

END OF DAY

In this process we are merging the funds we collected that day with what we have entered into Eaglesoft as payments on patient accounts. This is a double check that what we have collected has been posted to the patient account. If you have more money in credit card sales or checks than you have in Eaglesoft, you need to post that payment to the patient account. This process allows us to double check our math for that day's deposit.

Items you need:

DAILY DEPOSIT ENVELOPE

CHECKS YOU HAVE COLLECTED FROM PATIENTS

CHECKS eASSIST HAS POSTED TO PATIENT ACCOUNTS THAT DAY

USAePAY CREDIT SALES REPORT for the DAY

DEPOSIT REPORT with ITEMIZED CASH (from Eaglesoft)

SECONDARY DEPOSIT REPORT (from Eaglesoft)

COLLECTIONS RECONCILIATION REPORT (from Eaglesoft)

Step by Step

1. In Eaglesoft go to REPORTS→

FINANCIAL→DEPOSIT WITH ITEMIZED CASH (DWIC)

Print this report.

Line up all checks in order seen on report

List totals for PATIENT CHECKS on ENVELOPE

List totals for INSURANCE CHECKS on ENVELOPE

SUBTOTAL on ENVELOPE =

TOTAL of CHECKS on DWIC DEPOSIT REPORT

If the Eaglesoft DWIC report doesn't agree with the total checks you have, then verify that the payments were posted into the patient accounts. Correct any errors before you move on.

2. Fold the DWIC REPORT around the checks (place checks in order) and insert the bundle into the ENVELOPE

3. Print **CARD SALES REPORT** from USAePay
Sign into USAePay
CLICK → Reports on toolbar at top—this opens a new window
CLICK → **CARD SALES REPORT** (in lower left corner)
CLICK → calendar to limit the report to today only
CLICK → **VIEW** and then **PRINT 2 COPIES**

4. In Eaglesoft go to **REPORTS**
→ **FINANCIAL** → **SECONDARY DEPOSIT REPORT**
Print **Secondary Deposit Report**
Total of USAePay **CARD SALES REPORT** should =
SECONDARY DEPOSIT REPORT
If it doesn't double check you've posted payments to accounts in Eaglesoft. Correct any errors before you move on. Reprint reports from Eaglesoft as needed.

5. Using the **SECONDARY DEPOSIT REPORT** enter the values on the **DEPOSIT ENVELOPE** according to category listed: Care Credit, AmEx, MC/VISA/DISC

Subtotal these categories and write that subtotal on the **ENVELOPE** (should be the same as the total of **SECONDARY DEPOSIT REPORT**)

6. Once you have reconciled the USAePAY **CREDIT CARD SALES REPORT** to the **SECONDARY DEPOSIT REPORT**, and you have entered the values onto the **DEPOSIT ENVELOPE**, staple these two reports together with the **SECONDARY DEPOSIT REPORT** on top. Fold & insert into **DEPOSIT ENVELOPE**.

7. Print the **COLLECTIONS RECONCILIATION REPORT**
In Eaglesoft → **REPORTS** → **FINANCIAL** → **RECONCILIATION REPORT**

8. This should provide you with the same total as the **GRAND TOTAL on the DEPOSIT ENVELOPE**

9. But wait---I have an extra **CREDIT CARD SALES REPORT** from USAePay
Staple that to the receipts you gathered all day from Credit Card Sales. Place the report in front. Drop it in the black bin on the back desk.

How to CLOSE THE DAY on Eaglesoft

Once you have reconciled the Daily Deposit and have the Deposit ready to go, it's time to officially CLOSE THE DAY in Eaglesoft.

You need everyone logged off the system!

1. In Eaglesoft → UTILITIES → REMOVE ALL USERS
(that's in the second panel down, third item in that panel)
2. A new window appears asking for a PASSWORD based on #
3. Enter Password from List provided in ADMIN PROTOCOL
4. This will show who has left an open "THREAD" on the server
5. CLICK → REMOVE
6. You'll get a notice that the users were removed.
7. Go to ACTIVITIES → PROCESS END OF DAY (5th panel down)
8. A new window opens showing the DATE and the last transaction you wish to include on that day's transactions. CLICK okay.
9. You should get the DAY SHEET printed automatically
10. Once the "reports" have printed, the computer asks, "Do you wish to complete the END of DAY?" (or something like that). CLICK YES
11. You'll see it process many "bars" of data.

You're done!

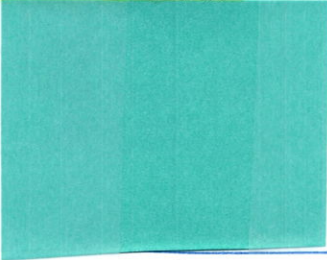
Send the Deposit Reconciliation report and the Day Sheet
Along with the DEPOSIT ENVELOPE

Step 1

DEPOSIT REPORT WITH ITEMIZED CASH

Bank Account: ~~XXXXXXXXXX~~

Check Deposits



<u>Date</u>	<u>Payment</u>	<u>Amount</u>
7/11/2016	Number 2815	\$53.60
7/11/2016	Number 0695704552	\$185.00
7/11/2016	Number 3230881422	\$17.85
7/11/2016	Number 3995	\$80.00
Total Check:		\$336.45
TOTAL DEPOSIT:		\$336.45

When there are patient checks
&
insurance checks
you'll see the 2 categories

Step 2 - Fold Checks Here

Step 3



Merchant Console Reports & Stats

CYNTHIA L GRAVES DDS LTD LLP

User: CLGraves227

- Home
- vTerminal
- Sale Form
- Customers
- Batches
- Reports**
- Search
- Settings
- Fraud Center

Click 1st

Report Viewer Reports Menu

PRE-MADE CREDIT CARD REPORTS

- Credit Card Transaction Summary
- Transaction Summary by Card Type

- Errors by Date
- Errors by Source
- Errors by Cardtype
- Errors by User
- Errors by Reason
- Declines by Date
- Declines by Source
- Declines by Cardtype
- Declines by User
- Declines by Reason
- Decline Rates by Reason
- Sales by Date
- Sales by Source
- Sales by Cardtype
- Sales by Users
- Batch History

PRE-MADE CUSTOMER REPORTS

- Pending Billing by Date
- Pending Billing by Source
- Future Billing by Date
- Future Billing by Source
- Billing History by Date
- Billing History by Source
- Expired Cards
- Expiring before Next Billing
- Expiring by Date Range

CUSTOM REPORTS

- Card Sales Report  
- Card Credits Report  

Click 2nd

Create Report

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Merchant Console Reports & Stats

CYNTHIA L GRAVES DDS LTD LLP

User: CLGraves227

Home vTerminal Sale Form Customers Batches Reports Search Settings Fraud Center

Custom Report Card Sales Report

Start: 07/11/2016 - Presets -

End: 07/11/2016 Comma Delimited

Batch ID	Transaction ID	Date & Time	Transaction Type	Card Swiped	Card Holder	Card Number	Amount
37154513	1193984989	07/11/16 10:47:37	S	Y	Redacted	xxxxxxxxxxxx9511	\$124.00
37154513	1194291715	07/11/16 14:49:44	S	Y	Redacted	xxxxxxxxxxxx6509	\$942.40
37154513	1193744806	07/11/16 07:45:16	S	Y	Redacted	xxxxxxxxxxxx6696	\$688.65
37154513	1193885024	07/11/16 09:38:36	S	Y	Redacted	xxxxxxxxxxxx2028	\$88.00
37154513	1193729779	07/11/16 07:29:19	V	Y	Redacted	xxxxxxxxxxxx3017	\$2,624.00
37154513	1193751404	07/11/16 07:51:36	S	Y	Redacted	xxxxxxxxxxxx3017	\$2,524.00
37154513	1194295797	07/11/16 14:53:23	S	Y	Redacted	xxxxxxxxxxxx6344	\$141.30
37154513	1193742791	07/11/16 07:42:57	S	Y	Redacted	xxxxxxxxxxxx0195	\$688.65
37154513	1194270333	07/11/16 14:34:13	S	Y	Redacted	xxxxxxxxxxxx9617	\$224.10
37154513	1193664352	07/11/16 06:21:22	S	N	Redacted	xxxxxxxxxxxx6330	\$149.00

Page Total: \$5,570.10
Report Total: \$5,570.10

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Step 4

Secondary Deposit Report

BANK DEPOSIT SLIP

Bank Account: [REDACTED]

American Express Deposits

[REDACTED] Patient Name

<u>Date</u>	<u>Payment</u>	<u>Amount</u>
7/11/2016	American Express: Code 13017	\$2,524.00
Total American Express:		\$2,524.00

Visa Deposits

[REDACTED] Redacts Patient Names

7/11/2016	Visa: Code 6330	\$149.00
7/11/2016	Visa: Code 0195	\$688.65
7/11/2016	Visa: Code 6696	\$688.65
7/11/2016	Visa: Code 9511	\$124.00
7/11/2016	Visa: Code 9617	\$224.10
7/11/2016	Visa: Code 6509	\$942.40
7/11/2016	Visa: Code 6344	\$141.30
Total Visa:		\$2,958.10

Mastercard Deposits

[REDACTED] Patient Name

7/11/2016	Mastercard: Code 2028	\$88.00
Total Mastercard:		\$88.00

TOTAL DEPOSIT: \$5,570.10

Step 7

COLLECTIONS RECONCILIATION
Today

<u>Date</u>	<u>Patient</u>	<u>Phone #</u>	<u>User</u>	<u>Type</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>
Cynthia Graves DDS							
7/11/2016	1455-		AM	Acct Pymt	Visa: Code 6330		\$149.00
7/11/2016	4124-		VLB	Acct Pymt	Check: Number 2815		\$53.60
7/11/2016	6910-		VLB	Deleted	DELETED--- American Express: Code 13017		\$2,624.00
7/11/2016	4631-		CLG	Acct Pymt	Visa: Code 0195		\$688.65
7/11/2016	4631-		CLG	Acct Pymt	Visa: Code 6696		\$688.65
7/11/2016	6910-		CLG	Delete Adj	DELETION ADJUSTMENT--- American Express Code: 13017	\$2,624.00	
7/11/2016	6910-		VLB	Acct Pymt	American Express: Code 13017		\$2,524.00
7/11/2016	6968-		VLB	Acct Pymt	Mastercard: Code 2028		\$88.00
7/11/2016	5473-		VLB	Deleted	DELETED--- Visa: Code 9511		\$124.00
7/11/2016	5473-		VLB	Delete Adj	DELETION ADJUSTMENT--- Visa Code: 9511	\$124.00	
7/11/2016	5473-		VLB	Acct Pymt	Visa: Code 9511		\$124.00
7/11/2016	6428-		CLG	Acct Pymt	Check: Number 0695704552		\$185.00
7/11/2016	4967-		CLG	Acct Pymt	Check: Number 3230881422		\$17.85
7/11/2016	3754-		CLG	Acct Pymt	Check: Number 3995		\$80.00
7/11/2016	4453-		VLB	Acct Pymt	Visa: Code 9617		\$224.10
7/11/2016	6937-		VLB	Acct Pymt	Visa: Code 6509		\$942.40
7/11/2016	1505-		VLB	Acct Pymt	Visa: Code 6344		\$141.30
Cynthia Graves DDS's Totals:						\$2,748.00	\$8,654.55
Cynthia Graves DDS's Collection Balance:						\$5,906.55	
>>>>>>>> Totals:						\$2,748.00	\$8,654.55
Total Collection Balance:						\$5,906.55	

* Any unassigned credits applied to other providers/patients on a day different than it's original posting can only be viewed when printing this report by Other Range of Dates.

Example

DAILY DEPOSIT

YEAR _____, DAY _____, MONTH _____



C A S H O N L Y

Name _____ Amount _____

Deposit with Itemized Cash

Secondary Deposit Report

Collections Reconciliation


Reconciliation Only

Bank Deposit	
Cash	0
Patient Checks	336.45
Ins. Checks	0
Sub Total	336.45
Merchant Deposits	
Credit Care	0
American Exp.	2524.00
MC, Visa, Disc.	3046.10
Sub Total	5570.10
Grand Total	5906.55

DAY SHEET

End of day Jul 11, 16 - Using Date Range From 7/11/2016 To 7/11/2016

Type	Production	Collections	Adjustments	A.R. Impact
Services:	\$10,234.00	---	---	\$10,234.00
Deleted Services:	\$0.00	---	---	\$0.00
Taxes:	\$0.00	---	---	\$0.00
Deleted Taxes:	\$0.00	---	---	\$0.00
Discounts:	\$0.00	---	---	\$0.00
Deleted Discounts:	\$0.00	---	---	\$0.00
Returned Checks:	\$0.00	\$0.00	\$0.00	\$0.00
Returned Check Service Charges:	\$0.00	\$0.00	\$0.00	\$0.00
Debit Adjustments:	\$0.00	\$0.00	\$0.00	\$0.00
Finance Charges:	\$0.00	\$0.00	\$0.00	\$0.00
Billing Charges:	\$0.00	\$0.00	\$0.00	\$0.00
Deleted Debits:	\$0.00	\$0.00	\$0.00	\$0.00
Cash Payments:	---	\$0.00	---	\$0.00
Check Payments:	---	\$336.45	---	(\$336.45)
Other Payments:	---	\$8,318.10	---	(\$8,318.10)
Credit Adjustments:	(\$302.00)	\$0.00	\$0.00	(\$302.00)
Deleted Credits:	\$0.00	(\$2,748.00)	\$0.00	\$2,748.00
Write Offs:	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	\$9,932.00	\$5,906.55	\$0.00	

Beginning A.R. 
 Change in A.R. 
 Ending A.R. 

System Summary For Activity End of day Jul 11, 16 - Using Date Range From 7/11/2016 To 7/11/2016

Total Payments:	\$5,906.55	Less Trans Pmts:	\$5,906.55*	Total Production:	\$9,932.00
Total Walkouts:	\$10,234.00**	Less Est. Ins:	\$5,217.10****	Total Collections:	\$5,906.55
Payments Made On Walkouts:	\$0.00			Collection Ratio:	59.47%
Walkout Collection Ratio:	0.00%***		0.00%*****		
Patients Seen:	19			Patients Seen:	19
Total Production:	\$9,932.00			Total Collections:	\$5,906.55
Avg. Production Per Visit:	\$522.74			Avg. Collection Per Visit:	\$310.87

* Total of Payments made today less those from prior days that were deleted & recreated today due to transferring patients with history.
 ** Total of Services + Taxes - Discounts from the above totals less any service amounts that were both entered and deleted within this period.
 *** Total of Payments Made On Walkouts divided by Total Walkouts within this period.
 **** Total Walkouts less any estimated insurance calculated on those walkouts. This amount does not change when the claims these are on are closed.
 ***** Total of Payments Made On Walkouts divided by Total Walkouts less estimated insurance within this period.