

# GENERAL LEDGER

## TECH-CB ~ Returned Cheque TRansaction

### Issued Cheque Returned

#### DESCRIPTION

We issued a cheque for \$200.00 to a supplier but forgot to sign it. This cheque was returned by my bank. How do we reverse this entry in A2000ERP?

#### 1. CHEQUE VIA A GC TRANSACTION

<b>ORIGINAL ENTRY</b> If this Cheque was issued using a GC transaction, the user would have selected bank on the header and entered an Expense A/c at DEBIT side in the line detail. The double entry looks like this:	<table><tr><th></th><th>DR</th><th>CR</th></tr><tr><td>Bank A/c</td><td></td><td>200.00</td></tr><tr><td>Expense A/c</td><td>200.00</td><td></td></tr></table>		DR	CR	Bank A/c		200.00	Expense A/c	200.00	
	DR	CR								
Bank A/c		200.00								
Expense A/c	200.00									
<b>REVERSAL ENTRY</b> To reverse it, simple do a reverse transaction. At the header, select Bank Code and in the detail line, select Expense A/c and enter at CREDIT side. The double entry reverses out:-	<table><tr><th></th><th>DR</th><th>CR</th></tr><tr><td>Bank A/c</td><td>200.00</td><td></td></tr><tr><td>Expense A/c</td><td></td><td>200.00</td></tr></table>		DR	CR	Bank A/c	200.00		Expense A/c		200.00
	DR	CR								
Bank A/c	200.00									
Expense A/c		200.00								

The above are 2 entries that would match your bank statement – one record for withdrawal and another for deposit side.

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## 2. CHEQUE VIA A PV TRANSACTION

<b>ORIGINAL ENTRY</b> If this Cheque was issued using a PV transaction, the user would have selected Supplier on the header and entered a Bank A/c (CREDIT side for withdrawal). The double entry looks like this:		
	DR	CR
Bank A/c		200.00
Creditor A/c	200.00	
<b>REVERSAL ENTRY</b> To reverse it, simple do a reverse transaction. At the header, select the same Supplier and in the detail line, select Bank A/c and enter at DEBIT side. In the NARRRATION field mention that this is a returned Cheque. The double entry looks like:-		
	DR	CR
Bank A/c	200.00	
Creditor A/c		200.00

The above are 2 entries that would match your bank statement – one record for withdrawal and another for deposit side.

**\* END \***

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