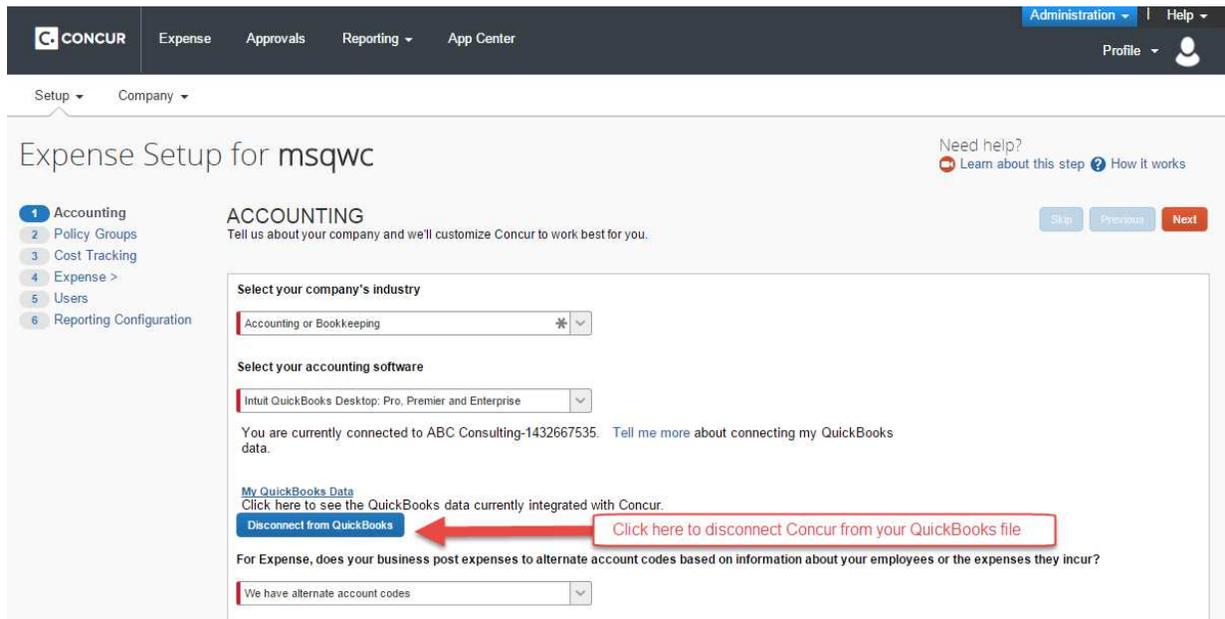
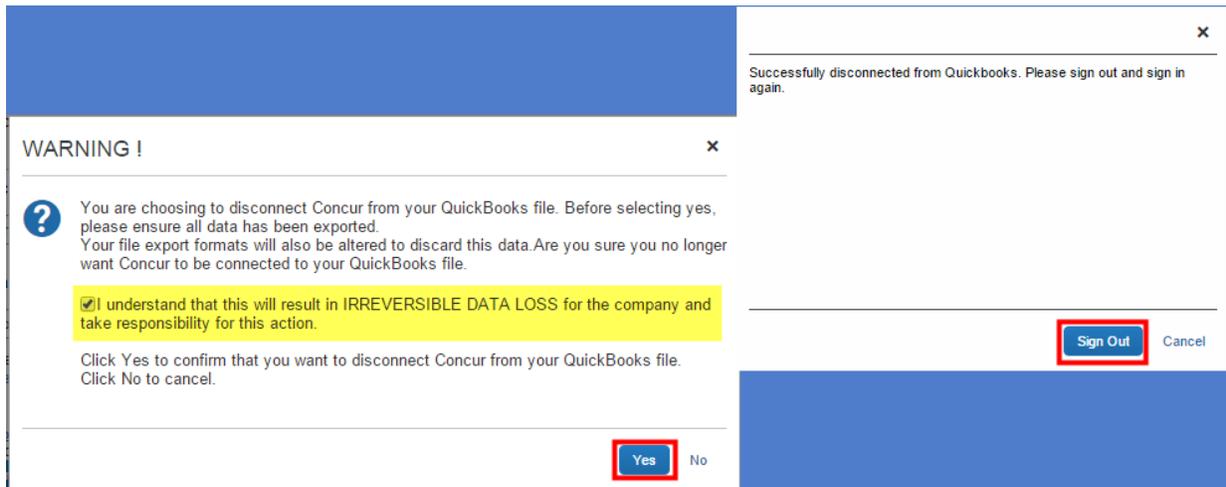


# Concur QuickBooks Desktop Connector Quick Start Guide

1. Tell users to submit all open expense reports and once those are submitted to please stop using Concur (do not create a new expense report until further notice).
2. Managers will approve and Admin/Accounting will process all existing expense reports and post into QuickBooks.
3. Make sure all reports are sent to QB:
  - a. Go into Payment manger and hit send data in Concur.
  - b. Go into QB Desktop go to file, sync, start sync now.
  - c. Make sure that all data has been imported into QBD.
4. Go to Administration, Setup, Expense
  - a. Go to step 1) Introduction- Click Disconnect QuickBooks button with the blue button shown:

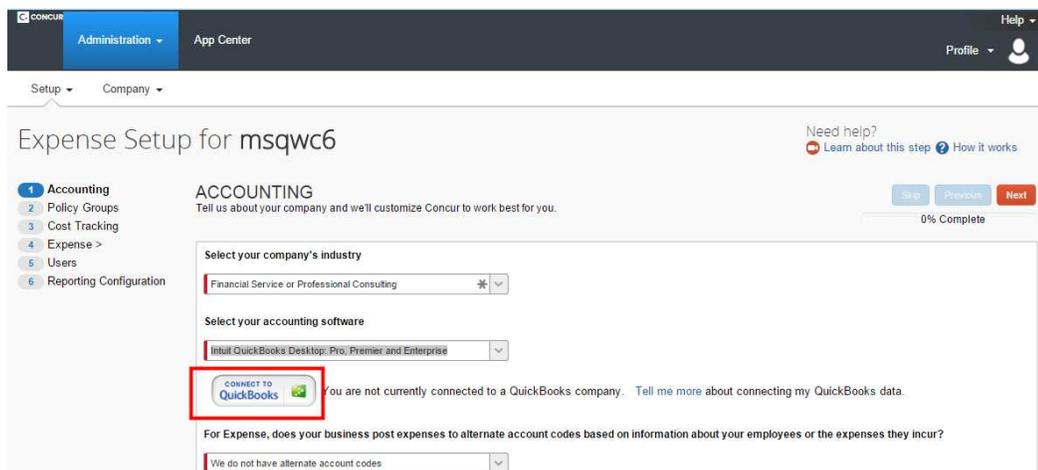


The screenshot shows the Concur Expense Setup for msqwc interface. The navigation menu on the left includes Accounting, Policy Groups, Cost Tracking, Expense >, Users, and Reporting Configuration. The main content area is titled 'ACCOUNTING' and contains a form for selecting company industry and accounting software. A red box highlights a blue 'Disconnect from QuickBooks' button, with a red arrow pointing to it from a text box that says 'Click here to disconnect Concur from your QuickBooks file'.



## Log back into Concur

5. Go to Administration, Setup, Expense.
  - a. In step 1 Introduction choose from Intuit QuickBooks Desktop: Pro, Premier and Enterprise.
  - b. Click the green Connect to QB button:



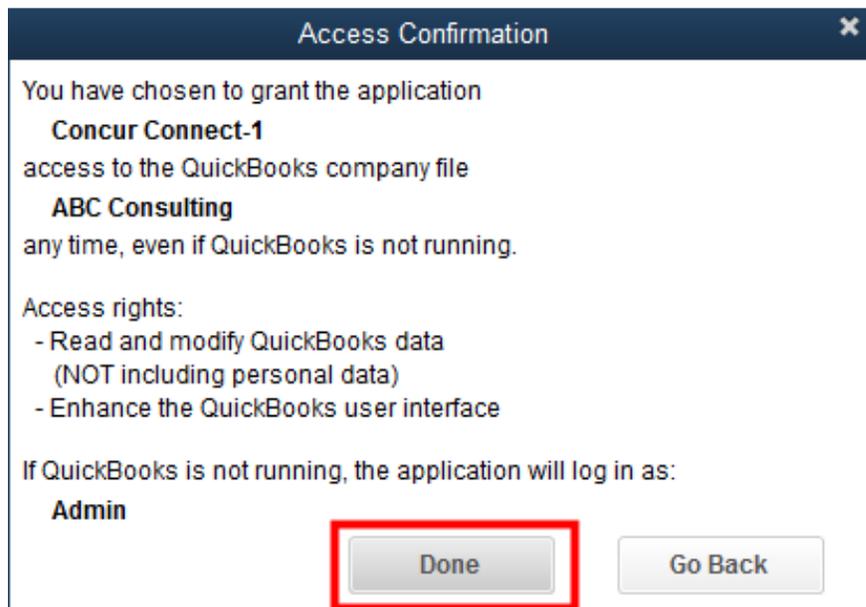
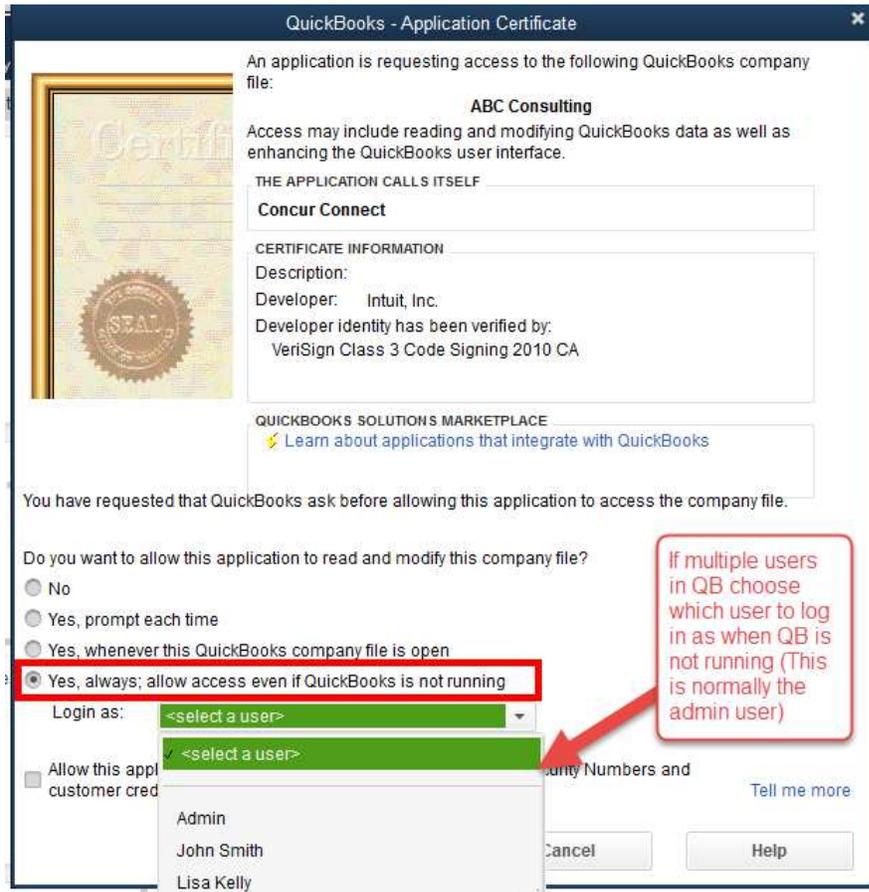
6. To Download Concur Web Connector:
  - a. Make sure that your QuickBooks company file is open that you would like to connect to Concur, and that you are logged in as Admin in single user mode (You MUST be in the correct QuickBooks file that you would like to connect to Concur).
  - b. Copy the access token id shown in the pop up box; you will paste this into the password area of you web connector. (You will only need to do this one time).
  - c. Click on the Download Concur Connector button and follow the steps:

The screenshot shows the Concur Expense Setup interface. The top navigation bar includes 'CONCUR', 'Expense', 'Approvals', 'Reporting', 'Administration', and 'Help'. The main header reads 'Expense Setup for Concur Test Company- Schmetzer'. A sidebar on the left lists setup steps: 1. Accounting, 2. Expense Types, 3. Cost Tracking, 4. Settings, 5. American Express, 6. Employee Reimbursements, 7. Company Card, and 8. Users. The 'ACCOUNTING' section is active, with instructions to 'Tell us about your company and we'll customize C...'. A modal window is open, titled 'To connect Concur to your QuickBooks Desktop company file, perform the following steps:'. It lists three steps: 1. Log in to QuickBooks Desktop as an administrator and open the company file that you want Concur to use. Do not close this file. 2. Copy this number to your Windows Clipboard by selecting it and clicking CTRL+C. The number is **9398159a-cfa2-4d0a-8736-1133d20c4f63**. (Later you will paste this number into a field in the QuickBooks Web Connector.) 3. Download the **QuickBooks Web Connector** and follow the prompts to complete your installation. A 'Download QuickBooks Web Connector' button is visible at the bottom of the modal. The bottom of the screen shows a taskbar with a file named 'Payment Manager ...docx'.

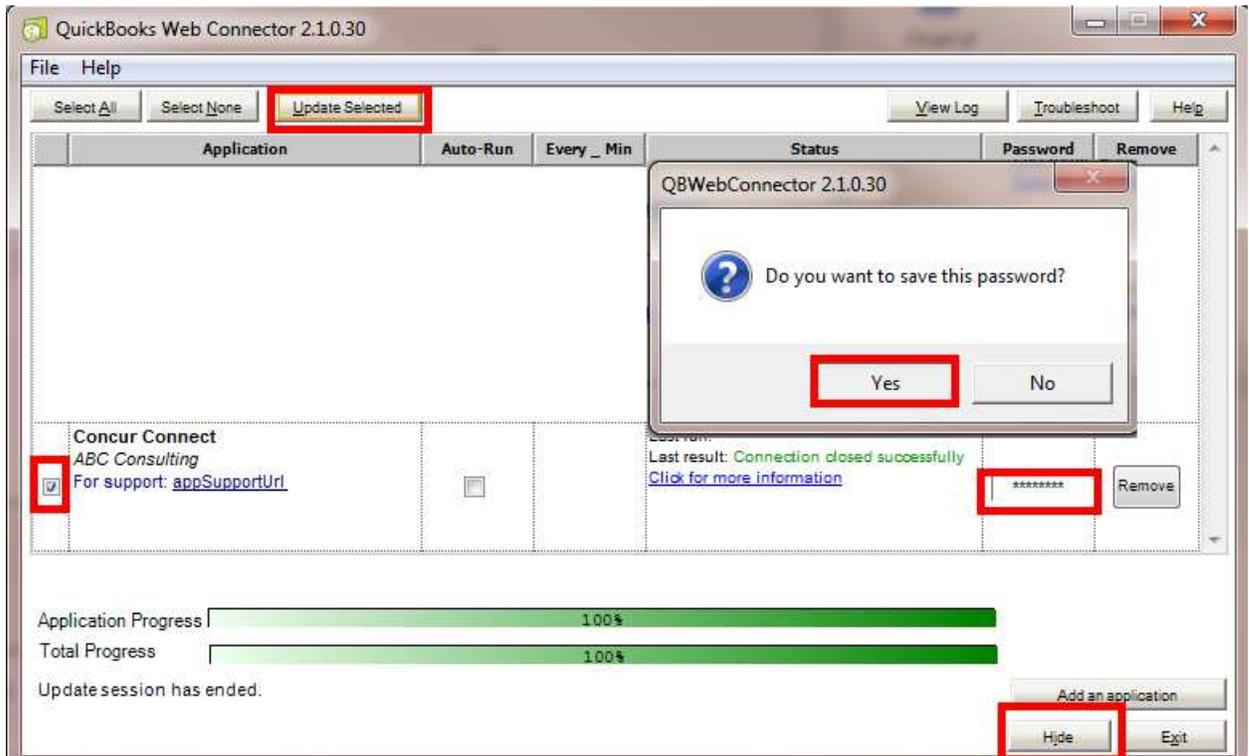
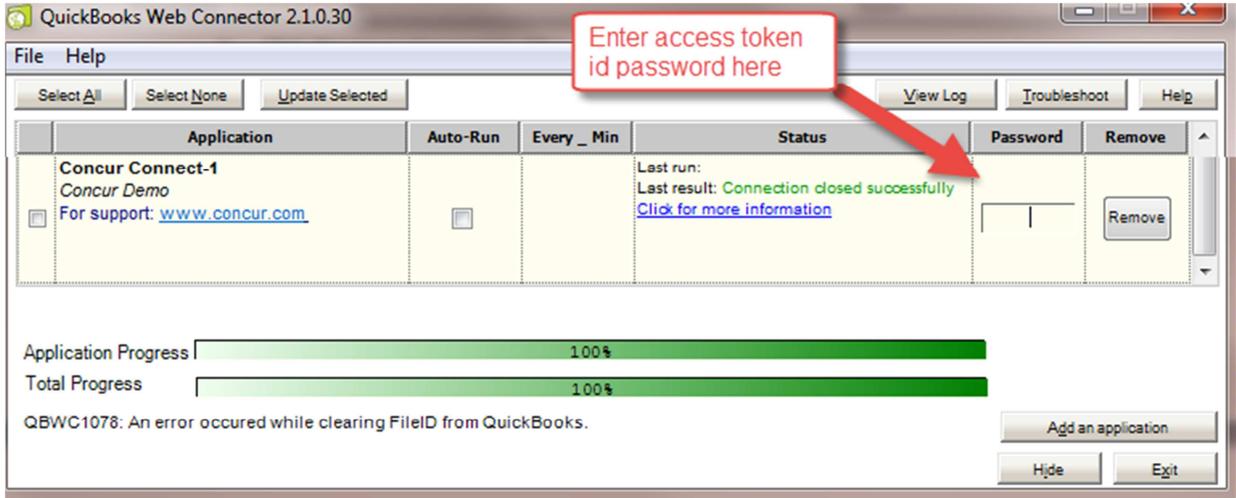
7.

8. Once the Concur Web Connector is installed from within QuickBooks a message box will pop up. Click "OK":

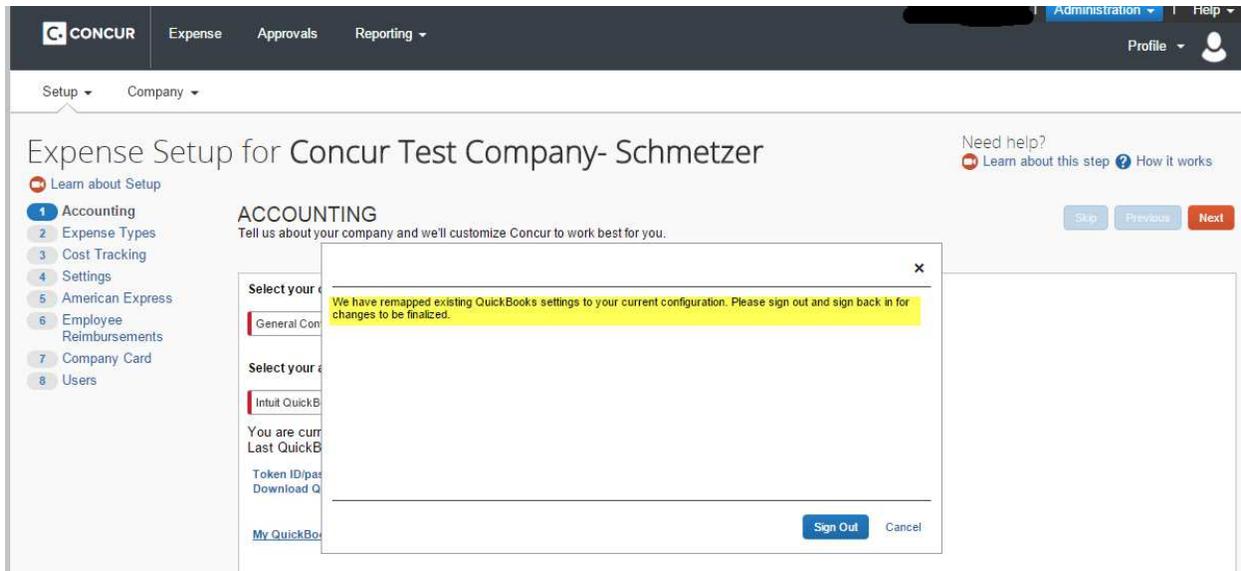




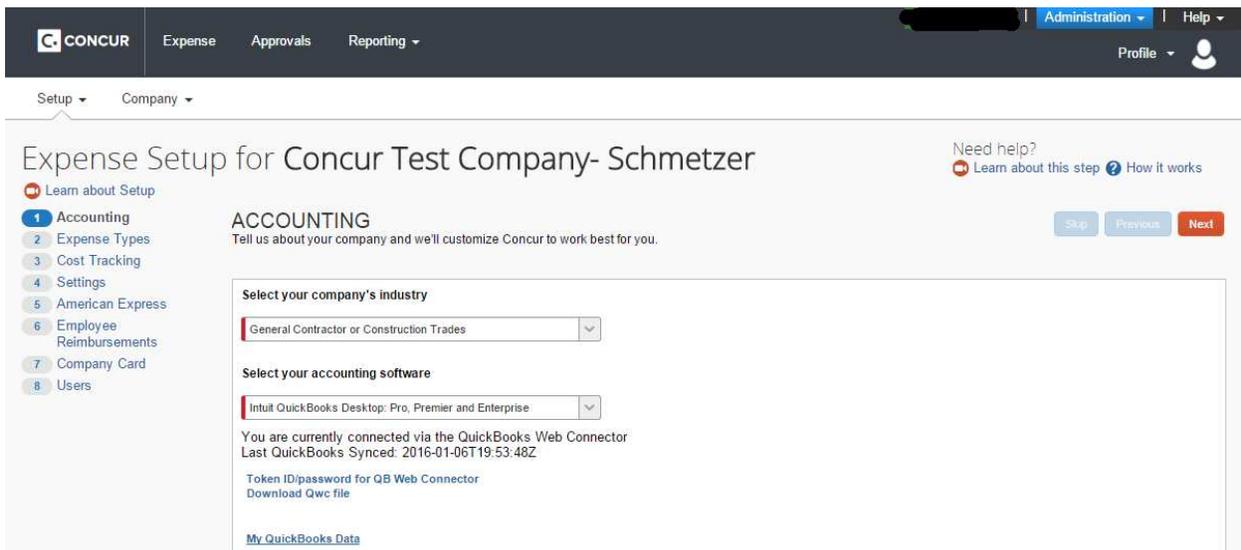
9. Once the Concur Web Connector is installed paste the access token id into the password box. This will connect your Concur account with the Web Connector:



## Sign out of Concur and back in:



Once the web connector is successfully installed and updated, Concur will show a status that you are connected to your QB file via Intuit Web Connector:



You have successfully installed your new QB integration for QuickBooks desktop.

**\*Should you ever need to see your token id/password click on the link "Token ID/Password for QB Web Connector."**