Expense Management for Microsoft Dynamics NAV

Setup Quick Guide – version 4.00

Table of contents

Introduction

About the Setup Quick Guide for Continia Expense Management (CEM)

The purpose of this Setup Quick Guide is to give an understanding of the architecture and help during installation and configuration of CEM.

The architecture of Expense Management
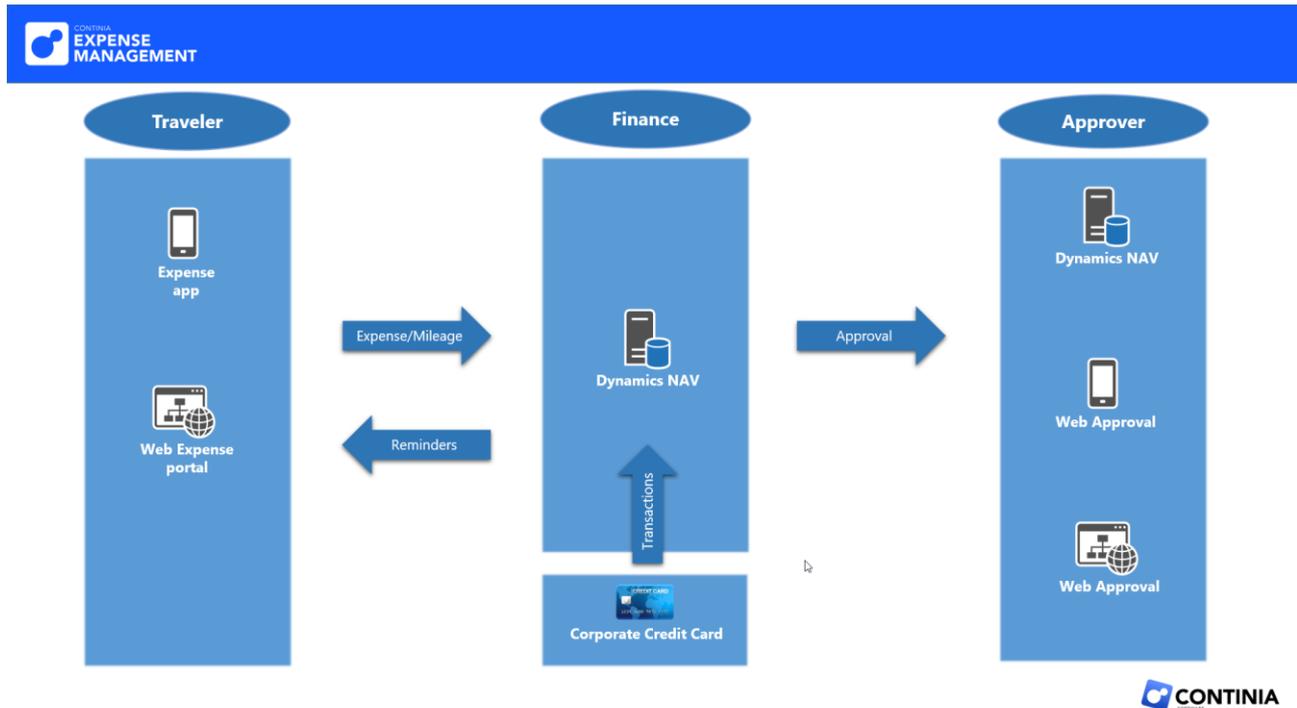
Bank integration

Bank Transaction is supported in CEM. There are **3 ways** to integrate:

1. **Automatic:** Transactions are downloaded automatic
2. **Manual:** Transactions can be imported manually

You can read more about the Bank Integration in the document **Continia Expense Management - Credit Card Transactions.** This document is included in the download package.

Installation Prerequisites

Before installing and configuring CEM, you need to have the following in place:

- Agreement with Continia that CEM will be installed:
  - o Continia will forward Client ID and Client Password to connect to Continia Online
    - Client ID and Password, used for **Production environment**

- Client ID and Password, used for **Test** and **Demo** to become familiar with CEM before going in production
  Note: Test and Demo Client ID is currently given to partners on request. Please open a support ticket with subject "Test and Demo Client ID" to request Test and Demo Client ID.

- Updated NAV license after **November 25, 2019**.
- If you would like to see CEM in action only, go to http://continia.com/, login with your partner login and select Demo Portal.

  Here you will find demo versions of all our products released including **Continia Expense Management (CEM)**, **Continia Document Capture (CDC)**, **Continia Document Output (CDO)** etc.

PARTNERZONE EXTRA

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Demo Portal

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Documentation
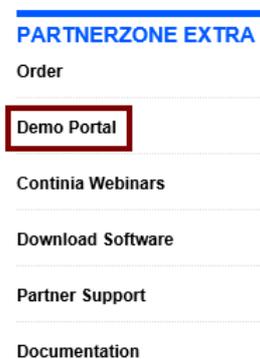
Installation Requirements

To use CEM, the customer must have one of these versions of Microsoft Dynamics™ NAV

- Microsoft Dynamics™ NAV 2009 R2, **Classic client** or **Windows client**
- Microsoft Dynamics™ NAV 2013, **Windows client**
- Microsoft Dynamics™ NAV 2013 R2, **Windows client**
- Microsoft Dynamics™ NAV 2015, **Windows client**
- Microsoft Dynamics™ NAV 2016, **Windows client** or **Web client**
- Microsoft Dynamics™ NAV 2017, **Windows client** or **Web client**
- Microsoft Dynamics™ NAV 2018, **Windows client** or **Web client**
- Microsoft Dynamics™ Business Central 2018 Fall, **Windows client** or **Web client**
- Microsoft Dynamics™ Business Central 2019 Spring, **Windows client** or **Web client**
- Microsoft Dynamics™ Business Central 2019 Fall, **Web client**

Prerequisites for Microsoft Dynamics NAV

The CEM **v. 4.0** is included in objects for Document Capture **v. 6.0** for the following country versions:

- AU
- BE
- DE
- DK
- ES

- FR
- GB
- NA
- NL
- NO
- NZ
- SE
- W1

Run setup in product package

Install components

It is required to install components from Continia Document Capture **v. 6.0.**
How to do this is explained in the **Document Capture - Preparations before Dynamics NAV Setup** document.

NOTE! It is **not** required that the customer purchase CDC when purchasing CEM, but of course they are welcome to do so.

Import objects

1. Import and merge CDC objects appropriate for your setup, if you have not done this already.

2. **Important!** Once you have imported objects you need to compile to resolve any errors before proceeding the setup. To compile go to Tools → Compile (F11) and choose **Synchronize Schema - Now - with validation.**

Setup in Microsoft Dynamics NAV

Setup guide

1. Open Microsoft Dynamics NAV and go to Expense Management in Administration/Application:
   i.e. **CRONUS International Ltd./Departments/Administration/Application Setup/Expense Management**

2. Select "Setup Wizard"
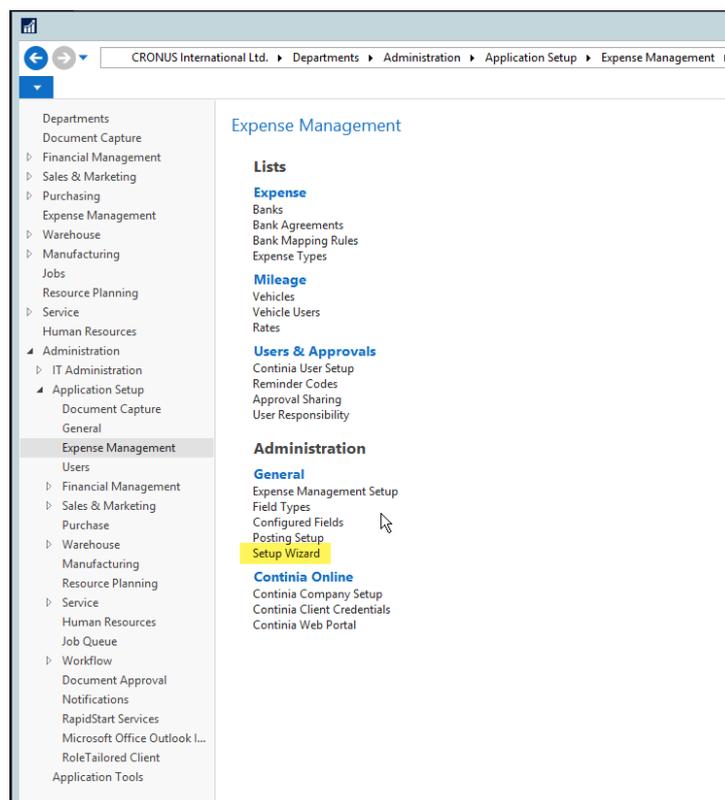
3. Select "Import Configuration" This will import the standard configuration for Expense Management

   In **File Name** go to the **Setup Guide Data.xml** file found in the **Setup folder** for Expense Management and click **Next**
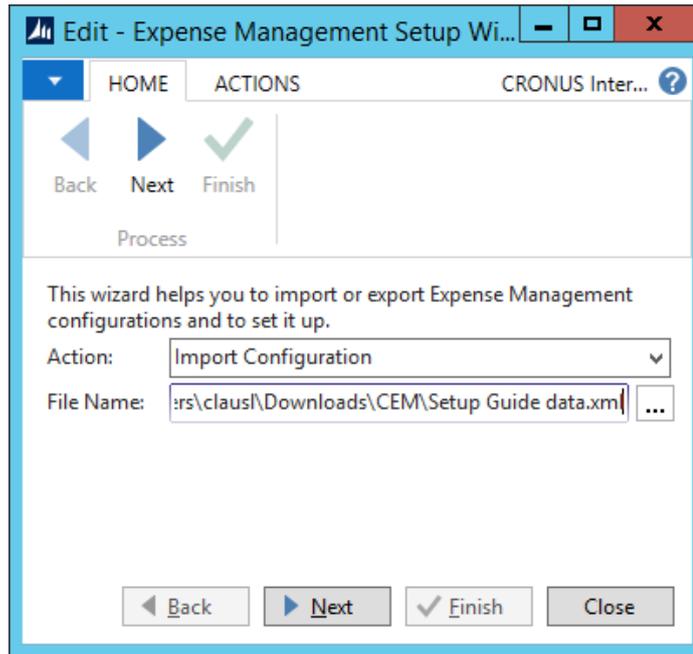
Select next to import the standard configuration. Note: You can change all these configurations in NAV later and then export your configuration. Making it easy to move from Test environment to Production environment.
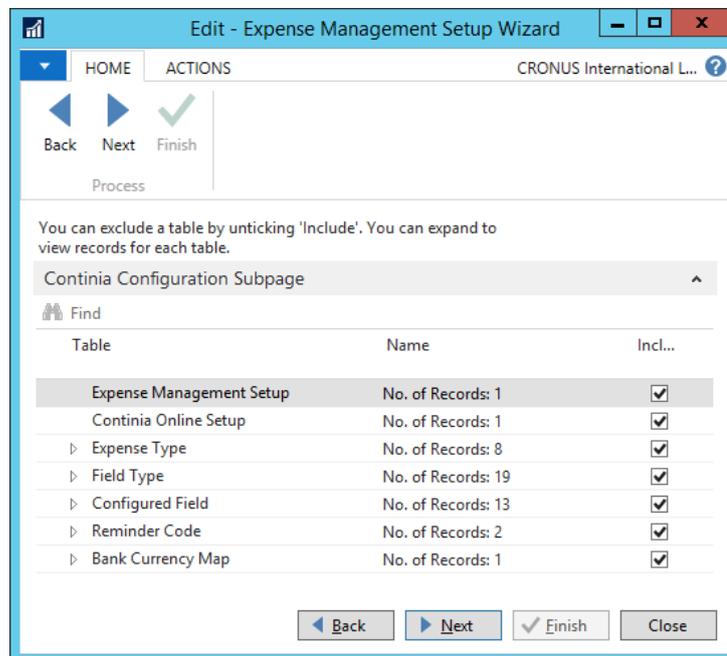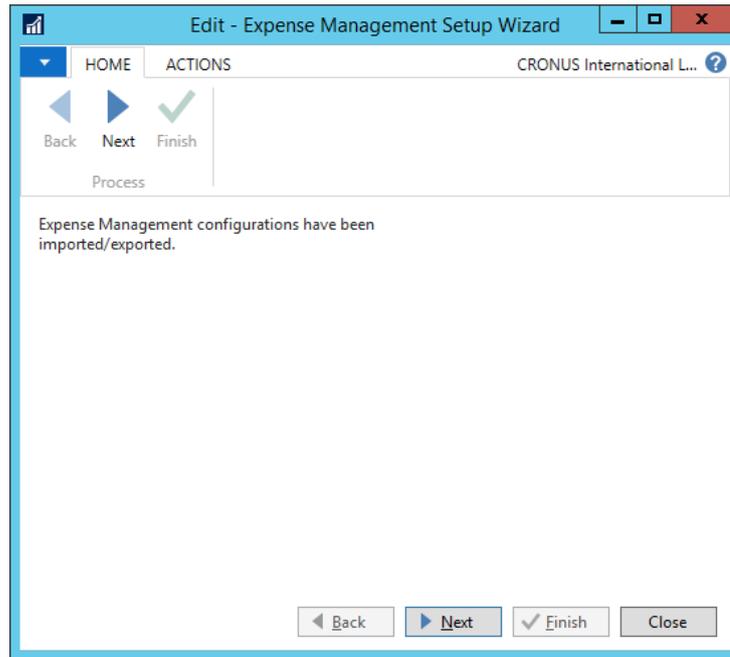
All standard configurations have now been imported.
Select "Next" to setup key Expense Management configuration.
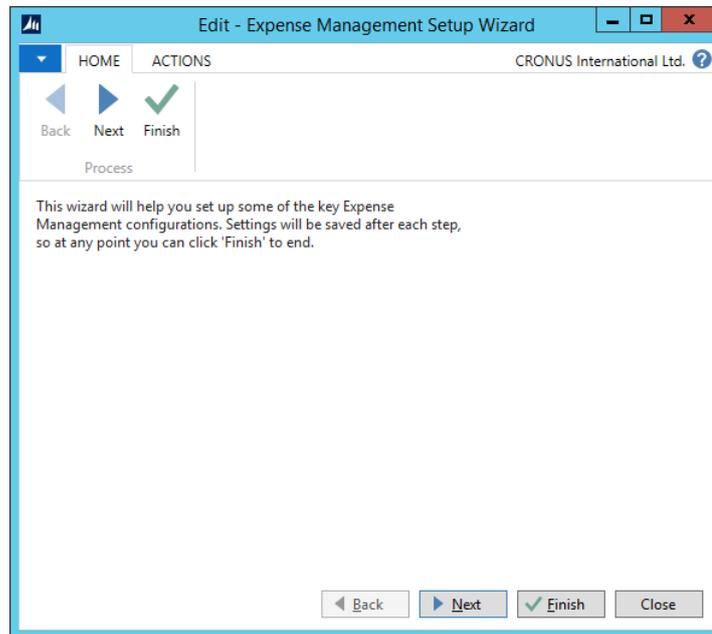
4. Fill in the specific Client ID and Client Password received from Continia Software when you ordered Continia Expense Management and select Next
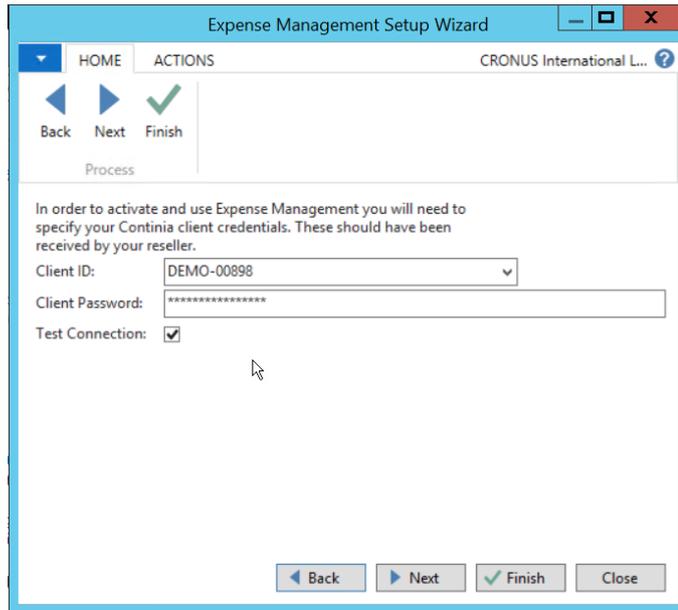
If you have check marked "Test Connection" and the credentials are correct, you will receive this message.
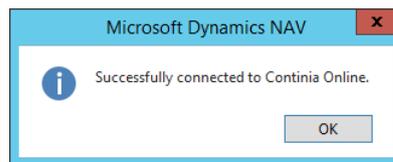
5. Type a **Company Code**.
6. Select **Document Storage Type**
   If File System - specify **Archive File Path**
   If Database - **Archive File Path** cannot be specified
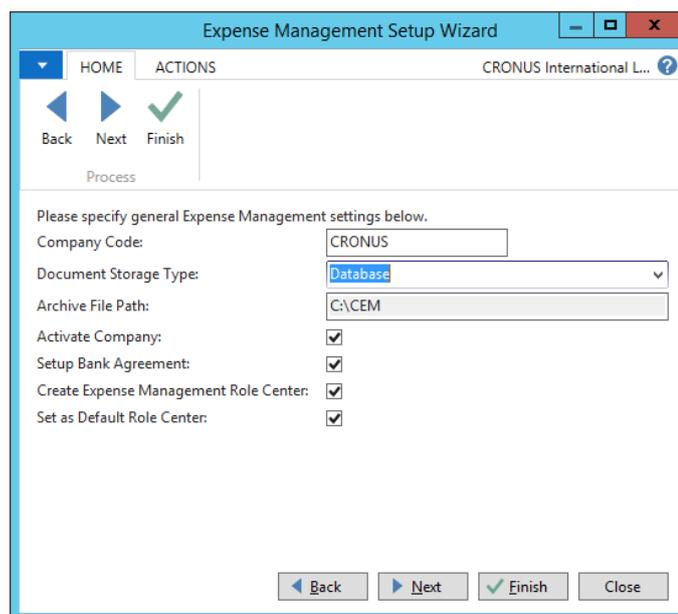
7. Choose Language in **Default Web/App/Language** and Select "Next"

8. Accept the "Continia License Terms" and select next and you will receive this message:
   Note: Wait a couple of seconds for this message to appear because this connects to Continia Online.
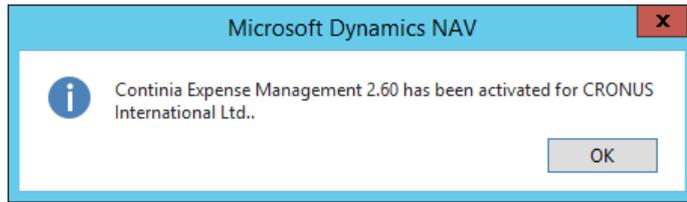
If the customer has purchased **Web Approval** you can now configure **Web Approval** from the Setup Wizard.
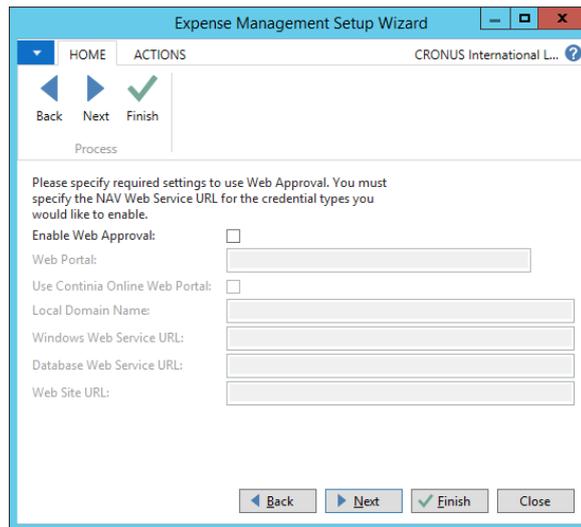

9. Now specify the **Bank Code**" and **Bank Agreement ID**. The Bank Agreement ID is only used for automatic download of transactions and is usually delivered by the Bank and not Continia. The Bank Agreement ID can be selected from the drop down and will show all supported banks listed. Naturally this list becomes longer the more Banks we support.

   In this Setup Guide we will select **Bank Code** TEST with **Bank Agreement ID** "1111111111.
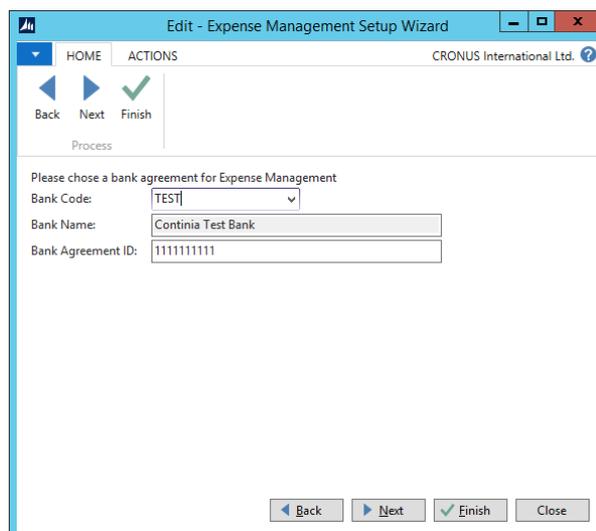
Select "Next"

10. Check mark **Setup demo data** and **Open screen to configure Continia Users** and select **Next**
Note: Selecting "Setup Demo data" will create demo data for G/L Account, Vendor, Bank Account, and Expense Posting Setup. When running this Setup Guide in a production environment "Setup demo data" is not available.
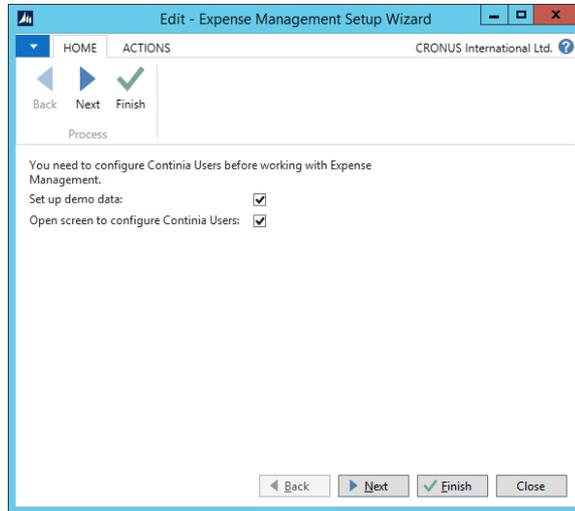
Demo Data created is displayed. We create the following demo data:

Table Name	Code	Description
G/L Account	8250	Accommodation
G/L Account	8251	Fee
G/L Account	8252	Food & Beverages
G/L Account	8253	Food & Beverages with Guests
G/L Account	8254	Hardware
G/L Account	8255	Personal Expense
G/L Account	8256	Software
G/L Account	8257	Transportation
G/L Account	8270	Mileage
G/L Account	8280	Accommodation allowance
G/L Account	8281	Meal allowance
G/L Account	8282	Transportation allowance
G/L Account	8283	Entertainment allowance
G/L Account	8284	Drinks allowance
G/L Account	5431	Internal Employees
G/L Account	5432	Ext. People and Contractor
G/L Account	2490	Intermediate Expense Account

G/L Account	2950	Mastercard
Vendor Posting Group	EMPLOYEE	5431
Vendor	RL	Richard Lum
Vendor	BD	Bart Duncan
Vendor	AH	Annette Hill
Bank Account Posting Group	MASTERCARD	2950
Bank Account	MASTERCARD	MASTERCARD
Posting Setup	ACCOMMODATION	8250
Posting Setup	FEE	8251
Posting Setup	FOOD	8252
Posting Setup	FOOD W. GUESTS	8253
Posting Setup	HARDWARE	8254
Posting Setup	PERSONAL	8255
Posting Setup	SOFTWARE	8256
Posting Setup	TRANSPORT	8257
Gen. Journal Batch	GENERAL	GENERAL
Source Code	EXPENSE	Expense Source Code
Source Code	BANKTRANS	Bank Transaction Source Code
Source Code	BANKREVERS	Bank Transaction Reversal Source Code
Source Code	MILEAGE	Mileage Source Code
Source Code	PER DIEM	Per Diem Source Code
Source Code	SETTLEMENT	Settlement Source Code
Posting Setup	PRIVATE CAR	8270
Posting Setup	ACCOMMODATION	8280
Posting Setup	MEAL	8281

SMTP Mail Setup

1. Before creating users, you should setup SMTP mail setup for the company, in **Expense Management Setup**.

Create users and setup approval flow

2. Now create the Expense users who will use the App or Web portal to create Expenses.

Please note that when you tick of "Expense Management User" the user will have access to both the App and the Web portal.

There are 2 different web portals:
1. Expense portal: for creating expenses – *NAV user **not** required* – Cross off in "Expense Management User"
2. Approval portal: for approval – *NAV user required* – Cross off "Web approval user"

In this scenario, 3 users have been created.

- Annette Hill   = Expense User
- Bart Duncan   = Expense User
- Claus Lundstrøm   = Expense User/NAV User

3. **Cash payment**

   If a user should be reimbursed for expense or mileage expense outside a Payroll system, the user should be setup as a vendor, and this vendor should be added under Vendor No.

4. **Milage**

   For mileage you need to make at least 1 group to define which Mileage Reimbursement should be used for the user.

   In the example underneath, we have created 2 different groups:
   a. Full Time Employees, External System (i.e. Payroll system)
   b. Part Time Employees, Vendor (on User)
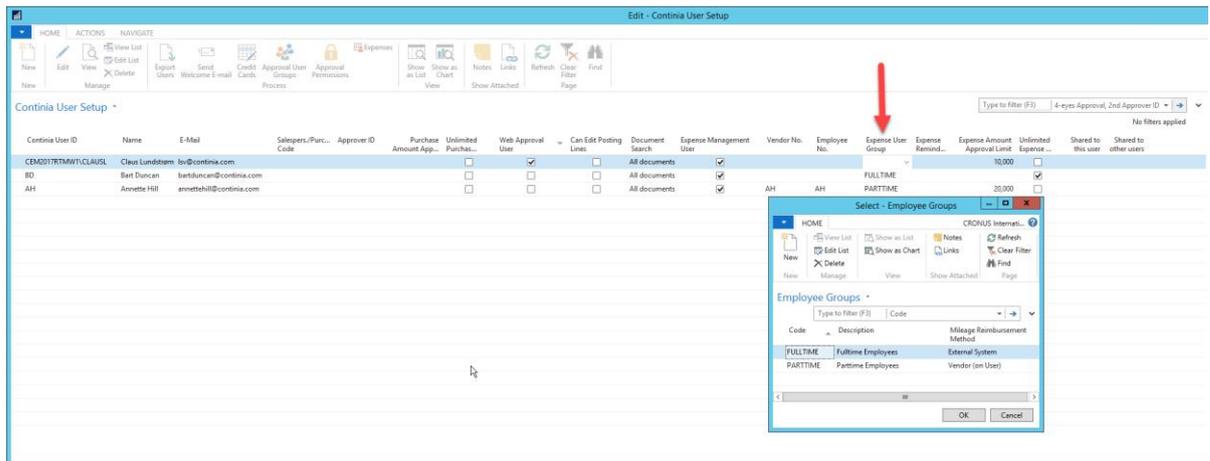
The field "Expense User Group" control fields available in both the app, accounting methods and connection with a payroll system or other external systems like BI.

Approval levels

5. In the example underneath, we have set Claus Lundstrøm to be the approver for both Bart Duncan and Annette Hill. We have also given Claus Lundstrøm Unlimited Expense Approval.
    Note: At least 1 user should be set with "Unlimited Expense Approval".
    Note: If "Unlimited Expense Approval" have been set on a user, all Expenses and Mileages for that user will automatically be approved when sent for approval.

| ..	Vendor No.	Expense User Group	Expense Remind...	Expense Amount Approval Limit	Unlimited Expense Approval	Shared to this user	Shared to other users	Approver ID
	AH	PARTTIME			☐			CEM2016RT...
	BD	FULLTIME			☐			CEM2016RT...
	CL	FULLTIME			☑			

6. Once you have created users, select **Export Users.**
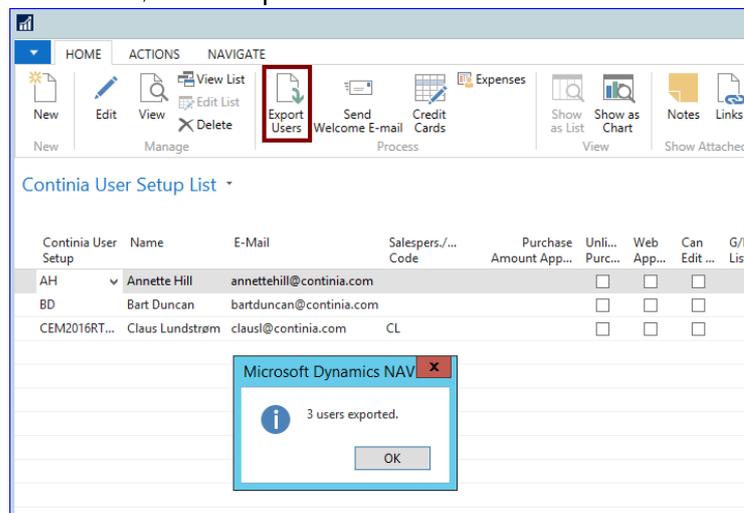
7. Users will receive a Welcome e-mail with a link to the Mobile App and the Web Portal.

Example of Welcome Mail
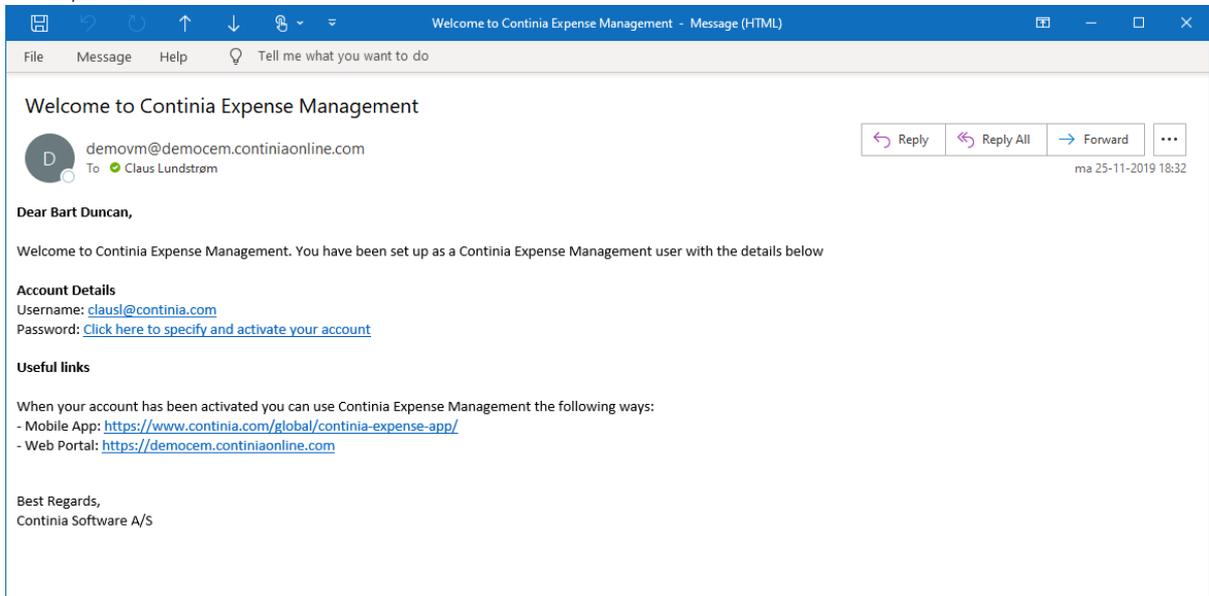
Note: E-mail might end up in the Junk folder, so please check there.

To access the portal, use the following URL's. Depending on whether you are in Production or Demo you need to select the appropriate URL.
If the ClientID starts with "DEMO- ", you are in Demo. See below examples for URL in Production and Demo.

Production: https://cem.continiaonline.com/Account/NewPassword
Demo: https://democem.continiaonline.com/Account/NewPassword

After the Expense user has created a password they can login and start to use Expense Management.

8. If **Create Expense Management Role Center** was selected during the Setup Wizard, restart the Windows client

Field configuration

Field configuration in Microsoft Dynamics NAV

In the Expense App and Web Portal the user will only see fields that are required to be fill out when completing an Expense. Fields visible for Expense users are configured from NAV. Only a NAV user responsible for Expense Management has full control of which fields are shown.

The fields were imported during the Setup Guide.

Field Types

1. Go to Expense Management in Administration/Application:
    i.e. **"CRONUS International Ltd./Departments/Administration/Application Setup/Expense Management"**:

    Select "Field Types".

    If you need more fields to show to the Expense user, you can add these to the list of Field Types. How to do this is explained under "Configured Fields".

    Note: After modification to this page, please remember to select "Update Lookup Values". This will assure that all changes are sent to the app and web portal.

Configured Fields

1. Go to Expense Management in Administration/Application:
    i.e. **CRONUS International Ltd./Departments/Administration/Application Setup/Expense Management** and select "Configured Fields".

2. Fields listed here were created during the Setup Guide

The fields listed here is shown in this order on the app. You can change the order by choosing the "Move Up" or "Move Down" buttons.

You can add fields here that you created in the Field Types page.

Note:
DOCUMENT DATE, CURRENCY, AMOUNT, COUNTRY/REGION and EXPENSE TYPE fields are hardcoded fields that cannot be removed.

Language translation

If you would like to create or modify the language translation, select "Translations" on the line. Here you can choose any specific field to be translated into your own text. The translation will be shown in the app.
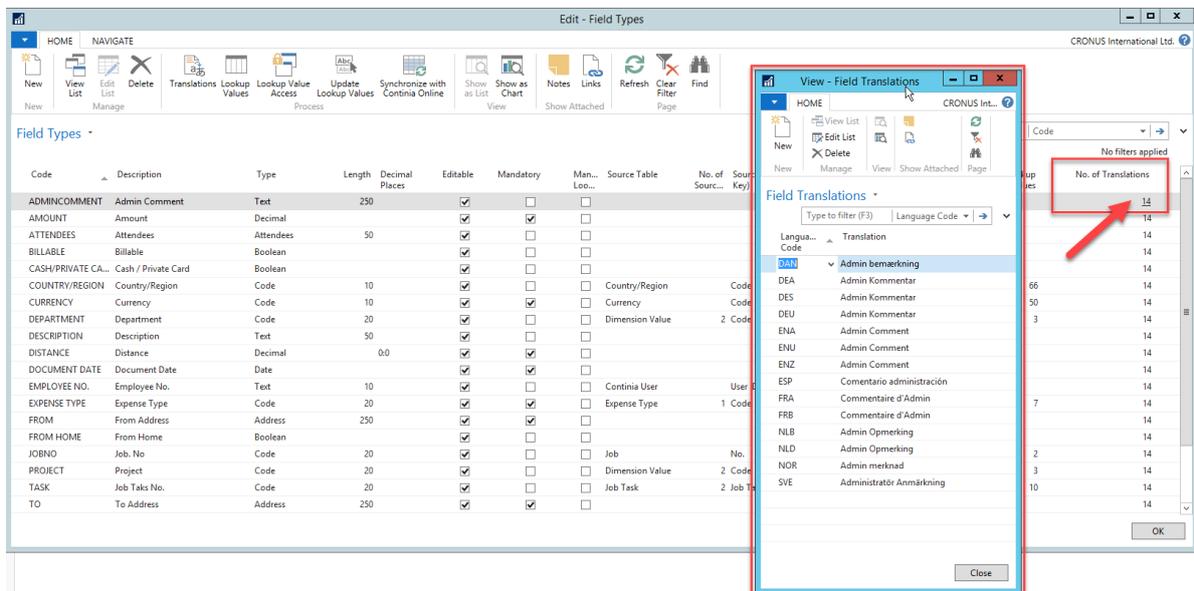
Create or Modify the Language and Translation
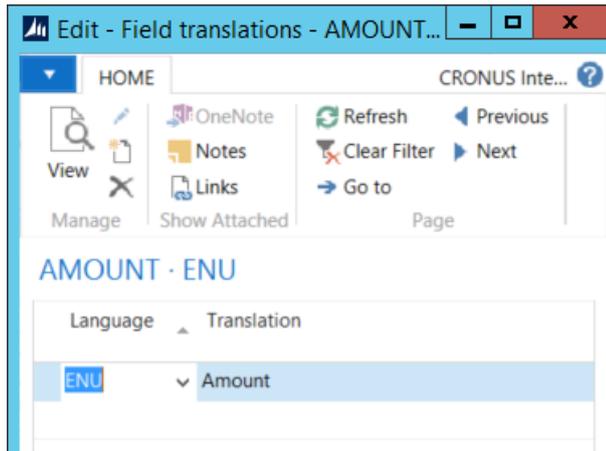
Expense Types

1. Go to back to Expense Management in Administration/Application and select Expense: i.e. **CRONUS International Ltd./Departments/Administration/Application Setup/Expense Management/**:

2. Select **Expense Types**. The Fields listed here were created through the Setup Guide.

   You can make changes to Expense types here, if any.

   Once you have marked the line of the expense type you would like to change, you go to **Setup** to open the Expense Posting setup. I.e. for **ACCOMMODATIONS** we have G/L Account 8250 defined.
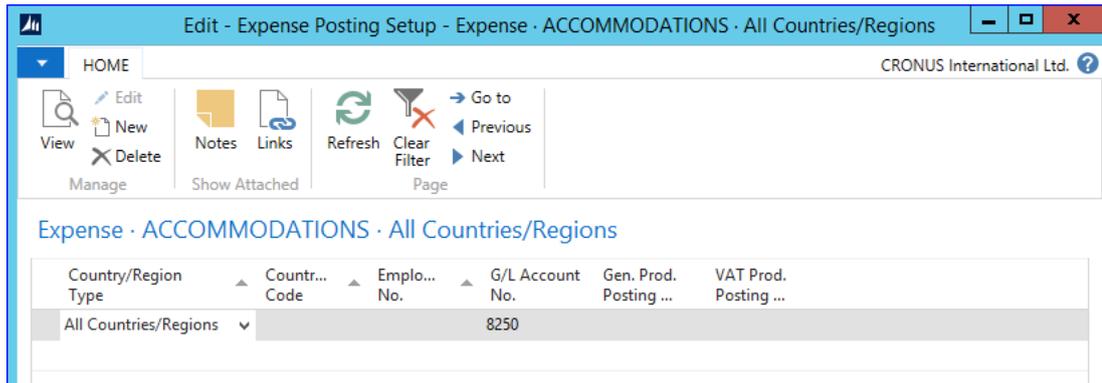
Note: G/L Accounts used for Expense Types was created during the Setup Guide, when selecting **Setup Demo Data.**

3. Once you have completed any changes to Expense Types, you must Select **Synchronize** to assure all changes made on **Field Types**, **Configured Fields** and **Expense Types** will be updated and visible for the Expense User on the App and the Web Portal.
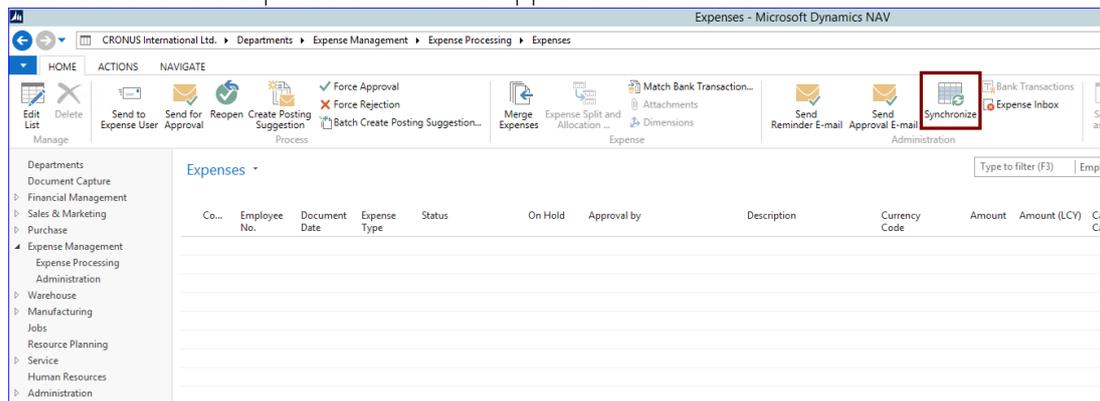
Mileage Rates

1. Go to Expense Management in **Administration/Application** and select **Mileage**:
    i.e. **CRONUS International Ltd./Departments/Administration/Application Setup/Expense Management/**:

2. Select **Rates**. The Fields here were created through the Setup Guide:
    Note: Depending of language version of Expense Management, the rates below will look different.

    Demo environment:
    Continia only provide milage rates when setting up Expense Management in a demo environment.

Production environment:

When setting up Expense Management in a Production environment, mileage rates must be entered and updated manually by the customer.
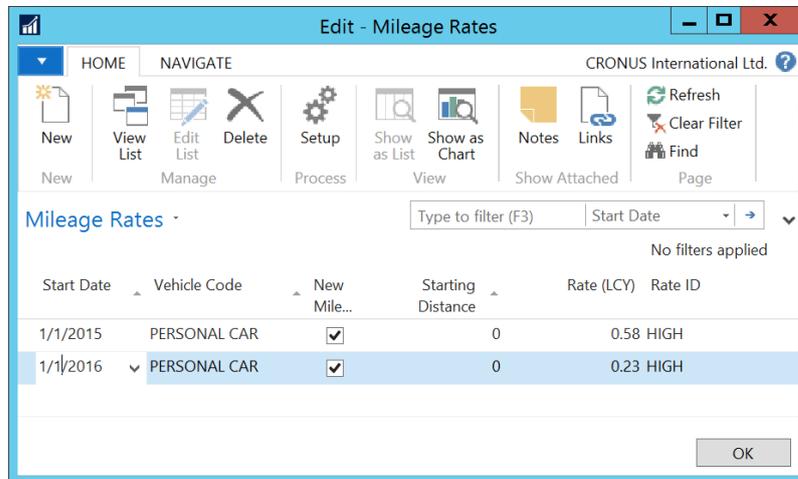
3. Select **Setup** to define Posting setup for i.e. **PERSONAL CAR**.
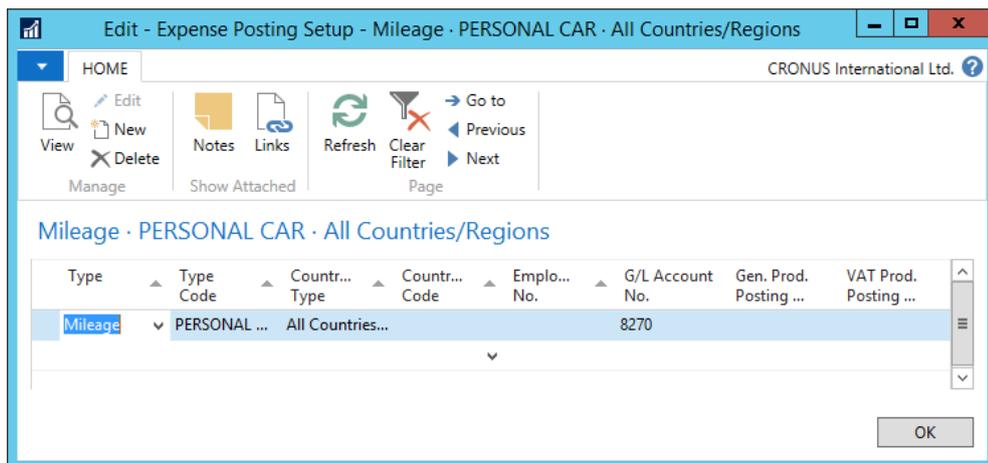
Expense App

The Expense App and the Expense Management Portal will be where the Expense users send Expenses to Dynamics NAV. In this section, we will explain how to install, login and send expenses from the Expense App

Installing the Expense App

Expense App is supported on Android and iOS

Link to Expense App install: https://www.continia.com/global/continia-expense-app/

## Enable Demo Mode

The first time you install Expense Management you might want to see Expense Management in action before you implement it in production.

If you are using the **Client ID**, received from Continia, starting with **DEMO-**, your environment is considered a **Demo Environment**. End users of the Expense App are not meant to run the App in Demo mode. For this reason, Demo Mode is hidden, so end user does not accidentally change to demo mode.

1. To enable **Demo Mode**, open the Expense App on your phone
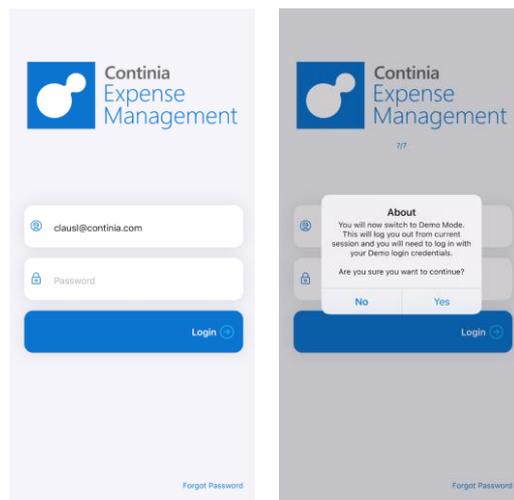
2. Tap the Expense Management logo 7 times. After 7 taps and you can switch to Demo Mode

3. Repeat this process to return to Production mode

4. Select "Yes" to continue.
   You are now in **Demo Mode** and can connect by using your **e-mail** and **password.** Please note! If your ClientID starts with **Demo-** your setup is connected to Demo.

Expenses Management Portal

The Expense Management Portal and the Expense App will be the place where Expense users send Expenses to Dynamics NAV. In this section, we will explain how to login and send expenses from the Expense Management Portal

Connect to Portal

Depending on whether you are in **Demo Mode** or **Production mode** please select the appropriate link:

Production:	http://cem.continiaonline.com
Demo:	http://democem.continiaonline.com
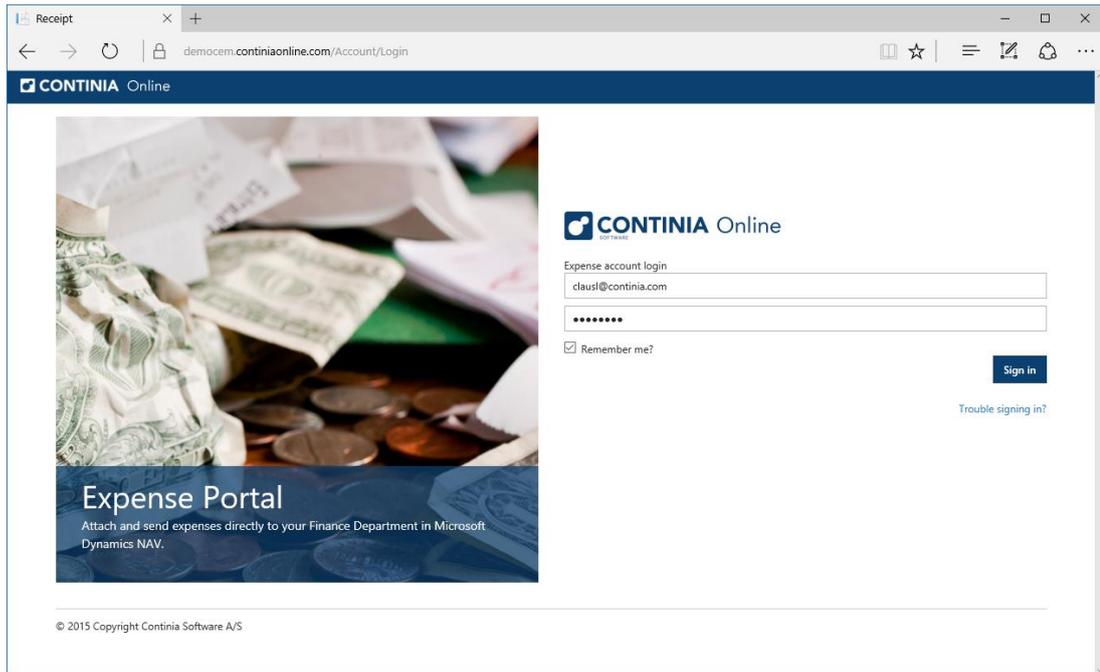
To do Expense/Mileage in the App or in the Expense Portal works completely the same, and will show same fields, which is configured in Expense Management from NAV.

E-mail Expense Management

It is also possible to send an expense via an e-mail to the following e-mails depending whether you are in Demo or Production mode.

Production: expense@cem.continiaonline.com
Demo: expense@democem.continiaonline.com

Any attachments to the e-mail including the e-mail will be attached to the Expense.

Once the Expense User have sent the e-mail, they will receive a link to the portal where the Expense can be completed.

See example of e-mail underneath.

The Expense Management Portal can be accessed from all computers with internet access.

Note: If the user is active in several Companies, the user will need to decide which company this e-mail expense belongs to.

Expenses in NAV

The Expense user has uploaded Expense Mileages to Continia Online. We will now download these to Dynamics NAV.

1. Go to Expense Management in Department:
   i.e. **CRONUS International Ltd./Departments/Expense Management**
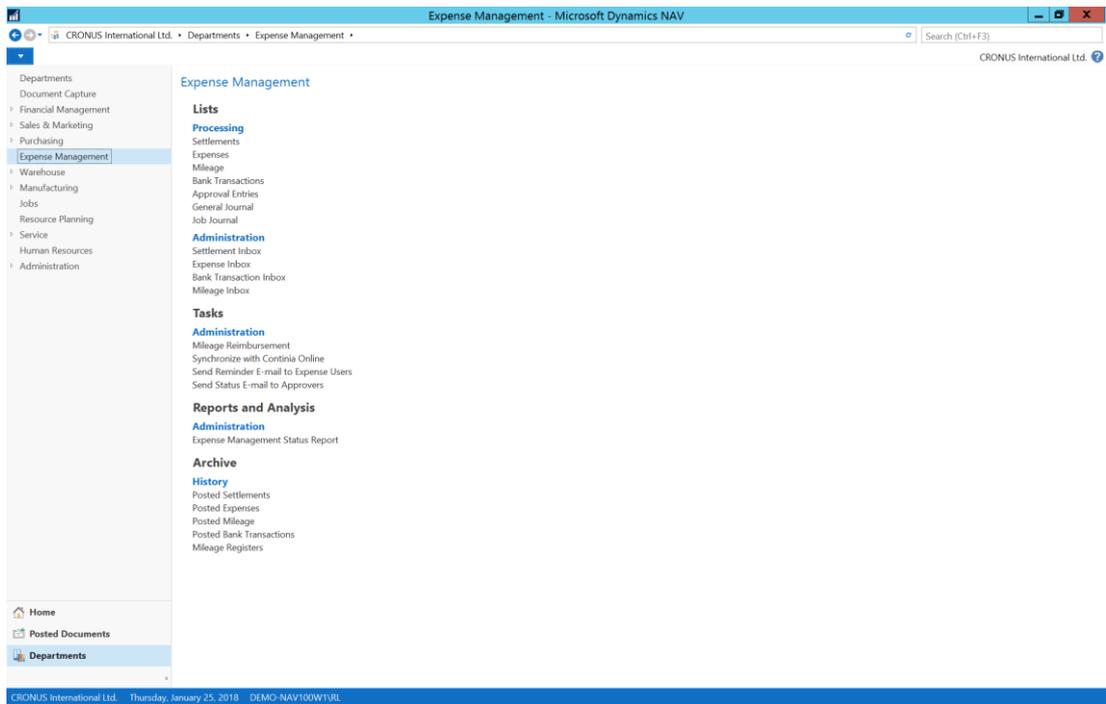
Select "Expenses", since we have not received any expense from the Expense user or imported any Bank transaction this Expense List page is empty.
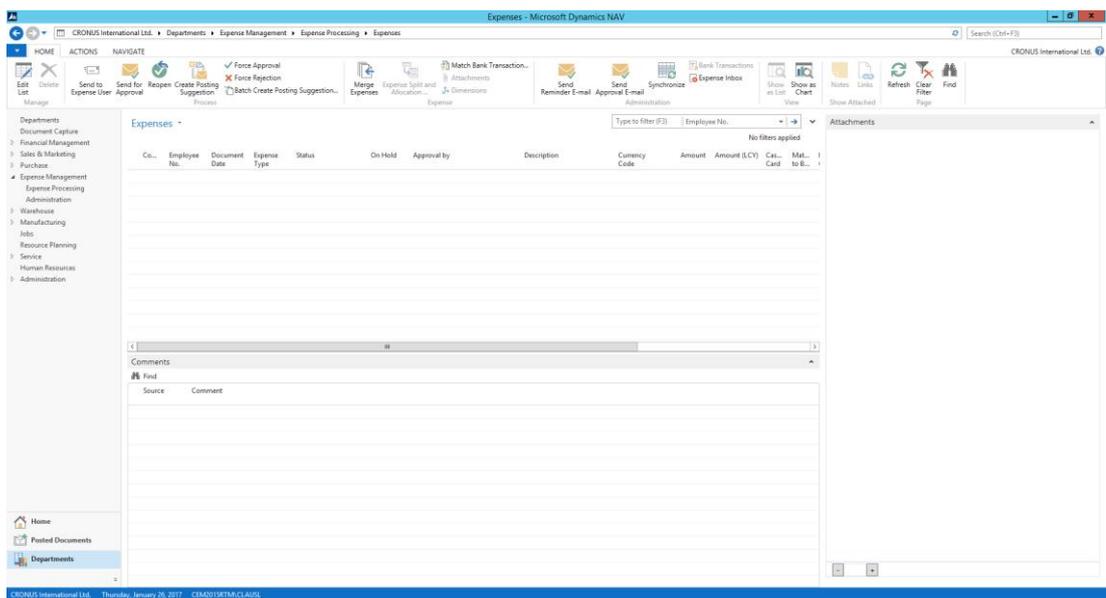
2. To download the Expense that the user has uploaded to Continia Online select the "Synchronize" action.
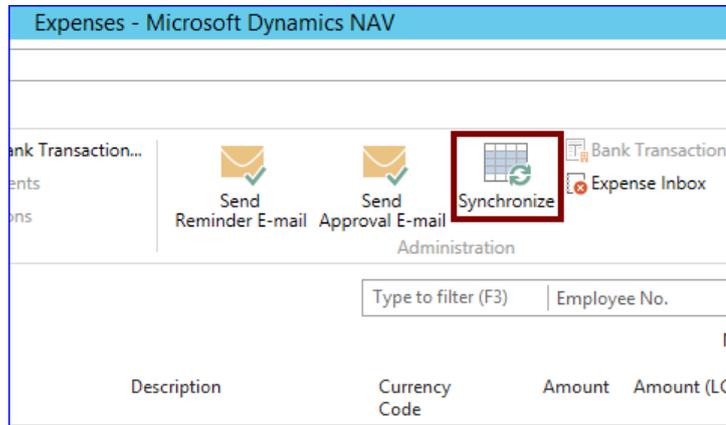
Note: "Synchronize" will communicate with Continia Online and do the following:
- Upload latest Field Configuration
- Download Expenses created by the Expense User either in the app or the Web Portal
- Download Bank Transaction, if Bank integration has been configured
- Download Mileage registrations created by the Expense User either in the App or the Web Portal

After selecting the "Synchronize" action, the NAV Expense User will i.e. get this message:
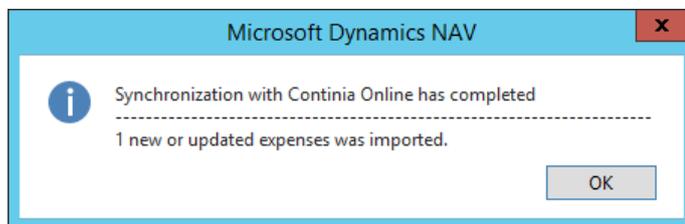
3. The Expense just uploaded to Continia Online has now been downloaded to NAV and the NAV Expense user can see all the information filled in by the Expense user including the image of the receipt.
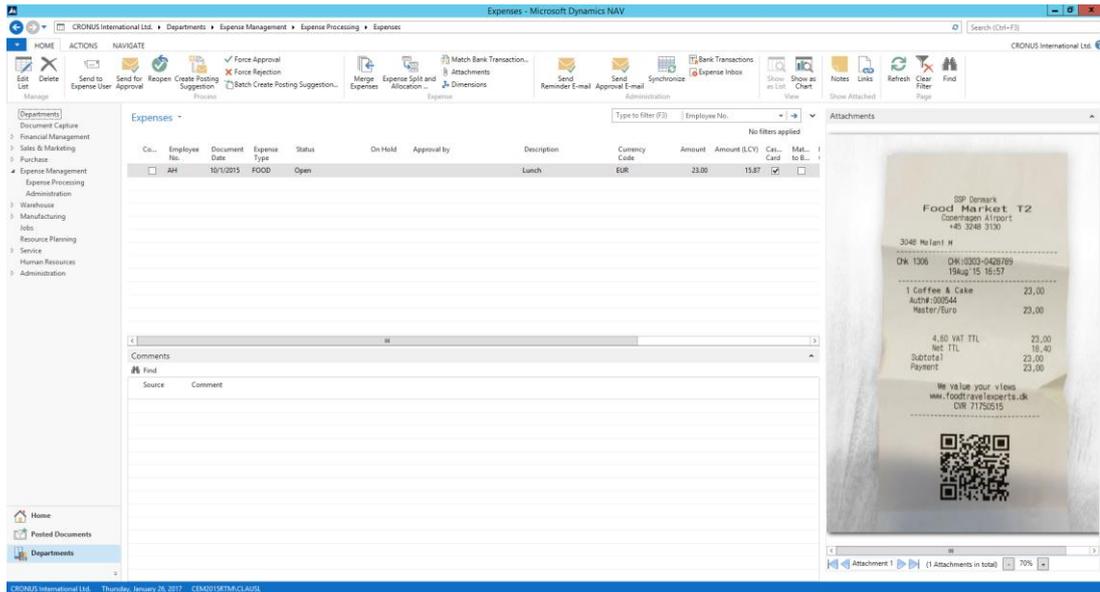
Note: The Expense will be deleted in Continia Online when downloaded to Dynamics NAV. Continia Online will only store Expenses not synchronized.

Job Queue

It is advised to set up Job Queues to automatically run "Synchronize" 1-2 times a day. Expense Management does not have this configured out of the box.

These Codeunits will synchronize with Continia Online and send Approval and Reminder e-mails. And for Expense Management 3.0 we also have an Expense Status Report which can be sent to Expense users for them get an overview and status of submitted and open expenses.

- 6086305 EM Online Mgt
- 6086313 Expense Approval E-Mail
- 6086314 Reminder E-Mail
- 6086353 Send Expense Status Report

Mileage

With Expense Management, it is also possible for the Expense Users to record Mileage.

1. Go to Expense Management in Department:
   i.e. **CRONUS International Ltd./Departments/Expense Management**

2. Select "Mileage"

3. The Mileage registrations seen here is created on the App but could also have been created in the Web portal, since Google is integrated both places.

   When synchronized to Expense Management in NAV, the NAV Expense user can see all the information filled in by the Expense user including the image of the route.
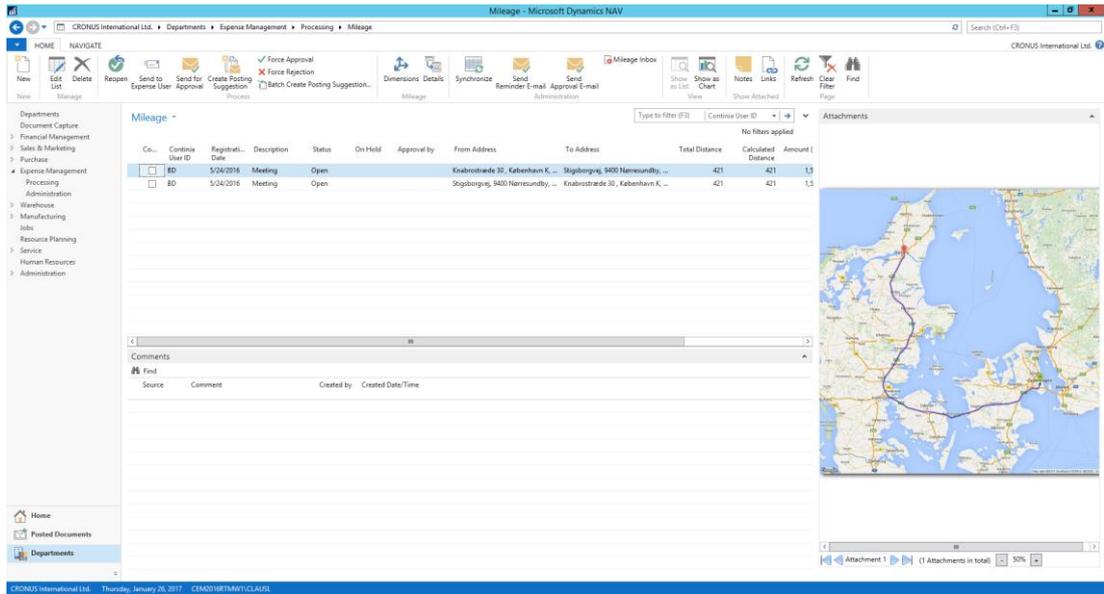
Settlement

With version 3.0 of CEM, Settlements was introduced. Settlements will give the user possibility to report all expenses and mileages related to a specific trip. This will also make it easy for the approver to see the overall cost for the Settlement when approving. Settlements can also be created upfront in NAV and pushed to the user, so the user know which expenses should be added.

1. Go to Expense Management in Department:
   i.e. **CRONUS International Ltd./Departments/Expense Management**

2. Select **Settlements**
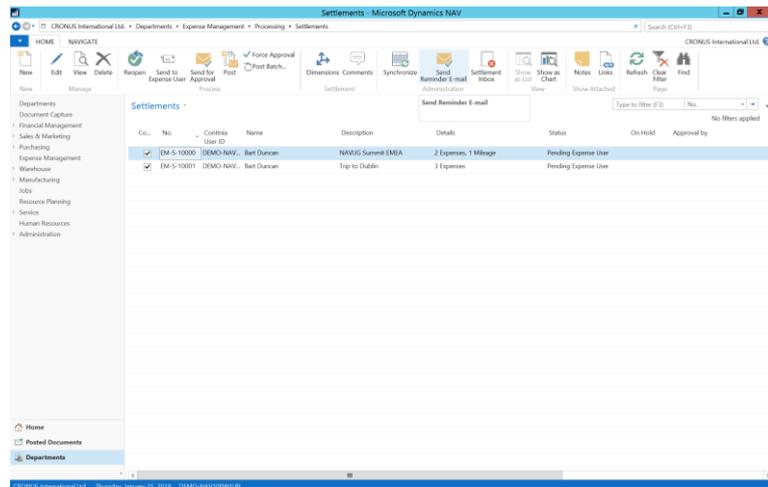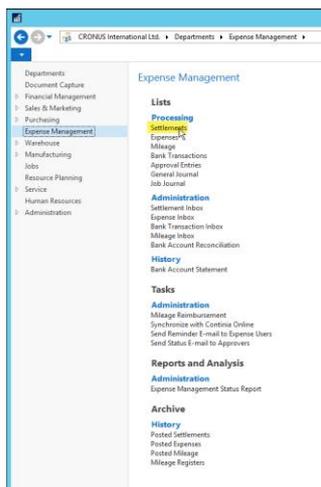
3. Select new and fill out the settlement

Per Diem

With version 4.0 of Continia Expense Management Per diem – Payment of travel allowances is introduced. Do you pay a travel allowance to your employees? Then they can quickly and easily submit the necessary information in our new Expense App. Approval and settlement process, you set up in Microsoft Dynamics. If you offer employees the possibility of payment of travel allowance, they can quickly and easily enter the necessary information with our app, which you must use to handle the further process of approval and settlement. Of course, all of this is carried out in Microsoft Dynamics. Go to Expense Management in Department:

1. Go to Expense Management in Department:

   i.e. **CRONUS International Ltd./Departments/Expense Management**

2. Select **Per Diem and** Select new and fill out the Per Diem details

Approval / Workflows

There are 2 different approval flows depending on the expense paid by private card/cash or company credit card.

1. Private card /cash – expense is sent for approval
2. Company credit card – expense is sent to NAV and will wait for the credit card transaction to arrive to match and then it will be sent for approval

With Expense Management 3.0 Workflows are created automatically with the Setup Guide.

If required to modify these go-to **Departments** > **Administration > Application Setup** > **Workflow** > **Lists** > **Workflows**

Link to Help Center

On our Help Center you will be able to find other relevant information:

https://continia.zendesk.com/hc/en-us