

# Universal CSV integration technical guide

For admins

# Let's get started.

Dive deeper into the technical details of setting up your Universal CSV integration and learn how each feature works.

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## 13 Support

# Integration details

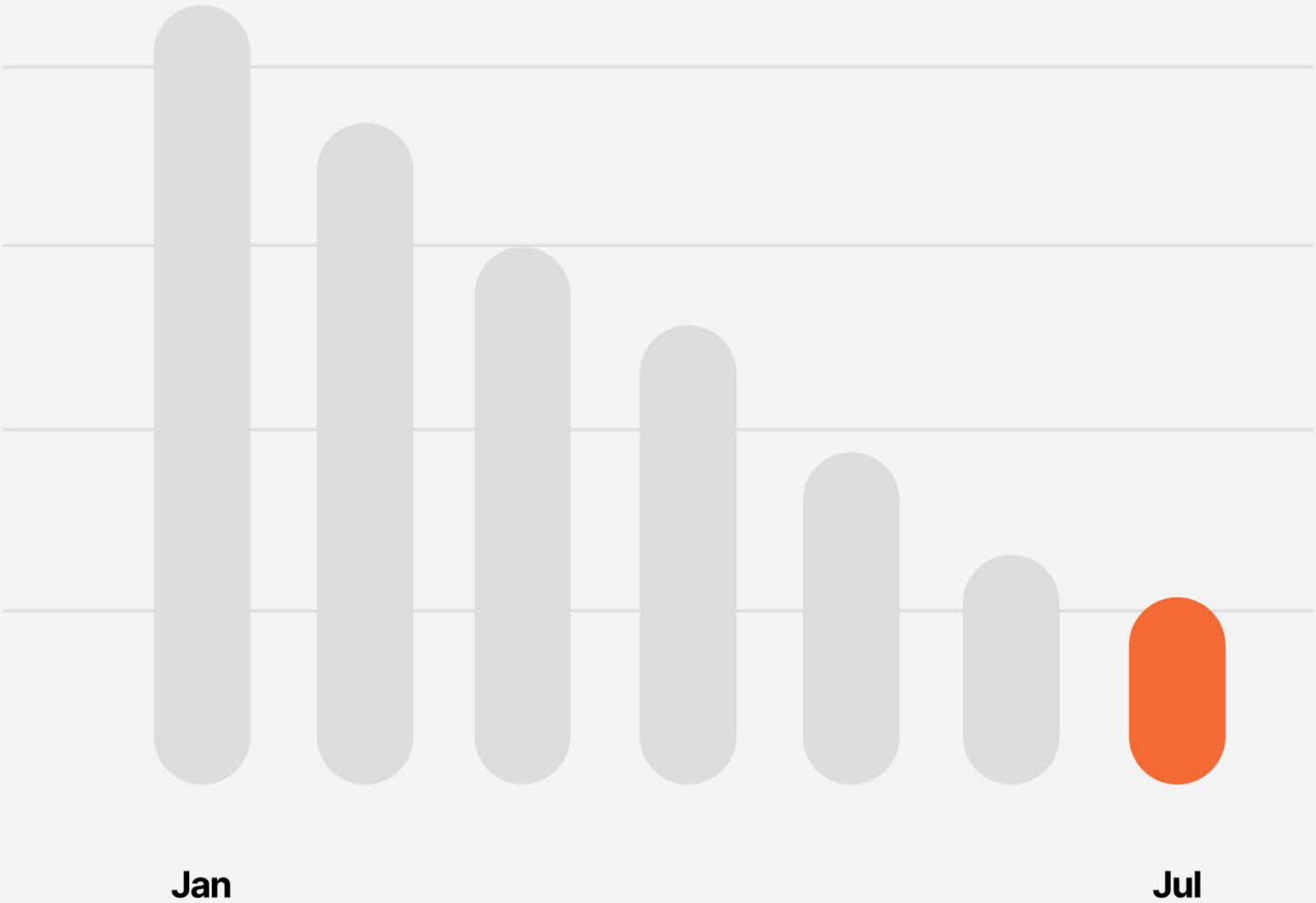
# How does the integration work?

In addition to our direct ERP integrations, Brex offers a Universal CSV solution to save time categorizing and ordering transaction data for seamless importing into your ERP.

With Universal CSV, fields and field values are used for mapping and exporting into your accounting software — including GL account, department, class, merchants, project, etc. You can also create and save CSV templates that pre-align Brex accounting fields to your ERP platforms. There are pre-made CSV templates available for:

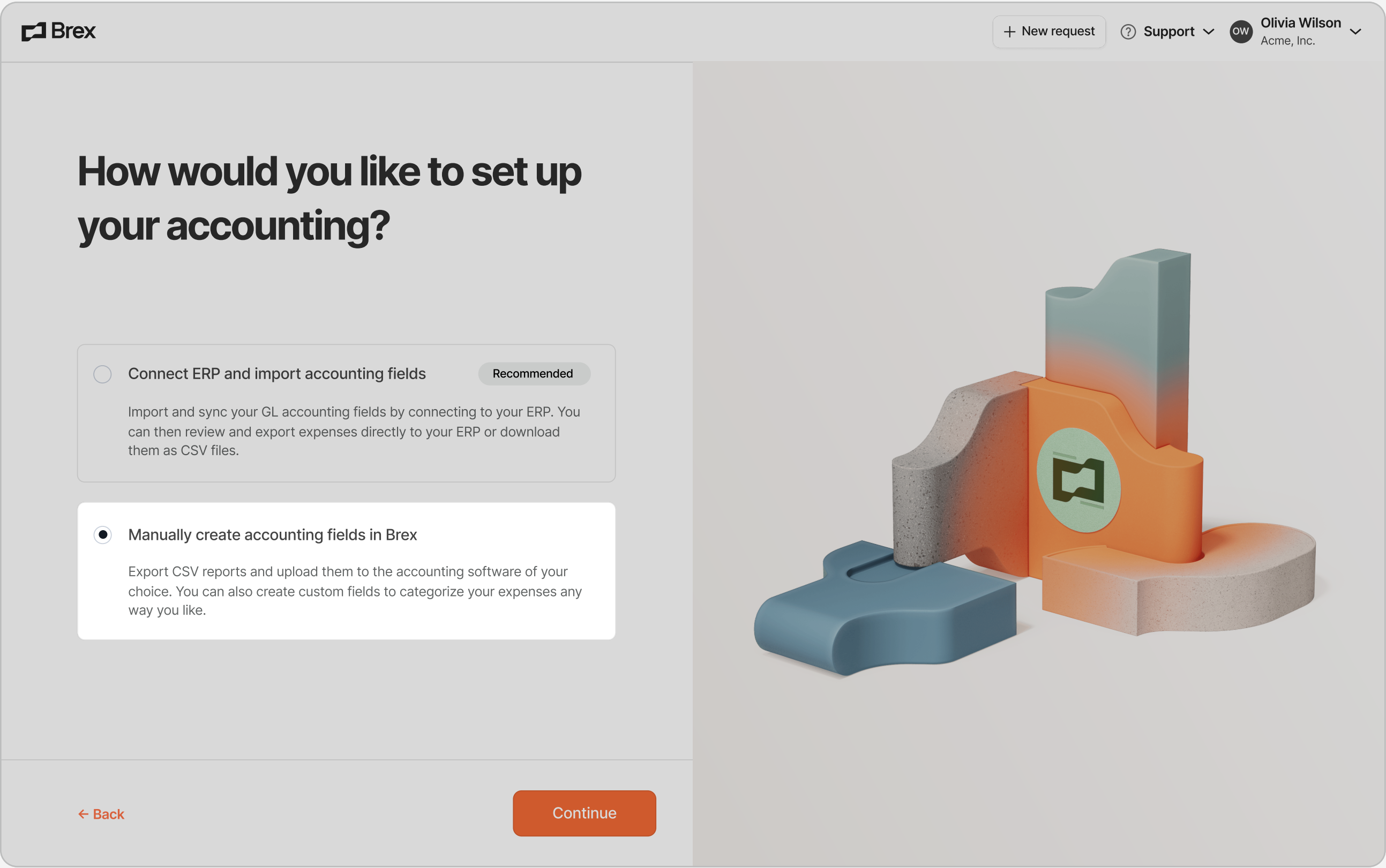
- Microsoft Dynamics 365
- Acumatica

Days spent closing the books



# How is the integration set up?

Setup instructions can be found in our [Universal CSV integration guide](#).





# How is data updated?

Universal CSV allows for Brex data to be manually exported, whenever needed, into your ERP system.

Brex

+ New request

? Support

ow Olivia Wilson  
Acme, Inc.

Start by adding your GL accounts to Brex

☐ Upload via CSV  
Download a CSV template, paste in your GL accounts, and upload the completed CSV

☒ Enter GL accounts manually  
Copy and paste, or manually enter your GL accounts with new lines between them

Enter values

# Glossary: Brex terms

Please use this glossary to help you navigate through the new terms you may see while using Brex integrations.

## Accounting fields

- Accounting fields are unique custom fields that you can create within your Brex dashboard. They work in tandem with fields brought over from your existing ERP integration like GL account.
- Use custom fields to categorize expenses across Brex with greater flexibility. Custom fields can be edited later, but they can only be exported via CSV. They will not be synced with your ERP.

## Category/category mapping

Category mapping is the matching of Brex's default 48 categories with a corresponding general ledger (GL) account in your accounting software. Brex automatically categorizes your transactions, however, you can customize the mapping by going to *Integrations > Manage > Categories* in your Brex dashboard. Learn more in our [Help Center](#).

## Collections

These are regular payments toward your Brex card.

## Cost center

Cost centers are a type of classification that can be assigned to user profiles within your Brex account. These cost centers can be exported along with transaction data to your ERP system with Brex Empower.

## Department

[Create departments](#) from the *Team* tab of your dashboard and map them to your accounting software. Departments allow you to assign cardholders within your Brex account.

## Employee/card repayments

Occasionally, one of your employees may use their Brex card in error for a personal expense. If this occurs, you'll have the option of using our [employee repayments](#) feature to prompt that employee to submit a repayment for their expense. Brex does not set your expense policy, so if an employee declines a repayment request or has not repaid a particular expense that you believe should be repaid, that's a discussion that would not be facilitated by the Brex platform.

## Locations

Map Brex locations to your ERP's locations with this integration field.

## Merchants

Map merchants to your accounting software. Any mappings handled here will override the category mappings.






# Capabilities



# Supported transactions and fields




## Transactions supported

Brex currently offers alignment with these transaction types:

-  Card expenses
-  Rewards
-  Reimbursements
-  Collections
-  Repayments/personal expenses

## Brex field support

Brex currently offers support with these Universal CSV fields:

-  Receipts
-  [Link back to Brex](#)
-  Memos

## Universal CSV field support

Universal CSV currently offers support with these Brex fields:

- GL accounts
- Customers
- Departments
- Projects
- Classes/sub-classes
- Billable
- Vendors
- Employee
- Locations/sub-locations
- Custom fields

Capabilities

# Supported custom fields

Universal CSV lets you export custom fields from Brex.

Brex

+ New request

Support

Olivia Wilson  
Acme, Inc.

Your wallet

Acme, Inc.

Credit

Budgets

Expenses

Team

Accounting

Integrations

Accounting > Automation

Automation

Fields & mappingsCustom rulesEntity settings

Fields

Showing 10 of 210 fields

Add custom field

Search rules

Field name	Values	Last updated	Mapped to
<div>Location</div> <div>Netsuite field</div>	101 locations	Jan 20th, 2023	Select mapping
<div>Department</div> <div>Netsuite field</div>	12 departments	Jan 20th, 2023	Brex departments
<div>GL account</div> <div>Netsuite field</div>	124 accounts	Jan 20th, 2023	Brex GLaccounts
<div>Storefronts</div> <div>Custom field</div>	0 values	Jan 20th, 2023	Select mapping
<div>Tax Center</div> <div>Netsuite field</div>	2,404 accounts	Jan 20th, 2023	Brex taxcenters
<div>Vendor</div> <div>Netsuite field</div>	2,404 accounts	Jan 20th, 2023	Brex merchants
<div>Project codes</div> <div>Netsuite field</div>	2,404 accounts	Jan 20th, 2023	Brex projects


See more

# Exporting expenses

You can export expenses via:

- General CSV
- ERP-specific CSV

### Export options

 May 1, 2023 - May 31, 2023

Export type

☐ General CSV

☐ ERP-specific CSV

Cancel

Next

Capabilities

# Multi-entity enablement

Brex offers global entity export capabilities with Universal CSV.

Brex

Your wallet

Acme Corporation

Accounts

Budgets

Bills

Expenses2

Team

Accounting

Integrations

Rewards

Accounts > Brex credit

Brex credit

Outstanding balance

\$3,500,000.00

\$6,500,000.00 available\$10,000,000.00 limit

Understand your credit

Your credit limit is based on your credit balance and your Cash Flow.

Credit limit

Search by name

Billed entities

Showing 5 of 5 expenses

Name	Balance ⓘ	Est. next payment	Next payment due
<div><div></div><div>Acme Corporation</div><div>+3 legal entities</div></div>	\$900,000.00	\$900,000.00	<div></div> Aug 17 - 11:00PM
<div><div></div><div>Acme California</div></div>	\$600,000.00	\$600,000.00	<div></div> Aug 17 - 11:00PM
<div><div></div><div>Acme Canada</div></div>	\$750,000.00	\$750,000.00	<div></div> Aug 17 - 11:00PM
<div><div></div><div>Acme Florida</div></div>	\$550,000.00	\$550,000.00	<div></div> Aug 17 - 11:00PM
<div><div></div><div>Acme Michigan</div></div>	\$450,000.00	\$450,000.00	<div></div> Aug 17 - 11:00PM
<div><div></div><div>Acme New Jersey</div></div>	\$100,000.00	\$100,000.00	<div></div> Aug 15 - 3:30PM
<div><div></div><div>Acme UK</div></div>	\$150,000.00	\$150,000.00	<div></div> Aug 15 - 3:30PM



**We're here  
to help.**

If you have any questions, please  
visit our [Help Center](#), [chat with us](#),  
or email [support@brex.com](mailto:support@brex.com).