User Guide

NetSuite Integration
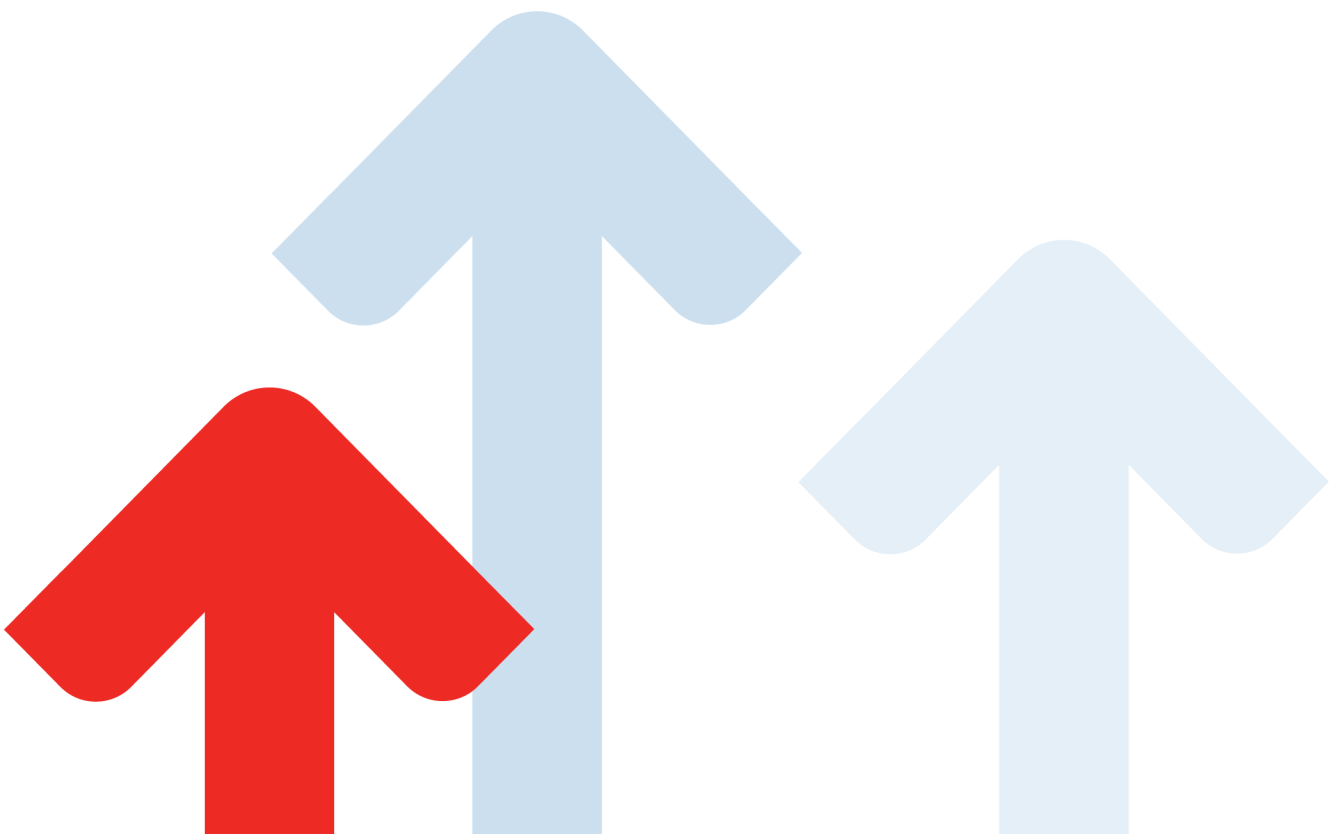
Table of Contents

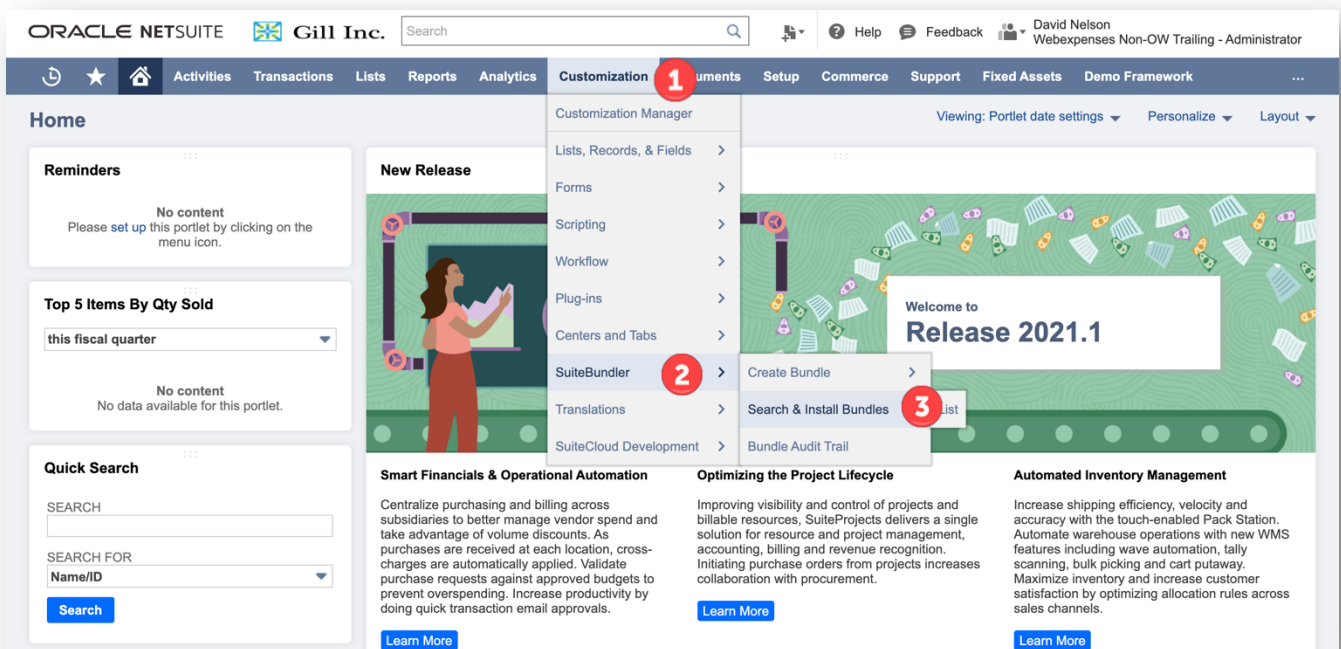| Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0

Introduction

This guide will take you through the steps required to connect Webexpenses to NetSuite to enable processed claims to be transferred into the correct area of NetSuite for payment.

Before the integration between Webexpenses and NetSuite can begin, the Webexpenses Bundle need to be installed in NetSuite.

Installing the Webexpenses Bundle in NetSuite

1. Login to **NetSuite** as an **administrator**

2. From the **Dashboard**, navigate to **Customization** **1** in the menu bar at the top of the screen

3. Navigate to **SuiteBundler** **2** and then click on **Search & Install Bundles** **3**

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0

The screen changes to the **Search & Install Bundle** screen.

1. Type **Webexpenses** in the Keywords field

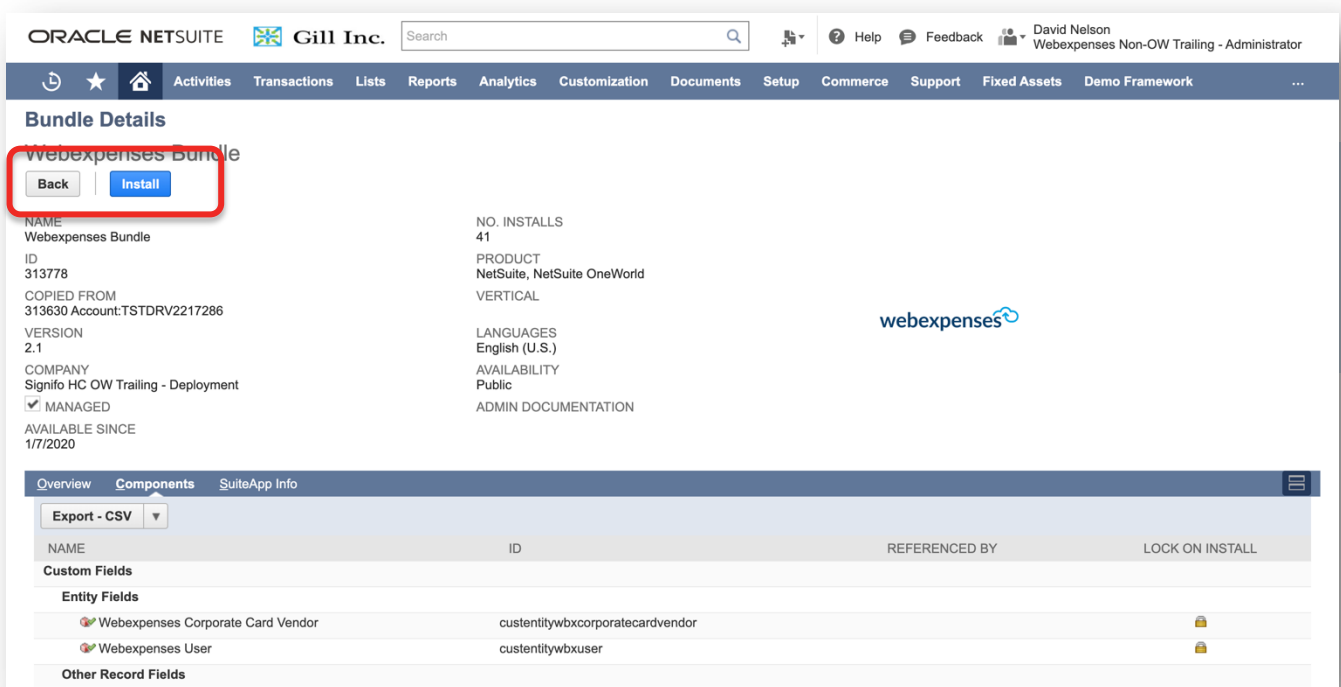2. Click **Search** to retrieve the bundle
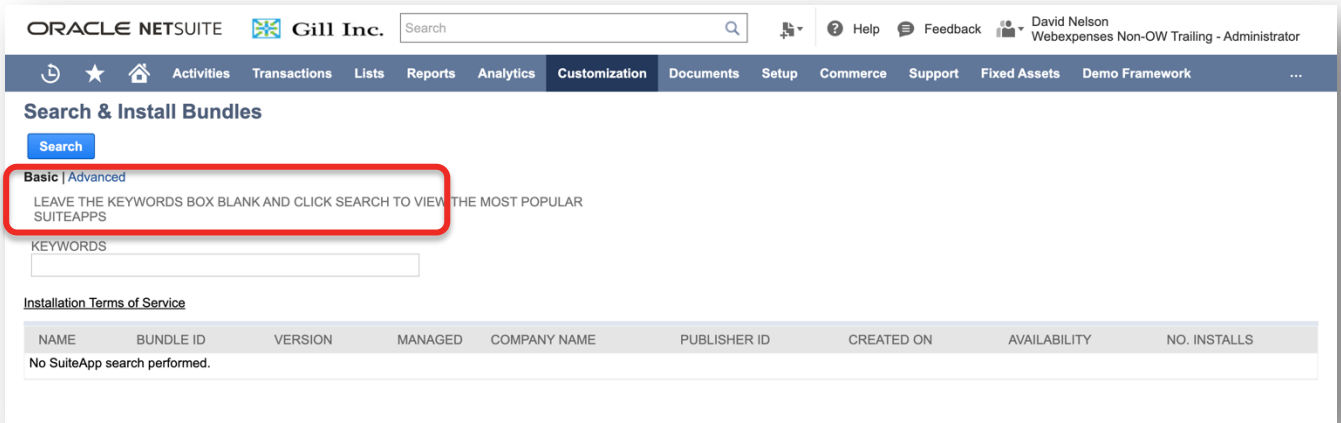
3. Once the bundle has been returned, click on the **Webexpenses Bundle** link
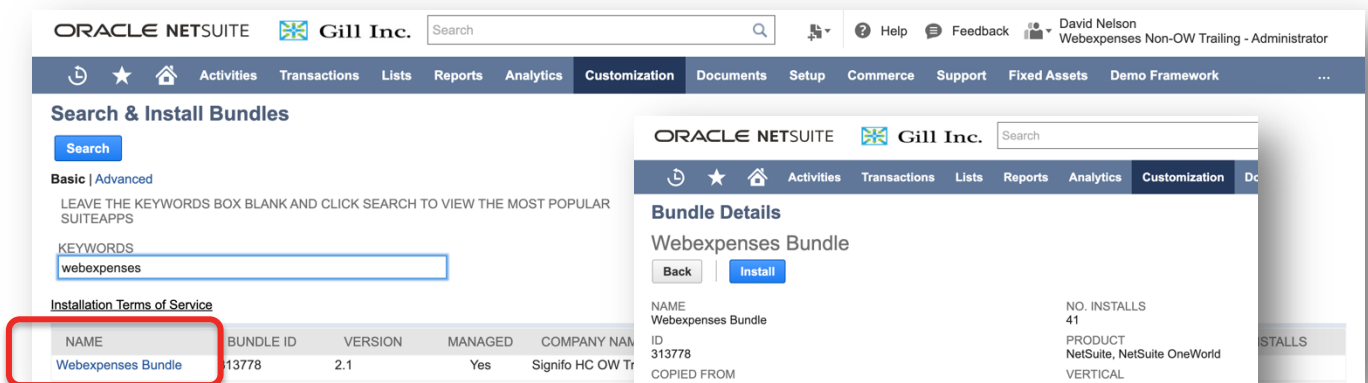
4. This will open the **Bundle Details** page. Click on the **Components** tab to view the **Entry Forms** and **Roles** that are included in the bundle

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0

Click the **Install** button, this shows you a preview of what will be added

- Webexpenses Corporate Card Vendor

- Webexpenses User

- Webexpenses Category

- Webexpenses Custom Employee Form

- Webexpenses Custom Vendor Credit

- Webexpenses Custom Journal Entry

- Webexpenses Custom Expense Report

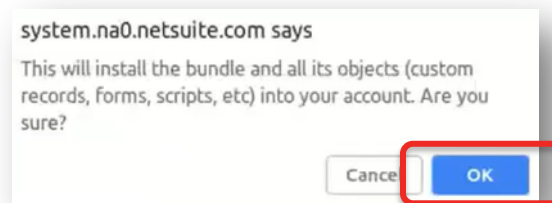- Webexpenses Custom Vendor Bill

- Webexpenses API Role

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0

5. Ensure that you read the **Terms and Condition**s of use and then click, **I Agree**
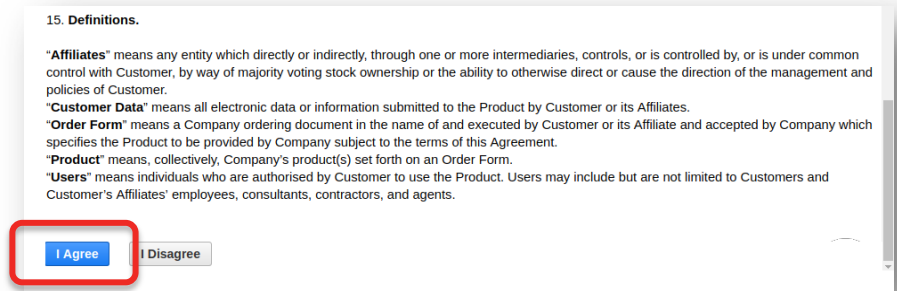
6. Click OK to confirm

Note: The **Bundle** is set to **lock** on install to prevent any unwanted modification. 🔒

Once the bundle is installed, a grid is displayed showing all the installed bundles on the account. Please note, the installation will take several minutes.

The **Webexpenses Bundle** will initially show as **Pending** in the grid.

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0
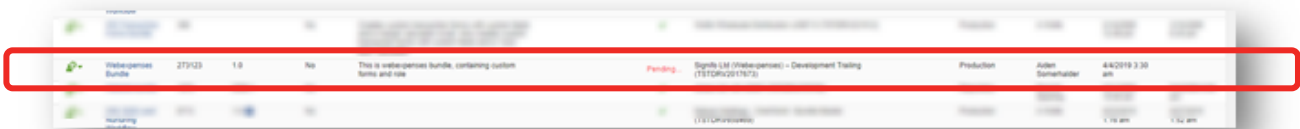
Once it has been installed successfully, you will see a green tick ✔ in the Status column.
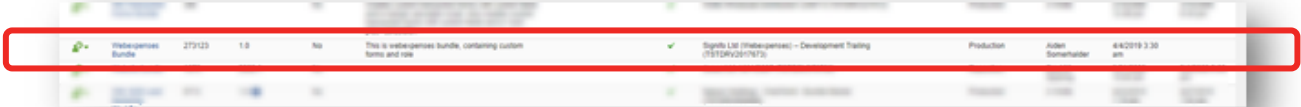
Enabling Token-Based Authentication in NetSuite

The next stage in the integration process is to ensure that the **NetSuite** account is enabled for **Token-Based Authentication.**

1. Ensure that you are logged into your **NetSuite** account as an **administrator**

2. Navigate to **Setup** ❶ , **Company** ❷ and then click on **Enable Features** ❸

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0
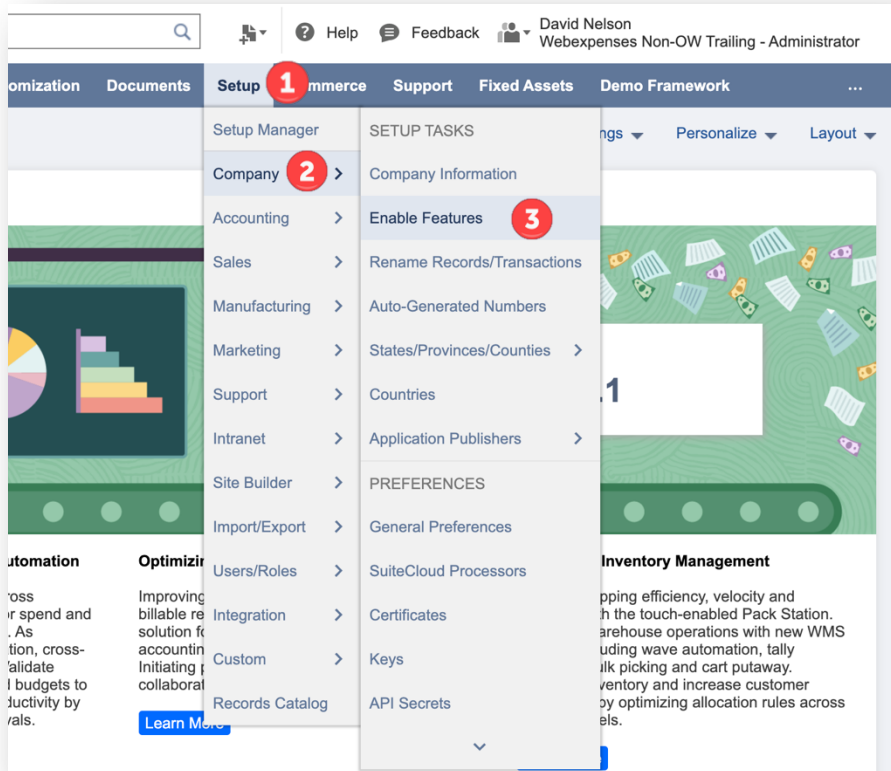
3. From the **Enable Features** screen, click on the **SuiteCloud** tab

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0
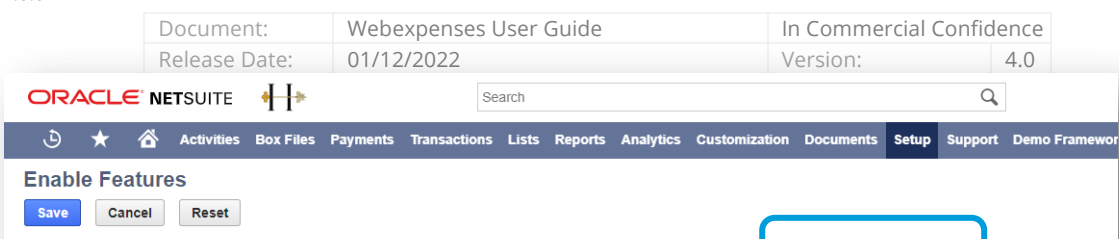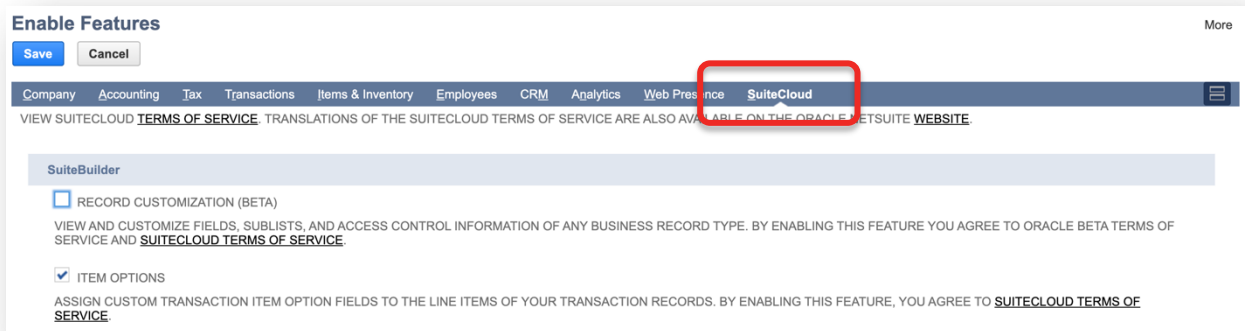
4. Scroll down to the **Manage Authentication** section and tick the box against **Token-Based Authentication**

5. Click **Save** to keep the changes

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0
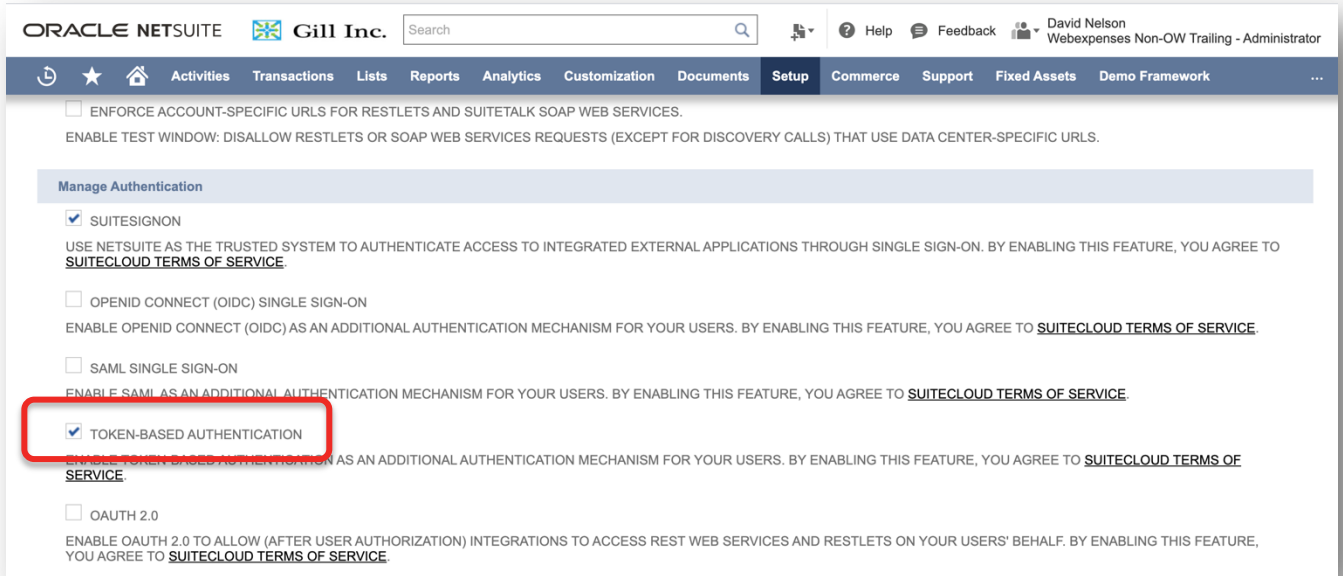
Assigning the Webexpenses API Role

The **Webexpenses API** role needs to be assigned to a **NetSuite** user.

1. From the **NetSuite Dashboard**, go to **Lists** **1**, **Employees** **2** and then click on **Employees** **3** in the submenu

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0
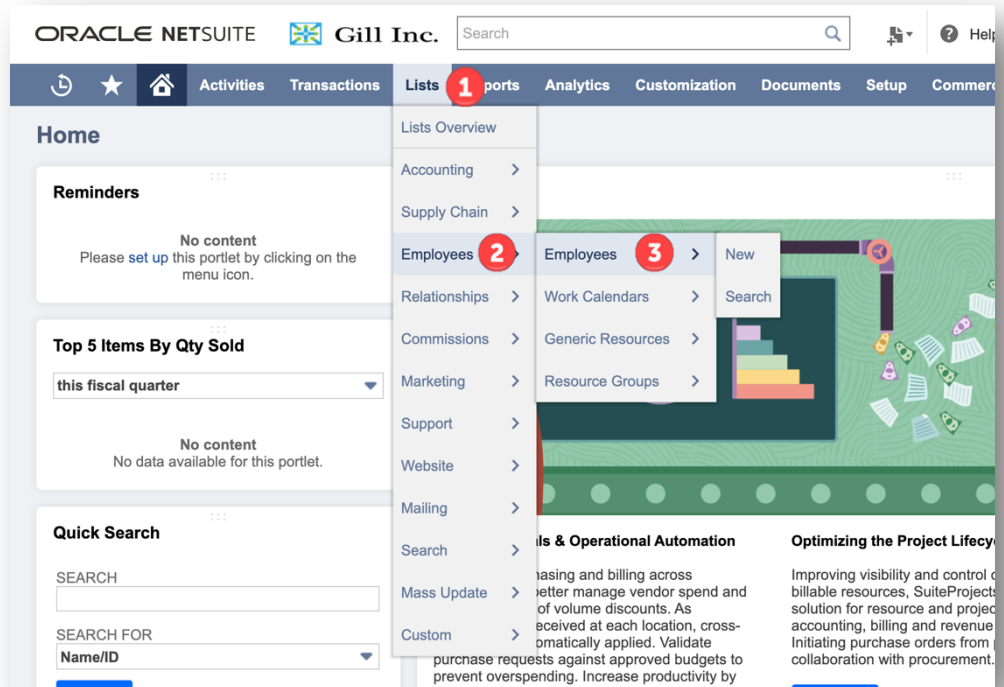
2. Select the relevant **employee** from the list or use the search function at the top of the screen to locate a specific individual

3. Click on the Edit ④ button

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0
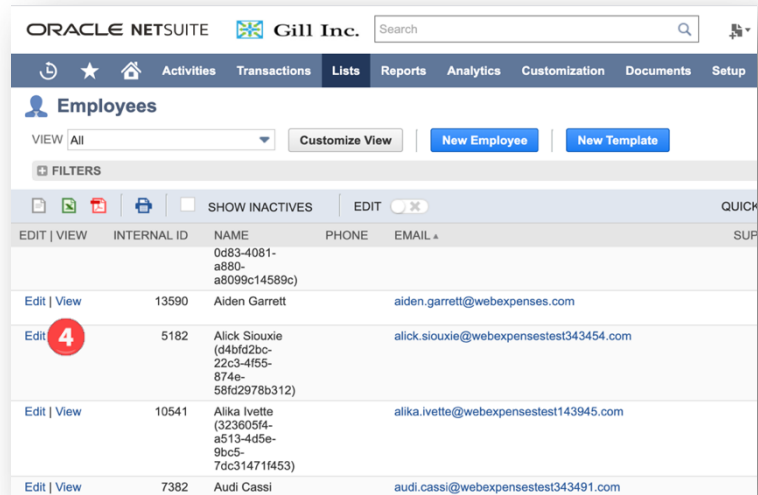
4. Once the user's profile is open, scroll down the screen and select **Access**
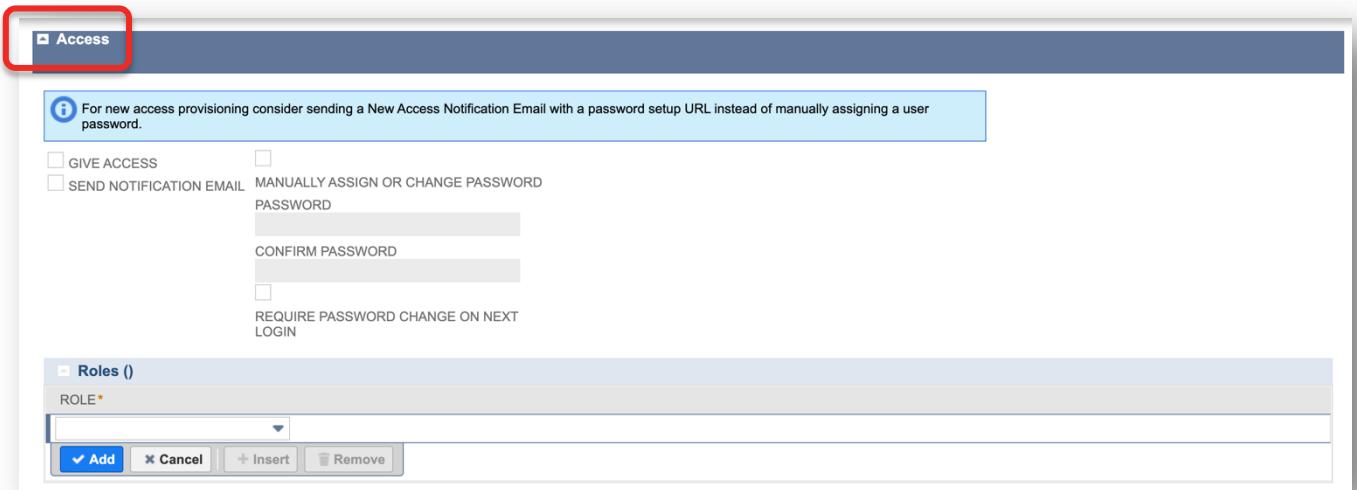
5. Click in the **Role** field and type **Webexpenses API** ⑤

6. Once located click **Add** ⑥ to assign the **Webexpenses API**

7. Click **Save** at the top of the screen to keep your changes

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0
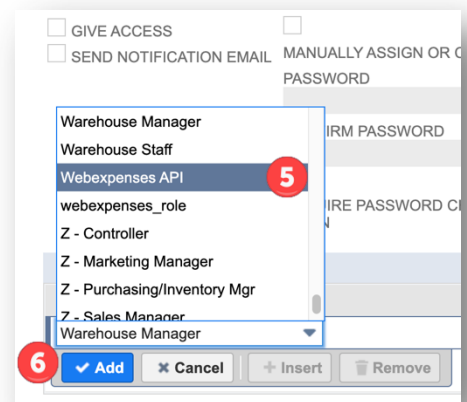
Revealing Tokens and Secrets

The next stage in the integration process is to locate and generate the following information in **NetSuite**:

- Account ID
- Consumer Key
- Consumer Secret
- Token ID
- Token Secret

Once the **Token** information has been retrieved, the administrator will need to log into Webexpenses.

Note: These credentials will only appear once! If the information is lost in transit, then the process will need to be re-run and new credentials generated.

Log into Webexpenses at **Division** level – This **must** be repeated at each division that needs to integrate with NetSuite

- Connections are set on a Webexpenses division basis
- If multiple divisions need to connect to the same NetSuite instance, the **secrets** (keys, details) need to be retained and added to each of the divisions individually

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0

Retrieving the Account ID

1. From the NetSuite Dashboard, go to **Setup** in the menu bar, **Integration** and then click **SOAP Web Services Preferences**
2. You will find the **Account ID in the top left corner of the screen**
3. The **Account ID** is required for set-up in your **Webexpenses** account, use the mouse to highlight the **ID** and **Ctrl C** to copy
4. Paste the **Account ID** to notepad or an alternative

Tokens and Secrets

Next, we need to retrieve the **Token** and **Secret** Information.

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0
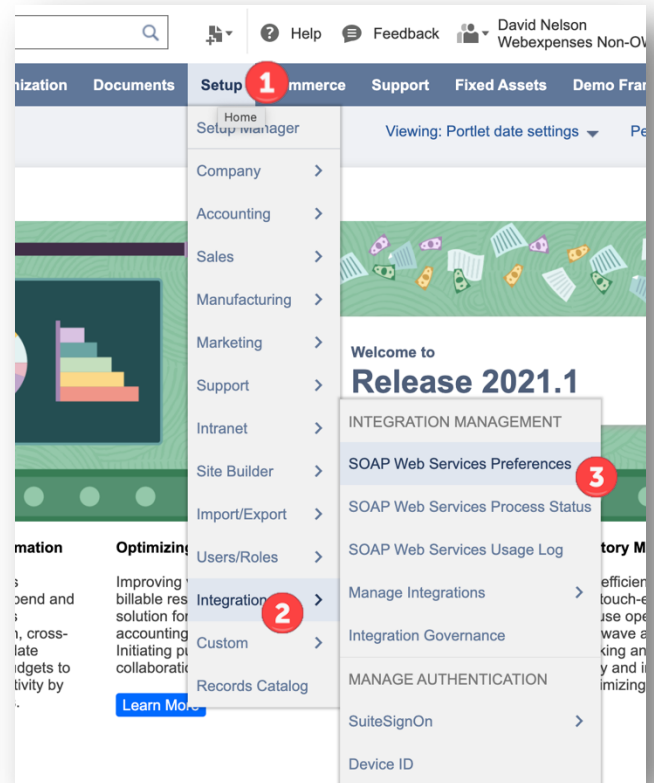
To Retrieve the Consumer Token Information

1. Go to **Setup** ①, **Integration** ②, **Manage Integration** ③ and then click **New** ④

2. On the next screen, enter a **name** ⑤ for the integration e.g., Webexpenses Integration

3. Tick **Token-Based Authentication** ⑥ and ensure that you untick **TBA: Authorization Flow** and **Authorisation Code Grant**

4. Click **Save** ⑦
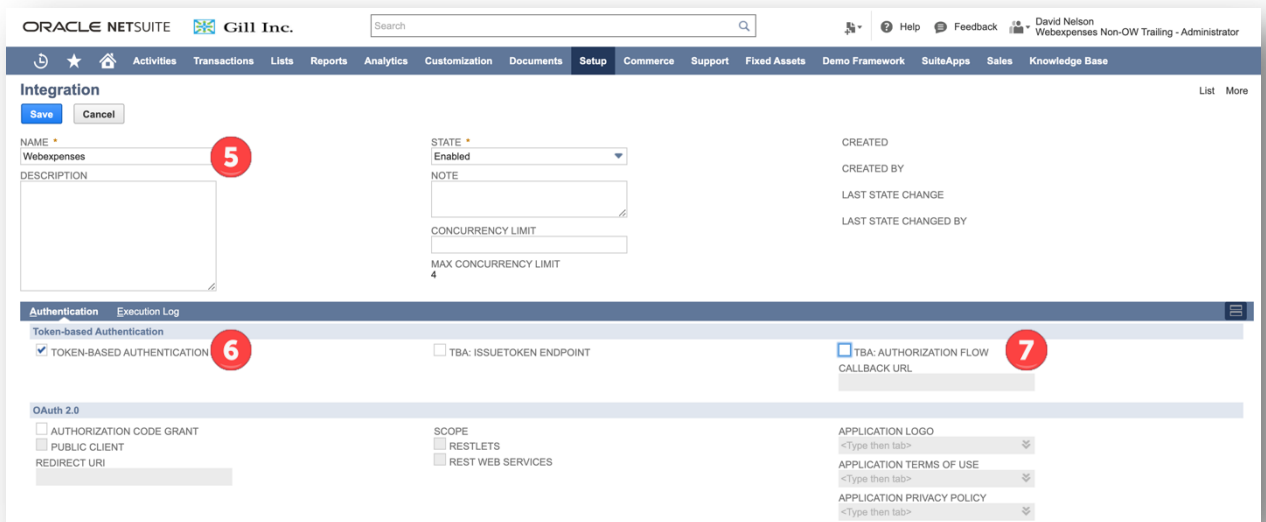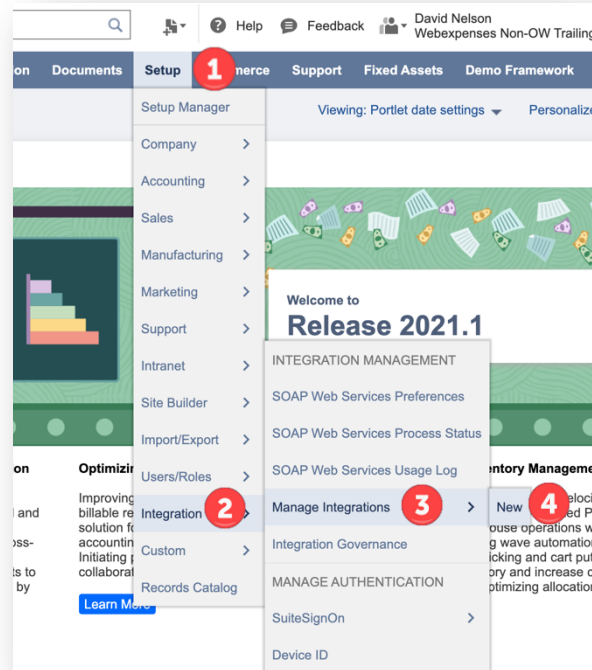
Once saved 2 keys will be revealed **Consumer Key** and **Consumer Secret**.

5. Once the **Consumer keys have** been revealed, copy and paste them into **Notepad** or an alternative place

The next step is to get the token information.
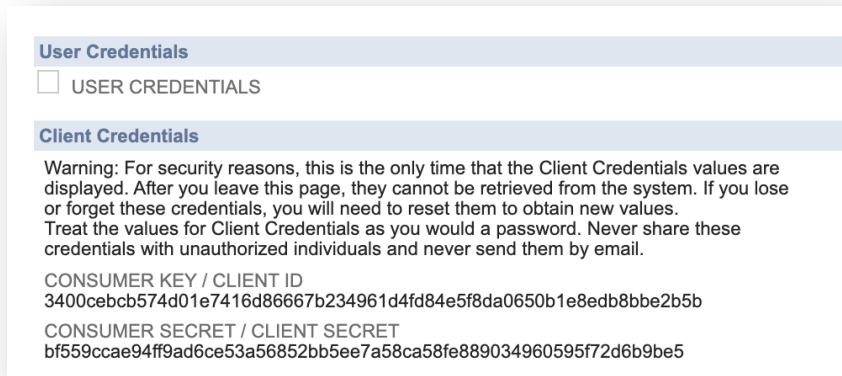
1. Go to the **Home** screen and scroll down to **Settings** on the left side of the screen
2. Click **Manage Access Tokens**

3. Now click **New My Access**

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0
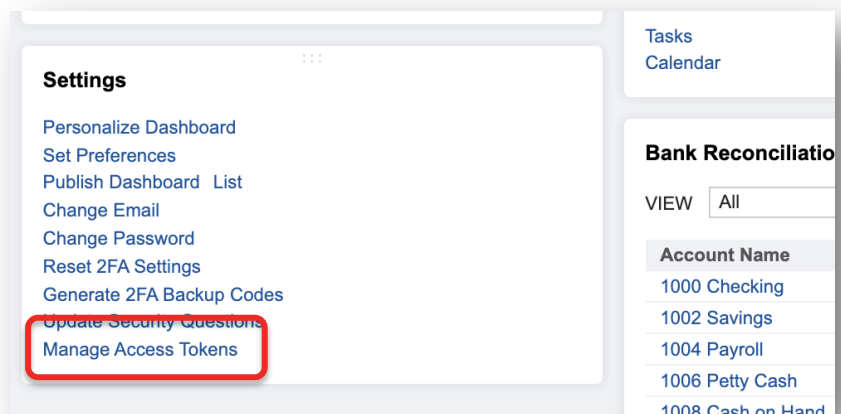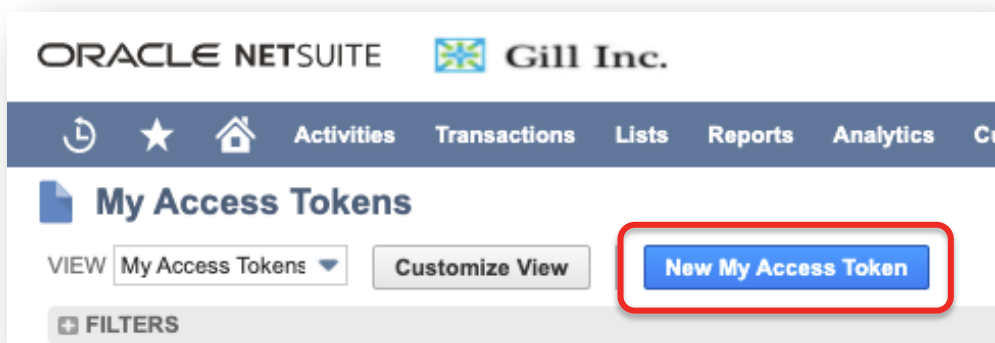
4. **Token**
5. The screen will change, select the **Application Name** that you created earlier
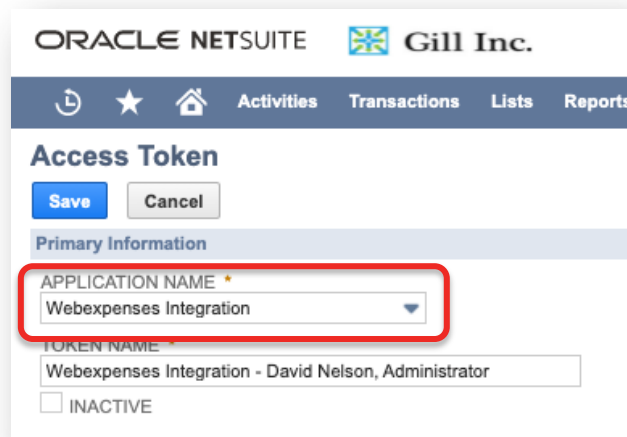
6. The **Token Name** will appear below, this is the **Employee** that the **Webexpenses API** role was assigned to
7. Click **Save**

Once you save, the **Token ID** and **Token Secret** are revealed.
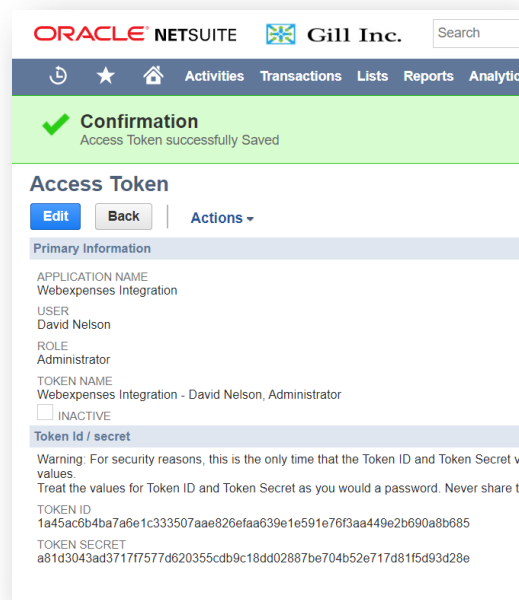
Note: Account and **secret** information shown in this guide is for demonstration and illustrative purposes only.

8. **Copy the Token details and paste into Notepad or an alternative**

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0

We are now ready to make the connection between **Webexpenses** and **NetSuite.**

Integration Process in Webexpenses

Before our integration is complete, log into **Webexpenses** as a **Division administrator** to make the final connection between Webexpenses and NetSuite. The division base currency of Webexpenses **must** be the same as the base currency for NetSuite

1. Click on **Administration** **1** in the main menu
2. Navigate to **Integrations** **2** at the bottom of the menu and click
3. Click the **Add integration** **3** button to begin
4. Click the **NetSuite Connector** **4** button

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0
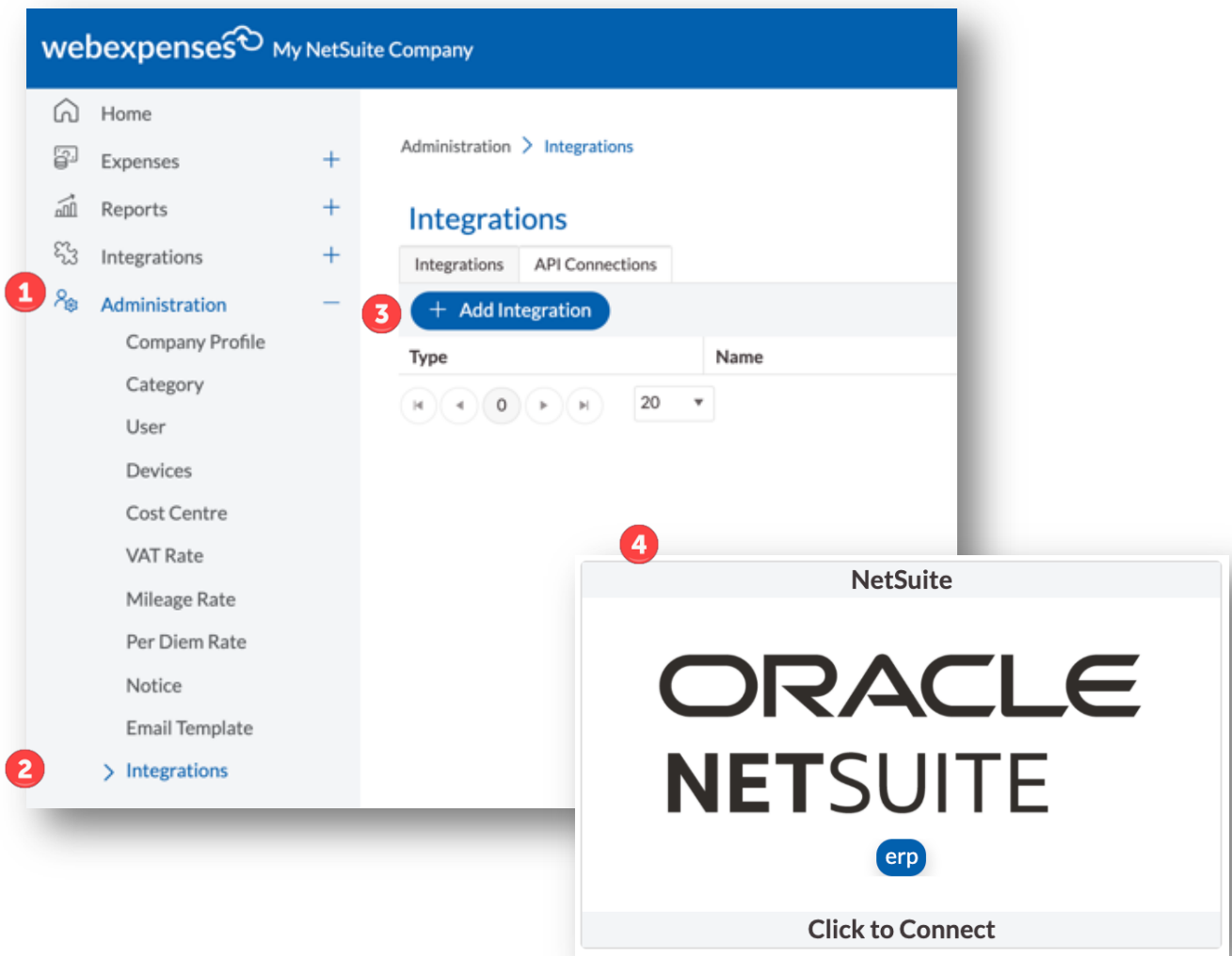
Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0

In the next screen paste the **Account ID**, **Consumer Key**, **Consumer Secret**, **Token ID** and **Token Secret** into the relevant fields.
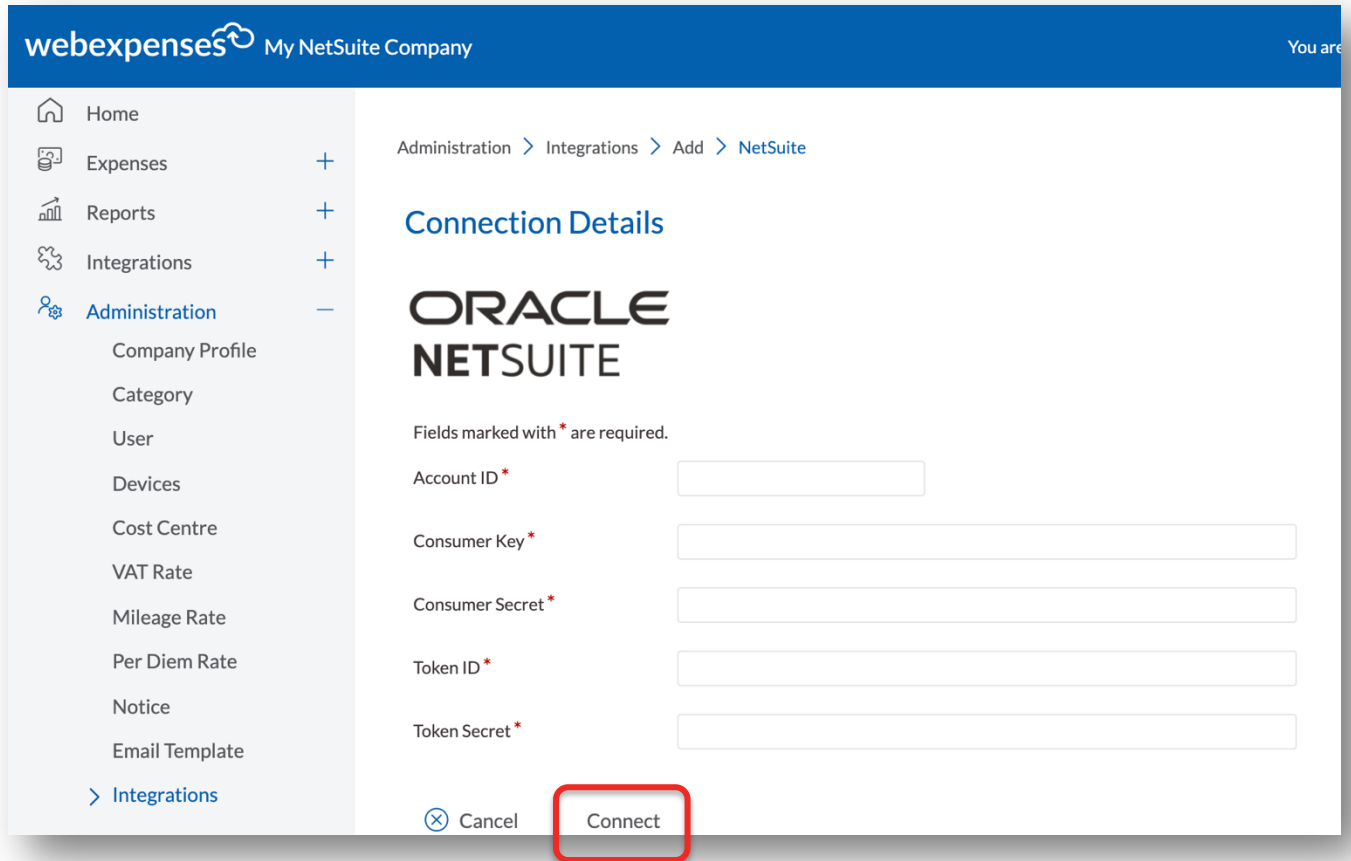
5. Click **Connect** to submit the details

Note: If you did **not** retain this information initially, then you will need to go back to **Setup, Integration**, **Manage Integration** and then select the name of the previously created integration. Click **Edit** and then click **Reset Credentials** to generate new token keys.

The screen confirms the connection details and shows the **Properties** of the connection. The following fields must be populated to be able to progress.

Webexpenses Properties Tab

Property	Mapping
Name	This will populate automatically based on your integration.
Notifications Email Address	This is the email address of the person to receive email notifications when claims are transferred to NetSuite.
Cut-off Date	This is the oldest date that the integration will go back to when retrieving claims marked as **Paid** when transferring from Webexpenses to NetSuite. Once the date has been added here, it will automatically update and there won't be a need to change it.
Personal Spend	This is the area of NetSuite that you would like to transfer Personal Spend claims to. Select from one of the following: • Expense Report • Journal Entry or • Vendor Bill Note: When **Journal Entry** is selected, you will need to map a further **Personal Spend** field to the relevant Chart of Accounts.
Corporate Card	This is the area that you would like to transfer Corporate Card claims to for reconciliation.

	Select from one of the following: • Journal entry or • Vendor Bill Note: When **Journal Entry** is selected, you will need to map a further **Corporate Card** field to the relevant Chart of Accounts.
Approver Status	Select what **status** you would like claims to transfer to NetSuite with – shown as **Approved Pending Approval.**
Expand Account List	When this option is switched to **No**, the **Journal Entries** and **Vendor Bills** tabs will list **Chart of Accounts** codes defined as **Expense**, **OthExpense** or **Defer Expense** in NetSuite. When this option is switched to **Yes**, **Journal Entries** will list **ALL Chart of Accounts** codes **EXCEPT** those defined as **Non-Posting**, **Account Payable**, **Stat** or **Bank** in NetSuite. Vendor Bills will list **ALL Chart of Accounts** codes **EXCEPT** those defined as **Non-Posting**, **Account Payable**, **Stat**, **Bank** or **Account Receivable** in NetSuite.
Transfer Setting Date	Select how the claims will be viewed on the transfer screen by either **Claim Item** date or **Paid** Date. Claims will then be transferred into NetSuite with the selected date.
One World	This button **must** always be set to **Yes** to enable you to manage multiple areas of your NetSuite Account. **Please note it is imperative that this is set to enable your claims to transfer successfully.**

Multi-Currency	Enable this if NetSuite is set as multi-currency
Employee/User Source	Select here if you would like **Webexpenses** users pushed to **NetSuite** or **NetSuite** users pushed to **Webexpenses** We strongly recommend **NetSuite** users should be pulled into **Webexpenses.**
Employee ID Generation	Switch to **Yes** to automate **Employee ID** reference in NetSuite. This should be turned on if it is turned on in NetSuite.
Vendor ID Generation	Switch to **Yes** to automate **Vendor ID** reference in NetSuite. This should be turned on if it is turned on in NetSuite.
Corporate Card to Individual Vendor	This setting allows **Vendor Bills** created against a **Vendor**. The **external id** must be set for this user in **Webexpenses** that matches to a **vendor** in **NetSuite.**
Corporate Card Vendor	This is the default Vendor that all Corporate Card transactions go to. e.g. Visa.
Send Journal Entries as Single Items	Only seen when claims are posting to **Journal entries.**
Custom Form Configuration	
Employee Custom Form Id	This the ID of the Webexpenses custom form which can be found in Customisation > Forms > Transaction forms.
Vendor Bill Custom Form Id	
Journal Entry Custom Form Id	

Expense Report Custom Form Id	
Vendor Credit Custom Form Id	
Classification Mapping	
Enable Mapping Prefix	This setting is not used for new integrations, and we recommend not using it.
Vendor	See **Enable Mapping Prefix**
Sub Vendor	
Client	
Sub Client	
Customer ID Generation	This should be turned on if it is turned **on** in **NetSuite.**
Enable Tax	We strongly recommend setting this to **Yes** and the data sync of **Tax** set to **Yes** so that we are sending the tax data to NetSuite, enabling the sync means that tax mapping is correctly mapped to data that's being transferred.
Data Synchronisation	
User	Switch to **Yes** to pull Users from NetSuite.
Vendor	Switch to **Yes** to pull Vendors from NetSuite.
Client	Switch to **Yes** to pull Clients from NetSuite.
Categories	Switch to **Yes** to pull Categories from NetSuite – please note, **Categories** must be checked as

	Webexpenses categories in NetSuite.
Sync	Click here to synchronise new records from NetSuite to Webexpenses as set above.
Please Note: When using the Sync setting for categories, you will need to mark the Expense Categories in NetSuite as Webexpenses categories	
Cost Centre Settings	
Cost Centre Provisioning	Switch to Yes for Cost Centres created in NetSuite to be provisioned in Webexpenses.
Provision Cost Centre At Parent	Switch to Yes for Cost Centres to be provisioned at the Parent account of Webexpenses.

Once you have completed all the information, click **Save** to keep the details

If you haven't taken advantage of the option to synchronise categories, you will notice that now the screen has been saved, two tabs have appeared. The headings of these tabs will depend on the selections you have made for **Personal Spend** and **Corporate Card** in the **Properties** tab.

Chart of Accounts Mapping

This will show if you do not use the **Sync** feature for **Categories**.

This tab shows all your **Webexpenses** expense categories that have been created at **Parent level** (categories that are available to all Webexpenses divisions), and all expense categories that have been created at **Webexpenses Division** level (categories that are only available to the division that you are logged into)

To view any **archived** categories, switch the **Show archived categories** button to ![YES]
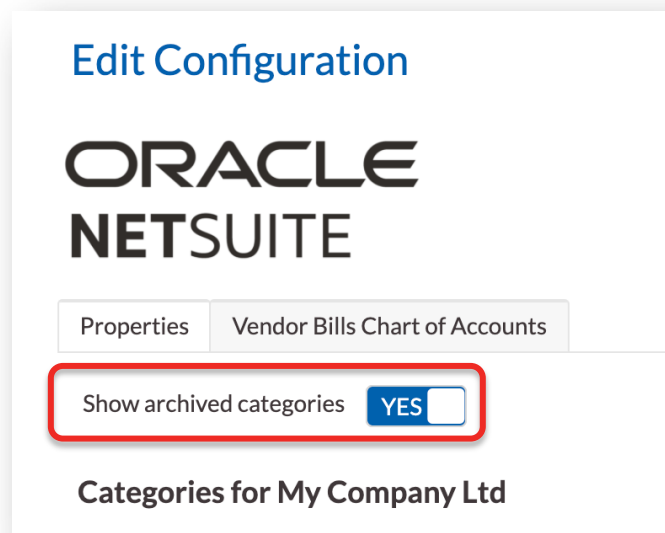
Select the **Chart of Accounts Mapping** tab

From the **Chart of Accounts Column**, click on the drop-down menu to view all the **Chart of Account** categories in your **NetSuite** account. You can search for the category by typing the name in the search field at the top of the list. If the search can't find the category, you will see the message, **no data found**

Once all categories have a mapping, click **Save**

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0

Note: Any **Chart of Accounts** categories that are **inactive** in NetSuite, are hidden from view. It is mandatory for all **Webexpenses** categories to be mapped. If a **Chart of Accounts** category is made inactive after it has been mapped in **Webexpenses**, it will disappear from the mapping and a replacement will need to be added before you can transfer claims.
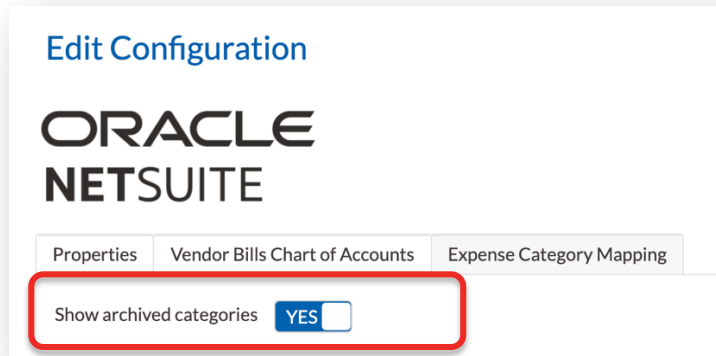
Expense Category Mapping

This appears if you have mapped Personal Spend or Corporate Card to Expenses Report

This tab shows all your **Webexpenses** expense categories that have been created at **Parent level** (categories that are available to all Webexpenses divisions) and all expense categories that have been created at **Webexpenses Division** level (categories that are only available to the division that you are logged into)

To view any **archived** categories, switch the **Show archived categories** button to

Select the **Expense Category Mapping** tab

From the **Expense Category** Column, click on the drop-down menu to view all the **Expense Category** categories in your **NetSuite** account. You can search for the category by typing the name in the search field at the top of the list. If the search can't find the category, you will see No data found

Once all categories have a mapping, click **Save**

Note: Any **Expense** categories that are **inactive** in NetSuite, are hidden from view. It is mandatory for all **Webexpenses** categories to be mapped. If an **Expense** category is made inactive after it has been mapped in **Webexpenses**, it will disappear from the mapping and a replacement will need to be added before you can transfer claims.

Once saved, if you go back to **Administration**, **Integrations,** you can see that **NetSuite** is showing as connected.

You have now completed the integration between Webexpenses and NetSuite.

To find out how to transfer processed claims into NetSuite, please refer to the additional user guide **How to Transfer Processed Webexpenses Claims into NetSuite**

Document:	Webexpenses User Guide	In Commercial Confidence	
Release Date:	01/12/2022	Version:	4.0

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

support@webexpenses.com

UK	+44 (0)800 711 7138
Australia	+61 1800 316 911
USA	+1 888 927 2658

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 your query.