



Cash flow management. Solved.

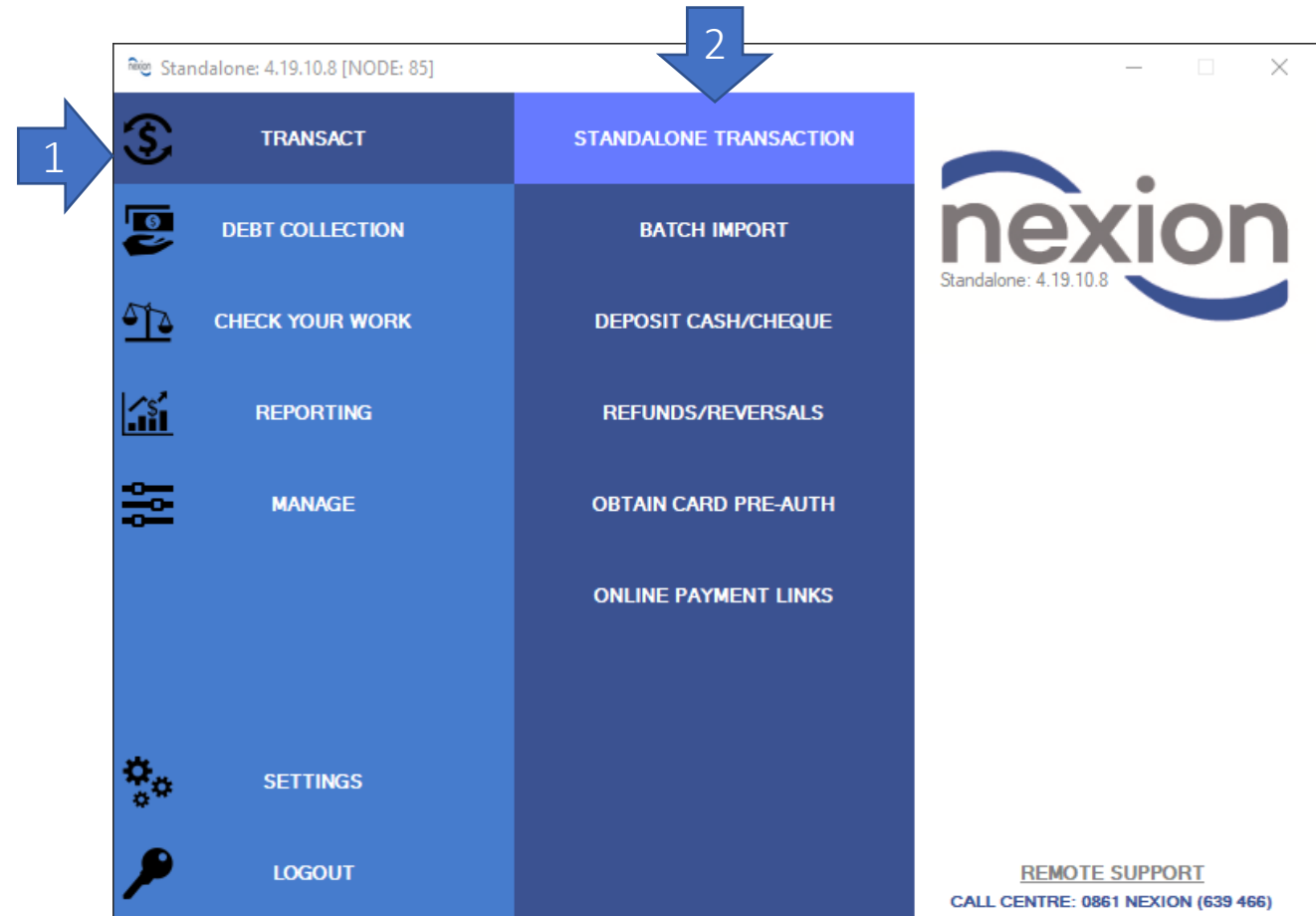
# PROCESS CARD PRE-AUTH

PROCESS A PAYMENT WITH PREVIOUSLY OBTAINED PRE-AUTH

STANDALONE USER GUIDE

# INITIATE A STANDALONE TRANSACTION

1. Click on TRANSACT.
2. Click on STANDALONE TRANSACTION.



# INPUT PAYMENT INFORMATION DETAILS ON NEXION PAYMENT SCREEN

1. Select RECEIPT BOOK.
2. Fill in AMOUNT and REFERENCE FIELDS.
3. Click on PROCESS CARD.
4. Click on CARD PRE-AUTH.

- The amount entered **MUST** be equal to or less than the original obtained Pre-Auth amount.
- You can only settle a card Pre-Auth once.
- Transactions will reflect on your Nexion reports as a card transaction.

The screenshot shows the Nexion payment interface. On the left, there is a form with the following fields: RECEIPT BOOK (Nexion SA), AMOUNT (10.00), RECEIPT # (test), ACC & PT. NAME (S Omeone), USER REF, and BANK AUTH. Below these fields is a CANCEL button. In the center, there is a vertical menu with the title 'PROCESS CARD' and options: PROCESS MOBILE APP, PROCESS CASH OR CHEQUE, PROCESS EFT TO BANK ACC, PROCESS DEBIT ORDER, and POST ONLINE PAYMENT LINK. On the right, there is a section titled 'CARD ON TERMINAL' with options: CARD PRE-AUTH (highlighted in blue), and SCAN MOBILE APP. Blue arrows with numbers 1 through 4 point to the corresponding elements in the interface.

# NEXION WILL LIST ALL ACTIVE OBTAINED PRE-AUTH'S

1. Select and highlight the Pre-Auth transaction you want to settle.
2. Click on **OK** to process payment.

The screenshot shows a window titled "PreAuth" with a search interface and a data table. The search interface includes a "SEARCH BY" dropdown set to "transaction\_id", a "LIMIT" dropdown set to "20", and a "FOR" input field with "0". There are "CLEAR", "SEARCH", "OK", and "CANCEL" buttons. The table below has the following data:

transaction_id	group_id	name	auth_id	amount	pan	txn_ref	mem_ref	date
3302742	122	Nexion SA	139807	10.00	522363*****5790	Test	S Omeone	2020/12/11 11:03:28

- The card Pre-Auth will now be settled.
- When a Pre-Auth is settled for less than the original amount, the balance will be made available to the client again.

# NEXION WILL PRINT RECEIPT

1. Click on COMPLETE RECEIPT to complete the transaction.

- Receipt can be emailed to client by clicking on EMAIL RECEIPT, enter their email address.

nxAgent: 4.9.18.0

EMAIL RECEIPT	REPRINT RECEIPT	<b>COMPLETE RECEIPT</b>
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Successful Card Transaction

Nexion SA

Unit 16, Block 1, Northgate Business Park  
Ysterplaat, Cape Town

TEL # : 021 510 0240  
VAT # : 465465465

LICENSE : NEXSAX8000000010002  
DATE : 2020/12/11 11:03:25  
USERNAME : Cristo Marcus

Card Payment Receipt

RECEIPT # : [(3302742)Test] test  
ACC & PT.NAME : [S Omeone] S Omeone  
NEXION REF : 03302752

AUTHID : 139807  
MERCHANT ID : 000002191901185  
TERMINAL ID : 00001292

CARD TYPE : Master/Maestro (MANUAL)  
CARD # : 5223\*\*\*\*\*5790

AMOUNT : R 10.00

I agree to pay this amount as per my cardholder agreement

Cardholder Signature.....

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Powered by Nexion

## POST TO BILLING SYSTEM MANUALLY

- Select CLIENT and follow “record payment” process on your billing system.
- Select CARD payment option.
- Select RECEIPT DATE for recon purposes.
- Allocate to the patients account on your billing system.

