

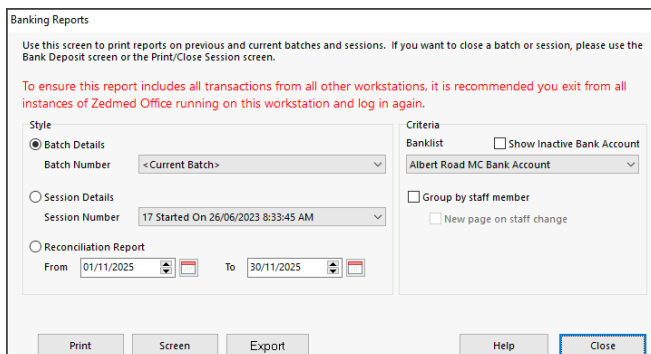
# Daily banking

Version: 2.00 | Last Modified on 26/11/2025 9:08 am AEDT

It's important to make sure your banking balances before closing the batch so you know you have an accurate financial record.

## Step 1 – Review and Print Banking Report

1. Go to **Reception > Banking > BankingReports**.
2. Choose the **Banklist**.
3. Select the **Screen** button.
4. **Print** the report.
5. Compare EFTPOS receipts with the report.



**Banking Reports**

Use this screen to print reports on previous and current batches and sessions. If you want to close a batch or session, please use the Bank Deposit screen or the Print/Close Session screen.

To ensure this report includes all transactions from all other workstations, it is recommended you exit from all instances of Zedmed Office running on this workstation and log in again.

**Style**

☒ **Batch Details**

Batch Number: <Current Batch>

☐ **Session Details**

Session Number: 17 Started On 26/06/2023 8:33:45 AM

☐ **Reconciliation Report**

From: 01/11/2025 To: 30/11/2025

**Criteria**

Banklist: ☐ Show Inactive Bank Account

Albert Road MC Bank Account

☐ Group by staff member

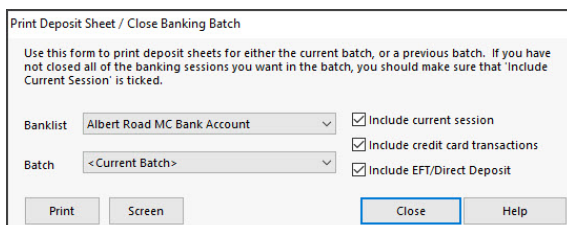
☐ New page on staff change

Print Screen Export Help Close

Fix any errors before closing the batch.

## Step 2 – Print the deposit sheet and Close the batch

1. Go to **Reception > Banking > Print deposit sheet / Close batch**.
2. Select **Screen**.
3. **You will be prompted to Close the batch, Select OK.**



**Print Deposit Sheet / Close Banking Batch**

Use this form to print deposit sheets for either the current batch, or a previous batch. If you have not closed all of the banking sessions you want in the batch, you should make sure that 'Include Current Session' is ticked.

Banklist: Albert Road MC Bank Account

Batch: <Current Batch>

☒ Include current session

☒ Include credit card transactions

☒ Include EFT/Direct Deposit

Print Screen Close Help

## Step 3 – Repeat Steps 1 and 2 for the remaining Banklists

