



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.

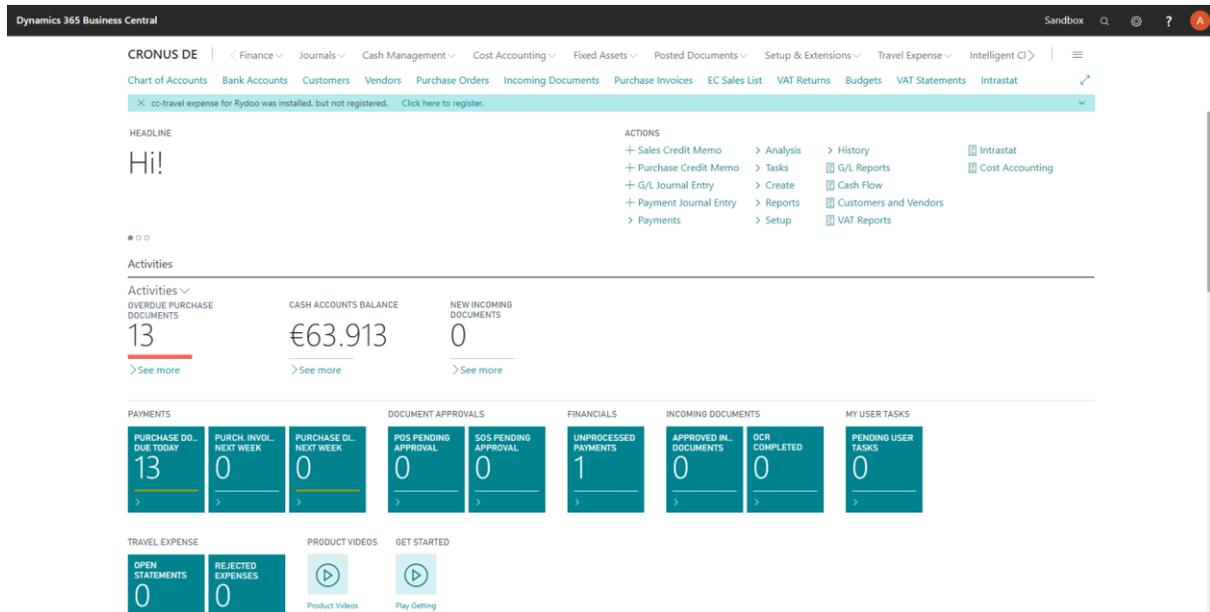


Figure 1: Notification shown when first start Business Central.

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

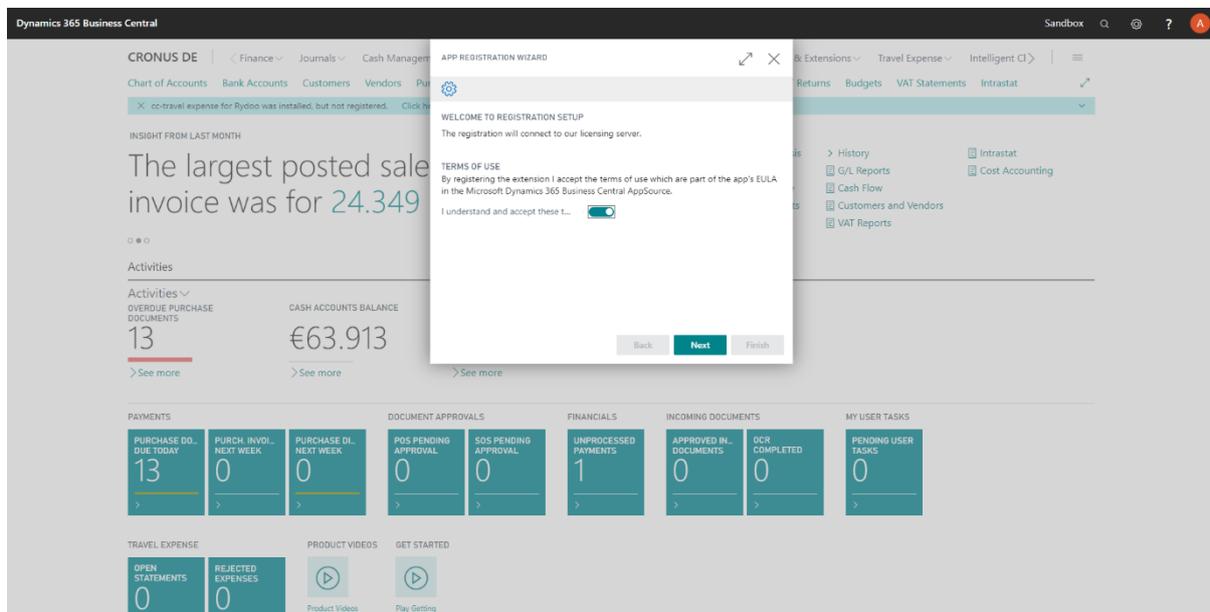


Figure 2: App Registration Wizard welcome page.

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

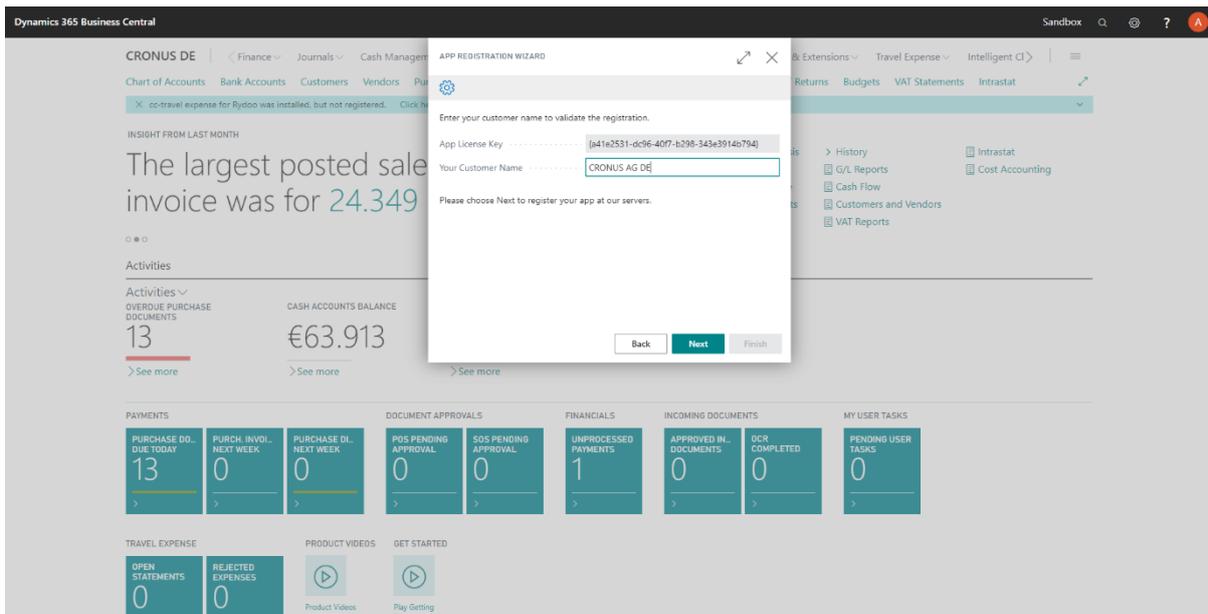


Figure 3: App Registration Wizard input request

Choose **Finish** to close the wizard.

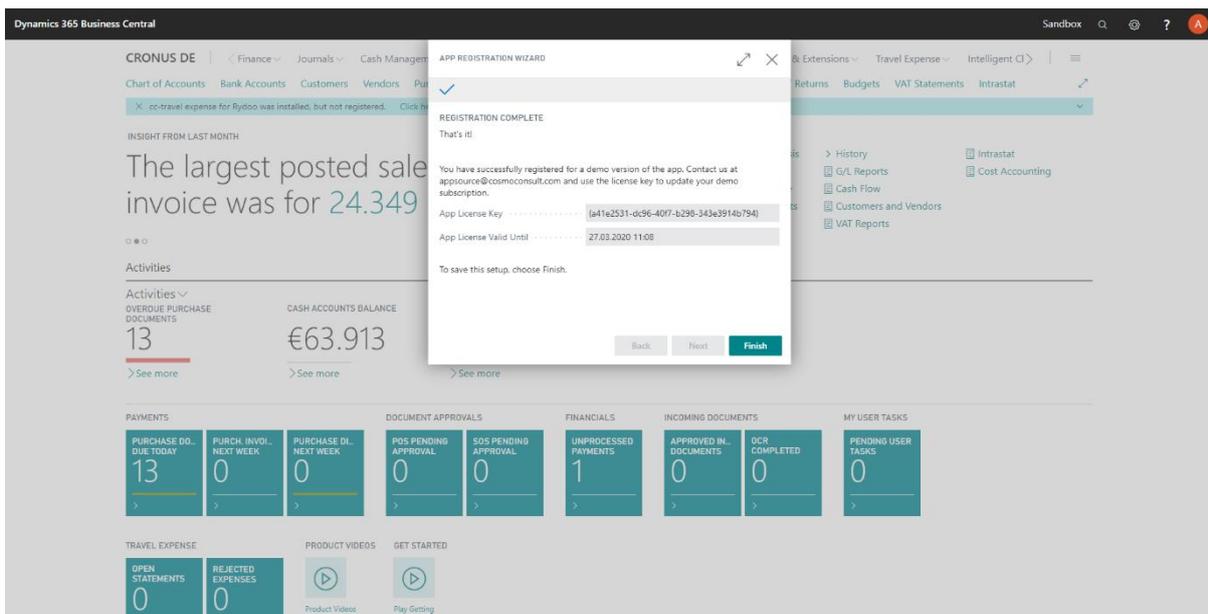


Figure 4: App Registration Wizard finish page

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 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.

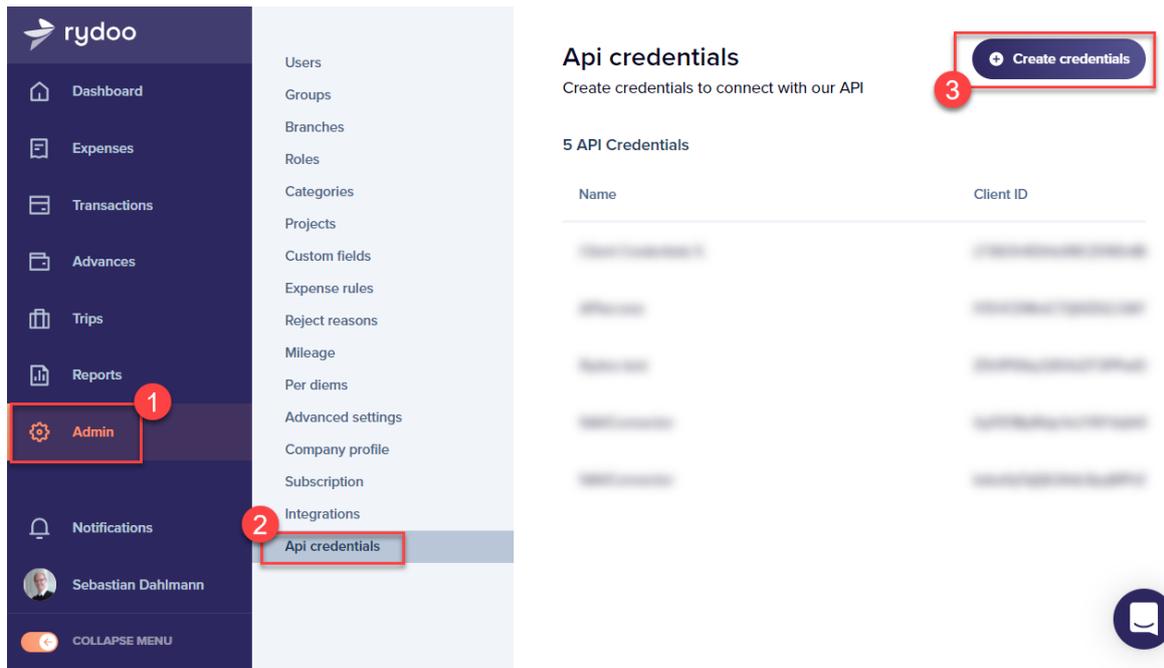


Figure 5: Create credentials in Rydoo

Credentials

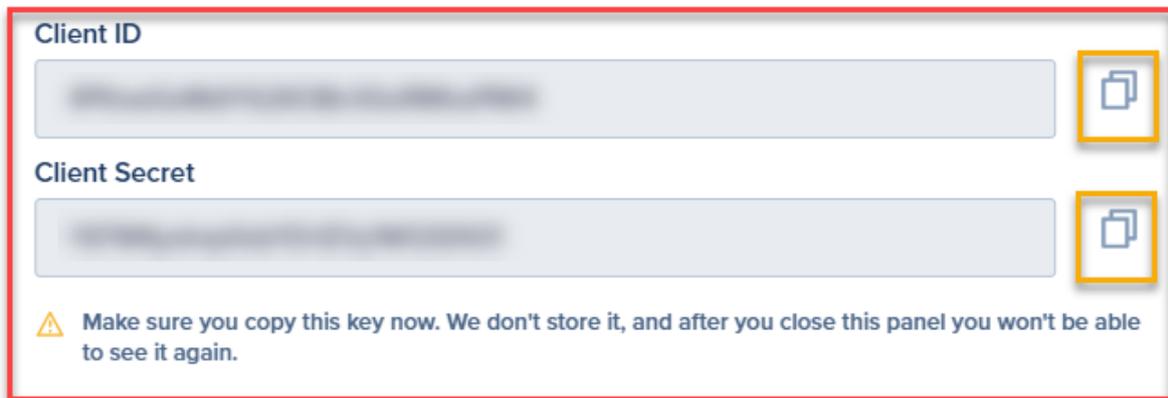


Figure 6: Client ID and Client Secret

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

The screenshot shows the 'Travel Expense Setup' card in Dynamics 365 Business Central. The card is titled 'Travel Expense Setup' and has tabs for 'Process', 'Information', and 'More options'. A 'Load Setting Data from Rydoo' button is visible. The 'General' section includes fields for Journal Template Name (RYDOO), Journal Batch Name (RYDOO), Document No. for Sta... (RYDOO), Source Code (RYDOO), Use Currency Exchan... (Rydoo), Clearing Account No. (1590), Job Required for Exp... (toggle off), and Trip Required for Exp... (toggle off). The 'Rydoo Connection' section includes Rydoo Service Client ID (GyPZI1ByRbjc1sUY8YVqhVBC1D!) and 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.

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*.

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Travel Expense Setup

1 **Process** | Information | More options

2 **Load Setting Data from Rydoo**

General

Journal Template Na... : RYDOO | Use Currency Exchan... : Rydoo

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

Document No. for Sta... : RYDOO | Job Required for Exp... :

Source Code : RYDOO | Trip Required for Exp... :

Rydoo Connection

Rydoo Service Client ID : GypZI1ByRbjc1sUY8YVqhVBC1D5 | Debug Web Service :

Rydoo Service Client ... : ***

Figure 9: Actions on Travel Expense Setup card

In Tell Me search box, enter **Rydoos Reasons**, and then choose the related link. If the list is empty, or you want to update, choose **Load All from Rydoos** to download all the reasons from *Rydoos* 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 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 type="checkbox"/>	Reject	TaxRateIncorrectOrMissing
Purpose is unclear	<input 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 type="checkbox"/>	Reject	ExpenseNotSplit
Mileage rate is incorrect or missing	<input type="checkbox"/>	Reject	MileageRateIncorrect
Attendees are incorrect or missing	<input type="checkbox"/>	Reject	AttendeesMissing
Trip is incorrect or missing	<input type="checkbox"/>	Reject	TripMissing
Check-in/check-out dates are incorrect or missing	<input type="checkbox"/>	Reject	CheckInCheckOutDatesIncorrect
Expense is out of policy	<input type="checkbox"/>	Reject	OutOfPolicy
Expense is too old	<input checked="" type="checkbox"/>	Reject	ExpenseTooOld

Figure 10: List of Rydoos Reasons

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

Name	Active	Branch Name	Accounting No.
Restaurantkosten	<input 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	
Fridstuck	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4360
Versicherung	<input checked="" type="checkbox"/>	Cosmo Consult SSC GmbH	4980
Instandhaltung	<input checked="" type="checkbox"/>	CC-Schweden	
Anderes	<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 type="checkbox"/>	Cosmo Consult SSC GmbH	
Lieferung & Transport	<input checked="" type="checkbox"/>	CC-Schweden	

Figure 11: List of Rydoos Categories

In Tell Me search box, enter **Rydoos 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 *Rydoos*.

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

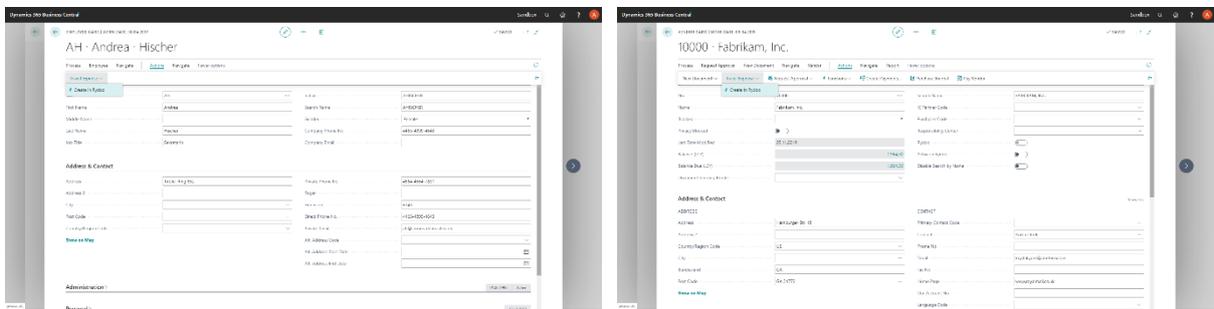


Figure 14: Employee Card and Vendor card with Travel Expense action

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**.

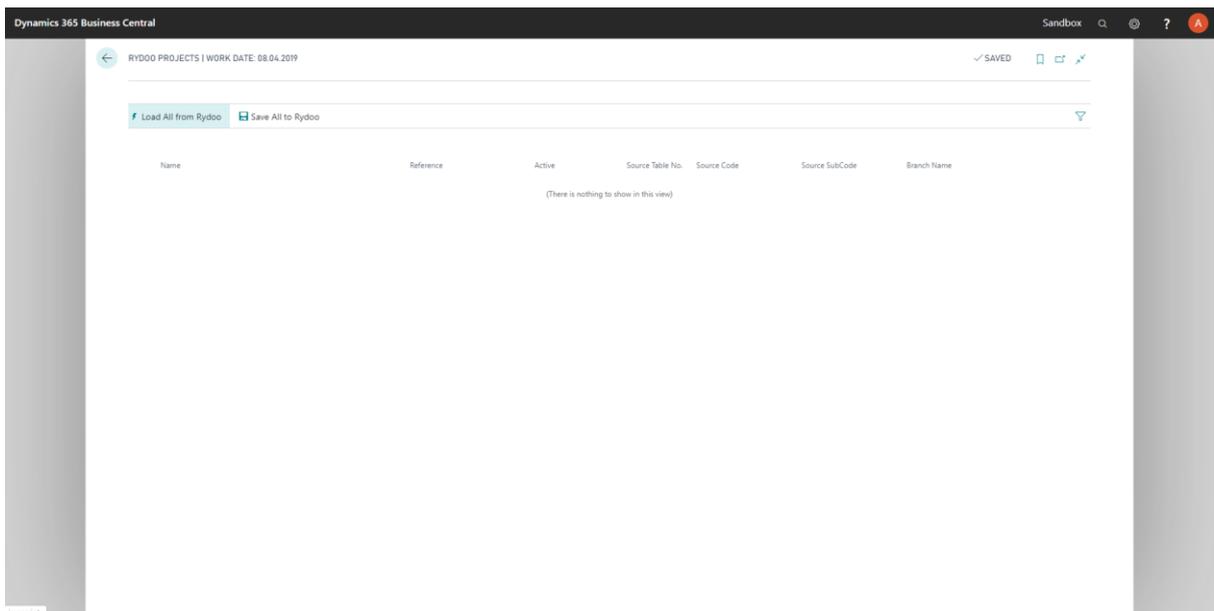


Figure 15: Rydoo Project List

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 **Rydo** by choosing **Travel Expense > Create in Rydo** on the **Tasks** FastTab menu.

The screenshot shows the Dynamics 365 Business Central interface for a Job Card titled 'P00010 · Office Redesign'. The 'General' tab is active, displaying various fields for customer and project information. Below the general information, the 'Tasks' section is visible, featuring a 'Create in Rydo' button and a table of task lines.

Line	Description	Posting	Start Date	End Date	...
100	Reception Desk	Posting	26.02.2020	26.02.2020	...
200	Leounge	Posting	29.02.2020	29.02.2020	...
300	Tee Kitchen	Posting	17.02.2020	17.02.2020	...

Figure 16: Job Card with Travel Expense action

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

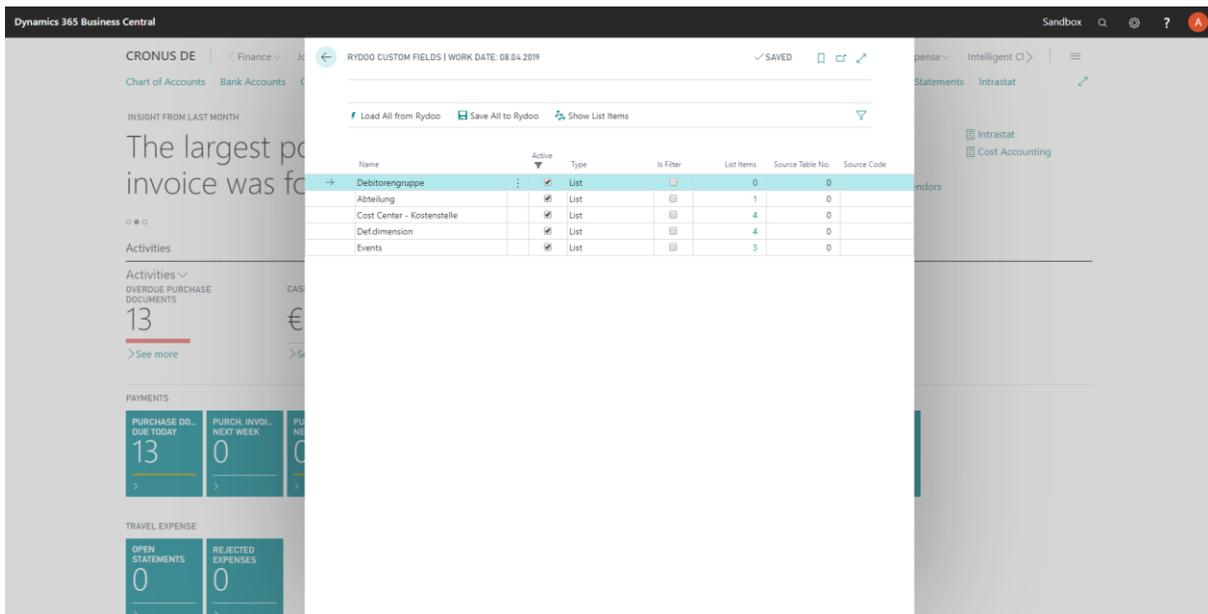


Figure 17: List of Rydoo Custom Fields

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*.

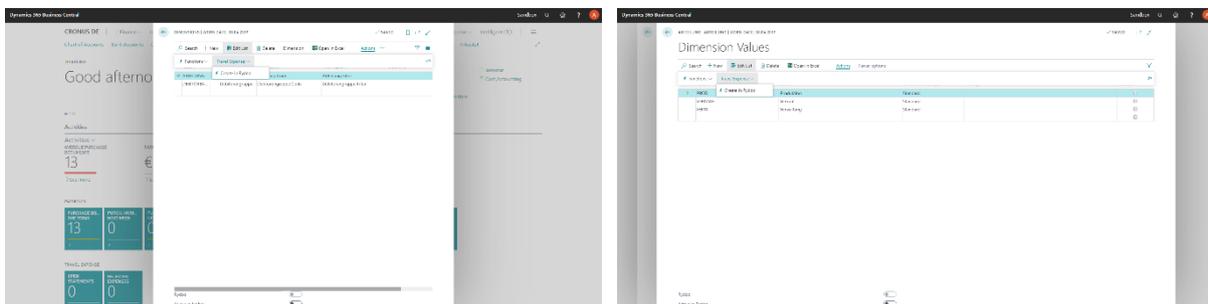
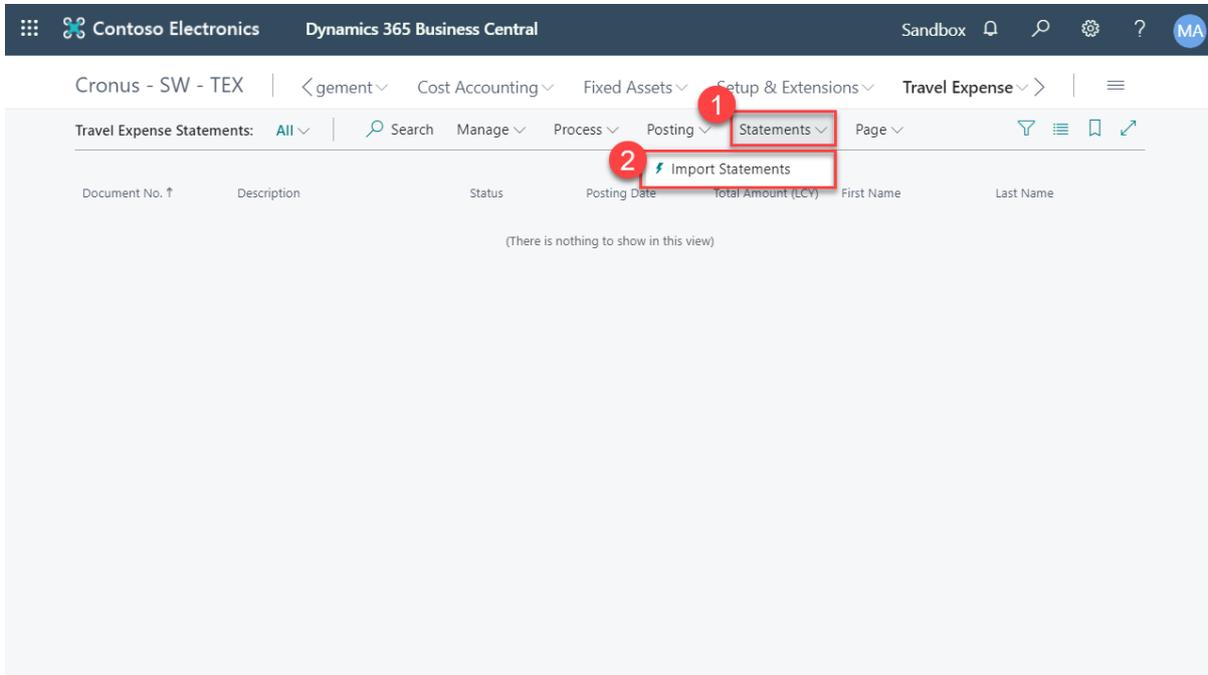


Figure 18: Dimension List and Dimension Value List with Travel Expense action

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 *Rydo* to **cc|travel expense**.



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

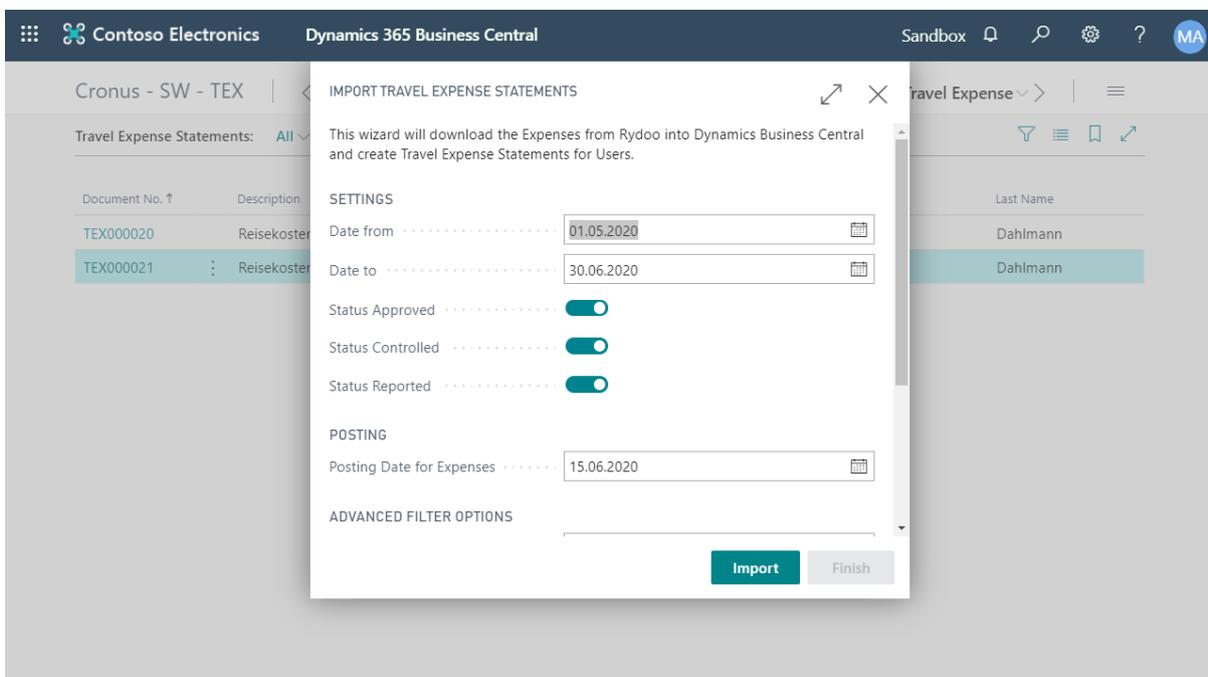


Figure 19: Import Wizard input request

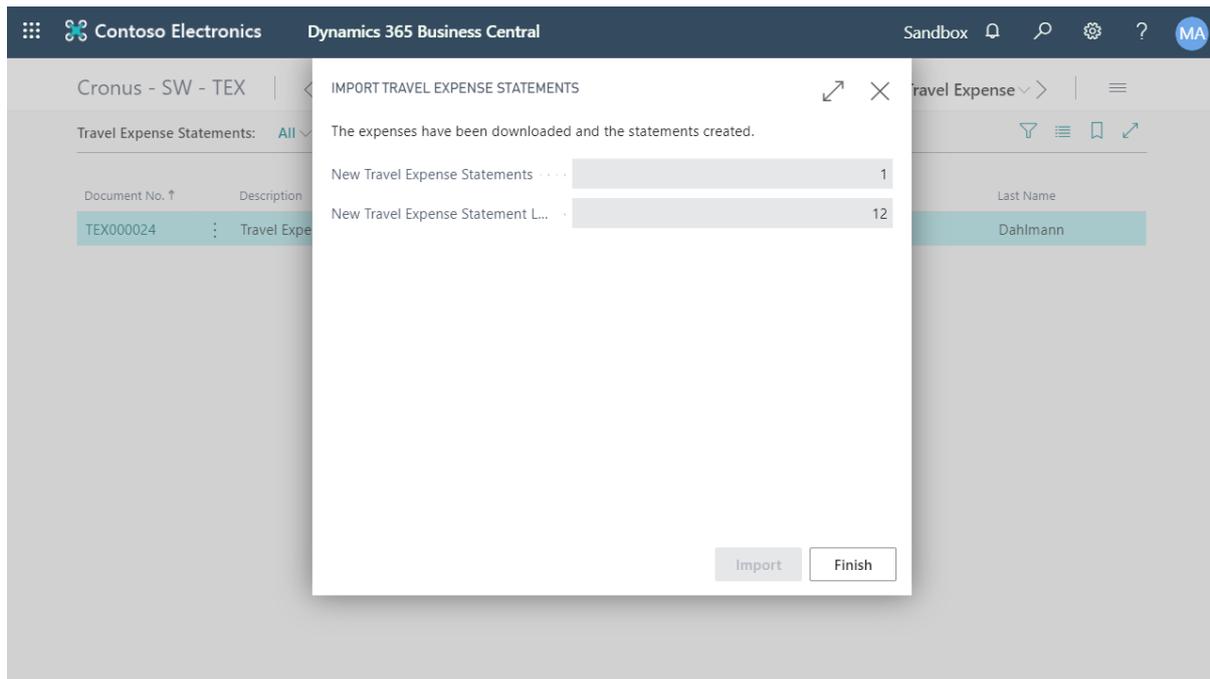


Figure 20: TEX Import Wizard finish page

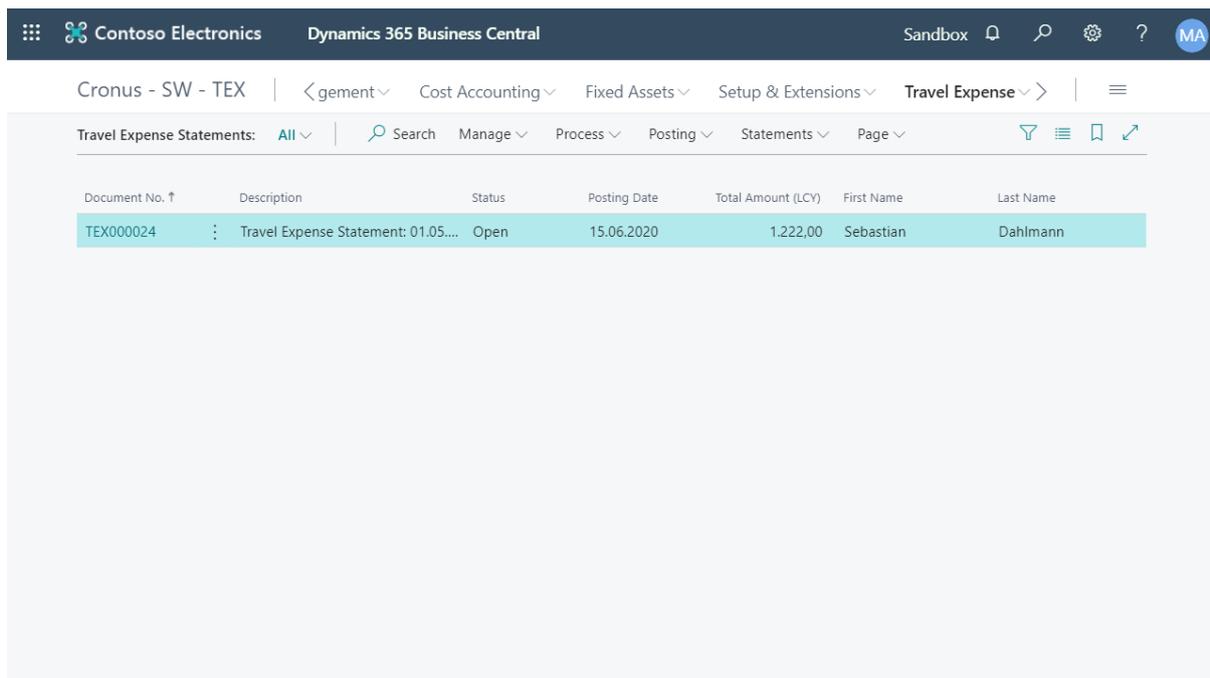


Figure 21: Imported Travel Expense Statements

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