# Configuration Guide for Nexonia Expenses

## CONFIGURATION OVERVIEW

This document will cover how to configure your Nexonia Expenses account. It's intended to provide instructions for setting up Expenses using the most commonly used scenarios and defaults. Additional configuration instructions are available via article links to help.nexonia.com provided throughout this guide.

Once the account is configured, we recommend creating, approving, and exporting a sample expense report to ensure the workflow is working as expected, and the data can be uploaded to your accounting platform.

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# CREATING USERS

Nexonia Users are created in Nexonia by administrators and are typically linked to a unique value like an employee or vendor ID to support an export of their transactions to your accounting system.

Users will need to be created by your internal administrator, who will then grant the new user access to Nexonia when ready.

Note: if your initial user list is significantly large, please contact csm@nexonia.com to engage Nexonia's professional services to assist with the configuration.

## NOTE FOR ACCOUNTS WITH WEB-INTEGRATED USERS

If your Nexonia account is integrated via web services with an ERP listed below, please click on the relevant link for specific instructions for how users are created via your ERP integration.

In general, if Nexonia users are auto-provisioned via your integration, you'll need to add the employee or vendor record in the ERP/accounting platform, then run the Nexonia configuration sync to create the integrated user profile in Nexonia:

- Synchronizing Nexonia Users from Intacct Employees or Vendors
- Synchronizing Nexonia Users from NetSuite Employees or Vendors

## NOTE FOR ACCOUNTS WITH WEB-INTEGRATED VENDORS

If your Nexonia account is integrated via web services API with an ERP or accounting platform listed below, your vendor list will be copied into Nexonia via the configuration sync. Once the vendor list is integrated in Nexonia, you can manually create users in Nexonia and link each user to their corresponding vendor value.

Please click on the relevant link for specific instructions on how to run the Configuration Sync to update Nexonia with your current vendor list:

- Synchronizing the Nexonia Configuration with QuickBooks Online
- How to Run the QuickBooks Desktop Web Connector
- Synchronizing the Nexonia Configuration with Xero

## CREATING USERS IN NEXONIA

To create Users in Nexonia, log in to Nexonia as an Administrator, go to **Settings⚙ > Users > Users.**

At this point you'll be viewing the users list. To create a new user, click the **Add** button and you'll see a blank user template appear.

Enter the details for this user profile. While many of these fields are optional, we'll cover some common ones and indicate those that are required:

**Employee Number** – *optional*, depending on your configuration. Typically, this field is used to record a unique identifier that corresponds to the employee in your accounting software.

**Email Address** – *required*, this becomes the user's login ID and is where any notification emails are sent.

**First Name** - *required*

**Last Name** - *required*

**Region** – *required*, typically the home region or entity for the user.

**Role –** *required,* the role defines their permissions in Nexonia; typically, most will be *User*.

**Manager** – *optional*, depending on your approval process**.** This value can be used to build a hierarchy and direct the approval workflow. By default, a new Nexonia account will be using this hierarchal approval process.

**Vendor** – *required if account is integrated with QuickBooks or Xero.* This dropdown will only appear if your Nexonia account is integrated with QuickBooks or Xero. This value should correspond to your employee in your accounting software.

**Defaults for your reporting dimensions** – *optional***.** Default values for users can be set in Nexonia for dimensions such as Customer, Job, Department, Location or Class.

Once you've entered all the user information, click **Apply** to save the user profile**.**

To notify the new user they can access Nexonia, you can send them a password-reset email from the user list by clicking the key icon next to their name.

- Send Password-Reset Email Notification to User


**Additional articles of interest:**

- How to Grant a User Proxy Access – adding permission to act on behalf of another user
- How to Deactivate a User in Nexonia

# CREATING EXPENSE CATEGORIES

Nexonia Expense Categories are created in Nexonia by administrators and are typically linked to their general ledger (GL) account from the chart of accounts to support an export of transactions to your accounting system.

Expense Categories will need to be created manually by your internal administrator, which we'll provide instructions for here.

If your category list is significantly large, please contact csm@nexonia.com to engage Nexonia's professional services to assist with the configuration.

## NOTE FOR ACCOUNTS WITH WEB-INTEGRATED EXPENSE CATEGORIES

If your Nexonia account is integrated via web services with an ERP listed below, please click on the relevant link for specific instructions for how users are created via your ERP integration.

In general, if Nexonia expense categories are auto-provisioned via your integration, you'll need to add the expense category in the ERP, then run the Nexonia configuration sync to create the integrated expense category in Nexonia:

- Synchronizing Expense Types from Intacct T&E Module
- Synchronizing Expense Categories from NetSuite

## NOTE FOR ACCOUNTS WITH WEB-INTEGRATED CHART OF ACCOUNTS

If your Nexonia account is integrated via web services with an ERP or accounting platform listed below, your chart of accounts will be copied into Nexonia via the configuration sync. Please click on the relevant link for specific instructions on how to run the Configuration Sync to update Nexonia with your current chart of accounts.

Once the GL accounts are integrated in Nexonia via the Configuration Sync, you can manually create Expense Categories in Nexonia and link each Expense Category to a G/L Account.

- Synchronizing the Nexonia Configuration with Bill.com
- Synchronizing the Nexonia Configuration with NetSuite
- Synchronizing the Nexonia Configuration with Intacct (if exporting expenses to Accounts Payable)
- Synchronizing the Nexonia Configuration with QuickBooks Online
- How to Run the QuickBooks Desktop Web Connector
- Synchronizing the Nexonia Configuration with Xero

## CREATING NEXONIA EXPENSE CATEGORIES

Note: Nexonia will provide new accounts with a default set of commonly used expense categories. You can choose to keep these, delete them, or modify them to suit your needs.

To locate the Expense Categories:

Click on **Settings** ⚙ (1)> **Company** (2)> **Expenses** (3) – you should see the expense categories under the **Categories** tab.



Your options for each category:

> **Add** (A) to add a new category.
>
> **Clone** (C) to copy an existing category.
>
> **Edit** (E) to edit an existing category.
>
> **Delete** (D) to delete a category – note, there is no undelete option.

## ADDING OR EDITING AN EXPENSE CATEGORY

Once you have clicked Add or Edit, you'll see editable fields and settings for this expense category.

Basic information needed for each expense category:

**Name** – this will be the name the expense user sees when they create an expense item.

**Number -** this can be used for the GL number and can be included in reports or export files

**Account –** if using a web-integrated chart of accounts, you can select the appropriate GL here.



Additional information which may be applied:

**Has Tip** – switch to "Yes" if employees should be breaking out the gratuity for this expense type.

**Memo Requirement** – Optional, Required, or Required if Policy Violation

**Attendees –**provides a field to record attendees for this expense type:

- **Optional**
- **Required, can be employee** – use if this expense type may involve only the user.
- **Required, at least one other than employee** – use if this expense type is expected to always include someone other than the employee.

Once you've entered or modified the expense category, you can scroll to the bottom of this window and click the **Apply** button.


## CONFIGURING EXPENSE CATEGORY SETTINGS AND POLICIES

Additional articles of interest:

- [Managing Expense Policy Rules](#) - how to set expense policy rules to flag expenses or block submission
- [Creating a Mileage Expense Category](#)
- [Creating a Per Diem Expense Category – Fixed Rate](#)

# CUSTOMERS AND PROJECTS

Customers and projects can be added into Nexonia to be tracked against expenses. The system builds a hierarchy of Customers and their underlying Projects.

## NOTE FOR ACCOUNTS WITH WEB-INTEGRATED CUSTOMERS AND PROJECTS

If your Nexonia account is integrated via web services API with an ERP or accounting platform listed below, your customer and project list will be copied into Nexonia via the configuration sync.

Please click on the relevant link for specific instructions on how to run the Configuration Sync to update Nexonia with your current customer and project list:

- Synchronizing the Nexonia Configuration with Intacct
- Synchronizing the Nexonia Configuration with NetSuite
- Synchronizing the Nexonia Configuration with QuickBooks Online
- How to Run the QuickBooks Desktop Web Connector
- Synchronizing the Nexonia Configuration with Xero

## HOW TO ADD CUSTOMERS AND PROJECTS DIRECTLY IN NEXONIA

To add customers and projects, please see the below article for instructions:

- Adding a New Customer and Project in Nexonia

If your customer and project list is significantly large, please contact csm@nexonia.com to engage Nexonia's professional services to assist with the configuration.

## REMOVING CUSTOMERS AND PROJECTS FROM THE CONFIGURATION

The Customer module is enabled by default on new Nexonia accounts. Permission to view the Customer module in Nexonia is driven by your role permissions. Administrators can hide the module if they won't be using hierarchal customers and projects.

> *Note*: Nexonia always requires a Customer and Project value to create an expense. If your account doesn't require these values to be tracked, the default placeholder "General" Customer and Project value will still be needed to be used, but can then be hidden from the layout or relabellled.

### TO REMOVE THE CUSTOMER AND PROJECT MODULE FROM VIEW:

1. In Nexonia, navigate to *Settings > Users > Roles* and then click on the name of the role you would like to modify.
2. Once you're viewing the role, you should see a tab on the right called "Access Levels".
3. Click on **Approvals** and then **Edit**.
4. Scroll down to the Configuration permission "Customers & Projects", and check the "None" option.
5. Click the "Apply" button. The Customers module will be removed from the view of any users with that role.

### REMOVING "CUSTOMERS" AND "PROJECTS" FROM THE EXPENSE ITEM LAYOUT

The Customer and Project fields are visible by default in the Expense Item layout. To remove these fields from view:

1. Navigate to **Settings > Company > Expenses > Layout**
2. Click the "Edit" button to edit the layout.
3. There are three sections which you'll want to edit:
   a. Edit Form – expense report level view
   b. Card Transaction Form - card transaction view
   c. Layout – expense item view
4. In each section, locate any of the fields labelled "Customer" and/or "Project", and from each dropdown menu select "Off".
5. Scroll to the bottom of the layout menu and click the "Apply" button.

### REMOVING "BILLABLE" FIELD FROM THE EXPENSE ITEM LAYOUT

The expense layout always includes a Billable field as a default, linked to the Project used. If the Billable field isn't being used, administrators can remove the Billable field from view for the user:

1. Remove the fields from view by going to **Settings > Company > Expenses > Layout**
2. Click the "Edit" button to edit the layout.
3. There are three sections which you'll want to edit:
   a. Edit Form – expense report level view
   b. Card Transaction Form - card transaction view
   c. Layout – expense item view

4. Locate any of the fields labelled "Billable" and from each dropdown menu select "Off".
5. Scroll to the bottom of the layout menu and click the "Apply" button.

# CUSTOM FIELDS

You can create additional fields to capture additional details for your expenses, projects, or user records. These can be used for reporting purposes, approval processes, or specific types of file exports. A custom field can be a text field, a dropdown menu of pre-defined values, a checkbox, or a Yes/No selection.

In Nexonia, go to **Setup > Company > Custom Fields**

You'll see a tab for "Expense" and a tab called "Other".

- ➢ Expense tab = Fields appearing at the Expense Item or Expense Report level
- ➢ Other tab = Fields appearing at the Project, User, or Region level

## CUSTOM FIELDS: EXPENSES

Here are the custom field settings for expenses:

**Level** – Where do you want the field to appear?

   The Custom Field can appear at one of three levels:

- Item – Expense Item field
- Report – Expense Report header field

**Name** – name of the field.

**Type** – you can create a custom field based on different types of input options:

- **Text** – open text field
- **Boolean** – Yes or No option
- **Select a name/value** - presents a list of values created by the administrator in a dropdown menu. The name or label would be what the user sees, the value would be a corresponding value linked to that name and typically used in an export report. When this **Type** is selected, a **Choices** field will appear where you'll add the Choices they can choose from. You can type them, or copy and paste the values in from an external document.

**Required** – Per your needs, you can set your custom field required or optional

- **Yes** – required
- **No** – optional

**Default Value** – the default value for the custom field can be set to:

   **By User:** When editing a user profile in the Setup section, a new field to set the default value will be displayed for the administrator.

**Number** – optional but typically used as an internal ID number to be used in reporting or export files.

# APPROVAL PROCESS

Approval workflows are found in Nexonia under on **Settings⚙** > **Users** > **Approvals**.
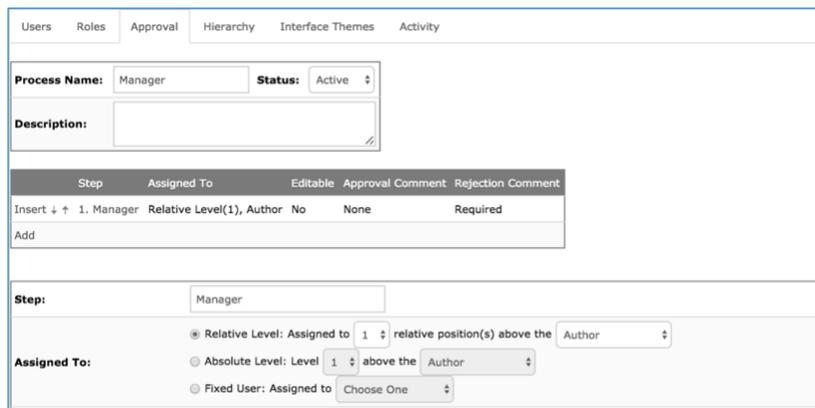
In Nexonia, an approval process is a step-based construct that determines the flow that an entry will take from the point of submission to full approval by the customer's organization. Approval processes can be a single step, or multiple-step based on a combination of criteria.

Approval processes are linked to the role of the user. An organization can have multiple approval processes defined but each role can have only a single approval process assigned to it at any time.

We'll explain how approval processes are set below, but also provide an example of setting up a simple 2-step approval process.

## DEFAULT APPROVAL PROCESS

When a Nexonia account is created, it's created with a default approval process called "Manager":



Here we see a step called "Manager". The "Assigned To" section directs who an expense would be directed to at this step – this process we see is sending the expense up the hierarchy, one level above the Author (user).

## APPROVAL TERMINOLOGY - BASICS

**Author** – the Nexonia user that created the entry.

**Assignee** – the Nexonia user who will be assigned the entry for approval

**Step** – the name of this step of the approval process

**Assigned To** - when an entry reaches this step in the approval process, the Nexonia user here becomes the current assignee. The two most common approval assignments use either a **Relative Level** (using a hierarchy, viewable at *Setup > Users > Hierarchy*) or **Fixed User** (using a specific user for assignment).
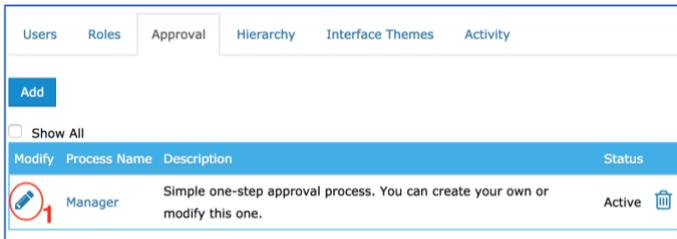
**Editable –** enable if the approver at this step should be given edit permission during the approval review.

**Bypass** – rules that can define when to skip this approval step if conditions are met.
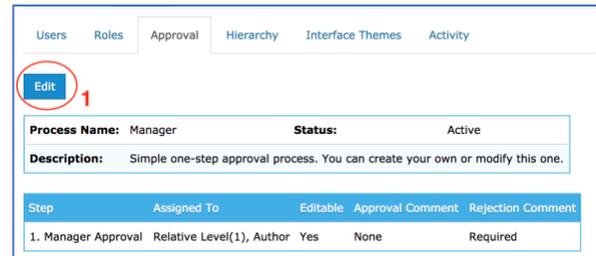
## MODIFYING APPROVAL STEPS

To edit the approval steps, begin by either:

A) Clicking the pencil icon next to the name of the approval process; or



B) If you're viewing the approval process steps, click the Edit button.



Either of the two steps above will make the approval process editable.

**To insert a step:** to insert (and thus, create) a step immediately before an existing step in the approval process, click the **Insert** link shown in the following image:



**To re-position an existing step**: use the up and down arrows just to the right of the **Insert** link in the above image.

**To modify a step:** click the step's name – in the above example, it's "Manager Approval". You'll then see the configuration of this step appear below the approval steps, allowing you to edit it. Once the updates have been made, click Modify at the bottom of the page.

**To delete a step:** same as above to load the step configuration, then click the "Delete" button at the bottom of the page.

## ADDITIONAL APPROVAL RESOURCES

For complex approvals, please contact csm@nexonia.com to engage Nexonia's professional services to assist with the configuration.

Additional articles of interest:

- Assigning an Approval Process to the User Role
- Creating Approval Workflow Step: Fixed Approver
- Creating Approval Workflow Step: Fixed User(s) to Fixed Approver
- Creating Approval Workflow Step: Manager Approval
- Creating Approval Workflow Step: Project Specific Approver
- Creating Approval Workflow Step: Specified User(s) to Skip a Step
- Creating Approval Workflow Step: User Specific Approver

## SAMPLE APPROVAL PROCESS: SECOND APPROVER

A common approval process is to require a second approver on the approval workflow, typically someone in finance who reviews the expense, allowing them to catch any errors prior to export.

Here, we'll modify the default approval process and add a second step:

1. Navigate to **Settings**⚙ > **Users** > **Approvals**.
2. By default, Nexonia creates an approval process called "Manager" – click the Modify icon to modify this process
   - By default, step 1 "Manager" is set to send the submitted items 1 level above the author in the hierarchy.
3. Click the "Add" link to add a second step.
4. Name your approval step, i.e. "Finance Approver".
5. Under **Assigned To:** check **Fixed User** and select the Nexonia user who'll be the approver at this step. Here, we've chosen Alice Abell.
6. Set **Editable** to "**Yes**" enable if the approver at this step should be given edit permission during the approval review.
7. Click the [**Add**] button.

# LAUNCHING NEXONIA

# Congratulations!

**Your setup was a success and you are ready to launch Nexonia Expenses.**

Your next steps are to prepare to launch Nexonia and to train your administrators and users.

We recommend downloading a copy of the Nexonia Customer Launch Kit.

This Launch Kit is designed to provide you with the tools you'll need to ensure a successful launch of Nexonia with your organization. Please use this kit in any way you need. We have included training material, links and directions to other Nexonia resources, and some recommended best practices to help improve user adoption and reduce the number of questions your users may have with your new automated expense & time management tool.

Topics include:

- Best Practices for Company Rollouts

- Pre-Launch Reminders

- Best Practices for Automated Expense & Time Management

- Training Your Nexonia Users

- Launching Nexonia - Go Live Checklist

- Your Nexonia Team - Nexonia Support

# TRAINING YOUR NEXONIA USERS

Nexonia provides live webinar options for training your users on how to use Nexonia, as well as guides and videos.

## TRAINING WEBINARS

Nexonia hosts free recurring webinars for training new users, approvers and administrators on Nexonia. Each webinar is led by a Product Education Specialist who will guide the class through using the product and allow time for live Q&A. Recordings of each webinar will be sent to registrants the next business day after the session. Attendance report available upon request.

Our registration pages are available to you and your trainees at help.nexonia.com under Nexonia Training Webinars.

## TRAINING GUIDES AND VIDEOS

Training guides and videos can be found at help.nexonia.com. These resources will help users get started on using Nexonia effectively on the web and mobile applications.

# APPENDIX: INTEGRATING CREDIT CARDS WITH NEXONIA EXPENSES

Company Paid Credit Cards can be integrated with Nexonia, providing daily automated credit card feeds directly to your users. Automatically capturing credit card transactions in Nexonia allows you to conveniently link credit card transactions directly into your expense reports.

To implement your credit card(s), you must determine if you have a "Corporate" or "Business" card. If you are unsure of the type of card that you have, you may also confirm with the relationship manager or commercial help desk of your financial institution if they will send a daily file transmission to Nexonia's SFTP server, with the credit card transaction data directly. Direct file transmissions used by true Corporate Card programs are the best, most stable solution for transaction delivery to Nexonia.

## INTEGRATING CORPORATE CREDIT CARDS

If your card is part of a Corporate Credit Card program, if your credit card has the words "Corporate", "Commercial" or "Purchasing" written on the front of the card, or your financial institution send a daily file transmission to Nexonia directly, Nexonia will manage this as a true corporate card integration.

If you'd like to integrate a corporate card feed, please email **help@nexonia.com** to initiate the process. We'll provide instructions and forms to be processed by your corporate credit card provider.

Please note the average time for your financial institution to process and deliver your card feed request:

- Visa (4 – 6 weeks)
- Amex (2 – 3 weeks)
- MasterCard (4 – 6 weeks)

## INTEGRATING BUSINESS CREDIT CARDS

For business credit cards, administrators can integrate these types of cards themselves. Please note the following:

- Financial providers don't support direct file transmissions typically, so third party services are used to transfer available transaction data. Inconsistency of data provided is a known issue with this method.
- Hierarchal parent/child cards will require individual online credentials for each individual card.

Detailed instructions on integrating a company paid card are available on help.nexonia.com:

- [Integrating Business Credit Cards to Nexonia Expenses](#)

## UPLOADING TRANSACTIONS VIA .CSV FILE

Nexonia Administrators can upload credit card transactions via a .csv file. If you'd like to use this method, please contact help@nexonia.com and provide a sample of your transaction file to initiate this process.