

Dealing with dishonoured cheques

Very occasionally a cheque received from a customer may be dishonoured (bounced). The consequences are:

- ◆ The invoice which was paid is now outstanding again
- ◆ Your bank account needs to reflect the reversal of the receipt

The system deals with these with a simple click on a button.

From the **LISTS** menu,

LISTS → RECEIPTS

All received payments within the selected date range (and for a particular customer if selected) are displayed.

?	Date	Reference	Customer	Bank Account	Memo	Amount	
<input type="button" value="VOID"/>	07/03/2006		Venus Management Ltd	Venus Management Ltd	Receive Payment	£2,778.87	<input type="button" value="DEL"/>
<input type="button" value="VOID"/>	07/03/2006		Earth Technology PLC	Earth Technology PLC	Receive Payment	£6,345.00	<input type="button" value="DEL"/>

Simply click on the button in the left hand column; a confirmation box is presented. Confirm the transaction and the receipt is reversed.

Both the original receipt and the reversal are shown in the bank account to allow for accurate bank reconciliation.

The receivable amount is also reinstated in Accounts Receivable, and the original invoice appears as an open sales invoice again.