



CC|TRAVEL EXPENSE FOR RYDOO

Registration and Setup

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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.

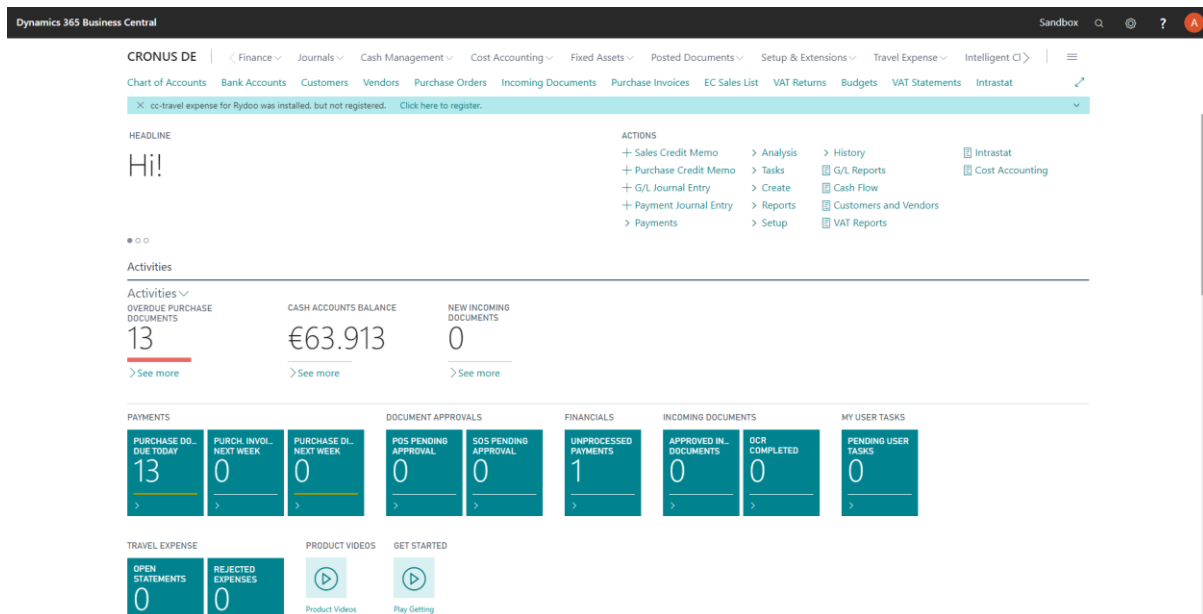


Figure 1: Notification shown when first start Business Central.

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

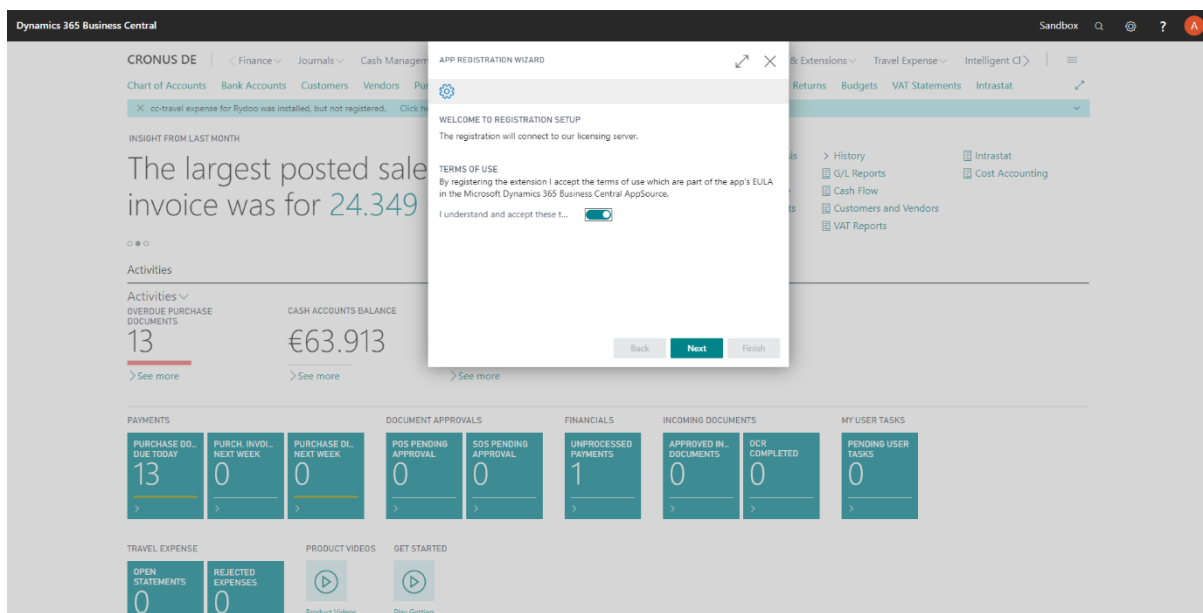


Figure 2: App Registration Wizard welcome page.

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

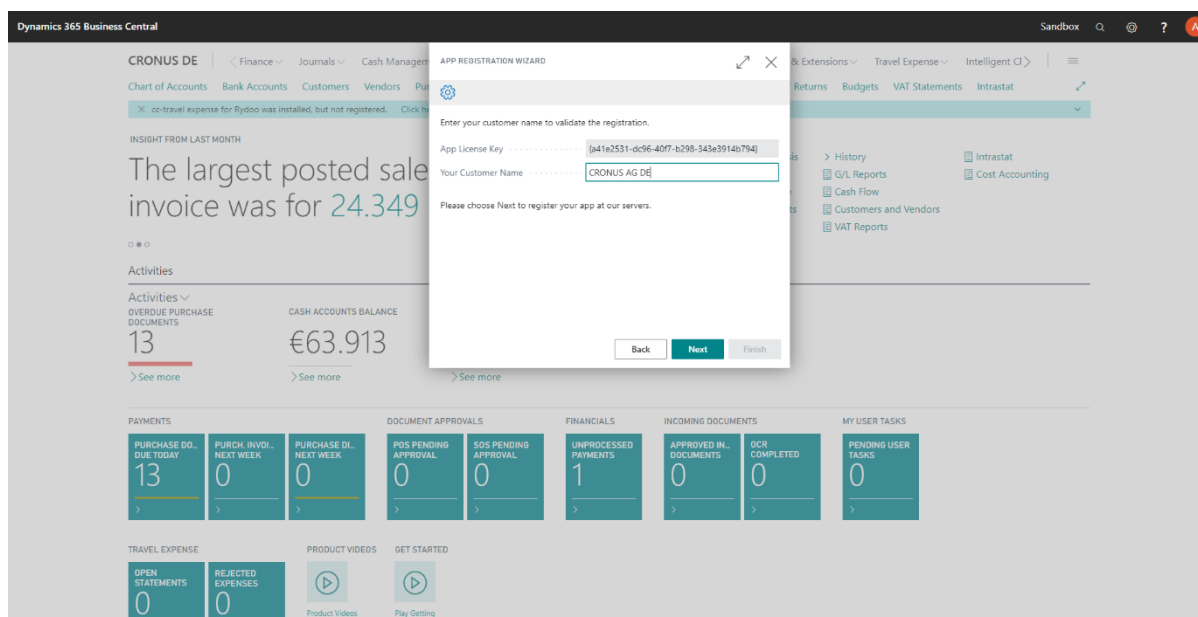


Figure 3: App Registration Wizard input request

Choose **Finish** to close the wizard.

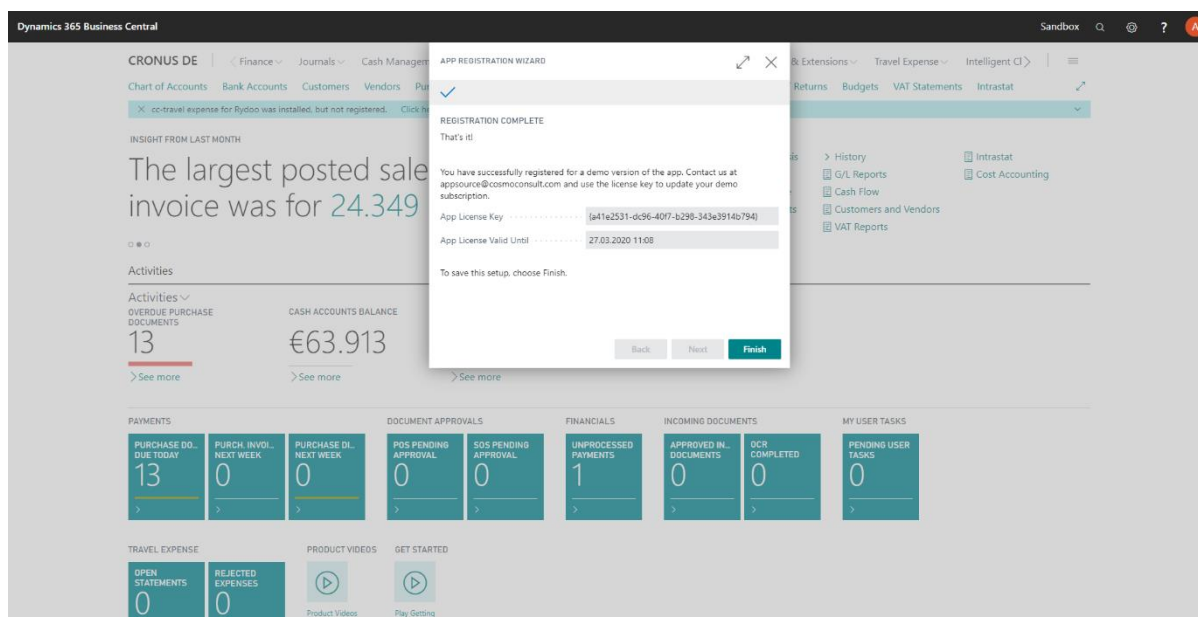


Figure 4: App Registration Wizard finish page

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 BCCconnector.
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 save both the Client ID and the Client Secret. It is not possible to review the Client Secret after the API credentials are saved. If the Client Secret is lost, you must reset the Client Secret.

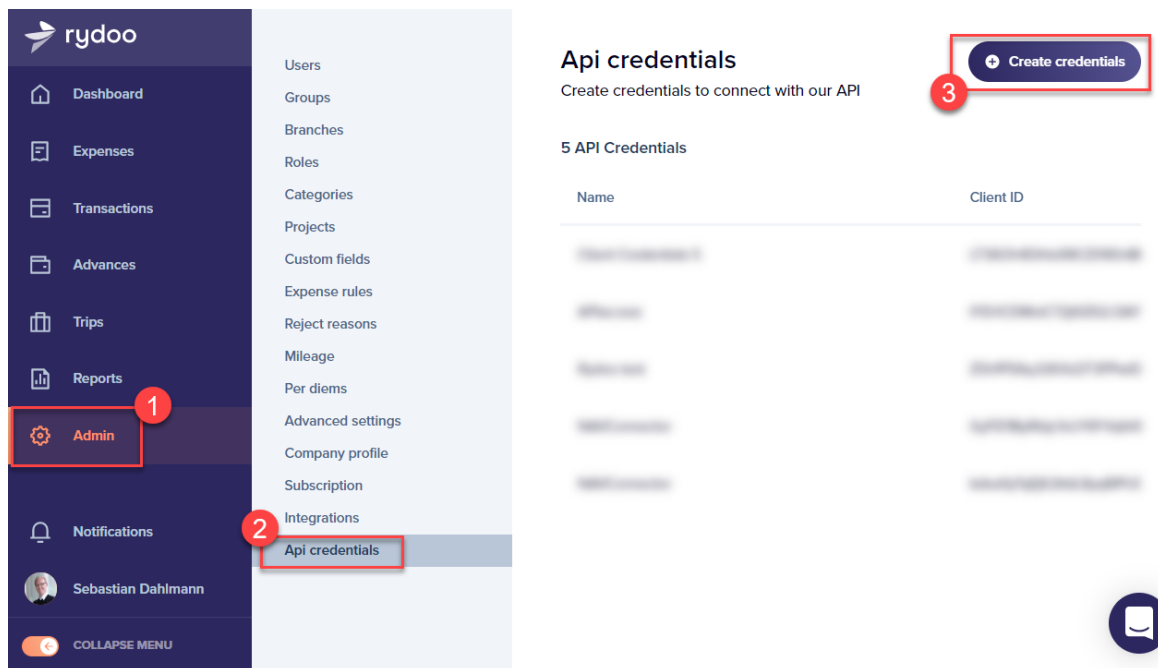


Figure 5: Create credentials in Rydoo

Credentials

The screenshot shows a 'Credentials' form. It has two input fields: 'Client ID' and 'Client Secret'. Each field has a copy icon to its right. Below the fields, there is a warning message: 'Make sure you copy this key now. We don't store it, and after you close this panel you won't be able to see it again.'

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.

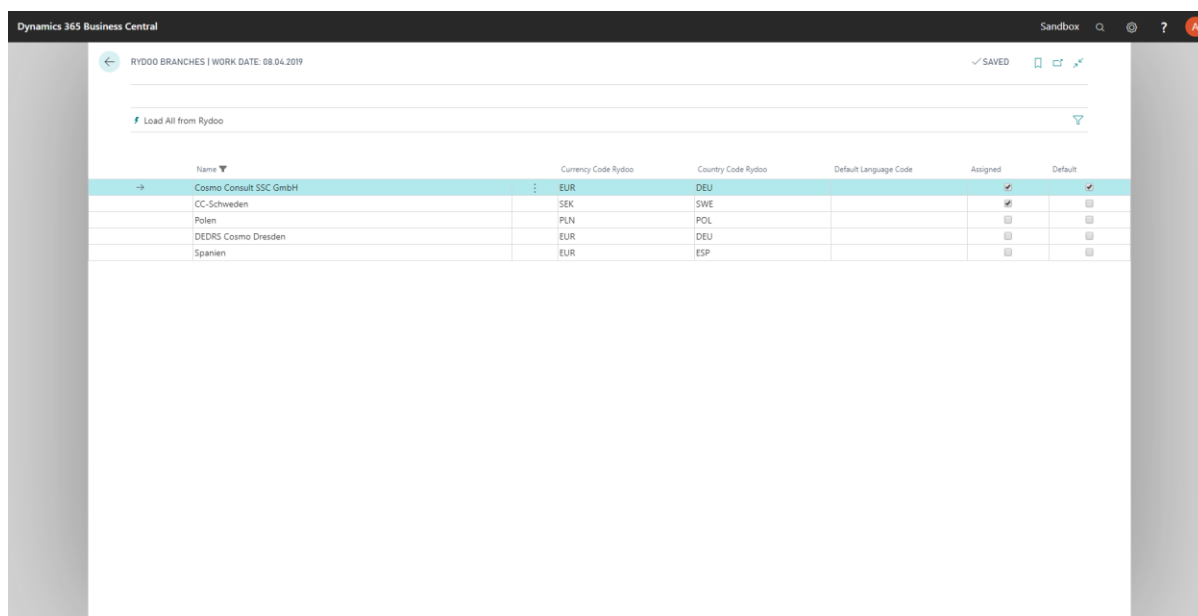
3.2 Setup Tasks

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**.

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.

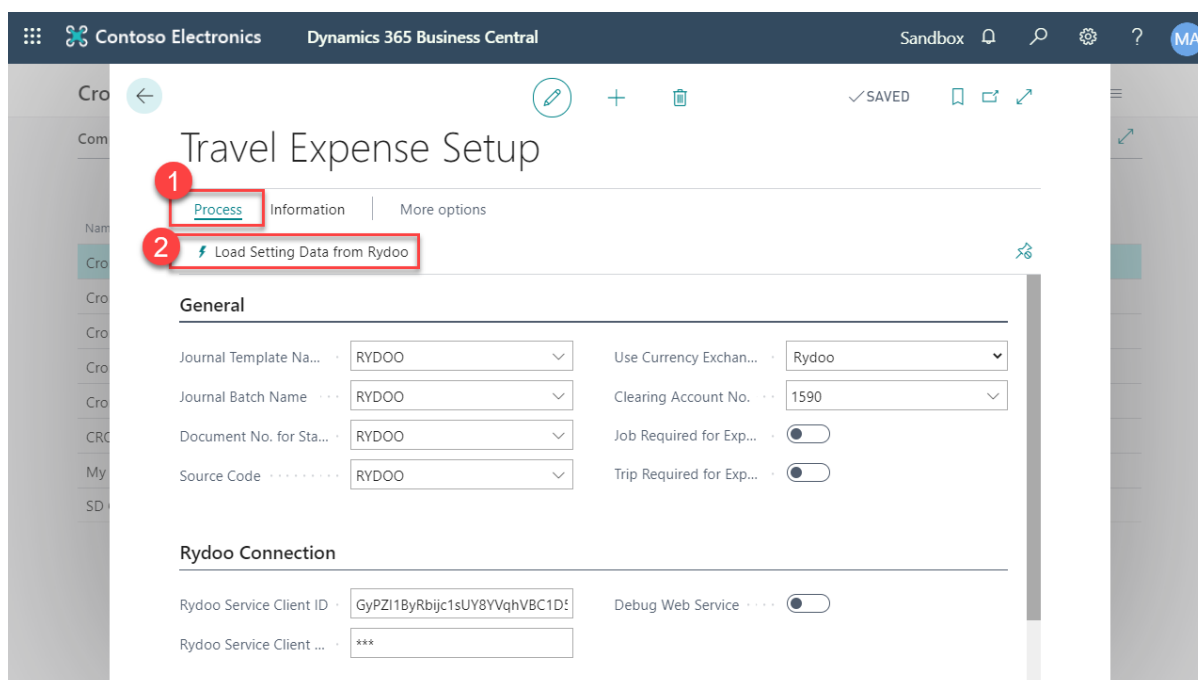


Name	Currency Code Rydoo	Country Code Rydoo	Default Language Code	Assigned	Default
Cosmo Consult SSC GmbH	EUR	DEU		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CC-Schweden	SEK	SWE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Polen	PLN	POL		<input type="checkbox"/>	<input type="checkbox"/>
DEDRS Cosmo Dresden	EUR	DEU		<input type="checkbox"/>	<input type="checkbox"/>
Spanien	EUR	ESP		<input type="checkbox"/>	<input type="checkbox"/>

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*.



Travel Expense Setup

1 **Process** | Information | More options

2 **Load Setting Data from Rydoo**

General

Journal Template Name: RYDOO | Use Currency Exchange: Rydoo

Journal Batch Name: RYDOO | Clearing Account No.: 1590

Document No. for Station: RYDOO | Job Required for Expense: ☐

Source Code: RYDOO | Trip Required for Expense: ☐

Rydoo Connection

Rydoo Service Client ID: GyPZI1ByRbjc1sUY8YVqhVBC1D5 | Debug Web Service: ☐

Rydoo Service Client Secret: ***

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**.

Translated Title	Active	Type	Reject Type
Country is incorrect or missing	<input checked="" type="checkbox"/>	Reject	CountryMissing
Date is incorrect or missing	<input checked="" type="checkbox"/>	Reject	DateIncorrect
Project is incorrect or missing	<input checked="" type="checkbox"/>	Reject	ProjectIncorrect
Duplicate expense	<input checked="" type="checkbox"/>	Reject	DuplicateExpense
Matching card transaction is incorrect or missing	<input checked="" type="checkbox"/>	Reject	MatchingCardTransactionMissing
Category is incorrect or missing	<input checked="" type="checkbox"/>	Reject	CategoryIncorrect
Receipt is incorrect or missing	<input checked="" type="checkbox"/>	Reject	ReceiptIncorrectOrMissing
Payment method is incorrect or missing	<input checked="" type="checkbox"/>	Reject	PaymentMethodIncorrect
Receipt is unreadable	<input checked="" type="checkbox"/>	Reject	ReceiptUnreadable
Tax rate is incorrect or missing	<input checked="" type="checkbox"/>	Reject	TaxRateIncorrectOrMissing
Purpose is unclear	<input checked="" type="checkbox"/>	Reject	PurposeUnclear
Currency incorrect or missing	<input checked="" type="checkbox"/>	Reject	CurrencyIncorrect
Other	<input checked="" type="checkbox"/>	Reject	Other
Expense isn't split	<input checked="" type="checkbox"/>	Reject	ExpenseNotSplit
Mileage rate is incorrect or missing	<input checked="" type="checkbox"/>	Reject	MileageRateIncorrect
Attendees are incorrect or missing	<input checked="" type="checkbox"/>	Reject	AttendeesMissing
Trip is incorrect or missing	<input checked="" type="checkbox"/>	Reject	TripMissing
Check-in/check-out dates are incorrect or missing	<input checked="" type="checkbox"/>	Reject	CheckInCheckOutDatesIncorrect
Expense is out of policy	<input checked="" type="checkbox"/>	Reject	OutOfPolicy
Expense is too old	<input checked="" type="checkbox"/>	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**.

Name	Active	Branch Name	Accounting No.	Secondary Accounting No.
Restaurantkosten	<input checked="" type="checkbox"/>	CC-Schweden		
Versicherung	<input checked="" type="checkbox"/>	CC-Schweden		
Geschenke	<input checked="" type="checkbox"/>	CC-Schweden		
Geschenke bis 75 EUR	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4630	
Per Diem	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	12311	
Restaurantkosten	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4650	
Taxi	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4570	
Porto	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4910	
Sprinkosten	<input checked="" type="checkbox"/>	CC-Schweden		
Fridhotök	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH		
Versicherung	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4360	
Instandhaltung	<input checked="" type="checkbox"/>	CC-Schweden		
Andere	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4980	
Lieferung & Transport	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH		
KM Geld	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4530	
Parken	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4530	
Flugreisen	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4660	
Büroausstattung	<input checked="" type="checkbox"/>	CC-Schweden	4930	
Übernachtung	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4660	
Büroausstattung	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4930	
Taxi	<input checked="" type="checkbox"/>	CC-Schweden		
Parken	<input checked="" type="checkbox"/>	CC-Schweden	4530	
Telefon & Internet	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4920	
Telefon & Internet	<input checked="" type="checkbox"/>	CC-Schweden		
Sprinkosten	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4530	
Instandhaltung	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH		
Lieferung & Transport	<input checked="" type="checkbox"/>	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.

Category Rydoo Id	Category Name	Branch Name	Configurati... Type 1	Country/Regi... Code 1	European Classification Type 1	G/L Account	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bus. Posting Group	VAT Prod. Posting Group
→ (1070923-754b-418e-920e-146af...	Per Diem	Cosmo Consult SSC GmbH	European Clas		National	0320	Purchase	INLAND	SONST	INLAND	MWST.19
(af572e67-beae-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*.

User Name	First Name	Last Name	Country Code	Language	Enabled	Source Table No.	Source No.
(There is nothing to show in this view)							

Figure 13: Rydoo Users List

NOTE

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.

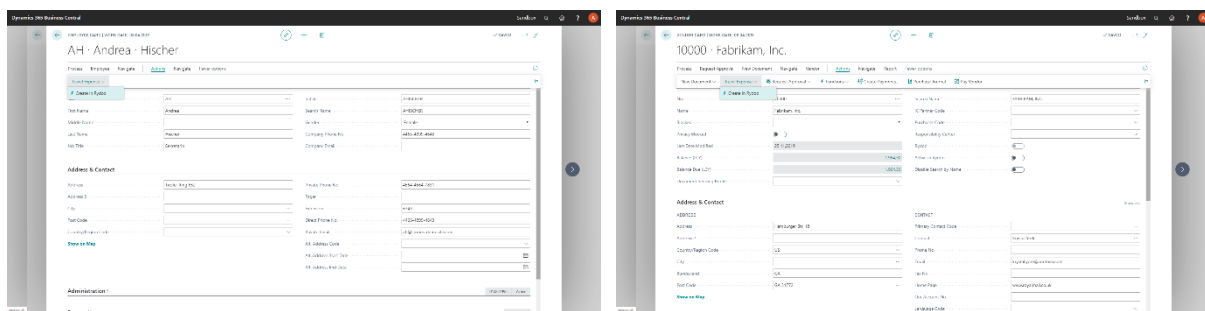


Figure 14: Employee Card and Vendor card with Travel Expense action

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**.

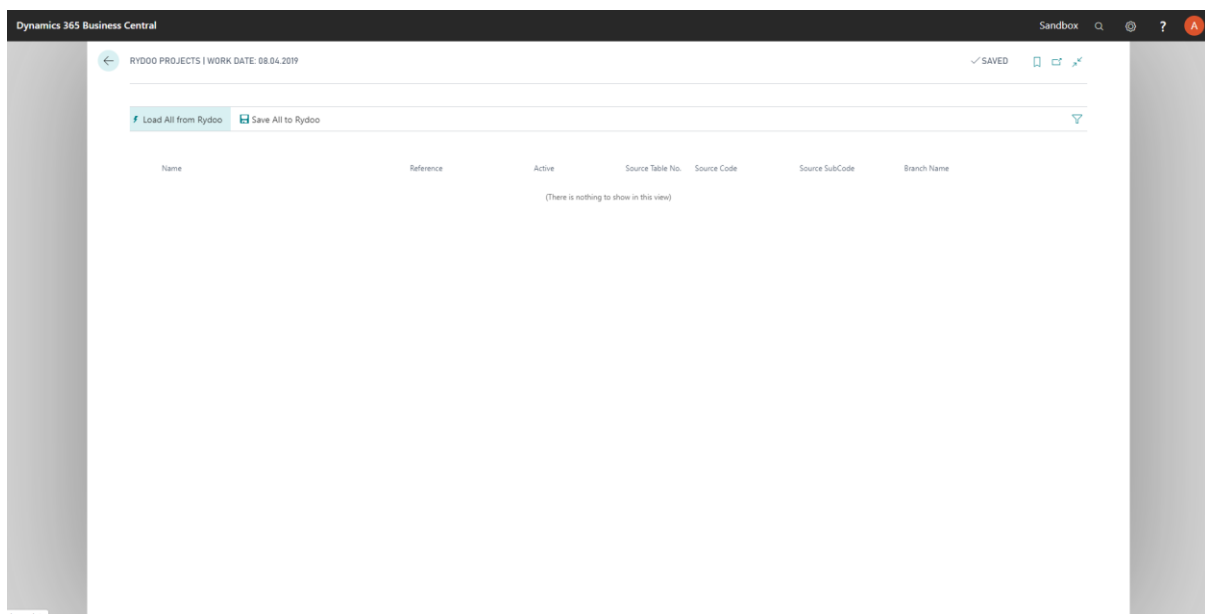


Figure 15: Rydoo Project List

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.

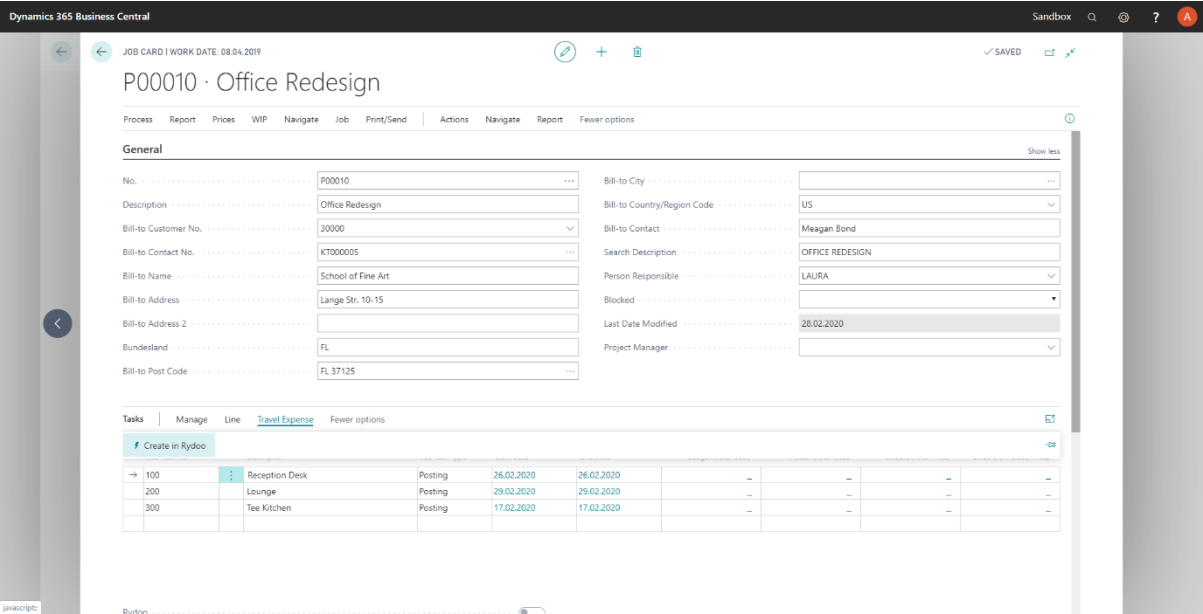


Figure 16: Job Card with Travel Expense action

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**.

Name	Active	Type	Is Filter	List Items	Source Table No.	Source Code
Debitorengruppe	✓	List	☐	0	0	
Abteilung	✓	List	☐	1	0	
Cost Center - Kostenstelle	✓	List	☐	4	0	
Defdimension	✓	List	☐	4	0	
Events	✓	List	☐	3	0	

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.

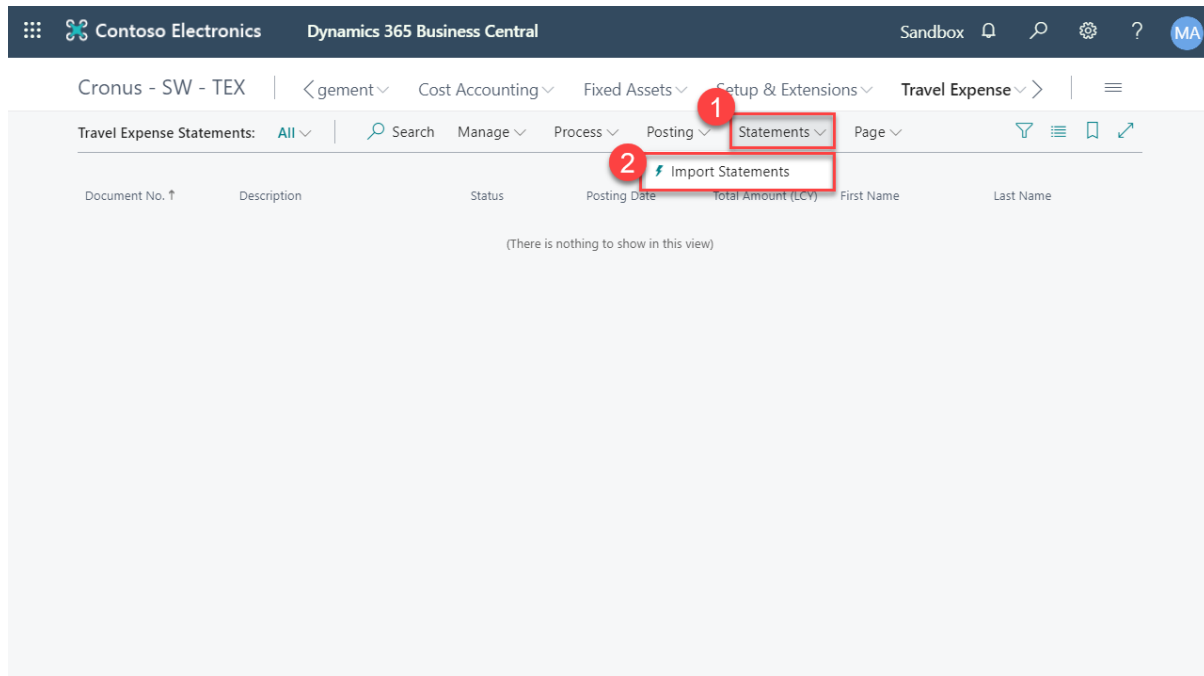
After creating the dimension values, choose **Travel Expense > Create in Rydoo** on the menu, to load the dimensions to *Rydoo*.

Dimension	Value	Source Table No.	Source Code
Abteilung	Abteilung	0	
Cost Center - Kostenstelle	Cost Center - Kostenstelle	0	
Defdimension	Defdimension	0	
Events	Events	0	

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**.



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**.

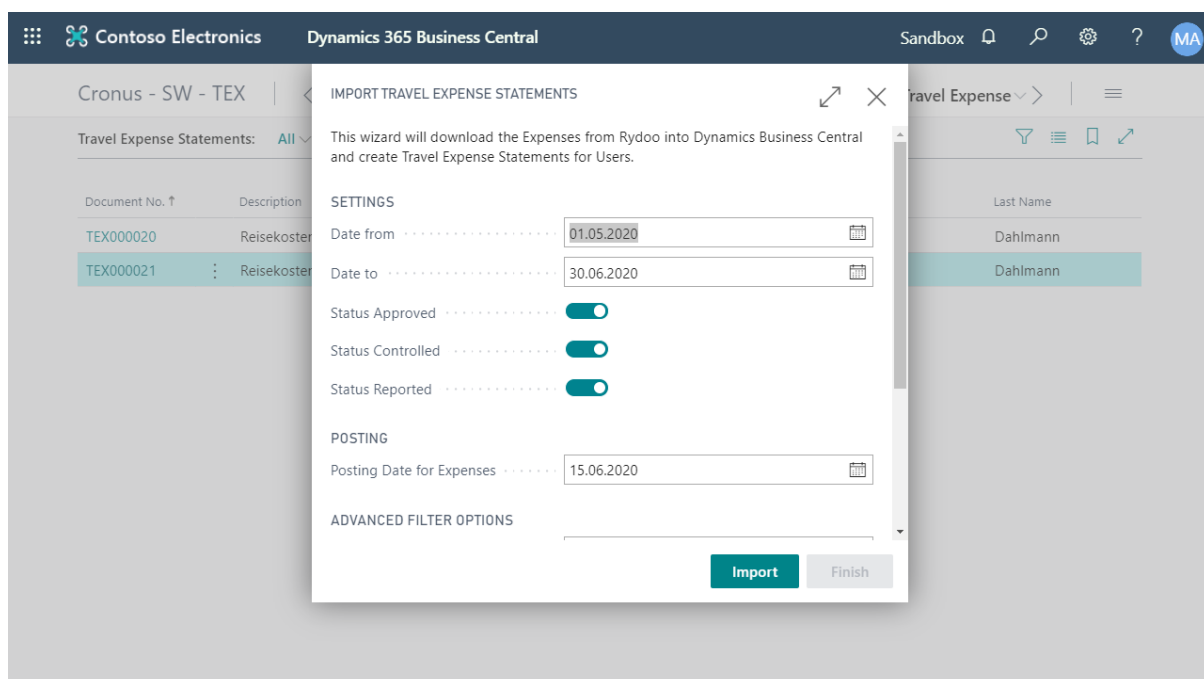


Figure 19: Import Wizard input request

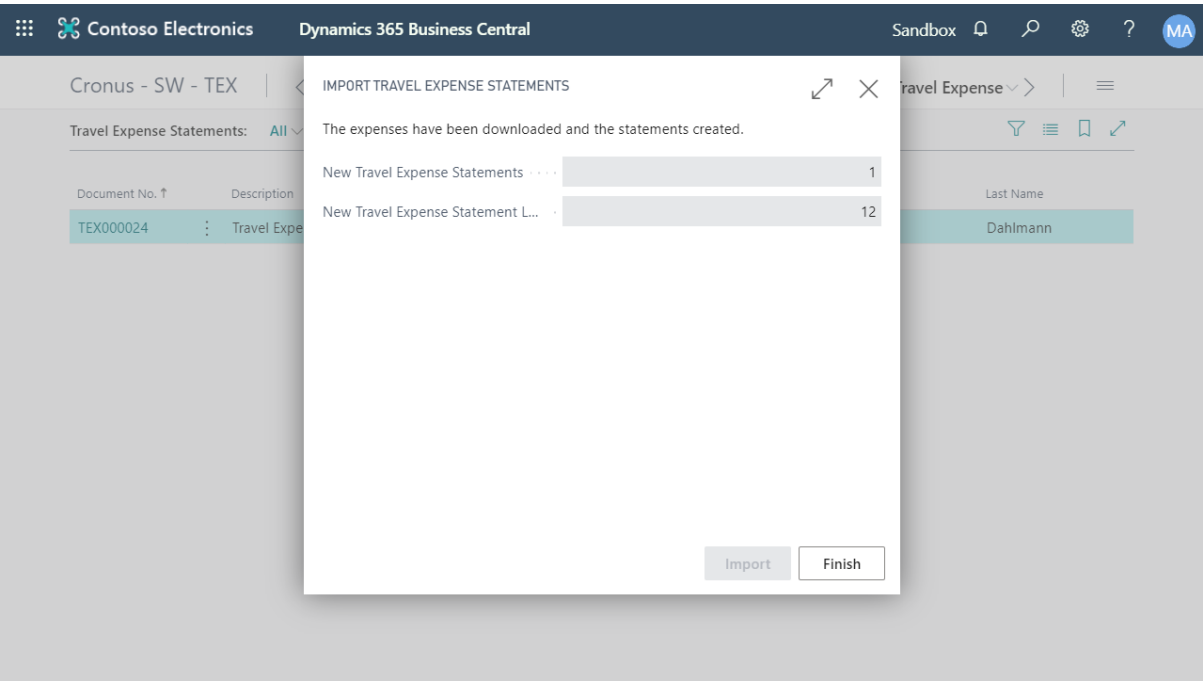


Figure 20: TEX Import Wizard finish page

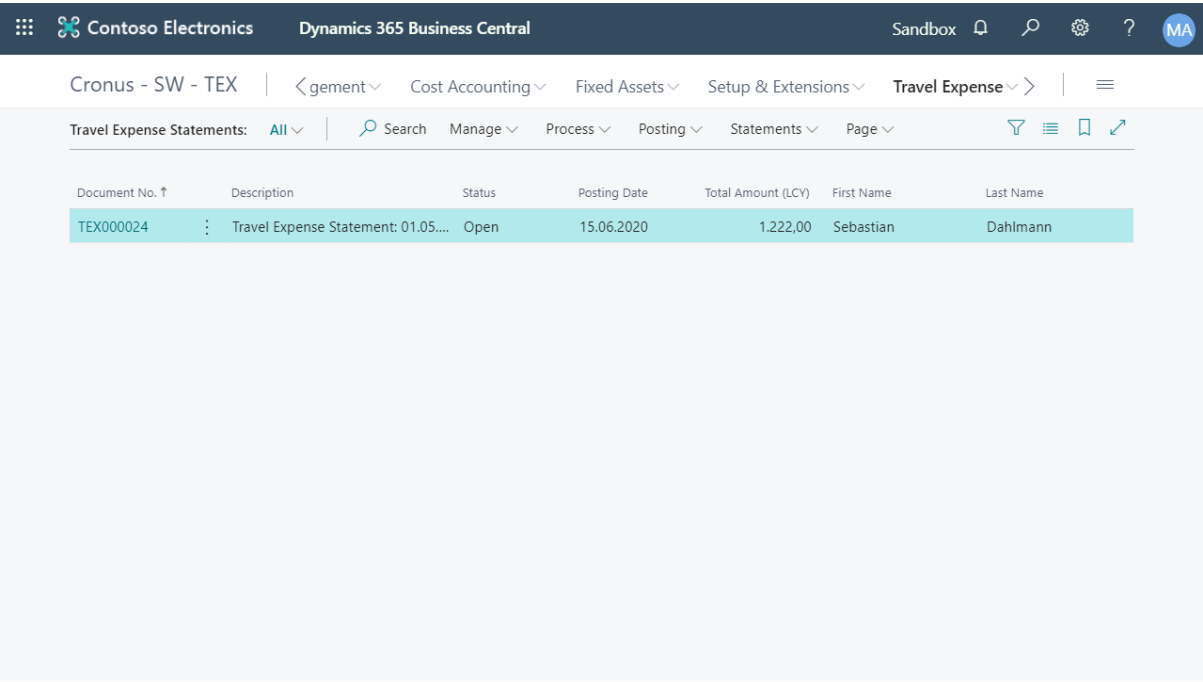


Figure 21: Imported Travel Expense Statements

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