

INTRODUCTION

Nexonia allows you to work on and submit your expense reports completely online.

When you spend on meals or airfare for example, you'll take the expense receipt and send it into Nexonia. When you're ready to create expenses on the report, create your expense items and link their matching receipts. Submit the report to your approver and they will review your report before it gets processed by Accounting.

A benefit of Nexonia is that you can log in to the website to work on your expense report, in addition to using the mobile app. This allows you to work on your report on the go, rather than putting it together all at once.

YOUR ACCOUNT

Click on your name in the upper right corner and Account from the dropdown menu.

To change the language or date format for your account, click Edit under Users Settings. You can also update your password in the second tab.

In the third tab, you can enter a personal or secondary email address.

In the fourth tab, click here to enter banking information to enable direct deposit for any reimbursable expenses.

EXPENSES TAB

Click on the Expenses tab up on the menu bar to start your expense reports.

The Unfiled Expenses tab is where you can store your receipts temporarily.

You can use the web to upload a receipt from your computer, such as a JPEG or PDF file.

Or you can use the Nexonia Expense mobile app to take a photo of a receipt.

TIP: Use our [video](#) to walk through the mobile app.

ADD REPORT

Click on the Reports tab, Then Add Report below it. Enter a title and Save.

You'll see a few details such as a four-digit code that corresponds to this report only. This code is important because it's a unique identifier for each report and you'll use this code to email receipts into specific expense reports.

You may see one green button or two green buttons. The first one that says Add Expense Item is to manually create a reimbursable expense that you paid out of your own pocket.

If you see a second green button that says Add from Card transaction, this simply means your corporate credit card transactions are integrated with Nexonia to create card expense items.

ADD AND EDIT EXPENSES TO THE REPORT

Unfiled Expenses

The Unfiled Expenses section can house all your receipts before creating a report. When you've created your expense report, select the arrow to the right of each receipt and move them to your new report.

Reviewing Expense Details

Once you've moved all necessary receipts, go back to the Reports tab in the upper left and click on your report title. You'll notice that expense items are automatically created from the moved receipts.

If the receipt needs to be linked to a credit card charge later, click on the Actions button and delete the line item. The receipt will stay in Nexonia in the Manage Receipts folder.

If the receipt is a reimbursable cash or personal card expense, double click on the line item to fill in missing details and review.

On the right, the receipt is already linked. Next, fill in the remaining details such as the Customer, Project, and Expense Category at the top.

Select the billable status if needed.

If the receipt is in another currency, adjust it by using the drop-down menu. Exchange rates are determined based on transaction dates.

For Meals Expenses, report any tips paid and attendees.

Use the Memo field for the reason for the expense and click Save and Close.

To manually create expenses, use Add Expense Item. Enter all of the details and attach a receipt on the right-hand side.

TIP: Use **Add Expense** to create mileage expenses.

Credit Card Transactions

Use the Add from Card Transaction button to access transactions that have imported into Nexonia.

Transactions are received after they are posted by the bank.

Click Create to create an expense item from a transaction and fill in all applicable details. Some pre-populated details cannot be changed that imported in.

Find and link your matching receipt if it is available or use the Add Receipts button to upload it. Use the green link icon to link the receipt.

Split an Expense

Use the Split Item button to split an expense.

First, click Add Split Item to select a charge from the receipt that needs to be split out and change any of the details to apply to it.

Enter the amount of the itemized/split charge.

If the split charge needs to be coded into a different project or department, you can change those details as needed.

At the bottom, add additional details in the memo field for this split expense.

Click Save and Close, and in the Split Panel Editor, the first split item is added.

Note that all split items must equal the grand total in the upper right corner. You will need to split out enough expense items to equal the original grand total.

Submit

Once you're ready to submit an expense report, click Submit in the upper right.

You'll see your approvers' name under the Approver column on the left. And the approver will receive an email notification to review your expense report.

To close the report, click on the X in the upper right corner.

Use the Action menu and select Recall to recall the expense report for further editing if needed.

APPROVING EXPENSE REPORTS

Approvers will receive email notifications when a report is sent to them. Click the Approvals tab to view them and click on an expense report.

View the general report details at the top, and the individual expense lines at the bottom. Review the lines as in-depth as needed, and lastly, use the Actions column to approve or reject each line.

Double click a line item to open it individually. View all of the individual expense details here.

You may also encounter Policy Warnings. Click on the icon for more details about the policy violation.

Still be sure to review the expense details by clicking on the line item.

To reject a single line item, use the Actions menu and click Reject. You'll be required to add a note or comment.

To approve all at once, select the checkbox to Approve at the top. They will then submit to the next person in workflow.

DIRECT DEPOSIT

The designated Direct Deposit Approver will receive all reimbursable expense reports. Click the Approvals tab to review the Direct Deposit inbox. Banking information is required from the employee, entered into Nexonia, in order to reimburse them this way. To remind an employee to enter their banking information in their account, an administrator can reset the employee's report as a draft, to be resubmitted after the information is entered.

To continue the reimbursement, click on the report to review the details. Rejected expenses are not included.

Use the Reimburse button to initiate reimbursement, and/or the Exclude button to exclude expenses from direct deposit reimbursement.