



Nexonia Expense Reporting: Mobile

**A Quickstart Guide to using
Nexonia on the Mobile App**

Nexonia Expenses: Downloading the Mobile App

The Nexonia Expenses mobile app is available for free through all the major app stores. It will require you to login with your Nexonia credentials. Once you've done so, you'll be able to do expense reporting from your mobile device, such as a smartphone or tablet. Users will be able to:

- Create expense reports;
- Add expense items to reports;
- Save receipt images via upload, email, or smartphone photo, and linking them to expenses;
- Submit expense reports;
- Approve or reject expense reports.

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

Apple App Store for iOS devices

Google Play for Android devices

Blackberry App World for Blackberry devices with the Blackberry 10 operating system and up

Search for “nexonia expenses” and install the “Nexonia Expenses” app. 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 app, you'll need to open the app and log in with your Nexonia credentials. You only need to do this once, the first time you open the app (or if your Nexonia password changes). The app will allow you to stay logged in.

Logging in to Nexonia:

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

The first time you open the Nexonia Expenses app, you'll be asked if you'd like to give the app the following permissions (you can change these later if needed in your app or device settings):

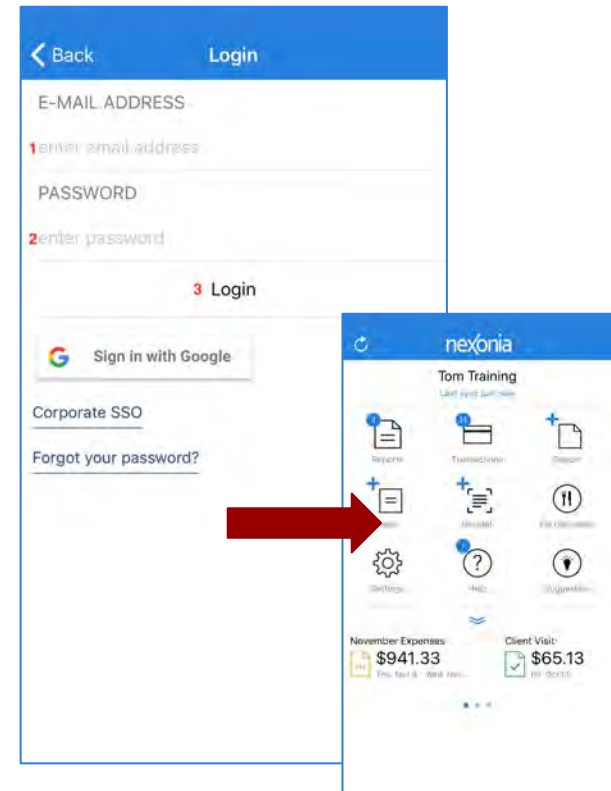
Allow "Expenses" to access your location while you use the app? - this allows you to use Nexonia's location based features when entering addresses for mileage entries.

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

Enter the email address (1) associated with your Nexonia profile (usually your work email address) and your password (2). Tap "Login" (3), and the app will log you in.

Provided you are connected to the internet, the app will do an initial synchronization to ensure the information from your web profile is copied to the mobile app, and back again.



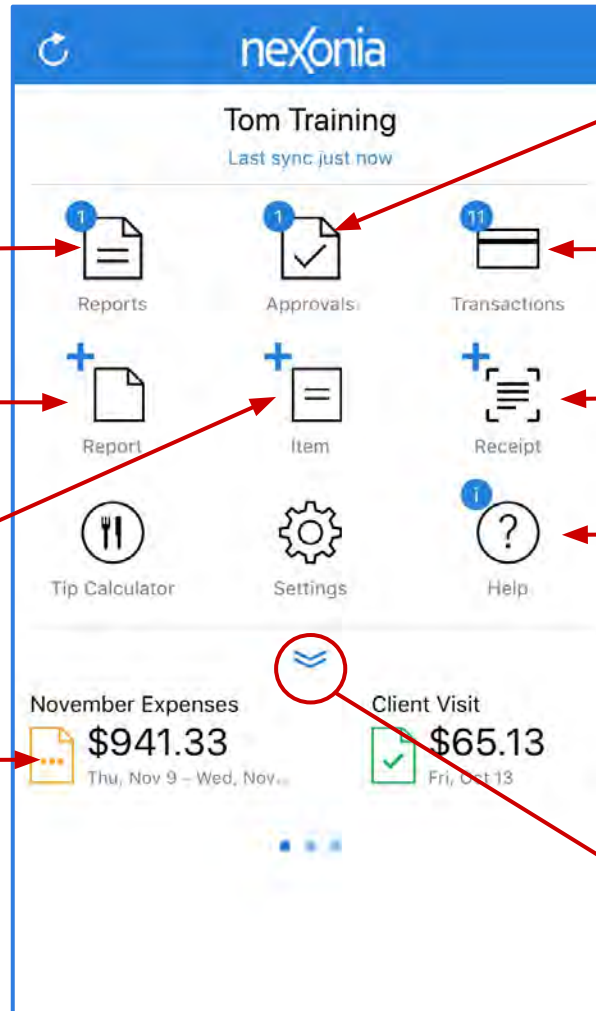
Your Nexonia Expenses App Homescreen

View your expense reports - the number indicates the number of in-progress reports.

Add a new expense report

Add a new expense item - you'll be prompted to select a report where the item should be added.

You can swipe through your most recent expense reports at the bottom of the home page. Tap on any report to open it.




Approvers only: view any expense items assigned to you to approve. The approval icon won't appear until the first time something is submitted to you.

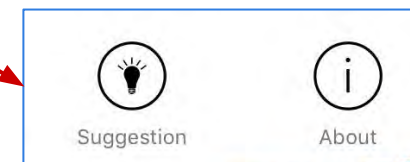
View your available credit card transactions (if applicable).

Take a picture of a receipt and save it for later - you'll be prompted to select a report where the photo should be saved.

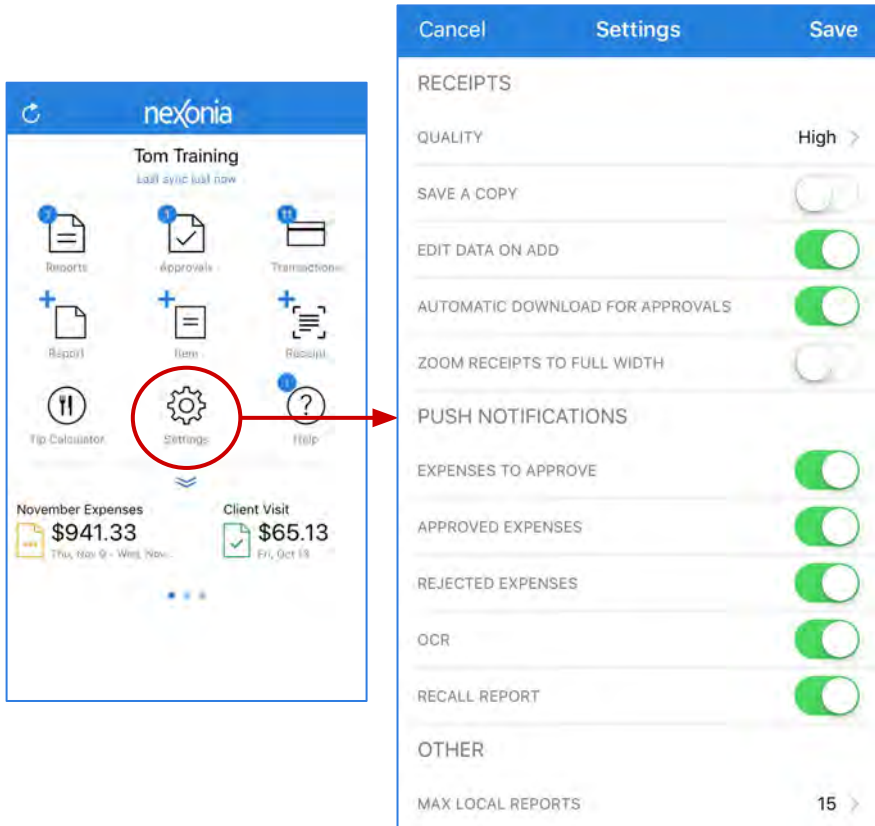
Access to:

- **Help Center** - guides, videos, webinars, support requests.
- **Icon Legend**
- **What's new** in your version of the app.

Tap  to access the **Suggestions** and **About** options.



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 as an approver, the Approval icon will appear on the homescreen. This setting allows the icon to be turned off.

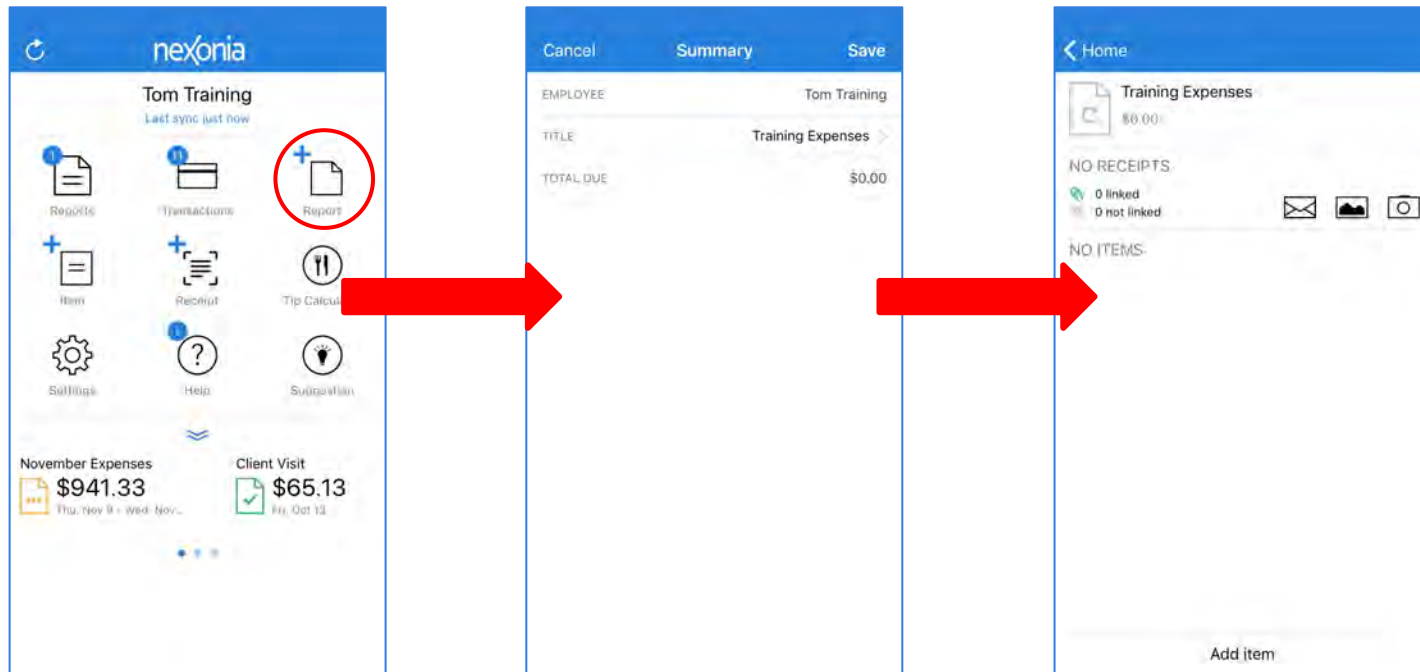
Creating a New Expense Report on Mobile

You need to have an expense report as a starting point for expenses. The report will act like a folder, a way to collect and organize your expense items and receipts. You can add expenses to an existing report or create a new one.

Creating a Expense Report

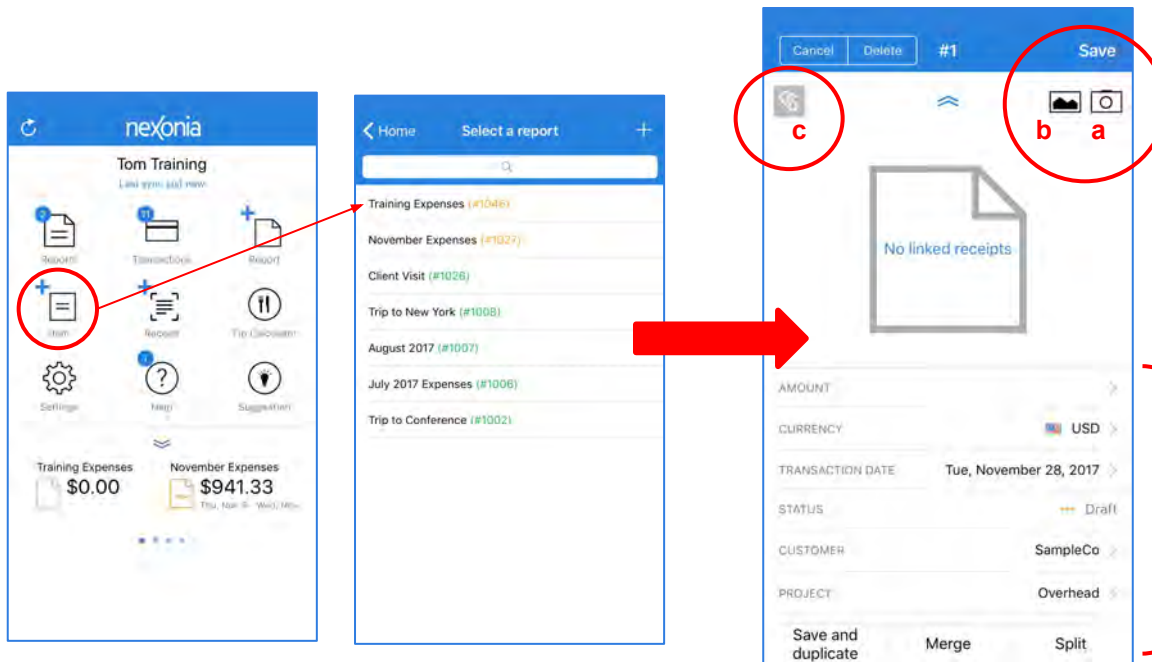
- 1) Tap **+Report**
- 2) Type the name for the expense report in the "Title" field and Tap **Save**.

This will create a new, empty report. An expense report code number will appear once the app syncs.



Adding Expense Items to Your Report on Mobile

1. On your homescreen, tap **+Item**
2. Select the expense report this item should be added to. You can also create a new report by tapping the + sign in the top right.
3. Fill in the expense details. You can link a receipt now, or save the expense and link a receipt later.
 - a. You can photograph a receipt by tapping the camera icon (a), import a receipt from the camera roll using the gallery icon (b), or retrieve a receipt (c) saved in your expense report by tapping the paper clip icon.
4. Tap **Save** to save your expense item.



Your Expense Details:

Your organization may have additional fields to fill out, but these are common fields:

Amount = transaction total

Transaction date = date of the transaction, should be same as the date on your receipt

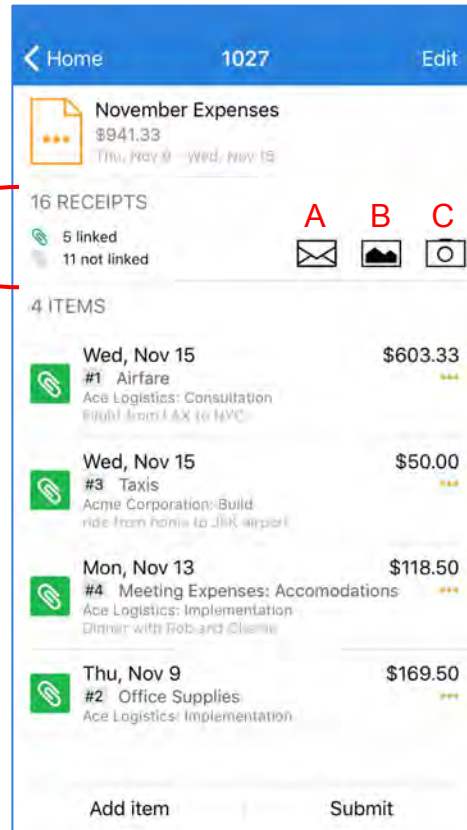
Category = type of expense

Memo = additional comments you wish to add about the expense

Any information below the total that is in **RED** is required information. If the field name is in **RED**, you *must* provide information, otherwise the system will not allow you to submit your expense.

Inside Your Expense Report & Receipt Management

Access your receipts for this report here. Tap this row to open the Receipt Management screen.



You can add an expense item to your report from the homescreen or from here inside the report by tapping **Add Item**.

Receipt Management

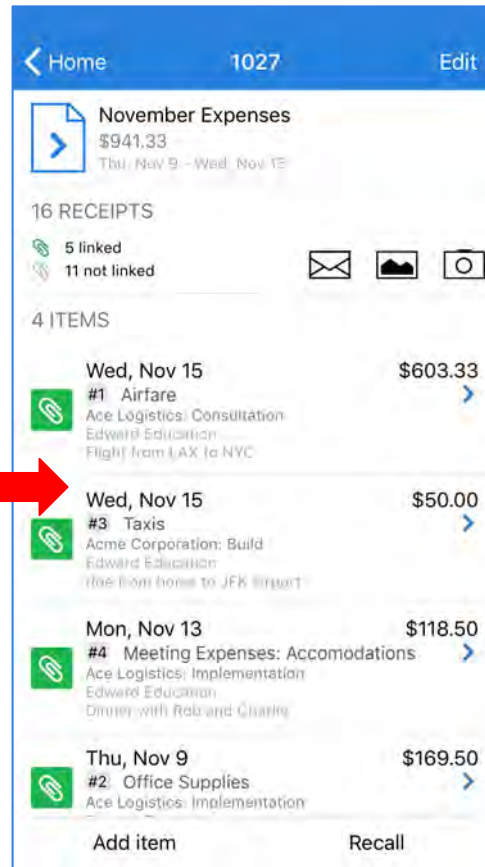
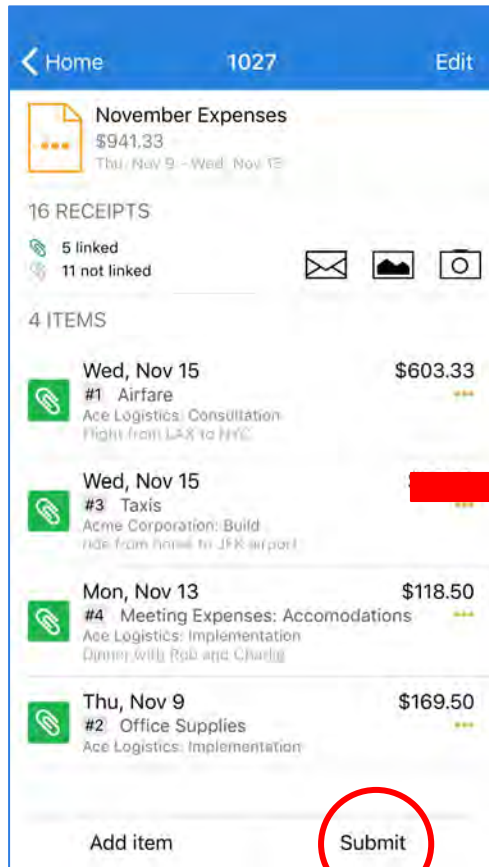
This section is the Receipt Management on the mobile app. You can use these icons to save receipts in your report, and use them later.

- A.** Instructions for how to **e-mail** receipts. This opens up a dialogue box with detailed instructions and easy to follow links that allow you to email receipts into your report. You can email receipts to receipts@nexonia.com as either image attachments, or forward an email - whether there are attachments or a text only email.
- B.** This icon allows you to import a photo from your camera roll or photo library on your device.
- C.** The camera icon allows you to take a photograph of a receipt and save it in the report for later.

Tip: Receipts added via the mobile app will be copied to your web profile after your next sync.

Each item has a **Status** to let you know what stage the item is at: **Draft** ●●●, **Submitted** >, **Rejected** < or **Approved** ✓.

Submitting Expenses on Mobile



Once you've completed your expense report, you'll need to submit it for approval. To submit Expenses:

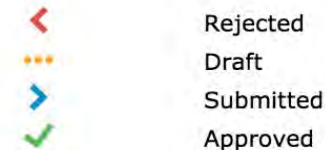
1. Open the Expense Report
2. Tap **Submit**.
3. A confirmation window will appear, tap **OK** to confirm submission of the expense report.

If there's a required piece of information you missed on an expense, the app will prevent submission and a message will appear to let you know what has to be fixed before you can submit it for approval.

Once you submit the expense report in for approval, the status of the expense items will change to Submitted >. This means the expense is sitting with an approver, whose name you'll see on the item. At this point, you can't make any changes. Here we see they are with Alice Abell.



The approver can either Approve or Reject expenses.

Status of Your Item



Approved and Rejected Expenses

Approved ✓

	Wed, Oct 26 #4 Meals-Lunch Internal: Overhead	\$13.75 ✓
	Mon, Oct 24 #2 Airfare Internal: Overhead Travel to the training session	\$675.00 ✓

Approved Expenses - Once your expenses have been reviewed and approved, you'll get an email notification and you'll also see the status updated to **Approved** ✓.

Note: if your approval process involves multiple approvers, you'll get the "approved" status once it's completely approved.

Rejected <

	Wed, Oct 26 #4 Meals-Lunch Internal: Overhead	\$13.75 <
	Mon, Oct 24 #2 Airfare Internal: Overhead Alice Abell	\$675.00 >

Rejected Expense - If an expense item has been rejected by the reviewer, it'll be sent back to you with a **Rejected** < status. An email will be sent to you and will include the reason for rejection. Here, item #4 has been rejected.

If the item just needs some additional information, you can edit the rejected item, and resubmit it for approval. If it's an outright rejection and won't be reimbursed, you can delete the item from the report.

Nexonia Expense Reporting

Supplemental Information

TAR

The Travel Authorization Request (TAR) is available in the “Category” dropdown menu when you are adding expense items to your report. Please attached a PDF version of the completed and signed TAR with your expense report. Managers should not approve expense reports that do not have a TAR attached.

Expense Reimbursements

Expense reports are paid to employees in accordance with *ISHPI*'s standard bi-weekly payroll schedule. To ensure the expense reimbursement is included in the current payroll period, expense reports must be completed, signed, and approved by their manager by noon on Monday the week of the payroll date for California employees, and noon on Wednesday the week before the payroll date for the general population employees. If the ER is not finalized by these deadlines, the reimbursement will occur in the following payroll.

Daily Entries

It is *ISHPI*'s policy that employees complete expense reports on a daily basis, for each day of their trip. Each day must include a comprehensive list of only those expenses that were incurred for that day.

Lodging – Non Per Diem

If a direct employee is unable to secure lodging at the government's established per diem rate, the employee must notify their manager and request written approval from their government customer prior to incurring a rate in excess of the per diem rate. Customer approval should be submitted with the ER. In these cases when a direct employee's lodging costs are either in excess of, or less than, the government's established per diem rate, the employee should select “Lodging – Non Per Diem” from the “Category” dropdown menu. This selection will allow the employee to enter the actual cost of the lodging.