Reconcile Banking

\` \	 Print the Daily Takings report (Management > Report creating a banking batch. 	s) to confirm that your takings are correct PRIOR to
Create a Banking Batch	Management > Banking > Create new banking bat 1. Select the payments, deposits and refunds record EFT, Credit card and Cheque.	Ich button # Banking
	Direct credit payments are NOT shown on the payments screen. Direct credit payments created via the Paymente details screen, or via the Online Claiming che payments function, are automatically treated a	Unbanked ent ck for as banked.
Correct a Banked Payment	If a payment has been added to a banking batch <u>and processed</u> , the only way of correcting the payment is to reverse the payment and create a payment reversal credit.	
	If you need to reverse a banked payment: Billing history or Account history screen > select a patient > select a banked payment > Reverse	 If a payment is banked into a wrong account: 1. Select Management > Banking. 2. Print out the batch so you can identify all the
	 If you processed a payment for a wrong invoice: 1. Reverse the payment. Tick Credit payment to payer's account? 2. Create the invoice. 	 transactions that were included. 3. Select the batch containing the incorrectly banked account and select File > Delete Batch. 4. Create a new batch against the correct bank account.
	 Patient Billing history or Account history > select the invoice > Pay Single Invoice. Click Use Deposit on the Payment details screen > check Payment total and Pay Now. 	If you need to refund a reversed banked payment: Billing history or Account history screen > select a patient > select the deposit in green > Refund
	Change the payment location or credit card type: Billing history or Account history screen > select a patient > Show payments/deposit checkbox > select the payment > Adjust	Billing history - Mr. Alan Abbott Fele Ublities View Help Mr. Alan Abbott Account datur: 373.60 owing Show payments (deposts include canceled invoices Show only outlanding services Include adjustments Billed to: A Mem account Play angle massie
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