



Introduction

In this training, we'll be going over how to set up and maintain your Expense Categories and Expense Interface Layouts in Nexonia. To do this, we'll log in as an Administrator and cover a few areas dedicated to these functions.

Logging In

In order to log into Nexonia, navigate to Nexonia.com and press the "sign in" button in the upper right-hand corner. You'll then populate your login credentials in the "email" and "password" fields and press the green "sign in" button to log into your account.

Home Page

When you first sign into Nexonia, you'll get taken to the home page. Here, you can access all of the modules assigned to you, as well as your personal and company account settings. To access your company account settings, go to the navigation bar at the top and press the little "cog" icon.

Configuring Expense Categories

Within the configuration tab, the section you'll navigate to in order to configure expense categories is: Company > Expenses (subheading).

The first tab within Expenses is "categories" and this is where all of your expense categories will live. If you've integrated your Nexonia account with Intacct or NetSuite, your expense categories will need to be created in those platforms first and then synced over into Nexonia. However, if you use a different accounting platform or don't use one at all, you can create and edit them in Nexonia directly.

To edit or duplicate your categories, click the "pencil" or "paper" icons on the left, respectively. On the far right, you can delete any expense categories using the "garbage can" icon. To create a new expense category, click the "add" button on the left-hand side above the table.

Once you do so, you'll get taken to the creation interface where you can configure your expense category. Starting at the top, make sure to give your category a name. Next, you have the "type" dropdown where you can indicate what kind of category this is. Most of the time, you'll be using the "regular" type or the "distance" option if it's a mileage category.

If you keep the type as "regular" and are creating a meals-related category, there are a few specific fields to consider setting up. First, you can turn on or off the ability for your employees to enter tips related to this kind of expense by setting the "has tip" option to "yes". Second, the "attendees" section below let's you turn on that corresponding field in the expense interface so your employees can indicate who participated in the meal. This can be configured as an optional or required field.



If you're not creating a meals category, there are some general pieces of information that should be entered for all of your categories. Going back up to the top of the page, always make sure you map your category to a "GL account". This will ensure that when your expense data mapped to this category gets exported back to your accounting platform, it gets attached to the correct account. Next, the "memo requirement" field lets you determine whether that section will appear in the expense interface along with it being a required or optional field to fill out. Following that, you have the "billable" setting. If you track expenses per client or project, you can turn on that checkbox on the expense level so that you can then bill those clients back for your expenses. The dropdown beside it lets you configure this toggle on a per project or individual expense basis.

Make sure that whenever you're creating a new expense category, you set the "status" dropdown to active. This ensures that your employees will have access to it. Also, if you're creating this category to track in Nexonia only, set the "ignore for integration" dropdown to "yes". This will exclude the data mapped to this category from any exports you perform. Then, in the "reimbursable settings" table below, you can set the default status for any type of expenses that are mapped to this category using the two dropdown menus.

The final piece of standard information you can configure is who has access to this new category. In the "roles" table, the default setting is with the "all roles" checkbox marked off, meaning that every user will be able to map this category on their expenses. However, if you'd like to limit who can see this category, uncheck that box and you'll get a list of every role that was created in your Nexonia account. From there, simply check off the roles that you'd like to be able to access this category.

Adding Policies to Expense Categories

After setting up all of the standard information for your categories, the final thing you can do is add some policies to it. Policies can be set up in two different ways. The first is as a "policy warning". This functions as a "soft" policy violation meaning that users will still be able to submit expenses with that flag for approval. The second is as a "prevent submit" policy, which will prevent the user from submitting the out of policy expense until all requirements have been met.

There are a few common policies that you can configure. First, we have the "if value above" setting. This is where you can create maximum spend limits for this category. To do this, check off the box just under the name and enter in your dollar amount in the field to the right. The second is the "if no receipt and value above" option. This one allows you to set up specific receipt requirements related to a particular dollar value. You would set this up the same way by checking off the box and entering the dollar value. That being said, you can also split these out between personal and corporate card expenses. Finally, the "distance edited" option lets you flag any mileage expenses that had their automatically calculated distance edited over a certain percentage. Simply check off the box and enter your desired percentage in the field beside it.

Always remember to scroll down to the bottom and click "apply" to save any changes you make to your categories.

Editing the Layout of Expense Interfaces



To edit the layout of all your expense interfaces, navigate to the “layout” subheading. Here, you will see a breakdown of all your expense interfaces table-by-table.

Each table is associated with a specific interface in the Expenses module. For example, the initial dashboard page when you first enter it, the expense details interface where you’re entering the information for your expense and so on. To edit what your employees see in each interface, click the “edit” button at the top left. This will open each table and allow you to control which columns and fields will be available for them to see and edit.

As always, make sure to scroll down and hit “apply” to save your changes.

Help & Support

If you’d like to access our Help Center to see all of the articles and videos we have available, navigate to the “Help” icon in the upper right-hand corner of the screen. Clicking this will take you directly to our Nexonia Help Center.

A few articles that may be particularly useful to reference when setting up your expense categories or just to get some more detailed information are: [Creating Expense Categories and Configuring Rules and Policies](#), [Managing Expense Policy Rules](#), [Creating a Mileage Expense Category](#) and [Expense Layout Settings](#).

To contact our support team directly, click the “Contact Support” button in the middle of the navigation bar at the top of your screen.

That brings us to the end of our training session. Thank you all very much for watching and enjoy using Nexonia!