

# Expense Management for Microsoft Dynamics NAV

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*Setup Quick Guide – version 4.00*

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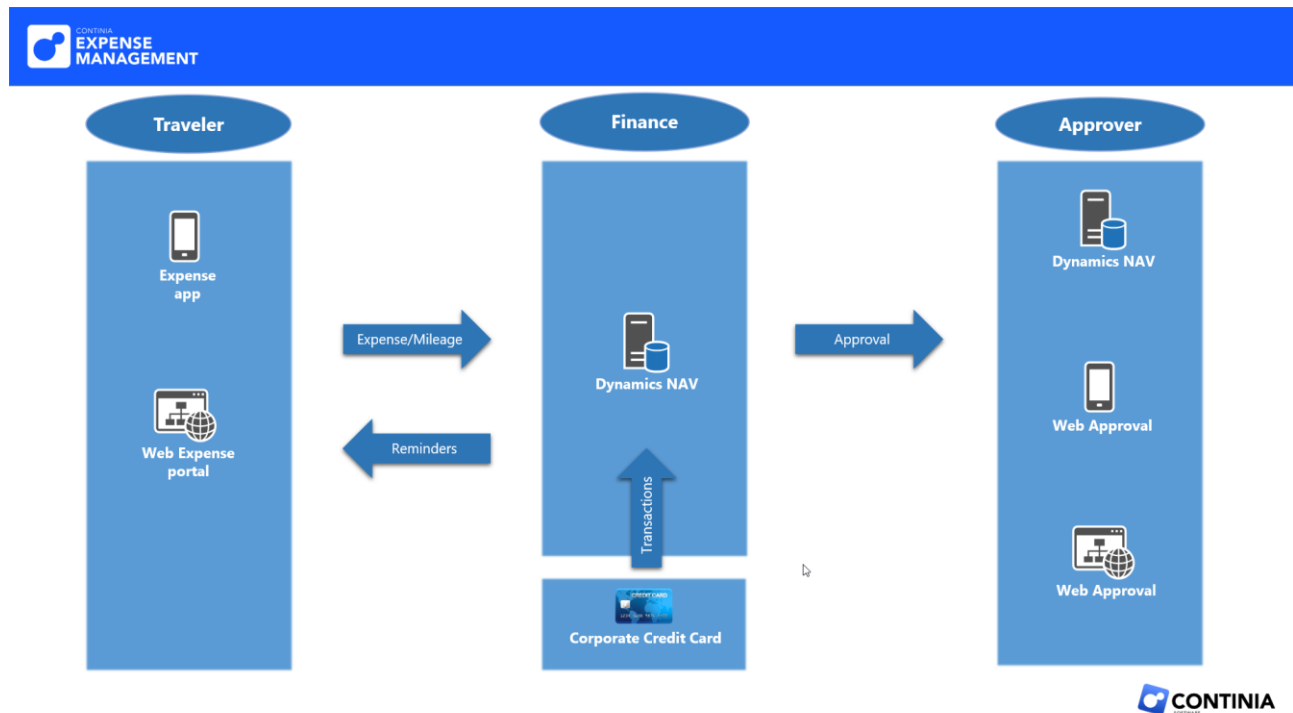
Link to Help Center ..... 34

## 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

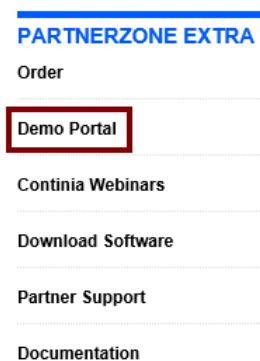
Before installing and configuring CEM, you need to have the following in place:

- Agreement with Continia that CEM will be installed:
  - 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.



## 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

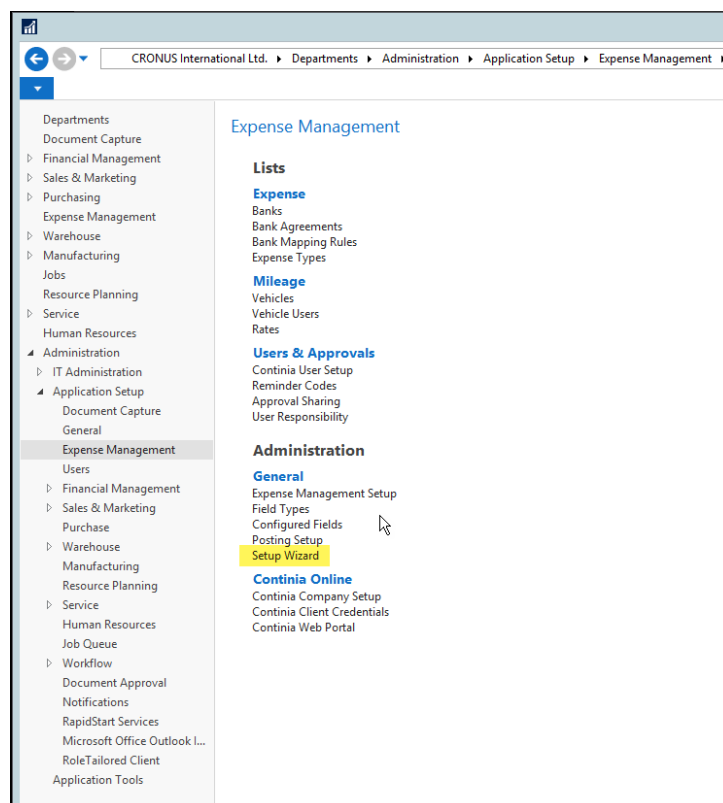
- FR
- GB
- NA
- NL
- NO
- NZ
- SE
- W1



## Setup in Microsoft Dynamics NAV

### Setup guide

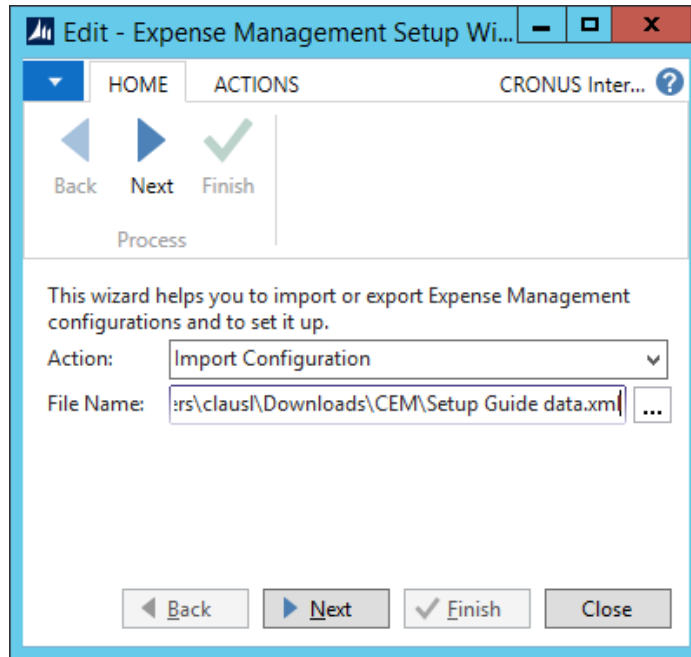
1. Open Microsoft Dynamics NAV and go to Expense Management in Administration/Application:  
i.e. CRONUS International Ltd./Departments/Administration/Application Setup/Expense Management
2. Select "Setup Wizard"



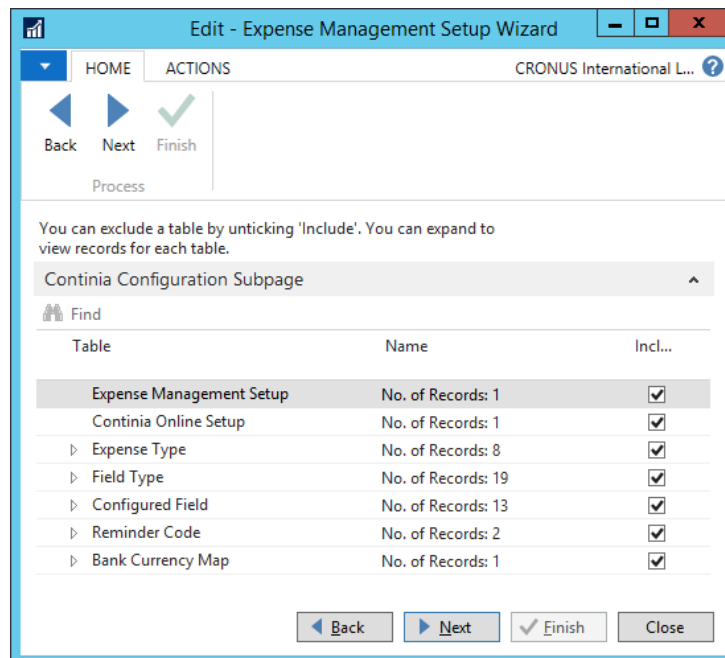
3. Select "Import Configuration" This will import the standard configuration for Expense Management

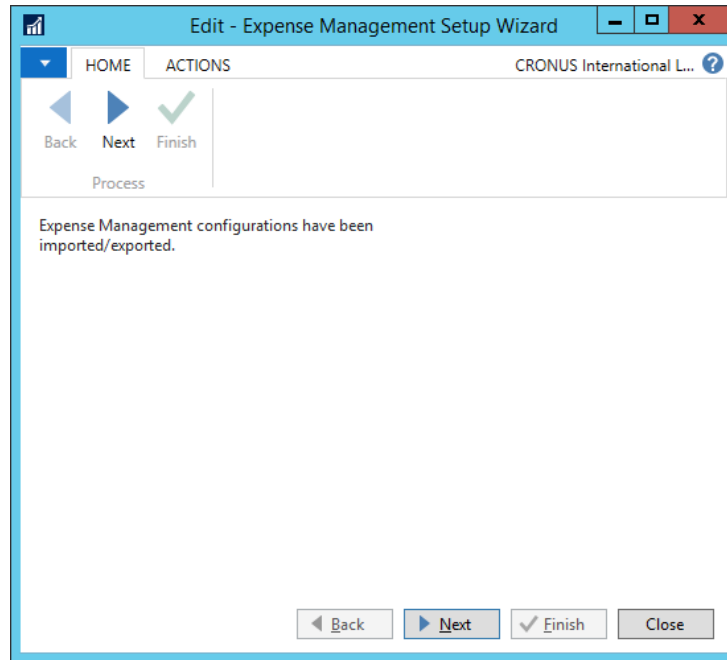
In **File Name** go to the **Setup Guide Data.xml** file found in the **Setup** folder for Expense Management and click **Next**



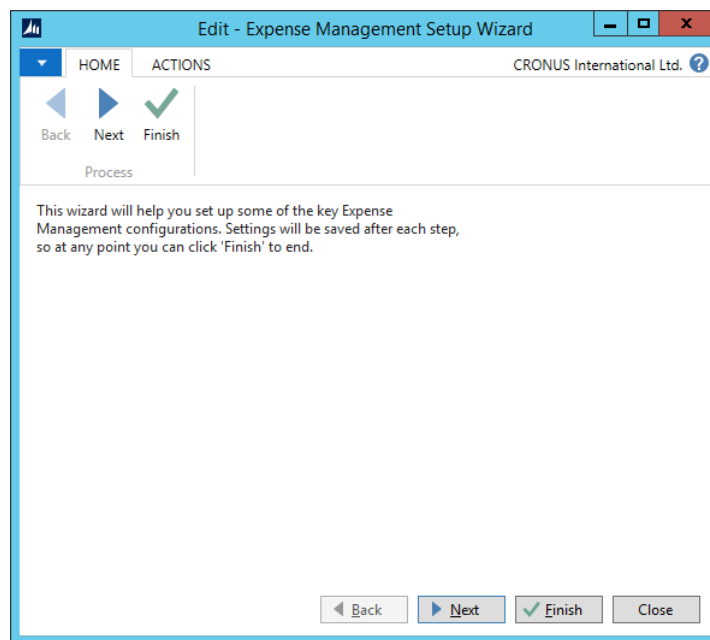


Select next to import the standard configuration. **Note:** You can change all these configurations in NAV later and then export your configuration. Making it easy to move from Test environment to Production environment.

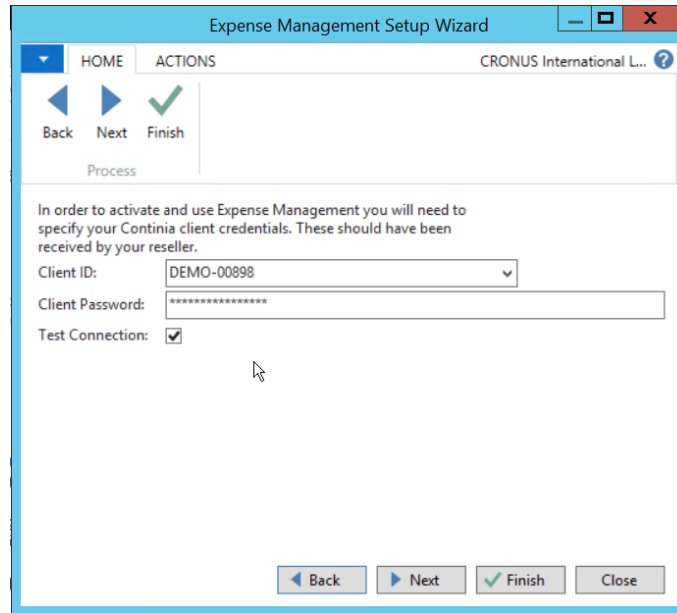




All standard configurations have now been imported.  
Select "Next" to setup key Expense Management configuration.



4. Fill in the specific Client ID and Client Password received from Continia Software when you ordered Continia Expense Management and select **Next**



Expense Management Setup Wizard

HOME ACTIONS CRONUS International L...

Back Next Finish

Process

In order to activate and use Expense Management you will need to specify your Continia client credentials. These should have been received by your reseller.

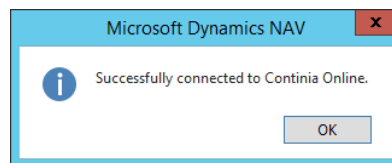
Client ID: DEMO-00898

Client Password: \*\*\*\*\*

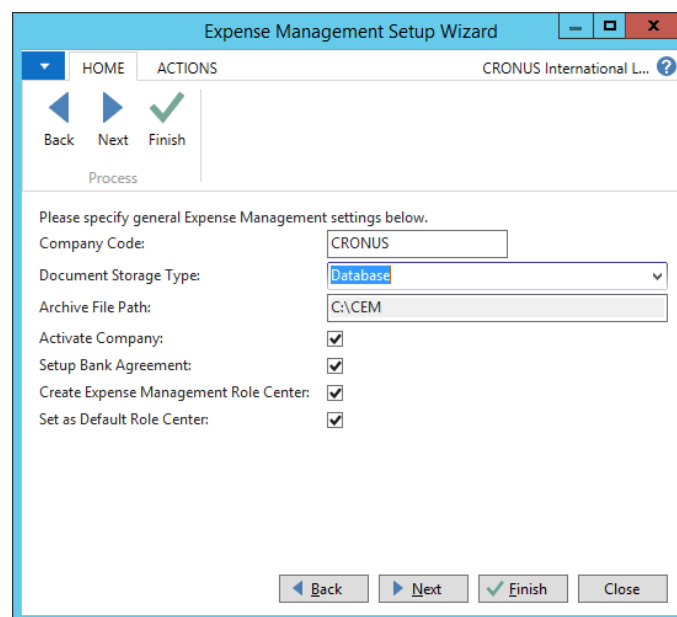
Test Connection: ☒

Back Next Finish Close

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



Expense Management Setup Wizard

HOME ACTIONS CRONUS International L...

Back Next Finish

Process

Please specify general Expense Management settings below.

Company Code: CRONUS

Document Storage Type: Database

Archive File Path: C:\CEM

Activate Company: ☒

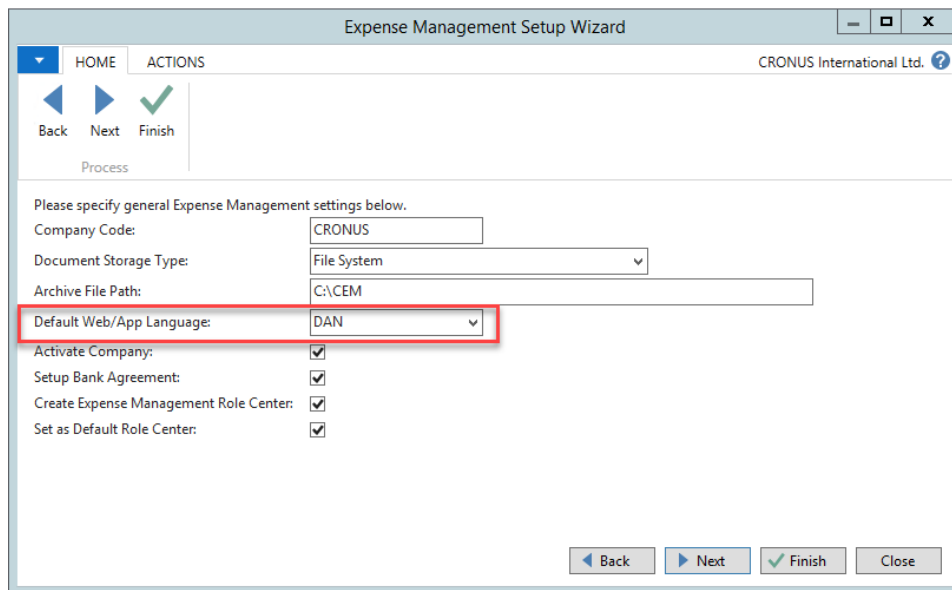
Setup Bank Agreement: ☒

Create Expense Management Role Center: ☒

Set as Default Role Center: ☒

Back Next Finish Close

7. Choose Language in **Default Web/App/Language** and Select "Next"

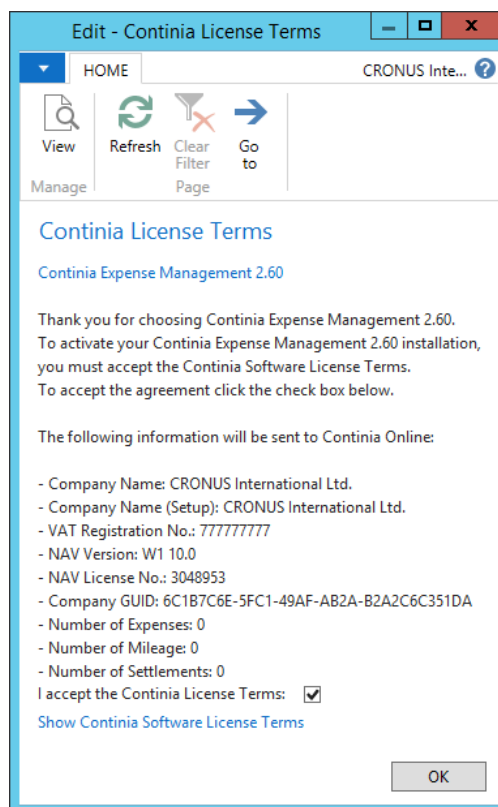


The image shows the 'Expense Management Setup Wizard' window. It has a 'HOME' tab and an 'ACTIONS' tab. The 'Process' section shows a progress bar with 'Back', 'Next', and 'Finish' buttons. The 'Please specify general Expense Management settings below.' section contains the following fields:

- Company Code: CRONUS
- Document Storage Type: File System
- Archive File Path: C:\CEM
- Default Web/App Language: DAN (highlighted with a red box)
- Activate Company: ☒
- Setup Bank Agreement: ☒
- Create Expense Management Role Center: ☒
- Set as Default Role Center: ☒

At the bottom, there are 'Back', 'Next', 'Finish', and 'Close' buttons.

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.



The image shows the 'Edit - Continia License Terms' window. It has a 'HOME' tab and a 'CRONUS Inte...' tab. The 'Manage' section shows a progress bar with 'View', 'Refresh', 'Clear Filter', and 'Go to' buttons. The 'Continia License Terms' section contains the following text:

Continia Expense Management 2.60

Thank you for choosing Continia Expense Management 2.60.  
To activate your Continia Expense Management 2.60 installation,  
you must accept the Continia Software License Terms.  
To accept the agreement click the check box below.

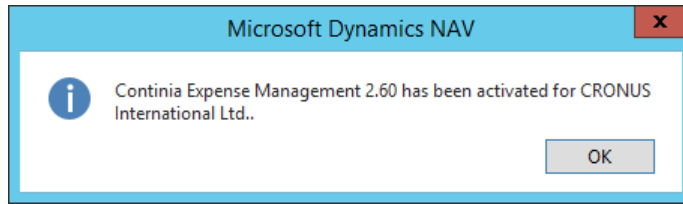
The following information will be sent to Continia Online:

- Company Name: CRONUS International Ltd.
- Company Name (Setup): CRONUS International Ltd.
- VAT Registration No.: 77777777
- NAV Version: W1 10.0
- NAV License No.: 3048953
- Company GUID: 6C1B7C6E-5FC1-49AF-AB2A-B2A2C6C351DA
- Number of Expenses: 0
- Number of Mileage: 0
- Number of Settlements: 0

I accept the Continia License Terms: ☒

[Show Continia Software License Terms](#)

At the bottom, there is an 'OK' button.



If the customer has purchased **Web Approval** you can now configure **Web Approval** from the Setup Wizard.

A screenshot of the "Expense Management Setup Wizard" window. The title bar reads "Expense Management Setup Wizard". The window has a "HOME" tab and an "ACTIONS" tab. The "ACTIONS" tab is active, showing a progress bar with "Back", "Next", and "Finish" buttons. Below the progress bar, the text reads: "Please specify required settings to use Web Approval. You must specify the NAV Web Service URL for the credential types you would like to enable." The form contains several fields: "Enable Web Approval:" with a checkbox, "Web Portal:" with a text box, "Use Continia Online Web Portal:" with a checkbox, "Local Domain Name:" with a text box, "Windows Web Service URL:" with a text box, "Database Web Service URL:" with a text box, and "Web Site URL:" with a text box. At the bottom, there are "Back", "Next", "Finish", and "Close" buttons.

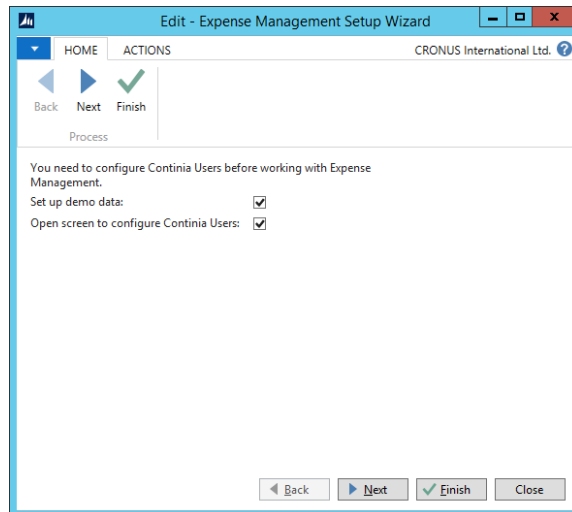
- Now specify the **Bank Code** and **Bank Agreement ID**. The Bank Agreement ID is only used for automatic download of transactions and is usually delivered by the Bank and not Continia. The Bank Agreement ID can be selected from the drop down and will show all supported banks listed. Naturally this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

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

A screenshot of the "Expense Management Setup Wizard" window, titled "Edit - Expense Management Setup Wizard". The window has a "HOME" tab and an "ACTIONS" tab. The "ACTIONS" tab is active, showing a progress bar with "Back", "Next", and "Finish" buttons. Below the progress bar, the text reads: "Please chose a bank agreement for Expense Management". The form contains three fields: "Bank Code:" with a dropdown menu showing "TEST", "Bank Name:" with a text box showing "Continia Test Bank", and "Bank Agreement ID:" with a text box showing "1111111111". At the bottom, there are "Back", "Next", "Finish", and "Close" buttons.

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**.

Expense Management - Microsoft Dynamics NAV

CRONUS International Ltd. » Departments » Administration » Application Setup » Expense Management »

Expense Management

Departments

Document Capture

Financial Management

Sales & Marketing

Purchasing

Expense Management

Warehouse

Manufacturing

Jobs

Resource Planning

Service

Human Resources

Administration

IT Administration

Application Setup

Document Capture

General

Expense Management

Users

Financial Management

Sales & Marketing

Purchase

Warehouse

Manufacturing

Resource Planning

Service

Human Resources

Workflow

Document Approval

Notifications

RapidStart Services

Microsoft Office Outlook L...

RoleTailored Client

Application Tools

Expense Management

Lists

Expense

Bank Agreements

Bank Mapping Rules

Expense Types

Mileage

Vehicles

Vehicle Users

Rates

Users & Approvals

Continia User Setup

Reminder Codes

Approval Sharing

User Responsibility

Administration

General

Expense Management Setup

Field Types

Configured Fields

Posting Setup

Setup Wizard

Continia Online

Continia Company Setup

Continia Client Credentials

Continia Web Portal

HOME

ACTIONS

SMTP Mail Setup

Synchronize with Continia Online

Export Approval Template

Import Approval Template

Import Reminder Template

Export Reminder Template

Activate Company...

About Expense Management

Refresh

Clear Filter

Go to

Expense Management Setup

General

Document Storage Type:

File System

Limited Role ID:

EM-NAVUSER

Company Code in Archive:

☒

Approval Comment Shortcut Field:

ADMINCOMMENT

Archive Directory Structure:

Year/Month

Auto Approve Own Documents:

☐

Archive Path:

C:\CEM

Picture Size (Pixels):

1000

Default Web/App Language:

ENU

Picture Quality (%):

100

Send Release to App:

☒

Picture Quality Web Client (%):

100

Approval Administrator Role ID:

EM-SUPER

Settlement

Expense

Mileage

Bank Transaction

Custom Fields

E-mail

Source Codes

Integration

OK



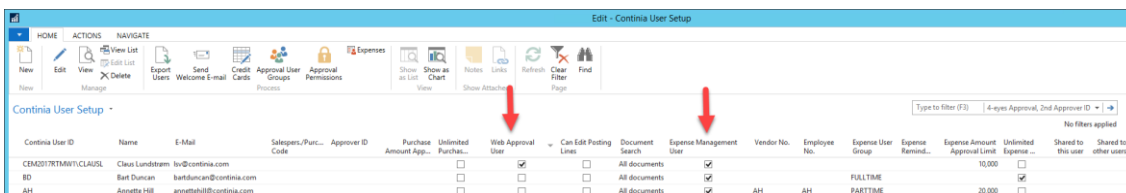
## Create users and setup approval flow

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"



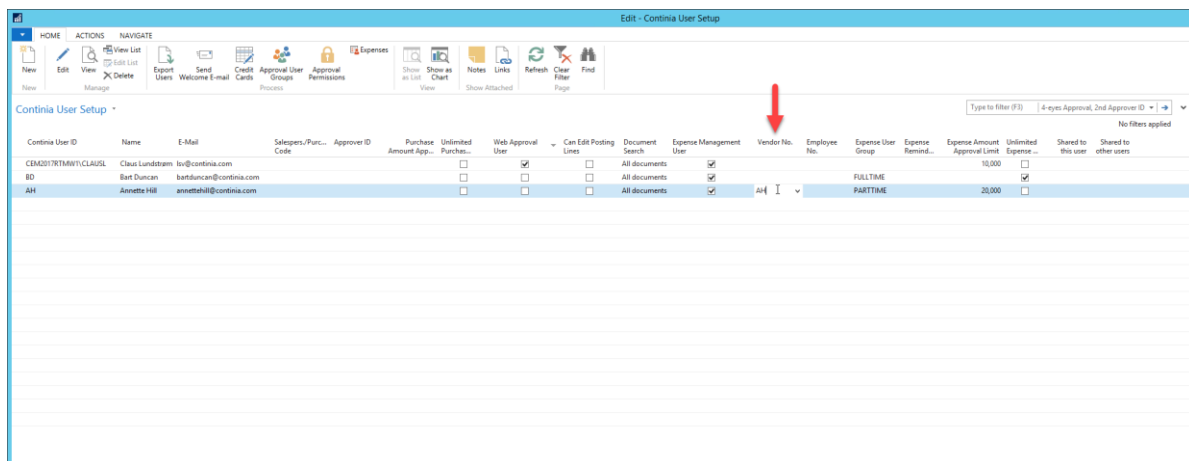
Continia User ID	Name	E-Mail	Salesperson/Purch...	Approver ID	Purchase Amount App...	Unlimited Purch...	Web Approval User	Can Edit Posting Lines	Document Search	Expense Management User	Vendor No.	Employee No.	Expense User Group	Expense Remind...	Expense Amount Approval Limit	Unlimited Expense ...	Shared to this user	Shared to other users
CEM017RTMINTVCLAUSL	Claus Lundstrøm	lv@continia.com				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All documents	<input checked="" type="checkbox"/>					10,000	<input type="checkbox"/>		
BD	Bart Duncan	bartduncan@continia.com				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All documents	<input checked="" type="checkbox"/>			FULLTIME			<input checked="" type="checkbox"/>		
AH	Annette Hill	annethill@continia.com				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All documents	<input checked="" type="checkbox"/>	AH	AH	PARTTIME		20,000	<input type="checkbox"/>		

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.



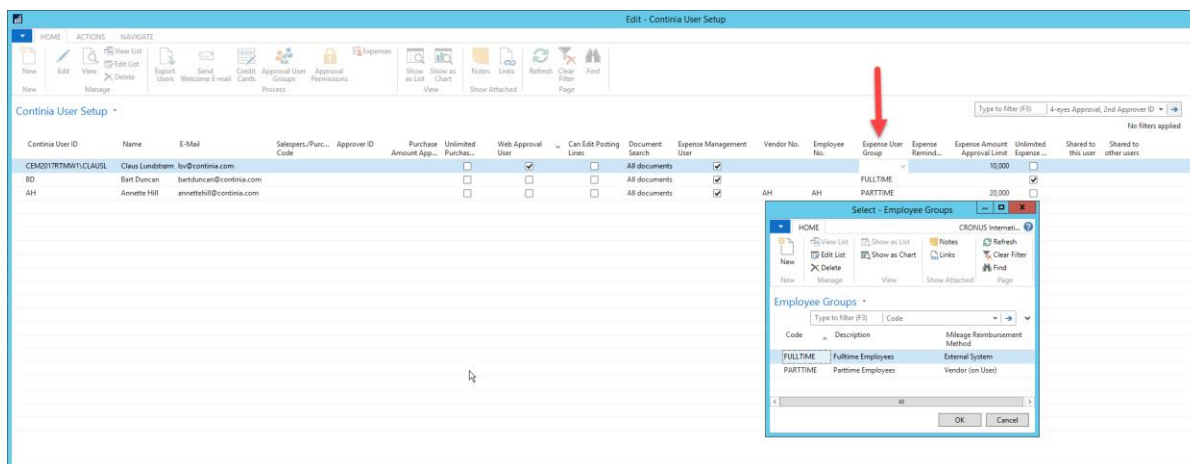
Continia User ID	Name	E-Mail	Salesperson/Purch...	Approver ID	Purchase Amount App...	Unlimited Purch...	Web Approval User	Can Edit Posting Lines	Document Search	Expense Management User	Vendor No.	Employee No.	Expense User Group	Expense Remind...	Expense Amount Approval Limit	Unlimited Expense ...	Shared to this user	Shared to other users
CEM017RTMINTVCLAUSL	Claus Lundstrøm	lv@continia.com				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All documents	<input checked="" type="checkbox"/>					10,000	<input type="checkbox"/>		
BD	Bart Duncan	bartduncan@continia.com				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All documents	<input checked="" type="checkbox"/>			FULLTIME			<input checked="" type="checkbox"/>		
AH	Annette Hill	annethill@continia.com				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All documents	<input checked="" type="checkbox"/>	AH		PARTTIME		20,000	<input type="checkbox"/>		

### 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

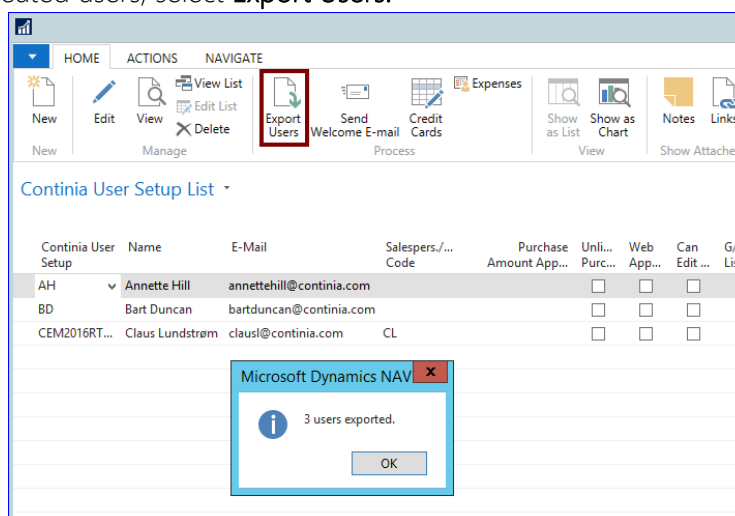
- In the example underneath, we have set Claus Lundstrøm to be the approver for both Bart Duncan and Annette Hill. We have also given Claus Lundstrøm Unlimited Expense Approval.

**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.

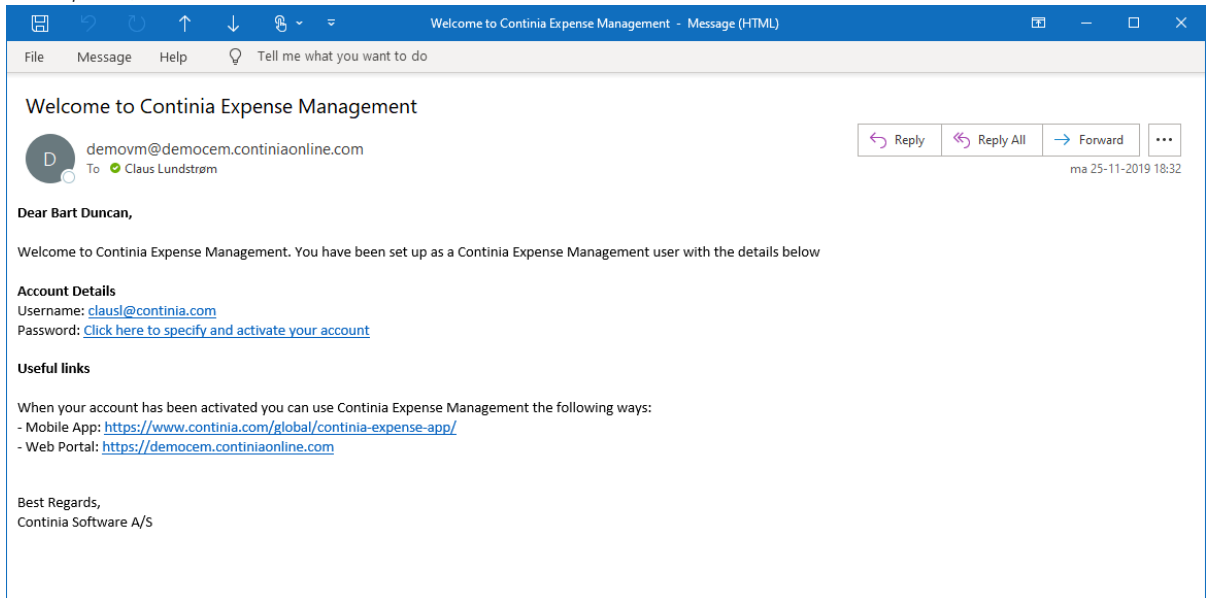
Vendor No.	Expense User Group	Expense Remind...	Expense Amount Approval Limit	Unlimited Expense Approval	Shared to this user	Shared to other users	Approver ID
AH	PARTTIME			<input type="checkbox"/>			CEM2016RT...
BD	FULLTIME			<input type="checkbox"/>			CEM2016RT...
CL	FULLTIME			<input checked="" type="checkbox"/>			

- Once you have created users, select **Export Users**.



- 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.

- 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".

Code	Description	Type	Length	Edit...	Man...	Man...	Source Table	No. of Sour...	Source Field (Primary Key)	Source Field (Description)	No. of Look...	No. of Translatio...
ADMINCO...	Admin Comment	Text	250	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						2
AMOUNT	Amount	Decimal		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						2
BILLABLE	Billable	Boolean		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						2
CASH/PRI...	Cash / Private Card	Boolean		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						2
COUNTRY...	Country/Region	Code	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Country/Region		Code	Name	66	2
CURRENCY	Currency	Code	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Currency		Code	Description	48	2
DEPARTM...	Department	Code	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimension Value	2	Code	Name	3	2
DESCRPT...	Description	Text	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						2
DOCUME...	Document Date	Date		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						2
EMPLOYEE...	Employee No.	Text	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continia User		User ID	Name		2
EXPENSE T...	Expense Type	Code	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expense Type	1	Code	Description	7	2
JOBNO	Job No.	Code	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job		No.	Description	2	2
PROJECT	Project	Code	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimension Value	2	Code	Name	3	2
TASK	Job Task No.	Code	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job Task	1	Job Task No.	Description	26	2

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

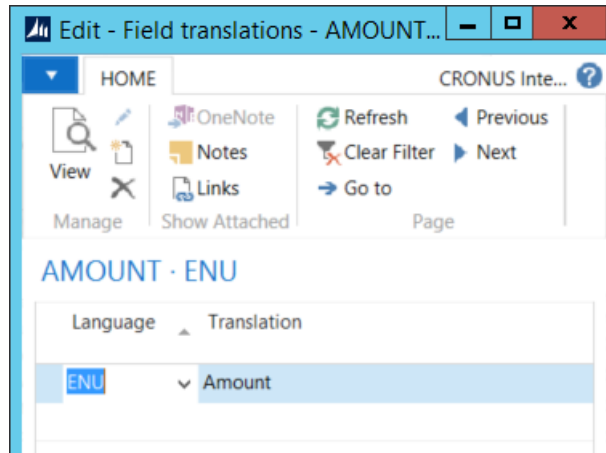
Type	Field Code	Field Description
Expense	DOCUMENT DATE	Document Date
Expense	COUNTRY/REGION	Country/Region
Expense	CURRENCY	Currency
Expense	DESCRIPTION	Description
Expense	CASH/PRIVATE CARD	Cash / Private Card
Expense	EXPENSE TYPE	Expense Type
Expense	ATTENDEES	Attendees
Expense	AMOUNT	Amount
Expense	DEPARTMENT	Department
Expense	ADMINCOMMENT	Admin Comment
Mileage	DOCUMENT DATE	Document Date
Mileage	DESCRIPTION	Description
Mileage	FROM	From Address
Mileage	TO	To Address
Mileage	DISTANCE	Distance
Settlement	DESCRIPTION	Description
Settlement	ADMINCOMMENT	Admin Comment

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

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

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.





## 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.

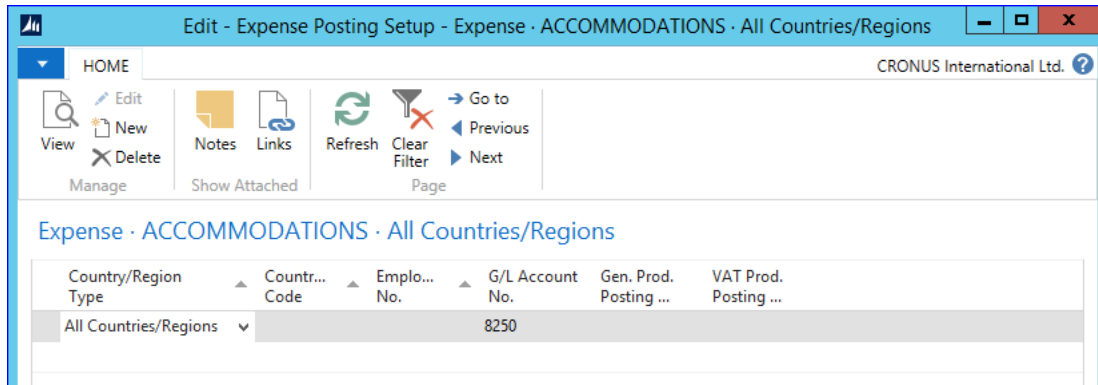
You can make changes to Expense types here, if any.

Expense Types - Microsoft Dynamics NAV

CRONUS International Ltd. > Departments > Administration > Application Setup > Expense Management > Expense > Expense Types

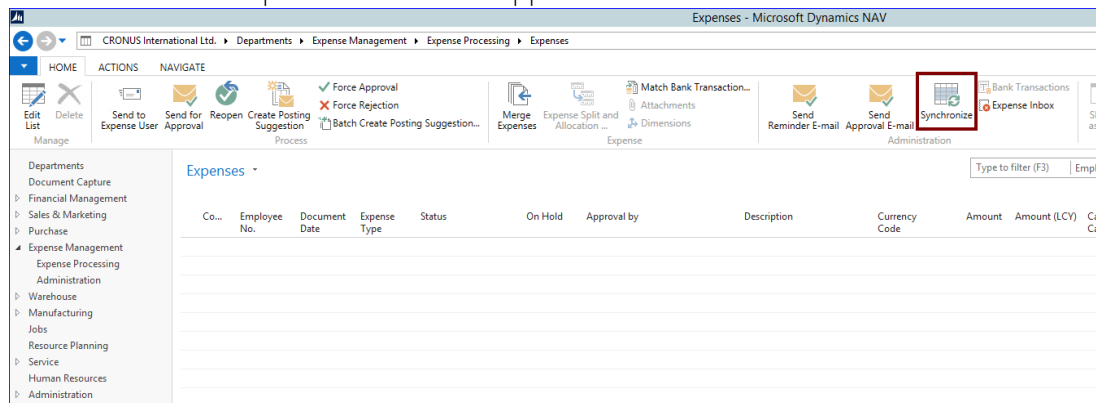
Code	Description	Search Name	No Refund	Hide from Expense User	Exclude Transactions	Attendees Required
ACCOMMO...	Accommodation	ACCOMMODATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEE	Fee & Charges	FEE & CHARGES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOOD	Food & Beverages	FOOD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOOD W. G...	Food & Beverages with...	FOOD W. GUESTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HARDWARE	Hardware	HARDWARE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL	Personal Expense	PERSONAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOFTWARE	Software	SOFTWARE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRANSPORT	Transportation	TRANSPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

- 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

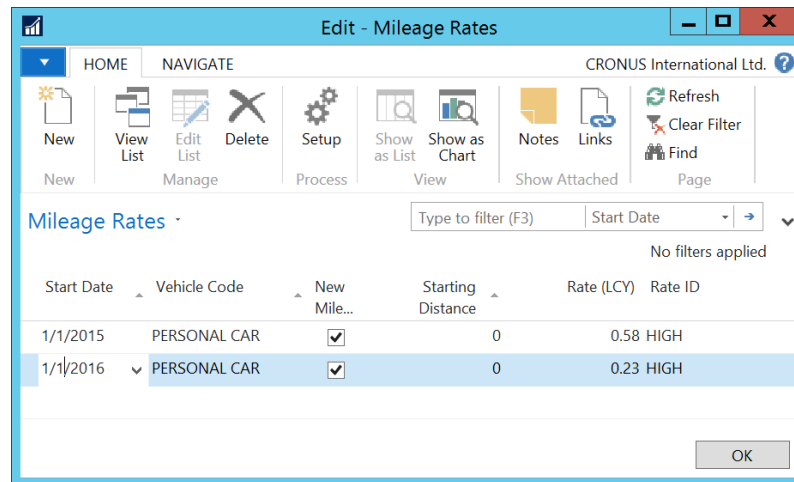
- Go to Expense Management in **Administration/Application** and select **Mileage**:  
i.e. CRONUS International Ltd./Departments/Administration/Application Setup/Expense Management/:
- Select **Rates**. The Fields here were created through the Setup Guide:  
**Note:** Depending of language version of Expense Management, the rates below will look different.

*Demo environment:*

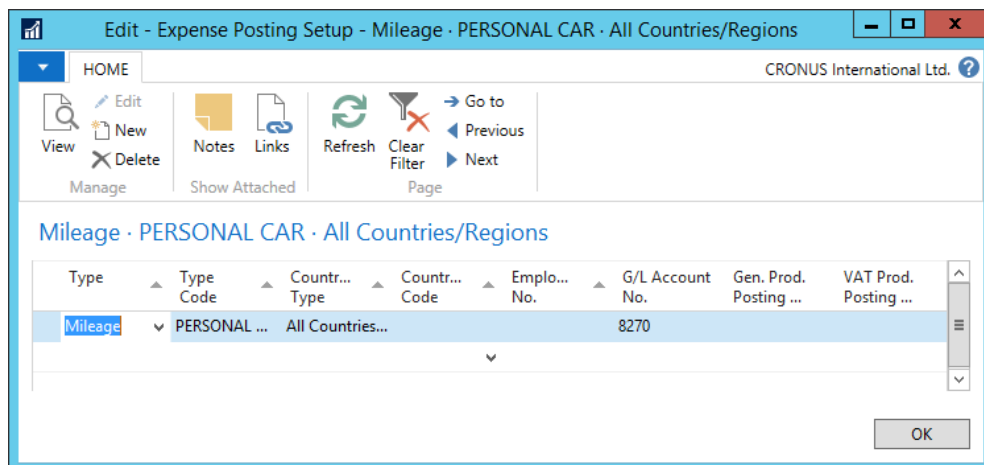
Continia only provide milage rates when setting up Expense Management in a demo environment.

### 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/>

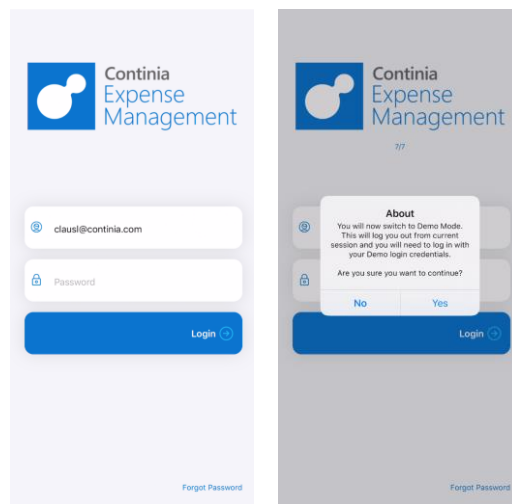


## Enable Demo Mode

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.

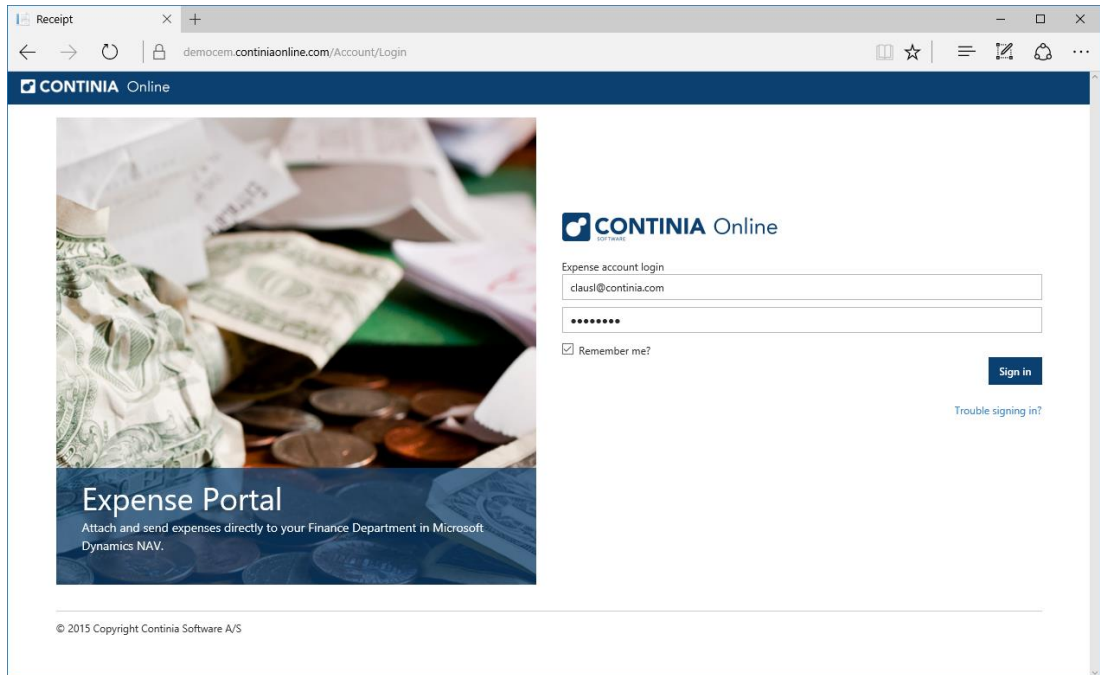
## Expenses Management Portal

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.

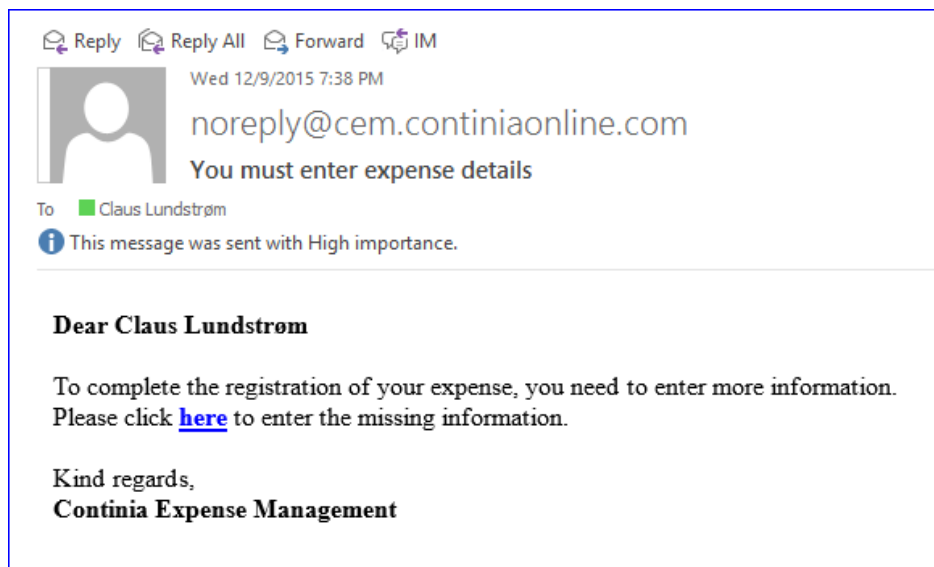
**Production:** [expense@cem.continiaonline.com](mailto:expense@cem.continiaonline.com)

**Demo:** [expense@democem.continiaonline.com](mailto: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.



CONTINIA Online
Expense
Mileage
Settlement
English
Change Password
Logout

SEND
SAVE
DELETE
SETTLEMENT HANDLING

Expense for Claus L
Thursday, April 6, 2017

Summary

Document Date: 4/6/2017  
Country: NL  
Currency: EUR  
Amount: 150  
Description: Electronic Ticket Itinerary and Receipt from SAS - Box  
Expense Type: TRANSPORT  
Cash/Private Card: ☐  
Department:  
Admin Comment:

Drag and drop files here to add them or click here to browse  
email.eml
DOWNLOAD DELETE

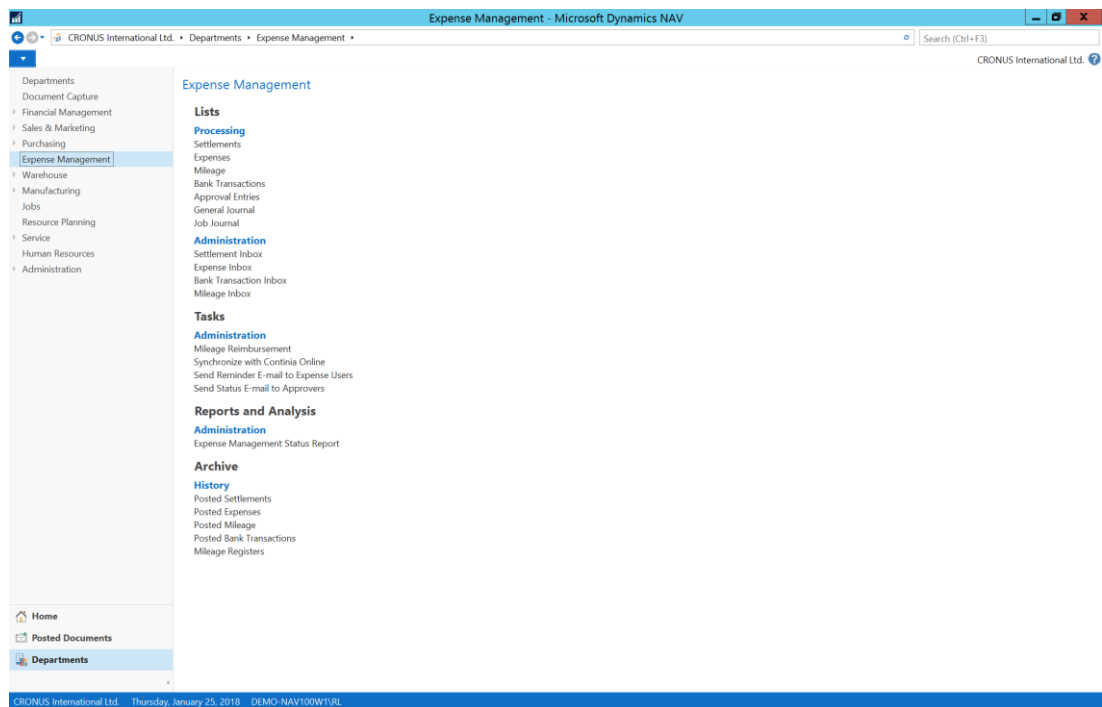
The Expense Management Portal can be accessed from all computers with internet access.

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

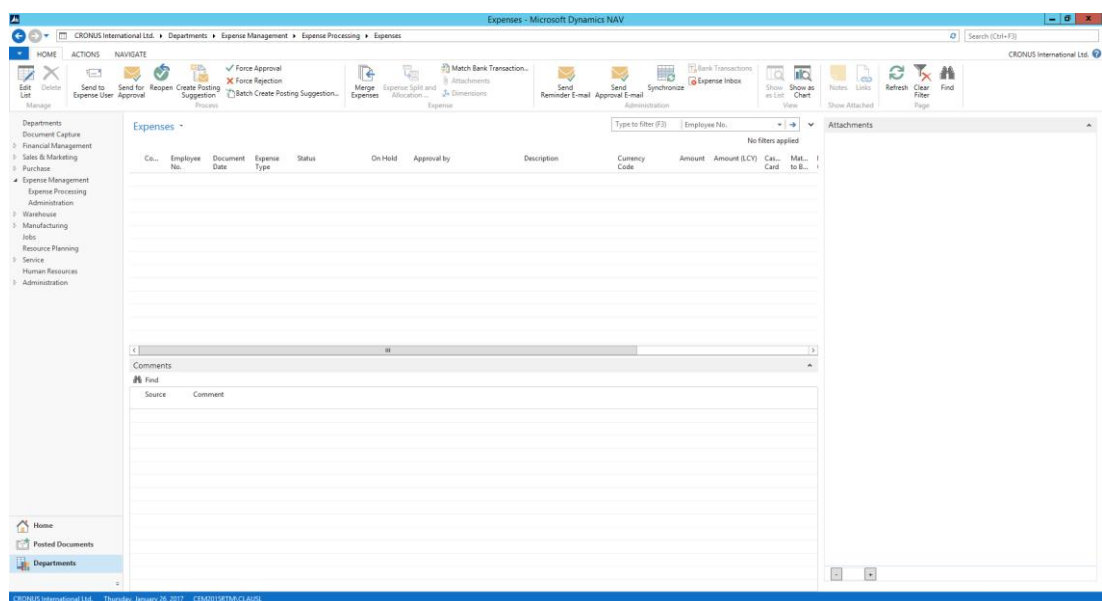
## Expenses in NAV

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

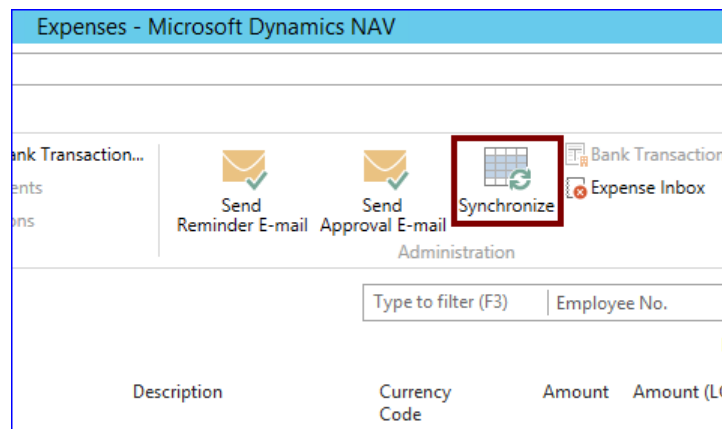
1. Go to Expense Management in Department:  
i.e. CRONUS International Ltd./Departments/Expense Management



Select "Expenses", since we have not received any expense from the Expense user or imported any Bank transaction this Expense List page is empty.



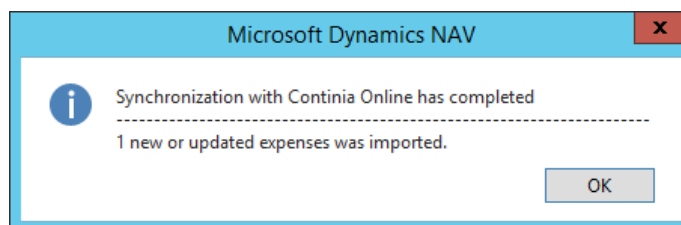
2. To download the Expense that the user has uploaded to Continia Online select the “Synchronize” action.



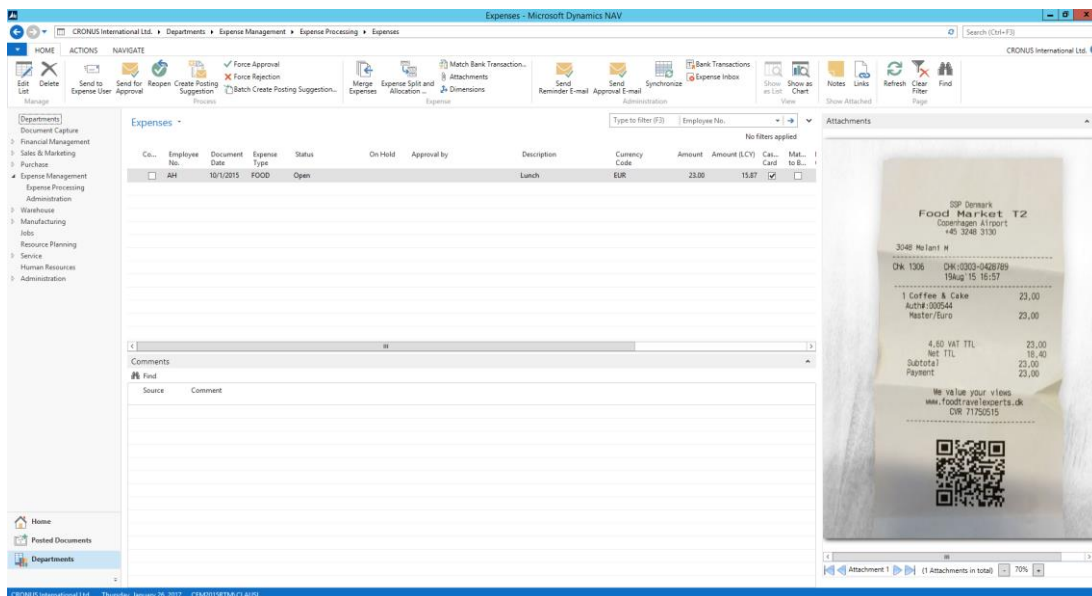
**Note:** “Synchronize” will communicate with Continia Online and do the following:

- 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.

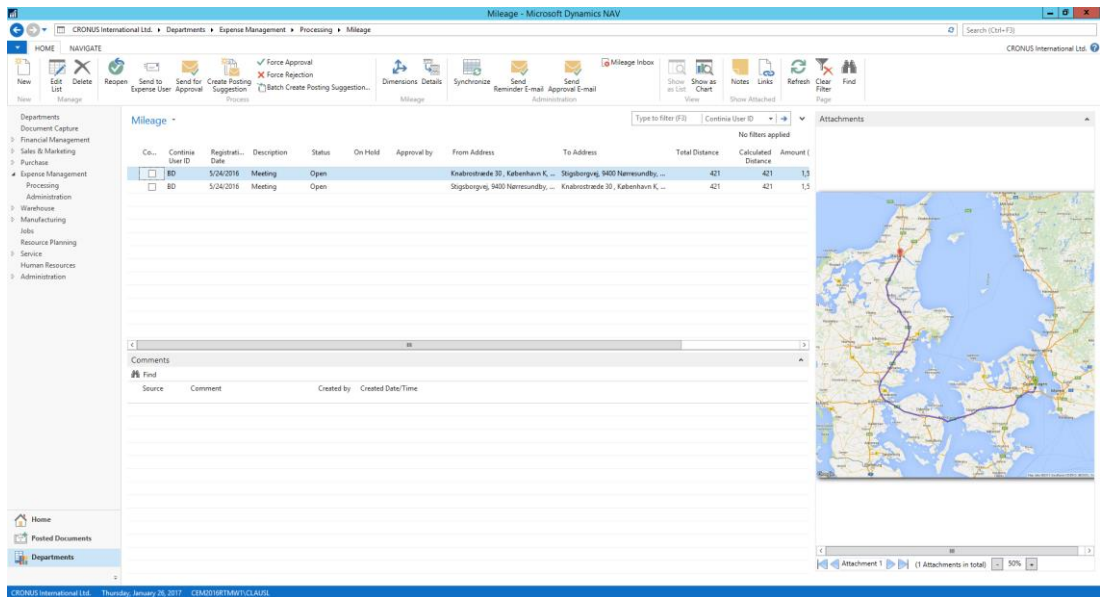
- 6086305 EM Online Mgt
- 6086313 Expense Approval E-Mail
- 6086314 Reminder E-Mail
- 6086353 Send Expense Status Report

## 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.

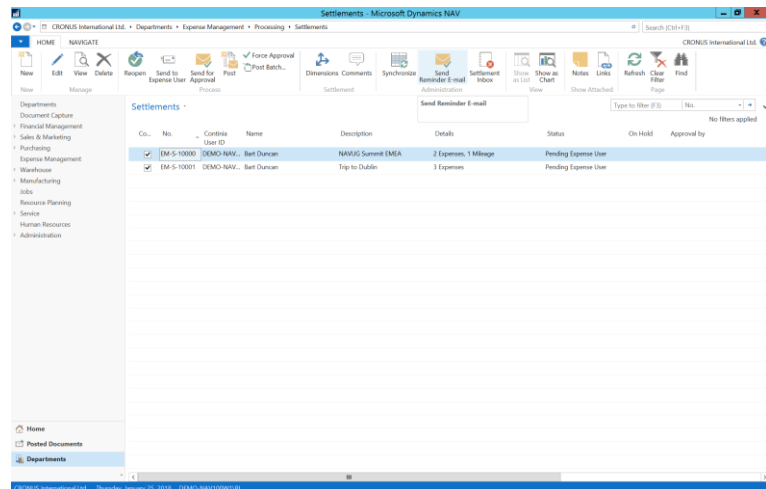
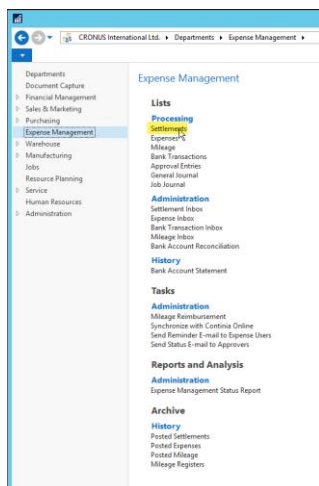
When synchronized to Expense Management in NAV, the NAV Expense user can see all the information filled in by the Expense user including the image of the route.



## 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

HOME

NAVIGATE

View

Manage

Reopen

Send to Expense User

Send for Approval

Post

Force Approval

Post Batch...

Dimensions

Comments

Synchronize

Send Reminder E-mail

Settlement Inbox

Show Attached

Notes

Links

Refresh

Clear Filter

Go to

Previous

Next

CRONUS International Ltd.

Settlement EM-S-10000

General

No.:

EM-S-10000

Project Code:

Continia User ID:

DEMO-NAV100W1YBD

Admin Comment:

Name:

Bart Duncan

Approval Entries:

Description:

NAVUG Summit EMEA

Approval Comments:

Country/Region Code:

NL

Status:

Pending Expense User

Currency Code:

EUR

On Hold:

Posting Date:

1/25/2018

Approval by:

Department Code:

Attachments

Expenses

Lines · Functions · New Find Filter Clear Filter

Co.	Document Date	Expense Type	Description	Currency Code	Amount	Amount (LCY)	Allocated Amount (LCY)	Cas.	Mat. to B.
✓	4/29/2017	FOOD	Foodtravelerspets		24.50	24.50		✓	
✓	5/4/2017	TRANSPORT	Candory Nederland BV	EUR	55.41	38.58			✓

Mileage

Lines · Functions · New Find Filter Clear Filter

Co.	Registration Date	Description	From Address	To Address	Total Distance
✓	4/6/2017	To airport	RAI Entrance R, Wielenstraat, Amsterdam	Amsterdam Airport Schiphol, Netherlands	13

Google Map

Attachment 1 (1 Attachments in total) 75%



## 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

**Edit - Per Diem Card - 1 - CLAUSL - DEFAULT - Copenhagen**

CRONUS International Ltd.

**General**

Continia User ID: CLAUSL  
Destination Country/Region: Copenhagen  
Description: Copenhagen  
Departure Date/Time: 11/26/2019 8:00 AM  
Return Date/Time: 11/29/2019 4:00 PM  
Admin Comment:  
Currency Code:  
Amount: 903.00  
Amount (LCY): 903.00  
On Hold:  
Approval Entries: 1  
Approval Comments:  
Status: Pending Approval  
Approval by: Mr. Approver

**Dimensions**

Posting  
Comments

**Per Diem Details**

Date	Admin Comment	Acc... All...	Brea...	Lunch	Din...	Currency Code	Amount	Amount (LCY)	Accommodation Allowance Am...	Meal Allowance Amount
11/26/2019		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		41.00	41.00	0.00	41.00
11/27/2019		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		299.00	299.00	223.00	76.00
11/28/2019		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		299.00	299.00	223.00	76.00
11/29/2019		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		264.00	264.00	223.00	41.00

OK

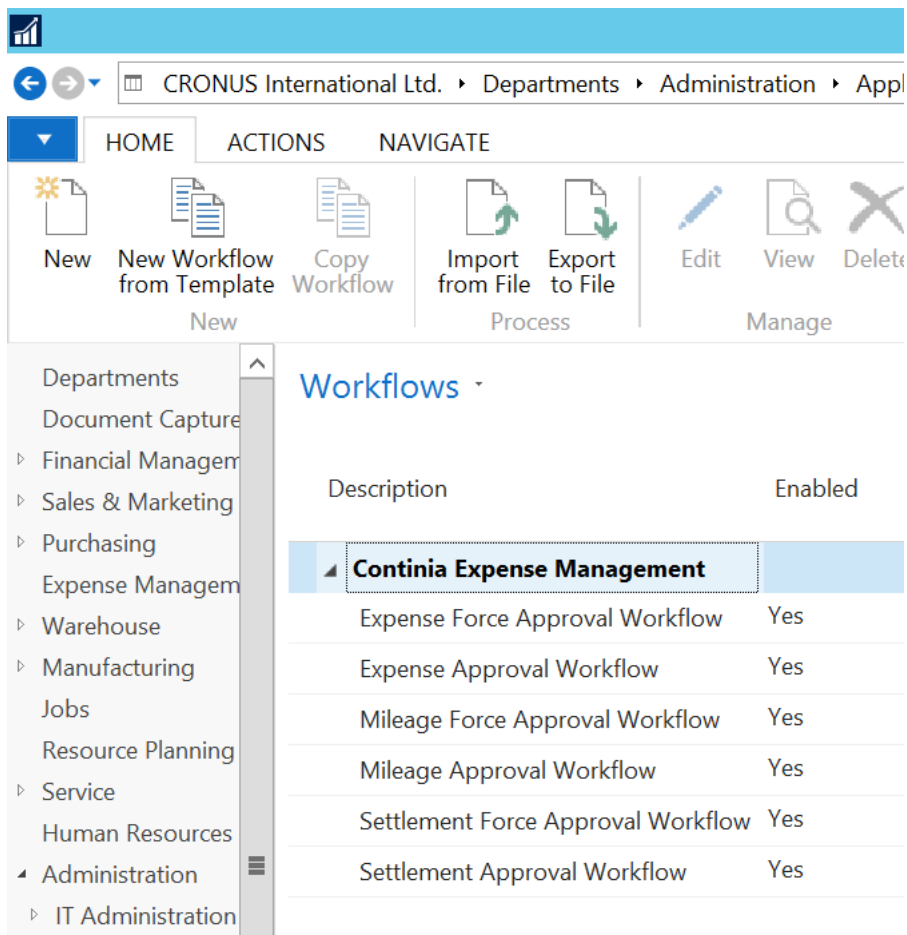
## Approval / Workflows

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**



The screenshot shows the Continia Expense Management interface. The breadcrumb trail is 'CRONUS International Ltd. > Departments > Administration > Appl'. The left sidebar shows a tree view with 'Administration' selected. The main content area is titled 'Workflows' and contains a table of workflows.

Description	Enabled
<b>Continia Expense Management</b>	
Expense Force Approval Workflow	Yes
Expense Approval Workflow	Yes
Mileage Force Approval Workflow	Yes
Mileage Approval Workflow	Yes
Settlement Force Approval Workflow	Yes
Settlement Approval Workflow	Yes

## Link to Help Center

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

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