

Handling Non-Sufficient Funds (NSF) Transactions

Setup

1. Verify there is a NSF Category. The NSF Category must have at least one distribution that has a blank GL account with whatever the client chooses for description. Recommend a distribution for each interfaced module that has the clearing account for the GL Account.
2. Verify there is a NSF Payment Type for each bank.

Processing – Non Interfaced

1. Print a Receipt Register for the original receipt paid by the NSF check. You will need to know the Category, Distribution, receipt number, and check number used in the original receipt. Verify the GL Account number is for the Receipt Distribution and not the Category.
2. Category – Enter the customer number and/or name just as it was in the original receipt.
3. Distribution – Enter the amounts as a negative using the exact same distribution allocation as the original receipt
4. Payment – Use the NSF payment type and enter the check number in the check number field. You can enter the original receipt number in the Payee field.
5. Make sure to Update Payments and Update the GL when finished.

Processing - Interfaced

1. Category – Use the NSF Category and enter the customer number and/or name just as it was in the original receipt.
2. Distribution – Enter the amounts as a negative using the exact same distribution allocation as the original receipt. Be sure the proper GL Account is entered.
3. Payment – Use the NSF payment type and enter the check number in the check number field. You can enter the original receipt number in the Payee field.
4. Make sure to Update Payments and Update the GL when finished.

INTERFACED MODULE

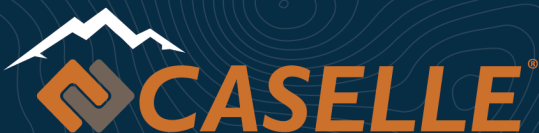
AR- Enter a Payment Adjustment using the Reverse Payment Action (AR > Customers > Enter Payment Adjustments) to reverse the payment from the NSF.

Enter the receipt # from step 1 in the Source ID and allocate the reversal to the proper invoices.

UM- Enter a Payment Adjustment using the Reverse Payment Action (AR >Customers > Enter Payment Adjustments) to reverse the payment from the NSF. Enter the receipt # from step 1 in the Source ID and allocate the reversal to the proper invoices. Enter a Billing Adjustment for any NSF fines/fees.

RE-DEPOSITING THE CASH

When the NSF is re-deposited, enter the receipt as you would any other cash receipt.



**CHARTING NEW TERRITORIES
CONQUERING NEW FRONTIERS**