Banking reports

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When banking is closed off in Zedmed, it is important to balance the totals in the Bank Deposit Sheet before closing the batch so you know you have an accurate financial record. Zedmed provides 3 banking reports to assist with this process, and to help manage your banking.

To learn how to perform daily banking, see the Banking batches and sessions guide .

Banking reports video

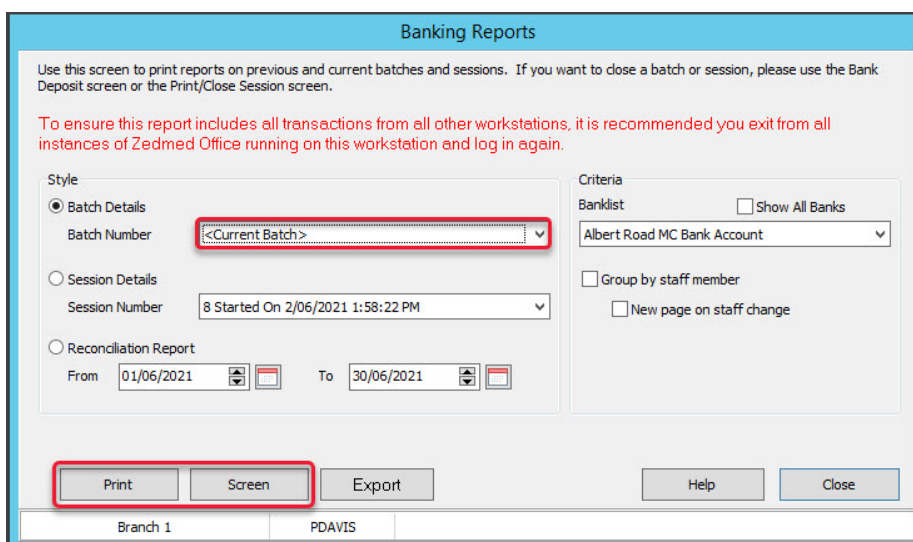Our 11-minute quickstart video explains how the reports work and how they can be used!

Batch Details report

The **Batch Details Report** is used to make sure your banking balances before closing the batch so you know you have an accurate financial record. The report lists the money that's been receipted off in Zedmed, broken up into payment types, and shows the account payer and receipt number. If you have multiple doctors with their own banklist, you will need to individually reconcile and close their bank batch by selecting their banklist from the drop-down menu.

To run the Batch Details report:

1. Go to Zedmed's **Reception** tab.
2. Select **Banking** then **Banking Reports**.
3. Leave **Batch Details** selected with **Current Batch** as the **Batch Number.**

   If your clinic has multiple doctors with their own banklist, reconcile these individually and close their bank batch by selecting their **Banklist** from the **Criteria** section.

4. Select **Print**, **Screen** or **Export** to generate the report in your preferred format.

Export allows you to download the report as a CSV and open it using spreadsheet software like Excel.

Banking Report - Batch 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 Batch	Payment Form	Receipt Number

Date	Receipt #	Account	Drawer	Bank	Branch	Cheque/Card #	Staff	Amount
Banking Session 7								
Banking Session 8								
Payment Form: Cash								
2/06/2021	16	Carey, Kindra					PD	85.90
7/06/2021	22	Black, Emma					PD	185.90
7/06/2021	24	Barber, Lisa					_X_	100.00
18/06/202	36	Barber, Lisa					PD	71.30
						Total Cash (session #8)		**443.10**
Payment Form: Direct Deposit								
~~15/06/202~~	~~34~~	~~Medicare~~	~~Medicare~~	~~Reserve~~	~~Canberra~~	~~<All>~~	~~PD~~	~~72.60~~
		Reversed On:15/Jun/2021 16:20		PD	error			
						Total Direct Deposit (session #8)		**0.00**
Payment Form: EFTPOS								
2/06/2021	16	Carey, Kindra					PD	100.00
2/06/2021	17	Holloway, Knut					PD	185.90
3/06/2021	18	Holloway, Knut					PD	121.70
4/06/2021	19	Benstead, Olivia					PD	71.30
7/06/2021	20	Black, Emma					PD	71.30
~~7/06/2021~~	~~21~~	~~Black, Emma~~					~~PD~~	~~71.30~~
		Reversed On:07/Jun/2021 10:18		PD	error			
~~7/06/2021~~	~~23~~	~~Holloway, Knut~~					~~_X_~~	~~280.00~~
		Reversed On:11/Jun/2021 14:26		PD	To be refunded			
7/06/2021	24	Barber, Lisa					_X_	85.90
~~8/06/2021~~	~~25~~	~~Corbett, Brooke~~					~~PD~~	~~71.30~~
		Reversed On:22/Jun/2021 14:05		PD	test2			
~~9/06/2021~~	~~26~~	~~Corbett, Brooke~~					~~PD~~	~~71.30~~
		Reversed On:22/Jun/2021 11:21		PD	test			
9/06/2021	27	Andrews, John					PD	71.30
9/06/2021	28	Banks, Jayne					PD	71.30
10/06/202	29	Andrews, John					PD	71.30

At the bottom of the report, you will have report totals and an overall total.

Make sure the money you have received matches what's in the report.

					Total EFTPOS (session #8)	**2,855.00**
Payment Form: Medicare Cheque						
15/06/202	33	Zedmed, Molly	Medicare	Reserve	Molly Zedmed PD	82.00
			Number of cheques:		**Total Medicare Cheque (session #8)**	**82.00**

Session Totals				**Overall Total**	**3,380.10**
Cash	443.10	Credit Card	0.00	Cheques	0.00
Direct Deposit	0.00	EFTPOS	2,855.00	Medicare Cheques	82.00

Cross-Session Reversals						
2/06/2021	13	Holloway, Knut error				-185.90
2/06/2021	15	Medicare error	Medicare	Reserve	Canberra	<All>	-72.60

Report Totals				**Overall Total**	**3,380.10**
Cash	443.10	Credit Card	0.00	Cheques	0.00
Direct Deposit	0.00	EFTPOS	2,855.00	Medicare Cheques	82.00

A common mistake is receipting with the wrong payment type, e.g. you put through cash when it should've been Eftpos. This means your cash total is more than what you have but your Eftpos is less. Find the patient with the error, reverse the payment and receipt it as an Eftpos payment. Once this balances, you can close the

Bank Batch.

Session Details report

A banking batch can be made up of sessions, the sessions can make it easier to identify errors as the period of time (they occurred in) is shorter. By ticking the **Session Details** button and picking the session from the drop-down box, you can **Screen** or **Print** the details of that session. It is possible to organize the display to**Group** all entries for each different member of staff, based on their Usernames. This can be useful if different staff work different computer terminals with their own cash drawers.

A receipt/payment that is reversed during the same session that it was entered will appear on the session report in its **Payment Form** group with a line through the entry (with the date/time of the reversal). The value of the entry will be set to zero and it will not be counted (in the number of cheques, say).

Reconciliation Report

The **Banking Reconciliation Report** is used to show the details of multiple batches. It gives you the totals for each payment type for each batch, within the selected time period, as well as the reversals. This report only displays closed banking batches and Direct Deposits are displayed underneath the batches with their own separate total.

To run the Reconciliation Report:

1. Go to Zedmed's **Reception** tab.
2. Select **Banking** then **Banking Reports**.
3. Select **Reconciliation Report**.
4. Select a date range.
5. Select **Screen** to view or **Print** for a hard copy.

   Export allows you to download the report as a CSV and open it using spreadsheet software like Excel. This is useful if you need to provide a record of the day's payments for your accountant.

For the doctor's provider number to show in the Banking Reconciliation Report's **Details** field, you need to reconcile your payments in the Claims > Payments tab by doctor. To do this, use the Doctors filter to select a specific doctor, and then reconcile their payments. When your payments are reconciled by doctor, the report

will have the totals by doctor and the correct **Bank** list selected for each doctor (relevant for clinics with multiple bank lists).

When recording payments, it's important to correctly enter the **Pay Date** as this assists with the reconciliation process. The date on the left is the activity date; that is the date that it was receipted in Zedmed. That may not be the day that you received payment. For example, you receive a direct deposit from an insurance company on 23rd November but don't get the remittance and receipt it off until 26th November.

Bank Reconciliation Statement

Albany Road Clinic 343 Albany Road, SOUTH MELBOURNE 3205 Ph: 03 5550 3256

Criteria	
Banklist	Albert Road MC Bank Account
Start Date	01 June 2023
End Date	30 June 2023

Batches

Closed On	Batch #	Cash	Cheques	MC Chq	Cards	Total	EFTPOS	Reversals
23-Jun-2023	4	213.90	0.00	92.70	106.75	$413.35	4,212.49	142.60
Totals		213.90	0.00	92.70	106.75	413.35	4,212.49	142.60

Totals

Direct Deposits

Date	Paid by	Bank	Branch	Details	On behalf of	Pay Date	Amount
01/Jun/2023	Medicare	Reserve	Canberra	Dr Jackson	Medicare		132.45
09/Jun/2023	Medicare	Reserve	Canberra	Dr Jackson	Medicare	7/06/2023	79.50
09/Jun/2023	Department of		947	24465	Department of	8/06/2023	45.75
13/Jun/2023	Medicare	Reserve	Canberra		Medicare		39.75
13/Jun/2023	Medicare	Reserve	Canberra		Medicare		45.75
13/Jun/2023	Medicare	Reserve	Canberra		Medicare		45.75
13/Jun/2023	Medicare	Reserve	Canberra		Medicare		119.25
13/Jun/2023	Medicare	Reserve	Canberra		Medicare		86.10
14/Jun/2023	DVA	Reserve	Canberra		Department of	14/06/2023	640.65
21/Jun/2023	Medicare	Reserve	Canberra		Medicare	21/06/2023	39.75
22/Jun/2023	Medicare		122	24480	Medicare	15/06/2023	119.25
22/Jun/2023	Medicare		124	24485	Medicare	19/06/2023	79.50
22/Jun/2023	Department of		953	24477	Department of	14/06/2023	45.75
22/Jun/2023	Medicare	Reserve	Canberra	Dr Jackson	Medicare	16/06/2023	79.50
22/Jun/2023	Medicare	Reserve	Canberra	Dr Jackson	Medicare	21/06/2023	79.50
						Total	1,678.20

When looking at this report, remember that when setting a date range, it includes invoices based on their activity date; so the date they were receipted in Zedmed. For example, you received a direct deposit payment for a claim in October but didn't receipt it until November. If you ran the **Banking Reconciliation Report** for October, that claim would not be in there, it would be in November.