A/P Process Guidelines

GPS DENTAL

GUIDED PRACTICE SOLUTIONS

Vendors should send items to adminassistant@gpsdds.com

Patient Refunds/Insurance Refunds:
➔ Care Credit Refunds should be processed through Care Credit. Please make 2 Adjustments in the patient's ledger: 1 for the amount that is debited from our bank account as "Care Credit Refund" and 1 Adjustment for the fee that is not deducted from our bank account as "Care Credit Fees Refund"
➔ HSA/Flex Spending Refunds should be processed through the credit card terminal. Please make the adjustment to the patient's account.
➔ Check Patient/Insurance Refunds can be completed by filling out and uploading a Patient Refund Request form. Please make sure to complete all fields and adjust the patient's account.

Purchase Expense Forms:
➔ Should be completed for an non-recurring item that needs additional information/description
➔ Examples of non-recurring (Trips to Walmart, vendors without an account)
➔ Examples of recurring (Utilities, Phone, Internet, Labs)
➔ Make sure to complete all fields of the Purchase Expense Form
➔ Only 1 box should be completed, followed by details in the description for what the expense was for
➔ Make sure that the Requestor and Approver lines are completed
➔ You must include the invoice, receipt, etc. that includes all prices, shipping, taxes and totals.

Deposits:
➔ If you have a deposit that is not part of patient collections (not posted to your dental software), please make a copy of this deposit and upload to the A/P folder. Deposit the funds on a separate deposit ticket. Examples: Scrap metal funds, refunds from vendor payables, etc.

What should be uploaded?
➔ Every expense (whether paid or unpaid) and non-patient collection deposit of the office must be uploaded. It is a record of every transaction of the office.
➔ There should be one upload for each transaction. If you pay a vendor on a monthly basis, please upload all of those items at one time to one file, not by invoice.
➔ If you pay by each invoice/order, please upload individually. Do not lump multiple items in one file.
➔ If you have multiple pages to merge together, upload your first item to the Drive>Click Open with DocHub>in the Upper Right hand corner, click the down arrow>Actions>Append Pages>Merge and Append File>then attach all remaining files/documents

Review Folder:
➔ Please check this folder weekly for items that were received at the Administrative Office. They are items that need the office approval to be paid. Once you have reviewed them, pull them out of the review folder.

Every file should be renamed by the Vendor, Payment Type, Dollar Amount
Payment Types to use: Check, CC, DC, ACH
CC (Credit Card), DC (Debit Card), ACH (Checking debit using routing/account number), Check (if not paid)

Examples: Walmart CC $52.96 / Southside Dental Lab Check $1,500.00