

Chapter 8

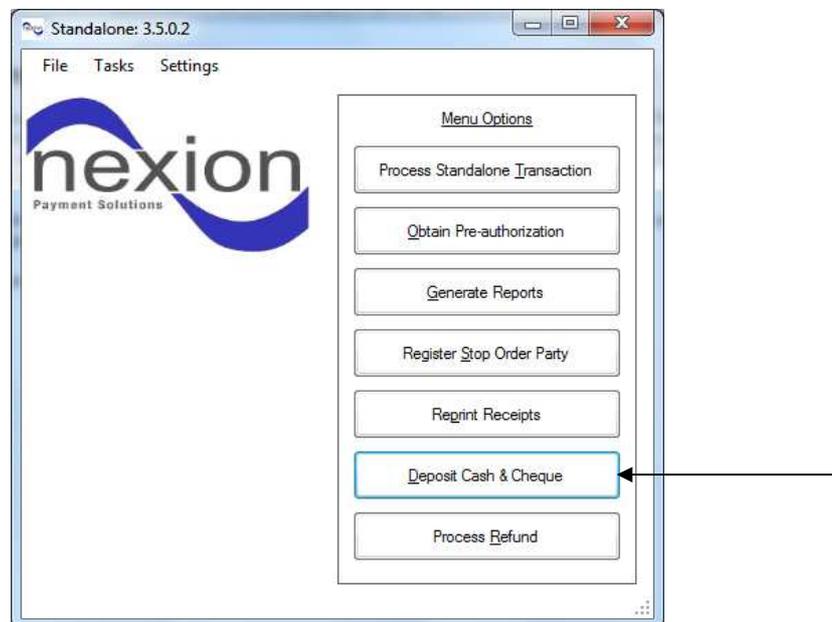
Cash Deposit Function

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.

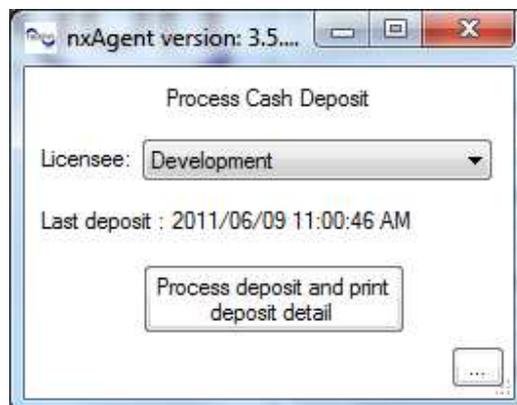
- Cash and Cheque transactions will **remain pending** until the deposit function is used.
- When processing a deposit the **status** of deposited transactions will change from pending to paid.
- The **expected** pay date will **change** to the deposit date so that paid cash reflects the correct date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

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

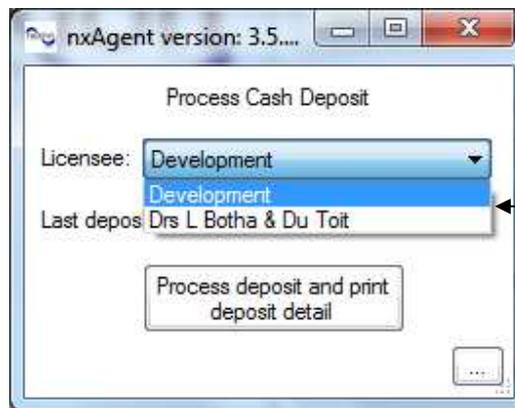
1. From the "Nexion Main Menu" select "Deposit Cash & Cheque".



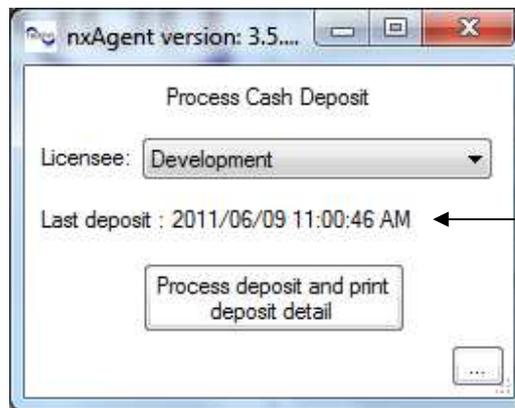
2. The "Process Cash Deposit" screen will be displayed.



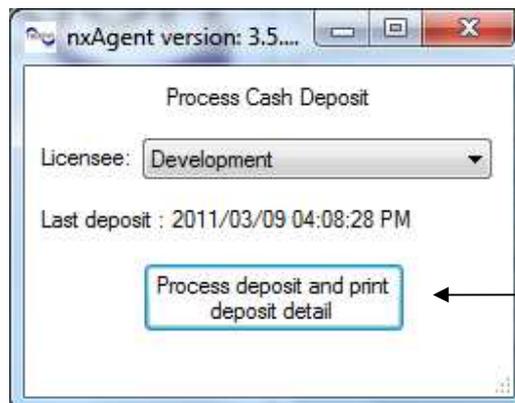
3. Choose the appropriate licensee to be deposited (If only one licensee is registered at your site, drop down will default to the correct licensee).



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



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



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 Deposit Detail								
			For	Development							
			Date Rang	From : 2011-03-16							
				To : 2011-03-16							
			Tab	Summary							
Cash flow management. <u>Solved.</u>											
			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
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8. The Summary Tab summarises the cash and cheque transactions captured for the date range selected

			Cash Deposit Detail								
			For	Development							
			Date Rang	From : 2011-03-15							
				To : 2011-03-16							
			Tab	Summary							
Cash flow management. <u>Solved.</u>											
			Totals			Pending			Paid		
Tab	Payment Type	QTY	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
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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

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



Cash Deposit Detail
 For Development
 Date Range From : 2011-03-15
 To : 2011-03-16
 Tab Cash

Cash flow management. Solved.

A → Total Transactions: 10

Payment Status	Card No or Member Name	Response Code	NexionRef	TransactionRef	MemberRef	Trxn Date	Expected Date	TrxnType	Totals		
									Trxn Amount	Fees	Nett Amount
Paid	9999999999	00	005604 <5604>			2011/03/15	2011/03/15				
Paid	9999999999	00	005607 <5607>			2011/03/15	2011/03/15		430.00	0.00	430.00
Paid	9999999999	00	005608 <5608>			2011/03/15	2011/03/16	Cash	11.00	0.00	11.00
Paid	9999999999	00	005609 <5609>			2011/03/15	2011/03/16	Cash	11.11	0.00	11.11
Paid	9999999999	00	005610 <5610>			2011/03/15	2011/03/16	Cash	10.00	0.00	10.00
Paid	9999999999	00	005612 <5612>			2011/03/15	2011/03/16	Cash	400.00	0.00	400.00
Paid	9999999999	00	005605 <5605>			2011/03/15	2011/03/15	Cheque	100.00	0.00	100.00
Paid	9999999999	00	005606 <5606>			2011/03/15	2011/03/15	Cheque	200.00	0.00	200.00
Paid	9999999999	00	005611 <5611>			2011/03/15	2011/03/16	Cheque	15.00	0.00	15.00
Paid	9999999999	00	005613 <5613>			2011/03/15	2011/03/16	Cheque	430.00	0.00	430.00
									1,622.11	0.00	1,622.11
Total pending:									0.00	0.00	0.00
Total Paid:									1,622.11	0.00	1,622.11

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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
 Date Range From : 2011-03-17
 To : 2011-03-17
 Tab Cash

Cash flow management. Solved.

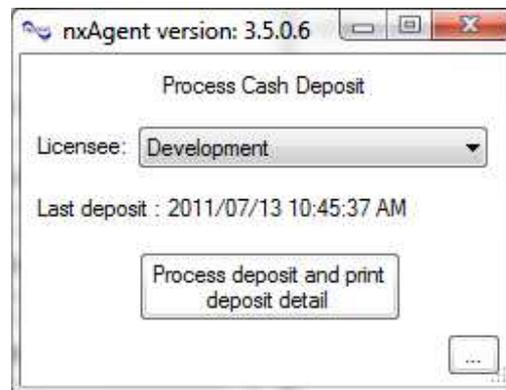
A → Total Transactions: 7

Payment Status	Card No or Member Name	Response Code	NexionRef	TransactionRef	MemberRef	Trxn Date	Expected Date	TrxnType	Totals		
									Trxn Amount	Fees	Nett Amount
Paid	9999999999	00	005618 <5618>	5	DEB1	2011/03/17	2011/03/17	Cash	1.50	0.00	1.50
Paid	9999999999	00	005619 <5619>			2011/03/17	2011/03/17	Cash	20.00	0.00	20.00
Paid	9999999999	00	005621 <5621>			2011/03/17	2011/03/17	Cash	150.00	0.00	150.00
Paid	9999999999	00	005620 <5620>			2011/03/17	2011/03/17	Cheque	430.00	0.00	430.00
Pending	9999999999	00	005623 <5623>			2011/03/17	2011/03/17	Cash	50.00	0.00	50.00
Pending	9999999999	00	005624 <5624>			2011/03/17	2011/03/17	Cash	50.00	0.00	50.00
Pending	9999999999	00	005622 <5622>			2011/03/17	2011/03/17	Cheque	20.00	0.00	20.00
									721.50	0.00	721.50
Total pending:									120.00	0.00	120.00
Total Paid:									601.50	0.00	601.50

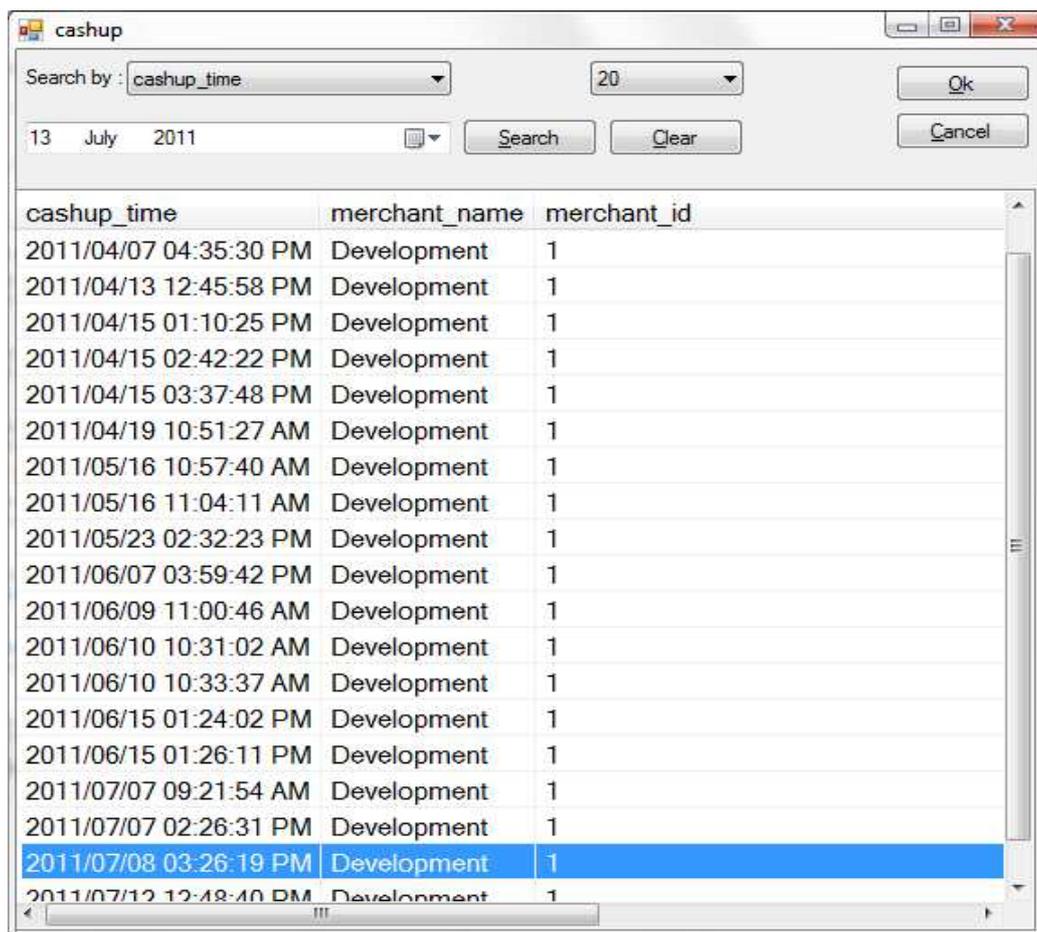
C →

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.



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



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
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	1
2011/07/12 12:48:40 PM	Development	1

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

			Cash Deposit Detail									
			For	Development			Cash flow management. Solved.					
			Date Range	From : 2011-03-16								
				To : 2011-03-16								
			Tab	Summary								
			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	
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						Date 2011 03 16			Time 02:34:16			