



Cash flow management. Solved.

# BANK ACCOUNT RECON REPORT

## USER GUIDE

## What is the BANK ACCOUNT RECON report?

- The report is generated based on the statement date of the transaction.
- The report displays transactions receipted on Nexion for any specific date range.
- The report displays the summary as well as a detailed breakdown per transaction type, each in its own tab.

## When/How to use the report?

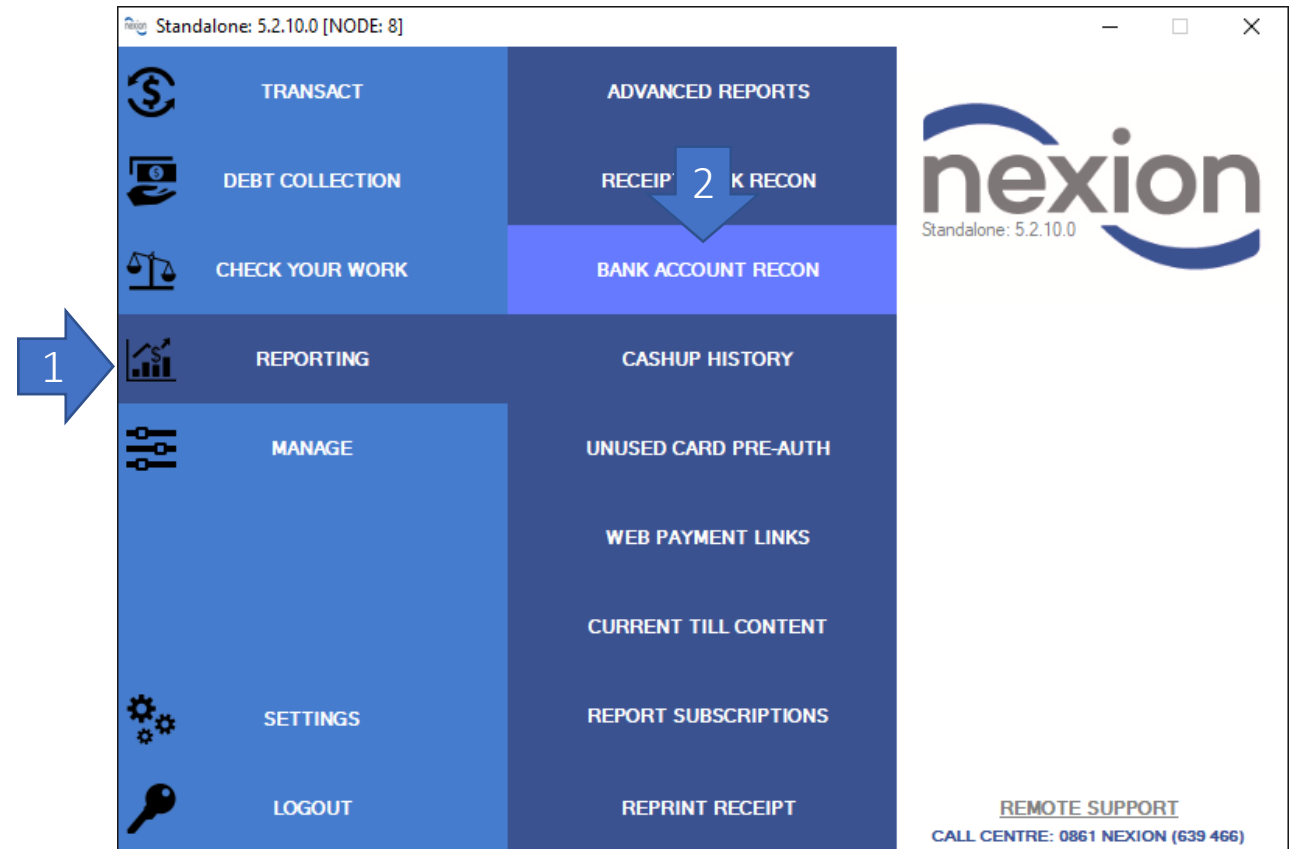
1. To check if your bank account is in balance.
2. To look up transactions that was deposited into the practice's bank account and processed on Nexion on any specific day.
3. Report can be emailed on a daily, weekly or monthly basis when the subscription is set to receive it automatically under the Alerts & Subscriptions tab. Click on the link below for a step by step guide on how to subscribe to receive Alerts & Subscriptions:

<https://www.nexion.co.za/wp-content/uploads/2020/06/Alert-Subscriptions- -User-Guide-v20201020.pdf>

# GENERATE THE REPORT

1. Click on REPORTING.
2. Click on BANK ACCOUNT RECON.

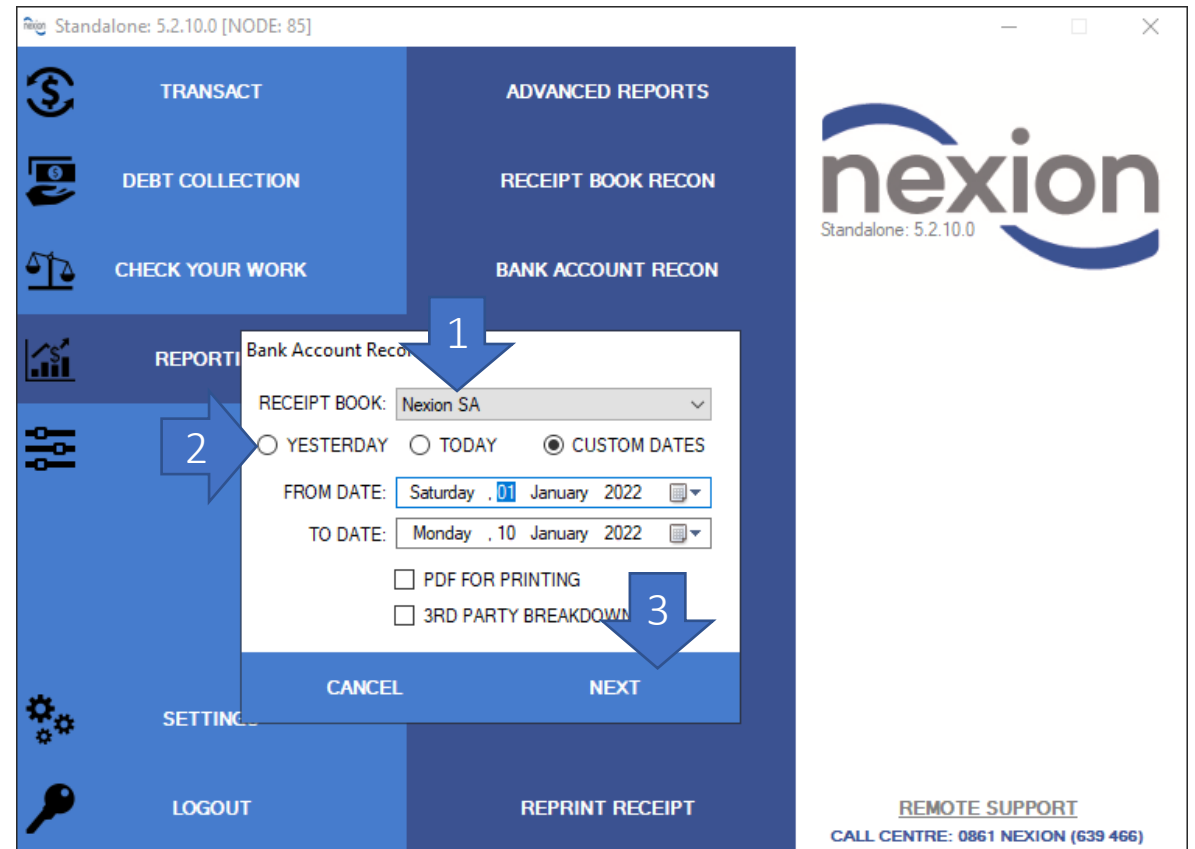
- The BANK ACCOUNT RECON report shows the breakdown of EFT, MEDICAL AID and DEBIT ORDER payments processed on Nexion.
- The BANK ACCOUNT RECON report can be generated in Excel or PDF format.



# BANK ACCOUNT RECON LOOKUP SCREEN

1. Select **RECEIPT BOOK**.
2. Select from the following **DATE RANGE** options:
  - YESTERDAY'S DATE – All transactions receipted for yesterday.
  - TODAY'S DATE – All transactions receipted for today.
  - CUSTOM DATES – Transactions receipted for a specific date range.
3. Click on **NEXT** to download the report.

- Tick box to generate the report in PDF format.
- Tick box to show the **3<sup>rd</sup> PARTY BREAKDOWN** payments on the report where applicable.



# BANK ACCOUNT RECON REPORT IN EXCEL FORMAT

1. The **BANK ACCOUNT RECON** report first displays the summary page as well as a detailed breakdown per transaction type, each in its own tab.
2. You can click on each tab to view the breakdown of the transaction type processed on Nexion for the selected date range.
  - **TAB & PAYMENT TYPE** shows the type of transactions that was processed, etc EFT, Medical aid, debit orders.
  - **QUANTITY** shows the number for each type of transactions processed.
  - **TOTALS** shows the total amount of all the EFT, Medical aid and debit order transactions processed.

**BANK ACCOUNT RECON**

For Nexion SA  
 Date Range From : 2022-01-01 To : 2022-01-10  
 Tab Summary

Cash flow management. Solved.

Tab	Payment Type	QTY	Totals			Pending			Paid		
			Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount	Amount	Fees	Nett Amount
ACB	ACB	1	34,439.00	990.13	33,448.87	0.00	0.00	0.00	34,439.00	990.13	33,448.87
Cash	Cash	1	2.00	0.00	2.00	0.00	0.00	0.00	2.00	0.00	2.00
Cash	Cheque	1	5.50	0.00	5.50	0.00	0.00	0.00	5.50	0.00	5.50
			<b>34,446.50</b>	<b>990.13</b>	<b>33,456.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34,446.50</b>	<b>990.13</b>	<b>33,456.37</b>
ACB		1	34,439.00	990.13	33,448.87	0.00	0.00	0.00	34,439.00	990.13	33,448.87
Cash		2	7.50	0.00	7.50	0.00	0.00	0.00	7.50	0.00	7.50

This report is Non-Editable ( Legal )  
 Report Filena: NX\_220101\_220110\_BANK\_ACCOUNT\_RECON\_Nexion SA\_2022011051358.xls  
 Phone 0861-NEXION for support <http://www.nexion.co.za>  
 Date 2022 01 10 Time 01:44:31

Summary ACB Cash

# BANK ACCOUNT RECON REPORT IN PDF FORMAT

1. The **BANK ACCOUNT RECON** report first displays the summary page with all transaction processed on Nexion.
2. You can click the arrow to view the breakdown of all the transaction types processed on Nexion for the selected date range in PDF.

**BANK ACCOUNT RECON**  
 Nexion SA  
 For Date Range From : 2022-01-01 To : 2022-01-10  
 Tab Summary

Cash flow management. Solved.

Tab	Payment Type	QTY	Totals			Pending			Paid		
			Trxn Amount	Fees	Nett Amount	Trxn Amount	Fees	Nett Amount	Amount	Fees	Nett Amount
ACB	ACB	1	34,439.00	990.13	33,448.87	0.00	0.00	0.00	34,439.00	990.13	33,448.87
Cash	Cash	1	2.00	0.00	2.00	0.00	0.00	0.00	2.00	0.00	2.00
Cash	Cheque	1	5.50	0.00	5.50	0.00	0.00	0.00	5.50	0.00	5.50
			<b>34,446.50</b>	<b>990.13</b>	<b>33,456.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34,446.50</b>	<b>990.13</b>	<b>33,456.37</b>
ACB		1	34,439.00	990.13	33,448.87	0.00	0.00	0.00	34,439.00	990.13	33,448.87
Cash		2	7.50	0.00	7.50	0.00	0.00	0.00	7.50	0.00	7.50

This report is Non-Editable ( Legal )  
 Report File: NX\_220101\_220110\_BANK\_ACCOUNT\_RECON\_Nexion SA\_20220110051249.pdf  
 Phone 0861-NEXION for support <http://www.nexion.co.za>  
 Date 2022 01 10 Time 02:58:52