Chapter 8 Cash Deposit Function

Nexion allows you to receipt your Cash and Cheque's that have been paid at your cashier. The Cash Deposit function allows you to do a "cash up" of your till at your convenience and to print a deposit detail report to compare to your deposit slips.

- Cash and Cheque transactions will **remain pending** until the deposit function is used.
- When processing a deposit the **status** of deposited transactions will change from pending to paid.
- The **expected** pay date will **change** to the deposit date so that paid cash reflects the correct date on Bank Recon report.

Should you need to recreate a report for a specific period; a Submission report can be generated.

	Menu Options
xion	Process Standalone Transaction
ons	Obtain Pre-authorization
	Generate Reports
	Register <u>S</u> top Order Party
	Regrint Receipts
	Deposit Cash & Cheque
	Process <u>R</u> efund

1. From the "Nexion Main Menu" select "Deposit Cash & Cheque".

2. The "Process Cash Deposit" screen will be displayed.

	Process Cash Deposit
Licensee:	Development
Last depo:	sit: 2011/06/09 11:00:46 AM

3. Choose the appropriate licensee to be deposited (If only one licensee is registered at your site, drop down will default to the correct licensee).

	Process Cash Deposit	
icensee:	Development	÷
	Development	
Last depos	Drs L Botha & Du Toit	_
	Process deposit and print deposit detail	

4. The date and time of your last deposit will be displayed.

	Process Cash Deposit	
icensee:	Development	•
.ast depos	sit: 2011/06/09 11:00:46 AM ┥	•
	Process deposit and print	

5. Select the "Process deposit and print deposit detail" button.

	Process Cash Deposit
censee:	Development
st depos	sit:2011/03/09 0 <mark>4:08:28 PM</mark>
	Process deposit and print

6. A "Cashup successful" screen will be displayed, select <OK>



7. A **Cash Deposit Detail** report will automatically generate and be displayed on your screen (Defaults to Summary Tab)

				→	Cash Dep	oosit Detail					
				For	Developm	ent					
5	OVI	\mathbf{n}		Date Rai	From: 20	11-03-16		Cooh f	ow mo	aaama	nt Solve
Payme	CAL				To: 2011-	03-16		Casirii	owmai	lageme	
				Tab	Summarv						
				Totals	_		Pending			Paid	
Tab	Payment Type	QTY	Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount	Amount	Fees	Nett Amount
Cash	Cash	1	10.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00
			10.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00
Cash		1	10.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00
This repo	Non-Editable (Legal)							Phone 0861-NEX	(ION for support	http://www.nexio	n.co.za
		hmi Davalanman	+ 201102161720	2 vla				Date 2011 03 16			Time 02:34:16
Report Fi	INX_110316_110316_St	Ibm_Developmen	1_201103161730	J.XIS				5410 2011 00 10			11110 02.04.10
Report Fi	NX_110316_110316_St	Ibmi_Developmen	1_201103161730	3.815				2010 2011 00 10			1110 02:04:10

8. The Summary Tab summarises the cash and cheque transactions captured for the date range selected

L

n	ex	io	n	For Date Rang	Cash Depo Developmen From : 2011 To : 2011-03	o sit Detail nt -03-15 3-16		Cash fl	ow mar	nageme	nt. <u>Solv</u>
				Tab	Summary	•	Donding	J 		Daid	
Tab	Payment Type	ΟΤΥ	Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount	Amount	Fees	Nett Amount
Cash	Cash	6	877.11	0.00	877.11	0.00	0.00	0.00	877.11	0.00	877.11
Cash	Cheque	4	745.00	0.00	745.00	0.00	0.00	0.00	745.00	0.00	745.00
			1,622.11	0.00	1,622.11	0.00	0.00	0.00	1,622.11	0.00	1,622.11
Cash		10	1,622.11	0.00	1,622.11	0.00	0.00	0.00	1,622.11	0.00	1,622.11
'his repor	t Non- Editable (Le	gal)		1	1			Phone 0861-NEX	ION for support h	ttp://www.nexio	n.co.za
ring repor	Citoli- Editable (Eci	gui)						Thome boot-nex	dont for support in	1.1.p.// 11 11 11 11 10/10	1.00.20

- 9. The Cash Tab provides a complete breakdown of all cash and cheque transactions deposited:
- A. Payment Status As soon as a deposit is recorded the transaction status will change from pending to paid

Version 3.5

B. The Expected date changes to the date the deposit was "cashed up"

					Cash Deposi	t Detail					
				For	Development						
5	OVIC			Date Range	From: 2011-0	3-15		Cook fle		a	+ 60
	EXIC	ווכ	1		To: 2011-03-1	6		Cashiid	ow mana	gemer	it. 50
Payme	nt Solutions			Teh	Cach	0					
				Tab	Cash						
										_	
► Total T	ransactions: 10							2011/03/15	2011/03/16	otals	
Paymen	t Card No or Member Name	Response	NexionRef	TransactionRef	MemberRef	Trxn Date	Expecte	2011/03/16	2011/03/16	Fees	Nett Am
Paid	9999999999	00	005604 <5604>			2011/03/15	2011/03/1	2011/03/17	2011/03/17	0.00	
Paid	9999999999	00	005607 <5607>			2011/03/15	2011/03/15	2	430.00	0.00	4
Paid	99999999999	00	005608 <5608>			2011/03/15	2011/03/16	Cash	11.00	0.00	
Paid	9999999999	00	005609 <5609>			2011/03/15	2011/03/16	Cash	11.11	0.00	
Paid	9999999999	00	005610 <5610>			2011/03/15	2011/03/16	Cash	10.00	0.00	
Paid	9999999999	00	005612 <5612>			2011/03/15	2011/03/16	Cash	400.00	0.00	4
Paid	9999999999	00	005605 <5605>			2011/03/15	2011/03/15	Cheque	100.00	0.00	1
Paid	9999999999	00	005606 <5606>			2011/03/15	2011/03/15	Cheque	200.00	0.00	2
	9999999999	00	005611 <5611>			2011/03/15	2011/03/16	Cheque	15.00	0.00	
Paid	9999999999	00	005613 <5613>			2011/03/15	2011/03/16	Cheque	430.00	0.00	4
Paid Paid									1,622.11	0.00	1,62
Paid Paid								Total pending:	0.00	0.00	
Paid Paid											

Any transactions done after cash up will remain pending until such time when the next deposit is recorded:

- A. Deposited transactions status's have been changed to paid
- B. Transactions recorded after deposit will remain pending until next cash up
- C. A breakdown of pending and paid totals will be reflected

					Submission						
				For	Development						
D	Vio			Date Range	From: 2011-03-17	7		Cook fl			ont C
		, I I -			To · 2011-03-17			- Cash li	ow man	ageme	ent. S
Payment	Solutions			Tab	Cook						
				Tap	Cash						
Total Trar	sactions: 7									Totals	
Payment	Card No or Member	Response					Expected			Totalo	
Status	Name	Code	NexionRef	TransactionRef	MemberRef	Trxn Date	Date	TrxnType	Trxn Amount	Fees	Nett Amo
Paid	9999999999	00	005618 <5618>	5	DEB1	2011/03/17	2011/02/17	Cach	1.50	0.00	4
				•	DEDT	2011/03/11	2011/03/17	Guan	1.50	0.00	
Paid	9999999999	00	005619 <5619>		0201	2011/03/17	2011/03/17	Cash	20.00	0.00	20
Paid Paid	9999999999 9999999999	00	005619 <5619> 005621 <5621>			2011/03/17 2011/03/17	2011/03/17 2011/03/17 2011/03/17	Cash Cash	20.00	0.00	20 150
Paid Paid Paid	9999999999 9999999999 99999999999	00 00 00	005619 <5619> 005621 <5621> 005620 <5620>			2011/03/17 2011/03/17 2011/03/17 2011/03/17	2011/03/17 2011/03/17 2011/03/17 2011/03/17	Cash Cash Cheque	20.00 150.00 430.00	0.00	20 150 430
Paid Paid Paid Pending	9999999999 9999999999 9999999999 999999	00 00 00 00 00	005619 <5619> 005621 <5621> 005620 <5620> 005623 <5623>			2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	Cash Cash Cash Cheque Cash	20.00 150.00 430.00 50.00	0.00 0.00 0.00 0.00	20 150 430 50
Paid Paid Paid Pending Pending	9999999999 9999999999 9999999999 999999	00 00 00 00 00 00	005619 <5619> 005621 <5621> 005620 <5620> 005623 <5623> 005624 <5624>			2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	Cash Cash Cheque Cash Cash	20.00 150.00 430.00 50.00 50.00	0.00 0.00 0.00 0.00 0.00 0.00	20 150 430 50 50
Paid Paid Paid Pending Pending Pending	9999999999 9999999999 9999999999 999999	00 00 00 00 00 00 00	005619 <5619> 005621 <5621> 005620 <5620> 005623 <5623> 005623 <5623> 005624 <5624> 005622 <5622>			2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	Cash Cash Cheque Cash Cash Cash Cheque	1.50 20.00 150.00 430.00 50.00 50.00 20.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	20 150 430 50 50 20
Paid Paid Paid Pending Pending Pending	9999999999 999999999 9999999999 9999999	00 00 00 00 00 00 00	005619 <5619> 005621 <5621> 005620 <5620> 005623 <5623> 005623 <5623> 005624 <5624> 005622 <5622>			2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	Cash Cash Cheque Cash Cash Cheque	20.00 150.00 430.00 50.00 50.00 20.00 721.50	0.00 0.00 0.00 0.00 0.00 0.00 0.00	2(150 430 50 50 20 721
Paid Paid Paid Pending Pending	9999999999 9999999999 9999999999 999999	00 00 00 00 00 00 00	005619 <5619> 005621 <5621> 005620 <5620> 005623 <5623> 005624 <5624> 005622 <5622>			2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	Cash Cash Cheque Cash Cash Cheque Total pending:	20.00 150.00 430.00 50.00 50.00 20.00 721.50 120.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	21 150 430 50 20 721 120
Paid Paid Paid Pending Pending	999999999 999999999 999999999 99999999	00 00 00 00 00 00 00 00 00 00 00 00 00	005619 <5619> 005621 <5621> 005620 <5620> 005623 <5623> 005622 <5622>			2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	Cash Cash Cheque Cash Cash Cheque Total pending: Total Paid:	20.00 150.00 430.00 50.00 50.00 20.00 721.50 120.00 601.50	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	2(150 430 50 20 721 120 601
Paid Paid Paid Paid Pending Pending Pending	9999999999 9999999999 9999999999 999999	00 00 00 00 00 00	005619 <5619> 005621 <5621> 005620 <5620> 005623 <5623> 005623 <5623> 005622 <5622>			2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17 2011/03/17	Cash Cash Cheque Cash Cash Cash Cash Cash Cash Cheque Total pending: Total Paid:	1.55 20.00 150.00 50.00 50.00 20.00 721.50 120.00 601.50	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	20 150 430 50 20 721 120 601

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Record of previous deposits

1. The user can also check the record of all deposits done by clicking the button at the bottom of the Cash Deposit screen.

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2. A screen will be displayed, showing the record of all deposits done.

🖳 cashup			
Search by : cashup_time	•	20 🔹	<u>O</u> k
13 July 2011		rch Qlear C	ancel
cashup_time	merchant_name	merchant_id	^
2011/04/07 04:35:30 PM	Development	1	
2011/04/13 12:45:58 PM	Development	1	
2011/04/15 01:10:25 PM	Development	1	
2011/04/15 02:42:22 PM	Development	1	
2011/04/15 03:37:48 PM	Development	1	
2011/04/19 10:51:27 AM	Development	1	
2011/05/16 10:57:40 AM	Development	1	
2011/05/16 11:04:11 AM	Development	1	
2011/05/23 02:32:23 PM	Development	1	E
2011/06/07 03:59:42 PM	Development	1	
2011/06/09 11:00:46 AM	Development	1	
2011/06/10 10:31:02 AM	Development	1	
2011/06/10 10:33:37 AM	Development	1	
2011/06/15 01:24:02 PM	Development	1	
2011/06/15 01:26:11 PM	Development	1	
2011/07/07 09:21:54 AM	Development	1	
2011/07/07 02:26:31 PM	Development	1	
2011/07/08 03:26:19 PM	Development		
2011/07/12 12-48-40 DM	Development	1	

3. When selecting a record the "Cash Deposit Detail" will be generated and displayed on your screen.

					Cash De	posit Detail					
				For	Developm	nent					
5		\sim		Date Rai	From: 20	11-03-16		Cooh f			nt Salu
Paym					To: 2011-	-03-16		Cashi	ow mar	lageme	
				Tab	Summarv						
					,						
				Totals			Pending			Paid	
Tab	Payment Type	QTY	Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount	Amount	Fees	Nett Amount
Cash	Cash	1	10.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00
			10.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00
Caab			40.00	0.00	40.00	0.00	0.00	0.00	40.00	0.00	40.00
Jash		1	10.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00
This rep	Non-Editable (Legal)							Phone 0861-NEX	(ION for support I	nttp://www.nexio	n.co.za
Report F	il NX_110316_110316_St	ubmi_Developmen	t_201103161730	3.xls				Date 2011 03 16			Time 02:34:16