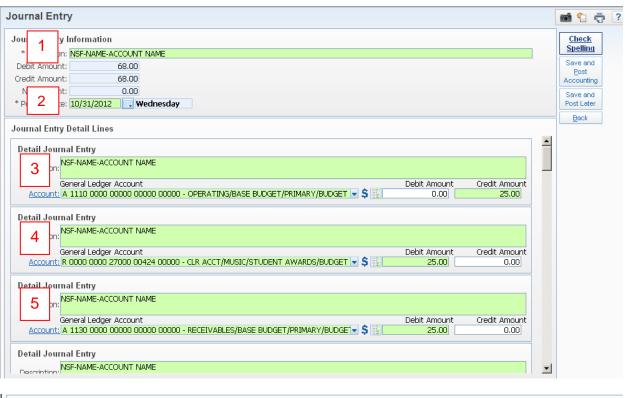
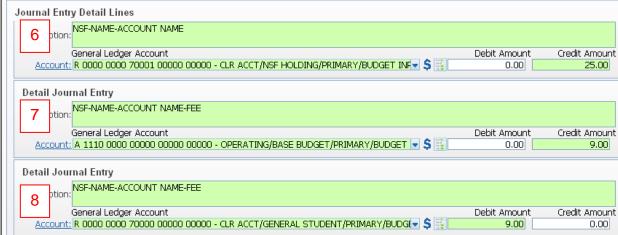
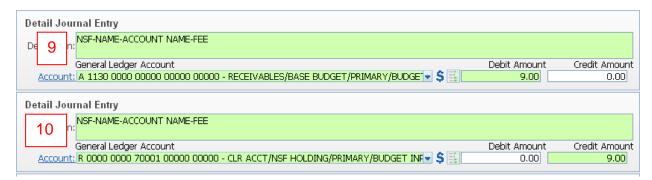
## Returned checks entry EXAMPLE:







- 1. Description: Should include what it is (NSF), the person's last name and what account (name of number) will be effected
- 2. Make sure you use the correct month! If it happened in October make sure you use October!
- 3. Copy & paste your description in #1 down. Credit the checking account A1110.
- 4. Copy & paste your description in #1 down. Debit the effected account.
- 5. Copy & paste your description in #1 down. Debit the NSF cash account A1130.
- 6. Copy & paste your description in #1 down. Credit the NSF fund 70001.
- 7. Copy & paste your description in #1 down & add the word FEE to the end of the description. Credit the checking account A1110.
- 8. Copy & paste your description in #7 down. Debit General Students 70000 the amount of the fee. (This is where most bookkeepers charge the fee to. Some might charge the account effected.)
- 9. Copy & paste your description in #7 down. Debit the NSF cash account A1130.
- 10. Copy & paste your description in #7 down. Credit the NSF fund 70001.

## When the person pays for the check:

- 1. "CLONE" the original journal entry. Change debits to credits and vice versa. Add the word PAYMENT to the front of the description and copy to all lines.
- 2. Mark the bank notice with PAID, DATE, AMOUNT & your initials. Copy. Give person the original.
- 3. Write up a ROMC but DO NOT give it a receipt number. Staple the copy of #2 to the ROMC
- 4. Make a separate deposit. DO NOT INCLUDE in that day's deposit. It came out separately it needs to go back in separately.

NOTE: If the check bounces & gets paid (& deposited) all in the same month then you don't have to make any entries at all.