

User Guide

Sage Intacct Integration



Table of Contents

Introduction	3
Pre-Implementation	3
Establishing the Connection Between Webexpenses and Sage Intacct	4
Configuration in Sage Intacct	4
Creating the Integration in Webexpenses	8
Configuring the Connection between Webexpenses and Sage Intacct	11
Mapping Fields Between Webexpenses and Sage Intacct	16
Classification Mapping	16
Accounts Payable Category Mapping	18
Expense Report Category Mapping	19
Journal Entry Category Mapping	20
Employee / Supplier Mapping	22
Setting Up Employees in Sage Intacct to Transfer Expense Reports	23
Support	25
Claims	25
Technical	25

Version 1.0.0				
	Document:	Webexpenses ser Guide	In Commercial Confic	lence
	Release Date:	01/12/2022	Version:	1.0

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**.

Document:	Webexpenses ser Guide	In Commercial Confic	dence
Release Date:	01/12/2022	Version:	1.0

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

Company Type: Developer 🕷	
Sage Intacct Intacct AUS R3 Top lev	vel ~
★ ① Applications ~	
✓ Intacct Product Updates	
	 2021 Release 3 is here Our R3 features are full of time Automation: Get prebuilt to do less manual matching in

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

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



- 4. Click on Security
- 5. Click on **Edit 5** to the right of the screen

_			
Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

Con	npany Typ	be: Developer ×					
Sa	ige	Ntacct Intacc	ot AUS R3 Top level ~)	🚨 Michaela	Doyle Help & S	Support
*	ជ	Company				Q Search	۵
Company information		5 Edit Done	More actions	; ×			
Ge	neral ir	nformati 4 Sec	curity Accounting	Schedules			

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

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

١d	ld 7				
	Sender ID	Description	Status		
	cdocs_v2	Custom Documents MS-Word Add-In	Active	N	Ŵ
2	Intacct_SET		Active	N	Ŵ
3	intacct_tstools	Sender ID for AR Payment Import Accelerator from SIG	Active	N	Ŵ
ŀ	WebexpensesMPP	WebexpensesMPP	Active	N	Î

7. Click Add 🔽

8. Enter WebexpensesMPP ⁸ into Sender ID Click Save

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

eb Services Sender Information	9 Save Cancel Help
Sender ID *	
Description	
Status	

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

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

4. Click the Add Integration 3



Document:	Webexpenses ser Guide	In Commercial Confid	lence
Docamond			
Release Date:	01/12/2022	Version:	1.0

The Connection Details for Sage Intacct will open.

- 1. Enter the **Company ID** (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

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

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

Administration > Integration	Add > Sage Intacct
Connection Deta	ils
sage Inta	cct
Fields marked with * are requ	ired.
Company ID *	
User ID*	The Trainer@webexpenses.com
User Password *	••••
Entity Id	3
🛞 Cancel Conn	ect

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	

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

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.

Document:	Webeynenses ser Guide	In Commercial Confi	lanca
Document.	Webexpelises sel Guide	In commercial comme	Jenice
Release Date:	01/12/2022	Version:	1.0

	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 	

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

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 entry 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)
\mathbf{O}	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

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Delesso Deter	04.452.2022	Marrian	1.0
Release Date:	01/12/2022	Version:	1.0

	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
$\widehat{\mathbf{C}}$	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.

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

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.

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.

directly from the claim transfer.

Classification Mapping

Varsian	1	٥	Λ
version	т.	υ.	U

Enable Dimensions

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

Switch this to Yes to interact with your Dimensions reporting

Disabling this feature, will allow you to create classifications in Sage Intacct

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

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

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.

 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.

Document:	Webexpenses ser Guide	In Commercial Confid	dence
	04 (40/0000		1.0
Release Date:	01/12/2022	Version:	1.0

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

sage Int	acct					
Properties Accounts	Payable Category Mapping	Expense Category Mapping				
Show archived categorie	es YES				🛞 Cancel 🗸 🗸	Save
Categories for My	Company Ltd					
Category		Αссоι	nts Payable			
Entertainment		Client	meals and Team outings	•		
Gym Membership		Gym	Membership	•		
Incidentals		Incide	intals	•		
Mileage		Milea	ge	Ŧ		

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.

Version 1.0.0				
	Document:	Webexpenses ser Guide	In Commercial Confic	lence
	Release Date:	01/12/2022	Version:	1.0

- 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.

Show archived categories YES			🛞 Cancel 🔍 Save
Categories for My Company Ltd			
Category	Expense Category		
Entertainment	Meals	Ţ	
Gym Membership	Gym Membership	v	
Incidentals		Q	
Mileage	Please select		
Categories for My Sage Intacct Company	Cell phone Equipment		
Categories	Gym Membership Hotel		
Daily allowance	Internet Please select	• ()	
Meals	Please select	v 0	

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).

Version 1.0.0				
	Document:	Webexpenses ser Guide	In Commercial Confid	dence
	Release Date:	01/12/2022	Version:	1.0

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.

operties Accounts Payable Category Mapping Journal Accounts Mapping	g	
ow archived categories YES		🛞 Cancel 🔍 🗸 Save
Itegories for My Company Ltd		
tegory	Journal Account	
tertainment	Other Expense 🔻	
a March and Se	۱ ۹	
mmembership	Machinery & Equipment Accm.Depr.	
identals	Marketing and Advertising Meals and Entertainment	0
	Notes Payable	-
leage	Office Supplies	0
	Other Assets	
tegories for My Sage Intacct Company	Other Expense	
tegories	Journal Account	

Document:	Webexpenses ser Guide	In Commercial Confid	dence
Release Date:	01/12/2022	Version:	1.0

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**.

Jser						
For My Sage I	ntacct Compa	any	Archived			
Edit User:	Sage Inta	acct				
General P	roxy Addi	tiona	Information			
Fields marked E-mail Addres	l with *are rec	quirec	I. SageIntacct@	mycomj	pany.com	
External Id						
External Id First Name *			Sage			
External Id First Name * Last Name *			Sage Intacct			
External Id First Name * Last Name * Cost Centre '	ĸ		Sage Intacct Default		•	

Document:	Webexpenses ser Guide	In Commercial Confidence		
Release Date:	01/12/2022	Version:	1.0	

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.

Document:	Webexpenses ser Guide	In Commercial Confidence		
Release Date:	01/12/2022	Version:	1.0	

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.

mployee information	Contacts	Cost rates	Reimbursement information
Employee ID 🕢		Departm 300Adr	ent min
Primary contact name 🚱 Penny, Emma		Location 410Me	lbourne
Start date 09/03/2013		Class	
Title Controller		Default o	surrency
SSN# 572257643		Earning Salaried	type
Employee type Full Time		Post	t actual labor costs with variance
Status Active		1099 nar	ne
Placeholder resource		Form 109	99
Birth date 06/01/1980		Attachm	ent folder
End date		WEBEXF	PENSESID @company1.com
Termination type		Po	Silion / Skiir / Certification
Manager			

Document:	Webexpenses ser Guide	In Commercial Confidence		
Release Date:	01/12/2022	Version:	1.0	

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 <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.





©2021 Webexpenses Ltd. All rights reserved