Returned Checks

From the Main Menu select the following options:
#7 Files
#16 Returned Check Master

On the first screen, Returned Check Master Additions and Maintenance, you will be prompted for the first five digits of the last name of the customer, the check number, whether or not you want to make g/l transactions, and it will default to your Cash g/l account.

After you have entered all appropriate information, press Enter.

The second screen will prompt for specific customer information such as: Name, Address, Account Number (Bank Acct #), Soc. Sec. #, Date of Check, Driver's License, Amount of Check, Name of Bank, Bank Charges, Service Charges (which you may impose)

Enter to add information to record.
You will receive a printout of this transaction.

Items that will be filled in automatically on this screen when Recovery has been made are: Make up Date, Amount Paid.

F7 – Exit Program

If you need additional information, email support@southpoint.net or call our office.