

Reconcile Banking



Print the Daily Takings report (Management > Reports) to confirm that your takings are correct PRIOR to creating a banking batch.

Create a Banking Batch

Management > Banking > Create new banking batch button

1. Select the payments, deposits and refunds record via Cash, EFT, Credit card and Cheque.

Direct credit payments are NOT shown on the Unbanked payments screen.



Direct credit payments created via the Payment details screen, or via the Online Claiming check for payments function, are automatically treated as banked.

If a payment has been added to a banking batch and processed, 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 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.

- If you processed a payment for a wrong invoice:
1. Reverse the payment. Tick **Credit payment to payer's account?**
 2. Create the invoice.
 3. **Patient Billing history** or **Account history** > select the invoice > **Pay Single Invoice**.
 4. 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**

Correct a Banked Payment

Right-click on a payment to change a payment type.

1. The Reverse button changes to Refund when the payment is reversed.