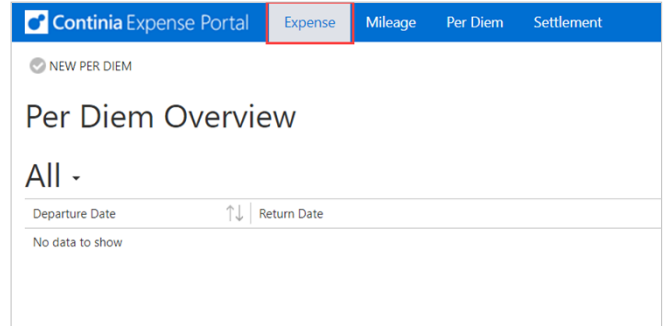
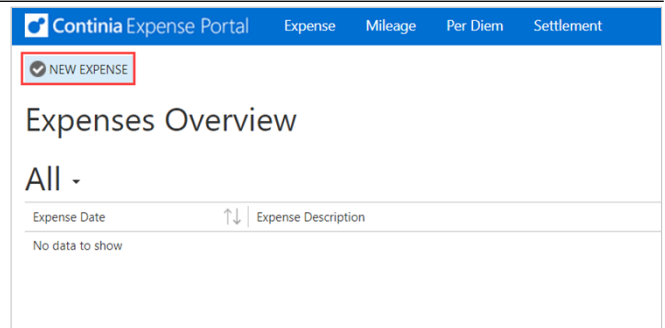


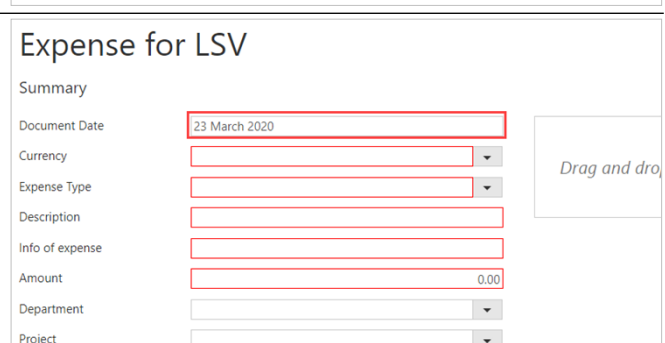
To create an expense in the Expense Portal, choose **"Expense"** in the top ribbon.



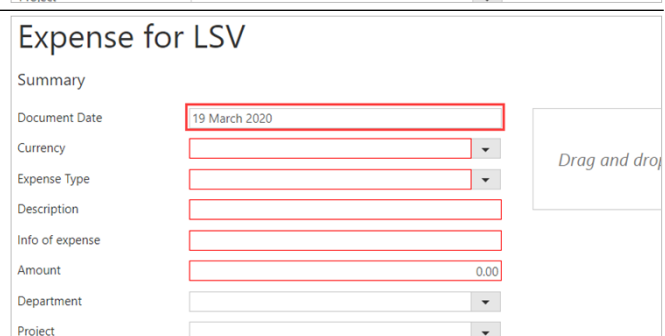
Choose **"New Expense"** to get to the page, where you can type in all information for your expense.



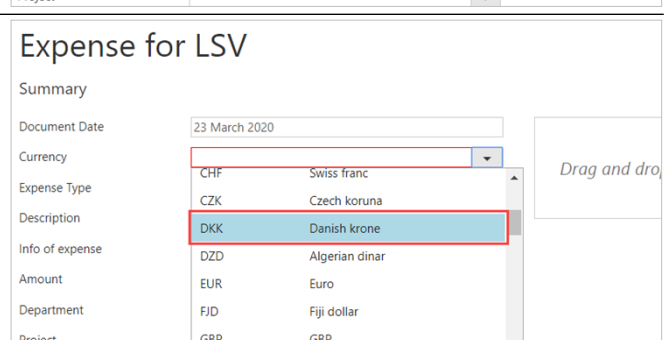
The Document Date is automatically filled in with today's date. You can, of course, amend this by clicking the field.



You see that some of the fields are marked in red, and some are not. Fields marked in red are mandatory and must be filled in before you can send your expense.



When you go to the **"Currency"** and click the arrow, you see a list of currencies. All these currencies are the ones available and set up in NAV/BC.



Once you have chosen the currency, you choose an expense type that equals your expense.

### Expense for LSV

Summary

Document Date: 23 March 2020

Currency: **DKK**

Expense Type: **[Empty]**

Description: [Empty]

Info of expense: [Empty]

Amount: 0.00

Department: [Empty]

Project: [Empty]

*Drag and drop*

Here is a list of Expense Types to choose from. All these are set up in NAV/BC. Choose the one relevant for your expense.

### Expense for LSV

Summary

Document Date: 23 March 2020

Currency: DKK

Expense Type: **[Empty]**

Description: [Empty]

Info of expense: [Empty]

Amount: [Empty]

Department: [Empty]

Project: [Empty]

| FOOD           | Food & Beverages             |
|----------------|------------------------------|
| ACCOMMODATION  | Accommodation                |
| <b>FOOD</b>    | <b>Food &amp; Beverages</b>  |
| FOOD W. GUESTS | Food & Beverages with Guests |
| HARDWARE       | Hardware                     |

*Drag and drop*

Fill in the amount for your expense.

### Expense for LSV

Summary

Document Date: 23 March 2020

Currency: DKK

Expense Type: **FOOD**

Description: **Food & Beverages**

Info of expense: [Empty]

Amount: [Empty]

Department: [Empty]

Project: [Empty]

*Drag and drop*

You have filled in all mandatory fields and are now ready to add the receipt. You can add files from your computer.

23 March 2020

*Drag and drop files here to add them or click here to browse*

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Once you have added the file, you will be able to see that it is attached to the expense, and the picture will be visible on the right side of the screen.

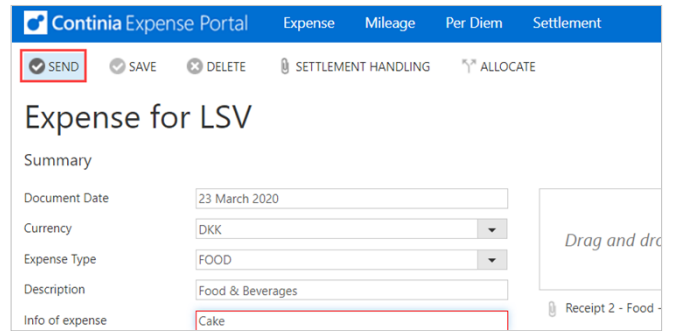
23 March 2020

*Drag and drop files here to add them or click here to browse*

**Receipt 2 - Food - Lagkagehu...** VIEW DOWNLOAD DELETE

17. sep. 2019  
211-211\_03-

Once all information, regarding your expense, is filled in, you choose "Send". It will now be sent inflow for approval and be visible for both the approver and in NAV/BC, with all details and the picture of your receipt.



The screenshot shows the 'Continia Expense Portal' interface. At the top, there are navigation tabs: 'Expense', 'Mileage', 'Per Diem', and 'Settlement'. Below the navigation, there are action buttons: 'SEND' (highlighted with a red box), 'SAVE', 'DELETE', 'SETTLEMENT HANDLING', and 'ALLOCATE'. The main heading is 'Expense for LSV'. Underneath, there is a 'Summary' section with the following fields:

|                 |                  |
|-----------------|------------------|
| Document Date   | 23 March 2020    |
| Currency        | DKK              |
| Expense Type    | FOOD             |
| Description     | Food & Beverages |
| Info of expense | Cake             |

On the right side of the form, there is a placeholder area with the text 'Drag and drop' and a small icon labeled 'Receipt 2 - Food -'.