Concur Expense: Ledgers

Setup Guide

Last Revised: June 12 2015

Applies to these SAP Concur solutions:

☒ Expense
  ☒ Professional/Premium edition
  ☐ Standard edition

☐ Travel
  ☐ Professional/Premium edition
  ☐ Standard edition

☐ Invoice
  ☐ Professional/Premium edition
  ☐ Standard edition

☐ Request
  ☐ Professional/Premium edition
  ☐ Standard edition

Table of Contents

Revision History

Date	Notes / Comments / Changes
January 7, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
April 9, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 2, 2020	Updated the copyright; no other changes; cover date not updated
January 4, 2019	Updated the copyright; no other changes; cover date not updated
April 4 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 5 2018	Updated the copyright; no other changes; cover date not updated
December 14 2016	Changed copyright and cover; no other content changes.
May 13 2016	Updated instances of he/she to they.
June 12 2015	Updated the screen shots to the enhanced UI; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
September 24 2014	Added information about two user interfaces; no other content changes.
April 15 2014	Changed copyright and cover; no other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
February 2012	Changed copyright; no content change
January 21 2011	Completed transition of document from classic to current interface, and moved this guide from a Shared Setup Guide to an Expense Setup Guide applicable to both Expense and Expense & Invoice users (Invoice-only clients should refer to the Invoice: Ledgers Setup Guide).
December 31 2010	Updated the copyright and made rebranding changes; no content changes
October 15 2010	Added information about the current user interface
December 2009	Changed to stand-alone setup guide; no content change

Ledgers

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by Concur. In this case, the client must initiate a service request with Concur Client Support.

Section 2: Overview

Ledgers are created and configured within the Accounting Structure area of the Ledgers module using either the Expense Configuration Admin or Shared Configuration Admin.

Before You Begin

Before using the information in this guide to create a new ledger, you must determine your account code structure. The administrator can locate the instructions for setting up the account codes in the *Expense: Account Codes Setup Guide*.

📖   Information about the company card clearing account code and the cash advance clearing account code is **not** included in this guide. Refer to the *Expense: Company Card Administrator User Guide* and the *Expense: Cash Advance Administrator User Guide*.

What is a Ledger?

A ledger is an accounting book of final entry, where the system lists transactions in separate accounts. More specifically, the General Ledger (GL) summarizes all of the company's financial transactions, through offsetting debit and credit accounts. Within Expense, the Ledger is the point of interaction into an accounting system.

User Categories and Characteristics

- **Accountants:** The company's accountants use the data provided by Expense to build transactions in their payment systems. The automated Concur transactions contain all the data required for posting into the company's ledgers. This data includes the following:

    ♦ Employee names and IDs

    ♦ Dates of the transactions

    ♦ Reimbursement amounts, in a currency for which the accounting system is able to make payments

    ♦ Accounting codes for where to post the expenses

    NOTE: The accountants provide the data for setting up the accounting codes, and use this data ongoing to reconcile to their payment systems.

- **Accounting Administrators:** Accounting Administrators may enter the accounting configuration data such as definition of the ledgers, companies, accounting structure and account codes

Mapping to the General Ledger

The Concur system is required to map payment requests to the existing General Ledger (GL). All GL's incorporate a structure that allows them to separate "who" is responsible for a transaction and the "type" of transaction.

Defining the "Who" in a Transaction

The "who" of any transaction can be defined as the portion of the business for which this expense is to be applied. Each company can have a different way of dealing with this information; however, nearly all accounting systems configure this as a series of accounting segments or codes, that when grouped together define a single "who" for accounting purposes. Many companies label these accounting segments as Division, Department, Cost Center, Project, Budget Center, and Company.

The accounting segments are defined using a specific pattern, so that the codes always appear the same way. For example, Division codes may be defined as numeric codes, no longer than three digits. Additionally, some segments may be validated against other segments. For example, Division 100 may only be valid in Company A, while Division 200 and Division 300 are valid in Company B.

Defining the "What" in a Transaction

The "what" of any transaction relates to the chart of accounts, which defines how the transaction is classified for financial and tax reporting. These values may also be segmented within the accounting system and may require validation between segments. A common structure is to have an account code of "Meals" with sub-accounts of "Breakfast", "Lunch", and "Dinner."

In this example, the code for Meals may be 6100, and the sub-accounts 100, 200, and 300. In general, within the Expense system, a single expense type relates to a single combination of account code segments, or 6100-100 for Meals-Breakfast.

Managing the Mapping Process for Multiple Companies

A company, in accounting terms, is a business that maintains a complete set of balanced accounts, where the sum of all the balances for each account code nets to zero. Based on this definition, multiple companies can exist within a parent company for different reasons, including doing business in different several countries, being legally defined as a subsidiary, or having a business that is materially different from the organization's other business. In some cases, businesses maintain separate companies during an acquisition.

There are four common combinations that occur for multiple companies and expense type account codes:

1. The different companies use different accounting systems, and therefore different account code structures.

2. The different companies share an accounting system, and therefore share the expense type account codes.

3. The different companies share some of the expense type account codes, but some of the codes are defined to be specific to each individual company.

4. The different companies define the accounting system using different data fields, and therefore the assignment of expense type account codes is based on the hierarchy of those defining fields.

Accounting Structure Diagram, Figure 1, displays the examples of different relationships that can exist between an accounting ledger system, the chart of accounts/expense type account codes, and a company.
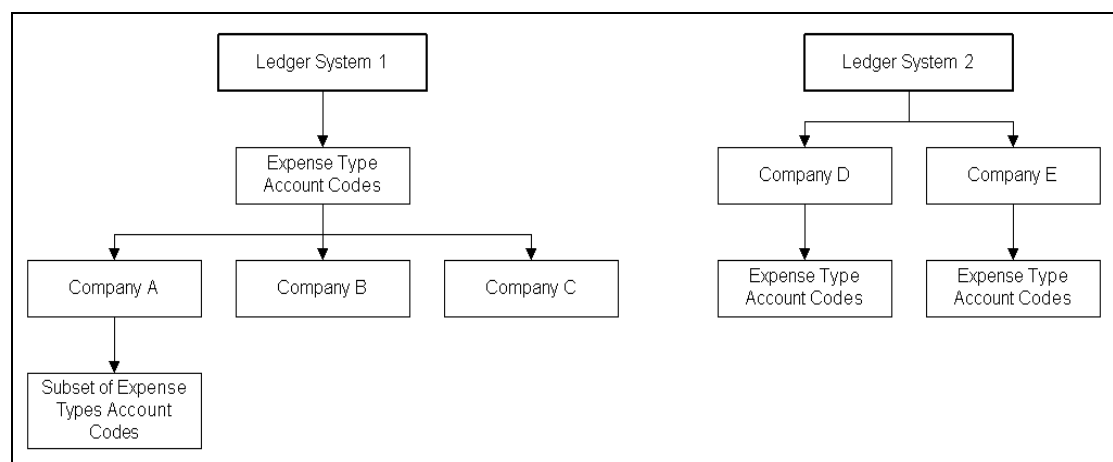

Figure 1: *Accounting structure relationships*

Ledger Considerations and Implementation Guidelines

The following implementation guidelines exist, including:

- There can be one or many ledger definitions within the Concur system.
- Each ledger must have a single accounting structure definition. The accounting structure is defined as a group of one or more segments. Different accounting structures require additional ledgers.
- The accounting structure definition is based upon defined columns from the report and expense tables.
- A subset of segments can be used to define different expense type account codes, which can be ordered as necessary.

! **WARNING:** If the administrator changes the relationship of the account code segments to the hierarchy, it may invalidate the account code configuration and require that the accounts be redefined.

Section 3: What the Employee Administrator Sees

When Employee administrators add employees within User Administration, they determine which ledger each employee should use for submission and payment.

NOTE: If the Employee administrator selects the wrong ledger for the employee, expense reports and payment requests could potentially get sent to the wrong accounting system, generate errors, and cause the employee or vendor to not be paid.

Section 4: Ledger Tool

The accounting ledger systems require that the exported data be in the same format. Therefore, the administrator must set up as many ledgers as there are unique combinations of the following:

- Account code hierarchies
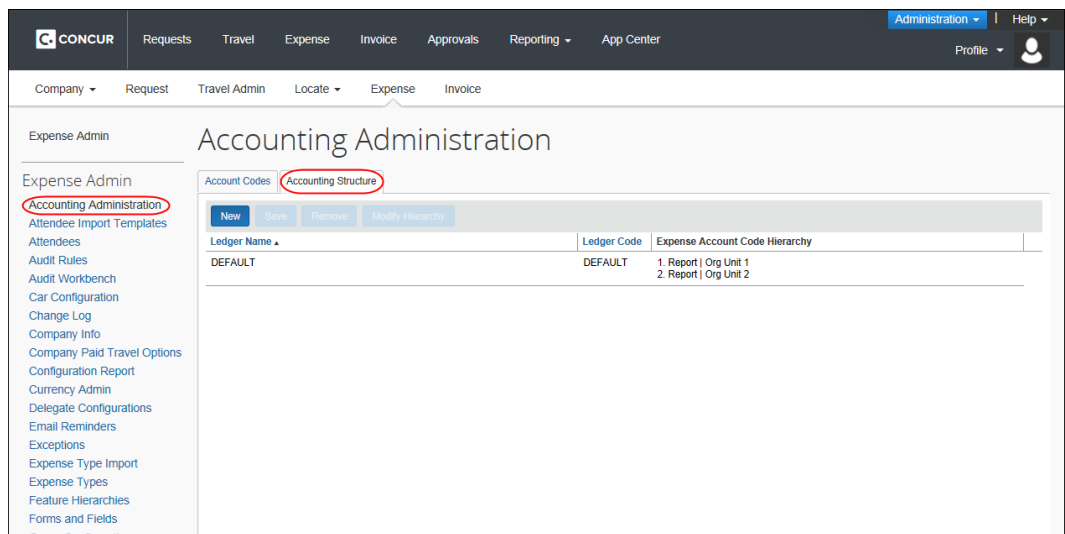- Extract target systems

Typically, the ledger information is created by an Accountant, or Account administrator, assigned the Shared Configuration admin role.

Section 5: Procedures

Accessing the Ledger

▶ ***To access the ledger:***

1. Click **Administration** > **Expense**.

2. Click **Accounting Administration**. The **Account Codes** tab appears.

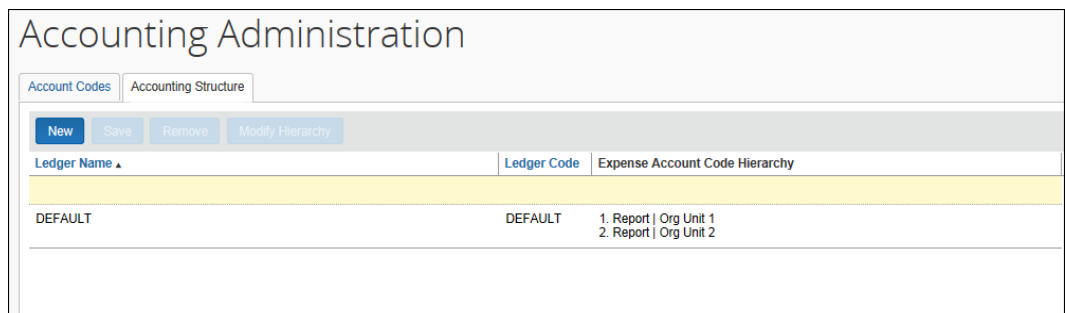3. Select the **Accounting Structure** tab. The list of ledgers appears.

Adding a New Ledger

For each unique target system, a ledger is used to define a particular accounting hierarchy and extract process. Once you have added a new ledger, the Expense or Invoice Configuration administrators can add the accounting structure components.

▶ ***To add a new ledger:***

1. On the **Accounting Structure** tab, click **New**. A new line appears in the list.

2. Click in the fields and enter the required information.

Field	Description
Ledger Name	Enter an easily recognizable name for the ledger system, no more than 40 characters in length. For example, if the ledger is for Germany, you could use "Germany."
Ledger Code	Enter the code definition as it relates to the system into which it is being extracted. **NOTE:** The **Ledger Code** value must be unique and should be logical. The system uses this code as a criterion in the Account Code area of the Import/Extract Administrator tool. If you define a code that is not readily recognizable, it may not be located by the system.

3. Click **Save**. The list of ledgers appears.

Editing an Existing Ledger

You have the option to edit the ledger name and code for any ledger in the system, as long as it has not been used by an expense report or payment request.

▶ *To edit an existing ledger:*

1. On the **Accounting Structure** tab, click the field to edit.

2. Edit the information as necessary.

3. Click **Save**.

Deleting an Existing Ledger

If a ledger does not have any transactions or employees associated with it, it can be deleted. Deleting a ledger is commonly done to remove seed data or a ledger entered in error, and is permanent.

! If you delete a ledger in error, it must be recreated, it cannot be recovered.

▶ *To delete a ledger:*

1. On the **Accounting Structure** tab, click the name of the desired ledger.

2. Click **Remove**. The **Remove Ledger** dialog box appears.

3. Click **Yes** to remove the ledger.

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