



Tenant Payment in Two Parts-Then NSF

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Overview

When a tenant gives you cash and a check, or gives you two checks, to pay off a single charge, the best procedure is to receive the payments separately. This is because you may need to NSF part of the payment.

To Receive the Two Payments:

1. Go to <<AR, Tenant Receipt>>
2. X the Currency Box, located in the upper right hand corner.
3. Complete the rest of the form, receiving only the cash part of the payment.
4. Post the first part of the payment using the New button.
5. To receive the second part of the payment, repeat the above procedure, not X-ing the Currency box, for the check amount.
6. Both receipts will be in <<GL, Deposit Receipts>> awaiting posting.
7. You can then follow our [How to document #214](#) to NSF the check portion of the receipt.

If you have already posted both the cash and the check as one receipt in <<AR, Tenant Receipt>> and one needs to be NSF, then to fix:

1. Go to <<GL, Deposit Receipts>> and choose the bank account. If the receipt you want to NSF is there, you can void it in <<AR, Tenant History>>. If not...
2. Go to <<AR, Tenant History>> and chose the tenant for whom you need to make the correction. Click on the Receipts tab. Click on the payment you wish to change, click on Edit, and click on Deposit Slip. Note the amount and date of the deposit. Click Cancel.
3. Go to <<GL, Bank Account History>>, choose the bank account, and click on the Deposits tab. Highlight the deposit and Void it. This puts all the line items of that deposit into Deposit Receipts.
4. Go to <<AR, Tenant History>>, choose the tenant, click on the Receipts tab, select this receipt, and Void it.
5. Go to <<Tenant Receipt>> and follow the above procedure to receive each payment separately, making sure to adjust the date, if necessary.
6. Go to <<GL, Deposit Slip>> and select the bank account. Adjust the date, mark (X) the two receipts as well as any that were on the original Deposit Slip, enter the Total Deposit, and post the Deposit Slip.
7. You can then follow our [How to document #214](#) to NSF the check portion of the receipt.