Expense Management for Microsoft Dynamics NAV

Estimation and Implementation Checklist

INTRODUCTION

The purpose of this document is to help consultants and developers who work with Continia Expense Management. The main objectives are to provide you with;

- List of important learning resources for Continia Expense Management
- Questions relevant to estimate an implementation
- Checklist when performing an implementation

Please note!
 "When implementing Continia Expense Management there are several factors to consider scoping and estimate the project correctly. It is important to make sure that expectations, goals and scope are agreed before the implementation starts. Questions in this section should help to discuss and agree on a range of areas so the project can be estimated and planned as accurately as possible.

Typically, an implementation is estimated at 3-7 days for an average size company. However, for larger implementations where there are multiple companies, significantly higher number of users, highly customized systems or requirements this will reflect the estimation.

Training will also have to be considered. The level of self-sufficiency of super users of Expense Management and to determine the level of training that will be required."

EXPENSE MANAGEMENT IMPLEMENTATION GUIDELINES

First would the client be interested in using Credit card import functionality?
Will the client be installing the Approval portal on Premise or be using the online offering?

These answers will determine what tasks needs to be performed below.

The tasks and timing in hours below should give you a good idea, but it of cause depends on size of the customer and complexity.

Task No	Task	Hours	Comment
1	Obtain and Review Clients Expense requirements and Expense policies	1	Although not mandatory - Good to understand and ask the client how they currently handle expenses and provide a list of key objectives and workflow requirements
2	Review existing Infrastructure against minimum system requirements for Expense Management i.e. Server on Prem or in the Cloud Azzure, Firewall restrictions	4	Request as much information up front if possible regarding the Network or Solution diagrams. I.e. Version of OS , version of NAV ,Server diagrams etc Will require firewall configuration to open ports required for clients Server to talk to Continia Online. When using the hosted solution "https://continiaonline.com" You will need to allow the website to connect to the Dynamics NAV Web services for it to be able to show the data. This means that the Web Service URL set in Continia Online Setup in NAV will need to be set with an external IP or Domain Name address that can be commonly DNS resolved. Also there should be allowed connection from ContiniaOnline.com (23.102.56.117) to the server running the Dynamics NAV Service.
3	Download Continia Software	1	Consultant to download onto the Client Server
4	Update License in Partner source to add the Expense Granules	0.5	MS Partner to Action
5	Upload the NAV license and restart the NAV Services	0.5	Consultant to Action
6	Receive the Demo/Live Activation code from Continia on order of the software		Continia to send via email
7	Merge Continia Code with current NAV code	7.5	Depending on the number of customizations on the standard NAV objects the merge normally takes ½ day but allow for 1 day for testing
8	Continia - Install Add ins on the Server and client workstations	1	MSI Package can be deployed via Group policies for all NAV User workstation to install the Add-ins
9	NAV Web services setup (if not configured correctly)	1.5	
10	Continia Expense On Premise Approvals Web Portal configuration in IIS	7.5	
11	Add Email Domains via Continia		Continia to Action

12	Client to provide SMTP Details for emailing of the Welcome Email for Continia Expense Users and Expense Reminder Emails		
13	Expense Configuration and Continia Users Setup and activation using the Client ID received from Continia	3.5	Setup a demo expense user ,import Test Expense types and create 1 Expense ,Create 1 mileage ,Create 1 settlement before going onsite and validating the Install and Setup
14	Training - Continia Expense management Setup & custom field setup including the Expense Users	7.5	This task is normally carried out with the Client to define the Expense Types , GL accounts required for Expense postings , VAT setup any custom Configured fields required on the Phone App or Web portal.
15	Synchronise with Continia and Send Welcome emails to 5 Nominated Expense Users part of the initial Setup		I normally Help setup 5 users then task the client to setup the rest of the users
16	Training - Continia Expense management training (incl. c/card setup	10.25	
17	Training - Continia Expenses approvals through web portal Training	1	
18	Client End to End Testing Support	1	