

RETURN CHECK MAINTENANCE

This procedure allows you to mark checks that have been returned from the bank. You can then easily identify those check still outstanding for a check reconciliation.

1. Select the option from the menu.
2. You will see a directory of checks. To start marking the checks that have been returned, press **[F9]** to access the fields.
3. Place a 'Y' in the "Y=RTN" field for all checks that have been returned. If you are returning a large number of checks in sequential order, and you know the from and to numbers, press [F5] and key in the location, bank and beginning check number and ending check number.

Note: Pressing **[F11]** will show all voided checks.

4. Press **[ENTER]** when complete.
5. Press **[F3]** to exit.

Note: This will not do a complete bank reconciliation.