



## Billabe Expenses Solution

# Concur Connector for Xero

22/05/2017 13:03

### SUMMARY

This document describes the solution to keep track of which expenses are billable to customers and have a streamlined way of doing so.

### CONCUR SETUP

Within the Concur expenses entry form, the staff member have the option to select both whether an expense is Billable and also, if known, which customer the record should be attributed to.

The screenshot shows the 'New Expense' form with the following fields: Expense Type (Lunch), Transaction Date, Business Purpose, Vendor Description, Payment Type (Cash), Amount, USD, Business Unit (Concur Sandbox), Cost Center (Finance), Xero Entity (Company 1), Xero Department (10\_400 - Asia), Customer:Job (circled in red), Is Billable? (checkbox, circled in red), Comment, and Personal Expense (do not reimburse) (checkbox).

These two fields are added in Concur through the Cost tracking setup.

### CONCUR CONNECTOR FOR XERO

We are now able to sync the Customer dropdown to Xero customer records, meaning that the dropdown list within Concur will reflect all the customers within Xero.

The left screenshot shows a table of customers with columns for 'CONTACT', 'EMAIL', 'YOU OWE THEM', and 'THEY OWE YOU'. The right screenshot shows a dropdown menu with the following customer names: 3M United Kingdom PLC, 3M United Kingdom PLC 3, Customer 1, Customer2, ExcluServ, jacuqes, Malan consulting, Mufasa Ltd, Pumba Africa, Rafiki Boabab, Rock Enterprise, and Simba Pride.

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The connector is set up so that it acts slightly differently, depending on whether an expense is Billable or Non-Billable:

**Non-Billable**

If “Is Billable?” is unticked, the expense will be treated as a normal reimbursable expense to the Staff member or coded to a credit card contact. The coding on the GL will be those mapped to the Expense Type within Concur and the expenditure posted to the P&L.

**Billable**

If “Is Billable?” is ticked, the expense will still be posted as a reimbursable expense or to the credit card contact, but we can ensure that the GL code used is a balance sheet code which track billable expenses.

Where a customer record has been selected, the Concur Connector for Xero will also allocate the expense to the related customer in Xero

From	Date	Due Date	Reference	Total				
Credit Card Transactions	5 Apr 2017	5 Apr 2017	A737CA80A4964E00BB01	78.00				
No address								
Add address								
USD United States Dollar 1 GBP = 1.24905 USD (05 Apr 2017, set by XE.com Exchange Rate)				Amounts are Tax Exclusive				
Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Cost Centre	Fund	Amount USD
	Uber - Business Taxi - 2017-02-09	1.00	20.00	Direct Expenses	No VAT	HR		20.00
	Billable expense for Pumba Africa							
	Uber - Business Taxi - 2017-02-09	1.00	13.00	Entertainment	Exemot Expenses	HR		13.00

Where a customer record is not selected, the record will still be assigned to the balance sheet code and tracked as billable in Xero, but not directly assigned to a customer.

**CLEARING THE BILLABLE ACCOUNT**

Whenever you need to invoice a customer the billable expenses, this will be available when creating the sales invoice in Xero. You can select to add all items independently or add them as individual lines.

Once added, you will code the expense to the balance sheet account to clear the account.

2016 ▾ 23 Feb 2016 ▾ INV-0004

**Select billable expenses** ✕

i This billable expense has been converted into your base currency (GBP)

<input checked="" type="checkbox"/>	Bill Date	Line Item Description	Amount (Tax excl.)	Source
<input checked="" type="checkbox"/>	5 Apr 2017	Uber - Business Taxi - 2017-02-09	16.01	Credit Card Tr...



## REPORTING

You will be able to report on all outstanding billable expenses from Xero, using the Billable Expenses report. This will provide an easy way to reconcile the billable expenses balance sheet code to those that have been allocated as billable in Xero.

**Billable Expenses - Outstanding**

Date Range: Today | 6 Apr 2017 | [Update](#) | [Report Settings](#)

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**Billable Expenses - Outstanding**  
 Concur Sandbox  
 As at 6 April 2017

Date	Source	Reference	Supplier	Description	Amount	On Draft Invoice
<b>ExcluServ</b>						
24 Mar 2017	Expense Claim Receipt		Ms	Fuel	50.00	
<b>Total ExcluServ</b>					<b>50.00</b>	
<b>jacuqes</b>						
21 Feb 2017	Payable Invoice	BF716740D7EF4F6E88B9	Jimmy Madison	Gacho - Business Dinner - 2017-02-10	16.09	
<b>Total jacuqes</b>					<b>16.09</b>	
<b>Pumba Africa</b>						
5 Apr 2017	Payable Invoice	A737CA80A4964E00BB01	Credit Card Transactions	Uber - Business Taxi - 2017-02-09	16.01	

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