Chapter 15

Report Introduction

Nexion reports are generated by specifying required criteria such as the date range and can be further narrowed using optional criteria.

Report Types

Nexion provides you with 4 reports:

A. **Submission Report –** Balance to debtor/practice management system
B. **Bank Reconciliation Report –** Balance to bank accounts
C. **Pre - Authorization Report**
D. **Cash Deposit Detail Report**

A: Submission Report:

This report allows you to view transactions submitted to NEXION for a date (or within a date range) selected. The submission report is used to reconcile daily receipts to your debtor/practice management system as well as to determine the status on specific transactions. Please note that all cash & cheque transactions will remain pending until a cash deposit has been done (see chapter – pg – on cash deposit function).

Uses:
- Reconcile & Balance debtor/practice management system
- Identify Transaction Status
- Identify processed stop order transactions
- Post transactions to Practice Management System for standalone clients

B: Bank Reconciliation Report

This report allows you to view transactions deposited into your nominated account for the date (or within the date range) selected.
The cash report is used to obtain transaction level detail on your bank account statement. This will make reconciliation of Nexion deposits much easier. Historical cash flow or future cash flow can also be monitored using this report.

Uses:
- Reconcile Nexion Deposits to your Bank account
- Reconcile Daily Cash-up & Deposits to your Bank Account
- Reconcile EFT deposits
- Reconcile Bulk Medical Aid deposits

C: Pre – Authorization Report

This report allows you to view all pre – authorizations obtained up to 10 days prior. Note that once a payment has been processed against a pre – authorization it will no longer reflect on your report.

D: Cash Deposit Detail Report

This report is provided to you every time you use the Cash Deposit Function and provides a summary of all the cash & cheque transactions deposited. Statuses of these transactions will change from pending to paid and the expected date of these transactions will change to the date of the last deposit (see chapter – pg – on cash deposit function).

Report Search Criteria screen

Required fields

In order to generate a report the required information must be specified (required fields must be selected).
If nothing is selected, it will default to a Submission report with the current date and all transaction categories and types.

There are 5 main requirement fields:

1. **Report Type** - "Submission" , "Bank Reconciliation" or "Pre Auth report
2. **Date Range** - "from" & "to"
3. **Transaction Category** – There are 5 transaction categories
4. **Report Type** - "Submission" , "Bank Reconciliation" or "Pre Auth report
5. **Transaction Type** – There are different transaction types, each pertaining to the relevant transaction category selected

Optional fields
To narrow the search even further by specifying optional data below:

Member Reference – to select a specific debtor number within a date range
Transaction Reference – to select a specific name within a date range
Nexion Reference – to select a specific receipt within a date range

Formatting fields
To select the desired type of report use the following selection:

Editable or Non – Editable Versions – To view either an Editable or Non-Editable report
Summary Only – To view only the summary detail tab
Status – To select All, Pending, Failed or Paid

Required Fields   **Optional Fields**

Formatting Fields
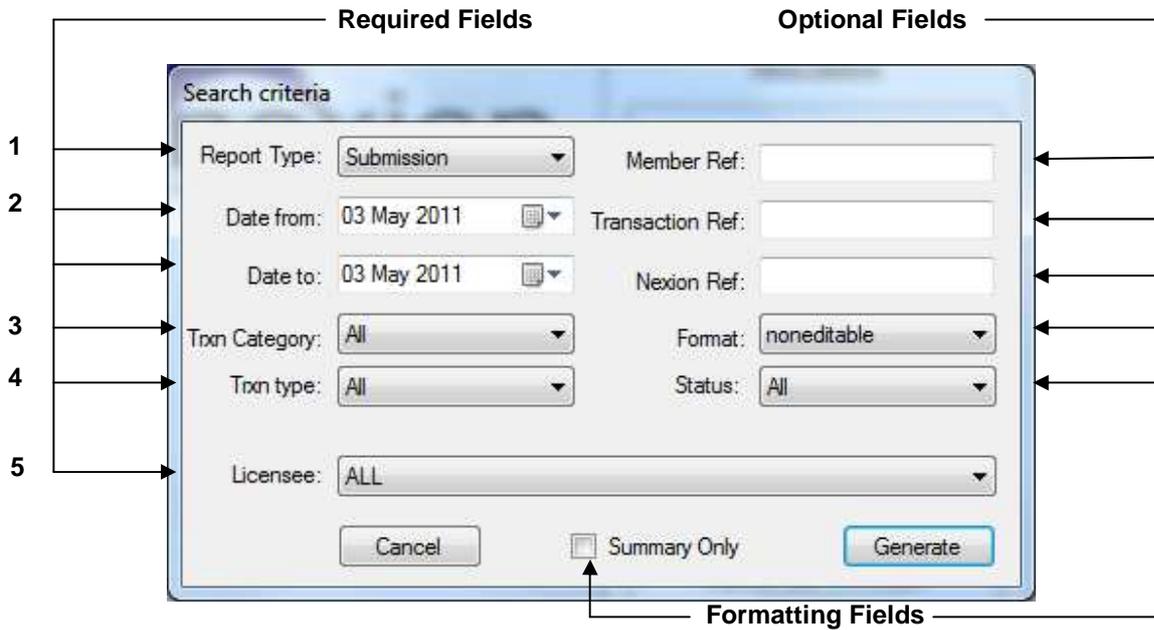
Transaction Categories and Types

There are 5 transaction categories:

1. **All –** To select all transaction categories
2. **Cash -** Cash and cheque transactions only
3. **Bank -** E.F.T and Medical Aid only
4. **Card -** Card transactions only
5. **Stop Orders –** Stop Orders only

* Note that when selecting "All" from the "Trxn Category" drop down list, the transaction type will automatically default to "All" transaction types.

When selecting a specific transaction category only a transaction type pertaining to the category will be available for selection from the Trxn type drop down.

If the following Transaction Category is selected, the following transaction type can be selected:

All – To select all transaction type
Cash – Cash & Cheques
Bank – EFT & Medical Aid
Card – Master Card, Visa, Debit Cards, American Express, Diners Club
Stop Orders - Stop Orders Only

Generating Reports

1. From the Nexion "Main Menu" select "Generate Reports"

2. Select "Report Type" - Submission or Bank Reconciliation or Pre - Auth
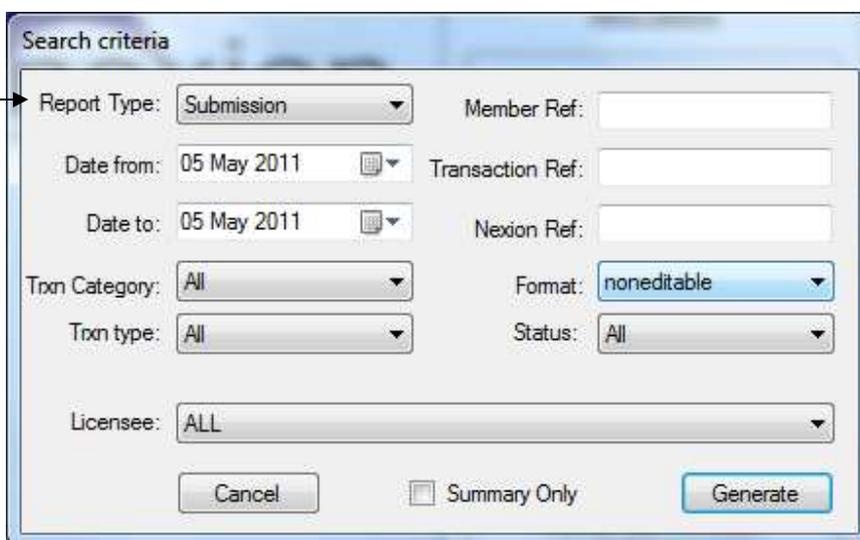
3. Select "Date from" for report

4. Select "Date To" for report

Please Note
 If you leave the date field blank and select "OK" the report will default to today's date

5. Select the "Transaction Category" to appear on report

6. Select the "Transaction Type" to appear on report
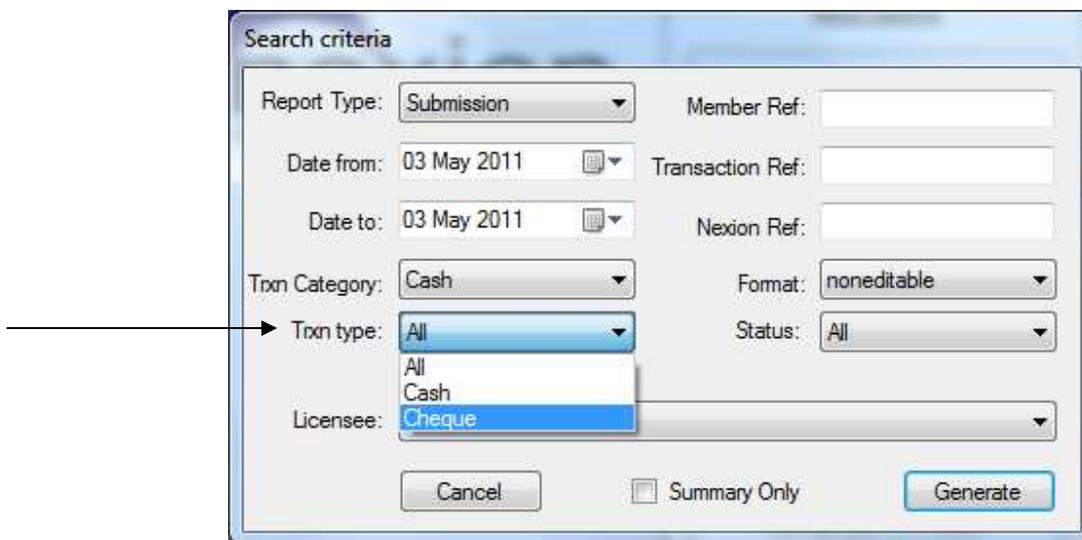
7. Select a specific Licensee or All if there are multiple Licensees in a group

8. Select "Generate" to create your reports

Please Note

If no data is found for the selected date range you will receive the following error message

Selecting <OK> returns the user to the search criteria screen

9. An Excel spread sheet report will be displayed on your screen.

Generating a report using Optional Fields

To further filter/narrow a specific transaction the following can be done:

1. Select Member Ref for a specific member's file number or a specific member's transaction during the selected date range.
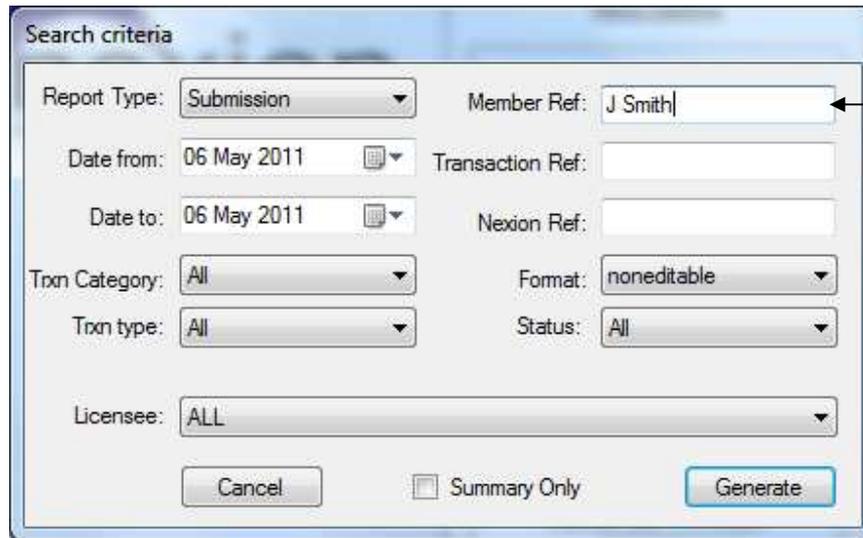
2. Select Transaction Ref for a specific member/patient or a specific member/patient transaction during the selected date range.
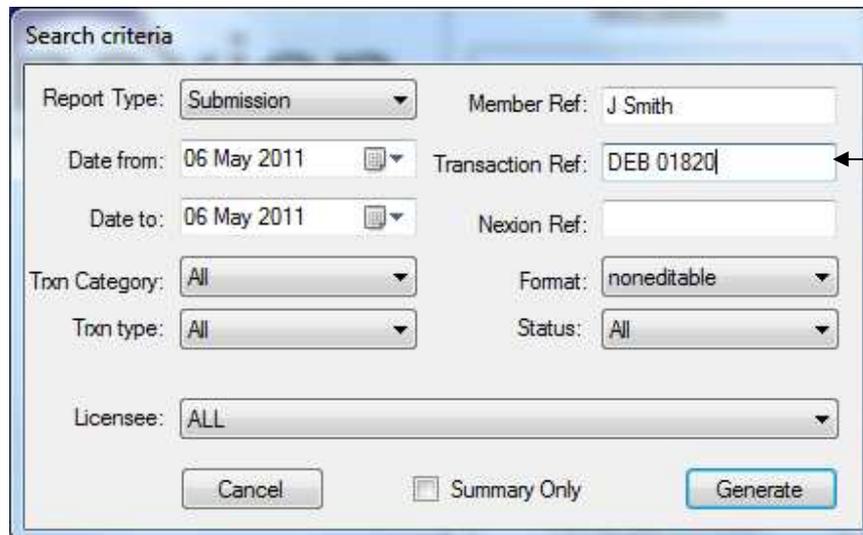
3. Select Nexion Ref for a specific receipt or proof of payment.

4. Select Generate, to generate a report.

5. An Excel spread sheet report will be displayed on your screen

Generating a report using Formatting fields

Nexion provides 2 types of reports: Non-Editable or Editable

1. Select the format of the report either Non – Editable or Editable

Non-Editable reports created by Nexion cannot be altered and can only be read on a computer that has a Nexion licence or a Reporting licence.

Editable reports are changeable and can be amended to suit the user.

2. Select Summary Only to view a summary of transactions processed during the selected date range.

3. Select Generate, to generate a report

4. An Excel spread sheet report will be displayed on your screen

Reading Reports

Report Page Layout

All reports have a similar layout which consists of; Header, Data, and Footer:

1. **Header –** The header on each report gives you the Report Info Criteria

2. **Data –** The data is the information of the transactions done

|			Totals			Pending			Paid		
Tab	**Payment Type**	**QTY**	**Trxn Amount**	**Fees**	**Nett Amount**	**Trxn Amount**	**Fees**	**Nett Amount**	**Amount**	**Fees**	**Nett Amount**
Card	Master Card	1	2,000.00	22.80	1,977.20	0.00	0.00	0.00	2,000.00	22.80	1,977.20
Cash	Cash	3	6.15	0.00	6.15	6.15	0.00	6.15	0.00	0.00	0.00
Cash	Cheque	1	1.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	0.00
			2,007.15	22.80	1,984.35	7.15	0.00	7.15	2,000.00	22.80	1,977.20
Card		1	2,000.00	22.80	1,977.20	0.00	0.00	0.00	2,000.00	22.80	1,977.20
Cash		4	7.15	0.00	7.15	7.15	0.00	7.15	0.00	0.00	0.00

Data

3. **Footer –** The footer describes the report type, the filename, date, time, Nexion Helpdesk number as well as Nexion webpage address.
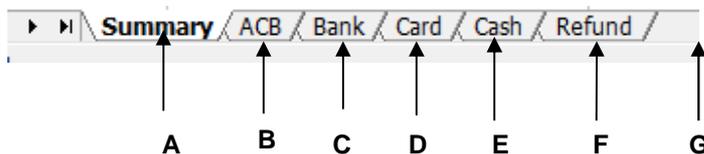
Footer

20	This report is	Non- Editable (Legal)		Phone 0861-NEXION for support http://www.nexion.co.za	
21	Report Filename	SummaryOfSummeries_1_20110509072128.xls		Date 2011 05 09	Time 10:25:10

Transaction types and summary are displayed in separate Tabs at the bottom of the screen
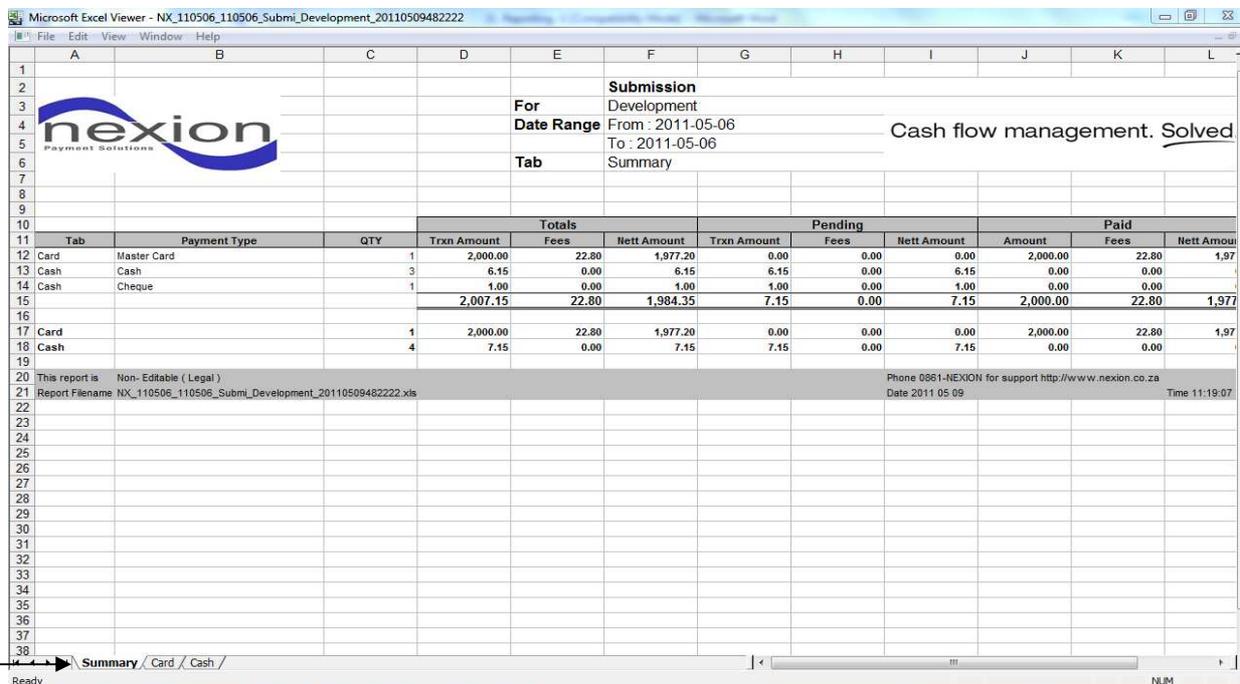
Each type of payment received will reflect on its very own type of tab

A. **Summary** – The report automatically opens on the summary tab giving you an overview of all transactions processed during the selected date range.

B. **Debit Orders** – This tab allows you to view all debit/stop orders processed during the selected date range.

C. **Bank** – This tab allows you to view all EFT and Medical Aid transactions processed during the selected date range.

D. **Card** – This tab allows you to view all card transactions processed during the selected date range.
E. **Cash** – This tab allows you to view all cash and cheque payments processed during the selected date range.
F. **Refund** – This tab allows you to view all refunded transactions during the selected date range.
G. **Failed** – This tab allows you to view all failed transactions during the selected date range.

Individual Licensee Report

Summary Tab

The Summary Tab provides totals by Payment Type and Status

1. Transaction Summary – Subtotals by transaction type and status
2. Tab Total Summary – Subtotals by tab and status
3. Totals – Totals
4. Qty – The number of transactions
5. Total Amount – Pending + Paid
6. Pending – Processed not paid
7. Paid – Transactions paid

Transaction Category Detail Tabs

All Transaction Detail Tabs have a similar layout as demonstrated in the "Card Tab" example below.

1. Total transactions – Number of transactions
2. Payment status – The status of the payment type
3. Nexion Ref – The receipt number
4. Member Ref – The file number of the patient/client
5. Transaction Ref – The patient/clients name – integrated users will see numbers
6. Trxn Date – The date transaction was processed
7. Expected Date – The date on which the funds will be paid in to your nominated bank account
8. Trxn Type – The type of payment made e.g... debit, master, visa, diners.......etc
9. Totals Amount – Transaction amount and fee
10. Tab summary by status – Gives the totals of the specific tab you are viewing

Summary Reports

When "All" is selected, in addition to an individual report you will also get a summary report.
The summary report will display the summary tabs for the individual report

1. Transaction Summary – Subtotals by transaction type and status
2. Tab Total Summary – Subtotals by tab and status
3. Totals – Totals
4. Qty Totals – The number of transactions
5. Total Amount – Pending + Paid
6. Pending – Processed not Paid
7. Paid – Transactions Paid

Summary of Summaries Tab

The summary of summaries tab will display all transactions for all Licensees.

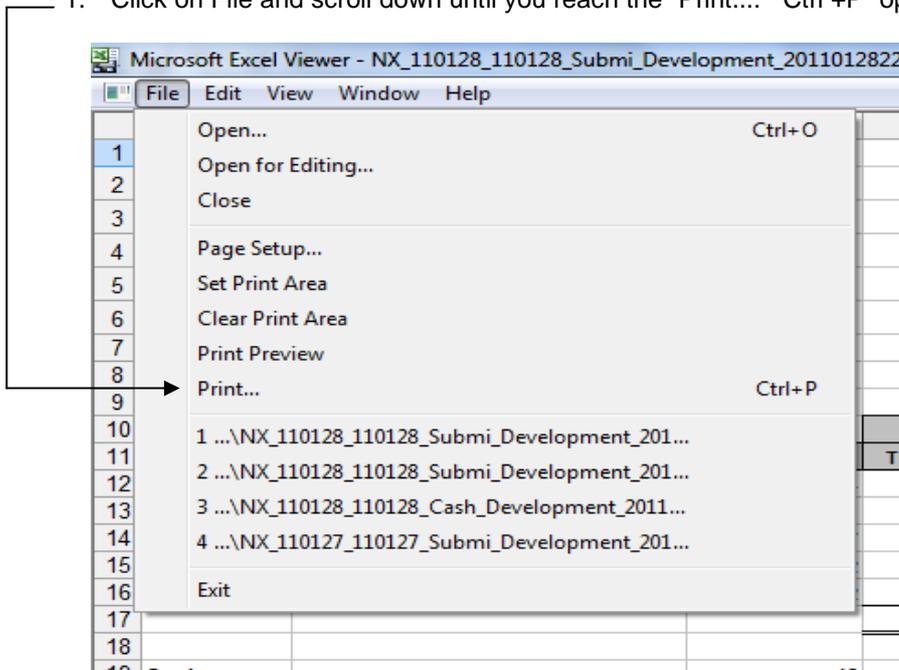Selecting any other tab will display the transactions for a specific licensee registered at that site.

Printing Reports

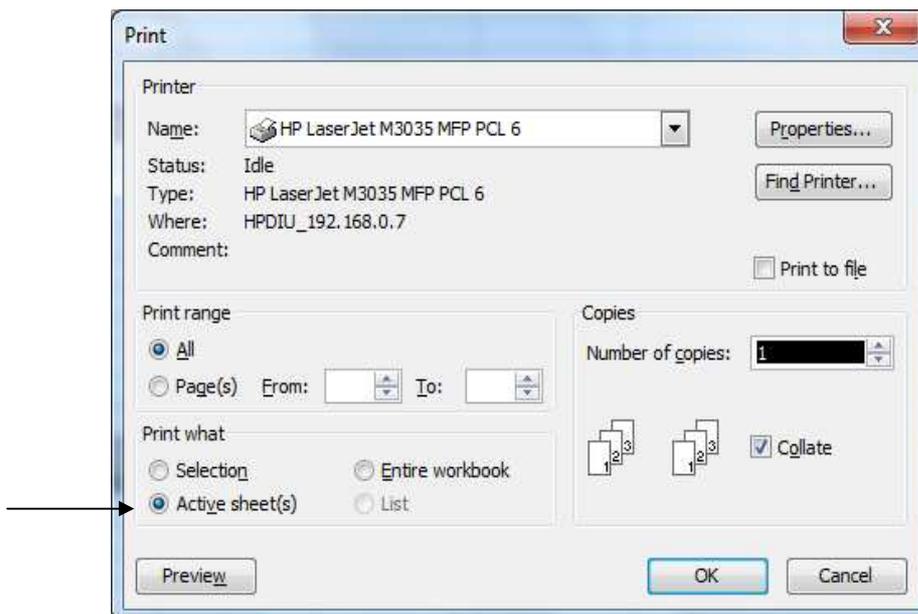## Print Current Tab

To print a specific Tab, do the following:

1. Click on File and scroll down until you reach the "Print.... Ctrl +P" option

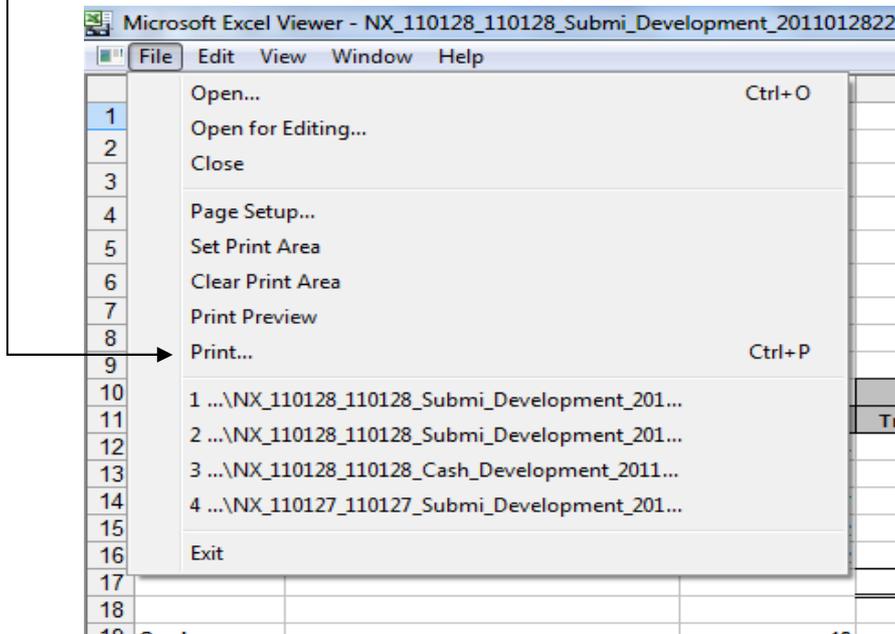| Please Note: |
| --- |
| Always ensure that your printer is switched on, and has enough paper. |

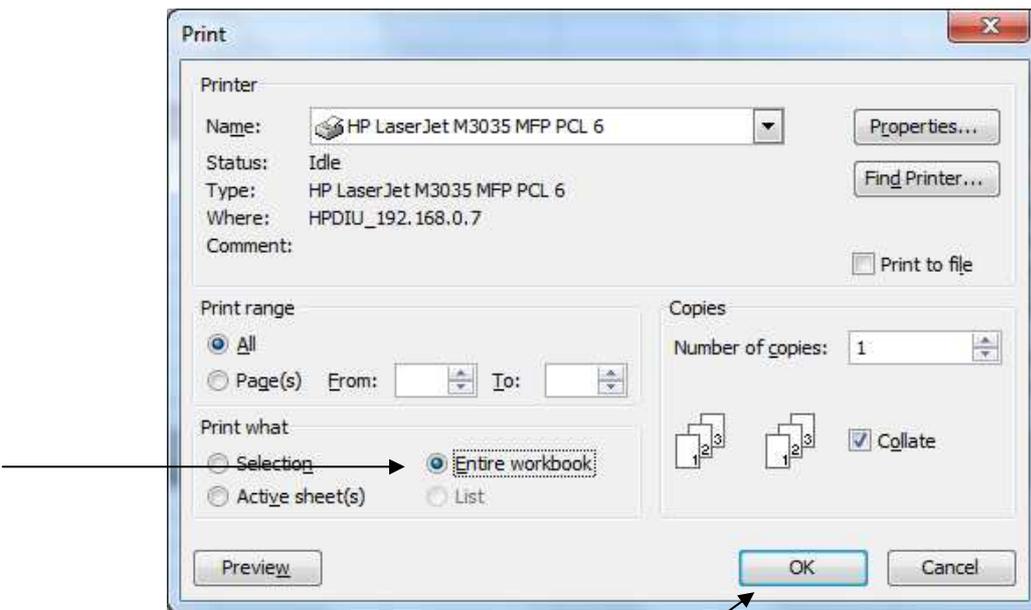2. In the "Print what" section select the "Active Sheets" option to print the current tab

Print Entire Workbook

To print all the Tabs as well as the Summary Tab do the following:

3. Click on File and scroll down until you reach the "Print....   Ctrl +P" option

4. In the "Print what" section select the "Entire Workbook" option to have all the tabs printed

5. Once selected click "OK" to start printing.

Report Subscriptions

Nexion now allows you to subscribe to daily, weekly and monthly reports; reports will be delivered to any e-mail addresses specified and scheduled by you. Keep in touch with your cash flow by having reports delivered to you.
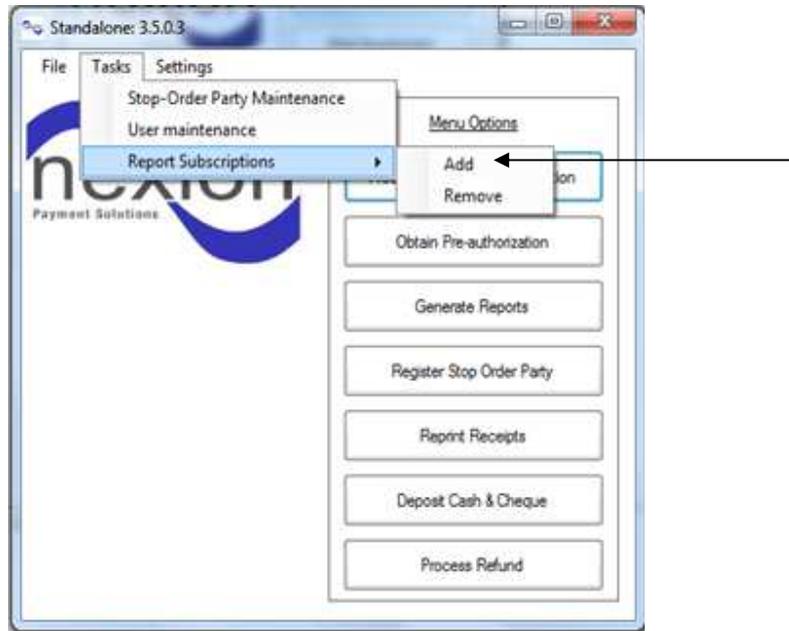
Adding a user for report subscriptions
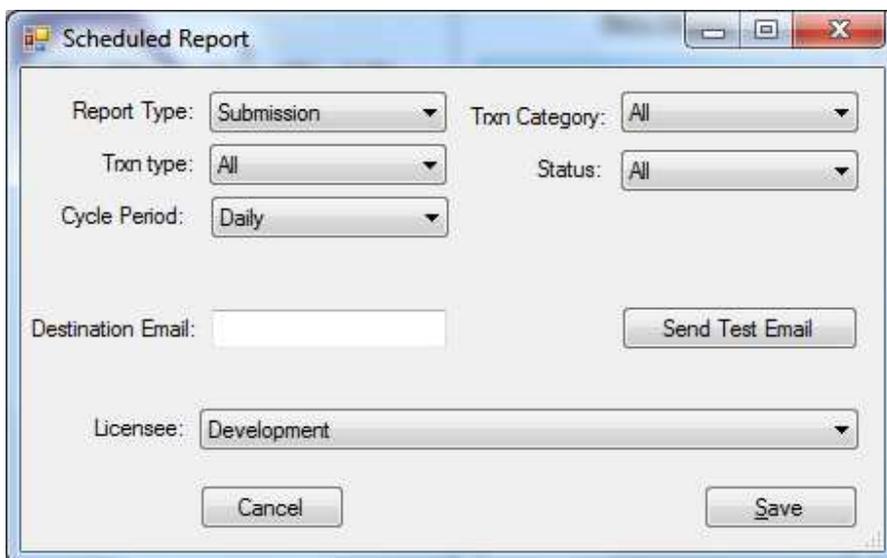
1. From the Nexion Main menu select the Task tab.
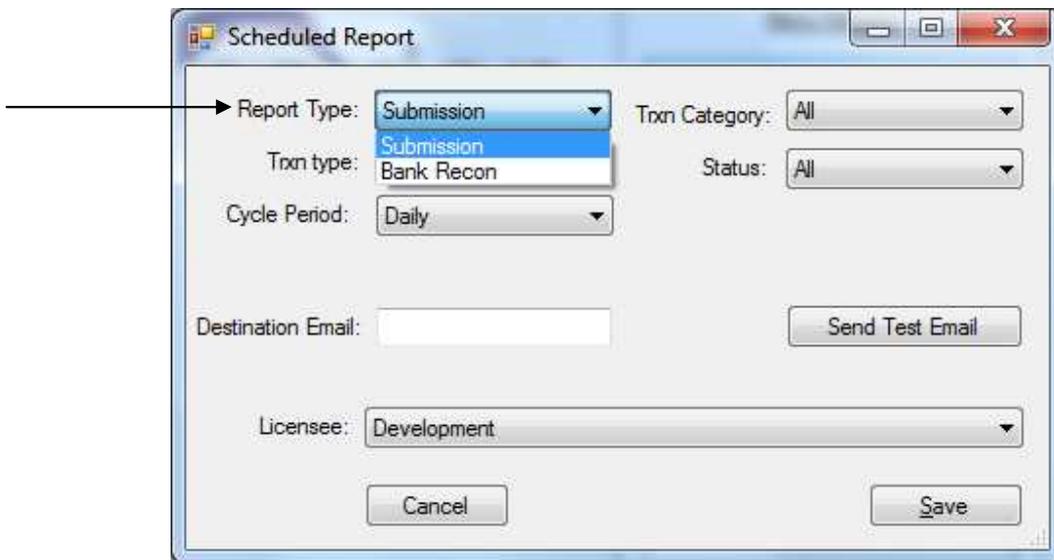

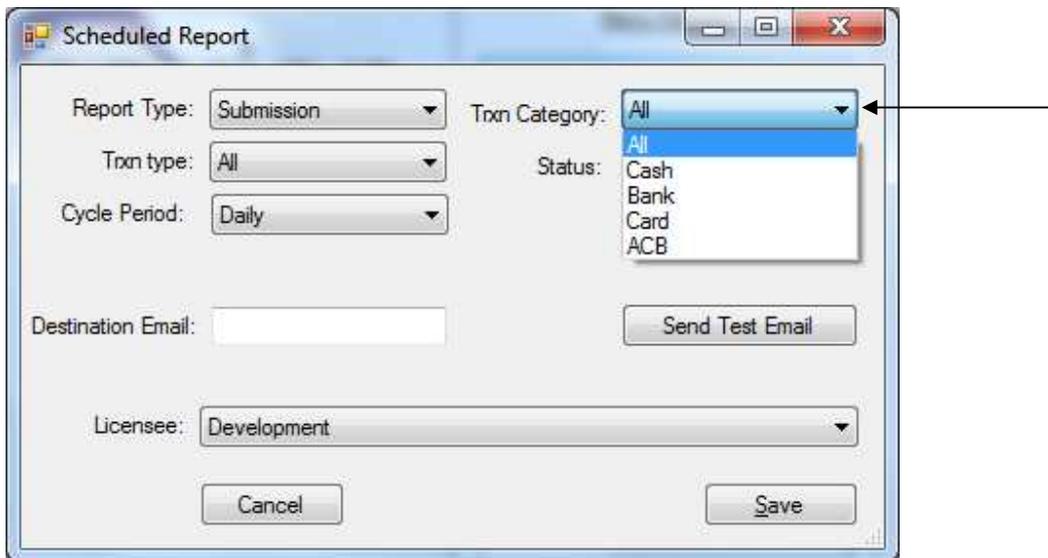2. Select Report Subscriptions.

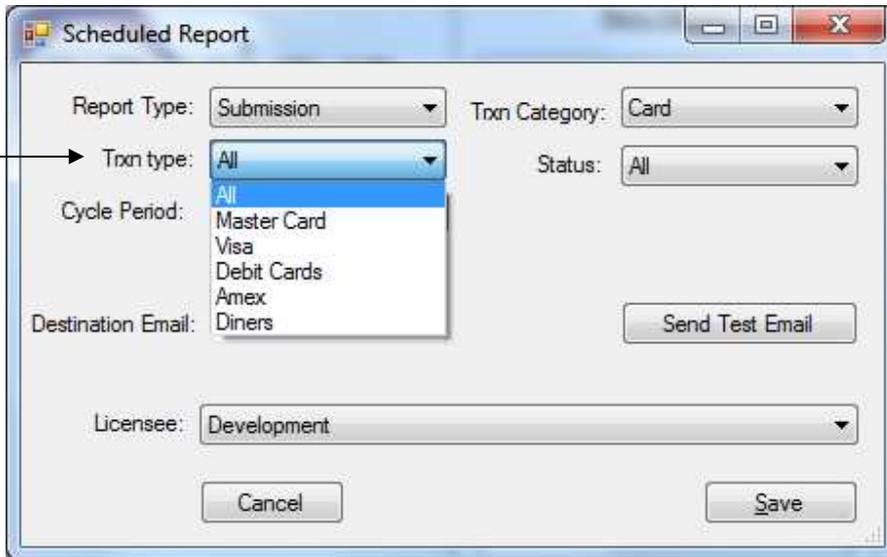3. Select Add.

4. A Schedule Report screen will be displayed.

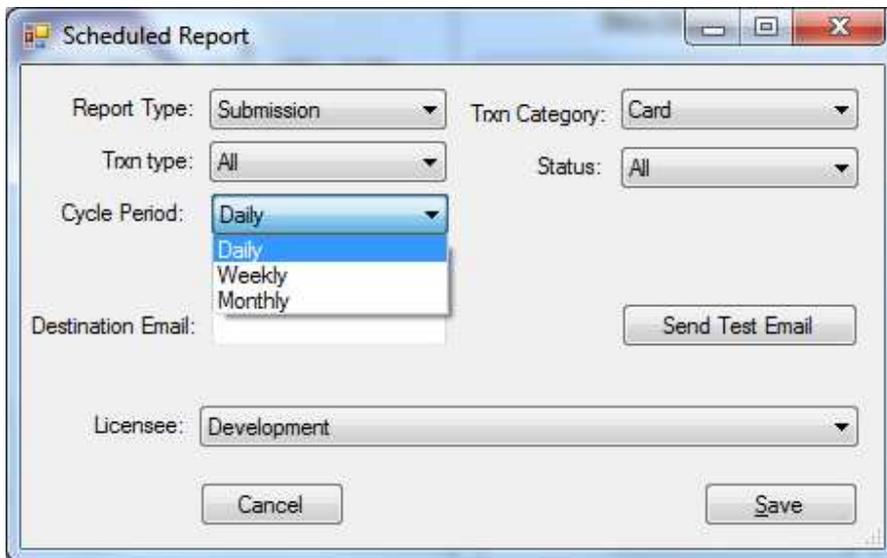5. Select the report you wish to be subscribed to from the drop down.

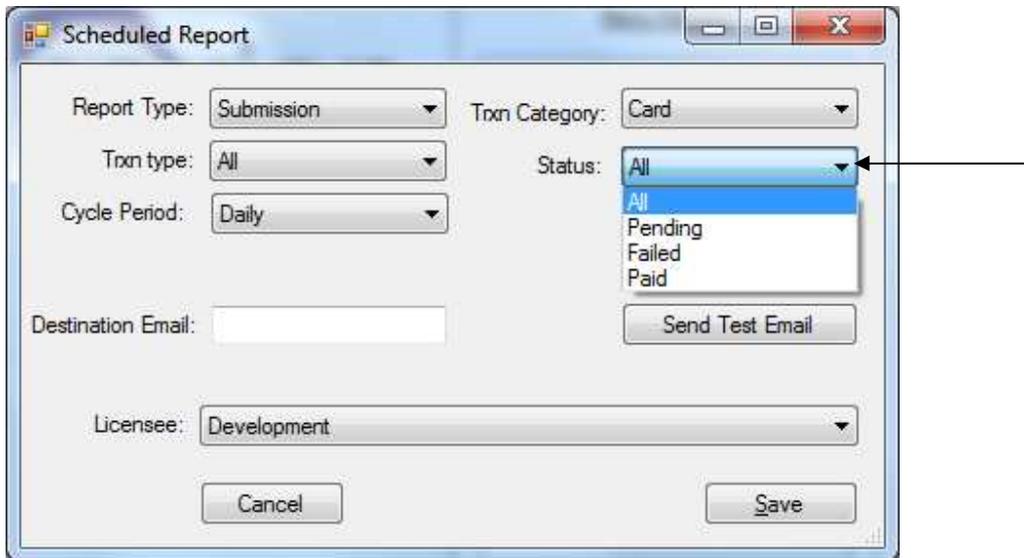6. Select the transaction category from the drop down.

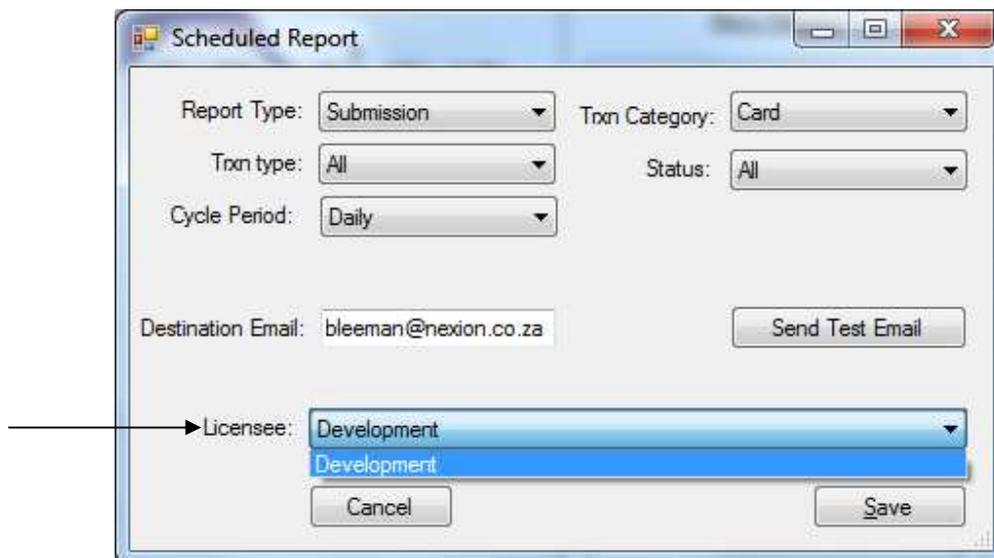7. Select the transaction type from the drop down.

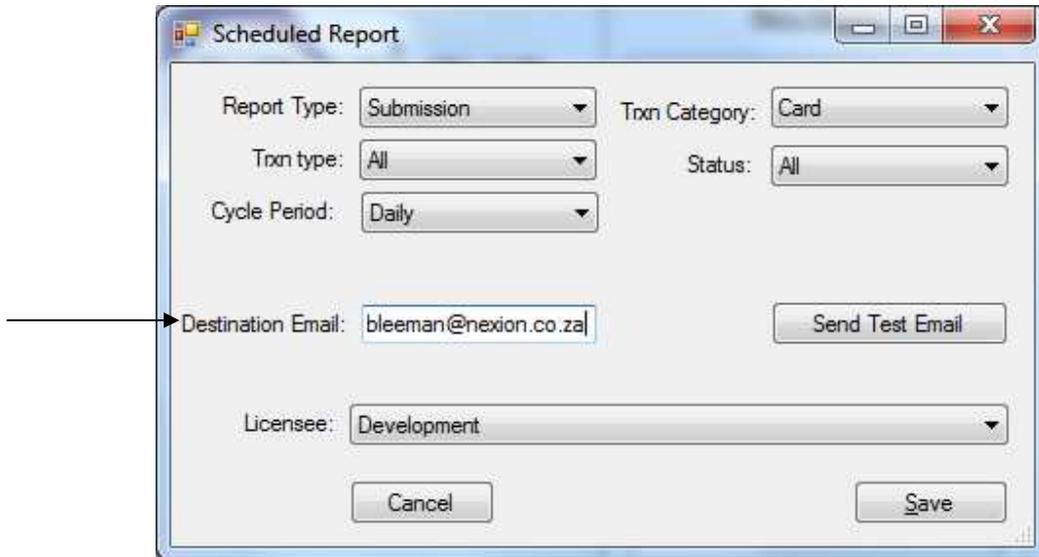8. Select the Cycle Period from the drop down.

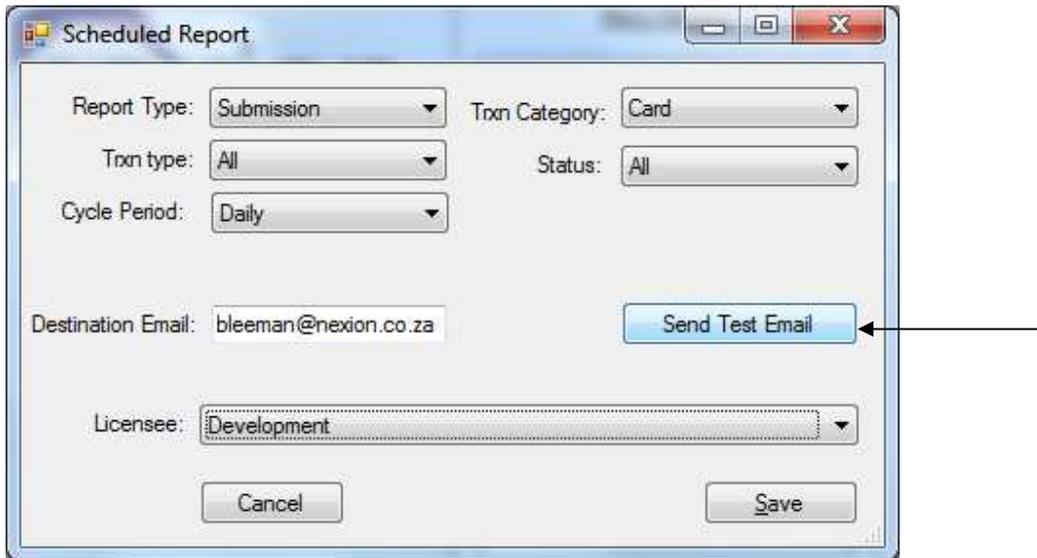9. Select the status from the drop down

10. Select Licensee from the drop down.

11. Type in the Destination Email address.

12. Select Send Test Email.

13. An Email Sent Successfully message will be displayed.

14. Select <OK> and the user is returned to the Schedule Report screen to subscribe to more reports. To return to the main menu select <Cancel>.