# Cash Book Receipts/Payments

**NOTE** – this functionality is only available if your Practice has elected to pay its Practitioners based upon actual banking of Patient receipts – it does not apply for the payments based on Billings in BP.

This functionality will only be used on occasions to check the posting of a Payment and/or receipt.

| Receipts | Payments |
|---|---|

| Find Receipt |
|---|

Clicking the above button will display the following form. You can enter the Begin and End dates manually or the Begin date by first clicking the relevant year button and then the relevant month button – and then for the End date, repeat the clicks

You can enter a Receipt or Payment reference number or just a Bank account and then click the 'Run Your Selection' button to retrieve the record from the database.

## Cash Book Receipts Search Selector

Enter a 'Transaction No'

☑ Leave the box ticked for a 'Like" search, untick it for an 'Exact' search

Enter a 'Transaction Description'

☑ Leave the box ticked for a 'Like" search, untick it for an 'Exact' search

Select a Bank Account or leave Blank for All Banks

ANZ Bank

| Last Year - 2018 | This Year - 2019 |
|---|---|

| January | February | March |
|---|---|---|
| April | May | June |
| July | August | September |
| October | November | December |

**SPECIFIC DATE RANGE SEARCH**

| Manual Select Begin Date | 01/08/2019 |
|---|---|
| Manual Select End Date | 31/08/2019 |

| First available Date to Today | Today |
|---|---|

To Screen

Show Cleared Trans.

Run Your Selection

Clear All Prior Selections

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Close **RECEIPTS**   Find Receipt   Delete Receipt   **P** rev **N** ext    No of Retrieved Records 3527

Bank   1001   **ANZ Bank**     Created by on

| Receipt Date | Receipt No | Practitioner Account | Receipt Amount | Dissection Amount |
|---|---|---|---|---|
| 30/08/2019 | 52750 | Medicare - Dr Harry Jones | 73.95 | 73.95 |

Notes   InvNo 159907 - Medicare - Rita A. Yates

| Receipt Ref. No. | Receipt Date | Account Number | Dissection Amount | | Practitioner |
|---|---|---|---|---|---|
| 52750 | 30/08/2019 | 4002 | 73.95 | Dr Harry Jones | Dr Harry Jones (2) |

Delete Receipt

There is an option to Delete a Receipt (once you have retrieved the Receipt record from the database) by clicking the above button.

As noted in the following screenshot – you need to approach using this functionality with extreme care for the reasons outlined in the following warning message.

Important Message

**CRITICAL - CRITICAL - CRITICAL**

This Receipt Originated from Best Practice.

NOTE - you will ALSO be DELETING the Fee Calculation Record.

Although you will be able to Import this Receipt again from BP, if it is DONE at a LATER DATE, it may then NOT BE INCLUDED in the Practitioner's Tax Invoice BAS Summary - However, it will still be shown as an amount/s PAYABLE to the Practitioner/Practice.

If you DO delete this Receipt, you will need to:

RUN BOTH the Import and Fee Calculation processes again BEFORE you complete your NEXT Practitioner PAYMENTS run.

If unsure, contact Practice AccountsV3 Support before continuing.

Do you wish to Continue withe the DELETION ?

YES - Continue the DELETION          NO - Do Not DELETE

Find Payment

The above Search Selector will appear in view when you click the above button. Enter your selection criteria and then click the 'Run Your Selection' button to retrieve the record from the database.

Unlike Receipts, there is no option to delete a Payment.   Please refer to the 'Payments' user help guide for methods to correct a payment.

| | PAYMENTS | Find Payment | *P* rev | *N* ext | | No of Retrieved Records 8 |
|---|---|---|---|---|---|---|

**Bank** | 1001 | **ANZ Bank** | | Created by MasterAdmin on 27/09/2019 5:15:12 AM

| Payment Date | Payment Ref. No | Practitioner Account | | Payment Amount | Dissection Amount |
|---|---|---|---|---|---|
| 07/08/2019 | PAY100002 | Practitioner Payment Run 3 | ⌄ | 4,260.55 | 4,260.55 |

Notes Practitioner Payment Run 3

| Payment Ref. No. | Payment Date | Account Number | Dissection Amount | | Practitioner |
|---|---|---|---|---|---|
| PAY100002 | 07/08/2019 | 9990 | 4,260.55 | Practitioner Creditors Ledger | Dr Harry Jones (2) |