

VDG End of Day Sheet

Office:

Date:

1. Print Daily Reports

Initials: _____

- Print out the End of Day Payment Report
- Print the Best Card Transaction Report
- Print Cherry and Care Credit Reports

2. Verify Totals

Initials: _____

- Ensure both totals match on EOD and Best Card Reports
- Circle the matching totals on each report and initial

3. Document Deposits

Initials: _____

- Screenshot or print the Members 1st completed deposit screen with the total number of checks and total amount deposited.
- Ensure the total number and amount match the EOD report and circle the matching amounts and initial.

4. Match Receipts

Initials: _____

- Match Care Credit and Cherry receipts to the EOD report
- Circle the matching totals and initial

5. Count Cash

Initials: _____

- Count the entire cash drawer and pull out the total payment amount per the EOD report.
- Ensure cash drawer is back to original balance for start of day.
- Circle amount on EOD report and initial

6. Final Verification

Initials: _____

- Double check all totals on different reports match
- Initial at the bottom left area of this form

7. Submission

Initials: _____

- Email all reports with this form as your cover sheet to:
 - Your PA & Billing@verberdental.com
- Email copy of this sheet to your Practice Administrator

Additional Reports to Verify:

Initials: _____

VDP Payments :: Broken Appointments :: Procedures Not Billed to Insurance

CLOSER INITIALS: _____

DEPOSITER INITIALS: _____