



Google Drive Guidelines

Information plays a very vital role in our organisation because it may affect our behaviour, decision or an outcome by influencing in making an informed judgement. Australasian Dental Group uses Google Drive to facilitate an effective and efficient way of exchanging and sharing documented information within the group.

Google Drive is a cross-platform designed for note taking, organizing, archiving and sharing of information. In order to best utilise the system's potential, we have set guidelines which will also serve as a reference for both preparers and users of the reports. In this way we'll be able to enhance usefulness of every report by making it accurate, specific, timely, organised, meaningful, relevant, understandable and certain.

We have created several notebooks for each practice that will be shared with Head Office and the Practice Manager.

Below are the Notebooks explained in detail:

- 1. Daily Reports** – All the reports related to daily receipts will be scanned and uploaded here.
The Daily Cashing up report that is generated from Exact and Invoices and Receipts report generated from D4W on a daily basis will be uploaded here together with EFTPOS and HICAPS receipts as one note. The file will be named as “YYYYMMDD Name of the Report”. The date in the file name will be the **TRANSACTION DATE** and not the date the file was uploaded or the date the report was generated.

Example: Cashing Up report generated from Exact or Invoices and Receipts report generated from D4W dated 16/03/2017, the file name will be “**20170316 Daily Receipts**”. Please take note that other practices use different systems.
- 2. Direct Debit Reports** – This notebook is for all deposits banked by the practice.
File name will be “YYYYMMDD Bank Deposit”. The date in the file name will be the **DATE THE MONEY WAS DEPOSITED TO THE BANK**.

EXAMPLE: You made a bank deposit for all the money and cheques dated 17/03/2017 file name will be “**20170317 Bank Deposit**” please also include the breakdown of the amount deposited.
- 3. Medicare, Credit Card AMEX Deposit Reports** – All Medicare, DVA and Credit Card documents will be uploaded here.

Example: Medicare and DVA reports for 17/03/2017 the file names will be “**20170317 Medicare Easyclaim Payment Report**” and “**20170317 DVA Payment Summary**” respectively.
- 4. Unpaid Accounts** – All unpaid invoices will be uploaded here and the file will be named as “YYYYMMDD Name of Supplier Invoice Number”. The date in the file name will be the **INVOICE DATE**.

Example: You received a tax invoice from Air Liquid with invoice number 2013559 dated 16/03/2017 the file name will be “**20170317 Air Liquid 2013559**”
- 5. Paid Accounts** – All invoices will be transferred here once paid. Support Office is responsible in transferring Paid Invoices to this Notebook and will make an annotation about the specific payment dates.
- 6. Unpaid Lab Invoices** - All unpaid Lab fees will be uploaded here and the file name will be “YYYYMMDD Name of Supplier Invoice Number”. The date in the file name will be the **INVOICE DATE**.

Example: You received a Lab tax invoice from Dental Image with invoice number 00004598 dated 16/03/2017 the file name will be “**20160316 Dental Image 00004598**”.
- 7. Paid Lab Fees** - All Lab fees will be transferred here once paid. Support Office will be responsible in transferring Paid Lab Fees to this Notebook and will make an annotation about the specific payment dates.



8. **Miscellaneous Reports** –All the important reports/documents that don't fall in any notebooks mentioned above will be uploaded here.

Example: You received a document containing the bank details of Australind Flowershop. File name will be "**Australind Flowershop Bank Details**".

9. **Petty Cash** – Petty Cash should be uploaded here together with all the invoices in one file. File name should be "YYMMDD Petty Cash". The date in the file name will be the **THE DATE REPLENISHMENT REQUEST WAS MADE**.

Example: Petty Cash replenishment request dated February 28, 2017 the file name will be "**20170228 Petty Cash**".

10. **Urgent Invoices** – Invoices that need to be paid immediately for some valid reasons will be uploaded in this notebook. File name will be the same with items 4 and 6. Practice Managers are requested to inform the assigned person through sending a chat message or an email for prompt processing of the request. Once paid, Head Office will transfer the invoice to either Notebook 4 or Notebook 6 and will make an annotation about the specific payment dates.
11. **Dental Materials Expense** – Support Office use only
12. **Monthly Exact / D4W Reports** – Month End reports to be uploaded individually, including in Exact - Payment Summaries, Debtors Lists, New Patients by Referral reports. From D4W upload Invoices and Receipts for all providers, Dentists hours.
13. **Monthly Management Reports** – Support Office use
14. **Deleted Transactions Report** – All Practices are to upload daily their deleted transaction report. The file name will be "**20170316 Deleted Transaction Report**". Also a full month report to be uploaded as part of the month end reporting.
15. **Practice Team Meeting Notes** – Regular fortnightly team meeting minutes to be uploaded. Please note minutes should also be sent via email to Summa, Gilda and Belinda. Front Office Meeting Minutes to be forwarded to Summa, Alexis and Gilda

Important Notes:

1. All files should be in pdf format.
2. One Note per Invoice
3. Strictly follow the naming convention of documents before uploading them in the system
4. Daily Reports should be reconciled first before uploading in Google Drive
5. Regular Invoices and Lab Invoices should be uploaded immediately upon receipt from suppliers