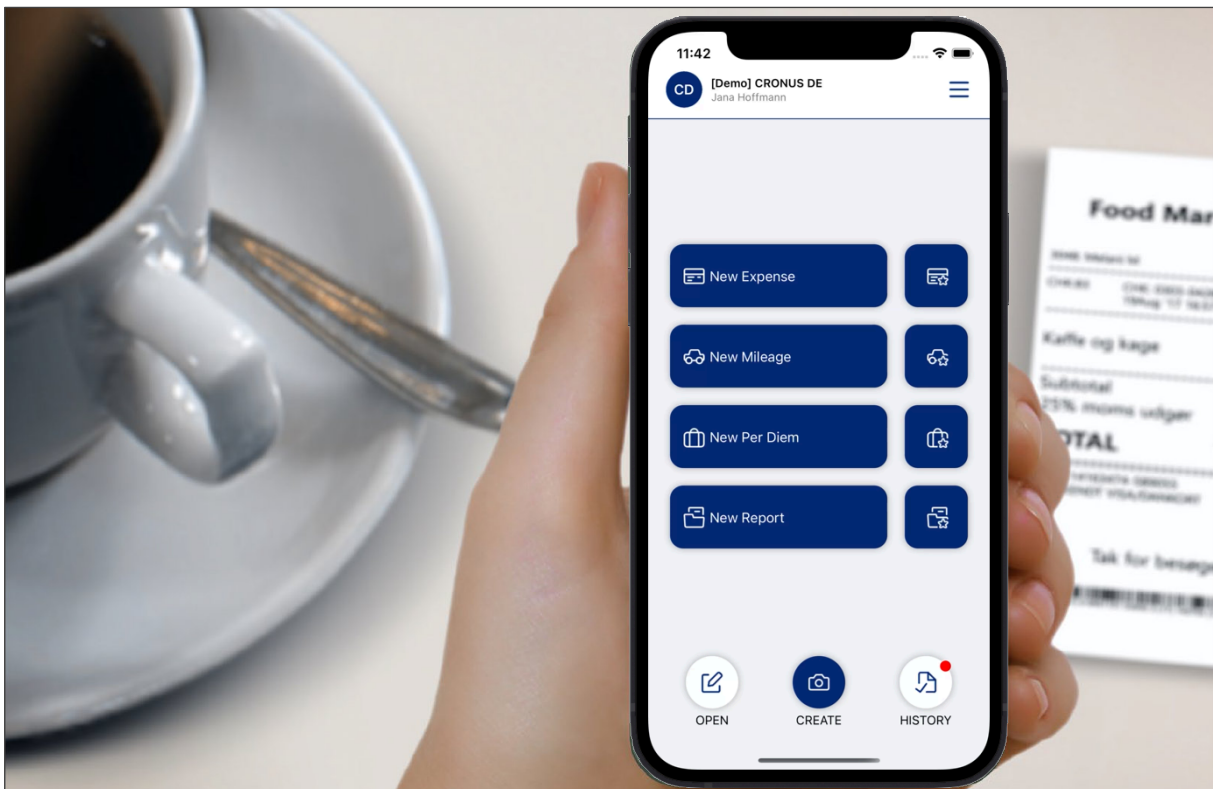


Expense Management overview

Electronic registration, processing and approval of expenses

Continia Expense Management eliminates the tedious and time-consuming process of expense reporting. Your employees can submit fuel receipts, hotel bills, per diems and other expenses directly via their smartphones with the free app - even offline. The registered expenses and attachments can be viewed directly in Microsoft Dynamics Business Central / NAV. Manual account assignment is no longer necessary. If expenses need to be approved, employees can use the integrated approval process on their smartphone, computer or tablet.

An automatic import of credit card transactions (VISA, Mastercard, American Express or other banks) enables even faster processing of receipts. Expense Management saves both time and resources of your employees and in your accounting department.



Benefits of Expense Management



Continia Expense Management simplifies the reporting and processing of expense receipts, per diems and mileages directly in Microsoft Dynamics Business Central / NAV.

- Submit receipts / expenses on the go with the free app, which can also be used offline (available for iOS and Android), notebook or tablet
- Direct import of credit card payments and automatic assignment to registered receipts
- No additional Microsoft Dynamics Business Central license costs for users of the Expense App and the Expense Portal
- Employee expenses can be reimbursed more quickly
- Saving time with automated workflows
- Full integration with Business Central

Features

The Expense App - upload photos of receipts right into the system

With Expense Management, employees on the go no longer need to return to the office to submit their expenses, mileages and per diems. Employees simply take a photo of their receipts, fill in the required fields and send the photo easily and comfortably on the go directly to the accounting department via the free app - even offline.

Any configuration of the fields in the app is done via Microsoft Dynamics Business Central / NAV and as soon as the expense report is sent by the employee, all digital receipts are visible in Microsoft Dynamics Business Central / NAV - in real time.

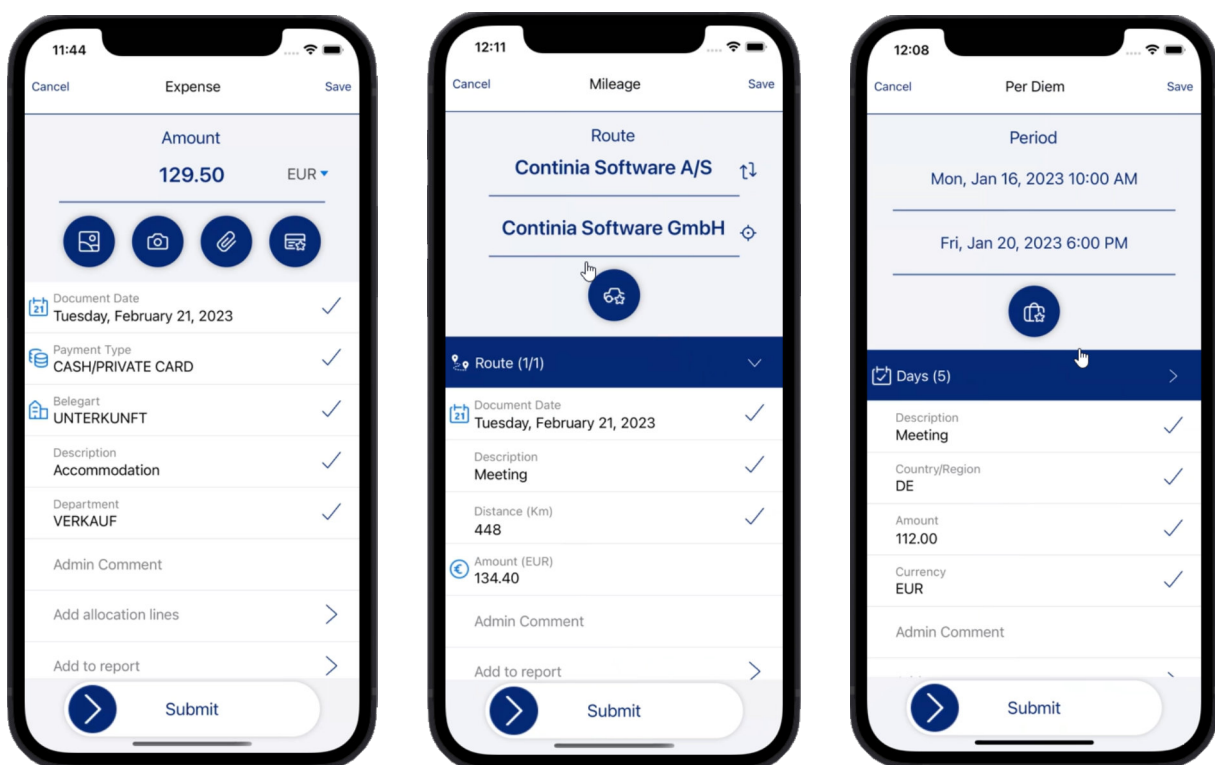
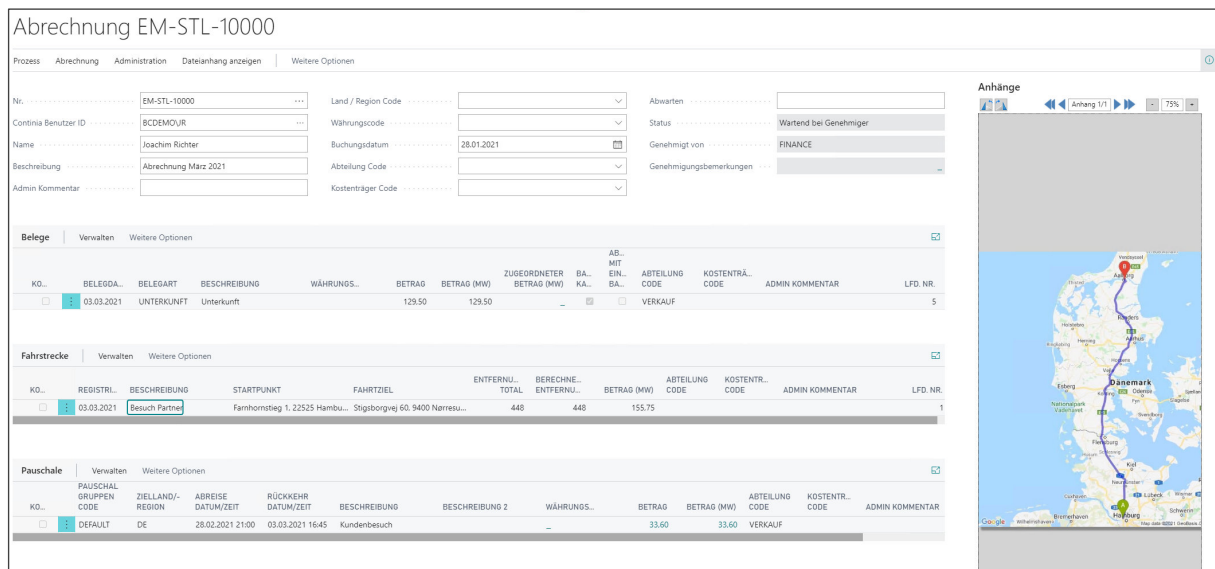


Fig. Submit receipts, mileages and per diems via the Expense App.

Submit receipts via the Web Portal / Business Central

Submitting expenses, mileages and per diems is also possible via the Expense Management web portal. The required fields are filled in by employees in the web portal and receipts can be added by drag and drop.



Abrechnung EM-STL-10000

Prozess: Abrechnung Administration Datenanhang anzeigen Weitere Optionen

Nr.: EM-STL-10000 Land / Region Code: ...

Continia Benutzer ID: BCDEMO/JR Währungscode: ...

Name: Joachim Richter Buchungsdatum: 28.01.2021

Beschreibung: Abrechnung März 2021 Abteilungscode: ...

Admin Kommentar: ... Kostenträger Code: ...

Abwarten: ... Status: Wartend bei Genehmiger

Genehmigt von: FINANCE

Genehmigungsbemerkungen: ...

Belege | Verwalten Weitere Optionen

KO...	BELEGDA...	BELEGART	BESCHREIBUNG	WÄHRUNGS...	BETRAG	BETRAG (MW)	ZUGEO...	BA...	AB...	ABTEILUNG...	KOSTENTRÄ...	ADMIN KOMMENTAR	LFD. NR.
<input type="checkbox"/>	03.03.2021	UNTERKUNFT	Unterkunft		129.50	129.50				VERKAUF			5

Fahrtstrecke | Verwalten Weitere Optionen

KO...	REGISTR...	BESCHREIBUNG	STARTPUNKT	FAHRTZIEL	ENTFERNU...	BERECHNE...	BETRAG (MW)	ABTEILUNG...	KOSTENTRÄ...	ADMIN KOMMENTAR	LFD. NR.
<input type="checkbox"/>	03.03.2021	Besuch Partner	Farnhornstieg 1, 22525 Hambu...	Stigborgvej 60, 9400 Natresu...	448	448	155.75				1

Pauschale | Verwalten Weitere Optionen

KO...	PÄUSCHAL...	ZIELLAND/-	ABREISE	RÜCKKEHR	BESCHREIBUNG	BESCHREIBUNG 2	WÄHRUNGS...	BETRAG	BETRAG (MW)	ABTEILUNG...	KOSTENTRÄ...	ADMIN KOMMENTAR
<input type="checkbox"/>	DEFAULT	DE	28.02.2021 21:00	03.03.2021 16:45	Kundenbesuch			33.60	33.60	VERKAUF		

Fig. Processing of submitted receipts, mileages and per diems in the web portal.

Match expense receipts with credit card transactions automatically

With Continia Expense Management you can import credit card related payments directly into Microsoft Dynamics Business Central / NAV and automatically assign the payments to the corresponding receipts. Once the process of matching transactions and expense reports is completed, the accounting department will have a complete overview of the transactions for which documentation by the employees is still outstanding.

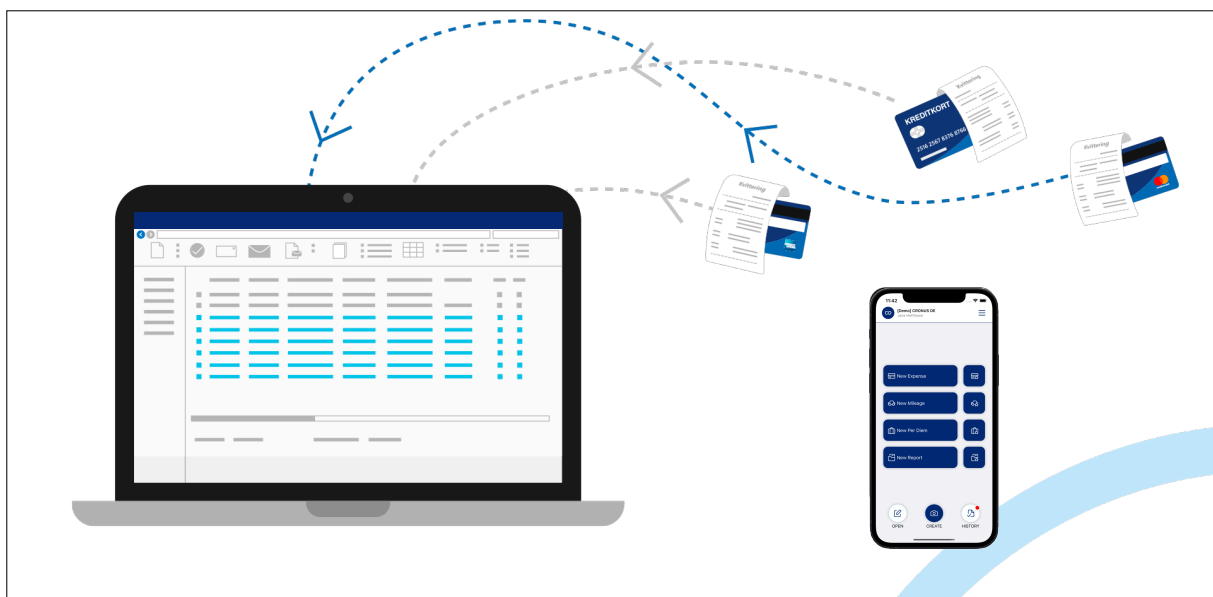


Fig. Import credit card transactions

Approval workflows for everyone

The approval of expenses can be done either directly in Microsoft Dynamics Business Central / NAV or via a web browser. This way, everyone in the company can access to the approval workflows.

Approvers can view submitted receipts and either accept them, reject, put on hold, or forward to another person for review or approval. Comments and attachments can also be attached easily.

Extension Web Approval Portal

With the Continia Web Approval Portal all employees - even without direct access to Microsoft Dynamics Business Central / NAV - have the same expense approval options. All that is needed to approve receipts is internet access - regardless of the location of the employee.

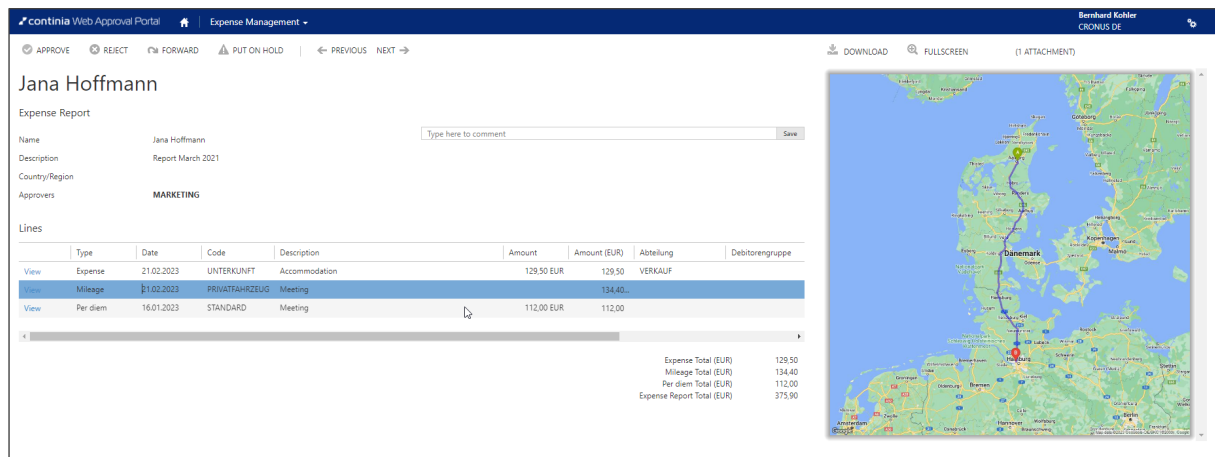


Fig. Approval in the Web Approval Portal

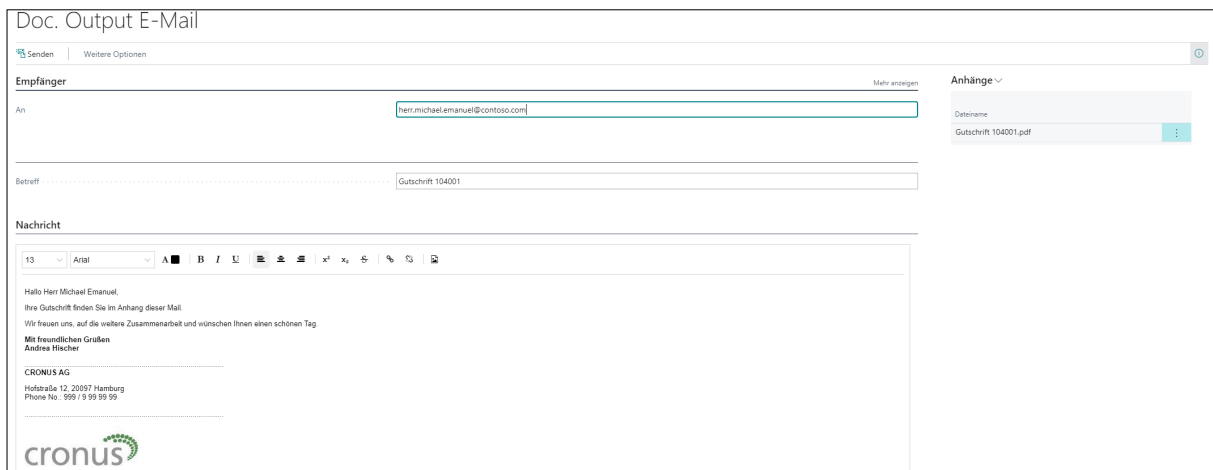
Other Continia Solutions

continia Document Output

Continia Document Output is an add-on for the automated distribution of documents and therefore supports your employees in communicating with customers all over the world.

With Document Output you receive more than 20 ready to use email templates which can be adjusted with customized merge fields in the integrated state of the art HTML editor.

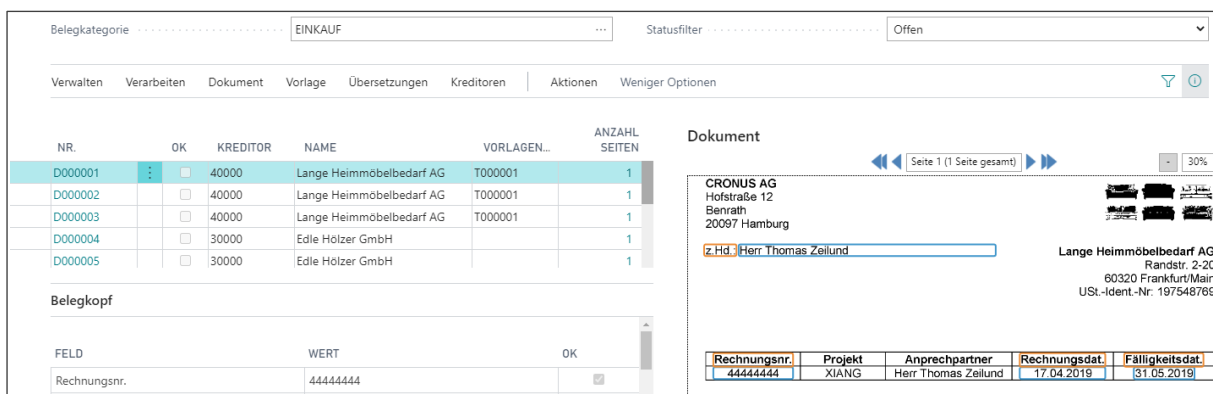
You can sign your PDF documents, add backgrounds or water marks in order to prevent changes after you sent out the document. Each activities are logged so you have full control at all times.



continia Document Capture

With Continia Document Capture you can receive documents such as purchase invoices, orders and other documents electronically directly in Microsoft Dynamics Business Central / NAV.

Incoming documents can be easily approved by employees on their computer or on the go via tablet or smartphone. The manual effort required to process documents is minimized, as all documents are scanned and processed automatically.



The main Continia logo, consisting of the same stylized blue square icon as in the header, followed by the word "continia" in a bold, lowercase sans-serif font.

continia

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Website: www.continia.com

Contact

For further information on Expense Management please contact us or your Microsoft Dynamics Partner.

Our partners are happy to support you in implementing and using Expense Management.