

Solution overview

Automated import, electronic capture, and processing of documents

Enhance your purchase-to-pay process and minimize your manual tasks with Continia Document Capture. This time-saving solution is built inside Microsoft Dynamics 365 Business Central / NAV, allowing you to seamlessly process your incoming documents in an automated workflow.

With Document Capture, you can easily capture, register, process, and archive all your physical document and PDF files electronically. Document Capture also supports electronic documents (XML), enhancing your eBilling and eOrdering processes. You can simply connect to Peppol via the Continia Delivery Network to efficiently send and receive all your e-documents.

Document Capture enables you to import and process a wide range of business documents, such as invoices, purchase orders, sales orders, and more. Once your scanned physical document and PDFs are registered digitally, you can easily access the original document with just one click. Document Capture's approval workflows streamline the approval process by automatically routing documents to the right approvers. Features like automated approvals and notifications, and custom approval hierarchies ensure timely and secure approvals.

Once approved, you can securely store, index, and preserve your data with Secure Archive. This feature ensures the integrity of your original documents while maintaining full compliance with auditing requirements.

With Document Capture, you can easily track each document's journey from receipt to final bookkeeping entry for complete visibility. With full-text searchable data, you can also pull up your document history in seconds.

By reducing administrative workload and improving financial accuracy, Document Capture enhances your efficiency and transparency, allowing you to focus on what matters most – your business.

Benefits of Document Capture

Document Capture is an end-to-end solution, offering a suite of powerful features designed to streamline your invoice processes and enhance efficiency across your organization.

- **No integration required:** This solution is seamlessly built inside your Business Central so you can maintain your familiar way of working.
- **Intelligent data capture:** Reduce errors and save time with AI-enhanced OCR that accurately recognizes text and inputs it in the correct fields for you.
- **Secure approvals:** Speed up and secure your approvals with automated workflows that ensure the right people efficiently approve the relevant documents.
- **Automatic three-way matching:** Seamlessly match your invoices and credit memos against related documents such as purchase orders, receipts, and more.
- **Efficient contract management:** Simplify your recurring invoice management and save time with one central overview of all your purchase contracts.
- **Secure digital storage:** Securely store, index, and preserve your data to ensure the integrity of your original documents while maintaining compliance.
- **Automated data validation:** Ensure your data is correct with automated validation at every stage of your document processing flow.
- **E-invoicing compliance:** Continia Delivery Network simplifies your e-document exchange with seamless access to the Peppol eDelivery Network and NemHandel.
- **Improved relationships:** Strengthen your relationships with timely payments, accurate transactions, real-time updates, and improved communication.
- **Scalability:** Efficiently manage increasing volumes of documents and flexibly adapt to your business' needs as you grow.

- ## Key features

Document Capture's AI-enhanced OCR automatically recognizes and extracts all your critical data from scanned documents and PDFs, reducing manual data entry and errors. Regardless of the document type, you handle and process them in the same place – the document journal.

The OCR engine identifies and captures key data fields, including invoice numbers, dates, and totals, and transfers them into the correct fields for you. Based on previously defined document templates*, the information captured depends on the specific document type.

Document Card

D000003 - First Up Consultants

Home
Purchase Contract
Document
Template
Translations
Vendor
Actions
Automate
Fewer options

Register
Reject
Respin
Recognize Fields
Match Lines
Continia Hub

General

Vendor
First Up Consultants

Status
Open

Recognize Lines
No

Document Header

Field	Value	OK
Invoice No.	44444501	
Invoice Date	22/01/23	
Due Date	31/01/23	
Our Contact	88	
Our Order No.		
Currency Code		
Amount Excl. VAT	17,500.00	
VAT Amount	3,500.00	
Amount incl. VAT	21,000.00	
Account Type		
Account No.		
Line Posting Description	Warehouse floor replacement and services	
Invoice / JCP: Memo / Prepayment	1	

Lines
Manage
Line
Translations

New Line
Delete Line
Hide OK Lines

OK	Translate to Type	Translate to No.	No.	Description	Quantity	Unit Cost	Discount %	Discount Amount	Line Amount	Purchase Contract Line No.
→										

Document

1 of 1

25%

CROQUIS UK Ltd.
7122 South Ashford Street
Weymouth
Dorset DT99 3JH
United Kingdom
VAT No. GB264444444

First Up Consultants
Alton Trading Road, 10
Glad Trow Gledford
VAT No. GB264444444

Invoice No.
44444501

Project
DE (P) FLO

Attention
Robin Bethermont

Inv. Date
22-01-2023

Due Date
31-01-2023

Warehouse floor replacement and services

GBP 17,500.00

VAT Exempt
0.00

Sub Total
17,500.00

VAT
20%

VAT Amount
3,500.00

Currency
GBP

Total Amount
21,000.00

Payment Terms: Current month. Payment due by January 31, 2023
Please pay by direct credit to our bank account 1500-1231000004

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Flexible and customizable to your needs

Document Capture's OCR templates can be easily adapted to handle various document types. This flexibility supports various procedures, such as:

- Processing payment notices to streamline the payment process
- Processing shipping orders to improve efficiency in receiving deliveries
- Processing service reports to ensure accurate service invoicing
- Optimizing repair processes when recording claims
- Processing receipts to simplify expense reporting

AI line recognition

The AI Line Recognition feature uses advanced artificial intelligence to enhance the accuracy and efficiency of capturing line items from purchase documents. If Document Capture identifies multiple amounts matching the document total, it will suggest you use AI line recognition for a faster and more efficient process.

The AI line recognition feature is optional and can be used alongside the traditional method. This allows you to manually capture any values that the AI might miss, providing flexibility and ensuring accuracy.

Secure document exchange

Efficiently exchange your electronic documents in compliance with European and local laws with Continia eDocuments. This feature allows you to manage and exchange all your e-documents from one platform, Business Central / NAV, through the Continia Delivery Network.

E-documents contain data in a machine-readable format, allowing for automatic system-to-system communication and eliminating the need for manual entry. This means that all your received data is automatically extracted and transferred to the correct fields in your Business Central / NAV. You can also approve e-documents as you do with other documents.

Document Capture supports multiple e-document formats, such as:

- Peppol BIS3
- OIOUBL
- OIOUTS
- ebInterface
- UBL
- Finvoice
- XRechnung
- ZUGFeRD
- FacturaE
- Svefaktura 1.0

To see the full list with details, read [here](#).

You can easily send and receive purchase orders, order confirmations, sales orders, sales/service invoices/credit memos, and invoice responses. You will be alerted if any e-document you're about to send is flagged as invalid, allowing you to fix issues before sending.

The screenshot displays the 'Incoming eBilling Document' interface. At the top, it shows 'Invoice · EB000004' and a 'Saved' status. Below this, there are tabs for 'Actions' and 'Automate'. The main section is divided into two panels: 'General' and 'Document'.

General Panel:

- Type: Invoice (dropdown)
- No.: EB000004
- Document ID: 103217
- Buyer Reference: 106013
- Buy-from: eVendor
- Name: Allan Turing Road, 20
- Address: Guildford
- City: GU2 7XH
- Post Code: Benjamin Chiu
- Document Type Code: 380
- Issue Date: 2/9/2024
- Due Date: 3/9/2024
- Currency Code: GBP
- Copy: (toggle switch)
- Payment Terms Note: 1 Month/2% 8 days
- Customer Account No.:

Document Panel:

Invoice

Commercial invoice

Supplier

eVendor
Allan Turing Road, 20
Surrey
GU2 7XH Guildford

eVendor ()
9932-456456456

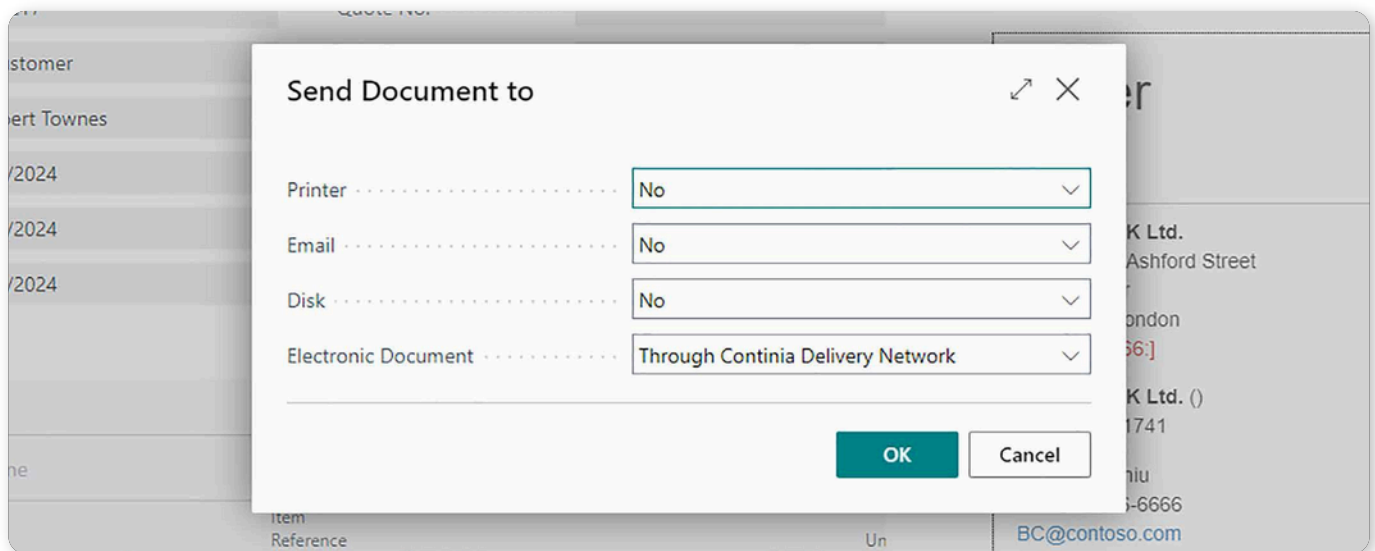
Benjamin Chiu
tlf: 0666-666-6666
BC@contoso.com

Continia Delivery Network

Continia Delivery Network seamlessly integrates with networks, such as Peppol and NemHandel, for secure e-document exchange from Document Capture.

With the Continia Delivery Network, you can exchange your e-documents with other companies worldwide directly from Business Central, helping you stay compliant and secure your sensitive information.

Note: On-premises users must purchase the XML Import module separately to access this feature.



Streamlined eOrdering and eBilling flows

The eDocuments feature supports and streamlines two key purchase-to-pay flows, eOrdering and eBilling. These flows involve four types of documents: purchase orders, sales invoices, order responses, and invoice responses.

eOrdering

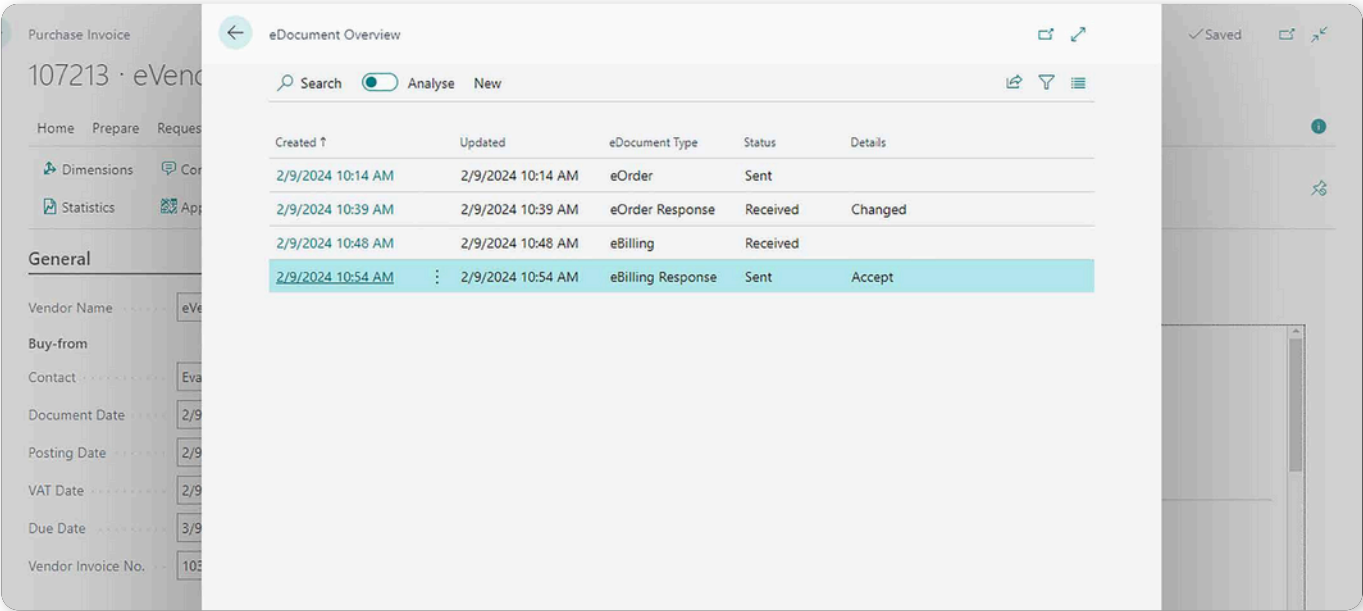
The customer initiates an order by sending a purchase request. The vendor receives this order, reviews it, and can either accept it, suggest adjustments, or reject it. If, for example, a vendor needs to notify you about changes to an order or can't deliver the ordered items, they can send an order response. You can then automatically update the original purchase order based on this information. This process ensures that both parties are on the same page before finalizing the order.

eBilling

After the order is fulfilled, the vendor sends an invoice. The customer reviews this invoice to ensure accuracy and can either approve it for payment, raise queries if discrepancies are found, or reject it if necessary. This system ensures a transparent and accurate billing process.

Easily view e-document status

You can easily view the status of an e-document throughout the process in the eDocument Status field. All activities are automatically logged, with details provided in the eDocument Overview. There, you can see whether the document was accepted, changed, rejected, failed validation, etc.



The screenshot displays the 'eDocument Overview' window. On the left, a sidebar shows 'Purchase Invoice' details for '107213 · eVendor'. The main area contains a table with columns: Created ↑, Updated, eDocument Type, Status, and Details. The table lists four activities, with the last one highlighted in blue.

Created ↑	Updated	eDocument Type	Status	Details
2/9/2024 10:14 AM	2/9/2024 10:14 AM	eOrder	Sent	
2/9/2024 10:39 AM	2/9/2024 10:39 AM	eOrder Response	Received	Changed
2/9/2024 10:48 AM	2/9/2024 10:48 AM	eBilling	Received	
2/9/2024 10:54 AM	2/9/2024 10:54 AM	eBilling Response	Sent	Accept

Fully-indexed secure digital archive

Securely store your bookkeeping documents in Business Central / NAV with Secure Archive. This feature ensures your documents are preserved in their original form, preventing unauthorized changes or accidental deletion.

With Secure Archive, you can ensure compliance with legal requirements for document traceability. Every interaction with your documents is automatically logged, providing a detailed and auditable trail from receipt to final posting. Every document stored in the Secure Archive remains fully traceable for the specified archive period.

Document Log							
Document No.	Entry Type	Entry Text	From Document No.	To Document No.	Related Doc. Type	Related Doc. No.	Date-Time Created
D000004	020	From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice - Nod...					09/09/2024 09:21
D000004	060	The document D000004 was imported.					09/09/2024 09:21
D000005	020	From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice - Nod...					09/09/2024 09:21
D000005	060	The document D000005 was imported.					09/09/2024 09:21
D000006	020	From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice - Nod...					09/09/2024 09:21
D000006	060	The document D000006 was imported.					09/09/2024 09:21
D000007	020	From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice - Wid...					09/09/2024 09:21
D000007	060	The document D000007 was imported.					09/09/2024 09:21
D000008	020	From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice 2 - BT...					09/09/2024 09:21
D000008	060	The document D000008 was imported.					09/09/2024 09:21
D000009	020	From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice 2 - U...					09/09/2024 09:21
D000009	060	The document D000009 was imported.					09/09/2024 09:21
D000010	020	From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice 2 - W...					09/09/2024 09:21
D000010	060	The document D000010 was imported.					09/09/2024 09:21
D000011	020	From: automated_test@continiaonline.com, Filename: GB - BC ONLINE - PEPPOL3 ...					09/09/2024 09:21
D000011	060	The document D000011 was imported.					09/09/2024 09:21
D000012	020	From: automated_test@continiaonline.com, Filename: GB - BC ONLINE - PEPPOL3 ...					09/09/2024 09:21
D000012	060	The document D000012 was imported.					09/09/2024 09:21
D000013	060	The document D000013 was imported.				D000012	09/09/2024 09:21
D000001	120	The document D000001 was registered as invoice 107212.			Invoice	107212	10/09/2024 09:33
D000001	200	The document D000001 registered as invoice 107212 was posted as Purchase Invo...			Invoice	107212	10/09/2024 09:36
D000008	120	The document D000008 was registered as invoice 107213.			Invoice	107213	10/09/2024 09:51
D000014	020	From: pha@continia.com, Filename: D000008 (2).pdf.					10/09/2024 09:52
D000014	060	The document D000014 was imported.					10/09/2024 09:52
D000009	120	The document D000009 was registered as invoice 107214.			Invoice	107214	10/09/2024 09:53
D000015	020	From: pha@continia.com, Filename: D000009 (7).pdf.					10/09/2024 09:54
D000015	060	The document D000015 was imported.					10/09/2024 09:54
D000002	120	The document D000002 was registered as invoice 107215.			Invoice	107215	10/09/2024 09:58
D000016	020	From: pha@continia.com, Filename: D000002 (13).pdf.					10/09/2024 10:08

Find any document in seconds. All document data is fully indexed during the recognition process, enabling you to search for any keyword.

Document Search

General

Find What

Document Category

Search Mode

Search

Show Document Card

Show File

Show Incoming email

Find entries

Document No.	Category	Status	Name	Description
D000001	PURCHASE	Registered	BT&T	Invoice 107213
D000002	PURCHASE	Registered	First Up Consultants	Invoice 107212
D000003	PURCHASE	Open	First Up Consultants	

Secure Archive is VOI (Verification of Identity)-certified in Germany.

Automated three-way order matching

Automatically match your incoming invoices and credit memos against related documents such as purchase orders, receipts, or return shipments. Document Capture supports both header and line matching, ensuring accuracy at multiple levels. Header matching verifies overall document details like total amounts and vendor information. Line matching checks individual order numbers, items, quantities, and prices. You can choose to reconcile your documents with or without line-level recognition.

Purchase Receipt Lines

Line

Card

Toggle Match

Item Tracking Entries

Order No.	Type	No.	Description	Quantity	Direct Unit Cost (Order)	Matched Quantity	Direct Unit Cost (Invoice)	Line Amount (Invoice)	Difference	Total Matched Quantity	Quantity Invoiced
→ 106006	Item	1928-S	AMSTERDAM Lamp	20	25.00	20	25.00	500.00		20	
	Item	1996-S	ATLANTA Whiteboard, base	5	700.00	5	700.00	3,500.00		5	
	Item	1896-S	ATHENS Desk	20	500.00	20	500.00	10,000.00		20	
	Item	1964-S	TOKYO Guest Chair, blue	10	90.00	10	90.00	900.00		10	
	Item	1908-S	LONDON Swivel Chair, blue	10	90.00	10	90.00	900.00		10	
	G/L Account	31400	Delivery	1	462.50	1	462.50	462.50		1	

Order Lines

Line

Card

Toggle Match

Split Line

Document No.	Type	No.	Description	Outstanding Quantity	Direct Unit Cost (Order)	Matched Quantity	Direct Unit Cost (Invoice)	Line Amount (Invoice)	Difference	Total Matched Quantity	Quantity Invoiced	Line Amount (Order)
→ 106003	Item	1900-S	PARIS Guest Chair, black	8	97.50					—		780.00
	Item	1908-S	LONDON Swivel Chair, blue	20	96.10					—		1,922.00
	Item	1906-S	ATHENS Mobile Pedestal	20	219.50					—		4,390.00

Document Lines

Manage

Line

Translations

Fewer options

Delete Line

Show partially matched

Show unmatched

OK	Translate to Type	Translate to No.	Matched Quantity	No.	Description	Quantity	Unit Cost	Disco... %	Discount Amount	Line Amount
→	<input checked="" type="checkbox"/>	Item	1928-S	20	3-47/55	Lamp	20	25.00	—	500.00
	<input checked="" type="checkbox"/>	Item	1996-S	5	6789-13	Whiteboard	5	700.00	—	3,500.00
	<input checked="" type="checkbox"/>	Item	1896-S	20	22-T-111	Desk	20	500.00	—	10,000.00
	<input checked="" type="checkbox"/>	Item	1964-S	10	4554-201	Guest Chair, blue	10	90.00	—	900.00
	<input checked="" type="checkbox"/>	Item	1908-S	10	P-102	Swivel Chair, blue	10	90.00	—	900.00
	<input checked="" type="checkbox"/>	G/L Account	31500	1	FREIGHT	Delivery 1,000–1,500 kg.	1	462.50	—	462.50

Order matching without line-level recognition

This method matches the total invoice amount with the total order amount or any un-invoiced purchase order lines. If the received items or order lines are within set tolerances, they're automatically matched and processed during registration. This streamlines the reconciliation process by not needing to match each line item individually.

Order matching with line-level recognition

This method goes a step further by considering specific details like purchase order number, item number, quantity, and price. It matches each received item line or order line more accurately than header-level matching, using these details to ensure precise reconciliation.

Secure document approvals

Document approval in Business Central / NAV

The familiar user interface ensures the document approval process in Business Central / NAV is intuitive and straightforward. When there's a document requiring approval, approvers receive an email with a direct link to the approval window.

Document Capture provides a comprehensive overview of all relevant invoice details. You can see the status of each document in real time, including which approval manager needs to approve it. With various features designed to speed up the approval process, managers can easily approve invoices using the Business Central / NAV client.

Purchase Invoices										
<div> <div> <div>🔍</div> <div>📄</div> </div> <div> <div>+ New</div> <div>Manage</div> <div>📄 Release</div> <div>📄 Post</div> <div>Request Approval</div> <div>Invoice</div> <div>More options</div> </div> </div>										
No. ↑	Co...	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Invoice No.	Location Code	Assigned User ID	Status ▼	On Hold	Approval by	Reason Code
107216	<div>⋮</div>	50000	Nod Publishers	1-88888			Pending Approval		Ester Henderson (Ester Hender...	
107217	<div>☐</div>	50000	Nod Publishers	1-77777			Pending Approval		Robin Bettencourt (Robin Bette...	
107218	<div>☐</div>	50000	Nod Publishers	1-99999			Pending Approval		Robin Bettencourt (Robin Bette...	

Continia Web Approval Portal

With the Continia Web Approval Portal, all employees, even those without direct access to Business Central / NAV, have the same document approval options. Approvers only need internet access to approve documents, allowing them to manage approvals from any location. The invoice can be viewed in the portal, where you can add notes, adjust posting lines, and perform various other actions.

continia Web Approval Portal

Purchase Sales

APPROVE REJECT IN FORWARD PUT ON HOLD USE TEMPLATE PREVIOUS NEXT

Nod Publishers

Invoice

Number
Vendor Invoice No.
Date
Due Date
Department
Area
Approvers

107215
I-88888
1/13/2022
1/31/2022
Robbin Bettscourt
40
1. Robbin Bettscourt
2. Eoin Henderson

Type here to comment or drag files to add them
 Add Comments Attachments
 Added by Robbin Bettscourt at 04/20/2023 10:40 AM NP - Confirmation.pdf
 Added by Robbin Bettscourt at 04/20/2023 10:39 AM NP - Building Inspection.pdf

GBP 5,001.00

EUIL TAX

Type	No.	Account Name	Description	Department	Quantity	Price	Amount
Item	1900-S	FARRIS Guest Chair, black	Paris, chair		32	96.00	4,992.00
GL Account	31400	Office Supplies Expense	Mouse pad, blue, 20x40 cm		1	9.00	9.00

TOTAL AMOUNTS

Amount Excl. TAX (GBP)
 S&T Amount (GBP)
 Amount incl. Tax (GBP)

5,001.00
 1,000.00
 6,001.00

5,001.00
 1,000.00
 6,001.00

0.00
 0.00
 0.00

CROWN UK Ltd.

7122 South Ashford Street

Westminster

W2 8NG London

Attention: Mr. Robin Bettscourt

Nod Publishers

Watsonio Place, 2-4

Waverley Court

BPM 380 Edinburgh

Bank 1200-1200100003

VAT No. 666666666

INVOICE I-88888

Date Invoiced 22.01.2022

Date Due 31.01.2022

Item #	Text	Quantity	Price	Amount
CI900	Paris, chair	32	96.00	4,992.00
MP1969	Mouse pad, blue, 20x40 cm	1	9.00	9.00

Thank you for the order

AMOUNT EXCL. VAT: 5,001.00
 VAT 20%: 1,000.20
 AMOUNT INCL. VAT: 6,001.20

Features of the Web Approval Portal

- Allocate, approve, and select dimensions (accounts) for each line item.
- Restrict account and dimension selection, as well as their respective approval, by specific users or groups.
- Approve, reject, forward, put documents on hold.
- Add notes and other attachments at any time during the approval process.
- Use allocation templates (Amount Distribution Templates/Codes)
- Process approvals simultaneously in both the Web Approval Portal and the Business Central / NAV client.
- Get a comprehensive overview of all documents, including access to the archive where you can view previously approved and posted documents.
- View a company's number of approvals per document type.

Approval workflows

The approval of expenses can be done either directly in Business Central / NAV or via a web browser. This way, everyone in the company can access the approval workflows.

Standard approval

The standard approval flow is determined by the total amount of the document and the applied purchaser code. This is the default method where documents go through a predefined approval chain before being finalized.

Approval flow codes

You can easily set up an unlimited number of approval flows and assign them to individual invoices or all invoices from specific vendors.

Advanced approval

The advanced approval flow feature allows for more complex scenarios, including approval based on specific document lines, dimensions, or amount limits. It's typically faster and allows for greater approval configuration flexibility, which is ideal for companies with detailed approval requirements

Force approval

The force approval feature lets you override the usual approval process. This is useful in time-sensitive situations where standard approval might cause delays. Only designated approval administrators can use this feature and forced approvals are automatically logged.

Approval sharing

Approval sharing allows you to automatically forward all your approvals to another approver if you aren't available during that period. They will act as your substitute until you're available again. You can also configure permanent sharing of approvals.

Four-eyes approval

The four-eyes approval feature ensures that at least two different users review and approve the document, adding an extra layer of security.

Four-eyes approval can be added to both standard and advanced approval processes. The first approver is determined based on which overall approval method you choose.

Centralized purchase contract management

Track and manage your company’s purchase contracts, subscriptions, and recurring costs from one place. This feature makes it easy to compare providers and helps you determine if multiple separate contracts can be consolidated into one to reduce overall costs.

Purchase Contracts detects patterns in recurring invoices, ensuring you save time with automated suggestions for contract creation.

You can schedule regular contract reviews so you can manage or cancel your contracts before they’re automatically renewed.

Cost Category Code

Invoicing Period Code

Contract Start Date

Approval Frequency

First Approval Date

Prices Including VAT

0.00 out of 16,262.50 amount is assigned.

Assets

MONTH

01/06/2024

Monthly

Monthly

Yearly

Date Formula

You can also auto-approve recurring invoices for a more efficient contract approval process.

Auto Approve Within Variance

Yes

Posting Description Line Creation

Approval Comments

Amount Excl. VAT	Department Code	Customergroup Code	Yearly Amount	Yearly Amount Incl. VAT	Max. Allowed Line Variance %
131.99	ADM		1,583.88	1,900.68	5

Modules

Essential

The Essential module automates and streamlines various Accounts Payable processes, such as using OCR technology to scan and register incoming invoices and credit memos. It supports all XML formats and users can seamlessly exchange their e-documents directly from Business Central via the Continia Delivery Network.

With this module, you can ensure safe and compliant processes with secure digital archiving and fraud checks.

Advanced Capture

The Advanced Capture module revolutionizes your document processing with AI-powered OCR technology that scans and extracts data from various documents like invoices, receipts, and purchase orders.

This ensures high data accuracy and cuts down on manual data entry and errors. With automated line calculations, data validations, and logging, your document processing becomes faster, more efficient, and incredibly reliable.



Document Approval

The Document Approval module streamlines the approval process for various documents, including invoices. It offers multiple approval workflows, automated notifications, and a comprehensive audit trail for all approval actions.

Approvals can be managed seamlessly in Business Central or the Web Approval Portal, enabling users to review and approve documents from any location.

Order Matching

The Order Matching module allows you to seamlessly match your incoming invoices and credit memos against related documents such as purchase orders, receipts, or return shipments.

Easily set up automatic three-way order matching to optimize your accounts payable workflow and get a clear overview of all matched documents in your Business Central.

Purchase Contracts

The Purchase Contracts module lets you manage your recurring invoices directly from your Business Central. You can save money by scheduling regular contract reviews and save time with automated suggestions for contract creation on recurring invoices.

Technical requirements

Continia Document Capture is available for BC22, BC23, BC24, and BC25.

For more information on the current minimum technical requirements, see below:

- [Business Central Online](#)
- [Business Central On-premises](#)



Help and support

If you need assistance, feel free to use one of Continia's four overall types of support:

- [Continia Docs](#) – the official Continia documentation site
- [Continia Learn](#) – online training platform for end-users and partners

Other Continia solutions

Continia Expense Management

Streamline your expense reporting process with Continia Expense Management, which is fully integrated into Microsoft Dynamics 365 Business Central. Expense Management allows real-time tracking of employee expenses and easy submissions via the Continia Expense Mobile App or Expense Portal.

Key features include AI-powered receipt scanning and autofill to eliminate manual data entry, easy PDF-sharing from your phone, automatic credit card transaction imports, efficient mileage tracking with Google Maps, and simple daily allowance calculations. Additionally, you can speed up and secure approval workflows with automatic routing, manage your subscriptions to avoid unnecessary expenses, and securely store your original bookkeeping documents digitally to ensure compliance and data integrity.



Continia Document Output

Automate and customize your document distribution with Continia Document Output, seamlessly integrated with Microsoft Dynamics 365 Business Central for an optimized distribution workflow.

Document Output ensures efficient communication by allowing the personalization of emails, including seasonal email signatures and special promotions, and the creation of targeted email templates tailored to recipient or document attributes, such as language. It also enables flexible email customization, enabling the incorporation of brand-aligned background images.

Document Output further enhances operational efficiency by scheduling background email distribution and automating distribution queues for new documents. Moreover, you can extend standard and custom-made modules with Document Output features using the AL Extension Builder.



Continia Payment Management

Optimize and secure your payment processes with Continia Payment Management, a smart payment solution fully integrated into Microsoft Dynamics 365 Business Central. Payment Management streamlines handling of online payments across different bank accounts and currencies directly from a single payment journal.

Key features include direct bank communication for efficient and faster payments, automatic reconciliation during import to improve match rates, and an easy IBAN lookup for vendor bank account details. Enhance security with robust approval workflows and verification of flagged bank account information. Additionally, you can manage customer e-payments effectively with an overview of transactions from third-party payment service providers.

