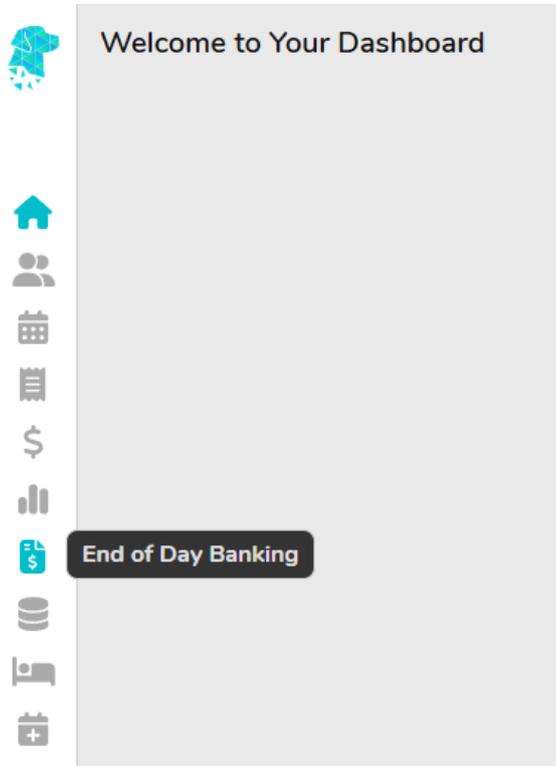


# End of Day Banking (Hospital)

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

The screenshot shows the "END OF DAY BANKING" screen. At the top, there are dropdown menus for location (Almas Private Hospital), area (All Area), and type (All Types), along with a "Save & Print" button. Below this is a summary table with the following data:

Total EFT 500.00		Total Cash		Total Balance 2,100.00	
Total Amex/Diners		Total Medicare Cheque		No. of Deposits	2
Total Credit Card	1,600.00	Total Cheques		Total Online Payment	

Below the summary table is a list of transactions with the following columns: MRN, Drawer, Reference Number, Bank, Area, Payment Date, Method, and Amount. The first two rows are highlighted with a red background:

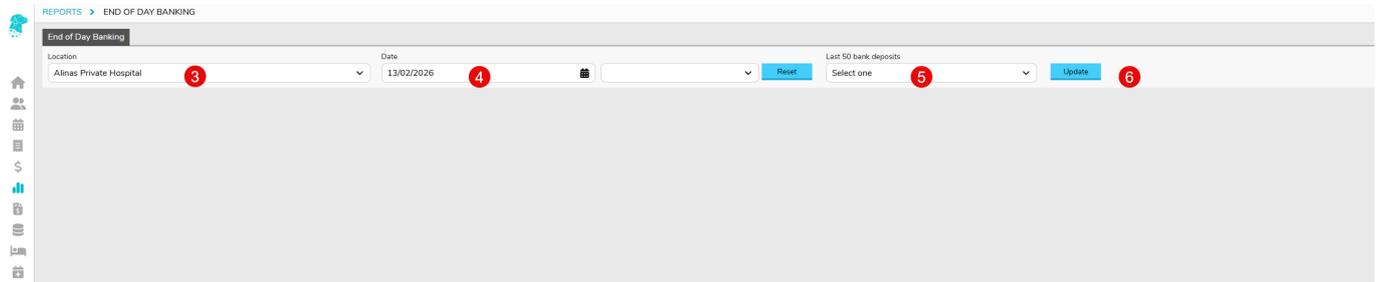
MRN	Drawer	Reference Number	Bank	Area	Payment Date	Method	Amount
106	POTTER, Harry	-			13/02/2026	Credit Card	1,600.00
105	GRANGER, Hermione	-			13/02/2026	EFTPOS	500.00

At the bottom left, there is a "Records/Page" dropdown set to 100. At the bottom right, it says "Records 1-2 of 2 (Page 1 of 1)".

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**



The screenshot shows the 'End of Day Banking' report interface. At the top, there is a breadcrumb trail: 'REPORTS > END OF DAY BANKING'. Below this, the title 'End of Day Banking' is displayed. The interface contains several input fields and buttons:

- Location:** A dropdown menu with 'Alinas Private Hospital' selected. A red circle with the number '3' is placed over the dropdown arrow.
- Date:** A date field containing '13/02/2026'. A red circle with the number '4' is placed over the date.
- Buttons:** A blue 'Reset' button is located to the right of the date field.
- Last 50 bank deposits:** A dropdown menu with 'Select one' selected. A red circle with the number '5' is placed over the dropdown arrow.
- Buttons:** A blue 'Update' button is located to the right of the dropdown menu. A red circle with the number '6' is placed over the button.

A vertical sidebar on the left side of the screen contains various navigation icons, including a home icon, a user profile icon, a list icon, a dollar sign icon, a bar chart icon, a document icon, and a printer icon.

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