

Daily banking

Last Modified on 29/11/2024 11:41 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 - Print and close the banking session

- 1. Go to Reception > Banking > Close Banking session.
- 2. Select the bank list.
- 3. Select Screen and Yes to close the banking session.
- 4. The Banking Session Details report will open and show all payments since the last report.

The banking session is now closed, and you can print the report.

This screen current ses the current	will allow you to print out or previ sion, press either 'Print' or 'Screen', session.	ew the current banking session. To and answer Yes when asked if you	close the want to clos
Banklist	Albert Road MC Bank Account		~
	Group by staff member	New page on staff chang	e
The current	session is number 17 opened on 2	6/06/2023 8:33:45 AM	
Only the cu previous se	rrrently active session is available fr sssion, please use the 'Banking Rep	om this screen. If you need to print orts' screen.	a
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Step 2 - Print the deposit sheet and close the batch

- 1. Go to Reception > Banking > Print deposit sheet / Close batch.
- 2. Pick a closed batch.
- 3. Screen print.



Step 3 - Reconcile the banking reports

- 1. Select the batch.
- 2. Select Close batch.
- 3. Check the current date matches the batch.
- 4. Select **Export** and save to a location.
- 5. Batch number on bank deposit sheet.