

## 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

The screenshot shows a 'Search criteria' dialog box with the following fields and values:

- Report Type: Submission
- Date from: 03 May 2011
- Date to: 03 May 2011
- Txn Category: All
- Txn type: All
- Licensee: ALL
- Member Ref: (empty)
- Transaction Ref: (empty)
- Nexion Ref: (empty)
- Format: noneditable
- Status: All

Buttons at the bottom: Cancel,  Summary Only, Generate.

### 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

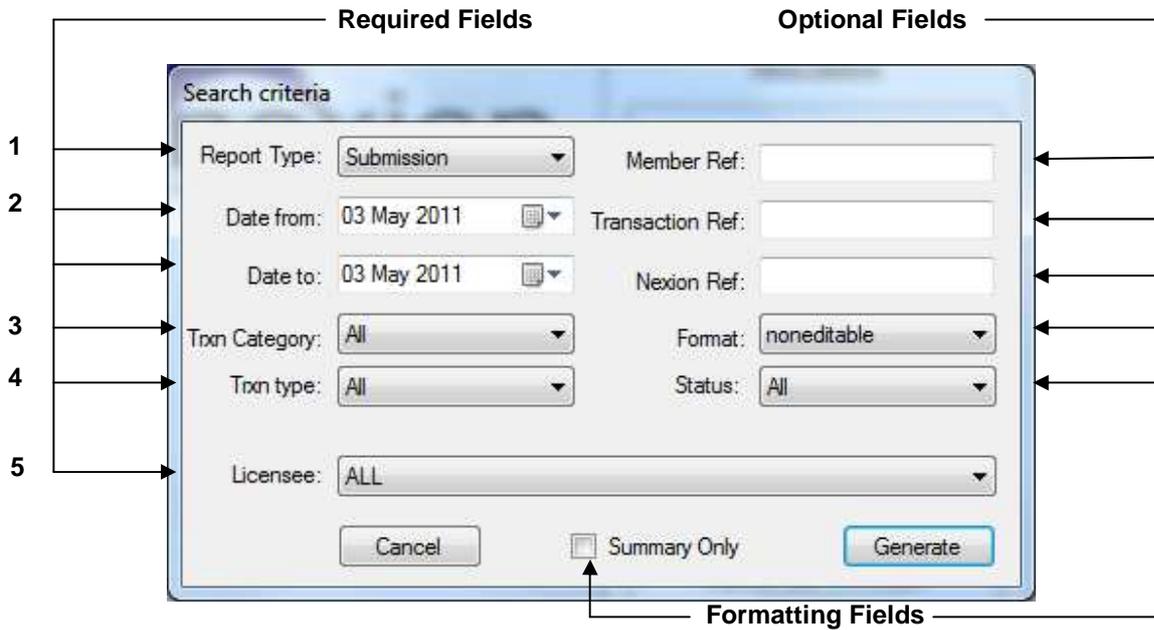
### Formatting fields

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



### Transaction Categories and Types

There are 5 transaction categories:

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



\* Note that when selecting “All” from the “Txn 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.

Search criteria

Report Type: Submission Member Ref:

Date from: 28 Jan 2011 Transaction Ref:

Date to: 28 Jan 2011 Nexion Ref:

Txn Category: All Format: noneditable

Txn type: All Status: All

Licensee: Stop Order

Cancel  Summary Only Generate

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

Search criteria

Report Type: Submission Member Ref:

Date from: 03 May 2011 Transaction Ref:

Date to: 03 May 2011 Nexion Ref:

Txn Category: Cash Format: noneditable

Txn type: All Status: All

Licensee: Cheque

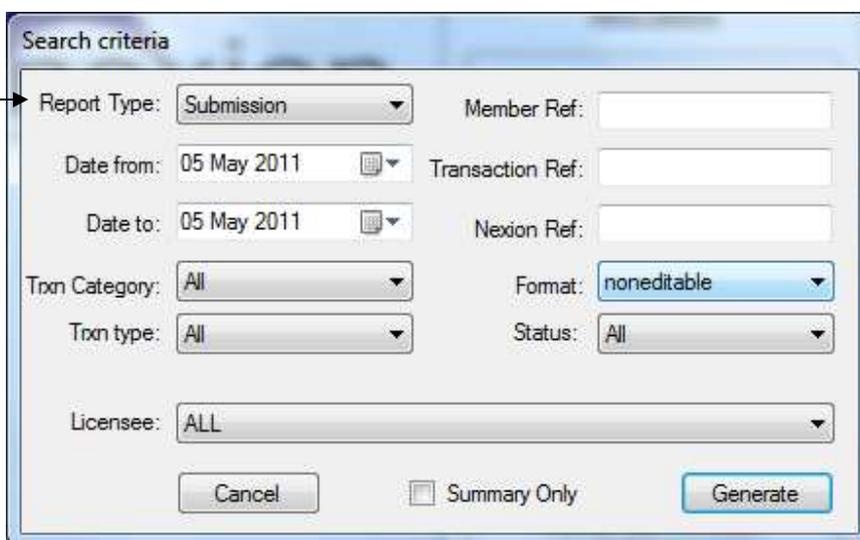
Cancel  Summary Only Generate

## Generating Reports

1. From the Nexion “Main Menu” select “Generate Reports”



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



3. Select "Date from" for report

Search criteria

Report Type:  Member Ref:

→ Date from:  Transaction Ref:

Date to:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: 2011/05/05

Summary Only

4. Select "Date To" for report

Search criteria

Report Type:  Member Ref:

Date from:  Transaction Ref:

→ Date to:  Nexion Ref:

Trxn Category:

Trxn type:

Licensee:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: 2011/05/05

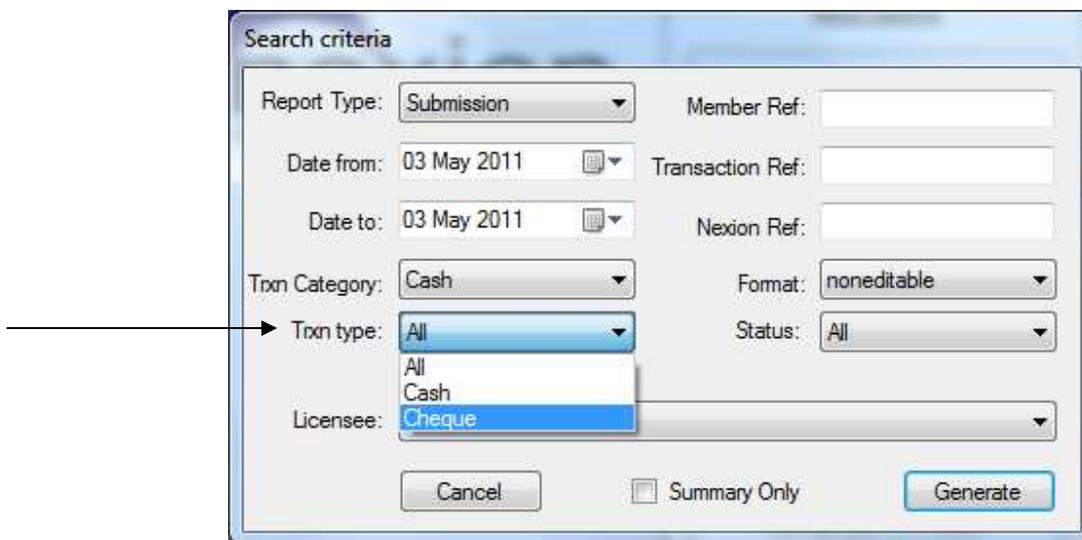
**Please Note**

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

- 5. Select the “Transaction Category” to appear on report



- 6. Select the “Transaction Type” to appear on report



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

The screenshot shows a 'Search criteria' dialog box with the following fields: Report Type (Submission), Date from (05 May 2011), Date to (05 May 2011), Trxn Category (All), Trxn type (All), Licensee (ALL), Member Ref, Transaction Ref, Nexion Ref, Format (noneditable), and Status (All). The 'Licensee' dropdown menu is open, showing options: ALL, Development, and Drs L Botha & Du Toit. An arrow points to the dropdown menu.

- 8. Select "Generate" to create your reports

The screenshot shows the same 'Search criteria' dialog box as above, but with the 'Licensee' dropdown menu closed and the 'Generate' button highlighted. The 'Format' dropdown menu is also set to 'noneditable'. An arrow points to the 'Generate' button.

**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.

The screenshot shows a Microsoft Excel spreadsheet with the following content:

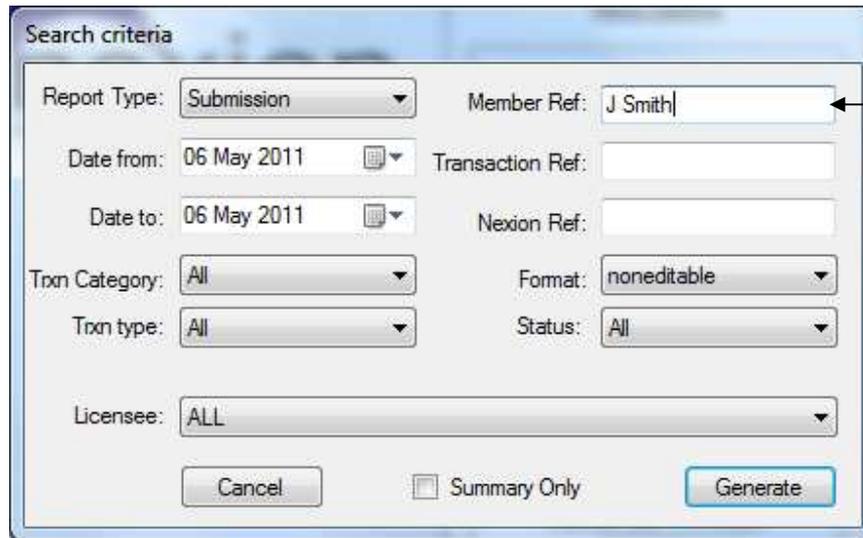
- Header:** Submission Development, For Date Range: From : 2011-05-06 To : 2011-05-06, Tab Summary. A note on the right says 'Cash flow management. Solved.'
- Logo:** nexion Payment Solutions
- Summary Table:**

Tab	Payment Type	QTY	Totals			Pending			Paid		
			Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount	Amount	Fees	Nett Amount
Cash	Cash	3	6.15	0.00	6.15	6.15	0.00	6.15	0.00	0.00	0.00
Cash	Cheque	1	1.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	0.00
			<b>7.15</b>	<b>0.00</b>	<b>7.15</b>	<b>7.15</b>	<b>0.00</b>	<b>7.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Cash</b>		<b>4</b>	<b>7.15</b>	<b>0.00</b>	<b>7.15</b>	<b>7.15</b>	<b>0.00</b>	<b>7.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
- Footer:** This report is Non-Editable (Legal), Report Filename: SummaryOfSummaries\_1\_20110506787057.xls, Date: 2011 05 06, Time: 12:10:18.

## 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.

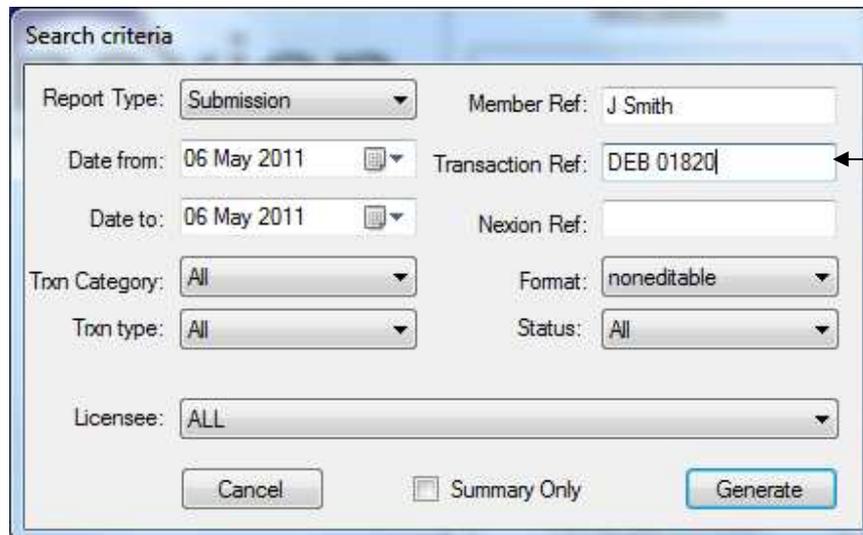


The screenshot shows a 'Search criteria' dialog box with the following fields and values:

- Report Type: Submission
- Member Ref: J Smith
- Date from: 06 May 2011
- Transaction Ref: (empty)
- Date to: 06 May 2011
- Nexion Ref: (empty)
- Trxn Category: All
- Format: noneditable
- Trxn type: All
- Status: All
- Licensee: ALL

Buttons at the bottom include 'Cancel', 'Summary Only' (checkbox), and 'Generate'. An arrow points to the 'Member Ref' text box.

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



The screenshot shows the same 'Search criteria' dialog box as above, but with the 'Transaction Ref' field populated with 'DEB 01820'. An arrow points to this field.

Fields and values:

- Report Type: Submission
- Member Ref: J Smith
- Date from: 06 May 2011
- Transaction Ref: DEB 01820
- Date to: 06 May 2011
- Nexion Ref: (empty)
- Trxn Category: All
- Format: noneditable
- Trxn type: All
- Status: All
- Licensee: ALL

Buttons at the bottom include 'Cancel', 'Summary Only' (checkbox), and 'Generate'.

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

The screenshot shows a 'Search criteria' dialog box with the following fields and values:

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

At the bottom, there are three buttons: 'Cancel', 'Summary Only' (with an unchecked checkbox), and 'Generate'. An arrow points to the 'Nexion Ref' field.

- 4. Select Generate, to generate a report.

This screenshot is identical to the one above, showing the 'Search criteria' dialog box with the same field values. An arrow points to the 'Generate' button at the bottom right.

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

Microsoft Excel Viewer - SummaryOfSummaries\_1\_20110506787057

File Edit View Window Help

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**nexion**  
Payment Solutions

Submission  
Development  
For Date Range From : 2011-05-06 To : 2011-05-06  
Tab Summary  
Cash flow management. Solved.

			Totals			Pending			Paid		
Tab	Payment Type	QTY	Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount	Amount	Fees	Nett Amount
Cash	Cash	3	6.15	0.00	6.15	6.15	0.00	6.15	0.00	0.00	0.00
Cash	Cheque	1	1.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	0.00
			<b>7.15</b>	<b>0.00</b>	<b>7.15</b>	<b>7.15</b>	<b>0.00</b>	<b>7.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Cash</b>		<b>4</b>	<b>7.15</b>	<b>0.00</b>	<b>7.15</b>	<b>7.15</b>	<b>0.00</b>	<b>7.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

This report is Non-Editable ( Legal )  
Report Filename SummaryOfSummaries\_1\_20110506787057.xls  
Phone 0861-NEXION for support http://www.nexion.co.za  
Date 2011 05 06 Time 12:10:18

Development / Summary of summaries /

Ready NUM

## Generating a report using Formatting fields

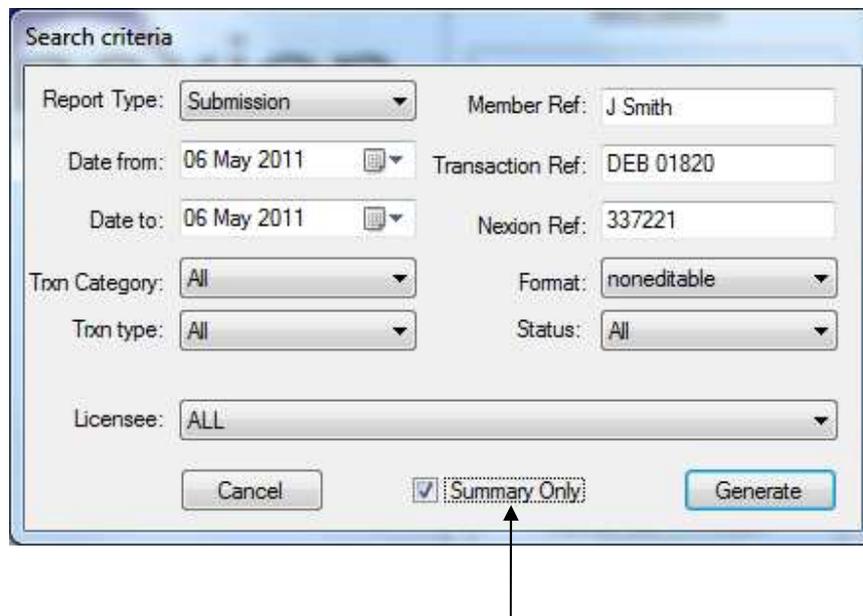
Nexion provides 2 types of reports: Non-Editable or Editable

- 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.

Search criteria

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: noneditable  
Licensee: ALL  
Cancel  Summary Only Generate

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

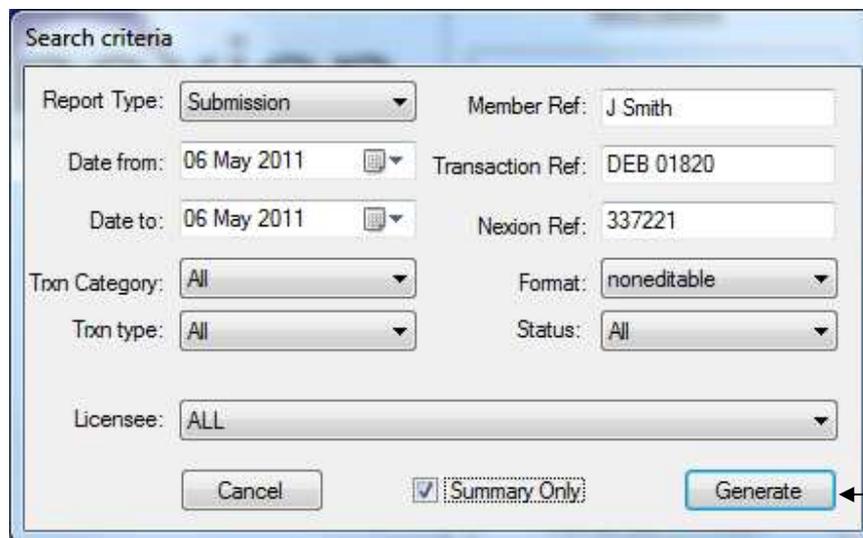


The screenshot shows a 'Search criteria' dialog box with the following fields and values:

- 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: All
- Licensee: ALL

At the bottom, there are three buttons: 'Cancel', 'Summary Only' (which is checked and highlighted with a dashed border), and 'Generate'. An arrow points to the 'Summary Only' button.

3. Select Generate, to generate a report



This screenshot is identical to the previous one, showing the 'Search criteria' dialog box with the same field values. In this step, the 'Generate' button at the bottom right is highlighted with a dashed border and an arrow points to it.

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

Microsoft Excel Viewer - SummaryOfSummaries\_1\_20110509072128

File Edit View Window Help

Submission  
Development  
For  
Date Range From : 2011-05-06 To : 2011-05-06  
Cash flow management. Solved.  
Tab Summary

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

This report is Non-Editable ( Legal )  
Report Filename SummaryOfSummaries\_1\_20110509072128.xls  
Phone 0861-NEXION for support <http://www.nexion.co.za>  
Date 2011 05 09 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

Microsoft Excel Viewer - SummaryOfSummaries\_1\_20110509072128

File Edit View Window Help

Submission  
Development  
For  
Date Range From : 2011-05-06 To : 2011-05-06  
Cash flow management. Solved.  
Tab Summary

**Header** ←

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
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
13	Cash	Cash	3	6.15	0.00	6.15	6.15	0.00	6.15	0.00	0.00	0.00
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												

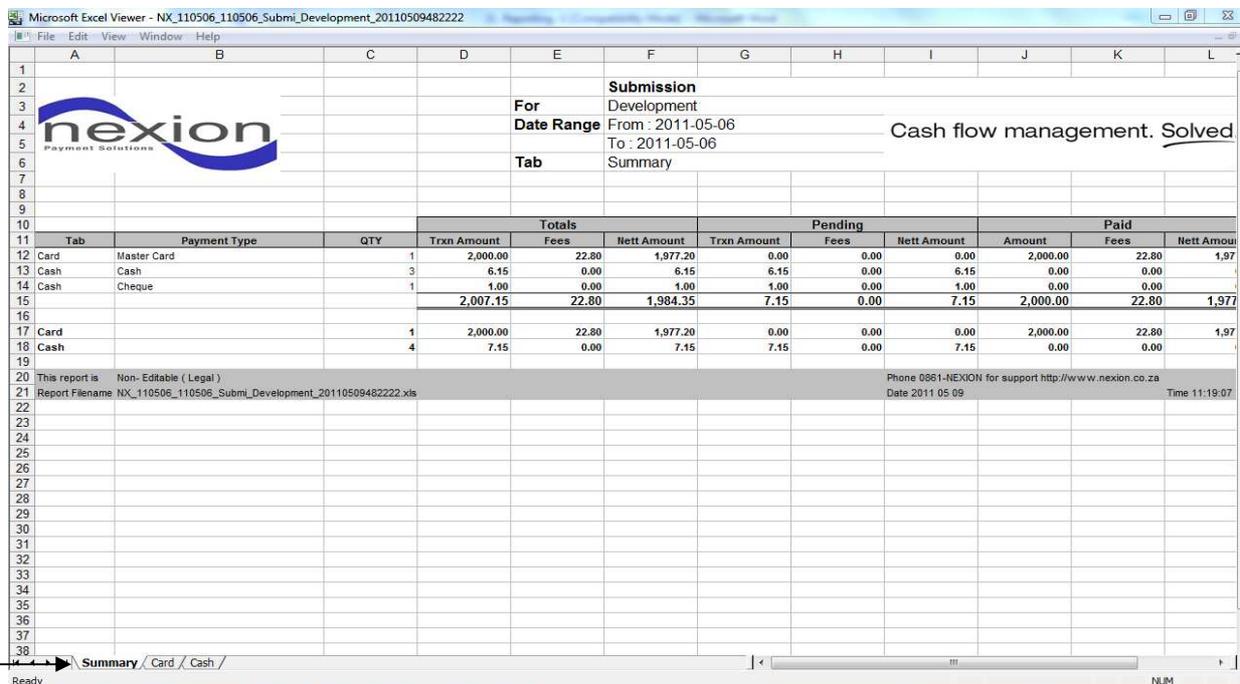
Data

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

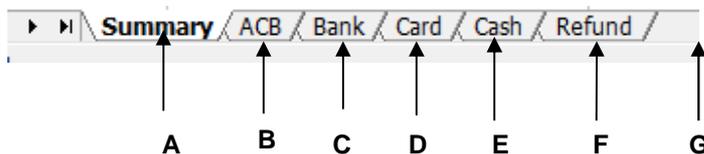
20	This report is	Non- Editable ( Legal )	Phone 0861-NEXION for support http://www.nexion.co.za
21	Report Filename	SummaryOfSummaries_1_20110509072128.xls	Date 2011 05 09 Time 10:25:10

Footer

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



Each type of payment received will reflect on its very own type of tab



- A. **Summary** – The report automatically opens on the summary tab giving you an overview of all transactions processed during the selected date range.
- B. **Debit Orders** – This tab allows you to view all debit/stop orders processed during the selected date range.
- C. **Bank** – This tab allows you to view all EFT and Medical Aid transactions processed during the selected date range.

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

## Individual Licensee Report

### Summary Tab

The Summary Tab provides totals by Payment Type and Status

Submission Report												
For Date Range: Drs L Botha, Keys, Pelimkakais, Du Toit												
From: 2009-10-14 To: 2009-10-21												
Tab: Summary												
Cash flow management. Solved.												
			Totals			Pending			Paid			
Tab	Payment Type	QTY	Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount	
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	
Bank	Medical Aid	1	40.00	0.00	40.00	0.00	0.00	0.00	40.00	0.00	40.00	
Cards	Amex	1	400.00	3.22	396.78	0.00	0.00	0.00	400.00	3.22	396.78	
Cards	Debit Cards	4	12 920.00	455.54	12 464.46	0.00	0.00	0.00	12 920.00	455.54	12 464.46	
Cards	Diners	1	500.00	3.92	496.08	0.00	0.00	0.00	500.00	3.92	496.08	
Cards	Master Card	3	2 600.00	106.60	2 493.40	0.00	0.00	0.00	2 600.00	106.60	2 493.40	
Cards	Visa	1	200.00	10.83	189.17	0.00	0.00	0.00	200.00	10.83	189.17	
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	
Cash	Cheque	1	20.00	0.00	20.00	0.00	0.00	0.00	20.00	0.00	20.00	
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	
			33 520.00	666.18	32853.82	11500	86.07	11413.93	22020	580.11	21439.89	
Bank	EFT	3	1 270.00	0.00	1 270.00	0.00	0.00	0.00	1 270.00	0.00	1 270.00	
Cards		10	16,620.00	580.11	16,039.89	0.00	0.00	0.00	16,620.00	580.11	16,039.89	
Cash		4	4,130.00	0.00	4,130.00	0.00	0.00	0.00	4,130.00	0.00	4,130.00	
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	
Failed		2	0.00	2.28	-2.28	0.00	0.00	0.00	0.00	0.00	0.00	

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

### Transaction Category Detail Tabs

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

**Submission Report**  
 For: Drs L Botha, Keys, Pelimkakais, Du Toit  
 Date Range: From : 2009-10-14 To : 2009-10-21  
 Tab: Cards  
 Cash flow management. Solved.

Total Transactions :10										Totals		
Payment Status	Card No or Member Name	Response Code	NexionRef	MemberRef	TransactionRef	Trxn Date	Expected Date	TrxnType	Trxn Amount	Fees	Nett Amount	
Paid	3770*****6554	00	BANKER <4798>	Amex	Crđ	19/10/2009	21/10/2009	Amex/Diners	400.00	3.22	396.78	
Paid	6007*****0027	00	BANKER <4764>	000001	39	14/10/2009	19/10/2009	Debit Cards	1 400.00	51.30	1 348.70	
Paid	6007*****0027	00	BANKER <4775>	Test the Member reference field and see if reports displays the full captured data		15/10/2009	19/10/2009	Debit Cards	10 000.00	345.42	9 654.58	
Paid	6007*****0027	00	BANKER <4783>	djc	tst	15/10/2009	19/10/2009	Debit Cards	1 220.00	45.14	1 174.86	
Paid	6007*****0027	00	BANKER <4797>	Dt Crđ Savings	Crđ	19/10/2009	21/10/2009	Debit Cards	300.00	13.68	286.32	
Paid	3660*****3322	00	BANKER <4799>	Diners	Crđ	19/10/2009	21/10/2009	Amex/Diners	500.00	3.92	496.08	
Paid	5221*****7987	00	BANKER <4765>	000001	40	14/10/2009	19/10/2009	Master Card	500.00	21.95	478.05	
Paid	5221*****9111	00	BANKER <4793>	card mc	tsts	16/10/2009	20/10/2009	Master Card	2 000.00	77.52	1 922.48	
Paid	5221*****9111	00	BANKER <4795>	lmc	Crđ	19/10/2009	21/10/2009	Master Card	100.00	7.13	92.87	
Paid	4923*****6636	00	BANKER <4796>	Visa	Crđ	19/10/2009	21/10/2009	Visa	200.00	10.83	189.17	
									<b>16 620.00</b>	<b>580.11</b>	<b>16 039.89</b>	
									Pending:	0.00	0.00	0.00
									Total Paid:	16,620.00	580.11	16,039.89

1. → Total Transactions :10  
 2. ↑ Payment Status  
 3. ↑ Card No or Member Name  
 4. ↑ NexionRef  
 5. ↑ MemberRef  
 6. ↑ TransactionRef  
 7. ↑ Trxn Date  
 8. ↑ Expected Date  
 9. ↑ Trxn Amount, Fees, Nett Amount  
 10. ↑ Pending, Total Paid

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

			Totals			Pending			Paid		
Tab	Payment Type	QTY	Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount
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
Bank	Medical Aid	1	40.00	0.00	40.00	0.00	0.00	0.00	40.00	0.00	40.00
Cards	Amex	1	400.00	3.22	396.78	0.00	0.00	0.00	400.00	3.22	396.78
Cards	Debit Cards	4	12 920.00	455.54	12 464.46	0.00	0.00	0.00	12 920.00	455.54	12 464.46
Cards	Diners	1	500.00	3.92	496.08	0.00	0.00	0.00	500.00	3.92	496.08
Cards	Master Card	3	2 600.00	106.60	2 493.40	0.00	0.00	0.00	2 600.00	106.60	2 493.40
Cards	Visa	1	200.00	10.83	189.17	0.00	0.00	0.00	200.00	10.83	189.17
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
Cash	Cheque	1	20.00	0.00	20.00	0.00	0.00	0.00	20.00	0.00	20.00
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
<b>Totals</b>			<b>33 520.00</b>	<b>666.18</b>	<b>32853.82</b>	<b>11500</b>	<b>86.07</b>	<b>11413.93</b>	<b>22020</b>	<b>580.11</b>	<b>21439.89</b>
Bank		3	1,270.00	0.00	1,270.00	0.00	0.00	0.00	1,270.00	0.00	1,270.00
Cards		10	16,620.00	580.11	16,039.89	0.00	0.00	0.00	16,620.00	580.11	16,039.89
Cash		4	4,130.00	0.00	4,130.00	0.00	0.00	0.00	4,130.00	0.00	4,130.00
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
Failed		2	0.00	2.28	-2.28	0.00	0.00	0.00	0.00	0.00	0.00

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.

Submission: All  
 Date Range: From : 2011-04-01 To : 2011-05-09  
 Tab: Summary of summaries

Tab	Payment Type	QTY	Totals			Pending			Paid		
			Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount	Amount	Fees	Nett Amount
ACB	ACB	53	33,770.00	385.60	33,384.40	22,646.74	3.57	22,643.17	11,123.26	382.03	10,74
Bank	EFT	8	1,752.00	39.94	1,712.06	0.00	0.00	0.00	1,752.00	39.94	1,71
Bank	Medical Aid	4	1,133.30	25.84	1,107.46	0.00	0.00	0.00	1,133.30	25.84	1,10
Card	Amex	1	30.13	0.68	29.45	0.00	0.00	0.00	30.13	0.68	2
Card	Debit Cards	13	1,052.10	35.96	1,016.14	0.00	0.00	0.00	1,052.10	35.96	1,01
Card	Diners	1	1.00	0.02	0.98	0.00	0.00	0.00	1.00	0.02	
Card	Master Card	33	17,150.27	195.51	16,954.76	0.00	0.00	0.00	17,150.27	195.51	16,95
Card	Other	4	415.00	4.74	410.26	0.00	0.00	0.00	415.00	4.74	41
Card	Visa	20	13,249.63	151.03	13,098.60	0.00	0.00	0.00	13,249.63	151.03	13,09
Cash	Cash	71	6,501.02	0.00	6,501.02	861.15	0.00	861.15	5,639.87	0.00	5,63
Cash	Cheque	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	51,99
ACB		53	33,770.00	385.60	33,384.40	22,646.74	3.57	22,643.17	11,123.26	382.03	10,74
Bank		12	2,885.30	65.78	2,819.52	0.00	0.00	0.00	2,885.30	65.78	2,81
Card		72	31,898.13	387.94	31,510.19	0.00	0.00	0.00	31,898.13	387.94	31,51
Cash		87	10,714.23	0.00	10,714.23	3,794.15	0.00	3,794.15	6,920.08	0.00	6,92

Report Filename: SummaryOfSummaries\_1\_2011050905596.xls  
 Date: 2011 05 09  
 Time: 12:44:38

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

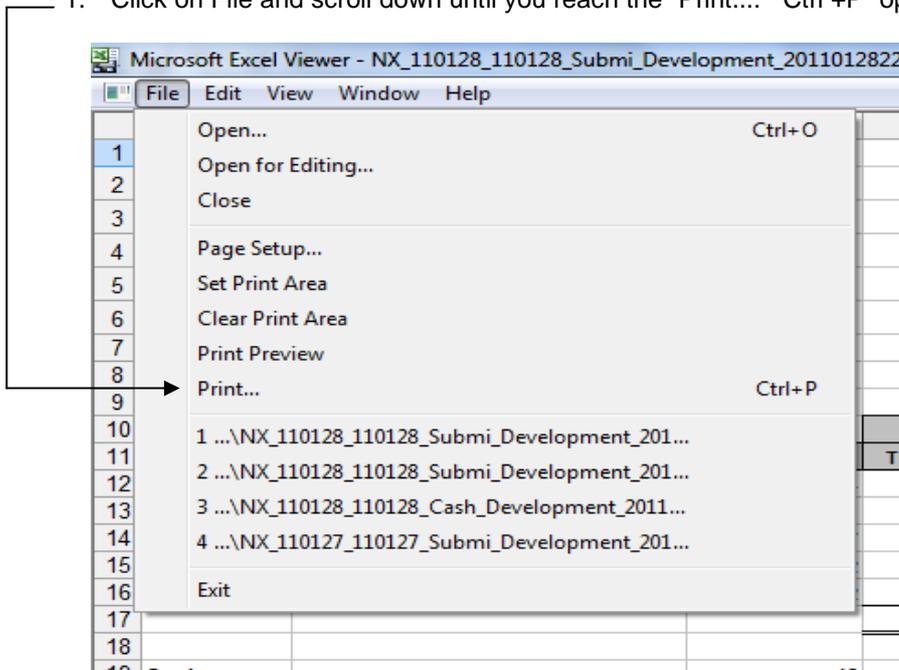


## Printing Reports

### Print Current Tab

To print a specific Tab, do the following:

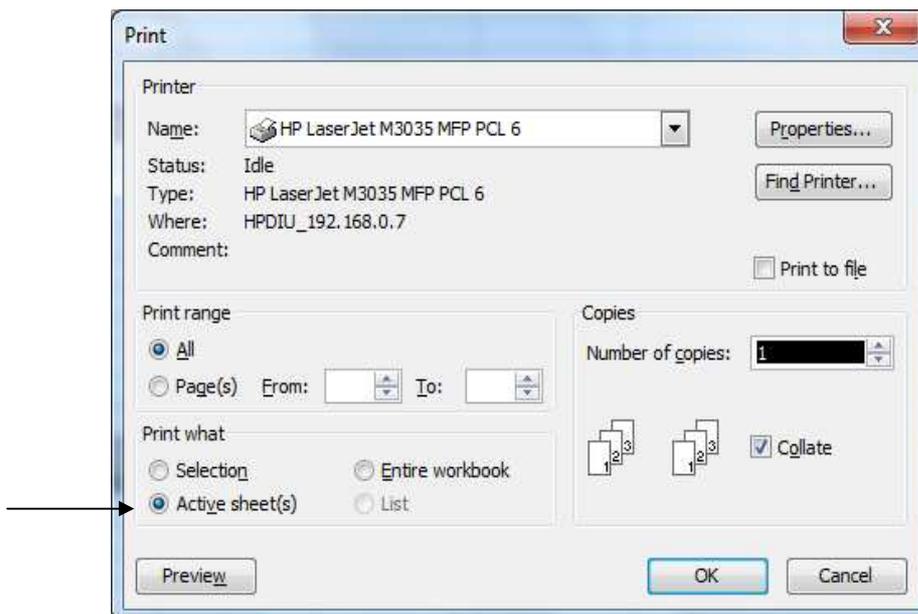
1. Click on File and scroll down until you reach the “Print.... Ctrl +P” option



**Please Note:**

Always ensure that your printer is switched on, and has enough paper.

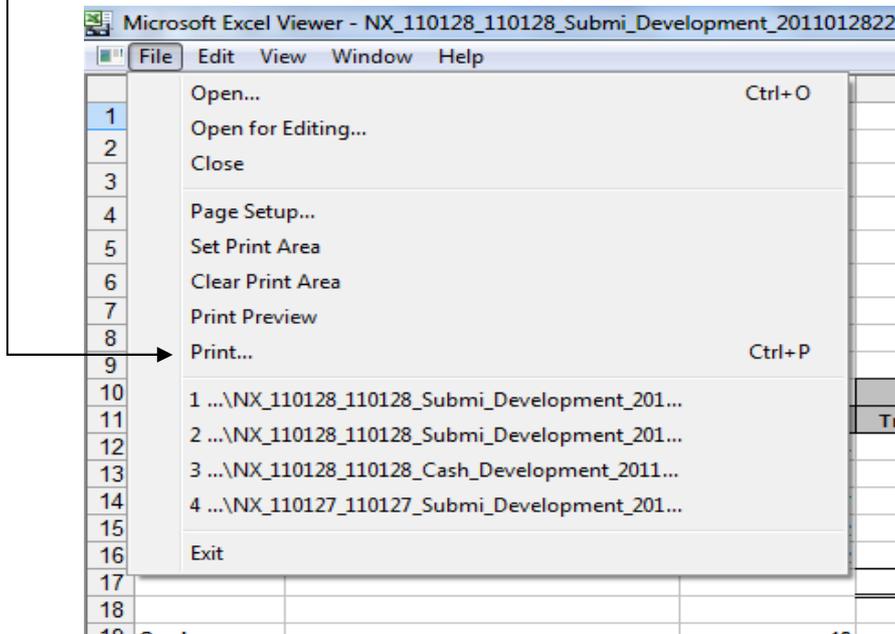
2. In the “Print what” section select the “Active Sheets” option to print the current tab



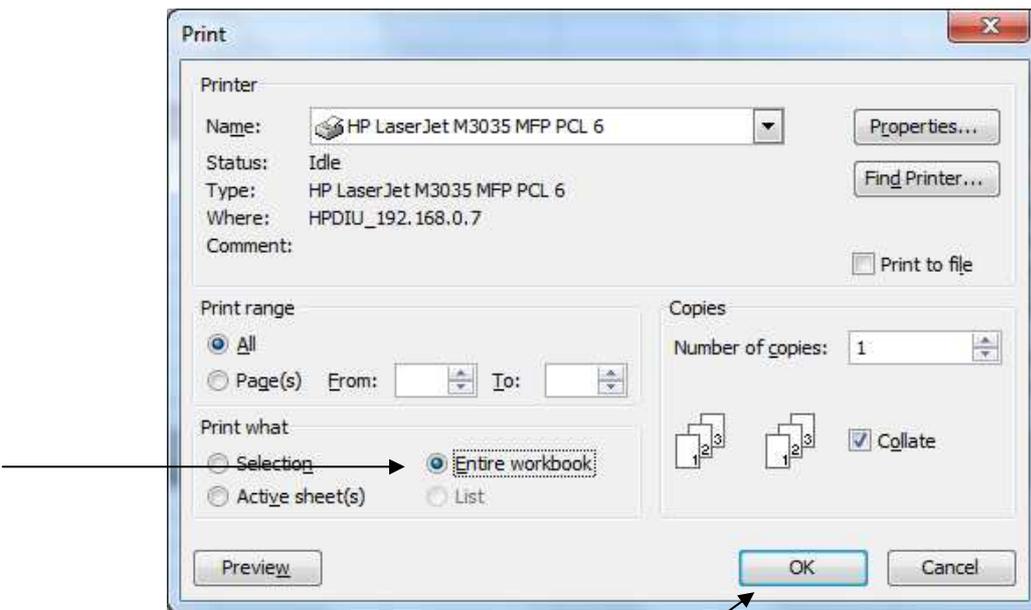
### Print Entire Workbook

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

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



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



- 5. Once selected click “OK” to start printing.

## Report Subscriptions

Nexion now allows you to subscribe to daily, weekly and monthly reports; reports will be delivered to any e-mail addresses specified and scheduled by you. Keep in touch with your cash flow by having reports delivered to you.

### Adding a user for report subscriptions

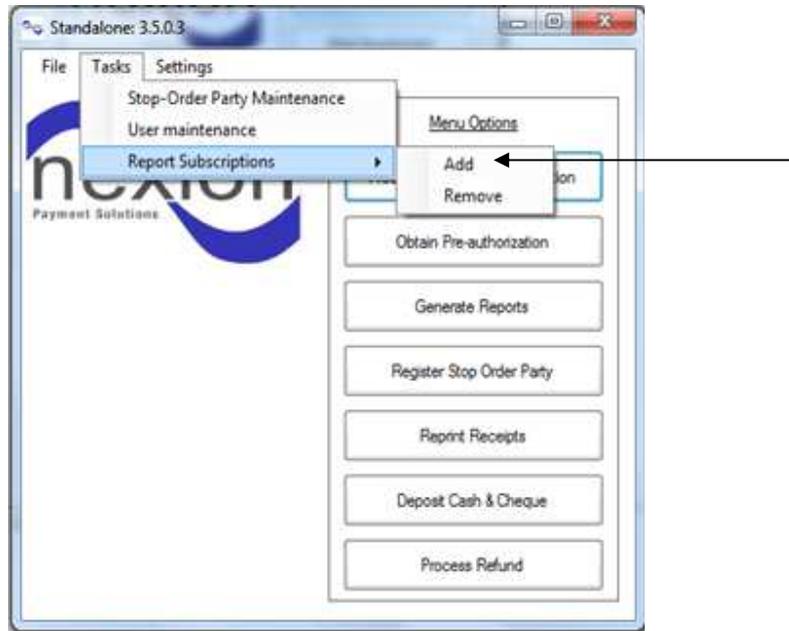
1. From the Nexion Main menu select the Task tab.



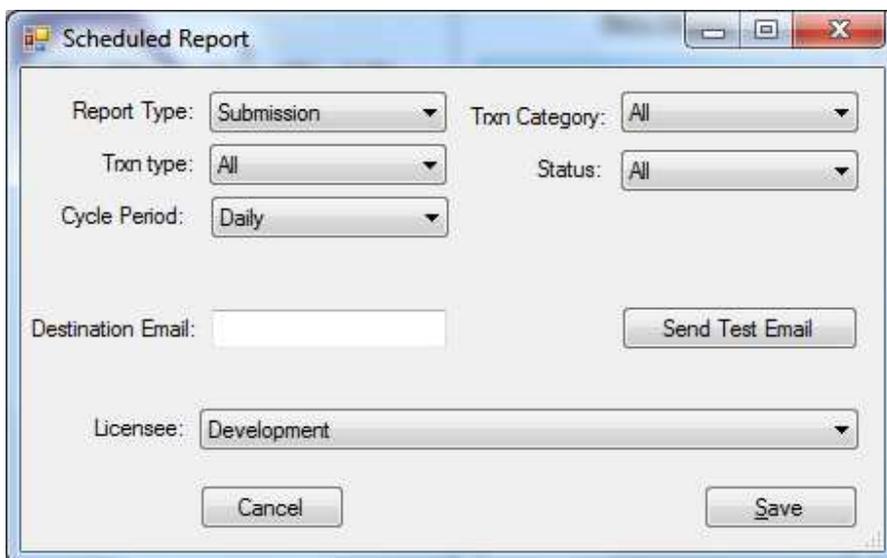
2. Select Report Subscriptions.



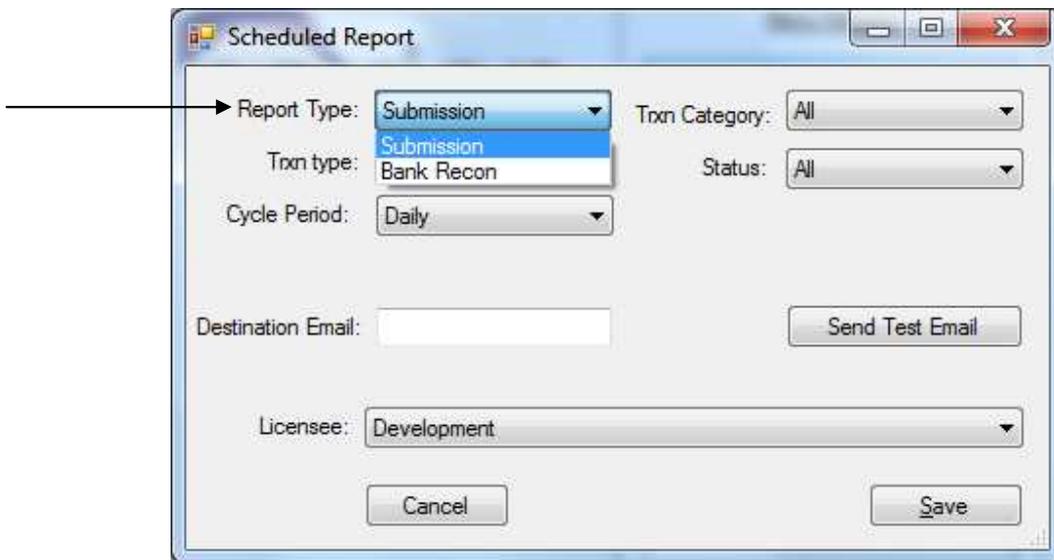
3. Select Add.



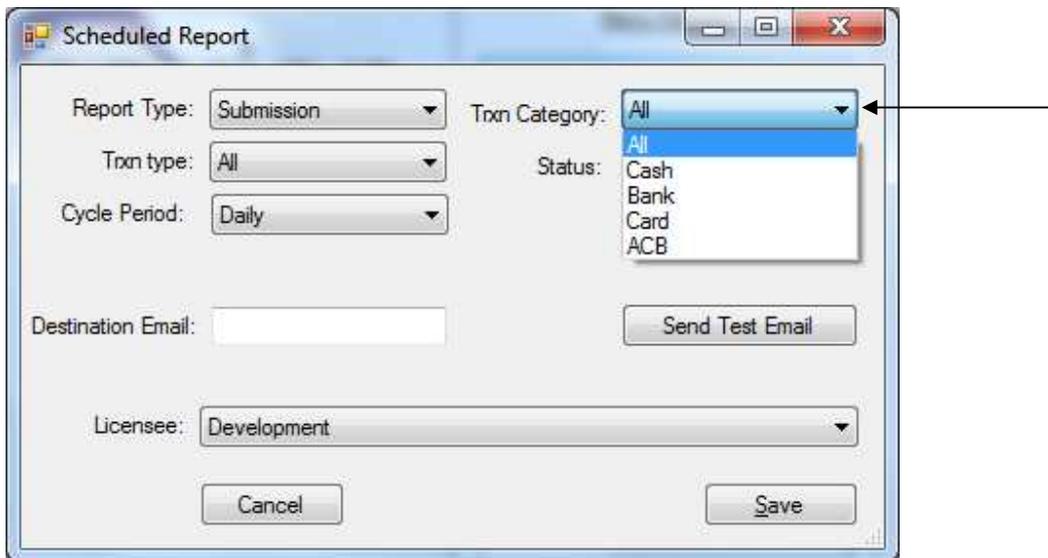
4. A Schedule Report screen will be displayed.



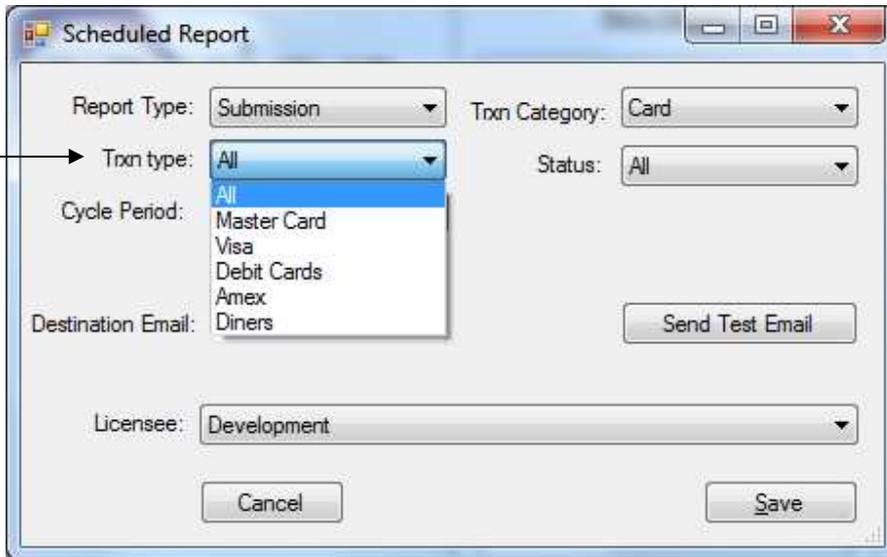
- 5. Select the report you wish to be subscribed to from the drop down.



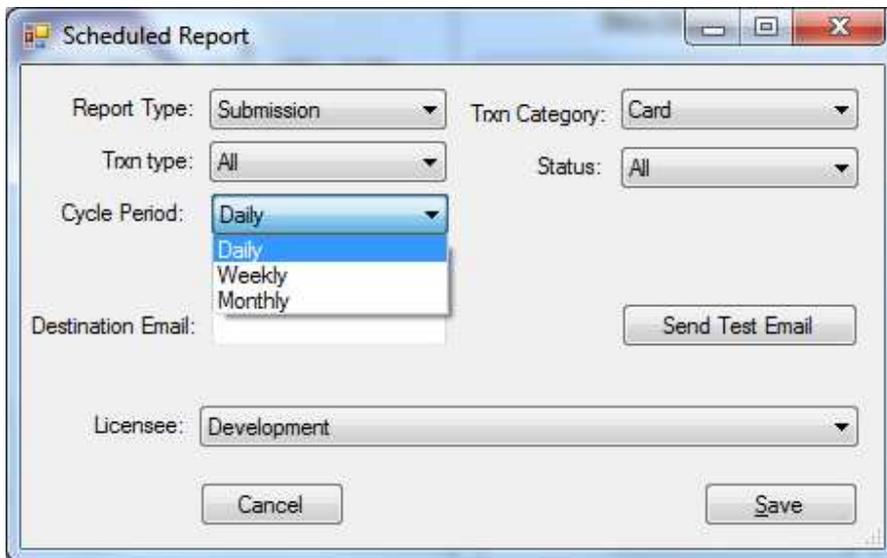
- 6. Select the transaction category from the drop down.



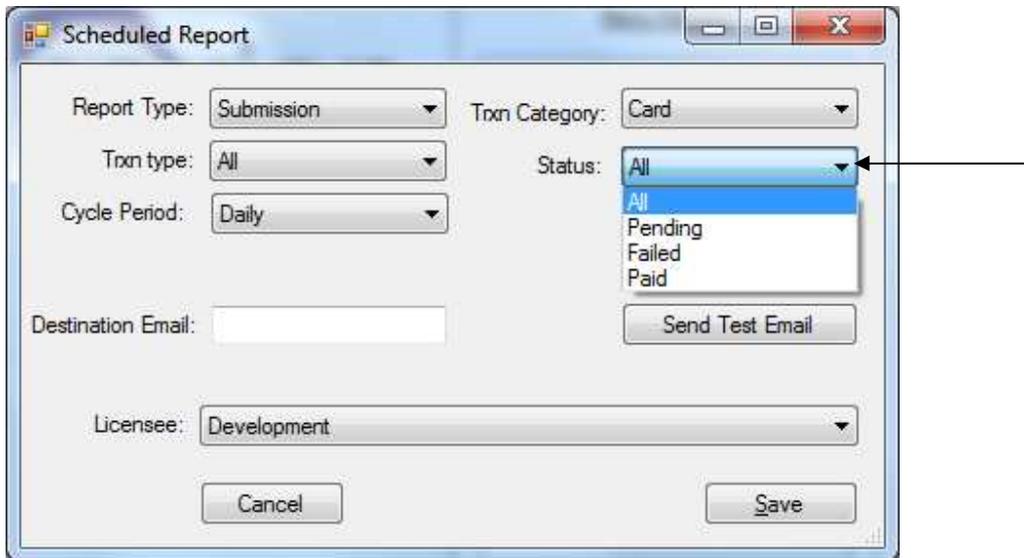
- 7. Select the transaction type from the drop down.



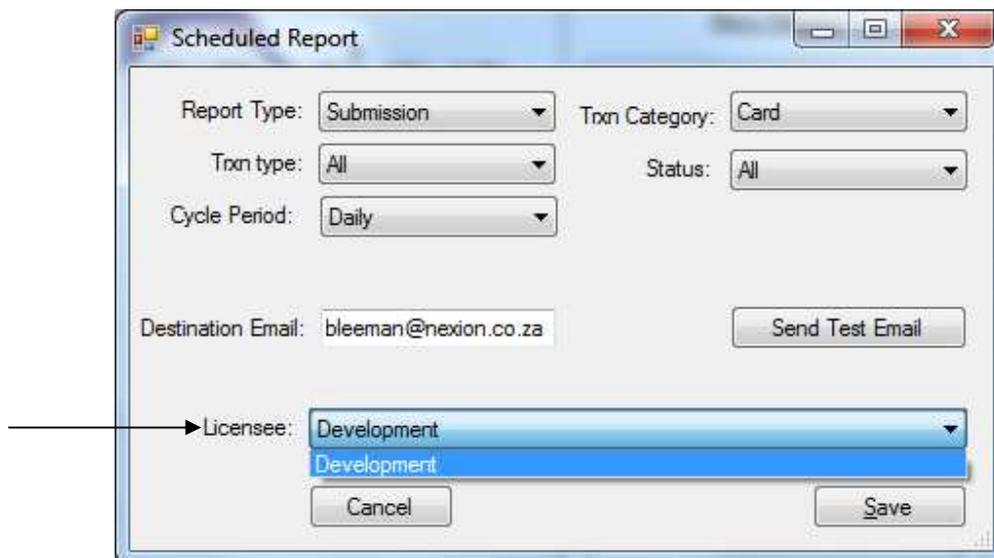
- 8. Select the Cycle Period from the drop down.



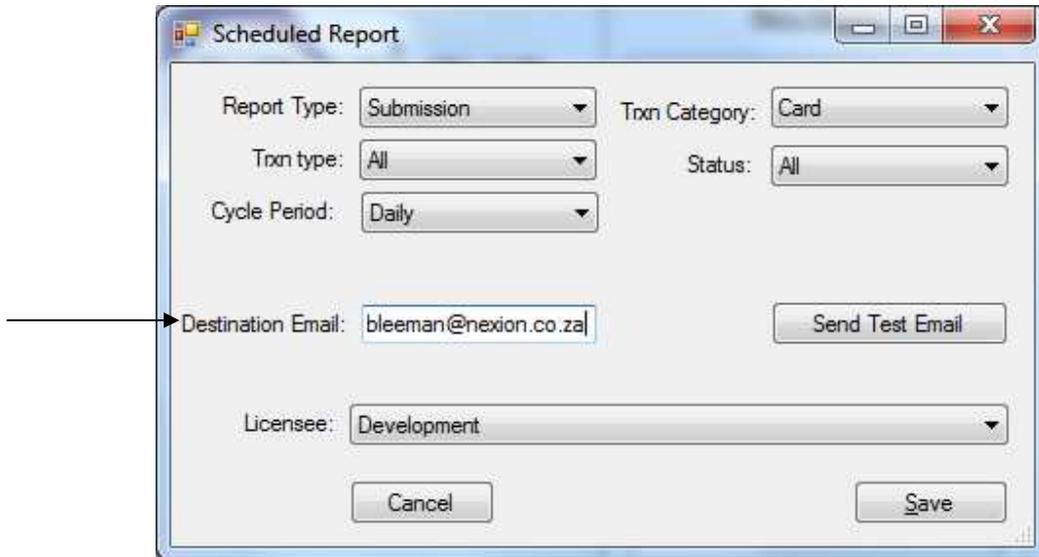
9. Select the status from the drop down



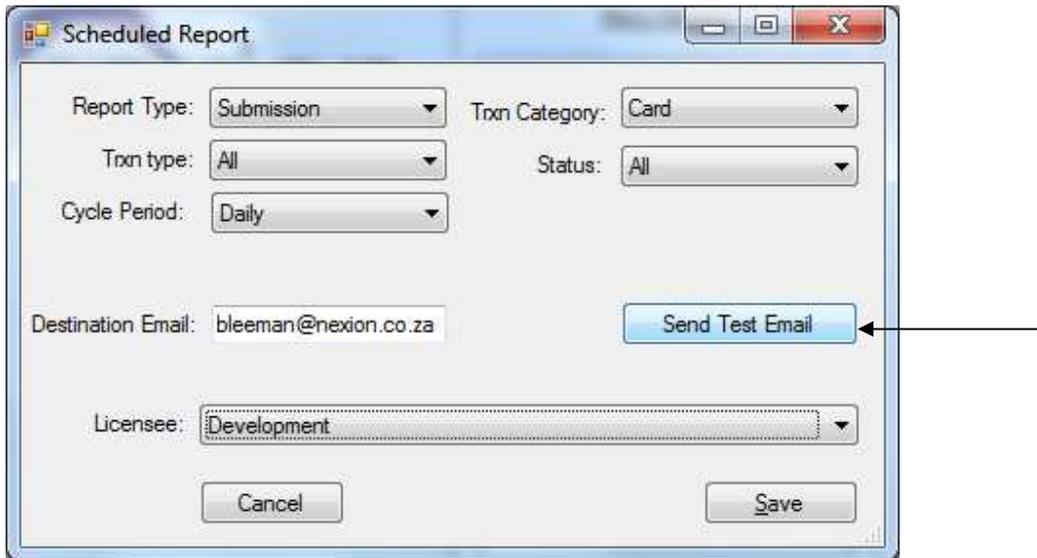
10. Select Licensee from the drop down.



11. Type in the Destination Email address.



12. Select Send Test Email.



13. An Email Sent Successfully message will be displayed.



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