



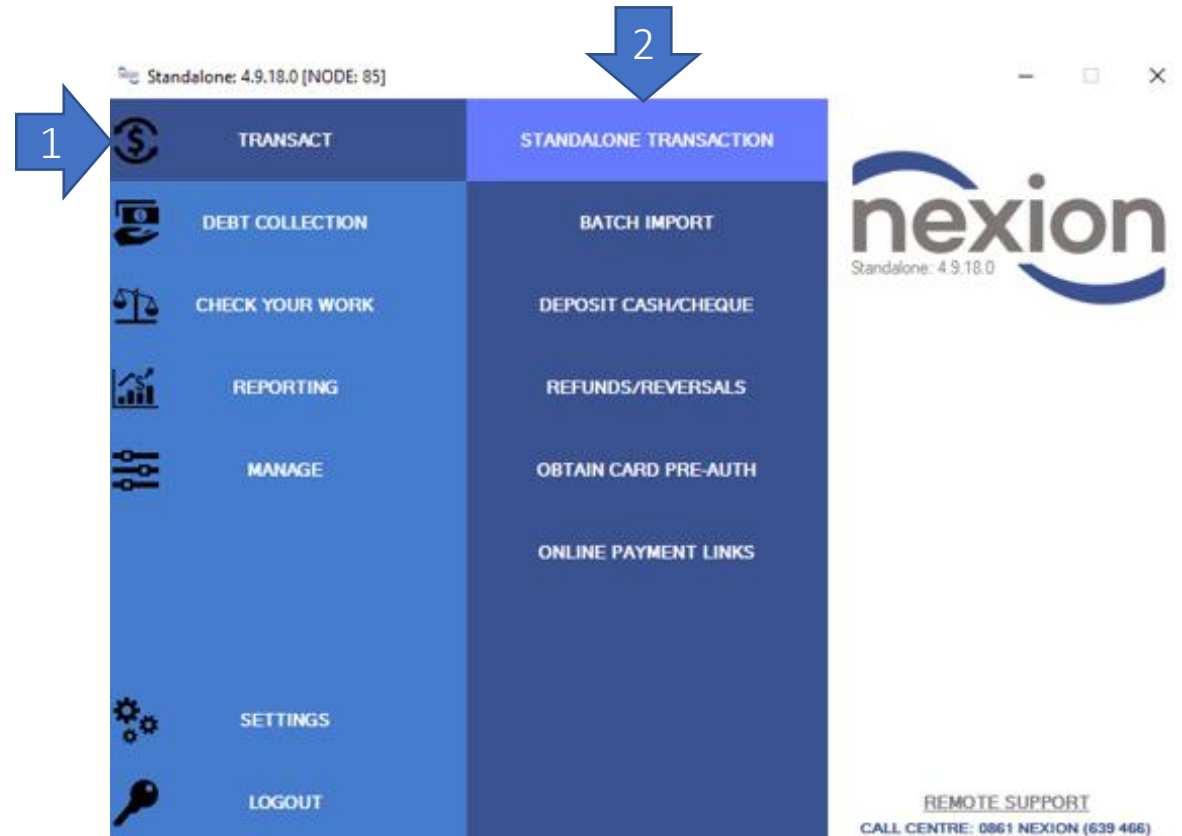
Cash flow management. Solved.

EFT PAYMENT

STANDALONE USER GUIDE

INITIATE A STANDALONE TRANSACTION

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



NEXION PAYMENT SCREEN

1. Select RECEIPT BOOK.
2. Fill in AMOUNT and REFERENCE FIELDS.
3. Click on PROCESS EFT TO BANK ACCOUNT.
4. Click on EFT.

The screenshot shows the Nexion Payment Screen with the following elements and annotations:

- Form Fields:**
 - RECEIPT BOOK: Nexion SA (dropdown menu)
 - AMOUNT: 150.00 (input field) and ZAR (dropdown menu)
 - RECEIPT #: 55644 (input field)
 - CC & PT.NAME: 003184 - Mr S Omeone (input field)
 - USER REF: (input field)
 - BANK AUTH: (input field)
- Navigation Buttons:**
 - PROCESS CARD
 - PROCESS MOBILE APP
 - PROCESS YOUR CHEQUE
 - PROCESS EFT TO BANK ACC
 - PROCESS DEBIT ORDER
 - POST ONLINE PAYMENT LINK
 - CANCEL
- Destination Buttons:**
 - EFT (highlighted in light blue)
 - MEDICAL AID
- Annotations:**
 - Arrow 1 points to the RECEIPT BOOK dropdown.
 - Arrow 2 points to the AMOUNT and RECEIPT # fields.
 - Arrow 3 points to the PROCESS EFT TO BANK ACC button.
 - Arrow 4 points to the EFT button.

RECEIPT EFT PAYMENT

1. Select BANK STATEMENT DATE.
2. Click on CONTINUE.

➤ **BANK STATEMENT DATE** is the date the payment reflects in the bank.

NEXION WILL PRINT RECEIPT

1. Click on COMPLETE RECEIPT to complete transaction.



EMAIL RECEIPT	REPRINT RECEIPT	COMPLETE RECEIPT
---------------	-----------------	------------------

Successful EFT Transaction

Nexion SA

Unit 16, Block 1, Northgate Business Park
Ysterplaat, Cape Town
TEL # : 021 510 0240
VAT # : 465465465

LICENSE : NEXSAX8000000010002
DATE : 2020/10/30 14:13:51
USERNAME : Cristo Marcus

EFT Receipt

STATEMENT DATE : 30/10/2020
RECEIPT # : 55644
ACC & PT.NAME : 003184 - Mr S Omeone
NEXION REF : 03260597

AUTHID : 260587
MERCHANT ID : 000002191901185
TERMINAL ID : 00001292

AMOUNT : R 150.00

Powered by Nexion

- Receipt can be emailed to client by clicking on EMAIL RECEIPT.

POST TO BILLING SYSTEM MANUALLY

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

