Step-by-Step Guide for Implementation

The following sequence reduces rework, because later configurations build on earlier master data and assignments.

1. **Business fundamentals:** define the travel expense policy, approval path, clients and organizational responsibilities.
2. **Regions[1]:** maintain countries or regions, validity periods, ISO codes and VAT/legal assignments.
3. **Currencies[2]:** set up ISO codes, validity periods and exchange rates; the base currency is specified via the system parameters.
4. **Settlement definitions[3]:** configure the calculation implementation, factors, tax-free portions, deductions, multi-trip deductions and validations.
5. **Mileage allowance[4] and vehicles[5]:** define rates or vehicle master data and their validity periods.
6. **Additional fields[6]:** create the required text, number, date or Boolean fields.
7. **Receipt types[7]:** configure expense and advance payment types, settlement method, wage types, VAT and attachment behavior.
8. **Trip types[8]:** assemble the travel form, trip segments, regions, receipt types, additional fields, mileage allowance, time corrections and attachments.
9. **Validations[9]:** create business script checks and assign them in the settlement definitions.
10. **Workflow and processes[10]:** model request, approval, settlement and, if applicable, queries or cancellation.
11. **Views and exports:** configure employee and evaluation views, file transfers and connected systems.
12. **System parameters[11]:** set only the global defaults required for the specific installation.

Final check

- Settle at least one domestic and one international trip with the expected regions and exchange rates.
- Check the receipt types for standard expenses and, if needed, advance payments.
- Test validity boundaries: old trips may keep their historical definition, new trips must use the current definition.
- Verify the workflow, wage types or export file, and the display in the user views.

1. /daisy/webdesk-manual-admin/3146-dsy.html?language=4
2. /daisy/webdesk-manual-admin/3154-dsy.html?language=4
3. /daisy/webdesk-manual-admin/3151-dsy.html?language=4
4. /daisy/webdesk-manual-admin/5365-dsy.html?language=4
5. /daisy/webdesk-manual-admin/3152-dsy.html?language=4
6. /daisy/webdesk-manual-admin/3148-dsy.html?language=4
7. /daisy/webdesk-manual-admin/3149-dsy.html?language=4
8. /daisy/webdesk-manual-admin/3150-dsy.html?language=4
9. /daisy/webdesk-manual-admin/3153-dsy.html?language=4
10. /daisy/webdesk-manual-admin/3155-dsy.html?language=4
11. /daisy/webdesk-manual-admin/5121-dsy.html?language=4