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| Text  Description automatically generated | End of year  Payment Posting Review Checklist |

| Done? | Item | Items Needed to Complete | Who is responsible | Date | Date |
| --- | --- | --- | --- | --- | --- |
|  | Reconcile Bank statements | Ensure all payments received in bank account have been posted to practice management system |  |  |  |
|  | Reconcile Bank statements | Ensure all payments received in bank account have been posted to accounting system |  |  |  |
|  | End of Year Payment Posting | Ensure any checks with recoupments have been posted accurately to all systems |  |  |  |
|  | End of Year Payment Posting | Ensure all zero pay remits have been posted to practice management system |  |  |  |
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