

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.