

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

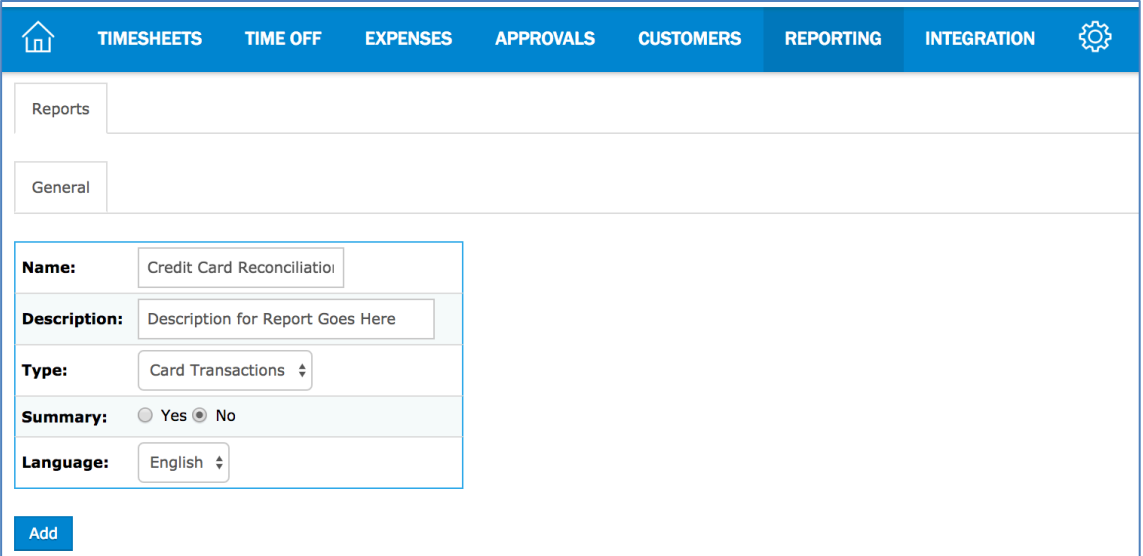
Login to Nexonia on the web and click on the Reporting module.

Click the “Create Report” button.

For the General information, enter:

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

Click “Apply”.



The screenshot shows the Nexonia web interface with the 'REPORTING' module selected in the top navigation bar. Below the navigation bar, there are tabs for 'Reports' and 'General'. The 'General' tab is active, displaying a form for creating a new report. The form fields are as follows:

Name:	Credit Card Reconciliation
Description:	Description for Report Goes Here
Type:	Card Transactions
Summary:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Language:	English

At the bottom of the form, there is a blue 'Add' button.

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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.

Run as User default value:	Disabled ▾
Date Range:	Disabled ▾
Date Range (Creation Date):	Disabled ▾
Date Range (Posted Date):	Disabled ▾
Date Range (Statement Date):	Selected when the report is run ▾
Choices:	<input type="radio"/> Manual <input checked="" type="radio"/> Interval <input type="radio"/> Both
Interval:	Default to Current Month ▾

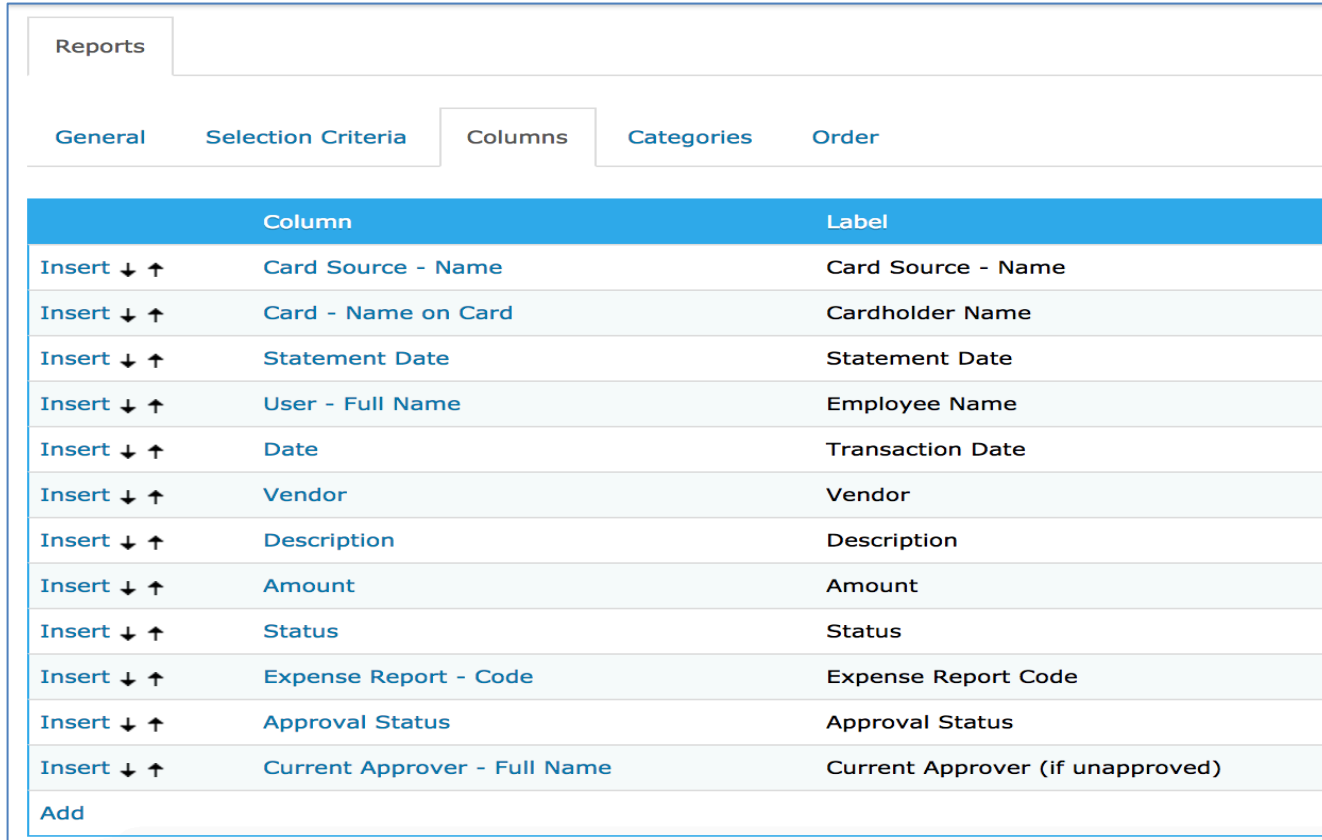
Card Transaction Sources:	Selected when the report is run ▾
Choices:	<input type="radio"/> Manual <input checked="" type="radio"/> Subset <input type="radio"/> Both
Subset:	All Sources ▾
Status:	Selected when the report is run ▾
	<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Linked <input type="checkbox"/> Ignored

Format:	Selected when the report is run ▾
Default format:	<input type="radio"/> HTML <input type="radio"/> Adobe PDF <input checked="" type="radio"/> Spreadsheet (CSV) <input type="radio"/> XML
Default file name:	<input type="text"/>

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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.



The screenshot shows a web interface for configuring a report. At the top, there is a 'Reports' tab. Below it, a navigation bar contains five tabs: 'General', 'Selection Criteria', 'Columns', 'Categories', and 'Order'. The 'Columns' tab is currently selected. Below the navigation bar is a table with two columns: 'Column' and 'Label'. Each row in the table represents a data column available for the report, with an 'Insert' button and up/down arrows on the left. At the bottom of the table is an 'Add' button.

	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.

The screenshot shows the 'Categories' tab selected in a reporting interface. The navigation bar includes 'Reports', 'General', 'Selection Criteria', 'Columns', 'Categories', and 'Order'. The main content area has a table with two columns: 'Category' and 'Label'. Below the table is an 'Add' button. At the bottom, there is a note: '*PDF Only ** HTML Only'.

Category	Label
Add	

*PDF Only ** HTML Only

The screenshot shows the 'Order' tab selected in the reporting interface. The navigation bar includes 'Reports', 'General', 'Selection Criteria', 'Columns', 'Categories', and 'Order'. The main content area has a table with two columns: 'Column' and 'Label'. The table contains two rows, each with an 'Insert' button and a label. Below the table is an 'Add' button.

Column	Label
Insert ↓ ↑	Card - Number
Insert ↓ ↑	Card - Name on Card
Add	