

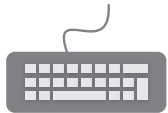
The traditional way



The bookkeeper creates an excel sheet for expense reporting. Then, an employee gathers ongoing receipts and information for expenses, mileages and per diem.



Employee manually fills in the excel sheet. Every month, the employee hands in an excel sheet and related receipts for approval. The Excel sheet and receipts are passed on to the approver.



The bookkeeper receives when approved. Bookkeeper manually types all information into Business Central. General ledger account relevant for the individual cost is added manually.



The expense claim is ready to be reimbursed – Bookkeeper manually keeps track of what is reimbursed directly to the employee and what is reimbursed through payroll.



With credit cards – a monthly statement is received from the bank. Each employee has to clarify their spendings. Receipts are attached to statement. The statement is given to manager of the employee for approval.



The bookkeeper manually types cost information into Business Central and reconciles the statement with posted costs and pays the credit card provider.



Continia Expense Management



*More than 40000 people are using
Continia Expense Management
globally!*

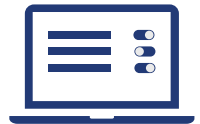
The digital way



The employee submits expenses, mileages, and per diem directly in the Expense App regularly. One system only.



Documents are sent immediately in approval flow and the approver can see all related information.



Bookkeeper sets up rules, rates etc. in Business Central. The bookkeeper has a realtime overview of all documents and posts immediately after approval. No manual input needed.



Credit card transactions are imported directly into Expense Management. An expense is automatically created from the credit card transaction and is sent to the employee.



The employee attaches the receipt for the cost and submits for approval. The approver confirms the cost and the bookkeeper posts the expense.

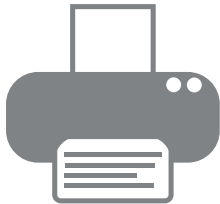
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The traditional way



The invoice is received either in physical paper format, or via .pdf on a mail.



A .pdf invoice will have to be printed in order to have a physical example for approval./ Print .pdf invoice for approval



The accountant will bring the invoice for approval to the Manager, when this person is available. This process can be very time consuming.



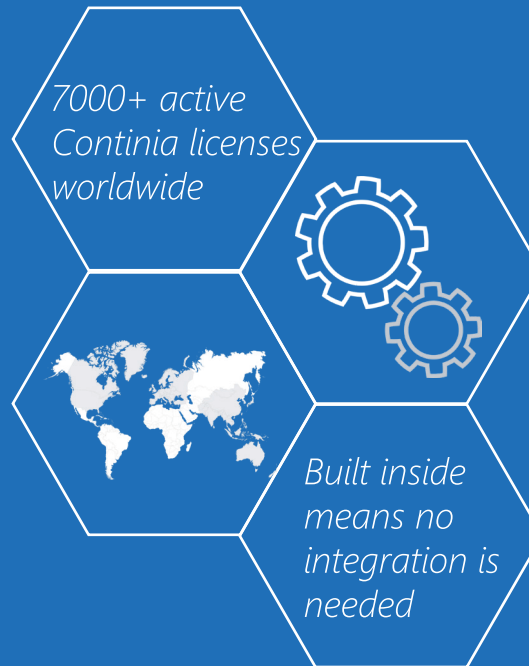
When the Invoice is finally approved, it will receive a "received" stamp and a signature.



The invoice is now ready for entry to the ERP system, and the accountant will manually enter all relevant details from the physical invoice, into the ERP system. After posting the invoice, the physical document will now have to be enriched with the new registered document no. from the ERP system.
The physical document is now saved in a ring binder.



Continia Document Capture



The digital way

Continia Document Capture automatically detects the email, and process the .pdf invoice with our award winning OCR engine



The invoice is automatically registered, and sent for approval to the relevant approver. The approval is at any given time available in both Business Central and through a web browser, to the convenience of the approver.



After approval, the document will be ready for posting in Business Central without manual interference. When the invoice is posted, all information will be retrievable within Business Central.



*fast
easy
efficient*

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Dynamics