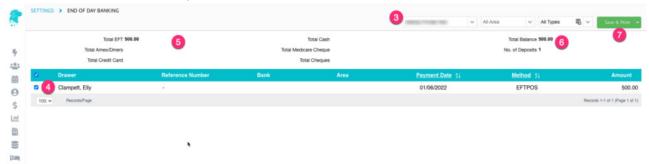
## **End of Day Banking (Hospital)**

- 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