Concur Standard Setup Wizard Overview

Table of Contents

Overview

- This document will provide you with a few reminders and tips/tricks as you configure your expense database in the Setup wizard via www.concursolutions.com. If you want more detailed information, please click here to reference the full Expense Setup Guide.
- If you are using the QuickBooks Intuit Anywhere Connector or the QuickBooks IIF file for the Desktop version, also refer to those sections for special instructions.
- Please note that some steps outlined below may not apply to your system depending on the services you purchased.

Concur Standard Expense Setup Wizard

Introduction	1. **Industry Information**
	   a. If you select "Pharmaceutical/Medical Device Manufacturers", you will have access to enter additional fields per attendee which is compliant with The Sunshine Act.
	2. **Accounting Software**
	   a. If you pick QuickBooks Desktop or QuickBooks Online an **.iif** file will be produced for your QuickBooks system that cannot be further customized.
	   b. All other options will produce the standard **.csv** file which is customizable through the "File Export Configuration" step.

Cost Tracking	1. **Data to Track**
	   a. This step allows you to establish financial information you want to track.
	   b. If you want to change the label of a custom field you added, you will have to remove it first, click "Next", click "Previous", and add it back.
	   c. If you have gathered data for a field, when you clear the check box for that field Concur deletes the existing data.
	2. **Linked Lists**
	   a. A linked or "two-level" list is where the selection users make in the first level of the list determines the selections user can make in the second level of the list.
	3. **Data Entry Details**
	   a. **Employee Level** = field displays under Profile > Expense Information.
	   b. **Report Level** = field displays on the Report Header.
	   c. **Entry Level** = field displays in the expense line item.
	   d. **Allocation Level** = field displays on the allocation of an expense line item.
	4. **List Items**
	   a. Enter in list data via keying in or using import template on screen 4 "List Items".
	   b. The character limit for Item Name = 64.
	   c. The character limit for Item Code = 32.
	   d. You can import up to 1000 rows at a time.

Expense > Expense Types	1. Don't rename any of the existing/default expense types to something completely unrelated as this impacts the expense type functionality a. Example = renaming Airfare to Office Supplies. 2. All Expense Types in the "Active" section must have an account code or you will not be able to submit an expense report. 3. Set dollar value limits you want (if any) to have the service flag for excessive amounts. If you clear the value out, no flag will ever be displayed. If you put 0.00, then every time a user selects that expense type it will display the flag/warning message that they are spending more than they should.

Expense > Taxation (if applicable)	1. Activate or deactivate VAT tracking.
	2. Once activated, review the tax groups and ensure that all expense types are in the correct group(s) per your taxation policy.
	   a. Newly created expense types need to be placed in a tax group or the system will not calculate VAT.
	3. **Canada**
	   a. Select to either use the Exact Method or the Simplified Method for calculating VAT reclamation.

Expense > Approval Routing	1. **Option #1** = Route to employee's manager/approver, then to Administrator. 2. **Option #2** = Route to employee's manager/approver, then if necessary to a second manager with approval authority for that report amount, then to Administrator. a. If you use this option, after you add all employees remember to manually update each manager's profile with an approval limit.

Expense > Compliance Controls	1. **Compliance Rules**
	   a. Set the rules you are going to use. Remember that some rules have editable warning messages and you should review these to make sure the messaging is what you like.
	2. **Receipt Handling Options**
	   a. This tells the system when to flag a line item to require a receipt.
	   b. Missing Receipt Affidavit
	     i. The Explanation text describes the availability of this option to your users.
	     ii. The Statement/Acceptance text is what you want your users to see as terms of agreement.
	3. **Expense Limits**
	   a. Define Expense Types or Groups of Expense Types that need to be limited by day, week, or month.

Expense > Car Configuration	1. Verify your company's mileage rates are set correctly. 2. Remember that Administrators must maintain the rate table as Concur will not automatically update/adjust when the IRS rates change.
Expense > Employee Reimbursements	1. Verify reimbursement methods and currencies are set correctly. 2. Ensure the schedule for each method is set before end-user rollout.
Expense > Company Card	1. Ensure the schedule for each method is set before end-user rollout.
Expense > File Export Configuration	1. If your company needs to configure the accounting extract file, select Option 2 on this step to unlock the additional configuration steps. 2. Click HERE to watch a video on this step.
Travel > Travel Integration (if applicable)	1. Allows you to map travel segment types from Concur Travel to expense types and payment methods on an expense report.
Users	1. Add a new user by clicking "Create/Edit User", or update a user by selecting the user and clicking "Create/Edit User". 2. You can also use the Employee Import Template by clicking "Import Users". 3. Select the "Show Me More link" to download a populated template to use as an example. 4. Click "Edit Invite" to edit the invite email and send to users when ready.
Reporting Configuration	1. Set the fiscal calendar settings for your company, which will then be used by the reporting tool. 2. Bursting = this step is visible if you purchased Intelligence. Refer to the Setup Guide for further details.
Localization (if applicable)	1. Enter language-specific expense type labels, cost object labels, and warning messages.

QuickBooks Intuit Anywhere Connector

If you are using the **QuickBooks Intuit Anywhere Connector**, below are the steps where you will see different options and need to complete accordingly:

Introduction	1. This is where you need to connect/login to your Intuit account.
	   a. The login credentials must be the same as those used for the Sync Manager admin account.
	   b. Refer to the Setup Guide for detailed instructions.
	2. If you have billable expenses that need to carry the billable flag in QuickBooks, select "We have alternate account codes based on both user and expense entry information" on the third question.

Cost Tracking	1. A maximum of 2 fields can be integrated to QuickBooks. They are mapped to the QuickBooks fields: **Class** and **Customer:Job**. a. Classes can be items like Cost Centers, Departments, Location, etc. 2. Concur can pull all of the values in these two lists as long as you have added them in QuickBooks and allow the synch to run.
Expense > Expense Types	1. The GL Account Names/Codes is a dropdown field so you can just select the correct name/code for every active expense type. 2. Balance Sheet accounts will not be available for linking to expense types. 3. If you have billable expenses as noted on the Introduction Step, the "Alternate Account Code" value will be the same value as the "QuickBooks Account Name or Number" value.

Expense > Employee Reimbursements	1. On the Accounting tab for each reimbursement method you set up, ensure the values are set correctly.
	   a. Set the transactions to appear in QuickBooks to "Bill".
	   b. In the QuickBooks Liability Account Code drop-down field, only the Accounts Payable accounts will be available.

Expense > Company Card	1. On the Accounting tab for a Corporate Credit Card Feed or Small Business feed using the Personal Card Import feature, ensure the options are set correctly. 2. For Company Billed Company Paid *corporate* cards, a new GL offset account needs to be created in QuickBooks under "Other Current Assets" titled **CLEARING_ACCT_CODE**.
Users	1. In order for your employees to show up correctly, they need to be set as Vendors in QuickBooks. 2. In QuickBooks, ensure there is a first name, last name, email address and company name populated in each Vendor record. Wait for the Sync Manager to run on its schedule or manually run the sync to push the updated data to Concur. 3. Back on the Users step, click on "Add Users from QuickBooks" in the upper right-hand corner, and select the users you want to set up in Concur. 4. You can now manually update the remaining fields for each user in Concur or download the import template to update all employees at once. The Employee ID field on the Employee Import Template is the employee's QuickBooks Vendor ID.

QuickBooks .IIF File

If you are using the QuickBooks .iif file format, below are the steps that will impact this file:

Introduction	1. Ensure you select "Intuit QuickBooks Desktop: Pro, Premier and Enterprise". 2. If you have billable expenses that need to carry the billable flag in QuickBooks, select "We have alternate account codes based on both user and expense entry information" on the third question.

Cost Tracking	1. A maximum of 2 fields can be integrated to QuickBooks. They are mapped to the QuickBooks fields: **Class** and **Customer:Job**.
	   a. Classes can be items like Cost Centers, Departments, Location, etc.
	2. To designate levels in a hierarchy list, use a colon to separate between levels.
	   a. <u>Scenario:</u> QuickBooks Class = Region (2 levels which contains Regions and Cost Centers).
	   b. Flat view in QuickBooks = Region:Cost Center (West:Sales)
	3. The character limit for Item Code = 32. This value must match QuickBooks EXACTLY, otherwise it will not import back into QuickBooks correctly.

Expense > Expense Types	1. Enter the Account Name or code or number. If you have both names and numbers in QuickBooks, just use the number.
	   a. There is a 48 character limit.
	   b. You can turn on the QuickBooks numbering system if your names are too long.
	   c. The account name or code must match EXACTLY as it appears in QuickBooks, otherwise it will not import back into QuickBooks correctly.
	2. If you have billable expenses as noted on the Introduction Step, the "Alternate Account Code" value will be the same value as the "QuickBooks Account Name or Number" value.

Expense > Employee Reimbursements	1. On the Accounting tab for each reimbursement method you set up, ensure the values are set correctly.
	2. The Liability Account Code field MUST be populated (even if you're hitting a cash account).
	   a. If **Reimbursement Method** = **Company Check (via Accounts Payable)** and the transactions in QuickBooks will appear as a **BILL**, this should be your **Accounts Payable** liability account.
	   b. If **Reimbursement Method** = **ADP Payroll** and the transactions in QuickBooks will appear as a **GENERAL JOURNAL**, this should be your **Cash Account**, or another account to offset your General Journal "liability" account.
	   c. If **Reimbursement Method** = **Expense Pay by Concur** and the transactions in QuickBooks will appear as a **BILL**, this should be your **Expense Pay Accounts Payable** liability account (you may have to create this new account).

Expense > Company Card	1. On the Accounting tab for a Corporate Credit Card Feed or Small Business feed using the Personal Card Import feature, ensure the options are set correctly. 2. For Company Billed Company Paid *corporate* cards, a new GL offset account needs to be created in QuickBooks under "Other Current Assets" titled **CLEARING_ACCT_CODE**.
Users	1. In order for the data to import back into QuickBooks correctly, each user needs to be set as a Vendor in QuickBooks. 2. The Employee ID column on the Employee Import Template needs to be set to the users QuickBooks Vendor Name (exactly as it appears in QuickBooks).