

# **User Guide**

**NetSuite Integration** 





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# 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 🕝 and then click on Search & Install Bundles ᢃ



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The screen changes to the Search & Install Bundle screen.

- 1. Type Webexpenses in the Keywords field
- 2. Click Search to retrieve the bundle

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No SuiteApp search pe	erformed.																			

3. Once the bundle has been returned, click on the Webexpenses Bundle link



are included in the bundle



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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

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verview <u>Components</u> SuiteApp Info											
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Custom Fields											
Entity Fields											
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🐦 Webexpenses User			custenti	tywbxuser						<u> </u>	
Other Record Fields											

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 Ensure that you read the Terms and Conditions of use and then click, I Agree

#### 15. Definitions.



6. Click OK to confirm

#### system.na0.netsuite.com says

This will install the bundle and all its objects (custom records, forms, scripts, etc) into your account. Are you sure?



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.

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Once it has been installed successfully, you will see a green tick 💙 in the Status column.

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## **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 1, Company 2 and then click on Enable Features

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3. From the Enable Features screen, click on the SuiteCloud tab

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- 4. Scroll down to the Manage Authentication section and tick the box against Token-Based Authentication
- 5. Click **Save** to keep the changes

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## 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

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No content Please set up this portlet by clicking on the menu icon.	Employees 2	Employees	s 3 > Net	w	0	
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Top 5 Items By Qty Sold	Commissions	Generic Re	esources >		0	
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No content No data available for this portlet.	Support 2 Website 2					0
Quick Search	Mailing Search	Is & Opera	tional Automation	Optimizi	ng the Pro	ject Lifecy
SEARCH	Mass Update	basing and b better managorial of volume d	illing across ge vendor spend and iscounts. As	Improving billable re solution fe	y visibility a sources, S or resource	nd control o uiteProjects and projec
SEARCH FOR Name/ID	Custom purchase rec prevent over	eceived at e omatically a quests against a spending. Incre	ach location, cross- pplied. Validate approved budgets to base productivity by	accountin Initiating collabora	ig, billing a purchase o tion with pr	nd revenue orders from ocurement.

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- 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

ORACL	E NETSUITE	🔀 Gill	Inc.	Search			Q	
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4. Once the user's profile is open, scroll down the screen and select Access

Access	
For new access provisioning password.	consider sending a New Access Notification Email with a password setup URL instead of manually assigning a user
GIVE ACCESS SEND NOTIFICATION EMAIL	MANUALLY ASSIGN OR CHANGE PASSWORD PASSWORD CONFIRM PASSWORD REQUIRE PASSWORD CHANGE ON NEXT LOGIN
Roles ()	
ROLE*	
Add * Cancel +	Insert Remove

- 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

Warehouse Manager Warehouse Staff Webexpenses API z - Controller Z - Marketing Manager Z - Purchasing/Inventory Mgr Z - Sales Manager Warehouse Manager	GIVE ACCESS	MANUALLY ASSIGN OR C
Warehouse Staff Webexpenses API 5 webexpenses_role Z - Controller Z - Marketing Manager Z - Purchasing/Inventory Mgr Z - Sales Manager Warehouse Manager	Warehouse Manager	IRM PASSWORD
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Z - Purchasing/Inventory Mgr Z - Sales Manager Warehouse Manager	Z - Marketing Manager	
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✓ Add X Cancel + Insert	✓ Add X Cancel +	Insert Remove

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# **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

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## **Retrieving the Account ID**

1. From the NetSuite Dashboard, go to Setup ① in the menu bar, Integration ② and then click

SOAP Web Services Preferences 3

- 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.





#### NetSuite Integration

### To Retrieve the Consumer Token Information

Help Seedback David Nelson Webexpenses Non-OW Trailing 1. Go to Setup 1, Integration 2, Manage Q **.** 1 Support Fixed Assets Demo Framework Setup Integration 3 and then click New 4 Setup Manager Viewing: Portlet date settings 🚽 Personal Company > Accounting > Sales > Manufacturing > Marketing > Welcome to **Release 2021.1** Support > INTEGRATION MANAGEMENT > Intranet SOAP Web Services Preferences Site Builder > SOAP Web Services Process Status Import/Export 2. On the next screen, enter a **name** <sup>5</sup> for the Optimizir Users/Roles ntory Manad SOAP Web Services Usage Log Improving billable re solution fr accountin Initiating collaborat integration e.g., Webexpenses Integration Manage Integrations 3 4 > 2 New Integration Governance g wave automatic icking and cart pu ory and increase ptimizing allocatio 3. Tick Token-Based Authentication 6 and ts to by MANAGE AUTHENTICATION Records Catalog Learn Me ensure that you untick TBA: Authorization SuiteSignOn Device ID Flow and Authorisation Code Grant 4. Click Save 🔽 ORACLE NETSUITE 😹 Gill Inc. Q Help .e., Sh-G Fe ک 🖈 🕹 Integration List More Save CREATED NAME \* Webexpenses STATE 5 CREATED BY DESCRIPTION NOTE LAST STATE CHANGE LAST STATE CHANGED BY CONCURRENCY LIMIT MAX CONCURRENCY LIMIT Authentication Execution Log Token-based Authentication TOKEN-BASED AUTHENTICATION 6 TBA: ISSUETOKEN ENDPOIN TBA: AUTHORIZATION FLOW 7 CALLBACK URL OAuth 2.0 AUTHORIZATION CODE GRANT PUBLIC CLIENT REDIRECT URI SCOPE RESTLETS REST WEB SERVICES APPLICATION LOGO APPLICATION TERMS OF USE

Once saved 2 keys will be revealed Consumer Key and Consumer Secret.

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APPLICATION PRIVACY POLICY

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Tasks

 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.

User Credentials
USER CREDENTIALS
Client Credentials
Warning: For security reasons, this is the only time that the Client Credentials values are displayed. After you leave this page, they cannot be retrieved from the system. If you lose or forget these credentials, you will need to reset them to obtain new values.

or forget these credentials, you will need to reset them to obtain new values. Treat the values for Client Credentials as you would a password. Never share these credentials with unauthorized individuals and never send them by email. CONSUMER KEY / CLIENT ID

3400cebcb574d01e7416d86667b234961d4fd84e5f8da0650b1e8edb8bbe2b5b CONSUMER SECRET / CLIENT SECRET

bf559ccae94ff9ad6ce53a56852bb5ee7a58ca58fe889034960595f72d6b9be5

- Go to the Home screen and scroll down to Settings on the left side of the screen
- 2. Click Manage Access Tokens

Settings	Calendar	
Personalize Dashboard Set Preferences Publish Dashboard List Change Email	Bank Reconciliation	
Change Password Reset 2FA Settings Generate 2FA Backup Codes	Account Name 1000 Checking	
Opdate Security Questions Manage Access Tokens	1002 Savings 1004 Payroll	
	1006 Petty Cash 1008 Cash on Hand	

3. Now click New My Access



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- 4. Token
- The screen will change, select the Application Name that you created earlier

ORACLE NETSUITE	🔀 Gill I	Inc.		
🕒 ★ 🟠 Activities	Transactions	Lists	Reports	
Access Token				
Save				
Primary Information				
APPLICATION NAME * Webexpenses Integration				
TOKEN NAME - Webexpenses Integration - David Nelson, Administrator				

- 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

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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





NetSuite Integration



In the next screen paste the Account ID, Consumer Key, Consumer Secret, Token ID and Token Secret into the relevant fields.

wel	webexpenses My NetSuite Company				
Â	Home				
ις Γ	Expenses	+	Administration > Integrations > Add > NetSuite		
	Reports	+	Connection Details		
533	Integrations	+			
$\mathcal{P}_{\mathfrak{B}}$	Administration	—	ORACLE		
	Company Profile		NETSUITE		
	Category				
User			Fields marked with <sup>*</sup> are required.		
	Devices		Account ID*		
	Cost Centre		Consumer Key*		
	VAT Rate				
	Mileage Rate		Consumer Secret *		
	Per Diem Rate		Token ID*		
	Notice			_	
	Email Template		loken secret		
	> Integrations		S Cancel Connect	_	

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.

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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 <b>Paid</b> 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	<ul> <li>This is the area of NetSuite that you would like to transfer Personal Spend claims to.</li> <li>Select from one of the following: <ul> <li>Expense Report</li> <li>Journal Entry or</li> <li>Vendor Bill</li> </ul> </li> <li>Note: When Journal Entry is selected, you will need to map a further Personal Spend field to the relevant Chart of Accounts.</li> </ul>
Corporate Card	This is the area that you would like to transfer Corporate Card claims to for reconciliation.

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	Select from one of the following:
	<ul> <li>Journal entry or</li> <li>Vendor Bill</li> <li>Note: When Journal Entry is selected, you will need to map a further Corporate Card field to the relevant</li> </ul>
	Chart of Accounts.
Approver Status	Select what <b>status</b> you would like claims to transfer to NetSuite with – shown as <b>Approved Pending</b> <b>Approval.</b>
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 <b>Yes</b> , <b>Journal</b> <b>Entries</b> will list <b>ALL Chart of Accounts</b> codes <b>EXCEPT</b> those defined as <b>Non-Posting</b> , <b>Account Payable</b> , <b>Stat</b> or <b>Bank</b> in NetSuite.
	Vendor Bills will list <b>ALL Chart of Accounts</b> codes <b>EXCEPT</b> those defined as <b>Non-Posting</b> , <b>Account Payable</b> , <b>Stat</b> , <b>Bank</b> or <b>Account</b> <b>Receivable</b> in NetSuite.
Transfer Setting Date	Select how the claims will be viewed on the transfer screen by either <b>Claim Item</b> date or <b>Paid</b> Date. Claims will then be transferred into NetSuite with the selected date.
One World	This button <b>must</b> always be set to <b>Yes</b> to enable you to manage multiple areas of your NetSuite Account. <b>Please note it is imperative that this is set to</b> <b>enable your claims to transfer successfully</b> .

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

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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		
Sub Vendor	See Enable Manning Prefix	
Client		
Sub Client		
Customer ID Generation	This should be turned on if it is turned <b>on</b> in <b>NetSuite.</b>	
Enable Tax	We strongly recommend setting this to <b>Yes</b> and the data sync of <b>Tax</b> set to <b>Yes</b> 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 <b>Yes</b> to pull Users from NetSuite.	
Vendor	Switch to <b>Yes</b> to pull Vendors from NetSuite.	
Client	Switch to <b>Yes</b> to pull Clients from NetSuite.	
Categories	Switch to <b>Yes</b> to pull Categories from NetSuite – please note, <b>Categories</b> must be checked as	



	Webexpenses categories in NetSuite.	
Sync	Click here to synchronise new records from <b>NetSuite</b> to <b>Webexpenses</b> as set above.	
<b>Please Note:</b> 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 <b>Yes</b> for Cost Centres created in <b>NetSuite</b> to be provisioned in <b>Webexpenses.</b>	

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.

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### **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

Edit Configuration		
ORACLE NETSUITE		
Properties Vendor Bills Chart of Accounts		
Show archived categories YES		
Categories for My Company Ltd		

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





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

Corporate Card *	Vendor Bill	•
Approver Status *	Approved	•
Expand Account List	NO	

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

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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** 

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## 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 <u>www.webexpenses.com/support</u>

#### 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.

