



# Concur Integration with ADP Workforce Now®

## User's Guide

### What is the Concur Integration with ADP Workforce Now®?

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

### What are some key features of the integration?

The Concur Integration with ADP Workforce Now® and Workforce Now® Next Generation will:

- Allow customers, who use both Concur Expense and ADP Workforce Now® and Workforce Now® Next Generation, to seamlessly reimburse approved out-of-pocket (cash) expenses via ADP Payroll.
- Eliminate the need to export expense data from Concur Expense 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 Expense.

### How does the Concur Integration with ADP Workforce Now® 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 improve accuracy and help companies run effortlessly?

#### **Automate data entry to ensure accuracy and save time.**

Eliminate manual data entry in ADP Workforce Now®, Workforce Now® Next Generation and SAP Concur. Once the initial import is complete, certain key data changes made in ADP HR will automatically update Concur Expense user profiles. This will reduce manual errors and improve data accuracy, helping you make more informed decisions.

#### **Ensure easy and timely reimbursements 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 work for reimbursement?

A quick look at how the ADP payroll reimbursement process works.

1. Run accounting extracts.
2. Create a list of employees to reimburse in ADP.
3. ADP shares that list with Concur Expense
4. Concur Expense identifies users based on pay group.
5. Concur Expense returns data to ADP to post employee reimbursements.
6. ADP confirms successful payroll posting.
7. That's it!

### How does the Concur Integration 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 SAP Concur
2. The following data will be created in Concur Expense:
  - a. Employee Name
  - b. Employee ID
  - c. Login ID (e-mail)
  - d. Employee Status
  - e. Basic Spend Data
  - f. 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!

## Fields Exchanged Between ADP and Concur Expense

ADP WorkForce Now Field Name	Concur User Field Name	Direction of Exchange
AssociateOID	Custom 1-17	bi-directional
PositionID	EmployeeID	From ADP to Concur
WorkerID	EmployeeID	From ADP to Concur
Work Email Address	Login ID	From ADP to Concur
Work Email Address	Email Address	From ADP to Concur
Worker Status	Active flag	From ADP to Concur
	Expense User flag	usually hard coded to Y
	Ledger Code	usually hard coded
	Locale Code	usually hard coded to en_US
	Reimbursement Type	usually hard coded
Currency Code	Reimbursement Currency Code	bi-directional
Payroll Group Code	ADP Company Code	bi-directional
Payroll File Number	ADP Employee ID	bi-directional
		usually hard coded - used for posting Payroll data to ADP
Deduction / Earning Code	ADP Deduction Code	
First Name	First Name	From ADP to Concur
Middle Name	Middle Name	From ADP to Concur
Last Name	Last Name	From ADP to Concur
Country Code	Country Code	From ADP to Concur
State	Country Sub Code	From ADP to Concur
Manager of the Employee	Expense Approver	From ADP to Concur
Department	Custom fields or Org Unit fields	From ADP to Concur
Cost Number	Custom fields or Org Unit fields	From ADP to Concur
Business Unit	Custom fields or Org Unit fields	From ADP to Concur
Country Code	Employee Group	From ADP to Concur or hardcoded
Pay Number		From Concur to ADP - used for posting Payroll data; usually hard coded to "1"
		From Concur to ADP - used for posting Payroll data
Deduction / Earning amount	Journal Amount	
Other fields exposed by Worker v2 API	Custom fields or Org Unit fields	which may be requested during the onboarding process

# Order Your Integration thru Marketplace

The screenshot shows the ADP Marketplace website with search results for 'Concur'. The left sidebar has filters for ADP platform, Company size, and Industry. The main area displays 'FEATURED RESULTS' and 'Displaying 4 search results for "concur"'. One result, 'Concur Integration with ADP Workforce Now® by SAP Concur', is highlighted with a red box. It includes a 'Save 100% off now' badge and a 'Learn More' link.

Go to  
Marketplace.adp.com  
and search “SAP  
Concur” to find the

The screenshot shows the product page for 'Concur Integration with ADP Workforce Now®'. It features the SAP Concur logo, a description 'Share data between Concur Expense and ADP', and a category 'TIME & EXPENSE'. Two buttons are visible: 'Contact Us' and 'Buy Now', with the 'Buy Now' button highlighted by a red box.

Click Buy Now button

The screenshot shows the 'Choose your Concur Integration with ADP Workforce Now® edition.' page. It displays three pricing tiers: 1-49 transactions per month (\$71.00), 50-149 transactions per month (\$167.00), and 150-399 transactions per month (\$292.00). Each tier includes details on ideal users, included users, and plan inclusions. The 'Your Current Plan' button under the first tier is highlighted with a red box.

Select edition that  
corresponds with your  
core Concur Expense  
subscription.

ADP Marketplace

Apps Home Solutions Industry Why Marketplace

Search Contact J. Anderson

1. Create Order

2. Additional Information

3. Billing Details

4. Confirm Order

5. Order Receipt

You're 60 seconds away from getting Partner Application Connector for RUN Powered by ADP®.

Purchase FAQs

Included Users

Plan 1

Unlimited

\$1.00 / Mo

Additional usage charges apply

Discount Code:

Apply

Fee due at checkout: \$0.00

Final price may include additional taxes.

Total recurring monthly fee as of 10/14/20: \$1.00

Recurring monthly fees may include charges based on usage.

Back to Partner Application Connector for RUN Powered by ADP®

CONTINUE

File Edit View History Bookmarks Tools Help

Product Settings | ADP, Inc. Partner Application

Automatic Data Processing, Inc. (US) https://apps.adp.com/checkout/settings?1455095968 80% Search

ADP Marketplace Apps Home Solutions Industry Why Marketplace Search Contact J. Anderson

click Partner Application  
to retrieve Company Code

You will be presented with a  
'Company Code' screen.

Click on 'Partner Application'  
and you will be redirected to  
Concur (App Center)

1. Create Order

2. Additional Information

3. Billing Details

4. Confirm Order

5. Order Receipt

Product Settings

COMPANY CODE -

Company Code

Your company's unique ID

Check

## Applications

Basic info Developers [Home](#)

In this example the client is in the Partner Application and the application has the functionality to provide the client with a unique identifier that they can then use to purchase your data connector. This unique code will allow your Partner Application identify the company purchasing your solution during the subscription process.

### Integrate with ADP

☒ ON



ADP Connector Code

dywfkabi-mb73-32Om-ztwd-9zzvidszjqgm

Copy

Copy and paste this code during checkout on ADP Marketplace when purchasing the data connector for this application.

Enter your Concur Expense credentials and a company code will be returned.

Copy credentials and return to ADP Marketplace



[Apps Home](#) [Solutions](#) [Industry](#) [Why Marketplace](#)

[Contact](#) [J. Anderson](#)

1. Create Order

2. Additional Information

3. Billing Details

4. Confirm Order

5. Order Receipt

#### Valid Company Code

Entered code (6bd8ff67-03a0-40c9-aae0-bff80691086a) is valid!

#### Product Settings

##### COMPANY CODE -

##### Company Code

0c9-aae0-bff80691086a

Your company's unique ID

Check

[Cancel](#)

CONTINUE

Paste code from previous step and click "Continue"

Company code will be validated and you can continue with purchase

1. Create Order

2. Additional Information

3. Billing Details

4. Confirm Order

5. Order Receipt

## Complete Billing Details

### Select a Payment Method

☒ ADP Invoice

☐ New Credit Card

[Back](#)

(You can review this order before it's final.)

CONTINUE

Select billing method  
and click "Continue"

1. Create Order

2. Additional Information

3. Billing Details

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5. Order Receipt

## Confirm Order

Name	Edition	Price	Quantity	Total
Partner Application Connector for RUN Powered by ADP*	Plan 1	\$1.00 / Month	1	\$1.00
Partner Application Connector for RUN Powered by ADP*	Plan 1	Additional usage charges apply		
Subtotal:				\$1.00
Fee due at checkout:				\$0.00
Your usage will be charged at the end of the next billing cycle.				
Total recurring monthly fee as of 10/14/20:				\$1.00
Recurring monthly fees may include charges based on usage.				

[Back](#)



By checking the box, I acknowledge that I have read and agreed to the App's Terms of Service.

PLACE ORDER

Click checkbox to  
confirm Terms and  
Conditions

1. Create Order

2. Additional Information

3. Billing Details

4. Confirm Order

5. Order Receipt

## Order Receipt

You successfully subscribed to Partner Application Connector for RUN Powered by ADP\* and can start using the application from MyApps. You will receive email confirmations of your purchase.

Order ID: 113840467

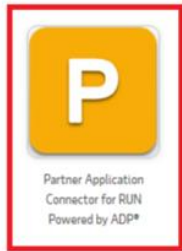
Name	Edition	Price	Quantity	Total
Partner Application Connector for RUN Powered by ADP*	Plan 1	\$1.00 / Month	1	\$1.00
Partner Application Connector for RUN Powered by ADP*	Plan 1	Additional usage charges apply		
Subtotal:				\$1.00
Fee paid at checkout:				\$0.00
Your usage will be charged at the end of the next billing cycle.				
Total recurring monthly fee as of 10/14/20:				\$1.00
Recurring monthly fees may include charges based on usage.				

GO TO MYAPPS

You will be given an  
Order Receipt  
Click "Go to My Apps"

## Applications ●

You successfully subscribed to Partner Application Connector for RUN Powered by ADP\* and can start using the application from your MyApps page. You will receive email confirmations of your purchase. ✕



Click on App Icon and you will be directed to the SAP Concur Store

### Shopping cart

Items (1)

Service	Order quantity* Monthly	Base charges* Monthly	Overage fee per transaction
New Product(s)			
<a href="#">Partner Marketplace - Concur Integration with ADP</a> Your team's time is valuable – and they can't afford to spend it on tedious, manual tasks. Give their days back to them with the Concur integration with ADP. Concur Expense data synchronizes with ADP HR data, so you can eliminate manual processes, easily reimburse expenses, and improve user data accuracy.	1	\$0.00	-

\*Order quantity and base charges are on a per billing cycle basis.

[Continue shopping](#)

[Check out](#)

Enter SAP Concur credentials and you will be presented with a pre-loaded shopping cart

SAP Concur
Digital Store

Catalog
Assets
Order history
1
SAP

Currency: USD  
Contract Term: 2022-06-30  
Bill Cycle: Monthly  
Payment Terms: Net 30  
Payment Method: Electronic Funds Transfer

4 Approval Details
Edit

Approved

5 Review & Submit

Customer Name: Eagle Construction  
Buyer: Fred Flintstone  
Email: uat41@concurit.com  
Order Effective Date: Sep 6, 2022

Order Type: Additional Sale  
Service Type Billing Cycle: Monthly  
Currency for Fees: USD  
Tax Exemption Claimed: No

**Order Terms and conditions**

By clicking "Accept", Eagle Construction hereby orders the services specified above (collectively, the "Service") from Concur Technologies, Inc. ("Concur") subject to the terms of the Agreement between Concur and Customer for the Concur service. This order shall be deemed a part of the Agreement. All undefined capitalized terms herein shall have the meanings ascribed to such terms in the Agreement. If any terms of this order are inconsistent with the terms of the Agreement, then the terms of this order shall control.

Transaction Fee Start Date is November 01, 2022

☒ I agree with the terms above

Accept

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Legal Disclosure
Copyright
Trademarks
Cookie Preferences
Contact Us

Review order information and click

SAP Concur
Digital Store

Catalog
Assets
Order history
1
SAP

Order Confirmation

SAP Concur

SAP Concur Store Order  
Order Effective Date: Sep 06, 2022

Order Number: 00597023  
Customer Name: Eagle Construction  
Buyer: Fred Flintstone  
Email: uat41@concurit.com

Order Type: Additional Sale  
Service Type Billing Cycle: Monthly  
Currency for Fees: USD  
Tax Exemption Claimed: No

Items (1)

Print Order

Service	Order quantity* Monthly	Base charges* Monthly	Overage fee per transaction
New Product(s)			
Partner Marketplace - Concur Integration with ADP	1	\$0.00	-

\*Order quantity and base charges are on a per billing cycle basis.

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Transaction Fee Start Date is November 01, 2022

Customer Terms acceptance: 12:39 PM EDT, September 06, 2022

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Terms of Use
Legal Disclosure
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Trademarks
Cookie Preferences
Contact Us

Click "Place Order"