

# NSF Checks



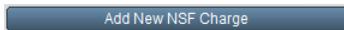
NSF Menu

## There are 4 steps to recording an NSF Check

1. Record the check as returned due to non-sufficient funds
2. Notify issuer that the check has been returned
3. Record/Track payment for the NSF check
4. Include the NSF payment on a Detailed Receipt Form

## Step 1: Record the Check as Returned Due to Non-sufficient Funds:

1. From **Main Menu, Income Activities group**:
2. Click **Non-Sufficient Funds**
3. Click **Add New NSF Charge**

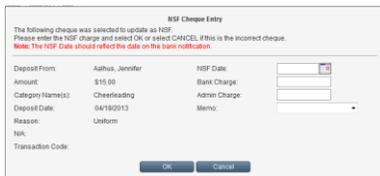


### In the List tab:

1. Click **pick list** arrow in **Deposit From:** field
2. Select issuer's name from drop-down
3. Select correct check details from the list
4. Click **Continue**



### In NSF Entry window:



1. Click in **NSF Date:** field and enter the correct date
- NOTE:** This date should reflect the date on the bank notification.
2. Press **TAB** to move to the **NSF Bank Charge:** field
3. Enter the **NSF Bank Charge**
4. Press **TAB** to move to the **School Admin Charge** field
5. Enter the **School Admin Charge**, if applicable
6. Click **OK**



### New NSF Entry tab:

If the issuer's name does not appear in the **Deposited From:** field:

1. Click **New NSF Entry** tab



2. Enter details of the New NSF entry
3. Click **Save**
4. Click **OK** in the warning dialog to post the New NSF entry



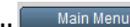
## Step 2: Notify Issuer That the Check Has Been Returned:

1. From **Non-Sufficient Funds**



## Menu, select **Print NSF Notice**

2. Click inside **Print**  check box to enter a check mark for the notices that are to be printed
3. Click inside **Include Bank./School on NSF Notice**  **Include School/Bank Charges On NSF Notice**, if applicable
4. Click **Continue** to generate the NSF Notice(s)
5. Click **Print** to print the notice(s)
6. Click **Continue** to return to the Print NSF Notice window
7. Click **Main Menu**



## Step 3: Record/Track Payment for an NSF Check:

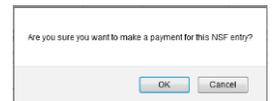
1. From **Non-Sufficient Funds Menu**, select **Receive NSF Payment**
2. Select check for which payment is being received
3. Click **Continue**
4. In **Receive Payment** window:



5. Enter **Payment Date:**
6. Enter **Payment Amount:**

**NOTE:** Partial payment is allowed here. The outstanding balance will continue to appear in the Outstanding NSF Transactions window.

7. Click **Continue**
8. Click **OK** to post the payment



9. This process will mark the NSF check as "paid" on the ledger. The record will not longer appear in the list when printing the Outstanding NSF Transactions.

## Step 4: Include the NSF Payment on a Detailed Receipt Form:

1. From **Main Menu, Income Activities group**:
2. Click **Deposits/Receipts**
3. Create a Detailed Receipt form to record the amount of the NSF payment
4. In the **Category** panel, select the same category as the original payment
5. In the **Reason** field enter the reason as being NSF collection.
6. Continue with the Detailed Receipt

For further information on School Cash Accounting – NSF Checks, please refer to the User Guide.