



# ConCurrent Installation and Configuration Guide

PREPARED BY CRESTWOOD ASSOCIATES  
VERSION 1.0-8/22/2023

**TRUE EXPERTS. SOFTWARE THAT WORKS. NO HIDDEN FEES.**

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## Contents

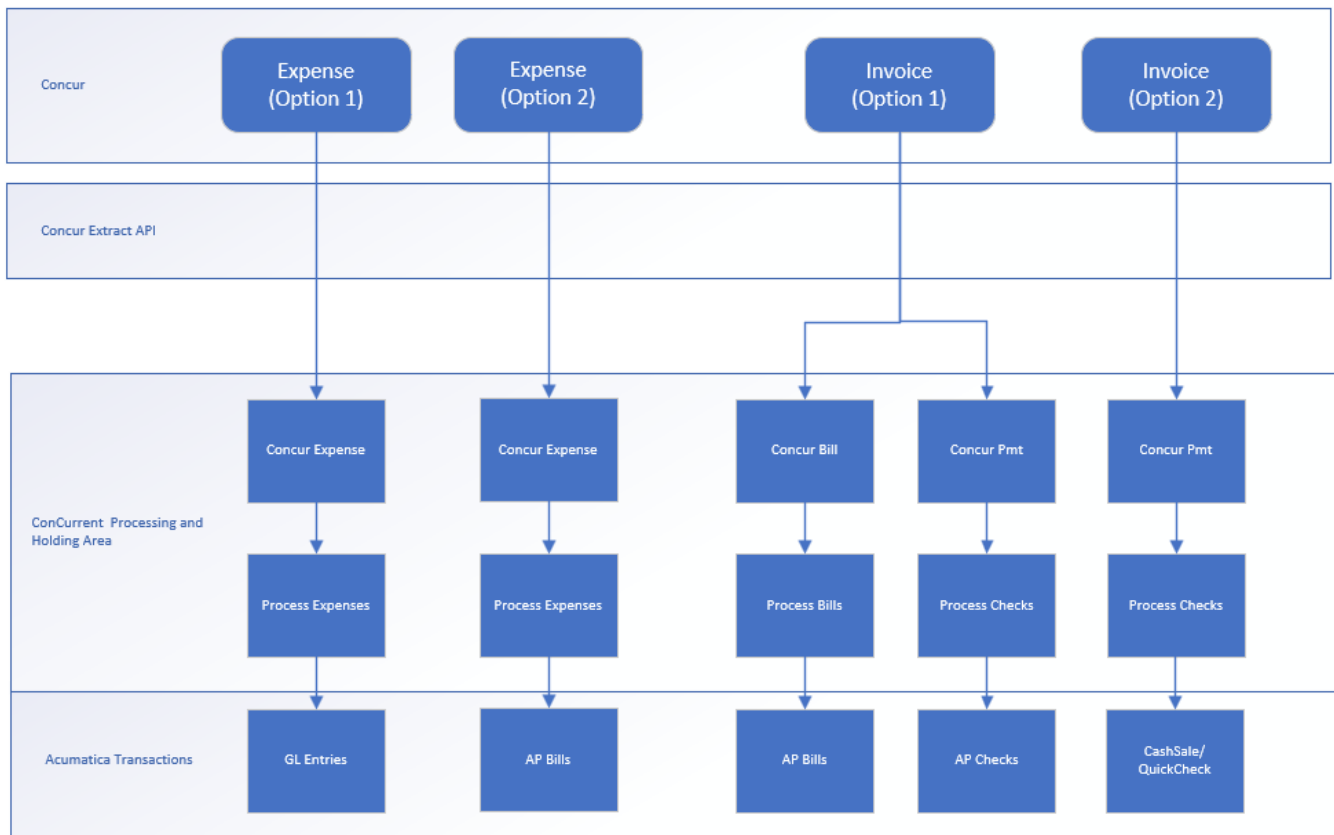
Overview.....	3
High Level Workflow for Transactions.....	3
Acumatica Installation .....	4
ConCurrent Acumatica Items .....	4
Concur Configuration.....	5
Concur Requirements: .....	5
Establishing Application Access: .....	5
Acumatica Configuration .....	7
ConCurrent Preferences – General Tab .....	7
ConCurrent Preferences – Concur Details Tab .....	8
Extract Configuration .....	8
Process Scheduling .....	9

## Overview

ConCurrent is intended to support specific processes and workflows between Concur and Acumatica. There is a level of mapping and flexibility intended to facilitate subtle deviations in the Extracts – however it is not intended to be a full iPaaS solution with infinite mapping and configuration options.

The diagram below indicates the supported transaction flows between Concur and Acumatica.

### High Level Workflow for Transactions



Transaction information is translated from the Concur Extract data into a holding area for validation and processing. Once validated, Acumatica transactions are created. If there are errors, they will be indicated in the Concur Info Log, for inspection/resolution.

Concur Item	Acumatica Target	
<b>Expense</b>	GL Journal	1 Extract = 1 Journal
<b>Expense</b>	AP Bill	1 Extract = Many Bills grouped by Vendor
<b>Invoice</b>	AP CashSale*	One entry in AP CashSale
<b>Invoice</b>	AP Bill and AP Check	Requires Check to select Bills

\*CashSale is formerly known as Quick Check

## Acumatica Installation

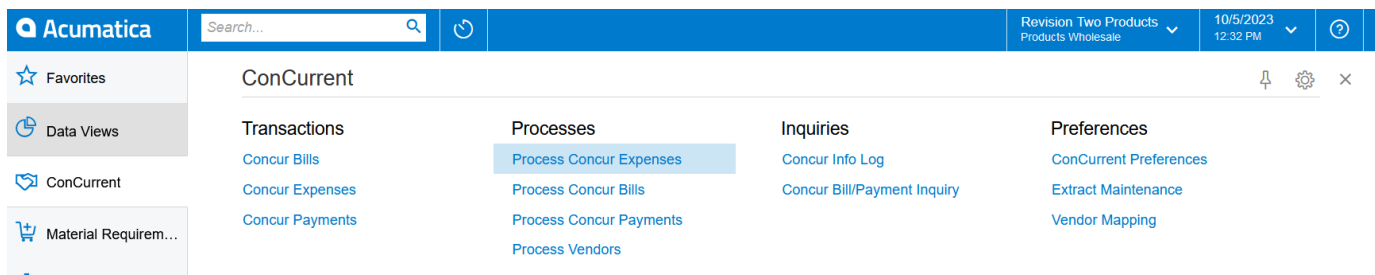
ConCurrent will be provided as a standard Acumatica Customization package. You will also need the Licensing Customization package from Crestwood that corresponds to your Acumatica version. Both files may be found on the Crestwood Partner Portal (<https://www.crestwood.com/partner-portal/>)

Please follow standard Acumatica practices for installation of our products, we recommend publication from the Customization Projects screen, rather than from within an individual customization.

Acumatica v23R1 or greater required

### ConCurrent Acumatica Items

A new ConCurrent workspace will be created:



Items listed under Transactions will be the Holding Area data that will be validated and processed into Acumatica Transactions.

Items listed under Processes are the processes that pull the data from Concur and attempt to process them into Acumatica Transactions.

Inquiries include the Info Log for reviewing the results of a processing attempt, as well as Concur Bill/Payment Inquiry which will let you find the records within Acumatica related to a specific Request in Concur.

Preferences include operational preferences as well as information related to your specific Extracts and field mappings.

## Concur Configuration

### Concur Requirements:

- Access to Extract API v1 (via App Credentials/refresh tokens)
- Standard Accounting Extract V2, V3, V4 (Expense Data)
- Concur Invoice: Payment Confirmation Extract (Checks)
- Payment Request Accounting Extract (AP Bills)

\*Customized versions of the standard extracts can be evaluated for compliance to necessary formatting

### Establishing Application Access:

#### App Credentials:

Navigate to **Expense & Invoice Settings > Authentication Admin > OAuth 2.0 Application Management** then click Create New App.

Enter the information below (Client ID is not enterable and will be assigned automatically)

App Info	
Client ID	App Type
[REDACTED]	Client
App Name	
CrestwoodConcur	
App Description	
Connect Acumatica and Concur	
Grants/Scopes	
Allowed Grants ?	
refresh_token password client_credentials	
Allowed Scopes ?	
openid expense.report.read EXTRACT invoice.paymentconfirmation.read INVVEN user.read user_read	
identity.user.ids.read identity.user.core.read identity.user.coresensitive.read identity.user.enterprise.read	
identity.user.sap.read	

You should record the App Credentials in order to be able to use them later (they are blanked out intentionally below):

App Credentials

CrestwoodConcur

Client ID:  
[REDACTED]

Client Secret:  
[REDACTED]

*\*Please make a note of your new Client Secret as this information will not be accessible after navigating away from this page..*

Ok

#### Create Company Request Token:

Navigate to **Expense & Invoice Settings > Authentication Admin > Company Request Token** enter the App ID from above and obtain and record the Company UUID and Company Request Token:

Company Request Token Successfully Created. ✕

✔ Company UUID: [REDACTED]  
Company Request Token: [REDACTED]

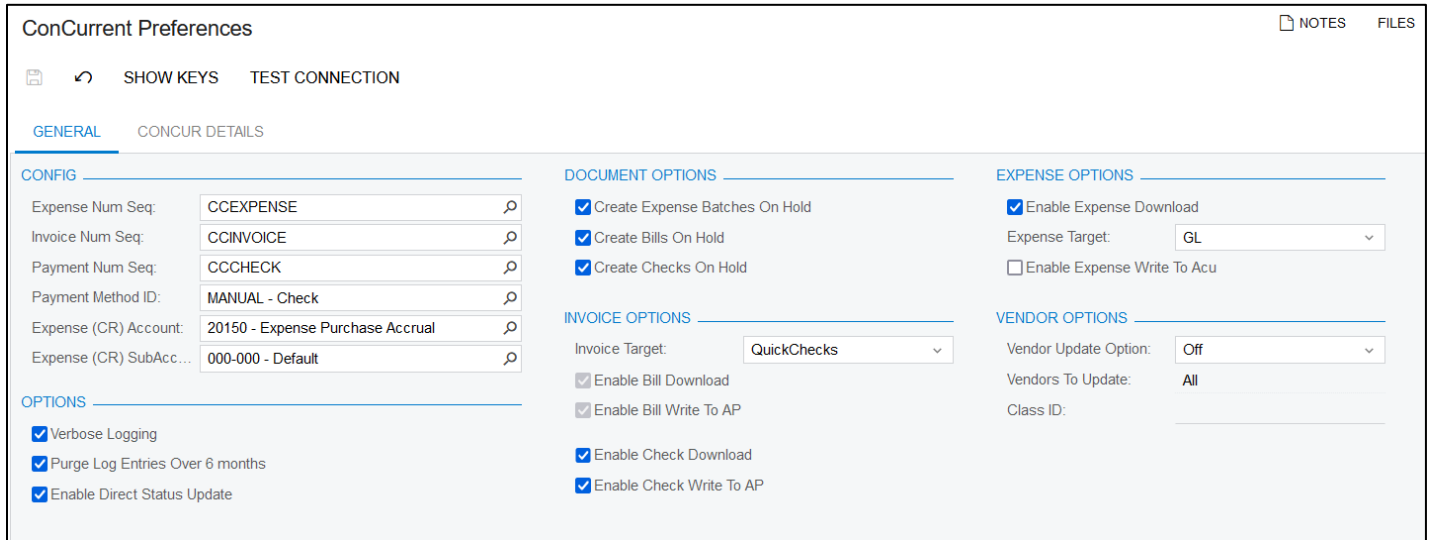
To obtain a JWT, please use Password Grant with your new token and company uuid within 24 hours.

OK

The information from above will be used to configure the ConCurrent preferences within Acumatica. Be sure to record them securely and protect them from anyone who should not have access to your system.

## Acumatica Configuration

### ConCurrent Preferences – General Tab



**ConCurrent Preferences** [NOTES] [FILES]

SHOW KEYS TEST CONNECTION

GENERAL CONCUR DETAILS

**CONFIG**

Expense Num Seq:	CCEXPENSE	⌵
Invoice Num Seq:	CCINVOICE	⌵
Payment Num Seq:	CCCHECK	⌵
Payment Method ID:	MANUAL - Check	⌵
Expense (CR) Account:	20150 - Expense Purchase Accrual	⌵
Expense (CR) SubAcc...	000-000 - Default	⌵

**DOCUMENT OPTIONS**

- Create Expense Batches On Hold
- Create Bills On Hold
- Create Checks On Hold

**EXPENSE OPTIONS**

- Enable Expense Download
- Expense Target: GL
- Enable Expense Write To Acu

**INVOICE OPTIONS**

Invoice Target: QuickChecks

- Enable Bill Download
- Enable Bill Write To AP
- Enable Check Download
- Enable Check Write To AP

**VENDOR OPTIONS**

Vendor Update Option: Off

Vendors To Update: All

Class ID:

**OPTIONS**

- Verbose Logging
- Purge Log Entries Over 6 months
- Enable Direct Status Update

The setup process will generate and populate several elements from the preferences screen including the numbering sequences used by the holding area screens. You will need to set up a new Payment Method or use an existing one – the key thing to note is that it should be configured to not require checks to be printed – under Settings for Use In AP.

The Expense Account/Sub is used as the offset for the Journal Entries that are created and also as a default if the Vendors do not provide a Default Expense Account on the AP Cash Sale documents.

Verbose logging enables more detailed logging to the Concur Info Log – which is helpful when configuring and debugging specific issues. Once the system is established and operating correctly, it is recommended to turn this off until needed. Additionally, it is recommended to enable the Purge Log Entries Over 6 Months option.

Enable Direct Status Update is meant admin option that will allow you to directly manipulate the status of records from Concur so that they may be marked as processed in the event of a manual adjustment or when starting the system up if the data had been synched via another method. Having the records in our holding area but marked as processed will prevent them from being downloaded again.

The options related to Creating the documents on hold do exactly that and the resulting documents will need to be Removed from hold prior continuing processing. This is an important factor when considering the workflow that creates the Bills and Checks from Concur Invoicing as the Check will require that the related Bills are available to be selected for application – meaning that they will need to be released successfully.

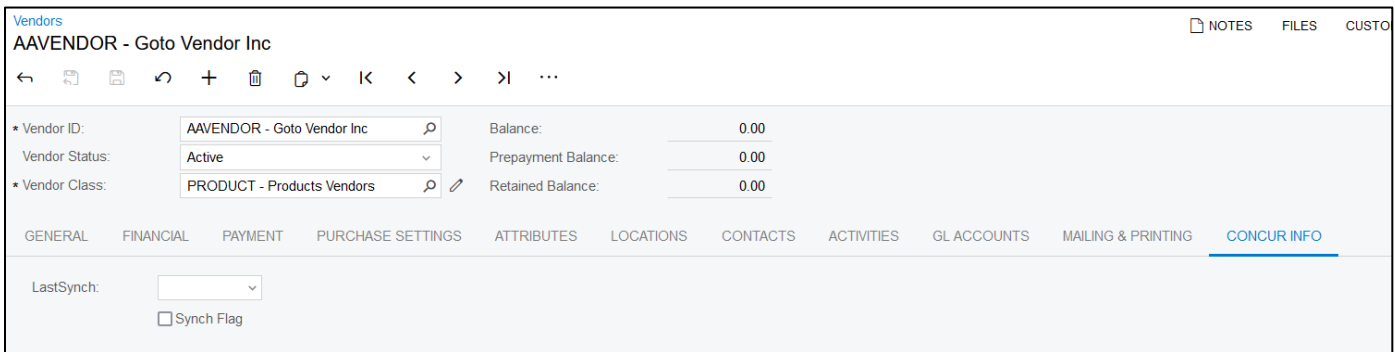
Invoice Options – The Invoice Target selection can be set to Off, QuickChecks and Bills/Checks. This is where you control the documents created from the Invoices in Concur. If you are not using this piece of the product, select Off. The simplest option is QuickChecks and the most detail will be provided by Bills/Checks. As mentioned above Bills/Checks requires some workflow/processing understanding within Acumatica in order for the Checks to be created in Acumatica due to the dependency on the AP Bills being released.

You can control how the integration is functioning by enabling or disabling certain functions. On each item you can set it to download into the holding area or not. You can also set it to create the resulting Acumatica Documents or not. This essentially allows you to control the data flow for maintenance or configuration windows.

The Expense Options include enabling the specific download/create options as above and also which documents are the target output of the Expense integration. The choices are GL and APBill.

The Vendor Update Option is to perform the Concur integration, point the output to the log for testing, or leave Off. If any option other than **Off** is selected the Vendors To Update option is enabled the choices are **All**, **Class**, **NotClass** and **Flagged**.

- All – update all vendors who have been modified since last synch
- Class – Only synch vendors within the specified class
- NotClass – Only synch vendors Not in the specified class
- Flagged – Only synch vendors who have the Vendor Synch flag set on their Vendor Record on the Concur Info tab.



The screenshot shows the 'Vendors' section for 'AAVENDOR - Goto Vendor Inc'. The 'CONCUR INFO' tab is selected. The form displays the following fields:

- Vendor ID: AAVENDOR - Goto Vendor Inc
- Vendor Status: Active
- Vendor Class: PRODUCT - Products Vendors
- Balance: 0.00
- Prepayment Balance: 0.00
- Retained Balance: 0.00
- LastSynch: (dropdown menu)
- Synch Flag

Navigation tabs include: GENERAL, FINANCIAL, PAYMENT, PURCHASE SETTINGS, ATTRIBUTES, LOCATIONS, CONTACTS, ACTIVITIES, GL ACCOUNTS, MAILING & PRINTING, and CONCUR INFO.

### ConCurrent Preferences – Concur Details Tab

This tab is where the specific details to your instance of Concur are recorded. Enter as much of this information as you have. Client ID, Client Secret, Company UUID, Fresh and Access Tokens are required.

You may need to consult with your Concur Representative to obtain these items. You can test the connection by clicking the Test Connection action after saving your information.

### Extract Configuration

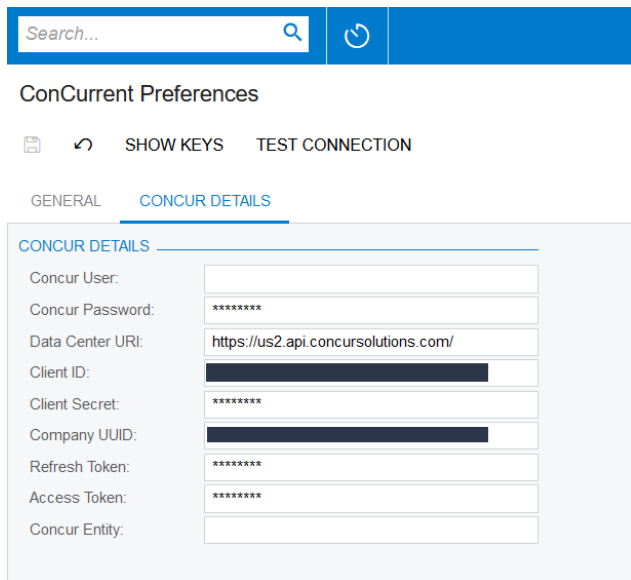
You will need to make the ConCurrent system aware of the specific Extracts that are being used within Concur. You will need to provide the Extract Name, Extract ID, Field Delimiter and Expected Field Count in the header area. In the details area you will need to provide the field mapping between your Extract and the fields in the holding area. We provide the default mappings in Excel files for easy modification and upload.

The Synch Object field is the key field for this screen – the Choices are Expense, APBill and Check – this is intended to reflect the Holding Area names. In order to determine which Extract ID you are using you can click the Get Concur IDs Action which will open a new window with the list of all of your Concur Extracts (with the ID as the first field) – you will need to consult with your Concur resource to determine which one is appropriate.



It is expected that the following Extracts are used:

- Standard Accounting Extract V2, V3, V4 (Expense Data)
- Concur Invoice: Payment Confirmation Extract (Checks)
- Payment Request Accounting Extract (AP Bills) - If that workflow is being used



The screenshot shows the 'ConCurrent Preferences' window. At the top, there is a search bar with the text 'Search...' and a magnifying glass icon, followed by a refresh icon. Below this are two buttons: 'SHOW KEYS' and 'TEST CONNECTION'. The interface has two tabs: 'GENERAL' and 'CONCUR DETAILS', with 'CONCUR DETAILS' being the active tab. The 'CONCUR DETAILS' section contains several fields for configuration:

Concur User:	<input type="text"/>
Concur Password:	<input type="password" value="*****"/>
Data Center URI:	<input type="text" value="https://us2.api.concursolutions.com/"/>
Client ID:	<input type="text" value="REDACTED"/>
Client Secret:	<input type="password" value="*****"/>
Company UUID:	<input type="text" value="REDACTED"/>
Refresh Token:	<input type="password" value="*****"/>
Access Token:	<input type="password" value="*****"/>
Concur Entity:	<input type="text"/>

## Process Scheduling

Each of the processes that interact with Concur can be run manually or scheduled and executed automatically.

If you have chosen the option for the Invoice integration to create AP Bills and AP Checks – timing will need to be considered both within Acumatica and within Concur.

Within Concur your Bill approval and finalization process will need to be completed prior to the Extract scheduled execution time within Concur. Additionally, the timing of your check approval and the extract that will make it available will need to be scheduled after the Bills. Similarly, within Acumatica, the timing between these processes is important and should be discussed. As an example, if you pull the checks in prior to bringing in the Bills, the Checks will fail because you cannot apply the Check to the Bill which doesn't exist yet.