

## Recovery of a Returned Check

From the Main Menu select the following options:

- #8 Daily Activities
- #1 Main Financial Software
- #2 Accounts Receivable
- #2 Cash Receipts

F1 Miscellaneous Entry (Use 2<sup>nd</sup> half of screen)

The following entry takes the bad check out of the bad check file in the system:

- Enter Check Number
- Enter Amount of Check
- Enter First five digits of last name
- Assign to Bad Check Recovery G/L Account
- Enter to accept entry

**Tip: You must enter exactly the same information as was entered when you entered the returned check into your system.**

The following entry puts the check/money to replace bad check into cash account in system.

- Enter Check Number
- Enter Amount of Check
- Enter Miscellaneous Description
- Assign to Cash Account G/L Account
- Enter to accept entry

Only do the following entry if you charge service fees for returned checks:

- Enter Check Number
- Enter Amount of Service Fee
- Enter Miscellaneous Description
- Assign to Service Fee for Returned Checks G/L Account
- Enter to accept entry

F7 Edit Entries (should be zero – unless you charge service fee for returned check)

If you need additional information, email [support@southpoint.net](mailto:support@southpoint.net) or call our office.