Using batches and sessions

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When banking is closed off in Zedmed (for example, at the end of the day), a banking batch (Bank Deposit Sheet) is created with the totals for each payment type since the last batch was closed. Before closing the batch, you must check that the Deposit Sheet matches the received payments. Zedmed provides banking and transaction reports to assist with this process, and banking sessions can be opened during the day to identify and resolve any errors so there is less to review at the end of the day.

This guide should be used in conjunction with the Best Practice Banking guide.
For explanations of the three banking reports, see the Banking Reports guide.

Banking quickstart

This is a summary of the five steps that you will perform to close off your banking. The reports will depend on whether you are closing a session or batch. These steps are explained in detail in the sections below.

1. Reconcile the claims.
2. Print the session or batch details report.

   Use the report to review and compare the transitions with the EFTPOS receipts.
3. Run the **Close Banking Session** or **Close Batch** report.
4. Review the final tally on the deposit sheet.
5. Resolve any errors and make any required adjustments.
6. Close the session or batch after any adjustments have been made.

> **Important**: Banking should be closed at the end of each day (or the next morning before you open) - after the Banking Batch has been compared to the payments received and any errors have been actioned. If you do not do this, discrepancies will go unnoticed until they are picked up in your bank statements, by which time they will be harder to resolve.

Banking reports video

Our 11-minute quickstart video explains how the reports work and how they can be used!

Print / Close Banking Session

If you have a lot of payments, you can break the day into sessions to review the banking and resolve any errors. Because a session only covers a few hours or morning/afternoon, it is easier to manage, and there will be less work when you close the batch at the end of the day.

To run a banking session:

1. Go to Zedmed's **Reception** tab.

2. Select **Banking** > **Print / Close Banking session**.
3. Check that the correct **Banklist** has been selected.
4. Select **Screen** to view the batch.

5. Select **No** when prompted to close the batch.
6. Balance the report by checking:
    - Payments received (the bank statements, EFTPos statements and Cash Float, etc.)
    - The Banking Reports can also provide useful information if required.
7. Once you have balanced the session, you can select **Print** or **Screen** then select **Yes** to close the session.

    Now when you close the banking batch at the end of the day, most discrepancies will have been identified and resolved.

    Note: Another session will be automatically opened when the session is closed. The open session should be reviewed and closed before the daily banking batch is reviewed and closed.

Banking Session Details

Branch 1   Level 3, 60 Albert Road, SOUTH MELBOURNE 3205   Ph:03 9284 3300

Criteria		Group By	Order By
Banklist Report By	Albert Road MC Bank Account Session	Payment Form	Receipt Number

Date	Receipt #	Account	Drawer	Bank	Branch	Cheque/Card #	Staff	Amount
Banking Session #								
Payment Form: Credit Card								
3/02/2022	7	Carpenter, David					PD	29.55
3/02/2022	9	Post, Jamee					PD	35.00
3/02/2022	13	Baker, Gabriel					PD	35.00
8/02/2022	15	Post, Jamee		MASTER			PD	35.00
5/04/2022	32	Ackhurst, Daniel		MASTER			PD	35.00
5/04/2022	33	Ackhurst, Daniel		MASTER			PD	71.30
5/04/2022	34	Bates, Bridgid					PD	71.30
5/04/2022	35	Bates, Bridgid					PD	35.00
9/05/2022	40	Hospital					PD	60.00
9/05/2022	41	Hospital	Daniel	MASTER			PD	60.00
						Total Credit Card (session #1)		**467.15**
Payment Form: Cash								
25/03/202	27	Medicare					PD	36.30
31/03/202	~~28~~	~~Bates, Bridgid~~					~~PD~~	~~1,370.35~~
		Reversed On:19/Apr/2022 17:31		PD	test			
31/03/202	29	Bates, Bridgid					PD	1,219.45
31/03/202	30	Bates, Bridgid					PD	1,068.55
						Total Cash (session #1)		**2,324.30**
Payment Form: EFTPOS								
27/01/202	1	Jones, Marrianna-Louise				Ref:110047	PD	71.30
3/02/2022	6	Alexandra, Sophie					PD	32.20
3/02/2022	8	Heaney, Dexter					PD	32.20
11/02/202	19	Alexandra, Sophie					PD	185.90
11/02/202	20	Ackhurst, Daniel					PD	185.90
24/02/202	21	Simkins, Talia					PD	35.00
24/02/202	22	Burton, Tegan					PD	35.00
25/02/202	23	Ackhurst, Daniel					PD	71.30
25/02/202	24	Jones, Happy					PD	71.30
3/03/2022	25	Abbott, Gabriel					PD	71.30
4/04/2022	31	Ackhurst, Daniel					PD	71.30
12/04/202	37	Ackhurst, Daniel					PD	71.30
13/04/202	~~38~~	~~Zedmed, Test~~					~~PD~~	~~71.30~~
		Reversed On:13/Apr/2022 18:09		PD	error, inco			
20/04/202	39	Gayle, Angiolina					PD	71.30
11/07/202	48	Holloway, Knut					PD	71.30
11/07/202	~~49~~	~~Bates, Bridgid~~					~~PD~~	~~71.30~~
		Reversed On:11/Jul/2022 13:53		PD				
						Total EFTPOS (session #1)		**1,076.60**

Report Totals				Overall Total	5,778.85
Cash	2,324.30	Credit Card	467.15	Cheques	0.00
Direct Deposit	1,910.80	EFTPOS	1,076.60	Medicare Cheques	0.00

Print Deposit Sheet / Close Batch

Close Batch is used to close off the banking and produce a Bank Deposit Sheet containing the totals for the Cheques, Cash, Deposits and Credit Cards. Before closing off the banking batch, the amounts shown must be compared to the payments you have received (invoices you have receipted) so know you have an accurate financial record.

Considerations:

- This process is relevant even if you are not dividing the day into sessions (you only use a daily banking batch).
- There is no requirement to close the banking each day (or the next morning before you open), but we

recommend you do.

- If you don't do daily banking, discrepancies will go unnoticed for an extended period and can be a lot harder to resolve.
- When a banking batch is closed, another batch is automatically opened.

To confirm and close the day's banking:

1. Go to Zedmed's **Reception** tab.
2. Select **Banking** > **Print Deposit Sheet / Close Batch**.

3. Check that the correct **Banklist** has been selected.

   The <Current Batch> is displayed as this is the open batch.

   If you are using sessions, untick **Include current session,** so only the sessions you have reviewed and closed are in the batch.
4. Select **Screen** to view the batch.
5. Select **No** when prompted so you do not close the batch.

   The Bank Deposit Sheet will open.

Bank Deposit Sheet

Branch 1   Level 3, 60 Albert Road, SOUTH MELBOURNE 3205 Ph:03 9284 3300

Bank Account		System Information	
Bank Address	Westpac	Banklist	Albert Road MC Bank Account
Account Number	091919 1919191919	Batch Closed On	Not Closed
Branch	South Melbourne 3205		Including current session

Cheque Details

Drawer	Bank	Branch	Details		Amount
			Number of Cheques:0	Total Cheques:	.00
				Total Cash:	2,324.30
				Total Credit Cards:	467.15
				Total Deposit:	**2,791.45**
			For internal use only:	Total EFTPOS:	1,076.60
				Total Direct Deposit:	1,910.80
				Total This Batch:	5,778.85

6. Reconcile the Total Deposit amount with the payments received.

   It is important to make sure your banking is balanced before closing the batch by checking:

   - Payments received on site (the bank statements, EFTPos statements, Cash Float, etc.)
   - The Banking Reports can also provide useful information.

7. Make any adjustments required to balance the banking.

   For payers who have overpaid, you can do a refund through **Account Enquiry/Payments**. A cash refund will reduce the amount of the cash total. A cheque refund, however, say to an insurance company, will appear in the **Direct Deposit** section of the banking report so it does not confuse the number or total of cheques received.

8. When the banking has been balanced, select **Screen** for **Print**.

9. Select **Yes** when prompted to close the batch.

Correcting closed banking sessions

Once a banking session has been closed, it cannot be reopened.

If a practice needs to adjust/fix an error (such as a duplicate receipted payment), perform the required actions (such as reversing a payment), and the change will be reflected in the current, active banking session. What's important is the banking balances at the end of the cycle (e.g week, month) when you review your practitioner's payments.

If you reverse money in a banking batch for a receipt created in a previous batch, it will show as a cross-session reversal in the Batch Details report. A reversal's negative value is not included in the overall total.

Session Totals				Overall Total	1,393.73
Cash	108.05	Credit Card	198.83	Cheques	0.00
Direct Deposit	0.00	EFTPOS	1,086.85	Medicare Cheques	0.00
HealthPoint	0.00				

Cross-Session Reversals

9/05/2023	164	Holloway, Knut err			-80.00
30/01/202	133	Bates, Bridgid error	Deposit		-500.00

Transfers Out

13/07/202	183	Workcover	Automatic	To Banklist: Albert Road MC Bank Account 78

Transfers In

12/07/202	91	Table, Diana	Automatic	From Banklist: Albert Road MC Bank A254.60