

## How do I record a bounced check in the Student Loans program?

When the payment is a partial against a record due, leaving a balance, do the following:

1. Go into Cash Receipts and enter the bounced check as a negative (ex: -150.00)
2. Click NEW.
3. Call up the STUDENT and the LOAN.
4. Locate the correct record and insert the original distribution in reverse (minus sign) in the appropriate field(s)

**Loan Cash Receipts Posting**

Student I.D.

Loan I.D.

Distributions

	Date Due	Princ. Due	Int. Due	Accrued Int. Due	Late Due	Total Due	Princ. To Pay	Int. To Pay	Accrued Int To Pay
✓	03-31-20	1,708.75	63.55	0.00	0.00	1,772.30	(86.45)	(63.55)	0.00
	07-31-20	152.62	7.81	0.00	0.00	160.43	0.00	0.00	0.00
	10-31-20	152.62	7.81	0.00	0.00	160.43	0.00	0.00	0.00
	01-31-20	152.62	7.81	0.00	0.00	160.43	0.00	0.00	0.00
						2,647.09	(86.45)	(63.55)	0.00

Show All      Balance      Pay All

Advance Payment  Balance      Accrued Int Prepay  Balance

Principal Prepay  Balance

Total Applied

Reference

OK      Cancel

5. Click OK, SAVE, CANCEL and post.

If the check paid off a record due, follow the steps 1,2 and 3.

Then place a checkmark in SHOW ALL. All previously paid records will be visible.

Type in the amount(s) as negatives in the fields as above, re-establishing the record as due.