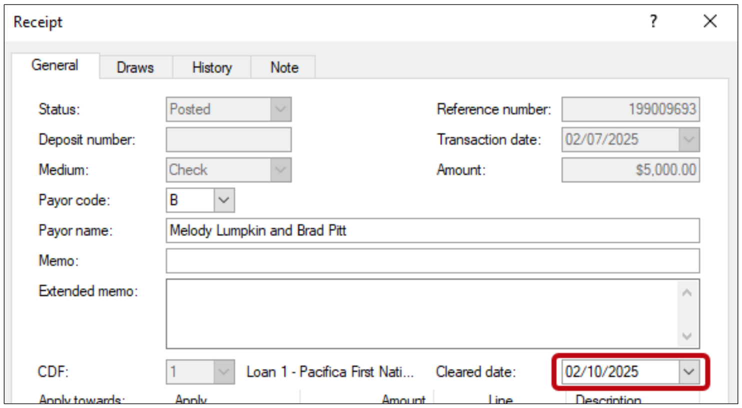
There are two methods to processing a returned or insufficient funds check. Historically in Select, voiding a posted receipt was the preferred method as it was representative of the bank reversing the deposit. Posting a miscellaneous debit method is also used in some OAC's to avoid having Corporate Accounting remove the Cleared Date in the Receipt. Both methods work and it is the preference of the OAC as to which method is to be used.

Click the link to jump to the applicable method.

- [Voiding Posted Receipt]
- [Posting Miscellaneous Debit]

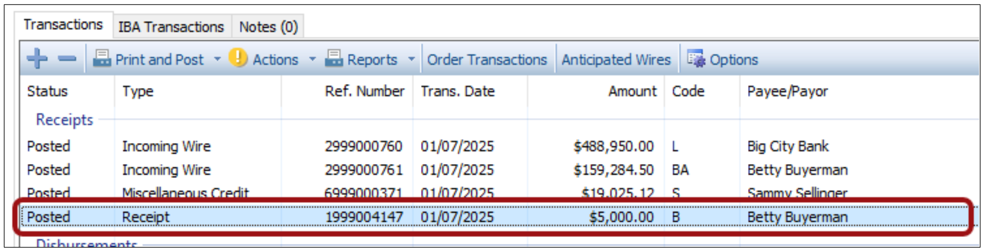
Voiding a Posted Receipt

1. Corporate Accounting must remove the **Cleared Date** from the corresponding posted receipt before voiding



Once removed,

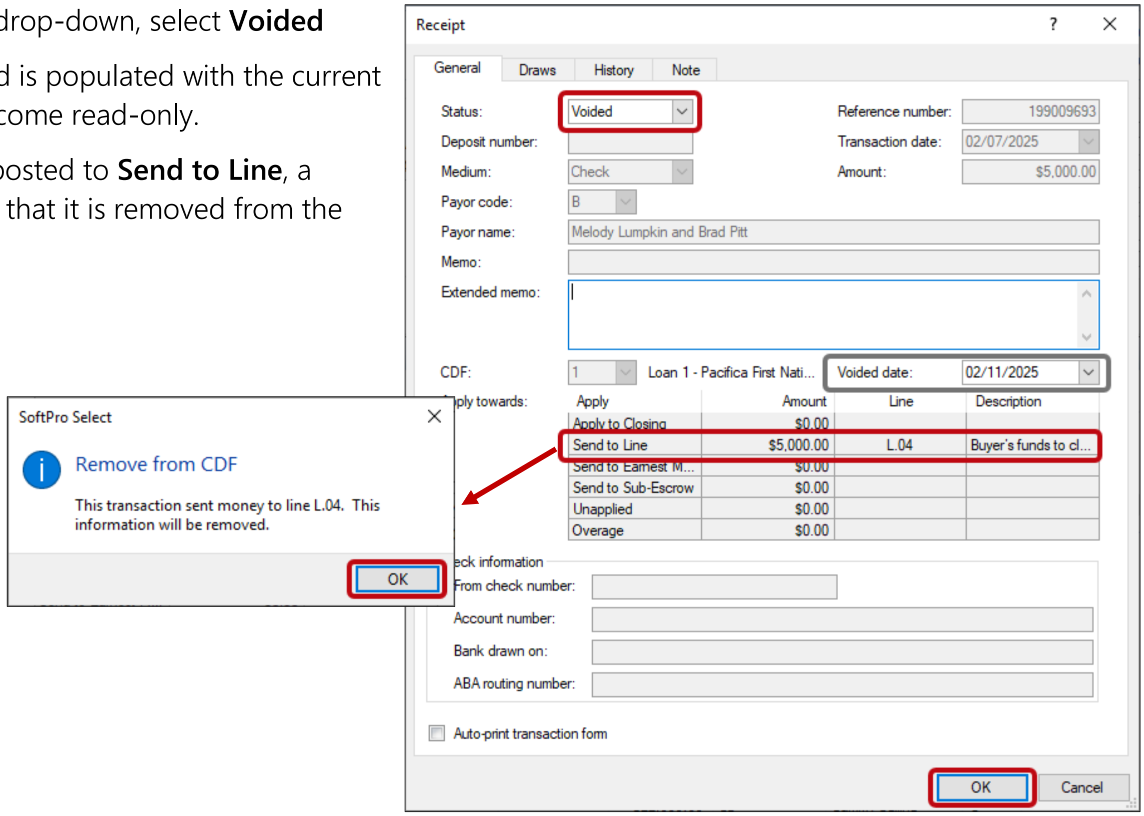
2. Double-click the **Posted Receipt**



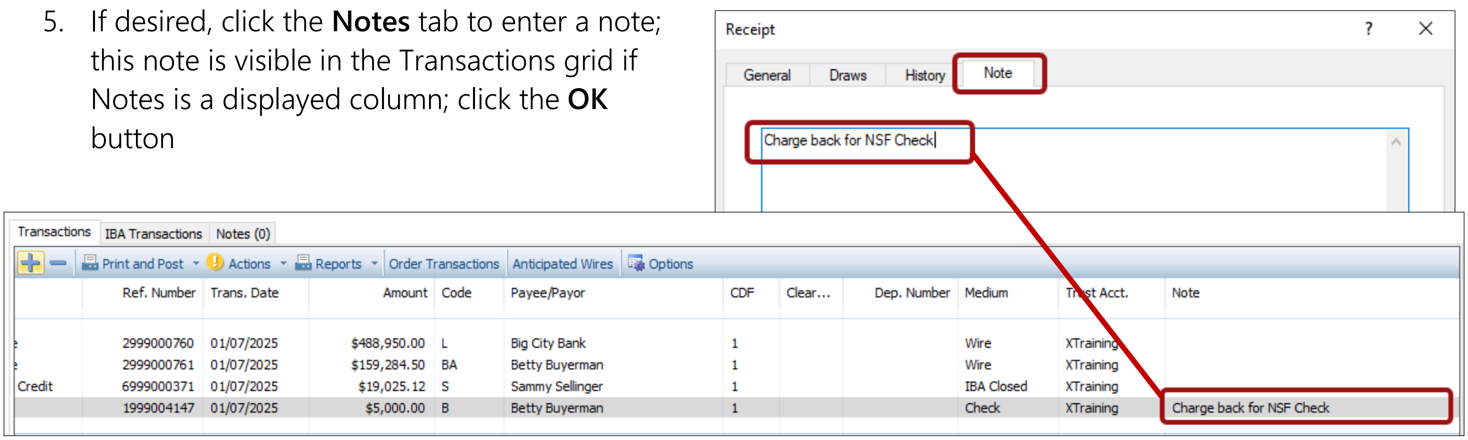
3. From the **Status** drop-down, select **Voided**

The **Voided date** field is populated with the current date and all fields become read-only.

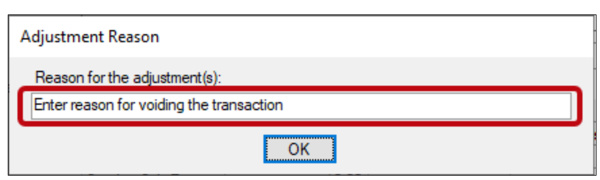
4. When funds are posted to **Send to Line**, a message displays that it is removed from the line



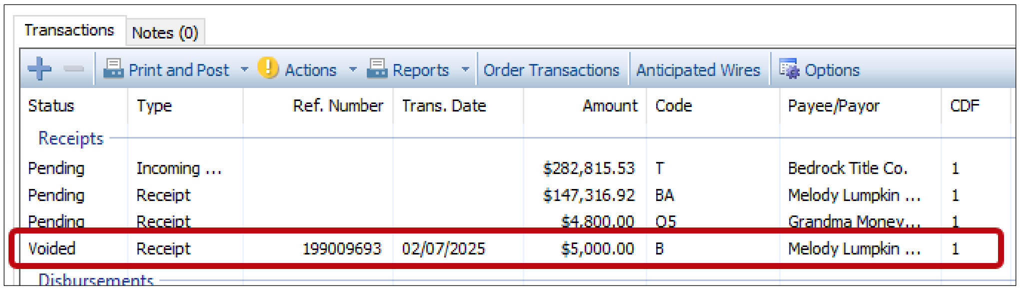
5. If desired, click the **Notes** tab to enter a note; this note is visible in the Transactions grid if Notes is a displayed column; click the **OK** button



6. When prompted, enter the **Adjustment Reason**; click **OK**



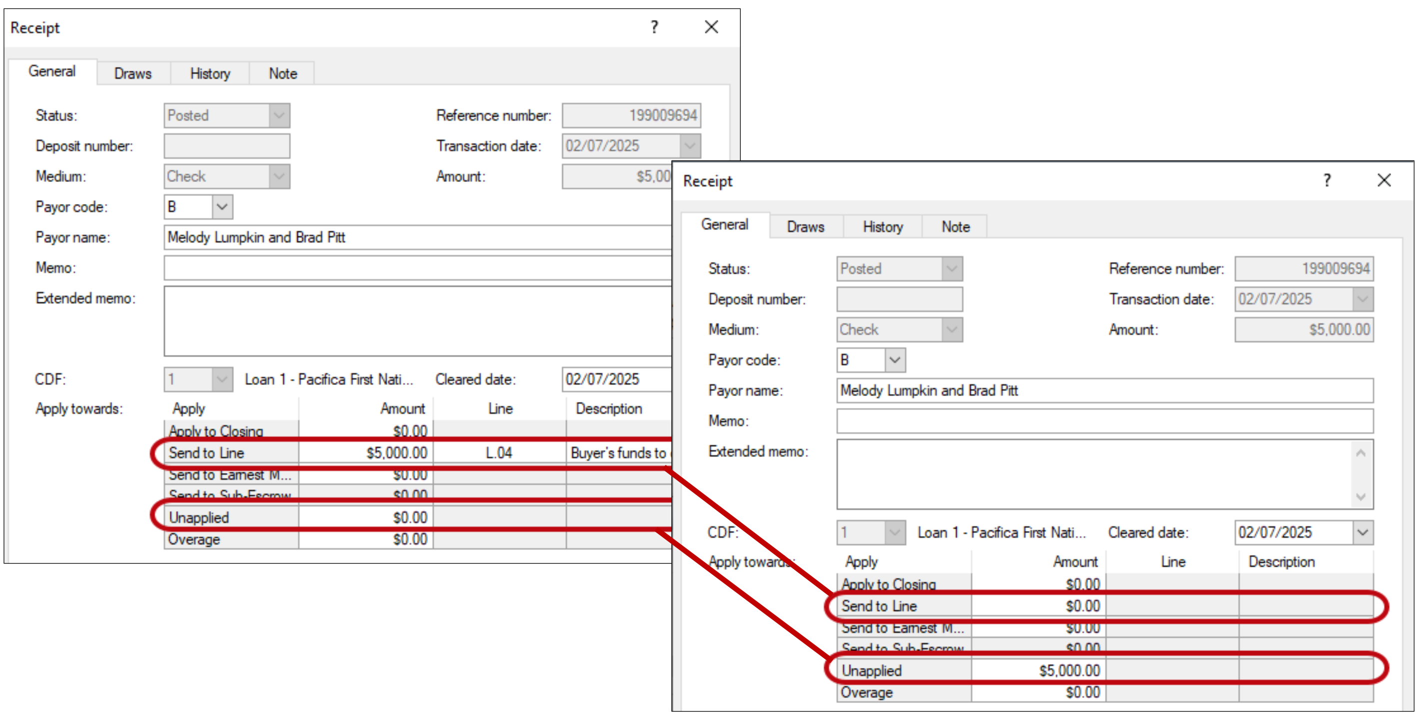
The **Register** shows the **Receipt** has now been voided.



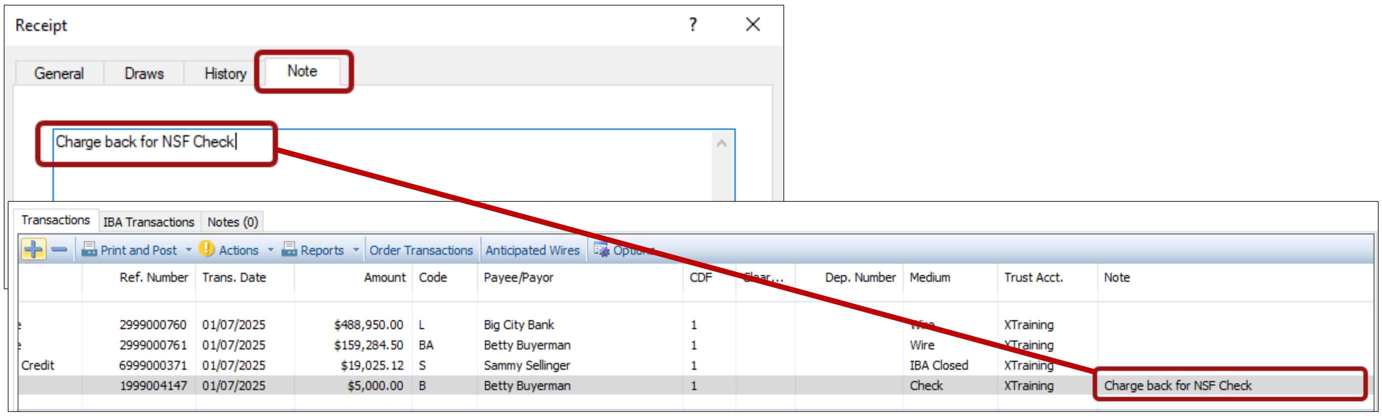
Posting Miscellaneous Debit

From the **Register**,

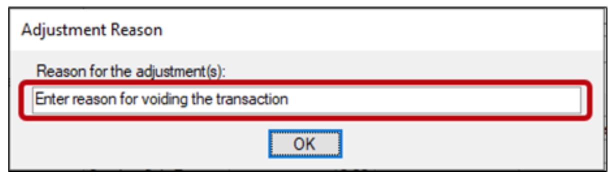
1. Double-click the corresponding **Receipt**
2. In the **Apply towards** grid, enter the total amount in the **Unapplied** field
3. Zero out the original field (**Apply to Closing**, **Send to Line**, etc.)



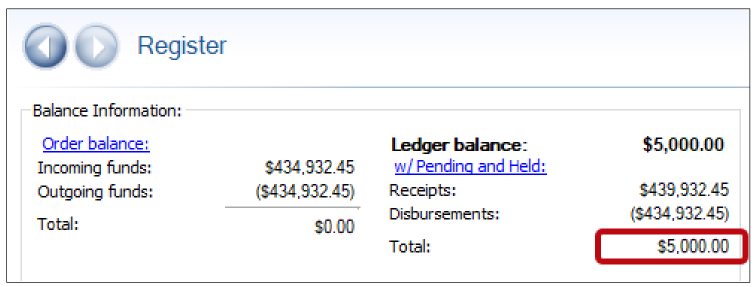
7. When funds are posted to **Send to Line**, a message displays that it is removed from the line
8. If desired, click the **Notes** tab to enter a note; this note is visible in the **Transactions** grid if **Notes** is a displayed column; click the **OK** button



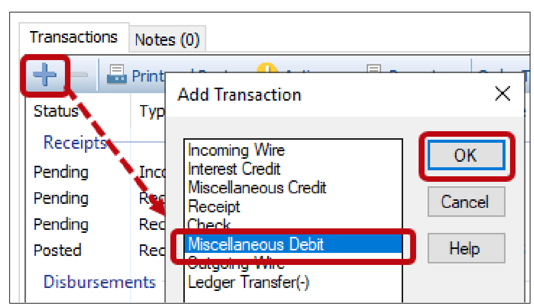
9. When prompted, enter the **Adjustment Reason**; click **OK**



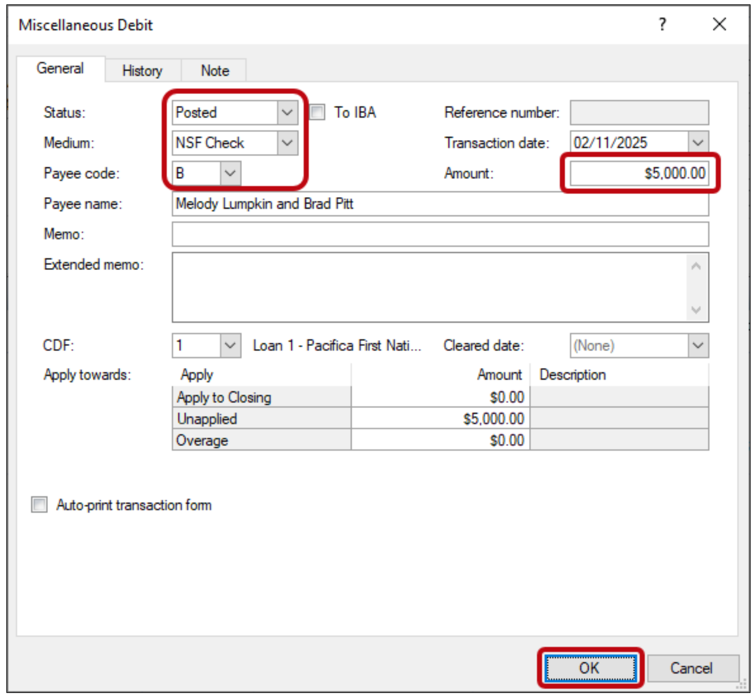
The **Register** shows as out of balance.



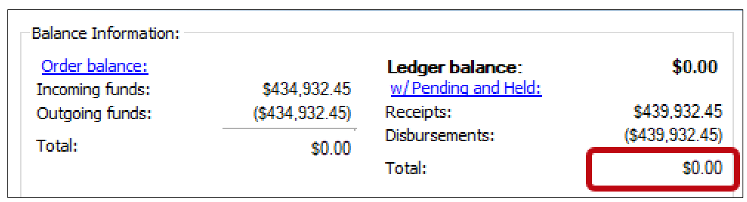
10. Click the **Add Transaction**  icon
11. Select **Miscellaneous Debit**; click **OK**



12. From the **Miscellaneous Debit** window,
    a. **Status = Posted**
    b. **Medium = NSF Check**
    c. **Payee code** = code from the **Posted Receipt**
    d. **Amount** field = the amount of the returned check
    e. Click the **OK** button



The **Register** is now in balance.



NOTE: The **Receipt** and **Miscellaneous Debit** do not appear on Escrow documents.