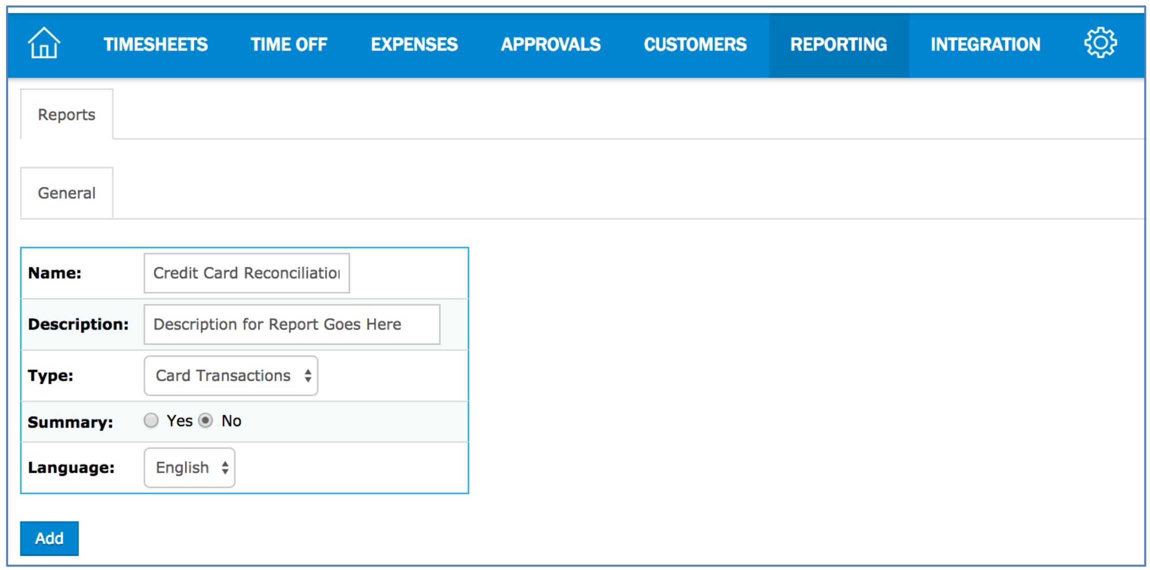
Nexonia Reporting: Credit Card Reconciliation

These instructions will assist with building a basic credit card reconciliation report. This report is best run as a .CSV file which you can open in a spreadsheet program like Excel, allowing you to easily view and filter the results.

Designing Your Report: Creating the Report

Login to Nexonia on the web and click on the Reporting module.

Click the "Create Report" button.



For the General information, enter:

- ✓ **Title & Description**
- ✓ Type = **Card Transactions**
- ✓ Summary = **No**

Click "Apply".

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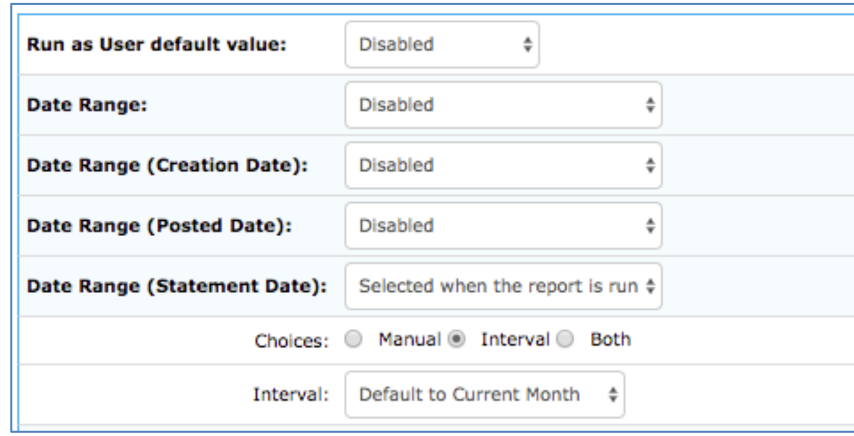
Designing Your Report: Selection Criteria

For Selection Criteria, enter:

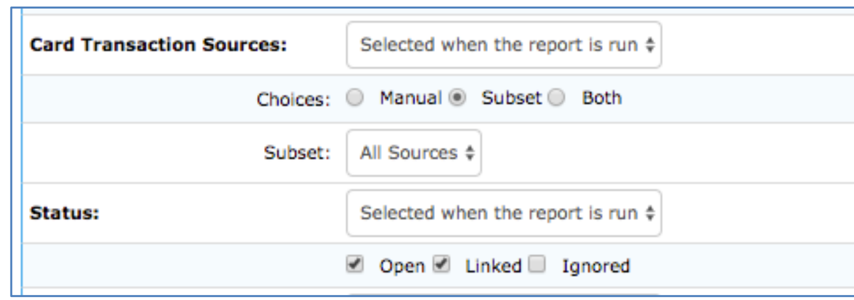
Date Range: Disabled

Date Range (Statement Date): Selected when the report is run. The default value can also be changed to an Interval and Current Month.

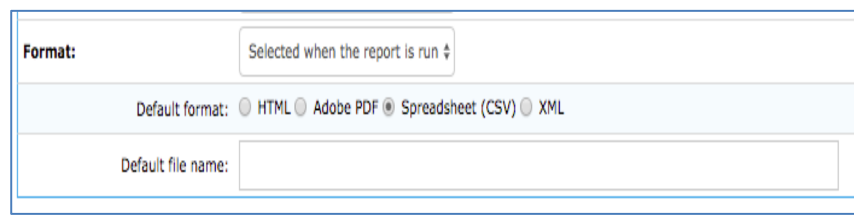


Card Transaction Source: Selected when the report is run. In case there are multiple sources, you can now make that precise decision just prior to running the report

Status: Selected when the report is run, then turn on Open & Linked. This allows you to see all transactions active in Nexonia based on Statement Date that are either linked to an expense item, or waiting for that step (open).



Format: Selected when the report is run. Spreadsheet (.csv) files are most common, so its suggested to make that the default, however, this option still allows the precise decision to be made prior to running the report.



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Designing Your Report: Columns (Data)

The Columns tab is where you define what information you want to include in the report. We've included some columns of data that can be useful for reconciliation reports, but you can choose to add others, remove columns or sort them in a different order.

Reports

General | Selection Criteria | Columns | Categories | Order

	Column	Label
Insert ↓ ↑	Card Source - Name	Card Source - Name
Insert ↓ ↑	Card - Name on Card	Cardholder Name
Insert ↓ ↑	Statement Date	Statement Date
Insert ↓ ↑	User - Full Name	Employee Name
Insert ↓ ↑	Date	Transaction Date
Insert ↓ ↑	Vendor	Vendor
Insert ↓ ↑	Description	Description
Insert ↓ ↑	Amount	Amount
Insert ↓ ↑	Status	Status
Insert ↓ ↑	Expense Report - Code	Expense Report Code
Insert ↓ ↑	Approval Status	Approval Status
Insert ↓ ↑	Current Approver - Full Name	Current Approver (if unapproved)
Add		

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Designing Your Report: Categories and Order

Categories: Categories are not used typically in a credit card reconciliation report. They only apply to the PDF and HTML formatted reports, and allow you to group together results to create sub-totals. You can leave this tab blank typically.

Order: Order is what order are the results being outputted in. For example, you could sort the results by Date, then by User.