

# CC|TRAVEL EXPENSE FOR RYDOO

**Registration and Setup** 

# Table of Contents

cc trav	vel expense for Rydoo	.1
Table	of Contents	.2
1 Ap	op Registration	.3
2 Ry	doo API connector	.5
3 Se	tup Configuration	.7
3.1	Configuration Overview	.7
3.2	Setup Tasks	.8
4 Im	port Travel Expense Statements	15
Apper	ndix	17

# 1 App Registration

After publishing and installing the app, you need to register **cc|travel expense for Rydoo**. Start the App Registration Wizard by choosing Click here to register in the notification bar.

Dynamics 365 Business	: Central							Sar	dbox (	? 🔥
	CRONUS DE	✓ Journals ✓ Casi	n Management ~ Cost Account	ing ~ Fixed Assets ~	<ul> <li>Posted Documents \</li> </ul>	Setup & Ext	ensions $\lor$ Travel Expense $\lor$	Intelligent CI >	=	
	Chart of Accounts Bank Account	ts Customers Ver	dors Purchase Orders Incom	ing Documents Purc	hase Invoices EC Sales	List VAT Retu	rns Budgets VAT Statemen	its Intrastat	2	
	imes cc-travel expense for Rydoo was	installed, but not registere	d. Click here to register.						~	
	HEADLINE			AC	TIONS					
	Hi!				Sales Credit Memo	> Analysis	> History	Intrastat		
	1 11:				Purchase Credit Memo     G/L Journal Entry	> Tasks > Create	G/L Reports     Cash Flow	Cost Accounting		
					Payment Journal Entry	> Reports	Customers and Vendors			
				>	Payments	> Setup	VAT Reports			
	Activities									
	Activities ~ OVERDUE PURCHASE	CASH ACCOUNTS BALA	NCE NEW INCOMING							- 1
	DOCUMENTS		DOCUMENTS							
	13	€63.913	3 0							
	>See more	>See more	>See more							
	PAYMENTS		DOCUMENT APPROVALS	FINANCIALS	INCOMING DOCUME	NTS	MY USER TASKS			
	PURCHASE DO PURCH. INVOL. DUE TODAY NEXT WEEK	PURCHASE DL. NEXT WEEK	POS PENDING SOS PENDING APPROVAL APPROVAL	UNPROCESSED	APPROVED IN_ DOCUMENTS	OCR COMPLETED	PENDING USER			
	13 0			1						
		0				<u> </u>				
	> >	>	> >	>	>	>	>			
	TRAVEL EXPENSE	PRODUCT VIDEOS	GET STARTED							
	OPEN REJECTED									
	STATEMENTS EXPENSES		$\triangleright$							
	0	Product Videos	Play Getting							

Figure 1: Notification shown when first start Business Central.

In order to agree to the Terms of Use, select I understand and accept these terms and choose Next.

amics 365 Business Ce	entral					Sandbox Q @ <b>?</b>
с	RONUS DE 📔 < Finance 🗸	Journals∨ Cash Ma	agent APP REGISTRATION WIZARD	L.	× ×	& Extensions $\lor$ Travel Expense $\lor$ Intelligent CI $>$ $=$
C	hart of Accounts Bank Accounts	Customers Vendors	Pur 👸			Returns Budgets VAT Statements Intrastat
	× cc-travel expense for Rydoo was in:	stalled, but not registered.	WELCOME TO REGISTRATION SETUP The registration will connect to our l			· · · ·
]	The largest p	posted sa	TERMS OF USE By registering the extension I accept	: the terms of use which are part of the app	's EULA	is → History 🔝 Intrastat 🔄 G/L Reports 📮 Cost Accounting
i	nvoice was	for 24.34	9 in the Microsoft Dynamics 365 Busin I understand and accept these t	ess Central AppSource.		E Cash Flow ま Customers and Vendors 同 VAT Reports
0						
A	Activities					
0\	OCUMENTS	cash accounts balance €63.913				
_				Back Next	Finish	
	>See more	>See more	>See more			
PA	AYMENTS	DO	JMENT APPROVALS FIN	ANCIALS INCOMING DOCUME	NTS	MY USER TASKS
	PURCHASE DONEXT WEEK					ED PENDING USER TASKS >
	RAVEL EXPENSE	PRODUCT VIDEOS	T STARTED			
	OPEN STATEMENTS REJECTED EXPENSES	Product Videos P	(Getting			

Figure 2: App Registration Wizard welcome page.

Enter your customer name. The name is used to identify the company. For test purposes, enter any Cronus related name. Choose Next.

D

Dynamics 365 Business Central						Sandbox	a 🐵 ? 🙆
CRONUS DE	Journals Cash Managem	APP REGISTRATION WIZARD		$\mathbb{Z}$ $ imes$	& Extensions $\lor$ Travel Expense $\lor$	Intelligent CI $>$ $\mid$ $\equiv$	
Chart of Accounts Bank Accounts		Ø			Returns Budgets VAT Statemen	nts Intrastat 🖉	
DOCUMENTS	osted sale	Enter your customer name to v App License Key	(a41e2531-dc96-40	77-b298-343x3914b794) Next Finish	is > History C/L Reports Cash Flow Cash Flow Customers and Vendors VAT Reports	Cost Accounting	
	See more	>See more					
PURCHASE DOL. DUE TODAY 13	PURCHASE DI. NEXT WEEK		FINANCIALS		TED PENDING USER O O		
TRAVEL EXPENSE OPEN STATEMENTS O	PRODUCT VIDEOS GET STAR						

Figure 3: App Registration Wizard input request

Choose Finish to close the wizard.

Dynamics 365 Business	Central						Sar	dbox C	0	? 🚺
	CRONUS DE	Journals 🗸 🛛 Cash Manager	APP REGISTRATION WIZARD		2 ×	& Extensions 🗸 🔋 Travel Expense 🗸	Intelligent CI >	=		
	Chart of Accounts Bank Accounts	Customers Vendors Pu	· ~			Returns Budgets VAT Statemen	ts Intrastat	2		
	× cc-travel expense for Rydoo was in	stalled, but not registered. Click f	REGISTRATION COMPLETE					Y		
	INSIGHT FROM LAST MONTH		That's it!				-			
	The largest		You have successfully register appsource@cosmoconsult.co subscription.			is > History	Intrastat			
	invoice was	for 24.349	App License Key	{a41e2531-dc96-	40f7-b298-343e3914b794}	ts 🔄 Customers and Vendors				
	0.00		App License Valid Until	27.03.2020 11:08		UAT Reports				
	Activities		To save this setup, choose Fin	ish.						
	Activities ~ overdue purchase documents	CASH ACCOUNTS BALANCE								
	13	€63.913		Back	Next Finish					
	>See more	>See more	>See more	_						
	PAYMENTS	DOCUME	IT APPROVALS	FINANCIALS	INCOMING DOCUMENTS	MY USER TASKS				
	PURCHASE DO PURCH. INVOL DUE TODAY NEXT WEEK	PURCHASE DI POS PEI		UNPROCESSED PAYMENTS	APPROVED IN OCR DOCUMENTS COMPLET	ED PENDING USER				
	13 0	0	0	1	0 0	0				
	<u>э</u>	<u>х</u> х	>	>	5 S	· ·				
	TRAVEL EXPENSE	PRODUCT VIDEOS GET STA	RTED							
	OPEN REJECTED EXPENSES									
	0	Product Videos Play Gett	ng							

Figure 4: App Registration Wizard finish page

#### NOTE

Your demo license will be valid for 30 days.

## 2 Rydoo API connector

To connect **cc|travel expense for Rydoo** with *Rydoo*, it is necessary to create an app in *Rydoo*. This app provides an interface (including authentication and permissions) between Microsoft Dynamics 365 Business Central and *Rydoo*.

NOTE

The API Access must be unlocked through *Rydoo*.

#### In *Rydoo*,

- 1. Go to the Admin menu in the left navigation bar.
- 2. Choose API credentials (or App) > Click on the Create credentials button to create a connection to . Enter any name for the credential, for example BCConnector.
- 3. Write down the Client ID and the Client Secret. You can use the Copy to Clipboard function next to the boxes. Both are needed in .
- 4. Assign the following permissions:
  - a. Expense data > Full access
  - b. User data > Full access
  - c. Company structure > Full access
  - d. Configuration of field data > Full access

#### IMPORTANT

We strongly recommend to safe both the Client ID and the Client Secret. It is no possible to review the Client Secret after the API credentials are saved. If the Client Secret is lost, you must reset the Client Secret.

7	rydoo		Api credentials	Create credentials
۵	Dashboard	Users Groups	Create credentials to connect with our API	3
Ē	Expenses	Branches Roles	5 API Credentials	
⊟	Transactions	Categories Projects	Name	Client ID
Ð	Advances	Custom fields Expense rules		1000000000000000
۵	Trips	Reject reasons	1990 - CO	100000
Ŀ	Reports	Mileage Per diems	Report of the second se	2010/06/01/17/01
٢	Admin	Advanced settings Company profile	1007-0-0-0	
		Subscription	1007-000	10.0110/0211011000
Ō	Notifications	2 Integrations Api credentials		
	Sebastian Dahlmann			0
•	COLLAPSE MENU			

Figure 5: Create credentials in Rydoo

## Credentials

Client ID	٥
Client Secret	٥
Make sure you copy this key now. We don't store it, and after you close this panel you won't b to see it again.	e able

Figure 6: Client ID and Client Secret

# 3 Setup Configuration

## 3.1 Configuration Overview

The configuration process can be grouped into the following steps:

- 1. Open the Travel Expense Setup card
  - a. Under FastTab *Rydoo Connection* enter the Rydoo Service Client ID and the Rydoo Service Client Secret from *Rydoo* here.
- 2. Open the Rydoo Branches
  - a. Execute the Load All from Rydoo function to load all branches from *Rydoo* to the current BC company.
  - b. Define one *Rydoo* branch as Default. There can only be one default *Rydoo* company linked to one BC company.
- 3. Open the Travel Expense Setup card
  - a. Execute the Process > Load Setting Data from Rydoo function to load all setting data from *Rydoo* per one click.
- 4. Open the Rydoo Categories
  - a. Check if the Rydoo Categories are successfully loaded from Rydoo into Microsoft
     Dynamics 365 Business Central
- 5. Open the Rydoo Users
  - a. Link the *Rydoo* User to a BC Vendor or BC Employee.
- 6. Open the Currencies
  - a. Check the Currencies for the Currency Code in Rydoo values.
  - b. Each BC Currency must have a value in the field Currency Code in Rydoo. If not, please add the corresponding currency code from *Rydoo* manually.
- 7. Open the Countries/Regions
  - a. Check the Countries/Regions for the Country Code in Rydoo values.

- b. Each BC Country must have a value in the field Country Code in Rydoo. If not, please add the corresponding country code from *Rydoo* manually.
- 8. Open the Category Posting Setup
  - a. Create the accounting data for each *Rydoo* category of the assigned branches.

The steps are described in detail in the Setup Tasks section that follow.

## 3.2 Setup Tasks

In Tell Me search box, enter Travel Expense Setup, and then choose the related link. Configure the general settings for cc|travel expense for Rydoo.

 🔀 Coi	ntoso Electronics Dynamics 365 Business Central	Sandbox	Q	Q	ŝ	? MA	
Cro	←	√SAVED □		2	=		
Trave	Travel Expense Setup				Ľ	ת 	
Doci	Process Information More options				- 1		
TEX	f Load Setting Data from Rydoo			Ś			
TLA	General				- 1		
	Journal Template Na · RYDOO · Use Currency Exchan · Rydoo	0	~	L	. 1		
	Journal Batch Name · · · RYDOO · Clearing Account No. · · 1590		$\sim$	Ŀ	- 1		
	Document No. for Sta · RYDOO · Job Required for Exp · •				- 1		
	Source Code · · · · · · RYDOO · Trip Required for Exp · •				- 1		
				Ŀ	- 1		
	Rydoo Connection			L	- 1		
	Rydoo Service Client ID · GyPZI1ByRbijc1sUY8YVqhVBC1D! Debug Web Service · · · ·				- 1		
	Rydoo Service Client · ***						

Figure 7: Travel Expense Setup Card

There are several *Rydoo*-specific pages that must be set up prior to using **cc**|**travel expense**.

In Tell Me search box, enter Rydoo Branches, and then choose the related link. Choose Load All from Rydoo to download all the branches from *Rydoo* to cc|travel expense. At least one assigned branch must be required.

🗲 Loa	d All from Rydoo					Y
	Name 🔽	Currency Code Rydoo	Country Code Rydoo	Default Language Code	Assigned	Default
$\rightarrow$	Cosmo Consult SSC GmbH	EUR	DEU		2	2
	CC-Schweden	SEK	SWE			
	Polen	PLN	POL			
	DEDRS Cosmo Dresden	EUR	DEU			
	Spanien	EUR	ESP			

Figure 8: List of Rydoo Branches

Go back to the Travel Expense Setup card by entering Travel Expense Setup in Tell Me search box and then choose the related link.

Choose action Process > Load Setting Data from Rydoo to download most of the data from *Rydoo* into Microsoft Dynamics 365 Business Central, like *Reasons*, *Custom Fields* (including *List Items*), *Categories*, and *Users*.

 🔀 Coi	ntoso Electronics	Dynamics 365 Business Cer	ntral				Sandbox	Q	م	ŝ	?	MA
Cro	$\leftarrow$			+	۱.	√ S/	AVED	ď	2		=	
Com	Travel I	Expense Seti	ıр								2	
Nam	Process Info	rmation More options	•						~			
Cro	-	Data from Rydoo							52			
Cro	General										_	
Cro	Journal Template I	Na RYDOO	$\sim$	Use Cu	rrency Exchan	Rydoo		*			-	
Cro	Journal Batch Nam	ne ···· RYDOO	$\sim$	Clearin	g Account No.	1590		$\sim$				
CRC	Document No. for	Sta · RYDOO	$\sim$	Job Re	quired for Exp							
My	Source Code	RYDOO	$\sim$	Trip Re	quired for Exp							
SD												
	Rydoo Conne	ction										
	Rydoo Service Clie	ent ID GyPZI1ByRbijc1sUY8YVo	hVBC1D5	Debug	Web Service							
	Rydoo Service Clie	ent · ***										

Figure 9: Actions on Travel Expense Setup card

In Tell Me search box, enter Rydoo Reasons, and then choose the related link. If the list is empty, or you want to update, choose Load All from Rydoo to download all the reasons from *Rydoo* to cc[travel expense.

🕴 Load A	ll from Rydoo				Y 0
	Translated Title		Active	Туре	Reject Type
$\rightarrow$	Country is incorrect or missing	1		Reject	CountryMissing
	Date is incorrect or missing		2	Reject	DateIncorrect
	Project is incorrect or missing		8	Reject	ProjectIncorrect
	Duplicate expense			Reject	DuplicateExpense
	Matching card transaction is incorrect or missing		×.	Reject	MatchingCardTransactionMissing
	Category is incorrect or missing		8	Reject	CategoryIncorrect
	Receipt is incorrect or missing		×.	Reject	ReceiptIncorrectOrMissing
	Payment method is incorrect or missing		8	Reject	PaymentMethodIncorrect
	Receipt is unreadable		2	Reject	ReceiptUnreadble
	Tax rate is incorrect or missing			Reject	TaxRateIncorrectOrMissing
	Purpose is unclear			Reject	PurposeUnclear
	Currency incorrect or missing		2	Reject	CurrencyIncorrect
	Other		2	Reject	Other
	Expense isn't split			Reject	ExpenselsNotSplit
	Mileage rate is incorrect or missing			Reject	MileageRateIncorrect
	Attendees are incorrect or missing			Reject	AttendeesMissing
	Trip is incorrect or missing			Reject	TripMissing
	Check-in/check-out dates are incorrect or missing			Reject	CheckInCheckOutDatesIncorrect
	Expense is out of policy			Reject	OutOfPolicy
	Expense is too old		×.	Reject	ExpenseTooOld

Figure 10: List of Rydoo Reasons

In Tell Me search box, enter Rydoo Categories, and then choose the related link. If the list is empty, or you want to update, choose Load All from Rydoo to download all the categories from *Rydoo* to cc|travel expense.

CRONUS DE Total calcularies   Chart of Accounting Bank Accounting   Total of Accounting Control Counting Soc Control Accounting   Total of Accounting Bank Accounting   Total of Accounting Counting Accounting   Total of Accounting Counting Accounting Accounting   Total of Accounting Counting Accounting Accoun	Dynamics 365 Busines	s Central							Sandbox Q @ ? 📣
INSERT REDUILED TOUCHES     INSERT REDUILED TOUCHES        INSERT REDUILED TOUCHES		CRONUS DE	), (	RYDOO CATEGORIES   WORK DATE: 01	3.04.2019		√ SAVED	c 2	pense∨ Intelligent CI> │ ≡
The largest of   Invoice wass   Invoice wass <		Chart of Accounts Bank Accounts	c						Statements Intrastat 🖉
Intersection       Intersection <t< td=""><td></td><td>INSIGHT FROM LAST MONTH</td><td></td><td>f Load All from Rydoo</td><td></td><td></td><td></td><td>Y</td><td></td></t<>		INSIGHT FROM LAST MONTH		f Load All from Rydoo				Y	
Visiciana         Visiciana         Visiciana         Visiciana           Catoratia         Visiciana         Visiciana         Visiciana           Catoratia         Catoratia         Visiciana         Visiciana         Visiciana           Activities         Per Dim         Visiciana         Catoratia         Catoratia         Catoratia           Activities         Per Dim         Visiciana         Visiciana         Catoratia         Catoratia         Catoratia           Activities         Per Dim         Visiciana         Visiciana         Catoratia		The largest p		Name 🔻	Active	Branch Name	Accounting No.	Accounting No.	
Visibury         Visibury         Visibury         Visibury         Visibury           0 * 0         Gaschanica         Visibury         Visibury         Visibury         Visibury           Activities         Gaschanica         Visibury         Visibury         Como Consult SSC Contbit         4800           Activities         Retazaratiosten         Visibury         Como Consult SSC Contbit         4800           Activities         Retazaratiosten         Visibury         Como Consult SSC Contbit         4900           13         Visibury         Visibury         Visibury         Como Consult SSC Contbit         4900           13         See more         Visibury         Visibury         Visibury         Visibury         Visibury           13         See more         Visibury         Visibury         Visibury         Visibury         Visibury           14         Userson         Como Consult SSC Contbit         4900         Visibury         Visibury           15         See more         Visibury         Visibury         Visibury         Visibury         Visibury           16         Visibury         Visibury         Visibury         Visibury         Como Consult SSC Contbit         4900           17		invoice was	t C →	Restaurantkosten		CC-Schweden			endors
0 * 0       Geschenke bis 75 EUR       0       0       Como Consult SSC Centelt       4600         Activities       Pr Dim       0       Como Consult SSC Centelt       4500         Activities       Pr Dim       0       Como Consult SSC Centelt       4500         Octoberus       Tai       0       Como Consult SSC Centelt       4500         Octoberus       Faita       0       Como Consult SSC Centelt       4500         Faita       Molei       0       Como Consult SSC Centelt       4500         Como Consult				Versicherung	2	CC-Schweden			
Activities       Gendenke bit 75 EUR       I       I       Gendenke bit 75 EUR       4400         Activities       Per Diem       I       I       Gendenke bit 75 EUR       4500         Activities       Per Diem       I       I       Gendenke bit 75 EUR       4500         Activities       Per Diem       I       I       Gendenke bit 75 EUR       4500         Activities       Per Diem       III       III       IIII       IIIII         Activities       Findenke bit 75 EUR       IIIII       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		0.80		Geschenke	2	CC-Schweden			
Activities → DECEMPTE PURCHARE DECEMPTE PURCHARE DEC				Geschenke bis 75 EUR	×.	Cosmo Consult SSC GmbH	4630		
Activities ~       Tai       Init       Init       Camo Canual SSC CentH       4570         OCCODE UNEASE DICAMENTS       File       Init       Camo Canual SSC CentH       4910         Ja       File       File       File       Camo Canual SSC CentH       4900         Ja       File       File       Camo Canual SSC CentH       4900       File         Name       File       Camo Canual SSC CentH       4900       File         Reserver       File       Camo Canual SSC CentH       4500       File         Reserver       File       Camo Canual SSC CentH       4500       File         Userver <td></td> <td>Activities</td> <td></td> <td>Per Diem</td> <td>2</td> <td>Cosmo Consult SSC GmbH</td> <td>12311</td> <td></td> <td></td>		Activities		Per Diem	2	Cosmo Consult SSC GmbH	12311		
Particular purchase Discussions     Na     Na     Na     As 10       Porto     Na     Cambo Canadi SSC, CheftH     410       Ja     Sorticitani     Velocitania     Consult SSC, CheftH     10       Sorticitania     Velocitania     Velocitania     Consult SSC, CheftH     10       Sorticitania     Velocitania     Velocitania     Consult SSC, CheftH     10       Sorticitania     Velocitania     Velocitania     Consult SSC, CheftH     4360       Parteria     Velocitania     Velocitania     Consult SSC, CheftH     4350       Velocitania     Velocitania     Velocitania     Consult SSC, CheftH     4350    <				Restaurantkosten	2	Cosmo Consult SSC GmbH	4650		
DOCUMENTS     Porto     #     Carmo Consult SSC Control     4910       13     Series     Series     Fildeback     #     Carmo Consult SSC Control     4800       See more     Fildeback     #     Carmo Consult SSC Control     4800       PARKENTS     Instandhatung     #     Carmo Consult SSC Control     4800       PRIMEENTS     Instandhatung     #     Carmo Consult SSC Control     4800       PRIMEENTS     Instandhatung     #     Carmo Consult SSC Control     4800       PRIMEENTS     Parken     #     Carmo Consult SSC Control     4800       PRIMEENTS     Parken     #     Carmo Consult SSC Control     4800       TAWEL DOPENSE     Parken     #     Carmo Consult SSC Control     4800       TAWEL DOPENSE     Parken     #     Carmo Consult SSC Control     4800       TAWEL DOPENSE     Parken     #     Carmo Consult SSC Control     4800       TAWEL DOPENSE     Parken     #     Carmo Consult SSC Control     4800       Parken     #     Carmo Consult SSC Control     4800     4800       Come Consult SSC Control     4800     4800     4800     4800       Come Consult SSC Control     4800     4800     4800     4800       Come Consult SSC Cont			0.10	Тахі	2	Cosmo Consult SSC GmbH	4570		
See more         Versiderung         #         Camo Consult SSC CmbH         4360           Instanduturg         #         CC-3chweden             PAMENTS         Liferung & Tanaport         #         Camo Consult SSC CmbH         4800           PMINCINAS DO NO         PMINCINAS DO NO         Liferung & Tanaport         #         Camo Consult SSC CmbH         4500           PMINCINAS DO NO			CAS	Porto	2	Cosmo Consult SSC GmbH	4910		
See more         Versiderung         #         Camo Consult SSC CmbH         4360           Instanduturg         #         CC-3chweden             PAMENTS         Liferung & Tanaport         #         Camo Consult SSC CmbH         4800           PMINCINAS DO NO         PMINCINAS DO NO         Liferung & Tanaport         #         Camo Consult SSC CmbH         4500           PMINCINAS DO NO		12	£	Spritkosten	2	CC-Schweden			
See more     Instandpatung     If     CC-Schweden     Image: Construction Sec: Centrifier       PARKENTS     Leftering & Transport     Camo Consult SSC Centrifier     4980       PURCLASS 00 (DKT TODAR)     Purcle, INVOL INCV WEEK     Purcl		15	t	Frühstück	8	Cosmo Consult SSC GmbH			
Name     Instandustung     I/i     CC-3chweden       PATMENTS     Instandustung     I/i     CC-3chweden       PATMENTS     Udersung & Transport     I/i     Cemo Consult SSC CembH     4980       PATMENTS     CM Geid     I/ii     Cemo Consult SSC CembH     4530       Instandustung     I/ii     Cemo Consult SSC CembH     4500       Instandustung     I/ii     CC-Schweden     4500       Instandustung     I/ii     CC-Schweden     4500       Instandustung     I/ii     CC-Schweden     4500       Instandustung     I/ii     Cemo Consult SSC CembH     4500       Instandustung     I/ii     CC-Schweden     4500       Instandustung     I/ii     Cemo Consult SSC CmbH     4500 <t< td=""><td></td><td></td><td>2.0</td><td>Versicherung</td><td>2</td><td>Cosmo Consult SSC GmbH</td><td>4360</td><td></td><td></td></t<>			2.0	Versicherung	2	Cosmo Consult SSC GmbH	4360		
PAMENTS         Lefenung & Transport         I         I         Camo Consult SSC CentbH         M           NULCHASE DR 13 3 3 5 5 5 7 15 15 15 15 15 15 15 15 15 15 15 15 15		> See more	>54	Instandhaltung	2	CC-Schweden			
NM Ged         I/I         Carmo Consult SSC GmbH         4530           DIRE TODAY         Pile         Puken         I/I         Corron Consult SSC GmbH         4530           1         Pile         Puken         I/I         Corron Consult SSC GmbH         4530           2         Pile         Puken         I/I         Corron Consult SSC GmbH         4560           3         Pile         Puken         I/I         Corron Consult SSC GmbH         4560           4         Corron Consult SSC GmbH         4500         Edition Consult SSC GmbH         4390           1         Demonstrating         I/I         Corron Consult SSC GmbH         4390           1         Demonstrating         I/I         Corron Consult SSC GmbH         4390           1         Demonstrating         I/I         Corron Consult SSC GmbH         4390           1         Travel Lopense         Taken         I/I         Corron Consult SSC GmbH         4390           1         Travel Lopense         Taken         I/I         Corron Consult SSC GmbH         4390           1         Travel Lopense         Taken         I/I         Corron Consult SSC GmbH         4390           1         Travel Lopense         Taken				Anderes	×	Cosmo Consult SSC GmbH	4980		
PURCHASE DD DUE TOAN         PURCH INVOL INCOMENTATION         PURCH INVOL INTO INFORMATION         PURCH INFORMATION <t< td=""><td></td><td>DAVMENTS</td><td></td><td>Lieferung &amp; Transport</td><td></td><td>Cosmo Consult SSC GmbH</td><td></td><td></td><td></td></t<>		DAVMENTS		Lieferung & Transport		Cosmo Consult SSC GmbH			
DIE TOXY         NEXT WIEK         NI         Plagresen         Cambo Consult SSC Control         4530           1         0         Bragesen         0         Consolitit SSC Control         4660           0         Buroaustathung         0         Cosmo Consult SSC Control         4930           0         Demachtung         0         Cosmo Consult SSC Control         4660           1         Cosmo Consult SSC Control         4930         1           1         Buroaustathung         0         Cosmo Consult SSC Control         4500           1         Trait         0         Cosmo Consult SSC Control         4920           1         Telefon & Internet         0         Cosmo Consult SSC Control         4920           1         Telefon & Internet         0		PARIALITY		KM Geld	2	Cosmo Consult SSC GmbH	4530		
13         0         Flogressen         4         Camo Consult SSC Omb/t         4660           5         Diperastituting         W         Conversion         490           0         Diperastituting         W         Conversion         490           0         Diperastituting         W         Conversion         490           0         Diperastituting         W         Conversion         490           1         Taxin         W         Conversion         450           1         Telefon & Internet         W         Conversion         450           0         Spritzeams         Spritzeams         6         Conversion         450           0         Experiment         W         Conversion         450         450           0         Experimentation         W         Conversion         450         450			PU	Parken	8	Cosmo Consult SSC GmbH	4530		
Operating         V         Camo Canual SSC CambH         4660           Lura sustation         V         Camo Canual SSC CambH         490           TAVEL DIPENSE         Fairly         V         CC-Schwedin         490           TAVEL DIPENSE         Parkin         V         CC-Schwedin         4500           STATEL DIPENSE         Parkin         V         CC-Schwedin         4500           STATEL DIPENSE         Fatelon & Internet         V         CC-Schwedin         4500           Statestams         Fatelon & Internet         V         CC-Schwedin         4500           Intarolitatung         V         CC-Schwedin         4500         CC-Schwedin			C	Flugreisen	Ø	Cosmo Consult SSC GmbH	4660		
Image: Point of the second s		13 0	U	Büroausstattung	2	CC-Schweden	4930		
TRAVEL DSPENSE         Taxi         I         I         I         CC-Schweden         450           OPEN STATEMENTS O         REACTCO Exception 25 O         Real of the internet         I/C         Common Consult SSC GmbH         4320           OPEN STATEMENTS O         Real of the internet         I/C         Common Consult SSC GmbH         4320           O         Spritkostem         I/C         Common Consult SSC GmbH         4520           O         Internet         I/C         Common Consult SSC GmbH         4520			-	Übernachtung	2	Cosmo Consult SSC GmbH	4660		
TRAVEL EXPENSE     Parken     #     CC. Schweden     4530       OPEN STATEMENTS O     REJECTED EVENSES O     Telefon & Internet     #     Cemo Consult SSC CmbH     4200       O     EVENSES Spritkoaten     #     CC. Schweden     4200       Instandhaibung     #     Cc. Schweden     4330		> >	>	Büroausstattung		Cosmo Consult SSC GmbH	4930		
OPEN ITATEMENTS O         REJECTIOn EXPENSES         Telefon & Internet         I/I         Casmo Consult SSC GmbH         4320           O         Telefon & Internet         I/I         CC_Sdrwdein         I/I         CC_Sdrwdein         Expenses           O         Spritkomm         I/I         Como Consult SSC GmbH         4530           Instandhatung         Casmo Consult SSC GmbH         Expenses         Expenses				Taxi	2	CC-Schweden			
OPEN STATEMENTS         REJECTION EVENSES         Telefon & Internet         I/I         Casano Consult SSC GmbH         4320           O         Telefon & Internet         I/I         CC-Schweigen         I/I		TRAVEL EXPENSE		Parken	2	CC-Schweden	4530		
st/attacket/st bytechoss Events bytechoss Events bytechoss Consult SSC Centbl 4530 D Instandhaitung Cosmo Consult SSC Centbl 4530					2	Cosmo Consult SSC GmbH			
O Spritkostan // Costmo Consult SSC GmbH 4530				Telefon & Internet	2	CC-Schweden			
U U Instandhaltung Cosmo Consult SSC GmbH				Spritkosten	2	Cosmo Consult SSC GmbH	4530		
		0 0				Cosmo Consult SSC GmbH			
Lieferinn & Transnort V CC-Schweden				Lieferung & Transport	2	CC-Schweden			

Figure 11: List of Rydoo Categories

In Tell Me search box, enter Rydoo Category Posting Setup, and then choose the related link. Configure all posting groups for the categories.

	Manage											V
	Category Rydoo Id	Category Name	Branch Name	Configurati Type †	Country/Regi Code↑	European Classification Type †	G/L Account	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bus. Posting Group	VAT Prod. Posting Group
$\rightarrow$	(10706f23-754b-418e-920e-146af	Per Diem	Cosmo Consult SSC GmbH	European Clas		National	0320	Purchase	INLAND	SONST	INLAND	MWST.19
	(af572e67-8eae-4e25-9b93-27dce	Taxi	Cosmo Consult SSC GmbH	European Cl		National	0350	Purchase	INLAND	SONST	INLAND	MWST.19

Figure 12: List of configured Category Posting Setups

The data for the following pages is usually entered and edited in Microsoft Dynamics 365 Business Central. These pages are used as correction or verification of existing setups in *Rydoo*.

In Tell Me search box, enter Rydoo Users, and then choose the related link. If the list is empty, or you want to update, choose Load All from Rydoo to download all the Users from *Rydoo* to cc|travel expense.

Business	Central									Sandbox Q	Ó
÷	RYDOO USERS	WORK DATE: 08.04.2019							√ SAVED	0 4 ×	
	Show User	f Load All from Rydoo	Save All to Rydoo	> Activate All						Ÿ	
	User Nar	ne		First Name	Last Name	Country Code	Language	Enabled	Source Table No.	Source No.	
					(There is nothing to show in	s this view)					
											- 10

Figure 13: Rydoo Users List

We recommend creating and editing the users in **cc|travel expense**: To create new users open the employees or vendors. In Tell Me search box, enter the relevant page name and then choose the related link. In order to create a Rydoo user, a valid email address is needed. Please enter a email address in you [Kurzfassung] employee or vendor.

In case of employees, add the required employees by choosing New on the menu. A new Employee Card opens, in which the relevant information can be entered.

In case of vendors, add the required vendors by choosing New on the menu. A new Vendor Card opens, in which the relevant information can be added.

After creating the required users, upload them to *Rydoo* by choosing Save All to Rydoo on the menu.

CONTRACTOR CARE LIVERS ON CONTRACTOR	(e) + e	Vision is g	· · · · · · · · · · · · · · · · · · ·	(e) + e	Vakes is 2
AH · Andrea · Hischer			10000 · Fabrikam, Inc.		
From Erstyn Neiges <u>Allers</u> Neiges Terrophers		6	From TepertApprox Fer-Donrect Narphi Scote Anton Narpen 1	Nort Development	
frond sponterior			Reduced v Incorpored & Recollocation - Flankney - Richards	nens. 📓 Austraciaenal 🖓 Egitada	
/ Characity Rydoc			# Cease In Space	New York, Marcol	
Test Name	Jarch Tame Article III		New Others ins	K fetre-Gole	~
Vide Save	Sealer		Take	• AutoreCale	~
Lad Name	Company Provides		Anaphical	Approxide 5 Center	
Job Title	Congreg Deal		Last Terrol And Section 22 (12219	tytee · · · · · · · · · · · · · · · · · ·	
			64x+202	Made Advertights (1)	
Address & Centert			Takena Dar (27)	20122 Deable Server by Name	
Actives Inste Ang the	Prute Prove Ro		Design of Sector (Sector)		
A11 WH 2	fager		Address & Centret		Ten in
Cly	N/1 K		4507125	CONNET	
Nott Code	36xd Proteito. 4425-650		Address Address In 13	Marine Correct Coce	
CondigReportation	<ul> <li>Restricted</li> </ul>		Active Contraction of Contraction Contraction	formed to a second seco	
Story on Mag	Alt. Address Code		Control Tester Code	V Pore lin	
	All address Start Date	-		· Institute	
	AL DARKS BALLOW	m	feelinged St.	Ja Ni	
			log Cude	wanteinika k	
Administration >		122-240 Law	State of Max	(he denoted the	

Figure 14: Emoloyee Card and Vendor card with Travel Expense action

In Tell Me search box, enter Rydoo Projects, and then choose the related link. If the list is empty, or you want to update, choose Load All from Rydoo to download all the projects from *Rydoo* to cc[travel expense.

Dynamics 365 Busines	ss Central									Sandbox	۹	Ø	?	A
~	RYDOO PROJECTS   WOR	K DATE: 08.04.2019							√ SAVED	0 0 ×				
	∮ Load All from Rydoo	Save All to Rydoo								V				
	Name		Reference	Active	Source Table No.	Source Code	Source SubCode	Branch Name						
				(There is nothing to	show in this view)									
sscript;														

Figure 15: Rydoo Project List

#### NOTE

We recommend creating and editing the projects (jobs) in **cc|travel expense**: To create new projects open the jobs. In Tell Me search box, enter Jobs and then choose the related link.

Add the required jobs by choosing New on the menu. A new Job Card opens, in which the relevant information can be entered. After creating the jobs and job tasks, upload them to *Rydoo* by choosing Travel Expense > Create in Rydoo on the Tasks FastTab menu.

Process       Report       Pricess       WP       Navigate       Obs       Pricess       Report       Pricess       Pricess       Report	$\leftarrow$	JOB CARD   WORK DATE	08.04.2019			Ø	+ 🖻				~5	SAVED 📑 💉	
General     Store least       No.     P00010     III - Contry/Region Code     US     III - Contry/Region Code     IIII - Contry/Region Code     IIIII - Contry/Region Code     IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		P00010 ·	Office Re	design									
Na.     P00010     ····     Bil-to City     ····       Description     Office Redesign     Bil-to Cutorry/Region Code     US     ···       Bil-to Cutorner No.     3000     V     Bil-to Cutorry/Region Code     US     ···       Bil-to Cutorner No.     3000     V     Bil-to Cutorner No.     Meagan Bord       Bil-to Cutorner No.     5chool of Fine Art     Person Responsible     LURA     ···       Bil-to Address     Lange Str. 10-15     Bicked     ···     ···       Bil-to Address 2     Last Date Modified     28.02.2020     ···     ···       Bil-to Port Code     F.L     Project Manager     ···     ···		Process Report P	rices WIP Naviga	te Job Print/Send	Actions	Navigate Report	Fewer options					0	
Description       Office Redesign       Bill-to Country/Region Code       US       >         Bill-to Cutomer No.       30000       Bill-to Contact       Mesgan Bord       Bill-to Contact       Mesgan Bord         Bill-to Contact No.       K100005       Search Description       OfFICE REDESIGN       Defice REDESIGN         Bill-to Contact No.       School of Fine Art       Person Responsible       LAURA          Bill-to Address       Lange Str. 10-15       Biocked       •       •         Bill-to Address 2       Lauge Str. 10-15       Biocked       •       •         Bill-to Post Code       R. 37125       •       •       •         Tasks       Manage Line       Taske Expense       Fever options       Edition		General										Show less	
Bill-to Cutatorer No.       30000       V       Bill-to Contact       Mesgan Bond         Bill-to Contact No.       K1000005       Search Description       OFFICE REDESIGN         Bill-to Andress       Expose School of Fine Art       Person Responsible       LAURA       V         Bill-to Address       Lange Str. 10-15       Bilocked       Image Str. 10-15       Bilocked       Image Str. 10-15         Bill-to Address 2       Image Str. 10-15       Bilocked       Image Str. 10-15       Image Str. 10-15         Bill-to Address 2       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15         Bill-to Address 2       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15         Bill-to Address 2       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15         Bill-to Address 2       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15         Bill-to Address 2       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15         Bill-to Address 3       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15       Image Str. 10-15         Bill-to Address 4       Responsible       Image Str. 10-15       Image Str. 10-15 <td></td> <td>No</td> <td></td> <td>P00010</td> <td></td> <td></td> <td>Bill-to City · ·</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		No		P00010			Bill-to City · ·						
Bill-to Contact No.     K1000005     Search Description     OFFICE EEDESIGN       Bill-to Name     School of Fine Art     Person Responsible     LAUBA     ✓       Bill-to Address     Lange Str. 10-15     Biocked         Bill-to Address 2		Description		Office Redesign			Bill-to Country	//Region Code	US			~	
Bill-to Name     School of Fine Art     Person Reponsible     LAURA       Bill-to Address     Lange Str. 10-15     Bicked     Image Str. 10-15       Bill-to Address 2     Image Str. 10-15     Bicked     28.02.2020       Bill-to Address 2     Image Str. 10-15     Image Str. 10-15       Bill-to Address 2     Image Str. 10-15     Image Str. 10-15       Bill-to Address 2     Image Str. 10-15     Image Str. 10-15       Bill-to Address 2     Image Str. 10-15     Image Str. 10-15       Bill-to Address 2     Image Str. 10-15     Image Str. 10-15       Tasks     Manage Line Taxet Expense     Fever options		Bill-to Customer No.		30000		~	Bill-to Contact		Meagan Bond				
Bill-to Address     Linge Str. 10-15     Bicked     -       Bill-to Address 2     Last Date Modified     28.02.2020       Bundestand     R.     Project Manager     -       Bill-to Post Code     R. 37125     -     -		Bill-to Contact No. · · · ·		KT000005			Search Descrip	tion	OFFICE REDES	IGN			
Bill-to Address 2     Last Date Modified     28,62,2020       Bundestand     IL     Project Manager     20,02,020       Bill-to Post Code     IL, 3712,5     Image: Sever options     Image: Sever options		Bill-to Name		School of Fine Art			Person Respor	sible · · · · · · · · · · · · · · · · · · ·	LAURA			$\sim$	
Bill-to Port Code     FL     Project Manager     ✓       Bill-to Port Code     FL 37125     …     ✓       Table     Manage     Line     Table     Fewer options		Bill-to Address · · · · ·		Lange Str. 10-15			Blocked · · · ·					•	
Bill-to Post Code     FL 37125       Tasks     Manage       Line     Tasks       Fever options		Bill-to Address 2 · · · · ·					Last Date Mod	lified	28.02.2020				
Tasks         Manage         Line         Yawel Expense         Fewer options         E3		Bundesland		FL			Project Manaç	jer				$\sim$	
		Bill-to Post Code		FL 37125									
1 Create in Rydoo		Tasks Manage	Line Travel Expense	Fewer options								63	
		f Create in Rydoo										-04	
→ 100 : Reception Desk Posting 26.02.2020 26.02.2020		→ 100	Reception Desk		Posting	26.02.2020	26.02.2020				_	_	
200 Lounge Posting 29.02.2020 29.02.2020		200	Lounge		Posting	29.02.2020	29.02.2020	_	_		-	-	
300         Tee Kitchen         Posting         17.02.2020         17.02.2020         _		300	Tee Kitchen		Posting	17.02.2020	17.02.2020	_	-		-	-	

Figure 16: Job Card with Travel Expense action

In Tell Me search box, enter Rydoo Custom Fields, and then choose the related link. Choose Load All from Rydoo to download all the custom fields and their list items from *Rydoo* to cc|travel expense.

Dynamics 365 Business Central										Sandbox Q 🤅	测? 💧
CRONUS DE   < Finan	ice 🗸 Jc 🔶	RYDOO CUSTOM FIELDS   WORK DATE	08.04.2019			~	SAVED 🗍 I	3.2	pense 🗸	Intelligent CI > 🛛 =	
Chart of Accounts Bank Acc	ounts C								Statement	ts Intrastat 🖉	
INSIGHT FROM LAST MONTH		🖇 Load All from Rydoo 🛛 🖥 Save A	ll to Rydoo 🕴	Show List Items				$\nabla$			
The larges invoice wa	t pc	Name	Active	Туре	is Filter	List Items	Source Table No.	Source Code		<ul> <li>Intrastat</li> <li>Cost Accounting</li> </ul>	
invoice wa	s fc →	Debitorengruppe	: 💌	List		0	0		endors		
	_	Abteilung Cost Center - Kostenstelle	×	List	8	1	0		-		
0.00		Def.dimension		List		4	0				
Activities		Events		List		3	0				
Activities ~ OVERDUE PURCHASE DOCUMENTS 13 >See more PAIMENTS PURCHASE DO. 13 >	CAS € >S DL PU C										
TRAVEL EXPENSE	1										

Figure 17: List of Rydoo Custom Fields

#### NOTE

We recommend generating and editing the Dimensions (become Custom Fields in *Rydoo*) and Dimension Value (become List Items in *Rydoo*) in **cc|travel expense**: To create new custom fields open the dimensions. In Tell Me search box, enter Dimensions and then choose the related link.

Add the required dimensions by choosing New on the menu. A new line appears, in which the relevant information can be entered. Dimension values should be added for the dimensions. On the Dimensions page, choose Dimension > Dimension Values to view or edit the dimension values for the current dimension.

After creating the dimension values, choose Travel Expense > Create in Rydoo on the menu, to load the dimensions to *Rydoo*.

Ogramia 300 Daireas Central	Sandeon Q 😰 🕈 🔕	Upremia 300 Duárezo Central	sundean Ca 🥥 🕈 🔕
COURD 01     Participanti (2000)     Participanti (2000)     Participanti (2000)       Unificanti (2000)     Participanti (2000)     Participanti (2000)     Participanti (2000)       Good afterno     Participanti (2000)     Participanti (2000)     Participanti (2000)	Index 0 0 1 2 1 2	Synchron and Antice Cond The Synchron and Antice States and Antice States Planet the Synchron States Planet the Synchron States Planet Synchron St	judu 0 0 1 0
		Ins. Aver 1 and	

Figure 18: Dimension List and Dimension Value List with Travel Expense action

## 4 Import Travel Expense Statements

In Tell Me search box, enter Travel Expense Statements, and then choose the related link. Choose Statements > Import Statements to download all the expenses from *Rydoo* to **cc|travel expense**.

 😤 Contoso Electronics 🛛 Dy	ynamics 365 Business Central	Sandbox	x Q Q @ '	? MA
Cronus - SW - TEX 🧠 <g< th=""><th>gement</th><th>ons V Travel E</th><th>xpense &gt;&gt; =</th><th></th></g<>	gement	ons V Travel E	xpense >> =	
Travel Expense Statements: $AII \lor$	$ ho$ Search Manage $\sim$ Process $\sim$ Posting $\sim$ Statements $\sim$	Page $\lor$	7 🗉 🛛 🖉	
Document No. † Description	Status         Posting Date         Total Amount (LCV)	First Name	Last Name	
	(There is nothing to show in this view)			

In the wizard, enter a Date From and Date to, to define a date range for which the *Rydoo* expenses are downloaded. Configure the settings for the import and then choose Import.

🔀 Contoso Electronics 🛛 🛛	lynamics 365 Business Central	Sandbox	م p	ŵ	? M	
Cronus - SW - TEX 🛛 🔇	IMPORT TRAVEL EXPENSE STATEMENTS $\swarrow^{7}$ $\times$	ravel Ex	pense $\smallsetminus$ $>$	=		
Travel Expense Statements: $AII \sim$	This wizard will download the Expenses from Rydoo into Dynamics Business Central and create Travel Expense Statements for Users.	1	7 :	■ □ 2	a 	
Document No. † Description	SETTINGS		Last Name			
TEX000020 Reisekoster	Date from		Dahlmanr	I		
TEX000021 Reisekoster	Date to		Dahlmanr	I		
	Status Approved · · · · · · · · · · · · ·					
	Status Controlled					
	Status Reported					
	POSTING					
	Posting Date for Expenses · · · · · 15.06.2020					
	ADVANCED FILTER OPTIONS	-				
	Import Finish					

Figure 19: Import Wizard input request

## CC|TRAVEL EXPENSE FOR RYDOO

	10		17
PAGE	16	OF	17
PAGE	10	OF	17

🗰 🔀 Contoso Electronics 🛛 D	lynamics 365 Business Central		Sandbox Q 🖉 🎯 ?	MA
Cronus - SW - TEX 🛛 🔇	IMPORT TRAVEL EXPENSE STATEMENTS $\checkmark^{\nearrow}$	$\times$	ravel Expense $\!$	
Travel Expense Statements: $AII \sim$	The expenses have been downloaded and the statements created.		7 🗉 🛛 🗸	
Document No. † Description	New Travel Expense Statements	1	Last Name	
TEX000024 Travel Expe	New Travel Expense Statement L	12	Dahlmann	
	Import Fini	ish		

Figure 20: TEX Import Wizard finish page

	EX   ≤gement ∽ Cos <sup>*</sup> ents: All ∽	5		Setup & Extensio	ons V Travel Expe	ense∨〉 ≡
Travel Expense Statem	ents: All -> P Search	Manage $\vee$				
			Process V Posting V	✓ Statements ∨	Page ∨	7 🗏 🛛 🗸
Document No. †	Description	Status	Posting Date	Total Amount (LCY)	First Name	Last Name
TEX000024	Travel Expense Statement: 01.05.	Open	15.06.2020	1.222,00	Sebastian	Dahlmann

Figure 21: Imported Travel Expense Statements

# Appendix

This documentation is based on the program versions/configurations listed in the following table.

Program Version/Configuration	Technical Version / Configuration Name
Microsoft Dynamics 365 Business Central 16.00	BC 16.0.11240.12474
cc travel expense for Rydoo	2.1.5801.0