

## Processing Returned / NSF Checks

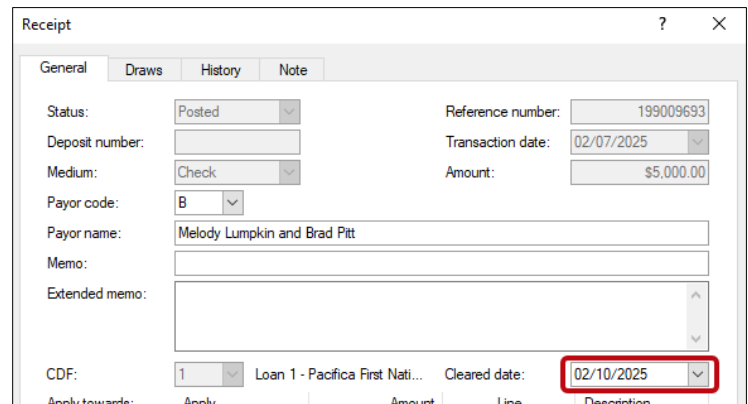
There are two methods to processing a returned or insufficient funds check. Historically in Select, voiding a posted receipt was the preferred method as it was representative of the bank reversing the deposit. Posting a miscellaneous debit method is also used in some OAC's to avoid having Corporate Accounting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



Receipt window showing fields: Status (Posted), Reference number (199009693), Deposit number, Transaction date (02/07/2025), Medium (Check), Amount (\$5,000.00), Payor code (B), Payor name (Melody Lumpkin and Brad Pitt), Memo, Extended memo, CDF (1), Loan 1 - Pacifica First Nati..., Cleared date (02/10/2025), and Apply towards.

Once removed,

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

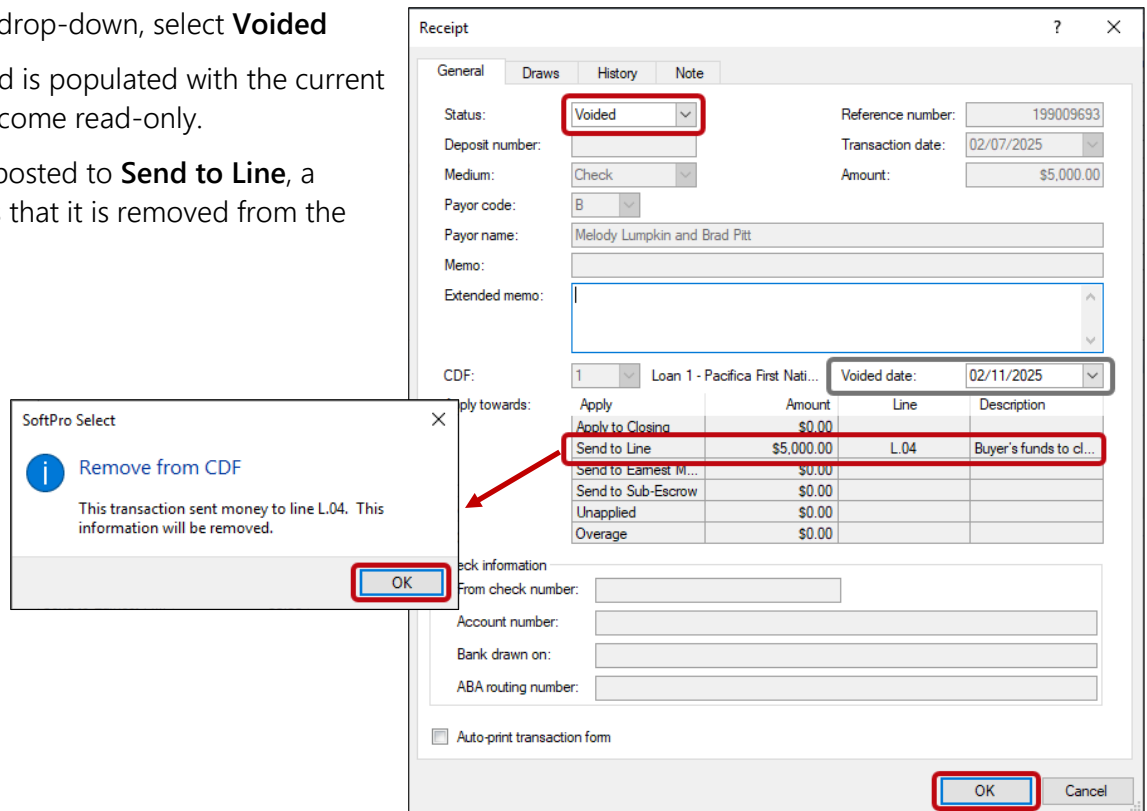
Transactions IBA Transactions Notes (0)						
+ - Print and Post Actions Reports Order Transactions Anticipated Wires Options						
Status	Type	Ref. Number	Trans. Date	Amount	Code	Payee/Payor
Receipts						
Posted	Incoming Wire	2999000760	01/07/2025	\$488,950.00	L	Big City Bank
Posted	Incoming Wire	2999000761	01/07/2025	\$159,284.50	BA	Betty Buyerman
Posted	Miscellaneous Credit	6999000371	01/07/2025	\$19,025.12	S	Sammv Sellinger
Posted	Receipt	1999004147	01/07/2025	\$5,000.00	B	Betty Buyerman
Disbursements						

## Processing Returned / NSF Checks

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

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

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



Receipt

General | Draws | History | Note

Status: **Voided** Reference number: 199009693

Deposit number: Transaction date: 02/07/2025

Medium: Check Amount: \$5,000.00

Payor code: B

Payor name: Melody Lumpkin and Brad Pitt

Memo:

Extended memo:

CDF: 1 Loan 1 - Pacifica First Nati... Voided date: 02/11/2025

Apply towards:

Apply	Amount	Line	Description
Apply to Closing	\$0.00		
<b>Send to Line</b>	<b>\$5,000.00</b>	<b>L.04</b>	<b>Buyer's funds to cl...</b>
Send to Earnest M...	\$0.00		
Send to Sub-Escrow	\$0.00		
Unapplied	\$0.00		
Overage	\$0.00		

Check information

From check number:

Account number:

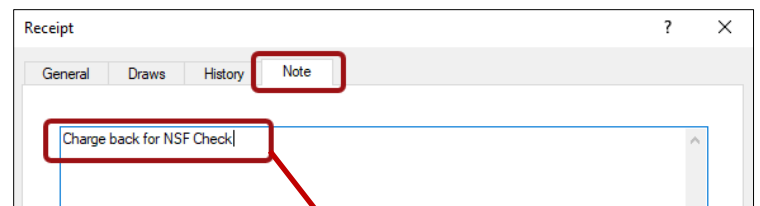
Bank drawn on:

ABA routing number:

☐ Auto-print transaction form

OK Cancel

- 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



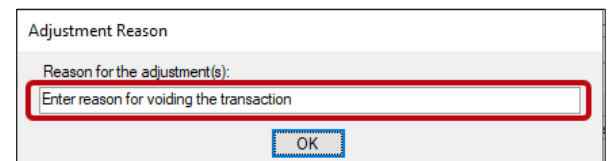
Receipt

General | Draws | History | **Note**

Charge back for NSF Check

Transactions IBA Transactions Notes (0)											
	Ref. Number	Trans. Date	Amount	Code	Payee/Payor	CDF	Clear...	Dep. Number	Medium	Trust Acct.	Note
	2999000760	01/07/2025	\$488,950.00	L	Big City Bank	1			Wire	XTraining	
	2999000761	01/07/2025	\$159,284.50	BA	Betty Buyerman	1			Wire	XTraining	
Credit	6999000371	01/07/2025	\$19,025.12	S	Sammy Sellinger	1			IBA Closed	XTraining	
	1999004147	01/07/2025	\$5,000.00	B	Betty Buyerman	1			Check	XTraining	Charge back for NSF Check

- When prompted, enter the **Adjustment Reason**; click **OK**



Adjustment Reason

Reason for the adjustment(s):

Enter reason for voiding the transaction

OK

## Processing Returned / NSF Checks

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

Transactions		Notes (0)					
Status	Type	Ref. Number	Trans. Date	Amount	Code	Payee/Payor	CDF
<b>Receipts</b>							
Pending	Incoming ...			\$282,815.53	T	Bedrock Title Co.	1
Pending	Receipt			\$147,316.92	BA	Melody Lumpkin ...	1
Pending	Receipt			\$4,800.00	O5	Grandma Money...	1
Voided	Receipt	199009693	02/07/2025	\$5,000.00	B	Melody Lumpkin ...	1
<b>Disbursements</b>							

### 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.)

Receipt

General

Draws

History

Note

Status: Posted

Reference number: 199009694

Deposit number:

Transaction date: 02/07/2025

Medium: Check

Amount: \$5,000.00

Payor code: B

Payor name: Melody Lumpkin and Brad Pitt

Memo:

Extended memo:

CDF: 1 Loan 1 - Pacifica First Nati... Cleared date: 02/07/2025

Apply towards:

Apply	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$5,000.00	L.04	Buyer's funds to
Send to Earnest M...	\$0.00		
Send to Sub-Earnest...	\$0.00		
Unapplied	\$0.00		
Overage	\$0.00		

Receipt

General

Draws

History

Note

Status: Posted

Reference number: 199009694

Deposit number:

Transaction date: 02/07/2025

Medium: Check

Amount: \$5,000.00

Payor code: B

Payor name: Melody Lumpkin and Brad Pitt

Memo:

Extended memo:

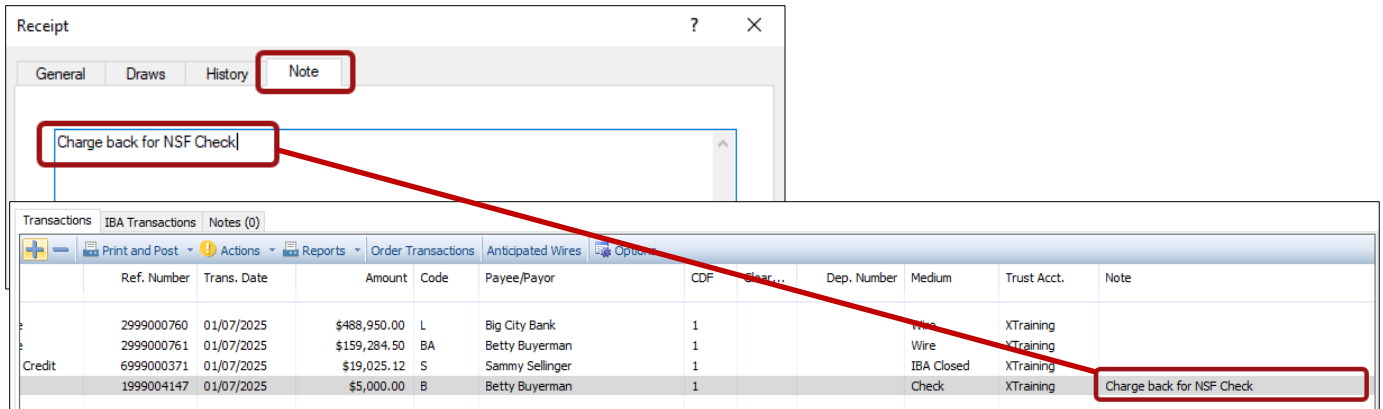
CDF: 1 Loan 1 - Pacifica First Nati... Cleared date: 02/07/2025

Apply towards:

Apply	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Send to Sub-Earnest...	\$0.00		
Unapplied	\$5,000.00		
Overage	\$0.00		

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

## Processing Returned / NSF Checks



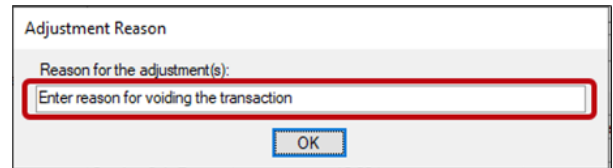
Receipt

General Draws History **Note**

Charge back for NSF Check

	Ref. Number	Trans. Date	Amount	Code	Payee/Payor	CDF	Dep. Number	Medium	Trust Acct.	Note
	2999000760	01/07/2025	\$488,950.00	L	Big City Bank	1		Wire	XTraining	
	2999000761	01/07/2025	\$159,284.50	BA	Betty Buyer	1		Wire	XTraining	
Credit	6999000371	01/07/2025	\$19,025.12	S	Sammy Seller	1		IBA Closed	XTraining	
	1999004147	01/07/2025	\$5,000.00	B	Betty Buyer	1		Check	XTraining	Charge back for NSF Check

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



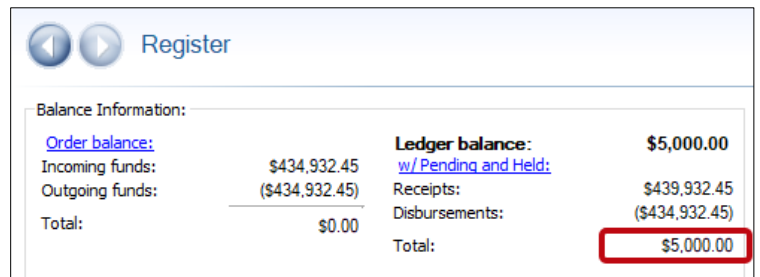
Adjustment Reason

Reason for the adjustment(s):

Enter reason for voiding the transaction

OK

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



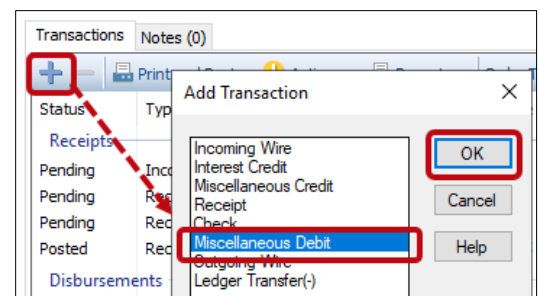
Register

Balance Information:

<u>Order balance:</u>		<b>Ledger balance:</b>	<b>\$5,000.00</b>
Incoming funds:	\$434,932.45	<u>w/ Pending and Held:</u>	
Outgoing funds:	(\$434,932.45)	Receipts:	\$439,932.45
Total:	\$0.00	Disbursements:	(\$434,932.45)
		Total:	<b>\$5,000.00</b>

10. Click the **Add Transaction**  icon

11. Select **Miscellaneous Debit**; click **OK**



Transactions Notes (0)

**+** Print

Status Type

Receipts

Pending Inc

Pending Rec

Pending Rec

Posted Rec

Disbursements

Add Transaction

Incoming Wire

Interest Credit

Miscellaneous Credit

Receipt

Check

**Miscellaneous Debit**

Outgoing Wire

Ledger Transfer(-)

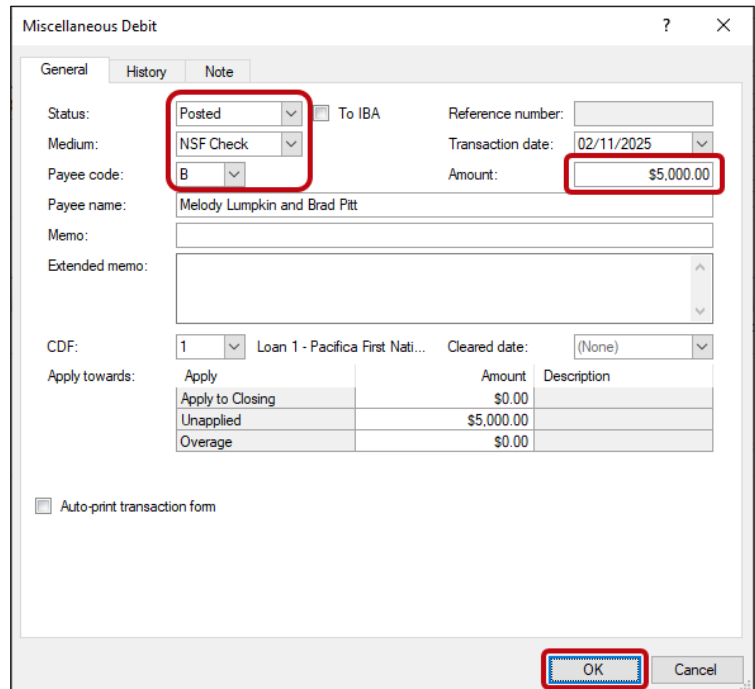
OK

Cancel

Help

## Processing Returned / NSF Checks

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 screenshot shows the 'Miscellaneous Debit' window with the following fields and values:

- Status:** Posted (highlighted with a red box)
- Medium:** NSF Check (highlighted with a red box)
- Payee code:** B (highlighted with a red box)
- Amount:** \$5,000.00 (highlighted with a red box)
- OK button:** (highlighted with a red box)

Other visible fields include: Reference number, Transaction date (02/11/2025), Payee name (Melody Lumpkin and Brad Pitt), Memo, Extended memo, CDF (1), Loan 1 - Pacifica First Nat..., Cleared date (None), and an 'Auto-print transaction form' checkbox.

The **Register** is now in balance.

Balance Information:			
<u>Order balance:</u>		<b>Ledger balance:</b>	<b>\$0.00</b>
Incoming funds:	\$434,932.45	<u>w/ Pending and Held:</u>	
Outgoing funds:	(\$434,932.45)	Receipts:	\$439,932.45
Total:	\$0.00	Disbursements:	(\$439,932.45)
		Total:	<b>\$0.00</b>

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