



COSMO TRAVEL EXPENSE  
MANAGEMENT (BC)  
Online Help PDF

Date 12/12/2025

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# COSMO Travel Expense Management

## ! Important

**COSMO Travel Expense Management based on Rydoo has been discontinued.**  
**There will be no future updates or technical support provided for existing implementations. If you have questions, please contact**  
**[product.support@cosmoconsult.com](mailto:product.support@cosmoconsult.com).**

 <a href="#">Microsoft AppSource</a>	 <a href="#">COSMO Marketplace</a>
 <a href="#">COSMO Website</a>	 <a href="#">Solution Catalog</a>
 <a href="#">Apps, Objects (C/AL)</a>	 <a href="#">Source Code</a>
 <a href="#">Planned Features</a>	

The **COSMO Travel Expense Management** module – built on Microsoft Dynamics 365 Business Central – is an industry solution for travel expense accounting.

Business trips can mean dealing with a lot of bureaucracy. This is due to cumbersome booking procedures, complicated tax regulations and the often time-consuming work of dealing with travel expense reports. Oftentimes, many applications require the same information to be entered over and over. **COSMO CONSULT** links the online travel expense accounting system Rydoo Expense to Microsoft Dynamics 365 Business Central in a seamless digital process.

With the bidirectional interface developed by **COSMO CONSULT**, all master data from Microsoft Dynamics 365 Business Central pertaining to travel expense accounting are also available in Rydoo Expense. Likewise, all travel expense records are automatically transferred into the books upon completion of the approval process.


The combination of Rydoo Expense and Microsoft Dynamics 365 Business Central transforms travel expense accounting into a user-friendly process for web browsers, smartphones and tablets. As a result, only minimal data entry is required. The perfect solution for integrating digitalized travel expense accounting into modern business software.

## Key Features

- Automated, paperless expense management
- Real-time expensing for managing employees' reimbursements and controlling the company's expense budget
- Mobile app integration or use of web browser - No Microsoft Dynamics 365 Business

Central login necessary

- Modern, real-time communication between Rydoo and Microsoft Dynamics 365 Business Central with API connector
- Travel expense data from Microsoft Dynamics 365 Business Central is available in Rydoo, especially jobs and dimensions

**COSMO Travel Expense Management** functionalities are accessed using the **Tell Me** feature in Microsoft Dynamics 365 Business Central. Choose the  icon, enter the page name, and then choose the related link.

## Feedback

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# Install the App

## ! Important

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This section covers the installation of the **COSMO Travel Expense Management**. Typically an installation is only performed once and is not executed by the user, but an administrator. The installation differs from SaaS and On-Premises (OnPrem) environment.

## To install in SaaS environment

In **SaaS environments**, the app can be installed from the AppSource. There are two ways to install the app, from external and internal of Business Central. All dependencies are installed automatically. Uninstall and install the app again to upgrade to the most current version.

### AppSource

Visit the AppSource and choose **Free trial**. You will be forwarded to the page where you must log in with your Business Central user credentials and must select an environment to install the app to. Follow the wizard instructions to complete the installation.



## COSMO Travel Expense for Rydoo

Cosmo Consult


 Dynamics 365 Business Central

★★★★★ 4.8 (6 Ratings)

Free trial


★ Saved

### Extension Marketplace

In Business Central, choose the  icon, enter **Extension Marketplace**, and then choose the related link. In the marketplace, search for **COSMO Travel Expense Management** and select **Free trial**. Follow the wizard instructions to complete the installation.

AppSource | Apps for Business Central

< Apps



COSMO Travel Expense for Rydoo

Cosmo Consult

★★★★★ 4.8 (6)

Free trial

Overview [Reviews](#)

FREE TRIAL

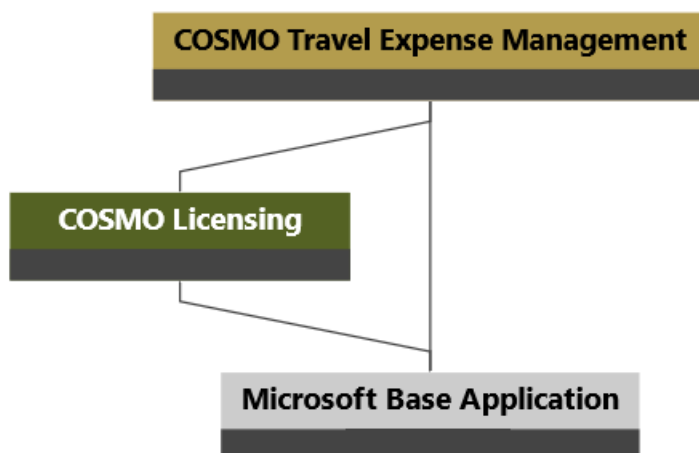
Easy and clear travel expense management with Rydoo for Microsoft Dynamics 365 Business Central

## To install in on-premises environment

Depending on the technology, different scripts are provided as basis to install the app and its requirements in **on-premises environments**. You can find the runtime packages of the apps in the [COSMO CONSULT Solution Portal](#). Check the technical specifications of each version to find the minimum dependent version of *Business Central* and the *Base Application*. For customer installations without a Business Central developer license, you need to create and install a runtime package of the app ([Microsoft Documentation](#)).

Besides the *Business Central Base Application*, the app depends on an additional *library app*, that needs to be installed first.

1. **COSMO Licensing app**
2. **COSMO Travel Expense Management app**



Docker



To install the apps to a docker container, the module BcContainerHelper must be installed, first. Change the file names, container name and credential type to your values.

```
$licensingAppFileName = Join-Path $PSScriptRoot "COSMO Licensing.app"
$texAppFileName       = Join-Path $PSScriptRoot "COSMO Travel Expense
Management.app"
$Global:containerName = "your-container-name"
$Global:credential    = "your-credential"
```

```
function Install-CosmoAppToContainer {
    Param (
        [Parameter(Mandatory=$true)]
        [string] $AppFileName
    )

    Publish-BcContainerApp `
        -appFile $AppFileName `
        -containerName $Global:containerName `
        -credential $Global:credential `
        -install `
        -sync `
        -skipVerification `
        -scope "Global" `
        -syncMode "Add"

}

try {
    if (!(Get-Module -ListAvailable -Name "BcContainerHelper")) { throw
    "BcContainerHelper must be installed to run this script." }

    Install-CosmoAppToContainer -AppFileName $licensingAppFileName
    Install-CosmoAppToContainer -AppFileName $texAppFileName

} catch {
    throw "Error on installation: $($_.Exception.Message)"
}
```

## Server Instance

Change the file names and server instance to your values.

```
$licensingAppFileName = Join-Path $PSScriptRoot "COSMO Licensing.app"
$texAppFileName       = Join-Path $PSScriptRoot "COSMO Travel Expense
Management.app"
$Global:serverInstance = "your-server-instance"

function Install-CosmoAppToServerInstance {
    Param (
        [Parameter(Mandatory=$true)]
        [string] $AppFileName,
        [Parameter(Mandatory=$true)]
        [string] $AppName
    )

    Publish-NAVApp `
        -ServerInstance $Global:serverInstance `
        -Path $AppFileName `
        -SkipVerification `
        -Scope Global

    Sync-NAVApp `
        -ServerInstance $Global:serverInstance `
        -Name $AppName

    Install-NAVApp `
        -ServerInstance $Global:serverInstance `
        -Name $AppName
}

try {
    Install-CosmoAppToServerInstance -AppFileName $licensingAppFileName
    -AppName "COSMO Licensing"
    Install-CosmoAppToServerInstance -AppFileName $texAppFileName -
    AppName "COSMO Travel Expense Management"
} catch {
    throw "Error on installation: $($_.Exception.Message)"
}
```

## See Also

[App Registration and Licensing](#)

[Travel Expense Management Setup](#)

## Feedback

Submit feedback for [this page](#) .

# App Registration and Licensing

## ! Important

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This section covers the registration and license check of the **COSMO Travel Expense Management** app. When installing the app, **COSMO Licensing** is automatically installed.

## To register the app

1. After publishing and installing the app, you need to register **COSMO Travel Expense Management**.
2. Start the **COSMO App Registration Wizard** by choosing **Click here to register** in the notification bar.
3. In order to agree to the Terms of Use, turn on the **I understand and accept these terms** toggle and then choose the **Next** button.
4. Enter your customer name. The name is used to identify the company. For test purposes, enter any Cronus-related name.
5. Choose the **Next** button to sign into the COSMO Platform to link the registration with your account. The COSMO Platform opens in a new browser tab. After sign in you can close this tab and return to the final page of the **COSMO App Registration Wizard**.

To skip this step, choose the **Skip Login** button.

You have successfully registered for a demo version of the app. Contact [appsource@cosmoconsult.com](mailto:appsource@cosmoconsult.com) and use the displayed license key to update your demo subscription.

## ■ Note

**Your demo license will be valid for 30 days.**


5. Choose the **Finish** button to close the wizard.
6. App registration is now finished.

## ■ Note

**You can register your app and perform other administrative licensing tasks from the [COSMO License Overview](#) page.**

## To check the license

The [COSMO License Overview](#) page lists the license status of all COSMO apps (if the COSMO app is already using the Licensing app) and is accessed using the [Tell Me](#) feature.

1. Choose the  icon, enter [License Overview](#), and then choose the related link. This page can also be opened from the [Travel Expense Management Setup](#) page ([Actions](#) > [App Licensing](#)) and the last page of the COSMO App Registration Wizard by choosing [Open License Overview](#).
2. In the [COSMO License Overview](#) page, apps can be registered if not done on the Role Center notification bar. Other administrative tools are available as well.
3. Hover over an action on the [COSMO License Overview](#) page to read a short description.

## See Also

[App Installation](#)

[Travel Expense Management Setup](#)

## Feedback

Submit feedback for [this page](#).

# Setup

This topic explains the setup pages needed to use **COSMO Travel Expense Management**.

All the setup pages are accessed using **Tell Me**. Choose the  icon, enter the page name, and then choose the related link.

## Note

To use **COSMO Travel Expense Management**-specific functions, ensure that your user is assigned to the Bookkeeper profile that gives access to the corresponding Role Center.

Further steps are needed to set up and get started with **COSMO Travel Expense Management**. The following table describes a sequence of tasks, with links to the topics that describe them.

To	See
Create and Set up a Rydoo Account.	<a href="#">Getting Started with Rydoo</a>
Set up Travel Expense Management.	<a href="#">Travel Expense Management Setup</a>
Set up Rydoo Pages.	<a href="#">Rydoo Pages Setup</a>
Set up Category Posting.	<a href="#">Category Posting Setup</a>
Set up Rydoo Expenses and Trips.	<a href="#">Rydoo Expenses and Trips</a>

## Feedback

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# Getting Started with Rydoo

This topic explains the basic steps needed to use **COSMO Travel Expense Management**. The first step is to create and set up a Rydoo company account.

## To create and set up a Rydoo account

To connect **COSMO Travel Expense Management** 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.

1. Go to **Admin** in the left navigation bar.
2. Choose **Apps > Create new app** to create a connection to Microsoft Dynamics 365 Business Central. Enter any name for the app, for example *BCConnector*.
3. Choose **Service Client Secret > Reset** to create a **Service Client ID**.
4. Enter a **Service Client ID** and **Service Client Secret**.
5. Write down the **Service Client ID** and **Secret** to be able to enter them during the **COSMO Travel Expense Management** setup in Microsoft Dynamics 365 Business Central.

### ! Important

**It is vital to remember your Service Client Secret as it will not be displayed again. If you no longer remember your password, you must reset it.**

6. Assign the following permissions:

- Able to read user data
- Add or edit expense data
- Able to read expense data
- Able to read the company configuration
- Access company data
- Add or edit user data
- Add or edit the configuration of field data like projects, customfields
- Able to read the configuration of fields like projects, customfields

Before being able to edit and post expense statements, several setup data must be configured in **COSMO Travel Expense Management**.



## See Also

[Travel Expense Management Setup](#)

[Rydoo Pages Setup](#)


[Category Posting Setup](#)

[Rydoo Expenses and Trips](#)

## Feedback

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# Travel Expense Management Setup

Basic setup is performed in the **Travel Expense Management Setup** page, accessed using **Tell Me**. Choose the  icon, enter **Travel Expense Management Setup**, and then choose the related link.

When the **Travel Expense Management Setup** page is opened for the first time, the setup initializes itself, that means, Journal Template, Journal Batch, Document No. for Statements, and Source Code are created automatically.

The **Travel Expense Management Setup** page provides the basic settings for the **COSMO Travel Expense Management** module. The following sections explain specific fields and actions on this page.

## Specific fields / options on the General FastTab

When you use the lookup in the **Document No. for Statements** field, make sure the **Default Nos.** and **Manual Nos.** check boxes on the **No. Series List** page are selected.

The **Use Currency Exchange Rates from** field specifies the currency exchange rate system, which is used for calculating local currency amounts. The options are:

- <Blank> – This option is used if the amount is supposed to be imported from Rydoo in the currency used in Rydoo without being converted.
- Rydoo – This option is used to import the amount from Rydoo, converting it with the currency conversion (exchange rate) specified in Rydoo. It is set by default.
- Business Central – This option is used to import the amount from Rydoo, converting it with the currency conversion (exchange rate) specified in Business Central.

## Specific fields on the Rydoo Connection FastTab

The **Rydoo Service Client Id** field specifies the ID that is used to register Rydoo with **COSMO Travel Expense Management**.

The **Rydoo Service Client Secret** field specifies the part of the code that allows Open Authorization, linked to the client ID.

### Note

The relevant data for both fields must have been previously entered in Rydoo (**Admin > Apps**), see [Getting Started with Rydoo](#).

## Load all settings from Rydoo

Choose **Process > Load Setting Data from Rydoo** to download all setting data from Rydoo, that is, Branches, Reasons, Custom Fields (including List Items), Categories, Users. It is also possible to load the settings separately (see [Rydoo Pages Setup](#)). The connection between **COSMO Travel Expense Management** and Rydoo is then initialized automatically.

### Note

When loading the setting data from Rydoo, the following data is not loaded: **Projects** (see [Create Jobs > Rydoo Projects](#)) because many projects might be added over time and downloading all projects would take too long; **Category Posting Setup** (see [Category Posting Setup](#)) because it is not a setup in Rydoo, but a combination of Rydoo and Microsoft Dynamics 365 Business Central.

## Feedback

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# Rydoo Pages Setup

There are several Rydoo-specific pages that must be set up prior to using **COSMO Travel Expense Management**.

The following table gives an overview of the setup tasks, with links to the topics that describe them.

To	See
Set up the Pages in Rydoo.	<a href="#">Page Setup in Rydoo</a>
Set up the Pages in Rydoo and Verify them in Dynamics 365 Business Central.	<a href="#">Page Setup in Rydoo and Dynamics 365 Business Central</a>
Set up the Pages that must be Converted from Rydoo to Microsoft Dynamics 365 Business Central.	<a href="#">Page Setup - Conversions</a>

## Feedback

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# Rydoo Pages Setup in Rydoo

The following pages must be set up in Rydoo.

## Rydoo Branches

The branches are entered in Rydoo. Choose the **Load All from Rydoo** action to download all the branches from Rydoo to **COSMO Travel Expense Management**.

### Note

For more information about country codes, see [Integration on Countries/Regions Page](#).

## Rydoo Reasons

The reject reasons are managed in Rydoo. They specify the reasons for rejecting an expense. Choose the **Load All from Rydoo** action to download all the reasons from Rydoo to **COSMO Travel Expense Management**.

## Rydoo Categories

The categories such as Parking or Fuel costs are managed in Rydoo. All categories need to be created per branch. All the active and inactive categories are downloaded to **COSMO Travel Expense Management** when loading the setting data from Rydoo, see [Travel Expense Management Setup](#).

The **Category Posting Setup** page is set up in Microsoft Dynamics 365 Business Central. For more information, see [Category Posting Setup](#).

## Rydoo Custom Fields

The custom fields are managed in Rydoo. Choose the **Load All from Rydoo** action to download all custom fields and their list items from Rydoo to **COSMO Travel Expense Management**. Custom fields with linked dimensions in Microsoft Dynamics 365 Business Central can be provided as additional fields in expenses or trips.

### Note

A custom field without a linked dimension can be used for informational purposes. The value of the custom field can be seen on the **Show Expense** page, accessed

from the **Travel Expense Statement**. However, without a matching dimension in Microsoft Dynamics 365 Business Central, it has no purpose for the posting process and the different entries.

For more information about custom fields and list items, see [Create Dimension Values > Rydoo List Items / Dimension Values](#).

## Feedback

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# Rydoo Pages Setup in Rydoo and Dynamics 365 Business Central

The following pages set up in Rydoo should be verified in Microsoft Dynamics 365 Business Central:


## Create Users > Rydoo Users

The users can be managed in Rydoo or **COSMO Travel Expense Management**. Choose the **Load All from Rydoo** action to download all the users from Rydoo to **COSMO Travel Expense Management**.


However, we recommend creating and editing the users in **COSMO Travel Expense Management**.

There are two options to create new users:

### ■ Employees

1. Open the employees by using **Tell Me**. Choose the  icon, enter the relevant page name, and then choose the related link.
2. Add the required employees by choosing the **New** action on the menu.
3. A new **Employee Card** opens, in which the relevant information can be entered.

### ■ Vendors

1. Open the vendors by using **Tell Me**. Choose the  icon, enter the relevant page name, and then choose the related link.
2. Add the required vendors by choosing the **New** action on the menu.
3. A new **Vendor Card** opens, in which the relevant information can be added.

### Note

**Creating Rydoo Users from an employee and posting on an employee is available in version 2018 and later.**

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

### Important actions on the Rydoo Users page

Choose the **New** action to open a new Rydoo User Card and create a new user.

Choose **Manage > Edit** or **View** to open the entry for editing or viewing.

Choose the **Open in Excel** action to open or save a Microsoft Excel worksheet with the data exported from the list.

## How to use fields created in Microsoft Dynamics 365 Business Central and uploaded to Rydoo

### Create User

#### Employee

- `FirstName = Employee."First Name"`
- `LastName = Employee."Last Name"`
- `Enabled = false (default)`
- `Email = Employee."E-Mail"`
- `Country = Branch."Country Code Rydoo"`
- `Language = Branch."Default Language Code"`

#### Vendor

- `FirstName = Vendor.Name`
- `LastName = Vendor."Name 2"`
- `Enabled = false (default)`
- `Email = Vendor."E-Mail"`
- `Country = Branch."Country Code Rydoo"`
- `Language = Branch."Default Language Code"`

## Create Jobs > Rydoo Projects

Jobs should be managed in Microsoft Dynamics 365 Business Central. Edit the jobs in **COSMO Travel Expense Management** and upload them to Rydoo by choosing the **Save All to Rydoo** action on the menu.

#### Note

The **Load All from Rydoo** function downloads all the projects from Rydoo to **COSMO Travel Expense Management** and should only be used for error correction.

The Rydoo projects correspond to jobs in standard Microsoft Dynamics 365 Business Central. Open the relevant **Job Card**, go to the **Tasks** FastTab and choose the **Create in Rydoo** action on the **Travel Expense** menu.



When the status of a Microsoft Dynamics 365 Business Central job is set to Closed, all Rydoo projects will be changed to inactive as well. If this does not occur, check for API transfer errors.

## How to use fields created in Microsoft Dynamics 365 Business Central and uploaded to Rydoo

### Create Project

#### Job Task

- Name = Job.Description - JobTask.Description
- RefId = JobTask."Job No."-JobTask."Job Task No."
- IsActive = true (default)
- Branch = (Branch.Default = true)

## Create Dimension Values > Rydoo List Items / Dimension Values

It is possible to provide dimensions for the custom fields as additional fields in expenses or trips. Dimensions are attributes and values that categorize entries so you can track and analyze them. For example, dimensions can indicate a cost center or department from where the entry originates.

The custom fields are entered in Rydoo. Choose the **Load All from Rydoo** action to download all custom fields and their list items from Rydoo to **COSMO Travel Expense Management**.

However, we recommend that you generate / edit the dimension values (**Dimension Values** become **List Items** in Rydoo) using **COSMO Travel Expense Management**.

Associated **Dimension Values** will not automatically become **List Items**. Therefore, after creating the dimensions, dimension values should be added for the dimensions. On the **Dimensions** page, choose the **Dimension Values** action on the **Dimension** menu to view or edit the dimension values for the current dimension.

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

## How to use fields created in Microsoft Dynamics 365 Business Central and uploaded to Rydoo

### Create List Item

#### Dimension Value

- Name = "Dimension Value".Name
- ExternalId = "Dimension Value".Code
- Status = Enabled (default)
- Limitations.BranchId = (Branch.Default = true)

## Feedback

Submit feedback for [this page](#) .

# Rydoo Pages Setup - Conversions

On the following pages there are fields that must be converted from Rydoo to Microsoft Dynamics 365 Business Central.

## Integration on Countries/Regions Page

On the **Countries/Regions** page, there is an additional field **Country Code in Rydoo**. Because Rydoo has its own country codes, the language codes must be converted from Rydoo to Microsoft Dynamics 365 Business Central. On the **Countries/Regions** page, the codes of Rydoo must be entered for all the relevant countries.

In the **Travel Expense Management Setup**, choose the **Load Setting Data from Rydoo** action to automatically set the values for all countries.

### Note

The values are only set if either the **ISO Code** or **ISO Numeric Code** field is set correctly.

## Integration on Currencies Page

On the **Currencies** page, there is an additional field **Currency Code in Rydoo**. Because Rydoo has its own currency codes, the codes must be converted from Rydoo to Microsoft Dynamics 365 Business Central. On the **Currencies** page, the codes of Rydoo must be entered for all the relevant currencies.

In the **Travel Expense Management Setup**, choose the **Load Setting Data from Rydoo** action to automatically set the values for predefined currencies.

## Feedback

Submit feedback for [this page](#).

# Category Posting Setup

The Category Posting Setup specifies the posting groups for the categories to be posted and standard Microsoft Dynamics 365 Business Central fields such as Posting Type, VAT, etc.

The **Configuration Type** specifies the type of configuration. The options are:

- Country/Region – If selected, the user must select a specific country in the **Country/Region Code** field.
- European Classification – If selected, all categories for European countries, which are not defined otherwise, will be posted with this configuration.

## Note

For more information about country codes, see [Integration on Countries/Regions Page](#).

The **European Classification Type** indicates that the relevant country is European. The options are:

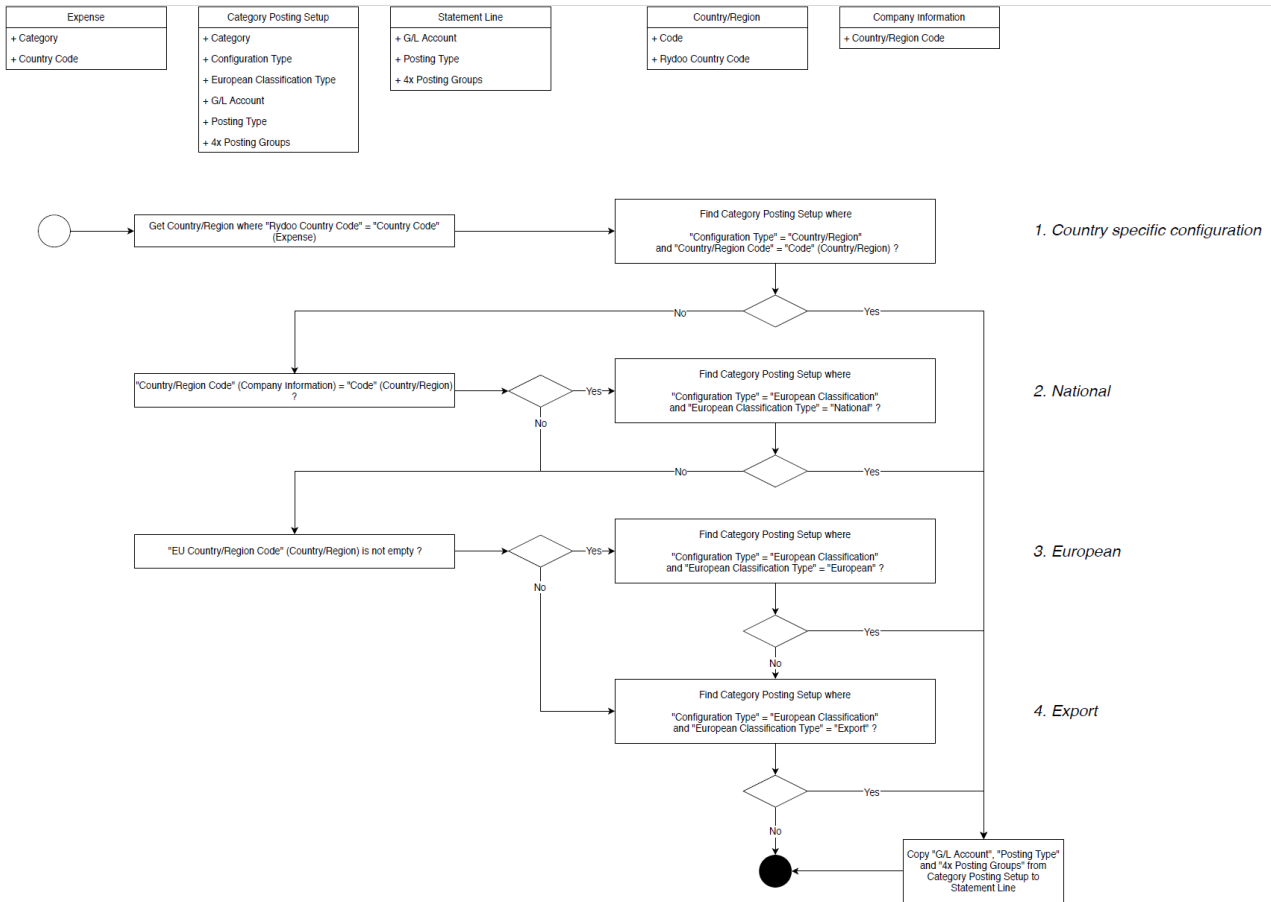
- National – Classified as domestic.
- EU – Classified as EU country.
- Export – Classified as non-EU.

Choose **Manage** > **Delete** to remove the selected entry.

## Further information

The **Category Posting Setup** is necessary to define the **G/L Account**, **Posting Type**, and four **Posting Group** fields during the creation of the travel expense statement (statement line). During this process, the category and country code of the expense are converted into the above mentioned six fields.

**COSMO Travel Expense Management** proceeds as follows:



1. The Countries/Regions based on the **Country code** of the expense are checked.

#### Note

If it cannot be found, for example, due to an incorrect or missing setup, an empty **Country Code in Rydoo** field is considered empty for the algorithm.

2. **Country-specific settings** are checked.

- Check the **Category Posting Setup** to see, if a line with **Configuration Type = Country/Region** and **Country/Region Code** from 1.) can be found. If so, use the six fields from the found matrix row.

#### Note

If the **Country/Region** from 1.) is empty and a **Category Posting Setup** line was configured with empty **Country/Region Code**, it will be found.

- Example for *empty* code

i. On the **Countries/Regions** page, an *empty* code was defined for Spain and France.

ii. In the **Category Posting Setup**, *DE* (German) and *Empty* are defined as **Country/Region Code**.

iii. In the statement line, the second line (empty) would be added for both Spain and France.

### 3. Check *National*

- Get the **Country/Region Code** from the **Company Information** table.
- If the **Country/Region Code** from 1.) matches the field from the Company Information, check the **Category Posting Setup** to see, if a line with **Configuration Type** = *European Classification* and **European Classification Type** = *National* exists. If so, use the six fields from the found matrix row.

### 4. Check *European*

- If in the **Country/Region Code** from 1.), the **EU Country/Region Code** field is filled, then check the **Category Posting Setup** to see, if a line with **Configuration Type** = *European Classification* and **European Classification Type** = *European* exists. If so, use the six fields from the found matrix row.

### 5. Check *Export*

- If in the **Country/Region Code** from 1.), the **EU Country/Region Code** field is empty, then check the **Category Posting Setup** to see, if a line with **Configuration Type** = *European Classification* and **European Classification Type** = *Export* exists. If so, use the six fields from the found matrix row.

### 6. All six fields are left empty.


## Feedback

Submit feedback for [this page](#).

# Other Rydoo Pages

This topic describes other Rydoo-specific pages that are relevant for **COSMO Travel Expense Management**.

## Rydoo Expenses

The **Rydoo Expenses** page is accessed using **Tell Me**. Choose the  icon, enter the relevant page name, and then choose the related link. This page gives an overview of all existing expenses. If you open the expenses from the **Rydoo Trips** page by choosing an entry in the **Expenses** field, only the expenses for this specific trip are displayed.

### Options for specific fields


The **Expense Status** field specifies the status of an expense. The options are:

- Processing - The expense is in the process of being checked, including the amount, merchant, currency, and valuta. Expenses with this status will not be imported into Microsoft Dynamics 365 Business Central.
- Submitted - The expense has been submitted to the approver. The approver will now be able to approve or reject the expense. Expenses with this status will not be imported into Microsoft Dynamics 365 Business Central.
- Approved - The expense is approved by the approver.
- Controlled - The expense is approved by the controller.
- Reported - The expense is in its final stage and can now be reimbursed. This has no effect on the data for the posting process in Microsoft Dynamics 365 Business Central.
- Rejected - The expense has been rejected by the approver, the controller, or the accountant. This status can be created out of Microsoft Dynamics 365 Business Central using the reject function in a travel statement. Expenses with this status will not be imported into Microsoft Dynamics 365 Business Central.

#### Note

Choose the **Open in Excel** action to open or save a Microsoft Excel worksheet with the data exported from the list.

## Rydoo Trips

The **Rydoo Trips** page is accessed using **Tell Me**. Choose the  icon, enter the relevant page name, and then choose the related link. This page gives an overview of all existing

trips. It is also possible to open a specific trip by choosing an entry in the **Trip Title** field on the **Rydoo Expenses** page.

### Options for specific fields

The **Status** field specifies the status of the trip. The options are:

- **Created** – A newly created trip. It is possible that not all required data has been entered. A trip with this status will not be imported into Microsoft Dynamics 365 Business Central.
- **Completed** – The trip is finished and reported in Rydoo. This has no effect on Microsoft Dynamics 365 Business Central.
- **Approved** – The trip is approved. If two levels of approver are configured in your company account, a second validation will need to be performed by the controller.
- **Controlled** – The trip has been controlled after approval. This status is only relevant if the trips must be approved with a two-level approval system.
- **Submitted** – If an approval system for trips is active, then the trip has been submitted to the approver. The approver will now be able to approve or reject the expense.
- **Recalled** – The trip is recalled by the traveling employee. A trip with this status will not be imported into Microsoft Dynamics 365 Business Central. This status corresponds more or less to the status of a created trip. The only difference is that a recalled trip is taken back for reconfiguration.

#### **Note**


Choose the **Open in Excel** action to open or save a Microsoft Excel worksheet with the data exported from the list.

## Feedback

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# Travel Expense Statements

The **Travel Expense Statements** page is accessed using **Tell Me**. Choose the  icon, enter the page name, and then choose the related link.

## See Also

[Travel Expense Statements](#)

[Posted Travel Expense Statements](#)

## Feedback

Submit feedback for [this page](#).

# Travel Expense Statements

The **Travel Expense Statements** page displays all the available travel expense statements that have not been posted yet.

## Specific fields

The **Total Amount (LCY)** field specifies always the amount for all expenses, regardless of whether the expenses are reimbursable or not. So the reimbursable amount for the employee might be lower than the amount shown here.

## Actions


The actions on the action bar specific to **COSMO Travel Expense Management** on the **Post** and **Statements** menus are described in the following table.

Action	Description
Post Selected	Posts the selected statements. Posted travel statements will be created. The entries will be created corresponding to the individual setup of your company. For example, if you are using project information, project entries will be created.
Post	Posts the currently selected statement. A posted travel statement will be created. The entries will be created corresponding to the individual setup of your company. For example, if you are using project information, project entries will be created.
Preview Posting	Opens a preview that shows which entries will be created when posting the document or journal. (This function is only available in Microsoft Dynamics NAV 2016 or later.)
Import Statements	Opens the <b>Import Travel Expense Statements</b> wizard. Downloads all expenses from Rydoo and creates statements in <b>COSMO Travel Expense Management</b> . For more information, see <a href="#">Importing Travel Expense Statements</a> .

## Feedback

Submit feedback for [this page](#).

# Posted Travel Expense Statements

The **Posted Travel Expense Statements** is accessed using **Tell Me**. Choose the  icon, enter **Posted Travel Expense Statements**, and then choose the related link.

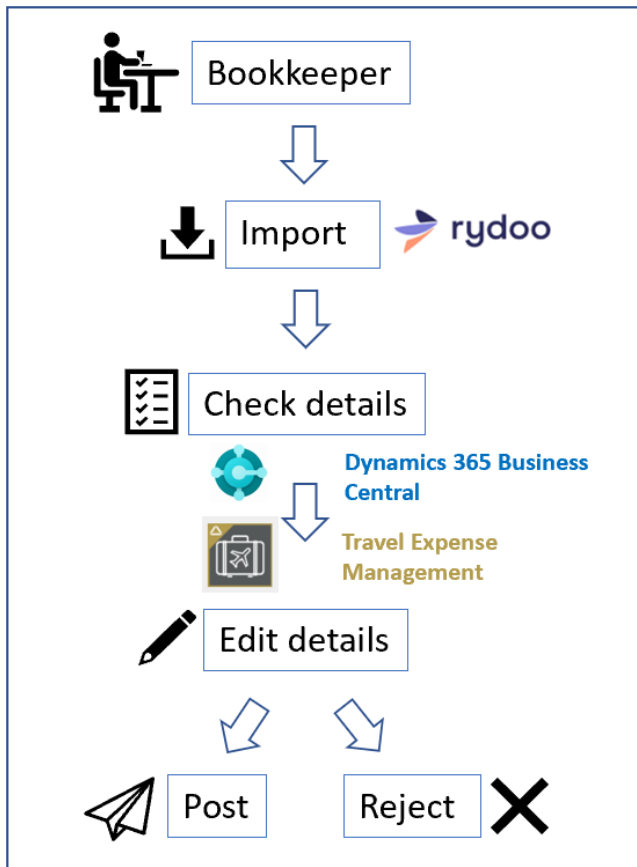
This page gives an overview of all the travel expense statements that have already been posted.

## Feedback

Submit feedback for [this page](#).

# User Workflow

The bookkeeper can edit or reject an expense report for an employee. The following graphic illustrates the steps of the Travel Expense workflow.



## See Also

[Importing Travel Expense Statements](#)

[Editing a Travel Expense Statement](#)

[Travel Expense Cues](#)

[Rydoo Web Service Requests](#)


## Feedback

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# Importing Travel Expense Statements

Before editing the **Travel Expense Statements**, it is necessary to import the statements from Rydoo by using the **Import Travel Expense Statements** wizard.

## To import the statements

1. Choose the **Import Statements** action on the **Statements** menu of the **Travel Expense Statements** page to open the **Import Travel Expense Statements** wizard. The wizard can also be accessed using **Tell Me**. Choose the  icon, enter **Import Travel Expense Statements**, and then choose the related link.
2. Fill in the setting and posting fields as necessary. Hover over a field to read a short description.
3. Select the relevant filter options and choose the **Import** action.

The expenses and trips from Rydoo are downloaded to **COSMO Travel Expense Management**. The Travel Expense Statements are created and the **Rydoo Trips** are populated. The travel expenses are created separately per user. If a user has made several trips, all expenses will be put into one single travel statement. The expenses are sorted according to trips within the statement.

## Feedback

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# Editing a Travel Expense Statement

As soon as the expenses have been downloaded, they can be processed in **COSMO Travel Expense Management**.

On the **Travel Expense Statements** page, choose the document number to open the relevant travel expense statement.

## To edit a travel expense statement

There are several actions on this page.

As soon as the Travel Expense Statement has been posted, the **Posting** FastTab is populated.

Review the expense and then choose the appropriate action.

- Choose the **Post** action to post the selected travel expense statement that is ready for approval. After posting, the expense is moved to the posted statements where it can be opened, see [Posted Travel Expense Statements](#). The payment is now authorized for the expense and the employee can be reimbursed with the usual method of payment.
- Choose the **Preview Posting** action to open a posting preview and review the different types of entries that will be created when posting the document or journal.
- Choose the **Edit Dimensions** action to edit the dimensions that are stored for this entry, for example, the department.

## Posting and Dimensions

Travel expense statements are posted in the following way:

1. For each Statement Line, a Gen. Journal Line is created.

- Amount = + Amount (Statement Line)
- Account = Account (Statement Line)
- Job = Job (Statement Line)
- Dimension = Dimension (Gen. Journal Line) + Dimension (Statement Line), with Statement Line > Gen. Journal Line

2. For each Statement Line that is not reimbursable (that means, the **Reimbursable** check box is not selected), another Gen. Journal Line is created.

- Amount = - Amount (Statement Line)

- Account = Clearing Account (Travel Expense Management Setup)
- No Job
- Dimension = Dimension (Gen. Journal Line) + Dimension (Statement Header), with Statement Header > Gen. Journal Line

3. For each Statement Header, a Gen. Journal Line (summarized) is created for the employee/vendor.

- Amount = - ReimbursableSumAmount (Statement Lines)
- Account = Employee/Vendor
- No Job
- Dimension = Dimension (Gen. Journal Line) + Dimension (Statement Header), with Statement Header > Gen. Journal Line

Each travel expense statement is posted individually and thus creates its own G/L Register. This means that a travel expense statement can be reversed in the registers. However, the actual travel expense statement remains posted.

## Feedback

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# Travel Expense Cues

Another option for quick access to the open travel expense statements and rejected expenses are described in the following sections.

## Open Statements

Choose the **Open Statements** cue to open the **Travel Expense Statement** page with a filtered view (**Status** <> *Posted*) in the **Open Statements** window.

The fields and actions of this page correspond to the **Travel Expense Statements** page.

## Rejected Expenses

Choose the **Rejected Expenses** cue to open the **Rydoo Expenses** page with a filtered view (**Expense Status** = *Rejected*) in the **Rejected Expenses** window.


The fields and actions of this page correspond to the **Rydoo Expenses** page, see [Rydoo Expenses](#).

## Feedback

Submit feedback for [this page](#) .



# Rydoo Web Service Requests

The **Rydoo Web Service Requests** page is accessed using **Tell Me**. Choose the  icon, enter the page name, and then choose the related link.

This page gives an overview of all processed web requests and offers the option to view errors with the web service.

## Feedback

Submit feedback for [this page](#).