# 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

| leport Type: | Submission  | • | Member Ref:      |             |
|--------------|-------------|---|------------------|-------------|
| Date from:   | 03 May 2011 | • | Transaction Ref: |             |
| Date to:     | 03 May 2011 |   | Nexion Ref:      |             |
| m Category:  | All         | • | Format:          | noneditable |
| -            | All         | - | Status           |             |

## **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

|      |               | <b>Required Fields</b> |                  | Optional Fiel    | ds — |
|------|---------------|------------------------|------------------|------------------|------|
| Se   | arch criteria |                        |                  |                  |      |
|      | Report Type:  | Submission 👻           | Member Ref:      |                  | Ī    |
| -    | Date from:    | 03 May 2011 🔲 👻        | Transaction Ref: |                  |      |
| -    | Date to:      | 03 May 2011            | Nexion Ref:      | 1                |      |
| - Tr | xn Category:  | All                    | Format:          | noneditable      | -    |
| -    | Tixin type:   | Al                     | Status:          | All              | •    |
| -    | Licensee:     | ALL                    |                  |                  | •    |
|      |               | Cancel                 | Summary Only     | Genera           | ate  |
|      |               |                        | For              | natting Fields - |      |

## **Transaction Categories and Types**

There are 5 transaction categories:

- All To select all transaction categories
   Cash Cash and cheque transactions only
   Bank E.F.T and Medical Aid only
   Card Card transactions only
   Stop Orders Stop Orders only

| Report Type:   | Submission                 | • | Member Ref:      | 1          |
|----------------|----------------------------|---|------------------|------------|
| Date from:     | 28 Jan 2011                |   | Transaction Ref: |            |
| Date to:       | 28 Jan 2011                |   | Nexion Ref:      | (          |
| Trxn Category: | All                        | • | Format:          | noneditabl |
| Tixin type:    | Al<br>Cash<br>Bank<br>Card | - | Status:          | Ali        |
| Licensee:      | Stop Order                 |   |                  |            |

\* 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.

| Report Type:   | Submission                  | • | Member Ref:      |             |   |
|----------------|-----------------------------|---|------------------|-------------|---|
| Date from:     | 28 Jan 2011                 |   | Transaction Ref: |             |   |
| Date to:       | 28 Jan 2011                 |   | Nexion Ref:      | (           | _ |
| Trxn Category: | AI                          | • | Format:          | noneditable |   |
| Tixin type:    | All<br>Cash<br>Bank<br>Card | 1 | Status:          | All         | • |
| Licensee:      | Stop Order                  |   |                  |             |   |

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

| Report Type:   | Submission  | • | Member Ref:      | 1           |
|----------------|-------------|---|------------------|-------------|
| Date from:     | 03 May 2011 |   | Transaction Ref: |             |
| Date to:       | 03 May 2011 |   | Nexion Ref:      | (           |
| Trxn Category: | Cash        | • | Format:          | noneditable |
| Trxn type:     | All         | • | Status:          | All         |
| *              | All<br>Cash |   | 1                |             |
| Licensee:      | Cheque      |   |                  |             |

# **Generating Reports**

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



2. Select "Report Type" - Submission or Bank Reconciliation or Pre - Auth

| Report Type:   | Submission  | • | Member Ref:      | 1           |
|----------------|-------------|---|------------------|-------------|
| Date from:     | 05 May 2011 |   | Transaction Ref: |             |
| Date to:       | 05 May 2011 |   | Nexion Ref:      |             |
| Trxn Category: | All         | • | Format:          | noneditable |
| Trxn type:     | All         | • | Status:          | All         |
| Licensee:      | ALL         |   |                  |             |
| Licensee:      | ALL         |   |                  |             |

3. Select "Date from" for report

4. Select "Date To" for report

| Report Type:   | Subm  | ission |          | •        | Me     | mber     | Ref: |
|----------------|-------|--------|----------|----------|--------|----------|------|
| Date from:     | 05 Ma | y 2011 | - 8      | •        | Transa | ction    | Ref: |
| Date to:       | 05 Ma | y 2011 |          |          | Ne     | exion    | Ref: |
| Trxn Category: | 4     |        | N        | 1ay 20   | 11     |          | •    |
| Trxn type:     | Sun   | Mon    | Tue      | Wed      | Thu    | Fri      | Sat  |
|                | 1     | 25     | 3        | 4        | 5      | 6        | 7    |
| Licensee:      | 8     | 9      | 10<br>17 | 11<br>18 | 12     | 13<br>20 | 14   |
|                | 20    | 22     | 24       | 25       | 26     | 27       | 20   |

## 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

| Report Type:   | Submission                  | • | Member Ref:      |             |
|----------------|-----------------------------|---|------------------|-------------|
| Date from:     | 28 Jan 2011                 | • | Transaction Ref: |             |
| Date to:       | 28 Jan 2011                 | • | Nexion Ref:      |             |
| Trxn Category: | Al                          | - | Format:          | noneditable |
| Trxn type:     | All<br>Cash<br>Bank<br>Card |   | Status:          | Al          |
| Licensee:      | Stop Order                  |   |                  |             |

6. Select the "Transaction Type" to appear on report

| Report Type:   | Submission  | • | Member Ref:      | 1           |
|----------------|-------------|---|------------------|-------------|
| Date from:     | 03 May 2011 |   | Transaction Ref: |             |
| Date to:       | 03 May 2011 |   | Nexion Ref:      | (           |
| Trxn Category: | Cash        | • | Format:          | noneditable |
| Trxn type:     | Al          | • | Status:          | All         |
|                | All<br>Cash |   | Ľ                |             |
| Licensee:      | Cheque      |   |                  |             |

7. Select a specific Licensee or All if there are multiple Licensees in a group

| Report Type:   | Submission                               | Member Ref:      |             | Ţ  |
|----------------|--|------------------|-------------|----|
| Date from:     | 05 May 2011                              | Transaction Ref: |             |    |
| Date to:       | 05 May 2011                              | Nexion Ref:      |             |    |
| Trxn Category: | Al                                       | Format:          | noneditable | •  |
| Tixin type:    | Al                                       | - Status:        | AI          | •] |
| Licensee:      | ALL<br>ALL<br>Development<br>Development |                  |             | •  |

8. Select "Generate" to create your reports

| Report Type:   | Submission -      | Member Ref:              |             | - Q        |
|----------------|-------------------|--------------------------|-------------|------------|
| Date from:     | 05 May 2011       | Transaction Ref:         |             |            |
| Date to:       | 05 May 2011 🛛 🔍 💌 | Nexion Ref:              | 1           |            |
| Trxn Category: | Al                | ) Forma <mark>t</mark> : | noneditable | •]         |
| Trxn type:     | All               | Status:                  | All         | •]         |
| Licensee:      | ALL               | Summary Only             | Gene        | ▼)<br>rate |

## 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.

| File Edit             | View Window Help              |               |             |            |             |             |         |                   |                       |                | -             |
|-----------------------|-------------------------------|---------------|-------------|------------|-------------|-------------|---------|-------------------|-----------------------|----------------|---------------|
| A                     | В                             | С             | D           | E          | F           | G           | Н       | I                 | 3                     | К              | L             |
|                       |                               |               |             |            |             |             |         |                   |                       |                |               |
| 1                     |                               |               |             |            | Submission  |             |         |                   |                       |                |               |
|                       |                               |               |             | For        | Development |             |         |                   |                       |                |               |
| ne                    | avion                         |               |             | Date Range | From : 2011 | 05-06       |         | Cash flow         | v manade              | ment s         | Solved        |
| Payment               | Solutions                     | 1             |             |            | To: 2011-05 | -06         |         | odonnior          | · manage              |                | on ou.        |
|                       |                               |               |             | Tab        | Summary     |             |         |                   |                       |                |               |
|                       |                               |               |             |            |             |             |         |                   |                       |                |               |
| i i                   |                               |               |             |            |             |             |         |                   |                       |                |               |
|                       |                               |               |             |            |             |             |         |                   |                       |                |               |
| )                     |                               |               |             | Totals     |             |             | Pending |                   |                       | Paid           |               |
| 2 Carda               | Cach Payment Type             | VIY           | Frxn Amount | rees       | Nett Amount | Frxn Amount | rees    | Nett Amount       | Amount                | rees           | Nett Amount   |
| 2 Cash                | Cheque                        | 3             | 0.13        | 0.00       | 1.00        | 6.13        | 0.00    | 0.13              | 0.00                  | 0.00           | 0.0           |
| 4                     | cheque                        | 1             | 7.15        | 0.00       | 7,15        | 7,15        | 0.00    | 7,15              | 0.00                  | 0.00           | 0.0           |
| 5                     |                               | -             |             |            |             |             |         |                   |                       |                |               |
| 6 Cash                |                               | 4             | 7.15        | 0.00       | 7.15        | 7.15        | 0.00    | 7.15              | 0.00                  | 0.00           | 0.0           |
| 7                     |                               |               |             |            |             |             |         |                   |                       |                |               |
| B This report is      | Non- Editable ( Legal )       |               |             |            |             |             |         | Phone 0861-NEXION | for support http://ww | w.nexion.co.za |               |
| Report Filenar        | me SummaryOfSummeries_1_20110 | 506787057.xls |             |            |             |             |         | Date 2011 05 06   |                       |                | Time 12:10:18 |
| )                     |                               |               |             |            |             |             |         |                   |                       |                |               |
| 1                     |                               |               |             |            |             |             |         |                   |                       |                |               |
| 2                     |                               |               |             |            |             |             |         |                   |                       |                |               |
| 5                     |                               |               |             |            |             |             |         |                   |                       |                |               |
| 5                     |                               |               |             | 1          |             |             |         |                   |                       |                |               |
| 5                     |                               |               |             |            |             |             |         |                   |                       |                |               |
| 7                     |                               |               |             |            |             |             |         |                   |                       |                |               |
| 3                     |                               |               |             |            |             |             |         |                   |                       |                |               |
| )                     |                               |               |             |            |             |             |         |                   |                       |                |               |
| )                     |                               |               |             |            |             |             |         |                   |                       |                |               |
|                       |                               |               |             |            |             |             |         |                   |                       |                |               |
| 2                     |                               |               |             |            |             |             |         |                   |                       |                |               |
|                       |                               |               |             |            |             |             |         |                   |                       |                |               |
| 3                     |                               |               |             |            |             |             |         |                   |                       |                |               |
| 3                     |                               |               |             |            |             |             |         |                   |                       |                |               |
| 3<br>4<br>5           |                               |               |             |            |             |             |         |                   |                       |                |               |
| 3<br>4<br>5<br>5<br>7 |                               |               |             | -          |             |             |         |                   |                       |                |               |
|                       |                               |               |             |            |             |             |         |                   |                       |                |               |

## **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.

| Submission             | Member Ref:      | J Smith     |   |
|------------------------|------------------|-------------|---|
| Date from: 06 May 2011 | Transaction Ref: |             |   |
| Date to: 06 May 2011   | Nexion Ref:      | (           |   |
| Trxn Category: All     | Format:          | noneditable | • |
| Tixin type: 🛛 🖌        | Status:          | All         | • |
| Licensee: ALL          |                  |             | • |

2. Select Transaction Ref for a specific member/patient or a specific member/patient transaction during the selected date range.

| Report Type:   | Submission        | Member Ref:      | J Smith     | Ĩ |
|----------------|-------------------|------------------|-------------|---|
| Date from:     | 06 May 2011       | Transaction Ref: | DEB 01820   |   |
| Date to:       | 06 May 2011 🛛 🔍 🕶 | Nexion Ref:      | [           |   |
| Trxn Category: | All               | Format:          | noneditable | • |
| Trxn type:     | All               | Status:          | Al          | • |
| Licensee:      | ALL               |                  |             | • |
|                | Cancel            | Summary Only     | Generate    | ٦ |

3. Select Nexion Ref for a specific receipt or proof of payment.

| Report Type:   | Submission  | • | Member Ref:      | J Smith     | Ī  |
|----------------|-------------|---|------------------|-------------|----|
| Date from:     | 06 May 2011 | • | Transaction Ref: | DEB 01820   |    |
| Date to:       | 06 May 2011 | • | Nexion Ref:      | 372249      |    |
| Trxn Category: | All         | • | Format:          | noneditable | •] |
| Trxn type:     | AI          | • | Status:          | All         | •] |
| Licensee:      | (ALL        |   | Summar Oak       | Gene        | •  |

4. Select Generate, to generate a report.

| Report Type:   | Submission  | • | Member Ref:      | J Smith     | Ī |
|----------------|-------------|---|------------------|-------------|---|
| Date from:     | 06 May 2011 |   | Transaction Ref: | DEB 01820   |   |
| Date to:       | 06 May 2011 |   | Nexion Ref:      | 372249      |   |
| Trxn Category: | All         | • | Format:          | noneditable | • |
| Tixin type:    | All         | • | Status:          | All         | • |
| Licensee:      | ALL         |   |                  |             | • |

| A              | The transfer they                       | 1               |             | _          | -            | -           |         |                                       |                       |                |                 |
|----------------|---|-----------------|-------------|------------|--------------|-------------|---------|---------------------------------------|-----------------------|----------------|-----------------|
|                | B                                       | С               | D           | E          | F            | G           | н       | I                                     | 3                     | ĸ              | L               |
|                |   |                 |             |            | Submission   |             |         |                                       |                       |                |                 |
| -              |   |                 |             | For        | Development  |             |         |                                       |                       |                |                 |
|                |   |                 |             | Dato Dango | From · 2011- | 05-06       |         | <u> </u>                              |                       |                |                 |
| 116            | exion                                   |                 |             | Dute Kange | To : 2011 05 | 05 00       |         | Cash flow                             | v manage              | ement.         | Solved.         |
| Payment        | Solutions                               |                 |             | T-L        | 10.2011-05   | -00         |         |                                       |                       | 8              |                 |
| -              |   | -               |             | Tab        | Summary      |             |         |                                       |                       |                |                 |
|                |   |                 |             |            |              |             |         | · · · · · · · · · · · · · · · · · · · |                       |                |                 |
|                |   |                 |             | Totals     |              |             | Pending |                                       |                       | Paid           |                 |
| Tab            | Payment Type                            | ΟΤΥ             | Trxn Amount | Fees       | Nett Amount  | Trxn Amount | Fees    | Nett Amount                           | Amount                | Fees           | Nett Amour      |
| Cash           | Cash                                    | 3               | 6.15        | 0.00       | 6.15         | 6.15        | 0.00    | 6.15                                  | 0.00                  | 0.00           | 0               |
| Cash           | Cheque                                  | 1               | 1.00        | 0.00       | 1.00         | 1.00        | 0.00    | 1.00                                  | 0.00                  | 0.00           | 0               |
|                |   | 1               | 7.15        | 0.00       | 7.15         | 7.15        | 0.00    | 7.15                                  | 0.00                  | 0.00           | 0               |
|                |   |                 |             |            |              |             |         |                                       |                       |                |                 |
| Cash           |   | 4               | 7.15        | 0.00       | 7.15         | 7.15        | 0.00    | 7.15                                  | 0.00                  | 0.00           | (               |
|                | _                                       |                 |             |            |              |             |         |                                       |                       |                |                 |
| This report is | Non-Editable (Legal)                    |                 |             |            |              |             |         | Phone 0861-NEXION                     | for support http://ww | w.nexion.co.za |                 |
| -              | 0 |                 |             |            |              |             |         | 10010 20011 05 DBC                    |                       |                |                 |
| Report Filena  | me SummaryOfSummeries_1_201105          | 506787057.xls   |             |            |              |             |         | Dute 2011 05 00                       |                       |                | 11110 12.10.10  |
| Report Filena  | me SummaryOfSummeries_1_201105          | 506787057.xls   |             |            |              |             |         | Duic 2011 03 00                       |                       |                | 11116 12.10.10  |
| Report Filena  | me SummaryOfSummeries_1_201105          | 506787057.xls   |             |            |              |             |         | 040 2011 05 00                        |                       |                | 11110 12.10.10  |
| Report Filena  | me SummaryOfSummeries_1_20110           | 506787057.xls   |             |            |              |             |         | 2011 03 00                            |                       |                | TIME 12, 10, 10 |
| Report Filena  | me SummaryOfSummeries_1_20110           | 506787057.xis   |             |            |              |             |         |                                       |                       |                | 11116 (2.10.10  |
| Report Filena  | me SummaryOfSummeries_1_20110           | 506787057.xis   |             |            |              |             |         | Date 2011 03 00                       |                       |                | 1006 12,10,10   |
| Report Filena  | me SummaryOfSummeries_1_201103          | 506787057.xis   |             |            |              |             |         | Date 2011 03 00                       |                       |                | 1006 (2.10.10   |
| Report Filena  | me SummaryOfSummenes_1_20110:           | 506787057.xis   |             |            |              |             |         |                                       |                       |                | 1006 (2.10.10   |
| Report Filena  | me SummaryOfSummenes_1_20110            | 506/78705/.xis  |             |            |              |             |         |                                       |                       |                |                 |
| Report Filena  | me SummaryOfSummenes_1_20110:           | 506/78/05/.xis  |             |            |              |             |         |                                       |                       |                | Time (2, 10, 10 |
| Report Filena  | me SummaryOfSummeries_1_20110           | 506/78705/7.xis |             |            |              |             |         |                                       |                       |                | Time (2.10.10   |
| Report Filena  | me SummaryOfSummenes_1_20110:           | 506/78/05/.xis  |             |            |              |             |         |                                       |                       |                | Time 12, 10, 10 |
| Report Filena  | me SummaryOfSummenes_1_20110:           | 50676770577xds  |             |            |              |             |         |                                       |                       |                |                 |
| Report Filena  | me SummaryOfSummeries_1_20110           | 007/05/1268     |             |            |              |             |         |                                       |                       |                |                 |
| Report Filena  | me SummaryOfSummenies_1_20110:          | 007/07/05/1208  |             |            |              |             |         |                                       |                       |                |                 |
| Report Filena  | me SummaryOfSummeries_1_20110:          | 00787057368     |             |            |              |             |         |                                       |                       |                |                 |
| Report Filena  | me SummaryOfSummeries_1_201103          | 007/07/05/1308  |             |            |              |             |         |                                       |                       |                |                 |
| Report Flena   | me SummaryOfSummenes_1_20110:           | 00787057368     |             |            |              |             |         |                                       |                       |                |                 |

## 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.

| Report Type:   | Submission  | • | Member Ref:      | J Smith       |
|----------------|-------------|---|------------------|---------------|
| Date from:     | 06 May 2011 | • | Transaction Ref: | DEB 01820     |
| Date to:       | 06 May 2011 |   | Nexion Ref:      | 337221        |
| forn Category: | All         | • | Format:          | noneditable 🔹 |
| Tixin type:    | All         | • | Status:          | editable      |
| Licensee:      | ALL         |   |                  | •             |
|                | Cancel      | T | Summary Only     | Generate      |

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

| Report Type:   | Submission  | • | Member Ref:      | J Smith     |
|----------------|-------------|---|------------------|-------------|
| Date from:     | 06 May 2011 |   | Transaction Ref: | DEB 01820   |
| Date to:       | 06 May 2011 |   | Nexion Ref:      | 337221      |
| Trxn Category: | All         | • | Format:          | noneditable |
| Trxn type:     | All         | • | Status:          | AI          |
| Licensee:      | ALL         |   |                  | ,           |
|                | Cancel      | I | Summary Only     | Generate    |

3. Select Generate, to generate a report

|              |             |   | Member Ref:      | J Smith     |   |
|--------------|-------------|---|------------------|-------------|---|
| Date from:   | 06 May 2011 |   | Transaction Ref: | DEB 01820   |   |
| Date to:     | 06 May 2011 |   | Nexion Ref:      | 337221      |   |
| in Category: | AI          | • | Format:          | noneditable | • |
| Trxn type:   | AI          | • | Status:          | All         | • |

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

| THE LUIL  | View Window Male                 |               |             |            |               |             |         |                   |                       |                |               |
|---|----------------------------------|---------------|-------------|------------|---------------|-------------|---------|-------------------|-----------------------|----------------|---------------|
| Δ   | R                                | C             | D           | F          | F             | G           | н       | 1 1               |                       | K              | 1             |
|   | _                                |               |             | -          |               |             |         |                   |                       |                |               |
|   |                                  |               |             |            | Submission    |             |         |                   |                       |                |               |
|   |                                  |               |             | For        | Development   |             |         |                   |                       |                |               |
| D   | Nion                             |               |             | Date Range | From : 2011-0 | 05-06       |         | Cook flou         |                       |                | Calua d       |
| 116   | EXION                            | 1             |             |            | To 2011-05-   | 06          |         | Cash lio          | w manage              | ement.         | solved.       |
| Payment   | Solutions                        |               |             | Tab        | Summary       |             |         |                   |                       |                |               |
| -   |                                  |               |             | 140        | ourninary     | i           |         | 1                 | iiii                  | 1              |               |
|   |                                  |               |             |            |               |             |         |                   |                       |                |               |
|   |                                  |               |             |            |               |             |         |                   |                       |                |               |
|   |                                  |               |             | Totals     |               |             | Pending | 1.                |                       | 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          | 1,977.2       |
| Cash  | Cash                             | 3             | 6.15        | 0.00       | 6.15          | 6.15        | 0.00    | 6.15              | 0.00                  | 0.00           | 0.0           |
| Cash  | Cheque                           | -             | 2 007 15    | 22.80      | 1 984 35      | 7 15        | 0.00    | 7 15              | 2 000 00              | 22.80          | 1 977 2       |
|   |                                  |               | 2,001.13    | 22.00      | 1,504.55      | 1.13        | 0.00    | 1.13              | 2,000.00              | 22.00          | 1,577.2       |
| Card  |                                  | 1             | 2,000.00    | 22.80      | 1,977.20      | 0.00        | 0.00    | 0.00              | 2,000.00              | 22.80          | 1,977.2       |
| Cash  |                                  | 4             | 7.15        | 0.00       | 7.15          | 7.15        | 0.00    | 7.15              | 0.00                  | 0.00           | 0.0           |
|   |                                  |               |             |            |               |             |         |                   |                       |                |               |
| This report is  | Non Editable ( Lengl )           |               |             |            |               |             |         | Phone 0861-NEXION | for support http://ww | w.nexion.co.za |               |
| the second se | Non-Eakable ( Eegal )            |               |             |            |               |             |         | Data 2011 05 00   |                       |                |               |
| Report Filena   | me_SummaryOfSummeries_1_201105   | 509072128.xls |             |            | 10            | 11          | 112     | Date 2011 03 05   | 14                    | 11             | Time 10:25:10 |
| Report Filena   | me SummaryOfSummeries_1_201105   | 509072128.xls |             |            | 10            | 1+-         | 16      | Date 2011 03 05   |                       | 142            | Time 10:25:10 |
| Report Filena   | me SummaryOfSummeries_1_201105   | 509072128.xls |             |            | 716<br>(1)    |             |         | Date 2011 03 05   |                       |                | Time 10:25:10 |
| Report Filena   | me SummaryOfSummeries_1_201105   | 509072128.xis |             |            |               |             |         | Date 2011 03 08   |                       |                | Time 10:25:10 |
| Report Filena   | Rome SummaryOfSummeries_1_201105 | 509072128.xis |             |            |               |             |         | Date 2011 03 03   |                       |                | Time 10:25:10 |
| Report Filena   | ne SummaryOfSummeries_1_201105   | 509072128.xis |             |            |               |             |         | Date 2011 05 05   |                       |                | Time 10:25:10 |
| Report Filena   | ne SummaryOfSummeries_1_201105   | 509072128.xls |             |            |               |             |         | Date 2011 05 05   |                       |                | Time 10:25:10 |
| Report Filena   | Nome SummaryOfSummeries_1_201105 | 509072128.xls |             |            |               |             |         | Date 2011 05 05   |                       |                | Time 10:25:10 |
| Report Filena   | ne SummaryOfSummeries_1_201105   | 509072128.xls |             |            |               |             |         | Date 2011 03 03   |                       |                | Time 10:25:10 |
| Report Filena   | ne SummaryOfSummeries_1_201105   | 509072128.xls |             |            |               |             |         | Date 2011 03 05   |                       |                | Time 10:25:10 |
| Report Filena   | SummaryOfSummeries_1_201105      | 509072128.xls |             |            |               |             |         | Date 2011 03 05   |                       |                | Time 10:25:10 |
| Report Filena   | ne SummaryOfSummeries_1_201105   | 509072128 xis |             |            |               |             |         | Date 2011 03 05   |                       |                | 10:25:10      |
| Report Filena   | ne SummaryOfSummeries_1_201105   | 509072128 xls |             |            |               |             |         |                   |                       |                | Time 10:25:10 |
| Report Filena   | SummaryOfSummeries_1_201105      | 509072128 xls |             |            |               |             |         |                   |                       |                | Time 10:25:10 |
| Report Filena   | esummaryOfSummeries_1_201105     | 509072128 xis |             |            |               |             |         |                   |                       |                | Time 10:25:10 |
| Report Filena   | esummaryOfSummeries_1_201105     | 509072128 xts |             |            |               |             |         |                   |                       |                | Time 10:25:10 |

# **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

| el N | licrosoft Excel Viewe | r - SummaryOfSummeries_1 | 2011050907212 | 8 |          | Second to      | and the local diversion of |   |         |        |         | - 0     |        |
|------|-----------------------|--------------------------|---------------|---|----------|----------------|----------------------------|---|---------|--------|---------|---------|--------|
| (H)  | File Edit View        | Window Help              |               |   |          |                |                            |   |         |        |         |         |        |
|      | A                     | В                        | С             | D | E        | F              | G                          | Н | 1       | J      | K       | L       |        |
| 1    |                       |                          |               |   |          | Submission     | 1                          |   |         |        |         |         |        |
| 3    |                       |                          |               |   | For      | Developmen     | t                          |   |         |        |         |         | Header |
| 4    | no                    | vion                     |               |   | Date Ran | ge From : 2011 | -05-06                     |   | Cash fl | w mana | aement  | Solved  |        |
| 5    | Payment Solutio       |                          |               |   |          | To: 2011-05    | -06                        |   | Casirin |        | gement. | oolveu. | •      |
| 6    |                       |                          |               |   | Tab      | Summary        |                            |   |         |        |         |         |        |
| 7    |                       |                          |               |   |          |                |                            |   |         |        |         |         |        |
| 8    |                       |                          |               |   |          |                |                            |   |         |        |         |         |        |
| 9    |                       |                          |               |   |          |                |                            |   |         |        |         |         |        |

Footer

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

| 10 |      |              |     |             | Totals |             |             | Pending |             |          | Paid  |             |      |
|----|------|--------------|-----|-------------|--------|-------------|-------------|---------|-------------|----------|-------|-------------|------|
| 11 | Tab  | Payment Type | QTY | Trxn Amount | Fees   | Nett Amount | Trxn Amount | Fees    | Nett Amount | Amount   | Fees  | Nett Amount |      |
| 12 | 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    | Data |
| 13 | Cash | Cash         | 3   | 6.15        | 0.00   | 6.15        | 6.15        | 0.00    | 6.15        | 0.00     | 0.00  | 0.00        | Data |
| 14 | Cash | Cheque       | 1   | 1.00        | 0.00   | 1.00        | 1.00        | 0.00    | 1.00        | 0.00     | 0.00  | 0.00        |      |
| 15 |      |              |     | 2,007.15    | 22.80  | 1,984.35    | 7.15        | 0.00    | 7.15        | 2,000.00 | 22.80 | 1,977.20    |      |
| 16 |      |              |     |             |        |             |             |         |             |          |       |             |      |
| 17 | Card |              | 1   | 2,000.00    | 22.80  | 1,977.20    | 0.00        | 0.00    | 0.00        | 2,000.00 | 22.80 | 1,977.20    |      |
| 18 | Cash |              | 4   | 7.15        | 0.00   | 7.15        | 7.15        | 0.00    | 7.15        | 0.00     | 0.00  | 0.00        |      |
| 19 |      |              |     |             |        |             |             |         |             |          |       |             |      |

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

| 20 This report is Non-Editable (Legal)                     |  |  | Ph | hone 0861-NEXION for support http://v | www.nexion.co.za | _             |  |
|--|--|--|----|---------------------------------------|------------------|---------------|--|
| 21 Report Filename SummaryOfSummeries_1_20110509072128.xls |  |  | Da | ate 2011 05 09                        |                  | Time 10:25:10 |  |

## Transaction types and summary are displayed in separate Tabs at the bottom of the screen

| n  | В   | C                             | D            | F          | F            | G           | н       | 1                                       | 1                      | K               | 1            |
|--|---|-------------------------------|--------------|------------|--------------|-------------|---------|---|------------------------|-----------------|--------------|
|  |   | ~                             |              | -          |              |             |         |   |                        |                 |              |
| 8  |   |                               |              |            | Submission   |             |         |   |                        |                 |              |
|  |   |                               |              | For        | Development  |             |         |   |                        |                 |              |
| 5  | Nion  |                               |              | Date Range | From 2011-0  | 05-06       |         | Oach flou                               |                        |                 | Calina.      |
| 116  |   |                               |              |            | To: 2011-05- | 06          |         | Cash llov                               | v manage               | ement.          | Solved       |
| Paymont  | Solutions   |                               |              | Tab        | Summany      | 00          |         |   |                        |                 | 500 - C      |
|  |   |                               |              | 140        | Gummary      |             |         |   |                        |                 |              |
|  |   |                               |              |            |              |             |         |   |                        |                 |              |
| )  |   |                               |              | Totals     |              |             | Pending |   |                        | Paid            |              |
| Tab  | Payment Type  | QTY                           | 1 rxn Amount | Fees       | Nett Amount  | Irxn Amount | Fees    | Nett Amount                             | Amount                 | Fees            | Nett Amo     |
| Cook   | Master Card   | 1                             | 2,000.00     | 22.80      | 1,977.20     | 0.00        | 0.00    | 0.00                                    | 2,000.00               | 22.80           | 1,           |
| Cash   | Cheque  | 1                             | 1.00         | 0.00       | 1.00         | 1.00        | 0.00    | 1.00                                    | 0.00                   | 0.00            |              |
| i i i i i i i i i i i i i i i i i i i  | onoque  |                               | 2.007.15     | 22.80      | 1.984.35     | 7.15        | 0.00    | 7.15                                    | 2.000.00               | 22.80           | 1.9          |
| 5  |   |                               |              |            |              |             |         |   |                        |                 |              |
| Card   |   | 1                             | 2,000.00     | 22.80      | 1,977.20     | 0.00        | 0.00    | 0.00                                    | 2,000.00               | 22.80           | 1,           |
|  |   | 4                             | 7.15         | 0.00       | 7.15         | 7.15        | 0.00    | 7.15                                    | 0.00                   | 0.00            |              |
| Cash   |   |                               |              |            |              |             |         |   |                        |                 |              |
| Cash   |   |                               |              |            |              |             |         |   |                        |                 |              |
| Cash<br>This report is   | Non-Editable ( Legal )  |                               |              | ļ          | ,            | l           |         | Phone 0861-NEXION 1                     | for support http://ww  | w.nexion.co.za  |              |
| Cash<br>This report is<br>Report Filena  | Non-Editable (Legal)<br>me NX_110506_110506_Submi_Developmen  | nt_20110509482222.xis         |              |            |              |             |         | Phone 0861-NEXION 1<br>Date 2011 05 09  | for support http://ww  | w.nexion.co.za  | Time 11:19:1 |
| Cash<br>This report is<br>Report Filena  | Non-Editable (Legal)<br>me NX_110506_110506_Submi_Developmen  | nt_20110509482222.xis         |              |            |              |             |         | Phone 0861-NEXION 1<br>Date 2011 05 09  | for support http://ww  | vw.nexion.co.za | Time 11:19:1 |
| Cash<br>This report is<br>Report Filena  | Non-Editable (Legal)<br>me NX_110506_110506_SubmLDevelopmen   | nt_20110509482222.xis         |              |            |              |             |         | Phone 0861-NEXION 1<br>Date 2011 05 09  | for support http://ww  | vw.nexion.co.za | Time 11:19:  |
| Cash<br>This report is<br>Report Filena  | Non-Editable (Legal)<br>me NX_110506_110506_Submi_Developmen  | nt_20110509482222.xls         |              |            |              |             | 5       | Phone 0861-NEXION 1<br>Date 2011 05 09  | for support http://ww  | vw.nexion.co.za | Time 11:19:  |
| Cash<br>This report is<br>Report Filena  | Non-Editable (Legal)<br>me NX_110506_110506_Submi_Developmen  | nt_20110509482222.xls         |              |            |              |             |         | Phone 0861-NEXION 1<br>Date 2011 05 09  | for support http://ww  | vw.nexion.co,za | Time 11:19:  |
| Cash<br>This report is<br>Report Filena  | Non-Editable (Legal)<br>me NX_110506_110506_Submi_Developmen  | nt_20110509482222.xis         |              |            |              |             |         | Phone 0861-NEXION 1<br>Date 2011 05 09  | for support http://ww  | /w.nexion.co.za | Time 11:19:1 |
| 3 Cash<br>3 This report is<br>1 Report Filena<br>2<br>3<br>4<br>5<br>7<br>8  | Non-Editable (Legal)<br>me NX_110506_110506_Submi_Developmen  | 11_20110509482222.xis         |              |            |              |             |         | Phone 0861-NEXION 1<br>Date 2011 05 09  | for support http://ww  | /w.nexion.co.za | Time 11:19:  |
| Cash     Cash     This report is     Report Filena     S     S     S     S   | Non-Editable (Legal)<br>me NX_110506_110506_Submi_Developmen  | nt_20110509482222 xis         |              |            |              |             |         | Phone 0861-NEXION 1<br>Date 2011 05 09  | for support http://ww  | /w.nexion.co.za | Time 11:19:  |
| Cash     Cash     This report is     Report Filena     S     S     S     S     S     S     S     S     S     S     S   | Non-Editable (Legal)<br>ne NX_110506_110506_Submi_Developmen  | 11_20110509482222.xis         |              |            |              |             |         | Phone 0861-NEXION 1<br>Date 2011 05 09  | for support http://ww  | /w.nexion.co.za | Time 11:19:  |
| 6         Cash           9         This report is           1         Report Filena           2         4           3         4           5         5           6         5           7         3           9         1           10         1   | Non-Editable (Legal)<br>me NX_110506_110506_Submi_Developmen  | h_20110509462222.xis          |              |            |              |             |         | Phone 0861-NEXION 1<br>Date 2011 05 09  | for support http://www | /W.nexion.co.za | Time 11:19:  |
| 6         Cash         )           7         This report is           8  | Non-Editable (Legal)<br>me NX_110506_110506_Submi_Developmen  | 11_20110509482222 xis         |              |            |              |             |         | Phone 0881-NEXION 1<br>Date 2011 05 09  | for support http://www | vw.nexion.ce.za | Time 11:19:  |
| Cash     Sash     Sash     This report is     Report Filena     S  | Non-Editable (Legal )<br>me NX_110506_110506_Submi_Developmen | 9 <u>1</u> 20110509482222 xis |              |            |              |             |         | Phane 0861-NEXION 1<br>Date 2011 05 09  | for support http://www | /W.nexion.co.Za | Time 11:19:  |
| 5 Cash<br>9 3<br>This report is<br>Report Filena<br>6<br>7<br>8<br>9<br>9<br>1<br>2<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5   | Non-Editable (Legal )<br>me NX_110506_110506_Submi_Developmen | 1 <u>1</u> 20110509482222 x/s |              |            |              |             |         | Phane 0881-NEX(ON 10<br>Date 2011 05 09 | for support http://ww  | /W.REXION.CO.ZA | Time 11:19:  |
| 5 Cash<br>9<br>1 This report is<br>Report Filena<br>2<br>5<br>5<br>7<br>8<br>9<br>9<br>1<br>2<br>3<br>4<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5<br>5   | Non-Editable (Legal)<br>ne NX_110506_110506_Submi_Developmen  | 1 <u>,</u> 20110509482222.xb  |              |            |              |             |         | Phone 0881-NEXiON 105 09                | for support http://ww  | vw.nexion.co.za | Time 11:19:  |
| 5 Cash<br>3 Cash<br>3 This report is:<br>Report Fiena<br>3 Cash<br>4 Cash<br>5 Cash<br>5 Cash<br>6 Cash<br>7 Cash<br>8 Cas | Non-Editable (Legal )<br>me NX_110506_110506_Submi_Developmen | 1 <u>2</u> 0110509482222 x/s  |              |            |              |             |         | Phone 0881-NEX(ON 10<br>Date 2011 05 09 | for support http://ww  | vw.nexion.co.za | Time 11:19:  |

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

|      | n.e | A               | В                                 | С                      | D                | E          | F            | G              | Н                | 1                      | J                 | К           | L           |
|------|-----|-----------------|-----------------------------------|------------------------|------------------|------------|--------------|----------------|------------------|------------------------|-------------------|-------------|-------------|
|      | 1   |                 |                                   |                        |                  |            | Submission   | Report         |                  |                        |                   |             |             |
|      | 3   |                 |                                   |                        |                  | For        | Drs L Botha  | Kevs.Pelimkaka | ais.Du Toit      |                        |                   |             |             |
|      |     |                 | -                                 |                        |                  | Date       |              |                |                  |                        |                   |             |             |
|      | 4   | ne              | exion                             |                        |                  | Range      | From : 2009- | 10-14          |                  | Cash flow              | w manade          | ment. S     | olved.      |
|      | 5   | Payment :       | solutions                         |                        |                  |            | To: 2009-10- | -21            |                  |                        | J                 | -           |             |
|      | 6   |                 |                                   |                        |                  | Tab        | Summary      |                |                  |                        |                   |             |             |
|      | 7   |                 |                                   |                        |                  |            |              |                |                  |                        |                   |             |             |
|      | 8   |                 |                                   |                        |                  |            |              |                |                  |                        |                   |             |             |
|      | 10  |                 |                                   |                        |                  | Totals     |              |                | Pending          |                        |                   | Paid        |             |
|      | 11  | Tab             | Payment Type                      | QTY                    | Trxn Amount      | Fees       | Nett Amount  | Trxn Amount    | Fees             | Nett Amount            | Trxn Amount       | Fees        | Nett Amount |
|      | 12  | Bank            | EFT                               | 2                      | 1 230.00         | 0.00       | 1 230.00     | 0.00           | 0.00             | 0.00                   | 1 230.00          | 0.00        | 1 230.00    |
|      | 13  | Bank            | Medical Aid                       | 1                      | 40.00            | 0.00       | 40.00        | 0.00           | 0.00             | 0.00                   | 40.00             | 0.00        | 40.00       |
|      | 14  | Cards           | Amex                              | 1                      | 400.00           | 3.22       | 396.78       | 0.00           | 0.00             | 0.00                   | 400.00            | 3.22        | 396.78      |
|      | 10  | Cards           | Debit Cards                       | 4                      | 12 920.00        | 455.54     | 12 404.40    | 0.00           | 0.00             | 0.00                   | 12 920.00         | 455.54      | 12 464.46   |
| 1    | 17  | Cardo           | Uniters<br>Mantas Cased           | 1                      | 2 600.00         | 1 3.92     | 490.00       | 0.00           | 0.00             | 0.00                   | 2 600.00          | 406 60      | 2 402 40    |
| 1.   | 18  | Carde           | Master Caru                       | 3                      | 2 000.00         | 100.00     | 2 453.40     | 0.00           | 0.00             | 0.00                   | 2 000.00          | 100.00      | 490.47      |
|      | 10  | Cash            | Cash                              | 3                      | 4 110 00         | 0.00       | 4 110.00     | 0.00           | 0.00             | 0.00                   | 4 110.00          | 0.00        | 4 110 00    |
|      | 20  | Cash            | Cheque                            | 1                      | 20.00            | 0.00       | 20.00        | 0.00           | 0.00             | 0.00                   | 20.00             | 0.00        | 20.00       |
|      | 21  | Debit Orders    | ACB                               | 4                      | 11 500.00        | 86.07      | 11 413.93    | 11 500.00      | 86.07            | 11 413.93              | 0.00              | 0.00        | 0.00        |
|      | 22  | 2               |                                   | -                      | 33 520.00        | 666.18     | 32853.82     | 11500          | 86.07            | 11413.93               | 22020             | 580.11      | 21439.89    |
|      | 23  |                 |                                   |                        |                  | 10         |              |                |                  |                        |                   |             |             |
|      | 24  | Bank            |                                   | 3                      | 1,270.00         | 0.00       | 1,270.00     | 0.00           | 0.00             | 0.00                   | 1,270.00          | 0.00        | 1,270.00    |
|      | 25  | Cards           |                                   | 10                     | 16,620.00        | 580.11     | 16,039.89    | 0.00           | 0.00             | 0.00                   | 16,620.00         | 580.11      | 16,039.89   |
| ~    | 26  | Cash            |                                   | 4                      | 4,130.00         | 0.00       | 4,130.00     | 0.00           | 0.00             | 0.00                   | 4,130.00          | 0.00        | 4,130.00    |
| 2. — | 27  | Debit Orders    |                                   | 4                      | 11,500.00        | 86.07      | 11,413.93    | 11,500.00      | 86.07            | 11,413.93              | 0.00              | 0.00        | 0.00        |
|      | 28  | Failed          |                                   | 2                      | 0.00             | 2.28       | -2.28        | 0.00           | 0.00             | 0.00                   | 0.00              | 0.00        | 0.00        |
|      | 25  | This report is  | Non Editable ( Lensi )            |                        |                  |            |              | D              | 0000 0861 NEVIO  | N for europar http://  | www.navon.co.79   | _           |             |
|      |     | Thatoportia     | Non- Editable ( Eegan )           |                        |                  |            |              |                | IONE DOD I-NEXIO | it for support http:// | WWW.IIEXDII.CO.28 |             |             |
|      | 31  | Report Filename | NX_091014_091021_Submi_Drs L Both | a,Keys,Peliinkakais,Du | Toit_20091021140 | 0239_E.NXX |              | Di             | ate 2009 10 21   |                        | Ti                | me 14:02:39 |             |
|      | 32  | 2               |                                   |                        |                  |            |              |                |                  |                        |                   |             |             |
|      | 33  | }               |                                   |                        |                  |            |              |                |                  |                        |                   |             |             |
|      | 34  |                 |                                   |                        |                  |            |              |                |                  |                        |                   |             |             |
|      | 35  |                 |                                   |                        |                  |            |              |                |                  |                        |                   |             |             |
|      | 14  | ♦ ► ► Bank      | Cards Cash Debit Orders           | Faled Summar           | y / 💱 /          |            |              |                |                  | 14                     |                   |             | (00)        |
|      | Re  | ady             |                                   |                        |                  |            |              |                |                  |                        |                   |             |             |
|      |     |                 |                                   |                        |                  |            |              |                |                  |                        |                   |             |             |
|      |     |                 |                                   |                        |                  |            |              |                |                  |                        |                   |             |             |
|      |     |                 |                                   | 1 1                    |                  |            |              |                | 1                |                        |                   | I           |             |
|      |     |                 |                                   | 34                     |                  | 5          |              |                | 6                |                        |                   | 7           |             |
|      |     |                 |                                   | J. <del>4</del> .      |                  | 5.         |              |                | 0.               |                        |                   | 1.          |             |

Transaction Summary – Subtotals by transaction type and status
 Tab Total Summary – Subtotals by tab and status
 Totals – Totals
 Qty – The number of transactions
 Total Amount – Pending + Paid
 Pending – Processed not paid
 Paid – Transactions paid

## **Transaction Category Detail Tabs**

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

| A     B     C     D     E     F     G     H     J     J     K     L       2     Submission Report     For     Drs L     Botha Keys, Pelimkakais, DU Toit  | and the second s |            |  |              |                |                                 |                                  |            |            |              |             |         |             |
|--|--|------------|--|--------------|----------------|---------------------------------|----------------------------------|------------|------------|--------------|-------------|---------|-------------|
| Payment         Submission Report           1         For         Date Range         For         Dots L. Botha, Keis, S. Du Toit         Cash flow management.         Solvec           7         0         Date Range         For         Date Range         Cards         Cash flow management.         Solvec           9         0         Tab         Cards         Cards         Tab         Cards         Cards         Tab   |  | A          | В  | С            | D              | E                               | F                                | G          | Н          | 1            | J           | К       | L           |
| For<br>Date Range         Drs L Botha, Keys Pelimkakais, Du Toit<br>From 2009-10:21         Cash flow management. Solvec           10         Tab         Cards         Cash flow management. Solvec           11         Tab         Cards         Cards         Cash flow management. Solvec           12         Partice Cards         To : 2009-10:21         Cards         Cards           13         Partice Cards         NemberRef         Transactioner it for table and table.         To : 2009-10:21           13         Partice Cards         0         BANKER 4786-<br>000         Amex         Crd         1910/2009         Hett Amount         Feesoted<br>1910/2009         Ton Amount         Feesoted<br>1910/2009         Feesoted<br>1910/2009         Amount         Feesoted<br>1910/2009         Amount         Feesoted<br>1910/2009         Feesoted<br>1910/2009         Feesoted<br>1910/2009         Feesoted<br>1910/2009         Feesoted<br>19  | 2  |            |  |              |                |                                 | Submission Report                |            |            |              |             |         |             |
| Date Range         Difference         Difference         Difference         Difference         Cash flow management.         Solvect           7   | 3  | 1          |  |              |                | For                             | Drs I Botha Keys Pelin           | mkakais F  | )u Toit    |              |             |         |             |
| Part         Provide Ratinge         Profile Z0009 10:21         Cash flow management. Solvec           Tab         Cards         Tab         Cards           Tab         Cards         Tab         Cards           Tab         Cards         Transactions:10         Transactions:10         Transactions:10           Termine         Card to ot Member Name         Response         Member/Ref         TransactionRef  |  |            | -  |              |                | Data Banas                      | Erom : 2000 10 14                | manais, c  | d Ton      |              |             |         | -           |
| Image: Card S         Image: C   | 4  | n          | exio                                     | $\mathbf{n}$ |                | Date Range                      | FI0III. 2009-10-14               |            |            | Cash 1       | flow mana   | gement. | Solved.     |
| 6       1ab       Cardis         7       Image: Cardis of Market Arges and Cardis of Market Arges and Cardis and Car | 5  | Payment    | Solutions                                |              |                |                                 | 10.2009-10-21                    |            |            |              |             | 0       | -           |
| 0          | 6  |            |  |              |                | lab                             | Cards                            |            |            |              |             |         |             |
| 9       1  | 8  |            |  |              |                |                                 |                                  |            |            |              |             |         |             |
| Payment         Card No or Member Name         Response         MexinRef         TransactionRef         Tran Date         Expected         Tran Amount         Fees         Hett Amount           12         Paid         3770*******0554         00         BANKER <4786+   | 9  | Total Tran | usactions :10                            |              |                |                                 |                                  |            |            |              | 2           | Totals  |             |
| 11         Status         Cardio on Member Jame         Code         NextonRef         TransactionRef         Tran Date         Date         Tran Type         Tran Amount         Fees         Nett Amount           13         Paid         5007***********************************  |  | Payment    |  | Response     |                |                                 |                                  |            | Expected   |              | ľ.          |         |             |
| 12       Paid       3770***********************************  | 11   | Status     | Card No or Member Name                   | Code         | NexionRef      | MemberRef                       | TransactionRef                   | Trxn Date  | Date       | TrxnType     | Trxn Amount | Fees    | Nett Amount |
| 13       Paid       6007*******0027       00       BANKER 44784>       00001       19       14/10/2009       19/10/2009       Debit Cards       1400.00       61.30       1348         14       Paid       6007********0027       00       BANKER 44775>       fill captured data       15/10/2009       19/10/2009       Debit Cards       1000.00       346.42       9 664         15       Paid       6007********0027       00       BANKER 44785>       djc       tst       15/10/2009       Debit Cards       1 220.00       45.14       1171         16       6007***********************************   | 12   | Paid       | 3770******6554                           | 00           | BANKER <4798>  | Amex                            | Crd                              | 19/10/2009 | 21/10/2009 | Amex/Diners  | 400.00      | 3.22    | 396.7       |
| Ite         Paid         GO07*******0027         00         BANKER +4775>         Fill captured data         tst         15/10/2009         Debt Cards         10 000.00         345.42         9 645.12           15         Paid         6007********0027         00         BANKER +4775>         bit cards         15/10/2009         Debt Cards         1200.00         345.42         9 645.14         117           16         Paid         6007********0027         00         BANKER +4775>         Di Crd Savings         Crd         19/10/2009         21/10/2009         Debt Cards         300.00         13.68         286           17         Paid         3660********987         00         BANKER +4779>         Di Crd Savings         Crd         19/10/2009         21/10/2009         AmexDiners         500.00         3.92         496           19         Paid         5221*******987         00         BANKER +4779>         Dicrt Savings         Crd         19/10/2009         21/10/209         Master Card         200.00         77.52         477           19         Paid         5221***********************************   | 13   | Paid       | 6007**********0027                       | 00           | BANKER <4764>  | 000001                          | 39                               | 14/10/2009 | 19/10/2009 | Debit Cards  | 1 400.00    | 51.30   | 1 348.7     |
| 14       Paid       6007*******0027       0       BANKER <4775*  |  |            |  |              |                | Test the Member reference field | Test the size of the Transaction |            |            |              |             |         |             |
| In Paid       Double       Double       Double       Difference       Difference <thdifference< th="">       Difference       Dif</thdifference<>  | 14   | Daid       | 6007***********0027                      | 00           | BANKED -47765  | and see if reports displays the | reference field and check        | 15/10/2000 | 10/10/2000 | Dahit Corda  | 40.000.00   | 245 42  | 0.654       |
| 10       Paid       Dott       Dott       Dott       Att       Difficulty of Structures       10       Difficulty of Structures       12       12       12       12       12       12       12       12       12       12       12       12       12   | 15   | Paid       | 6007 0027                                | 00           | BANKER \$47732 | dio                             | teports                          | 15/10/2009 | 19/10/2009 | Debit Cards  | 10 000.00   | J45.42  | 4 474 9     |
| 17       Paid       DB60*****322       00       BANKER 4789       Diners       Crd       19/10/2009       21/10/2009       Master Card       500.00       3.32       496         18       Paid       521******1987       00       BANKER 47895       Cord       19/10/2009       Master Card       500.00       21.95       477         20       Paid       521******1987       00       BANKER 47855       Card mc       tsts       16/10/2009       21/10/2009       Master Card       500.00       27.95       19/22         20       Paid       521*******111       00       BANKER 47955       Mc       Crd       19/10/2009       11/10/2009       Visa       200.00       17.13       92         21       Paid       522***********************************   | 16   | Paid       | 6007*********0027                        | 00           | BANKER <4797>  | Dt Crd Savings                  | Crd                              | 19/10/2009 | 21/10/2009 | Debit Cards  | 300.00      | 13.68   | 286         |
| In Bot       Doc       Doc <thdoc< th="">       Doc       Doc       <th< td=""><td>17</td><td>Daid</td><td>3660******33222</td><td>00</td><td>BANKED -47005</td><td>Dinare</td><td>Crd</td><td>19/10/2009</td><td>21/10/2009</td><td>A max/Dinere</td><td>500.00</td><td>3.02</td><td>496 (</td></th<></thdoc<>  | 17   | Daid       | 3660******33222                          | 00           | BANKED -47005  | Dinare                          | Crd                              | 19/10/2009 | 21/10/2009 | A max/Dinere | 500.00      | 3.02    | 496 (       |
| 19       Paid       5221******9111       00       BANKER <4793>       card mc       tsts       16/10/2009       20/10/2009       Master Card       2 000.00       77.52       1 922         20       Paid       5221*******9111       00       BANKER <4795>       Mc       Crd       19/10/2009       21/10/2009       Master Card       100.00       77.52       1 922         21       Paid       4923*******6536       00       BANKER <4796>       Visa       Crd       19/10/2009       21/10/2009       Visa       200.00       77.52       1 922         23  | 18   | Paid       | 5221******7987                           | 00           | BANKER <4765>  | 000001                          | 40                               | 14/10/2009 | 19/10/2009 | Master Card  | 500.00      | 21.95   | 478.0       |
| 20       Paid       5221******9111       00       BANKER <4795>       Mc       Crd       19/10/2009       21/10/2009       Visa       200.00       7.13       92         21       Paid       4923************************************  | 19   | Paid       | 5221******9111                           | 00           | BANKER <4793>  | card mc                         | tsts                             | 16/10/2009 | 20/10/2009 | Master Card  | 2 000.00    | 77.52   | 1 922.4     |
| 21       Paid       4923******6636       00       BANKER < 4796>       Visa       Crd       19/10/2009       21/10/2009       Visa       200.00       10.83       186         22       23       0       00       0.00       0.00       16       000       0.00       16       000       0.00       16       000       0.00       16       000       0.00       16       000       16       000       0.00       16       000       0.00       16       0.03       16       0.03       16       0.03       16       0.03       16       0.03       16       0.03       16       0.00       0.00       0.00       16       0.03       16       16       1  | 20   | Paid       | 5221******9111                           | 00           | BANKER <4795>  | Mc                              | Crd                              | 19/10/2009 | 21/10/2009 | Master Card  | 100.00      | 7.13    | 92.8        |
| 22       16 620.00       580.11       16 039         23       0.00       0.00       0.00       0.00         25       7       16,620.00       580.11       16,039         26       7       16,620.00       580.11       16,039         27       28       29       20       20       20         30       31       31       31       31       31         32       33       34       4       884       Cards ∠ Cash ∠ Debt Orders ∠ Failed       Summary        72   | 21   | Paid       | 4923************************************ | 00           | BANKER <4796>  | Visa                            | Crd                              | 19/10/2009 | 21/10/2009 | Visa         | 200.00      | 10.83   | 189.1       |
| 23     Pending:     0.00     0.00     0       24     TotalPaid:     16,620.00     580.11     16,035       26     27     28     29     24     24       28     29     20     20     20     20       30     30     31     32     33     34       34     34     34     34     34   | 22   |            |  |              |                |                                 |                                  |            | <b>A</b>   |              | 16 620.00   | 580.11  | 16 039.8    |
| 24     Total Paid:     16,820.00     580.11     16,035       26     27     28     16,820.00     580.11     16,035       28     29     30     16     16     16       30     31     16     16     16     16       32     33     16     16     16     16       34     16     16     16     16     16  | 23   | T          |  |              | T              | T                               | T                                | T          | T          | Pending:     | 0.00        | 0.00    | 0.0         |
| 26     26  | 24   |            |  |              |                |                                 |                                  |            |            | Total Paid:  | 16,620.00   | 580.11  | 16,039.8    |
| 26     27     28     29     29     29     20     <   | 25   |            |  |              |                |                                 |                                  |            |            |              |             |         |             |
| 27<br>28<br>29<br>30<br>31<br>32<br>33<br>34<br>34<br>34<br>34<br>34<br>34<br>34<br>34<br>34   | 26   |            |  |              |                |                                 |                                  |            |            |              |             |         |             |
| 28     29     29     20   | 27   |            |  |              |                |                                 |                                  |            |            |              | -           |         |             |
| 29   | 28   |            |  |              |                |                                 |                                  |            |            |              |             |         |             |
| 30     31     31     32     33     33       33     34     34     34     34       34     34     34     34   | 29   |            |  |              |                |                                 |                                  |            |            |              |             |         |             |
| 31     32     33       33     34       34     34       34     34   | 30   |            |  |              |                |                                 |                                  |            |            |              |             |         |             |
| 32     33       34       H ↔ PI Bank Cards Cash Debit Orders Failed Summary Color  | 31   |            |  |              |                |                                 |                                  |            |            |              |             |         |             |
| 33<br>34<br>H ← ► PI Bank Cards Cash / Debit Orders / Failed / Summary /?  | 32   |            |  |              |                |                                 |                                  |            |            |              |             |         |             |
| 34<br>(  | 33   |            |  |              |                |                                 |                                  |            |            |              |             |         |             |
| H + Bank Cards / Cash / Debit Orders / Failed / Summary / 2  | 34   | _          |  |              |                | ii.                             |                                  |            | 1          |              |             |         |             |
|  | 14 4   | ► ► Bar    | nk <b>Cards</b> Cash Debit (             | Orders 🖌 Fai | led / Summary  | /tz/                            |                                  |            |            | D A          | 1           |         | 100         |

- 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

|        | A               | В  | С                              | D                | E  | F             | G                 | Н              | 1                     | J                 | К           | L           |
|--------|-----------------|--|--------------------------------|------------------|--|---------------|-------------------|----------------|-----------------------|-------------------|-------------|-------------|
| 2      |                 |  |                                |                  |  | Submission    | Report            |                |                       |                   |             |             |
| 3      |                 |  |                                |                  | For  | Drs I Botha   | (evs Pelimkaka    | is Du Toit     |                       |                   |             |             |
| 5      |                 |  |                                |                  | Date   | DIS E Donia,i | teys,r carritoria | is, bu ron     |                       |                   |             |             |
| 4      | ne              | OIXE   | n                              |                  | Range  | From : 2009-  | 10-14             |                | Cash flo              | w manade          | ement. S    | olved.      |
| 5      | Payment 5       | iolutions  |                                |                  | and the second s | To: 2009-10-  | 21                |                |                       | J                 | -           |             |
| 6      |                 |  |                                |                  | Tab  | Summary       |                   |                |                       |                   |             |             |
| 7      | -               |  |                                |                  |  |               |                   |                |                       |                   |             |             |
| 8      |                 |  |                                |                  |  |               |                   |                |                       |                   |             |             |
| 10     |                 |  |                                |                  | Totals   |               |                   | Pending        |                       |                   | Paid        |             |
| 11     | Tab             | Payment Type   | QTY                            | Trxn Amount      | Fees   | Nett Amount   | Trxn Amount       | Fees           | Nett Amount           | Trxn Amount       | Fees        | Nett Amount |
| 12     | Bank            | EFT  | 2                              | 1 230.00         | 0.00   | 1 230.00      | 0.00              | 0.00           | 0.00                  | 1 230.00          | 0.00        | 1 230.0     |
| 13     | Bank            | Medical Aid  | 1                              | 40.00            | 0.00   | 40.00         | 0.00              | 0.00           | 0.00                  | 40.00             | 0.00        | 40.0        |
| 14     | Cards           | Amex   | 5.1                            | 400.00           | 3.22   | 396.78        | 0.00              | 0.00           | 0.00                  | 400.00            | 3.22        | 396.7       |
| <br>15 | Cards           | Debit Cards  | 4                              | 12 920.00        | 455.54   | 12 464.46     | 0.00              | 0.00           | 0.00                  | 12 920.00         | 455.54      | 12 464.4    |
| 10     | Cards           | Diners<br>Master Cred  | 1                              | 2 000.00         | 3.92   | 496.08        | 0.00              | 0.00           | 0.00                  | 500.00            | 3.92        | 496.0       |
| 10     | Cards           | Master Caro  | 3                              | 2 600.00         | 100.00   | 2 493.40      | 0.00              | 0.00           | 0.00                  | 2 600.00          | 100.00      | 2 493.4     |
| 10     | Cards           | Coob   | 2                              | 4 110.00         | 10.65  | 105.17        | 0.00              | 0.00           | 0.00                  | 4 440 00          | 10.03       | 103.        |
| 20     | Cash            | Cheque   |                                | 4 110.00         | 0.00   | 20.00         | 0.00              | 0.00           | 0.00                  | 4 110.00          | 0.00        | 4 110.0     |
| 21     | Debit Orders    | ACB  | 4                              | 11 500 00        | 86.07  | 11 413 93     | 11 500 00         | 86.07          | 11 413 93             | 0.00              | 0.00        | 0.0         |
| 22     | Debit ofdera    |  |                                | 33 520.00        | 666.18   | 32853.82      | 11500             | 86.07          | 11413.93              | 22020             | 580.11      | 21439.8     |
| 23     |                 |  |                                | 00 020100        | 000110   | OLOGOIOL      | 11000             | 00101          |                       | LLVLV             | 000111      | 2110010     |
| 24     | Bank            |  | 3                              | 1,270.00         | 0.00   | 1,270.00      | 0.00              | 0.00           | 0.00                  | 1.270.00          | 0.00        | 1,270.0     |
| 25     | Cards           |  | 10                             | 16,620.00        | 580.11   | 16,039.89     | 0.00              | 0.00           | 0.00                  | 16,620.00         | 580.11      | 16,039.8    |
| <br>26 | Cash            |  | 4                              | 4,130.00         | 0.00   | 4,130.00      | 0.00              | 0.00           | 0.00                  | 4,130.00          | 0.00        | 4,130.0     |
| 27     | Debit Orders    |  | 4                              | 11,500.00        | 86.07  | 11,413.93     | 11,500.00         | 86.07          | 11,413.93             | 0.00              | 0.00        | 0.0         |
| 28     | Failed          |  | 2                              | 0.00             | 2.28   | -2.28         | 0.00              | 0.00           | 0.00                  | 0.00              | 0.00        | 0.0         |
| 30     | This report is  | Non-Editable ( Lega )  |                                |                  |  | 0             | Ph                | one 0861-NEXIO | N for support http:// | /www.nexion.co.za | 0           |             |
| 31     | Report Filename | NX_091014_091021_Submi_E   | rs L Botha,Keys,Pelimkakais,Du | Toit_20091021140 | 0239_E.NXX   |               | Da                | ite 2009 10 21 |                       | π                 | me 14:02:39 |             |
| 32     |                 |  |                                |                  |  |               |                   |                |                       |                   |             |             |
| 33     | 1               |  |                                |                  |  |               |                   |                |                       |                   |             |             |
| 34     |                 |  |                                |                  |  |               |                   |                |                       |                   |             |             |
| 35     |                 | and the second sec |                                |                  |  |               |                   |                |                       |                   |             |             |
| 14     | ♦ ► ► Bank      | / Cards / Cash / Debit (   | Orders / Failed   Summar       | y / 🖘 /          |  |               |                   |                | 14                    |                   |             | (40)        |
| Re     | ady             |  | 100 C                          |                  |  |               |                   |                |                       |                   |             |             |
|        |                 | 1  | I                              |                  | I  |               |                   |                |                       |                   | I           |             |
|        |                 | 3  | 1                              |                  | F  |               |                   | 6              |                       |                   | 7           |             |

- 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.

| В                               | С  |  |  |   |   |  |   |   |                  |   |
|---------------------------------|--|--|--|---|---|--|---|---|------------------|---|
|                                 |  | D  | E  | F   | G   | Н  | I   | J   | К                | L   |
|                                 |  |  |  |   |   |  |   |   |                  |   |
|                                 |  |  |  | Submission  |   |  |   |   |                  |   |
|                                 |  |  | For  | All   |   |  |   |   |                  |   |
| VIOD                            |  |  | Date Range   | From . 2011-  | 04-01   |  | On als flas   |   |                  | Na hua al   |
|                                 |  |  | j  | To : 2011-05  | -00   |  | Cash liov   | v manage  | ement.           | solved  |
|                                 |  |  | Tab  | Summary of  | ummarios  |  |   |   |                  | ~   |
|                                 |  |  | Tab  | Summary or a  | summaries   |  |   |   |                  |   |
|                                 |  |  |  |   |   |  |   |   |                  |   |
|                                 |  |  |  |   |   |  |   |   |                  |   |
|                                 |  |  | Totals   | i i   |   | Pending  |   |   | Paid             |   |
| Payment Type                    | ΟΤΥ  | Trxn Amount  | Fees   | Nett Amount   | Trxn Amount   | Fees   | Nett Amount   | Amount  | Fees             | Nett Amou   |
|                                 | 53   | 33.770.00  | 385.60   | 33.384.40   | 22.646.74   | 3.57   | 22.643.17   | 11.123.26   | 382.03           | 10.74   |
|                                 | 8  | 1,752.00   | 39.94  | 1,712.06  | 0.00  | 0.00   | 0.00  | 1,752.00  | 39.94            | 1,71  |
| ical Aid                        | 4  | 1,133.30   | 25.84  | 1,107.46  | 0.00  | 0.00   | 0.00  | 1,133.30  | 25.84            | 1,10  |
| x                               | 1  | 30.13  | 0.68   | 29.45   | 0.00  | 0.00   | 0.00  | 30.13   | 0.68             | 2   |
| t Cards                         | 13   | 1,052.10   | 35.96  | 1,016.14  | 0.00  | 0.00   | 0.00  | 1,052.10  | 35.96            | 1,01  |
| rs                              | 1  | 1.00   | 0.02   | 0.98  | 0.00  | 0.00   | 0.00  | 1.00  | 0.02             | 1   |
| ter Card                        | 33   | 17,150.27  | 195.51   | 16,954.76   | 0.00  | 0.00   | 0.00  | 17,150.27   | 195.51           | 16,95   |
| er                              | 4  | 415.00   | 4.74   | 410.26  | 0.00  | 0.00   | 0.00  | 415.00  | 4.74             | 41  |
|                                 | 20   | 13,249.63  | 151.03   | 13,098.60   | 0.00  | 0.00   | 0.00  | 13,249.63   | 151.03           | 13,09   |
| 1                               | 71   | 6,501.02   | 0.00   | 6,501.02  | 861.15  | 0.00   | 861.15  | 5,639.87  | 0.00             | 5,63  |
| que                             | 16   | 4,213.21   | 0.00   | 4,213.21  | 2,933.00  | 0.00   | 2,933.00  | 1,280.21  | 0.00             | 1,28  |
|                                 |  | 79,267.66  | 839.32   | 78,428.34   | 26,440.89   | 3.57   | 26,437.32   | 52,826.77   | 835.75           | 51,991  |
|                                 | -  |  |  |   |   |  |   |   |                  |   |
|                                 | 53   | 33,770.00  | 385.60   | 33,384.40   | 22,646.74   | 3.57   | 22,643.17   | 11,123.26   | 382.03           | 10,74   |
|                                 | 12   | 2,885.30   | 65.78  | 2,819.52  | 0.00  | 0.00   | 0.00  | 2,885.30  | 65.78            | 2,81  |
|                                 | 72   | 31,898.13  | 387.94   | 31,510.19   | 0.00  | 0.00   | 0.00  | 31,898.13   | 387.94           | 31,51   |
|                                 | 87   | 10,714.23  | 0.00   | 10,714.23   | 3,794.15  | 0.00   | 3,794.15  | 6,920.08  | 0.00             | 6,92  |
| _                               |  |  |  |   |   |  |   |   |                  |   |
| - Editable ( Legal )            | -  |  |  |   |   |  | Phone 0861-NEXION   | for support http://ww   | w.nexion.co.za   |   |
| maryOfSummeries_1_2011050950559 | 6.XIS  | · · · · · · · · · · · · · · · · · · ·  |  | 1   |   |  | Date 2011 05 09   | T   | 1                | 1 Ime 12:44:36  |
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|                                 |  |  |  | · · · · ·   |   |  |   |   |                  |   |
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| ent Summary of summaries /      | 4  |  |  |   | 10  |  | ш   |   |                  | E.  |
| A                               |  |  |  |   | -   |  |   |   | NUR              |   |
|                                 | Payment Type  cal Ald  c cards s er Card r  Editable (Legal ) maryOfSummeries_1_2011050950559 ent ). Summary of summaries/ | Payment Type         QTY           53         53           cal Ald         4           4         11           cr         13           sr         11           er Cards         13           r         20           11         20           12         21           Use         16           53         12           6dtable (Legal)         53           maryOfSummeries_1_20110509505598 xis         12 | Payment Type         QTV         Trxn Amount           53         33,770.00           cal Ald         4         1,133.30           c.         1         30.13           c.         1         30.13           c.         1         30.13           c.         1         1,052.10           s         1         1,052.10           er Card         33         17,150.27           r         4         415.00           c.         20         13,249.63           d.         71         6,501.02           ue         16         4,213.21           ue         16         4,213.21           ue         16         4,213.21           ue         12         2,885.30           87         10,714.23         87           BaryOfSummeries_1_20110509505598 xis         10,714.23           ent | Date Range           Date Range           Tab           Tab           Tab           Payment Type         QTY         Tran Amount         Fees           53         33,770.00         385.60           8         1,752.00         39.94           4         1,133.30         25.84           4         1         30.13         0.68           6         1         30.13         0.68           1         10.02         10.52.10         35.96           5         1         1.00         0.02           er Card         33         17,150.27         195.51           r         4         415.00         4.74           20         13,249.63         151.03         0.00           pre         16         4,213.21         0.00           pre         12         2,485.30         65.78           33,770.00         385.60         12         2,485.30         65.78           72         31,898.13         387.94         87         10,714.23         0.00           Edable (Legal)         10,714.23         0.00         10,714.23         0.00         10,714.23         0.00 <td>Date Range From : 2011-05           To : 2011-05           Tab         Summary of summaries/           Payment Type         QTV         Tran Amount         Fees         Nett Amount           Payment Type         QTV         Tran Amount         Fees         Nett Amount           Summary of summaries/         Tran Amount         Fees         Nett Amount           Payment Type         QTV         Tran Amount         Fees         Nett Amount           Cards         33,770.00         385.60         33,384.40           Ald         4         1,133.30         25.84         1,107.46           Cards         13         1,052.10         35.95         1,107.46           Cards         13         1,052.10         30.56         12,16,94.76           r         4         415.00         4.74         410.26           r         6,510.2         0.00         4,213.21         0.00         4,213.21           r         79,267.66</td> <td>Date Range (From : 2011-04-01<br/>To : 2011-05-09           Tab         Summary of summaries           Tab         Summary of summaries           Payment Type         QTY         Tran Amount         Fees         Nett Amount         Tran Amount           Payment Type         QTY         Tran Amount         Fees         Nett Amount         Tran Amount           Cal Ad         4         1,133.30         25.84         1,107.46         0.00           Cardis         13         1,052.10         35.96         1,016.14         0.00           Cardis         13         1,052.10         0.554.76         0.00           c        </td> <td>Date Range From : 2011-03-01           To : 2011-05-09           Tab         Summary of summaries           Tab         Summary of summaries           Payment Type         QTY         Tran Amount         Fees         Nett Amount         Tran Amount         Fees           8         3,374.00         385.60         33,384.40         22,646.74         5.37           8         3,770.00         385.60         33,384.40         22,646.74         5.37           1         30.13         0.68         29.44         0.00         0.00           cards         13         1,052.10         35.96         1,016.14         0.00         0.00           cards         13         1,150.27         195.51         16,954.76         0.00         0.00           card         33         17,150.47         195.51         16,954.76         0.00         0.00           card         1         1.00         0.02         0.98         0.00         0.00           card         1         1.00         0.22         0.93.32         78,428.10         0.00         0.00           card         12         2,286.53         15.03         13,098.60         0.00         0.00</td> <td>Date Range (From : 2011-05-09)       Cash flow         To : 2011-05-09       Tab       Summary of summaries         Tab       Summary of summaries       Mett Amount       Fees       Nett Amount       Nett Amount       Nett Amount       Nett Amount       Nett Amount</td> <td>Cash flow manage</td> <td>Date Range From: 2011-04-01<br/>To : 2011-05-09         Cash flow management. §           Tab         Summary of summaries         Cash flow management. §           To : 2011-04-01<br/>Summary of summaries         To : 2011-04-01<br/>Summary of summaries         Cash flow management. §           Payment Type         QTV         Tran Anount         Fees         Nett Amount         Fees         Nett Amount         Fees           Add         4         J752.00         335,700.00         356.50         33,370.00         80.00         0.00         0.00         1,752.00         39.94           cards         3         3.013         0.68         29.45         0.00         0.00         3.013         0.68           Cards         1         J00.02         0.98         0.00         0.00         0.00         1.33.33         25.84           Cards         1         J00.02         0.98         0.00         0.00         0.00         1.35.96         3.37.70.01         3.57         2.64.31.71         1.55.75         3.57         0.00         3.57         2.64.37.72         1.55.75         1.59.37.75         3.57         2.64.37.72         2.26.65.77         6.35.75         0.00           card         4         4.50.0         4.21.32.1         2.93.30<!--</td--></td> | Date Range From : 2011-05           To : 2011-05           Tab         Summary of summaries/           Payment Type         QTV         Tran Amount         Fees         Nett Amount           Payment Type         QTV         Tran Amount         Fees         Nett Amount           Summary of summaries/         Tran Amount         Fees         Nett Amount           Payment Type         QTV         Tran Amount         Fees         Nett Amount           Cards         33,770.00         385.60         33,384.40           Ald         4         1,133.30         25.84         1,107.46           Cards         13         1,052.10         35.95         1,107.46           Cards         13         1,052.10         30.56         12,16,94.76           r         4         415.00         4.74         410.26           r         6,510.2         0.00         4,213.21         0.00         4,213.21           r         79,267.66 | Date Range (From : 2011-04-01<br>To : 2011-05-09           Tab         Summary of summaries           Tab         Summary of summaries           Payment Type         QTY         Tran Amount         Fees         Nett Amount         Tran Amount           Payment Type         QTY         Tran Amount         Fees         Nett Amount         Tran Amount           Cal Ad         4         1,133.30         25.84         1,107.46         0.00           Cardis         13         1,052.10         35.96         1,016.14         0.00           Cardis         13         1,052.10         0.554.76         0.00           c | Date Range From : 2011-03-01           To : 2011-05-09           Tab         Summary of summaries           Tab         Summary of summaries           Payment Type         QTY         Tran Amount         Fees         Nett Amount         Tran Amount         Fees           8         3,374.00         385.60         33,384.40         22,646.74         5.37           8         3,770.00         385.60         33,384.40         22,646.74         5.37           1         30.13         0.68         29.44         0.00         0.00           cards         13         1,052.10         35.96         1,016.14         0.00         0.00           cards         13         1,150.27         195.51         16,954.76         0.00         0.00           card         33         17,150.47         195.51         16,954.76         0.00         0.00           card         1         1.00         0.02         0.98         0.00         0.00           card         1         1.00         0.22         0.93.32         78,428.10         0.00         0.00           card         12         2,286.53         15.03         13,098.60         0.00         0.00 | Date Range (From : 2011-05-09)       Cash flow         To : 2011-05-09       Tab       Summary of summaries         Tab       Summary of summaries       Mett Amount       Fees       Nett Amount       Nett Amount       Nett Amount       Nett Amount       Nett Amount | Cash flow manage | Date Range From: 2011-04-01<br>To : 2011-05-09         Cash flow management. §           Tab         Summary of summaries         Cash flow management. §           To : 2011-04-01<br>Summary of summaries         To : 2011-04-01<br>Summary of summaries         Cash flow management. §           Payment Type         QTV         Tran Anount         Fees         Nett Amount         Fees         Nett Amount         Fees           Add         4         J752.00         335,700.00         356.50         33,370.00         80.00         0.00         0.00         1,752.00         39.94           cards         3         3.013         0.68         29.45         0.00         0.00         3.013         0.68           Cards         1         J00.02         0.98         0.00         0.00         0.00         1.33.33         25.84           Cards         1         J00.02         0.98         0.00         0.00         0.00         1.35.96         3.37.70.01         3.57         2.64.31.71         1.55.75         3.57         0.00         3.57         2.64.37.72         1.55.75         1.59.37.75         3.57         2.64.37.72         2.26.65.77         6.35.75         0.00           card         4         4.50.0         4.21.32.1         2.93.30 </td |

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

| 11 1 1 | H | immary of   | f Sumr | naries | / Dr / | A Smit | h / Dr | B Smit |    | C Smith / |
|--------|---|-------------|--------|--------|--------|--------|--------|--------|----|-----------|
| Draw - | A | utoShapes 🔻 | 1      |        | 0      |        | 08     |        | 34 | / A .     |
|        |   |             |        |        |        |        |        |        |    |           |

## **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

| Name: I HP LaserJet M3035 MFP PCL 6   | ▼ Propert                        |
|---|----------------------------------|
| Status: Idle<br>Type: HP LaserJet M3035 MFP PCL 6<br>Where: HPDIU_192.168.0.7<br>Comment: | Fin <u>d</u> Print               |
| Print range   | Copies Number of <u>c</u> opies: |
| Print what  Selection  Active sheet(s)  Print workbook  Selection  List                   |                                  |

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## **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

| Fil | le Edit View Window Help                 |        |
|-----|--|--------|
|     | Open                                     | Ctrl+O |
| 1   | Open for Editing                         |        |
| 2   | Close                                    |        |
| 3   |  |        |
| 4   | Page Setup                               |        |
| 5   | Set Print Area                           |        |
| 6   | Clear Print Area                         |        |
| 7   | Print Preview                            |        |
| 8   | Print                                    | Ctrl+P |
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| 13  | 3\NX_110128_110128_Cash_Development_2011 |        |
| 14  | 4\NX 110127 110127 Submi Development 201 |        |
| 15  |  |        |
| 16  | Exit                                     |        |
| 17  |  |        |
| 18  |  |        |

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

| Name: IP Laser Jet M3035 MFP PCL 6  | ▼ Propert                             |
|---|---------------------------------------|
| Status: Idle<br>Type: HP LaserJet M3035 MFP PCL 6<br>Where: HPDIU_192.168.0.7<br>Comment: | Fin <u>d</u> Pri                      |
| Print range<br>All<br>Page(s) From: To:   | Copies<br>Number of <u>c</u> opies: 1 |
| Print what  Selection  Active sheet(s)  Print workbook  List                              |                                       |

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

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## **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.

| File Tasks Settings |                           |
|---------------------|---------------------------|
| User maintenance    | Menu Options              |
|                     | ess Standalone Transactio |
| Payment Solutions   | Obtain Pre-authorization  |
|                     | Generate Reports          |
|                     | Register Stop Order Party |
|                     | Report Receipts           |
|                     | Depost Cash & Deque       |
|                     | Process Refund            |

3. Select Add.

| Tasks Settings                                   |                           |
|--|---------------------------|
| Stop-Order Party Maintenance<br>User maintenance | Menu Options              |
| Report Subscriptions                             | Add on Remove             |
|  | Obtain Pre-authorization  |
|  | Generate Reports          |
| B  | legister Stop Order Party |
|  | Reprint Receipts          |
|  | Deposit Cash & Cheque     |
|  | Process Refund            |

4. A Schedule Report screen will be displayed.

| Report Type:      | Submission | • | Trxn Category: | All     | ÷.       |
|-------------------|------------|---|----------------|---------|----------|
| Trxn type:        | Ali        | • | Status:        | All     | Ŧ        |
| Cycle Period:     | Daily      | • |                |         |          |
| estination Email: |            |   |                | Send Te | st Email |
|                   |            |   |                |         |          |

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

| Report Type       | Submission               | Trxn Category: | AI            |
|-------------------|--------------------------|----------------|---------------|
| Trxn type         | Submission<br>Bank Recon | Status:        | All           |
| Cycle Period:     | Daily                    | -              |               |
| Destination Email | [                        |                | Send Test Ema |
|                   |                          |                |               |

6. Select the transaction category from the drop down.

| Report Type:      | Submission  | • | Trxn Category: | All          |     |
|-------------------|-------------|---|----------------|--------------|-----|
| Trxn type:        | Ali         | • | Status:        | Cash         |     |
| Cycle Period:     | Daily       | • |                | Bank<br>Card |     |
|                   |             |   |                | 700          |     |
| estination Email: |             |   |                | Send Test Em | ail |
| Licensee          | Development |   |                |              | -   |
| Dooridoo.         | Development |   |                |              |     |

7. Select the transaction type from the drop down.

| Report Type:       | Submission                               | • | Trxn Category: | Card         |
|--------------------|--|---|----------------|--------------|
| Trxn type:         | All                                      | • | Status:        | All          |
| Cycle Period:      | Al<br>Master Card<br>Visa<br>Debit Cards |   |                |              |
| Destination Email: | Diners                                   |   |                | Send Test En |
| Licensee:          | Development                              |   |                |              |

8. Select the Cycle Period from the drop down.

|                     | •                                       | Status:       | All   |
|---------------------|---|---------------|---|
| ily                 | •                                       |               | 2   |
| iy<br>ekly<br>nthly |   |               |   |
|                     |   |               | Send Test Email   |
| elopment            |   |               |   |
|                     | l <b>y</b><br>ekty<br>nthly<br>elopment | ekly<br>nthly | Status: Statu |

9. Select the status from the drop down

| Report Type:  | Submission  | • | Trxn Category: | Card                             | •        |
|---------------|-------------|---|----------------|----------------------------------|----------|
| Trxn type:    | Ali         | • | Status:        | All                              |          |
| ycle Period:  | Daily       | • |                | All<br>Pending<br>Failed<br>Paid |          |
| nation Email: |             |   |                | Send Test Email                  |          |
| Licensee:     | Development |   |                |                                  | <b>_</b> |

10. Select Licensee from the drop down.

| Report Type:       | Submission 🔹         | Trxn Category: | Card        |       |
|--------------------|----------------------|----------------|-------------|-------|
| Trxn type:         | All 🔹                | Status:        | All         |       |
| Cycle Period:      | Daily                | ř.             |             |       |
| Destination Email: | bleeman@nexion.co.za | k<br>          | Send Test I | Email |
| Destination Email: | bleeman@nexion.co.za |                | Send Test I | Email |

11. Type in the Destination Email address.

|            | Status:          | Al                   |
|------------|------------------|----------------------|
| D 4        |                  |                      |
| Daily      | -                |                      |
| evelopment |                  | <u></u>              |
|            | oleeman@nexion.c | oleeman@nexion.co.za |

12. Select Send Test Email.

| Report Type:                   | Submission                    | •       | Trxn Category: | Card     | <b>•</b>  |
|--------------------------------|-------------------------------|---------|----------------|----------|-----------|
| Trxn type:                     | Ali                           | •       | Status:        | All      | •         |
| Cycle Period:                  | Daily                         |         |                | -        |           |
|                                |                               |         |                |          |           |
| estination Email:              | bleeman@nexior                | n.co.za |                | Send Tes | t Email   |
| stination Email:<br>Licensee:  | bleeman@nexior                | n.co.za |                | Send Tes | t Email   |
| estination Email:<br>Licensee: | bleeman@nexior<br>Development | n.co.za |                | Send Te: | t Email ← |

13. An Email Sent Successfully message will be displayed.

| Prompt 🗾                |  |
|-------------------------|--|
| Email sent successfully |  |
| ОК                      |  |