



# Reconcile Bank

**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.

Date	PA Ref.	BP Ref.	Practitioner	Receipt	Info	Auto P.	Reverse Auto P.	Payment	Presented
01/08/2019	49392	28015	2	Medicare	38.20	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49393	28015	2	Medicare	9.65	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49394	28015	2	Medicare	38.20	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49395	28015	2	Medicare	9.65	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49396	28015	2	Medicare	34.20	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49397	28015	2	Medicare	9.65	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49398	28015	2	Medicare	45.10	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49399	28015	2	Medicare	9.65	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49400	28015	2	Medicare	38.20	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49401	28015	2	Medicare	45.15	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49402	28015	2	Medicare	9.65	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49403	28015	2	Medicare	22.55	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49404	28015	2	Medicare	9.65	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49405	28015	2	Medicare	11.30	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49406	28015	2	Medicare	9.65	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49407	28015	2	Medicare	38.20	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49408	28015	2	Medicare	9.65	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49409	28015	2	Medicare	38.20	⚡	⚡	0.00	<input type="checkbox"/>
01/08/2019	49410	28015	2	Medicare	9.65	⚡	⚡	0.00	<input type="checkbox"/>

**ANZ Bank - 123456789**

**Current Cash Book Balance** 32,036.40  
Receipts greater than Payments - a positive balance  
 Payments greater than Receipts - a negative balance

**Unpresented Deposits** 139,804.12  
Receipts deposited at the Bank but not yet showing on the Bank Statement

**Outstanding Cheques/others** 107,767.72  
Cheques/other payments recorded in the Cash Book but not yet showing on the Bank Statement as paid

**Bank Statement Balance** 0.00  
This amount should equal the last Bank Statement balance that you have received - a positive balance represents the funds of your Business and a negative balance is an overdrawn position - you owe the Bank

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Clicking the ⚡ icon will display the following message for the receipt line that you clicked.


Practice AccountsV3

⚠ InvNo 157991 - Medicare - Jerome A. Wallace

OK




Clicking the ⚡ icon will collate the individual receipts for the date that is in the left-hand column, dissected into banking types and open the following form.

	<b>ANZ Bank</b>	<b>Receipt Transaction Date: 01/08/2019</b>	
<b>Location</b>	<b>Practitioner</b>	<b>Payment Type</b>	<b>Receipt Amt</b>
ABC Medical Centre	Dr Sarah Lee	DVA	110.60 ⚡
ABC Medical Centre	Various Practitioners	EFT	682.00 ⚡
ABC Medical Centre	Dr Harry Jones	Medicare	2012.05 ⚡
ABC Medical Centre	Dr Sarah Lee	Medicare	1247.80 ⚡
ABC Medical Centre	Various Practitioners	Other	72.80 ⚡

If the Receipt Amt equals the amount on the Bank Statement, then click the  icon to Reconcile the receipt. The amount that you ticked will then be deleted from the form and you can then continue to reconcile the other Receipts.

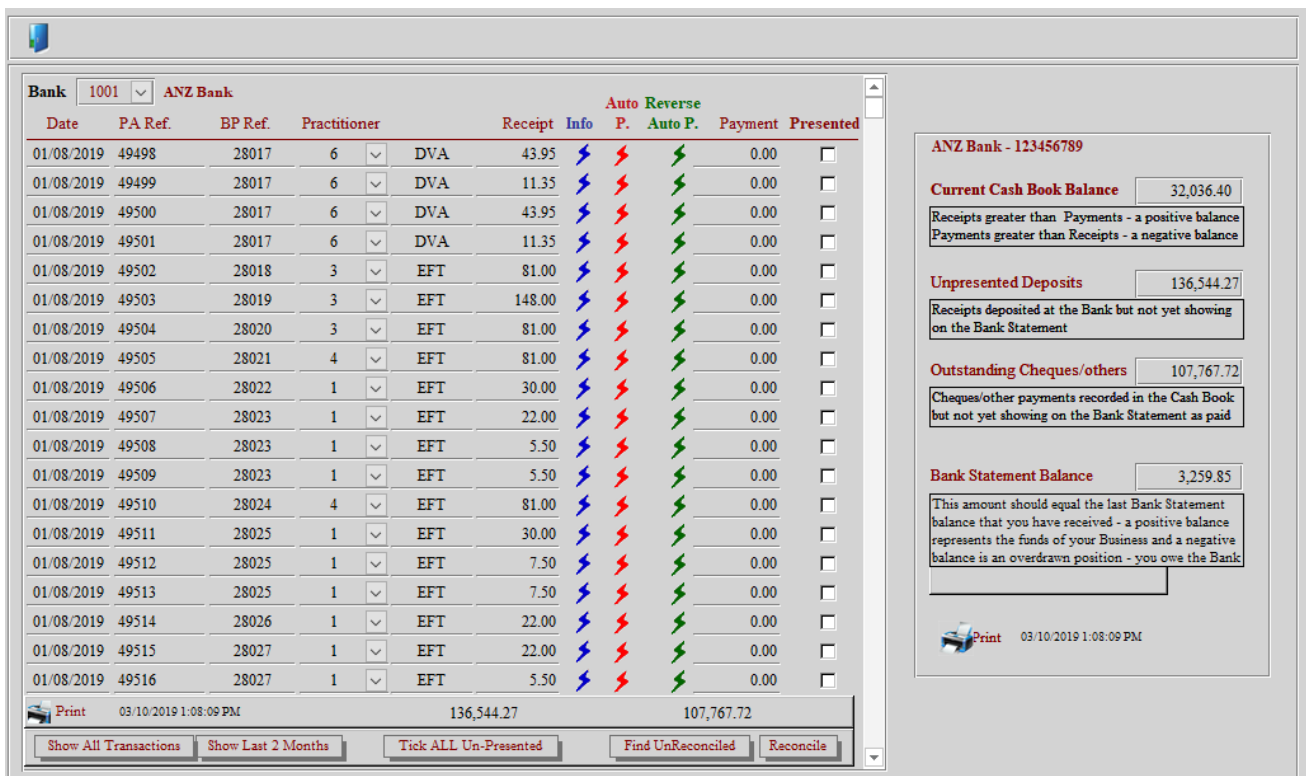
You can close the form at any time. Re-opening the form will only display any remaining Not Reconciled Receipts.

If for the sake of this example, the two Medicare receipts for Dr Jones and Dr Lee are reconciled ticked, closing and re-opening the form will then display as follows:

Bank Reconciliation - Not Reconciled Receipts			
ANZ Bank		Receipt Transaction Date: 01/08/2019	
Location	Practitioner	Payment Type	Receipt Amt
ABC Medical Centre	Dr Sarah Lee	DVA	110.60 
ABC Medical Centre	Various Practitioners	EFT	682.00 
ABC Medical Centre	Various Practitioners	Other	72.80 

You will note in the first screenshot above, that the Bank Statement balance is Zero.

Now that the two Medicare receipts have been reconcile ticked, the balance is \$3,259.85 – which is the two Medicare receipts that were reconcile ticked above.



The screenshot shows the 'Bank Reconciliation' screen for ANZ Bank. The main table lists transactions with columns for Date, PA Ref., BP Ref., Practitioner, Receipt, Info, Auto Reverse (P, Auto P), Payment, and Presented. The 'Presented' column has checkboxes, some of which are ticked. Summary statistics on the right include:


- ANZ Bank - 123456789
- Current Cash Book Balance: 32,036.40
- Unpresented Deposits: 136,544.27
- Outstanding Cheques/others: 107,767.72
- Bank Statement Balance: 3,259.85


Buttons at the bottom include 'Show All Transactions', 'Show Last 2 Months', 'Tick ALL Un-Presented', 'Find UnReconciled', and 'Reconcile'.


You will also note that the Reconciliation screen no longer has the Medicare receipts for the 1<sup>st</sup> August as they have been reconciled.

If you wish to see both reconciled and not reconciled receipts, click either the 'Show Last 2 months' or 'Show All Transactions' buttons. The reconciled receipts will have a tick in the 'Presented' box.

Although not a recommended procedure, you could click the 'Tick ALL Un-Presented' button to tick every receipt and payment in the list as Presented.



On occasions, the reconciliation process may get interrupted by other staff demands and the person undertaking the bank reconciliation may lose focus. This is what the  icon is for – to reverse a previous batch reconciliation.

Click the  icon for any receipt line for 1st August and the following form will open:




## Bank Reconciliation - ALREADY Reconciled Receipts

**ANZ Bank** Receipt Transaction Date: 01/08/2019

Location	Practitioner	Payment Type	Receipt Amt	
ABC Medical Centre	Dr Harry Jones	Medicare	2012.05	
ABC Medical Centre	Dr Sarah Lee	Medicare	1247.80	

You will note that the two Medicare receipts that were ticked as presented in the above example, now appear on the list of the above form.







































Click the  icon to UN-Reconcile say just the Medicare receipt for Dr Jones.

Close the form and you will see that the Medicare Receipts for Dr Jones are now re-appearing on the un-presented list and the Bank Statement Balance is now \$1,247.80 which is the Medicare receipts for Dr Lee that remain reconciled/presented.

Bank: 1001 ANZ Bank

Auto Reverse

P. Auto P.

Date	PA Ref.	BP Ref.	Practitioner	Receipt	Info	P.	Auto P.	Payment	Presented
01/08/2019	49392	28015	2	Medicare	38.20			0.00	<input type="checkbox"/>
01/08/2019	49393	28015	2	Medicare	9.65			0.00	<input type="checkbox"/>
01/08/2019	49394	28015	2	Medicare	38.20			0.00	<input type="checkbox"/>
01/08/2019	49395	28015	2	Medicare	9.65			0.00	<input type="checkbox"/>
01/08/2019	49396	28015	2	Medicare	34.20			0.00	<input type="checkbox"/>
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01/08/2019	49398	28015	2	Medicare	45.10			0.00	<input type="checkbox"/>
01/08/2019	49399	28015	2	Medicare	9.65			0.00	<input type="checkbox"/>
01/08/2019	49400	28015	2	Medicare	38.20			0.00	<input type="checkbox"/>
01/08/2019	49401	28015	2	Medicare	45.15			0.00	<input type="checkbox"/>
01/08/2019	49402	28015	2	Medicare	9.65			0.00	<input type="checkbox"/>
01/08/2019	49403	28015	2	Medicare	22.55			0.00	<input type="checkbox"/>
01/08/2019	49404	28015	2	Medicare	9.65			0.00	<input type="checkbox"/>
01/08/2019	49405	28015	2	Medicare	11.30			0.00	<input type="checkbox"/>
01/08/2019	49406	28015	2	Medicare	9.65			0.00	<input type="checkbox"/>
01/08/2019	49407	28015	2	Medicare	38.20			0.00	<input type="checkbox"/>
01/08/2019	49408	28015	2	Medicare	9.65			0.00	<input type="checkbox"/>
01/08/2019	49409	28015	2	Medicare	38.20			0.00	<input type="checkbox"/>
01/08/2019	49410	28015	2	Medicare	9.65			0.00	<input type="checkbox"/>

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138,556.32

107,767.72

Show All Transactions

Show Last 2 Months

Tick ALL Un-Presented

Find UnReconciled

Reconcile

**ANZ Bank - 123456789**

**Current Cash Book Balance** 32,036.40

Receipts greater than Payments - a positive balance  
Payments greater than Receipts - a negative balance

**Unpresented Deposits** 138,556.32


Receipts deposited at the Bank but not yet showing on the Bank Statement

**Outstanding Cheques/others** 107,767.72

Cheques/other payments recorded in the Cash Book but not yet showing on the Bank Statement as paid

**Bank Statement Balance** 1,247.80

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Unfortunately, bank reconciliations are always subject to staff having differing ideas as to how receipting should be processed.

For instance, Tyro and other EFT receipts should be reconciled daily within the Practice to enable the amount on the bank statement to equal the receipt amount in Practice Accounts for the particular day.

Again, direct credits may not be accompanied with a remittance advice and there are several receipts for the same amount.

These difficulties are not restricted to PA – they affect all accounting software and make bank reconciliations a sometimes very onerous task.

However, using the  and  processing outlined above should substantially reduce the un-identified receipts when undertaking Bank reconciliations.