

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

SETTINGS > END OF DAY BANKING

Total EFT 500.00 (5) Total Cash Total Balance 500.00 (6) Save & Print (7)

Total Amex/Diners Total Medicare Cheque No. of Deposits 1

Total Credit Card Total Cheques

Drawer	Reference Number	Bank	Area	Payment Date	Method	Amount
Clampett, Ely (4)	-			01/06/2022	EFTPOS	500.00

100 Records/Page Records 1-1 of 1 (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**

REPORTS > END OF DAY BANKING

End of Day Banking

Location: Adeney Private Test (3)

Date: 01/06/2022 (4) Select Time: [dropdown] Reset

Last 50 bank deposits: Select one (5) Update (6)

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