

A settlement is a group of different documents, expenses/mileages/per diems, related to a specific trip, project, month, etc. The benefit of a settlement is that both the expense user and the approver has a good overview and that the approver can approve all documents in one go. You can add as many documents to a settlement as you like.

To create a settlement on the Expense Portal choose " Settlement " in the top bar.		e Portal Expense N	Aileage Per Diem	Settlement			
	Expenses Overview						
	•						
	All - Expense Date	↑↓ Expense Description					
		CRONUS Internationa	al Ltd.				
	01 January 2019 03 January 2019	LinkedIn Lagkagehuset					
If you have open settlements, which are not submitted yet, you will find them in the overview. You can get access to existing settlements and continue adding documents progressively. To create a new settlement choose, " New Settlement ".	Continia Expense NEW SETTLEMENT Settlement All - Settlement Date No data to show		tileage Per Diem ↑↓ N	Settlement o. of Expenses on Settlem			
First, type in a description of your settlement.	Settlement for Lotte Vejlgaard						
	Company Description Admin Comment	CRONUS International Ltd.	• •				
	Lines Type Date	Description		Amo			
Now you can start creating documents you want to be included in the settlement.	Continia Expense	e Portal Expense M	Aileage Per Diem	Settlement			
To create expenses, choose " New Expense " in the	SEND SAVE	OELETE NEW EXPENSE	NEW MILEAGE	NEW PER DIEM			
top ribbon.	Settlement for Lotte Vejlgaard						
	Summary						
	Company Description	CRONUS International Ltd. Trip to Amsterdam	•				
	Admin Comment		\$ //				
	Lines						
Once you have created your expense, filled in all	Continia Expense	e Portal Expense M	fileage Per Diem	Settlement			
relevant information and mandatory fields, you save the expense to the settlement. You can add as many expenses to your settlement as you want.	SAVE S DELETE	I SETTLEMENT HANDLING	ີງ" ALLOCATE ard				
. , , , , , , , , , , , , , , , , , , ,	Summary						
	Document Date	25 March 2020					
	Currency	EUR	•	Drag and dro			
	Expense Type Description	FOOD Food & Beverages	•				
	Amount		5.5				



If you need to add mileages to your settlement, go to	Continia Expensi	se Portal	Expense	Mileage	Per Diem	Settlement	
"New Mileage".	SEND SAVE	🙁 DELETE	NEW EXPE	NSE 🚺 NEV	W MILEAGE	NEW PER DIEM	
	Settlement for Lotte Vejlgaard						
	Summary						
	Description Admin Comment	Trip to Amst	terdam		\$		
					11		
	Lines					1	
Once you have filled in all relevant information regarding your mileage and have chosen the relevant route, you choose " Save ". Your mileage is now added	Continia Expen	se Portal	Expense	Mileage	Per Diem	Settlement	
	SAVE SAVE	_	IENT HANDLING	micuge			
to the settlement. You can create as many mileages to your settlement,	Mileage for Lotte Vejlgaard						
as you want.	Document Date	25 March 20	020			02	
	Description	To airport				Map S	
	From address To address		Copenhagen Mu n Airport, Lufthav				
	Admin Comment				\$		
You get 3 different options. You simply choose the one relevant for you, and you will return to the overview of your settlement.	ar Diem Settlement	Save	Save and d	create return trip	Save and	× continue from	
	Trup, De	Satellite	e oz Re	en Lille Havfrue efshaleøen	9	::	
You can also add a Per Diem to your settlement. To create a new Per Diem, choose this in the top ribbon.	Continia Expension	se Portal	Expense	Mileage	Per Diem	Settlement	
	Settlement Overview						
	All - Settlement Date	∱↓ Settle	ement Descriptio	n	î N	o. of Expenses on Settlem	
			RONUS Internati				
	26 March 2020	Test			0		
Then you choose " New Per Diem ", and a new	Continia Expen	se Portal	Expense	Mileage	Per Diem	Settlement	
window will open.	NEW PER DIEM						
	Per Diem Overview						
	All -						
	Departure Date	↑↓ F	Return Date				
		CF	RONUS Internat	ional Ltd.			
	17 March 2020	1	19 March 2020				



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Once you have filled in all details for your Per Diem, click " Save " to add it to your settlement.	Continia Expens SAVE CLETE Per Diem for Summary Departure Date Time Return Date Time Description	SETTLEMENT HANDLING		Settlement
Now you can see an overview of all documents added to the settlement. If needed, you can always go back to the settlement to add more documents or amend the documents previously added.	Admin Comment Settlement Summary Description Admin Comment Lines Type Date Expense 25/03/2020	Trip to Amsterdam	ijlgaard	Amo
	Mileage 25/03/2020 Per Diem 17/03/2020			
You leave your settlement open until you have added all the documents you want to be included in the settlement. Once you are ready to submit, choose "Send". Now all documents included in your settlement will be submitted and sent inflow for approval.	Continia Expens SEND SAVE Settlement Summary Description Admin Comment Lines	ODELETE		Settlement

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