Expense Management

Handle your expenses digitally
while you're on the move or working remotely

Sick of coffee-stained receipts?

Employees typically hand over a file with coffee-stained, messy, and unorganized receipts to the bookkeeper in connection with the monthly expense reports.

This leads to the bookkeeper wasting a lot of time and resources on getting a grip on all these expenses.

Digital expense reporting

With Continia Expense Management and a mobile expense app, employees no longer need to return to the office with their travel reports and paper receipts.

They can report every expense while they're on the move or working from home or remotely. Doesn't that sound interesting?

Automatic credit card reconciliation

Seamless integration with major credit card providers makes reconciling credit card transactions to expenses easy. Employees get notified in the mobile app if they've used their credit card and need to supply additional information and receipts.

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Complete overview and increased productivity

Once matching of the transactions and expense reporting is done, the bookkeeper will have a complete overview of transactions missing documentation from the employee. This will reduce time spent on expense reports for both employee and bookkeeper and increase productivity.

Benefits of using the Expense App

- Use an iPhone and Android app for expense, mileage, and per diem reporting

- You get a complete overview of traveler's activities in Business Central

- Enjoy the credit card integration that imports transactions and links them to expenses

- You can easily manage per diem reporting, calculations, and reimbursement

A few easy steps with Expense App

1. Take a picture
2. Fill out required fields
3. Send directly to bookkeeping for approval

Per diem and mileage

1. Send in reports directly
2. Specify travel period, accommodation, meals
3. Reimbursement rates, posting account and rules are all configured in Business Central

Approval flow

1. Approval in realtime from anywhere
2. and through Web Approval Portal
3. Single or multi approver – Approve, reject, put on hold, add comments or attachments
4. Direct access to expense or invoice

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