



# Nexonia Expense Reporting: Web

**A User Guide to using Nexonia on the Web**

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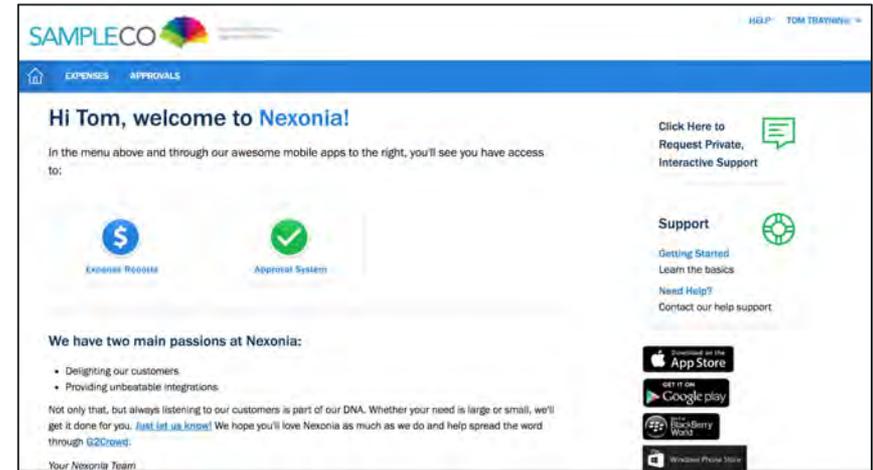
# Using Nexonia Expenses on the Web

Nexonia's Expenses application is accessible through any major web browsers:

- Google Chrome
- Mozilla Firefox
- Safari
- Internet Explorer v 9.0+

The application allows you complete the entire expense report process:

1. [Creating expense reports](#)
2. [Add expense items to reports](#)
3. Add receipt images to expenses via image upload, email, or smartphone photo, and linking them to expense items - [whether you're using receipts immediately](#) or [storing them for later](#);
4. [Submitting expense reports](#);
5. [Approving or rejecting expense reports](#).



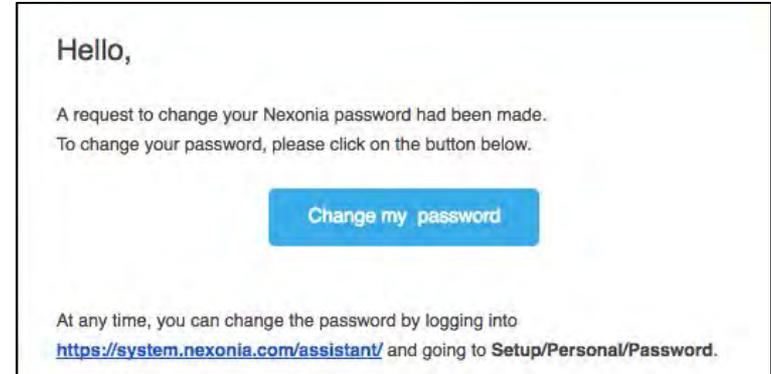
*Note: users can use Nexonia on the web or our mobile application for Expenses. Expense reports from the web will be copied to the mobile app and vice-versa. This occurs when you sync the mobile application.*

*You can limit how many expense reports you have copied to the mobile app in the mobile app settings, but all the expense data and receipts will be archived here on the web on Nexonia's server.*

# Getting Started

For new users of Nexonia, your system administrator will issue you access to the system. An email will be sent to your work email address with a link to Nexonia's website and information about setting up your password for the first time. Clicking the "Change my password" button in the email will take you to Nexonia's website and prompt you through setting up your initial password.

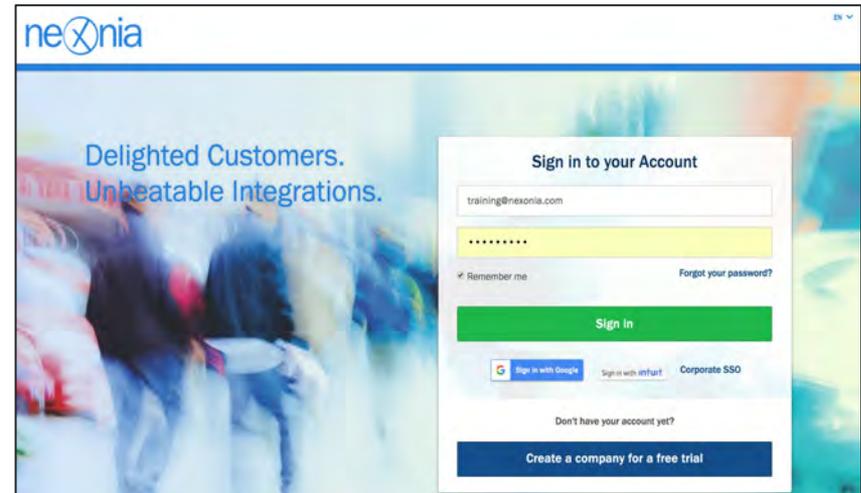
Once you've done this, you'll be able to log in to Nexonia on the web and on the mobile application with your credentials.



## Logging In to Nexonia on Web

1. Go to [www.nexonia.com](http://www.nexonia.com)'s sign in page.
2. Enter your email address and password.
3. Click **[Sign In]** - this will take you into Nexonia to your personal homepage.

Tip: once you've signed in, bookmark Nexonia's website on your browser



# Your Nexonia Homepage

Once you log in, you'll find yourself on your Nexonia homepage. Here are the main sections:

1 Along the top menu bar, you'll see the Nexonia modules you can access, based on what role you have (e.g. User or Administrator).

You'll also see the modules in the middle of the homepage. Clicking on "Expenses" in the menu bar or the Expense Reports icon will take you into the Expenses module.

2 These are links to where you can find the Nexonia Expenses mobile application in the various app stores.

3 In the top right corner is your name. If you click on your name, there's a dropdown menu with the following:

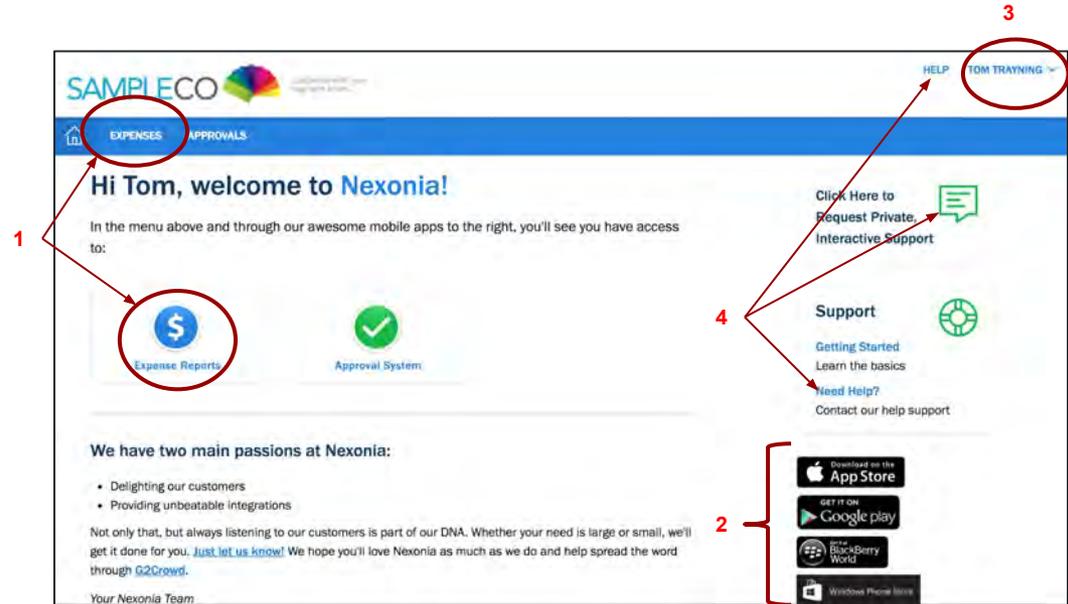
**Account** - your personal account settings. This is where you'd go to register any email addresses you may want to email receipts from - the email address you use to log into Nexonia is already registered.

**Legal** - Nexonia's privacy disclaimer

**Icon Legend** - a menu of common Nexonia icons and what they mean.

**Logout** - this will log you out of Nexonia.

4 **Help** - clicking any of these links will allow you to contact Nexonia's support team at help@nexonia.com.



# Your Expenses Module on the Web

When you click on **Expenses** on the menu bar or from the homepage icon, you'll find yourself in the Expenses module. Here's where you create and view your expense reports. You'll see every report here, whether created on the web or from the mobile application. Information is copied back and forth between the web and the mobile app whenever the mobile app is synced.

ACTION	CODE	EMPLOYEE	APPROVER	TITLE	TRANSACTION DATES	COUNT	REIMBURSE	PAID	PAID DATE	TOTAL
Action	1012	Tom Trayning		Report from Sep 15, 2016	Wed, 09/14/2016	1/4	\$2.00			\$2.00
Action	1011	Tom Trayning		Expenses, August 2016	Wed, 08/10/2016 Thu, 09/15/2016	9/9	\$10.00 \$8.10 \$67.71			\$10.00 \$8.10 \$264.62
Action	1010	Tom Trayning		Expenses for Conference Trip, August 2016	Sun, 08/21/2016 Mon, 08/22/2016	4/5	\$15.00			\$15.00 \$388.70

The **Refresh** (1) button can be used if you have synced a report from the mobile app but you're not seeing it yet on the web. The **Policies** (2) button will show you any policy rules or policy documents your administrator has set.

Each report has a **Status** (3) to let you know what stage the items within it are in: **Draft** ●●●, **Submitted** >, **Rejected** < or **Approved** ✓. Each report has a **Report Code** (4), a unique number which identifies your report to your organization. Clicking on the blue **Code** number will open the expense report.

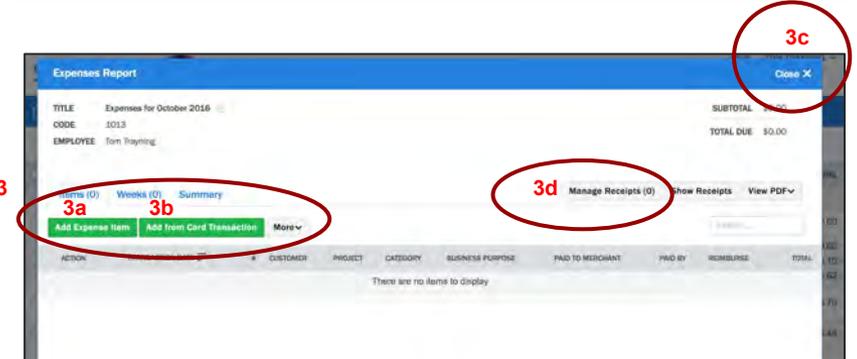
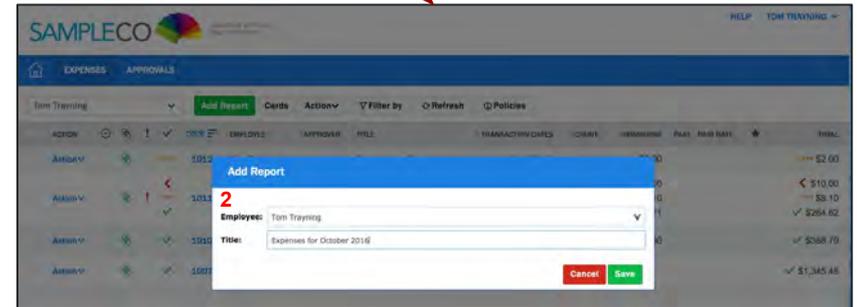
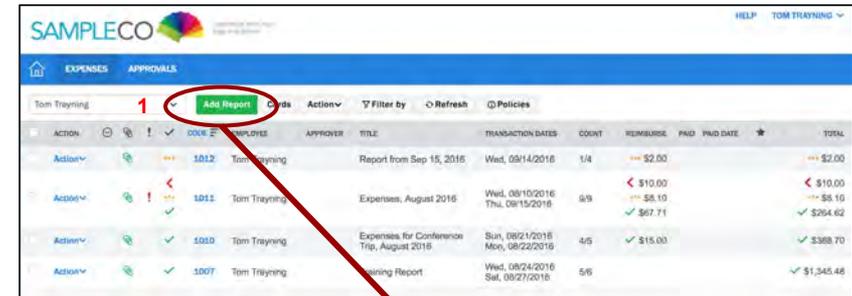
# Creating Your Expense Report

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 as many expenses as you need to the report. For example, you could keep the report open for a week and keep adding expenses into it, and submit it for approval at the end of the week.

## Create an Expense Report

1. Click **Add Report**.
2. **Name Your Report** and click **[Save]**. This will create the expense report.
3. Your Report has been created! Now we can add expenses to it. Some key buttons here are:
  - a. **Add Expense Item** - you'll be using this to create an out of pocket expense item - something you'd get reimbursed for.
  - b. **Close** - this will close this dialogue window where you're seeing the Report and take you back to your Expenses homepage.
  - c. **Manage Receipts** - this will open the Receipt Management section of the report to manage and save receipts to use.

Your Expense Report will remain on your account unless you delete it - whether it's in draft status, submitted, rejected or approved, it'll remain here.



# Adding Expense Items to Your Report

Once you've created an Expense Report, you can create your Expense Items.

From inside the Expense Report:

1. Click [**Add Expense Item**] - this opens up a screen where you create the expense item. On the left side, you'll see where you add the expense details, on the right where you add the receipt.
2. Click **Add Receipts** to link a receipt to this expense - ([see page 8](#) for more details)
3. **Fill in your details for the expense.** Your organization may have additional fields to fill out, but these are common fields:

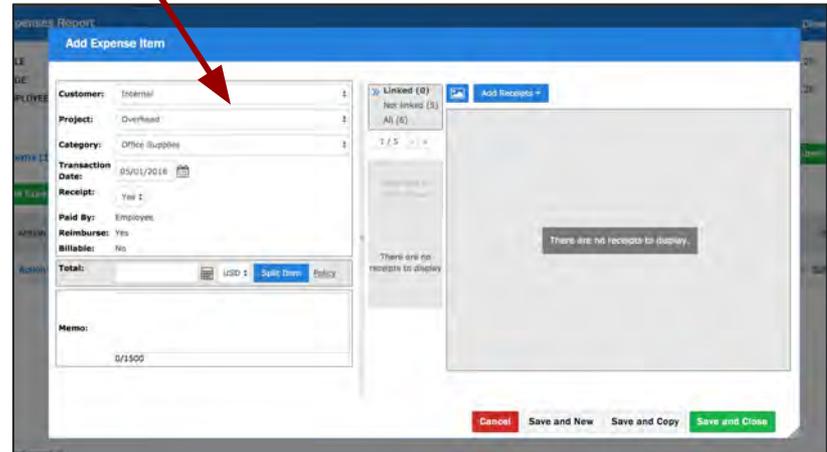
**Category** = type of expense

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

**Amount** = transaction total

**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 have to provide information, otherwise the system will not allow you to submit your expense.



## Completing an Expense Item

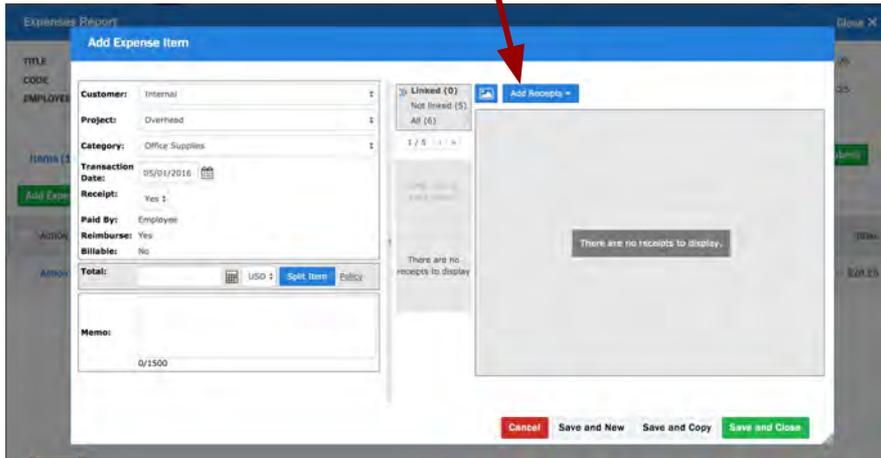
Once you've created your expense item, in the bottom right corner you can choose to click:

- Save and Close** to add the expense item and return to the expense report;
- Save and New** to add the expense item and create a new item; or
- Save and Copy** to add the expense item and create a new item with identical details

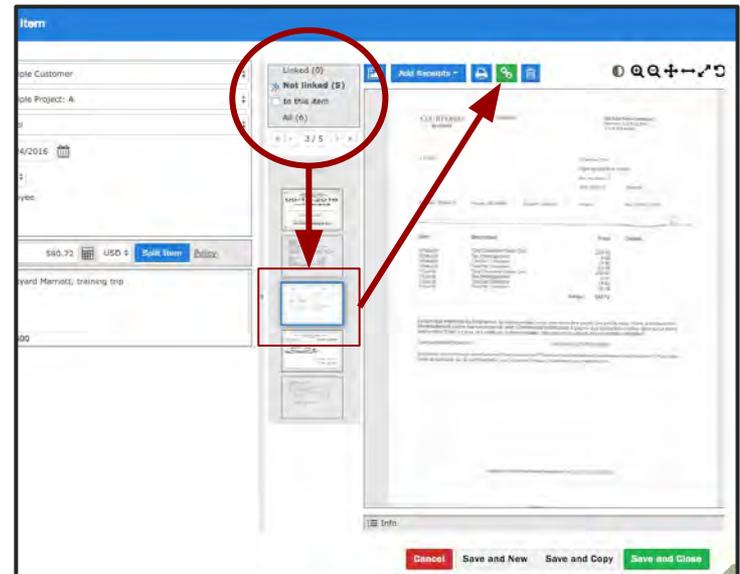
# Attaching a Receipt to an Expense Item

You can draft an expense item either with a receipt or without adding a receipt - this is useful for creating a draft expense and completing it later. When you **Link** a receipt to an expense, you're providing the receipt(s) as proof of that specific transaction. To add a receipt image, here's how:

**Add Receipt** allows you to attach a receipt immediately via Upload or using your Webcam to snap a photo.



To use a receipt stored in your expense report (such as via email or smartphone photos from the mobile app), use the receipt filter in the middle of the "Add Expense Item" screen to find the receipt. Once you find the required receipt, use your mouse to click the receipt image to select it, then click the **Link** button to associate the receipt and the expense.

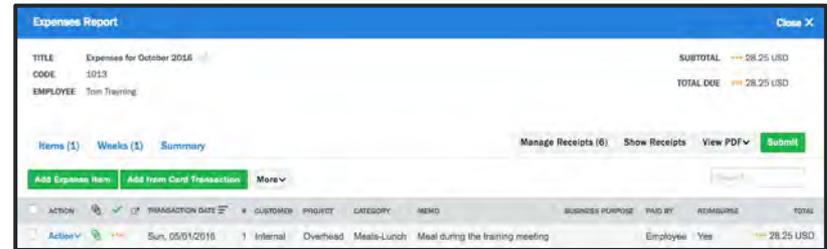


# Receipt Management in Your Expense Report

You can add receipts to your Expense Report to use later. Use the **Manage Receipts** button to manage and add receipts in your expense report.

Tip: Receipts are copied back and forth between the web and the mobile app via the mobile application sync:

- ✓ Receipts added via the mobile app will be copied to the web once the application syncs.
- ✓ Receipts uploaded on the web or emailed to your account will be copied to the mobile app once the application syncs.



## Ways to Add Receipts

**Upload...** prompts you to upload a receipt image from your computer. The following file formats are supported: JPG, PNG, GIF, TIFF, PDF.

**Fax...** generates a fax cover page with further instructions and a bar code to allow you to fax receipts into the expense report.

**E-mail...** 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](mailto:receipts@nexonia.com) as either image attachments, or forwarding an email - whether there are attachments or a text only email.

**Webcam...** allows you to photograph a receipt with your webcam (only available when using Google Chrome or Mozilla Firefox browsers)

Note: receipts added via Email or Fax will be available in your report within 5 minutes. You'll be emailed a confirmation when the receipt has been added.



# Inside Your Expense Report

ACTION	TRANSACTION DATE	#	CUSTOMER	PROJECT	CATEGORY	MEMO	BUSINESS PURPOSE	PAID BY	REIMBURSE	TOTAL
Action	Sun, 05/01/2016	1	Internal	Overhead	Meals-Lunch	Meal during the training meeting		Employee	Yes	28.25 USD
Action	Mon, 10/24/2016	2	Internal	Overhead	Airfare	Travel to the training session		Employee	Yes	675.00 USD
Action	Mon, 10/24/2016	3	Internal	Overhead	Parking			Employee	Yes	8.00 USD

- A. Action** - under this dropdown you'll have options to Edit, Delete, or Submit the item. Note that Delete is only an option if the status of the expense is Draft ●●● or Rejected <.
- B. Status** of the expense item. You can see the Item History by clicking on the status icon for the expense line item.
- C. Submit** - this will submit the expense report and all the items in it to an approver.

Inside of the expense report, you'll find all the items you've created. Here we see three expense items, items #1, 2, and 3.

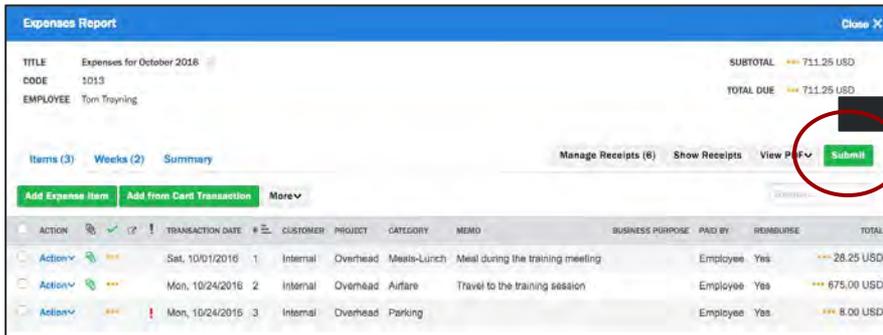
Each expense has a **Status**. The items above are in **Draft** ●●●. This means they are works in progress. Once you **Submit** (C) the expense in for approval, the status will change to **Submitted** >. This means the expense is sitting with a reviewer. At that point, you can't make any changes.

If an expense item has a **Submit Blocker icon** ⊖ next to the status (Item 2), that means something is missing and the system won't allow the expense to be submitted - such as when you draft an item and plan to add a receipt later, or missed some required information. You can click on the icon, and the system will let you know why it's blocked and how to fix it.

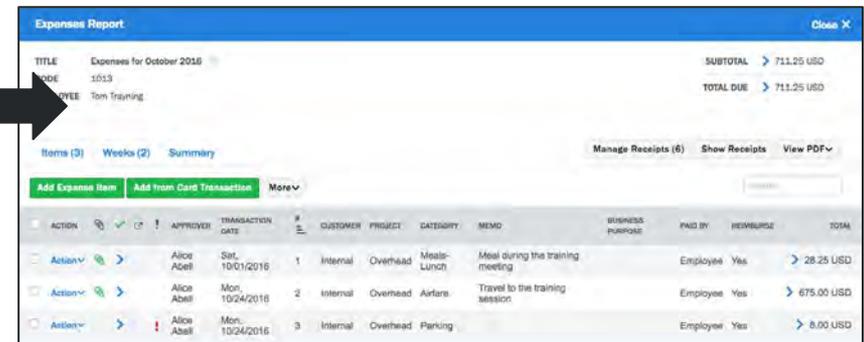
If an expense item has a **Submit Blocker icon** ! next to the status (Item 3), you can still submit the expense but there's a policy rule that's been violated. You can click on the icon, and the system will let you know why it's blocked and how to fix it. Typically, you'll want to explain in the memo field why you're submitting an item in violation of policy.

# Submitting Your Expense Report for Approval

1. Once you've completed your expense report, you'll need to submit it for approval. To submit your Expense Report, click the [**Submit**] button.
2. 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 the expenses are sitting with Alice Abell. An approver receives an email notifying them there are expenses to review. The approver can either **Approve** or **Reject** expenses.



Expenses Report											Close X
TITLE	Expenses for October 2016				SUBTOTAL						711.25 USD
CODE	1013				TOTAL DUE						711.25 USD
EMPLOYEE	Tom Training										
Items (3)			Weeks (2)		Summary		Manage Receipts (6)		Show Receipts	View PDF	Submit
Add Expense Item			Add from Card Transaction		More v						
ACTION	TRANSACTION DATE	CUSTOMER	PROJECT	CATEGORY	MEMO	BUSINESS PURPOSE	PAID BY	REIMBURSE	TOTAL		
Action v	Sat, 10/01/2016	1	Internal	Overhead	Meals-Lunch	Meal during the training meeting	Employee	Yes	28.25 USD		
Action v	Mon, 10/24/2016	2	Internal	Overhead	Airfare	Travel to the training session	Employee	Yes	675.00 USD		
Action v	Mon, 10/24/2016	3	Internal	Overhead	Parking		Employee	Yes	8.00 USD		



Expenses Report											Close X
TITLE	Expenses for October 2016				SUBTOTAL						711.25 USD
CODE	1013				TOTAL DUE						711.25 USD
EMPLOYEE	Tom Training										
Items (3)			Weeks (2)		Summary		Manage Receipts (6)		Show Receipts	View PDF	
Add Expense Item			Add from Card Transaction		More v						
ACTION	TRANSACTION DATE	CUSTOMER	PROJECT	CATEGORY	MEMO	BUSINESS PURPOSE	PAID BY	REIMBURSE	TOTAL		
Action v	Sat, 10/01/2016	1	Internal	Overhead	Meals-Lunch	Meal during the training meeting	Employee	Yes	28.25 USD		
Action v	Mon, 10/24/2016	2	Internal	Overhead	Airfare	Travel to the training session	Employee	Yes	675.00 USD		
Action v	Mon, 10/24/2016	3	Internal	Overhead	Parking		Employee	Yes	8.00 USD		

# Approved and Rejected Expenses

## Approved ✓

ACTION	APPROVED	TRANSACTION DATE	#	CUSTOMER	PROJECT	CATEGORY	MEMO	BUSINESS PURPOSE	PAID BY	REIMBURSE	TOTAL
Action	✓	Sat, 10/01/2016	1	Internal	Overhead	Meal-Lunch	Meal during the training meeting	Employee	Yes	✓	28.25 USD
Action	✓	Mon, 10/24/2016	2	Internal	Overhead	Airfare	Travel to the training session	Employee	Yes	✓	675.00 USD

**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** ✓. Your expense has been approved for reimbursement. Reimbursements are distributed in accordance with *ISHPI's* standard payroll calendar.

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

## Rejected <

ACTION	APPROVED	TRANSACTION DATE	#	CUSTOMER	PROJECT	CATEGORY	MEMO	BUSINESS PURPOSE	PAID BY	REIMBURSE	TOTAL
Action	<	Mon, 10/24/2016	3	Internal	Overhead	Parking		Employee	Yes	<	8.00 USD
Action	✓	Mon, 10/24/2016	2	Internal	Overhead	Airfare	Travel to the training session	Employee	Yes	✓	675.00 USD

**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. You can also see the feedback on the web if you move your mouse over the status icon and click the icon - this shows the item history.

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.