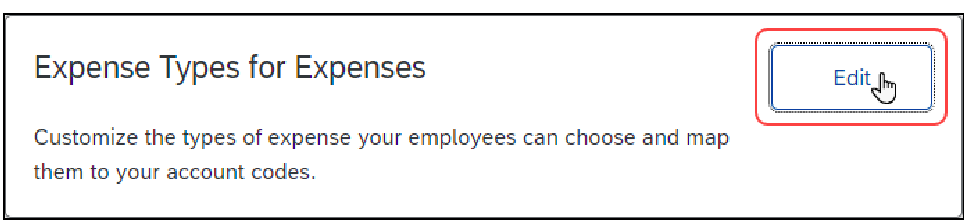
NOTE: An expense type can only be associated with either a Xero Accounting account or a Xero Accounting product (item), not both.

NOTE: Xero Accounting products can be mapped to expense types for alternate groups and alternate account codes.

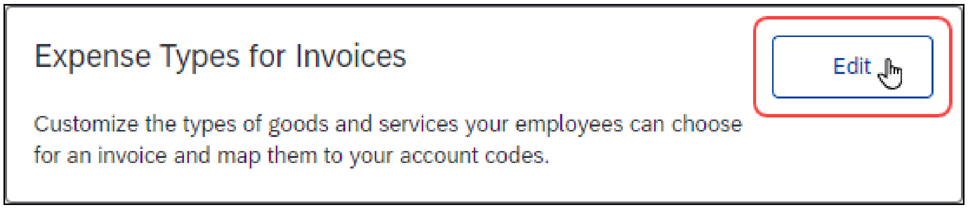
If you have created policy groups, you can configure different expense types to Xero Accounting product mappings for the individual policy groups.

To map your expense types to items:

1. Click **Administration > Expense Settings**, **Invoice Settings**, or **Expense & Invoice Settings**.
2. In the **Product** list, select *Invoice* or *Expense*.
3. In the **Capturing Spend** section, do one of the following:
   - For Concur Expense, on the **Expense Types for Expenses** tab, click **Edit**.

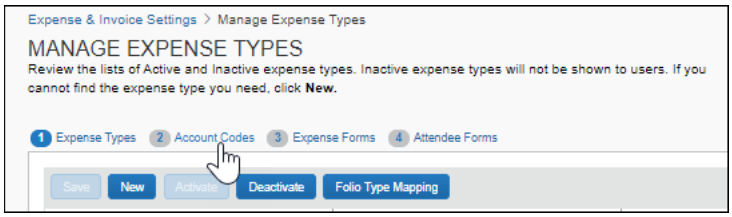


- For Concur Invoice, on the **Expense Types for Invoices** tab, click **Edit**.

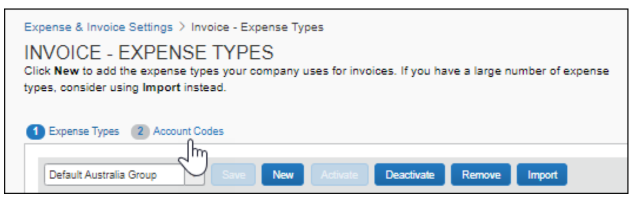


4. Click on **Account Codes**.

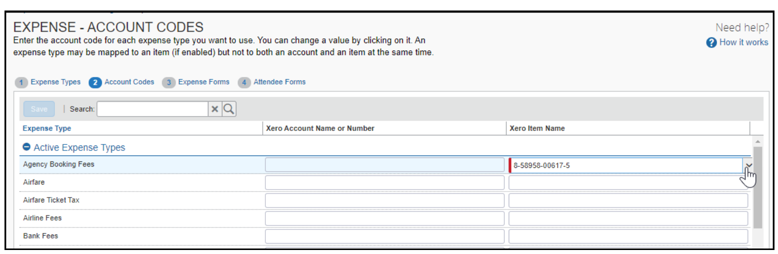
   Concur Expense



   Concur Invoice



5. In the **Xero Item Name** field, select the Xero item (US) / product (UK) name.



6. Click **Save**.

For more information about mapping expense types for Concur Expense, refer to the *Concur Expense: Expense Types Setup Guide for Concur Standard Edition* or *Concur Invoice: Expense Types Setup Guide for Concur Standard Edition*.

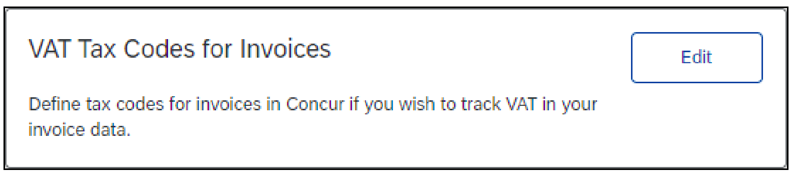
Step 3: Taxation

Invoice

VAT/GST Tax rate mapping is only available to Invoice clients using the Concur Invoice UK or AU country packs. The administrator imports the VAT/GST code mapping from Xero Accounting once the Concur Invoice UK or AU country packs are enabled by SAP Concur internal staff.

To import the VAT code mapping:

1. Click **Administration > Invoice Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, select *Invoice*.
3. In the **Capturing Spend** section, on the **VAT Tax Codes for Invoices** tab, click **Edit**.

   The **Taxation** page opens, triggering the import of the tax codes from Xero Accounting.

4. Click **Save**.

Expense

Xero Accounting clients using Tax Authorities (for value-added tax) use the **Taxation** page of Product Settings to configure their **ERP Tax Codes**.

Once VAT/GST tracking for a tax authority is activated, you can map VAT/GST tax codes for tax groups between Xero Accounting and Concur.

For information on activating VAT/GST tracking, refer to the *Concur Expense: Taxation Setup Guide for Concur Standard Edition*.

When the Xero Accounting tax codes are mapped, Xero Accounting will calculate the tax amount based on the Xero Accounting tax code, ensuring the correct transaction amounts are posted.

NOTE: The VAT tax rate mapping only accommodates VAT that is collected at a single level, such as at the country level.

To map VAT/GST tax codes for tax groups (after activation):

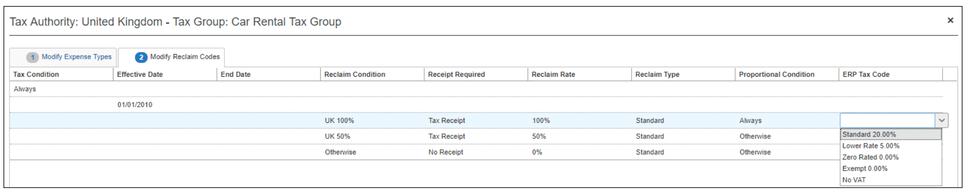
1. Click **Administration > Expense Settings** or **Expense & Invoice Settings > VAT**.

2. On the **Taxation** tab, click **View** in the **Tax Groups** column for the activated tax authority. The **Tax Groups** page appears, showing the full configuration for the various expense type groups.

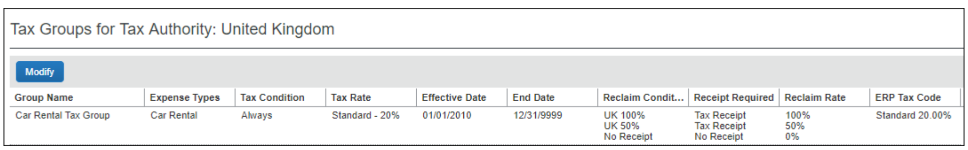
3. Select the tax group and then click **Modify**. The **Expense Types for Tax Group** window appears.

4. Click the **Modify Reclaim Codes** tab.

5. In the **ERP Tax Code** column, click the corresponding Xero Accounting tax rate for the Concur reclaim tax code. The list in the **ERP Tax Code** column is populated with the tax rates from Xero Accounting.



6. When you are done mapping tax codes, click **Done**.



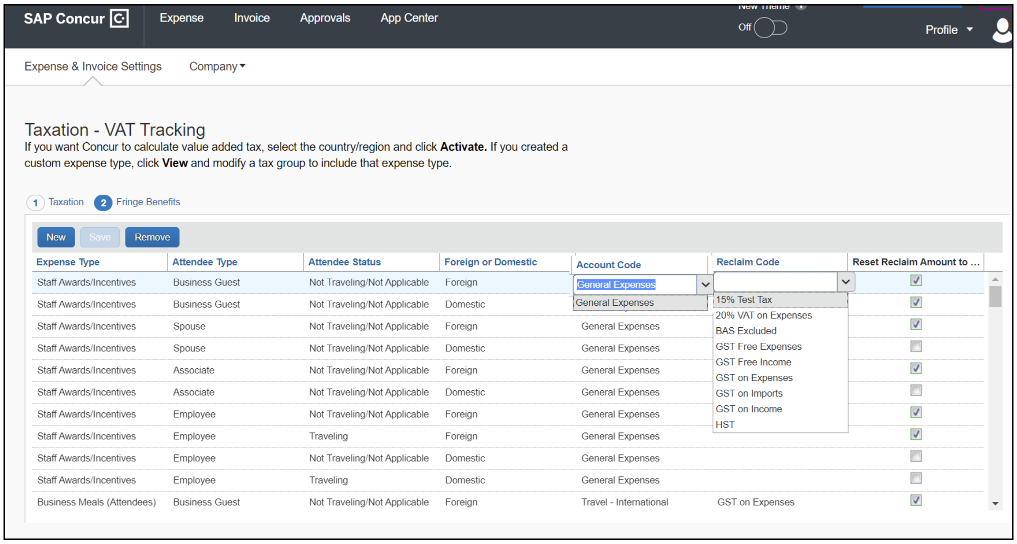
7. If you are finished, click **Done** again. You are taken back to the **Taxation** page.

To map Fringe Benefits tax codes for tax groups after activation:

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

2. Click on the **Fringe Benefit** tab.

3. In the **Account Code** column, click the corresponding Xero Accounting GL account. In the **Recalaim Code** column, click the corresponding Xero Accounting tax rate for the Concur reclaim tax code. The list in the **Account Code** Column is populated with the Chart of account list from Xero Accounting. The list in the **Reclaim Code** column is populated with the tax rates from Xero Accounting.



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

Step 4: Employee Reimbursements (Expense Only)

On the **Employee Reimbursements** page of Product Settings, you will configure the **Xero Accounting Liability Account Code.** You configure it on the **Accounting** tab from a read-only list and populate it with the relevant liability accounts from your General Ledger. Depending on the selection, the **Cash Account Code** field may display.

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

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

Entering Account Codes for Reimbursement Methods

Once 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 Xero Accounting?	This field defaults to *Bill*, which is the only option for posting employee reimbursements in Xero Accounting.
Xero 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:** Xero does not allow you to create any transactions against Accounts Receivable accounts. You must create a current asset account in Xero to post transactions marked as personal.
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 Concur *Expense: Employee Reimbursement Setup Guide for Concur Standard Edition*.

Step 5: Payment Types (Expense Only)

The Concur 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.

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

Field	Description
How do you want your transactions to appear in Xero Accounting?	Select the desired setting. If you select *Credit Card*, the **Xero Accounting Credit Card Account** field will auto-populate with a list of your card accounts in Xero 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 Xero Accounting	**NOTE**: This field only appears if you enable Consolidated Vendor/Supplier Handling. Enter the vendor/supplier record you would like to use in Xero Accounting for the credit card transactions that don't match an existing vendor/supplier.
How do you want us to handle charges that have already been entered in Xero Accounting?	Select the desired option: 1. Match expense data to the existing credit card charge in Xero Accounting 2. Use the expense data to create a new credit card charge (i.e. "Other Payment") in Xero Accounting. Select this if you prefer that we post a new credit card charge and during reconciliation process you will determine which entry to keep and which entry you need to delete. 3. Ignore the expense data if the transaction already appears in Xero Accounting. Select this if you have what you need already and prefer that we do not create a new entry in Xero Accounting if we see that it already exists in Xero Accounting.
Xero Accounting Credit Card Account	Select or enter the desired card account.
Cash Account Code	Select the relevant cash account codes. Concur imports the cash account codes you use in Xero Accounting to account for your card expenses.

4. Click **Save**.

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

Consolidated Vendor/Supplier Handling

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

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

Using Consolidated Vendor/Supplier Handling:

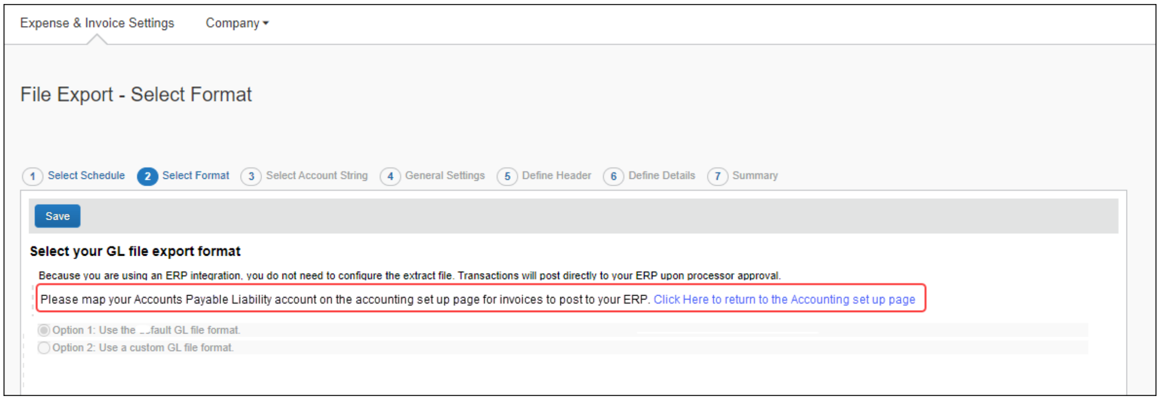
Vendors/Supplier information in transaction	Xero Accounting Online
No Vendor/Supplier	Applies to the vendor/supplier defined in the Consolidated Vendor/Supplier Handling setting.
Existing Vendor/Supplier	Applies to the existing vendor/supplier.
New Vendor/Supplier	Applies to the vendor/supplier defined in the Consolidated Vendor/Supplier Handling setting.
Inactive Vendor/Supplier	Applies to the vendor/supplier defined in the Consolidated Vendor/Supplier Handling setting.

Not Using Consolidated Vendor/Supplier Handling:

Vendor/Supplier information in transaction	Xero Accounting Online
No Vendor/Supplier	Applies to "Unknown Vendor."
Existing Vendor/Supplier	Applies to the existing vendor/supplier.
New Vendor/Supplier	The vendor/supplier is created in Xero Accounting.
Inactive Vendor/Supplier	Duplicate vendor/supplier is created in Xero Accounting.

Step 6: File Export Configuration (Invoice Only)

The **File Export Configuration** page of Product Settings is reduced to options in one tab, the others preset to generate the correct information for Xero Accounting.



For more information, refer to the *Concur Invoice: File Export Configuration Setup Guide for Concur Standard Edition*.

Step 7: Payment Manager (Invoice Pay Only)

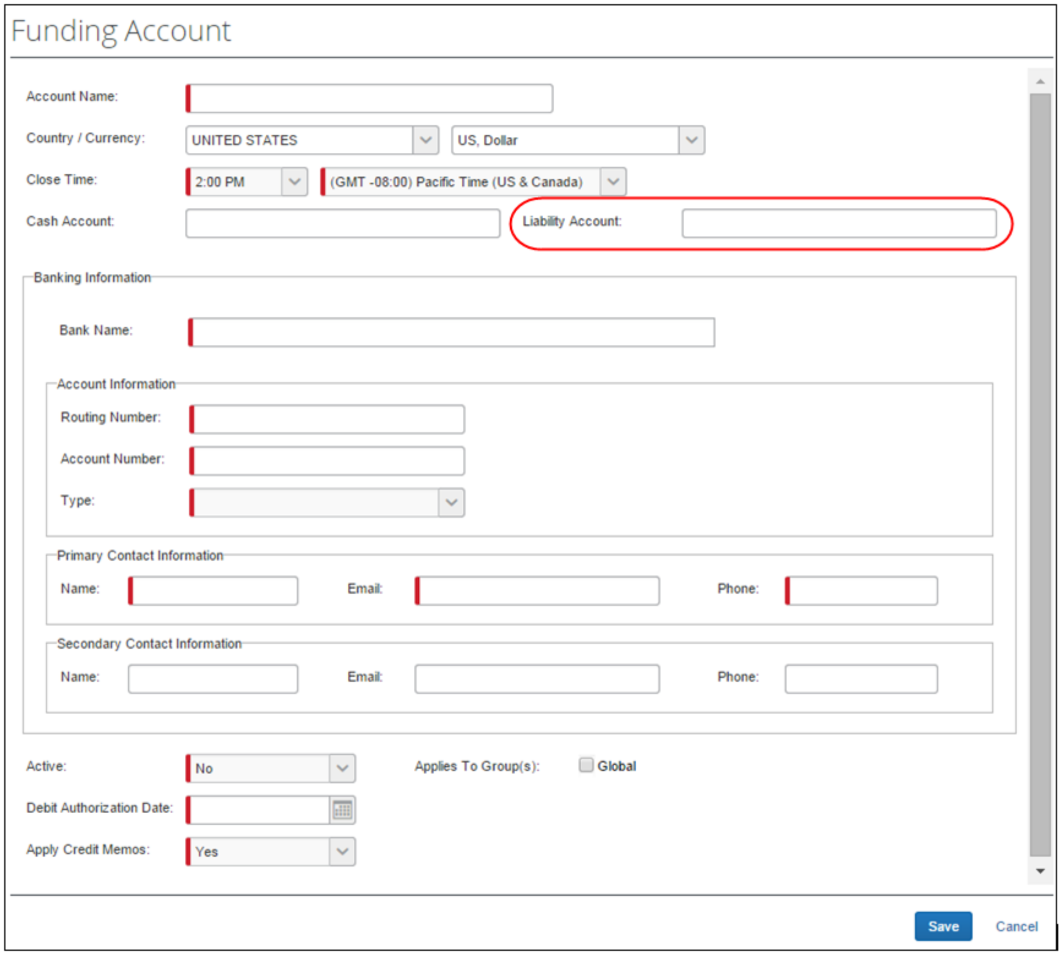
(Optional) Configure Liability Accounts

Clients can pay invoices in Concur Invoice by using Invoice Pay's ACH or Check payment types and have the transaction data sent to Xero Accounting. The invoice posts as a bill in Xero 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

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



5. Click **Save**.

For more information, refer to the *Concur Invoice: Invoice Pay User Guide*.

Step 8: Synchronize Vendors/Suppliers From Xero Accounting (Invoice Only)

Xero Accounting clients will be able to create vendors/suppliers in Xero 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 Xero Accounting vendors/suppliers with Invoice:

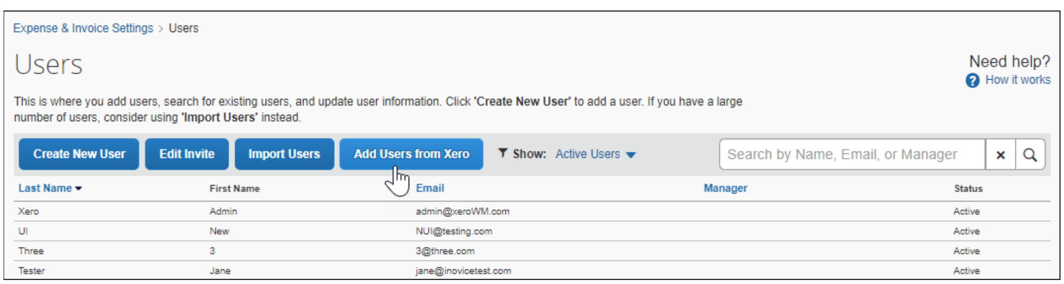
1. On the **Vendor Manager** page, select **Open Vendor > Add Vendors from ERP**.
2. Select the vendors/suppliers to add from Xero Accounting.
3. Click **Add**. The vendors/suppliers are added to Concur Invoice.

Step 9: Add Users from Xero Accounting

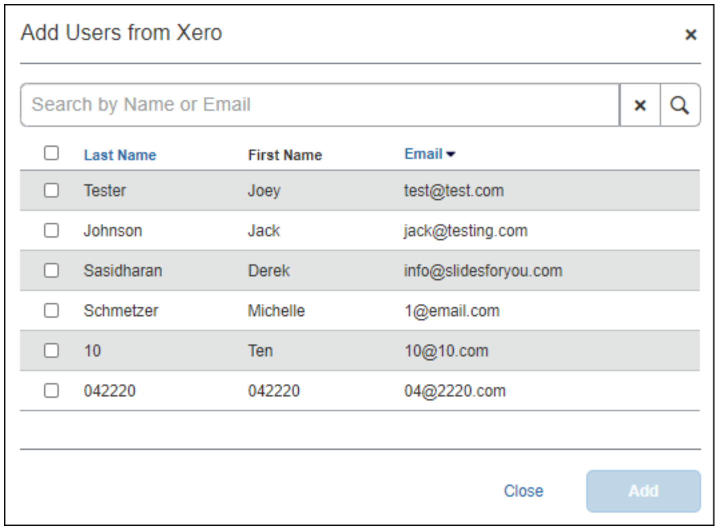
The administrator imports the desired users from Xero Accounting on the **Users** page of Product Settings.

To import Xero Accounting employees (vendors/suppliers):

1. Click **Administration > Invoice Settings** or **Expense & Invoice Settings** or **Expense Settings**.
2. In the Product list, select *Invoice* or *Expense*.
3. In the **Access To Concur** section, on the **User Accounts** tab, click **Edit**.
4. On the **Users** page, click **Add Users from Xero**.



5. In the **Add Users from Xero** window, select the desired users.



6. Click **Add**.

Section 5: Managing the Integration

Updating Employees (Vendor/Supplier) Records

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

Updating the Synchronized Data

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

NOTE: Data transmitted through Xero Accounting during implementation and during subsequent synchronizations, is purged from 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.

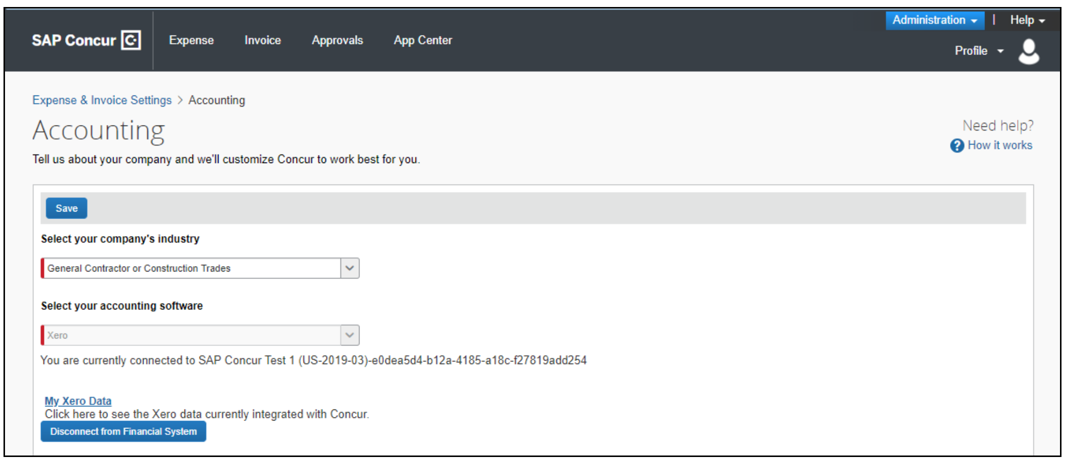
Disconnecting the Integration

Clients who are ready to disconnect Xero Accounting from 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 Xero 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 Xero Accounting company from Concur:

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings > Accounting**.
2. Click **Disconnect from Financial System**.



3. Click **Save**.