Frequently asked questions
Concur Integration with ADP®

Topic: SAP Concur and ADP Integration
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As an ADP Marketplace Partner, SAP Concur has been providing flexible and scalable solutions that reduce manual data entry burdens which helps mitigate risk and allows more time for strategic, revenue-generating initiatives that can help your business stay on track.

SAP Concur

What is the Concur Integration with ADP?

Concur Integration with ADP is our first-ever, bi-directional connector that integrates Concur Expense data with ADP Workforce Now® HR and Payroll data, to create a seamless employee expense and reimbursement process.

What are some key features of the Concur Integration with ADP?

The Concur Integration with ADP will:
- Allow customers, who use both Concur Expense and ADP Workforce Now, to seamlessly reimburse approved out-of-pocket (cash) expenses via ADP Payroll.
- Eliminate the need to export expense data from Concur and import into ADP Payroll manually, reducing manual labor, increasing efficiency and reducing data errors.
- Automatically update Concur Expense user data with ADP HR data
- Automatically create and update user accounts based on customer's scheduled feed from ADP ensuring accurate user information in Concur.

With what ADP platforms does the Concur Integration with ADP connect?

Customer data within Concur Cloud for Public Sector is not physically separated, but instead it is logically separated which is standard practice for Software as a Service. This means that data is restricted to a specific customer entity (i.e. customer A cannot see/access customer B's data). Data access is restricted using an authentication token for processes and events within the Concur Cloud for Public Sector.

Which software edition will be supported?

Concur Cloud for Public Sector is available only with the Professional Edition of the service and can be implemented via either the Professional or Premium implementation delivery methods.

Is my organization eligible to deploy in Concur Cloud for Public Sector?

The Concur integration is compatible with ADP Vantage HCM®, ADP Workforce Now® Next Generation, Run Powered by ADP®, and ADP Workforce Now®.

How does the Concur Integration with ADP make companies run more efficiently?

Enjoy the benefits of bringing HR and payroll together.
With all your HR and payroll data working in harmony, you'll streamline user profile setup and maintenance, swiftly reimburse employees, and integrate workflow and approval status with ease.

How does the Concur Integration ADP improve accuracy and help companies run effortlessly?

Automate data entry to ensure accuracy and save time.
Eliminate manual data entry in ADP and SAP Concur. Once the initial import is complete, certain key data changes made in ADP HR will automatically update Concur user profiles. This will reduce manual errors and improve data accuracy, helping you make more informed decisions.

Ensure easy, timely reimbursement for employees.
Easily reimburse out-of-pocket expenses (cash) via ADP Payroll. After expense reports are approved, reimbursement values are sent directly from Concur Expense to ADP Payroll. Pay planned or on-demand payments and feel confident employees will be reimbursed on time, every time.

AT A GLANCE

How does the Concur Integration with ADP work for reimbursement?

A quick look at how the ADP payroll reimbursement process works.
1. The integration runs the accounting extracts/payment batch
2. Upon triggering the extract/payment batch, the expense reports have their status changed to "sent for payment"
3. Group the employees in the extract /payment batch by company code
4. Post the payroll data to ADP, for each one of the company codes, one by one
5. ADP confirms successful posting for each company code

How does the Concur Integration with ADP work for HR?

A quick look at how the ADP HR sync process works.
1. Run the initial load of ADP workers to be integrated with Concur Expense
2. The following data will be created in Concur Expense:
   - Employee Name
   - Employee ID
   - Login ID (e-mail)
   - Employee Status
   - Basic Spend Data
   - Reimbursement Type
3. The connector will now maintain the employee data automatically using scheduled batch file based API technology (update, change, delete).
4. That's It!

How does the connector handle terminated employees?

The connector synchronizes the data of all employees listed as active in ADP HR, and also of those terminated less than 30 days by default.

The connector can be customized, e.g. to filter the data of terminated, on-probation employees or based on standard organizational fields as Payroll Group Code, Department, Cost Number, etc.

How often does the connector run?

The connector runs once a day and generates an import file which is processed during the overnight processing job.

How can the customer manually trigger the connector

On-demand runs can be triggered by an Authorized Support Contact (ASC) up to every 2 hours.

For more details about how the Concur Integration with ADP can help you give time back to your team, visit **ADP Marketplace**.