

The i-Clarity cash up module has been designed with flexibility in mind. Cashing up can be done at the end of the day or can be done on the following morning. Even though it is recommended that you cash up at the end of each day that the practice is open, the cashing up module will accommodate a day being missed.

When you open the cash up module it will display the last cashing up completed. Not until you click begin cashing up will you be able to enter the final takings and float for the day. However, at any point during the day you can add the following entries on to the cashing up module:

- When you take money to and from your practice safe
- When you take money to the bank
- When you complete an NHS or other deferred payment reconciliation
- When you take money from the till to spend on petty cash items

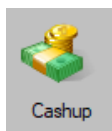
It is recommended that you enter the above banking entries when they happen during the day to avoid items being forgotten at the end of the day. However, they can be entered at the end of the day when you are completing the cashing up if you prefer.

Opening the Cashing up module

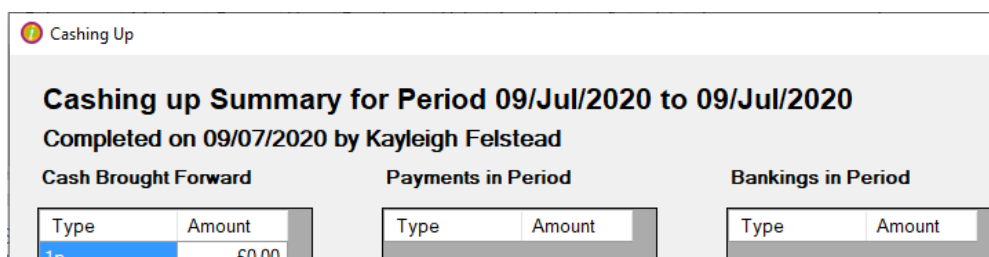
Click on the yellow arrow pointing to the right to display the second set of module icons.



Single click on the cash up module icon.



The cash up module will open and display the last cashing up period.



The screenshot shows the 'Cashing Up' window with the following content:

Cashing Up

Cashing up Summary for Period 09/Jul/2020 to 09/Jul/2020
Completed on 09/07/2020 by Kayleigh Felstead

Cash Brought Forward		Payments in Period		Bankings in Period	
Type	Amount	Type	Amount	Type	Amount
ip	£0.00				

Features of the cashing up module

Shows if the cashing up period has been completed or is still uncompleted. If it is completed it shows who by and when.

The period that the cashing up period covers will be displayed at the top.

Cashing Up Summary for Period 18/Nov/2015 to 18/Nov/2015
Completed on 18/11/2015 by Joanne Sweeney

Cash Brought Forward

Type	Amount
1p	£0.01
2p	£0.48
5p	£1.50
10p	£1.50
20p	£1.80
50p	£1.00
£1	£3.00
£2	£0.00
£5	£0.00
£10	£20.00
£20	£340.00
£50	£0.00
Cheque	£0.00

Payments in Period

Type	Amount
Cash	£30.00
Visa M'card ...	£374.00

Bankings in Period

Type	Amount
Bank Deposit	£340.00
PDQ	£374.00
Petty Cash	£5.50

Closing Balances

Type	Amount
1p	£0.01
2p	£0.48
5p	£1.50
10p	£1.40
20p	£1.40
50p	£3.00
£1	£6.00
£2	£0.00
£5	£0.00
£10	£20.00
£20	£20.00
£50	£0.00
Cheque	£0.00

Cash Brought Forward: £369.29 **Plus Takings:** £404.00 **Less Money Removed:** £719.50 **Equals:** £53.79

Actual Cash in Till: £53.79

In Safe: £0.00

Buttons: **Open Cash Drawer**, **Begin Cashing Up**, **Rev Pay**, **End KPI**

How much money was in the till at the start of the day (cashing up period).

How much money was recorded on i-Clarity as being taken from patients during the day (cashing up period). This will be broken down by how it was taken e.g. cash, card, bacs etc.

Where the money taken has gone.

- How much went to the bank as cash/cheque or into the safe.
- How much has gone to the bank via the pdq machine.
- How much went to the bank directly by credit transfer.
- How much was spent on petty cash items.

How much money was in the till at the end of the day (cashing up period).

Cashing Up Summary for Period 18/Nov/2015 to 18/Nov/2015
 Completed on 18/11/2015 by Joanne Sweeney

Open Cash Drawer

Cash Brought Forward		Payments in Period		Bankings in Period		Closing Balances	
Type	Amount	Type	Amount	Type	Amount	Type	Amount
1p	£0.01	Cash	£30.00	Bank Deposit	£340.00	1p	£0.01
2p	£0.48	Visa M'card ...	£374.00	PDQ	£374.00	2p	£0.48
5p	£1.50			Petty Cash	£5.50	5p	£1.50
10p	£1.50					10p	£1.40
20p	£1.80					20p	£1.40
50p	£1.00					50p	£3.00
£1	£3.00					£1	£6.00
£2	£0.00					£2	£0.00
£5	£0.00					£5	£0.00
£10	£20.00					£10	£20.00
£20	£340.00					£20	£20.00
£50	£0.00					£50	£0.00
Cheque	£0.00					Cheque	£0.00

Bankings:	£404.00	Less Money Removed:	£719.50	Equals:	£53.79
In Safe:	£0.00	Actual Cash in Till:	£53.79	Discrepancy:	£0.00

Previous Next Begin Cashing Up Review Payments Enter Bankings Confirm Summary Send KPIs Quit

How much money is in the safe

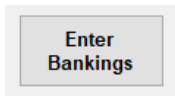
The equals fields show the total of the following calculation.

Money in the till drawer at the start of the day + money recorded as taken from patients during the day – money banked or put in the safe or spent on petty cash items.

The discrepancy field shows if the cashing up is under or over what it should be. It is calculated from the difference between the value of the equals field and the value of the actual cash in the till.

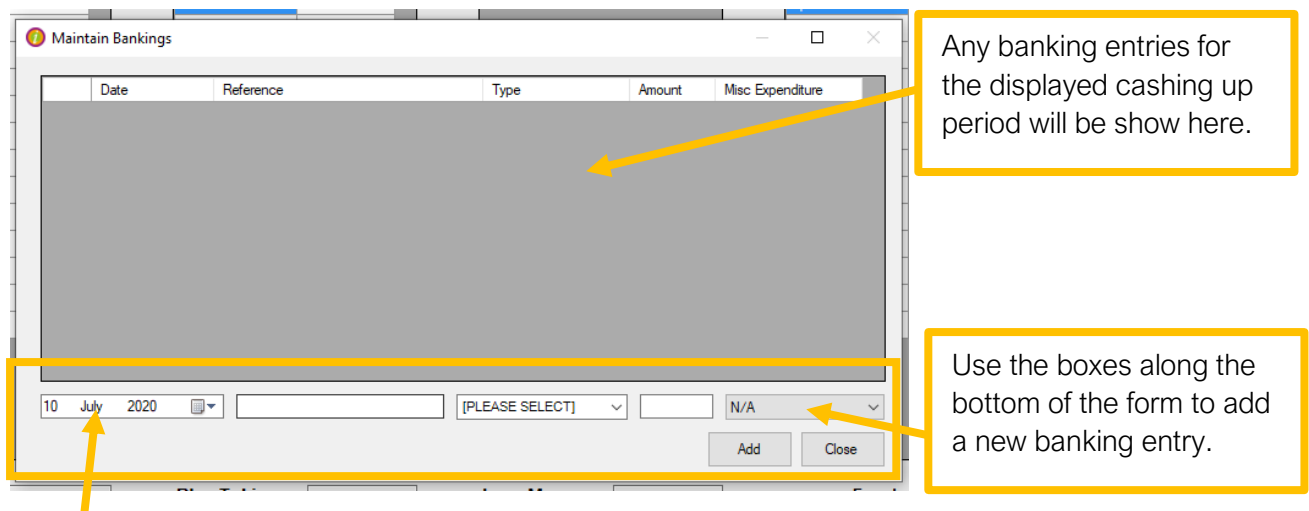
Entering details of safe and bank deposits, petty cash expenditures and deferred payments received

Once the cashing up module is open click on the enter bankings button.



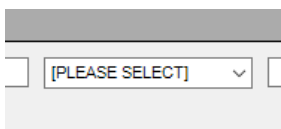
If you are completing this during the working day rather than at the end of the day when you are closing the till for the day- do NOT click begin cashing up. Clicking begin cashing up will change the payment date of the system so any payments from patients are record as going through the system on the following day.

The maintain bankings form will open.



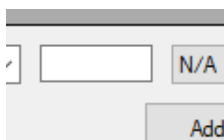
Today's date will be displayed automatically in the date field.

Select the type of banking you are entering from the type drop down.

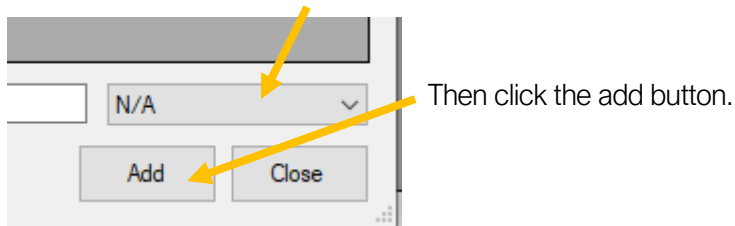


Bank Deposit	Cash or cheque amounts that have been deposited in the bank
Safe	Money that has been removed from the till drawer and placed in the safe
Misc Expenditure	Money that has been spent on petty cash items
Credit Transfer	Money that has been directly paid into the bank by a patient or by a deferred payment party e.g. NHS or Corporates

Next, type in the value of the banking you are entering.



If you are entering a misc expenditure select the type from the final drop-down field.



In the example below the user is entering details of a credit transfer received from the S Glamorgan PCT for NHS payments:

29 November 2015 S Glamorgan PCT Credit Transfer 4950 N/A

In this example the user is entering details of a typical Petty Cash item:

24 July 2020 milk Misc Expenditure 0.54 Refreshments

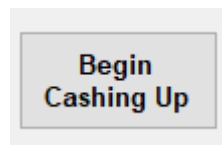
Add Close

If you are taking money from a safe, and then depositing it in the bank, you will have to make two entries – a 'minus' entry to remove money from the safe, and a positive entry to record the bank deposit, as shown in the following example:

	Date	Reference	Type	Amount	Petty Cash
▶	29/Nov/2015	S Glamorgan PCT	Credit Transfer	£4950.00	N/A
	29/Nov/2015		Safe	£-500.00	N/A
	29/Nov/2015		Bank Deposit	£500.00	N/A

Completing cashing up

Once the cash up module is open click on the Begin Cashing Up button.



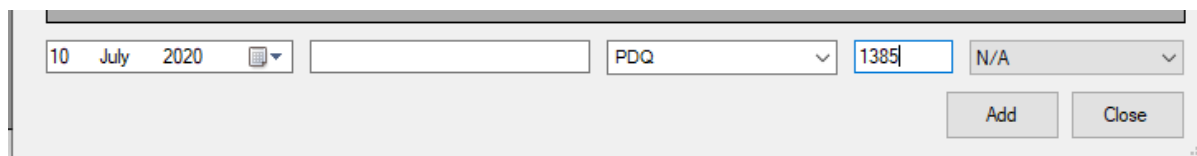
Any further payments that are entered on the system will now be dated the following day

You should usually do this at the same time as you print out your PDQ machine reading and close it down for the day.

Enter your PDQ Z total into the Bankings form:

Click the enter bankings button.

Select the PDQ option from the type drop-down, enter the z reading printed on your PDQ reading into the amount field and click add and then click close.

A screenshot of a software interface for entering bankings. It features a date field set to "10 July 2020", a type dropdown menu set to "PDQ", an amount input field containing "1385", and a dropdown menu set to "N/A". There are "Add" and "Close" buttons at the bottom right of the form.

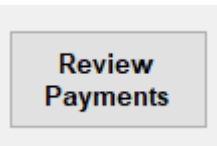
10 July 2020		PDQ	1385	N/A	Add	Close
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You will usually be able to tell at a glance if there is a discrepancy between what your PDQ machine says you have taken and what i-Clarity thinks you have taken, by comparing the entries in the 'Payments in Period' and 'Bankings In Period' columns. In the example below, the Credit Card/PDQ entries both read £374, so there is no discrepancy.

r for Period 18/Nov/2015 to 18/Nov/2015
by Joanne Sweeney

Payments in Period		Bankings in Period	
Type	Amount	Type	Amount
Cash	£30.00	Bank Deposit	£340.00
Visa M'card ...	£374.00	PDQ	£374.00
		Petty Cash	£5.50

If there is a discrepancy, then you must identify and correct it before proceeding further. The way to do this is to click the review payments button.



This will list all the payments received from patients in the cashing up period.

Payment Details for Selected Cashing Up Period

Patient Identifier	Patient Name	Date	Payment Type	Amount
11	Mr J Smith	15/May/2015	Cash	£60.00
11	Mr J Smith	15/May/2015	Cheque	£100.00
11	Mr J Smith	15/May/2015	Visa M'card Delta	£90.00
11	Mr J Smith	21/May/2015	Visa M'card Delta	£241.00
2	Mr P Brown	26/May/2015	Visa M'card Delta	-£2.50
0	(Walk in)	25/Jun/2015	Visa M'card Delta	£10.09
114	Mr Z Valji	25/Jun/2015	Visa M'card Delta	£150.00
3	Mr B Jamess	19/Aug/2015	Visa M'card Delta	£46.60
0	(Walk in)	28/Aug/2015	Visa M'card Delta	£21.28
116	Mr J Peterson	02/Sep/2015	Visa M'card Delta	£4.50
116	Mr J Peterson	02/Sep/2015	Visa M'card Delta	£145.50
116	Mr J Peterson	02/Sep/2015	Visa M'card Delta	£174.50
117	Mrs J Peterson	10/Sep/2015	Visa M'card Delta	£200.00
0	(Walk in)	11/Sep/2015	Visa M'card Delta	£10.50
118	Mr N Patient	18/Sep/2015	Visa M'card Delta	£10.50
0	(Walk in)	23/Sep/2015	Cash	£31.50
0	(Walk in)	23/Sep/2015	Visa M'card Delta	£5.00
0	(Walk in)	23/Sep/2015	Cash	£5.50
0	(Walk in)	23/Sep/2015	Visa M'card Delta	£5.00
0	(Walk in)	23/Sep/2015	Cash	£5.50
1	Mr P Slobodon	23/Sep/2015	BACS	£10.50
98	Mr B Lawson	28/Sep/2015	Visa M'card Delta	£50.00
119	Mr A Wohl	30/Sep/2015	Visa M'card Delta	£150.00
119	Mr A Wohl	30/Sep/2015	Visa M'card Delta	£112.90
1	Mr P Slobodon	03/Nov/2015	Visa M'card Delta	£10.00

You may change payments on this form. Use the dropdown boxes to change payment types. If you wish to delete a payment, then set the value of that payment to zero. If you want to add additional payments, then exit cashing up and enter the new payment from the main patient or walk-in sale forms.

Confirm Changes Cancel Changes

This will allow you to compare the credit card merchant receipts with the list of payments entered onto i-Clarity.

If you find any discrepancies, (e.g. a credit card entry for the wrong amount, or a credit card entry which should have been cash or cheque), you can amend the details on this form. To change the amount type over the incorrect amount with the correct amount. To change a payment type, click on the drop-down arrow and change the type.

(You cannot change a payment type to a bacs or online payment, and you cannot change an online or bacs payment to another payment type. You will also not be able to edit the amount of a bacs or online payment. This is because automatic banking entries are made for both payment types. If you need to make any corrections, you should do this on the patient record using the amend payment function.)

If a payment has not been recorded on i-Clarity you can close out of the cashing up module and your progress will be saved. Navigate to the patient record and enter the missing sale. Then return to the review payment list in the cashing up. The missing payment will now be there; however, it will have tomorrow's date. Open review payments and over type the date field with today's date to add this payment to today's list.

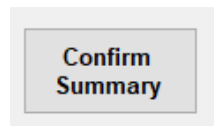
Walk In sales cannot be amended

Count and enter the money in the till in the final column. Note that you can only put in correct multiples of the selected coins and notes, e.g. you can enter £40 in 20ps, but not £40.50p in 20ps.

When you have finished, the three boxes in the lower right-hand corner of the form should look something like this:

Equals:	£53.79
Actual Cash in Till:	£53.79
Discrepancy:	£0.00

If there is no discrepancy, as shown above, click on the confirm summary button.



This cashing up period will now be closed, and you will not be able to post any further adjustments or amendments for the selected period.

If there is a discrepancy, then you should review your entries and try and identify any errors: Do the PDQ entries in the period match the Bankings in Period? Does the amount of cash i-Clarity has in the till match the actual cash in the till?

If you still cannot find and rectify the discrepancy, then you can confirm the cashing up anyway.

Click 'Confirm Summary'. You will be prompted to enter a reason for the discrepancy, and then an entry will be made automatically so that the discrepancy becomes zero and is not carried forward to future periods. These discrepancies are reported in the POS/Banking reports.