

Overview

For the purpose of banking monies received, the receipted payments can be combined and reported on the basis of:

- Location
- Bank account

Location banking is often based on the location of the clinics that the Provider works from, which allows them to monitor the revenue received for going to remote clinics, but can also be used in a larger practice where you want to separate the receipting performed by reception staff from the receipting from the secretary. You could even use it for the individual banking records for each receptionist, especially if they are responsible for balancing their own cash drawer.

Bank account based banking is usually to distinguish the revenue from different types of services provided. For example, payments for consultations might go into the Providers personal bank account, but revenue from sales of ancillary products could go into a 'shared' Practice account.

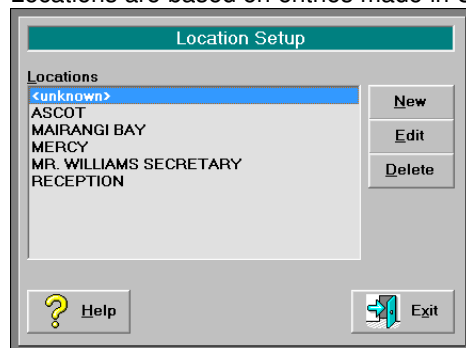
A 'Deposit Supplement' is just a report which combines the payments combined on either a location or bank account basis.

When a deposit supplement is 'Settled' or 'Advanced' this means that the banking for the location or bank account will be closed-off and reconciled with the actual cash and cheques on-hand, and new payment transactions will be allocated to the next deposit supplement.

'Credit Card' is not EFTPOS – it is the older style of credit card (that doesn't use an electronic terminal) where a separate slip is produced for each transaction and the credit slips are taken to the bank along with the cash and cheques.

Locations

Locations are based on entries made in *Setup* → *Locations*.



If you have more than one location entered you can set a workstation to always use a specified default location or, if you are using a laptop computer at different locations, or using a Terminal Server connection, you can use an option that allows you to choose your location when you log on.

Default Locations

1. At each workstation, go to *Setup* → *Workstation* → *Configuration* and select the 'Location' to be used for all receipts issued from this workstation. Note that this is not dependant on which Operator has logged in.

Default Location ASCOT ▼

2. Select OK to save.
3. When any Operator logs in at this workstation the 'Location' will now be pre-set with the default you have chosen.

Multiple Locations

1. Using the workstation that will be used at the various locations, or on the Terminal Server, go to *Setup → Workstation → Configuration* and check on the 'Multiple Locations' option.

Mobile Workstation

2. Select OK to save.
3. When any Operator logs in they will be able to select the 'Location' that they are currently at.

Login to Incisive [Esc] to cancel

Operator ID

Password

Location

Go

Version: 1.0.1.15

Bank Accounts

Creating bank accounts

Bank accounts are created in *Setup → Financial → Banking → Bank Accounts*. For each account, choose whether it is a Personal, Practice/Individual or Practice/Shared account.

Practice / Shared

Practice / Individual

Personal

User

Practice/Shared The account will be able to have payments allocated to it by staff who are receipting for any User in the practice

Practice/Individual The account can only have payments allocated to it by staff who are receipting for the nominated Provider (owner).

Personal No longer in use.

Default bank accounts

Each User is able to nominate the default bank account to be used for Receipts, Expenses & EFTPOS.

Default Bank Accounts **John Williams**

Receipt

Expense

Eftpos

These are selected in *Setup → Provider → Config 1*

Close-Off the Banking

Settling, advancing or closing-off the banking are terms frequently used to describe the process of checking that you have all the physical cash and cheques that are listed on a deposit supplement, and then closing it off and starting with a new, clear supplement.

The *current* Deposit Supplement number for the default bank account displays in the bottom left corner.

The number for the currently *displayed* deposit supplement appears on the top right hand corner together with the cheques that currently make up that deposit supplement.

Totals are displayed at the bottom of the screen.

The screenshot shows the 'Banking' window in the Incisive software. The window title is 'Incisive' and the menu bar includes 'New', 'Edit', 'Delete', 'Display', 'Print', 'Label', and 'Settle EETPOS'. The main area displays a table of transactions for 'Dr J Williams - Practice Account'. The table has columns for 'Drawer', 'Bank', 'Branch', 'CC/S #1', and 'D/S #1'. The transactions are as follows:

Drawer	Bank	Branch	CC/S #1	D/S #1	Amount
S J HUGHES	W & K	AUCKLAND			\$20.00
S J HUGHES	BNZ	CARTERTON			\$500.00
D GOLD	ANZ	CHRISTCHUR			\$66.00
S J HUGHES	CITIBAN	CARTERTON			\$250.00
S J HUGHES	ANZ	WAIROA			\$1,500.00
S J HUGHES	BNZ	CORPORATE			\$1,500.00
M MOUSE	BNZ	AUCKLAND			\$555.00
C HEAD	AMP	AUCKLAND			\$75.00
M MOUSE	Westpac	AUCKLAND			\$500.00
M MOUSE	CreditCar				\$100.00

At the bottom of the window, there are two summary sections:

- Current Deposit Supplement No.** 1
- Current Credit Card Supp. No.** 1
- Totals:**
 - Cheques 9 \$4,966.00
 - Credit Cards 1 \$100.00
 - Cash \$0,958.50
 - Clearance Fee \$14,024.50

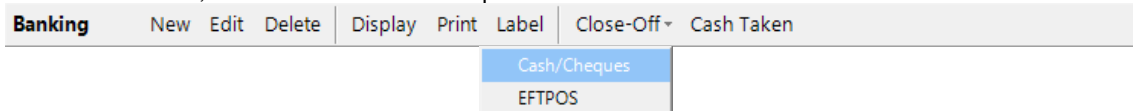
IT IS IMPORTANT THAT YOU HAVE SELECTED THE CORRECT LOCATION.

If you bank at multiple locations, the payments will not appear on the deposit supplement unless you have logged on using the same location.

To Close-Off a Deposit Supplement

Selecting 'Close-Off' allows you to print the Deposit Supplement currently displayed on screen, post the total banked to the Cashbook, and advance to the next one.

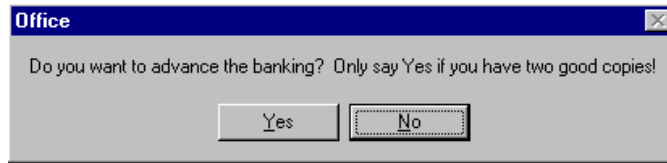
1. Use Display (on the Toolbar) to select the Deposit Supplement that you want to close-off.
2. Select 'Close-Off', then choose 'Cash/Cheques'.



Two copies of the current deposit supplement will be printed.

3. Check that you physically have the cash, cheques (and credit card slips) that are listed on the deposit supplement(s).

If it is the current Deposit Supplement, or the one currently on hold (advanced but not printed and confirmed), two copies will print and you will be prompted to confirm that the banking is correct to advance to a new deposit supplement.



4. Select 'Yes' to close-off and advance the banking.

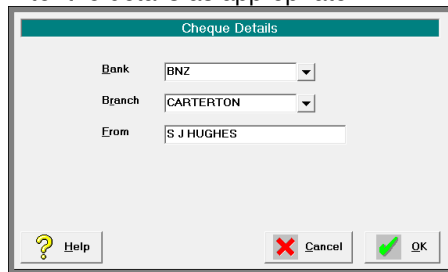
This transfers the banking total into the Cashbook.

If the banking has been previously printed and advanced or confirmed, no further action is required.

To Edit the items on the Current Deposit Supplement

You may edit the drawer, bank, and branch details here if they have been entered incorrectly.

1. Highlight the item you wish to alter.
2. Select 'Edit'.
3. Alter the details as appropriate.



4. Select 'OK'.

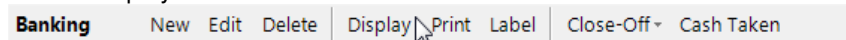
To Delete items off the Deposit Supplement

You may not delete receipted items directly off the deposit supplement. This can be done in the *Office* → *Receipts* or in *Patient* → *Financials* by deleting the receipt.

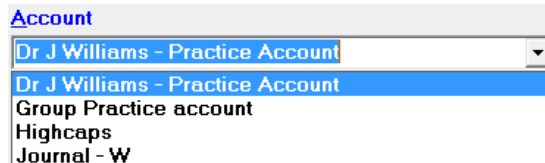
To Display (and print) previous Deposit Supplements

This option allows you to go back and display previous Deposit Supplements which you can then reprint a copy of, or print for the first time if you have advanced the Deposit Supplement (see above) without first having printed and cleared it.

1. Select 'Display' from the Toolbar



2. Choose the bank account.



3. Select from the search options available then click on the 'Search' button.

All DS

Date Range

Single DS

4. Highlight the Deposit Supplement you want to display.

Select Display Option(s) for Deposit and Credit Card Supplement

Account
Dr J Williams - Practice Account

DS	CCS	Date	Amount
4			
3		12.09.12	\$111.00
2		02.03.10	\$1,234.00
1		19.03.07	\$3,729.00

All DS

Date Range

Single DS

Types Displayed

All

cheQues

Cash

cRedit cards

cash Taken

Order By

Type

Receipt

5. Select 'OK'.

The Deposit Supplement will display on screen.

Settle EFTPOS

ISW Bank Account EFTPOS Sup. # 1

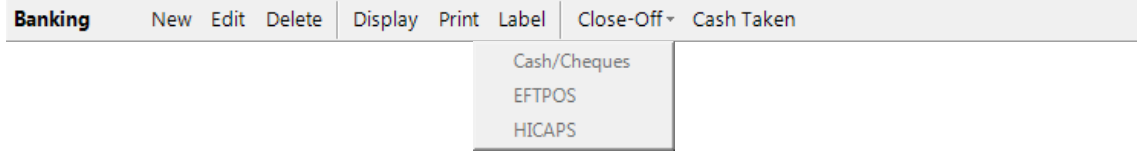
Patient Name	Amount
L HUGHES	\$110.00
J WILSON	\$134.00

Current EFTPOS Sup. # is 1 Total 2 \$244.00

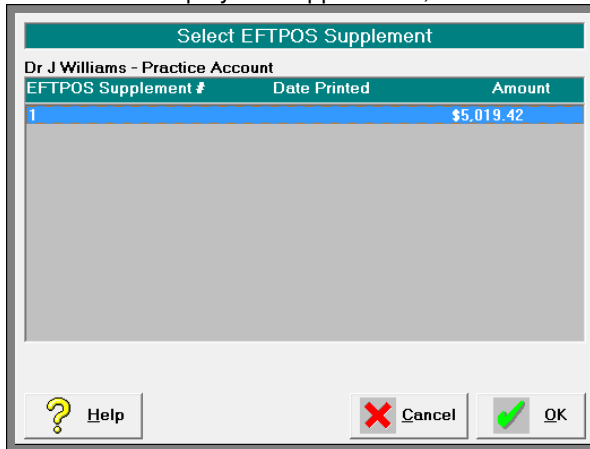
Settling the EFTPOS

This option allows you to settle up your EFTPOS transactions. It should be carried out at the same time that you settle your EFTPOS terminal at the end of the day to ensure that the total credited to each bank account matches the total for the EFTPOS supplement. This ensures that the amount appearing in your Cash-Book matches what is on your bank statement.

1. From *Office* → *Banking* → *Close-Off*, select 'EFTPOS' from the menu.



A screen will display the supplements, with the current one highlighted.



2. Select 'OK' to select the current supplement or highlight another supplement and select 'OK'. The individual entries making up the supplement appear on screen.
3. Check the entries.

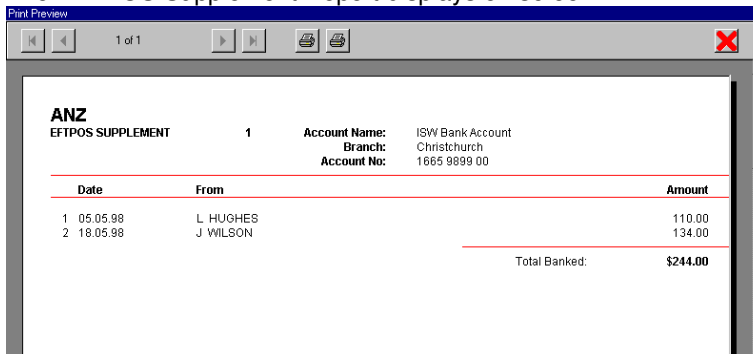
Check that the number of items recorded on the supplement matches the number of chits (Debit Purchases plus Visa Purchases) for the appropriate bank and that the Total matches the amount credited to Bank Account on the EFTPOS Terminal.

Check the individual chits against the Supplement to ensure that the amounts match. If they do not match, then edit the appropriate receipt and correct the amount.

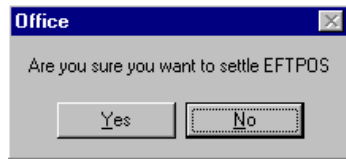
Check that you do not have more chits than the number on the supplement. If you do, then a receipt (or receipts) may have been receipted with the wrong payment type. Edit the appropriate receipt and change the payment type.

4. Select 'Print'.

The EFTPOS Supplement Report displays on screen.



5. If you want to get a physical printout, select the left Print icon at the top of the screen. You should attach the chits to this printout and file it with the copies of your Deposit Supplements.
6. Select the Exit icon in the top right hand corner of the screen.
7. Select 'Yes' to settle the EFTPOS Supplement and start a new one.



The total is transferred to the Cash Book.

Note: If there is a difference between the amount settled on the EFTPOS terminal and the Supplement, you should delay settling the Supplement and sort out where the discrepancy is.

Cash Taken

This option is provided for Users who wish to draw money from the practice. The amount taken is recorded as a personal drawing against the specified User.

If you are going to take cash out, you should instigate a notebook system and have the Doctor sign for the unbanked cash taken. Record the date, amount taken and signature. This will ensure that staff cannot be held accountable for unbanked cash that the Doctor does not recall taking.

The amount entered as 'Cash Taken' will show as a reduction in the amount of cash appearing on the current deposit supplement.

The Cash Taken facility should not be used for Petty Cash as it is recorded as a personal drawing rather than a legitimate business expense. The best way to handle this is to draw a cash cheque from the business account.

1. From *Office* → *Banking*, select 'Cash Taken'.

A screen will display the amount of available cash (ie the total of all cash receipts for the selected bank account for all doctors/Users) together with the selected doctor that is taking the money.



The screenshot shows a dialog box titled "Cash Taken". It contains the following information:

- Available Cash: \$450.00
- Cash Taken: [Empty text input field]
- Taken by: Mr Ian Smith-Wilson
- Buttons: Help (with a question mark icon), Cancel (with a red X icon), and OK (with a green checkmark icon).

2. Enter the amount of cash taken, or press Enter for the full amount.
3. Select 'OK'.

Note: You cannot enter an amount greater than the amount recorded as available.

Petty Cash

We recommend that you draw a cash cheque for Petty Cash, however, if this is not possible:

1. Manually deduct the amount taken for Petty Cash from the Cash on the Deposit Supplement (do not enter it as Cash Taken).
2. Enter the amount as an Expense, selecting Direct Debit as the payment type, allocating the amount to your Petty Cash Expense Ledger.
3. When reconciling the Deposit Supplement in the Cashbook, also reconcile the Direct Debit amount. In this way it will balance and keep the accountant happy.

Troubleshooting

Banking is not correct

- A lot of transactions are missing
 - Are you looking at the correct location
 - Are you looking at the correct bank account
- A transaction is missing
 - Has it been receipted as the correct type of transaction – cheque, cash etc.?
 - Is it at the correct location or bank account?

Go to *Office* → *Receipts* and find the receipt. Either highlight the transaction and press the Spacebar to display more information about the transaction or, use the Print option to show the type of payment. If the banking has not been advanced, go to the patient's transactions and delete the receipt then re-enter it with the correct details.

Money's been banked but Deposit Supplement wasn't advanced.

- The supplement includes the payments from the last banking as well as the current banking.

Call the Incisive helpdesk

Reports

Deposit supplement	<i>Office</i> → <i>Banking</i>
Banking Report	<i>Reports</i> → <i>Banking</i>
Payment Type Summary	<i>Reports</i> → <i>Banking</i>
Receipt Analysis	<i>Reports</i> → <i>Financial</i>
Transaction List Receipts	<i>Reports</i> → <i>Financial</i>

Advanced

Deposit Supplement 'On Hold'

It is possible, but very risky, to create a new deposit supplement without first closing-off and clearing the previous one.

The only time that this should be used is in a large, busy practice where receipting cannot be stopped while the banking is printed, checked and advanced to the next supplement number.

The benefit of putting a supplement 'On Hold' is that you can still make adjustments to the receipt transactions in the 'On Hold' supplement while continuing to put new receipts onto the new deposit supplement.

Until a deposit supplement is processed or advanced, the receipted amount will not appear in any banking report.

Putting a supplement 'On Hold' will cause the receipt balance not to appear in:

- Banking reports, and the;
- Cashbook

Jump to a new supplement (without Processing the previous one)

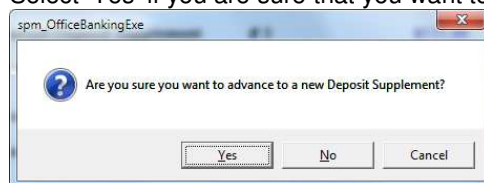
This will create a new deposit supplement to which all receipts will be allocated.

1. Ensure you have logged on with the correct 'Location'
2. Select 'New'.

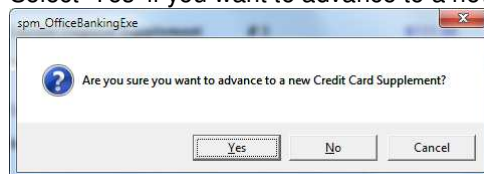
A screen will display the current deposit supplement number and the total dollar value currently contained in that supplement, together with the new supplement number.



3. Select 'OK' to advance to a new Deposit Supplement for the specified bank account.
4. Select 'Yes' if you are sure that you want to advance to a new Deposit Supplement number



Select 'Yes' if you want to advance to a new Credit Card supplement number.



The Banking Tab clears and displays the new Deposit Supplement number.

5. Display and print the deposit supplement and confirm that the banking is correct. This transfers the total to the Cash Book.

Note: while you can edit the details of a cheque (bank, branch and drawer name) any alterations to the amount or payment type will need to be carried out as deletions and the new entry will appear on the new current deposit supplement.

You may only have one deposit supplement on hold at a time.

Processing an 'On Hold' supplement

Deposit supplements that have been placed 'On Hold' and have not yet been processed, must be processed, checked and cleared as soon as possible.

When you are ready to process a supplement that is 'On Hold', do the following:

1. In *Office* → *Banking* select the Display button from the Toolbar.
2. Choose the correct Bank Account and then use the Search options to find the previous deposit supplement.

Select Display Option(s) for Deposit and Credit Card Supplement

Account
Dr J Williams - Practice Account

DS	CCS	Date	Amount
4		12.09.12	\$103.70
3		12.09.12	\$111.00
2		02.03.10	\$1,234.00
1		19.03.07	\$3,729.00

All DS

Date Range

Single DS

Types Displayed

All

cheques

Cash

cCredit cards

cash Taken

Order By

Type

Receipt

? Help

3. Select it and then click on OK to display the contents of it on the Banking screen.
4. Process the supplement using the usual method.