PivotNexus

QuickBooks

Account Lookup Table Management

Contents

Introduction

This document provides step-by-step instructions to manage your Account Lookup Table.

Account Lookup Tables are a tool used by PivotNexus to achieve coding requirements that are not supported natively within Concur. They use a series of Input Values to identify a unique combination of data. Based on that data combination, the Lookup Table defines the correct Output Value for posting into your ERP. The fields that link to your Input Values are defined during your project and configured by the Pivot Payables team.

> **NOTE**
> Lookup Tables are not used by every PivotNexus customer.
> Please reach out to help@pivotpayables.com if you are unsure
> if your company is using an Account Lookup Table.

Definitions

Input Values

Input Values as referenced below are the values from Concur that influence the appropriate coding output required for posting. This varies by customer. Your company may use one or more input values to determine the appropriate output value. Common input value types are below:

- **Expense Type**
  - **Column A always represents the Expense Type from Concur**
- QuickBooks Item Name
- Alternate Account Coding Trigger(s), such as:
  - Company
  - Department
  - Org Unit
  - Cost Center

Input Values must represent a unique data combination. This allows the table to identify the matching row based on data flowing out of Concur, to define the appropriate output value and prepare the transaction for posting.

Output Values

Output Values as referenced below are the coding values that must be used for accurate posting into your ERP. Output Values do not need to be unique.

Instructions

1. Go to www.pivotapplications.com
2. Login with your credentials
3. Choose the '**Company Integration Administrator'** role, then click '**Go**'
4. Navigate to '**Manage Lookups**'
   - Drop-down the Lookup box, and select the Lookup Table to update.
5. Click '**Generate Excel**', then '**Click to Download**'

   Note – No need to maintain a master file because you may download the currently loaded table at any time.

6. Check to validate that the Input value combination (combination of data coming from Concur) does not exist in the table – Ctrl+F is helpful in searching Excel.
7. Once validated that the input values **do not** yet exist in the table, add the **Input Values** in columns A-G as applicable
   - Column A: **Expense Type**
     - *Pivot recommends copying/pasting Expense Types to ensure the data matches exactly.*
   - Column B-G: **Input Values**
     - *Pivot recommends copying/pasting list values to ensure the data matches exactly.*

   Note – You may not need to use all the input value columns. Leave any remaining input columns blank

8. Add the **Output Values** in Columns H-I
   - Column H: Detail Type ('**Expense'** or '**Item'**)
     - This defines the detail type in which the record will post
       - **Expense** will post as Expense Details in QuickBooks
       - **Item** will post as Item Details in QuickBooks
   - Column I: Detail Accounting Object (**GL Code** or **Item Name**)
     - This defines the detail accounting object in which the
       record will post to QuickBooks
       - Expense details should use the **GL Code**
         - Your GL Code may be an Account Number, or the full Account Name String – for example "61020" or "Travel:Transportation:Auto Expense:Fuel"
       - Item details should use the **Item Name as it appears in QuickBooks**
         - *Pivot recommends copying/pasting GL Codes and Item Names to ensure the data matches exactly as it is important to enter the GL Code or Item Name precisely as it reads in QuickBooks.*
9. **Save** the file
10. In PivotNexus, navigate to '**Manage Lookups'**
11. Drop-down the Lookup box, and select the Lookup Table to update
12. Select '**Choose File'**, then locate the file in your explorer and select '**Open'**
13. Click '**Upload'**
14. **DONE!**