

BALANCING COPAYS AND POA LOGS (FRONT DESK)

Balancing Copay and POA Logs (Front Desk)	Notes
<input type="checkbox"/> 1. Count all the cash, checks, and credit card receipts at the end of the day	Enter Total: _____
<input type="checkbox"/> 2. Run the Deposit Slip (Reports>PM Balancing Reports>Deposit Slip)	Enter Total : _____
<input type="checkbox"/> 3. Verify the totals are equal	Difference: _____
<input type="checkbox"/> 4. If they are not equal you must correct this prior to completing your batch	
<input type="checkbox"/> 5. Close your batch (Billing>Batches>Hyperlink to batch you wish to close)	
<input type="checkbox"/> 6. Click Complete	