Processing Checklist

In view of the fact that Practitioner Payment runs are usually fortnightly in some Practices and monthly in others, remembering the actual 'workflow' to ensure that no errors are made is often difficult for most people – hence, we would recommend that this Checklist be consulted prior to each Practitioner Payment run in Practice Accounts.

1. Check in Best Practice that all On-Line Claiming, Direct Credits and BP Banking have been processed for all patient fees that relate to prior to the proposed Practitioner Pay Run end date.

2. Review the PA User help guides – attach copies to this Checklist

Import BP Excel File.pdf	Help Menu, BP Link
Check Practitioner Fee Percentages	Help Menu, BP Link
Calculate Practice Fees.pdf	Help Menu, BP Link
Practitioner Statements.pdf	Help Menu, Statements
Payments.pdf	Help Menu, Payments
Check for Backdated Fees.pdf	Help Menu, BP Link
Check for Cancelled Fees.pdf	Help Menu, BP Link

3. Check the date of the last Import of patient fees from BP – (PA main menu, click the 'BP Link' button, then the 'View Fee Run Dates' button.)

4. Download the BP Report (in Excel format) from Best Practice – '**Payments Export'** (for Practitioner Payments based on **Receipts**) or '**Services Export'** (for Practitioner Payments based on Patient **Billings**) – for a date range one day after the date of the last Import of Patient Fees up to the end date of the proposed Practitioner Pay Run date range.

5. Save the BP Excel file in the folder ExcelImportFile – the default location when installing Practice Accounts is 'C:\ProgramData\Practice AccountsV3\ExcelImportFile – however, it may have been changed (in File Locations in PA) to:

   If changed, note the location here_____

6. Open the downloaded Excel file in the ExcelImportFile location and then immediately Save it without making any changes – and then Close Excel.

7. Click the **'Import BP Excel File'** button in PA and follow the prompts (PA main menu 'BP Link') and wait until the import process is finished.

8. Consider whether it would be time to run the Check for Backdated Fees process.

9. If yes, to point 8 - Download the same BP Report (in Excel format) from Best Practice with a date range that you deem appropriate, possibly only two months might suffice (however, the end date of your date range cannot be greater than the date of the Last Fee Calculation date - (PA main menu, click the 'BP Link' button, click the 'View Fee Run Dates' button).

   Click the **'Check for Backdated Fees'** button in PA and follow the prompts (PA main menu 'BP Link') and wait until the process is finished.

10. Consider whether it would be time to run the Check for Cancelled fees process.

11. If yes, to point 10 - Download the same BP Report (in Excel format) from Best Practice with a date range that you deem appropriate, possibly only two months might suffice (however, the end date of your date range cannot be greater than the date of the Last Fee Calculation date - (PA main menu, click the 'BP Link' button, click the 'View Fee Run Dates' button.)

    Click the **'Check for Cancelled Fees'** button in PA and follow the prompts (PA main menu 'BP Link') and wait until the process is finished.

12. Check that the Fee Percentages are correct for all Practitioners (PA main menu 'BP Link', 'View Practice Fees %')

13. Check to see if there is a need to make any non-BP Receipt or Payment adjustments.

14. Click the **'Calculate Practice Fees'** button in PA and follow the prompts (PA main menu 'BP Link') and wait until the process is finished.

15. Click the '**Statements'** button (PA main menu) and generate the required statements.

16. Click the '**Payments** button (PA main menu) and generate the payments for your Pay Run date range.