

Account mapping

Implementation guide

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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.

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.



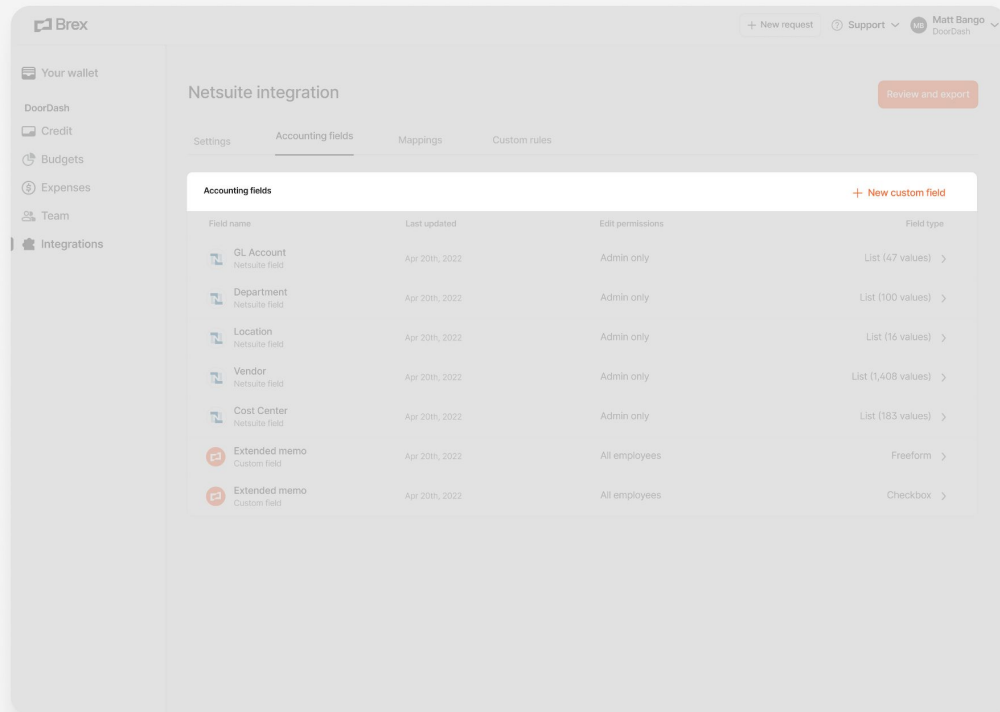
Adding accounting fields without an ERP

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



Adding accounting fields without an ERP

Step 3: Enter in your field name.

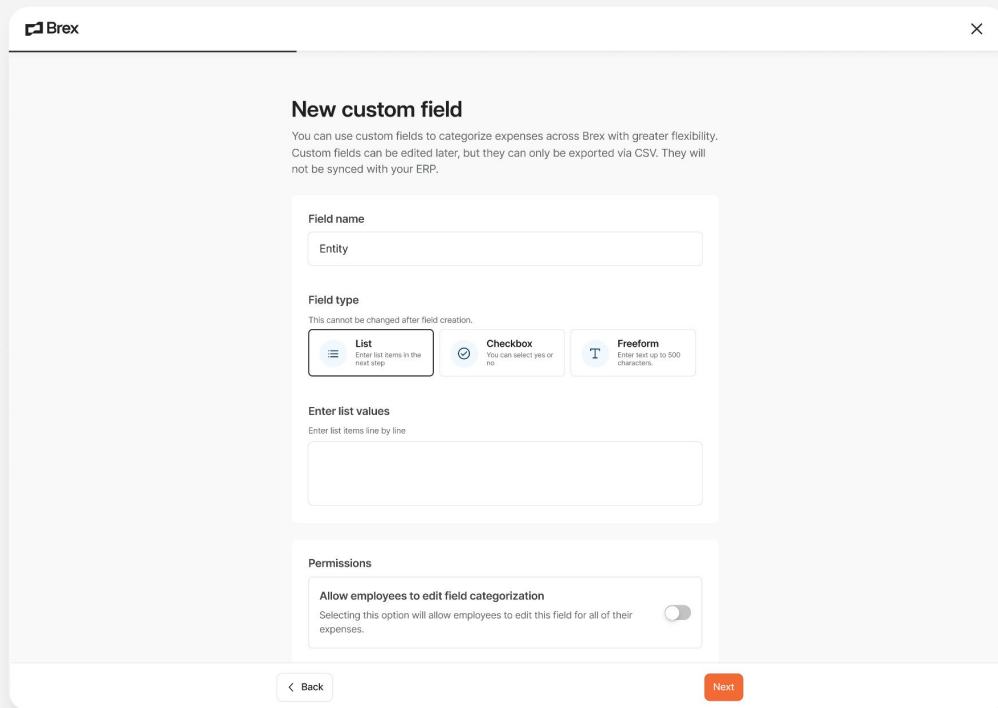
Step 4: Enter your preferred field name and select your field type:

- *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' interface in the Brex system. At the top, the Brex logo is on the left and a close button (X) is on the right. The main heading is 'New custom field'. Below it, a paragraph explains: '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 form is divided into three sections: 1. 'Field name' with a text input containing 'Entity'. 2. 'Field type' with a note 'This cannot be changed after field creation.' and three selectable options: 'List' (selected, with a sub-note 'Enter list items in the next step'), 'Checkbox' (with a sub-note 'You can select yes or no'), and 'Freeform' (with a sub-note 'Enter text up to 500 characters.'). 3. 'Enter list values' (only visible because 'List' is selected), with a sub-note 'Enter list items line by line' and a large text area. At the bottom, there is a 'Permissions' section with a toggle for 'Allow employees to edit field categorization' (currently off) and a sub-note 'Selecting this option will allow employees to edit this field for all of their expenses.' At the very bottom of the form are 'Back' and 'Next' 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*.

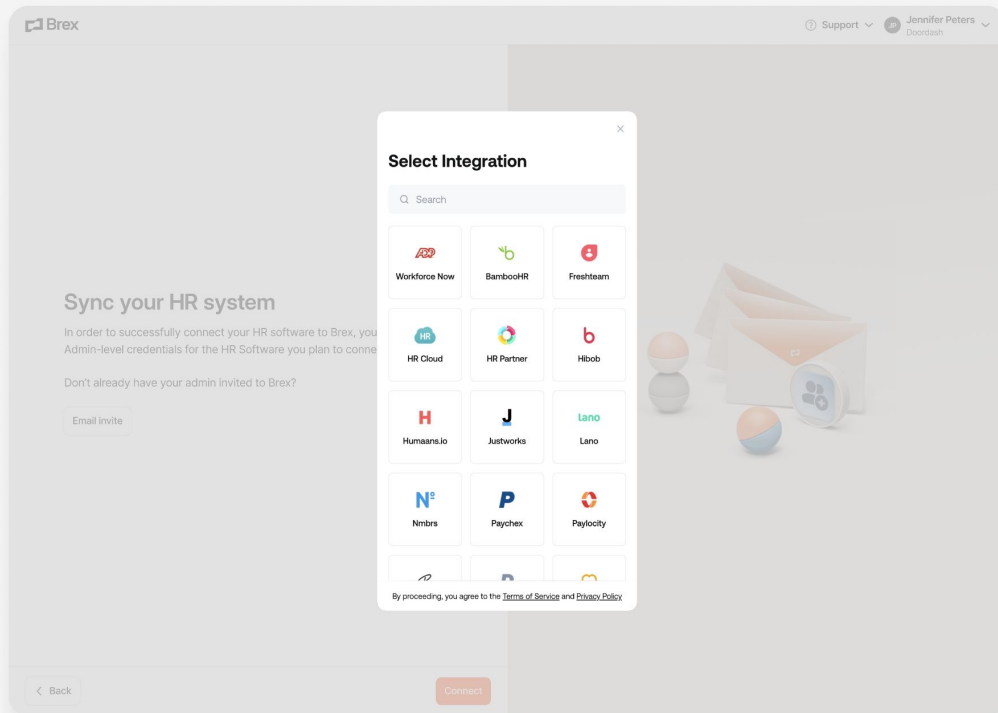
Your new field will now be available to categorize expenses across Brex. Custom fields can be edited later and exported via CSV.

A screenshot of the Brex 'New custom field' form. The form is titled 'New custom field' and includes a sub-header explaining that custom fields can be used to categorize expenses across Brex with greater flexibility, but they can only be exported via CSV and will not be synced with an ERP. The form has three main 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, there is a 'Permissions' section with a toggle switch for 'Allow employees to edit field categorization'. The form has a 'Back' button and a 'Next' button at the bottom right.

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.

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).

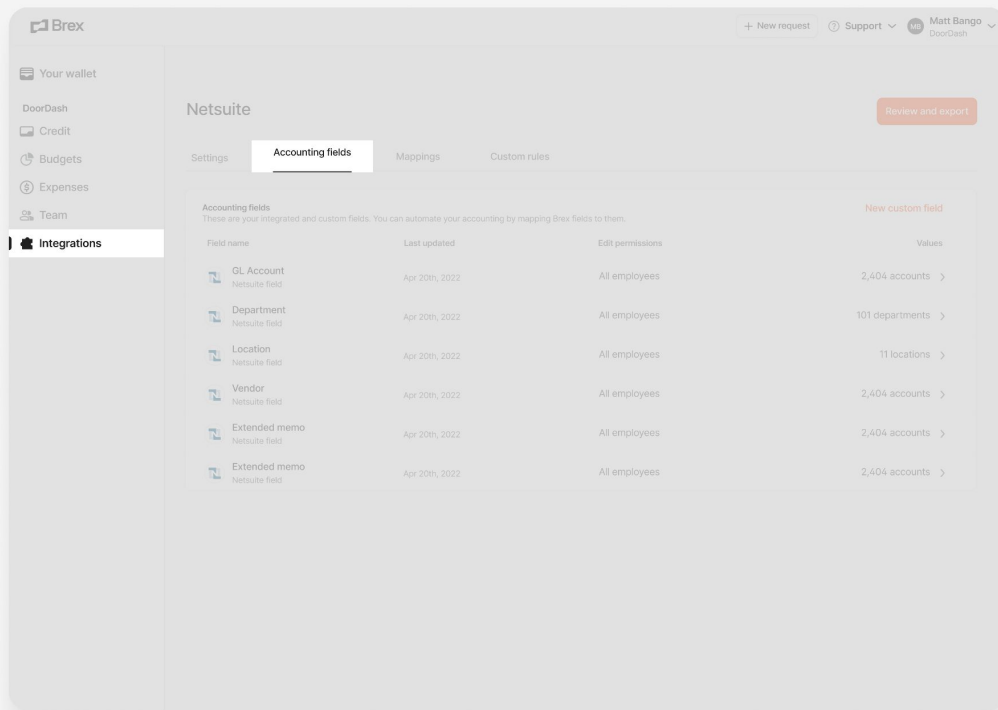
Accounting fields

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.



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.

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.