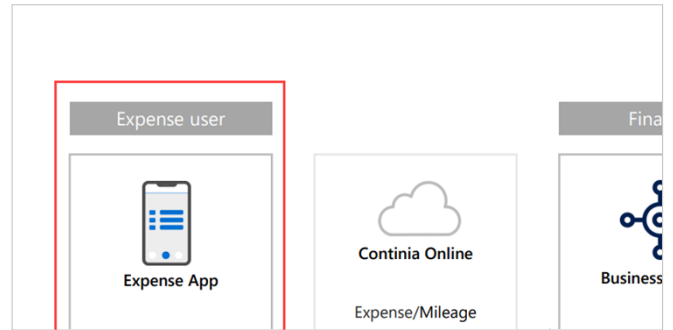


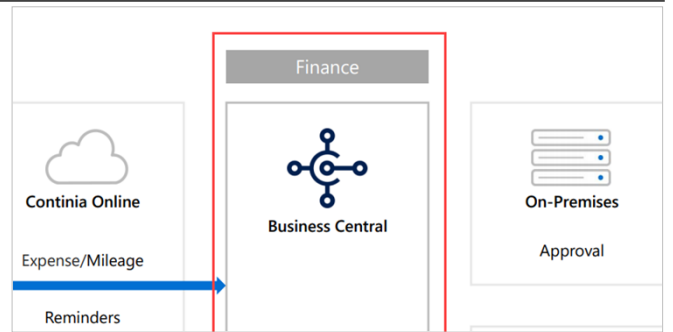
Expense Management is a solution where documents can be submitted for reimbursement. You can submit expenses, mileages and Per Diems through Expense Management. There are 3 different roles in Expense Management The Expense User, Finance and the Approver.

The expense user can create their expenses on the Expense App or the Web expense portal. Most users prefer to use the app only, as you can do everything on the app and get the status and history here.

If the expense user has a company credit card, transactions will be sent to the user to fill in other required information, attach a picture of the receipt and submit.



Finance has a full overview of expense reporting, documents in flow, and their exact status inside Business Central. Based on the setup, that the bookkeeper has done in Business Central, they can decide what information is required on expense reporting, who should approve and how documents should be posted.



The approver will get an overview of what needs to be approved and details on every expense, mileage, settlement or per diem. Approval can be done in Business Central or on the Approval Portal.

