

Nexonia Expenses: Downloading the Mobile App

The Nexonia Expenses mobile application is available for free through all the major app stores. It will require you to login with your Nexonia credentials to use. Once you've done so, you'll be able to do expense reporting from your mobile device, such as a smartphone or tablet - create expenses, photograph receipts, and even submit or approve expenses on the mobile application.

To download the Nexonia Expenses mobile app, go to the corresponding app store or market for your smartphone or mobile device.

Link: [Apple App Store for iOS devices](#)

Link: [Google Play for Android devices](#)

Link: [BlackBerry App World for BlackBerry devices with the BlackBerry 10 operating system and up](#)



Search for "nexonia expenses" and install the "Nexonia Expenses" application. The app icon should look similar or the same as one of the icons to the right.

Once installed, tap the icon to open the App.



Nexonia Expenses: Logging in to the Mobile App

Once you've installed the application, you'll need to open the app and login with your Nexonia credentials. You only need to do this once, the first time you open the application (or if your Nexonia password changes). The application will allow you to stay logged in.

Logging in to Nexonia:

Once you've downloaded the application, tap the application icon to open the app.



The first time you open the Nexonia Expenses App, the application will ask if you'd like to give the application the following permissions (you can change these later if needed in your app or phone settings):

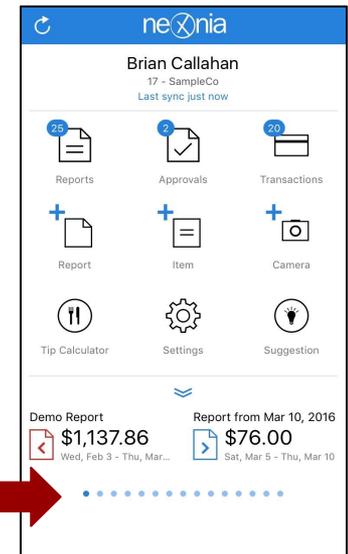
Allow "Expenses" to access your location while you use the app? - this allows you to use Nexonia's location based features when entering addresses for mileage entries.

"Expenses" Would Like to Send You Notifications - this allows Nexonia to send you notifications and alerts on your mobile device, such as notifying you when expense reports are approved or submitted.

You'll then see the "Welcome to Nexonia" screen. Once you hit "continue", you'll be taken to the login screen.

Enter the email address associated with your Nexonia profile (usually your work email address) and your password. You also have the option to sign in via Google if your work email address is a Google account.

Tap "Login", and the application will log you in. Provided you are connected to the internet on your mobile device, the application will do an initial synchronization to ensure the information from your web profile is copied to the mobile app, and back again.



Nexonia Expenses: Syncing Data

Nexonia's mobile application syncs your mobile Expenses app data to the Nexonia server. This transfers any new information, such as recently added receipt images or newly created expenses, between your web profile on the server and your mobile application. For example, if you emailed a receipt to your report, but aren't seeing it on the mobile app, it may not have synced yet.

By default, the application will sync when you start the app.

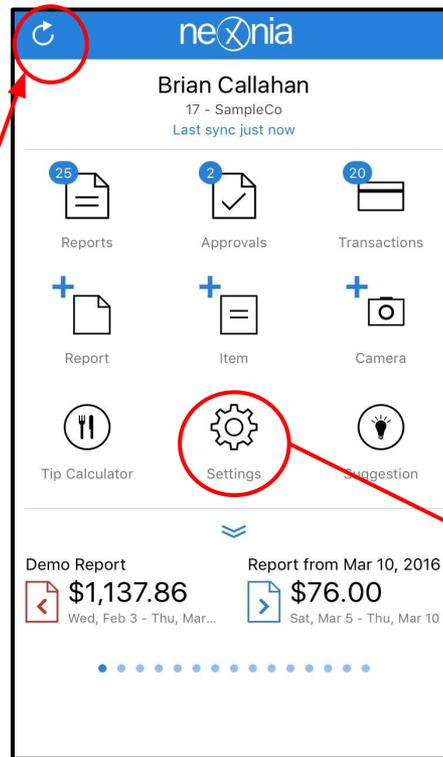
The sync is triggered in one of two ways:

Background Sync (default) - the application will sync when you first open the app and every 5 minutes in the background after that, as long as you have an internet connection to your device.

You can see the last time the app synced under your name on the homescreen.

Manual Sync - you always have a manual sync option, located on the homescreen. Tapping it will sync any new data immediately, as well as update any setup changes your administrator made to the company profile (i.e. new customers, new expense categories)

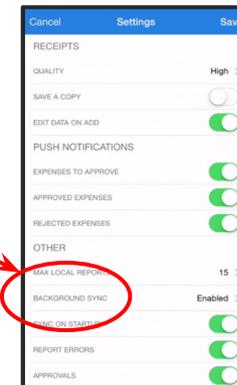
You can also do a manual sync by swiping down from the homescreen, or inside an expense report.



Settings: Background Sync

You can limit when the app syncs, depending on the internet connection:

- **Enabled:** Sync whenever you're connected to the internet;
- **Wifi:** Only sync when you're connected to wifi;
- **Disabled:** Turns off automatic sync. You can still sync manually.



Your Nexonia Expense App Settings - Commonly Used Settings

Tap **Settings** to access your personal App settings.

Some commonly used settings:

Save A Copy = saves a copy of any receipts you photograph in Nexonia to your camera roll.

Automatic Download for Approvals = for approvers, this enabled automatic download of receipts for expenses assigned to you for approval

Zoom Receipts to Full Width - automatically zooms in on in-line receipts in the expense item.

Max Local Reports = how many reports do you want to save on your app? (all reports are saved to the web server)

Background Sync = Control when the app will sync to the web server:

- **Enable** = automatic sync
- **Wi-Fi only** = automatic sync only when connected to wi-fi networks (most common)
- **Disable** = no automatic sync.

Approvals = if items are submitted to you for approver, the Approval icon will appear on the homescreen. This setting allows the icon to be turned off.

