BANK STATEMENT UPLOAD MEDICAL AID RECEIPTING

USER GUIDE

DOWNLOAD YOUR BANK STATEMENT THROUGH ONLINE BANKING

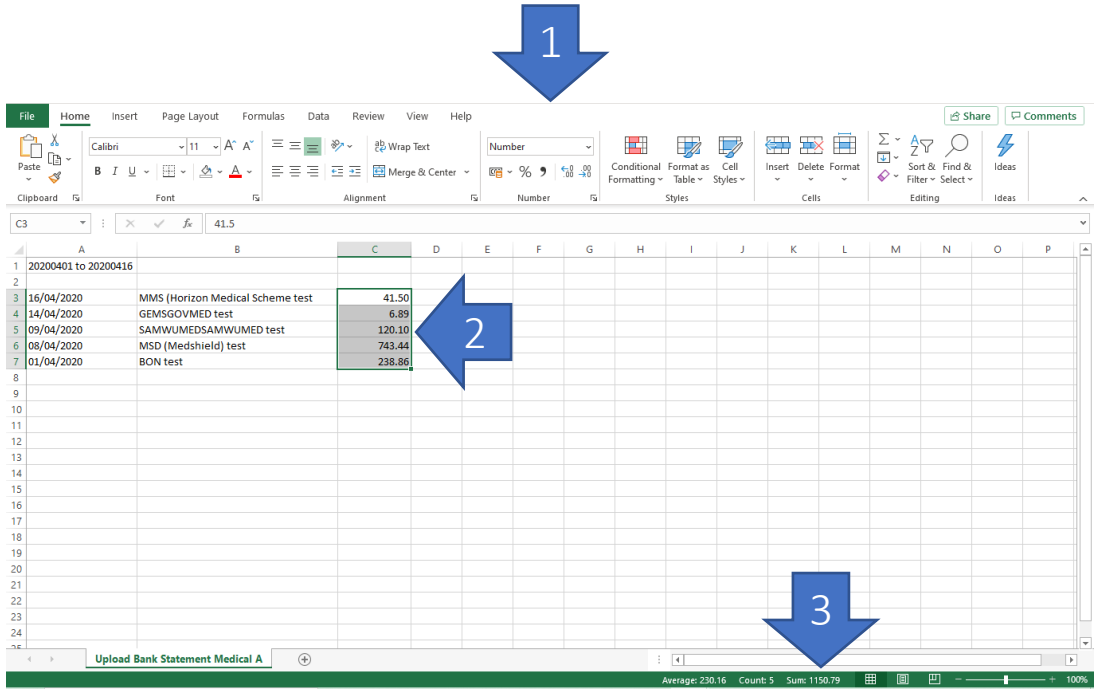
- Download the bank statement from your internet banking profile and save file in Excel's CSV format.
- Make sure the date range for transactions does not overlap with transactions already receipted or uploaded to Nexion. You can check this by generating a Bank Account Recon report and checking the statement date of your last receipted transactions.
- Make sure the Downloaded File is in CSV format.
- Amounts columns must show a decimal point and two cents position.

PREPARING YOUR FILE FOR UPLOAD

- The file needs to be edited to include ONLY transactions you wish to receipt on Nexion.

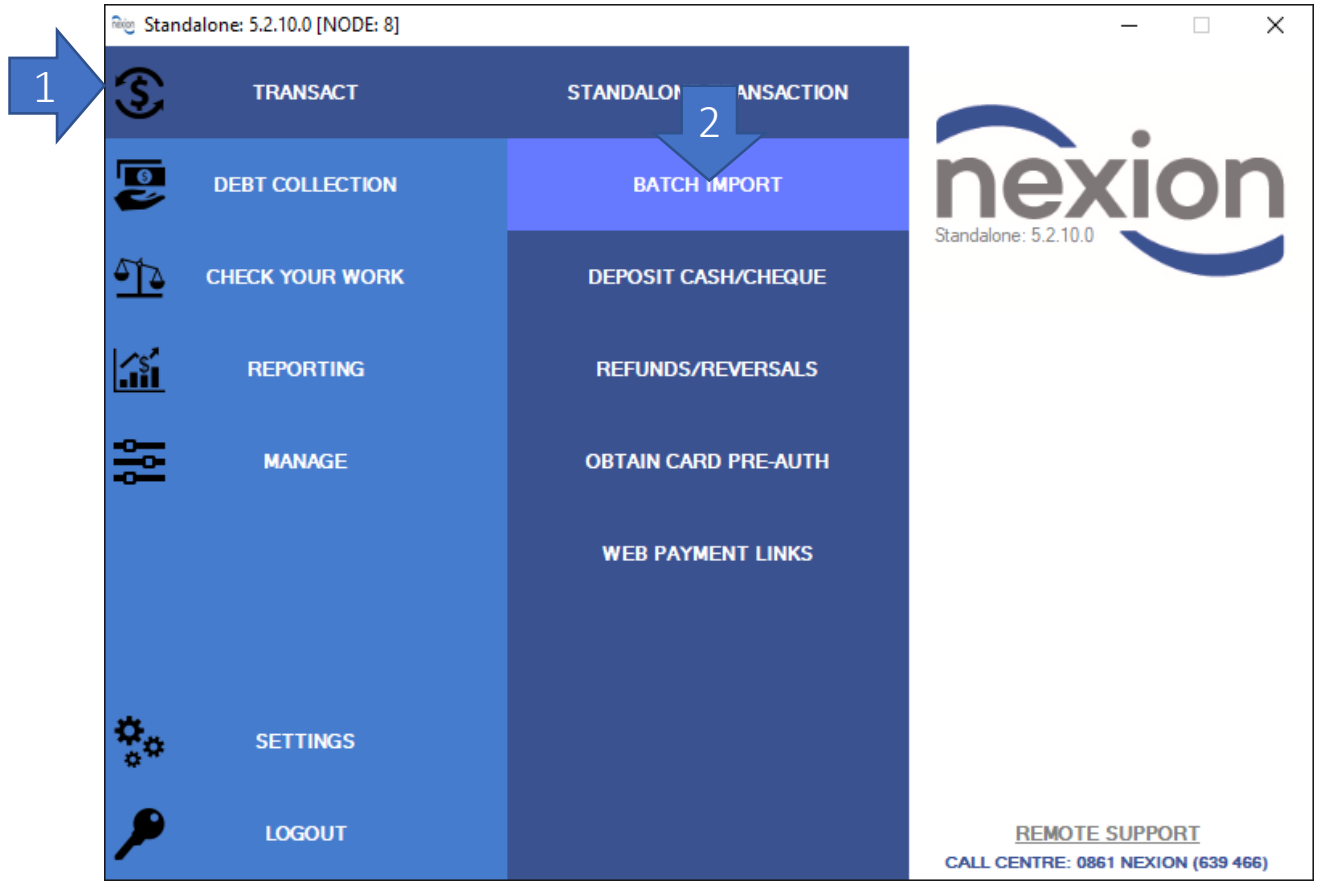
1. When you are receipting MEDICAL AID transactions EDIT the file by removing all transactions that are not Medical Aid.
   You should now have a file with ONLY Medical aid Transactions.
2. To determine the total of all transactions, highlight the amounts column to get the grand total for money received.
3. The Total for the highlighted amounts will show at the bottom of the screen Keep a **record of this grand total** you will need it to confirm upload in a later step.

- Rename the file including transaction type and date range e.g. EFTJAN12020toJAN102020 and save on your PC.



INITIATE BATCH IMPORT

1. Click on TRANSACT.
2. Click on BATCH IMPORT.



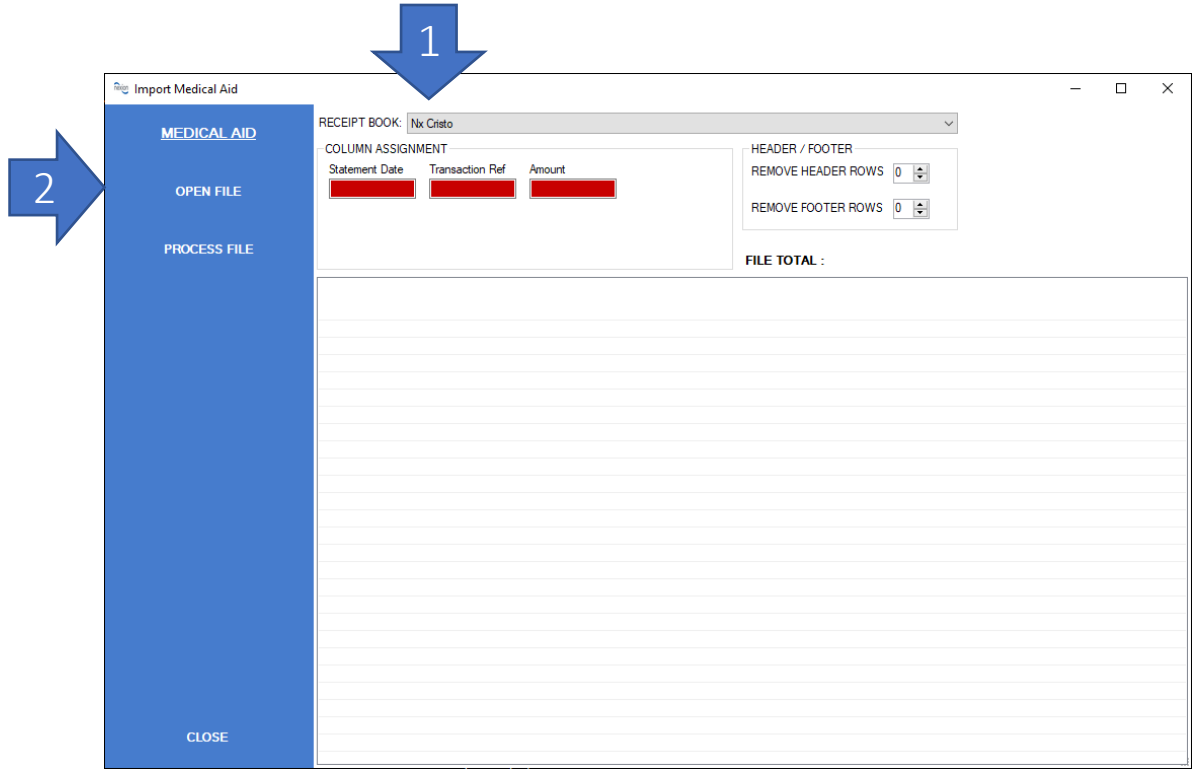
NEXION BATCH UPLOAD SELECTION SCREEN

1. Select **IMPORT MEDICAL AID** to upload and receipt a file containing Medical Aid Transactions.

- **Note** Only standalone users will upload and receipt an EFT file – Integrated users will process EFT transactions through the integration.

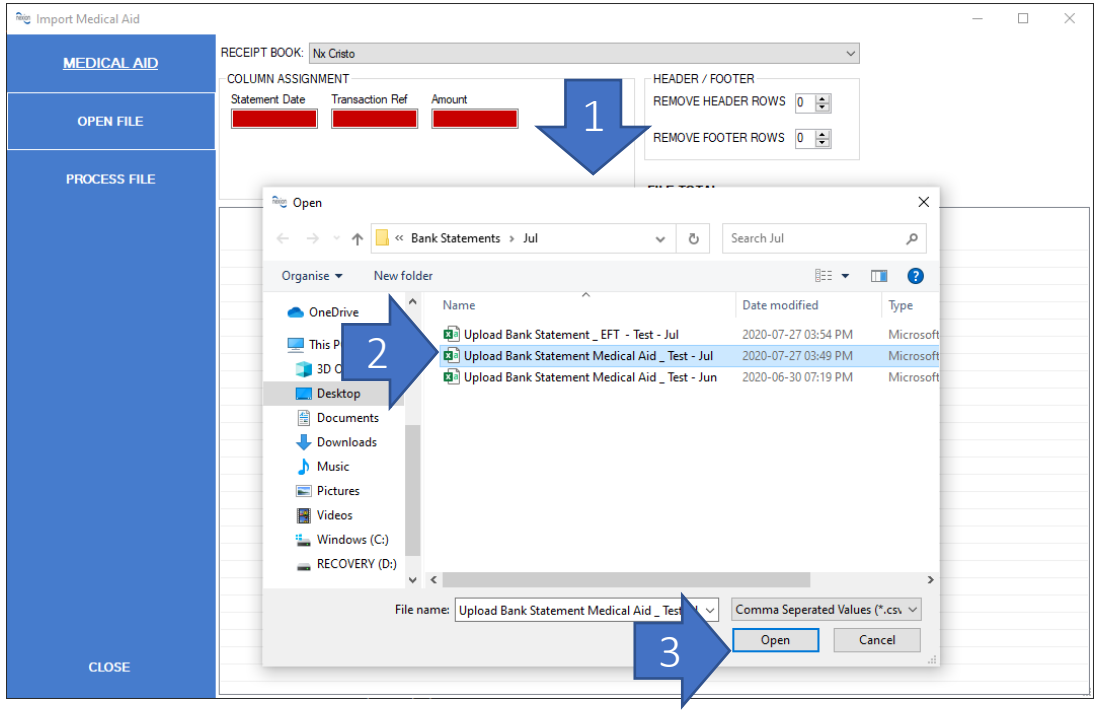
YOU ARE NOW READY TO UPLOAD YOUR FILE TO BE RECEIPTED ON NEXION

1. Select **RECEIPT BOOK** transactions should appear on.
2. Click on **OPEN FILE** to select the bank statement to upload.



SELECT FILE FOR UPLOAD

1. Nexion will provide a screen allowing you to find the file to be receipted.
2. Click on the selected file.
3. Click on **OPEN** to upload the file to Nexion.

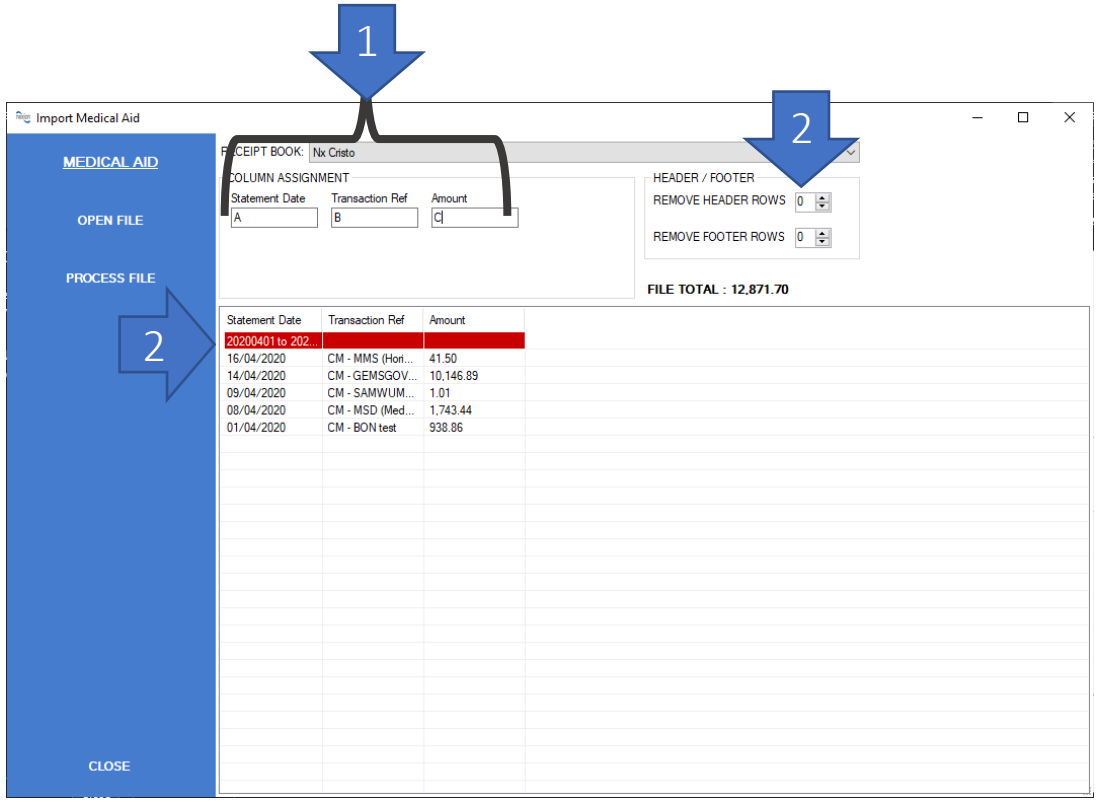


➢ The search screen will by default display Excel CSV files only.

NEXION BANK STATEMENT SCREEN

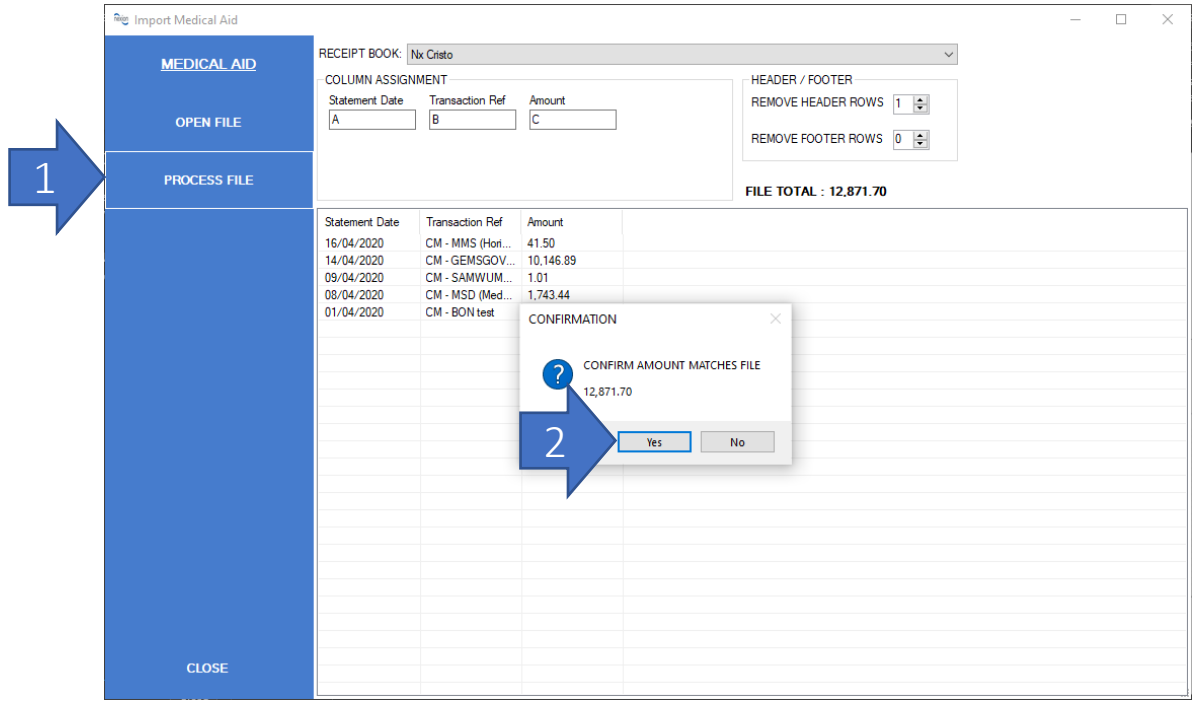
1. Assign the column numbers in which the following data elements appear by typing in the corresponding column identifier
   - STATEMENT DATE
   - TRANSACTION REF
   - AMOUNT

2. To eliminate header and footer information from your file, enter the number of rows the header and footer occupy so that it is **NOT** included in the upload.



RECEIPTING OF MEDICAL AID PAYMENTS

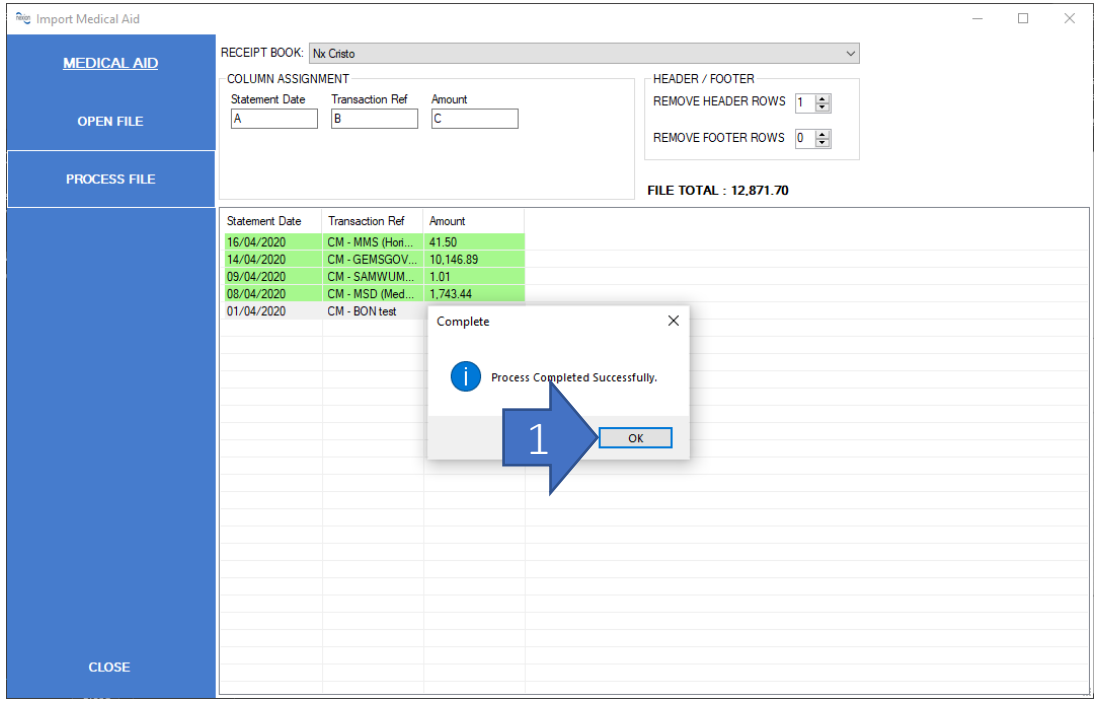
1. Click on **PROCESS FILE** to receipt payments.
2. Nexion will pop up the total value of the file you are about to upload and receipt. Please **CONFIRM** total matches the total from page. Click on **YES if the total matches** or select **NO** to go back a step.



- Once you confirm the total and clicked **YES**, the file will be uploaded and each line will turn green which means the payments uploaded onto your receipt book and the process is complete.

COMPLETE THE UPLOAD PROCESS

1. Click on **OK** to complete the process.



- To check transactions on Nexion, generate a Receipt Submission Report for the date of upload. OR Generate a Bank Account recon for the date range of your upload in step1.