End of Day Activities

It's important to follow closing procedures every working day. End of day (EOD) processing is usually done in conjunction with balancing your cash drawer and calculating your bank deposit. In addition, it helps you track database information that is important for managing your practice.

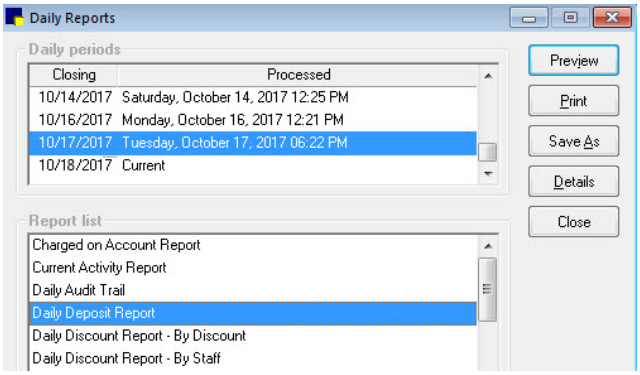
1. **Finish your daily work.**

   You do not need to log out of the Cornerstone Software, but once you start end of day processing, you won't be able to post an invoice until the processing is complete.

2. **Preview the Daily Deposit Report to balance your cash drawer.**

   Select **Reports > End of Period > End of Day**. Under **Daily periods**, select **Current**. Under **Report list**, select **Daily Deposit Report**, and then click **Preview**.

   If discrepancies exist, IDEXX recommends performing corrections before end of day processing. Use the Daily Payment Register by Payment Type or the Itemized Audit Trail report to pinpoint transaction errors.



3. **Perform your daily backup.**

   A good backup procedure is essential. Backups provide security against the unlikely event that files are lost or destroyed. IDEXX recommends that you use both an onsite and a cloud-based backup strategy, such as IDEXX Data Backup and Recovery Services. For on-site backups, IDEXX also recommends automated backups using RDX* cartridges with Softland Backup4all software.

   As an added precaution, remove the most recent backup from the practice and/or place it in a data-rated fireproof safe. If you have questions about your backup procedure or how to verify that the backup was successful, contact your practice's system administrator or Cornerstone Support at **1-800-695-2877**.

4. **Perform end of day processing.**

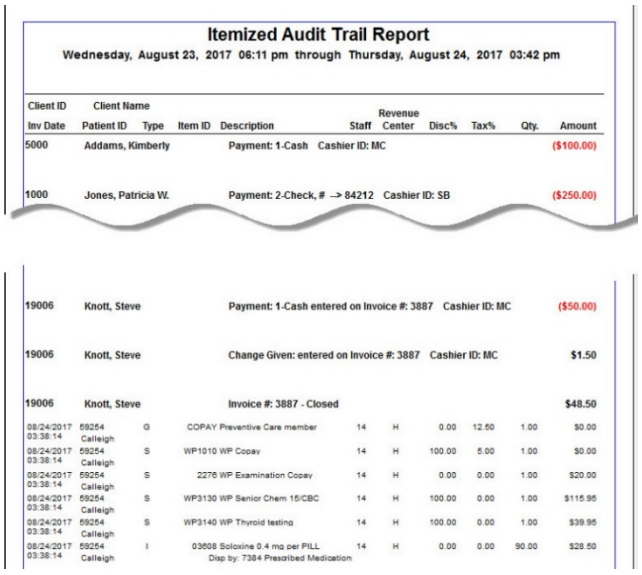
   Select **Activities > End of Period > End of Day**. When you see the backup reminder message, click **OK**. In the **Note** box on the Daily Period Closing window, type your initials and click **OK** twice.

5. **Print daily reports.**

   For totals that reflect the end of day amounts, print daily reports after end of day processing has been completed.

   Select **Reports > End of Period > End of Day**. Under **Daily periods**, select the period you want the report to reflect. Under **Report list**, a default set of reports is selected. Click **Print**.

   You can save the reports to a file or preview a report. You can also select a single report from the report list and include multiple, consecutive time periods by using the Shift key in the Period window to create weekly reports.



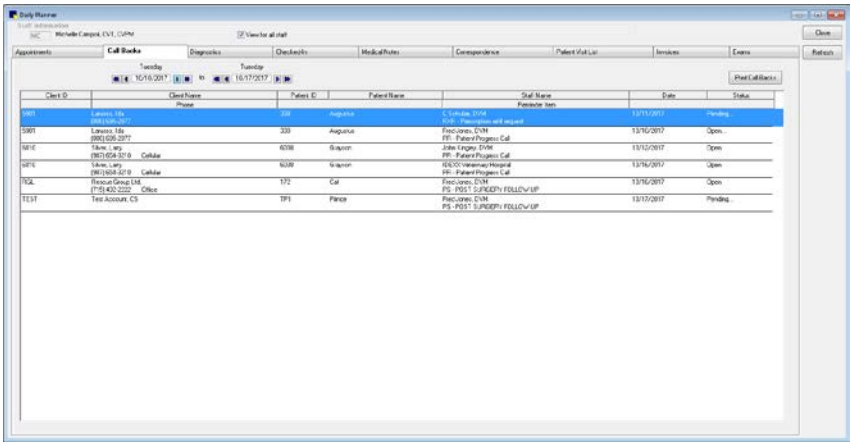
Tip: Performing monthly activities creates a second end of day closing. These totals include added finance charges, billing charges, and open invoices that were closed as part of end of month processing. For the last end of day report of the month, select both end-of-day periods (using the Shift key) so the combined report will include the most accurate information.

Daily Planner callbacks

Use the **Call Backs** tab on the Daily Planner window to view and update patient records as you make reminder calls. You have a clear view of who is responsible for the calls and any information pertaining to them.

Right-click a line on the **Call Backs** tab to update or delete the callback; add a note to the callback; change the callback date, or open the Patient Clipboard*.

You can also print the callback list using the **Print Call Backs** button.



Keyboard shortcuts

F1	Display onscreen Help for the current window.
F2	Look up values for a list, such as in ID fields.
Tab	Move the cursor to the next field.
Shift+Tab	Move the cursor to the previous field.
Ctrl+D	Delete the selected record.
Ctrl+U	Update the selected record.
Ctrl+C/Ctrl+V	Copy and paste the selected item.
Ctrl+Enter	Move cursor to the next line in note areas.

Right-click menus

Use right-click menus for quick access to many tools.

For more information

For detailed instructions, see the End of Day Processing and Daily Planner sections of the Cornerstone Help.

Go to idexxlearningcenter.com to view snippet videos about many other features in Cornerstone.

Find this document at **idexx.com/cornerstoneresources**

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