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

ETTINGS > END OF DAY BANKING			3	All Area 🛛 🛩 All Types	Save & Diret •	
Total EFT 590.00 5 Total Ameri/Dinens Total Credit Card		Total Cash Total Medicare Cheque Total Cheques			Total Balance 500.00 No. of Deposits 1	7
✓ Drawer	Reference Number	Bank	Area	Payment Date 11	Method 31	Amount
Clampett, Elly				01/06/2022	EFTPOS	500.00
100 - Records/Page						Records 1-1 of 1 (Page 1 of 1)
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- 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

5	5			
REPORTS > END OF DAY BANKING				
End of Day Banking				
Location	Date		Last 50 bank deposits	
Adeney Private Test	01/06/2022	III Select Time V Reset	Select one v	Update
3		4	6	6
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- 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