

How to Handle a Bounced Cheque

Step 1

Do a Sales Journal for the bounced amount, setting Nominal Code to the Bank Account from which the cheque bounced.



Example

Sales Journal/Opening Balance Details			
Date	25/05/2005		JOURNAL
Period	5.05		Euro
Number	2	Customer Ref	002700
Customer	CASH3	CASH SALE 3	
Currency	EUR	Euro	
Sales Rep	D	Default	
Notes	bounced cheque 12.05.05		
	come along inn ltd		
Amount	1959.00		
Rate	1.00000000		
EUR	1959.00		
EUR	1959.00		
Nom Code	CC	Account	Amount
770		Bank current account	1959.00
Job Code			1959.00
			Close

Step 2

Clear the Allocation from the Receipt that bounced.
Re-allocate the bounced receipt to Sales Journal.

Result: Original Invoice remains unpaid.
Bank Account is correct. Any Bank charges will have to be entered separately.

