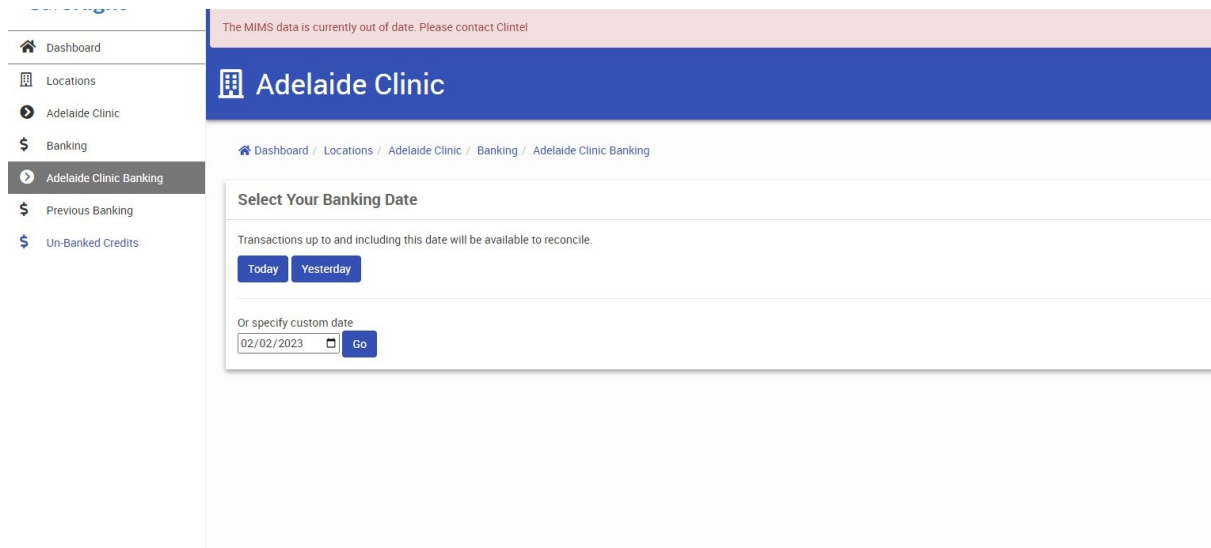# Banking

The Banking tab will provide details of previous banking history for a location and unbanked credits which need to be processed. If there is no current banking to be performed for the day, CareRight will indicate this. Otherwise, a list of unbanked patient payments will appear in the Unbanked Transactions section.

Please Note: Direct Deposits are not included, please review this via Reconciliations

Unbanked Credits

To access banking for a location — from the CareRight dashboard:

1. Select **Location** from menu.

2. Select the relevant location.

3. Select **Banking** from the menu.

4. The banking for that location will display with the following:

   a. **Select your Banking Date**: Transactions up to and including this date will be available to reconcile.

Choosing transactions to bank

After selecting your dates, you will see up to **500** unbanked transactions:

For clinics and practices handling physical funds, there is a one click **Unbanked transactions report** available.

Unbanked Transaction Report — **Syd Loc** — **19/04/2024**

For credit of: Syd Loc

Patient	Details		Deposit	Details						
Date	**Patient**	**Receipt**	**Cash**	**Cheques**	**Plastic**	**EFT Sav**	**EFT Cred**	**T/F**		**Ext Pay**
15/12/2022	Miss Jolly Test	34	$500.00							
10/07/2023	Nora Test	210	$50.00							
04/09/2023	Dr Dan Testing	281	$50.00							
05/09/2023	Adam Smith	284	$100.00							
05/09/2023	Adam Smith	285	$100.00							
18/09/2023	Miss Blue Mimosa	294					$200.00			
19/09/2023	Miss Blue Mimosa	291					$100.00			
19/09/2023	Miss Blue Mimosa	293					$-50.00			

Location Totals

No of Cash	**Transactions**	**5**	**$800.00**		
No of EFT Cred	**Transactions**	**3**			**$250.00**
Total	**Receipts**	**$1050.00**			
Total	**Deposit**	**$800.00**			

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This allows for staff physically depositing at a bank to print out a simple summary to take with them.

After either physically depositing funds in your bank account; or otherwise confirming they are recieved, you may simply wish to *select all*, then **Bank Selected Transactions**.

Un-banked

Deselect All

	Date	Medical Provider	User	Client	Type	Amount
☑	15/12/2022	Dr Adelaide HOSPITAL	Sara Clintel	Miss Jolly Test	Cash	$500.00
☑	10/07/2023	Dr Inge DILLON	Zed Clintel	Nora Test	Cash	$50.00
☑	04/09/2023	Dr Adelaide HOSPITAL	Zed Clintel	Dr Dan Testing	Cash	$50.00
☑	05/09/2023	Dr Inge DILLON	thasleema Clintel	Adam Smith	Cash	$100.00
☑	05/09/2023	Dr Inge DILLON	Ema Clintel	Adam Smith	Cash	$100.00
☑	18/09/2023	Dr Maryln JOY	sarah Clintel	Miss Blue Mimosa	Eftpos (Credit A/C)	$200.00
☑	19/09/2023	Dr Maryln JOY	sarah Clintel	Miss Blue Mimosa	Eftpos (Credit A/C)	$100.00
☑	19/09/2023	Dr Maryln JOY	sarah Clintel	Miss Blue Mimosa	Eftpos (Credit A/C)	-$50.00
					Total	$1,050.00
					Selected Total	$1,050.00

Bank Selected Transactions   View Reports

Alternatively, you can use the filters to show only relevant transactions for a specific method or for a specific provider.

Transactions

- ☑ Cash
- ☐ Eftpos (Credit A/C)

Users

- ☑ Zed Clintel
- ☐ thasleema Clintel
- ☐ Sara Clintel
- ☐ sarah Clintel
- ☐ Ema Clintel

Providers

- ☐ Dr Inge DILLON
- ☑ Dr Adelaide HOSPITAL
- ☑ Dr Maryln JOY

View Reports (Banking)

To see historical records of banking activity, for a location — from the CareRight dashboard:

1. Select **Location** from menu.
2. Select the relevant location.
   a. The menu for the specific location will display.
3. Select **Banking** from the menu.
4. Select day for Banking.
   a. The banking screen will display.
5. Select the **View Reports** button and the summary screen will display, from here you can:
   a. Select the Print Practice Copy to produce the Practice copy report
   b. Select the Print Bank Copy to finalise the banking. Both copies will be generated as a PDF document.

Please Note:

If you have added Bank Account details to your Location this will display on the Bank Copy. This is set via CareRight Administration → Locations & set up in CareRight Administration → Accounting → Bank Accounts. If you require your Medical Providers to be separated on the Banking Reports this is also a setting in CareRight Administration → Locations.

Each Medical Provider must have their BSB & Account Number set in their Provider Accounting settings (CareRight Dashboard>Provider) and set up in CareRight Administration → Accounting → Bank Accounts.

Unbanking Transactions

If a user has permission to **Unbank banked transactions**, then they can mark transactions as unbanked. This should only be granted to trained finance staff.

On the Receipt screen (for Receipts and Combined Payments), click **Unbank Transactions** and then select associated transactions as unbanked.