Instructions for Bounced Checks

If a check bounces you will need to mark that deposit as bounced. After marking a check as bounced, the system will automatically place the amount back into the balance due. A 'B' will appear on the right side of the payment to indicate it is a bounced Check. Also, another line item will appear on the account sheet with a negative amount to negate the deposit.

For example:

If the defendant gives you a check (number 4567) of $100.00 on 3/10 for docket DC1234-00.

1) Go to the Lookup section and choose the Account Sheet form.

2) Select the docket (DC1234-00) and a listing of all the postings made for this docket will be listed in reverse order (the newest on top).

3) Select the deposit that bounced. Double click on the selection arrow on the left of the line item. (Note: you cannot modify a posting that is closed so be careful not to disburse checks unless they have 'cleared' the bank).

4) In the Modify a Posting form; simply check the Bounced box with the left mouse button. The date of the bounce will fill in automatically with today's date; you can change that if you wish. Click on the 'Done' button to accept the changes. Click on the 'Cancel' button to leave without making any changes to this deposit.

Once a check has been marked as 'Bounced' you can no longer make a remittance for that deposit. You will have to get a replacement payment from the defendant and enter it as a new deposit again.