

Managing Transfers In & Out

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Resolve a payment receipted to the incorrect bank account. This can occur when the practice bank account is the default, and the payment is receipted to that account, but the doctor has their own bank account. This will show on the Banking Report as a Transfer In / Transfer Out.

How a Transfer In / Out occurs

At the end of the Banking Report, you may see entries under the **Transfers In** and **Transfers Out** headings. These relate to payments that have been allocated to doctors or branches that have different bank lists.

If you receipt a payment by selecting the **Receipt** menu in **Patient Details** or the **Receipt** button in **Account Enquiry**, the Bank List is a selectable item that can <u>display the Branch bank account</u> by default and not the doctor's bank account (see the Banklist field in the screenshot below). It is therefore important that the correct Bank List is selected when you are receipting this way.

			Receipt	Payment			
4	Mr Knut Holloway		Patient Family	Patie	nt Family	Credits	
Payer	Holloway, Knut	∀ Due	1372.00 1372.00	D Deferred (0.00 0.00	0.00	
Paymen	Name	Pank	Pronch	Datail	Panklist Amo	unt	
Tormat	v	Dalik	blanch				
<u>1</u> . Cash	<u>2</u> . Cheque	3. MC Cheque	Tyro Eftpos		1		Add Change
4. Card	<u>5</u> . Eftpos	<u>6</u> . Direct Deposit	t <u>7</u> . Credits	Tyro EasyClaim	/		
	But i This	nvoice could l will be record	e account BNr be for a doctor led as a 'Trans	with their own b fer In' & 'Transfe	bank account ank account (s er Out' in the B	et in their anking Re	>Options). profile). port
					Balance	1372.00	
Combo	o Inv. Email Allocat	e					Cancel

If the practice default bank account is used and the treating doctor has their own bank account, the Banking Report's **Transfers Out / Transfers In** section will show a recorded a payment against a doctor that is going to a different Bank List. This indicates that something needs attention.

In the screenshot below, a Bank Report for Branch 1 tells you a Transfer Out needs to be performed to another Bank List called 'Branch 2'. This is because the Banking Report contains a payment for an invoice with a treating doctor who has their own Bank List - Branch 2. The report, therefore, adds the Transfer Out to advise that payment needs to be receipted to the doctor's Bank List - Branch 2.

	_					
Transfers	Out					
2/08/2023	210	Workc ov er	Automatic To Ban	klist Banch 2 Bank	Account 181.17	
Report	Tota	ls		5	Overall Total	181.17
Cash		0.00	Credit Card	0.00	Cheques	0.00
Direct D	epos	sit 181.17	EFTPOS	0.00	Medicare Cheques	0.00

How to avoid a Transfer In / Out

Always check the Bank List when billing, and use the drop-down to select the doctor's account if required.

Set the Branch to not have a default bank list.

To do this:

- 1. Go to **Practice Details** > **Branches**.
- 2. Select the **Options** button.
- 3. Select the **Default Bank Account.**
- 4. Select **Delete** on your keyboard.
- 5. Select Close to save.

This will stop the practice bank account from appearing as a default.

		Practice Details	
Practice Branches	Name Albany Road Clinic	Code MED	Use CARL ZEISS Forum
Consult	Branch Options - Alb	any Road Clinic	
Default Encounter Sheet Sta	andard Encounter Sheet 🗸 🗸	System CRACGP	
Default Account Holder Pri	ivate 🗸 🗸	Waiting Room	
Default Bank Account	bert Road MC Bank Account	Default Order Appointmen	t Time 🗸
Invoice Header Sta	andard 🗸	Default Filter Not Billed	~
Assignment Form Type A4	×	Default Lookback -8 🗮 Long	g waiting (Mins) 30 💽
Remittance Advice on Invoices	Accept Credit Cards	Auto-refresh frequency (Seconds)	
Print Medicare Claim Forms	Medicare v	SMS Setting	
✓ Default Print Encounter Sheet	Default Print Case Label	ZEDSMS	SMS Sender
Default Print Proforma	Show Appt. Recall	Provider's URL	
Allow Cash Out	Assistant Billing		
Print Gap	Always defaults Medicare gap	Provider's Credit Check URL	
Day Surgery Link		-	
Default Preferred Contact Method	V	Provider's Purchase Credit URL	
Use Classic Patient Search	Edit Archived Patients		
Leave Receipt Payment Amount I	Blank	User Name zeddevteam@zec	Password •••••••
		2-Way SMS	
Edit Texts 🔻 Appt. Confirmati	ion Invoice Message Em	ail Setup	Help Close
		•	
Add New	/ Edit Name Options	Delete Payment Types	Online Appointment Details
			Close Cancel

When you create an invoice, use Quick Pay as it will use the doctor's Bank Account.

Note: When an invoice is created from the Appointment Screen, Waiting Room or Bill menu in Patient Details, it is associated with the treating doctor's Bank List.

Resolving incorrectly receipted accounts

If a payment is receipted to the wrong account, you need to reverse the payment then receipt that amount to the

correct bank account.

In this example, you can see a payment was receipted to the practice account **BNK** and then to the doctor's account **BK2**. This will show as a Transfer In / Transfer Out in the Banking Report. In the following steps, we will reverse this payment and receipt the correct bank account.

'ayer Ho	olloway, Knut		Payme Payment Date Per	ents <all> iod 31/07/2022</all>	O Payme To 31/07/2023	nt Only 🔿 Full D	etails
			Pay	ments			
Rece	ipt # Date	e 1	Time		Staff	Value Cr	edits
⊿ R	86 31,	/07/2023 :	14:26		PD	1372.00	1300.70
F	BNK DI	RECT DEPO	SIT			1372.0	00
$-\mathbf{C}$	31,	/07/2023	In Banklist : BNK		PD		1300.7
T	31,	/07/2023	BNK> BK2	71.30	PD		
R	85 31,	/07/2023	14:22		PD	1372.00	1300.7
	58 31,	/05/2023	09:25		PD	153.80	0.0
- R	57 31,	/05/2023	09:22		PD	169.40	0.0

Step 1 - reverse the payment.

- 1. Open the Patient's record.
- 2. Select Acc Enquiry.
- 3. Select the Payments button.

The Payment Enquiry screen will open.

- 4. Select the receipt.
- 5. Select Reverse Allocation, and confirm.

ipt # Date	Pa				
ipt# Date		ayments			
	Time		Staff	Value Cr	edits
86 31/07/20	23 14:26		PD	1372.00	1300.70
BNK DIRECT D	EPOSIT			1372.0	00
31/07/20	23 In Banklist : BNK		PD		1300.70
31/07/20	23 BNK> BK2	71.30	PD		
85 31/07/20	23 14:22		PD	1372.00	1300.70
Con	firm X		PD	153.80	0.00
con			PD	169.40	0.00
			PD	78.00	0.00
Do you wish to reverse	all allocation from payment #86?		PD	0.00	0.00
			PD	71.30	0.00
			PD	0.00	0.00
1	Yes No		PD	31.55	0.00
line			PD	346.65	0.00
27 05/10/20	22 08:52		PD	0.00	0.00
21 08/09/20	22 15:12		PD	0.00	0.00
	BNK DIRECT D 31/07/20 85 31/07/20 Con Do you wish to reverse 27 05/10/20 21 08/09/20	BNK DIRECT DEPOSIT 31/07/2023 In Banklist : BNK 31/07/2023 BNK> BK2 85 31/07/2023 14:22 Confirm X Do you wish to reverse all allocation from payment #86? Yes No 27 05/10/2022 08:52 21 08/09/2022 15:12	BNK DIRECT DEPOSIT 31/07/2023 In Banklist : BNK 31/07/2023 BNK> BK2 71.30 85 31/07/2023 14:22 Confirm X Do you wish to reverse all allocation from payment #86? Ves No 27 05/10/2022 08:52 21 08/09/2022 15:12	BNK DIRECT DEPOSIT 31/07/2023 In Banklist : BNK PD 31/07/2023 BNK> BK2 71.30 PD 85 31/07/2023 14:22 PD Confirm X PD Do you wish to reverse all allocation from payment #86? PD Do you wish to reverse all allocation from payment #86? PD 27 05/10/2022 08:52 PD 21 08/09/2022 15:12 PD	BNK DIRECT DEPOSIT 1372. 31/07/2023 In Banklist : BNK PD 31/07/2023 BNK> BK2 71.30 85 31/07/2023 BNK> BK2 71.30 Confirm X PD 153.80 PD 169.40 PD 169.40 PD 90 Do you wish to reverse all allocation from payment #86? PD Ves No PD 31.55 27 05/10/2022 08:52 21 08/09/2022 15:12

- 6. Select Reverse Payment.
- 7. Provide a reason in the dialog.
- 8. Select OK.

Payments Receipt # Date Time Staff Value Credits ■ R 86 31/07/2023 14:26 PD 1372.00 1372.00 ■ F BNK DIRECT DEPOSIT 1372.00 1372.00 1372.00 ■ C 31/07/2023 In Banklist : BNK PD 1372.00 1372.00 ■ R 85 31/07/2023 IA:22 PD 1372.00 1372.00 ■ R 85 31/07/2023 14:22 PD 1372.00 1372.00 ■ R 85 31/07/2023 14:22 PD 153.80 Enter brief reason (30 chars) Incorrect Bank Account PD 78.00 PD 78.00 PD 71.30 PD 71.30 PD 70.00 PD 71.30 PD 0.00 OK Cancel PD 0.00 PD 31.55 > R 103/01/2023 12:53 PD <	Payer Holloway,	Knut	Payments <aii> Payment Date Period 31/07/2022</aii>	O Payme To 31/07/2023	ent Only 🔿 Full [Details
Receipt # Date Time Staff Value Credits 4 R 86 31/07/2023 14:26 PD 1372.00 1372 F BNK DIRECT DEPOSIT 1372.00 1372 1372.00 C 31/07/2023 In Banklist : BNK PD 1372.00 1362 T 31/07/2023 In Banklist : BNK PD 1372.00 1362 T 31/07/2023 Intervention PD 1372.00 1362 P T 31/07/2023 14122 PD 1372.00 1362 Enter brief reason (30 chars) Incorrect Bank Account PD 153.80 PD 169.40 Enter brief reason (30 chars) Incorrect Bank Account PD 71.30 PD 71.30 PD OK Cancel PD 71.30 PD 0.00 P 137.53 PD 346.65 PD 346.65 PD 346.65 PD 346.65 PD 346.65 PD 346.65 PD			Payments			
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	Receipt #	Date	Time	Staff	Value C	redits
F BNK DIRECT DEPOSIT 1372.00 C 31/07/2023 In Banklist : BNK PD 130 T 31/07/2023 BNK> BK2 71.30 PD Reverse reason X PD 153.80 PD 169.40 PD 169.40 Enter brief reason (30 chars) Incorrect Bank Account PD 71.30 OK Cancel PD 71.30 PD 0.00 PD 0.00 FR 41 03/01/2023 12:53 PD 346.65 PR 27 05/10/2022 08:52 PD 0.00	⊿ R 8	5 31/07/202	3 14:26	PD	1372.00	1372.00
C 31/07/2023 In Banklist: BNK PD 130 T 31/07/2023 BNK> BK2 71.30 PD Reverse reason X PD 1372.00 130 Reverse reason X PD 153.80 Enter brief reason (30 chars) Incorrect Bank Account PD 71.30 OK Cancel PD 71.30 PD 0.00 PD 71.30 PD 0.00 PD 71.30 PD 0.00 PD 31.55 -R 27 05/10/2023 12:53 -R 27 05/10/2022 05:52	F BN	K DIRECT DE	POSIT		1372.	00
T 31/07/2023 BNK> BK2 71.30 PD R 85 31/07/2023 14:22 PD 1372.00 130 Reverse reason X PD 153.80 PD 153.80 Enter brief reason (30 chars) Incorrect Bank Account PD 71.30 PD 78.00 OK Cancel PD 71.30 PD 71.30 PD 0.00 PD 71.30 PD 0.00 PD 31.55 PC 41 03/01/2023 12:53 PD 346.65 PD 346.65	-C	31/07/202	3 In Banklist : BNK	PD		1300.70
PD 1372.00 137 Reverse reason X PD 153.80 PD 169.40 PD 169.40 Enter brief reason (30 chars) Incorrect Bank Account PD 78.00 OK Cancel PD 71.30 PD 71.30 PD 0.00 PD 31.55 PD 316.65 P 27 05/10/2022 05.52 PD 0.00	— T	31/07/202	3 BNK> BK2 71.30	PD		
Reverse reason X PD 153.80 Enter brief reason (30 chars) Incorrect Bank Account PD 169.40 OK Cancel PD 78.00 PD 0.00 PD 71.30 PD 0.00 PD 0.00 PD 155 PD 31.55 PE 41 03/01/2023 12:53 PD 346.65 PD 27 05/10/2022 08:52 PD 0.00	R 8	5 31/07/202	3 14:22	PD	1372.00	1300.70
PD 169.40 PD 78.00 PD 78.00 PD 0.00 OK Cancel PD 71.30 PD 0.00 PD 31.55 PC 41 03/01/2023 12:53 PD 346.65 PD 27 05/10/2022 08:52 PD 0.00		Revers	e reason 🛛 🗙	PD	153.80	0.00
Enter brief reason (30 chars) Incorrect Bank Account OK Cancel PD 78.00 PD 71.30 PD 71.30 PD 0.00 PD 31.55 PD 31.55 PD 346.65 PD 346.65 PD 0.00				PD	169.40	0.00
PD 0.00 OK Cancel PD 71.30 PD 0.00 PD 0.00 PD 0.00 PD 0.00 PD 0.155 PD 31.55 PC 27 05/10/2023 12:53 PD 346.65 PD 0.00 PD 0.00 PD 0.00	Enter brief reason (3	0 chars) Incorre	t Bank Account	PD	78.00	0.00
OK Cancel PD 71.30 PD 0.00 PD 0.00 PD 31.55 PD 346.65 PC 27 05/10/2022 08:52 PD 0.00				PD	0.00	0.00
PD 0.00 PD 31.55			OK Cancel	PD	71.30	0.00
Hz Hz D0/01/2023 D3.55 PD 31.55 PD 346.65 PL 27 05/10/2022 08:52 PD 0.00				PD	0.00	0.00
→ - k 41 03/01/2023 12:53 PD 346.65 → - k 27 05/10/2022 08:52 PD 0.00	· IX	00/01/202	5 00.00	PD	31.55	0.00
	- R 4	1 03/01/202	3 12:53	PD	346.65	0.00
		7 05/10/202	2 08:52	PD	0.00	0.00
R 21 08/09/2022 15:12 PD 0.00	₽ 2	1 08/09/202	2 15:12	PD	0.00	0.00

9. Select Close.

This will leave you with this amount showing as Outstanding in the patient's Account Enquiry screen

Step 2 - Receipt to the correct bank account

1. From Acc Enquiry, select Receipt.

The Receipt Payment screen will open.

- 2. Select the correct bank account.
- 3. Enter the payment value.
- 4. Select the payment method.
- 5. In Name, note the payment information.
- 6. Select Allocate.

				Receipt Payment			
4	Mr Knut Holloway		Patient	Family	Patient Fa	umily Credits	
Payer Hollowa	ay, Knut	✓ Due	1372.00	1372.00 Deferred	0.00	0.00 1300.70	
Format	Name	Bank	Branc	h Number	Bankl	ist Amount Pay	Date Ref Num
Direct Deposit	 Paymnet Dr Phillips 2 	9/7/23			BK2	✓ 1372.00	
<u>1</u> . Cash	<u>2</u> . Cheque	<u>3</u> . MC Chequ	e Tyro E	Eftpos	_		Add Change
4. Card	5. Eftpos	6. Direct Dep	osit <u>7</u> . Cre	dits Tyro E	asyClaim		
					Payment Tota	0.00	
		🔿 Family D	ue	Patient Due	Amount Due	1372.00	
					Balance	1372.00	
Combo Inv.	Email Allocate						Cancel

- 7. Select Fully Receipt.
- 8. Select Close.

The Banking Report will now show a Transfer Out for the reverse payment, and the payment to the correct bank account will appear under the payment method used.

Interpreting the banking reports

To manage payments receipted to the wrong Bank List, it is helpful to recognise the error and how it will look after the correction, in the banking reports for both the branch and the doctor.

In the examples used below, a third-party payer (Workcover) will be used because it will usually be receipted manually after suppressing the invoice. We will also run the Banking Report for a Batch, but the information shown would be the same for a Session.

The cause of the Transfer Out Banking Report entry

A Workcover payment (Direct Deposit) for \$181.17 has been receipted to the default Bank List '**BNK**', which is the practice bank account, but the treating doctor has their own bank account called '**Branch 2**'.

			Receipt	Payment				
274	Mr Oliver Circle	p	atient Family	,	Patient	Family	Credits	
Payer Works	over	V Due	181.17	Deferred	0.00		1281.38	
Payments	Name	Bank	Branch	Number	6	lankist Am	ount Pay Date	RefNum
Direct Deposit	~			T		BNK 🗸	181.17 02/08/202	3
1. Cash	2. Cheque	3. MC Cheque	Tyro Eftpos	1	- 0			Add Change
4. Card	5. Eftpos	6. Direct Deposit	Z. Credits	Tyro EasyClaim				
					Paymen	t Total	0.00	
		C Family Due	۲	Patient Due	Amount	Due	181.17	
					Balance		181.17	

The effect on the practice Banking Report

This is when the Banking Report for the Bank List Albert Road MC Bank Account (the default) is run.

nstances of Zedme	d Office running on this workstation and log in a	gain.	
Batch Details		Banklist	Show All Banks
Batch Number	<current batch=""></current>	V Albert Road MC	Bank Account
O Session Details	22 Started On 2/08/2023 8-02-54 AM	Group by stat	ff memb r
O Reconciliation Repo	rt	Default	Branch Bank List
From 01/08/202	3 D To 31/08/2023		

The **Banking Report** for **Albert Road MC** shows a **Transfer Out** is required to **Branch 2** (the doctor's Bank List) i.e, that payment needs to be receipted to the doctor's Bank List - Branch 2.

Follow the receipt number: Under **Direct Deposits**, you can see receipt 210, and the instruction to Transfer Out the payment for receipt number 210. The receipt number helps interpret what is happening in bank reports with Transfers In / Out.

	Crit	teria		Group By	Order By
Banklist Alt Report By Ba	ert Road MC Ban tch	k Account	Pa Fo	ayment Re orm Nu	eceipt Imber
Date Receipt#Ac	co un t	Drawer I	ank Branci	h Cheque/Gard #	Staff Amoun
Banking Session 1	н				
Banking Session 1	12				
Payment Form: Dir	ect Deposit				
	a an an ap a an				
2/08/2023 210 Wo	rkcover		То	tal Direct Deposit (session	PD 181.1 1#22) 181.1
Session Totals	rkc ov er		To	tal Direct Deposit (session Overall Total	PD 181.1 1#22) 181.1 181.1
2/08/2023 210 Wo Session Totals Cash	rkcover	Credit Card	0.00	tal Direct Deposit (session Overall Total Choques	PD 181.1 1#22) 181.1 181.1 0.0
Session Totals Cash Direct Deposit	0.00 181.17	Fransfer Out telling y	o oo ou - there need	tal Direct Deposit (session Overall Total Choques Is to be a	PD 181.1 1#22) 181.1 181.1 0.0 0.0
2/08/2023 210 Wo Session Totals Cash Direct Deposit HealthPoint	0.00 181.17 0.00	Fransfer Out telling y ansfer out to the doct	0.00 ou - there need or's Bank List '	tal Direct Deposit (session Overall Total Choques is to be a e Cheques Branch 2'	PD 181.1 1#22) 181.1 181.1 0.0 0.0
2/08/2023 210 Wo Session Totals Cash Direct Deposit HealthPoint Transfers Out	0.00 181.17 0.00 tra	Credit Card Fransfer Out telling y ansfer out to the docto	ou on ou - there need or's Bank List '	tal Direct Deposit (session Overall Total Choques Is to be a Branch 2'	PD 181.1 1#22) 181.1 181.1 0.0 0.0
2/08/2023 210 Wo Session Totals Cash Direct Deposit HealthPoint Transfers Out 2/08/2023 210 Wi	0.00 181.17 0.00 tr	Transfer Out telling y ansfer out to the doct Automatic To Ba	ou o ou - there need or's Bank List '	tal Direct Deposit (session Overall Total Choques Is to be a Branch 2' Account 181.17	PD 181.1 1#22) 181.1 181.1 0.0 0.0
2/08/2023 210 Wo Session Totals Cash Direct Deposit HealthPoint Transfers Out 2/08/2023 210 W Report Totals	0.00 181.17 0.00 tra	Crodit Card Transfer Out telling y ansfer out to the docto Automatic To Ba	ou - there need or's Bank List '	tal Direct Deposit (session Overall Total Choques is to be a Branch 2' Account 181.17 Overall Total	PD 181.1 1#22) 181.1 181.1 0.0 0.0 181.17
2/08/2023 210 Wo Session Totals Cash Direct Deposit HealthPoint Transfers Out 2/08/2023 210 W Report Totals Cash	0.00 181.17 0.00 tra orkcover 0.00	Credit Card Transfer Out telling y ansfer out to the docto Automatic To Ba Credit Card	0.00 ou - there need or's Bank List ' nklist: Banch 2 Bank 0.00	tal Direct Deposit (session Overall Total Choques is to be a Branch 2' Account 181.17 Overall Total Cheques	PD 181.1 1#22) 181.1 181.1 0.0 0.0 181.17 0.00

The effect on the doctor's Banking Report

This is when the **Banking Report** for the doctor's Bank List **Branch 2** is run.

To ensure this repor nstances of Zedme	t includes all transactions from all other workstati d Office running on this workstation and log in ag	ions, it is recommended you exit from all ain.
Style		Criteria
Batch Details		Banklist Show All Banks
Batch Number	<current batch=""></current>	Banch 2 Bank Account
O Session Details		Group by staff rember
Session Number	25 Started On 2/08/2023 8:03:08 AM	Doctor's Bank List
O Reconciliation Report	t	
From 01/08/202	3 🐑 🗖 To 31/08/2023 🐑 🗖	

The **Banking Report** for the doctor's Bank List **Branch 2** shows a **Transfer In** is required from Bank List **Albert Road MC**.

Note, that you do not see the payment from Workcover for receipt 210 (as you do in the Branch bank report above), but you will after the receipt has been reversed and applied to this Bank List.

2.0.0.0					
	Cri	teria		Group By Or	der By
Banklist Banch Report By Batch	2 Bank Acco	unt	Pa Fo	nyment Receipt Number	
iste Receipt#Accou	INT	Brawer Ba	ik Branct	Cheque/Card # Staff	Amous
Payment Form: Medica 208/2023 209 Medica	are Cheque re	Medicare Reser Number of chequ	ve ues: Totall	Mr Oliver Circle PD Medicare Cheque (session #25)	36.3 36.3
Payment Form: Medica 208/2023 209 Medica Session Totals	are Cheque re	Medicare Reser Number of chequ	ve ues: Totall	Mr Oliver Circle PD Medicare Cheque (session #25) Overall Total	36.3 36.3 36.3
Payment Form: Medica /08/2023 209 Medica Session Totals Cash Direct Deposit HealthPoint	are Cheque re 0.00 0.00 0.00	Medicare Reser Number of chequ Transfer In telling y in from the praction	ve res: Total I ou - there ne ce account <i>I</i>	Ilr Oliver Circle PD Medicare Cheque (session #25) Overall Total eeds to be a transfer Albert Road MC	36.3 36.1 36.1 0.0 36.1
Payment Form: Medica V08/2023 209 Medica Session Totals Cash Direct Deposit HealthPoint Transfers In V08/2023 210 Workd	are Cheque re 0.00 0.00 0.00 0.00	Medicare Reser Number of chequ Transfer In telling y in from the praction Automatic FromBa	ve les: Total I ou - there ne ce account / nklist Albert Road	Mr Oliver Circle PD Medicare Cheque (session #25) Overall Total eeds to be a transfer Albert Road MC	36.3 36.3 36.3 0.0 36.3
Payment Form: Medica /08/2023 209 Medica Session Totals Cash Direct Deposit HealthPoint Transfers In /08/2023 210 Workc Report Totals	are Cheque re 0.00 0.00 0.00 0.00	Medicare Reser Number of chequ Transfer In telling y in from the praction Automatic FromBa	ve Jes: Total I ou - there ne ce account A nidist Albert Road	Mr Oliver Circle PD Medicare Cheque (session #25) Overall Total eeds to be a transfer Albert Road MC MC BankA 181.17 Overall Total	36.3 36.3 0.0 36.3 36.3
Payment Form: Medica 208/2023 209 Medica Session Totals Cash Direct Deposit HealthPoint Transfers In 208/2023 210 Workz Report Totals Cash	are Cheque re 0.00 0.00 0.00 0.00	Medicare Reser Number of chequ Transfer In telling y in from the praction Automatic FromBa Credit Card	ve les: Total I ou - there ne ce account / nikiat Albert Road 0.00	Mr Oliver Circle PD Medicare Cheque (session #25) Overall Total eeds to be a transfer Albert Road MC MC BankA 181.17 Overall Total Cheques	36.3 36.3 0.0 36.3 36.30 0.00

Performing the Transfer Out

The section above, **Resolving incorrectly receipted accounts**, explains how to perform the Transfer Out by reversing the payment and then receipting it to the correct Bank List. The screenshot below shows the correct bank account being selected when receipting the reversed payment.

				Receipt	Payment			
274		Mr Oliver Circle		Patient Family	Pa	atient Fam	ly Credits	
Payer	Workcover		∨ Due	181.17	Deferred	0.00	1281.38	
Paymen	ts		P	D avid	Date:	Profiles		
Format		Name	Bank	Branch	Detai	Bankist	Amount	
1. Cash		2. Cheque	3. MC Cheque	Tyro Eftpos	Tractor	BK2 Ban BK3 Bra	e Bank Account Bank Account ert Road MC Bank Account	
		g. crepts	S. or cer peper	T. cicaro	. Fo conference	-		
						Payment Total	0.00	
			O Family Due	۲	Patient Due	Amount Due	181.17	
						Balance	181.17	
Combo	Inv.	Email Allocate						Cancel
Carillor		Contra I Contra Carlo						Cancer

Receipting the payment to the doctor's Bank List will create a new receipt number. It's important to note this new receipt number so you can follow the changes in the rerun banking reports. Below, you can see receipt 210 has been replaced by receipt 211.

				Allocatio	n					×
Payer Workcover			Account Payer Credits 12					1.38 On 5 Payments		
Receipt		71 On 24/11/	2022 Banked	574.52 Una	llocated Payn	nent	57	74.52		Invoice Only Full Details
				Transact	tion					
	Invoice#	Date	Patient		HIC	CLM#	Br	Dr	Value	e Outstanding
4-1	40273	02/08/2023	CIRCLE, OLIVER				MED	PD	181.1	0.00
4	S	02/08/2023	104 Specialist,	referred	consulta	tio		PD	181.1	0.00
	R	02/08/2023	<210>					PD	-181.1	17
	-A	02/08/2023	Reversal Alloca	ation <210	>			PD	181.1	17
	R	02/08/2023	<211>					PD	-181.1	17
Value	181.17	Allocated	181.17 Outstar	nding	0.00	Fully Re	eceipt	Pa	artly Receipt	
						Clos	e		Cancel	Help
	Branch 1		PDAVIS							

The practice Banking Report after the Transfer Out

When you rerun Banking Reports for the default bank account, Albert Road MC:

- The original invoice shows as reversed and the reason you entered is shown.
- A Transfer In appears below the original Transfer Out to indicate the transfer 'into' the doctor's account (Branch
- 2)
- Receipt 210 is referenced, as this original receipt has been updated in the report.

	.evel 3, 60 A	Albert Road,	SOUTH MELBOURN	E 3205 Ph:03	9284 3300)		
		Gri		Group By	Order By			
Banklist Report By	Banklist Report By Batch		nk Account		Paym Form	Payment Form		
Date Recei	at# Account	ıt	Drawer	Bank	Branch	Cheque/Card #	Staff	Amoun
Banking Se	ssion #1							
Banking Se	esion #2							
banking Se	SOLOTI EZ							
Payment For	m: Direct D	Deposit						404.4
2/00/2023	Reversed	On:02/Aug/202	23 08:24	PD w	rong banklist Total	Direct Deposit (ses	sion #22)	0.0
Session To	tals		_			Overall Total		0.0
Cash		0.00	Credit Card	0.0	00	Cheques		0.0
Direct Deposit 0.00		EFTPOS	0.00		Medicare Chequ	es	0.0	
HealthPoint		0.00						
Transfers O	ut							
2/08/2023 2	10 Workco	ver	Automatic	To Banklist: Banc	2 BankAcc	ount 181.17		
Transfers In	10 Workco	ver	Automatic	From Ban klist: Ba	nch 2 Bank A	ccount 181.17		
Transfers In 2/08/2023 2						Overall Tota	I	0.00
Transfers In 2/08/2023 2 Report To	otals							
Transfers In 208/2023 2 Report To Cash	otals	0.00	Credit Car	d 0.0	0	Cheques		0.00

The Banking Report for the doctor's Bank List after the Transfer In.

When you rerun **Banking Reports** for the doctor's Bank List, **Branch 2**:

- The payment from Workcover has now been recorded with the new receipt number 211.
- A Transfer Out appears above the original Transfer In to indicate the transfer performed from Albert Road MC.

Branch 1 Level 3, 60 Albert Road, SOUTH MELBOURNE 3205 Ph:03 9284 3300 Griteria Group By Banklist Banch 2 Bank Account Payment Payment Banklist Banch 2 Bank Account Payment Payment Batch Drawer Bank Branch Cheque/Gard # Staff An Banking Session #3 Banking Session #4 Payment Form: Direct Deposit (session #25) Po Total Direct Deposit (session #25) Po Payment Form: Medicare Cheque 208/2023 209 Medicare Medicare Reserve Mr Oliver Circle PD 7 Payment Form: Medicare Cheque 208/2023 209 Medicare Medicare Reserve Mr Oliver Circle PD 7 Session Totals Overall Total 2 2 2 Session #25 1 Session Totals Overall Total 2 2 2 1 2 1 Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques 2			
CriteriaGroup ByBanklist Report ByBanch 2 Bank Account BatchPayment Payment FormPayment FormBale Banking Session #3Banking Session #4Banking Session #4Banking Session #4Banking Session #5FDPayment Form: Direct Deposit 2008/2023PDPayment Form: Medicare Cheque 2008/2023Medicare NumberPayment Form: Medicare Cheque 2008/2023Medicare Cheque Number of cheques;Payment Form: Medicare Cheque Number of cheques;Total Medicare Cheque (session #25)Session Totals CashOverall Total 181.172Cash0.00Credit Card0.00Direct Deposit 181.17EFTPOS0.00Medicare Cheques0.00			
Banklist Report By Banch 2 Bank Account Batch Payment Drawer Payment Form Receipt Number Banking Session #3 Banking Session #3 Banking Session #4 Banking Session #4 Banking Session #4 Banking Session #2 Payment Form: Direct Deposit 2/08/2023 211 Workcover FD Payment Form: Direct Deposit 2/08/2023 209 Medicare Medicare Reserve Number of cheques: Mr Oliver Circle PD Payment Form: Medicare Cheque 2/08/2023 209 Medicare Medicare Reserve Number of cheques: Mr Oliver Circle PD Session Totals Overall Total 22 Cash 0.00 Circlit Card 0.00 Cheques Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques	Order By		
Bate Receipt # & ccount Brawer Bank Branch Cheque / Gard # Staff Ar Banking Session #3 Banking Session #4 Banking Session #25 Payment Form: Direct Deposit Po <			
Banking Session #3 Banking Session #4 Banking Session #5 Payment Form: Direct Deposit 2/08/2023 211 Workcover Payment Form: Medicare Cheque 2/08/2023 209 Medicare Cheque 2/08/2023 209 Medicare Cheque 2/08/2023 209 Medicare Cheque Session Totals Overall Total Cash 0.00 Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques 0.00	tonnt		
Banking Session #4 Banking Session #5 Payment Form: Direct Deposit 2/08/2023 211 Workcover Payment Form: Medicare Cheque 2/08/2023 209 Medicare Cheque 2/08/2023 209 Medicare Cheque 2/08/2023 209 Medicare Cheque 2/08/2023 209 Medicare Cheque Session Totals Medicare Reserve Number of cheques: Cash 0.00 Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques			
Payment Form: Medicare Cheque 2/08/2023 211 Workcover FD Total Direct Deposit (session #25) Payment Form: Medicare Cheque 2/08/2023 209 Medicare Medicare Reserve Mr Oliver Circle FD Number of cheques: Total Medicare Cheque (session #25) Session Totals Overall Total 2 Cash 0.00 Credit Card 0.00 Cheques Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques			
Total Direct Deposit (session #25) Total Direct Deposit (session #25) Payment Form: Medicare Cheque 2/08/2023 209 Medicare Reserve Mr Oliver Circle FD Number of cheques: Total Medicare Cheque (session #25) Session Totals Overall Total 2 Cash 0.00 Credit Card 0.00 Cheques Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques	81 17		
Payment Form: Medicare Cheque Medicare Cheque Medicare Reserve Mr Oliver Circle PD 2/08/2023 209 Medicare Medicare Reserve Mr Oliver Circle PD Number of cheques: Total Medicare Cheque (session #25) Overall Total 2 Session Totals Overall Total 2 Cash 0.00 Credit Card 0.00 Cheques Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques	81.17		
Aginetic Form Medicare Reserve Mr Oliver Circle FD 2/08/2023 209 Medicare Number of cheques: Total Medicare Cheque (session #25) Session Totals Overall Total 2 Cash 0.00 Credit Card 0.00 Cheques Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques			
Session Totals Overall Total 2 Cash 0.00 Credit Card 0.00 Cheques Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques	36.30 36.30		
Cash 0.00 Credit Card 0.00 Cheques Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques	17.47		
Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques	0.00		
	36.30		
HealthPoint 0.00			
Transfers Out			
2/08/2023 210 Workcover Automatic To Banklist: Albert Road MC Bank Account 17			
Transfers In			
2/08/2023 210 Workcover Automatic From Banklist: Albert Road MC Bank A/181.17			
Report Totals Overall Total 217	.47		
Cash 0.00 Credit Card 0.00 Cheques (.00		
Direct Deposit 181.17 EFTPOS 0.00 Medicare Cheques 36	.30		