



# NSF-Post and Void

Property Management Solutions for Over 30 Years

## Overview

This document explains how to post an NSF and how to void an NSF done on the wrong receipt.

## NSF a Receipt

1. Go to <<AR, Receipt History>> or <<AR, Tenant 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 tenant, etc)
5. <Post>

Tenant History window showing unit and tenant information, financial summary, and a table of posted payments. The NSF button is highlighted with a red arrow.

Posted	Description	Amount	Open Credits	Memo
8/31/2017	Payment Received	\$1,150.00		Check # 1103
12/2/2017	Payment Received	\$950.00		Check # 1108
1/1/2018	Payment Received	\$950.00		
2/3/2018	Payment Received	\$950.00		
3/4/2018	Payment Received	\$950.00		
4/2/2018	Payment Received	\$950.00		Check # 2431

NSF dialog box with the following fields:

- Date: 4/30/2018
- Date Received: 4/2/2018
- Amount Received: \$950.00
- Received From: GURO: Edward & Marianne Guro
- Bank: CHECKING: Bank Account Checking
- Bank Fee: [Empty]
- NSF Fee: \$50.00
- Memo: NSF check received 4/2/2018
- Comment: [Empty]

The following will happen:

- The receipt will be marked as NSF and a transaction for a negative of the receipt amount will be posted.
- The tenant will be charged the NSF fee
- The management group (or owner - per the management fee profile) 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 owner (or partnership or management group) will be taken away
- Any management fees taken will be returned

***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, Tenant History>> and choose the tenant
- Go to the Open Credits tab
- Void the Apply Open Credits line item

[See Interactive Help: NSF](#)

## **Void an NSF done on the Wrong Receipt**

This procedure will void both the NSF receipt and the negative transaction posted to the tenant history and the bank account.

### **Get the details of receipt that was mistakenly marked NSF**

1. Go to AR, Tenant History.
2. Choose the tenant and go to the Receipts tab.
3. Click the <Filter> button, mark the Filter Active and Show if Voided checkboxes. Save.
4. Edit the receipt marked NSF: Payment Received. Note the date, amount, memo and items paid off. Close.

The screenshot shows the 'Tenant History' window for unit FAIR436: 436 Fairway Drive and tenant BRUNO: Joseph P. Bruno. The interface includes summary boxes for Balance (\$52.50), Unpaid Charges (\$52.50), Deposits (\$1,125.00), and Advance Payments. A ledger table below shows transactions from 10/1/2018 to 12/16/2018. A red arrow points to the entry on 12/3/2018: 'NSF: Payment Received' for \$1,140.00.

Posted	Description	Amount	Open Credits	Memo	Ledger
10/1/2018	Payment Received	\$1,125.00			Harrison S. Golden
10/7/2018	Payment Received	\$25.00			Harrison S. Golden
12/3/2018	NSF: Payment Received	\$1,140.00			Harrison S. Golden
12/3/2018	NSF Check Received	\$1,140.00			Harrison S. Golden
12/16/2018	NSF Check Returned	(\$1,140.00)		NSF check received 12/3/2018	Harrison S. Golden

### **Repost the Receipt**

5. Go to AR, 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 back to AR, Tenant History.
10. Choose the tenant and go to the Receipts tab.
11. Highlight the receipt named NSF: Payment Received.
12. Click <Edit>.
13. Click on <Deposit Slip>.

**Edit NSF Receipt**

Date: 5/1/2018    Void Date:

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Description: NSF Check Received

Amount: \$1,165.00

Memo:

Comment:

Deposit  
 Taxable  
 Pay Management Group

Control: AR-331-NSF

Status:

Entered: LYN: 9/7/2018, 8:53 am

Modified: LYN: 9/7/2018, 8:53 am

Date	Type	Description	Amount	Memo
5/1/2018	NSF Receipt	NSF Check Received	\$1,165.00	
7/7/2018	NSF Receipt	NSF Check Returned	(\$1,165.00)	NSF check receive

General Ledger

Deposit Slip

Help    Post    Cancel

14. Unmark the checkbox "Disable Marking When Row Clicked".

**Deposit Slip**

Deposit Date: 5/2/2018     Show All Undeposited Receipts

Bank: CHECKING: Bank Account Checking

Total Deposit: \$5,470.00

Memo: 276

Comment:

Total Marked: \$5,470.00

Total Deposit: \$5,470.00

DIFFERENCE: \$0.00

  

Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
5/1/2018	SEILSKI: Edward R. Seilski		\$775.00	<input checked="" type="checkbox"/>
5/1/2018	NSF ROD: Jerry and Karyl Rodriguez	NSF NSF check received 02/01/2000	\$980.00	<input checked="" type="checkbox"/>
7/7/2018	BRUNO: Joseph P. Bruno		\$1,125.00	<input type="checkbox"/>
5/1/2018	SCHRADER: Phyllis Schrader		\$1,150.00	<input checked="" type="checkbox"/>
5/1/2018	NSF: BRUNO: Joseph P. Bruno		\$1,165.00	<input type="checkbox"/>
5/7/2018	BRUNO: Joseph P. Bruno		\$1,165.00	<input checked="" type="checkbox"/>

Sort By Date     Sort by Amount    **8 Marked**

1. All / 2. Marked / 3. Unmarked / 4. Stale

Help    Post    Report    Print    Cancel

15. Unmark the original NSF receipt.
16. Mark the new receipt.
17. <Post> the deposit.
18. In Tenant History, highlight the NSF: Payment Received transaction for the receipt
19. Click on <Void>
20. Double click in the [Void Date] field to put in the posting date
21. Click <Post> - that voids the NSF receipt and the negative transaction posted to Tenant History and the bank account.
22. Void any NSF charges to the tenant
23. Void any bank service charges that were part of the NSF