



# COSMO Travel Expense Management for Microsoft Dynamics 365



## Expense reports without great expenses

COSMO CONSULTS digital travel expense management links the online travel expense report Rydoo with Microsoft Dynamics 365 in a seamless, digital overall process.

The software relieves users of time-consuming routine tasks in travel management and expense reporting. Companies also benefit from seamless business processes worldwide, while employees record costs and receipts on the road in just a few simple steps.

The integration **COSMO Travel Expense Management** developed by us makes all master data relevant for travel expense accounting from Dynamics 365 also available under Rydoo. In the opposite direction, at the end of the approval process, all posting records for travel expense reporting are automatically transferred to financial accounting.

Rydoo simplifies travel expense reporting for employees and at the same time ensures an efficient accounting process. Receipts and expenses can be recorded and checked on the go or in the restaurant via smartphone. The automated, paperless business process ensures rapid payment of travel expenses, provides a transparent view of budget utilization, and complies with operational and legal requirements.

### Master data transfer to Rydoo

You can create Rydoo user accounts for your employees directly from the EPR system and deactivate them again if required.

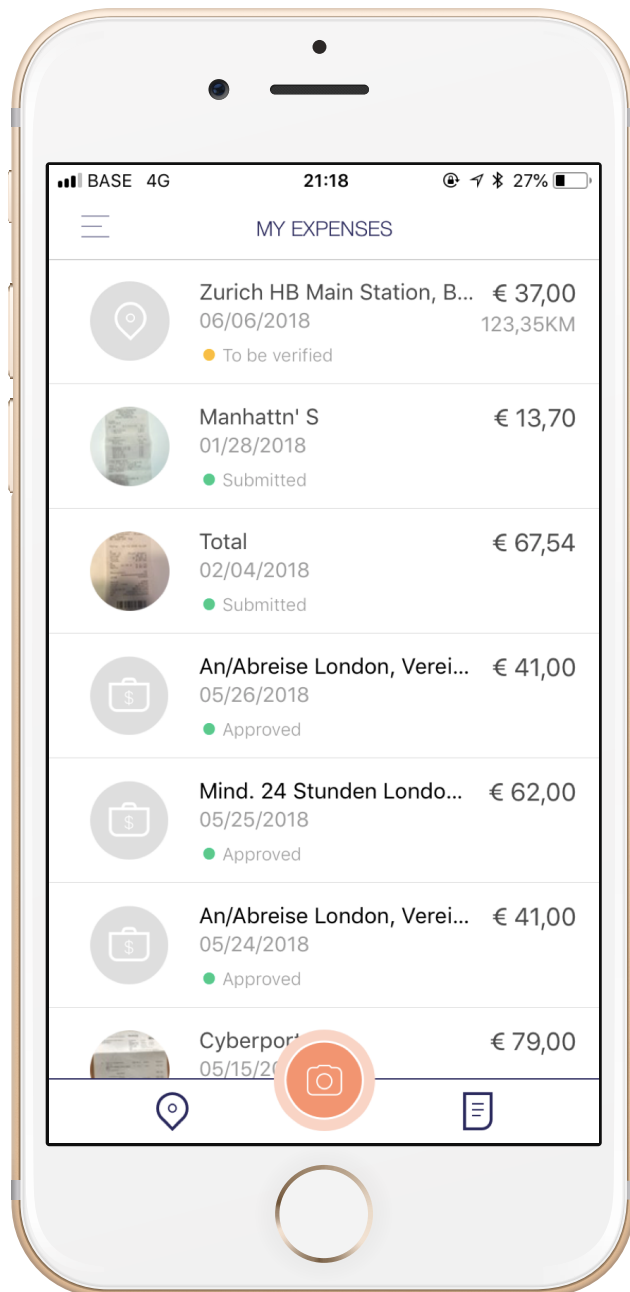
If you work on a project basis, you can transfer projects to Rydoo, which the employees can then assign when entering expenses. In addition, you can transfer financial dimensions and their values to Rydoo for detailed cost recording, which can also be assigned by the employees when recording.

### Easily take a picture of receipts

Simply capture your receipts with your smartphone by photographing them directly from the Rydoo app. Rydoo then automatically reads out tax-relevant information such as the contractual partner, date, amount and currency using text recognition (OCR) and transfers it to the statement. A secure procedure that automatically recognizes and sorts out duplicates. If required, you can add additional information such as project numbers or cost centers. If receipts are already available electronically - for example as a PDF document - simply drag and drop them into the web browser. Alternatively, you can send PDF invoices documents to Rydoo by e-mail. The software then automatically assigns the documents.

## Automatic travel expense report

Based on the trip details, Rydoo calculates mileage allowances and per diems according to tax and company specifications. The kilometers driven are automatically determined via Google Maps. Your employees only have to check the final amount and release the trip for approval at the push of a button.



## Transparent billing processes

Approve travel with just a few clicks in the approval run. Since Rydoo uses your company's travel expense guidelines, categories, projects and company rules are automatically taken into account. This ensures that per diems or mileage allowances are accounted for correctly and uniformly throughout the entire company. If travel expenses do not comply with the regulations or if threshold values are exceeded, you will be informed directly. The mobile app keeps you up to date on your employees' travel details and expenses. Automatic workflows ensure that they are informed immediately of any status changes.

## The budget always in view

Rydoo processes travel expenses in real time. As a cost center manager, you can track the budget development at any time. With the additional reports on travel expenses or reimbursements, you also keep an eye on the long-term cost development. Print out the reports or export the figures to prepare them graphically.

## Accounting process in the ERP system

At the push of a button, you can retrieve the recorded expenses from Rydoo grouped by employee.

If an incorrect entry is noticed during the accounting process in financial accounting, then you can reject this incorrect expense directly from the ERP system using the rejection reasons configured in Rydoo.

The payment of travel expenses to employees is done via the payment run in your ERP system.

### On the legally secure side

With Rydoo, you are always on the safe side when it comes to travel expense reporting. The company, based in Belgium, complies with the legal requirements of around 40 different countries, including Germany, Switzerland, Austria and the entire EU. The Rydoo app also protects you from cyberattacks. This is ensured by antivirus protection, a firewall and separate virtual networks (DMZ). All data is transmitted encrypted.

### Guaranteed ISO-certified

Your data is stored exclusively on servers in the EU in accordance with ISO27001-certified quality and security standards. Thus, they are subject to the strict European security and data protection regulations. In addition, Rydoo fulfills all requirements of the European Data Protection Regulation (DSGVO).

### Ready for use in the shortest possible time

Regardless of the size of your company, Rydoo can be set up in just a few weeks. The enterprise onboarding methodology promotes rapid know-how transfer and allows users to work completely independently within a very short time.

### Summary

The combination of Rydoo and Dynamics 365 transforms expense reporting into a simple, easy-to-use process for web browser, smartphone and tablet. The cloud service is 100% paperless and thus keeps manual input to a minimum. The perfect interaction of digital travel expense reporting and more modern business software.

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## Digital travel expense management - benefits for all business areas

- End-users (employees and business travelers) benefit from mobile usage and can complete travel expense reports faster.
- Administrators (travel managers and accountants) benefit from better communication and higher input efficiency.
- Decision makers (CFO, CPO) benefit from more transparency, making decisions easier. Financial reports are easier to create and share.

### The benefits at a glance:

- Work via web browser or mobile app for iOS and Android devices.
- Compatible with enterprise solutions from Microsoft, SAP, Oracle, DATEV and others
- Flexible data export via XML
- Connection of additional systems via Application Programming Interface (API)
- Secure, DSGVO & ISO compliant data storage on servers in Belgium and the Netherlands for at least ten years
- Including anti-virus protection, firewall and separate virtual networks (DMZ)
- Worldwide 24/7 support in nine languages
- More than 500,000 users from 3,000 companies in 60 countries
- Automatic adaptation to changing legal conditions in more than 40 countries

Austria • Chile • China • Columbia • Ecuador • France • Germany • Hungary  
Mexico • Panama • Peru • Romania • Spain • Sweden • Switzerland

[www.cosmoconsult.com](http://www.cosmoconsult.com)

You can find more  
information about  
**COSMO Travel Expense  
Management** here:

