



User Guide

How to Transfer Claims into NetSuite



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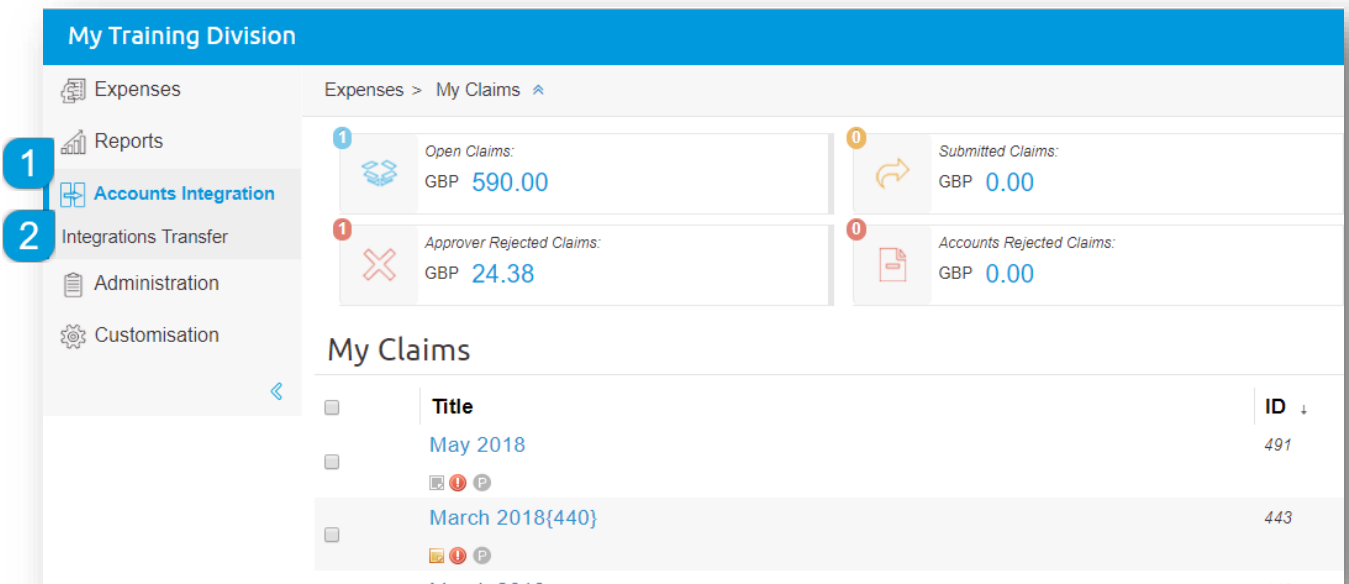


1.0 Introduction

Your Webexpenses system has now been configured to integrate with your NetSuite account, enabling you to transfer claims that have been processed ready for payment, directly into your NetSuite account for payment.

2.0 How to Transfer Processed Claims

- 1 Log into **Webexpenses** at **division** level with an **accounts** user profile
- 2 Navigate to **Accounts Integration** **1** in the main menu
- 3 Click **Integrations Transfer** **2**



How to transfer claims into NetSuite

- 4 Ensure that **NetSuite Connection** is selected from the **Integration** drop down menu
- 5 Select **Not Transferred** from the **Transfer Status** drop-down menu
- 6 Enter the **Start Date** and the **End Date** of the period you wish to retrieve processed claims for
- 7 Click **View Claims**

My Training Division

Accounts Integration > Integrations > Transfer

Transfer

Integration: NetSuite Connection [Transfer]

Transfer Status: Not Transferred

Start Date: 01-Apr-2019 [Calendar]

End Date: 20-May-2019 [Calendar]

[View Claims]

Claims that have been approved for payment between these dates will now be listed.

My Training Division You are logged in as a Proxy User

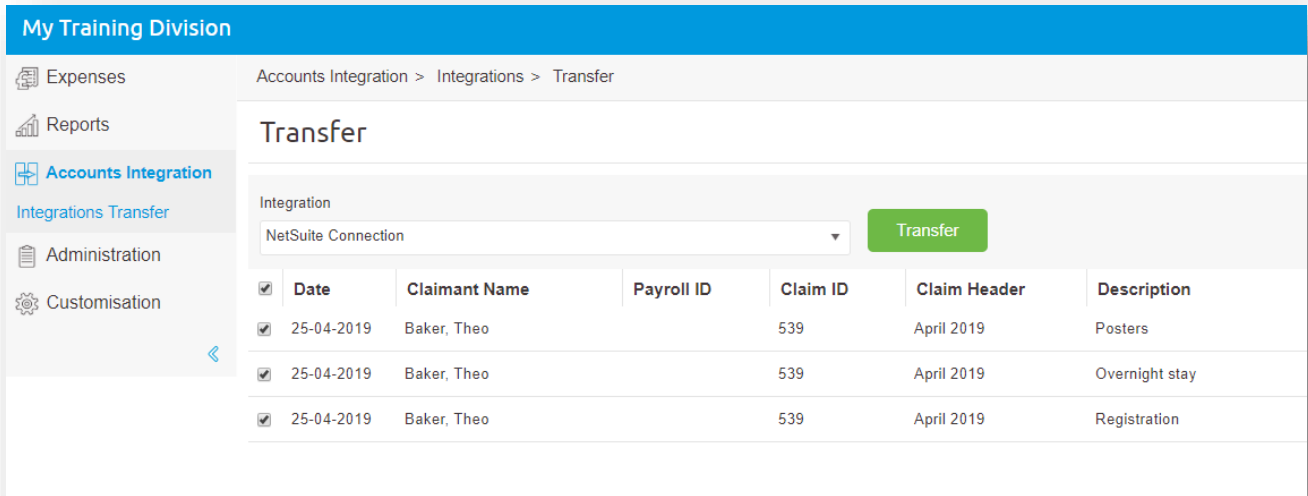
Accounts Integration > Integrations > Transfer

Transfer

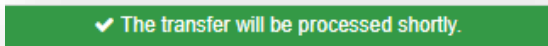
Integration: NetSuite Connection [Transfer]

Date	Claimant Name	Payroll ID	Expense ID	Expense Header	Description	Category	GL Code	FX Currency
20-05-2019	Baker, Theo		540	May 2019	Overnight stay	Hotel Expenses	68685	GBP
20-05-2019	Baker, Theo		540	May 2019	Registered parcel	Mailing Costs	68422	GBP
20-05-2019	Baker, Theo		540	May 2019	Subsistence	Subsistence	68683	GBP
20-05-2019	Baker, Theo		540	May 2019	Flights	Travel - Airfare	68681	GBP

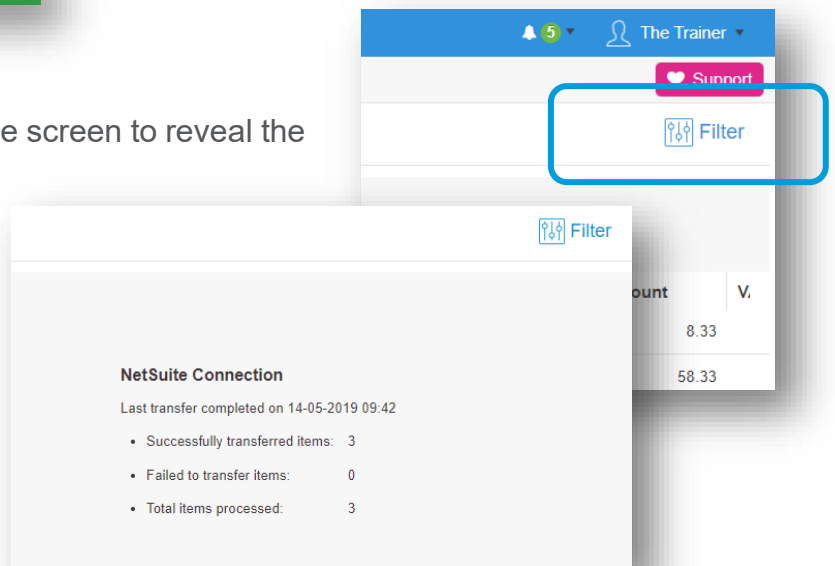
- 8 Select the claims that you want to transfer to NetSuite, by ticking the box next to the claim or tick the first box in the header row to select all



- 9 Once the claims have been selected, the **Transfer** button will change to green
- 10 Click **Transfer** to transfer the claims into **NetSuite**
- 11 You will see a green bar at the top of the screen confirming that the transfer is in progress



- 12 Click on **Filter** at the top right of the screen to reveal the header
- 13 Here you will find a summary of the transfer status



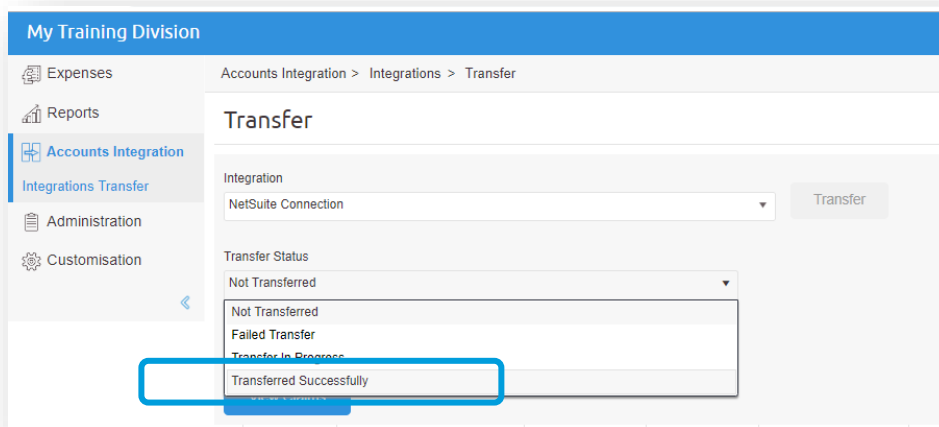


Note: If the claim owner doesn't have an employee record in NetSuite at the point of transfer, this will automatically be created in NetSuite when the claims are transferred.

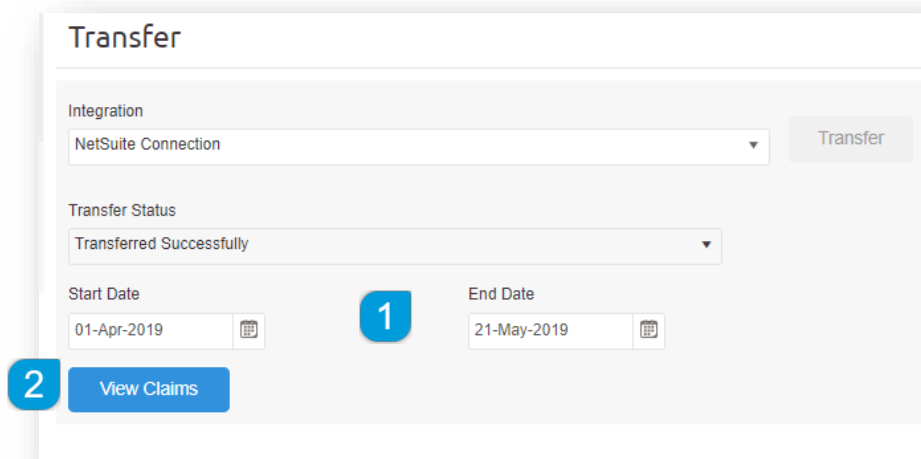
3.0 Viewing Successfully Transferred Claims

When you can see from the status summary that claims have been successfully transferred to NetSuite, the claims can be viewed in Webexpenses and in NetSuite.

- 1 From the **Transfer** screen, navigate to **Transfer Status** and select **Transferred Successfully** from the drop-down menu



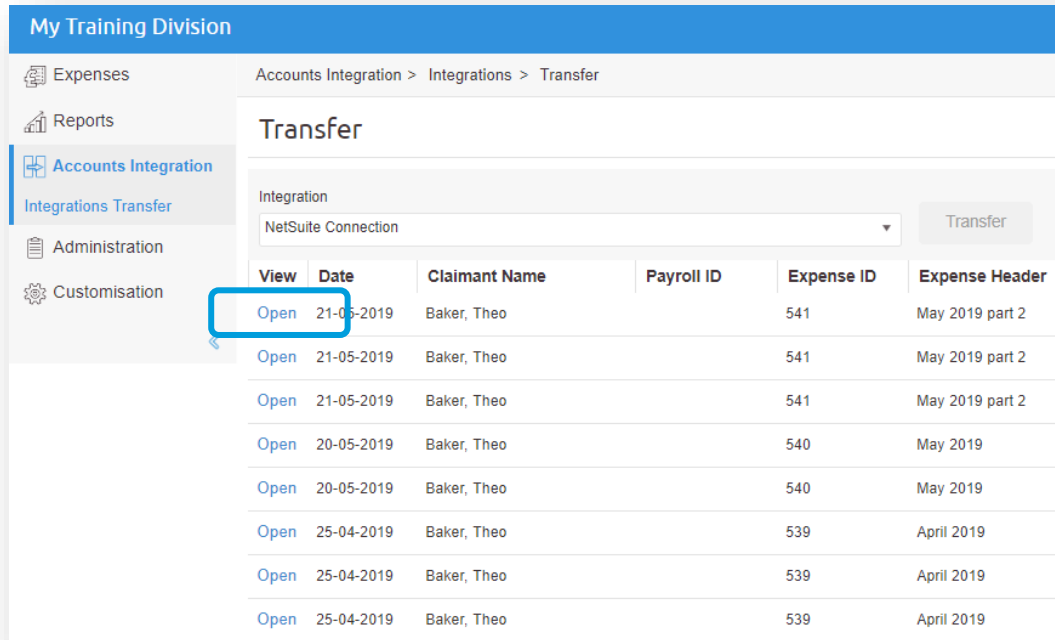
- 2 Enter the **Start Date** and the **End Date** ¹ of the claim period
- 3 Click **View Claims**



How to transfer claims into NetSuite

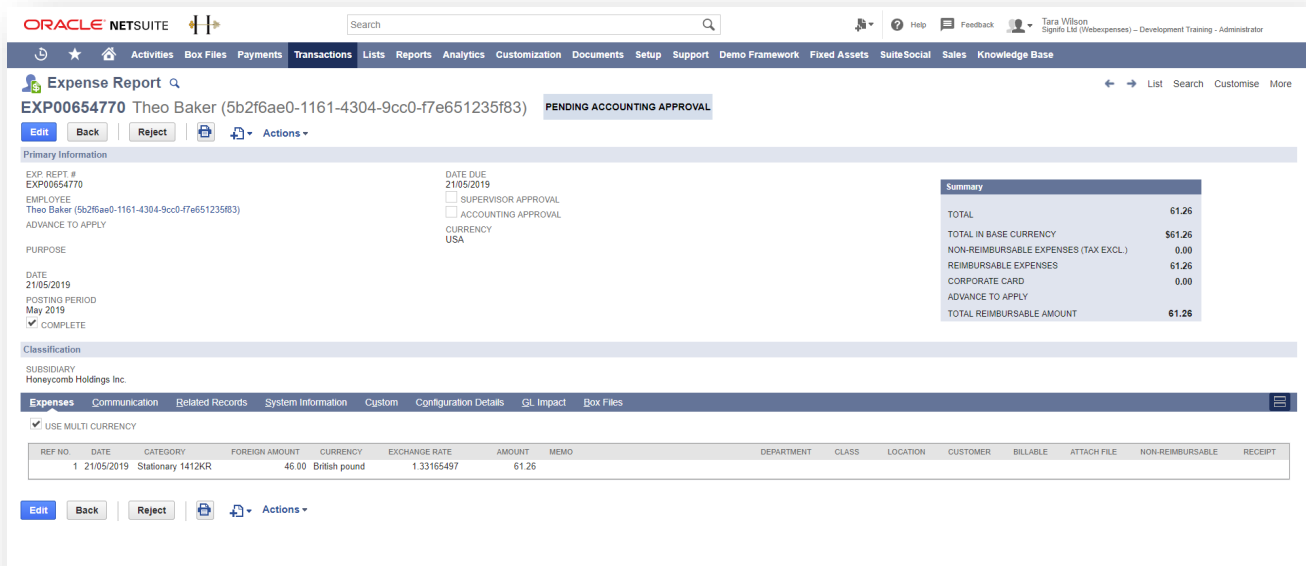
All claim items that have been transferred to **NetSuite** are now listed

4 Click **Open** next to a claim item that you would like to view



View	Date	Claimant Name	Payroll ID	Expense ID	Expense Header
Open	21-05-2019	Baker, Theo		541	May 2019 part 2
Open	21-05-2019	Baker, Theo		541	May 2019 part 2
Open	21-05-2019	Baker, Theo		541	May 2019 part 2
Open	20-05-2019	Baker, Theo		540	May 2019
Open	20-05-2019	Baker, Theo		540	May 2019
Open	25-04-2019	Baker, Theo		539	April 2019
Open	25-04-2019	Baker, Theo		539	April 2019
Open	25-04-2019	Baker, Theo		539	April 2019

5 The claim will now open in **NetSuite**



ORACLE NETSUITE

Search

Activities Box Files Payments Transactions Lists Reports Analytics Customization Documents Setup Support Demo Framework Fixed Assets SuiteSocial Sales Knowledge Base

Expense Report

EXP00654770 Theo Baker (5b2f6ae0-1161-4304-9cc0-f7e651235f83) PENDING ACCOUNTING APPROVAL

Edit Back Reject Actions

Primary Information

EXP. REPT. #
EXP00654770

EMPLOYEE
Theo Baker (5b2f6ae0-1161-4304-9cc0-f7e651235f83)

ADVANCE TO APPLY

PURPOSE

DATE
21/05/2019

POSTING PERIOD
May 2019

COMPLETE

DATE DUE
21/05/2019

SUPERVISOR APPROVAL

ACCOUNTING APPROVAL

CURRENCY
USA

Summary

TOTAL	61.26
TOTAL IN BASE CURRENCY	61.26
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	61.26
CORPORATE CARD	0.00
ADVANCE TO APPLY	
TOTAL REIMBURSABLE AMOUNT	61.26

Classification

SUBSIDIARY
Honeycomb Holdings Inc.

Expenses Communication Related Records System Information Custom Configuration Details GL Impact Box Files

USE MULTI CURRENCY

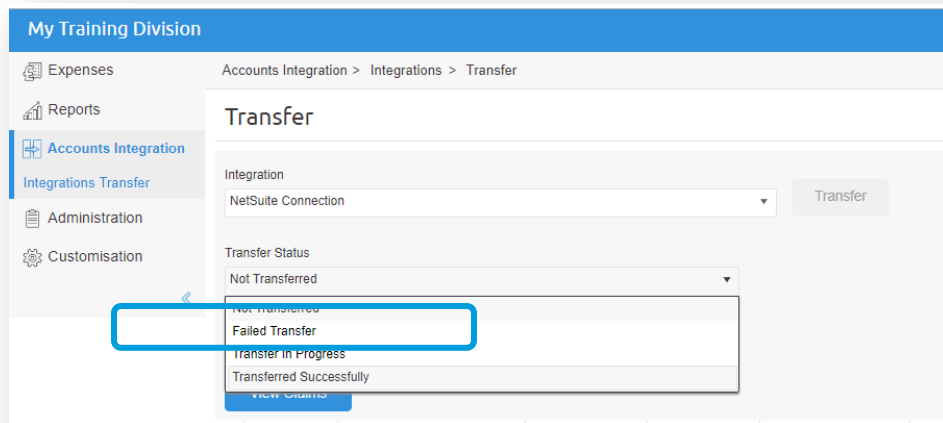
REF. NO.	DATE	CATEGORY	FOREIGN AMOUNT	CURRENCY	EXCHANGE RATE	AMOUNT	MEMO	DEPARTMENT	CLASS	LOCATION	CUSTOMER	BILLABLE	ATTACH FILE	NON-REIMBURSABLE	RECEIPT
1	21/05/2019	Stationary 1412KR	46.00	British pound	1.33165497	61.26									

Edit Back Reject Actions

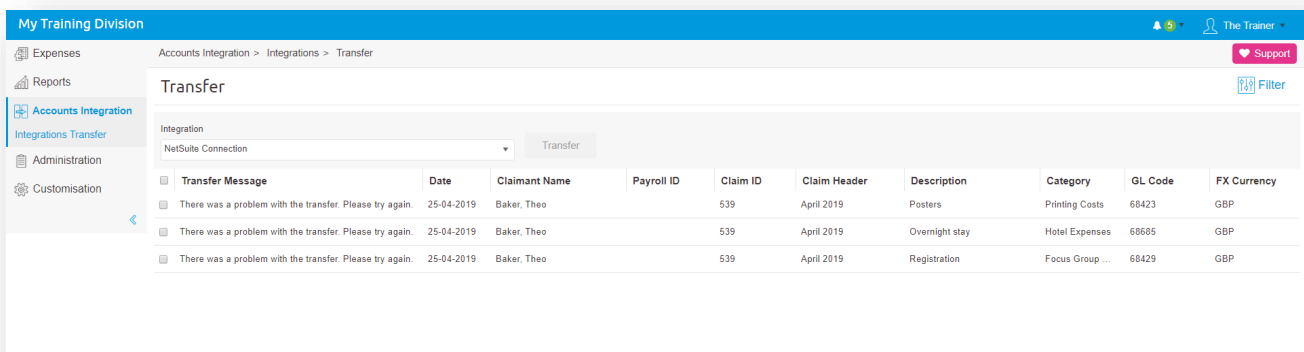
4.0 Viewing Claims That Have Failed to Transfer

When you can see from the status summary that claims have been failed to transfer to NetSuite, the claims can be viewed in Webexpenses and in NetSuite.

- 1 From the **Transfer** screen, navigate to **Transfer Status** and select **Failed Transfer** from the drop-down menu

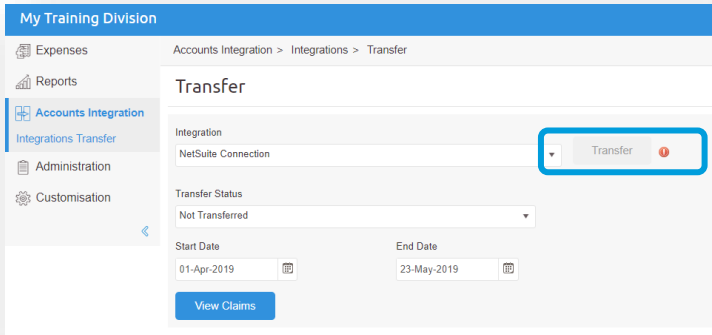


- 2 Enter the **Start Date** and the **End Date** **1** of the claim period
- 3 Click **View Claims** **2**
- 4 All claim items that have failed to transfer to **NetSuite** are now listed

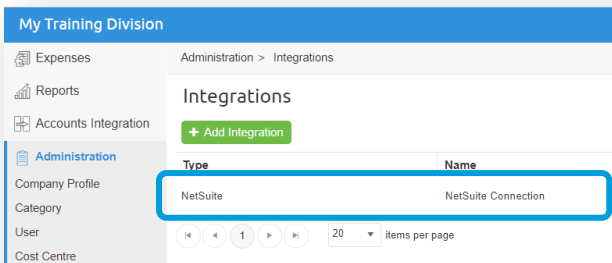
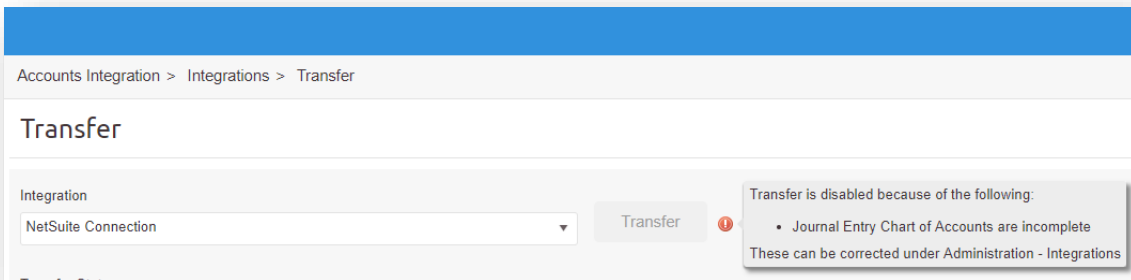


5.0 Troubleshooting

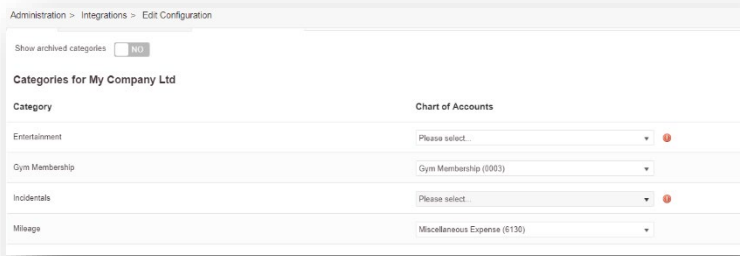
Q. What does the exclamation mark mean next to the transfer button?



A. This means that there is incomplete information on the **Properties** tab, ranging from **Chart of Accounts** mapping being incomplete, to the selected **Vendor** being inactive in NetSuite. (Hover over the exclamation mark for the details.) A Webexpenses Administrator will need to log into the relevant Webexpenses division and go to the Administration menu.



From here, select **Integrations** and then click on the **NetSuite integration**.



For example, if the **Chart of Accounts** mapping is incomplete, map the missing categories to the **Chart of Accounts/Expense categories**.

5.1 Table of Failed Transfer Messages

Failed Transfer Message	Explanation
The total of the claim must be positive.	The claim has a negative total for vendor bill.
There is a problem accessing NetSuite. Please try again later.	If you see this message, please contact Webexpenses support (refer to final page for contact information).
One or more category mappings are invalid.	The Chart of Accounts or Expense category is inactive.
The currency is incorrect for subsidiary.	The base currency is not in NetSuite for Journal Entry.
The currency is incorrect for Vendor Bill.	Invalid vendor set-up, check that the base currency of the Webexpenses division matches the Vendor base currency.

Once the errors have been corrected, return to the **Transfer** screen and follow the steps below.

- 1 Select **Not Transferred** from the **Transfer Status** drop down menu
- 2 Enter the **Start Date** and the **End Date** of the period you wish to retrieve processed claims for
- 3 Click **View Claims**
- 4 Claims that have been approved and processed for payment between these dates will now be listed.

- 5 Select the claims that you want to transfer to NetSuite, by ticking the box next to the claim or tick the first box in the header row to select all
- 6 Once the claims have been selected, the **Transfer** button will change to green
- 7 Click **Transfer** to transfer the claims into **NetSuite**.

Support

Claims

If you experience difficulties in processing your claim or need to enquire about a submitted claim, please contact your finance team.

Technical

If you experience a technical difficulty with the Webexpenses system, please email your administrator or visit www.webexpenses.com/support

Live-chat is available Monday to Friday between 09:00 - 5:30pm

If you call outside of office hours please leave a message with:

- Your name and email address
- Your company name
- A contact telephone number
- A brief explanation of the problem.



support@webexpenses.com



UK +44 (0)800 711 7138

Australia +61 1800 316 911

USA +1 888 927 2658

