



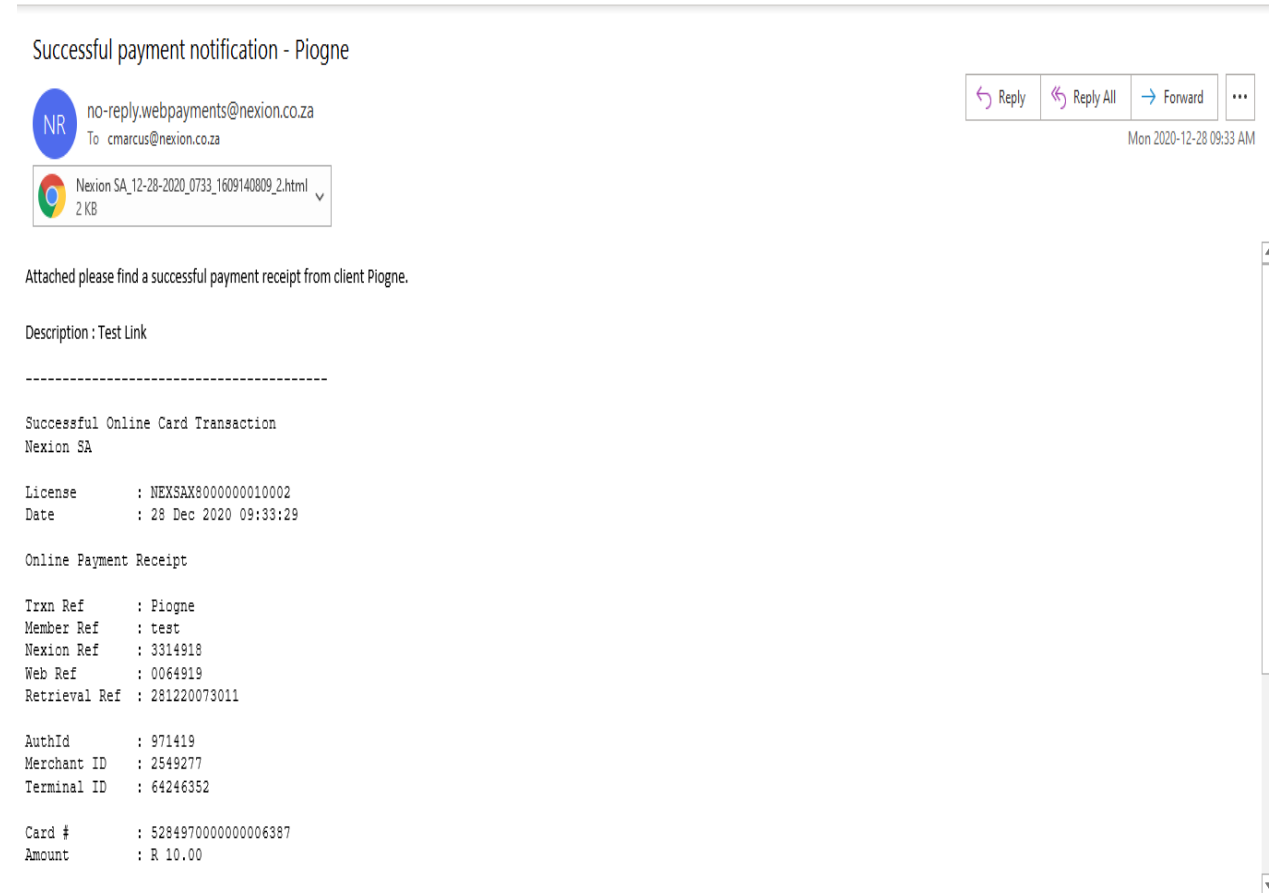
Cash flow management. Solved.

POST A SUCCESSFUL PAYMENT LINK

INTEGRATED USER GUIDE

A PAYMENT NOTIFICATION WILL BE SENT TO THE CONFIRMATION EMAIL ADDRESS

- Integrated clients' will post an web payment link to the billing system using integration.
- Standalone clients' will post payments manually to the billing system.
- Capture the receipt date when posting the web payment link to the billing system for recon purposes.
This can be obtained from the receipt.
- A copy of the receipt will be attached to the confirmation email.
- A copy of the receipt will be sent to the recipient email address.



INITIATE POSTING OF A WEB PAYMENT LINK FROM YOUR BILLING SYSTEM



- Select CLIENT and follow “record payment” process on your billing system.
- Select CARD as the payment option.
- Enter the RECEIPT DATE for recon purposes.



NEXION PAYMENT SCREEN PREPOPULATED FROM BILLING SYSTEM

1. Select RECEIPT BOOK.
2. Click on POST WEB PAYMENT LINK.

The screenshot shows a payment interface with a dark blue header and a white content area. On the left, a form is prepopulated with the following fields: RECEIPT BOOK (Nexion SA), AMOUNT (10.00), RECEIPT # (Poigne), ACC & PT.NAME (test), USER REF, and BANK AUTH. On the right, a vertical menu lists payment options: PROCESS CARD, PROCESS MOBILE APP, PROCESS CASH OR CHEQUE, PROCESS EFT TO BANK ACC, and PROCESS ORDER. At the bottom, there are two buttons: CANCEL and POST WEB PAYMENT LINK. A blue arrow labeled '1' points to the RECEIPT BOOK dropdown, and another blue arrow labeled '2' points to the POST WEB PAYMENT LINK button. The Nexion logo and version information (nxAgent: 5.2.10.0) are visible on the right side of the screen.

VERIFY THE PAYMENT YOU WANT TO POST

1. You can search for the payment by:
 - **Amount** – Search by the amount of the transaction
 - **Status** – Search by the status of the transaction e.g. paid
 - **Trxn ref** – Search by the transaction reference number
 - **Mem ref** – Search by member reference number
 - **Description** – Search by the description on the link
 - **Sent** – Search by the date the link was sent
 - **Paid** – Search by the date the payment was successful
 - **ID** – Search by the transaction ID
 2. Select and highlight the payment you are posting.
 3. Click on **OK**.
- The search information can be found on the receipt sent to the confirmation email address.

The screenshot shows the 'post_link' application window. At the top, there is a search bar with a dropdown menu set to 'id', a 'LIMIT : 20' dropdown, and a 'FOR : 0' input field. There are 'CLEAR', 'SEARCH', 'OK', and 'CANCEL' buttons. Below the search bar is a table with the following data:

id	status	amount	trxn_ref	mem_ref	description	Sent	Paid
60716	Paid	1	TEST	TEST	DESCR TEST	2020/10/07 09:02:00	2020/10/07 09:02:42
59212	Paid	1	N.Botha	POS - LINK	POS - LINK	2020/09/01 12:22:04	2020/09/01 12:24:37
57759	Paid	1.5	MR N Botha	525	test	2020/07/29 12:12:32	2020/07/29 12:15:42
53315	Paid	10	Poigne	test	Test Link	2020/06/11 14:00:33	2020/06/11 14:53:20
35832	Paid	450	19822	MR J. Snow	Down payment for new frames	2019/11/29 22:00:27	
33571	Paid	40.4	Zee	0010	Snap test	2019/10/16 13:12:48	2019/10/16 13:26:53
33570	Paid	30.3	Zee	009	Snap test	2019/10/16 13:05:54	2019/10/16 13:06:40
33569	Paid	20.2	Zee	009	Scanscan test	2019/10/16 12:58:27	2019/10/16 13:02:15
33568	Paid	10.1	Zee	008	Scanscan test	2019/10/16 12:57:33	2019/10/16 12:59:48
33493	Paid	12	Le Roux	123456	Print test	2019/10/15 15:24:19	2019/10/15 15:27:06
33467	Paid	11	US	2706	TEST colour	2019/10/15 11:24:28	2019/10/15 11:25:12
33466	Paid	10	US	2706	test multiples	2019/10/15 11:21:25	2019/10/15 11:22:19
33463	Paid	20	US	2706	TEST SNAPSCAN	2019/10/15 10:40:35	2019/10/15 10:42:54

NEXION WILL PRINT RECEIPT

1. Click on COMPLETE RECEIPT to post the payment.

nxAgent: 4.9.18.0

EMAIL RECEIPT	REPRINT RECEIPT	COMPLETE RECEIPT
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Online Payment Posted Successfully

Nexion SA

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

TEL # : 021 510 0240
VAT # : 465465465

LICENSE : NEXSAX8000000010002
DATE : 2020/06/11 02:53:20
USERNAME : Cristo Marcus

Online Posted Receipt

RECEIPT # : Poigne
ACC & PT.NAME : test - Poigne (test -)
NEXION REF : 3137628

AUTHID : 055950
MERCHANT ID : 000002191901185
TERMINAL ID : 00001292

CARD TYPE : Other
CARD # : 7777****SNAP

AMOUNT : R 10.00

Powered by Nexion

TRANSACTION POSTED TO BILLING SYSTEM AUTOMATICALLY



➤ Allocate to the patients account.