Brex

Account mapping

Implementation guide

Version 1.1 September 2022

Let’s get started

Connect your ERP and HRIS to Brex to set up accounting fields and custom rules.

Brex

Getting started

ERP

Setup overview

Streamline accounting by integrating your existing systems with Brex. Sync your expenses and employee data to reduce manual work and speed up month-end close, onboarding, and audits.

Please follow these recommended setup steps.

1. Connect your ERP.

2. Connect your HRIS (covered in a separate guide here).

3. Create mapping and custom rules.

4. Export expenses (direct or CSV download).

ERP

Connecting Brex with your ERP

ERP integration basics

- After integrating with your ERP of choice, Brex directly pulls in your accounting fields and GL accounts from your ERP.
- You can still add custom accounting fields within Brex, however, these fields will not be exported directly to your ERP.

We currently support integrations for these companies.

Click on each tile for setup instructions in our Help Center.

CONCUR

coupa pay

Expensify

ORACLE NETSUITE

pilot

intuit QuickBooks Desktop

intuit QuickBooks Online

sage Intacct

xero

Brex

ERP

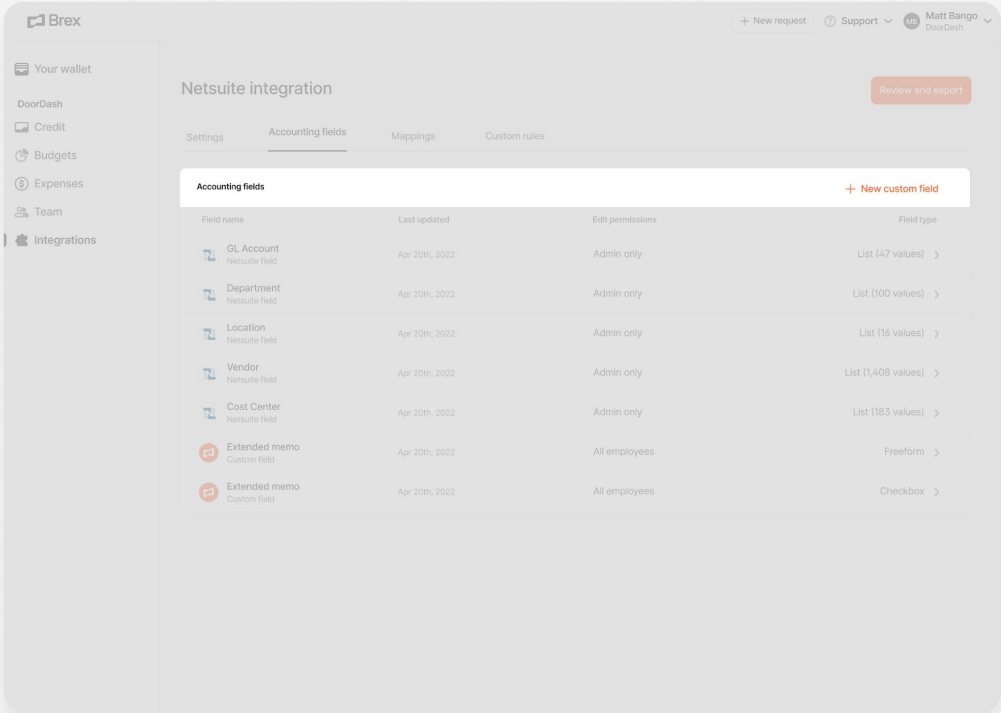
Adding accounting fields without an ERP

Accounting fields are customizable and can be created one at a time within the Brex dashboard for additional transaction reporting and classification. To set up a new accounting field, follow the steps below.

Step 1: In your dashboard, go to *Integrations > Manage > Accounting fields.*

Step 2: You'll see any existing fields that were created previously. Click *New custom field.*

Proceed to the next slide for steps 3, 4, and 5



ERP

Adding accounting fields without an ERP

Step 3: Enter in your field name.

Step 4: Enter your preferred field name and select your field type:

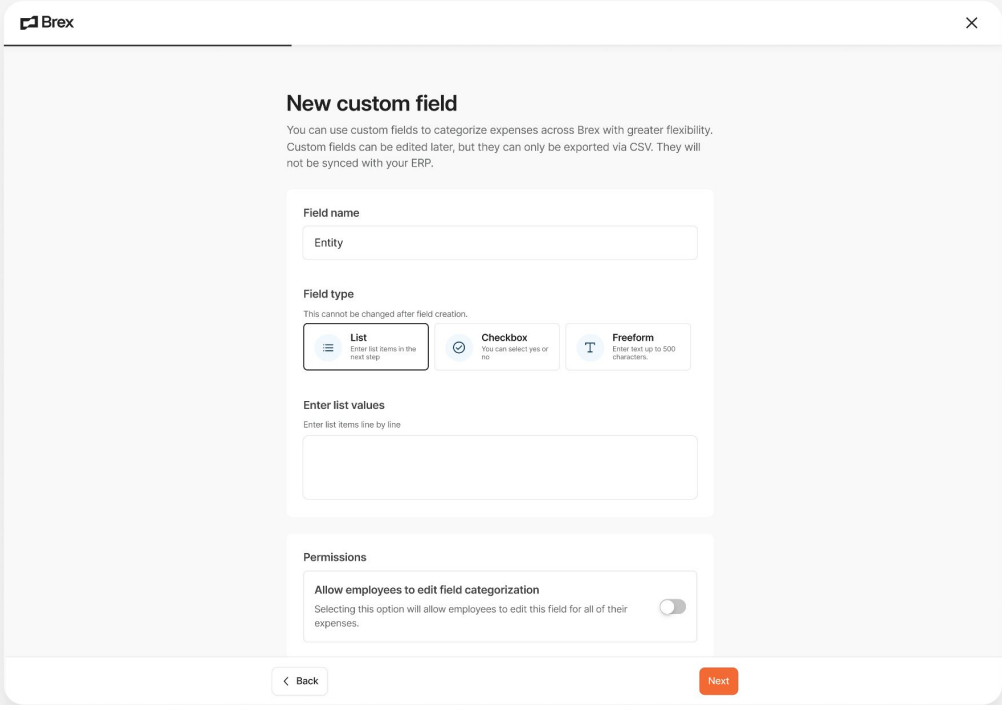
- *List* allows you to enter a list of values that will appear in a dropdown.
- *Checkbox* will allow users to select *Yes* or *No*.
- *Freeform* allows users to type up to 1,000 characters in the field.

If selecting Checkbox or Freeform, please skip step 5.

Step 5: If you selected *List*, enter in the values you'd like to see in each dropdown.

Proceed to the next slide for steps 6 and 7

Brex



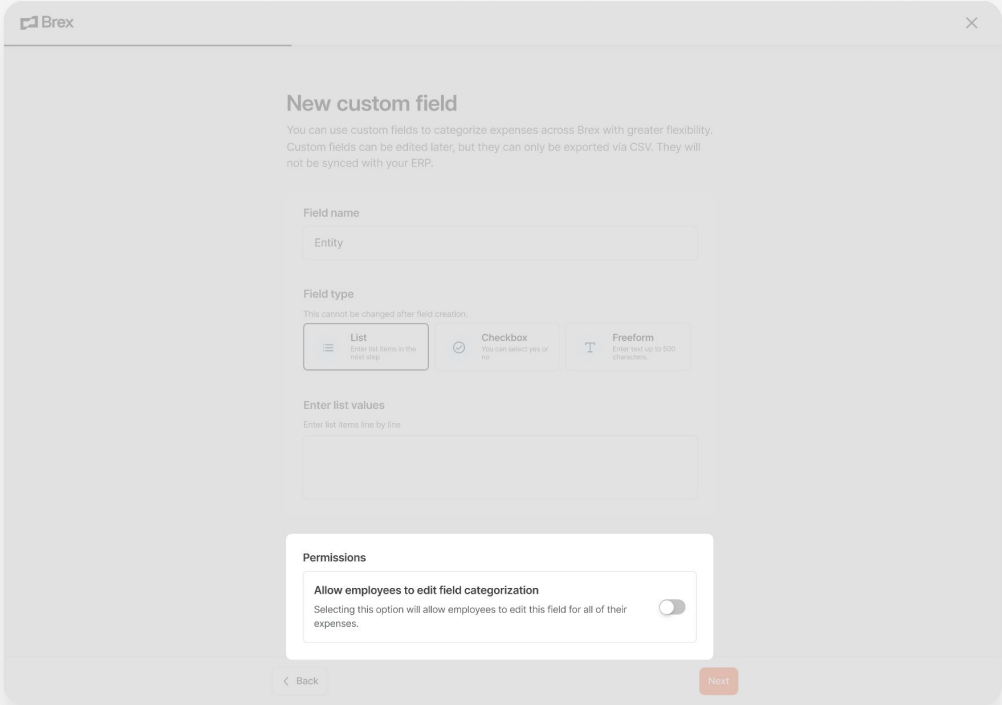
ERP

Adding accounting fields without an ERP

Step 6: Select whether you'd like to allow employees to edit this field for all of their expenses.

Step 7: Click *Create field*.

Your new field will now be available to categorize expenses across Brex. Custom fields can be edited later and exported via CSV.

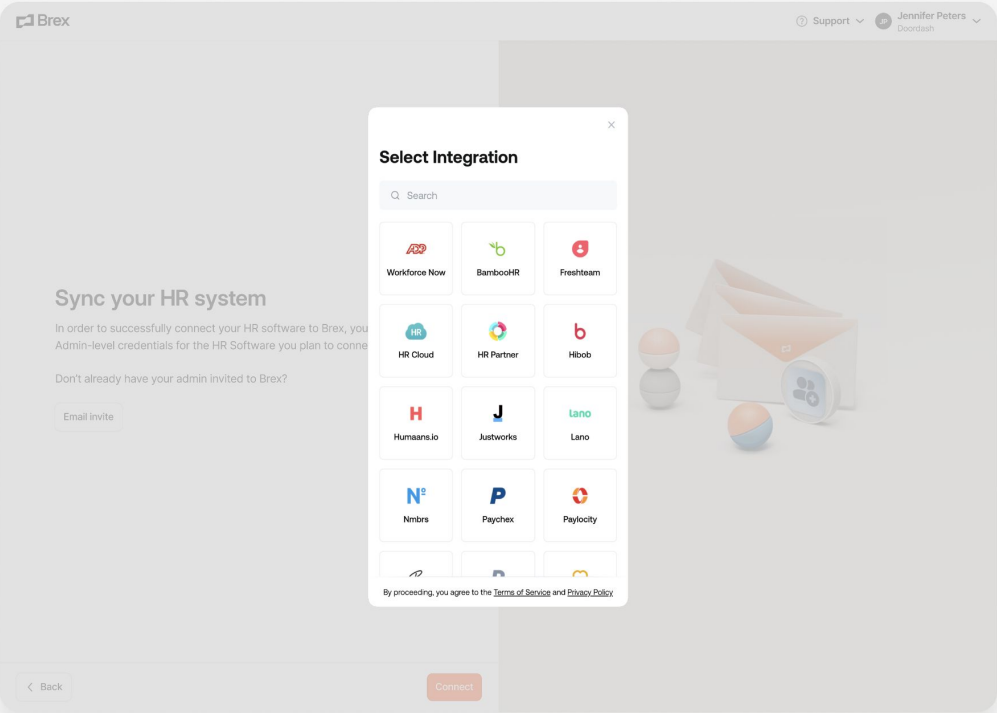


Brex

ERP

Connect your HR system

Follow the steps in this guide to integrate your HR system into Brex.



Brex

Accounting fields

Accounting fields

Mapping Brex fields to your ERP

Mapping helps you automatically categorize your expenses so you don't have to do them manually during month-end close. Map Brex expense data to your GL accounting fields to auto-categorize them as transactions happen.

For example:
To map your transactions from a team in Brazil across platforms, you can map the Brex location of Brazil with your accounting field location of Brazil.

Ensure that the right users have been invited from your organization to set up accounting fields (controller, AP clerk, ERP admin, other accounting staff or managers).

Set up your accounting fields (GLs, vendors, classes, etc.) in one of these ways:

1. Connect your ERP (recommended)
2. Create custom fields and values

Set up your hierarchy fields (location, department, cost center) in one of these ways:

3. Connect your HRIS (recommended)
4. Create custom values for these fields

Map Brex's hierarchy field values to your accounting fields.

Choose GLs for collections, reimbursements, repayments, & rewards.

Test the export process (requires spend).

Optional set up areas (if applicable):

- Select which GLs are available for future mapping (useful for controller review/editing process of transactions).
- NetSuite integration: Choose your journal entry format (single vs. batched).

Brex

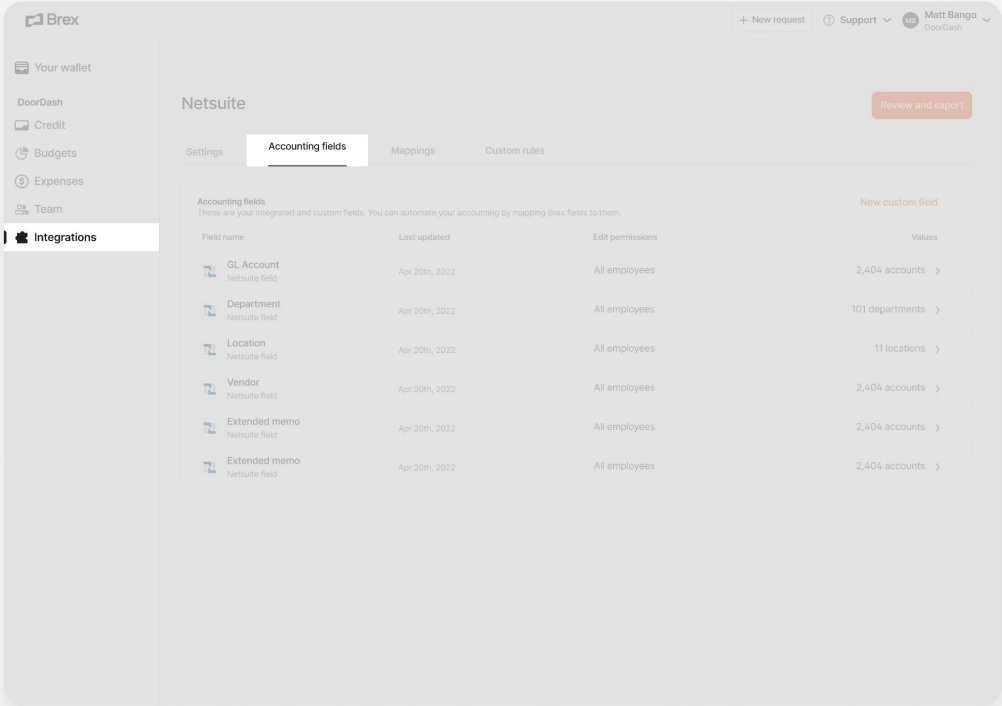
Accounting fields

Set up accounting fields

Create and manage accounting fields

Use the *Accounting fields* tab under *Integrations* to manage your accounting field permissions and values. Quickly access mapping from the details pane of each transaction.

Note: Imported fields from your ERP have limited functionality to maintain consistency between platforms.



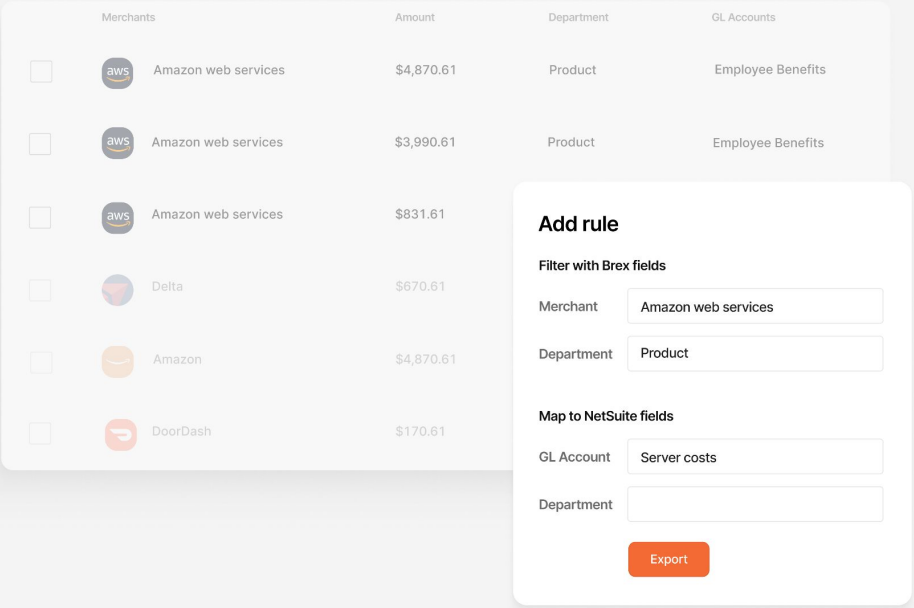
Brex

Accounting fields

Set up custom rules

Create and manage custom rules
Use custom rules to automate mapping based on multiple fields.

For example:
To map a GL field based on both merchant category and the child budget an expense belongs to, you can use custom rules to map these values.



Brex

Transaction review

Best practices for transaction review

Look for similarities in expenses that you manually categorize for ways to automate them.

Every transaction should have its accounting fields reviewed and categorized correctly prior to moving them to *Ready for export*. Consider having two different accounting team members serve as reviewer and exporter.

Select multiple expenses to apply rules and mapping in bulk.

Review transactions more often than once a month to reduce your team's workload for month-end close.

Transaction review

Exporting transactions from Brex to your ERP

1. Navigate to the *Integrations* tab.
2. Select *Review and export* in the top-right corner.
3. Review the transactions you want to export, filtering as necessary.
4. Select transactions you want to export and click *Export*.

We're here to help.

If you have any questions,
please visit our Help Center, chat with us, or email support@brex.com.

Brex