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
Deduction / Earning Code	ADP Deduction Code	usually hard coded - used for posting Payroll data to ADP
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"
Deduction / Earning amount	Journal Amount	From Concur to ADP - used for posting Payroll data
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

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

Click Buy Now button

Select edition that corresponds with your core Concur Expense subscription.

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 |

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** × | +

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

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

click **Partner Application** to retreive Company Code

| 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

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

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

Applications

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.

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 identity the company purchasing your solution during the subscription process.

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

Copy credentials and return to ADP Marketplace

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 | 4. Confirm Order | 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.
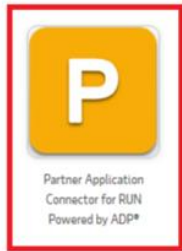
Order ID: **113840467**

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. ✕

P

Partner Application
Connector for RUN
Powered by ADP®

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

---

SAP Concur [C] Digital Store   Catalog ▾ Assets Order history 🛒 ¹ 👤 SAP

Shopping cart

Items (1)

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

©2021 SAP Concur   Privacy Terms of Use Legal Disclosure Copyright Trademarks Cookie Preferences   **Contact Us**

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

Review order information and click "Accept"

Click "Place Order"