User Guide

Sage Intacct Integration

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Introduction

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

Pre-Implementation

To set up the connection between **Sage Intacct** and **Webexpenses**, you will need to ensure that you have the following:

- Full **Admin** access to Sage Intacct
- Sage Intacct **User ID** and **User Password**
- **Admin** access to Webexpenses
- A **custom field** in Sage Intacct at employee level called **WebexpensesID**. This will need to be populated with the **Employees email address** that is used as their **login** for Webexpenses. This is **essential** for claims to be transferred from **Webexpenses** to **Sage Intacct** successfully.

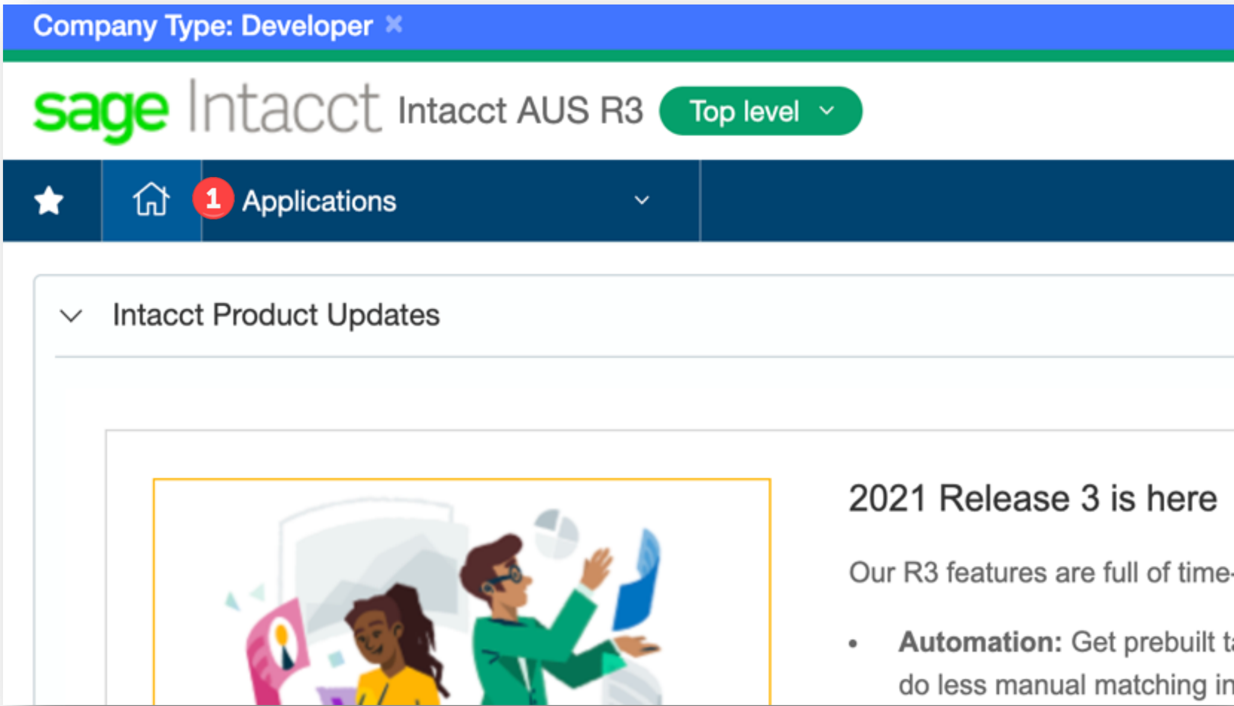
Note: When setting up the connection between **Webexpenses** and **Sage Intacct**, corporate card spends can be transferred as **Accounts Payable** or direct to the **General Ledger** as a **Journal Entry**. Personal spend claims may be transferred as any of **Expense Report, Accounts Payable** or **Journal Entries.**

Establishing the Connection Between Webexpenses and Sage Intacct

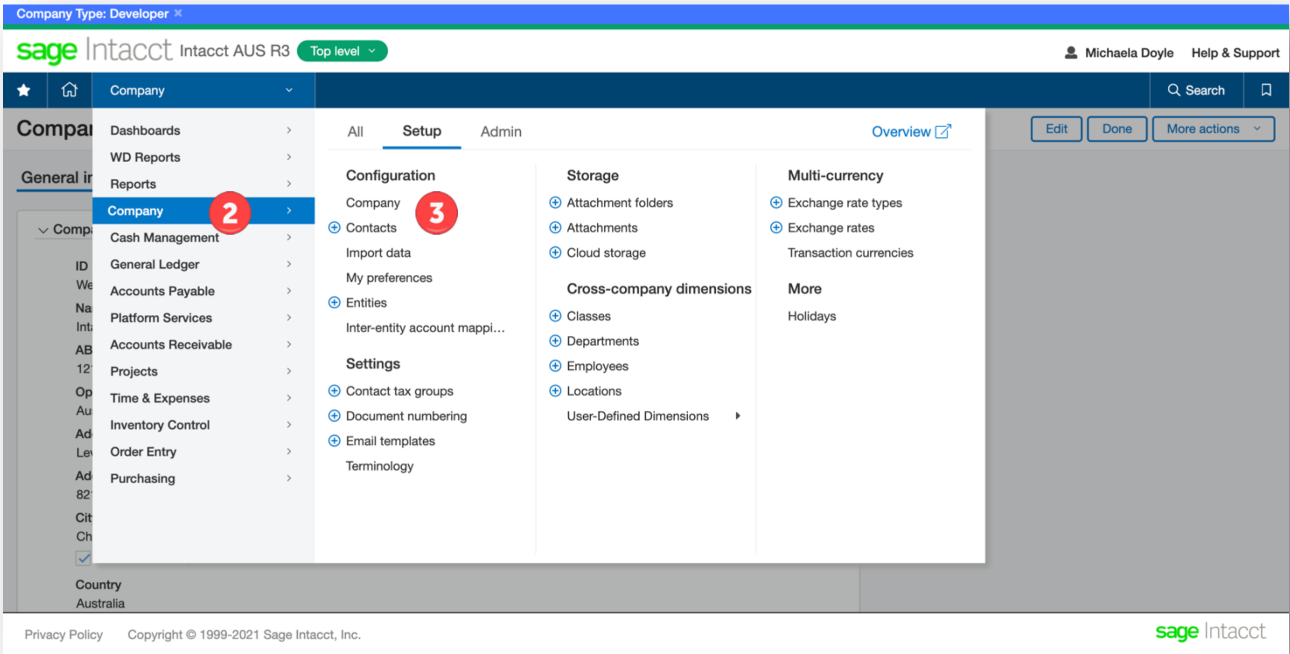
Configuration in Sage Intacct

Before establishing a connection with **Sage Intacct**, it's required that a **webuser** is added to the **Sage Intacct** account, this is to allow **Webexpenses** access to the specified **Sage Intacct** environment.

1. Log into to **Sage Intacct** as an **Administrator**
2. Click on **Applications** 1 drop-down

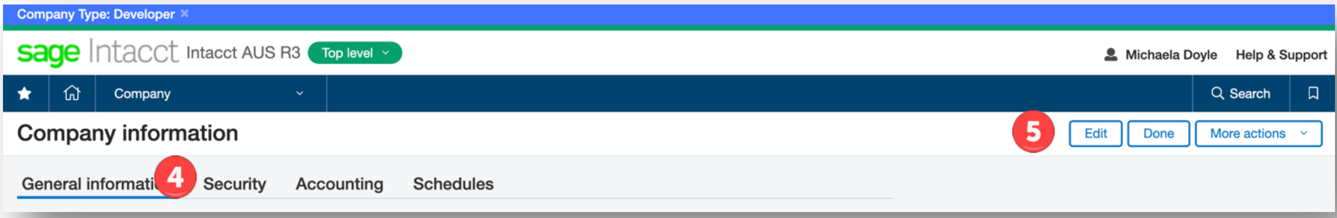


3. Click on **Company** 2 and click on **Company** 3 again



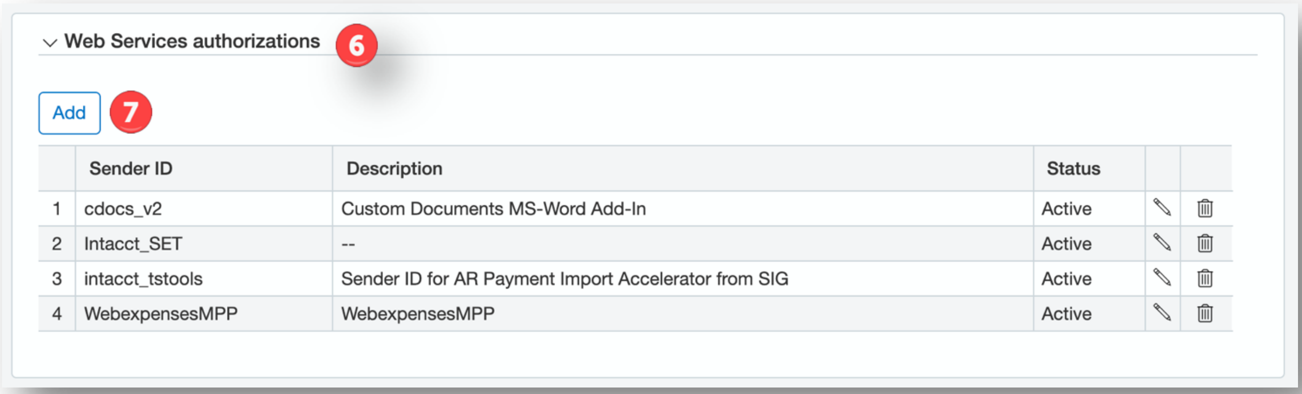
4. Click on **Security** 4

5. Click on **Edit** 5 to the right of the screen



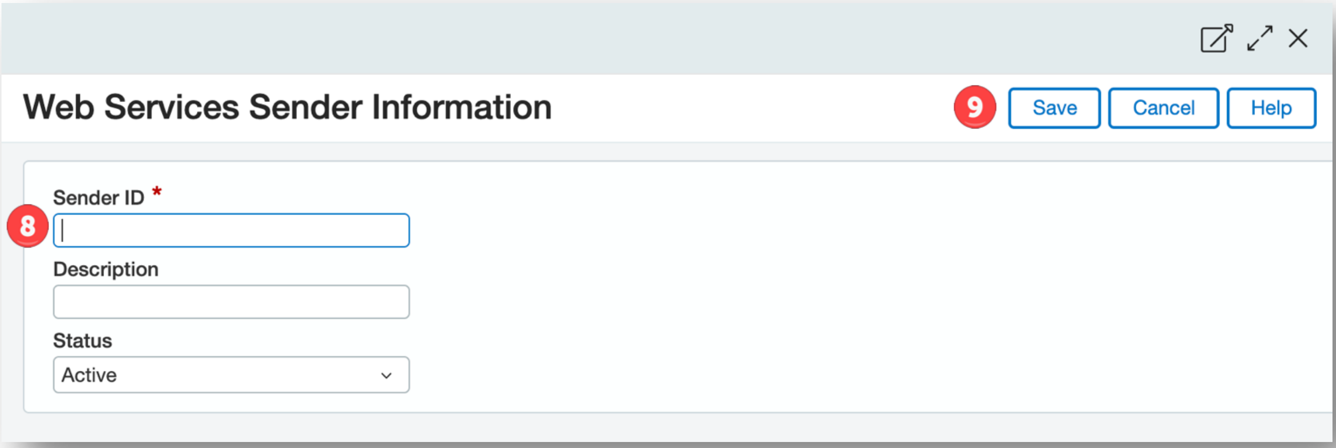
Company Type: Developer
sage Intacct Intacct AUS R3
Top level
Michaela Doyle
Help & Support
Company
Search
Company information
5
Edit
Done
More actions
General informati
4
Security
Accounting
Schedules

6. Scroll down to **Web Services authorizations** 6



7. Click **Add** 7

8. Enter **WebexpensesMPP** 8 into **Sender ID** Click Save

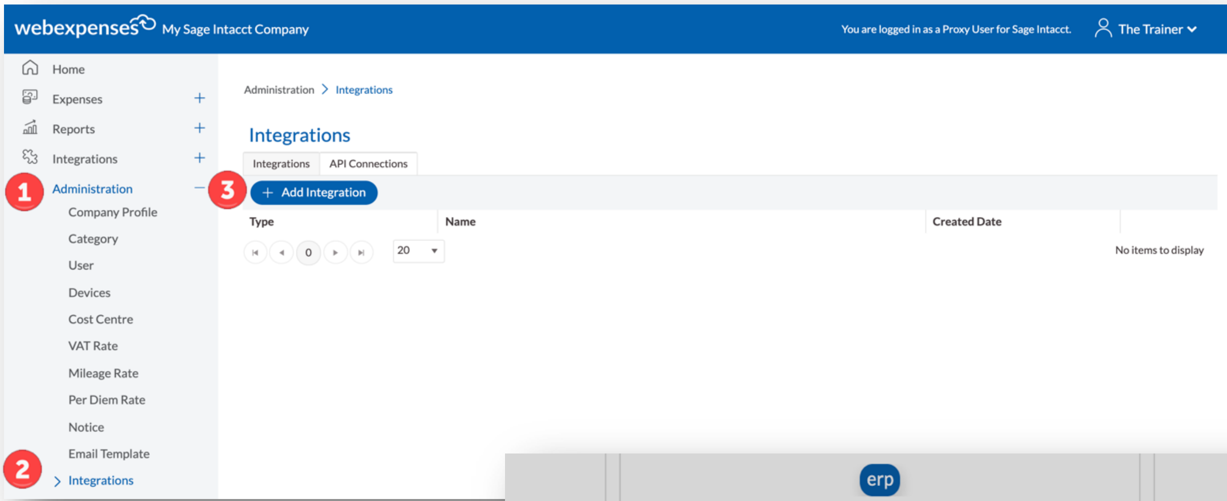


Creating the Integration in Webexpenses

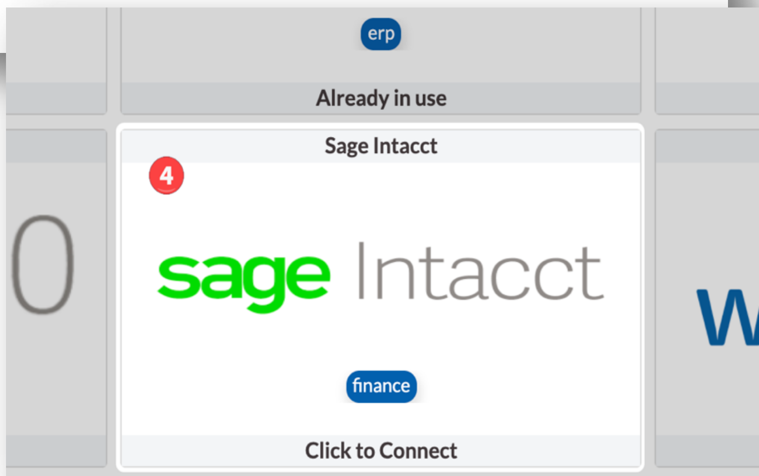
To establish a connection between Webexpenses and Sage Intacct, log into Webexpenses as a Division Administrator. The division base currency in Webexpenses should be the same as the base currency for the entity connecting to Sage Intacct.

1. Log into **Webexpenses** as an **Administrator**
2. Click on **Administration** 1 in the main menu
3. Click **Integrations** 2 at the bottom of the administration menu

4. Click the **Add Integration** 3



5. Click the **Sage Intacct** 4 tile



The **Connection Details** for **Sage Intacct** will open.

1. Enter the **Company ID** 1 (This can be located under **General Information** in the **Company** section of **Sage Intacct**)

2. Enter the **Sage Intacct User ID** and **Password** 2

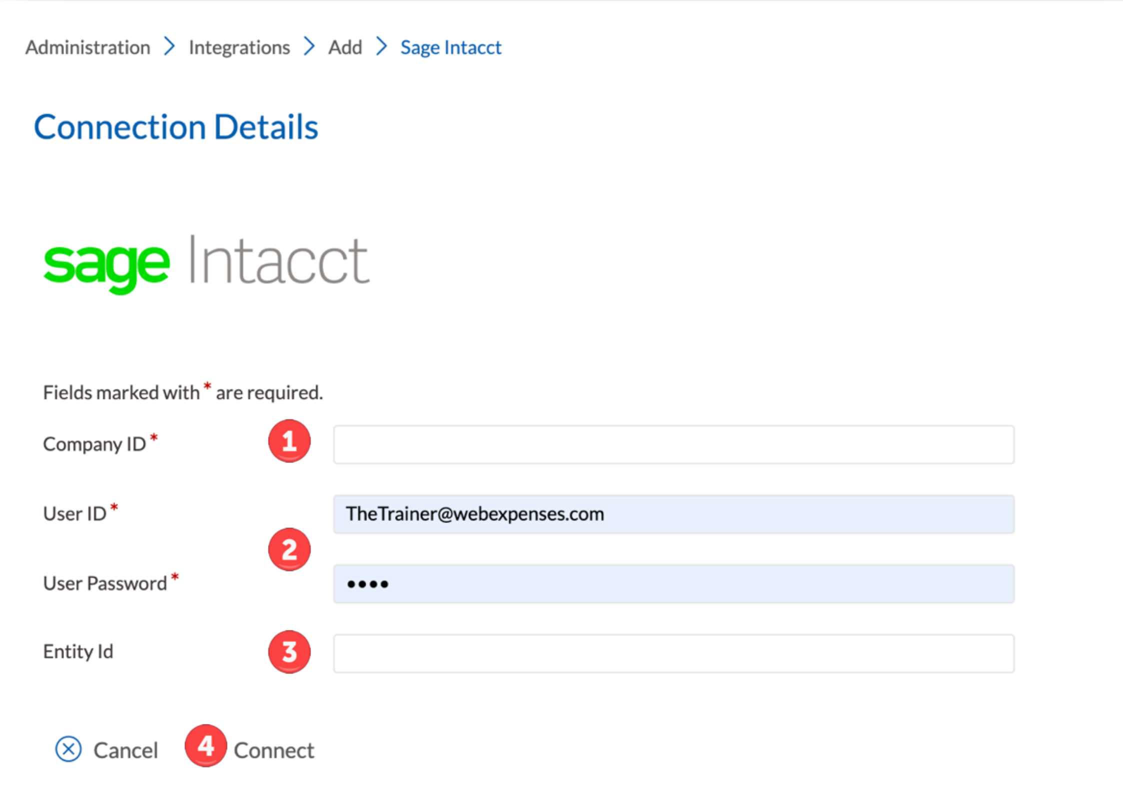
3. Enter the **Entity ID** 3 into the initial configuration should you choose to target a specific entity within your **Sage Intacct** environment. This **entity ID** can be found within Intacct by navigating

    a. **Company**

    b. **Setup**

    c. **Entities**

4. Click **Connect** 4 to submit the details and establish the connection



Configuring the Connection between Webexpenses and Sage Intacct

Once the connection has been established between **Webexpenses** and **Sage Intacct** then the following fields need to be configured to allow for claims to be transferred between the two systems.

Name	Description

Name	This is the **name** of the **connection**. This will populate automatically based on your integration.
Cut Off Date	This is the **oldest dat**e that the connection will go back to when retrieving claims marked as **Paid**, when transferring from **Webexpenses** to **Sage Intacct**. Once the date has been entered, it will automatically change, and there will be no need to manually change it at any point.
Sage Intacct Entity to Division	This is the **Sage Intacct entity** that you wish to connect to a specific **division** within **Webexpenses**
Default Location	This is the **Sage Intacct location**, that will be associated with the claim, should a specific location not be included with each item, as part of the claim transfer.
Multi Currency	Enable this feature, if you wish to send claims in **multiple currencies** to your **Sage Intacct** environment, with conversions being done to your Sage Intacct base currency.
Send Expanded Tax Details	Enable this option, should you wish to send over **tax** details on each of your items through the claim transfer. This can be enabled on **expense reports**, **accounts payable** and **journal entries**, or on all claim transfers.

	Note: When sending **Tax** details, you should ensure your **Tax name** in **Webexpenses**, is an exact match to the **Tax Detail** in **Sage Intacct**, which can be found in your **Accounts Payable** section.
Tax Solution ID	This can be found in **Sage Intacct**. Go to: • **Applications** • **Accounts receivable** • **Set – up tab** • **Tax** ○ **Details** Example: Australia - GST
Enable Prefix	When enabled will prefix all classification items with a generated prefix based on the id of the Webexpenses entity e.g. client or vendor etc. This prefix will be used in the classification matching and creation process. Note: It is recommended that this is disabled for new records.
Personal Spend	This is the area of **Sage Intacct** that you would like to transfer **personal spend** claims to. You can select any of the below: • **Expense Report** • **Accounts Payable** • **Journal Entry**

Personal Spend Account	Map this to the **account** in **Sage Intacct** that the **payment** will be coming out of.
Journal Symbol	(Only visible when **Journal en**try is selected for **Personal spend** or **Corporate Card**). This is found in **Journal Information** in **Sage Intacct**. From **Applications** • Navigate to **General Ledger** • **Journals** You will now see a list of all **Journal Symbols**, enter the relevant symbol for your expenses (**Personal spend/Corporate Card**)
	Note: When selecting **Journal Entries** for your claim transfer of **Personal Spend**, you will have the option to specify a **Journal** to send each claim type to, as well as a default **personal spend** account. This will specify the **credit line account** in each **journal**.
Corporate Spend	This is the area of **Sage Intacct** that you would like to transfer **corporate spend** claims to. You can select either **Accounts Payable** or **Journal Entries** for these.
Corporate card Account	Map this to the account in **Sage Intacct** where the **credit card** will be reconciled.
Corporate Card to Individual Vendor	When this is switched to **Yes**, **corporate card spend** will be sent directly to an employee record that has been created in **Suppliers** in **Sage Intacct**. To use this

	option, you will need to go to the **Employee record** in **Webexpenses** (**Administration**, **Users**) and add their **Employee ID** in the **External ID** field.
Corporate Card Default Vendor	Map this field to your **Credit Card Vendor** e.g. **Mastercard**, **Visa** etc
Send as Individual Entries	Switching this option to **Yes** to send each **credit card claim** entry as an **individual transaction** for **reconciliation** in Sage Intacct
	Note: When selecting **Journal Entries** for your claim transfer of **Corporate Spend**. You will have the option to specify a **Journal** to send each claim type to, as well as a default **corporate spend account**. This will specify the credit line account in each journal. For **Corporate Spend**, you can also specify whether you would like to send over each claim as a **Journal entry** with **multiple lines**, or each claim item as an **individual journal** entry.

Mapping Fields Between Webexpenses and Sage Intacct

The **Webexpenses** and **Sage Intacct** integration enables fields to be mapped directly from **Webexpenses** to different areas of **Sage Intacct**. From the **Classification Mapping** area, within the **integration** page, any **Vendor**, **Sub Vendor**, **Client** or **Sub Client** fields from **Webexpenses**, can be mapped to any of the **Project**, **Department**, **Location** or **Class classifications** within **Sage Intacct**. Simply choose the **Sage Intacct Classification** you would like to map each **Webexpenses** field to, using the corresponding drop-down menu. Alternatively, leave blank if you do not wish a field to be mapped.

Classification Mapping

Name	Description
Disable Classification Creation	Switch this to **Yes** to stop classification data from **Webexpenses** being created in **Sage Intacct** (**Highly recommended**).
	Note: The **creation** of **classification data** direct from **Webexpenses** is advised against, and as such the recommended practice is to **enable** this feature. Disabling this feature, will allow you to create classifications in Sage Intacct directly from the claim transfer.
Enable Dimensions	Switch this to **Yes** to interact with your **Dimensions** reporting

Vendor	Map your **Webexpenses** custom data to **Projects**, **Departments**, **Locations** and **Classes** **Note**: You can't map more than one of these to the same destination in **Sage Intacct**. They must be **unique**.
Sub Vendor	
Client	
Sub Client	

Once the **connection** property fields have been saved, three new tabs will appear on the **connection** screen and **must** be completed before any claims can be transferred.

- Accounts Payable Company Mapping
- Expense Category Mapping
- Journal Entry Category Mapping

Accounts Payable Category Mapping

Webexpenses Integration with **Sage Intacct** enables **Accounts Payable** bills to be created, and any **Webexpenses categories** mapped with an **AP Label** within **Sage Intacct**. These will later be associated with an account from your **General Ledger**.

The **Accounts Payable Mapping** tab shows you all the **Webexpenses Categories** that have been created at **Parent Level** (categories available for all Webexpenses divisions). It also shows all expense **Categories** that have been created at **Division Level** (categories created only in the specific division you are logged into).

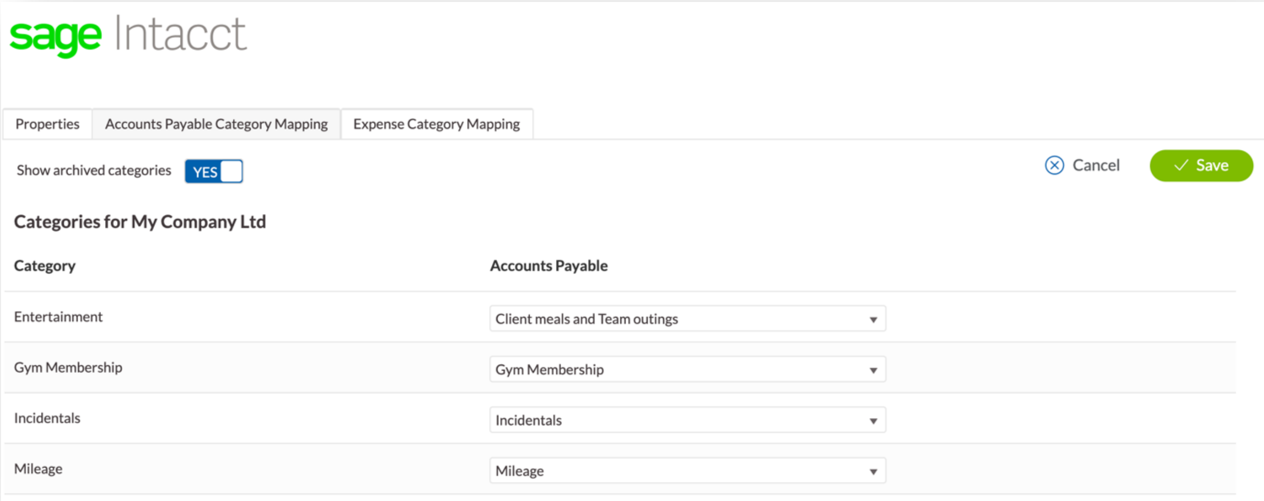
You also have the option, via the **Show archived categories** toggle, to view any categories that have been archived, that you may wish to map. This is recommended: any claims that were **processed** as **paid** prior to a **category** being **archived** will **fail to transfer** if this is set to **No**

All categories displayed must be mapped to an **Accounts Payable** category within your **Sage Intacct**.

Select the **Accounts Payable Category Mapping** tab.

1. Click the Accounts Payable drop-down menu to view all the **Accounts Payable** categories in your **Sage Intacct** system - you can search for the category by typing the name into the search field at the top of the list.

2. Once all **categories** have been **mapped**, click the **Save** button.



Expense Report Category Mapping

Webexpenses Integration with **Sage Intacct** enables **Expense Reports** to be created, and any **Webexpenses categories** mapped with an **AP Label** within **Sage Intacct**. These will later be associated with an **account** from your **General Ledger**.

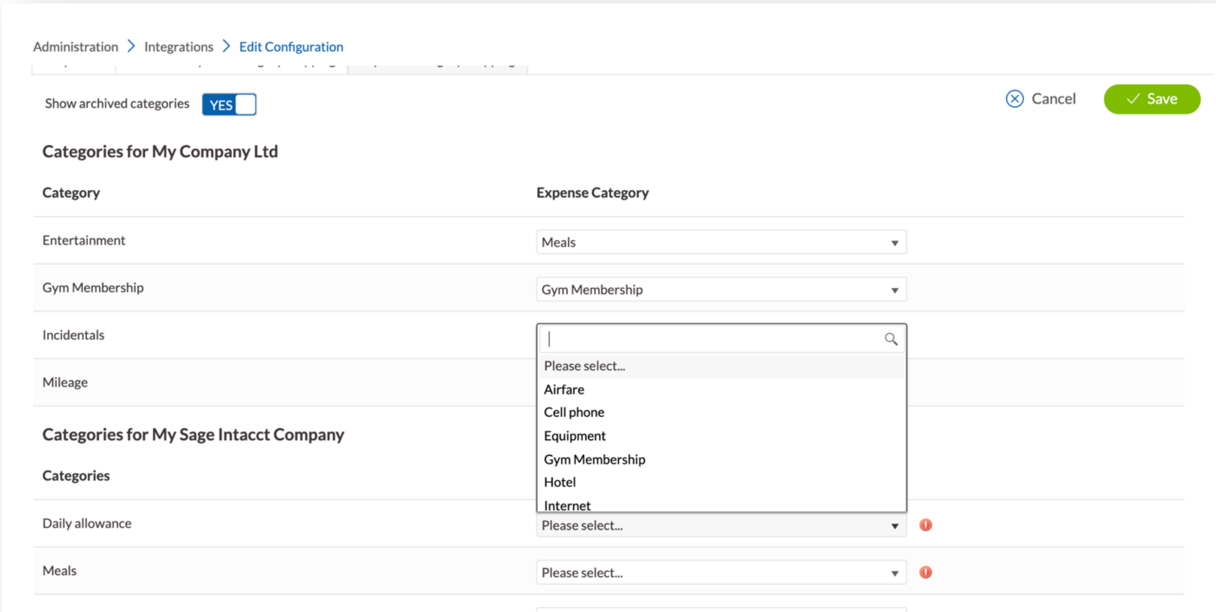
The **Expense Category Mapping** tab shows you all the **Webexpenses Categories** that have been created at **Parent Level** (categories available for all Webexpenses divisions). It also shows all expense **Categories** that have been created at **Division Level** (categories created only in the specific division you are logged into).

You also have the option, via the **Show archived categories** toggle, to view any categories that have been archived, that you may wish to map. This is recommended: any claims that were **processed** as **paid** prior to a **category** being **archived** will **fail to transfer** if this is set to **No**

All categories displayed must be mapped to an **Expense Report** category within your **Sage Intacct**.

1. Select the **Expense Category Mapping** tab.

2. Click the **Expense Category** drop-down menu to view all the **Expense categories** in your **Sage Intacct system**. You can search for the category by typing the name into the search field at the top of the list.
3. Once all **categories** have been **mapped**, click the **Save** button.



Journal Entry Category Mapping

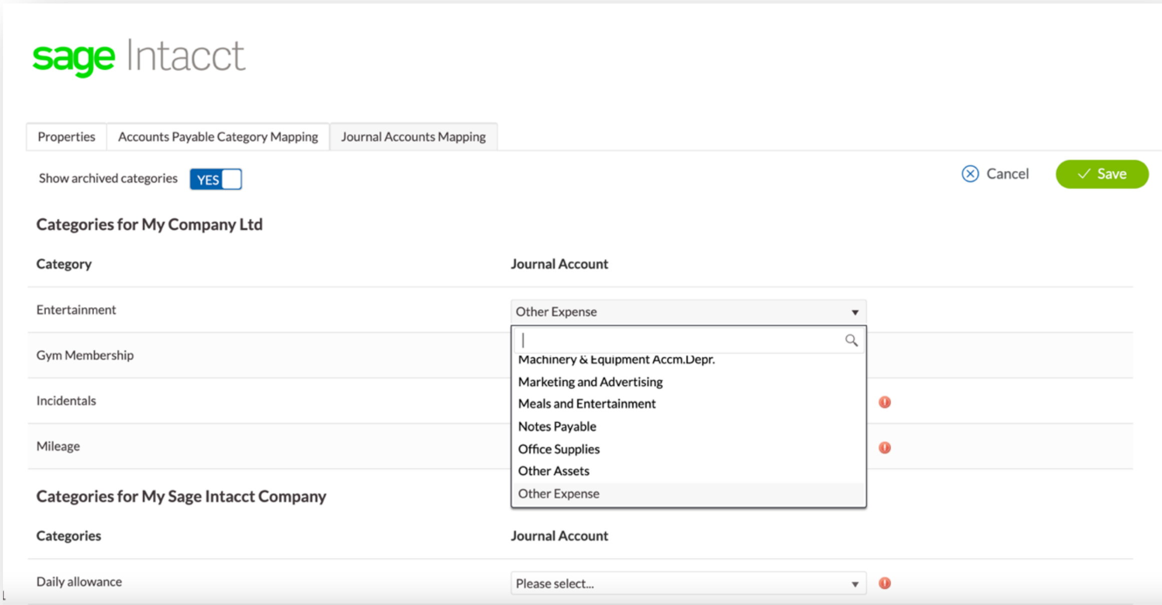
Webexpenses Integration with **Sage Intacct** enables **Journal Entry Mappings** to be created, and any **Webexpenses categories** mapped with a **Journal Entry** within **Sage Intacct**.

The **Journal Entry Mapping** tab shows you all **Webexpenses Categories** that have been created at **Parent Level** (categories available for all Webexpenses divisions). It also shows all expense **Categories** that have been created at **Division Level** (categories created only in the specific division you are logged into).

You also have the option, via the **Show archived categories** toggle, to view any categories that have been archived, that you may wish to map. This is recommended: any claims that were **processed** as **paid** prior to a **category** being **archived** will **fail to transfer** if this is set to **No**

All **categories** displayed must be mapped to a **Journal Entry category** within your **Sage Intacct**.

1. Select the **Journal Entry Category Mapping** tab.
1. Click the **Journal Entry Category** drop-down menu to view all the **Journal Entry Category** in your **Sage Intacct system**. You can search for the category by typing the name into the search field at the top of the list.
2. Once all **categories** have been **mapped**, click the **Save** button.

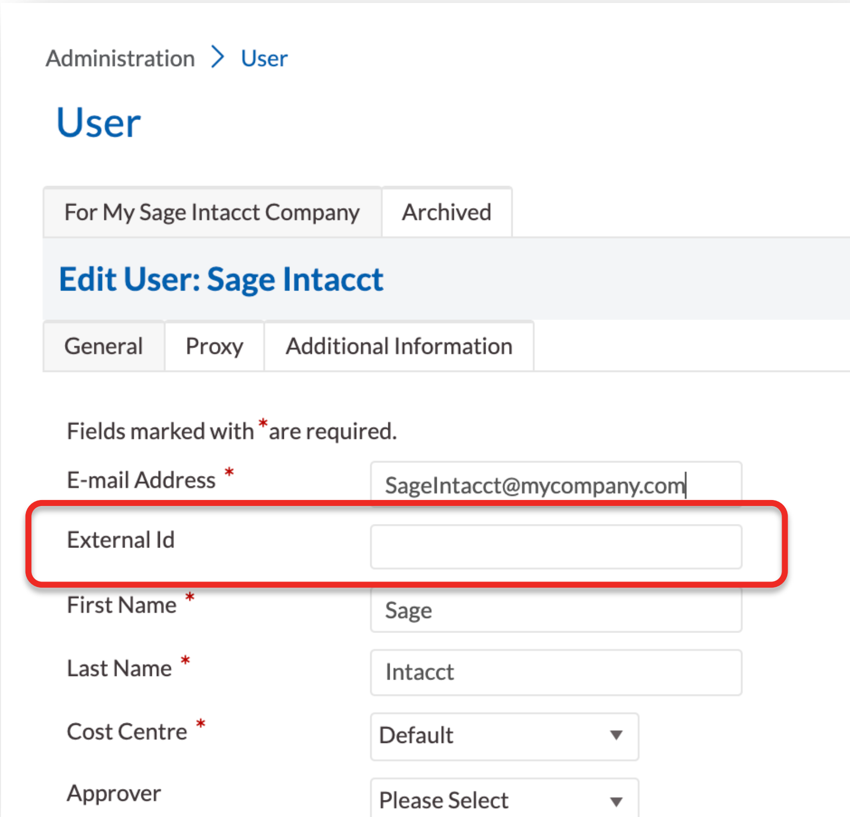


Employee / Supplier Mapping

When transferring claim items between **Webexpenses** and **Sage Intacct** as either an **Expense Report**, or **Accounts Payable Bill**, then you will need an **Employee** or **Supplier** record to associate these items to.

When sending an **Expense Report**, the **mapping** is done by **matching** the **email address** associated with the **claimant** record in **Webexpenses**, to the custom field **WebexpensesID**, set against the employee record in **Sage Intacct** (full instructions below)

When transferring **Personal Spend** and **Corporate Spend** items to **Sage Intacct** as an **Accounts Payable bill** then the **mapping** is done by matching the **External ID** field associated with the **claimant** record in **Webexpenses**, with the **ID** of that **Supplier** within **Sage Intacct**.

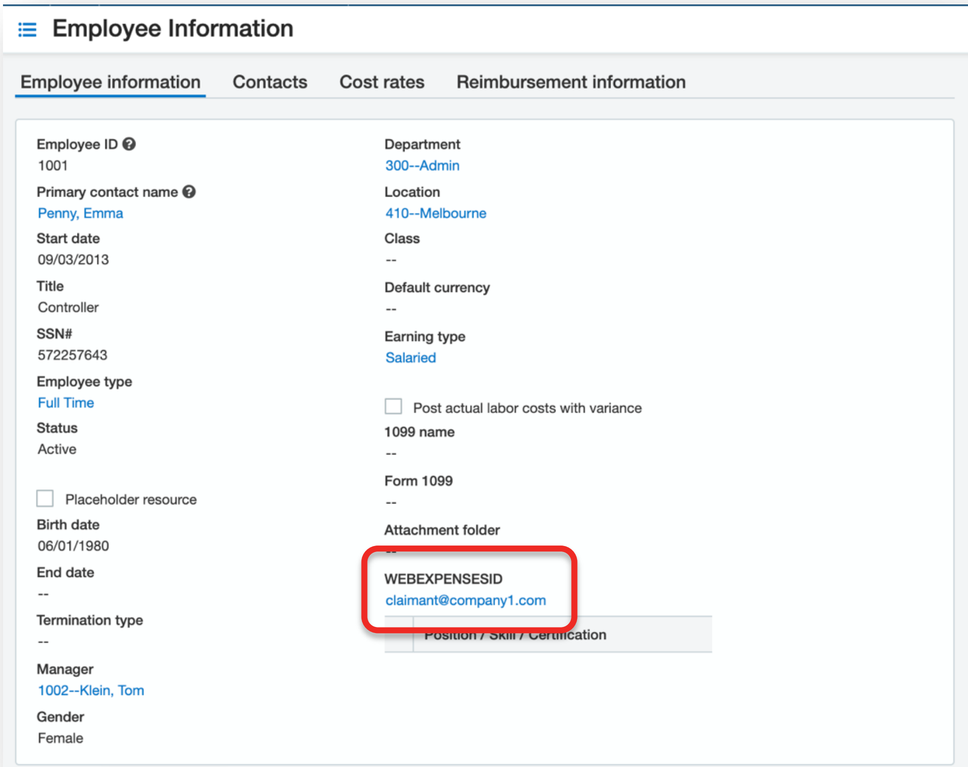


Setting Up Employees in Sage Intacct to Transfer Expense Reports

To transfer a **Personal Spend** claim as an **Expense report** in **Sage Intacct**, the **Sage Intacct** employee must be set up with a **WebexpensesID** that matches the **claimant email address** from **Webexpenses**.

1. Log into **Sage Intacct**
2. Using the **Applications** dropdown menu, navigate to **Company** followed by **Employees** and click.
3. Navigate to the **specific employee** that you wish to add the record for, and click **Edit**
4. In the **WebexpensesID** field of the **user profile**, enter the **email address** that the **employee** uses to log into **Webexpenses**.
5. Click **Save** to keep changes to your **Sage Intacct employee**.

Once all the above steps have been completed, you will have fully completed the connection between **Webexpenses** and **Sage Intacct.** You will now be able to transfer processed claims from **Webexpenses** to **Sage Intacct.**



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.

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