SAP Concur |C·|

Seamlessly Integrate QuickBooks with your SAP Concur solutions

Overview

The QuickBooks Connector is bidirectional, offering near real time integration with Concur® Expense and Concur® Invoice. The Connector accommodates GL codes, class list, customer list, users and vendors, images, items list (known as products in QBO) and location data. QuickBooks' online versions supported include: Essentials, Online Plus and Advanced.
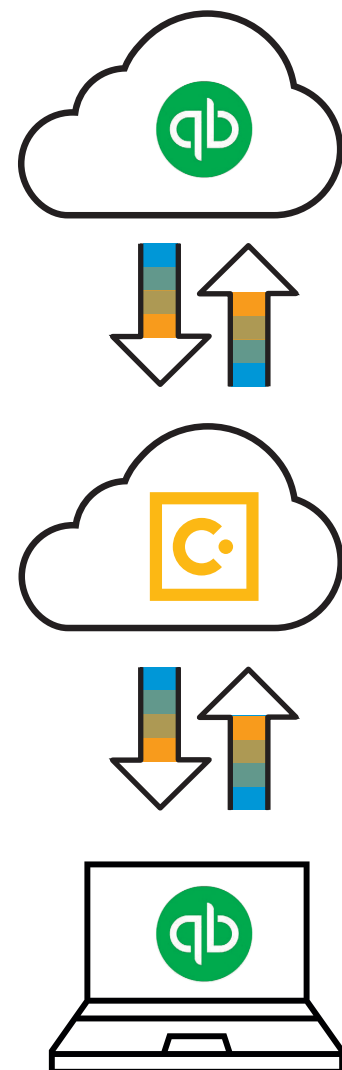
QuickBooks integration with Concur Expense helps streamline the expense process by easily importing expense categories, employee data, customers, classes and jobs – saving hours of manual data entry time – so you can focus your efforts on what matters most in your business.

QuickBooks integration with Concur Invoice offers fast and accurate accounting, so you can get big-picture financial data for better cash flow management, all with the simplicity of one-click integration. Many businesses are turning to this paperless, automated solution to gain visibility into company AP.

Below are some insights to help you prepare for the integration that will take place during your implementation.

Getting Started

The first step in your SAP® Concur® solutions implementation will be the Quick Books configuration. Your existing QuickBooks desktop or Online service, together with account and class structures, will set the stage for the configuration of the expense service to establish integration points.

Please have the following prepared:

What's Needed?	Why is this needed?
QuickBooks administrator with credentials	Providing credentials enables your SAP Concur system to easily access necessary data from QuickBooks.
Employees setup as vendors	QuickBooks is designed to send employee specific expense data to SAP Concur solutions using vendor settings.
Company file	The single company file you wish to integrate will be the launch point for the SAP Concur configuration.

QuickBooks configuration elements to consider:

Your SAP Concur resource will help you review these items as you begin	
Existing Company ID or Realm ID sync	Are you currently integrated to another SAP Concur instance? If your QuickBooks Online Realm or QuickBooks Company ID has been previously integrated, your SAP Concur resource will help you prepare for any transition needed.
Class lists in QuickBooks	Do you utilise Class Lists? Class Lists simplify the process of establishing expense choices for groups of users within your company. Your SAP Concur resource will help identify the best way to approach your setup, utilising any existing Class Lists.
Customers in QuickBooks	Are you leveraging customers? Your SAP Concur resource will identify how you track customers and billable items to get the best integration of your data.
Chart of accounts in QuickBooks	The chart of accounts helps identify and map SAP Concur solutions expense types to applicable accounts. Some customers find that updating accounting codes and using numeric codes makes the integration most effective.
Location in QuickBooks Online	Do you utilise the Location field in QuickBooks online? Some customers find the Location field in QuickBooks Online is helpful for cost tracking purposes.
How are you posting cash and corporate card transactions?	Expense transactions can be posted to QuickBooks single accounts or sub-accounts. Your SAP Concur solutions resource will assist with configuring transactions to post as a bill or credit card charge based on your business needs.

About SAP Concur

SAP® Concur® is the world's leading brand for integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes. The highly-rated SAP Concur mobile app guides employees through business trips, charges are directly populated into expense reports, and invoice approvals are automated. By integrating near real-time data and using AI to analyse transactions, businesses can see what they're spending and avoid possible blind spots in the budget. SAP Concur solutions help eliminate yesterday's tedious tasks, make today's work easier, and support businesses to run at their best. Learn more at concur.com.au or the SAP Concur blog. The Bureau is now looking forward to increasing its analysis of the data and reporting captured though the SAP Concur system. This will help to provide greater financial insight for the organisation, to assist in strategic planning and long-term management of the Bureau, and be integral to the develop of further digital capabilities as the organisation continues to execute on its business transformation program.

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