

A top-down view of a grey desk with various office supplies: a blue pen, a pair of glasses, a grey notepad, a black card with a white chip, a white egg, an orange folder with a white Brex logo, a blue circular icon with a building, and a green square icon with a document and pencil. In the bottom right corner, there is a white curved area containing the title and version information.

# 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.



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# Getting started

# 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.

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

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3. Create mapping and custom rules.

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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.

The logo for Concur, featuring a blue square with a white 'C' and the word 'CONCUR' in blue capital letters.The logo for Coupa Pay, featuring a blue gear icon and the text 'coupa pay' in blue lowercase letters.The logo for Expensify, featuring the word 'Expensify' in a bold, black, sans-serif font.The logo for Oracle NetSuite, featuring the word 'ORACLE' in red and 'NETSUITE' in black, both in capital letters.The logo for Pilot, featuring the word 'pilot' in a purple, lowercase, sans-serif font.The logo for Intuit QuickBooks Desktop, featuring a green circle with 'qb' and the text 'intuit QuickBooks Desktop'.The logo for Intuit QuickBooks Online, featuring a green circle with 'qb' and the text 'intuit QuickBooks Online'.The logo for Sage Intacct, featuring the word 'sage' in green and 'Intacct' in grey.The logo for Xero, featuring the word 'xero' in a blue, lowercase, sans-serif font.

## ERP

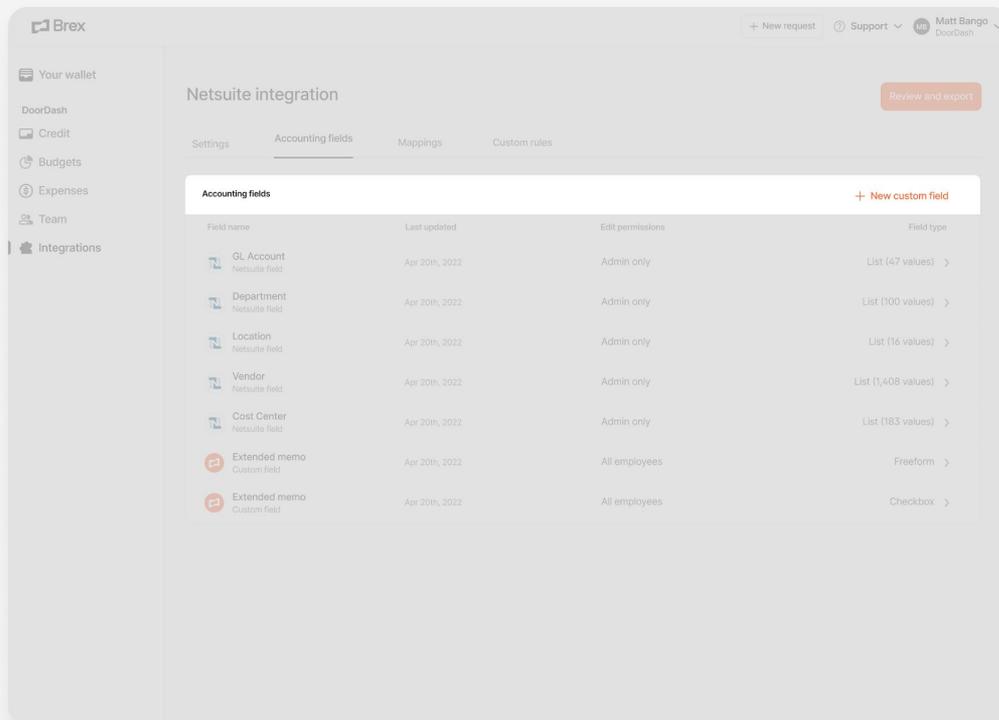
# Adding accounting fields without an ERP

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*



The screenshot shows the 'New custom field' configuration page in the Brex system. At the top left is the Brex logo and a close button (X). The main heading is 'New custom field'. Below this is a descriptive paragraph: 'You can 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.' The configuration is divided into three sections: 1. 'Field name' with a text input field containing 'Entity'. 2. 'Field type' with a note 'This cannot be changed after field creation.' and three selectable options: 'List' (with a list icon and subtext 'Enter list items in the next step'), 'Checkbox' (with a checkmark icon and subtext 'You can select yes or no'), and 'Freeform' (with a text icon and subtext 'Enter text up to 500 characters.'). 3. 'Enter list values' with a subtext 'Enter list items line by line' and a large text area. At the bottom is a 'Permissions' section with a toggle switch for 'Allow employees to edit field categorization' and subtext 'Selecting this option will allow employees to edit this field for all of their expenses.' At the very bottom are 'Back' and 'Next' navigation buttons.

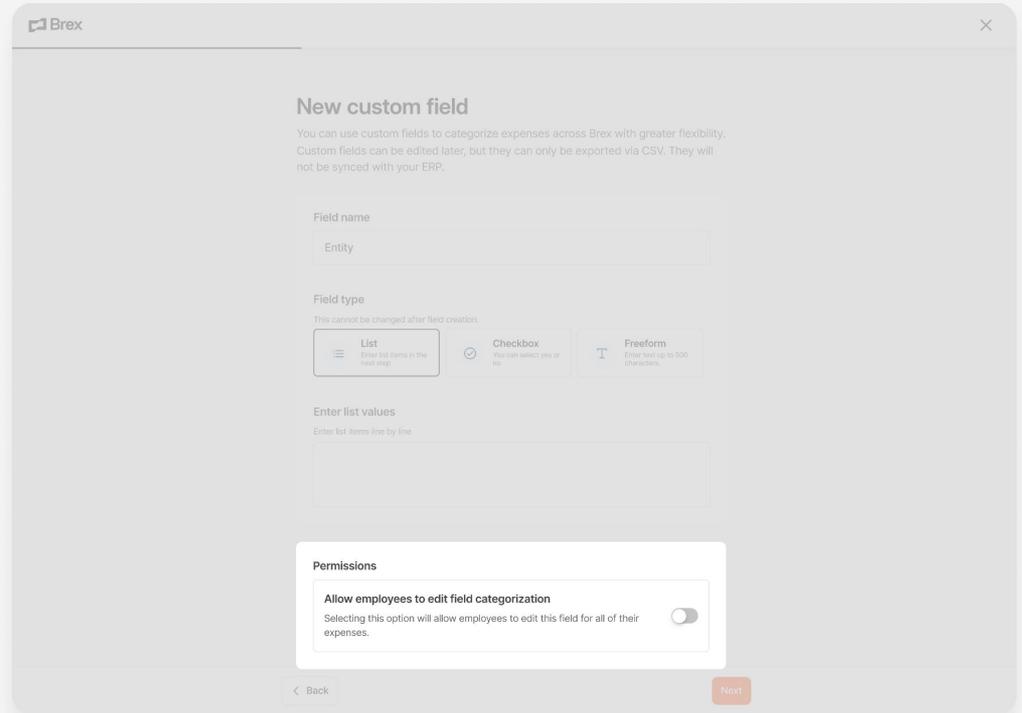
## ERP

# 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.



The screenshot shows the 'New custom field' configuration page in the Brex interface. At the top left is the Brex logo and a close button. The main heading is 'New custom field', followed by a descriptive paragraph: 'You can 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.' Below this, there are three sections: 'Field name' with a text input containing 'Entity'; 'Field type' with three options: 'List' (selected), 'Checkbox', and 'Freeform'; and 'Enter list values' with a text area. At the bottom, a 'Permissions' modal is open, showing a toggle for 'Allow employees to edit field categorization' which is currently turned off. Navigation buttons for 'Back' and 'Next' are at the bottom of the form.

**Field name**

Entity

**Field type**

This cannot be changed after field creation.

**List**  
Enter list items in this next step.

**Checkbox**  
You can select yes or no.

**Freeform**  
Enter text up to 500 characters.

**Enter list values**

Enter list items line by line.

**Permissions**

**Allow employees to edit field categorization**

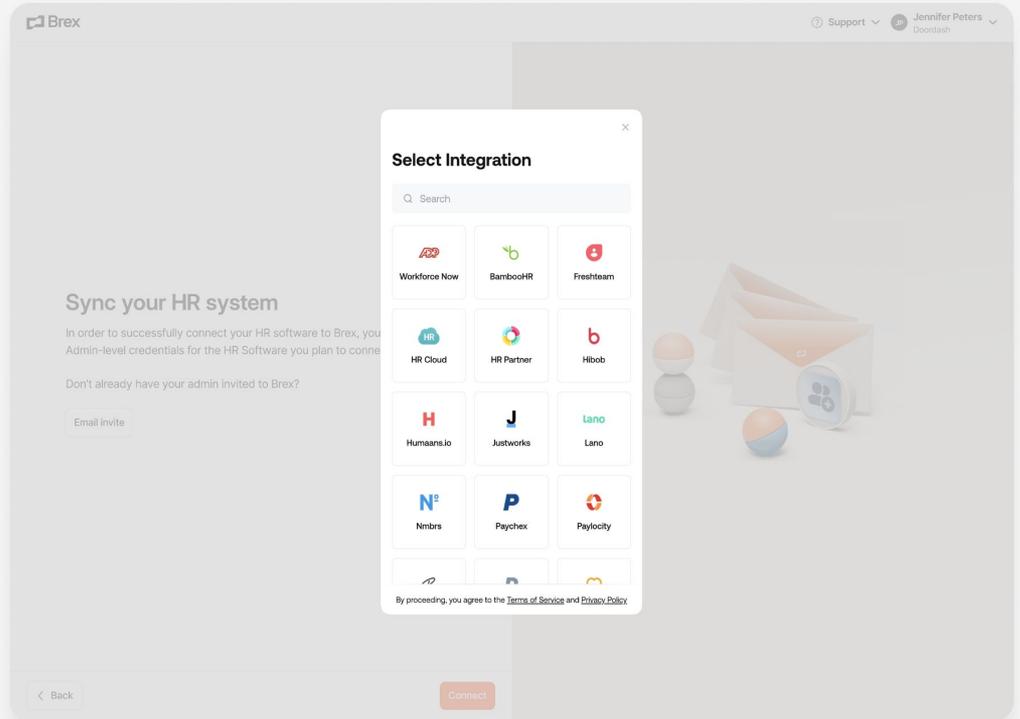
Selecting this option will allow employees to edit this field for all of their expenses.

Back Next

ERP

# Connect your HR system

Follow the steps in this [guide](#) to integrate your HR system into 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.**

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

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**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).

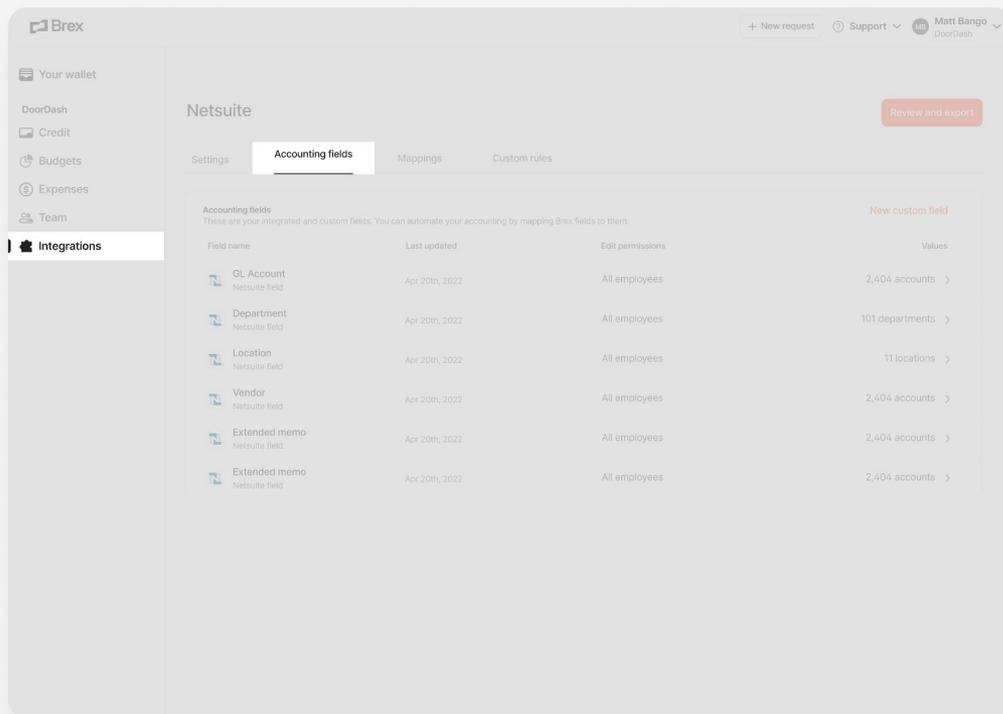
## Accounting fields

# 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.



The screenshot displays the Brex user interface for managing accounting fields. The top navigation bar includes the Brex logo, a '+ New request' button, a 'Support' dropdown, and a user profile for 'Matt Bango' from 'DoorDash'. The left sidebar contains navigation options: 'Your wallet', 'DoorDash', 'Credit', 'Budgets', 'Expenses', and 'Team'. The 'Integrations' section is active, showing a list of accounting fields for the 'Netsuite' integration. A 'Review and export' button is visible in the top right of the integration details pane.

Field name	Last updated	Edit permissions	Values
GL Account Netsuite field	Apr 20th, 2022	All employees	2,404 accounts >
Department Netsuite field	Apr 20th, 2022	All employees	101 departments >
Location Netsuite field	Apr 20th, 2022	All employees	11 locations >
Vendor Netsuite field	Apr 20th, 2022	All employees	2,404 accounts >
Extended memo Netsuite field	Apr 20th, 2022	All employees	2,404 accounts >
Extended memo Netsuite field	Apr 20th, 2022	All employees	2,404 accounts >

## 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.

	Merchants	Amount	Department	GL Accounts
<input type="checkbox"/>	 Amazon web services	\$4,870.61	Product	Employee Benefits
<input type="checkbox"/>	 Amazon web services	\$3,990.61	Product	Employee Benefits
<input type="checkbox"/>	 Amazon web services	\$831.61		
<input type="checkbox"/>	 Delta	\$670.61		
<input type="checkbox"/>	 Amazon	\$4,870.61		
<input type="checkbox"/>	 DoorDash	\$170.61		

### Add rule

Filter with Brex fields

Merchant

Department

Map to NetSuite fields

GL Account

Department

# Transaction review

## Transaction review

# Best practices for transaction review

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

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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.

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Select multiple expenses to apply rules and mapping in bulk.

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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.

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2. Select *Review and export* in the top-right corner.

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3. Review the transactions you want to export, filtering as necessary.

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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](mailto:support@brex.com).