



# Enter Returned Checks

**Path: Accounting > Financial Accounting > General Ledger > Document Entry > General Ledger Posting**  
**Transaction Code: F-02**

1. Enter the details from the paper documentation, the returned check or the bank notification, into these fields:

Document Date: **The date of the check**  
 Document Type: **DA**  
 Posting Date: **Most of the time, this will be the same as the document date**  
 Company Code: **The four-digit Company Code Number**  
 Period: **Enter the appropriate fiscal year period or allow the system to default the correct one.**

Reference: **Enter the check number from the returned check.**  
 Text: **Enter the bank name of the returned check. (See the manual for additional instructions regarding the information required in the Reference and Text fields or check with your supervisor.)**

**Goto the bottom of the screen:**

Posting Key labeled PK: **09 Special GL Debit to the Customer**  
 GL Account: **XXXXX Enter the Customer Number using the last 5 digits.**  
 Sp. GL: **Enter "R" for Returned checks to 132000**

**Press Enter or Click the Green Check Mark Icon **

Amount: **Enter the total dollar amount of the returned check.**  
 Due On date: **Same as the document date.**

**Goto the bottom of the screen:**

Posting Key labeled PK: **50 Credit Entry to General Ledger**  
 GL Account: **Enter the General ledger Local Depository Account (Example: 101071)**

**Press Enter or Click the Green Check Mark Icon **

Amount: **The same amount as you entered above or use \* to have SAP enter the balancing amount.**  
 Value date: **Enter the same as the Document Date**

Click on the "Moon Over Miami" icon, the Document Overview  to check both sides of your transaction.

IF THE ITEMS ARE:	THEN
Balanced (Debits equal Credits)	Click the Save Icon 
Not in Balance (Debits DO NOT equal Credits)	Double-click on the item, make the necessary changes and then  .

**Note and record the 10-digit document number \_\_\_\_\_**