



NSF a Receipt

1. Go to <<AR, Receipt History>> or <<AR, Member History>>
2. Locate the receipt and highlight it.
3. Click on the <NSF> button.
4. Verify the NSF parameters (bank fees, NSF fee charged to member, etc)
5. <Post>

The following will happen:

- The member will be charged the NSF fee
- The association will be charged any applicable NSF bank fees
- A bank withdrawal will be posted to the bank account
- All charges paid off by that receipt will become unpaid
- Any money credited to the association will be taken away

NSF a payment that was Open Credits

If the payment went into open credits and was subsequently used to pay off charges, you must manually void the payoff. A warning message will display when you NSF a receipt that went into open credits.

- If you are not already there, go to <<AR, Member History>> and choose the member
- Go to the Open Credits tab
- Void the Apply Open Credits line item

Void an NSF done on the Wrong Receipt

Get the details of receipt that was mistakenly marked NSF

1. Go to Tenant History.
2. Choose the tenant and go to the Receipts tab.
3. Click the Filter button. Mark Show if Voided checkbox and Filter Active checkbox. Unmark Show if Not Voided. Save.
4. Edit the receipt marked Void: Payment Received. Note the date, amount, memo and items paid off. Close.

Repost the Receipt

5. Go to Tenant Receipt.
6. Choose the tenant.
7. Change the date to match the original posting date of the receipt.
8. Enter any memo from the original receipt you edited above. Pay off whatever was paid off or should be paid off. Post.

Fix the Deposit Slip and void the NSF receipt

9. Go to GL, Bank Account History.
10. Choose the bank account and go to the Deposits tab.
11. Find the deposit that contained the NSF receipt and highlight it.
12. Click <Edit>.
13. Unmark the checkbox "Disable Marking When Row Clicked".
14. Unmark the original NSF receipt.
15. Mark the new receipt.
16. <Post> the deposit.
17. Go to the Other Subtractions tab.
18. Find the NSF Payment Received transaction for the receipt
19. Highlight it and click on <Void>
20. Double click in the [Void Date] field to put in the posting date
21. Click <Post> - that voids the receipt.
22. Void any bank service charges that were part of the NSF
23. Go to <<AR, Tenant History>> and void any NSF charges to the tenant