

# Daily banking

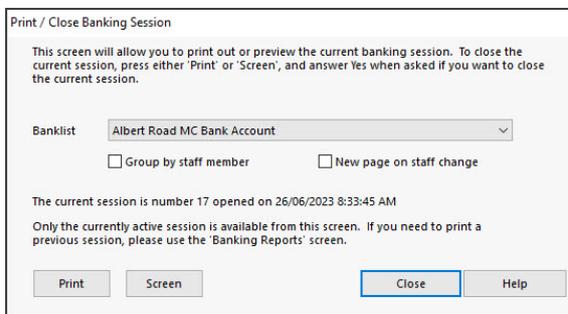
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It's important to make sure your banking balances before closing the batch so you know you have an accurate financial record.

## Step 1 – Print and close the banking session

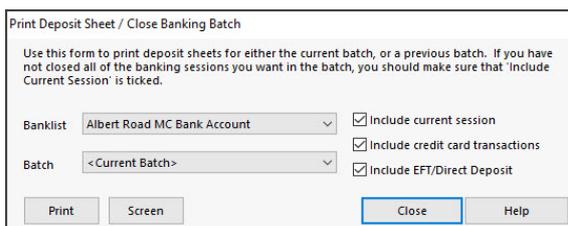
1. Go to **Reception > Banking > Close Banking session**.
2. Select the bank list.
3. Select **Screen** and **Yes** to close the banking session.
4. The **Banking Session Details** report will open and show all payments since the last report.

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



## 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.