

## 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

Date	Type	Description	Cheque	Contact	Nominal	Job	Account
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**Quick Edit** | **Report As Bounced** | **Delete**

Customer:  +

Date:

Amount:

To account:

Type:

Slip No:

Bank Account:  +

Note:

- Recurring  
Recurring Start Date:   
Recurring End Date:   
Recurring Freq:

**Payment Edit**  
This section allows you to edit the Payment of a Purchase or Sales invoice.  
  
NOTE: If you wish to edit the Customers/Suppliers name or the Amount it is better to Delete this transaction and re-allocate it properly. Deleting this transaction will automatically un-allocate the invoice it was allocated too.

Allocated to the following invoices

Invoice No	Customer	Date	Nominal	Job	VAT Rate	Net	VAT	Gross	Amount Closed
51	Bounced Cheque Cutoomer	01/02/2012	Cost of sale	Text Republic	23%	81.30	18.70	100.00	100.00
-	-	-	-	-	-	81.30	18.70	100.00	100.00

OK Cancel

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

Date	Type	Description	Cheque	Contact	Nominal	Job	Account
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**Quick Edit** | **Report As Bounced** | **Delete**

Bounce date:

⚠ Are you sure you want to bounce this cheque?

OK Cancel

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