**SPE-GCS Nexonia How-To**

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| **Revision No.** | **Revision Date** | **Revised By** | **Function** |
| 1 | 19-Feb-2020 | Brian Sinosic | SPE-GCS Treasurer |

# SPEGCS treasury team: primary responsibilities

## Treasurer

* + Annual SPEGCS budget consolidation, monthly budget review and BOD presentation
  + Maintenance of SPEGCS current cash accounts and SPEGCS investment accounts
  + Maintenance and funding of SPEGCS SEF investment accounts
  + Facilitation of payment request reconciliation and authorization of payments

## Vice-Treasurer

* + Review and approval of SPEGCS group payment requests
  + Coordination with group Treasurers regarding payment request issues
  + Payment authorization

## Section Specialist

* + Maintenance of SPEGCS financial records
  + Coordination of sponsorship receipts/billing
  + Preparation of all payment requests
  + As-arranged support of group events

## Study Group/Committee/Event Treasurers

* + Reconciliation of all group receipts and invoices
  + Submission of all group payment requests via Nexonia
  + As-needed coordination with SPEGCS staff regarding event-related major expense direct-billing (venue, catering, etc.)
  + Annual preparation and submission of group budget.

# overview

## General Payment/Reimbursement Process & Requirements

## SPEGCS Payment/Reimbursement Overview

* Nexonia has been adopted as the platform for request and approval of *all* SPEGCS payments (expense reimbursements, vendor payments, donations, scholarships, etc.)
* Each Study Group/Committee/Event has been allocated *one* Nexonia account (generally assigned to the group Treasurer). Account changes and password resets are managed by SPEGCS staff.
* Process
  1. Group Treasurers submit payment requests through Nexonia
  2. Payment requests are reviewed and either approved or rejected:
     + If rejected, requests are returned to the submitter with directions for correction and resubmission.
     + If approved, requests are sent for payment.
  3. Payments processed.
     + Event registration refunds: returned to the credit card used for payment
     + Miscellaneous expense reimbursements: check issued to payee. Payment authorization occurs NLT 1/mo (BOD Mtg) or as coordinated in advance.
     + Other: as coordinated with Treasury Team in advance.

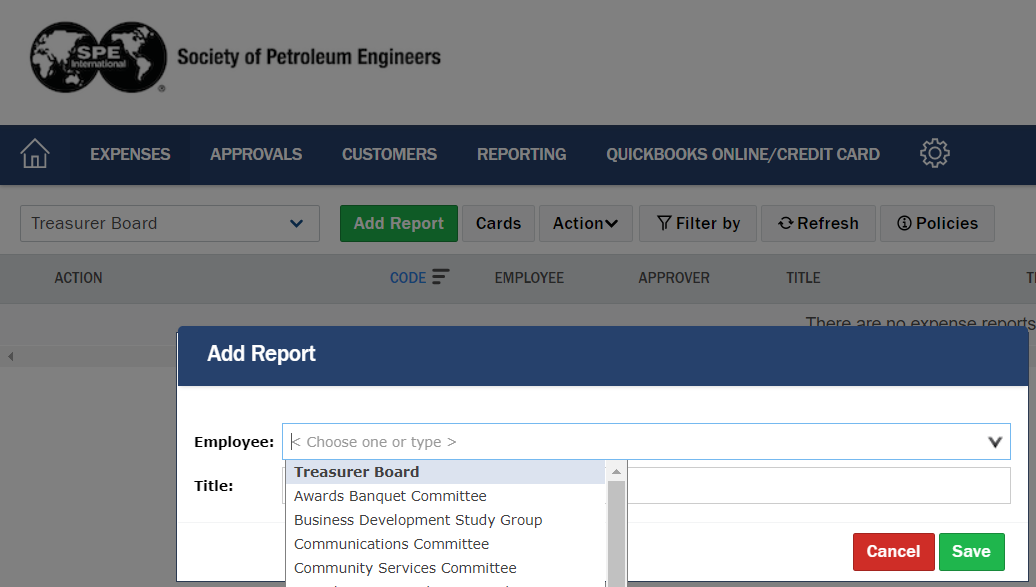
## Submission Requirements

* All payment requests must correspond to a documented event or allocation within the group’s approved annual budget.
  + Expenditures falling outside of an approved budget require interim approval from the Board of Directors and are subjection to rejection otherwise.
* SPEGCS is a registered 501c (Nor-For-Profit) organization and is therefore exempt from Sales Tax charges. Group Treasurers are responsible for arranging appropriate Sales Tax exemptions with their respective vendors. Reimbursements are subject to removal of Sales Tax charges if significant.
* Expense reimbursements require documented proof of purchase (detailed receipt or invoice, etc.) in addition to payee name and mailing address.
* Non-reimbursement payments (Scholarships, Donations, etc.) also require Nexonia submission, including confirmation of budget approval and payee details.

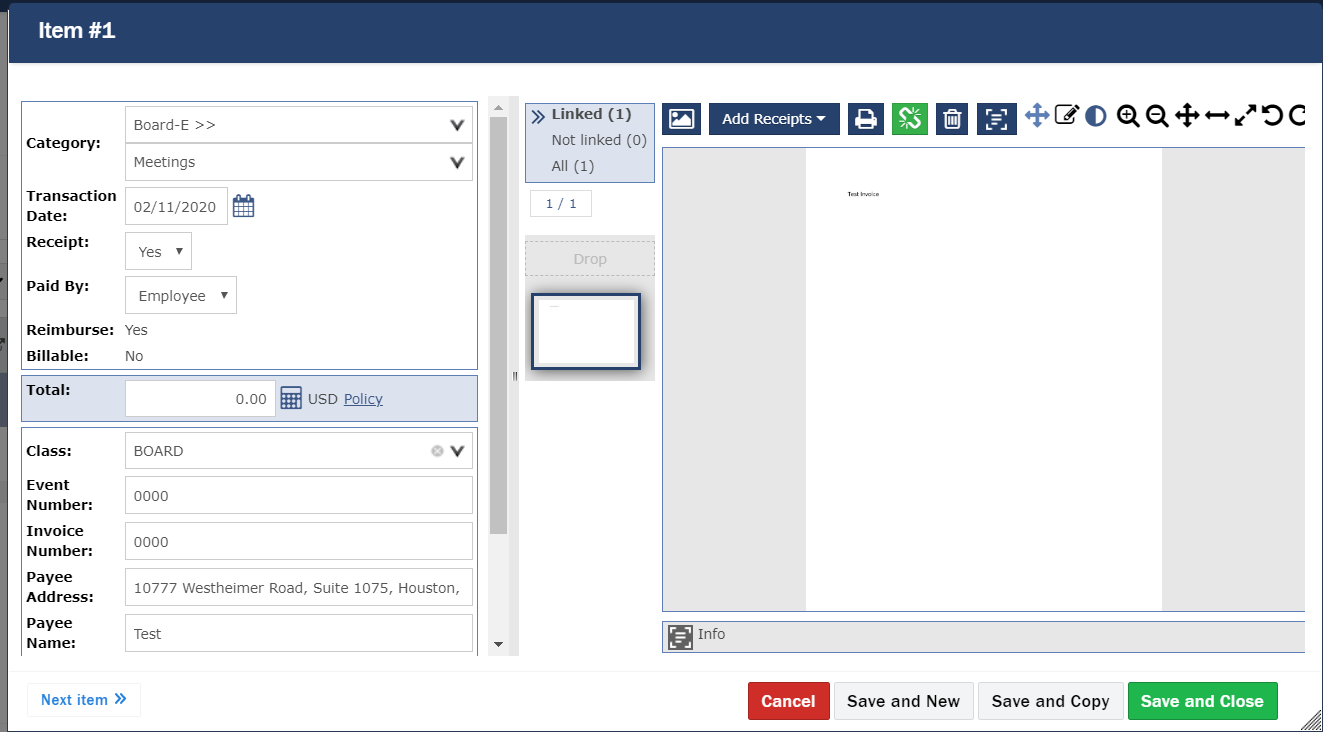
## Nexonia How-To:

### Add a Report

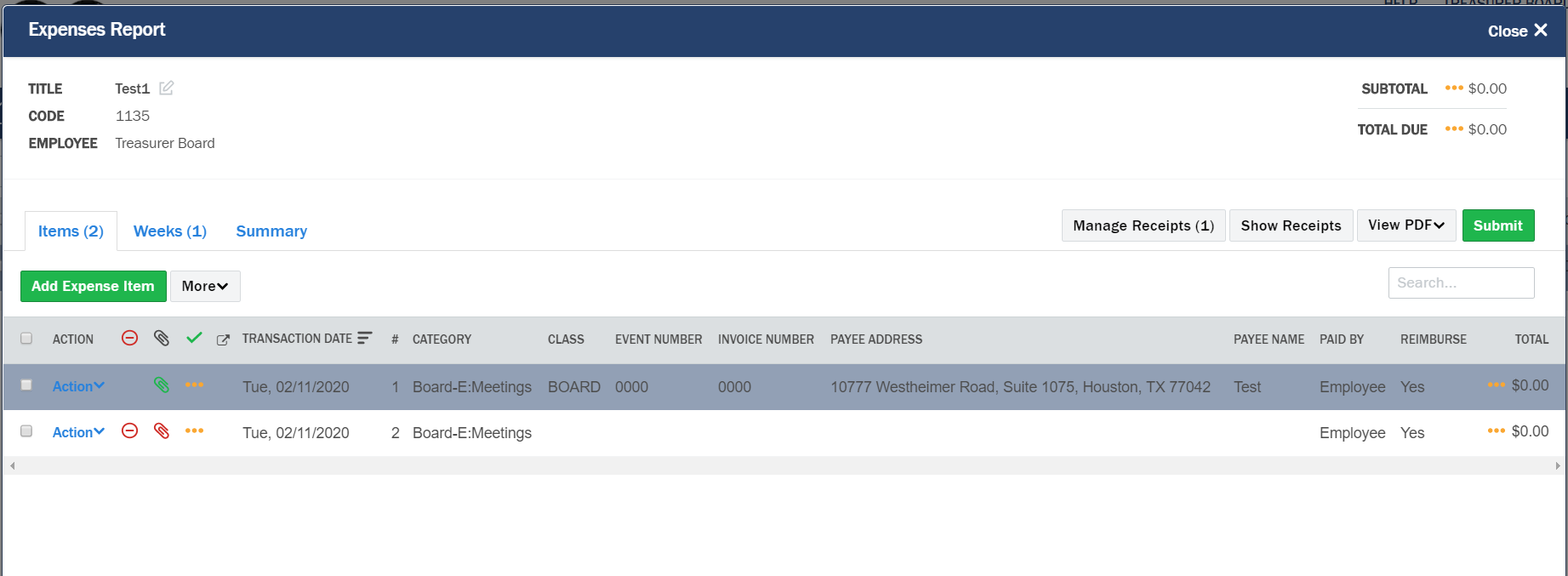
* Log in to <https://system.nexonia.com/assistant/signin>.
  + - Alternately, the Nexonia mobile app can be downloaded and used.
* Click *Add Report*.
  + - Select the appropriate Group under Employee
    - Add an appropriately descriptive title. If the report relates to a Group event, a direct copy/paste of the event title as listed in the spegcs.org calendar is ideal.
    - When complete, click *Save*.



* + - The report will be saved with a unique Code number that can be used in any needed follow up.
    - Nexonia reports are intended to be payee-specific. If a payee is being reimbursed for more than one expense, these can be included as multiple expense items within the same report. Existing reports can be duplicated, reducing the data entry requirement if more than one payee requires reimbursement.
* Click *Add Expense Item*.

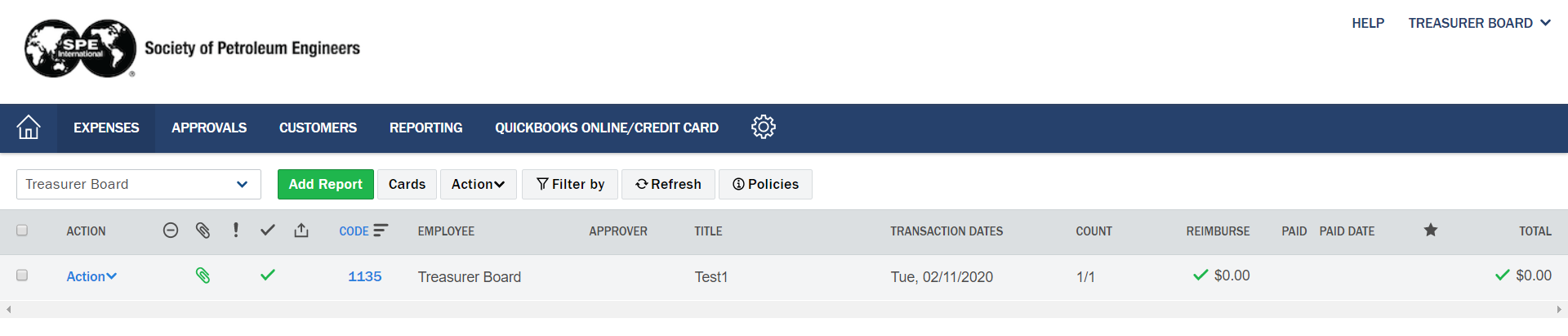


* + - Select the appropriate *Category*. Once selected, choose the appropriate *Type*.
    - Ensure *Transaction Date* reflects the date the charge was incurred.
    - *Receipt* = Yes, *Paid By* = Employee
    - Ensure *Total* amount matches supporting documentation/receipts
    - Select the appropriate *Class*
    - If related to an event, ensure *Event Number* matches that in the spegcs.org calendar.
    - If applicable, ensure *Invoice Number* matches supporting documentation.
    - *Payee Address* is required for all reimbursements *except* website event registration refunds. *Payee Name* is required for all reimbursements.
    - Use Add Receipts to include supporting documentation as file attachment, email, or photo. All documentation must be complete and legible.
    - When complete, *Save and Close*.
* When all necessary Expense Items have been completed for the Report, *Submit*.



### Check Report Status

* From the Nexonia Expenses page, view the *Paid* and *Paid Date* columns. These fields are updated when checks are issued for the report.



### Duplicate a Report

* From the Nexonia Expenses page, select the appropriate Report. Click on *Action* to display the list of additional functions.

