



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>

The screenshot shows the 'Tenant History' window for unit MAIN212: 212 Main Street, tenant GURO: Edward & Marianne Guro. The summary section shows a balance of \$950.00, deposits of \$1,150.00, and unpaid charges of \$950.00. A table of transactions is shown below, with the entry for 4/2/2018 highlighted. 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

The NSF dialog box shows the following fields and values:

- 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

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 statistics for balance, deposits, and various charges. Below this is a ledger table with columns for Posted, Description, Amount, Open Credits, Memo, and Ledger. A red arrow points to the entry dated 12/3/2018 with the description 'NSF: Payment Received' and an amount of \$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