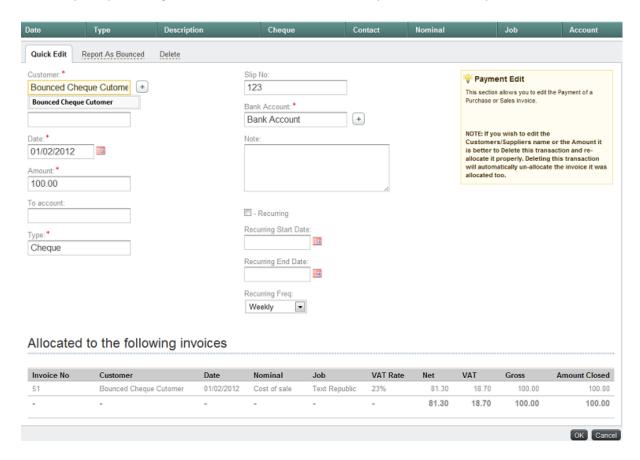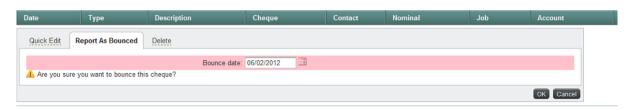**How to deal with a bounced cheque from a Customer.**

First you have to find the lodgement that has bounced so go to Accounts and Transaction search, in the Search box type in the name of the customer or the amount to search for the lodgement.

Click to open up the lodgement details and then click the Report as Bounced option

This will bring up a second box were you then enter the date that the cheque bounced.

Once you have entered your date and clicked OK. The Status of the Invoice the lodgement was allocated to will change to overdue .