

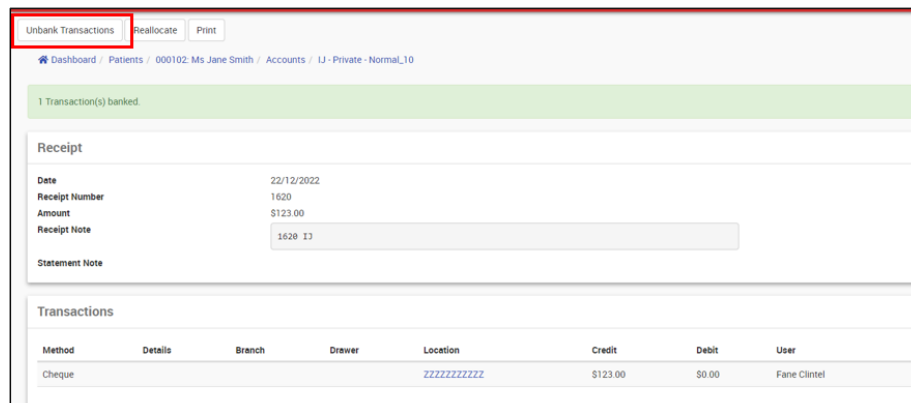
## Dishonoured cheque adjustment

Last Modified on 22/12/2022 3:36 pm ACDT

**Description:** Where an invoice has been receipted and the method of payment is Cheque and the cheque bounced, the workflow below shows the correct way to record an adjustment on the invoice.

The steps below are based on an assumption that the invoice was created, fully receipted and Banked. The invoice status is Paid.

1. In the Receipt screen, click Unbanked



Unbank Transactions | Reallocate | Print

Dashboard / Patients / 000102: Ms Jane Smith / Accounts / LJ - Private - Normal\_10

1 Transaction(s) banked.

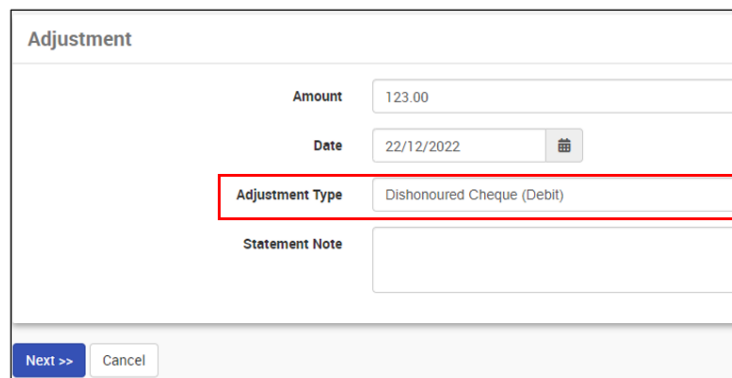
**Receipt**

Date: 22/12/2022  
Receipt Number: 1620  
Amount: \$123.00  
Receipt Note: 1620 13  
Statement Note:

**Transactions**

Method	Details	Branch	Drawer	Location	Credit	Debit	User
Cheque				ZZZZZZZZZZZZ	\$123.00	\$0.00	Fane Clintel

2. Return to the invoice screen
3. Click Adjustment on the Line item
4. Select Dishonoured Cheque from the drop down



**Adjustment**

Amount: 123.00

Date: 22/12/2022

**Adjustment Type**: Dishonoured Cheque (Debit)

Statement Note:

Next >> | Cancel

5. Click Next

This will successfully apply the adjustment and the Invoice status will change from Paid to Billed

Below is what you will then see in the invoice.

Invoice Number	2372		
Invoice Status	Billed		
Invoice Date	22/12/2022		
Invoice Total	\$123.00		
GST Total	\$0.00		
Medical Provider	Dr Ian JONAS		
Service Location	OP	East St Kilda Cons	East St Kilda Consulting
Referral	Referral not required		
Claim Status	Part Paid		
Claim Information			
Note			

Line Item

ShowEditAdjustmentRefund

Service Date	22/12/2022		
Item Number	1		
Description	test		
Units	1		
Price	\$123.00		

Allocations					
Date	Statement	Paid	Adjustment	GST Paid	GST Adjustment
22/12/2022	<a href="#">Receipt</a>	\$123.00	\$0.00	\$0.00	\$0.00
22/12/2022	<a href="#">Adjustment</a>	\$0.00	\$123.00	\$0.00	\$0.00