



AUTOMATE INVOICING & EXPENSES WHILST TRACKING CARBON EMISSIONS





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Agenda

01

About Continia

02

Document Capture

03

Expense Management

04

Sustainability

05

What's New

06

Recap

About Continia



Finance process
automation from
start to finish



Reduces 90% of
your manual
tasks



Intuitive and
user-friendly
software







Quick return
on investment



Over 18,000
customers

Document Capture

Automate your Accounts Payable invoice-handling process





-  Data capture
-  Order matching
-  Approval workflow
-  Secure archive



eDocuments

Included in the Essential module

What is Continia eDocuments?

-  Handle e-Order and e-Billing (XML)
-  Continia Delivery Network
-  Incoming and outgoing documents
-  Support multiple formats globally



Purchase contracts

Included in the Essential module

The screenshot shows a 'Purchase Contract' form for 'PC0000001 · Adobe'. The form has a top navigation bar with 'Home', 'Contract', 'Actions', 'Automate', and 'Fewer options'. Below this is a review workflow bar with buttons: 'Start Review', 'Submit Review', 'Return to reviewer', 'Finish Review', and 'Cancel Review'. The form is divided into two main sections: 'General' and 'Review'. The 'General' section contains fields for Type (Expense), Vendor Name (Adobe), Description (Adobe), Purchaser Code (Reviewer) (EH), Cost Category Code, Department Code, Customergroup Code, Contract Start Date (02/01/2023), Price Type (Fixed Amount), Invoicing Period Code (MONTH), Vendor Contract No. (FT2023), and Auto Approve Within Va... (Yes). The 'Review' section contains fields for Review (Yearly), Next Review Date (02/12/2023), Status, Comments, Last Date Reviewed, and Last Reviewed by.

Purchase Contract

PC0000001 · Adobe

Home Contract Actions Automate Fewer options

Start Review Submit Review Return to reviewer Finish Review Cancel Review

General [Show more](#)

Type Expense Customergroup Code

Vendor Name Adobe Contract Start Date 02/01/2023

Description Adobe Price Type Fixed Amount

Purchaser Code (Reviewer) EH Invoicing Period Code MONTH

Cost Category Code Vendor Contract No. FT2023

Department Code Auto Approve Within Va... Yes

Review

Review Yearly Comments

Next Review Date 02/12/2023 Last Date Reviewed

Status Last Reviewed by

Centralised management

Automated review reminders

Easy tracking of contract details

Create directly from expenses

Auto approval for recurring expenses

Expense Management

Automate your expenses reporting processes



AI receipt scanner



Credit card integration



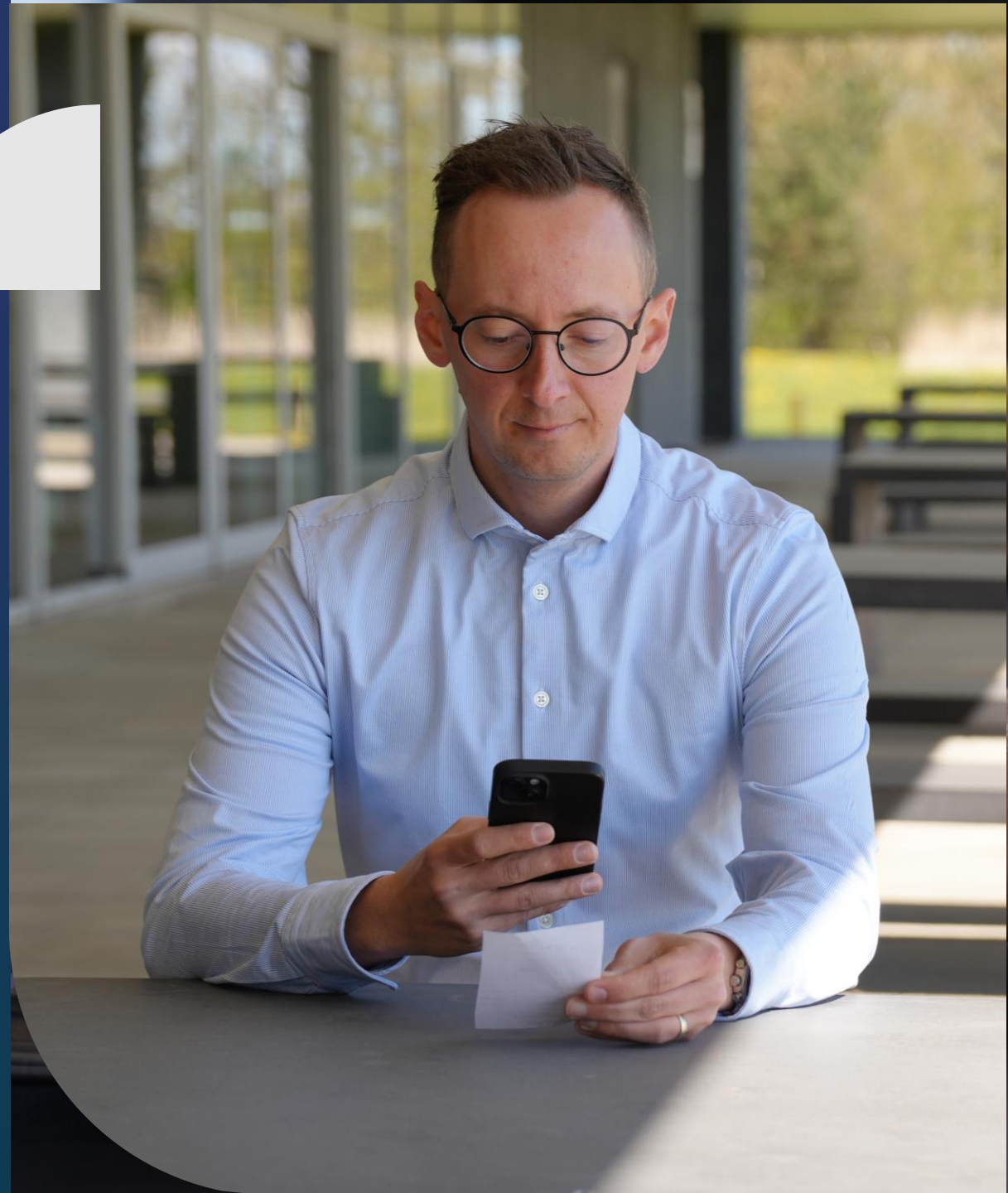
Per Diems



Mileage claims



Approval workflow



AI Receipt Scanner

What is captured?

The screenshot shows a mobile app interface for an AI Receipt Scanner. At the top, the status bar displays the time 10:41, signal strength, and battery level at 75%. The app header has 'Cancel' on the left, 'Expense' in the center, and 'Save' on the right. Below the header, the 'Amount' is displayed as '1.598,93' with a 'USD' dropdown menu. A row of four circular icons (document, camera, link, and a card) is positioned below the amount. The 'Attachments (1)' section shows a thumbnail of a receipt. Below this, a list of captured data points is shown, each with a checkmark: 'Document Date' (Friday, 3. February 2023), 'Payment Type' (VISA CARD), 'Expense Type' (ACCOMMODATION), and 'Description' (Westin Phoenix Downtown). There is also an 'Admin Comment' field and an 'Add allocation lines' link with a right arrow. At the bottom, a large blue circular button with a right arrow is next to a 'Submit' button.

01 Amount & currency

02 Document date

03 Payment type

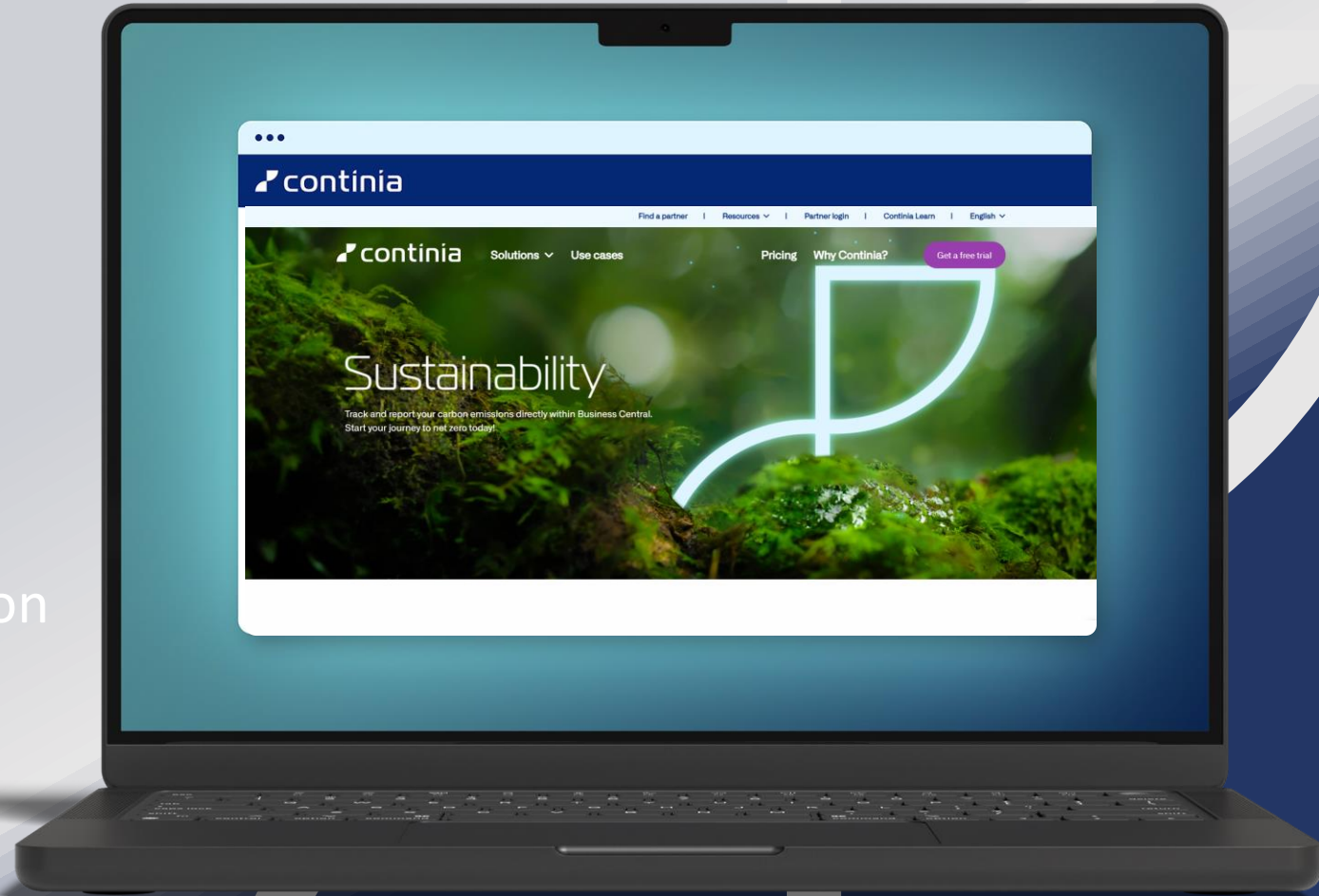
04 Merchant (description)

05 VAT (Differentiated VAT splits automatically)

06 ESG: Arrival/Departure date, Km/Miles, Liter, Kwh

Continia Sustainability

Seamlessly track and report your carbon emissions



Sustainability reporting

A catalyst for business success



Regulatory compliance

- New **CSRD Omnibus proposal**
- Voluntary Standards for Micro and Small Enterprises (**VSME**)
- EU Emission Trading System (**ETS**)



Competition & new opportunities

VSME applies to entities in **mandated companies' supply chain**.

That could be you!



Branding

Attraction and retention of:

- Investors
- Stakeholders
- Customers



Reduced operational costs

Emission Accounting



Lower emissions



Better user of resources



Reduced operational costs

Live demo

Microsoft Dynamics 365 Business Central
Continia Document Capture

WHAT'S NEW?

Document Capture

2025 R1



Combine AI and manual line recognition

The best of both worlds

What does it do?

Override AI-suggested line items if they're incorrect, without starting recognition from scratch.

How can this help you?

- Manual corrections can be made immediately
- Changes are recognised going forwards

Document Card

D000015 - Nod Publishers

Home Purchase Contract Document Template Translations Vendor Actions Automate Fewer options

General

Vendor: Nod Publisher Status: Open Recognize: AI

Document Header

Lines Manage Line Translations

New Line Delete Line Hide OK Lines

| OK | Translate to Type | Translate to No. | No. | Description |
|----|-------------------------------------|------------------|--------|------------------|
| → | <input checked="" type="checkbox"/> | Item | 1900-S | C1900 Reception |
| | <input checked="" type="checkbox"/> | G/L Account | 31010 | MP1969 Reception |
| | <input checked="" type="checkbox"/> | G/L Account | 31010 | 1902 Reception |
| | <input checked="" type="checkbox"/> | Item | 1908-S | C1908 Second |
| | <input checked="" type="checkbox"/> | Item | 1920-S | T1920 Second |
| | <input checked="" type="checkbox"/> | Item | 1906-S | P1906 CEO's |
| | <input checked="" type="checkbox"/> | G/L Account | 31010 | 1845 CEO's |

Line Total: 2,603.00 Invoice Total: 2,603.00

Document

CRONUS UK Ltd.
7122 South Ashford Street
Westminster
W2 8HG London

Attention: Mr. Robin Bettencourt

INVOICE I-17779

Date Invoiced: 26.01.2025
Date Due: 31.01.2025

| Item # | Text | Quantity |
|-------------------------|--|-------------|
| C1900 MP1969 1902 | Reception Paris, chair Mouse pad, blue, 20x40 cm Duct tape, 20 meters | 4 2 5 |
| C1908 T1920 | Second floor main room London, chair Antwerp, table | 3 3 |
| P1906 1845 | CEO's office Athens, pedestal Adhesive tape | 4 10 |

AMOUNT EX
AMOUNT IN

Change document company and category

Moving documents quickly

What does it do?

Move documents quickly to the right company and the right category.

How can this help you?

- Less clicks to do the same job
- Now you can do both at the same time

Move to Company

| Name ↑ | | Display Name | Document Category Code | |
|--------|------------------|--------------|------------------------|----------|
| | CRONUS eCustomer | | The buying eCustomer | PURCHASE |
| | CRONUS eVendor | | The selling eVendor | PURCHASE |
| → | My Company | : | Do NOT use! | |

Unit of Measure matching

A match that counts

What does it do?

Match purchase invoice and order lines with different units of measure (UOM) if the line amounts are the same.

How can this help you?

- This can be automated
- No longer need to adjust UOM manually

Template Card

T000003 - 40000 - Wide World Importers

Continia Hub | Actions ▾ Related ▾ Automate ▾ Fewer options

General >

Purchase Documents Show more

| Registration | Line Matching |
|--|---------------------------------------|
| Invoice Reg. Step 1 ▾ Create Invoice ▾ | Match Order No. ▾ Yes - always ▾ |
| Invoice Reg. Step 2 ▾ ▾ | Match Item No. ▾ No ▾ |
| Credit Memo Reg. Ste... ▾ Create Credit Memo ▾ | Match Quantity ▾ No ▾ |
| Credit Memo Reg. Ste... ▾ ▾ | Match Unit Cost ▾ No ▾ |
| Posting Date ▾ Use Document Date (recognize ▾ | Match Base Quantity ▾ Yes - always ▾ |
| Item Charge Assignm... ▾ ▾ | Match Base Unit Cost ▾ Yes - always ▾ |
| Approval | Unit Cost - Variance A... ▾ 0.00 ▾ |
| Approval Flow Code ▾ ▾ | Unit Cost - Variance % ▾ 0 ▾ |
| Amount Validation ▾ Amount Excl. VAT and Amount ▾ | Variance |
| Auto Approve Within ... ▾ <input type="checkbox"/> | Variance Posting Acco... ▾ ▾ |

Better approval groups

Easy setup - Seamless flow

What does it do?

Create approval groups related to users and dimensions

How can this help you?

- Quickly create an 'ALL' group for multiple users
- Maintain permissions for dimensions

| Approval User Groups | |
|--|--------------------------|
| <div><div><div></div><div></div></div><div><div>+ New</div><div>Edit List</div><div>Delete</div><div>Members</div></div></div> | |
| Code ↑ | Name |
| → <u>ALL</u> | All types and dimensions |
| GROUP1 | G/L Account |
| GROUP2 | Dimension, Department |

| Permissions | | |
|-------------------------|----------------------|---------------------|
| Type | Assigning Permission | Approval Permission |
| G/L Account | All | All |
| Item | All | All |
| Fixed Asset | All | All |
| Charge (Item) | All | All |
| AREA Dimension | All | All |
| BUSINESSGROUP Dimension | All | All |

Send eDocument copies

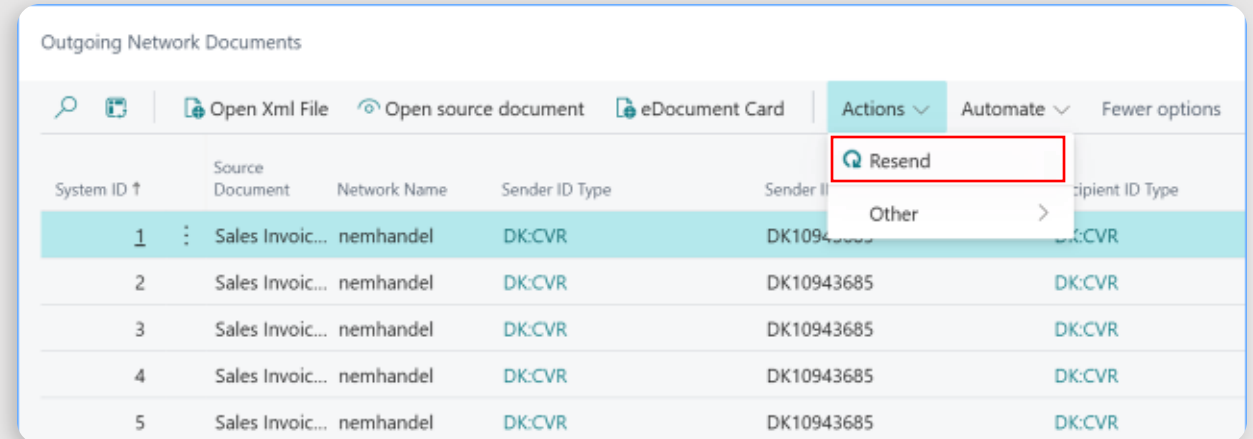
Crowbar not required. Just click and deliver.

What does it do?

Resend a copy of previously sent eDocuments

How can this help you?

- No need to recreate or reprocess original document
- Instantly provide a copy to recipients



The screenshot shows a web interface titled "Outgoing Network Documents". It features a table with columns: System ID ↑, Source Document, Network Name, Sender ID Type, Sender ID, and Recipient ID Type. The first row is highlighted in light blue. An "Actions" dropdown menu is open, showing "Resend" (highlighted with a red box) and "Other".

| System ID ↑ | Source Document | Network Name | Sender ID Type | Sender ID | Recipient ID Type |
|-------------|-----------------|--------------|----------------|------------|-------------------|
| 1 | Sales Invoic... | nemhandel | DK:CVR | DK10943685 | DK:CVR |
| 2 | Sales Invoic... | nemhandel | DK:CVR | DK10943685 | DK:CVR |
| 3 | Sales Invoic... | nemhandel | DK:CVR | DK10943685 | DK:CVR |
| 4 | Sales Invoic... | nemhandel | DK:CVR | DK10943685 | DK:CVR |
| 5 | Sales Invoic... | nemhandel | DK:CVR | DK10943685 | DK:CVR |

WHAT'S NEW?

Expense Management

2025 R1



Approve actions added to document card

What does it do?

Approval actions can be done directly from the document card.

How can this help you?

- Admin can approve from one screen
- Speeds up approval process

Expense Card - 7 · LT · ACCOMMODATION · Accommodation

Manage Home Expense Administration **Approve** Request Approval Page Actions ▾ Related ▾ Fewer options

✓ Approve ✕ Reject ↩ Forward 🔒 On Hold 🔒 Force Approval 💬 Comments

| | | | |
|------------------|---------------|-------------------|--------------------------|
| Continia User ID | LT | Amount | 1,598.93 |
| Name | Lina Townsend | Amount (LCY) | 1,288.94 |
| Payment Type | MASTERCARD | Project No. | |
| Description | Accommodation | Project Task No. | |
| Description 2 | | Project Billable | <input type="checkbox"/> |
| Admin Comment | | Project Line Type | |
| Attendees | | On Hold | |

Attachments ▾

Westin Phoenix Downtown
333 N Central Ave
Phoenix, AZ 85004
United States
Tel: 602.429.3500 Fax: 602.429.3505

WESTIN
HOTELS & RESC

Page Number : 1 Invoice Nbr : 2
Guest Number : 397807
Folio ID : A
Arrival : 30 JAN-24 20:51

Close

Payment Type improvement

What does it do?

You can change the credit card user, even if bank transactions already exist.

How can this help you?

- Flexibility in changing payment types
- Handle old payment types better

Payment Type Card

MASTERCARD

Payment Type | Automate | Fewer options

General >

Posting

Method Post on a Business Account

Posting Account

Type Bank Account

No. MASTERCARD

Bank Transactions/Credit Card

Match to Expense Always Required

Create Expense from ... ☒

Matching tolerance

Amount (%) 2

Date (Days) 2

Intermediate Posting Account

Type G/L Account

No. 2490

Credit Card

Enable Multiple User... ☐

Continia User Credit Cards

✓ Saved

+ New Edit List Delete

| Card No. ↑ | Payment Type |
|---------------|--------------|
| → AD7XXXXX0C1 | VISA CARD |

Group posting on Expense Reports

What does it do?

Group employee/vendor ledger entries at expense report or by document type level.

How can this help you?

- Quickly understand expense report entries
- Speeds up month end process

Employee Ledger Entries ✓ Saved

[Edit List](#) [Home](#) [Entry](#) [More options](#)

[Apply Entries](#) [Unapply Entries...](#) [Find entries...](#) [Create Payment](#) [Reverse Transaction...](#)

| Posting Date | Document No. | Employee No. ↓ | Description | Curr... Code | Pay... Met... Code | Original Amount | Amount |
|--------------|--------------|----------------|---|--------------|--------------------|-----------------|---------|
| → 11/03/2025 | EM-PSTL-1... | LT | Lina Townsend - Expense Report posting - Expense | | | -705.74 | -705.74 |
| 11/03/2025 | EM-PSTL-1... | LT | Lina Townsend - Expense Report posting - Mileage | | | -234.45 | -234.45 |
| 11/03/2025 | EM-PSTL-1... | LT | Lina Townsend - Expense Report posting - Per Diem | | | -75.00 | -75.00 |

Expense Management Setup

[Home](#) [Continia Online](#) [Setup](#) [About...](#) [Actions](#) [Automate](#) [Fewer options](#)

[Email Account Setup](#) [Send Test Email](#) [Continia Hub](#)

Expense Report

Auto submit for approval ☒

Enable Departure and Return Dat... ☐

Expense Report Pre-approval

No. Series

Posting No. Series

Posting Description

Expense Report Source Code

Posting Grouping Method

[Expense >](#)

Improvements in posting projects

What does it do?

Track project expenses without waiting for employee reimbursement.

How can this help you?

- Immediately Invoice customers for project expenses
- Track each transaction to right project
- Handle payments without effecting payroll

← Posted Mileage Card

✎

🔗

+

🗑

3 · LT · PRIVATE CAR · Meeting

Home

Mileage

More options

🔍

Find entries

Name ······

Lina Townsend

Purpose ······

Meeting

Admin Comment ······

Registration Date ······

13/03/2025

Posting Date ······

13/03/2025

From Address ······

Langøgade 25, 2100 København...

To Address ······

Skolegade 10, 4300 Holbæk, De...

Vehicle Code ······

PRIVATE CAR

Total Distance ······

46

Calculated Distance ······

46

Taxable Amount (LCY) ····

0.00

Project No. ······

PR00010

Project Task No. ······

110

Project Billable ······

Project Line Type ······

Billable

On Hold ······

Status ······

Released

Approval by ······

Ester Henderson

Approval Comments ····

1

| Related Entries | | No. of Entries |
|-----------------|----------------------|----------------|
| → | Project Ledger Entry | 2 |
| | Mileage | 1 |

UD 25

Cash Advance Handling

What does it do?

Track and report on cash withdrawals/petty cash.

How can this help you?

- Report on cash withdrawals, out-of-the-box
- No need to manually setup expense type
- Standard method for cash withdrawals/cash advance

CRONUS UK Ltd. | Finance ▾ | Cash Management ▾ | Sales ▾ | Purchasing ▾ | Shopify ▾ | All Reports | ☰

Payment Types: All ▾ | 🔍 | 📄 | + New | 🗑️ Delete | 🛠️ Edit List | Home ▾ | Payment Type ▾ | Actions ▾ | Automate ▾ | Fewer options

| Code ↑ | Description | Applies to all Expense Users | Image |
|-------------------|----------------------------|-------------------------------------|------------|
| AMEX | American Express Card | <input type="checkbox"/> | Amex |
| CARD | Unspecified Corporate Card | <input type="checkbox"/> | Card |
| CASH/PRIVATE CARD | Cash/Private Card | <input checked="" type="checkbox"/> | Coinpile |
| CORPORATE CASH | Corporate Cash | <input type="checkbox"/> | Coinpile |
| DINERS | Diners Club Card | <input type="checkbox"/> | Diners |
| MASTERCARD | Mastercard | <input type="checkbox"/> | Mastercard |
| VISA CARD | Visa Card | <input type="checkbox"/> | Visacard |

Expense Types

🔍 | 📄 | + New | 🛠️ Edit List | 🗑️ Delete | ⚙️ Setup | 📄

| Code ↑ | Description |
|----------------|---------------|
| ACCOMMODAT... | Accommodation |
| → CASH ADVANCE | Cash advance |
| ELECTRICITY | Electricity |

Recap

Continia
Insights

Document
Capture

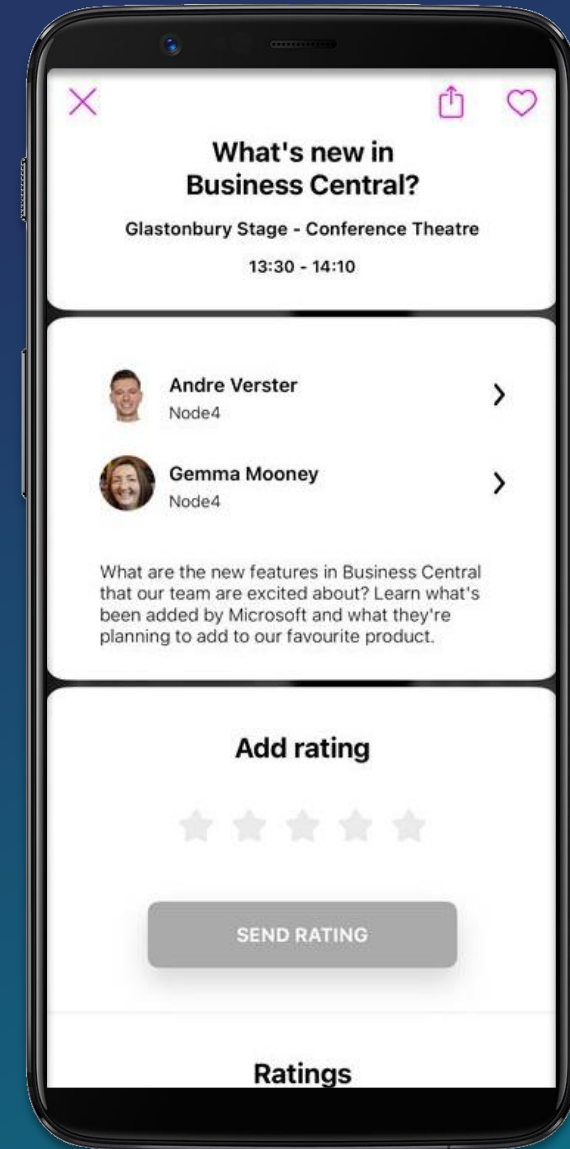
Expense
Management

Sustainability

What's New

Q & A

Please rate your
experience!



Thank you!

Learn more

[➤ Continia Docs](#)

[➤ Continia Learn](#)

[➤ YouTube](#)

[➤ Webinars](#)

