How to Balance Your Practice

How are you balancing your practice at the end of the day? At Datacon we recommend the following quick list of tasks to help you reconcile your practice.

Balance All Posting

- From the *Main Menu*, click **Daily Statistics,** and then click the date. The detail for the date will open.
- Click **Review transactions posted for day**. A list of the transactions for the date will display. Compare this list with your route slips or daily schedule. To print a report:
    - o Click Print and select from the drop down menu.
    - o Answer the additional questions as appropriate and select a printer.

Review/correct Deposit Slip Transactions

- From the *Main Menu*, click **Print Deposit Slip**.
- Click the **Review deposit** segment control button, then click the doctor's name for review. The *Deposit slip transactions* screen for the doctor will open.
- If you find an error:
    - o Click the incorrect entry, then click **Account**. The *Account Information* screen will open.
    - o Click **Ledger Card** and locate the incorrect payment. Click Remove to delete the transaction.
    - o Click Add to add the corrected transaction.
    - o Click Exit back to the *Deposit slip transactions* screen for the doctor.

Print the Deposit Slip

- From the *Main Menu*, click **Print Deposit Slip**.
- Click the **Print deposit slip** segment control button, then click the doctor's name for printing. The *Print Deposit slip* screen for the doctor will open.
- To include all payments, click **Deposit for both** and print the deposit slip. Do not accept the deposit slip until you have reviewed it. A deposit slip cannot be reprinted once it is accepted.
    - o The **Include deposit detail report** option is set by default and can be deselected. This option will provide a detailed report of each deposit slip entry, including itemization of group checks.
    - o Options – Sort by Name allows you to sort the deposit slip by Provider name.
        - ▪ Click on "Include Payments Posted at Any Location" to select from the drop down menu:
            - • "Only include Payments Posted Here" or "Only Include Payments Posted by You"

Print Control Sheets

The control sheets are the most important documents produced by the Datacon system. They provide your practice with a precise record of all transactions entered into the system, or deleted from the system, from the last time the control sheets were accepted until now. Control sheets are a 3-part report that is tracked by serial numbers and they cannot be reprinted after they have been accepted.

- From the *Main Menu*, click **Control Sheet**, and then click the appropriate print option.
- Do not accept the control sheets until you have reviewed them. Control sheets cannot be reprinted after they have been accepted. See "Best Practices – Control Sheets and Daily Statistics" for more detail.

Backup Reminder

Run the backup each working day to ensure a reliable copy of your practice data in case your data becomes lost, stolen, or corrupted. Follow the instructions available for your specific Datacon server.

Questions? Contact the staff at Datacon for help.
www.datacondental.com
Phone: (800) 773-7878
Email: info@datacondental.com