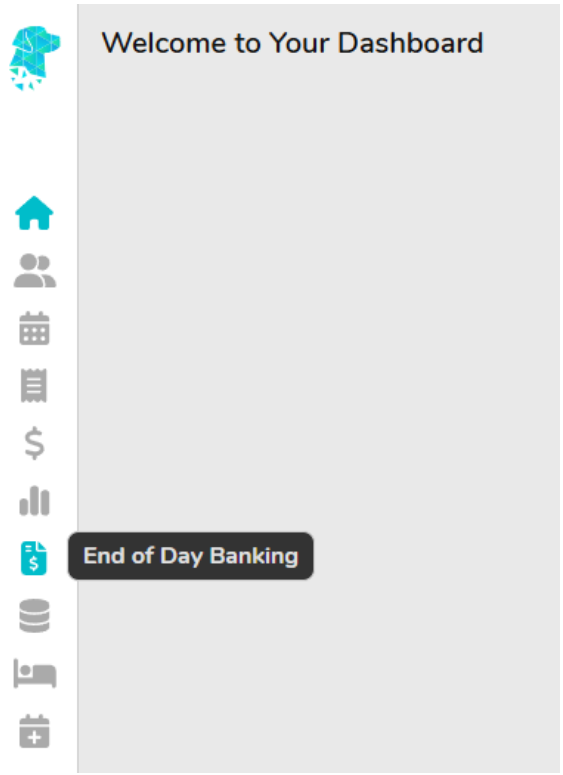
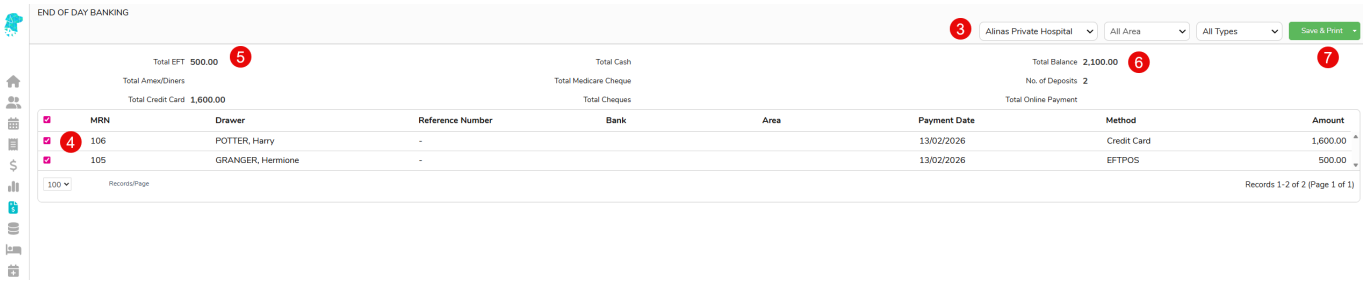
End of Day Banking (Hospital)

1. Select **End of Day Banking** from the main menu



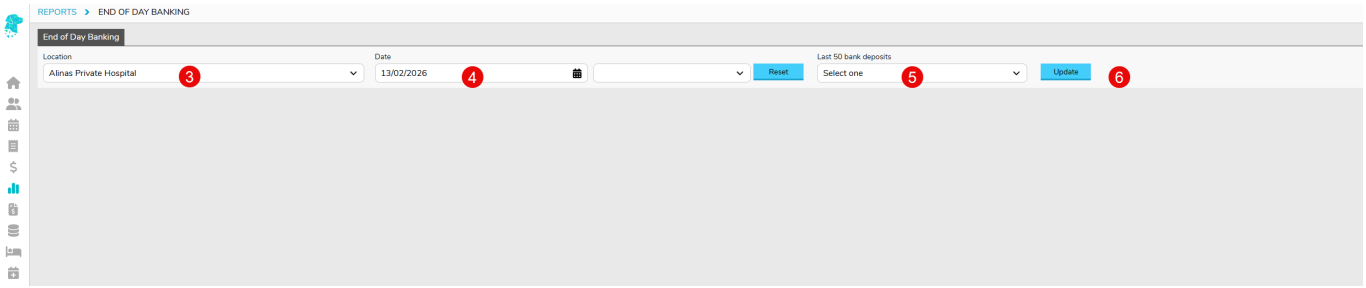
2. This will open the screen where the user can perform the End of Day Banking
3. For multi-location facilities, ensure the correct location is selected



4. Check each payment off as it is compared with corresponding data for accuracy
5. Ensure **Totals** match the EFTPOS settlement & cash/cheques taken
6. **Total Balance** of all revenue received will be shown
7. Click **Save & Print**
8. You will be prompted to confirm that you want to clear the transactions.
9. Once confirmed with **Yes** the **End of Day Banking Report** will be available for printing

Re-Printing End of Day Banking Report

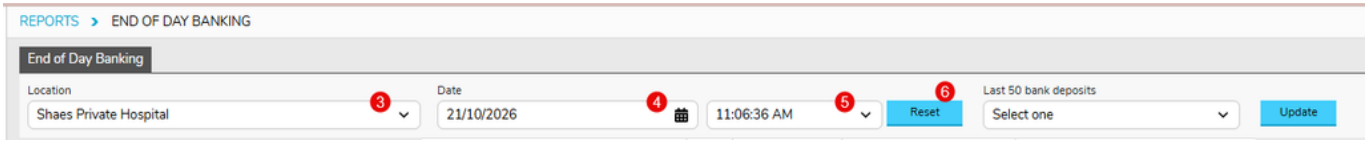
1. Select **Reports** from the main menu
2. Select **End of Day Banking**



3. For multi-location facilities, ensure correct location is selected
4. Select the **Date & Time** for the required report **OR**
5. Select from the list of **Last 50 bank deposits**
6. Click **Update** and the selected report will be displayed on the screen
7. It can then be **Printed** or **Exported** using the corresponding blue buttons at the bottom right of the screen

Re-Setting End of Day Banking Report

1. Select **Reports** from the main menu
2. Select **End of Day Banking**



3. For multi-location facilities, ensure correct location is selected
4. Select the **Date & Time** for the required report
5. Click **Reset**
6. The transactions will now reappear in your End of Day Banking, allowing you to restart the process